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**City Council  
Electronic Meeting**

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

**Monday, January 29, 2024  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

1. *Motion to:*

- CNCL-10**      (1) *adopt the **minutes** of the Regular Council meeting held on January 15, 2024; and*
- CNCL-22**      (2) *adopt the **minutes** of the Regular Council meeting for Public Hearings held on January 22, 2024.*



**AGENDA ADDITIONS & DELETIONS**

**PRESENTATIONS**

Presentation of two national Silver Leaf Awards from the International Association of Business Communicators (IABC), presented by Suzanne Bycraft

## Council Agenda – Monday, January 29, 2024

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ITEM

Helene Perndl, Trade Relations Officer for the Austrian Commercial Office, to present the National Energy Global Award 2023. The Energy Globe Foundation, has awarded the City of Richmond the National Energy Globe Award 2023 for the City Centre District Energy Utility expansion project.

### COMMITTEE OF THE WHOLE

2. *Motion to resolve into Committee of the Whole to hear delegations on agenda items.*

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3. Delegations from the floor on Agenda items.

**PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 18.**

4. *Motion to rise and report.*

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### RATIFICATION OF COMMITTEE ACTION

### CONSENT AGENDA

**PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.**

### CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- 2024 Child Care Grants

## Council Agenda – Monday, January 29, 2024

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ITEM

- 2024 Health, Social And Safety Grants
- 2024 Environmental Enhancement Grants
- 2024 Parks, Recreation And Community Events Grants
- 2024 Arts And Culture Grants
- Richmond Intercultural Advisory Committee 2023 Annual Report And 2024 Work Program
- Richmond Community Services Advisory Committee 2023 Annual Report And 2024 Work Program
- Richmond Seniors Advisory Committee 2023 Annual Report And 2024 Work Program
- CEBA Loan Extension

5. *Motion to adopt Items No. 6 through No. 15 by general consent.*

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Consent  
Agenda  
Item

6. COMMITTEE MINUTES

*That the minutes of:*

- CNCL-34 (1) the **Community Safety Committee** meeting held on January 16, 2024;
- CNCL-39 (2) the **General Purposes Committee** meeting held on January 22, 2024;  
and
- (3) the **Planning Committee** meeting held on January 23, 2024;  
(distributed separately)
- be received for information.*

☐

Consent  
Agenda  
Item

7. 2024 CHILD CARE GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7473884)

CNCL-48

**See Page CNCL-48 for full report**

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Child Care Capital Grants be awarded for the total recommended amount of \$50,000.00 as identified in the staff report titled “2024 Child Care Grants” dated January 3, 2024, from the Director, Community Social Development;*

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- (2) *That a second call for applications for the Child Care Professional and Program Development Grants be issued in March 2024 and recommendations for grant allocations be brought forward in a subsequent report for Council consideration; and*
- (3) *That the grant funds be disbursed accordingly following Council approval.*

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Consent  
Agenda  
Item

8. **2024 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 7442143)

CNCL-96

See Page CNCL-96 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the 2024 Health, Social and Safety Grants be awarded for the total recommended amount of \$683,590.00 as identified in Attachment 2 of the staff report titled “2024 Health, Social and Safety Grants,” dated January 3, 2024 from the Director, Community Social Development and as amended to include an increased amount of \$35,000 to Church on Five, \$2,500 to the Society for Youth Empowerment and Strength, and an increased amount of \$10,000 to The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council funded from the Council Contingency fund; and*
- (2) *That the grant funds be disbursed accordingly following Council approval.*

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Consent  
Agenda  
Item

9. **2024 ENVIRONMENTAL ENHANCEMENT GRANTS**  
(File Ref. No. 11-7200-20-01) (REDMS No. 7472271)

CNCL-223

See Page CNCL-223 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the 2024 Environmental Enhancement Grants be awarded for the recommended amount of \$37,303 as identified in Attachment 1 of the staff report titled “2024 Environmental Enhancement Grants”, dated January 3 2024, from the Director, Parks Services; and*
- (2) *That the grant funds be disbursed accordingly following Council approval*

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Consent  
Agenda  
Item

10.    **2024 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 7408027)

CNCL-366

See Page CNCL-366 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1)    *That the 2024 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport – Richmond Chapter, be awarded for the total recommended amount of \$123,017, as identified in Attachment 1 of the staff report titled “2024 Parks, Recreation and Community Events Grants”, dated January 3, 2024, from the Director, Parks Services, and the Director, Recreation and Sport Service and as amended to include a \$2,000 grant to the Richmond Cosom Floor Hockey Association, with funding coming from the Council Contingency fund; and*
- (2)    *That the grant funds be disbursed accordingly following Council approval.*



Consent  
Agenda  
Item

11.    **2024 ARTS AND CULTURE GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 7497664)

CNCL-436

See Page CNCL-436 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1)    *That the 2024 Arts and Culture Grants be awarded for the total recommended amount of \$127,364, as identified in Attachment 1 of the staff report titled “2024 Arts and Culture Grants,” dated December 18, 2023, from the Director, Arts, Culture and Heritage Services; and*
- (2)    *That the grant funds be disbursed accordingly following Council approval.*



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Consent  
Agenda  
Item

12. **CEBA LOAN EXTENSION**  
(File Ref. No.) (REDMS No.)

CNCL-501

See Page CNCL-501 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That a letter requesting an extension for the Canada Emergency Business Account (CEBA) loans repayment for small businesses to December 31, 2024 be sent to the Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance, and the Honourable Mary Ng, Minister of Export Promotion, International Trade and Economic Development, and that copies be sent to MP Parm Bains and MP Wilson Miao.*



Consent  
Agenda  
Item

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

CNCL-507

See Page CNCL-507 for full report

### PLANNING COMMITTEE RECOMMENDATION

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



Consent  
Agenda  
Item

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

CNCL-517

See Page CNCL-517 for full report

### PLANNING COMMITTEE RECOMMENDATION

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



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Item

15. **RICHMOND SENIORS ADVISORY COMMITTEE 2023 ANNUAL REPORT AND 2024 WORK PROGRAM**

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 7490833)

CNCL-527

See Page CNCL-527 for full report

PLANNING COMMITTEE RECOMMENDATION

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



\*\*\*\*\*

CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

\*\*\*\*\*

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **2024 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS  
– KIDSPORT**

(File Ref. No. 03-1085-01) (REDMS No. 7408027)

CNCL-366

See Page CNCL-366 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the grant to KidSport – Richmond Chapter be awarded in the amount of \$20,000.*



17. **SHERATON HOTEL STRIKE**

(File Ref. No.)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Mayor Brodie, Cllrs: Hobbs and Loo

*That the City of Richmond provide support to the Hotel and Hospitality Workers by not doing any business with the Hilton Vancouver Airport and Vancouver Airport Marriott Hotels, in addition to the Sheraton Airport hotel, until there is a resolution to the job action at the Sheraton Vancouver Airport Hotel Richmond.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAW FOR ADOPTION

CNCL-537

Consolidated 5 Year Financial Plan (2024-2028) **Bylaw No. 10515**

Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.



DEVELOPMENT PERMIT PANEL

18. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans

CNCL-543

(1) *The **Chair's report** for the Development Permit Panel meetings held on May 10, 2023, be received for information; and*

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ITEM

- (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 22-019430) for the property located at 10151 Ainsworth Crescent, be endorsed and the Permit so issued.*

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### PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

19. *Motion to resolve into Committee of the Whole to hear delegations on non-agenda items.*

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Drew Rickard to delegate on the Proposed Temporary Steveston Bus Exchange.

20. *Motion to rise and report.*

☐

### ADJOURNMENT

☐



**Regular Council**

**Monday, January 15, 2024**

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe  
  
Corporate Officer – Claudia Jesson

Absent: Councillor Chak Au

Call to Order: Mayor Brodie called the meeting to order at 7:00 p.m.

RES NO. ITEM

**MINUTES**

R24/1-1 1. It was moved and seconded  
*That:*

- (1) *the minutes of the Special Council meeting held on December 20, 2023, be adopted as circulated; and*
- (2) *the minutes of the Regular Council meeting for Public Hearings held on December 18, 2023, be adopted as circulated.*

**CARRIED**



Regular Council  
Monday, January 15, 2024

COMMITTEE OF THE WHOLE

- R24/1-2      2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:04 p.m.).*

CARRIED

3.    Delegations from the floor on Agenda items – None.

- R24/1-3      4.    It was moved and seconded  
*That Committee rise and report (7:05 p.m.).*

CARRIED

CONSENT AGENDA

- R24/1-4      5.    It was moved and seconded  
*That Items No. 6 through No. 12 be adopted by general consent.*

CARRIED

6.    COMMITTEE MINUTES

*That the minutes of:*

- (1)    *The Community Safety meeting held on December 12, 2023;*
- (2)    *the Public Works and Transportation meeting held on December 20, 2023; and*
- (3)    *the Parks, Recreation and Cultural Services meeting held on December 20, 2023;*
- (4)    *the Finance Committee meeting held on January 8, 2024;*
- (5)    *the General Purposes Committee meeting held on January 8, 2024; and*
- (6)    *the Planning Committee meeting held on January 9, 2024;*





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*be received for information.*

**ADOPTED ON CONSENT**

**7. TERRA NOVA RURAL PARK HISTORICAL ASSETS PROGRAM  
PLAN GUIDING PRINCIPLES AND NEXT STEPS**

(File Ref. No. 06-2345-20-TNRP1; XR: 11-7200-20-01) (REDMS No. 7313039, 7329597)

- (1) *That the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles as outlined in the staff report titled “Terra Nova Rural Park Historical Assets Program Plan Guiding Principles and Next Steps,” dated November 15, 2023, from the Director, Parks Services, be endorsed; and*
- (2) *That staff proceed with Phase 2 of the Terra Nova Rural Park Historical Assets Program Plan.*

**ADOPTED ON CONSENT**

**8. 2024 ENGAGING ARTISTS IN COMMUNITY PROGRAM PUBLIC  
ART PROJECTS**

(File Ref. No. 11-7000-09-20-089) (REDMS No. 7401791, 7452512, 7298087, 7422522)

*That the 2024 Engaging Artists in Community Program Public Art Projects as presented in the staff report titled “2024 Engaging Artists in Community Program Public Art Projects”, dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5-Year Financial Plan (2024-2028) is adopted by Council.*

**ADOPTED ON CONSENT**

**9. 2024 COMMUNITY MURAL PROGRAM PROJECTS**

(File Ref. No. 11-7000-09-20-255) (REDMS No. 7417993, 7418002, 6967436, 7437165)

- (1) *That the 2024 Community Mural Program Projects as presented in the staff report titled “2024 Community Mural Program Projects”, dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2024-2028) is adopted by Council; and*





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- (2) *That external contributions received for the 2024 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5 Year Financial Plan (2024-2028).*

**ADOPTED ON CONSENT**

**10. EXTENSION OF CONTRACT - 6577P - ON-CALL COLLECTION OF HAZARDOUS MATERIALS**

(File Ref. No. 03-1000-20-6577P) (REDMS No. 7385204)

- (1) *That Contract 6577P – On-call Collection of Hazardous Materials be extended for an additional three-year term, commencing February 1, 2024 with the total contract value of \$1,584,560, split between GFL Environmental Inc. and Secure Energy Services Inc. as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 28, 2023, from the Director, Public Works Operations;*
- (2) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract for a further two-year term, up to a maximum total term of eight years, for the maximum total amount of \$2,288,120, as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 28, 2023, from the Director, Public Works Operations; and*
- (3) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract with GFL Environmental Inc. and Secure Energy Services Inc.*

**ADOPTED ON CONSENT**



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**Monday, January 15, 2024**

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

(File Ref. No. 08-4105-20- ZT 23-027054) (REDMS No. 7450663)

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

**ADOPTED ON CONSENT**

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

(File Ref. No. 08-4105-20- TU 23-018648) (REDMS No. 7443689, 7499402)

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

**ADOPTED ON CONSENT**

**NON-CONSENT AGENDA ITEMS**

**PLANNING COMMITTEE**

Councillor Bill McNulty, Chair

**13. APPLICATION BY KULDIP KHAKH FOR REZONING AT 10200 CAITHCART ROAD FROM THE "SINGLE DETACHED (RS1/E)" ZONE TO THE "SINGLE DETACHED (RS2/B)" ZONE**

(File Ref. No. 12-8060-20-010521, RZ 20-904781) (REDMS No. 7470320, 2221494, 7468878)

R24/1-5

It was moved and seconded



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**Monday, January 15, 2024**

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10521, for the rezoning of 10200 Cathcart Road from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, be introduced and given first reading.*

The question on the motion was not called as discussion ensued with respect to public notifications and tree retention and replacement.

The question on the motion was then called and **CARRIED**.

R24/1-6

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10521 be given second and third readings.*

**CARRIED**

14. **APPLICATION BY PAKLAND PROPERTIES (KHALID HASAN) FOR REZONING AT 2200 MCLENNAN AVENUE FROM THE “SINGLE DETACHED (RS1/D)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. 12-8060-20-010409, RZ 21-938395) (REDMS No. 6951214, 3387639, 3370153, 7227277)

R24/1-7

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10409, for the rezoning of 2200 McLennan Avenue from the “Single Detached (RS1/D)” zone to the “Single Detached (RS2/B)” zone to create two lots, be introduced and given first reading.*

**CARRIED**

R24/1-8

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10409 be given second and third readings.*

**CARRIED**

**COMMUNITY SAFETY COMMITTEE**

Councillor Alexa Loo, Chair





**Regular Council**  
**Monday, January 15, 2024**

**15. RICHMOND TRAFFIC INTERSECTION CAMERAS AND PROPOSED PUBLIC SAFETY CAMERA SYSTEM**

(File Ref. No. 10-6450-07-07; XR: 10-6450-08-01) (REDMS No. 7471928, 5632725, 5649430, 6329429, 6410712, 6432621, 6684744, 6754953, 6755199, 7449501)

Discussion ensued with respect to (i) estimated costs of the proposal, (ii) potential privacy concerns for individuals, (iii) the cameras increasing and improving public safety, (iv) the enhanced camera network playing a key role in assisting with serious crime investigations, (v) access to information/images from the cameras requiring judicial authorization, and (vi) the rationale for the proposed public safety camera system.

R24/1-9

It was moved and seconded

*That:*

- (1) *A more detailed assessment of the costs associated with implementing the Proposed Public Safety Camera System, including phasing options and funding sources, as described in the report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be presented for Council's consideration and approval through a future budget process;*
- (2) *The feasibility of obtaining a Court declaration in advance of the expenditures associated with implementing the Proposed Public Safety Camera System, as described in the report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be explored;*
- (3) *Any necessary Privacy Impact Assessment for the Proposed Public Safety Camera System be undertaken to satisfy the requirements of the Freedom of Information and Privacy Act; and*



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- (4) *A copy of this report titled “Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System” dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be provided to the Office of the Information and Privacy Commissioner for British Columbia, Minister of Public Safety and Solicitor General, and Richmond Members of Parliament and Members of the Legislative Assembly.*

**CARRIED**

Opposed: Cllrs. Gillanders  
Wolfe

**BYLAWS FOR ADOPTION**

R24/1-10

It was moved and seconded

*That the following bylaws be adopted:*

Building Regulation Bylaw No. 7230 Amendment **Bylaw No. 10507**;

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment **Bylaw No. 10508**;

Municipal Ticket Information Authorization Bylaw No. 7321, Amendment **Bylaw No. 10509**,

Traffic Bylaw No. 5870, Amendment **Bylaw No. 10517**, and

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment **Bylaw No. 10519**.

**CARRIED**

R24/1-11

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10163** be adopted.

**CARRIED**

Opposed: Cllr. Wolfe



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**Monday, January 15, 2024**

- R24/1-12      It was moved and seconded  
That Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10447** be adopted.

**CARRIED**

**DEVELOPMENT PERMIT PANEL**

- R24/1-13      16. It was moved and seconded
- (1) *That the minutes and the Chair's report for the Development Permit Panel meeting held on September 14, 2022, be received for information.*
  - (2) *That the recommendations of the Panel to authorize the issuance of Development Permit (DP 21-942090) for the property located at 7100 & 7120 Ash Street, be endorsed and the Permit so issued.*

**CARRIED**

**PUBLIC DELEGATIONS ON NON-AGENDA ITEMS**

- R24/1-14      17. It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:10 p.m.).*

**CARRIED**





**Regular Council**  
**Monday, January 15, 2024**

Belinda Boyd and Hugh Frieberg, Richmond Food Aid Delivery Coalition, expressed their support of the motion regarding Homeless Crisis from the October 16, 2023 General Purposes Committee and spoke about the critical need for after hours outreach staff. Referring to their letter to Council (Copy on file) they highlighted that (i) outreach professionals are essential in ensuring that homeless individuals have access to a nightly meal and for connecting them to crucial housing, mental, addiction, emergency dental, and other essential health services, (ii) the new city outreach positions should work with the community based outreach workers to establish coordination and collaboration, (iii) faith communities are providing meals for the homeless outreach but additional funding is needed to support staffing, reduce burnout and secure sufficient food supplies, and (iv) there is a need for a city-funded homeless outreach program with afterhours as well as regular outreach staff.

In response to a query from Council the delegation noted that the benefit of contracting out the outreach staff positions is that it may be more cost effective than having an in house city position and there are many agencies and organizations that have experience in outreach work that may be able to fill these positions quicker.

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

R24/1-15

It was moved and seconded

*That staff review and report back on the presentation made by the Richmond Food Aid Coalition taking into consideration the letter and comments made, particularly around coordination with the existing outreach staff and the Human Resources aspects.*

The question on the motion was not called as in response to queries from Council, staff advised (i) the vast majority of the outreach worker job responsibilities will entail being out in the field providing outreach, and working non standard hours, and (ii) a memorandum is forthcoming with more information on the outreach worker position.

The question on the **referral** motion was then called and **CARRIED**.

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

R24/1-16

It was moved and seconded



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*That staff review and report back on what is needed in the form of in kind services, people and funding to support the fifteen non-profit organizations providing emergency meals to feed insecure individuals in Richmond and the feasibility of providing this support.*

**CARRIED**

Sharan Pawa and Shaelyn Arnould, UNITE HERE Local 40, spoke about their on-going labour dispute with the Sheraton Vancouver Airport hotel and requested that the City not hold any of their events at the hotel.

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

R24/1-17

It was moved and seconded

*That City of Richmond provide support to the Sheraton Airport Hotel workers by not doing any business with the Sheraton Airport Hotel.*

**CARRIED**

Mustafa Siddiqui and Michael Siddiqui expressed their concerns about Richmond City Hall flying the Ukrainian flag and that flying one flag over the other may be seen as choosing a side and result in an increase in racism.

R24/1-18

18. It was moved and seconded

*That Committee rise and report (8:49 p.m.).*

**ADJOURNMENT**

R24/1-19

It was moved and seconded

*That the meeting adjourn (8:50 p.m.).*

**CARRIED**





**City of  
Richmond**

**Minutes**

**Regular Council  
Monday, January 15, 2024**

Certified a true and correct copy of the  
Minutes of the Regular meeting of the  
Council of the City of Richmond held on  
Monday, January 15, 2024.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



**Regular Council meeting for Public Hearings  
Monday, January 22, 2024**

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

Evangel Biason, Acting Corporate Officer

Call to Order: Mayor Brodie opened the proceedings at 7:00 p.m.

1. **TEMPORARY USE PERMIT (TU 23-032827)**

(Location: 2520, 2540, 2560, 2580, 2600, 2640 Smith Street and 9031 Bridgeport Rd.;  
Applicant: BC Housing)

*Applicant's Comments:*

The applicant was available to respond to queries.



### Regular Council meeting for Public Hearings Monday, January 22, 2024

In response to queries from Council, Julie Roberts, Executive Director, Community Builders noted that (i) currently a caterer and a number of staff are supporting the meal program at the housing facility and in addition, Aster Place partners with the meal program A Loving Spoonful, should there be a disruption in food services, (ii) there are mental health staff on-site specifically trained to work with the residents, (iii) a number of residents have secured permanent housing, (iv) Community Builders can provide Council with a bi-annual report on Aster Place operations and other matters that may be of interest to Council, (v) in most cases mental health concerns are not reasons for eviction, and the operator works with the resident to provide support, (vi) evictions occur when there is a safety concern, and in these cases staff work with the resident to find new accommodation, (vii) there is a consumption site in the building monitored by staff where residents can use substances in a safe way, and (viii) the neighborhood has been provided a 24-hour contact to address any complaints regarding the housing facility.

#### *Written Submissions:*

Dr. Meena Dawar (Schedule 1)

Chris Chung (Schedule 2)

#### *Submissions from the floor:*

Tracey Hanford, Aster Place tenant, expressed her concerns with respect to the operations, management and food quality of the Aster Place facility.

In response to queries from Council regarding Aster Place operations, Ms. Hanford spoke about (i) the low quality food served to residents, (ii) the lack of qualified mental health workers at the facility, and (iii) the eviction process of tenants.

Rob, Aster Place tenant, expressed his concerns with regard to Aster Place operations, including concerns related to a lack of communication between tenants and management. He spoke in support of renewal of the temporary use permit, adding that the housing has been helpful for many people.

David Garnett, resident, spoke about the operational issues at the facility and shared his personal negative experiences with Aster Place operations.



Regular Council meeting for Public Hearings  
Monday, January 22, 2024

PH24/1-1

It was moved and seconded

*To renew the existing Temporary Use Permit for the three-storey temporary modular housing development with 40 residential units and vehicle access from Smith Street at 2520, 2540, 2560, 2580, 2600, 2640 Smith Street and 9031 Bridgeport Road.*

**CARRIED**

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

PH24/1-2

It was moved and seconded

*That the performance of Aster Place be evaluated and that staff prepare a report on the effectiveness of the operations of Aster Place Supportive Housing and report back as soon as possible, then review every six months.*

The question on the motion was not called as discussion ensued with respect to (i) the number of evictions and the number of people transitioning through Aster Place into new forms of housing, (ii) the terms of the memorandum of understanding signed by BC Housing, City of Richmond and Community Builders, (iii) the need for a full investigation into the operations of the facility, (iv) the qualifications of the staff working at Aster Place, and (v) making the necessary changes to improve facility operations.

The question on the motion was then called and **CARRIED**.

**ADJOURNMENT**

PH24/1-3

It was moved and seconded

*That the meeting adjourn (7:54 p.m.).*

**CARRIED**





# City of Richmond

## Minutes

### Regular Council meeting for Public Hearings Monday, January 22, 2024

Certified a true and correct copy of the Minutes of the Regular meeting for Public Hearings of the City of Richmond held on Monday, January 22, 2024.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer (Evangel Biason)

Schedule 1 to the Minutes of the  
Public Hearing meeting of  
Richmond City Council held on  
January 22, 2024.

**Biason, Evangel**

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**From:** Dawar, Meena [VCH] <Meena.Dawar@vch.ca>  
**Sent:** January 17, 2024 3:49 PM  
**To:** MayorandCouncillors  
**Cc:** Lusk, Serena  
**Subject:** Letter in support of a temporary use permit for Aster Place Modular Supportive Housing Building  
**Attachments:** 2024 Dawar Letter to Mayor and Council re Aster Place Permit Renewal.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged  
**Categories:** - TO: MAYOR & EACH COUNCILLOR / FROM: CITY CLERK'S OFFICE

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

Dear Mayor and Council,  
Please find attached my letter in support of the permit renewal or extension for this facility. Thank you for the care you provide to the most vulnerable Richmond residents.

Sincerely,  
Meena Dawar

**Dr. Meena Dawar**  
Medical Health Officer, Richmond  
**Vancouver Coastal Health**

office 604-233-3170  
e-mail [Meena.Dawar@vch.ca](mailto:Meena.Dawar@vch.ca)

I acknowledge that my place of work lies on the unceded traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations.  
The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

PHOTOCOPIED

JAN 18 2024

\* DISTRIBUTED

CNCL - 26



18 January 2024

**Mayor and Council**

City of Richmond

By email: [MayorandCouncillors@Richmond.ca](mailto:MayorandCouncillors@Richmond.ca)

Dear Mayor and Council:

**Re: Temporary Use Permit (TU 23-032827) – Aster Place Modular Supportive Housing Building**

I am writing in my role as Medical Health Officer for the City of Richmond regarding the three-year permit extension of the Aster Place Supportive Housing facility. In November, I communicated support for the extension of the Alderbridge Supportive Housing lease, and I was pleased to see Council's continued support for the services provided there. For the same reasons, **I write to emphasize the importance of maintaining 40 units of supportive housing at Aster Place to address the needs of some of Richmond's most vulnerable residents, many of whom may otherwise face homelessness and other hardships.** Consistent with the City of Richmond's Homelessness Strategy and Affordable Housing Strategy, this facility and its associated services have been an invaluable source of stability and support for people who live there.

As you know, the most recent homelessness count shows an increasing number of people are experiencing homelessness in Richmond. According to the [2023 Homeless Count in Greater Vancouver](#), 162 people in Richmond experienced homelessness last year – a 91% increase since the last count. The homelessness count represents a point-in-time calculation on March 7-8, 2023, and is understood to be an undercount of the true number of people actually experiencing homelessness in Richmond. In particular, since 2020 Richmond has experienced a significant change in number of *unsheltered* people experiencing homeless (+55), an absolute change that is higher than most other municipalities in the region (only lower than Surrey, Vancouver, and Burnaby).

Facilities such as Aster Place Supportive Housing are critical to meet the needs of Richmond's residents experiencing homelessness, as well as people who have previously been unsheltered. **Housing and health are closely interlinked.** People who are experiencing homelessness generally have higher rates of illness, injury and death.<sup>i</sup> Poor health can be a determinant of homelessness as individuals with chronic health issues or injuries may experience problems with employment.<sup>ii</sup> Loss of employment in the absence of a safety net can quickly become a housing problem. Homelessness itself can lead to or exacerbate health problems. Individuals are at higher risk of communicable diseases, and can experience higher rates of mental anxiety, stress and depression, intentional or unintentional injury, and violence.<sup>iii</sup> Exposure to extreme of weather conditions is a danger. Chronic health conditions that require a controlled diet and regular medications are impossible to manage when living in precarious conditions.

**Safe and secure housing is a necessary prerequisite to ensuring health and wellness.** Having a home improves not only mental and physical health, but also intersects with other elements that affect our health, including income, social cohesion, equity and environmental exposures.<sup>iii</sup> A stable place to call home provides each of us with a more secure foundation to meet the challenges we all face at some point.




9<sup>th</sup> floor, 8100 Granville Ave  
Richmond, BC V6Y 3T6  
Tel: 604-233-3150

Supportive housing also helps connect people to health care. For people who use substances, housing can be the first step on their healing journey. Because residents of facilities like Aster Place have a stable home, Vancouver Coastal Health is able to provide more flexible supports that are better tailored to their needs. This includes connecting people with withdrawal management services (mobile “detox”), which is available at VCH’s Community Health Access Centre (CHAC).

**I strongly encourage Richmond City Council to support the staff recommendation to renew the existing Temporary Use Permit for the Aster Place Supportive Housing facility for an additional three years.** Additionally, I advise the City to expand its commitment to and investment in supportive housing as well as shelter beds in City Centre, where a majority of people experiencing homelessness are located.

As I have previously emphasized, the City of Richmond’s leadership in supporting some of the municipality’s most vulnerable residents through sites like Alderbridge and Aster Place is commendable. I look forward to continued collaboration between the City, the housing operator, and VCH to ensure that the necessary services and supports remain in place.

Sincerely,



**Dr. Meena Dawar, MD, MHSc, FRCPC**  
Medical Health Officer, Richmond

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<sup>i</sup> Stephen Hwang (2021), “[Homelessness and Health](#),” *Canadian Medical Association Journal* 164(2): 229-233.

<sup>ii</sup> National Health Care for the Homeless Council (2019), “[Homelessness and Health: What’s the Connection?](#)” Fact Sheet.

<sup>iii</sup> Mary Shaw (2004), “[Housing and Public Health](#),” *Annual Review of Public Health* 25: 397-418.



18 January 2024

**Mayor and Council**

City of Richmond

By email: [MayorandCouncillors@Richmond.ca](mailto:MayorandCouncillors@Richmond.ca)

Dear Mayor and Council:

**Re: Temporary Use Permit (TU 23-032827) – Aster Place Modular Supportive Housing Building**

I am writing in my role as Medical Health Officer for the City of Richmond regarding the three-year permit extension of the Aster Place Supportive Housing facility. In November, I communicated support for the extension of the Alderbridge Supportive Housing lease, and I was pleased to see Council's continued support for the services provided there. For the same reasons, **I write to emphasize the importance of maintaining 40 units of supportive housing at Aster Place to address the needs of some of Richmond's most vulnerable residents, many of whom may otherwise face homelessness and other hardships.** Consistent with the City of Richmond's Homelessness Strategy and Affordable Housing Strategy, this facility and its associated services have been an invaluable source of stability and support for people who live there.

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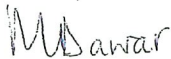
9<sup>th</sup> floor, 8100 Granville Ave  
Richmond, BC V6Y 3T6  
Tel: 604-233-3150

Supportive housing also helps connect people to health care. For people who use substances, housing can be the first step on their healing journey. Because residents of facilities like Aster Place have a stable home, Vancouver Coastal Health is able to provide more flexible supports that are better tailored to their needs. This includes connecting people with withdrawal management services (mobile “detox”), which is available at VCH’s Community Health Access Centre (CHAC).

**I strongly encourage Richmond City Council to support the staff recommendation to renew the existing Temporary Use Permit for the Aster Place Supportive Housing facility for an additional three years.** Additionally, I advise the City to expand its commitment to and investment in supportive housing as well as shelter beds in City Centre, where a majority of people experiencing homelessness are located.

As I have previously emphasized, the City of Richmond’s leadership in supporting some of the municipality’s most vulnerable residents through sites like Alderbridge and Aster Place is commendable. I look forward to continued collaboration between the City, the housing operator, and VCH to ensure that the necessary services and supports remain in place.

Sincerely,



**Dr. Meena Dawar, MD, MHSc, FRCPC**  
Medical Health Officer, Richmond

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<sup>iii</sup> Mary Shaw (2004), “[Housing and Public Health](#),” *Annual Review of Public Health* 25: 397-418.

**From:** Chris Chung <chris@curion.ca>  
**Sent:** January 19, 2024 10:40 AM  
**To:** CityClerk  
**Subject:** Temporary Use Permit TU 23-032827 ("Aster Place")

**Follow Up Flag:** Follow up  
**Flag Status:** Completed



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

To whom it may concern at the City of Richmond:

**We request the City of Richmond to cancel the renewal of Temporary Use Permit TU 23-032827.**

I am an owner and the CEO of Curion Dental Products located across the street from Aster Place at 2571 Smith Street, V6X 2J1. On any given weekday, 8-10 staff work in our office (mostly women). We have been at this location since 1996.

In the planning phase for Aster Place, the city of Richmond failed to mention to residents and businesses in the area that this facility would transform into a place for those in need of far more than just basic housing support. It is crystal clear that many residents of Aster Place are substance abusers, petty criminals, and individuals grappling with severe mental issues. It is indeed ironic that a facility supposedly designed to nurture the vulnerable, inspired by the aster flower's virtues of love, hope, and loyalty, has instead negatively impacted the community in the opposite manner. Our community, deserving of a safe and healthy neighborhood, has been naively betrayed by the very institution that pledges to protect and uplift all members of its community.

Below is a **partial** list of negative experiences we have had with Aster Place. I am certain that other residents have a list of negative experiences if they were asked.

1. Regular suspicious or inappropriate activity/ behaviour by residents of Aster Place

- Public cannabis smoking is regular just across the street – on the sidewalk directly in front of Aster (as residents are not allowed to use drugs in the Aster facility or on Aster property)
- It is not unusual to see Aster residents using drugs (cannabis, and syringe-related) directly on our property and throughout the neighbourhood – including surrounding back-alleys and nooks (not well seen areas) around homes and on building properties in the area
- Note: we have had meetings with Aster management to make it clear to their residents that they are not to be on our property (private property, no trespassers). Nonetheless, Aster residents still come onto our property.

2. Regular loitering on our property – and, leaving litter and a mess on our property. This has increased significantly since the opening of Aster.

- This is a frustrating cost to Curion – time and effort for Curion staff to deal with the mess created by Aster residents

3. Incident A – 2023 January 3<sup>rd</sup> (TUE)

- Captured on CCTV – and reported to RCMP and Aster Place management.
- RCMP Case Number: RI23-2502
- Aster Place male resident (confirmed to be from Aster) came onto Curion property, loitered just in front of our front door and smoked cannabis. A Curion staff asked him to leave the property. Included in this incident was a death threat by the trespasser to the Curion staff who initially confronted him.
- This incident was incredibly unsettling not only to the target person of the threat, but also to all Curion staff

4. Incident B – 2023 March 3<sup>rd</sup> (FRI)

- Captured on CCTV – and reported to RCMP and Aster Place management.
- RCMP Case Number: RI-23-6744
- Late at night, car entered Curion parking lot and parked. Driver (sole person) walked to and back from Aster Place. Came back to car, re-parked car under Curion building's front lights, then ransacked said car, left a massive mess on our property, drove off "through" our landscape hedges, and hit one of parking lot lamp-posts (which remains damaged)

5. Incident C – 2023 March 6<sup>th</sup> (MON)

- Captured on CCTV – and reported to RCMP and Aster Place management.
- RCMP Case Number: RI-23-7117
- Aster Place residents (2 females – confirmed to be from Aster) at the back of our property (back parking lot). Looked into cars, and eventually rang our back doorbell. Curion staff answered, and a female made efforts to look "into" the back warehouse. The female seemed to be curious about the contents within – assumed to be "staking" the premises with ill-intent.

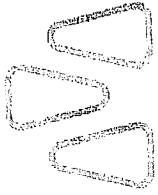
6. Incident(s) D – 2023 July/August

- Captured on CCTV – and reported to Aster Place management.
- Unwelcome use of the water faucet on the front of our building (trespassing). Note: one needs to squeeze by landscape hedging to access this faucet). We ended-up installing a special faucet case/housing and a lock to deter such use.
- A cost to Curion (financially, and staff time)

If the city of Richmond is going to proceed with renewing the temporary use permit for Aster Place, we demand that a full-time security detail be implemented to protect the neighbourhood from many of the residents at Aster Place.

Sincerely,

Chris Chung



Chris Chung  
CEO

T: 800.667.8811 ext. 114  
2571 Smith St., Richmond, BC, V6X 2J1  
[curion.ca](http://curion.ca)







## Community Safety Committee

Date: Tuesday, January 16, 2024

Place: Council Chambers  
Richmond City Hall

Present: Councillor Alexa Loo, Chair  
Councillor Andy Hobbs  
Councillor Laura Gillanders (by teleconference)  
Councillor Kash Heed  
Councillor Bill McNulty

Also Present: Councillor Wolfe (by teleconference)

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

### AGENDA ADDITIONS

It was moved and seconded

*That License Plate Recognition be added to the agenda as Item No. 6A.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Community Safety Committee held on December 12, 2023, be adopted.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, January 16, 2024**

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**COMMUNITY SAFETY DIVISION**

**1. ANIMAL PROTECTION SERVICES MONTHLY ACTIVITY REPORT – NOVEMBER 2023**

(File Ref. No. 12-8375-01) (REDMS No. 7496812)

In response to queries from the Committee, staff noted (i) public education and information awareness reminders were included in the recent dog renewal notification/mailout reminding dog owners that dogs must be on a leash, dangerous dogs must have muzzles, and appropriate places for off-leash, and social media efforts will also be running in conjunction, to remind the public of their dog on-leash obligations, (ii) the reduction in enforcement reported for 2023 is primarily the result of the significant effort undertaken to reduce the number of delinquent accounts compared to outstanding accounts in previous years, (iii) under the City's enhanced animal control service model, 3 to 4 BCSPCA uniformed officers are in the community 7 days per week, 7am to 9pm, including statutory holidays, responding to calls and proactively patrolling the City's dikes, trails and parks, and (iv) to-date approximately 3,700 of the 7,500 dog license renewal notifications issued have renewed their dog license.

It was moved and seconded

*That the staff report titled "Animal Protection Services Monthly Activity Report – November 2023", dated December 11, 2023 from the General Manager, Community Safety, be received for information.*

**CARRIED**

**2. PROPERTY USE AND PARKING ENFORCEMENT MONTHLY ACTIVITY REPORT – NOVEMBER 2023**

(File Ref. No. 12-8375-01) (REDMS No. 7486249)

In response to queries from the Committee, staff noted (i) the hotel property in question began operation recently and is operating under the terms and conditions of their Business License, (ii) the majority of reported service calls received for assistance were related to unsightly premises such as overgrowth of vegetation and debris in front/back yard, (iii) with respect to short term rental non-compliance, a variety of notices (including multiple notices to some properties) have been sent to property owners to seek compliance and, where enforcement issues are encountered, there is ticket issuance and further action required; on average there may be 2 or 3 tickets issued within a specific property, average \$1,500 per ticket, and (iv) staff actively investigate complaints received regarding storage containers on driveways as they are not permitted.

**Community Safety Committee**  
**Tuesday, January 16, 2024**

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A brief discussion ensued with respect to the increase in truck parking in the ALR and the need to highlight the urgent truck parking shortage by writing a letter to the Ministries of Transportation and Agriculture.

It was moved and seconded

*That the staff report titled "Property Use and Parking Enforcement Monthly Activity Report – November 2023", dated December 11, 2023 from the Director, Community Bylaws & Licencing, be received for information.*

**CARRIED**

**3. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – NOVEMBER 2023**

(File Ref. No. 09-5140-01) (REDMS No. 7481298)

Fire Chief Wishlove provided the Committee with an additional map, "Richmond Fire Rescue: Overdose/Poisoning Incidents November 2023", (copy on file).

In response to queries from the Committee, Fire Chief Wishlove noted all women and men that are assigned to the response companies, as well as fire prevention and a number of administrative staff, have medical service responder training, and an ongoing effort to continuously recertify approximately 20% annually.

It was moved and seconded

*That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – November 2023", dated December 11, 2023, from the Fire Chief, be received for information.*

**CARRIED**

**4. FIRE CHIEF BRIEFING**

(Verbal Report)

A brief discussion ensued with respect to future opportunities for outdoor skating at Garry Point Park.

**5 RCMP MONTHLY ACTIVITY REPORT – NOVEMBER 2023**

(File Ref. No. 7465755) (REDMS No. 09-5000-01)

In response to queries from the Committee, Chief Supt. Chauhan noted (i) the Federal Serious Organized Crime Section (FSOC) have taken over the responsibility of dealing with/disposing of exhibits that are seized at the Vancouver airport, a substantial number of which are seized from inbound and outbound passengers, (ii) although the number of apprehensions under the *Mental Health Act* has come down, and the average wait times at Richmond General Hospital reduced from 155 minutes to 30 minutes, there are a few incident files that are 3-5 hours that skew the average reported wait time,

3.



**Community Safety Committee**  
**Tuesday, January 16, 2024**

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(iii) managed by volunteers, the South Arm Community Police Station is open five days a week from 8am to 5pm for the public to attend should they require any resources or assistance, (iv) there are certain programs through the BC Highway Patrol that are funded for targeted enforcement, (v) the decriminalization legislation that came into effect in 2023 permits an individual to possess 2.5 grams of illicit drugs; a harm reduction approach to encourage those individuals to get the proper support and care needed, (vi) the reported reduction in mental health apprehensions can be attributed to the collaborative approach of the FOX80 program, in partnership with Vancouver Coastal Health, providing regular contact and communication in assisting these individuals, and (vii) through outreach efforts, especially when the temperatures have dipped below zero, if there is a need for support for any individual, best efforts are made to ensure they are connected with the proper resources to help them, including any warming centres/shelters where available beds have been identified.

It was moved and seconded

*That the report titled “RCMP Monthly Activity Report – November 2023”, dated December 14, 2023, from the Officer in Charge, Richmond RCMP Detachment, be received for information.*

**CARRIED**

**6. RCMP/OIC BRIEFING**  
(Verbal Report)

**(i) Special Police Incident Community Engagement (SPICE) – Homocide Deployment**

Chief Supt. Chauhan spoke to the sole purpose of SPICE, to reach out and engage in person with community members or neighbourhoods where they are impacted by a violent crime or traumatic event, noting the recent SPICE deployment in Richmond.

**(ii) Rainbow Crosswalk**

Chief Supt. Chauhan provided an update on the 7 mischief/vandalism incidents that occurred to the rainbow crosswalks in August 2023, noting the incidents stopped after August, with two files since concluded and the remaining outstanding, and there have been no repeat incidents.

**6A. LICENSE PLATE RECOGNITION TECHNOLOGY**  
(Verbal Report)

In response to queries from the Committee staff provided a breakdown of the costs, features and benefits of the license plate recognition (LPR) technology, as outfitted on one City Bylaws vehicle, noting the cost to retrofit additional vehicles with the same system would be approximately \$50,000 per vehicle.

4.

**Community Safety Committee**  
**Tuesday, January 16, 2024**

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7. **MANAGER'S REPORT**

(i) ***Richmond Homeless***

In response to queries from the Committee, staff noted (i) they do not have record of any homeless refugees in Richmond, but will check with community social services and report back to the Committee with a memo, and (ii) staff are working with colleagues in public works to identify a long term solution for the care/storage of the belongings for those homeless who are in hospital or have agreed to rehab and afraid they will lose their belongings.

**ADJOURNMENT**

It was moved and seconded  
***That the meeting adjourn (5:17 p.m.).***

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Community  
Safety Committee of the Council of the  
City of Richmond held on Tuesday,  
January 16, 2024.

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Councillor Alexa Loo  
Chair

---

Lorraine Anderson  
Legislative Services Associate



## General Purposes Committee

Date: Monday, January 22, 2024

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on January 8, 2024, be adopted as circulated.*

**CARRIED**

### AGENDA ADDITIONS

It was moved and seconded

*That:*

*Sheraton Hotel Strike be added to the agenda as Item No. 7; and*

*Snow Report be added to the agenda as Item No. 8.*

**CARRIED**

**General Purposes Committee**  
**Monday, January 22, 2024**

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**PLANNING AND DEVELOPMENT DIVISION**

**1. 2024 CHILD CARE GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 7473884)

It was moved and seconded

- (1) That the Child Care Capital Grants be awarded for the total recommended amount of \$50,000.00 as identified in the staff report titled "2024 Child Care Grants" dated January 3, 2024, from the Director, Community Social Development;*
- (2) That a second call for applications for the Child Care Professional and Program Development Grants be issued in March 2024 and recommendations for grant allocations be brought forward in a subsequent report for Council consideration; and*
- (3) That the grant funds be disbursed accordingly following Council approval.*

**CARRIED**

**2. 2024 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 7442143)

In response to queries from Committee, staff noted that (i) they provided a cost of living increase to returning grant recipients as per past practice, (ii) their report recommends that Church on Five receive an additional allocation on top of the funding it received last year plus an additional cost of living adjustment for a total amount of \$13,108.80, (iii) grant recipients must submit a grant use report detailing their activities during the specified grant period, (iv) the 2024 Health, Social, and Safety Grant budget has no remaining balance, (v) The Salvation Army and Turning Point Recovery Society received Health, Social and Safety grants in previous years and the City received a UBCM grant in 2021 that went towards programs including drop-in centres and food outreach programs, (vi) the City has been in discussion with UBCM and the Province about further funding opportunities and has expressed the need for ongoing funding, and (vii) the overall grant amounts are determined during the budget process and allocated annually.

Pilar Bradshaw, Founder and Director, Society for Youth Empowerment and Strength (YES), spoke to her request for Council to reconsider her application for a Health, Social and Safety grant for her non-profit organization, Youth Empowerment and Strength, highlighting their youth empowerment program, which includes strength training and fitness sessions for at-risk youth between the ages of 13 and 17.

2.

## General Purposes Committee

Monday, January 22, 2024

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It was moved and seconded

- (1) *That the 2024 Health, Social and Safety Grants be awarded for the total recommended amount of \$683,590.00 as identified in Attachment 2 of the staff report titled "2024 Health, Social and Safety Grants," dated January 3, 2024 from the Director, Community Social Development; and*
- (2) *That the grant funds be disbursed accordingly following Council approval.*

The question on the motion was not called as the following **amendment motion** was introduced:

It was moved and seconded

*That the grant amount to Church on Five be increased from \$13,108 to \$35,000, with funding coming from the Council Contingency fund.*

The question on the amendment motion was not called as discussion ensued regarding the value of services, including meals and after hours outreach programs, provided by Church on Five.

The question on the amendment motion was then called and it was **CARRIED**.

Discussion ensued regarding the youth empowerment program offered by Society for Youth Empowerment and Strength. As a result of the discussion, the following **amendment motion** was introduced:

It was moved and seconded

*That a grant amount of \$2,500, with funding coming from the Council Contingency fund, be awarded to the Society for Youth Empowerment and Strength.*

The question on the amendment motion was not called as in response to a query from Committee, staff advised that Connections Community Services Society is the only Richmond-based organization that serves the Indigenous community in Richmond.

The question on the amendment motion was then called and it was **CARRIED**.

Discussion ensued regarding grant funding for The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council. As a result of the discussion, the following **amendment motion** was introduced:

It was moved and seconded

*That the grant amount to The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council be increased from \$5,125 to \$10,000.*

3.

## General Purposes Committee

### Monday, January 22, 2024

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The question on the amendment motion was not called as discussion ensued regarding services provided, including the community meal program.

The question on the amendment motion was then called and it was **CARRIED**.

The question on the main motion as amended, which reads as follows:

- (1) *That the 2024 Health, Social and Safety Grants be awarded for the total recommended amount of \$712,857.00 as identified in Attachment 2 of the staff report titled "2024 Health, Social and Safety Grants," dated January 3, 2024 from the Director, Community Social Development and as amended to include an increased amount of \$35,000 to Church on Five, \$2,500 to the Society for Youth Empowerment and Strength, and an increased amount of \$10,000 to The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council funded from the Council Contingency fund; and*
- (2) *That the grant funds be disbursed accordingly following Council approval.*

was then called, and it was **CARRIED**.

## COMMUNITY SERVICES DIVISION

### 3. **2024 ENVIRONMENTAL ENHANCEMENT GRANTS**

(File Ref. No. 11-7200-20-01) (REDMS No. 7472271)

In response to queries from Committee, staff advised that (i) the total amount of the 2024 Environmental Enhancement Grants is \$37,303 and (ii) announcements were posted on the City's website, social media channels, Community Services e-newsletter and in a press release, advising the public that applications were being accepted for the 2024 City Grant Program, in addition to directly notifying previous grant applicants from the past two years.

It was moved and seconded

- (1) *That the 2024 Environmental Enhancement Grants be awarded for the recommended amount of \$37,303 as identified in Attachment 1 of the staff report titled "2024 Environmental Enhancement Grants", dated January 3 2024, from the Director, Parks Services; and*
- (2) *That the grant funds be disbursed accordingly following Council approval*

**CARRIED**

4.

**General Purposes Committee**  
**Monday, January 22, 2024**

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4. **2024 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 7408027)

In response to queries from Committee, staff advised that (i) the grant amounts have been established based on past funding requests and reallocating funds would impact other groups, (ii) a large portion of the Canadian International Dragon Boat Festival Society expenses are allocated towards registration and the sport itself to help subsidize costs associated with the events and the grant funds go towards volunteer support, supplies and artist/performer fees for the festival at Imperial Landing Park and the Society's budget listed on GP-334 is the total operating budget which includes other Dragon Boat events, (iii) the Parks, Recreation and Community Events Grant Review Committee consists of four staff members from various areas in Parks and Recreation and each application is independently assessed based on the Application Scoring Criteria, (iv) letters are sent to applicants to advise on the outcome of their grant application and staff liaise with applicants to provide rationale and offer support for improving future applications, (v) they are not aware of any in-kind support provided by the City to the Dragon Boat Festival, (vi) Kajaks Track & Field Club is not recommended for funding as the projected program registration fees of \$200 per participant exceed the proposed program budget and it is at Council's discretion to impose grant conditions.

It was moved and seconded

- (1) *That the 2024 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport – Richmond Chapter, be awarded for the total recommended amount of \$103,017, as identified in Attachment 1 of the staff report titled "2024 Parks, Recreation and Community Events Grants", dated January 3, 2024, from the Director, Parks Services, and the Director, Recreation and Sport Services; and*
- (2) *That the grant funds be disbursed accordingly, following Council approval.*

The question on the motion was not called as the following **amendment motion** was introduced:

It was moved and seconded

*That a grant amount of \$2,000, with funding coming from the Council Contingency fund, be awarded to the Richmond Cosom Floor Hockey Association.*

The question on the amendment motion was not called as discussion ensued regarding the funding source.

The question on the amendment motion was then called and it was **CARRIED.**

5.

## General Purposes Committee

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The following **amendment motion** was introduced:

It was moved and seconded

***That the grant amount of \$4,000 allocated to the Canadian International Dragon Boat Festival Society be deleted.***

The question on the amendment motion was not called as discussion ensued regarding the Dragon Boat Festival volunteers, artists, performers, and previous grants.

In accordance with Section 100 of the Community Charter, Cllr. Day declared to be in a conflict of interest as she is a member of a recreational Dragon Boat team in Richmond, and Cllr. Day left the meeting – 5:09 p.m.

Further discussion ensued regarding the Richmond Dragon Boat Festival and in response to queries from Committee, staff advised that (i) there is no traffic management plan or road closures for the event and the RCMP does not charge for their presence at events, (ii) the RCMP conducts a risk assessment through the Richmond Event Approval Coordination Team for each City event and the Dragon Boat Festival Society pays for additional security out of their own budget, (iii) of the requested \$15,000 in the grant application, \$4,000 was allocated to personnel, and (iv) a memorandum outlining a breakdown of volunteers and how their budget is allocated can be provided.

The question on the amendment motion was then called and it was **DEFEATED** with Mayor Brodie and Cllrs. Au, Hobbs, Loo, and Wolfe opposed.

*Cllr. Day returned (5:16 p.m.).*

The question on the main motion as amended, which reads as follows:

- (1) *That the 2024 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport – Richmond Chapter, be awarded for the total recommended amount of \$105,017, as identified in Attachment 1 of the staff report titled “2024 Parks, Recreation and Community Events Grants”, dated January 3, 2024, from the Director, Parks Services, and the Director, Recreation and Sport Service and as amended to include a \$2,000 grant to the Richmond Cosom Floor Hockey Association, with funding coming from the Council Contingency fund; and*



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- (2) *That the grant funds be disbursed accordingly, following Council approval.*

was then called, and it was **CARRIED**.

In accordance with Section 100 of the Community Charter, Cllr. Loo declared to be in a conflict of interest as she is on the Board of Directors of KidSport – Richmond Chapter, and Cllr. Loo left the meeting – 5:17 p.m.

Discussion ensued with regard to grant funding for KidSport, and as a result of the discussion, the following **motion** was introduced:

It was moved and seconded

*That the grant to KidSport – Richmond Chapter be awarded in the amount of \$20,000.*

**CARRIED**

*Cllr. Loo returned (5:19 p.m.).*

### 5. **2024 ARTS AND CULTURE GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 7497664)

In response to a query from Committee, staff advised that the Richmond Potter's Club and Textile Artists Guild of Richmond will be applying for project funds in future years and the organizations receive the equivalent of operating support through subsidized room rentals.

It was moved and seconded

- (1) *That the 2024 Arts and Culture Grants be awarded for the total recommended amount of \$127,364, as identified in Attachment 1 of the staff report titled "2024 Arts and Culture Grants," dated December 18, 2023, from the Director, Arts, Culture and Heritage Services; and*

- (2) *That the grant funds be disbursed accordingly following Council approval.*

**CARRIED**

COUNCILLOR CAROL DAY

### 6. **CEBA LOAN EXTENSION**

It was moved and seconded

7.

**General Purposes Committee**  
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*That a letter requesting an extension for the Canada Emergency Business Account (CEBA) loans repayment for small businesses to December 31, 2024 be sent to the Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance, and the Honourable Mary Ng, Minister of Export Promotion, International Trade and Economic Development, and that copies be sent to MP Parm Bains and MP Wilson Miao.*

The question on the motion was not called as discussion ensued regarding the potential impact to small businesses.

The question on the motion was then called and it was **CARRIED**.

## **ENGINEERING AND PUBLIC WORKS**

### **7. SHERATON HOTEL STRIKE**

(File Ref. No.)

Discussion ensued regarding the ongoing labour dispute with Sheraton Vancouver Airport Hotel Richmond workers and the previous motion passed by Council at the January 15, 2024 Council meeting to provide support to the hotel workers.

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

It was moved and seconded

*That the City of Richmond provide support to the Hotel and Hospitality Workers by not doing any business with the Hilton Vancouver Airport and Vancouver Airport Marriott Hotels, in addition to the Sheraton Airport hotel, until there is a resolution to the job action at the Sheraton Vancouver Airport Hotel Richmond.*

The question on the motion was not called as discussion ensued regarding picket lines and supporting Sheraton Hotel workers.

The question on the motion was then called and it was **CARRIED** with Mayor Brodie and Cllrs. Loo and Hobbs opposed.

### **8. SNOW REPORT**

(File Ref. No.)

Staff provided an overview of their preparation and response to the snow event that occurred January 16-18, 2024, highlighting that priority routes were pretreated with brine and crews operating at full capacity from the evening of January 16 until the morning of January 19.

Discussion ensued regarding the City's winter weather response including (i) the snow response route map and (ii) the challenge of keeping multi-use pathways clear during snow events, which was tested during a pilot project.

8.

**General Purposes Committee**  
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It was moved and seconded

*That the verbal report regarding the January 16-18, 2024 snow event be received for information.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:52 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, January 22, 2024.

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Mayor Malcolm D. Brodie  
Chair

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Shannon Unrau  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Re:** 2024 Child Care Grants

**Date:** January 3, 2024  
**File:** 07-3070-01/2024-Vol 01

### Staff Recommendations

1. That the Child Care Capital Grants be awarded for the total recommended amount of \$50,000.00 as identified in the staff report titled "2024 Child Care Grants" dated January 3, 2024, from the Director, Community Social Development;
2. That a second call for applications for the Child Care Professional and Program Development Grants be issued in March 2024 and recommendations for grant allocations be brought forward in a subsequent report for Council consideration; and
3. That the grant funds be disbursed accordingly following Council approval.

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

Att. 4

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

## Staff Report

### Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 1), which acknowledges that child care is an essential service for residents, employers and employees in Richmond. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care, including facilities, spaces, programs, equipment and supports. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist non-profit societies by providing child care grants for minor capital improvements, supportive resources and the delivery of professional development for child care providers.

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

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

This report supports the City's Social Development Strategy Action #10: Support the establishment of high-quality, safe child care services in Richmond through:

*Administering the City's Child Care Grant Program to support the provision of quality, affordable, accessible child care in Richmond.*

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

*Strategic Direction 2 – Creating and supporting child care spaces.*

### Findings of Fact

#### 2024 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used to fund the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 7182), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8827), established in 2012, to assist with non-capital expenses, including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2024 Operating Budget, an expenditure of \$50,000.00 from the Child Care Development Reserve for the 2024 Child Care Capital Grants and an expenditure of \$10,000.00 from the Child Care Operating Reserve for the 2024 Child Care Professional and Program Development Grants, were approved.



### Notice Given and Applications Received

On September 13, 2023, the application window for the 2024 Child Care Grants opened and information was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Richmond Child Care Resource and Referral Program to share with their child care network. The deadline for submissions was October 19, 2023. A total of ten applications were received from nine organizations, all of which were for Child Care Capital Grants. Thompson Community Society submitted two separate applications which have been considered together as a single submission for a Child Care Capital Grant. There were no applications received for the Child Care Professional and Program Development Grants.

### **Analysis**

#### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2024 Child Care Grant applications. City staff, including the CCDAC staff liaison, met with the subcommittee and prepared recommendations for the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Program Guidelines (Attachment 2) and summarized their recommendations, which was then presented to the CCDAC and approved.

#### Child Care Capital Grants

All nine organizations who applied for Child Care Capital Grants deliver licensed child care programs offering a range of services, including Group Care Under 36 Months, Group Care 30 Months to School Age, Preschool and Group Care School Age. The ten Child Care Capital Grant requests amount to \$87,657.13. The CCDAC recommends funding eight grant applicants for \$50,000.00, as outlined in Table 1 below.

One application for \$25,000.00, submitted by the Az-Zahraa Islamic Academy Society, is not recommended at this time. The funds requested are to contribute towards a significantly larger project with an overall budget of \$900,000.00 for which the remaining funding has not yet been secured. Staff will work with this organization regarding an application in a subsequent year as the overall project is closer to initiation.

There are two applications, Aspire Richmond and Thompson Community Association, where the recommended amount is lower than the requested amount. As there were insufficient funds to approve all requests, staff worked with these two organizations with the largest requests to identify amended items that could be purchased with an amount lower than the original requests. Aspire Richmond amended their request to fund the same project but with a reduced scope. Thompson Community Association made revisions to their request to reflect a reduction in the items requested reflecting a shared smaller amount based on their two applications. As a result, all revised items have been recommended for funding.

Table 1: 2024 Child Care Capital Grant Applicants and Requests

2024 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Capital Grant Applicants and Requests			
1.	Aspire Richmond (formerly Richmond Society for Community Living)	\$20,000.00	\$14,262.00
2.	Az-Zahraa Islamic Academy Society	\$25,000.00	\$0.00
3.	Connections Community Services Society	\$3,015.44	\$3,015.44
4.	East Richmond Community Association	\$1,613.44	\$1,613.44
5.	Little Wings Day Care Centre Society	\$3,243.09	\$3,243.09
6.	Richmond Jewish Day School Society of British Columbia	\$4,693.16	\$4,693.16
7.	Steveston Community Society	\$3,629.65	\$3,629.65
8.	Thompson Community Association	\$13,386.50	\$14,263.57
9.	Thompson Community Association	\$7,796.20	
10.	West Richmond Community Association	\$5,279.65	\$5,279.65
<b>Total Amount Requested for Capital Grants</b>		<b>\$87,657.13</b>	<b>\$50,000.00</b>

#### Child Care Professional and Program Development Grants

There were no applications for the 2024 Professional and Program Development Grants and there is \$10,000.00 that remains available for this purpose. Organizations who had applied in the past were contacted prior to the application deadline and, due to the timing of other organizational priorities, none were able to submit an application for funding at that time. Staff recommend that a second call for applications for the Child Care Professional and Program Development Grants be issued in March 2024 and recommendations for grant allocations be brought forward in a subsequent report to Council for consideration.

Staff support the CCDAC recommendations as proposed in the attached list of 2024 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2024 Child Care Grant applications are included with this report (Attachment 4). As the content of the summaries are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

**Financial Impact**

The 2024 Child Care Grants budget of \$60,000.00 was approved as part of the City's 2024 Operating Budget. This funding is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$50,000.00 in allocations is being recommended for the 2024 Child Care Grants, subject to City Council's approval.

**Conclusion**

Child care is an important service that supports Richmond's children, families and employees. The City's Child Care Grants will enhance the provision of quality, affordable and accessible child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs Assessment and Strategy and the 2021–2031 Richmond Child Care Action Plan. Staff recommend approval of the proposed recommendations for the City's 2024 Child Care Grants for a total of \$50,000.00 allocated to eight Child Care Capital Grant applicants.



Chris Duggan  
Acting Manager, Community Social Development  
(604-204-8621)

- Att. 1: Policy 4017 - Child Care Development Policy  
2: Child Care Grants Program Guidelines  
3: 2024 Child Care Grants Requests and Recommendations  
4: 2024 Child Care Grants Summary Reports



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

## **POLICY 4017:**

It is Council policy that:

### **1. GENERAL**

- 1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### **2. PLANNING**

- 2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

### **3. PARTNERSHIPS**

- 3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

schools where appropriate, and to liaise with the Child Care Development Advisory Committee,

- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

#### **4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)**

- 4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

#### **5. CHILD CARE RESERVE FUNDS**

- 5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
    - City buildings and on City land.
    - Private developments.
    - Senior government projects.
    - Community partner projects.
  - (ii) Acquiring sites for lease to non-profit societies for child care; and
  - (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)





Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

- (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:
- Grants to non-profit societies to support child care professional and program development within the City;
  - Studies, research and production of reports and other information in relation to child care issues within the City; and
  - Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- (a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 30% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

## **6. DEVELOPMENT OF CHILD CARE FACILITIES**

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

developers as community amenity contributions.

- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.

6.2 The City will further facilitate the establishment of child care facilities by:

- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
- (b) Providing City land and facilities for child care programs in locations throughout the City.
- (c) Encouraging child care program expansion through the enhancement of existing community facilities.

## **7. CHILD CARE GRANTS POLICY**

7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

## **8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES**

8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

## **9. POLICY REVIEWS**

9.1 From time to time, the City will:



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

## **10. INFORMATION**

10.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

## **11. PROMOTION**

11.1 The City will:

- (a) Promote and support child care initiatives and awareness activities.



## **Child Care Grants Program Guidelines**

*2024 Child Care Grant Information Session:*

*September 26, 2023*

*4:00 pm to 5:00 pm*

*This will be a virtual event. Please RSVP to*

*[childcare@richmond.ca](mailto:childcare@richmond.ca) to be included.*

*This session is mandatory for all new applicants.*

City of Richmond – Planning and Development

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# Child Care Grants - Program Guidelines

## Introduction

The City of Richmond provides grants to non-profit societies providing child care services within the City's geographic boundaries. Child care grants are funded by voluntary community amenity contributions from land developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. The City's ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the [City of Richmond's Child Care Development Policy](#).

## Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible for Child Care Grants.

Applicants may be either:

- non-profit child care providers delivering licensed child care in Richmond and seeking to improve the quality or capacity of care in their facility, or
- non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

## Purpose

Child care grants are available for both: 1) capital and 2) professional and program development expenses. These purposes are outlined below.

### 1) Capital Grants

Capital grants are provided to acquire or upgrade physical assets in licensed child care facilities such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of licensed child care in Richmond, such as: equipment, furnishings, building renovations or playground improvements. For equipment to qualify as a capital expenditure, it must be for long-term use (e.g. an easel would qualify; art supplies would not).

### 2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and of benefit to the broader child care community in Richmond, rather than to a few specific individuals or centres. The necessity and benefits of the initiative to the child care community must be

demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

***NOTE:*** *The City of Richmond recognizes the need for both capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial ChildCareBC Program, including:*

- *Child Care Operating Funding – to assist with the day-to-day costs of running a licensed child care facility: To learn more about operating funding opportunities, visit the Provincial Government’s [Child Care Operating Funding](#) website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading: To learn more about these funding opportunities, view the Province’s [Child Care Recruitment and Retention Strategy](#); or*
- *Visit Westcoast Child Care Resource Centre’s [funding webpage](#).*

## **Priorities**

Priority will be given to applications for facilities or programs that:

- support infant/toddler and school-age care, identified as priorities in the 2017–2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including an organizational contribution from the applicant, Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit and, if eligible, participate in the Child Care Fee Reduction Initiative,
- Projects that align with current priorities based on most recent EDI data for Richmond as identified by the Child Care Development Advisory Committee.

## **Grant Application Process**

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program – **Grant Applicant User Guide*** which is posted on the City’s [website](#) for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

In preparation for submitting an application, please have electronic documents ready to attach as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City’s website that should be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society’s Constitution and Bylaws;
- Contact list for the Society’s Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;

- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;
- Itemized project budget, including two quotes for each item (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

**NOTE:** *If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted to be considered for a new grant in a future intake year.*

## **Application Inclusions**

Applications must include the following:

### **Step 1 - Applicant Contacts**

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society website if applicable
- d) Contact names for the Society, e.g. an executive director, program manager or Board member and authorized signing officers
- e) Contact members' role in the Society
- f) Society's address, postal code, phone number and e-mail address

### **Step 2 - Applicant Information**

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;

- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
  - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
  - A detailed explanation of why audited statements are not available must be provided.
- h) Describe how this request aligns with current City priorities
- i) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, other grants, fundraising).
- j) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

### **Step 3 - Grant Request Details – Proposal Information**

The following items are required:

#### Capital Grant Requests

- a) Proposal title
- b) Purpose of the grant - what is the intent of the proposed grant (e.g. for equipment, furnishings, playground improvements, other)? If you select "other", please provide a description of what capital project you wish to undertake.
- c) Provide a detailed description of how the funds would be used to enhance the delivery of licensed child care in Richmond (e.g. improve quality, availability, accessibility).
- d) Describe who will benefit from the grant if received (e.g. the number and age groups of children who will benefit).
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers, or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
  - dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all other sources of revenue or funding approved or requested for this project (e.g. Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant), the date of application, amount of funding requested and the status of the application.

#### Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- c) Describe who will benefit from the grant if received, including the anticipated number of people directly participating.

- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
  - dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

### Supporting Documents

- a) Attach copies of the following:
  - An itemized budget identifying two quotes for how grant funds will be used (using the *Project Budget* form available on the City grant website);
  - Additional supporting information for the projected costs (e.g. workshop presenters quotes or 2 quotes from suppliers/trades); and
  - A timeline for completing the project and using the grant funds.

### Additional Documentation to Support your Application

- a) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing, photographs of an item needing repair or replacement).
- b) Two letters of support from parents, community partners or others are required. Please note letters from staff will not be accepted.

## **Terms and Conditions**

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Successful applicants must use the funds for the stated, approved purpose as outlined in the approval letter and within one year of approval. Should items change in price, or function, prior City approval is required.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo of capital items and itemized receipts for all expenses.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

Consent to these terms will be requested as part of the application process.

## **Review Process and Approval Process**

Grant submissions are first reviewed by City staff to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee also reviews grant applications and makes recommendations to City Council. These are summarized into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

## **Application Deadlines and Decisions**

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants website for more information on the grant program and important application deadlines:  
[www.richmond.ca/culture/citygrant](http://www.richmond.ca/culture/citygrant)

If you are unclear on any part of the grant application, please contact Chris Duggan, (Program Manager, Child Care and Youth) for clarification.

Chris Duggan  
Program Manager, Child Care and Youth  
City of Richmond – Community Social Development  
Phone: 604-204-8621  
E-mail: [cduggan@richmond.ca](mailto:cduggan@richmond.ca)



## **Grant Writing Tips and Frequently Asked Questions**

### **Writing Tips**

- Read the Grant Program Guidelines carefully to make sure your organization and proposed grant purpose are eligible for a grant. Pay attention to what items are not eligible for funding. If you have questions or are unsure, reach out to the Grant Administrator early in the process.
- Think about what is your organization, program or project's core purpose? Talk about what is unique about it, and how it impacts the community.
- Does your proposed grant align with the City's principles and objectives for the grant program? Find ways to highlight this in your application.
- Assume that whoever is reviewing your application is not familiar with your organization, program, service or project. The Grant Review Committees are comprised of staff from a variety of different departments, many of which are not involved with your field. Advisory Committee members, who are appointed from the community, may also be involved in the review and not be familiar with your work.
- Make sure your budget makes sense and supports the objective you are proposing to accomplish. Often, a realistic budget is more convincing than a disconnected one.
- Don't send unnecessary attachments. If an application contains a lot of unrelated or unconnected information, your relevant, important points will often get lost in the crowd.

### **Application Tips**

- Write out your application answers and save them in a separate document or file. That way, if you lose internet connection or have issues with the online grant system, your work is saved.
- Save your work often!
- Do not open the submitted application from a previous year and the current application at the same time to copy information over. The system can behave unpredictably and may overwrite your data.
- Give yourself adequate time. If you can, start planning early. Rushing to complete an application right before the deadline can often lead to mistakes, or missed documents.
- Gather your supporting documents ahead of time, including budget, quotes (where needed) and required signatures.

## Appendix A: City Priorities

In response to the most recent Early Development Instrument (EDI) data collected and shared with the community by the Human Early Learning Partnership (HELP) at UBC, the City will prioritize initiatives that support and respond to the opportunities, challenges and needs identified in this report.

For the 2024 Child Care Grants, projects that support **social competence** and **emotional maturity** in children will be prioritized, as these have been identified as areas where children are presenting as the most vulnerable in Richmond. The following information is to assist in planning for the grant application. The information and resources that follow are not a complete copy of the findings from the Early Development Instrument or a complete listing of all possible resources available for support.

### What is the Early Development Instrument?

The Early Development Instrument (EDI) is a population level monitoring tool that enables the community to understand the vulnerabilities of children in their kindergarten year at the community level. The questionnaire has 103 questions and measures five core areas of early child development that are known to be good predictors of adult health, education and social outcomes: social and emotional development, health and well-being, language and cognitive development, and communication skills. In British Columbia, the Ministries of Children and Family Development, Education and Child Care, and Health have funded the collection and use of the EDI for over 19 years.

EDI questionnaires are completed by kindergarten teachers from across British Columbia for all children in their classes. They are filled out in February, after teachers have had the chance to get to know their students. This ensures that teachers are able to answer the questions knowledgeably.

The EDI is a population-level research tool. It measures developmental change or trends in populations of children at varied geographies: provincial, regional and neighbourhood. This allows us to see variations in children's vulnerability across time and location. Understanding how populations of children are doing allows program delivery organizations and policy makers to make informed decisions about investments in new or adapted programs and in broad policies that support children and families.

EDI data can provide insight into how Kindergarten children are doing and encourage discussions about the factors affecting children's early development in neighbourhoods across the province. The information from the EDI is used to increase awareness of the ways in which we can create environments in which all children can thrive and develop.

EDI data are collected in groups called waves. Each wave is comprised of data collected from several consecutive school years. Data is reported based on children's home postal codes and represents children attending public schools and participating independent and on-reserve schools. To access EDI Reports for Richmond, visit <http://earlylearning.ubc.ca/maps/edi/sd/38/>

## The Data: Wave 8 (2019-2022)

The EDI Wave 8 (2019-2022) Wave 8 EDI data for Richmond shows that 39.7% of kindergarten children were on track in their overall development, 39.3 % were vulnerable on one or more EDI scales, and 21.1% were in flux (neither vulnerable on any scale, nor on track on all).

The EDI found that Richmond had higher rates of vulnerability than the province overall on 3 of the 5 EDI scales:

- Social Competence
- Emotional Maturity
- Communication Skills and General Knowledge

The below tables show the difference between the results of Wave 8 Vulnerability Rates, for Richmond compared with the Province Overall.

### Richmond Wave 8, Overall Vulnerability = 39.3%

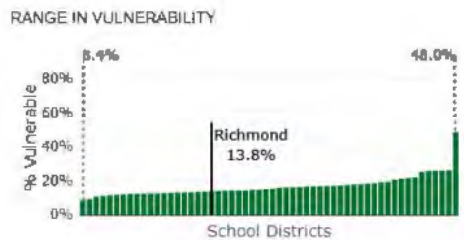
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
13.8%	23.5%	21.4%	10.1%	20.7%

### BC Wave 8, Overall Vulnerability = 32.9%

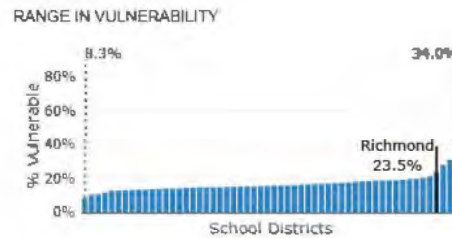
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
14.7%	16.3%	17.5%	10.5%	14.3%

The below graphs show how SD38 Richmond faired against other school districts in the Province.

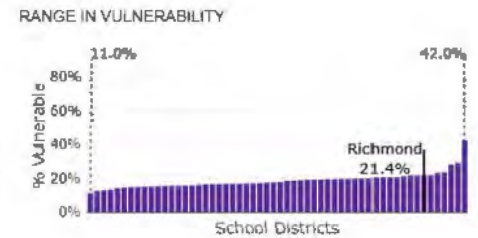
### Physical Health & Well-being



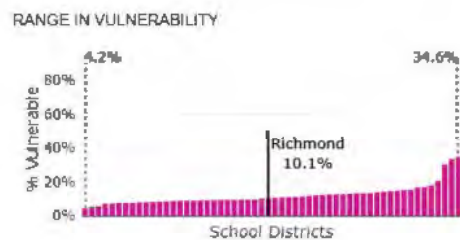
### Social Competence



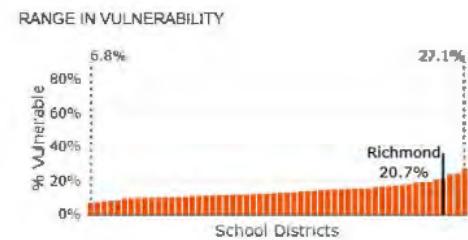
### Emotional Maturity



### Language & Cognitive Development

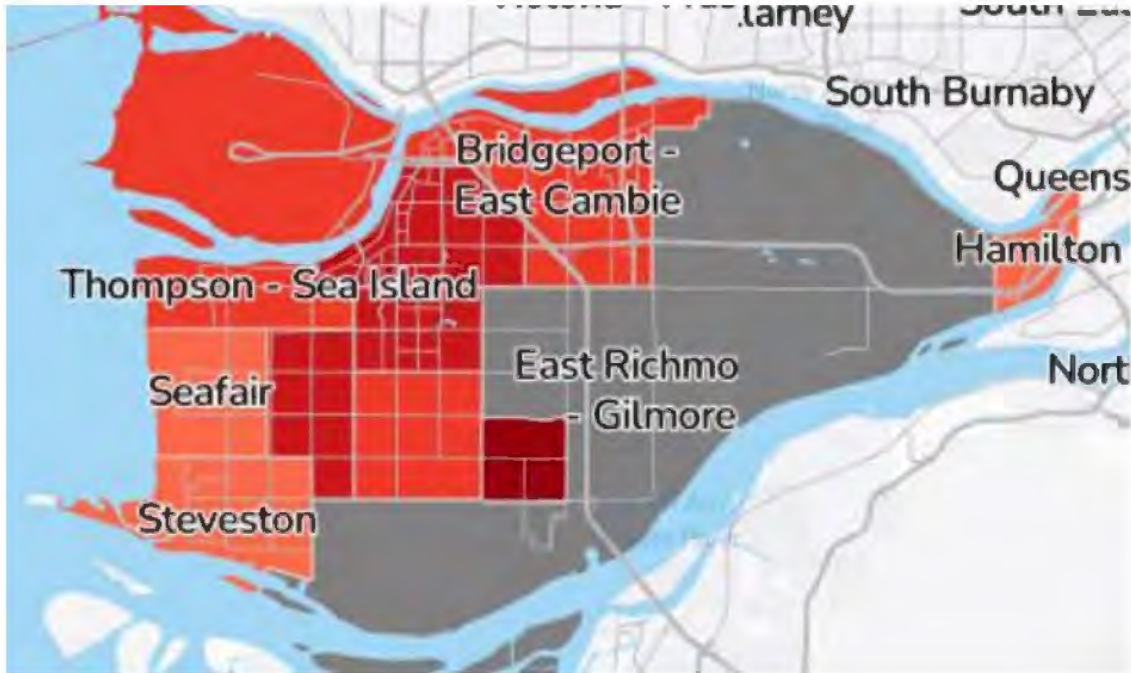


### Communication Skills & General Knowledge



This Map shows the variability between vulnerability rates on all scales in neighbourhoods in Richmond.

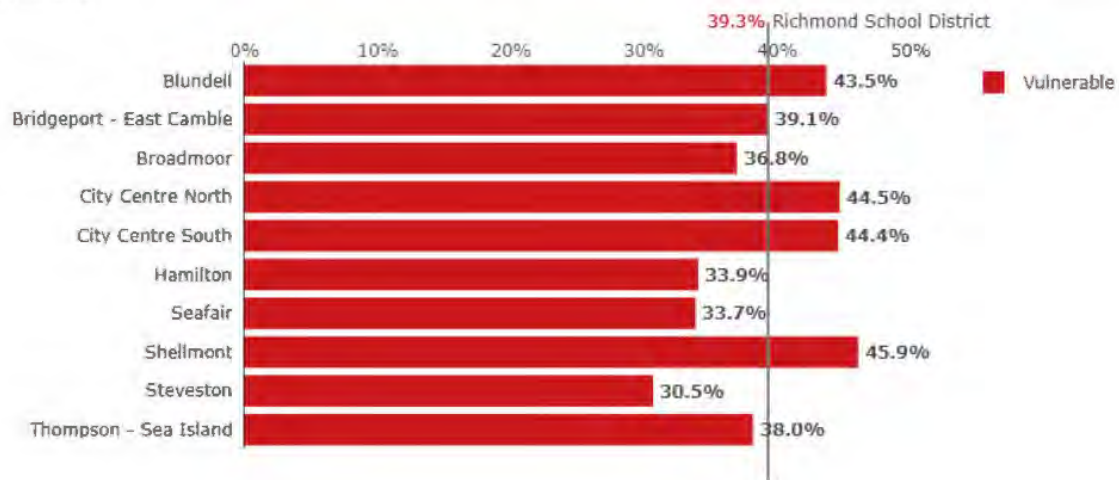
The darker the colour, the higher rate of vulnerability on all scales.



#### VULNERABILITY & OUTCOMES

Chart View

Vulnerability



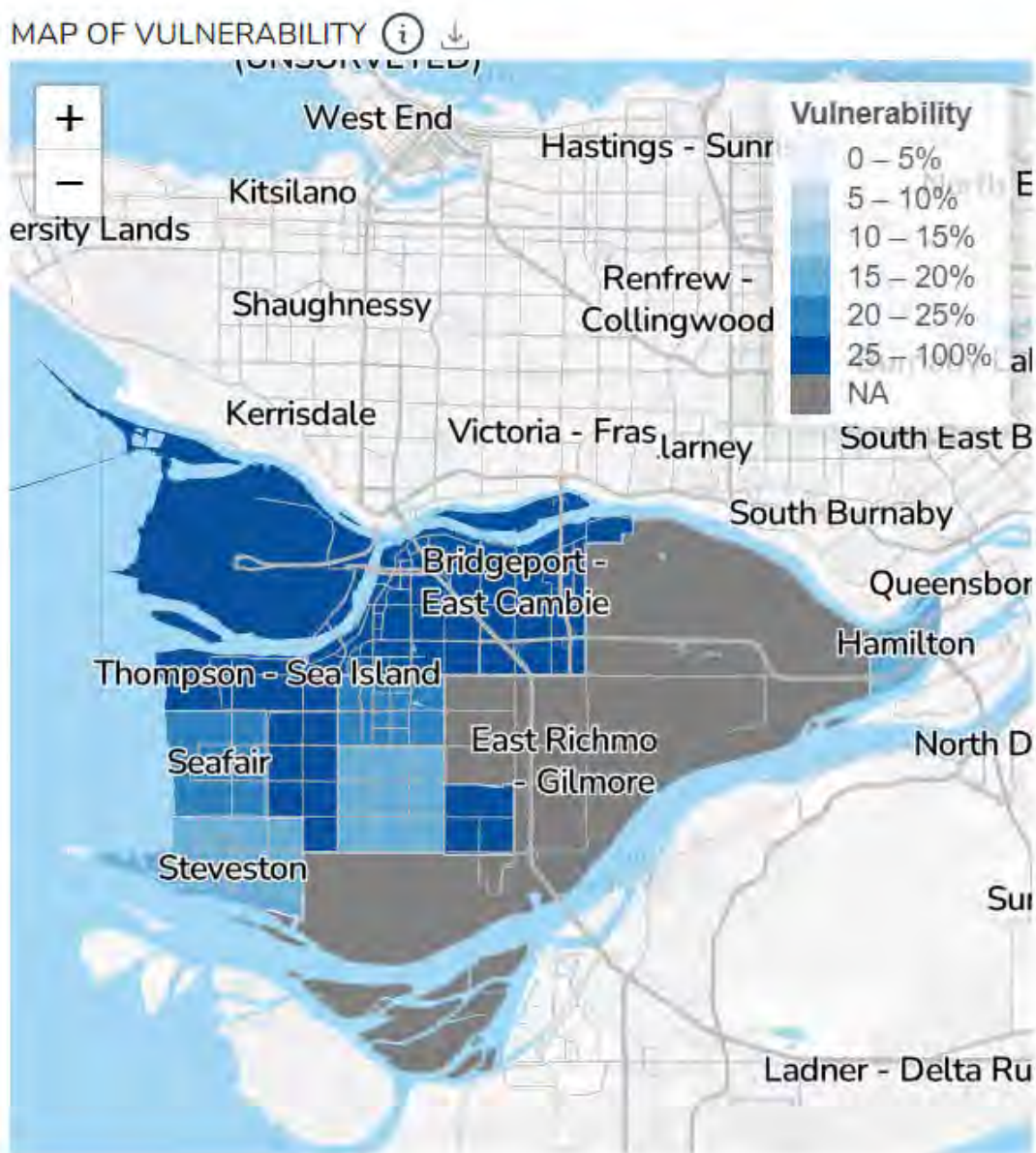


## What is Social Competence?

**\*Social Competence** refers to children's overall social competencies, capacity for respect and responsibility, approaches to learning, and readiness to explore new things. Children who are identified as vulnerable on this scale of the EDI are more likely to have problems getting along with other children on a regular basis and/or have difficulty following rules and class routines.

As with the rest of the province, the Social Competence vulnerability rate in Richmond increased significantly from 2004 (13%) to 2019 (16%). Vulnerability on this scale was highest in the Bridgeport - East Cambie (20%) and Blundell (17%) neighbourhoods, although both neighbourhoods saw a decrease in vulnerability from 2016 (26% and 21% respectively).

\*(Human Early Learning Partnership, 2020)

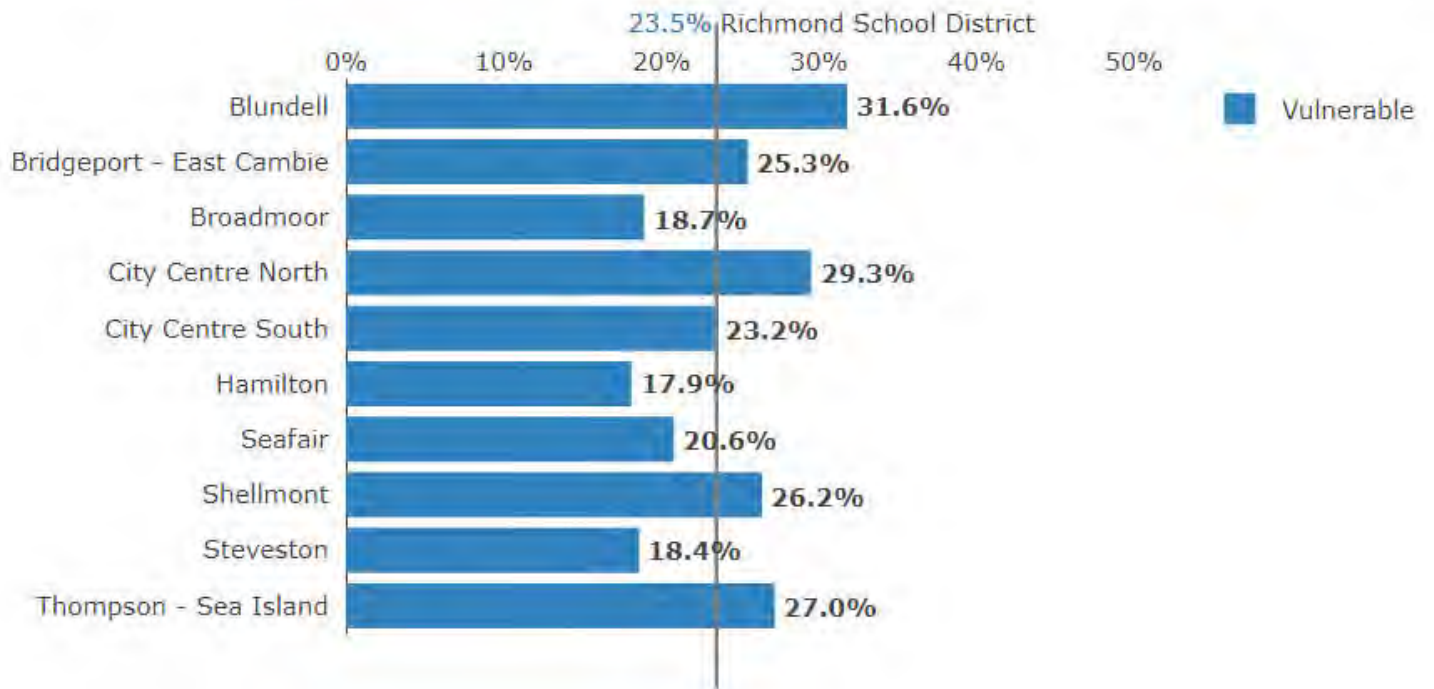




VULNERABILITY & OUTCOMES ⓘ ⬇

Chart View

Vulnerability

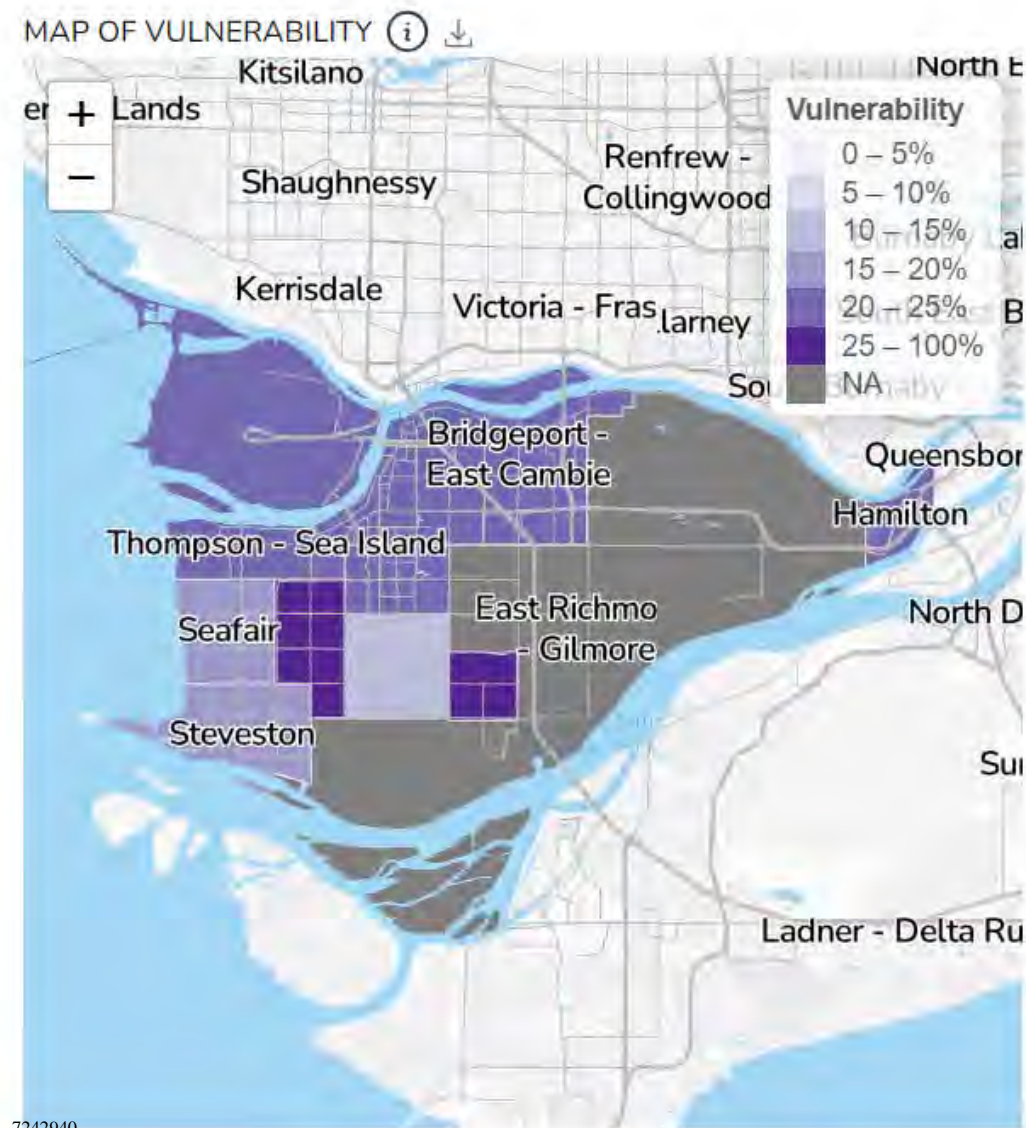


## What is Emotional Maturity?

**\*Emotional Maturity** refers to children's prosocial and helping behaviours, as well as hyperactivity and inattention, and aggressive, anxious and fearful behaviours. Children who are vulnerable on this scale may experience challenges related to emotion regulation. They may have problems managing aggressive behaviour, be inattentive and impulsive, and/or be worried or anxious.

Provincially and locally, there was a significant and steady increase in the vulnerability rate for Emotional Maturity. The increase in vulnerability on this scale was the largest among all the EDI scales and at a provincial level constitutes a 49% increase since Wave 2 (2004-2007) (Human Early Learning Partnership, 2019). In Richmond the Emotional Maturity vulnerability rate increased from 11% in 2004 to 17% in 2019. As with Social Competence, vulnerability on this scale was highest in the Bridgeport - East Cambie neighbourhood (22% in 2019).

\*(Human Early Learning Partnership, 2020).



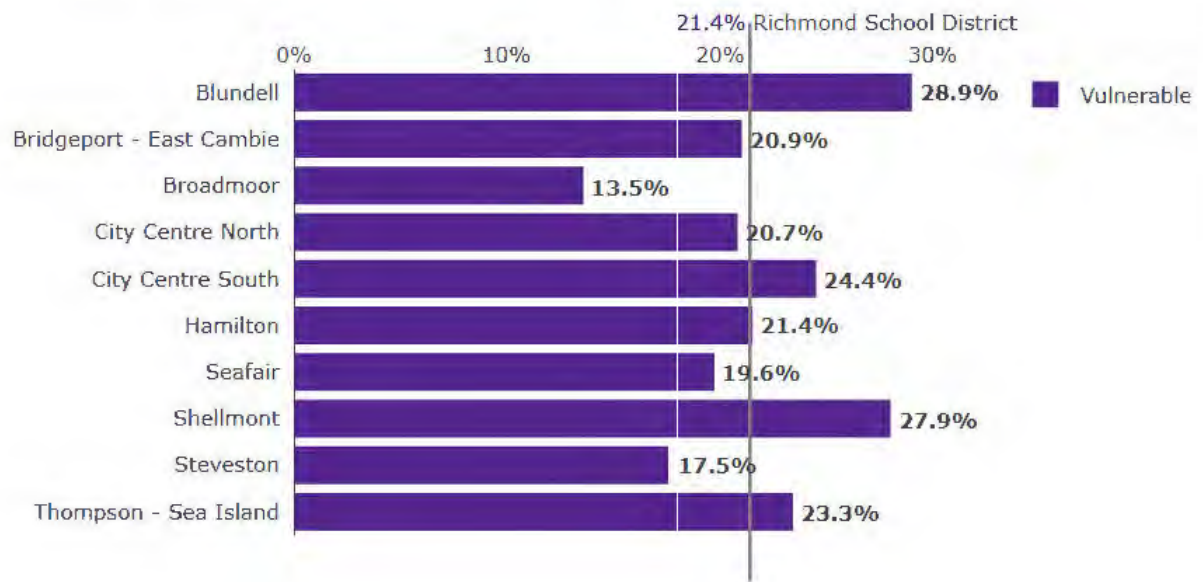
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VULNERABILITY & OUTCOMES ⓘ ⬇

Chart View

Vulnerability



## CCDAC Child Care Capital Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	PURPOSE OF GRANT	NOTES FROM CCDAC	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	PAGE #
Aspire Richmond	<b>Outdoor Built Environment</b> The purpose of the grant application is to purchase a new playground surface, an arbour over the bike path and boat area, a new play hut and benches for Treehouse Child Care Centre. Total cost \$24,150.00, partly funded by Aspire Richmond.	Insufficient funding to fund full request.	\$ 20,000.00	\$ 14,262.00	1
Az-Zahraa Islamic Academy Society	<b>Furniture and Equipment</b> The purpose of the grant application is to purchase furnishing and equipment for their proposed renovation. Total cost for works is \$1 million, to be funded partly by the Provincial New Spaces Fund.	Not recommended for approval as significant additional funding to be secured prior to project being implemented.	\$ 25,000.00	\$ -	4
Connections Community Services Society	<b>Furniture and Equipment</b> The purpose of the grant application is to purchase a portable sink, a dishwasher, a play mat, sittable cubbies, a play tent, a rack with shoe storage, a fridge, a bean bag chair and kids sofa for the Connections Kids Club.		\$ 3,015.44	\$ 3,015.44	6
East Richmond Community Association	<b>Furniture and Equipment</b> The purpose of the grant application is to purchase a book shelf, two toy shelves and a carpet to be used in the multipurpose rooms and to purchase walkie talkies for the Out of School Care at Cambie Community Centre.		\$ 1,613.44	\$ 1,613.44	7
Little Wings Day Care Centre Society	<b>Equipment</b> The purpose of the grant application is to purchase storage units for the beds in our 3-5 program at Little Wings.		\$ 3,243.09	\$ 3,243.09	9
Richmond Jewish Day School Society of British Columbia	<b>Furniture and Equipment</b> The purpose of the grant application is to purchase shelving, benches, a sensory table and a mobile folding shelf that that are toddler safe.		\$ 4,693.16	\$ 4,693.16	11
Steveston Community Society	<b>Furniture and Equipment</b> The purpose of the grant application is to purchase a play kitchen, a reading nook, a portable light table, a flexible road toy and a new deck box for outdoor toy storage.		\$ 3,629.65	\$ 3,629.65	13
Thompson Community Association - Rompers Preschool	<b>Outdoor Built Environment</b> The purpose of the grant application is to purchase artificial turf installed with a padded underlay and infill which will provide a long-lasting, safe, impact-absorbing surface, free of patches and holes, under the existing play equipment.	Applications from this organization considered together. Insufficient funding to fund full request.	\$ 13,386.50	\$ 14,263.57	15
Thompson Community Association - Terra Nova Nature School	<b>Equipment</b> The purpose of the grant application is to purchase seating and carpeting that support children's individual needs when attending group activities. As well as a shelf for books and wagons that are durable to haul down gravel paths, across fields and through ditches at the Terra Nova Nature School.		\$ 7,796.20		17
West Richmond Community Association	<b>Equipment</b> The purpose of the grant application is to purchase an Automated External Defibrillator (AED) for their off-site child care location, Replacement of rechargeable Two-way Radio Batteries with a 2-3 year lifespan, and an art easel and carpet for the out of school programs and the preschool programs at West Richmond Community Centre.		\$ 5,279.65	\$ 5,279.65	19
TOTAL 2024 CHILD CARE GRANTS REQUESTS & RECOMMENDED TOTAL			\$ 87,657.13	\$ 50,000.00	
2024 Child Care Grants Program Budget		Amount Available	Requested	Recommended	Balance remaining
Capital Grants		\$ 50,000.00	\$ 87,657.13	\$ 50,000.00	\$ -
Professional & Program Development Grants		\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Total		\$ 60,000.00	\$ 87,657.13	\$ 50,000.00	\$ 10,000.00



**Society:** Aspire Richmond

**Title:** Treehouse Playground Improvements

**Amount:** \$20,000.00

## **Purpose: Playground Improvements**

The playground at Aspire's Treehouse Early Learning Centre is at the end of its lifespan, and a new replacement is planned that is safer, more accessible and engaging for children accessing childcare in the Steveston Community. The hard surface (asphalt) path is cracked and heaving from roots underground, posing tripping hazard for children and staff. This also poses a mobility challenge for children, staff and parents who use wheelchairs or other mobility devices. The play areas are surrounded by barriers and soft surfaces (mulch) which impedes access for children, staff and parents who use wheelchairs or other mobility devices. The climbing structure and swings do not provide an adaptive option for children with gross motor delays or physical disabilities. Treehouse offers integrated care for children 30 months-school age with dedicated spots for children with developmental disabilities. Replacement of the existing playground will allow all children to play together in a barrier-free space. Ground surfaces will allow for accessibility to all areas of the playground for those children, staff and parents who use wheelchairs or other mobility devices. Improved play equipment will allow for all children the accessibility they require to access creative recreation in this outdoor space. Outdoor play is so important for children. Outdoor play creates opportunities for social interaction and collaboration. It promotes physical health and better sleep. It invites new contexts for learning and gives children a chance to take appropriate risks. But most importantly children see playgrounds as something that is fun. Treehouse was the very first integrated child care program opened in Richmond. It opened in 1990, offering children with additional support needs the chance to play and learn alongside their typically developing peers. Treehouse moved to its current location in Steveston Village in 1999. The centre has had many interior updates over the past 23 years, however the main play structures have seen a lot of wear and tear. There are two phases to the Treehouse playground replacement. The first phase sees the development, remediation and building of play structures. This phase is covered by funding from Employment and Social Development Canada through the Enabling Accessibility Fund, of which Aspire received \$70,000. In addition, Aspire fundraising efforts have raised over \$20,000 for this project. For the second phase, Aspire is looking to the City of Richmond to provide funding that will go towards providing an abour over the trike path and boat play structure, benches under the arbour and a new play hut.

### **Service Delivery Benefits:**

The new playground will be 100% accessible and barrier free, allowing all children to play together in all areas, regardless of their need for mobility supports. At the same time, staff and parents who may have mobility challenges will be able to easily access the space in order to support play and provide

guidance as needed. These will allow Aspire to accommodate more children with disabilities and gross motor challenges in addition to their parent's staff and family members. The new playground will also bring together natural elements so that the children will develop a greater connection to nature. This is important as ideas around sustainability and climate awareness are best fostered at a young age to ensure a lifelong appreciation of the natural world and the way that people's actions and choices directly affect the environment. The playground will truly offer an inclusive learning experience for everyone at Treehouse and will serve as an example for other child care centres in Richmond.

#### Beneficiaries:

This grant will benefit the children and families who access Treehouse childcare by providing a safe, engaging and accessible play environment. Each year over 40 families are served by the childcare programs at this location. Having an accessible and barrier free playground is especially important for children with physical and developmental disabilities for which Aspire is known and able to support. These families often face barriers of access when looking for appropriate childcare to support their children with unique needs and challenges. By creating this play space, Aspire is able to support people in our community who are more vulnerable and at a disadvantage. This playground will serve as a model for other childcare centres as they look to building and expanding their play areas so that they too can be safe, accessible and fun.

#### Partners (if applicable):

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$10,000.00	Child Care Capital Grant
2023	\$1,606.88	Child Care Professional & Program Development Grant
2022	\$15,857.00	Health, Social & Safety
2022	\$5,000.00	Child Care Capital Grant
2022	\$7,400.00	Child Care Professional & Program Development Grant
2022	\$5,000.00	Child Care Capital Grant
2021	\$15,500.00	Health, Social & Safety
2021	\$3,500.00	Child Care Capital Grant
2021	\$1,500.00	Child Care Professional & Program Development Grant
2021	\$7,500.00	Child Care Capital Grant

#### Grant Recommendations

**Recommended Amount:** \$14,262.00

**Recommendation:**



That Aspire Richmond be funded for a Child Care Grant in the amount of \$14,262.00.

**Grant Conditions:**

N/A

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**Society:** AZ-ZAHRAA ISLAMIC ACADEMY SOCIETY

**Title:** Equipment for Junior Kindergarten Classroom

**Amount:** \$25,000.00

## Purpose: Equipment

The purpose of the grant is to expand our current junior Kindergarten program. We are currently licensed for 25 children and would like to expand another part of our school to accommodate another classroom for 25 additional children. We understand there is a need in the community and currently have a waitlist for the program. In order to accomplish this we need to move the current library to a new location (create a new space with three skylights) and new shelving. We would renovate the open space into a classroom, install a bathroom inside the class, install a kitchen area and art sink for the children. We would have to build in cubbies, storage and purchase supplies. We would also be creating a natural playground for the junior kindergarten and it will double as a natural outdoor classroom for the whole school.

## Service Delivery Benefits:

The program thrives to be available to members of the community providing inclusive, accessible care for children ages 3 to 5. Being able to provide this service will help families have both parents in the workforce, this will in turn increase their quality of life and contribute to the greater community.

## Beneficiaries:

The grant will directly benefit 25 families, as this will provide a secured childcare space for their child. It will also create three new staffing positions that would be filled by educators in the field or new graduates from the program. This will create a more enrolment of young children that will then lead into the grade school at the same location and be able to build on the skills they have been taught in JK, such as communication skills, general knowledge, self esteem, emotional maturity and socially competent.

## Partners (if applicable):

Provincial New Spaces Grant -- we will apply for funding now that our plans have been approved by Vancouver Coastal Child Care Licensing Parent and Community Members -- through fundraising efforts the families in the school and community members will raise funds to contribute to this essential service

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

## Grant Recommendations

**Recommended Amount:** \$0.00

**Recommendation:**

That Az-Zahraa Islamic Academy Society reapplies for funding in the future once the remainder of their funding is secured. The recommendation is to decline their application.

**Grant Conditions:**

N/A

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**Society:** Connections Community Services Society

**Title:** Connections Kids Club

**Amount:** \$3,015.44

## Purpose: Furnishings

This fund will be used to update furnishings and equipment to ensure a safer and more comfortable environment and to support the programs' overall quality and community involvement. Our capacity at Cook and Blundell has expanded from 20 to 24 students, while Tait has increased from 18 to 24 students since September 2023. More furnishings and equipment are needed to accommodate the increased number of students.

### Service Delivery Benefits:

The grant aims to enhance three licensed before and after-school programs in Richmond, improving safety and comfort, cleanliness, and hygiene.

### Beneficiaries:

The children in the program will derive the greatest benefit from a cleaner and safer environment. Additionally, it will enable our childcare staff to perform their duties more effectively.

### Partners (if applicable):

Gaming Fund supports the Connections Kids Club Program, covering expenses related to program delivery, including mostly wages and other essential costs.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$14,650.00	Health, Social & Safety
2021	\$14,321.00	Health, Social & Safety

## Grant Recommendations

**Recommended Amount:** \$3,015.44

### Recommendation:

That Connections Community Services Society be funded for a Child Care Grant in the amount of \$3,015.44.

### Grant Conditions:

N/A

**Society:** East Richmond Community Association

**Title:** Cambie's Multipurpose Room Supply Project

**Amount:** \$1,613.44

## **Purpose: Equipment**

The grant will be used to purchase a book shelf, two toy shelves and a carpet to be used in our Multipurpose Rooms. These rooms house both Licensed Preschool Programs (Little Explorers and Junior Kindergarten) and Out of School Care (Middles, grades 1-2). Additional variety programs run in this space outside of licensed program hours. Currently, there is not adequate storage space in Multipurpose Room 2. Having appropriate access to materials in the program space allows educators and child care instructors to focus on the programs they are facilitating. In addition, having a carpet will enhance children's comfort in the programs. In addition, Cambie's Out of School Care program looks to purchase new walkie talkies for staff us to replace the falling apart and not all functional devices currently in use. Staff use the walkie talkies to communicate within and between the Juniors, Middles and Seniors programs both on-site, and during off-site school pick-ups.

### **Service Delivery Benefits:**

The quality of programs will increase as children having a designated space to store their belongings will give them an increased sense of security while participating in Cambie's programs. This sense of security will ensure that participants are more comfortable and enjoy using the Cambie facilities more than if they did not have adequate storage space. Having shelving for books and toys also teaches children responsibility in putting toys away. Another benefit will be both the safety of the room, and accessibility of the space. In creating a more organized flow of the room, additional space is created at the entryway. This allows for both additional space to evacuate in the case of an emergency, and increased accessibility in room access. Something as simple as having a carpet in the room increases program quality immensely. Children will sit and collaborate together as a group in this space. Circle times are a time for children and educators to connect, and allows preschoolers to develop their emotional maturity. One of the requirements in Kindergarten is to be able to sit on a carpet using special awareness with others, which the carpet would allow.

### **Beneficiaries:**

The programs that directly benefit from having additional shelving and a carpet in the space are Preschool Programs Little Explorers and Junior Kindergarten, and the "Middles" Out of School Care program. The number of staff in these programs is approximately 7, and program participants is up to 78. Materials will be shared between the programs using these spaces. Indirectly, participants in the "Juniors" and "Seniors" Out of School Care programs will also benefit from the walkie talkies with increased staff interconnectivity and communication lines between programs.

### **Partners (if applicable):**

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$2,000.00	Parks, Recreation & Community Events
2022	\$1,848.00	Child Care Capital Grant
2022	\$1,500.00	Parks, Recreation & Community Events
2021	\$1,800.00	Parks, Recreation & Community Events

### Grant Recommendations

**Recommended Amount:** \$1,613.44

**Recommendation:**

That East Richmond Community Association be funded for a Child Care Grant in the amount of \$1,613.44.

**Grant Conditions:**

N/A

---



**Society:** Little Wings Day Care Centre Society

**Title:** Little Wings Bed Storage

**Amount:** \$3,243.09

## Purpose: Furnishings

The purpose of this grant is to purchase storage units for the beds in our 3-5 program at Little Wings. These storage shelves will help with the transition time to prepare and disassemble the beds used during naptime daily.

### Service Delivery Benefits:

Every day we provide a rest/nap time opportunity for the children at our centre. A staff member prepares each bed by putting a bed sheet on 25 individual cots before naptime. Once the children are awake we stack the beds (cots) on top of one another and due to licensing regulations we are required to strip the bed sheets and sanitize the beds after each use. This task was manageable before the pandemic (daily sanitizing) and when we only had 15 children in our 3-5 program. Now with the addition of 10 child care spots it is taking a staff member away for an extended period of time. It is our wish to reduce this time dramatically so we can have a teacher back on the floor and engaging with the children in the morning and afternoon activities. We believe it would be beneficial to have teachers complete this duty quickly so they can facilitate and join the children as they interact with their peers.

### Beneficiaries:

This grant will directly benefit 25 children on a daily basis, along with 4 teaching staff.

### Partners (if applicable):

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,226.41	Child Care Capital Grant
2022	\$13,186.00	Child Care Capital Grant
2021	\$5,268.00	Child Care Capital Grant

## Grant Recommendations

**Recommended Amount:** \$3,243.09

### Recommendation:

That Little Wings Day Care Centre Society be funded for a Child Care Grant in the amount of \$3,243.09.

**Grant Conditions:**

N/A

---

**Society:** Richmond Jewish Day School Society of British Columbia

**Title:** Child Care Equipment Quality and Safety Upgrades

**Amount:** \$4,693.16

## **Purpose: Equipment**

Over the past year and a half, we worked with a budget to furnish and equip the child care space. Over this time, it became apparent that our aging building needed serious upgrades, so while much of the budget had to be reallocated, we found ways to cut some costs. Unfortunately, we are already seeing the shortfalls of these inexpensive items that were either purchased from IKEA, or from Facebook Marketplace. They are already starting to break down and we need to replace these items with much higher quality ones.

### **Service Delivery Benefits:**

Some of these funds will go towards durable, high-quality shelving to display the children's materials in the classrooms. It will be specifically designed for child care, as the edges are rounded, they are low to the ground for easy access, and the benches are even low enough for toddlers to climb onto safely. Some of these benches will be used in the cubby space so children have somewhere clean to sit while they change their shoes or wait during transitions. The sensory table will be used in the infant/toddler classroom, as it is lower and more stable than the IKEA one we previously purchased. The folding shelf we would like to purchase would be specifically for the 3-5 year-old classroom. They do not have a separate naproom, and there are lots of materials out that cause distractions during transitions, group times, and nap. Having at least one mobile unit that can store away the materials out of sight will set the children up for more success as it will reduce temptations. Having this kind of flexibility can make the classroom much more inclusive.

### **Beneficiaries:**

The funds from the grant would be used for equipment in the early learning programs - Infant/Toddler and 3-5 - however, we intend to use some of the old furniture for School Age Care storage, so it will benefit them as well. As of November, 2023 there will be 11 staff members (including the Director), 45 children (36 full-time, 5 part-time, and 4 drop-in) and 33 families benefiting from the 3 programs.

### **Partners (if applicable):**

Yes and no. If we are unable to make enough from the sale of our old equipment and furniture, then we will either attempt a fundraiser, or save some of our monthly supply funding to cover the costs.

Unfortunately, we still don't have full enrollment in our programs, but to cover ratios, we require full staffing. And the school as a whole is not in a strong enough financial position to commit to covering any balances this year.

### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$4,810.55	Child Care Capital Grant

### Grant Recommendations

**Recommended Amount:** \$4,693.16

**Recommendation:**

That Richmond Jewish Day School Society of British Columbia be funded for a Child Care Grant in the amount of \$4,693.16.

**Grant Conditions:**

N/A

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**Society:** Steveston Community Society

**Title:** Supporting children's experiences

**Amount:** \$3,629.65

## **Purpose: Equipment**

The purpose of our grant application is to obtain funds that can be used to purchase high quality, safe and sturdy equipment. This will improve and enhance the delivery of our licensed preschool programs in Richmond and serve the community at hand in Steveston. Due to the COVID-19 pandemic and the many centres in our area are offering full-day child care, registration in our preschool programs in the past three years has been lower than normal. This year, we reduced our licensed preschool programs from three to two, and this had led to budget constraints which has affected our ability to purchase new equipment. By purchasing new equipment to use in our licensed preschool programs, we will be able to improve and enhance the quality of our programs and hopefully attract more families to join our programs and boost our enrollment.

### **Service Delivery Benefits:**

These funds will help us purchase high quality, sturdy and safe equipment, enrich our community's experience in our licensed preschool programs and provide more opportunities for our preschoolers to learn through play. The child in our care love imaginative play and using open-ended materials. The Gluckskafer Play Kitchen without Upper Structure is a sturdy wooden toy kitchen that provides the ideal height for our preschoolers. It encourages collaborative imaginary play and deepens the children's interest in the workings of a kitchen. The Quiet Corner Reading Nook with two storage shelf units and Canopy and Playhouse Cube will provide preschoolers a sturdy and safe space that encourages self-regulation, like if a child needs time away from the group or for some quiet exploration. Huion A2 Adjustable brightness LED Light is a portable light table that illuminates children's work and encourages other perspectives. Waytoplay Flexible Roads (24 pieces) encourages collaborative imaginative play through multiple ways of assembling and connecting the roads. It is made of high grade, child safe rubber that is durable and easy to clean. This can be used on almost any surface. This also encourages turn-taking, problem-solving and negotiating among children. Lifetime Outdoor Deck Box is a sturdy box that is weather-ready and a lockable lid. This is a great storage solution for outdoor materials and toys in the playground.

### **Beneficiaries:**

Approximately 52 to 60 preschoolers with ages from 3 to 5 years old in our community who attend our two licensed school year preschool programs will benefit from this grant, if received. Another approximately 50 to 60 preschoolers with ages 3 to 5 years old who attend our licensed daycamp programs offered in winter, spring and summer will also benefit from this grant, if received.

### **Partners (if applicable):**

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$5,673.58	Child Care Capital Grant
2022	\$6,054.00	Child Care Capital Grant

Grant Recommendations

**Recommended Amount:** \$3,629.65

**Recommendation:**

That Steveston Community Society be funded for a Child Care Grant in the amount of \$3,629.65.

**Grant Conditions:**

N/A

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**Society:** Thompson Community Association

**Title:** Rompers Preschool Playground Surfacing

**Amount:** \$13,386.50

## **Purpose: Playground Improvements**

While the playground underwent a major improvement in 2017, the teaching staff have recommended improvements that will enhance play and active learning experiences for the children. We have been encountering major challenges with maintaining the existing natural ground cover, which has been unable to withstand the impact of wear and tear from high traffic, drainage issues and natural elements. In March of 2023, our Child Care Licensing Officer also observed that the preschool playground lacks ample/adequate opportunities for climbing and safe risky and gross motor play. We would eventually hope to add equipment that facilitates such experiences; in the meantime, installing artificial turf ground surfacing would be a solution in providing a long-lasting, safe, impact-absorbing surface and clean play space for gross motor play such as running, ball playing (kicking/catching, etc), dancing and obstacle-course type play, etc.

### **Service Delivery Benefits:**

These funds will enhance the quality of play experience for the Rompers students, by improving upon the outdoor play elements. With the success and popularity of the Terra Nova Nature School (another preschool program overseen by Thompson Community Association), we recognize the intrinsic value realized when a robust active outdoor environment is provided, and the teachers are actively engaged in building a curriculum around it. Artificial turf installed with a padded underlay and infill will provide a long-lasting, safe, impact-absorbing surface, free of patches and holes, on which children can play. This will ensure Child Care Licensing safety requirements are met in order to reduce the risk of injury from falls and keep students safe. We believe this will provide a learning environment that is safe, inspires exploration, inquiry, and risky play and enhances children's social, emotional, cognitive and gross motor development.

### **Beneficiaries:**

The beneficiaries of this grant include the students and families in both Rompers Preschool school-year program and licensed spring and summer camps, the teaching staff, as well as other seasonal programs offered by the Association. The students will benefit by an enhanced outdoor learning environment in which to discover the natural world; the teachers will benefit through an improved and more satisfying work environment in which to utilize their skills and knowledge, and the Association will benefit by improving their reputation and ensuring their investment in the playground maintains its value.

### **Partners (if applicable):**

### **Most Recent Previous Grant(s) (if applicable)**



Year	Amount	Grant Program
------	--------	---------------

N/A

N/A

N/A

### Grant Recommendations

**Recommended Amount:** \$14,263.57

**Recommendation:**

That Thompson Community Association be funded for a Child Care Grant in the amount of \$14,263.57 to be used towards both the Rompers program and Terra Nova Nature School as per the revised budget submitted.

**Grant Conditions:**

N/A

---

**Society:** Thompson Community Association

**Title:** Upgrades for Terra Nova Nature School as it turns 10 years old!

**Amount:** \$7,796.20

## **Purpose: Furnishings**

TNNS has been operating for 10 years, and a number of items such as carpeting, shelving, and outdoor wagons are showing their age. Thanks to a committed staff team that has doubled from three to six Early Childhood Educators, over time we have gained considerable experience successfully implementing programs both indoors and out. We hesitated to over-purchase expensive equipment when we opened, uncertain what our needs and routines would be. What works? Quality wooden benches that will support adult weight; hold up to daily rain, and are smoothly built with rounded handholds for carrying over a distance, are a very worthwhile investment. What doesn't work? Although we switch to indoor footwear, a light coloured carpet that was aesthetically appealing when purchased 10 years ago is looking very shabby, thanks to the inevitable indoor/outdoor flow of people. Over the past 10 years, we have cemented some core values, and experimented with an optimum furniture layout in a very small space. We now require sturdy, permanent but portable shelving for books, as well as more varied seating options for children that foster a quality learning environment for literacy and social engagement amongst diverse learners. Well built wagons are essential for daily outdoor programming that takes us, and our equipment, to all regions of the park. Some of the cheaper wagons have not lasted, or no longer have replacement wheels or parts available.

### **Service Delivery Benefits:**

Indoors, funds will be used to purchase seating and carpeting that support children's individual needs when attending to group activities, while ensuring that the group is not continuously disrupted (wobble cushions, various chair models, carpet with directional cues). A permanent but mobile shelf, for books and related literacy tools (i.e. props, flannel board) will make our extensive collection of children's books (Indigenous content, racial equity, seasonal change) more accessible to children and be used daily to support a curriculum of social and more-than-human inclusion. Outdoors, funds will be used to purchase wagons that are used daily when the preschoolers break into groups to explore various areas of the park, and which need to be well designed and sufficiently durable to haul down gravel paths, across fields, and through ditches. Children also assist with transporting benches for playtime and special events, another small example of how our program and expansive outdoor environment support social competency and emotional maturity.

### **Beneficiaries:**

Although TNNS is licensed for 20 preschool children (with both morning and afternoon classes, we have capacity for 40), it's resources are accessible to educators who teach Chickadees (Caregiver & Infant); Parent & Tot, and beyond. With a reach of 170 children and their families attending TNNS each

week, we support a true community of learners. Infants grow into our licensed preschool; our preschoolers age out and fill our afterschool programs. Children who started as preschoolers 10 years ago are now becoming our volunteers and leaders in training. Parents borrow books, and grandparents volunteer their morning to read with children, indoors and out. Our community of families regularly gather outdoors for special events, such as our recent Harvest Soup lunch, held just before Thanksgiving.

**Partners (if applicable):**

use funds, if available, from donations/fundraising (Koyanagi family, Mabels labels dividends)

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
N/A	N/A	N/A

**Grant Recommendations**

**Recommended Amount:** \$0.00

**Recommendation:**

That Thompson Community Association be funded for a Child Care Grant for both projects through one application. Funding in the amount of \$14,263.57 will be awarded under their other application, therefore it is recommended that this application is declined.

**Grant Conditions:**

N/A

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**Society:** West Richmond Community Association

**Title:** Equipment Upgrades for West Richmond Child Care Programs

**Amount:** \$5,279.65

## **Purpose: Equipment**

**Sr OSC Program:** Purchase Automated External Defibrillator (AED) With our Sr OSC program operating off-site from West Richmond Community Centre at Gilmore Elementary, we do not have access to an automated external defibrillator (A.E.D.), which is used in emergency situations when someone is dealing with sudden cardiac arrest. **Jr & Sr OSC Program:** Purchase Replacement Two-way Radio Batteries Our collection of two-way radios are used extensively every day to keep staff in constant communication. All the units are 6+ years old and most have signs of reduced or unreliable functionality. **Preschool:** Purchase Art Easel and Carpet West Richmond Preschool would like to apply for the City of Richmond Child Care Grant to purchase a quality art easel for our programs and improve our classroom environment with a new carpet.

## **Service Delivery Benefits:**

**Sr OSC Program:** Purchase Automated External Defibrillator (AED) All community centres in the City of Richmond have AEDs located in their buildings, however elementary schools in Richmond do not. Although these devices are only used in the case of a serious emergency, having access to one in programs is an area we would like to enhance. With our partner program Jr OSC operating at the community centre, our goal with this grant application is to bridge the gap and get an AED placed at Gilmore Elementary so that all participants from Kindergarten to Grade 7 have access to the same safety equipment. **Jr & Sr OSC Program:** Purchase Replacement Two-way Radio Batteries New batteries are needed to extend the usable life of the radios and restore full functionality. Because our large volume programs operate in multiple zones simultaneously (multiple rooms indoors, outdoors, playground), our two-way radios serve a critical role in maintaining staff communication. Child tracking, child pickups, first aid situations, and other important messaging are communicated in real-time amongst the staff via our radios. **Preschool:** Purchase Art Easel and Carpet Our programs follow a play-based philosophy that encourages open-ended self expression. Art play therapy is critical in supporting children's self expression and creativity. This multi-sided easel would also offer opportunities for meaningful social interactions through shared space while engaged in creative play. We hope to also update one of our large oval rugs to offer safe and accessible floor space for play and group time. Our vision is to maintain our classroom spaces to be clean and welcoming for the children who attend our programs.

## **Beneficiaries:**

**Sr OSC Program:** Purchase Automated External Defibrillator (AED) Our Sr OSC program has a participant with the heart condition Long QT Syndrome Type 1 Heart Arrhythmia, and would greatly

benefit from having an AED readily available at all times. However, all participants, staff and visitors of our Sr OSC would benefit from this life-saving equipment being accessible. Jr & Sr OSC Program: Purchase Replacement Two-way Radio Batteries Having these two-way radios benefit our programs by providing clear and effective communication amongst our staff. This boosts the confidence of our team by knowing that we can deliver clear and important messages between each other throughout the day. A greater range of communication allows staff to be more comfortable supervising multiple areas at the same time knowing they can work together efficiently for tracking the children, assisting with child pickups and in situations of first aid. In turn, the children in programs benefit from having more options and areas to explore and enjoy. Additionally, the parents of participants benefit from the use of these radios because the radios streamline the process for getting children prepared for departure at the end of their day. Preschool: Purchase Art Easel and Carpet Preschool students will benefit from having communal art and gathering surface upgrades. These spaces will support social development opportunities in the classroom.

**Partners (if applicable):**

West Richmond Community Association. Should equipment or shipping costs increase by the time our grant request is approved, our organisation is willing to cover the increases.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$4,984.38	Child Care Capital Grant
2022	\$3,448.00	Child Care Capital Grant
2021	\$6,476.00	Child Care Capital Grant

**Grant Recommendations**

**Recommended Amount:** \$5,279.65

**Recommendation:**

That West Richmond Community Association be funded for a Child Care Grant in the amount of \$5,279.65.

**Grant Conditions:**

N/A



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Re:** 2024 Health, Social and Safety Grants

**Date:** January 3, 2024  
**File:** 03-1085-01/2024-Vol 01

### Staff Recommendations

1. That the 2024 Health, Social and Safety Grants be awarded for the total recommended amount of \$683,590.00 as identified in Attachment 2 of the staff report titled "2024 Health, Social and Safety Grants," dated January 3, 2024 from the Director, Community Social Development; and
2. That the grant funds be disbursed accordingly following Council approval.

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

Att. 3

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

## Staff Report

### Origin

The goal of the City Grant Program is to increase community capacity by assisting non-profit community organizations to deliver programs and services that benefit Richmond residents. The Health, Social and Safety (HSS) Grants provide funding to eligible non-profit health, social and safety service providers that meet the established grant application and assessment criteria, at City Council's discretion. The purpose of this report is to present staff recommendations to Council regarding disbursement of the 2024 HSS Grants.

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

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

This report also supports Council's Strategic Plan 2018–2022 Strategy #6 A Vibrant, Resilient and Active Community:

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

*6.4 Support vulnerable populations through collaborative and sustainable programs and services.*

### Findings of Fact

#### 2024 Health, Social and Safety Grant Budget

The 2024 Health, Social and Safety Grant budget is \$683,590.00. This includes a Cost of Living increase over last year's budget as per City Grant Program Policy 3712.

#### Notice Given and Applications Received

On September 19, 2023, the application window for the 2024 HSS Grants opened and information was posted on the City's website, communicated using social media channels and distributed through a news release. In addition, notices were forwarded to the Richmond Community Services Advisory Committee to share with their networks. An information session was held on September 27, 2023 to provide an overview of the HSS Grant process and eligibility guidelines to interested applicants. The deadline for submissions was October 18, 2023. A total of 34 applications were received with a total funding request of \$1,026,419.20.

### Analysis

#### Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Social Development Department, reviewed the 2024 HSS Grant applications. The Review Committee assessed each application based on the criteria outlined in the HSS Grant Program Guidelines (Attachment 1).



A table outlining 2024 funding requests and recommended allocations is provided in Attachment 2. A summary of each application, generated directly from information submitted to the web-based system by applicants, is provided in Attachment 3. As application summaries are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicant.

### New Applications

This year, five HSS Grant applications were received from organizations that did not apply in 2023. Four organizations are first-time grant applicants: Junior Achievement of British Columbia, TFL Technology for Living, The Canadian Red Cross Society, and Volunteer Cancer Drivers Society. One applicant, Connections Community Services Society, previously received funding through the HSS Grant Program in 2021 and 2022. As it did not apply for a grant in 2023, its 2024 grant submission was reviewed as a new application.

### Minor/Major Grant Requests

Two application streams are available for the HSS Grant Program: one for minor grant requests (\$5,000.00 or less) and one for major grant requests (over \$5,000.00). Nine organizations applied in the minor grants stream and 25 organizations applied in the major grants stream.

### Multi-Year Funding Requests

Applicants that have received HSS grant funding for the same purpose for the past five consecutive years are eligible to apply for a three-year funding cycle. In the first year of the cycle, a comprehensive application form is required, while a shorter application is required for the following two years. Multi-year applications are reviewed annually with recommended funding allocations determined by City Council each year. Fourteen organizations applied for multi-year funding this year.

### 2024 HSS Recommended Grant Allocations

Recommended grant allocations are based on the assessment criteria outlined in the HSS Grant Program Guidelines. Of the 34 applicants in 2024, 28 are recommended to receive funding and six applicants are not recommended to receive funding. Of the 28 applicants that are recommended to receive funding, 26 are returning grant recipients and two are new applicants. Of the 26 returning grant recipients, staff recommend that six applicants receive the full amount requested, 19 applicants receive the same level of funding as last year with an additional cost of living adjustment, and one applicant, Church on Five, receive an additional allocation of \$7,983.80 on top of the funding it received last year plus an additional cost of living adjustment (\$5,125.00) for a total amount of \$13,108.80. In addition, staff recommend that two new applicants, Connections Community Services Society and Richmond Presbyterian Church, receive the full amount requested. Considerations for the three aforementioned HSS grant allocations are outlined below:

- Church on Five received a HSS grant of \$5,000.00 for its community meal program in 2023. This year, it has requested \$35,000.00 in funding to support its community meal program and after-hours outreach program. Staff recommend that Church on Five receive partial funding of \$13,108.80.

- Connections Community Services Society (Connections) is the only Richmond-based organization that serves the Indigenous community in Richmond. Its Indigenous Voice and Vision program delivers culturally relevant supports and services to Indigenous family, youth and children. Staff recommend that Connections receive the full amount requested of \$14,039.20.
- Richmond Presbyterian Church runs a free, weekly take-out meal program that serves 175 people each week, many of them families with children, seniors and people experiencing homelessness. Staff recommend that Richmond Presbyterian Church receive the full amount requested of \$5,000.00.

In summary, staff recommend grant allocations to 28 of the 34 organizations that applied for a total amount of \$683,590.00. With the allocated 2024 HSS Grant budget of \$683,590.00, this leaves a remaining balance of \$0.00.

#### Health, Social and Safety Grant Summary 2022–2024

The following table provides a summary of the number and types of applications received, along with the number of grants approved, for the past two years, and the number of grants recommended for 2024.

Table 1: HSS Grant Summary 2022–2024

2022–2023 HSS Grant Applications and Approved Grant Allocations			2024 Recommendations
Year	2022	2023	2024
Total number of applicants	28	30	34
New applicants	2	5	5
Minor requests received (\$5,000 or less)	6	8	9
Major requests received (over \$5,000)	22	22	25
Multi-year funding requests received	17	15	14
Full amount of request recommended	10	12	8
Partial amount of request recommended	18	17	20
Grant not recommended	0	1	6
Total amount requested	\$842,309	\$880,409	\$1,026,419
Total budget available	\$641,390	\$666,917	\$683,590
<b>Total HSS Grants allocated</b>	<b>\$630,795</b>	<b>\$661,312</b>	<b>\$683,590</b>

Although the total amount requested has always exceeded the HSS budget, the gap continues to grow every year. While the total amount requested in 2022 and 2023 was a little over 30 per cent more than the HSS grant budget, the total amount requested in 2024 was significantly higher at 50 per cent more than the budget available. This reflects the increasing need for social services and programs in Richmond in recent years.

## **Financial Impact**

The 2024 HSS Grant Program budget of \$683,590.00 was approved as part of the City's 2024 Operating Budget. A total of \$683,590.00 is recommended to be allocated to eligible organizations through the 2024 HSS Grant Program, subject to City Council's approval.

## **Conclusion**

The Health, Social and Safety Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and services enhance the social and physical well-being of the community. Staff recommend approval of the proposed recommendations for the 2024 HSS Grants, as indicated in Attachment 2, for a total of \$683,590.00.

A handwritten signature in blue ink that reads "Dorothy Jo".

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

- Att. 1: City of Richmond 2024 Grant Program Guidelines for Health, Social and Safety  
2: 2024 Health, Social and Safety Grants Summary of Requests and Recommendations  
3: 2024 Health, Social and Safety Grant Applications Summary Sheets

**City of Richmond**

**2024 Grant Program Guidelines**

**For**

**Health, Social & Safety**

**and**

**Parks, Recreation & Community Events**

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## 1. Overview

### (i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy (attached).
- These Guidelines pertain to the following City Grant Programs:
  - Health, Social & Safety
  - Parks, Recreation & Community Events
- Separate programs exist for Arts and Culture and Child Care grants. Please see the City website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)) for information about these programs.

### (ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

### (iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user-pay when applicable
- Innovation.

### (iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

### (v) Objectives

- To assist Council to facilitate the Council Strategic Plan
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

## 2. Program Funding

### (i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council.
- The amount allocated to the Programs will be based on overall City corporate priorities.

### (ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are deposited to the City's Grant Provision Account.

### 3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

**Partnership:** A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

**Duplication:** Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

**School (public and private) based programs:** "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

**Community based programs in schools:** "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school-based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.

### 4. Eligibility

#### (i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided)
- The Society's Board of Directors must approve of the application being submitted.

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 4)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**  
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative salaries
2. **Community Service**  
Specific programs or projects to deliver services to Richmond residents
3. **Community Event**  
Neighbourhood or community-based events to enhance quality of life for Richmond residents



**(iv) Items Eligible For Funding**

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals (e.g., vehicles, equipment, and maintenance)
- Heat
- Light
- Telephone
- Photocopying
- Materials.

**(v) Items Not Eligible For Funding**

The following items will not be funded:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
  - Promoting or serving a political party or organization
  - Lobbying of a political party, or for a political cause
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need
- Expenses that are the responsibility of other government programs or entities
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions, p. 4)
- Child care purposes (the City has a separate Child Care Grant Program, see [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants))
- Travel costs outside the Lower Mainland
- Other.

**(vi) Grant Limitations**

- Due to limited funds, applicants may receive only one grant per year
- Grant allocations are partially dependent on the annual budget
- Not all applicants meeting the Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it
- Grants are not to be regarded as an entitlement
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

## **5. Application Assessment Criteria**

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought
- Partnerships and/or collaborative relationships with other organizations to strengthen the proposal have been established.

**(ii) Assessment Considerations**

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

**(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

**(iv) Financial Statements**

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
  - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget
- Grant proposal budget.

**(v) User Pay Principle**

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

**(vi) Multi-Year Funding Criteria**

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

## 6. The Grant Review Process

### (i) The Grant Review Process

There is one intake period per year. Please see the City website for dates ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)). The following Grant Review stages will be followed (see sections below for further information):

1. Applications submitted by deadline
2. Staff review applications
3. Staff prepare recommendations
4. Council reviews recommendations and make final decisions
5. Grants distributed
6. Recipients report on grant use.

### (ii) Program Guidelines and Web-based Application

Program Guidelines and access to the web-based application system will be posted on the City website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation & Community Events Grant Programs
- A simplified application is available for minor requests (\$5,000 or less), or year 2 or 3 of a multi-year funding cycle (see Multi-Year Funding Criteria, p. 6)
- A longer application is required of applicants requesting over \$5,000, or wishing to be recommended for a three-year funding cycle.

### (iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)) for dates.

### (iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

### (v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are led by staff in the respective divisions:
  - Health, Social & Safety (Community Social Development)
  - Parks, Recreation & Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no information will be provided to applicants or the public until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

### (vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to the General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

## 7. Awarding of Grants

### (i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

### (ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of the grant award or denial if applicable, and to contact staff if further information is required.

### (iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include it with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

### (iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

### (v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

## 8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants) or contact the Community Services Department at 604-276-4000.



Adopted by Council: July 25, 2011  
Amended by Council: July 9, 2012  
Amended by Council: April 11, 2022

### **POLICY 3712:**

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation)
  - Community Environmental Enhancement Grants Program (Parks and Recreation).
2. Casino funding may be used to create four separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the-four City Grant Programs may receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture, Parks and Recreation, and Environment will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of three streams of grant requests:
  - (i) \$5,000 or less;
  - (ii) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less; and
  - (iii) no more than \$500 for individuals applying for the Environmental Enhancement Grant.
7. Only registered non-profit societies governed by a volunteer Board of Directors requesting funding to serve primarily Richmond residents, are eligible, except for individuals accessing the Environmental Enhancement Grant.
8. Applicants may receive only one grant per year unless applying for Environmental Enhancement Grant funding for projects not utilizing other City Grant funding.
9. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.



Adopted by Council: July 25, 2011  
Amended by Council: July 9, 2012  
Amended by Council: April 11, 2022

10. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.

## 2023 Health, Social and Safety Grant Recommendations

2024 Health, Social and Safety Grants Summary of Requests and Recommendations						
APPLICANT NAME	2023 GRANT	2024 REQUEST	2024 RECOMMENDATION	MULTI-YEAR REQUEST	APPLICATION SUMMARY	ATT. 3 PAGE NO.
Amyotrophic Lateral Sclerosis Society of British Columbia	\$4,255.00	\$16,068.00	\$4,361.00	Multi-Year Year 2	Grant funding towards warehouse rent to store equipment that is loaned out to ALS patients at no cost. The recommendation is for the same level as last year with a cost of living adjustment.	1
Big Brothers of Greater Vancouver	\$6,000.00	\$10,000.00	\$6,150.00	Multi-Year Year 1	Grant funding towards personnel salaries, volunteer recruitment and community outreach to support Big Brothers mentoring and leadership programs. The recommendation is for the same level as last year with a cost of living adjustment.	3
Big Sisters of BC Lower Mainland	\$4,160.00	\$7,500.00	\$4,264.00	Single Year	Grant funding towards personnel salaries to support Big Sisters mentoring programs. The recommendation is for the same level as last year with a cost of living adjustment.	6
Boys and Girls Clubs of South Coast BC	\$6,915.00	\$10,000.00	\$7,088.00	Single Year	Grant funding towards personnel salaries for an after school program at Mitchell Elementary School in East Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	11
Canadian Mental Health Association, Vancouver-Fraser Branch	\$10,398.00	\$30,500.00	\$10,658.00	Multi-Year Year 3	Grant funding towards personnel salaries and transportation expenses for its Urban Resiliency Opportunities for Kids (UROC) programs in Richmond. UROC provides long term support for children of parents living with mental illness or addiction. The recommendation is for the same level as last year with a cost of living adjustment.	14
Chimo Community Services	\$50,000.00	\$100,000.00	\$51,250.00	Multi-Year Year 1	Grant funding towards personnel salaries, volunteer support, office expenses and program materials for the delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, Community Engagement and Seniors programs. The recommendation is for the same level as last year with a cost of living adjustment.	16
Church on Five	\$5,000.00	\$35,000.00	\$13,108.80	Single Year	Grant funding towards personnel salaries, supplies, equipment and transportation expenses for its Food for Life Community Meal and After Hours Outreach programs. The recommendation is for partial funding. In addition to receiving the same level as last year with a cost of living adjustment (\$5,125), staff recommend that Church on Five receive an additional \$7,984.80 for a total recommended amount of \$13,108.80.	20
Community Mental Wellness Association of Canada	\$12,478.00	\$93,200.00	\$12,790.00	Multi-Year Year 3	Grant funding towards personnel salaries and program materials for mental wellness education, workshops, events and referrals to other community services offered. The recommendation is for the same level as last year with a cost of living adjustment.	23
Connections Community Services Society	N/A	\$14,039.20	\$14,039.20	Single Year	Grant funding towards salary of an Activities Worker position which will operate and coordinate a wide range of activities, including recreational, inter-generational learning, leadership and volunteer-oriented activities. The recommendation is for the full amount requested.	26
Family Services of Greater Vancouver	\$49,918.00	\$64,500.00	\$51,166.00	Multi-Year Year 1	Grant funding towards personnel salaries, office rent and administrative expenses for its Counselling, Support and Therapeutic Education Program in Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	29
Heart of Richmond AIDS Society	\$13,552.00	\$17,000.00	\$13,891.00	Multi-Year Year 3	Grant funding towards personnel salaries, office rent and program materials for its education and counselling programs and support groups for people living with HIV/AIDS and their families. The recommendation is for the same level as last year with a cost of living adjustment.	33
Immigrant Link Centre Society	\$10,000.00	\$10,000.00	\$10,000.00	Single Year	Grant funding towards personnel salaries and transportation costs for a free food distribution program at four affordable housing sites in Richmond. The recommendation is for the full amount requested.	35
Junior Achievement of British Columbia	N/A	\$4,000.00	\$0.00	Single Year	Grant funding towards personnel salaries, program materials and other operating expenses for its JA Success Skills program for students in Grades 8 to 10, including Indigenous and other underserved populations. Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.	38
Minoru Seniors Society	\$5,000.00	\$5,000.00	\$5,000.00	Single Year	Grant funding towards personnel salaries, volunteer support, office rent, food and transportation costs for the Wellness Connections outreach program, designed to assist frail, at-risk and isolated seniors in Richmond to reconnect with their community and increase independence through participation in recreation programs and wellness services. The recommendation is for the full amount requested.	42
Multicultural Helping House Society	\$7,068.33	\$13,000.00	\$7,245.00	Single Year	Grant funding towards personnel salaries, volunteer support, office rent and program supplies for a program aimed to strengthen social connections, encourage healthy aging for seniors and support youth and women through major life transitions. The recommendation is for the same level as last year with a cost of living adjustment.	46
Parish of St. Alban's (Richmond)	\$36,868.33	\$50,000.00	\$37,790.00	Single Year	Grant funding towards consultant services, volunteer support, office rent and program materials for meal programs that support families with children in elementary school, people living on low income and people experiencing homelessness. The recommendation is for the same level as last year with a cost of living adjustment.	50
Pathways Clubhouse	\$35,027.00	\$60,000.00	\$35,903.00	Multi-Year Year 1	Grant funding towards office rent and utilities as well as for the Pathways Clubhouse meal program, which provides members with healthy meals at an affordable price. The recommendation is for the same level as last year with a cost of living adjustment.	53
PLEA Community Services Society of British Columbia	\$5,000.00	\$5,000.00	\$5,000.00	Single Year	Grant funding towards personnel salaries to support the Taking Care of Ourselves, Taking Care of Others workshops, which give children and youth the information and practical tools they need to keep themselves and their friends safe from different forms of sexual exploitation. The recommendation is for the full amount requested.	56
Richmond Addiction Services Society	\$226,860.00	\$226,860.00	\$226,860.00	Multi-Year Year 1	Grant funding towards personnel salaries, rent and materials for its various programs that focus on the prevention of substance use, misuse, problem gaming and other addictive behaviours. The recommendation is for the full amount requested.	59
Richmond Cares, Richmond Gives	\$45,351.00	\$60,000.00	\$46,485.00	Multi-Year Year 1	Grant funding towards the agency's core operating costs, including the Information & Volunteer Centre, which connects residents with community resources through the Community Services Directory, Richmond Seniors Directory and Community Events Calendar. The Centre also supports volunteer recruitment efforts of local non-profit organizations through the online Volunteer Now database. The recommendation is for the same level as last year with a cost of living adjustment.	64
Richmond Family Place Society	\$40,422.00	\$50,000.00	\$41,433.00	Multi-Year Year 1	Grant funding towards personnel salaries and operating expenses for various preventative family support services and programs to Richmond families with children from birth to 12 years old, including intergenerational programs for families with isolated seniors. The recommendation is for the same level as last year with a cost of living adjustment.	68



**2023 Health, Social and Safety Grant Recommendations**

APPLICANT NAME	2023 GRANT	2024 REQUEST	2024 RECOMMENDATION	MULTI-YEAR REQUEST	APPLICATION SUMMARY	ATT. 3 PAGE NO.
Richmond Mental Health Consumer and Friends Society	\$6,759.00	\$11,952.00	\$6,928.00	Multi-Year Year 1	Grant funding towards personnel salaries for its Peer Support Social Group program, which aims to empower and reintegrate people who struggle with mental health into the community through volunteer work, social activities, education and leadership opportunities. The recommendation is for the same level as last year with a cost of living adjustment.	71
Richmond Multicultural Community Services	\$13,563.00	\$25,000.00	\$13,902.00	Multi-Year Year 1	Grant funding towards personnel salaries, rent and volunteer support to support the core functions of RMCS, which aims to identify and meet the unique needs of the growing immigrant and refugee communities of Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	74
Richmond Poverty Reduction Coalition	\$7,067.33	\$10,000.00	\$7,244.00	Single Year	Grant funding towards personnel salaries and utilities to support its core function of equipping Richmond residents with lived experience of poverty with self-advocacy and leadership skills, monthly steering committee meetings, advocacy and public education to support poverty reduction in Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	77
Richmond Presbyterian Church	N/A	\$5,000.00	\$5,000.00	Single Year	Grant funding towards supplies and equipment for its community meal program, which serves 175 takeout meals per week to people living on low income, such as families with children and seniors and street-entrenched individuals. The recommendation is for the full amount requested.	80
Richmond Women's Resource Centre	\$30,155.00	\$42,000.00	\$30,909.00	Multi-Year Year 3	Grant funding towards women's programs and services including skills training, English conversation and peer support groups designed to empower and support women. The recommendation is for the same level as last year with a cost of living adjustment.	83
Society for Youth Empowerment and Strength	N/A	\$4,000.00	\$0.00	Single Year	Grant funding towards personnel salaries and rent for its youth empowerment program, which includes strength training and fitness sessions for at-risk youth between the ages of 13 and 17. Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.	86
TFL Technology for Living formerly BCITS	N/A	\$3,800.00	\$0.00	Single Year	Grant funding towards supplies and equipment to provide a range of assistive technologies to youth and adults with significant physical disabilities so they can live independently and actively in the community. Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.	89
The Canadian Red Cross Society	N/A	\$10,000.00	\$0.00	Single Year	Grant funding towards office rent for its Health Equipment Loan Program (HELP) facility in Richmond. The program loans out approximately 11,176 articles of medical equipment, mostly to seniors. Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.	92
The Kehila Society of Richmond	\$5,000.00	\$5,000.00	\$5,000.00	Single Year	Grant funding towards food costs and supplies for its community food outreach initiatives, such as a meals-on-wheels program that serves approximately 250 meals per week to seniors, families, those who have been affected by illness, and anyone in need. The recommendation is for the full amount requested.	95
The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council	\$5,000.00	\$10,000.00	\$5,125.00	Single Year	Grant funding towards personnel salaries and supplies for its community meal program, which serves approximately 100 sit-down meals per week and 60 take-away meals for distribution to street-entrenched individuals. The recommendation is for the same level as last year with a cost of living adjustment.	98
Touchstone Family Association	\$5,000.00	\$5,000.00	\$5,000.00	Single Year	Grant funding towards personnel salaries for its Street Smart Program which aims to support at-risk youth, who have peripheral involvement with or vulnerable to gangs, to develop protective factors by providing mentorship and leadership development. The recommendation is for the full amount requested.	101
Volunteer Cancer Drivers Society	N/A	\$8,000.00	\$0.00	Single Year	Grant funding towards transportation expenses for its Richmond Cancer Patient Transportation Program, which provides complimentary and safe transportation for cancer patients in need to and from their treatments. Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.	104
Young Women's Christian Association	N/A	\$5,000.00	\$0.00	Single Year	Grant funding towards personnel salaries and supplies for its YWCA Guide to High School Program which supports young people to make healthy and positive social, emotional and educational transitions into high school. Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.	107
<b>TOTALS</b>		<b>\$1,026,419.20</b>	<b>\$683,590.00</b>			
<b>2024 HSS Grant Budget</b>			<b>\$683,590.00</b>			
<b>REMAINING FUNDS</b>			<b>\$0.00</b>			



**Society:** Amyotrophic Lateral Sclerosis Society of British Columbia  
**Grant Type:** Multiple Year Funding Cycle - (Year 2 of 3) Over \$5000 Grant Program  
**Grant Request:** \$16,068.00  
**Proposal Title:** Equipment Loan Program  
**Number To Be Served:** Unspecified  
**Richmond Residents:** 19

### Grant Request Summary

The equipment loan program provides equipment at no cost to ALS patients. The equipment inventory includes bathroom accessories, beds, lifts, wheelchairs, communication devices, advanced technology and software and other miscellaneous equipment. The 2023 Annual Budget of the Equipment Loan Program is \$1,057,848. The expenses include equipment purchases, maintenance, cleaning and repairs, equipment rental, equipment pick-ups and deliveries, equipment warehouse rental and equipment loan staff salaries and benefits. The \$16,068 grant request will be used to pay for the monthly rental fees of the equipment warehouse. The equipment warehouse is where we store 1,877 pieces of various equipment (current equipment inventory at the time of the grant application).

### Changes that will impact grant use

As the Society is in a 5-year contract with our equipment warehouse rent, the monthly rent of \$5,574.14 (or net of \$5,356 minus taxes) remains the same. The annual budget for the equipment warehouse rent is \$66,889.68. The \$16,068 represents 3 months' rent of the equipment warehouse.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,708,412.00	2,249,468.16
Total Expenses	2,503,349.00	1,898,297.09
Annual Surplus or (Deficit)	205,063.00	351,171.07
Accumulated Surplus or (Deficit)	11,556,850.00	11,612,843.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The annual surplus of 205,603 includes a gift-in-kind value of 220,985, equipment amortization of 376,197 and terminal loss of equipment disposal at 18,471. The total also includes minus 233,618 in the endowment and restricted funds investment income. The total does not include

205,063, which is the total value of various equipment purchases for the equipment loan program. These are recorded as capital equipment on the Balance Sheet.

**Current Year** The total surplus revenue is 371,171 as of August 31, 2023. The total includes 135,720 in GIK revenues and an amortization of 231,494. The Move to Cure ALS (walk), which is the signature event of the Society, is down by 19% or 93,000. This net loss by bequest donation is not included in the budget. We hope to meet our target revenue budget this year to provide continued support to ALS patients and their families in the community.

#### **Explanation for Accumulated Surplus or (Deficit)**

The accumulated surplus includes the capital asset of 2,063,312 (value of equipment assets), 5.4 million endowment and restricted funds, plus over 2.7 million for PROJECT HOPE in deferred revenue. The goal of PROJECT HOPE is to establish a research professorship in collaboration with the University of British Columbia. 5.3 million was raised for PROJECT HOPE Phase 1. The second phase is to raise 20 million to end ALS by creating a world-class ALS Centre. I am happy to share that UBC has hired a clinician-scientist. This clinician scientist will perform research and clinical trials for ALS patients in BC. The move of the ALS Clinic from GF Strong Clinic to UBC has also been initiated. To date, over 3 million in deferred revenue has been raised for PROJECT HOPE Phase 2.

#### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$4,255.00	Health, Social & Safety
2022	\$4,092.00	Health, Social & Safety
2021	\$4,000.00	Health, Social & Safety

#### **Grant Recommendations**

**Recommended Amount:** \$4,361.00

#### **Purpose:**

Grant funding towards warehouse rent to store equipment that are loaned out to ALS patients at no cost.

#### **Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

#### **Grant Conditions:**

N/A

**Society:** Big Brothers of Greater Vancouver

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$10,000.00

**Proposal Title:** Big Brothers Community Program, Teen Mentoring Program, Youth Leadership

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 40

**Richmond Residents:** 40

### Grant Request Summary

Community Mentoring Program: This program matches adult male volunteers with boys aged 7-14 who lack positive male role models in their lives. These pairs engage in 2-4 hours of low-cost fun activities weekly. The benefits include higher self-esteem for children, reduced risky behavior, and a stronger connection with school. Volunteers find immense personal rewards, enhancing community bonds. Teen Mentoring Program: This initiative pairs elementary school children (grades 1-7) with teen "Buddy" mentors from local high schools, fostering one-on-one relationships through one-hour, non-academic activities. This expands the children's support network and cultivates relationships with mentors who deeply care about their lives. Youth Leadership Program: This program focuses on developing leadership skills in teens, including career planning and conflict resolution. The benefits extend to the entire community as mentees gain lifelong skills, increased self-esteem, reduced risky behaviors, and more positive attitudes towards school. Volunteer mentors find their role immensely rewarding, contributing to a closer-knit community. In essence, these programs aim to provide vital mentorship and guidance to children and teens, enriching their lives, and fostering community cohesion. The grant would support the expansion and enhancement of these programs, positively impacting the community in Richmond.

### Richmond Services Received by Your Organization

N/A

### FINANCIAL INFORMATION

## Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,253,650.00	2,294,133.00
Total Expenses	2,194,428.00	2,289,133.00
Annual Surplus or (Deficit)	59,222.00	5,000.00
Accumulated Surplus or (Deficit)	659.00	(161,241.00)

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Our funding for FY22 exceeded operational costs for the year.

**Current Year** After our planned deficit year in F23, and going forward into F24, we proposed a more balanced budget in order for us to maintain spending levels and ensure that we can support on-going operations.

### Explanation for Accumulated Surplus or (Deficit)

As part of our continued efforts in our post-pandemic recovery, we budgeted for additional spending (a deficit year) for F23. This was to allow us to ensure we are able to support our programs to return to pre-pandemic levels/staffing.

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$6,000.00	Health, Social & Safety
2022	\$6,000.00	Health, Social & Safety
2021	\$6,000.00	Health, Social & Safety

## Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$7,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00

Item	Amount (\$)
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Volunteer Recruitment and Community Outreach	\$2,500.00
<b>Total:</b>	<b>\$10,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
BC Community Gaming Grant	\$9,333.00

<b>Amount Your Society will Provide:</b>	\$77,531.00
<b>Total Proposed Budget:</b>	\$96,864.00

### Grant Recommendations

**Recommended Amount:** \$6,150.00

#### **Purpose:**

Grant funding towards personnel salaries, volunteer recruitment and community outreach to support Big Brothers mentoring and leadership programs.

#### **Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

#### **Grant Conditions:**

N/A

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**Society:** Big Sisters of BC Lower Mainland

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$7,500.00

**Proposal Title:** Big Sisters 1:1 Mentoring Programs in Richmond

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 940

**Richmond Residents:** 40

### Grant Request Summary

Since 1960, Big Sisters has been singularly devoted to advancing equity of girls and youth who identify as girls, transgender, nonbinary or gender-diverse across the Lower Mainland. Gender inequality impacts the lives of young girls and women at personal, professional and societal levels, demonstrated through greater instances of gender-based violence, lower economic security, and a range of additional social or economic barriers and unique mental health challenges. Girls are more likely to be sexualized in media and experience a higher risk of harassment and solicitation in online spaces. Providing 1:1 mentoring programs to youth in Richmond, Big Sisters of BC Lower Mainland changes the course of young lives by providing supportive mentors to children and youth who need someone the most. Our caseworkers carefully match youth (ages 7 to 17) with caring, female adult mentors who help them overcome adversities, make healthy choices and reach their full potential. Our mission: to enable life-changing mentoring relationships to ignite the power and potential of young people. We offer 3 core mentoring programs to help children and youth realize their full potential. They are: BIG SISTERS MENTORING a 1:1 mentoring program that matches children and youth with a supportive, caring adult. This weekly meetup focuses on activities that enhance social emotional development and build a relationship based on trust and common interests. STUDY BUDDY a weekly 1:1 mentoring program that focuses on academic support. Students in this program are matched with a mentor who can provide support in the child or youth's identified area of need at school. Children and youth who participate in Study Buddy report a higher level of self-esteem, better social interaction with peers and increased pursuit of post-secondary education. GO GIRLS! HEALTHY BODIES, HEALTHY MINDS an eight-week group mentoring program designed to encourage social connectedness, positive self-image and a healthy, balanced lifestyle. Our request for support is to help fund the two 1:1 mentoring programs for Richmond youth and mentors. Our biggest challenge is volunteer recruitment and training to match Richmond youth on our waitlist - 17 youth are waiting to be matched. The young people we



serve come from increasingly diverse, equity-deserving communities. The statistical data gathered in our 2022-2023 fiscal year-end identified:

- up to 81% from households experiencing financial insecurity (as defined by Statistics Canada)
- Up to 40% who struggle with mental-wellness
- over 60% Indigenous, African, South East Asian, Chinese, Latin American and Middle Eastern youth
- 22% who were born in a country other than Canada
- 46% who speak English as a second language, with 43 different first languages represented
- 31% from single parent families

In addition, Big Sisters supports families with Ministry of Children and Family Development (MCFD) involvement, children in foster care and grandparents raising grandchildren. Our clients and their families are also among those most negatively impacted by the pandemic. Statistics Canada and other research indicate that those from marginalized communities have borne the brunt of social issues that already disproportionately affect these communities, including: an increase in unemployment, inability to pay rent, educational disruptions, mental health issues and domestic violence. Mentors help their mentees address such challenges by building protective factors against them. These include positive role modeling, guidance around healthy relationships, communication, problem-solving, building confidence and agency, making friends, having a sense of belonging, deconstructing gender attitudes and educational attainment. We have connected youth with safe housing, child protection, legal, counselling and other support services beyond our scope. The presence of a dedicated, nurturing adult is repeatedly shown to be the essential piece needed in a child's life in order for them to grow up and reach their full potential. Mentoring is linked to improved academic, social and economic benefits. It helps further education, accelerate engagement, promote healthy lifestyles, and ultimately break the cycle of poverty, violence and drugs.

Reported Impacts Include:

- increased self-esteem and confidence
- increased social skills
- increased likelihood of staying in school
- increased likelihood of attending post-secondary
- decreased social isolation
- positive mentoring experience
- increased school connectedness
- increased commitment to learning
- enhanced creative use of time
- A stronger positive identity
- Better relationship with parents
- Improved mental wellness
- Increased social inclusion
- A positive sense of empowerment
- Improved self-management and decision-making skills

It is the guidance and support of a trusted mentor that makes the difference. Internal surveys conducted by program staff and external studies conducted by the Boston Consulting Group, Big Brothers Big Sisters, the University of British Columbia, and the Centre for Addiction and Mental Health reveal that:

- Girls with a mentor are 2½ times more likely to be confident in their ability to be successful at school.
- Girls with a Big Sister are four times less likely to bully than girls without a mentor.
- Girls who were mentored were two times less likely to be depressed and three times less likely to have social anxiety.
- 82% of parents said they believe their daughter feels better about herself and is more confident since being involved with Big Sisters.
- 96% of adults who had a mentor as a child say they are happy and 92% feel confident.
- 88% of youth in our Study Buddy program improved their grades

Research continuously points to mentorship being the key to a child achieving their potential, and that the very thing that makes the difference is the presence of one caring, devoted adult in a child's life. Harvard University notes that the key factor in overcoming adversity is having a stable, committed relationship with a supportive adult. Mentoring provides the opportunity to prevent the negative health and behavioural effects that often result from living with adversities. These issues are much harder and expensive to solve in adulthood, and often go unresolved. At Big Sisters, our focus is on prevention. Mentoring young people to build resiliency is a highly valued, broadly supported approach to prevention. But there is a gap in prevention services,

particularly for young, underserved populations. But these developmental years are essential in determining later outcomes, setting children and youth up for success. This early intervention often prevents much more costly interventions later in life, and studies reveal that for every \$1 spent on mentorship, \$23 is returned to society. What is less known about our impact is that it goes far beyond benefits to the youth. Mentoring also positively impacts our volunteers. By giving back in a meaningful way, Study Buddies feel genuinely connected to their community. They learn and grow alongside their mentees, and develop positive personal attributes and professional skills that make them even stronger members of society, including: communication, problem solving, cultural awareness, empathy and leadership.

### Richmond Services Received by Your Organization

The Big Sisters office is located in Vancouver and therefore we don't currently use any City of Richmond services, with the exception of the Richmond Public Libraries. The libraries are often used by Study Buddy matches. Additionally, we may host an activity in Richmond for the youth and their mentor to attend, such as the pumpkin patch or The Sunflower Festival.

## FINANCIAL INFORMATION

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	3,959,816.00	2,857,470.00
Total Expenses	2,680,982.00	2,889,695.00
Annual Surplus or (Deficit)	1,278,137.00	(32,225.00)
Accumulated Surplus or (Deficit)	6,759,137.00	6,726,912.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The annual surplus includes a 1,771,427 gain on sale of property. This was from the sale of the Big Sister House and is a one-time gain. If you remove this gain from the annual surplus, we actually have an operating deficit of 492,593. Fiscal year 2022-2023 was a transition year, as we owned two properties for about five months and we had several one-time expenses

**Current Year** Big Sisters has forecasted a anticipates a small deficit and we expect to have a balanced budget moving forward.

### Explanation for Accumulated Surplus or (Deficit)

Our accumulated surplus increased during the 2022-2023 fiscal year due to the gain on sale of the Big Sisters house; this gain was partially offset by an operating deficit.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,160.00	Health, Social & Safety

Year	Amount	Grant Program
2022	\$4,000.00	Health, Social & Safety

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$7,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$7,500.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
BC Gaming	\$200,000.00
Prospera Credit Union	\$30,000.00
PECSF	\$12,000.00

Amount Your Society will Provide: \$610,599.00

Total Proposed Budget: \$1,845,278.00

### Grant Recommendations

Recommended Amount: \$4,264.00

**Purpose:**

Grant funding towards personnel salaries to support Big Sisters mentoring programs.

**Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Boys and Girls Clubs of South Coast BC

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$10,000.00

**Proposal Title:** BGC Services at Mitchell Elementary

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 30

**Richmond Residents:** 30

### Grant Request Summary

We are seeking support from the City of Richmond to support the after-school program offered by BGC at Mitchell Elementary School in East Richmond. Programming is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. All children and families can access our programs, regardless of their financial situation.

### Richmond Services Received by Your Organization

We received a \$6,915 City Grant in 2023, but receive no other services from the City of Richmond.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	10,234,517.00	11,393,168.00
Total Expenses	10,255,312.00	11,878,925.00
Annual Surplus or (Deficit)	(20,795.00)	(485,758.00)
Accumulated Surplus or (Deficit)	2,627,801.00	2,142,043.00

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year** We had a small deficit last year. BGC strives to maintain a balanced year-end position for operations.

**Current Year** The deficit that is budgeted for this year includes an increase to staff salaries and wages as well as the increase in the cost of goods due to inflation.

**Explanation for Accumulated Surplus or (Deficit)**

Sound financial management over the last 85 years.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$6,915.00	Health, Social & Safety
2022	\$6,650.00	Health, Social & Safety
2021	\$6,500.00	Health, Social & Safety

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$10,000.00</b>

Financial Assistance From Other Sources (if applicable)

Item	Amount
Province of BC - Community Gaming Grant	\$6,500.00
Membership Fees	\$13,035.00
BGC Foundation of South Coast BC	\$73,035.00

Amount Your Society will Provide: \$73,035.00

Total Proposed Budget: \$102,570.00

Grant Recommendations

Recommended Amount: \$7,088.00

Purpose:

Grant funding towards personnel salaries for an after school program at Mitchell Elementary School in East Richmond.

Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

Grant Conditions:

N/A

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**Society:** Canadian Mental Health Association, Vancouver-Fraser Branch

**Grant Type:** Multiple Year Funding Cycle - (Year 3 of 3) Over \$5000 Grant Program

**Grant Request:** \$30,500.00

**Proposal Title:** Urban Resilience Opportunities for Kids (Year 3)

**Number To Be Served:** Unspecified

**Richmond Residents:** 72

### Grant Request Summary

Urban Resilience Opportunities for Kids (UROK) offers a secure and nurturing environment for youngsters aged 8 to 18, affording them the opportunity to engage in monthly recreational outings alongside their peers, all while receiving guidance and support from compassionate adults. Concurrently, parents can enjoy a well-deserved break, reassured that their child is in capable hands. UROK not only serves as a source of stability, consistency, and camaraderie for the children through social activities but also provides parents or guardians with crucial respite, which is vital for their overall well-being. The dedicated UROK staff play a pivotal role in supporting the growth of participants, assisting them in navigating the transition from elementary to high school and beyond, into the next phase after graduation. Through sustained participation in the program, children and youth establish healthy attachments, cultivate confidence and resilience, and hone their social skills

### Changes that will impact grant use

Our funding priorities for the upcoming year will align with those of the first year, and there will be no changes to the existing model. The grant funds will continue to support the personnel expenses for two part-time staff members and the leasing of a van essential for transporting program participants. It's important to note that over 90% of our program participants come from low-income families. In order to promote equitable access, we have made concerted efforts to reduce barriers such as transportation costs and food expenses. Moreover, the program itself remains entirely free of charge for families. We anticipate some staff turnover and the addition of new participants during the upcoming year.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	8,821,139.00	10,672,804.00
Total Expenses	8,947,159.00	10,533,252.00
Annual Surplus or (Deficit)	(129,020.00)	139,552.00

Accumulated Surplus or (Deficit)

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The demand for the program either remained stable or grew, while program costs increased causing a deficit..

**Current Year** None to report

#### Explanation for Accumulated Surplus or (Deficit)

The demand for the program either remained stable or grew, while program costs increased causing a deficit..

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$10,398.00	Health, Social & Safety
2022	\$10,000.00	Health, Social & Safety
2021	\$8,670.00	Health, Social & Safety

#### Grant Recommendations

**Recommended Amount:** \$10,658.00

#### Purpose:

Grant funding towards personnel salaries and transportation expenses for its Urban Resiliency Opportunities for Kids (UROK) programs in Richmond. UROK provides long term support for children of parents living with mental illness or addiction.

#### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

#### Grant Conditions:

N/A



**Society:** Chimo Community Services

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$100,000.00

**Proposal Title:** 2024 Health, Social and Safety Grant

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 15000

**Richmond Residents:** 10000

### Grant Request Summary

Funding from the City of Richmond will support the delivery and expansion of services in four of Chimo's program areas: Crisis Line, Outreach & Advocacy, Community Engagement, and Seniors Program. Each of these programs receives additional funding from different sources. City of Richmond funding will allow each of these programs to expand service provision and increase the incorporation of volunteers in its service delivery. In the last fiscal year, Chimo engaged over 175 volunteers, most of whom are Richmond residents. We have long believed that the services we provide are better, stronger, and able to reach more people because of the commitment, expertise, and passion of our community members. In addition to expanding our reach and providing services to far more individuals than we could by using staff alone, this approach increases our volunteers sense of community, sense of purpose, and provides our volunteers with valuable knowledge and skills. Our Crisis Line provides immediate emotional support to those who are in crisis. This includes help with problem identification, clarification, and resolution. Additionally, the Crisis Line encourages strong linkages to community resources and, when necessary, initiates emergency interventions for those who are assessed at high risk of harm. The Crisis Line is available to anyone in need of emotional support and guidance. Our Outreach and Advocacy (O&A) program provides a wide range of supports, including practical assistance with poverty, administrative, family, immigration, and civil matters. O&A supports clients to navigate complex government systems, complete applications for health and welfare related benefits, and advocates for clients. O&A serves a wide variety of clients from various age groups, cultures, language groups, and socioeconomic statuses. Our Community Engagement program offers four educational workshops for Richmond secondary students (aged 12-18). Topics include suicide awareness, stress management, communication skills, and teen relationship abuse prevention. The Community Engagement program endeavors to increase the skills and coping mechanisms of students

to address ever-increasing stressors in their lives. Our Seniors Program is our newest program and was developed in response to the sheer volume of Richmond seniors coming to us for assistance with complex housing issues, health and safety concerns, and feelings of isolation. We began our Seniors Program with no committed funding, covering all associated costs from our own internal Innovation Fund. In addition to assisting seniors through crisis, our Seniors Program has been very successful in developing a volunteer and community model of seniors helping seniors which includes the provision of workshops on issues of importance to seniors as well as a virtual community in which seniors can share experiences and expertise with one another. Our Seniors Program serves Richmond residents aged 55+. As a result of these activities, individuals and families are supported, in some cases lives are saved, people can resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges.

### Richmond Services Received by Your Organization

Use of city-owned lot for social housing (60 year no cost lease for Nova Transition House property), partial tax relief for Nova House property.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	3,005,583.00	3,205,970.00
Total Expenses	2,996,387.00	3,205,970.00
Annual Surplus or (Deficit)	9,196.00	0.00
Accumulated Surplus or (Deficit)	190,614.00	0.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The accumulated surplus is due to a previous transfer from Chimo's Innovation and Development Fund, adjustments of our Contingency Reserve in the amount of 45,982.

**Current Year** Balanced budget

#### Explanation for Accumulated Surplus or (Deficit)

Not yet available

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$50,000.00	Health, Social & Safety
2022	\$50,000.00	Health, Social & Safety
2021	\$50,000.00	Health, Social & Safety

## Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$75,062.00
Consultant Services	\$3,413.00
Volunteer Support (e.g. expenses, recognition)	\$1,125.00
Office Rent or Mortgage	\$5,961.00
Utilities and Telephone	\$1,738.00
Supplies	\$1,401.00
Equipment	\$262.00
Photocopying	\$268.00
Program Materials	\$1,405.00
Local Travel	\$0.00
Other: Administrative costs	\$9,365.00
<b>Total:</b>	<b>\$100,000.00</b>

## Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>Provincial Health Services Authority</b>	\$432,655.00
<b>Ministry of Public Safety &amp; Solicitor General</b>	\$148,565.00
<b>BC Community Gaming Grant</b>	\$110,000.00

**Amount Your Society will Provide:** \$42,130.00

**Total Proposed Budget:** \$1,004,180.00

## Grant Recommendations

**Recommended Amount:** \$51,250.00

### Purpose:

Grant funding towards personnel salaries, volunteer support, office expenses and program materials for the delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, Community Engagement and

Seniors programs.

**Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Church on Five

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$35,000.00

**Proposal Title:** After Hours Outreach Worker & Meal Support

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 200

**Richmond Residents:** 200

### Grant Request Summary

We request \$35,000 towards the following two programs. 1.\$30,000 towards After Hours Outreach for the homeless of Richmond, a work undertaken by the Richmond Food Aid Delivery coalition since 2015, and now undertaken by Church on Five. This benefits our community in making Richmond, the most appealing and livable, even in caring for the most vulnerable residence, but also alleviating violence on the streets by providing for peoples basic needs. Proposed activities. 1. Six nights a week at our outreach worker delivers a hot meal, and other needed essentials to over 90 homeless. 2. Crisis needs are assessed during the after hours shift and connections are made to community agencies. 3. As clients are open to change and accessible housing is found, clients move off the streets. Program 2: Food for Life Community Meal We are requesting funding to assist with specific costs related to day-to-day supplies to feed our guests. This would include items needed on a weekly basis like groceries, kitchen items, but also larger equipment as well. This would not only allow us to make more bulk, purchases, resulting and cheaper costs, it will also allow us to safely protect our guests from food spoilage, while still saving money to dine with us. We know that many of these marginalized and susceptible families will cut corners to be able to put food on the table, so this will go along way in keeping them safe and filling their bellies. Any remaining funds we hope to put towards the salary of our part-time cook.

### Richmond Services Received by Your Organization

n/a

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	452,525.83	320,688.00

Your Society's Budget	Last Complete Year	Current Year
Total Expenses	419,990.30	334,652.00
Annual Surplus or (Deficit)	32,535.53	(13,984.00)
Accumulated Surplus or (Deficit)	0.00	0.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** We added several new giving units and had strong end of the year giving.

**Current Year** Giving is usually slower in the summer and stronger at the end of the year. We always make budget without a deficit.

#### Explanation for Accumulated Surplus or (Deficit)

n/a

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$5,000.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$18,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$8,000.00
Equipment	\$2,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$7,000.00
Other:	\$0.00
<b>Total:</b>	<b>\$35,000.00</b>



### Financial Assistance From Other Sources (if applicable)

Item	Amount
Richmond Community Fund	\$10,000.00

**Amount Your Society will Provide:** \$40,000.00

**Total Proposed Budget:** \$85,000.00

### Grant Recommendations

**Recommended Amount:** \$13,108.80

#### **Purpose:**

Grant funding towards personnel salaries, supplies, equipment and transportation expenses for its Food for Life Community Meal and After Hours Outreach programs.

#### **Recommendation:**

Partial funding is recommended.

#### **Grant Conditions:**

N/A

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**Society:** Community Mental Wellness Association of Canada

**Grant Type:** Multiple Year Funding Cycle - (Year 3 of 3) Over \$5000 Grant Program

**Grant Request:** \$93,200.00

**Proposal Title:** Promotion of Community Mental Wellbeing

**Number To Be Served:** Unspecified

**Richmond Residents:** 6000

### Grant Request Summary

The grant is requested to cover administrative costs, community services and community events. This grant will cover three main areas: Heart to Heart, Senior Wellness, and the Youth Ambassador Program. CMWAC has been running throughout the year monthly virtual trilingual mental health education presentations, counselling for mental management by a team of professional promoting psychosocial wellness, recovery and removing stigma associated with mental illness, volunteers training and support for family members, peer support and social gatherings. Target groups include refugees, newcomers, adults, youth and seniors of cultural diversity residing in Richmond and beyond seeking information, support and referrals for concerns and issues related to mental health. The benefits for these are manifold- greater awareness for mental wellbeing in the community, removal of stigma, accessible information and resources for mental management, prevention and early diagnosis for treatment and support and all of which address and enhance the social determinants of mental wellbeing. Seniors have become lonely and isolated during the COVID-19 pandemic. They urgently need to stay connected with their friends, families, and the community. During this difficult time, they also need to acquire the knowledge and tools to strengthen their spiritual and financial, as well as to prevent suffering from any mental health issues due to loneliness or financial pressure. This project aims to address the needs of seniors by providing a series of weekly computer classes to teach technological literacy, and make seniors aware of elder abuse including financial cyber fraud. This project is initiated by seniors, administered by seniors and for seniors. The program is volunteer-based and honorariums are awarded to the volunteers. Youth Ambassador Program: The project aims to help adolescents, youths, and young adults to acquire the necessary cognitive, social, and emotional skills required to navigate daily life and cope with daily stressors. The program is invested in training 5-10 youth leaders as the "Voice of CMWAC" to reach out into the community and help fellow community members, especially youths, to overcome anxiety, stress, and depression. The program is designed, created, and run by the youth and supported by a Youth Coordinator; youth leaders are trained and equipped with information about common mental health problems, general peer support skills, and basic counseling techniques to assist others. Upon completion of the training, youth participants receive certificates as well as guidance and directions to promote mental health and wellness in their respective communities. Heart to Heart: This program serves as a Psychological First Aid Station for individuals with mental

disabilities and their families. Through monthly online sessions in Mandarin and English, supported by a team of professionals, we provide a safe, supportive, and inclusive space to educate, discuss, learn, and combat mental illness. Professional speakers present on various mental health topics, connecting participants with valuable resources and support. We engage a broad audience through Zoom, ensuring accessibility for all, and promote these presentations through social and news media. This project promotes community participation and inclusivity, catering to diverse backgrounds and abilities. This project is for prevention and early detection of mental illness. Senior Technology Program: Seniors have become lonely and isolated during the COVID-19 pandemic. They urgently need to stay connected with their friends, families, and the community. During this difficult time, they also need to acquire the knowledge and tools to strengthen their spiritual and financial, as well as to prevent suffering from any mental health issues due to loneliness or financial pressure. This project aims to address the needs of seniors by providing a series of computer classes to teach technological literacy, and make seniors aware of elder abuse including financial cyber fraud; outdoor events to bring seniors out of their homes and get involved in social activities in the community; virtual and in-person performing events to entertain seniors during and after the pandemic. This project is initiated by seniors, administered by seniors and for seniors. The program is volunteer-based and honorariums are awarded to the volunteers.

### Changes that will impact grant use

The new normal in the pandemic created program enhancement in CMWAC. Online counselling/workshops and seminars were expanded. A Psychological First Aid Station "Heart to Heart" offering mental management, education, support, recovery and treatment information, has been well run monthly and well received. It is a virtual trilingual alternate program in Mandarin and English led by a team of professionals: psychiatrists, counsellors, doctors and renowned educators and speakers. Training workshops/seminars on mental wellness, Peer to Peer support, Family support, Youth Ambassadors Program, indoor/social gatherings for isolated seniors through various health, therapeutic arts and wellness programs are being run and organized.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	100,218.00	170,700.00
Total Expenses	112,976.00	170,700.00
Annual Surplus or (Deficit)	(12,758.00)	0.00
Accumulated Surplus or (Deficit)	41,644.00	41,644.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Last year we hired additional professional facilitators and casual helpers.

**Current Year** Year end is March 31 2023.

**Explanation for Accumulated Surplus or (Deficit)**

Surplus accumulated since inception of the Association including donations and equipment assets.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$12,478.00	Health, Social & Safety
2022	\$12,000.00	Health, Social & Safety
2021	\$10,200.00	Health, Social & Safety

**Grant Recommendations**

**Recommended Amount:** \$12,790.00

**Purpose:**

Grant funding towards personnel salaries and program materials for mental wellness education, workshops, events and referrals to other community services offered.

**Recommendation:**

The recommendation is for the same level as last year plus a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Connections Community Services Society

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$14,039.20

**Proposal Title:** Connections Youth Resource Centre

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 750

**Richmond Residents:** 600

### Grant Request Summary

The grant will be instrumental in sustaining an Activities Worker position, which is vital in operating and coordinating a wide range of activities. These activities encompass recreational, inter-generational, learning, leadership, and volunteer-oriented objectives, enriching the center's offerings. The benefits of this grant are multifaceted: it will lead to increased positive out-of-school activities, promote social learning for children and youth, expand recreational opportunities, enhance overall health and wellness for participating kids, facilitate skill development for youth, and provide crucial support for career and life exploration. Moreover, it will foster greater community connectivity, raise awareness among youth about important social issues, and contribute to the academic success of children and youth in school. Additionally, the grant will empower youth to drive volunteer activities that positively impact the wider community. This encompasses the development of volunteer tutors, initiatives to improve the community, homework clubs, and a diverse array of community events that both engage and inform community members about the available services, support systems, and opportunities for youth and families in Richmond. Furthermore, we will extend our support to youth in care by providing essential career and life skills support.

### Richmond Services Received by Your Organization

None.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	1,354,667.00	1,381,261.00
Total Expenses	1,529,139.00	1,640,169.00

Your Society's Budget	Last Complete Year	Current Year
Annual Surplus or (Deficit)	(174,472.00)	(258,908.00)
Accumulated Surplus or (Deficit)	231,729.00	(27,179.00)

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** In the 2022-2023 financial year, our agency faced significant financial challenges marked by a deficit. This deficit was primarily attributed to discontinuing funding support fully or partially from our funders, substantially reducing our cash inflow. Furthermore, the government ceased its assistance, leading to the repayment of unused funds. Our agency's high rent commitment also placed a substantial financial burden on our operations, exacerbating the deficit situation. These combined factors created a challenging financial environment for our agency during the specified period.

**Current Year** Current Year In the current year, our financial status reflects a projected deficit based on our budget analysis. Nevertheless, we proactively address this deficit by pursuing additional grant opportunities, increasing our revenue streams, and implementing cost-saving measures, particularly within our administration. An upcoming milestone in 2024 is the expiration of our office lease, which presents a significant cost-saving opportunity. These strategic actions aim to mitigate the deficit and ensure our financial sustainability in the coming years.

#### Explanation for Accumulated Surplus or (Deficit)

We anticipate an accumulated deficit for 2023-2024, as our savings will need to cover a portion of the expenditures, resulting in a budget deficit.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$14,650.00	Health, Social & Safety
2021	\$14,321.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$14,028.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00

Item	Amount (\$)
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$14,028.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>Children's Aid Foundation</b>	\$272,023.00
<b>Ministry of Children and Family Development</b>	\$161,436.00
<b>Community Gaming Grant</b>	\$50,000.00

<b>Amount Your Society will Provide:</b>	\$25,000.00
<b>Total Proposed Budget:</b>	\$189,039.20

#### Grant Recommendations

**Recommended Amount:** \$14,039.20

#### Purpose:

Grant funding towards salary of an Activities Worker position which will operate and coordinates a wide range of activities, including recreational, inter-generational learning, leadership, and volunteer-oriented activities.

#### Recommendation:

The recommendation is for the full amount requested.

#### Grant Conditions:

N/A

**Society:** Family Services of Greater Vancouver

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$64,500.00

**Proposal Title:** Richmond Counselling Program

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 50

**Richmond Residents:** 50

### Grant Request Summary

This grant will be used to continue the Counselling, Support and Therapeutic Education program that Family Services of Greater Vancouver (FSGV) has provided in Richmond for almost 40 years. The Richmond Counselling program provides low-income individuals with free counselling, removing a financial barrier that prevents many people from accessing mental health care. All clients in our counselling programs go through an intake assessment to determine their mental health needs and are actively involved in setting their individual goals with the counsellor. Because the program is limited to 12 sessions per client, the program is best suited to individuals who do not have severe trauma that requires longer term support. Our counsellor is trained to provide counselling through multiple modalities, including EMDR, art therapy, psychoeducation, DBT, mindfulness exercises, meditation and somatic work. Clients can self-refer and if the intake interview determines they are a fit, will receive 12 sessions of counselling. If the client and therapist determine a need for continuing therapy, a further 12 sessions may be contracted with the client, pending a review of the program's waitlist and client needs at that time. We are seeing a drastic increase in the number of clients who request to extend beyond the initial 12 sessions compared to pre-COVID. The program sees clients from all walks of life, including newcomers, seniors, single parents, and those living on low incomes. The program prioritizes and works primarily with residents of Richmond, and offers counselling virtually, by phone or video to improve accessibility. Our clients appreciate the convenience and reduced need to travel. Outcomes for individuals include improved coping skills, improved quality of life, and improved relationships with others. The benefits to the community include improved mental health for residents; reduced stigma around seeking support for mental health issues; early intervention through counselling can prevent mental health issues from escalating into crises and reducing the need for emergency interventions and hospitalizations; and decreased dependence on other social services. Free counselling programs contribute to the overall well-being of the community.



## Richmond Services Received by Your Organization

The property tax is waived for Richmond Caring Place (amount undisclosed to FSGV).

## FINANCIAL INFORMATION

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	27,385,290.00	32,024,169.00
Total Expenses	27,635,127.00	32,705,269.00
Annual Surplus or (Deficit)	(468,983.00)	(681,100.00)
Accumulated Surplus or (Deficit)	1.00	1.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Family Services of Greater Vancouver has been running a deficit the past few years, and the finance committee and Board of Directors has been monitoring this closely. Deficits are not that uncommon in this sector with many non-profits stretched to need to do more with less; the key to this is ensuring overall financial sustainability.

**Current Year** Family Services deficit in FY2023-24 is mainly due to investment losses related to the timing of FSGV's year end and the market turmoil because of the COVID-19 pandemic.

### Explanation for Accumulated Surplus or (Deficit)

Family Services of Greater Vancouver has been running a deficit the past few years, and the finance committee and Board of Directors has been monitoring this closely. Deficits are not that uncommon in this sector with many non-profits stretched to need to do more with less; the key to this is ensuring overall financial sustainability. Family Services deficit this past year is mainly due to investment losses related to the timing of FSGV's year end and the market turmoil because of the COVID-19 pandemic. The Board is continuing to monitor FSGV's financial health and is sure the organization is on the right track to balance service delivery with financial sustainability.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$49,918.00	Health, Social & Safety
2022	\$25,956.00	Health, Social & Safety
2021	\$10,962.00	Child Care Capital Grant
2021	\$48,007.00	Health, Social & Safety

## Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$49,410.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$4,500.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Administration costs at 15%	\$10,590.00
<b>Total:</b>	<b>\$64,500.00</b>

## Financial Assistance From Other Sources (if applicable)

Item	Amount
Community Gaming Grant	\$25,000.00
Turning Point Recovery Society	\$3,900.00

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$89,500.00

## Grant Recommendations

**Recommended Amount:** \$51,166.00

### Purpose:

Grant funding towards towards personnel salaries, office rent and administrative expenses for its Counselling, Support and Therapeutic Education Program in Richmond.

### Recommendation:

The recommendation is for the same level as last year plus a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Heart of Richmond AIDS Society

**Grant Type:** Multiple Year Funding Cycle - (Year 3 of 3) Over \$5000 Grant Program

**Grant Request:** \$17,000.00

**Proposal Title:** Serving the HIV/AIDS Richmond Community

**Number To Be Served:** Unspecified

**Richmond Residents:** 650

### Grant Request Summary

The funding we are asking for will help with operating expenses for our HIV 101 presentations, In-house counseling, General and Women's support groups. These programs impact all ages including youth in regards to education and awareness. The Women's support group is about education and awareness but also provides a safe place to meet other women with similar concerns and HIV issues. The direct benefits of these programs are; better, healthier lives for those living with HIV/AIDS, reducing the impact on health and community services. The indirect benefits of Education and Prevention are the avoidance of infection with HIV/AIDS along with the huge associated life changes and increased healthcare costs.

### Changes that will impact grant use

There is a slight drop in School presentations due to constant changing of teachers in the schools, thus requiring more time and energy/manpower to connect to the programs within the Schools. Having a new outreach worker has increased our support group attendances (both general & women's groups) in which more time and resources will be needed going forward to accomodate the need.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	80,097.00	185,200.00
Total Expenses	150,057.00	185,200.00
Annual Surplus or (Deficit)	(69,960.00)	0.00
Accumulated Surplus or (Deficit)	0.00	0.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Received Rmd City grant & Gaming grants earlier in the year, the income is not recorded in 22/23 fiscal year.

**Current Year** We have an increased budget as working with community partners, looking for more community grants.

**Explanation for Accumulated Surplus or (Deficit)**

n/a

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$13,552.00	Health, Social & Safety
2022	\$13,033.00	Health, Social & Safety
2021	\$12,740.00	Health, Social & Safety

**Grant Recommendations**

**Recommended Amount:** \$13,891.00

**Purpose:**

Grant funding towards personnel salaries, office rent and program materials for its education and counselling programs and support groups for people living with HIV/AIDS and their families.

**Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Immigrant Link Centre Society

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$10,000.00

**Proposal Title:** From Pollution To Solution

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 112

**Richmond Residents:** 112

### Grant Request Summary

**Proposed Activities:** The Immigrant Link Centre Society (ILCS) seeks funding to support its ongoing free food program (From Pollution to Solution) in the City of Richmond. This program aims to combat food waste by redistributing surplus, edible food to individuals and families facing financial hardship. Key activities include regular food distribution events, operation of a refrigerated truck for safe food transportation, and beneficiary support, with a special focus on seniors. **Target Group(s):** ILCS primarily serves low-income residents in Richmond, totaling up to 112 beneficiaries. A significant portion of these beneficiaries includes seniors, particularly those residing at Cedarwood Place, an exclusive distribution location for seniors. **Community Benefits:** The proposed activities align with ILCS's mission to address food insecurity within Richmond's low-income population while contributing to reducing food waste in the community. By providing consistent access to fresh and nutritious food, ILCS directly benefits individuals and families who struggle to access adequate food resources. The rising food costs are straining families' ability to afford essential nutrition, and this program helps them save money while accessing quality meals. Additionally, the program's presence at multiple distribution locations enhances its accessibility and impact within the community.

### Richmond Services Received by Your Organization

NA

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	397,884.85	425,190.68
Total Expenses	351,990.71	317,300.67

Your Society's Budget	Last Complete Year	Current Year
Annual Surplus or (Deficit)	45,894.14	107,890.01
Accumulated Surplus or (Deficit)	199,906.18	245,800.27

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Last Complete Year We reserve "Capital Acquisition" for buying a backup truck.

**Current Year** Current Year We have got funded for three years (but money paid as a whole) to cover some of our free food program costs.

#### Explanation for Accumulated Surplus or (Deficit)

We have three trucks in our asset. They have been showed as a surplus (retained earnings) in our balance sheet statement.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$10,000.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$7,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Truck Gas Cost	\$3,000.00
<b>Total:</b>	<b>\$10,000.00</b>

Financial Assistance From Other Sources (if applicable)

Item	Amount
Metro Vancouver Housing Corporation	\$3,600.00

Amount Your Society will Provide: \$20,000.00

Total Proposed Budget: \$125,000.00

Grant Recommendations

Recommended Amount: \$10,000.00

Purpose:

Grant funding towards personnel salaries and transportation costs for a free food distribution program at four affordable housing sites in Richmond.

Recommendation:

The recommendation is for the full amount requested.

Grant Conditions:

N/A

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**Society:** Junior Achievement of British Columbia

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$4,000.00

**Proposal Title:** Success Skills for all Richmond Youth

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 260

**Richmond Residents:** 260

### Grant Request Summary

Canada is facing a youth mental health crisis where suicide is now the second-highest cause of death for those aged 10-24. First Nations youth die by suicide about 5 to 6 times more often than non-Aboriginal youth. In 2021/22 of the 21,122 students in School District #38 – Richmond, 299 (1.4%) self-identified as Aboriginal. Governments, non-profits and community members alike have identified youth mental health education as a priority. In January 2023 Richmond was one of the first five school-district communities in B.C. to receive new services and supports from the Integrated Child and Youth (ICY) team. Enhancing supports for children and youth living with mental-health and substance-use needs is an integral part of A Pathway to Hope, B.C.'s roadmap for building a comprehensive system of mental-health and addictions care for British Columbians. In addition to the mental health challenges faced by youth, the corporate sector has become increasingly focused on mental health as the rates of crisis and suicide of executives and CEOs is on the rise. By working upstream with youth beginning their career exploration we can help develop life-long skills to promote mental health. As a leader in youth education JA is looking to leverage our student network to integrate mental health education and skill building into our programs. JA is focused on developing and facilitating learning opportunities that will foster positive youth connection, develop foundational mental health skills, and provide youth the opportunity to apply and share their skills. The primary beneficiary of the JA Success Skills program will be students in grades 8-10 (ages 12-16), including indigenous and other underserved populations. Our goal is deliver 10 programs in the 2023-2024 school year to schools located in Richmond. With an average of 26 students per program, a total of 260 students will be impacted. Youth participating in the program will receive the following: • Unlimited access to three webinars facilitated by subject matter experts; and • 4-hours of an in-person program facilitated by either a volunteer or an educator Program funding and Educator recruitment – Ongoing JABC will identify donors to secure financial resources to support outreach to Grades 8-10 educators, and community groups offering training programs to young adults;

and production of the print materials. Programs will be delivered proportionate to the amount of funding received. Program Management – Ongoing The Success Skills program has 2 different delivery components: 1) in-classroom (teacher led or volunteer led); 2) webinar series. Once the educator registers for the program volunteers are recruited, screened, trained and scheduled. Program Managers order and provide the teachers, students and volunteers with program resources. The success of each program depends on recruiting a group of volunteers that share our common goal of fostering the next generation of leaders and then supporting them with the proper tools and resources. Program Evaluations & Reporting – July 2024 After each program students will be surveyed to measure the following: 1) youth have an increased understanding of the importance of mental health as a key factor of success in life, education and career 2) youth feel they are equipped with the skills to support their mental health and well-being 3) youth indicate they are able to apply their new skills, express improved confidence, optimism and preparedness for the future. Expand reach and impact – 2024-2025 Infuse mental health education into the fabric of other JA programs. Consider providing youth with a 2-day National Conference and a peer-to-peer Youth Challenge that would encourage them to plan and execute their own initiatives. Most JA programs are delivered by community volunteers who bring programs to life by sharing stories from their own careers and life experiences. Engagement with community leaders has positive, lasting impact on youth - especially for underserved populations whose inequities may result in inferior employment or mental health outcomes. Building connections with community role models, inspires and motivates students to remain focused on their studies and positive about their futures. JA's Success Skills program creates community connections and prepares youth with a toolkit of transferable skills that enhances their individual growth and mental health. These skills are essential for navigating life's challenges and opportunities effectively. When youth feel equipped to handle various situations and setbacks, they are more likely to maintain a positive outlook and effectively manage financial stressors. A community with a skilled and adaptable youth population is better equipped to address complex challenges, innovate, and drive progress.

### Richmond Services Received by Your Organization

N/A

## FINANCIAL INFORMATION

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	3,813,259.00	3,990,500.00
Total Expenses	3,768,948.00	3,989,833.00
Annual Surplus or (Deficit)	44,311.00	667.00
Accumulated Surplus or (Deficit)	0.00	0.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** During the year, JABC pays Junior Achievement of Canada (JACAN) fees relating to program materials, and other program related costs. These costs fluctuate based on the number of actual programs delivered. As a Licensee of JACAN, JABC is required to have a minimum

Sustainability Reserve of 25% of our net operating budget. Last year, the fund earned additional interest income due to rising interest rates.

**Current Year** Our fiscal year runs June 30 to July 1. We are only 3 months into our new year.

#### Explanation for Accumulated Surplus or (Deficit)

N/A

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,000.00
Consultant Services	\$400.00
Volunteer Support (e.g. expenses, recognition)	\$75.00
Office Rent or Mortgage	\$100.00
Utilities and Telephone	\$100.00
Supplies	\$100.00
Equipment	\$100.00
Photocopying	\$75.00
Program Materials	\$1,000.00
Local Travel	\$50.00
Other	\$0.00
<b>Total:</b>	<b>\$4,000.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
Z Zurich Foundation	\$4,000.00
Richmond Community Foundation	\$4,000.00
JABC	\$4,850.00

**Amount Your Society will Provide:**

\$4,850.00

**Total Proposed Budget:**

\$4,000.00

### **Grant Recommendations**

**Recommended Amount:** \$0.00

**Purpose:**

Grant funding towards personnel salaries, program materials and other operating expenses for its JA Success Skills program for students in grades 8 to 10, including Indigenous and other underserved populations.

**Recommendation:**

Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.

**Grant Conditions:**

N/A

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**Society:** Minoru Seniors Society

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** 55+ Wellness Connections

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 140

**Richmond Residents:** 140

### Grant Request Summary

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated seniors 55+ to reconnect with their community and increase independence through participation in social, leisure and recreational programs. The program reduces social isolation and improves the health of Richmond seniors by removing barriers to participation such as lack of transportation, language and income. Wellness Connections fills a gap in services for those who don't yet need supervised health services such as Adult Day Programs or Long-term Care, but are also not able to independently access other programs in the community. In this program, participants receive transportation to and from their homes and the Seniors Centre at Minoru Centre for Active Living to enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. To further decrease barriers and enhance active participation, participants receive reminder phone calls the day before and the morning of each session and the program utilizes multiple volunteers to assist in its delivery. Each series is offered four times a year, in eight week sessions, with both a Chinese and an English speaking program option. In the program, participants also receive 1:1 leisure counselling and information referral to health and community services. The Wellness Connections program involves partnerships and collaboration between the City of Richmond, Vancouver Coastal Health, Minoru Seniors Society and other Community Partners. Grant funding heavily subsidizes the program and allows the program to be kept below cost for the participants. This year the cost of each series will be \$210 starting in Fall 2023 due to the increasing food, transportation, and staffing costs. This program supports the Council Strategic Plan 2022-2026 Focus Area #4 - A Vibrant, Resilient and Active Community, and the Seniors Strategy 2022–2032 Direction #2 - Diverse, Accessible and Inclusive Programs, by offering a diverse wellness program for older adults and opportunities to connect older adults with resources. It also supports the Social Development Strategy 2013-2022 Direction #3 - Address the Needs of an Aging Population, by supporting aging in place by reducing barriers for isolated seniors, and the Community

Wellness Strategy 2018-2023 Focus Area #1 - Foster Healthy, Active and Involved Lifestyles, by encouraging physical and wellness programming and offering a healthy lunch.

### Richmond Services Received by Your Organization

Minoru Seniors Society is located at the Seniors Centre at Minoru Centre for Active Living where funding for core staff and building is provided by the City. Estimate at 1,015,700 for the City portion of operations

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	824,205.00	1,077,312.79
Total Expenses	820,896.00	1,066,869.54
Annual Surplus or (Deficit)	3,309.00	10,443.25
Accumulated Surplus or (Deficit)	200,698.00	211,141.25

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Please note that the financial statements are for the fiscal year ending August 31, 2022. We do not yet have the financial statements for the year ending August 31, 2023. The Society does not pay for rent or utilities for use of the facilities, which is owned by the City of Richmond. The Society has 39,290 in the year ending August 31, 2022, from funding from the Canada Emergency Wage Subsidy ("CEWS") The society also successfully secured other forms of government-and non-government grants and funding. Revenues for last year continue to be affected by the COVID-19 pandemic as programs were still being restored and numbers were still low.

**Current Year** The Society anticipates seeing increased revenues from the seasonal programs and drop-in programs. The Society also anticipate an increase to our cafeteria/bistro sales and room rentals. However, the Society also anticipates to have more expenses this year in various areas such as the cafeteria, CLT program etc.

#### Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus involves a staff wage subsidy, a CEBA loan and deferred revenues. The Society does have reasonable cash reserves at this time, but those funds are needed to ensure efficient operations in the future to be able to offer programming for seniors 55+. However, the bulk of the operating costs are variable.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$5,000.00	Health, Social & Safety
2022	\$5,000.00	Health, Social & Safety

Year	Amount	Grant Program
2021	\$5,000.00	Health, Social & Safety

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$100.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$1,400.00
Hot, nutritious lunch for the participants	\$2,200.00
<b>Total:</b>	<b>\$5,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Community Gaming Grant	\$7,000.00

**Amount Your Society will Provide:** \$5,000.00

**Total Proposed Budget:** \$5,000.00

### Grant Recommendations

**Recommended Amount:** \$5,000.00

**Purpose:**

Grant funding towards personnel salaries, volunteer support, office rent, and food and transportation costs for the Wellness Connections outreach program, designed to assist frail, at-risk and isolated seniors in Richmond to reconnect with their community and increase independence through participation in recreation programs and wellness services.

**Recommendation:**

The recommendation is for the full amount requested.

**Grant Conditions:**

N/A

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**Society:** Multicultural Helping House Society

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$13,000.00

**Proposal Title:** Empowering Richmond's 55+ers, Youth, and Caregiver Women

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 1900

**Richmond Residents:** 1600

### Grant Request Summary

Our program seeks to combat social isolation experienced within the Richmond community, an issue that persists in the post-Covid-19 period. Our objective is to strengthen social connections, encourage healthy aging for seniors, and support youth and women/caregivers through pivotal life transitions. A big portion of our program is dedicated to monthly health and wellness workshops, such as Dance Fit, Meditation sessions, and specialized classes like Seniors' cooking and baking demos and digital literacy courses tailored for Richmond's 55+ community. In addition, we value community engagement, offering activities like gardening, birthday celebrations and picnics. In the summer, our seniors and the 55+ community also participate and engage in the Steveston Salmon Festival Parade. A feature of our program is the intergenerational component. We are particularly excited about our Music and Dance Event which brings together MHHS Richmond Seniors and Women to celebrate through ethnic and cultural dances. Moreover, our intergenerational storytelling and memoir crafting provide a platform for the elderly and youth to share and document their rich narratives. Skill-building sessions, such as knitting, crocheting, and cooking workshops, are designed to cater to seniors, youth, and women, with an aim to enhance manual dexterity and ignite creativity. Understanding the importance of awareness, we planned workshops on topics of elder abuse, involving partners from community police and local financial institutions. In collaboration with BCCDC, we will deliver the 'Food Skills for Families' program and, recognizing the challenges faced by caregivers, we will host Experience-Sharing/Group Therapy sessions for women caregivers and seniors. For the youth, we propose weekly drop-ins, field trips, homework support, and the much-anticipated Annual MHHS Sports Fest. This event not only promotes sports but also encourages outdoor bonding experiences for both youth and seniors. The youth activities serve a dual purpose: recreation and equipping youth with employability skills, preparing them for the workforce. Lastly, we view community participation as instrumental to our mission. Richmond residents are invited to partake in and volunteer for our cultural events, notably the Annual Filipino Flag-

Raising Ceremony, held in Richmond. Through the proactive and preventative measures we take, our programs prioritize mental and physical health with the hope of reducing the onset of related illnesses. As we navigate the post-Covid stage, our project fosters a new era of accessible social engagement and further enriching Richmond's vibrant cultural tapestry.

### Richmond Services Received by Your Organization

On June 10, 2023, Mayor Brodie and Councilors allocated use of the Richmond City Hall Plaza for MHHS' 9th Annual Flag Raising Ceremony, marking the 125th Philippine Independence Day. Additionally, Mayor Brodie declared the entire month of June as Filipino Heritage Month in Richmond. MHHS took this opportunity to host a public Flag-Raising Celebration, allowing the Richmond community to partake in the festivities and appreciate the rich culture and heritage of the Philippines. Beyond this significant event, the City of Richmond has also been supportive by offering MHHS access to the Richmond Brighthouse gym during cold and wet weather days and the adjacent Park on brighter, sunny days for our recurring Dance Fit and Meditation sessions.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	813,540.00	914,317.00
Total Expenses	759,437.00	926,579.00
Annual Surplus or (Deficit)	54,103.00	12,262.00
Accumulated Surplus or (Deficit)	0.00	0.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The 54,103 surplus from 2022 primarily stems from IRCC slippages (Federal funder) linked to staff unpaid leaves due to compassionate reasons, and revenue contributions from the MHHS Charitable Foundation. The Surplus was also due to the fact that these funds when received/deposited are not recorded as revenues until spent. They stay in the balance sheet as an obligation to deliver (liability) and hence, don't appear in the profit and loss.

**Current Year** The current year's deficit of 12,262 can be attributed to limited and insufficient funding received from both BCSIS and BC Gaming, as well as unforeseen expenses related to MHHS's building costs.

#### Explanation for Accumulated Surplus or (Deficit)

This money has already been spent to date.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$7,068.33	Health, Social & Safety

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$6,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$2,880.00
Utilities and Telephone	\$0.00
Supplies	\$1,200.00
Equipment	\$0.00
Photocopying	\$120.00
Program Materials	\$1,100.00
Local Travel	\$700.00
Other:	\$0.00
<b>Total:</b>	<b>\$13,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>BC Gaming</b>	\$60,000.00
<b>New Horizons for Seniors Program</b>	\$25,000.00

<b>Amount Your Society will Provide:</b>	\$0.00
<b>Total Proposed Budget:</b>	\$98,000.00

### Grant Recommendations

**Recommended Amount:** \$7,245.00

**Purpose:**

Grant funding towards personnel salaries, volunteer support, office rent and program supplies for a program aimed to strengthen social connections, encourage health aging for seniors and support youth and women through major life transitions.

**Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Parish of St. Alban's (Richmond)

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$50,000.00

**Proposal Title:** St Alban's Outreach and Advocacy

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 22620

**Richmond Residents:** 22620

### Grant Request Summary

We continue the same four programs as we have in previous years. The Tuesday Evening Community meal which serves a hot, nutritious meal to approx. 135 people every Tuesday evening. Currently in takeout model, we welcome everyone in need - seniors, new immigrants, the poor, the homeless, the marginalized and isolated. The Community meal has been serving since 1997 and has a pool of approx. 70 volunteers. The Wednesday Reaching Home Hamper program started in the Spring of 2020 and operates with 12 volunteers. The program partners with Richmond School Board serving families with children in elementary school, identified by the teachers as coming to school hungry or without food. Weekly, 40 nutritional food hampers are prepared the size of banana boxes with emphasis on milk, eggs, bread and protein which benefit a minimum of 160 people. We support families with special dietary requirements such as Halal, Vegan, Vegetarian and those with allergies. 90% of the contents are purchased locally. Some hampers are picked up, others are delivered. The Friday lunch program originated in 2018 and its mandate is to provide a healthy, nutritious meal to those in need, homeless or living in their cars. Every week a cast of eight dedicated volunteers gather to make this a success. We serve 40 meals every Friday. The Sunday Outreach started also in 2018 as a Sunday Sandwich program. It has since developed into a mini hamper program whereby the recipients receive sandwiches and other ready to eat items, thanks to the Richmond food bank. This program specifically delivers to the precariously housed or homeless, approx. 100 people every Sunday in Richmond.

### Richmond Services Received by Your Organization

Property tax exemption for Parish of St Alban's Anglican church

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	52,108.00	56,679.00
Total Expenses	53,119.00	70,500.00
Annual Surplus or (Deficit)	1,011.07	(13,821.00)
Accumulated Surplus or (Deficit)	1,011.07	(12,810.00)

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Coming out of Covid, we could not do fundraising events that we have done in the past such as bake sales, afternoon tea, fundraising dinners, silent auctions, parking lot/car boot sales.

**Current Year** With continued unprecedented inflation, skyrocketing food and rent increases, our expenses have significantly increased. The Tuesday evening community meal has seen a 30% increase year over year of recipients on site, in addition another 45 meals are delivered to people on the streets. The Wednesday Reaching Home Hampers is under continuous pressure of providing the existing 40 families served with well balanced and nutritious groceries. Richmond School Board elementary school teachers identify children who come to school either hungry or without food, and this program now has a waitlist of approx. 65 families. The Sunday Outreach program has an increased need due to increased homeless and people living in their cars.

#### Explanation for Accumulated Surplus or (Deficit)

Deficit is due to inability to raise funds while increase in costs and community needs.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$36,868.33	Health, Social & Safety
2022	\$22,000.00	Health, Social & Safety
2021	\$20,406.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$15,500.00
Volunteer Support (e.g. expenses, recognition)	\$4,000.00
Office Rent or Mortgage	\$18,000.00
Utilities and Telephone	\$0.00

Item	Amount (\$)
Supplies	\$2,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$10,000.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$50,000.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>2nd Harvest</b>	\$21,000.00
<b>BC Union of Municipalities</b>	\$1,500.00
<b>Richmond School Board</b>	\$7,500.00

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$80,000.00

#### Grant Recommendations

**Recommended Amount:** \$37,790.00

#### Purpose:

Grant funding towards consultant services, volunteer support, office rent and program materials for meal programs that support families with children in elementary school, people living on low income and people experiencing homelessness.

#### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

#### Grant Conditions:

N/A

**Society:** Pathways Clubhouse

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$60,000.00

**Proposal Title:** Pathways Clubhouse

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 425

**Richmond Residents:** 415

### Grant Request Summary

The grant will be used to subsidize our Meal Program, mortgage, and operating costs. With the majority of our members living on disability benefits, having an affordable and nutritional meal is essential for their physical and mental wellness. Members are able to take meals home with them as well. With the increase in food costs, it is a serious hardship for members to afford nutritional meals and for Pathways Clubhouse to continue to provide the meals at the same cost. Furthermore, with the increase in interest, our annual mortgage has increased by \$24,000.

### Richmond Services Received by Your Organization

Property Tax Relief - 8911 Westminster Hwy. - Alexandra Court

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,597,297.00	2,812,868.00
Total Expenses	2,475,377.00	2,812,868.00
Annual Surplus or (Deficit)	121,920.00	0.01
Accumulated Surplus or (Deficit)	0.01	0.01

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** There were designated donations/fundraising made to our Youth/Young Adult Program, and Chinese Mental Health Program last fiscal year. These funds are to be used during the



next fiscal year for these programs.

**Current Year -**

**Explanation for Accumulated Surplus or (Deficit)**

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**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$35,027.00	Health, Social & Safety
2022	\$35,027.00	Health, Social & Safety
2021	\$35,027.00	Health, Social & Safety

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$23,000.00
Utilities and Telephone	\$2,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Meal Subsidy	\$35,000.00
<b>Total:</b>	<b>\$60,000.00</b>

**Financial Assistance From Other Sources (if applicable)**

Item	Amount
Vancouver Coastal Health	\$165,892.00

Item	Amount
SMART - VCH	\$27,270.00
Donations/Fundraising	\$75,000.00

**Amount Your Society will Provide:** \$45,000.00

**Total Proposed Budget:** \$373,162.00

### Grant Recommendations

**Recommended Amount:** \$35,903.00

#### Purpose:

Grant funding towards office rent and utilities as well as for the Pathways Clubhouse meal program, which provides members with healthy meals at an affordable price.

#### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

#### Grant Conditions:

N/A

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**Society:** PLEA Community Services Society of British Columbia

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Taking Care of Ourselves, Taking Care of Others (TCO<sup>2</sup>)

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 25,000

**Richmond Residents:** 2,500-3,000

### Grant Request Summary

The primary goal of our Taking Care of Ourselves, Taking Care of Others (TCO<sup>2</sup>) workshops is to give children and youth the information and practical tools they need to keep themselves and their friends safe from all forms of sexual exploitation. TCO<sup>2</sup> workshops are unique, interactive and empowering. Our workshops are designed and delivered by young adults who use monologues, role-plays and other engaging activities to interact with children aged 10-18. Our workshop presenters involve kids in meaningful discussions about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers. They engage kids in discussions around healthy relationships, sexual consent, and the risk factors for sexual exploitation (substance use, gang involvement etc). Workshop participants will also learn about the permanence of online activities and how to be a responsible digital citizen. Our workshops reach young people in elementary, middle, secondary, and alternative school settings. We also provide workshops for youth groups, and youth in care or custody. Last school year, we reached 4,009 young people in Richmond through 57 free prevention workshops. As we are the only organization in BC offering free prevention workshops, it's important to note that our workshops are the primary way we reach those who have already been sexually exploited. When a young person discloses, we ensure they receive the support and services they need to move forward with their life.

### Richmond Services Received by Your Organization

We do not receive any services from the City of Richmond.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	36,924,987.00	39,636,179.00

Your Society's Budget	Last Complete Year	Current Year
Total Expenses	34,913,584.00	38,598,407.00
Annual Surplus or (Deficit)	2,011,403.00	1,037,772.00
Accumulated Surplus or (Deficit)	13,095,360.00	14,133,133.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Last year PLEA Community Services Society of BC operated at a 5% surplus due to efficiencies realized through our administration budget. This surplus was planned to cushion against: (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in reaching our fundraising projections.

**Current Year** This surplus, which we aim to realize through efficiencies in our administration budget, is planned to cushion against: (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in reaching our fundraising projections.

#### Explanation for Accumulated Surplus or (Deficit)

This surplus is planned to cushion against: (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in reaching our fundraising projections.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$5,000.00	Health, Social & Safety
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$356,105.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$15,225.00
Utilities and Telephone	\$14,377.00
Supplies	\$0.00
Equipment	\$0.00

Item	Amount (\$)
Photocopying	\$0.00
Program Materials	\$9,542.00
Local Travel	\$12,934.00
Staff training & Administration	\$44,613.00
<b>Total:</b>	<b>\$452,796.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Civil Forfeiture	\$40,000.00
Various Foundations	\$54,244.00
BC Gaming	\$55,000.00

**If You Have More Than 3 Funding Sources, Please Provide Additional Information Below** We also receive funding from corporations, community groups, individuals and from our events.

**Amount Your Society will Provide:** \$41,163.00

**Total Proposed Budget:** \$452,796.00

### Grant Recommendations

**Recommended Amount:** \$5,000.00

#### Purpose:

Grant funding towards personnel salaries to support the Taking Care of Ourselves, Taking Care of Others workshops, which give children and youth the information and practical tools they need to keep themselves and their friends safe from different forms of sexual exploitation.

#### Recommendation:

The recommendation is for the full amount requested.

#### Grant Conditions:

N/A

**Society:** Richmond Addiction Services Society

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$226,860.00

**Proposal Title:** Centre of Excellence in the Prevention of Substance Use, Misuse, Problem Gaming, and other Addictive Behaviors

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 7500

**Richmond Residents:** 7500

### Grant Request Summary

The 'A Pathway to Hope' initiative put forward by the province of B.C. is considered to be at the forefront of mental health and substance use prevention. RASS's philosophy, mission, vision, and mandate have focused on the prevention lens for the past decade. RASS finds itself in the privileged position of being aligned with the philosophy of the province when addressing mental health and substance use within individuals in B.C. The four foundational priorities outlined in the provincial document are 1) Wellness promotion and prevention, 2) Seamless and integrated care, 3) Equitable access to culturally safe and effective care, and 4) Supporting Indigenous-led solutions. Over the past decade, RASS has, and continues to adhere to, the foundational priorities in our own way. RASS has long operated using a wellness promotion and prevention lens. As seen in the recent statistics of overdose deaths posted by the B.C. emergency health services during COVID-19, there was a dramatic increase in the number of people dying due to overdose. This is mainly because of the shame associated with living with an addiction. The stigma of dealing with either a mental illness or an addiction can and has led to countless deaths in our province in the past. RASS staff work tirelessly to engage and educate the population to help reduce the stigma around mental health and substance use, hopefully reducing the number of people dying. RASS believes that a mental illness or addiction should not be viewed as a moral failing but rather a health condition that the individual can treat or manage. In alignment with the City of Richmond's youth strategy, we aim to introduce youth to protective factors in their environment. At the elementary school level, we have worked after hours with the 6-12-year-old

population and focus on building emotional literacy and connectedness to their community. RASS staff have been at the Blundell Elementary school three days a week, every week, for the past six years to build up a sense of trust with not only the children who attend the school but also the parents who may need support. With the rise of concerns around screen time addictions and online behaviors, we are working with School District #38 to deliver programming to both elementary-aged students and their parents. By enabling the parents of children who are struggling with screen time addictions, we can continue to build the parents' trust in us and the children's trust in their parents. RASS also works within the traditional high school setting in Richmond, as well as supporting private and alternative school programs. RASS staff have delivered hundreds of hours of programming to youth and young adults between grades eight and twelve. The curriculum aligns with the current CLE programming set forth by the school district, focusing on building the attendee's self-agency and self-confidence. This is done through peer-to-peer presentation opportunities as well as a self-exploratory curriculum that focuses on the five life areas: an indigenous perspective on understanding who we are and where we stand in our world. Outside the school curriculum, RASS offers an Adulting 101 program that develops youths' employment skills through resume building as well as practical skills such as interview practice. The youth who finish the training are then placed within a chosen community center in the city, providing a direct pipeline to further employment and engagement with the community that they live in. RASS's connection with the City of Richmond grows stronger each year. We are proud to partner closely with the Richmond Youth Media Program (RYMP) to help youth have a safe space within the city to build skills related to arts and tech while also being able to connect with City youth workers and RASS workers when needed. RASS support has been vital to RYMP and we will continue to provide our support going forward. To address the addictive gaming behaviors within the 13-24 population, RASS has partnered with The Gaming Stadium, a hub of e-sports-related events in Richmond. The RASS staff have created unique and groundbreaking programming to support the youth that the gaming stadium identifies to help them reduce their misuse of screen-based addiction. The RASS team collaborates closely with the alternate school in Richmond, Station stretch, Integrated academics, horizons, etc. All administrators of the programs have invited the RASS staff to speak to and work with their students. The flexibility provided to the RASS staff is a crucial aspect of building a program that works with the unique needs of the youth in each class rather than providing them with a single generic didactic program presentation. RASS employs Youth peer support workers who work in conjunction with the Vancouver Coastal Health team at the Foundry location in Richmond. Youth Peer Support workers are youth who have lived in Richmond and have intimate knowledge of the mental health system in the city. Families in Richmond are also supported by RASS through the Supporting Families program. Supporting Families aims to help families affected by parental mental health or addiction concerns. A diagnosis is not needed, and all programs are offered free of cost. The program provides family members opportunities to access appropriate community support, learn new information and skills, and, most importantly, strengthen social connections in the community. In addition to the Supporting Families program, RASS Prevention Specialists also offer education workshops series at the library and other sites. These series' goal is destigmatization, harm reduction, and engagement with the larger community on possibly sensitive topics. RASS staff have also worked with the senior centers around Richmond, providing them with care and support as needed. In order to address the treatment end of the spectrum, RASS offers clinical support to any individual or family member who reaches out.

Through our various partnerships with Foundry, the School District, and the City of Richmond, RASS is able to provide seamless and integrated care to the individuals who reach out for help. The relationships we have developed with community organizations and partners directly benefit the community. RASS is often the first door that people walk through for support with addictions and mental health concerns. Using an integrated care model, we are able to connect individuals with the appropriate care that is needed, regardless of whether that is with us or another organization. The RASS staff are also privileged to know the individuals who operate the external partner programs in the city. This creates a direct pipeline for care, demonstrated in our waitlist, boasting a response rate of as little as 8 hours. Our unique view of the individual using the five life areas lens bodes in favor of supporting people using an integrated model. Individuals are not just their illness or addiction but a complex product of many other facets that make up their larger environment. To meet the diverse needs of the Richmond community, RASS offers services in multiple languages. Reaching out as an immigrant can be a daunting process, and we hope that the familiarity of an individual's first language can reduce the initial barrier when seeking support. To ensure that we adhere to our commitment to the cultural context in our organization, we rely heavily on the RASS Community Advisory Committee. A committee made up of Richmond residents who have lived experience, as affected others or, first hand with addictions or mental health challenges. Internally, RASS commits its own staff to be a part of the 'Inclusion Committee' that strives to keep RASS at the forefront of items related to Justice, Equity, Diversity, and Inclusion. Over the past few years of working within the COVID-19 pandemic, as well as the ongoing opioid crisis, RASS staff have held steadfast in their support for the community of Richmond. During the first years of the pandemic, RASS was part of a hot food delivery system for isolated seniors in our community, ensuring that freshly made hot food was being delivered to the doors of our most vulnerable during times of need. RASS was also part of the 'Know your Neighbor' campaign led by the United Way of B.C. to further connect the most isolated individuals in our community during a time of physical distancing. RASS sat on the steering committee of the Community Action Team (CAT) that hosted multiple dialogues between users of substances and the general public to help reduce the stigma of substance use during the surge of the opioid crisis. As the population of Richmond steps out of the pandemic, RASS will be at the forefront to support our most vulnerable navigate a new set of social and systemic norms. This past year, we have seen our unique contacts with the individuals of Richmond reach over six thousand, and we are confident the next few years will see that number grow. We want to and need to be there for our community; we are willing to and will be there. A successful grant application will ensure that we can be there. RASS has been a part of the fabric of the Richmond social services community for the past fifty years, and we hope we can continue to support the Richmond community for fifty more upon receipt of this grant.

### Richmond Services Received by Your Organization

We receive no City of Richmond services.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	1,196,483.00	1,338,558.00



Your Society's Budget	Last Complete Year	Current Year
Total Expenses	1,171,893.00	1,357,558.00
Annual Surplus or (Deficit)	24,590.00	(19,000.00)
Accumulated Surplus or (Deficit)	129,404.00	110,404.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** There was a 24,590 surplus because of employee turnover and fundraising, which will be used next year.

**Current Year** 19,000 deficit will be covered by the prior year's surplus due to an increase in fundraising funding.

#### Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus was from another program and funding; it will be used in the upcoming year.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$226,860.00	Health, Social & Safety
2022	\$226,860.00	Health, Social & Safety
2021	\$226,860.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$178,034.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$21,002.00
Utilities and Telephone	\$3,564.00
Supplies	\$1,042.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,557.00

Item	Amount (\$)
Local Travel	\$428.00
Other: Security system \$167.00 Waste Management \$139.00 Repair & Maintenance \$182.00 Janitory services \$1,939.00 IT networking \$9,818.00 Insurance \$2,746.00 amortization \$250.00 Internet and website \$913.00 Auditing /accounting /legal \$3,345.00 Subscription and membership \$162.00 Bank and payroll charges \$710.00 Staff development \$778.00 postage \$84.00 Total \$21,233	\$21,233.00
<b>Total:</b>	<b>\$226,860.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Vancouver Coastal Health - SMART Fund	\$35,408.00
United Way of B.C.	\$70,000.00
Vancouver Coastal Health	\$600,000.00

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$453,720.00

### Grant Recommendations

**Recommended Amount:** \$226,860.00

#### Purpose:

Grant funding towards personnel salaries, rent and materials for its various programs that focus on the prevention of substance use, misuse, problem gaming and other addictive behaviours.

#### Recommendation:

The recommendation is for the full amount requested.

#### Grant Conditions:

N/A

**Society:** Richmond Cares Richmond Gives

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$60,000.00

**Proposal Title:** Richmond Cares, Richmond Gives - Core Operating Funding

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 55000

**Richmond Residents:** 54900

### Grant Request Summary

We're requesting funding to support our core operating costs, with the goal of maintaining a strong and resilient organizational infrastructure, which forms the foundation of our work as a direct service provider and a hub for volunteering and giving. The grant will primarily be directed to our Information & Volunteer Centre, whose impact extends to our other programs and services, and the Richmond community more broadly. Through the Centre, we help thousands of Richmond residents find and access community services, whether by providing direct referrals, or by developing free tools and resources like our online Community Services Directory and the Richmond Seniors Directory. By serving as a comprehensive and trusted source of community information, we ensure that Richmond residents can benefit from the vast network of programs and supports available to them. Our Information & Volunteer Centre also serves as a hub for community engagement, helping to connect individuals of all ages and backgrounds with rewarding volunteer opportunities. Currently, we count over 40 local non-profit organizations as members. Throughout the year, each of them uses our online Volunteer Now database to recruit volunteers for their various programs and services, as well as community events. In this way, for many Richmond residents, our agency is the starting point for their volunteer journey, and the subsequent impact they have on their community can be traced back to a posting on our database. Importantly, we also recruit volunteers for our own programs and services. As of this writing, we have 236 active volunteers. Many of them are involved with our Seniors Community Support Services, serving as drivers, friendly visitors, grocery shoppers, senior peer counsellors, and more. Others support the Richmond Christmas Fund, where they assist low-income families as registration assistants, toy sorters, greeters, and translators. And still others volunteer with our Child Care Resource & Referral Centre, offering support at family playgroups and helping to maintain the Richmond Early Years Library. A grant providing core funding, with a focus on our Information & Volunteer Centre, will ensure we have the necessary resources to deliver our full breadth of programs

and services, which benefit seniors, low-income families, parents, children, and early learning professionals, to name just a few of the groups we serve. At the same time, the grant will support our work as a capacity builder, as we help local non-profit organizations grow their volunteer programs in response to emerging community needs.

### Richmond Services Received by Your Organization

In addition to supporting our organization through an annual Health, Social & Safety Grant - last year valued at \$45,351 - the City of Richmond regularly provides in-kind support. This includes use of facilities for our various programs, services, and events, as well as the provision of equipment and resources, like the two-way radios needed for our Richmond Christmas Fund program. Lastly, through the Richmond Supporting Families Fund, City staff participate in a variety of fundraising activities, and make an annual group donation to the Christmas Fund. Last year's campaign raised over \$5,500. We're grateful for the City's ongoing support, and look forward to continuing our productive partnership in the year ahead.

## FINANCIAL INFORMATION

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,264,230.00	2,271,651.00
Total Expenses	2,263,548.00	2,300,230.00
Annual Surplus or (Deficit)	682.00	(28,579.00)
Accumulated Surplus or (Deficit)	71,197.00	42,618.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** For 2022-23, we had a small annual surplus of 682. With the generosity of our funders and donors, we were able to use our carry-over funding from the prior year to help with continued pandemic transitional program support, allowing us to maintain our level of services and balance our budget.

**Current Year** For 2023-24, our budget shows a deficit of (28,579). This is partly due to the large increase in our rent and other rising costs due to inflationary pressures and efforts to retain staff. We anticipate extra fundraising efforts will help offset the deficit without reducing our level of services; otherwise, we will need to dip into our reserves.

#### Explanation for Accumulated Surplus or (Deficit)

The current year's projected deficit is an example where an accumulated surplus is very important to help offset any reduction in funding or rise in costs until the organization has time to adjust its service levels or secure other sources of funding.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$45,351.00	Health, Social & Safety
2023	\$8,393.12	Child Care Professional & Program Development Grant
2022	\$43,615.00	Health, Social & Safety
2021	\$42,634.00	Health, Social & Safety

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$44,849.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$419.00
Office Rent or Mortgage	\$4,010.00
Utilities and Telephone	\$1,617.00
Supplies	\$1,864.00
Equipment	\$0.00
Photocopying	\$392.00
Program Materials	\$3,064.00
Local Travel	\$564.00
Other: Computer Support	\$3,221.00
<b>Total:</b>	<b>\$60,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Province of BC - Ministry of Education and Child Care	\$545,000.00
United Way British Columbia	\$395,000.00
Province of BC - Community Gaming Grant	\$93,225.00

Amount Your Society will Provide:

\$100,000.00

**Total Proposed Budget:**

**\$1,193,225.00**

## **Grant Recommendations**

**Recommended Amount:** \$46,485.00

### **Purpose:**

Grant funding towards the agency's core operating costs, including the Information & Volunteer Centre, which connects residents with community resources through the Community Services Directory, Richmond Seniors Directory and Community Events Calendar. The Centre also supports volunteer recruitment efforts of local non-profit organizations through the online Volunteer Now database.

### **Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

### **Grant Conditions:**

N/A

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**Society:** Richmond Family Place Society

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$50,000.00

**Proposal Title:** Strong and Healthy Families

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 10000

**Richmond Residents:** 9880

### Grant Request Summary

RFP provides a wide array of preventative family support services & programs to Richmond families with children birth to 12 years. We also provide inter-generational programs to bring families with isolated seniors. All programs delivered by qualified Early Childhood Educators & Pre-teen workers at different sites across Richmond. The essence of RFP is to promote community initiatives, enhance parenting skills, provide children opportunities to learn skills they need to be successful in school & support the whole family, including community resource referrals. Through these participants feel less isolated, develop important social networks & establish a sense of belonging in community & acquire greater levels of self confidence & self esteem. The inter-generational programs have alleviated the growing divide between generations providing opportunities for young & old to learn from one another. We recognize our basic human need to connect with others plus tremendous benefits inter-generational interaction can have on whole communities. Programs bring isolated, vulnerable families (many of whom have no family in Canada) to connect (including seniors), build connections supporting their integration to the community. Enabling participants' programs to play a more active role in community; be more willing to be involved, participate in problem solving, participate in community building initiatives, care for and look after one another and have greater levels of commitment to improving the community they live in. We believe strong and healthy families build strong and healthy communities.

### Richmond Services Received by Your Organization

Use of Debeck House for our main office and program space. Use of community partners' spaces at the Richmond Public Libraries. Use of space at community centres.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	1,220,458.00	1,329,186.00
Total Expenses	1,151,779.00	1,322,187.00
Annual Surplus or (Deficit)	68,679.00	7,000.00
Accumulated Surplus or (Deficit)	484,480.00	491,480.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Our anticipated earned revenue was higher than anticipated within our operational budget.

**Current Year** Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

#### Explanation for Accumulated Surplus or (Deficit)

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$40,422.00	Health, Social & Safety
2022	\$38,874.00	Health, Social & Safety
2021	\$38,000.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$41,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,400.00
Supplies	\$1,400.00
Equipment	\$1,900.00
Photocopying	\$600.00



Item	Amount (\$)
Program Materials	\$1,000.00
Local Travel	\$600.00
Other: Honorarium Knowledge keeper or elder to guide us with our Truth and Reconciliation learning	\$900.00
<b>Total:</b>	<b>\$50,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Ministry for Children and Family Development	\$625,000.00
BC Gaming	\$68,000.00
Immigration, Refugee and Citizenship Canada	\$220,000.00

**Amount Your Society will Provide:** \$20,000.00

**Total Proposed Budget:** \$1,074,000.00

### Grant Recommendations

**Recommended Amount:** \$41,433.00

#### Purpose:

Grant funding towards personnel salaries and operating expenses for various preventative family support services and programs to Richmond families with children from birth to 12 years old, including intergenerational programs for families with isolated seniors.

#### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

#### Grant Conditions:

N/A

**Society:** Richmond Mental Health Consumer and Friends Society

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$11,952.00

**Proposal Title:** Peer Support Social Group (PSSG) Program

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 145

**Richmond Residents:** 143

### Grant Request Summary

The Peer Support Social Group (PSSG) program is designed to empower and reintegrate mental health consumers into the community through volunteer work, life skill development, educational opportunities, and social activities and events. The PSSG is open to all mental health consumers aged 19 and over in Richmond. Our staff can provide services in English, Mandarin, and Cantonese. The program is tailored to be available to participants in various stages of mental health recovery and focuses on health and wellness activities. The PSSG emphasizes social and volunteer activities, encouraging consumers to participate and help plan community outings and events. Our group has also been involved in acts of social responsibility, such as growing food for the Richmond Food Bank and other volunteer activities that benefit the community. We have successfully run the program in-house, in the community, and through telephone conferencing or Zoom. This program provides participants, paid staff, and volunteers with numerous opportunities for growth and development. By building on the concept of peer support, the PSSG supports the development of a strong and connected mental health peer community, connecting and educating the community of Richmond to some of its most vulnerable and marginalized citizens. The need for this program is evident in its rapid growth over the years. This proposal has clear objectives, deliverables, outcome measurements, and excellent community support and partnership. Despite its past successes, inadequate resources and staff hours have limited the PSSG's potential. We aim to allow mental health peers to participate actively in their health recovery journey. This program has become a vital tool in making that possible for a diverse population facing numerous barriers to maintaining and improving their health and wellness.

### Richmond Services Received by Your Organization

None known.

### FINANCIAL INFORMATION

## Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	328,668.74	414,953.54
Total Expenses	326,399.42	414,953.54
Annual Surplus or (Deficit)	2,269.32	3,602.84
Accumulated Surplus or (Deficit)	3,602.84	3,602.84

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** This surplus is earmarked to cover any unexpected deficits or liabilities arising throughout the fiscal year.

**Current Year** Balance forward from 2022-2023 for unexpected deficits or liabilities throughout the fiscal year.

### Explanation for Accumulated Surplus or (Deficit)

The balance forward surplus in our Operating Account covers unexpected deficits or liabilities throughout the fiscal year. As detailed in our Treasurers Report we also have non-operating accounts where we keep VCH and fundraising funds. These funds will be used for the development of a pilot program over the next three years.

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$6,759.00	Health, Social & Safety
2022	\$6,500.00	Health, Social & Safety
2021	\$5,355.00	Health, Social & Safety

## Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$24,951.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$780.00

Item	Amount (\$)
Supplies	\$2,000.00
Equipment	\$100.00
Photocopying	\$100.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Client Expenses: outings expenses, activities and events cost, and refreshments.	\$2,550.00
<b>Total:</b>	<b>\$31,781.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Vancouver Coastal Health	\$17,829.75

<b>Amount Your Society will Provide:</b>	<b>\$2,000.00</b>
<b>Total Proposed Budget:</b>	<b>\$31,781.75</b>

### Grant Recommendations

**Recommended Amount:** \$6,928.00

#### Purpose:

Grant funding towards personnel salaries for its Peer Support Social Group program, which aims to empower and reintegrate people who struggle with mental health into the community through volunteer work, social activities, education and leadership opportunities.

#### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

#### Grant Conditions:

N/A

**Society:** Richmond Multicultural Community Services

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$25,000.00

**Proposal Title:** Multicultural Richmond

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5000

**Richmond Residents:** 4000

### Grant Request Summary

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to: identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada"

### Richmond Services Received by Your Organization

We currently use the Cambie Community Centre for 3 hours per week.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	1,132,589.96	900,391.00
Total Expenses	1,102,771.58	880,391.00
Annual Surplus or (Deficit)	29,818.38	20,000.00
Accumulated Surplus or (Deficit)	(101,941.26)	(81,941.26)

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year** in 2018, we had lost some funding but were unable to terminate the lease which has resulted in this deficit. That lease has now ended and we are working to reduce our deficit.

**Current Year** we are focused on reducing our deficit.

**Explanation for Accumulated Surplus or (Deficit)**

The accumulated deficit has been the result of space leased out that we were unable to end early. We have reduced it by over 50% and are focused on eliminating it.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$13,563.00	Health, Social & Safety
2022	\$13,043.00	Health, Social & Safety
2021	\$12,750.00	Health, Social & Safety

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$15,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$5,000.00
Office Rent or Mortgage	\$5,000.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$25,000.00</b>

## Financial Assistance From Other Sources (if applicable)

Item	Amount
Gaming	\$10,000.00
Resilience BC	\$7,000.00

**Amount Your Society will Provide:** \$10,000.00

**Total Proposed Budget:** \$52,000.00

## Grant Recommendations

**Recommended Amount:** \$13,902.00

### Purpose:

Grant funding towards personnel salaries, rent and volunteer support to support the core functions of RMCS, which aims to identify and meet the unique needs of the growing immigrant and refugee communities of Richmond.

### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

### Grant Conditions:

N/A

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**Society:** Richmond Poverty Reduction Coalition

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$10,000.00

**Proposal Title:** Richmond Poverty Reduction Coalition

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 608

**Richmond Residents:** 608

### Grant Request Summary

Activity: Project - directly engaging Richmond residents with lived experience of poverty to learn self-advocacy & leadership skills through hands-on learning (planning, outreach, public speaking, media relations, civic engagement, presenting workshops, collating and analyzing data, report writing).

Activity: Collaboration - Monthly steering committee meetings with RPRC membership (organization reps and Richmond residents) to investigate and fill gaps in local services to low income residents.

Activity: Advocacy - Exchange information, investigate best practices, and make recommendations to decision makers on systemic change. Activity: Public education - Organize and conduct public forums to bring forward new learning and to engage the public in poverty reduction.

### Richmond Services Received by Your Organization

RPRC project activities (2 workshops per month) take place in Richmond Caring Place and we pay a nominal rental fee, about \$1,000/ year. No other subsidies or City staff

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	17,109.70	26,304.31
Total Expenses	20,594.66	19,452.92
Annual Surplus or (Deficit)	(3,484.96)	6,851.39
Accumulated Surplus or (Deficit)	(3,484.96)	3,366.43



### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** In 2023 we applied for another Vision Zero grant from VCH for phase II but were not successful. Luckily, City of Richmond funds came at the right time and we were able to complete the 2022-23 Vision Zero project by April 2023. City funds were used to pay for our contracts for services (staffing), communications, data analysis, and publishing our final report.

**Current Year** In 2022-23 the RPRC had a major project (Vision Zero) as well as a 'mini-project' (the SPEAK health survey from VCH/ BCCDC).

### Explanation for Accumulated Surplus or (Deficit)

Funds from VCH was used to complete the SPEAK health survey by engaging our RASC (Richmond Advocacy & Support Committee) network of low-income folks to be peer-surveyors. We exceeded our contract deliverables. Honorariums were paid to RASC peer-surveyors for each survey they facilitated, and 1/2 of the funding was paid to the project coordinator to manage the 3 month mini-project. The remainder was added to general revenue as agreed by the funder.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$7,067.33	Health, Social & Safety
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$9,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$200.00
Supplies	\$400.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00

Item	Amount (\$)
Other: Program evaluation reports	\$400.00
<b>Total:</b>	<b>\$10,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
BC Community Gaming Grant	\$20,000.00
Richmond Community Foundation	\$5,000.00
Literacy Richmond	\$3,000.00

**Amount Your Society will Provide:** \$10,500.00

**Total Proposed Budget:** \$46,250.00

### Grant Recommendations

**Recommended Amount:** \$7,244.00

#### Purpose:

Grant funding towards personnel salaries and utilities to support its core function of equipping Richmond residents with lived experience of poverty with self-advocacy and leadership skills, monthly steering committee meetings, advocacy and public education to support poverty reduction in Richmond.

#### Recommendation:

The recommendation is for the same level as last year with a cost of living adjustment.

#### Grant Conditions:

N/A

**Society:** Richmond Presbyterian Church

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** +\*Community/Homeless Meal Program Funding

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 175

**Richmond Residents:** 175

### Grant Request Summary

RPC is requesting this Grant so that we can feed more of our neighbours in need, especially families with children. We would also like to be able to buy them some necessities beyond just the one meal per week that we provide now.

### Richmond Services Received by Your Organization

RPC recently received a one-time gift of \$1,000 in grocery store gift cards to help with the cost of food. Our program does not receive any other services from the City of Richmond.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	30,162.00	36,354.00
Total Expenses	30,162.00	27,457.00
Annual Surplus or (Deficit)	0.00	8,897.00
Accumulated Surplus or (Deficit)	0.00	8,897.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The Annual Surplus/Deficit is 0.00 because the overall church budget, which realizes revenue from congregational giving, along with a 10,000 donation covers the expenses of the RPC Outreach program.

**Current Year** The Budgeted amount for the Outreach program for 2023 is 36,354. We have donations totally 13,000 so far this year. The congregational giving will make up the rest of the budgeted amount.

The Total Expense amount of 27,457 represents the amount spent on salary, food supplies, and consumables up to Oct 10, 2023.

#### Explanation for Accumulated Surplus or (Deficit)

RPC does not carry forward a Surplus or Deficit on any one budget item from one year to the next.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$2,000.00
Equipment	\$3,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>Total:</b>	<b>\$5,000.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
United Gospel Mission	\$8,000.00
Gilmore Park United Church	\$10,000.00

**Amount Your Society will Provide:**

**\$25,000.00**

**Total Proposed Budget:**

\$5,000.00

### Grant Recommendations

**Recommended Amount:** \$5,000.00

**Purpose:**

Grant funding towards supplies and equipment for its community meal program, which serves 175 take-out meals per week to people living on low income, such as families with children and seniors, and street-entrenched individuals.

**Recommendation:**

The recommendation is for the full amount requested.

**Grant Conditions:**

N/A

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**Society:** Richmond Women's Resource Centre

**Grant Type:** Multiple Year Funding Cycle - (Year 3 of 3) Over \$5000 Grant Program

**Grant Request:** \$42,000.00

**Proposal Title:** Richmond Women's Resource Centre - Women Support Services Program

**Number To Be Served:** Unspecified

**Richmond Residents:** 10,000

### Grant Request Summary

Richmond Women's Resource Centre is a non-profit organization that has been operating in Richmond since 1976. We are a long-standing and vibrant community network of women of all ages living in Richmond. Our goal is to provide community-based resource options to help women build connections and thrive in the community. Through a supportive environment, we encourage women to empower themselves and enhance their lives through our training programs, peer support groups and community partnership. Deliverables: We offer programs and services such as English Conversation and English Writing, Single Mothers Support Group, Computer Training, Peer Support, Information and Referral Services, French-speaking Women's Group, Community Volunteer Income Tax Program, Grandmothers Support Group, Hot Ink Creative Writing for Girls, Work Ready and Richmond Shares. These services take place daily, weekly, bi-weekly, monthly, or only at certain times of the year. Activities: Each program has activities tailored to achieve specific goals and meet the needs of certain groups of women. There are classes, workshops, meetings, one-on-one tutorials, appointments, drop-ins and fieldtrips. They all aim to improve the quality of life, to provide a safe, comfortable environment for women to learn, to improve their skills, to share experiences, and to find support so that they can better function in the community. Community benefits: Empowering women by providing information and referral services, encouragement, education, and training so they are better equipped to make decisions in their own lives; provide a safe place for women to come and share their experiences and celebrate their achievements; work with other organizations in the community to provide services and address issues for women. The programs are open to all women regardless of age, ability, ethnicity, religion, income, or sexual orientation. Our Centre and classrooms are wheelchair accessible. We have made considerable efforts to develop and offer new programs this past year, and hope to have increased funds to continue and expand these programs in the future. In response to community feedback and expressed need, we offered multiple new programs and services this past year. For example, in partnership with the BC CDC, and Garratt Wellness, we were able offer a new Food Skills program for women. This had the benefit of helping women learn healthy, economical food preparation skills, and they were able to also take prepared food home with them. We additionally made child care support available during these sessions, which the participants told us was extremely appreciated, as it

gave them time to connect with other participants and have chance for "me time" knowing that their children were safely cared for. We added in a "Financial Skills" course for women, to empower women to feel confident managing money and to review common financial issues that may come up, like applying for loans, considering a mortgage and general financial planning. We also were able to offer a "Posture Perfect" exercise program, geared to women 50 and older. This program, offered by a well-experienced Kinesiologist, helps older women stay active, in a supported and non-threatening environment, where they also have the opportunity to build connections with other participants.

### Changes that will impact grant use

The number of Richmond residents we serve has grown since last year and we are continuing to see an increase in drop-in clients, as well as more demand for programming and requests for new services. Initially when we projected the number of residents to be served, this was only based on women, not including teens, and in some cases families. As well, through other grants, we have been able to offer programming targeted directly to older women, and this has increased their awareness of RWRC, and we are seeing more requests for more services from this age groups. We have gone through transitions, with associated ups and downs in participation, as we have had to modify programming related to the pandemic (first, to transition to zoom, and then recently, to transition back to in person services and offerings. We have expanded the hours of our office staff, and the hours that our office is open in the Caring Place, to better accommodate and be available to respond to community needs as best we can. Of course, this comes with additional costs, but it does mean we can support more women in a timely manner. We also received the Covid recovery grant (through Red Cross) and we are using some of those funds to partner with Vantage Point, to help us refine and enhance our service deliverables going forward. We are undertaking to do a community assessment, and community surveys, to ensure our services are the most needed by the women in our community. We also completed a capacity assessment to better understand our organizational strengths and get the best sense of services that we can most effectively provide. We are also beginning to update our strategic plan this November, with facilitated sessions with Vantage Point, to ensure we are working in best alignment with accountable and doing our very best to provide the most needed services to as many women in the Richmond community as we can. After many years, RWRC has two new Co-chairs. We both bring considerable community service experience to our new roles, as well as a genuine dedication to do the very best we can for the women in Richmond. We want to continue to deliver popular programs, but also be responsive to changing community needs and prepared to offer new services and programs that will best serve the community.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	173,793.00	196,266.00
Total Expenses	167,316.00	194,404.00
Annual Surplus or (Deficit)	6,477.00	1,862.00
Accumulated Surplus or (Deficit)	0.00	0.00

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year** RWRC continues to experience some adjustments related to the pandemic.

Presently, almost all programs and services have now returned to "in person". We have been preparing to survey the community, to make our best efforts to ensure that the programs and services we offer are the most needed by Richmond women, and in demand. Any additional funds are used in this effort. We also strive to be a "living wage" employer, so that our staff (all women) can support themselves. We also offer modest benefits, in keeping with our commitment to want retain staff, and try to have employment with RWRC be a positive experience for our staff, and so did implement modest salary adjustments for our staff, in trying to best support them during these very tough economic times. The rent for our office space at Caring Place is also increasing significantly.

**Current Year** The current year budget will be expended at 100%.

**Explanation for Accumulated Surplus or (Deficit)**

The current year budget will be expended at 100%. Our overall operating budget is projecting a very small surplus. We will certainly expend all the City of Richmond awarded funds.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$30,155.00	Health, Social & Safety
2022	\$29,000.00	Health, Social & Safety
2021	\$26,000.00	Health, Social & Safety

**Grant Recommendations**

**Recommended Amount:** \$30,909.00

**Purpose:**

Grant funding towards women's programs and services including skills training, English conversation and peer support groups designed to empower and support women.

**Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

**Grant Conditions:**

N/A



**Society:** Society for Youth Empowerment and Strength

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$4,000.00

**Proposal Title:** Empowering At-Risk Youth through Strength Training

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 24

**Richmond Residents:** 24

### Grant Request Summary

In our request for the City of Richmond Grant, we seek funding to support our youth empowerment program, which includes tailored strength training and fitness sessions for at-risk youth. Proposed Activities: Our program activities encompass comprehensive strength training and fitness sessions designed to instil essential life skills, self-confidence, and a sense of accomplishment among the participating youth. Target Groups: Our initiative specifically targets at-risk youth, aged 13-17 who often lack safe after-school options due to various challenges, such as parents' work commitments, teacher burnout, and limited availability of community programs. Community Benefits: By investing in our program, the City of Richmond will contribute to fostering inclusion, promoting social equity, enhancing wellness, and building individual capacity. This aligns with our mission of empowering youth and strengthening the broader community.

### Richmond Services Received by Your Organization

Not applicable

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	12,420.00	1.00
Total Expenses	9,727.93	3,329.75
Annual Surplus or (Deficit)	2,692.07	(3,329.75)
Accumulated Surplus or (Deficit)	2,692.07	(637.68)

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The nonprofit received government approval from BC in July 2022 and has been sustaining its operations through contributions from both the community and private donors. These funds have been allocated to supporting coaches and covering administrative expenses.

**Current Year** This year, given that our fiscal year began in July, donations have yet to be received at this early stage. Nevertheless, we are actively preparing for our upcoming fundraising season, which includes submitting multiple grant applications. We started with a revenue of 1,200 during the application period last year, but by the fiscal year's end, we had achieved remarkable growth, reaching a total revenue of 12,420. This significant and consistent financial progress demonstrates the generous support we've received from local businesses and private donors. These contributions have greatly contributed to strengthening our coaching team and covering essential administrative costs, ensuring the long-term sustainability of our programs. We look forward to our upcoming fundraising efforts, which will further support our mission and initiatives.

### Explanation for Accumulated Surplus or (Deficit)

Over the past year, we've diversified our revenue streams through numerous partnerships and donations, and we are actively pursuing multiple grant opportunities. This strategic approach positions us well to maintain our current growth and extend our impact to reach more youth in the future.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$1,500.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00

Item	Amount (\$)
Local Travel	\$0.00
Other	\$0.00
<b>Total:</b>	<b>\$4,000.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
Richmond Foundation	\$6,000.00
Coast Capital Savings	\$2,000.00

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$4,000.00

#### Grant Recommendations

**Recommended Amount:** \$0.00

#### Purpose:

Grant funding towards personnel salaries and rent for its youth empowerment program, which includes strength training and fitness sessions for at-risk youth between the ages of 13 and 17.

#### Recommendation:

Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.

#### Grant Conditions:

N/A

**Society:** TFL Technology for Living formerly BCITS

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$3,800.00

**Proposal Title:** Technology for Independent Living (TIL) Program

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 1566

**Richmond Residents:** 53

### Grant Request Summary

Technology for Independent Living Program, or TIL, provides home environmental controls to increase independence. These environmental control systems (ECS) allow youth and adults with significant physical disabilities to use items such as: TV controls, smartphones/landlines, lamps, fans, blinds, and door openers. TIL also supports innovation through the annual Simon Cox Student Design Competition, where BC post-secondary students work with members to create innovative technology solutions to everyday problems faced by people living with disabilities. This is a community-based program focusing on living independently, actively in the community. TIL program contributes to the economic well-being of Richmond and builds community by helping enable people with physical disabilities to participate in their community.

### Richmond Services Received by Your Organization

None.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	5,289,573.00	1,742,862.00
Total Expenses	4,108,509.00	1,707,930.00
Annual Surplus or (Deficit)	1,181,054.00	34,932.00
Accumulated Surplus or (Deficit)	2,395,239.00	34,932.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The PROP (Provincial Respiratory Outreach Program) is funded by the 5 Health authorities, funds are strictly designated to provide an equipment pool of ventilators for people who cannot breathe independently on their own. These funds are not available to the TIL (technology for Independent Living) program. Part of the surplus is from multi-year restricted Ministry of Health funding for designated life-saving equipment pool for people who need assistance to breathe in the PROP program. We are seeking funding for the TIL program which has experienced an increase costs to equipment, increased demand in Richmond and no increase in capacity to deliver services.

**Current Year** Currently there is an accumulated surplus of 7,512 in the TIL program as of July 31, 2023. The Biomedical technicians that do the adaptation to individuals assistive technology and home environmental controls need to purchase a 3D printer that will require those surplus funds. We serve 53 members in Richmond, currently we have 3 requests waiting for Automatic Door openers in Richmond, in 3 years Automatic door openers have increased from an average of 2,800 to our last quote of 5056. the money raised for doors is through the Kinsmen Society, BC Rehab and generous community foundations. We cannot do it alone. We also have requests for Home environmental controls that need to be modified for the unique needs of individuals.

### Explanation for Accumulated Surplus or (Deficit)

Any unexpended funding for the PROP and TIL programs must be used for future expenditures or they are otherwise repayable to the Health authorities, the province of BC or other service provider or donor. While it looks like a huge surplus, designated funds are spent over a multi-year period.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$400.00
Equipment	\$3,000.00

Item	Amount (\$)
Photocopying	\$0.00
Program Materials	\$400.00
Local Travel	\$0.00
Other	\$0.00
<b>Total:</b>	<b>\$3,800.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Belkin Foundation	\$20,000.00
Central Okanagan Community Foundation	\$15,000.00
City of Vancouver	\$25,000.00

**If You Have More Than 3 Funding Sources, Please Provide Additional Information Below The**  
Kinsmen Foundation of BC and BC Rehabilitation donate to the Simon Cox and Automatic Door opener program annually.

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$3,800.00

### Grant Recommendations

**Recommended Amount:** \$0.00

#### **Purpose:**

Grant funding towards supplies and equipment to provide a range of assistive technologies to youth and adults with significant physical disabilities so they can live independently and actively in the community.

#### **Recommendation:**

Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.

#### **Grant Conditions:**

N/A

**Society:** The Canadian Red Cross Society

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$10,000.00

**Proposal Title:** Rental Support for Richmond HELP: A Vital Service for Richmond's Uninsured, Fixed Income Seniors

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5359

**Richmond Residents:** 2441

### Grant Request Summary

The Red Cross Richmond Health Equipment Loan Program (HELP) is requesting a multi-year grant of \$10,000 a year in support of the annual rental payment for the Richmond HELP facility. With a rapidly growing senior demographic that grew by nearly 25% between 2016 and 2021, HELP is a vital health and safety service for the seniors of Richmond. The Red Cross provides two distinct HELP services from the Richmond facility: The Basic HELP Service Basic HELP equipment is lightweight, foldable, requires no assembly, and will fit in the trunk or backseat of a regular sized vehicle. Upon referral from a healthcare professional, the equipment may be picked up by the client or a family member and used for up to three months. Basic HELP equipment available at the Richmond HELP office includes: Mobility Equipment: walkers, wheelchairs, crutches, and canes Toileting Safety Equipment: raised toilet seats and toilet safety frames Bath Safety Equipment: bath chairs, bath transfer benches, and bath safety rails Bedroom Safety Equipment: commodes, safety rails, IV poles, and bed handles The Advanced HELP Service Advanced HELP provides immediate, short-term loans of home healthcare equipment to families as they begin to care for their loved one after discharge from hospital. Advanced HELP equipment includes hospital beds, specialty mattresses and air cushions (to alleviate pressure ulcers), floor-to-ceiling poles (that allow a client to safely transfer themselves from bed to sitting or standing), and patient lifts and slings for those who can't stand on their own. Advanced HELP equipment is heavy and requires technical skill to assemble. As such, the service includes delivery, installation and take down of this complex medical equipment by Red Cross technicians who work closely with the referring

Occupational Therapist (OT) or Physio Therapist (PT) charged with keeping their patients safe in their homes. Red Cross technicians can deliver and install Advanced HELP equipment with as little as 48-hours' notice. Once installed in the home, the OT or PT who referred the patient will teach the family how to safely use the equipment.

### Richmond Services Received by Your Organization

The Red Cross currently receives neither services nor a permissive tax exemption from the City.

## FINANCIAL INFORMATION

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	12,159,689.00	12,881,083.00
Total Expenses	12,159,689.00	12,881,080.00
Annual Surplus or (Deficit)	0.00	0.00
Accumulated Surplus or (Deficit)	0.00	0.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Budget numbers represent Revenue and Expenses for the BC Health Equipment Loan Program Basic and Advanced Service provincially.

**Current Year** Budget numbers represent Revenue and Expenses for the BC Health Equipment Loan Program Basic and Advanced Service provincially.

### Explanation for Accumulated Surplus or (Deficit)

N/A

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$10,000.00
Utilities and Telephone	\$0.00



Item	Amount (\$)
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$10,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>BC Government Grants</b>	\$11,756,583.00

**Amount Your Society will Provide:** \$237,104.00

**Total Proposed Budget:** \$12,003,687.00

### Grant Recommendations

**Recommended Amount:** \$0.00

#### **Purpose:**

Grant funding towards office rent for its Health Equipment Loan Program (HELP) facility in Richmond. The program loans out approximately 11,176 articles of medical equipment mostly to seniors.

#### **Recommendation:**

Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.

#### **Grant Conditions:**

N/A

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**Society:** The Kehila Society of Richmond

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Community Outreach Food Subsidization

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 25000.00+

**Richmond Residents:** 100%

### Grant Request Summary

The funds we hope to receive would be used to assist in the following ways: 1. To continue to run and serve a meals on wheels program that feeds approximately 250 meals per week. This user group is a mixed demographic of seniors , families and those who have been affected by illness in a variety of ways, hospital out patients and anyone in need. 2. To continue to contribute gift cards to the homeless for local food venues to purchase a meal 3. To assist with St Albans Church Outreach project for those who are most at risk such as Shut ins, isolated and the street entrenched 4. We are also continue to have some social educational programs on Zoom for those that can access. Programs are such as Slip and Fall, music , Political discussions and programs with the Library.

### Richmond Services Received by Your Organization

We receive no city funding at all other than this application

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	175,000.00	187,000.00
Total Expenses	179,000.00	188,000.00
Annual Surplus or (Deficit)	(5,350.00)	(355.00)
Accumulated Surplus or (Deficit)	(5,350.00)	(355.00)

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** the cost of food is rising and making it harder to make ends meet. Additionally it

was based on donation timing .

**Current Year** the cost of food is getting increasingly harder to be cost effective

#### Explanation for Accumulated Surplus or (Deficit)

based on the rising cost of food we are incurring more costs

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$5,000.00	Health, Social & Safety
2022	\$5,000.00	Health, Social & Safety
2021	\$3,000.00	Health, Social & Safety

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Food costs	\$4,000.00
<b>Total:</b>	<b>\$5,000.00</b>

## Financial Assistance From Other Sources (if applicable)

Item	Amount
Jewish Federation of Greater Vancouver	\$6,000.00

**Amount Your Society will Provide:** \$10,000.00

**Total Proposed Budget:** \$5,000.00

## Grant Recommendations

**Recommended Amount:** \$5,000.00

### Purpose:

Grant funding towards food costs and supplies for its community food outreach initiatives, such as a meals-on-wheels program that serves approximately 250 meals per week to seniors, families, those who have been affected by illness, and anyone in need.

### Recommendation:

The recommendation is for the full amount requested.

### Grant Conditions:

N/A

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**Society:** THE SOCIETY OF ST. VINCENT DE PAUL VANCOUVER ARCHDIOCESAN  
CENTRAL COUNCIL

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$10,000.00

**Proposal Title:** Table for All Community Meals at St. Joseph the Worker Catholic Parish

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if  
applicable):**

**End Date (if  
applicable):**

**Number To Be  
Served:** 100

**Richmond  
Residents:** 75

### Grant Request Summary

In summary, we provide meals, both sit down and outreach, for people who are down and out, within our parish area. The parishioners will also contribute in terms of cash donations and service. This will contribute to feed the hungry and the needy within the Parish area in the City of Richmond.

### Richmond Services Received by Your Organization

Not that we are aware for this program specifically, as our parish may have received other grants or contributions from the city of Richmond. Overall, we are fairly independent part of the Roman Catholic Diocese of Vancouver.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	316,445.00	235,000.00
Total Expenses	368,685.00	235,000.00
Annual Surplus or (Deficit)	(47,760.00)	0.00
Accumulated Surplus or (Deficit)	0.00	0.00

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year** In 2022, the deficit of 47,760 was covered by a cash transfer from our investment account set up from the proceeds of the planned sale of the second store on Hastings Street, Vancouver in 2022.

**Current Year** In 2023, we will cover the projected deficit, if any, from the interest earned from the investment account. So we are not forecasting any current year deficit.

**Explanation for Accumulated Surplus or (Deficit)**

If there are any surplus we use the funds to take care of the needy by our parish conferences throughout the lower mainland.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$5,000.00	Health, Social & Safety

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$6,600.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$2,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Food	\$1,400.00
<b>Total:</b>	<b>\$10,000.00</b>

**Financial Assistance From Other Sources (if applicable)**

**Amount Your Society will Provide:**

**\$10,000.00**

**Total Proposed Budget:**

\$25,000.00

### Grant Recommendations

**Recommended Amount:** \$5,125.00

**Purpose:**

Grant funding towards personnel salaries and supplies for its community meal program, which serves approximately 100 sit-down meals per week and 60 take-away meals for distribution to street-entrenched individuals.

**Recommendation:**

The recommendation is for the same level as last year with a cost of living adjustment.

**Grant Conditions:**

N/A

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**Society:** Touchstone Family Association

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Street Smarts Program

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 40

**Richmond Residents:** 40

### Grant Request Summary

A community based program for at risk youth called "StreetSmarts" was established in the community of Richmond in 2008. Many of the youth connected to the program self-identified as having peripheral involvement or being vulnerable to gangs. The aim of the program is to support youth to develop protective factors by providing mentorship through one to one services as well as small group work in order to build resiliency and increase positive leadership attributes.

### Richmond Services Received by Your Organization

Touchstone operates the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$100,700.00 per year.

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	4,587,245.00	4,861,148.00
Total Expenses	4,581,935.00	4,846,587.00
Annual Surplus or (Deficit)	5,310.00	14,561.00
Accumulated Surplus or (Deficit)	601,868.00	569,480.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The surplus was very small and within budget range

**Current Year** The expectation is for a balanced budget with a small surplus



**Explanation for Accumulated Surplus or (Deficit)**

Real estate disposal

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$5,000.00	Health, Social & Safety
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>Total:</b>	<b>\$5,000.00</b>

**Financial Assistance From Other Sources (if applicable)**

Item	Amount
UWBC	\$15,000.00
Ministry of Justice	\$40,000.00

**Amount Your Society will Provide:****\$20,000.00**

**Total Proposed Budget:**

\$5,000.00

### Grant Recommendations

**Recommended Amount:** \$5,000.00

**Purpose:**

Grant funding towards personnel salaries for its Street Smart Program which aims to support at-risk youth, who have peripheral involvement with or vulnerable to gangs, to develop protective factors by providing mentorship and leadership development.

**Recommendation:**

The recommendation is for the full amount requested.

**Grant Conditions:**

N/A

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**Society:** Volunteer Cancer Drivers Society

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$8,000.00

**Proposal Title:** Richmond Cancer Patient Transportation Program

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 650

**Richmond Residents:** 650

### Grant Request Summary

The VCDS is singularly focused to provide complimentary, safe, on time transportation for cancer patients in need to and from their essential treatment. We are founded on the belief that access to and from treatment shouldn't be an additional emotional and financial burden for cancer patients and their families to deal with during their life-threatening journey. Our volunteer drivers, using their own vehicles, transport patients from their homes to treatment facilities in Abbotsford, Vancouver and Surrey and doctors offices, wait for them during treatment and provide the return trip home. There is no other complementary cancer transportation program available to Richmond cancer patients in need. we are often their only viable option. Patients who miss radiation therapy are stressed and have an increased risk of their disease returning Out of pocket transportation for treatment and related expenses is a significant burden for cancer patients.

### Richmond Services Received by Your Organization

N/A

### FINANCIAL INFORMATION

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	736,907.00	632,664.00
Total Expenses	682,986.00	627,591.00
Annual Surplus or (Deficit)	53,921.00	5,074.00
Accumulated Surplus or (Deficit)	53,921.00	5,074.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The all-volunteer VCDS is entirely dependent on donations and grants from foundations, cities, the business community, service clubs, first responders, the public and our volunteers to fund our service. Patient demand for transportation continues to grow (27% this year as of end of Sep). Both income and costs are not precisely predictable and to an extent beyond our control. We expect to double our current annual patient rides to over 60,000 in the next 5 years. Our budget will approach 1,000,000. To ensure future sustainability of our service we have created and contribute annual surpluses to the VCDS Endowment Fund administered by the Vancouver Foundation.

**Current Year** Income statement above to July 31 2023

### Explanation for Accumulated Surplus or (Deficit)

As above for 2022

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Volunteer Driver vehicle expense -\$ 26,910 allocated costs Operational support - \$3,060 Fundraising -\$1,510 Administration - \$1,680	\$33,160.00
<b>Total:</b>	<b>\$33,160.00</b>

## Financial Assistance From Other Sources (if applicable)

Item	Amount
Grand Lodge of British Columbia and Yukon (Freemasons)	\$8,000.00

**Amount Your Society will Provide:** \$17,000.00

**Total Proposed Budget:** \$33,000.00

## Grant Recommendations

**Recommended Amount:** \$0.00

### **Purpose:**

Grant funding towards transportation expenses for its Richmond Cancer Patient Transportation Program, which provides complimentary and safe transportation for cancer patients in need to and from their treatments.

### **Recommendation:**

Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.

### **Grant Conditions:**

N/A

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**Society:** Young Women's Christian Association

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** YWCA Guide to High School

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 555

**Richmond Residents:** 30

### Grant Request Summary

Summary of the program: YWCA Guide to High School is a gender-inclusive youth education program that supports young people to make healthy and positive social, emotional and educational transitions into high school. Designed in consultation with the school districts, the primary intended outcome of this program is that students have increased knowledge and skills to successfully transition to high school, and to thrive in the classroom and beyond. This includes learning about personal empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies and positive identity. For many young people, the transition from elementary school to high school is challenging and complicated. Concerns about changes in work load and school environment, different friend dynamics, new social pressures and increased responsibilities can make this time feel overwhelming. Due in part to the recent COVID-19 pandemic, many youth are reporting that social anxieties have been exacerbated and their sense of loneliness has increased. Target Group: YWCA Guide to High School is delivered by YWCA staff and supported by volunteer high school and adult mentors. The program is delivered in person, reaching an expected 555 students across Richmond, Vancouver, Burnaby and Surrey in 2023 with 30 of these being from H.J. Cambie Secondary School in Richmond. We understand that the City of Richmond's mission is to protect and enhance the opportunities for its current and future generations, and believe that the integration of YWCA Guide to High School into the Richmond School District will help the future generation of high school students to maximize their educational experience and opportunity. YWCA Guide to High School also aligns with the City of Richmond's 'Youth Strategy 2022-2032' by centering the voice of young people on its program and listening to what they need to feel safe and valued. Guide to High School is delivered over three eight-week terms each year, in fall, spring and summer. The program welcomes at-risk youth who often face a range of circumstances, including those experiencing mental health challenges, newcomers to Canada, racialized youth and young people questioning gender identity and sexuality. Participants are referred to the program by partner school districts and community

organizations. Additionally, parents and caregivers can register their children in the program directly online. Activities and Community Benefits: The YWCA Guide to High School program helps youth thrive as they enter a critical developmental juncture in their lives by providing positive role models, tools and education that foster personal development, healthy self-esteem and healthy relationships. The curriculum is informed by the YWCA's 20 years of experience delivering youth education programming. We use an innovative intergenerational mentorship model to reinforce respect, empathy, teamwork and positive conflict resolution among other positive traits and behaviours. Each group receives guidance from a YWCA program staff facilitator and high school and adult volunteer mentors. Volunteers are selected for their ability to act as role models, and who demonstrate the benefits of making positive life choices. A number of these mentors were once program participants themselves. Interactive sessions of 90 minutes run once a week for eight weeks, covering topics that include media and social media, digital citizenship, healthy living and stress management, healthy friendship and challenges, identity and high school Q&A. This year Guide to High School staff have introduced a needs ask each week, which provides a space for students to share if there is anything affecting their ability to participate in the session. The intention is to encourage students to recognize, and be able to communicate about, their mental health needs. Another adaptation for this year is the use of a differentiated plenary activity to be more inclusive of multiple intelligences. During sessions, students are actively engaged through games, polls and quizzes. Participants also receive a robust take home curriculum and optional independent activities to support their learning in the program. Families receive a Family Chat-Time Booklet with discussion questions and resources to explore together at home.

### Richmond Services Received by Your Organization

N/A

## FINANCIAL INFORMATION

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	44,536,705.00	48,720,351.00
Total Expenses	44,536,705.00	48,720,351.00
Annual Surplus or (Deficit)	0.00	0.00
Accumulated Surplus or (Deficit)	0.00	0.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** N/A

**Current Year** N/A

### Explanation for Accumulated Surplus or (Deficit)

N/A

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$4,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>Total:</b>	<b>\$5,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
The Amir and Yasmin Virani Family Foundation	\$10,000.00
BC Gaming Community Grant	\$100,000.00
The Cedrus Foundation	\$15,000.00

### If You Have More Than 3 Funding Sources, Please Provide Additional Information Below

AFL - \$5,000 - Confirmed Harv Phandal Dhanda - \$5,000 - Confirmed YWCA Women of Distinction Raffle proceeds - \$21,735 - Confirmed City of Surrey - \$4,000 - Applied Foundations, organizations, individuals - \$420,777 - Unconfirmed The 2023 budget for YWCA Guide to High School is \$562,512. The Richmond portion of this expense is \$30,376. All revenue for the program will be shared across the expenses including on salaries, program supplies, volunteer costs, administration, insurance, equipment, purchased services, organizational shared costs (such as: purchasing, accounting, HR, IT,



fund raising and marketing) and a sustainability fund which supports the long-term sustainability of the YWCA and ensure the long-term viability of youth leadership programs.

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$5,000.00

### Grant Recommendations

**Recommended Amount:** \$0.00

**Purpose:**

Grant funding towards personnel salaries and supplies for its YWCA Guide to High School Program which supports young people to make healthy and positive social, emotional and educational transitions into high school.

**Recommendation:**

Due to the number of applications received and the limited funds available, the recommendation is to decline the funding request at this time.

**Grant Conditions:**

N/A

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# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 3, 2024

**From:** Todd Gross  
Director, Parks Services

**File:** 11-7200-20-01/2023-  
Vol 01

**Re:** 2024 Environmental Enhancement Grants

### Staff Recommendation

1. That the 2024 Environmental Enhancement Grants be awarded for the recommended amount of \$37,303 as identified in Attachment 1 of the staff report titled "2024 Environmental Enhancement Grants", dated January 3 2024, from the Director, Parks Services; and
2. That the grant funds be disbursed accordingly following Council approval.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

The City Grant Program was established to assist non-profit community organizations and individuals in the delivery of programs and services that primarily benefit Richmond residents. Richmond City Council has the authority to provide financial assistance to community organizations and individuals under the *Local Government Act*.

This report outlines the 2024 Environmental Enhancement Grant Program process, and provides grant recommendations.

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

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

*1.3 Increase the reach of communication and engagement efforts to connect with Richmond's diverse community.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

*5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.*

*5.2 Support the preservation and enhancement of Richmond's natural environment.*

*5.4 Support agriculture and local food systems to enhance food security.*

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

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

*6.2 Enhance the City's network of parks, trails and open spaces.*

*6.4 Support vulnerable populations through collaborative and sustainable programs and services.*

### Background

#### 2024 Environmental Enhancement Grant Budget

The 2024 Environmental Enhancement Grant (EEG) budget is \$37,303. This includes a Cost of Living increase over last year's budget as per City Grant Program Policy 3712.

### Application Process and Applications Received

In September 2023, announcements were posted on the City’s website, social media channels, Community Services e-newsletter and in a press release, advising the public that applications were being accepted for the 2024 City Grant Program from September 13 to October 18, 2023. A link to the City’s website was provided for further information, including access to the EEG application. Previous grant applicants from the past two years were also directly notified that the online application system was open for submissions.

In the Environmental Enhancement category, a total of 18 applications were received for an aggregate request of \$38,150. The following table provides a summary of the number and type of applications received and approved for the past two years, along with the number of grants recommended for 2024.

*Table 1: Applications, Requests, Grants Approved and Recommendations*

<b>2022–2023 Applications, Requests, Grants Approved and Recommendations*</b>			<b>2024 Recommendations*</b>
<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Total number of applicants	21	26	18
New applicants	21	15	2
Non-profit applicants	19	19	16
Individual applicants	2	7	2
Grant not recommended (did not meet criteria)	4	0	0
Partial amount of request recommended	2	20	1
Full amount of request recommended	15	6	17
Total amount requested	\$44,400	\$50,250	\$38,150
Total budget	\$35,000	\$36,393	\$37,303
<b>Total EEG funds recommended</b>	<b>\$35,000</b>	<b>\$36,393</b>	<b>\$37,303</b>

\*Some categories overlap, numbers are not meant to be totaled.

A table outlining the 2024 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each application as well as staff recommendations are provided in Attachment 2. As the contents of these summary sheets are generated verbatim from the applicants’ submissions, they replicate any errors or omissions made by the applicants.

### Individual/Non-profit Organizations Grant Requests

There are two application streams for EEG:

- Individual requests (\$500 or less); and
- Non-profit organizations requests (\$2,500 or less).

This year, two individuals and 16 non-profit organizations applied for the grant.

## Analysis

### Application Review Process

The Environmental Enhancement Grant (EEG) Review Committee reviewed the applications against scoring criteria (Attachment 3) that were developed based on the existing City of Richmond EEG Guidelines (Attachment 4), as well as the City Grant Program. Each application was pre-screened for eligibility and evaluated on 20 Likert scale statements, specifically a five-point range from Strongly Disagree to Strongly Agree, regarding the applicant and its grant proposal's impact on the environment, community impact and engagement, budget, and the quality of the application itself.

### 2024 Grant Recommendations

All 18 grant applicants are recommended for the EEG funding based on the City Grant Program Policy 3712, City of Richmond EEG Guidelines and previous final reports from repeat applicants. As the total amount requested by all applicants was only slightly higher than the 2024 EEG budget, full assistance has been recommended for a majority of the applicants with partial funding recommended for one.

Reasons for recommending partial funding include, but are not limited to, the following:

- Insufficient community benefit demonstrated;
- Other funding partners have not been sought;
- Lack of partnerships; and
- Quality, including completeness, of the application.

## Financial Impact

The 2024 Environmental Enhancement Grants budget of \$37,303 was approved as part of the City's 2024 Operating Budget. A total of \$37,303 in allocations is being recommended for the 2024 EEG, subject to City Council's approval.

## Conclusion

The Environmental Enhancement Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations and individuals that seek to enhance Richmond's environment. The projects proposed serve to improve Richmond's parks and open spaces and directly connect residents to the importance of creating and maintaining an environmentally healthy city.

Staff recommend that the 2024 Environmental Enhancement Grants be allocated as indicated in Attachment 1, for the benefit of Richmond residents.



Emily Sargent  
Coordinator – Nature Park  
(604-238-6184)

- Att. 1: 2024 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations
- 2: 2024 Environmental Enhancement Grant – Applications
- 3: 2024 Environmental Enhancement Grant – Scoring Criteria
- 4: 2024 Environmental Enhancement Grant – Guidelines

<b>2024 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations</b>					
<b>Applicant</b>	<b>2023 Grant</b>	<b>2024 Request</b>	<b>2024 Recommended</b>	<b>Application Summary</b>	<b>See Att. 2 Page No.</b>
Richmond Nature Park Society	\$2,500	\$2,500	\$2,500	Engage Richmond residents in hands-on environmental education activities and improve bog habitat by removing invasive blueberry shrubs from conservation areas. 3D art pieces will be commissioned by a local artist out of the pulled blueberry branches to sustainably create a vibrant display for all to enjoy.	Pages 3–9
Garden City Conservation Society	N/A	\$2,500	\$2,500	Three environmental enhancement projects: 1. Conduct a baseline bird diversity survey at Terra Nova Rural Park on the newly planted Miyawaki forest. 2. Removal of high bush blueberry and European birch trees from the natural areas at Garden City Lands. 3. Engage Richmond residents in a Citizen Science Natural Dye workshop at Garden City Lands.	Pages 10–16
London Heritage Farm Society	N/A	\$2,500	\$2,500	Support for pollinator species will be provided by expanding the hives onsite at London Heritage Farm. The grant will support four new nucleus colonies, educational signage for the public, improvements to existing hives and better supplies to prevent disease.	Pages 17–22
The Minoru Seniors Society	\$843	\$2,500	\$2,500	Engage members of Minoru Seniors Society by adding raised garden beds on the	Pages 23–29

<b>2024 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations</b>					
<b>Applicant</b>	<b>2023 Grant</b>	<b>2024 Request</b>	<b>2024 Recommended</b>	<b>Application Summary</b>	<b>See Att. 2 Page No.</b>
				west plaza for pollinator habitat, food production and environmental stewardship activities. This project expands on the Environmental Enhancement grant provided in 2023.	
East Richmond Community Association	\$2,200	\$2,500	\$2,500	Creation of additional raised garden beds and a community clean-up kit to support intergenerational programs that have a focus on agricultural sustainability and the local park environment.	Pages 30–36
Urban Bounty	\$1,250	\$2,500	\$2,500	Creation of a pilot hedgerow program at Cook Community Garden to increase biodiversity and carbon sequestration, provide landscape connectivity and character maintenance, and regulate water flux. Educational workshops on hedgerow gardening practices will be offered to the public.	Pages 37–43
Hamilton Community Association	\$1,500	\$2,500	\$2,500	A series of interactive and educational Earth Day workshops will be offered to the Hamilton Community. Programming will be offered to all ages and will focus on environmental protection, conservation, and upcycling,	Pages 44–50
Green Teams of Canada	\$2,500	\$2,500	\$2,500	Engage Richmond residents in hands-on environmental education activities and improve a natural area/park of the City's choosing	Pages 51–57



<b>2024 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations</b>					
<b>Applicant</b>	<b>2023 Grant</b>	<b>2024 Request</b>	<b>2024 Recommended</b>	<b>Application Summary</b>	<b>See Att. 2 Page No.</b>
				through the removal of Himalayan Blackberry bushes in order to increase biodiversity and promote responsible usage of the area.	
Rabbitats Rescue Society	N/A	\$2,500	\$2,500	Advocacy and educational campaign focusing on containment of domestic rabbits in Richmond to reduce abandonment. Education will focus on low-maintenance care and housing options for both rural and urban settings.	Pages 58–64
Thompson Community Association	\$2,400	\$1,200	\$1,200	Continued work on the micro food forest adjacent to the Edwardian Cottage in Terra Nova Rural Park through native tree and shrub plantings and removal of invasive species. Plans also include a small woodchip path through the established plantings, educational signage and equipment to facilitate food harvesting.	Pages 65–71
The Sharing Farm Society	\$1,900	\$2,500	\$2,500	As a working farm, the Sharing Farm’s harvests are intimately linked to the health of pollinator populations. The project would increase plantings of cover crops and pollinator-friendly species and includes interpretive signage about soil health, benefits to pollinators, and sequestering carbon. Educational workshops for volunteers and community	Pages 72–78

<b>2024 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations</b>					
<b>Applicant</b>	<b>2023 Grant</b>	<b>2024 Request</b>	<b>2024 Recommended</b>	<b>Application Summary</b>	<b>See Att. 2 Page No.</b>
				members on native plant and beneficial insect habitat have also been proposed.	
10th Richmond Sea Scouts	\$2,400	\$1,000	\$1,000	Enhance Richmond's natural environment through the planting of 60–80 native trees in a Richmond park resulting in increased shelter, food and security for local birds and animals.	Pages 79–85
WS Immigrant & Multicultural Services Society	\$1,000	\$2,500	\$1,653	Invite members of the community to actively participate in 10 cleanups comprising of both shorelines and streets throughout Richmond to enhance coastal ecological health and create awareness of Richmond's parks and open spaces.	Pages 86–92
Greenseeds Music Society	\$750	\$2,500	\$2,500	Provide community engagement programming in Richmond parks focused on local wildlife and environmental stewardship, with an emphasis on pollinators. Activities include educational workshops, art installations, live performances, and storytelling.	Pages 93–99
Richmond Garden Club	\$1,800	\$2,500	\$2,500	Enhance habitat for wildlife and pollinators in Paulik Park by planting native and drought-resistant plants. This project supports increased stewardship opportunities as the prep work, planting and ongoing maintenance of the newly	Pages 100–106

<b>2024 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations</b>					
<b>Applicant</b>	<b>2023 Grant</b>	<b>2024 Request</b>	<b>2024 Recommended</b>	<b>Application Summary</b>	<b>See Att. 2 Page No.</b>
				planted areas that will be done by volunteers.	
Birds Canada	\$2,350	\$2,450	\$2,450	Enhance monitoring and education of shorebirds in Richmond by Indigenous community members through organized bird surveys and data collection events. Bird survey data will be shared with the City and will help create a baseline for future monitoring of Richmond's river channels.	Pages 107–113
Steveston-London Secondary Eco Team	N/A	\$500	\$500	Creation of a pollinator garden at Steveston-London Secondary to engage youth in environmental stewardship activities, contribute to a healthy, diverse and functioning ecosystem, and to build awareness for the vital role that pollinators play in our environment.	Pages 114–119
Sue Tian	N/A	\$500	\$500	Educational opportunity for Richmond residents to participate in a one-day workshop focusing on hands on activities about nature and urban wildlife. Participants will learn ways to go paperless through eco-friendly actions and green-living recommendations to support the City's circular economy principles.	Pages 120–125
<b>Totals for 2024</b>		<b>\$38,150</b>	<b>\$37,303</b>		
<b>2024 EEG Grant Budget</b>			<b>\$37,303</b>		
<b>Remaining Funds</b>			<b>\$0</b>		



# 2024 ENVIRONMENTAL ENHANCEMENT GRANT APPLICATIONS

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For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Richmond Nature Park Society

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Brenda **Last Name:** Bartley-Smith

**Title/Society Role (Optional):** President

**Address:** 11851 Westminster Highway

**City:** Richmond **Province:** BC **Postal Code:** V6X 1B4

**Phone No.:** (604) 238-6188 **Email:** nature@richmond.ca

#### Co-Applicant

**First Name:** Reinaldo **Last Name:** Cheng

**Title/Society Role (Optional):** Director

**Address:** 11851 Westminster Highway

**City:** Richmond **Province:** BC **Postal Code:** V6X 1B4

**Phone No.:** (604) 238-6188 **Email:** nature@richmond.ca

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Artful Blueberry Removal Project **Amount Requested:** \$ 2,500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

The Richmond Nature Park faces a challenge as domestic blueberry shrubs have overrun the area, crowding out indigenous plants like Labrador Tea, Bog Laurel, Wild Blueberry, Sundew, and Bog Cranberry. However, dedicated staff and volunteers are determined to restore and conserve these remnants from the last Ice Age.

To clear space for native bog plants to thrive, they require essential supplies such as industrial-strength tarps and tools for uprooting the invasive blueberry shrubs. The objective is not only to clear the area but to do so efficiently and sustainably, avoiding waste of valuable resources.

In a creative and community-focused move, the Richmond Nature Park Society plans to commission an artist. The artist will transform the removed blueberry branches and twigs into whimsical 3D art pieces. This unique initiative aims to engage the community, making the park a vibrant space for all to enjoy.

The project represents an innovative approach to conservation, fostering a stronger bond between the natural environment and the people who appreciate and cherish it. By combining restoration efforts with art and community involvement, the Richmond Nature Park Society hopes to create a harmonious balance between nature and human interaction.

**Where in Richmond will your project take place?**

Richmond Nature Park

**Anticipated Start Date:** 04/01/2024 **Anticipated End Date:** 09/30/2024

**Number to be Served:** 200

**How many will be Richmond residents?** 200

**How will these numbers be determined?**

Staff will keep track of number of volunteers and number of hours.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

No other CoR services.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☒ Other: Creation of whimsical art pieces led by an artist and park visitors.

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 500.00	Art supplies (twine, construction paper ...)
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 1,450.00	Tarps, tools and refreshments for volunteers.
Marketing and Promotion	\$ 100.00	Posters
Honorarium (up to \$350)	\$ 350.00	Instructor honorarium
Insurance	\$ 0.00	
Other, provide details (optional):	\$ 100.00	Refreshments for volunteers
<b>Total:</b>	<b>\$ 2,500.00</b>	



### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 500.00
Total:	\$ 3,000.00

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 86,472.79	\$ 62,182.47
Total Expenses	\$ 88,109.71	\$ 93,489.70
Annual Surplus or (Deficit)	(\$ 1,686.92)	(\$ 31,257.23)
Accumulated Surplus or (Deficit)	\$ 200,849.50	\$ 169,592.27

**Explanation for Annual Surplus or (Deficit)****Last Complete Year**

Small deficit resulting from lower revenues due to the pandemic.

**Current Year**

This is only 3/4 through our year, there are lots of revenues yet to be recorded.

**Explanation for Accumulated Surplus or (Deficit)**

Over time the Richmond Nature Park Society (RNPS) has carefully set aside funds to help create new programs and initiatives.

**☒ Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

**☐ Attach Operating Budget for current year.**

**Society Number:** S11581

**Charitable Number (Optional):** 898746938RR      **Date of Incorporation** 05/09/1975

**Society Website (Optional):** \_\_\_\_\_

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☐ Yes

☒ No

**If yes, please list your partner(s).**

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Richmond Nature Park Society Facebook and Instagram postings. Richmond Nature Park posters and signage. City of Richmond's Richmond Nature Park website.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

We have a dedicated team of directors, staff, and volunteers. We have hosted various community events like school education programs, public nature presentations, and artist-in-the-park workshops.

**How will you measure the short-term and long-term effects of your project?**

Blueberry Clearing: Measure of short term effect by how much area is cleared of blueberry shrubs. Measure of long term effects by marking of initially cleared area, then observation and documentation of growth of bog plants versus blueberry shrubs.

Art Project: Measure of short term effect by number of art installations completed, and participation numbers from park visitors. Measure of long term effect by observation of the longevity of art installation.

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Brenda Last Name: Bartley-Smith

Society Role: President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Signing Officer 2

First Name: Reinaldo Last Name: Cheng

Society Role: Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Artful Blueberry Removal Project.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Garden City Conservation Society (GCCS)

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Sharon **Last Name:** MacGougan

**Title/Society Role (Optional):** President

**Address:** 7411 Ash Street

**City:** Richmond **Province:** BC **Postal Code:** V6Y2R9

**Phone No.:** (604) 618-8866 **Email:** sharonmacg@telus.net

#### Co-Applicant

**First Name:** **Last Name:**

**Title/Society Role (Optional):**

**Address:**

**City:** **Province:** **Postal Code:**

**Phone No.:** **Email:**

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Bird Diversity Baseline Survey/other **Amount Requested:** \$ 2,500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

##### Project 1. Bird Diversity Baseline Survey

Baseline survey of bird activity on two (almost) side by side sites at Terra Nova Rural Park: one is a biodiverse Miyawaki forest planting, the other is a traditional tree planting. Four visits by Birds Canada to perform baseline bird surveys and deploy one remote camera at each site to detect birds and mammals: May, July, November and January @ \$250 each = \$1,000. Two days of data analysis and production of a bird and mammal diversity report: \$500. Total: \$1,500. (In-kind match by Birds Canada: 2 x Remote trail camera, batteries, cameras and lock, and memory card @ \$500 each = \$1,000).

##### Project 2. Invasive Removal on Garden City Lands (GCL) Bog

Removal (clipping) of high bush blueberry and European birch from the un-mowed area of the bog, west of the dyke. The work would be undertaken by the 10th Sea Scouts and be directed by the GCCS and KPU (Dr. Mike Bomford). Materials: \$500

##### Project 3. Citizen Science Natural Dye Workshop on the GCL

Purpose: to protect a blue-listed rare plant, the Vancouver Island Beggars-tick, on the GCL by harvesting its common variety competitor, the Devil's Beggars-tick. Then using its flowers to produce a natural dye and the teaching of how to dye (natural) fabric. Materials: \$250

**Where in Richmond will your project take place?**

Terra Nova Rural Park and the Garden City Lands

**Anticipated Start Date:** 01/05/2024 **Anticipated End Date:** 01/01/2025

**Number to be Served:** P#1. all stakeholders P#2. 40 persons P#3. 20-30 persons

**How many will be Richmond residents?** all/majority will be Richmond residents

**How will these numbers be determined?**

Count of participants

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

None.

## Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☒ Other: Creates a baseline survey of biodiversity as it relates to bird populations in Richmond

## Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$250	white vinegar, cream of tartar, iron mordant, dye fixative, natural fabric
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$500	hand clippers, large pot, electric element
Marketing and Promotion	\$250	visual record of the three projects, and social messaging
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):	\$1500	Birds Canada baseline survey and bird diversity report
<b>Total:</b>	<b>\$2500.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

That would be dependant on the amount that was given and which project would be prioritized.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	\$ 0.00
Total:	\$ 2,500.00

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$1451	\$14,019
Total Expenses	\$1534	\$14,452
Annual Surplus or (Deficit)	-83	-433
Accumulated Surplus or (Deficit)	\$3150	\$4,916



**Explanation for Annual Surplus or (Deficit)****Last Complete Year**

Received less donations and memberships.

**Current Year**

Since May 2023 donations and memberships have increased. 2022 to 2023 we had a Tree Canada grant and a smaller grant from Earth Literacies (Miyawaki forest project).

**Explanation for Accumulated Surplus or (Deficit)**

Our balance to date is \$5,785.29.

Note: Our society does not have an operating budget. We are 100% volunteer run and do not have ongoing overhead costs nor any paid staff.

**☒ Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

**☐ Attach Operating Budget for current year.**

**Society Number:** S-0053257

**Charitable Number (Optional):** \_\_\_\_\_ **Date of Incorporation:** 15/02/2008

**Society Website (Optional):** \_\_\_\_\_

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

Birds Canada, Kwantlen Polytechnic University, 10th Sea Scouts

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Social messaging, Richmond News, newsletters, GCCS FB, and partner's social messaging.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

2019, Earth Day ceremonial tree-planting event on the GCL (44 participants). Have hosted Birds Canada workshops and bird walks. Citizen Science sphagnum moss workshops on the GCL with KPU (transplanting and propagation of sphagnum moss). Planted a Miyawaki forest in collaboration with Richmond High School 2022 that included three public engagement events. 10th Sea Scouts have invasive removal experience and Birds Canada is an expert in bird surveys and research.

**How will you measure the short-term and long-term effects of your project?**

We're fortunate to have such great partners to work with. KPU is facilitating research as various initiatives take place around restoration of the GCL bog. This is research helpful to both Richmond but also a wider community. Birds Canada is a research organization so we are confident that the data they provide to us (and stakeholders) will be of long-term value. We feel it's important to have baseline data to fully understand how we are doing in our efforts to restore, enhance and protect Richmond's unique island natural environment.

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Sharon Last Name: MacGougan

Society Role: President

Signature:  Date: 15/10/2023

### Signing Officer 2

First Name: Nica Last Name: Derakhshannia

Society Role: Communications

Signature:  Date: 15/10/2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

### Do you accept these terms and conditions?

☒ Yes ☐ No

## Contact Information

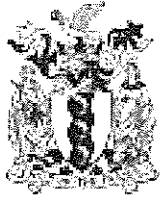
City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for all three environmental enhancement projects: Baseline Bird Survey, Invasive Pull and Citizen Science Workshop.



For assistance in filling out this form, please refer to the Grant Program

Guidelines. **General Information**

**Step 1: Applicant Information**

The following section includes question about the applicant.

**Applicant/Organization Name:** London Heritage Farm Society

**Contact:** Christopher Maddock

Please enter this information carefully. We will use it in future correspondence with you.

**Main Applicant**

**First Name: Last Name:** Christopher Maddock

**Title/Society Role (Optional):** Director and beekeeper

**Address:** 6511 Dyke Road, Richmond, B.C. V7E 3R3

**Phone No.:** 604 852 6900.

**Email:** cdrmaddock@gmail.com

**Co-Applicant**

**First Name: Last Name:**

**Title/Society Role (Optional):**

**Address:**

**City: Province: Postal Code: Phone No.: Email:**

**Step 2: Grant Level Selection**

The following section includes questions about the Grant Proposal.

**Grant Level**

☐ Individual – Up to \$500 ☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant

deadline. – End of Application for Individual Applicants –

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### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

Proposal Title: Amount Requested: \$2,500

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

London Heritage Farm ("LHF") recently reopened its beehouse and apiary, which had been closed for several years. With assistance of a previous grant from the City of Richmond, we were able to establish 7 beehives, on the site which was subsequently built by the city. Unfortunately, 4 of those hives did not survive last winter, resulting in a cost of \$1,450 to replenish those hives with new bees. Partly as a result of 2 unexpected swarms leaving their hives in May, we now have 6 healthy hives going into this winter. To avoid further attrition (50% is not unusual), we need to improve and insulate the existing hives. We also hope to buy better equipment and chemicals for treatment of varroa mites, which are an unfortunate but inevitable reality in all apiaries.

We hope to expand our bee population by adding 4 new nucs in the spring (approximate cost \$1,500). Any remaining funds will be used for replacement hives and equipment.

Where in Richmond will your project take place?

London Heritage Farm

Anticipated Start Date: Anticipated End Date: November, 2023 to December, 2024.

Number to be Served: All visitors to LHF, and adjacent neighbourhood.

How many will be Richmond residents? Most

How will these numbers be determined?

LHF visitor records

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Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

The grounds and buildings at LHF are maintained by City of Richmond, which covers all those costs.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project. ☐ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ xContributes to healthy, diverse and functioning ecosystems.
- ☒ xSupports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☒ xOther: improve local understanding of the importance of bees and pollination.

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting

funding: **Item Amount (\$) Details**

Materials (e.g. plants, soil, amender) \$1,000 (approx)

Program Supplies (e.g. equipment rentals, tools, safety equipment)

Other, provide details

Marketing and Promotion

Bees(\$1,500approx).(optional):

Honorarium (up to \$350)

**Total:nil**

Insurance (all covered)


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### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes ☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	confirmed	Have they funding?	How will the funding be used?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

☐ Yes ☐ No

Total:

Do you require a grant for the full amount requested to implement the proposal? ☐ Yes ☒ No

If you receive a grant for part of the amount requested, how will it be used?

As above, but scaled back.

### Total Proposal Funding

#### Description Amount (\$)

Amount of City Grant Requested \$2,500

Amount Requested from Other Funders nil

Amount You Will Provide As needed, from general budget

Total:

### Society Financial Information

Your Society's Budget Last Complete Year (\$) Current Year (\$) Total Revenue

36235

Total Expenses

36687

Annual Surplus or (Deficit)

Accumulated Surplus or

(Deficit)

2952

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**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year**

See financial statements reviewed by  
Greg Shepard Ltd.

**Current Year**

See financial statements to June 30  
No annual budget prepared. See Feb. 15  
2022 Treasurer's Report

**Explanation for Accumulated Surplus or (Deficit)**

Funds accumulated over the years.

☒ Attach Financial Statements for last year. ~~Not~~

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☐ Attach Operating Budget for current year.

Society Number: 12779

Charitable Number (Optional): Date of Incorporation: 11/10/1998

Society Website (Optional):



## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Diane Brow Last Name: Brow

Society Role: Chair - Board of Directors

Signature: Diane Brow Date: Oct. 11, 2023

### Signing Officer 2

First Name: Jay Last Name: Scott

Society Role: Treasurer - Board of Directors

Signature: Jay Scott Date: Oct 11, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

Recommended Amount: \$2,500

Recommendation: A grant is recommended to support with the full proposed budget for the expansion of hives at London Heritage Farm.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** The Minoru Seniors Society

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Kathleen **Last Name:** Holmes

**Title/Society Role (Optional):** President

**Address:** Minoru Centre for Active Living 7191 Granville Ave

**City:** Richmond **Province:** BC **Postal Code:** V6Y1N9

**Phone No.:** (604) 238-8450 **Email:** seniors@richmond.ca

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

Proposal Title: The Minoru Gardeners Amount Requested: \$ 2 50. 00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

"The Minoru Gardeners" is a volunteer activity run by members of the Minoru Seniors Society. The program creates opportunities for community members, especially seniors 55+, and groups to get involved in the maintenance of existing garden beds and the planning and care of raised garden beds planted with a variety of vegetables and herbs. Volunteer activities include weed control, annual and perennial planting maintenance and general clean up, continued growth includes planting of vegetables and herbs that are used in the Minoru Seniors Society Cafeteria helping to reduce costs while providing nutritious meals to the community. The grant funds will support continued opportunities for seniors to learn new skills and for others to provide leadership through teaching. Involvement in this program encourages members to become stewards of the area, taking pride in the role they play in contributing to the care and enhancement of the environment around the centre. The additional growing space will bring pollinators into the city's centre and provide an opportunity for seniors to tend to and enjoy the harvested food in this community garden.

Wellness is commonly viewed as having seven dimensions: intellectual, physical, social, emotional, spiritual, environmental, and vocational. This initiative aligns with many of the seven dimensions:  
Emotional: gardening improves mood, boosts self esteem stress relief and improves concentration and memory.  
Physical: gardening can be an activity that promotes overall health and physical strength, fitness and flexibility.  
Social: connect with others in the community for a common purpose  
Environmental: supporting the environment around us, integrating wellness into physical environments  
Vocational: provides both leadership, learning opportunities and being productive by helping others

Being a multi-use facility with Fitness, Aquatics and Senior Services the centre attracts approximately 3000 users each day, a program like this creates excitement and involvement for all who become interested. A place to learn a new skill, an opportunity to connect, contribute to our environment, to be proud.

**Where in Richmond will your project take place?**

The Seniors Centre at Minoru Centre

Anticipated Start Date: 01/01/2024 Anticipated End Date: 12/31/2024

Number to be Served: 20+ Seniors

How many will be Richmond residents? 20+

**How will these numbers be determined?**

Connection with staff supporting the program

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

The program is at the Seniors Center at Minoru Centre for Active Living and is supported by City staff.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 1,500.00	Seasonal plants-flowers, bulbs,herbs, vegetables, soil and raised garden beds
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 400.00	Hand tools, hoses, disposal bins and buckets, safety equipment (gloves, eye wear)
Marketing and Promotion	\$ 200.00	Printing and advertising costs
Honorarium (up to \$350)	\$ 350.00	Workshop opportunities for volunteers, focus on community and home gardens.
Insurance		
Other, provide details (optional):	\$ 50.00	Community Leisure Transportation, learning opportunity for volunteers,visit other community gardens Richmond.
<b>Total:</b>	<b>\$ 2,500.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>	<b>\$ 0.00</b>		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

We would use the grant funds in the same way but would just do less, may not be able to offer workshops and may not expand to add additional garden beds.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	\$ 500.00
<b>Total:</b>	<b>\$ 3,000.00</b>

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 530,293.00	\$ 1,077,312.00
Total Expenses	\$ 391,081.00	\$ 1,066,869.00
Annual Surplus or (Deficit)	\$ 98,530.00	\$ 10,443.00
Accumulated Surplus or (Deficit)	\$ 200,698.00	\$ 211,141.00

**Explanation for Annual Surplus or (Deficit)****Last Complete Year**

The Minoru Seniors Society has not returned to full staffing levels since the Pandemic forced them to lay off staff. MSS are building up programs and services but haven't returned staff as they are cautious about finances and possible re-emergence of threats to seniors health which impacts attendance and revenue. The MSS Food Services had a really good year, despite staff shortfalls.

**Current Year**

MSS has only budgeted for a \$10K surplus for their current year as they look to hire new staff positions.

**Explanation for Accumulated Surplus or (Deficit)**

MSS has been very conservative with spending and staffing as they hope to rebuild some reserves lost during the pandemic.

**☒ Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

**☒ Attach Operating Budget for current year.**

**Society Number:** S-21134

**Charitable Number (Optional):** \_\_\_\_\_ **Date of Incorporation** 03/21/1986

**Society Website (Optional):** \_\_\_\_\_

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

The City of Richmond's Parks Department.  
The COR Parks team will hopefully continue to support us in providing training, including education on choosing plants and caring for the existing environment around the facility.

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Minoru Seniors Society newsletter, volunteer recruitment (icanhelp), Richmond News, social media, community partners, workshop opportunities and in-house promotions such as posters and brochures.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

The Minoru Seniors Society provides a wide range of programming opportunities for seniors including over 35 weekly drop-in, low cost activities to Richmond seniors. The Society has a strong history of developing and providing seniors with opportunities to actively participate in community life. The City of Richmond's parks staff have supported us in the planning of this program. With their approval, we have explored the idea of seniors assisting in the care of the centres existing garden beds through the Adopt a Garden program.

**How will you measure the short-term and long-term effects of your project?**

We will measure the effects of the program based on registration numbers and by gathering testimonials from participants in order to understand how the program addresses social isolation and provides enjoyment for 55+ participants. We will track returning participants, track successful outreach initiatives to seniors in the community who may not have access to gardens, and will continue to grow the program to expand garden beds and intergenerational programming in the future.

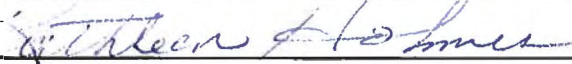
## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Kathleen Last Name: Holmes

Society Role: President

Signature:  Date: October 13, 2023

### Signing Officer 2

First Name: Jim Last Name: Kojima

Society Role: Treasurer

Signature:  Date: Oct 13 / 23

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

Recommended Amount: \$2,500

Recommendation: A grant is recommended to support with the full proposed budget for the Minoru Gardeners project.





For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** East Richmond Community Association

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Anna **Last Name:** Rienstra

**Title/Society Role (Optional):** Community Development Coordinator

**Address:** 12800 Cambie Road

**City:** Richmond **Province:** BC **Postal Code:** V6V 0A9

**Phone No.:** (604) 238-8382 **Email:** arienstra@richmond.ca

#### Co-Applicant

**First Name:** Deanna **Last Name:** Mohr

**Title/Society Role (Optional):** Community Facilities Coordinator (Cambie Community Centre)

**Address:** 12800 Cambie Road

**City:** Richmond **Province:** BC **Postal Code:** V6V 0A9

**Phone No.:** (604) 238-8374 **Email:** dmohr@richmond.ca

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Intergenerational Envi. Programming **Amount Requested:** \$ 2, 500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

The East Richmond Community Association (ERCA) looks to enhance and build upon the environmental programming enacted in 2023 with the Environmental Enhancement Grant. Intergenerational programming provides the framework to do this. With a focus on agricultural sustainability and the local park environments' biodiversity ERCA would like to implement programs that focus on education and actionable sustainability efforts in the community. This includes single-day workshops with take-home elements for participants so that they may continue the practices learned in their own homes.

The current garden plots allow for intergenerational programming as they are maintained by both seniors and children's programs throughout the year as the programs run. (I.e. Preschool programs may plant and tend to seeds in the school year, but garden beds will be maintained by seniors programs in the summer months).

Planned projects include the following:

- Seniors gardening program expansion
- Preschool in-program gardening
- Preschool take-home planting activity
- Preschool and Out of School Care fall pumpkin activities
- Seniors and Community Development intergenerational workshops for seniors and adults
- Community Development clean-up kit maintenance

Participants will see the impact they can have on the environment by learning tangible steps they can take to lead by example, demonstrating environmental stewardship. Real-time results will include take-home pieces for both preschool and adult/seniors programming.

In addition, programs will teach participants how to create beautiful and functioning spaces with preschool planting and adults/seniors composting take-home activities. Adult and seniors workshops will be centered around at-home gardening and sustainable urban agricultural practices, and preschoolers will learn about agriculture and food security. The circular economy will also be highlighted in some of the planned workshops (recycling and composting), and the use of pumpkins by the preschool and out of school care programs.

#### Where in Richmond will your project take place?

Programs will take place at Cambie Community Centre, East Richmond Community Hall, Cambie Community Gardens and in Cambie Community/King George Community Parks.

**Anticipated Start Date:** 04/02/2024 **Anticipated End Date:** 10/31/2024

**Number to be Served:** 250

**How many will be Richmond residents?** 225

**How will these numbers be determined?**

Program registration metrics.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with the City of Richmond and Richmond School District 38.  
Estimated value is \$735,695.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 850.00	Seniors/Preschool/Out of School Care program materials (plants, pumpkins, soil, etc.).
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 550.00	Seniors/Preschool program supplies (tools), clean-up kit maintenance and expansion.
Marketing and Promotion	\$ 100.00	Boosted social media posts and printed advertisements of public programs.
Honorarium (up to \$350)	\$ 250.00	Honorarium for workshop facilitator (through City of Richmond Environmental Programs).
Insurance	\$ 0.00	N/A
Other, provide details (optional):	\$ 750.00	Education - facilitators for workshops led by Urban Bounty (\$350/workshop), \$50 local travel for other workshop facilitator.
<b>Total:</b>	<b>\$ 2,500.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
TD Park People Grant	\$2000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Expand on program supplies and offerings.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>	<b>\$ 2,000.00</b>		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

Monies will be used to offset proposed program costs. If partial funds are received some planned activities may be scaled back.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 2,000.00
Amount You Will Provide	\$ 0.00
<b>Total:</b>	<b>\$ 4,500.00</b>

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 1,137,235.54	\$ 1,348,901.15
Total Expenses	\$ 1,116,659.56	\$ 1,346,321.43
Annual Surplus or (Deficit)	\$ 20,576.56	\$ 2,579.72
Accumulated Surplus or (Deficit)	\$ 382,834.15	\$ 385,413.87

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year**

Increase of program registrations as programs expand with public health regulations.

**Current Year**

Increase of program registrations as programs expand with public health regulations.

**Explanation for Accumulated Surplus or (Deficit)**

For projects and community initiatives still in progress.

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☒ **Attach Operating Budget for current year.**

**Society Number:** S 18934

**Charitable Number (Optional):** N/A **Date of Incorporation** 02/23/ 1984

**Society Website (Optional):** <https://www.richmond.ca/parks-recreation/centres/cambie.htm>

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

City of Richmond's Environmental Programs, and Urban Bounty (have not been contacted yet).

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Registration for workshops will be age-appropriate, dependent on the content of the workshop. Marketing will include print and digital media, including in-centre posters, handbills, TV slides and social media. Materials will also be distributed to community partners for advertisement.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

Cambie Community centre has hosted workshops in partnership with both the City of Richmond's Environmental Programs and Urban Bounty in the past year. Children's and preschool programs include nature exploration and licensed preschool programs utilizing Cambie's community garden raised beds.

**How will you measure the short-term and long-term effects of your project?**

The immediate impact of the project will include metrics and registration numbers from the workshops and programs provided as well as successful stationary projects produced from the workshops and take-home products.

Long-term effects of this project will include the maintenance and continuation of the community garden projects and initiatives taken on by the project. This project will also foster positive intergenerational relationships between members of the East Richmond Community.

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Marie Last Name: Murtagh

Society Role: President, Board Member

Signature: M. Murtagh Date: Sept 29, 2023

### Signing Officer 2

First Name: Erin Last Name: MacPherson

Society Role: Vice President, Board Member

Signature: Erin MacPherson Date: Sept. 29, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Intergenerational Environmental Programs.





For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Urban Bounty

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Grace **Last Name:** Augustinowicz

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** 7611 Ash Street

**City:** Richmond **Province:** BC **Postal Code:** V4P 1C5

**Phone No.:** (604) 244-7377 **Email:** grace@urbanbounty.ca

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*



### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Unlocking the climate potential of hedges **Amount Requested:** \$ 2,500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

Over the next two years, UB will be working in 17 community gardens around Richmond to create the Community Gardens Hedgerow Program. The initiative aims to create a network of garden hedgerows that will assist gardeners in:

- regulating water flux and availability
- increasing carbon sequestration
- landscape connectivity and character maintenance
- contributing to increased biodiversity

Our goal is to create a city-wide program that will support the establishment of narrow hedgerows around the perimeter of community gardens. The hedgerows will include low-maintenance annual and perennial varieties of native species and pollinator plants.

In the first year of the program, we will establish a number of plot trials outside the fences of Cook Community Gardens. The growing impact of the rabbit population and its detrimental effects on food production led to the selection of this site. We will be analyzing the effectiveness of using hedgerows as physical barriers and the use of rabbit-deterrent plant species in addition to monitoring biodiversity parameters. Over the course of the following summer, we will use the findings from these initial trials to build and implement the hedgerow program in community gardens across Richmond.

We will actively involve the community in setup and maintenance duties during the duration of the program. Workshops and guest speakers will educate members to hedgerow gardening practices that are low-cost, easy to use and focuses on increasing resilience in urban gardens. The Community Gardens Hedgerow Program will be the first program of its sort in our region. We anticipate that the findings of these trials will be helpful in informing garden managers and planners about the potential benefits of using hedgerows as strategies for coping with climate change.

**Where in Richmond will your project take place?**

The project will take place in the 17 community gardens managed by Urban Bounty for the City of Richmond

**Anticipated Start Date:** 11/01/2023 **Anticipated End Date:** 11/01/2024

**Number to be Served:** 730

**How many will be Richmond residents?** 730

**How will these numbers be determined?**

This is the number of Richmond residents currently enrolled in the Community Gardens Program, but we hope to involve members of the community and community organizations as well.



Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

\$0.00

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 1,300.00	Terralink Wildflower 1lb = \$61.65 plus tax, quantity needed: 20 lb
Program Supplies (e.g. equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)	\$ 350.00	Staff hours, executive director over site
Insurance		
Other, provide details (optional):	\$ 850.00	Two-three guest speaker, workshop costs (handouts, snacks and beverages), mileage
<b>Total:</b>	<b>\$ 2,500.00</b>	



**Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?**

☒ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>	<b>\$ 0.00</b>		

☐ Yes☒ No

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Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
<b>Total:</b>	<b>\$ 0.00</b>

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		



**Explanation for Annual Surplus or (Deficit)****Last Complete Year**

Annual Deficit 2022: \$21875. We ended the last complete year with a deficit. From lessons learned during the pandemic we worked towards building a surplus to have three months of operating funds to protect the organization from unexpected events. We need to ensure financial stability and longevity to meet our obligations for growing food security demands in the community.

**Current Year**

Annual Surplus 2023: \$37541.29. Fiscal management and responsibility have been steady based on last and current year reporting. Our annual budget has grown three and a half times in the last five years, and it looks like the trajectory continues upward for 2024. After receiving our Federal Charity status, we opted to be audited by Sanders, Russell and Company, and this was to ensure that bookkeeping and accounting aligned

**Explanation for Accumulated Surplus or (Deficit)**

Accumulated Surplus 2022: \$3855. Accumulated Surplus 2023: \$110,072.47. From lessons learned during the pandemic we worked towards building a surplus to have three months of operating funds to protect the organization from unexpected events. This unrestricted financial surplus helps to ensure a quick response to community needs and financial and operational demands to tackle projects that are harder to fund.

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☒ **Attach Operating Budget for current year.**

**Society Number:** S0054738

**Charitable Number (Optional):** 816326094RR001 **Date of Incorporation:** 2/19/2009

**Society Website (Optional):** Urbanbounty.ca



#### Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☐ Yes

☒ No

**If yes, please list your partner(s).**

--

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

--

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

--

**How will you measure the short-term and long-term effects of your project?**

--

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: PHIL Last Name: CARRIGRE  
Society Role: President, Urban Bounty Board of Directors  
Signature: [Signature] Date: October 16, 2023

### Signing Officer 2

First Name: Luther Last Name: Sy  
Society Role: VP, Urban Bounty Board  
Signature: [Signature] Date: 10/16/2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the pilot hedgerow project at Cook Community Garden.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Hamilton Community Association

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Sarah **Last Name:** Kennedy

**Title/Society Role (Optional):** Program Coordinator

**Address:** 5140 Smith Drive

**City:** Richmond **Province:** BC **Postal Code:** V6V 2W5

**Phone No.:** (604) 238-8054 **Email:** skennedy@richmond.ca

#### Co-Applicant

**First Name:** Brendan **Last Name:** Walker

**Title/Society Role (Optional):** Recreation Leader

**Address:** 5140 Smith Drive

**City:** Richmond **Province:** BC **Postal Code:** V6V 2W5

**Phone No.:** (604) 238-8052 **Email:** bwalker@richmond.ca

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*



### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

Proposal Title: Earth Day Activities

Amount Requested: \$ 2,500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

Hamilton is requesting funds to lead a series of Earth Day programs. Potential workshops would align with the theme for Earth Day 2024, Planet vs Plastics. Hamilton Community Association (HCA) feels it is important to support this theme and host workshops that are related to the overall consumption of plastics. Workshops will be hosted at Hamilton Community Centre for all ages to participate. Some ideas of workshops include upcycling classes on fast fashion, soap making and homemade beeswax wraps. By supporting Earth Day 2024, we are able to continue environmental protection and conservation in Richmond. Many plastics are dumped into local bodies of water. Hamilton Community Centre would like to provide the community with resources that can educate participants in the community. An educational presentation by an environmentalist would make participants aware of appropriate plastic disposal. Earthday.org suggests a sixty percent reduction in the production of all plastics by the year 2040. HCA would like to be apart of this movement to restore Richmond's natural environment and support a healthy planet at large. In spring of 2023, HCA engaged in Earth Day activities that supported conservation in the community of Hamilton. Hamilton Community Centre hosted terrarium building workshops, harvesting honey workshops, upcycling craft workshops and backyard composting. We continued to support community engagement through a community cleanup event hosted around the community of Hamilton. Community members cleaned up Hamilton Community Park, McLean Park and other areas of the Hamilton community. There were fifty-three participants registered to participate in these events. This year, we hope to increase our registration numbers to educate more people in our community on the conservation of Richmond. The HCA wants to be involved in the protection of our planet and how we can make an impact in our local community.

**Where in Richmond will your project take place?**

Hamilton Community Centre

**Anticipated Start Date:** 04/20/2024

**Anticipated End Date:** 04/22/2024

**Number to be Served:** 70

**How many will be Richmond residents?** 70

**How will these numbers be determined?**

Registration will be required for all workshops.



**Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).**

Hamilton Community Association uses the Hamilton Community Centre for it's services. This is a city owned recreation facility. There are fifteen city staff that work out of this facility. This includes front desk staff, programmers and building service workers.

### Community Benefits

**Explain how your grant will meet the following objectives (check all that are applicable).**

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

**Indicate how the proposed grant will be used, and please provide details of items requesting funding:**

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 600.00	Materials that may be needed by contractors for the workshops.
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 600.00	This will include any supplies requested by contractors.
Marketing and Promotion	\$ 100.00	Boosted posts on Instagram and Facebook.
Honorarium (up to \$350)	\$ 1,200.00	To be split between contractors hired to run workshops.
Insurance	\$ 0.00	
Other, provide details (optional):		
<b>Total:</b>	<b>\$ 2,500.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>	<b>\$ 0.00</b>		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

If Hamilton Community Association receives part of the amount requested, Earth Day activities will still occur. The proposed workshops may have to be scaled down to ensure there are sufficient funds to run and support honorariums for contractors.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	\$ 0.00
<b>Total:</b>	<b>\$ 2,500.00</b>

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 736,510.87	\$ 733,585.60
Total Expenses	\$ 662,288.76	\$ 726,009.75
Annual Surplus or (Deficit)	\$ 74,222.11	\$ 7,575.85
Accumulated Surplus or (Deficit)	\$ 708,633.50	\$ 716,209.35

## Explanation for Annual Surplus or (Deficit)

### Last Complete Year

Licensed childcare, preschool, fitness, and seasonal programs generate revenue that has contributed to the annual surplus from the last complete fiscal year. Sport drop-in programs have increased in attendance since the pandemic. This has increased revenue from previous years and added to the associations overall surplus. The covid-19 pandemic had lowered sport drop-in attendance during previous fiscal years. The revenue generated in this program has helped offset the losses in other areas such as seniors programs, youth programs and community events.

### Current Year

The increase in wages and hours for association staff has anticipated a reasonable surplus of \$7,575.85.

## Explanation for Accumulated Surplus or (Deficit)

During each fiscal year the Associations surplus accumulates based on revenue generated in programs. The surplus is redistributed back into our programs and events. It helps offset losses in program areas such as events, seniors and youth. Accumulated surplus is also used towards upgrades within the facility. This past year, the surplus was used to purchase new sports equipment, treadmills and elliptical machines for the fitness centre. The association also invested in staff and increased the hours for the Program Coordinator position. Hours were increased from 20 to 35 hours a week, making it a full time position.

### ☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

### ☒ Attach Operating Budget for current year.

Society Number: S 020867

Charitable Number (Optional): 139301451 Date of Incorporation 01/22/1992

Society Website (Optional): <https://www.richmond.ca/parks-recreation/centres/hamiltoncentre.htm>

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☐ Yes

☒ No

**If yes, please list your partner(s).**

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

**How will you measure the short-term and long-term effects of your project?**

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: DANNY Last Name: YU

Society Role: DIRECTOR

Signature: [Signature] Date: OCT 17, 2023

### Signing Officer 2

First Name: Maggie Last Name: Sze

Society Role: Director

Signature: [Signature] Date: Oct. 17, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

Recommended Amount: \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Earth Day Activities for the Hamilton Community.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Green Teams of Canada

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Ashton **Last Name:** Kerr

**Title/Society Role (Optional):** Program Manager, Lower Mainland Green Team

**Address:** Unit 218 - 676 West 6th Ave

**City:** Vancouver **Province:** BC **Postal Code:** V5Z 1A3

**Phone No.:** (778) 968-2693 **Email:** ashton@greenteamsCanada.ca

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

## Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

### Grant Information

**Proposal Title:** Building Community through Restoration    **Amount Requested:** \$ 2,500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

Green Teams of Canada (GTC) is seeking support from the Richmond Environmental Enhancement Grant for its Lower Mainland Green Team (LMGT) to run one hands-on environmental education activity removing invasive plants in a natural area/park of the City's choosing. This project will instil hope, connect and empower Richmond residents, including youth and those who are under-represented in stewardship, to become lifelong environmental stewards, prioritize health and well-being, and enable them to take care of each other and the places they live.

This project will provide direct benefits for Richmond including:

- More opportunities for Richmond residents, especially youth, to engage in inclusive, educational, community building activities that have a positive environmental impact
- Improvement of natural areas through the removal of 3+ cubic metres of invasive plants to increase biodiversity and promotion of responsible usage
- Increased public education and action on the threat of invasive plants and climate change
- Additional capacity for park staff to conduct conservation work
- Positive media exposure for the City
- Increased environmental stewardship among residents

20+ community members from various backgrounds, mostly aged 12-40 and from Richmond, will be engaged and contribute 60+ volunteer hours. It is estimated that 50% will be introduced to stewardship activities and 40% will be introduced to the natural area. These community members will:

- Develop a sense of belonging to community and place, enabling them to take care of each other and the places they live;
- Connect to nature, which cultivates a deeper respect for nature and leads to responsible environmental behaviour;
- Learn about environmental issues such as climate change and how it impacts local ecosystems;
- Have improved mental and physical health;
- Have increased confidence, resilience, and perseverance
- Build life skills such as critical thinking, leadership, and teamwork;
- Realize the power they have to make a difference as a group of people working together;
- Gain practical ecological restoration skills;
- Become aware of civic responsibility and the role they can play in improving the environment and strengthening their community;
- Increase biodiversity and restore habitats in Richmond, making them more resilient to climate change

Using an activity that enhances habitat, GTC is focusing on impacting and empowering people to help create healthy communities engaged in environmental stewardship.

### Where in Richmond will your project take place?

This project will take place at a natural area or park in the City of Richmond, with the exact location to be determined by the City of Richmond. Past GTC activities have run in Richmond at Terra Nova Rural Park and Garry Point Park.

**Anticipated Start Date:** 05/01/2024    **Anticipated End Date:** 09/30/2024

**Number to be Served:** 20-50

**How many will be Richmond residents?** 50-85%

### How will these numbers be determined?

Extensive outreach will result in large numbers of diverse community members engaged. Registration and check-in forms will determine the number of people engaged, where they live, their experience level and more.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

None

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☒ Other: Supports Community Wellness Plan, Parks and Open Space Strategy, Trail Strategy & more

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)		
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 205.00	Shovels, loppers, pruners, rakes, gloves, refreshments, tarps
Marketing and Promotion	\$ 1,972.00	Includes community engagement work (plan and run activities, conduct outreach, provide education, manage volunteers, measure and report on impact)
Honorarium (up to \$350)		
Insurance	\$ 220.00	Activity administration including insurance and database management system for evaluation
Other, provide details (optional):	\$ 103.00	Transportation of tools and supplies to and from activities, site visit
<b>Total:</b>	<b>\$ 2,500.00</b>	



### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>	<b>\$ 0.00</b>		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

This project will not be able to run without the full requested amount. A GTC activity costs \$3,000+ to run. This grant will fund a portion of this project, with the remainder covered by GTC. GTC will also provide \$2,016+ of in-kind (photos, media, volunteers, thank you gifts for volunteers, etc.).

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 2,500.00
<b>Total:</b>	<b>\$ 5,000.00</b>

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 253,412.00	
Total Expenses	\$ 276,351.00	
Annual Surplus or (Deficit)	\$ 22,939.00	
Accumulated Surplus or (Deficit)		

## Explanation for Annual Surplus or (Deficit)

### Last Complete Year

GTC's fiscal year is from August 1 to July 31. The above information under Last Complete Year is the information from our last completed audit for the Aug 1 2021-Jul 31 2022 fiscal year (audit attached). An audit is currently in progress for the Aug 1 2022-Jul 31 2023 year. This audit can be sent to the City once it is complete in the next 1-2 months.

### Current Year

GTC's current fiscal year started on Aug 1 2023 and ends on Jul 31 2024. Current budget is \$423,403. 83% of budget has currently been fundraised. The remainder of the budget is expected to be fundraised by the end of the fiscal year.

## Explanation for Accumulated Surplus or (Deficit)

Please refer to attached audit for Aug 1 2021 - Jul 31 2022 fiscal year. All information about GTC's finances are in this document.

### ☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

### ☒ Attach Operating Budget for current year.

Society Number: XS-0063065

Charitable Number (Optional): Not enough space Date of Incorporation: 10/28/2013

Society Website (Optional): www.greenteamscanada.ca. Charitable number: 809488448RR0001

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

GTC acquires in-kind products from sustainable businesses to give to volunteers as rewards. Some businesses include Green Beaver, Carina Organics, Camino Chocolate, Blume, Nelson Naturals, Holy Crap Cereal, Swedethings, West Coast Seeds, Tru Earth, Salt Spring Coffee, OLA Bamboo, Noochpop, LUSH and more.

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

GTC's unique community engagement model includes conducting extensive outreach to everyone in the community, especially those under-represented in stewardship activities such as youth, newcomers, marginalized groups and more. This includes researching and contacting potential participants, schools, organizations and businesses, utilizing social media, media outlets (local newspapers, radio) and tapping into the LMGT's volunteer base of over 6,000 people, including Richmond residents.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

Since 2013, Green Teams of Canada (GTC) has connected, built and empowered diverse communities through hands-on educational activities that promote health, well-being and environmental stewardship. Activities include invasive plant removals, planting of native species, litter clean-ups and more. GTC and its staff have won 12 social innovation awards (national, provincial and local) because it has reached and engaged a previously untapped young demographic aged 12-40. GTC's Lower Mainland and Greater Victoria Green Team programs are among the largest environmental volunteer groups in their respective regions. So far, the two programs have:

- Run 900+ activities in 120 green spaces and 30 municipalities
- Engaged 20,000+ community members of all ages, backgrounds and abilities
- Removed 4,800+ cubic metres of invasive plants (equivalent to 30,000+ bathtubs)
- Planted 26,000+ native trees, shrubs and herbaceous plants
- Removed 7,500+ pounds of garbage from shorelines and streets
- Worked with 65+ schools and 100+ government agencies, non-profit organizations, educational institutions, land trusts and stewardship groups
- Raised environmental awareness to 2 million people through media coverage (150+ times, including Global News, CBC Radio, and local newspapers)

GTC's community engagement model was first developed in 2011 in the Lower Mainland to address social isolation, sedentary lifestyles, and a lack of local opportunities for individuals, particularly youth, to make a positive tangible impact on the environment.

The Lower Mainland Green Team (LMGT) has run activities in Richmond since its founding in 2011, and has recently run activities with the City of Richmond at Terra Nova Rural Park in 2020, 2021, 2022 and 2023, and Garry Point Park in 2022.

**How will you measure the short-term and long-term effects of your project?**

To measure the effects of this project, GTC will:

- Use registration and check-in/out forms to track the number of participants, demographics, who was introduced to Terra Nova Rural Park and stewardship activities, and volunteer hours
- Take 50+ photos of participants in action for the activity and post them online
- Take videos of participants in action and sharing their experience
- Conduct a post-activity survey to receive feedback on the activity and benefits experienced by participants
- Measure the volume of invasive plants removed in cubic metres using a measuring tape
- Measure the area of habitat revitalized in square metres using a GPS
- Count the number of trees and shrubs freed from invasive plants

All data is inputted into a database management system to track and report on outcomes. A blog will be published on GTC's website within 36 hours of the completion of the activity reporting the outcomes and showcasing photos. A PDF report summarizing the activity will also be provided.

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Society Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Signing Officer 2

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Society Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

### Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Building Community through Restoration Invasive Pull event.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** \_\_\_\_\_

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☐ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

Proposal Title: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Number to be Served: \_\_\_\_\_

How many will be Richmond residents? \_\_\_\_\_

How will these numbers be determined?

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

--

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)		
Program Supplies (e.g. equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
<b>Total:</b>		

**Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?**

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>			

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
<b>Total:</b>	

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	290,590.09	371,068
Total Expenses	235,880.79	371,068
Annual Surplus or (Deficit)	54,709.30	0
Accumulated Surplus or (Deficit)		0



## Explanation for Annual Surplus or (Deficit)

### Last Complete Year

We saved up to purchase a small piece of land in Langley, we paid out \$100,000 to the Kindred Village project in mid-2023.

### Current Year

We do not expect to have a surplus beyond a contingency account (ideally three months of operating expenses) for emergencies.

## Explanation for Accumulated Surplus or (Deficit)

We do not expect to have a surplus beyond a contingency account (three months of operating expenses) for emergencies.

### ☐ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

### ☐ Attach Operating Budget for current year.

Society Number: S0067441

Charitable Number (Optional): 715079695 RR 0001 Date of Incorporation: May 17, 2017

Society Website (Optional): www.rabbitats.org

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☐ Yes

☐ No

**If yes, please list your partner(s).**

--

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

--

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

--

**How will you measure the short-term and long-term effects of your project?**

--

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Society Role: \_\_\_\_\_

Signature: Sorelle Saidman Date: October 18th, 2023

### Signing Officer 2

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Society Role: \_\_\_\_\_

Signature: [Signature] Date: October 18th, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

### Do you accept these terms and conditions?

☐ Yes ☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Rabbit Containment Educational Project.



City of  
Richmond

Environmental Enhancement  
Grant Program Application  
Community Services Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Terra Nova Nature School, Thompson Community Association

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Kate/Emily **Last Name:** Dawson/Vera

**Title/Society Role (Optional):** Coordinators, Terra Nova Nature School

**Address:** 5151 Granville Avenue

**City:** Richmond **Province:** BC **Postal Code:** V7C 1E6

**Phone No.:** (604) 238-8437 **Email:** natureschool@richmond.ca

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Food Forest development and invasives re **Amount Requested:** \$ 1,200.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

Having received the Environmental Enhancement grant in the past, we are eager to continue our work developing a small 'Food Forest' adjacent to the TNNS school vegetable gardens. We spent a year removing grasses, bindweed, and blackberry, then layered the soil with cardboard and wood chips to create a natural compost. This fall, three large fruit trees were planted, and then underplanted by school staff and youth (the Beyond4Walls: Trailblazers and B4W: Leaders in Training programs) with several shrubs. Additional shrubs, and then perennials and possibly climbers (weather dependent for planting times) are required to fill in the space. Species planted are chosen for their food value; in consideration of variable seasonal temperatures and precipitation due to climate change; and in consultation with City staff. Future plans include a small woodchip path through the established plantings; plant labels; and a portable sink/counter to facilitate harvesting.

As well, we are continuing our work of actively decolonizing an area of the park we refer to as 'Stormbreaker'. This is a favourite 'wild' space for children of all ages, often used for building and dismantling 'dens'; playing 'Eagle'; gathering stinging nettle; or just exploring. Unfortunately, the Himalayan blackberry continues to dominate the space. However, with persistence, we are clearing the area, giving numerous native oak seedlings, and a Japanese Maple planted decades ago by previous residents, a chance to survive. Parents, youth, staff of Thompson Community Centre, and volunteers from Deloitte Canada have all assisted with this endeavour over the seasons.

**Where in Richmond will your project take place?**

Small grove of trees adjacent to TNNS school vegetable garden in Terra Nova Rural Park; additionally, an area the children of TNNS call 'Stormbreaker' in the centre of the park, north of Westminster Hwy

**Anticipated Start Date:** 11/23/2023

**Anticipated End Date:** 03/20/2004

**Number to be Served:** 180

**How many will be Richmond residents?** almost all, see below

**How will these numbers be determined?**

170 children and families attend TNNS per week; additionally, we have partnered with a corporate group (5-10 volunteers) to regularly assist with removal of invasive Himalayan blackberry (these volunteers come mainly from Richmond but also throughout the Lower Mainland)

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (Include use of facilities, subsidized rent, property tax relief, staffing, other).

Terra Nova Nature School is operated jointly by Thompson Community Association (TCA) and the City of Richmond. TNNS is located in a city owned and maintained heritage building within Terra Nova Rural Park; TCA operates a licensed preschool and numerous seasonal programs in and around the Edwardian Cottage, and covers the cost of all related equipment and staffing expenses. Children, staff, and families all volunteer to maintain the 1100 square feet of garden beds, with support from West Coast Seeds (seed donations).

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☒ Other: supports education of the families and community around species diversity and food security

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of Items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 800.00	purchase of additional shrubs, transplant solution, bone meal
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 200.00	purchase quality secateurs/pruners, gloves, garden waste bags
Marketing and Promotion	\$ 50.00	flyers
Honorarium (up to \$350)	\$ 150.00	in recognition of lead volunteer, who provides permaculture expertise and guidance; also assists with labour and writing of final report
Insurance		
Other, provide details (optional):		
<b>Total:</b>	<b>\$ 1,200.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total:</b>	<b>\$ 0.00</b>		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

towards the purchase of (fewer) plants and an honorarium

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 1,150.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	\$ 50.00
<b>Total:</b>	<b>\$ 1,200.00</b>

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year**

[https://richmond.ca/\\_shared/assets/2023\\_AGM\\_Package66203.pdf](https://richmond.ca/_shared/assets/2023_AGM_Package66203.pdf)

**Current Year**

2023 statements are being prepared after year end of August, 2023 and will not be available in time for grant deadline

**Explanation for Accumulated Surplus or (Deficit)**

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☒ **Attach Operating Budget for current year.**

**Society Number:** S0010603

**Charitable Number (Optional):** \_\_\_\_\_ **Date of Incorporation** 12/10/2073

**Society Website (Optional):** www.terranoanatureschool.com,



## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

Thompson Community Association provides office and infrastructure for financial transactions (business VISA), and staff hours for Emily and Kate to oversee and manage the project;

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

TNNS has a strong reputation in the community; regular attendees in both licensed preschool and seasonal programs (approx 170 children per week); the support of TCA; and active social media visibility thru blog, website, and instagram;

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

We have successfully hosted several blackberry cutting events. We are very familiar with the area and potential hazards; we provide materials (tools and gloves); liaise with Parks staff and City arborists; and have first aid and refreshments available if needed

**How will you measure the short-term and long-term effects of your project?**

We can see the Food Forest taking shape! We are making slow but steady progress removing the blackberry; families and community regularly notice the work and offer assistance; children, families, and staff are excited about harvesting food in years to come!

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Jen Last Name: Dahl

Society Role: President, Thompson Community Association

Signature: Jennifer Dahl Date: 10/16/2023

### Signing Officer 2

First Name: Stephen Last Name: Morris

Society Role: Vice President, TCA

Signature: Stephen Morris Date: Oct 16, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

Recommended Amount: \$1,200

Recommendation: A grant is recommended to support with the full proposed budget for the Food Forest expansion in Terra Nova Rural Park.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** The Sharing Farm Society

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Leslie **Last Name:** Williams

**Title/Society Role (Optional):** Executive Director

**Address:** 2771 Westminster Highway

**City:** Richmond **Province:** BC **Postal Code:** V7A1A8

**Phone No.:** 604-227-6210 **Email:** leslie@sharingfarm.ca

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Enhancing Beneficial Insect Habitat & Ingr **Amount Requested:** \$2500

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

As a working community farm, the Sharing Farm's harvests are intimately linked to the health of soil and beneficial insect populations. The first part of this project will increase our plantings of cover crops, a crucial aspect of regenerative farming. Signage will alert the public as to the essential role cover crops play in enhancing soil health and sequestering carbon. The second part of this project builds off of the last two year's Environmental Enhancement grants. It focuses on increasing the habitat and survival of beneficial insects, including pollinators, while also increasing public awareness about the importance of these species and how to observe, protect and enhance their habitat and survival. Development, pesticide use, and the ongoing and increasing effects of climate change—severe weather events and unprecedented and unpredictable weather patterns—have combined to put all insects at severe risk. This part of the project will do the following: 1) support the existing volunteer-led flower growing program, to continue annual and perennial plantings of pollen and nectar-rich flowers favorable to native pollinators and other beneficial insects; 2) label these plants (including pollinator forage) so that the public is aware of what pollinator-friendly and beneficial insect-friendly plant species they might also grow in their own yards; 3) sow multiple plantings of pollinator forage, timed to flower throughout the growing season; 4) host 2 native plant and beneficial insect habitat workshops for volunteers and community members, through collaboration with Master Mellitologist Kristen Penhall.

**Where in Richmond will your project take place?**

The Sharing Farm, Terra Nova Park

**Anticipated Start Date:** March, 2024

**Anticipated End Date:** October, 2024

**Number to be Served:** 5820

**How many will be Richmond residents?** 4500

**How will these numbers be determined?**

Based on 2023 statistics: Known numbers: \* People served weekly by donated and purchased Harvest Baskets: 456 \* Volunteers at the farm: 502 \* Workshop participants: 204 \* Farm open to the public: 2500

**Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).**

Use of land in the Terra Nova Park (4 acres at est. \$500/year per acre = \$2,000); rental of Buemann house (\$1,400/month x 12 months = \$16,800/year utilities included); rental of the Red Barn 332 hours @ \$20 per hour = \$6,640

Total Estimated Value: \$25,440

### Community Benefits

**Explain how your grant will meet the following objectives (check all that are applicable).**

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

**Indicate how the proposed grant will be used, and please provide details of items requesting funding:**

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	900.00	organic compost, perennials, seed & amendments
Program Supplies (e.g. equipment rentals, tools, safety equipment)	1250.00	carts and wheelbarrows; hand & field tools; landscape fabric; netting
Marketing and Promotion		
Honorarium (up to \$350)	350.00	
Insurance		
Other, provide details (optional):		
<b>Total:</b>	<b>2500.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
New Horizons for Seniors	25,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Volunteer Coordinator salary
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

We will do as much as we can to complete the project; probably a reduced grant amount will result in fewer plantings.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	2500.00
Amount Requested from Other Funders	25000.00
Amount You Will Provide	3,000
Total:	0

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$408,138.00	\$383,525.00
Total Expenses	\$38,5594	\$366,744.00
Annual Surplus or (Deficit)	\$22,543	\$16,781.00
Accumulated Surplus or (Deficit)	\$324,686.00	\$341,467.00

**Explanation for Annual Surplus or (Deficit)****Last Complete Year**

We were able to mount a successful garlic festival after several years of being shutdown by the pandemic.

**Current Year**

We were again able to mount a successful garlic festival.

**Explanation for Accumulated Surplus or (Deficit)**

The accumulated surplus has been built up over many years. It is invested in operating assets and a contingency provision. The farm has been diligent in recent years in building up a contingency fund that will prevent us from having to scale back operations or lay off staff in the event of unforeseen circumstances. If contingency funds become surplus, they will eventually be invested in operational assets, expansion plans, and investment in human resources.

**☒ Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

**☒ Attach Operating Budget for current year.**

**Society Number:** 863238515RR0001

**Charitable Number (Optional):** S-0044350 **Date of Incorporation:** July 16, 2002

**Society Website (Optional):** <https://www.sharingfarm.ca>

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**


☒ Yes

☐ No


**If yes, please list your partner(s).**

Minoru Seniors Centre and Richmond Family Place

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

We will recruit volunteers for the flower growing program from within our own volunteer network and social media (5000+ followers), as well as through Richmond Cares, Richmond Gives, I Can Help Richmond, Volunteer Connector, Charity Village, Urban Bounty and the Native Bee Society of BC. We will also look to partner with other non-profits in Richmond to bring to the Farm groups of people who might not otherwise join our program, including Minoru Seniors Centre and Richmond Family Place. 

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

We collaborate with both organizations to bring people to the farm for vegetable distribution and for volunteer activities. We have been hosting a successful volunteer program for many years. With this grant we are looking to support and expand a popular volunteer-led initiative to grow more flowers on the farm, which started in 2020, during the pandemic. We have hosted many workshops at the farm and have good attendance and response. 

**How will you measure the short-term and long-term effects of your project?**

Number of volunteers working on the flower growing program  
Number of attendees to the beneficial insect & habitat workshops  
Square footage of pollinator forage and cover crops planted



## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Doris Last Name: Bruce

Society Role: Board Chair PLEASE SEE ATTACHED SIGNATURE PAGE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Signing Officer 2

First Name: Shauna Last Name: Shortt

Society Role: Board Member PLEASE SEE ATTACHED SIGNATURE PAGE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

### Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for enhancing pollinator habitat at Terra Nova Rural Park.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** 10th Richmond Sea Scouts

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Maria **Last Name:** Varju

**Title/Society Role (Optional):** Group Commissioner 10th Richmond Sea Scouts

**Address:** 9440 Chapmond Cres

**City:** Richmond **Province:** BC **Postal Code:** V7E 1M5

**Phone No.:** 604-805-2517 **Email:** maria@varju.ca

#### Co-Applicant

**First Name:** Eileen **Last Name:** Chen

**Title/Society Role (Optional):** Group Administrator 10th Richmond Sea Scouts

**Address:** 6331 Coltsfoot Drive

**City:** Richmond **Province:** BC **Postal Code:** V7C 2J5

**Phone No.:** 604-807-3333 **Email:** cheneileen3333@gmail.com

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:**Tree Planting

**Amount Requested:**\$1000

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

After two successful tree planting experiences last year. Two of our cubs (age 10 and 11) would like to help plan another one for this year. We will work with City staff to identify a location in need of help and work to do another planting. We are happy to work at Richmond Nature Park again, or a new location. We are based out of the Steveston area, but happy to help anywhere. We often explore Terra Nova, Richmond Nature Park, Woodward's Landing and surrounding area, and the South and West Dykes.

We would be careful to plant native plants that could provide shelter, food and security for our local birds and animals.

**Where in Richmond will your project take place?**

Park or public land in Richmond at the discretion of City Staff

**Anticipated Start Date:**April 1, 2024

**Anticipated End Date:**June 30, 2024

**Number to be Served:** up to 84 youth, 28 Scouters, and families

**How many will be Richmond residents?**100%

**How will these numbers be determined?**

We have 35 cubs this year and 13 Scouters (Adult leaders). Depending on the scope of the project we could also include other older and younger youth. And families.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

School bookings at Manoah Steves and Lord Byng Elementary school  
Storage location at Richmond City Works yard for 2 SeaCan Containers of equipment

## Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

## Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$1000	Should purchase 60-80 trees
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$0	Can be borrowed from Richmond Nature Park, Gear already owned
Marketing and Promotion	\$0	Internal email communications
Honorarium (up to \$350)	\$0	Not needed. We freely volunteer our time.
Insurance	\$0	Covered by Scouts Canada \$2 million liability per event.
Other, provide details (optional):	\$50	For snack for the youth. Will be covered out of our own budget
<b>Total:</b>	<b>\$1050.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

If we receive a partial grant, we will simply plant fewer trees. This budget is very flexible in terms of what the city needs.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$1000.00
Amount Requested from Other Funders	\$0.00
Amount You Will Provide	\$50.00
Total:	0

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 35,265.67	\$ 71,943.29
Total Expenses	\$ 36,243.64	\$ 84,912.74
Annual Surplus or (Deficit)	(\$977.97)	(\$12,969.45)
Accumulated Surplus or (Deficit)	\$21,673.70	\$ 6,908.14

### Explanation for Annual Surplus or (Deficit)

#### Last Complete Year

We have an annual deficit due to the presence of legacy fundraising done partially when 10th Richmond had a hall at the West Richmond site and partially due to fundraising done pre - pandemic for a large international jamboree that didn't happen because of COVID-19 shut downs. We have been slowly using that money to make our programs better for our youth without burdening parents with the full costs.

#### Current Year

Our current year budget is more than double last years because we are finally able to travel to large events again. There will be a Pacific Jamboree for Scouts on Vancouver Island that we intend to attend, and an international Jamboree for our Vents (Grades 10-12) in Iceland this summer. We intend to spend our legacy "Jamboree Fund" and therefore are running a deficit.

### Explanation for Accumulated Surplus or (Deficit)

We have an accumulated surplus from past fundraising. We are slowly using that accumulated surplus to subsidize our own programs and purchase shared equipment, leading to an annual deficit. This year will be our last with an accumulated surplus and we will be working towards making our future budgets revenue neutral and beginning to slowly build up a new "jamboree fund" for 3 years from now when we again have an opportunity for larger gatherings. These events tend to run every 3 to 4 years here in BC. Although international opportunities exist all the time, our goal is to allow each youth to go to one during their time with us. So we choose one every three years to send our Vents (Grade 10-12) on.

#### ☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

#### ☒ Attach Operating Budget for current year.

Society Number: \_\_\_\_\_

Charitable Number (Optional): 1077-616-94 RR00 ☒ Date of Incorporation: Oct 1957

Society Website (Optional): [www.scouts.ca](http://www.scouts.ca) [www.10thrichmond.ca](http://www.10thrichmond.ca)

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

City of Richmond - to provide an area for us to plant trees

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Our primary reach will be to our members and families. We currently have 105 youth registered. Along with 32 volunteers to run the program. Depending on the scope of the tree planting we can either focus on just the cubs (35 youth) or expand to include all the youth. Our communication is largely via email to parents and in person with the children.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

This will be our 4th Tree planting activity with the City of Richmond. But definitely not our only environmental project. We've been involved in invasive species removal, shoreline clean ups, and educational projects of many types. We are capable of organizing multi day events, and programs for our youth and always welcome questions from the public when we are out and about.

**How will you measure the short-term and long-term effects of your project?**

We will measure our success in terms of number of trees planted and youth involved in the process.

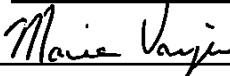
## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Maria Last Name: Varju

Society Role: Group Commissioner

Signature:  Date: Oct 18, 2023

### Signing Officer 2

First Name: Eileen Last Name: Chen

Society Role: Group Administrator

Signature:  Date: Oct 18, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

### Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$1,000

**Recommendation:** A grant is recommended to support with the full proposed budget for the tree planting event in a Richmond City park.





For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Organization Name: WS Immigrant and Multicultural Services Society \_\_\_\_\_

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

First Name: Sophia Last Name: Zhang

Title/Society Role (Optional): Founding Chair

Address: 8764 Cook Cr

City: Richmond Province: BC Postal Code: V6Y 1X2

Phone No.: 778 863 5828 Email: zhang.sophia8@gmail.com

#### Co-Applicant

First Name: Lucy Last Name: Liu

Title/Society Role (Optional): Board Director

Address: 22031 Wilson Ave

City: Richmond Province: BC Postal Code: V6V 2P

Phone No.: 6047732856 Email: lucyliu777@protonmail.com

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

Proposal Title: Green Richmond-Clean Shoreline and street Amount Requested: 2500

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Green Richmond-Clean Shoreline and street for 10 times in 2024

Where in Richmond will your project take place?

Various parks, beaches and streets

Anticipated Start Date: Jan 1, 2024 Anticipated End Date: Dec 31, 2024

Number to be Served: 10,000

How many will be Richmond residents? All of them

How will these numbers be determined?

We guess this would be the number by how many streets, parks and beaches.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

\$1,000 city grant for 2023

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)		
Program Supplies (e.g. equipment rentals, tools, safety equipment)	1500	garbage picking related tools
Marketing and Promotion	300	
Honorarium (up to \$350)	200	
Insurance	200	
Other, provide details (optional):	800	
<b>Total:</b>	<b>2500</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

Reduce clean times and area

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	2500
Amount Requested from Other Funders	0
Amount You Will Provide	0
Total:	\$ 0.00

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	30,000	30,000
Total Expenses	30,000	30,000
Annual Surplus or (Deficit)	0	0
Accumulated Surplus or (Deficit)	0	0

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year**

n/a

**Current Year**

n/a

**Explanation for Accumulated Surplus or (Deficit)**

n/a

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☒ **Attach Operating Budget for current year.**

**Society Number:** S-0066259 \_\_\_\_\_

**Charitable Number (Optional):** no \_\_\_\_\_ **Date of Incorporation:** Oct 28, 2016 \_\_\_\_\_

**Society Website (Optional):** www.wsisc.com \_\_\_\_\_

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Word of mouth, social media

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

We just completed the 2013 grant programs

**How will you measure the short-term and long-term effects of your project?**

By how much people love to walk in the places we just cleaned

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Sophia Last Name: Zhang

Society Role: Founding Chair

Signature: *Sophia Zhang* Date: Oct 18, 2023

### Signing Officer 2

First Name: Lucy Last Name: Liu

Society Role: Board Member

Signature: *Lucy Liu* Date: Oct 18, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

### Do you accept these terms and conditions?

☒ Yes ☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$1,653

**Recommendation:** A grant is recommended to support with partial supplies, marketing, honorarium, and insurance costs for the 10 shoreline cleanups. The budget lacked details for what the "other" costs were so funding was not allocated for this line item.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Greenseeds Music Society

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Erzsebet **Last Name:** Institoris

**Title/Society Role (Optional):** Executive Director

**Address:** #208-5700 Andrews Rd

**City:** Richmond **Province:** BC **Postal Code:** V7E 6N7

**Phone No.:** 604-306-4762 **Email:** erzsi@greenseedsmusic.org

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*



### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Richmond Nature Discovery Fest (Final ti **Amount Requested:** 2,500

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

Richmond Nature Discovery Fest is a single to multiple outdoor community engagement event(s) planned for 2024, primarily targeting residents of Richmond, B.C. Organized by GreenSeeds Music Society as a Richmond Climate Hub initiative, the event will educate attendees about local wildlife and environmental stewardship, with an emphasis on pollinators. Activities include educational workshops, art installations, live performances, and storytelling.

**Where in Richmond will your project take place?**

We have been invited by Urban Bounty to host these events in Paulik Park, but would also welcome hosting either event at Garry Point Park, new Minoru park or the Garden City Lands.

**Anticipated Start Date:** 03/01/2024 **Anticipated End Date:** 10/30/2024

**Number to be Served:** <40 per event

**How many will be Richmond residents?** 80-100%

**How will these numbers be determined?**

Through event lists and headcount

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

none

## Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

## Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	200	Materials for event setup and educational activities.
Program Supplies (e.g. equipment rentals, tools, safety equipment)	300	Rentals: tables, chairs, and safety equipment for up to 4 events.
Marketing and Promotion	90	Social media and poster ads
Honorarium (up to \$350)	1500	6 artists over 4 events: \$250 x 6 = \$1,500.
Insurance	310	Covering liability for all events throughout the year.
Other, provide details (optional):	100	Contingency fund for unforeseen expenses or event features
<b>Total:</b>	<b>2,500</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

If we receive partial funding, we'll prioritize organizing one high-quality event, ensuring meaningful engagement with the community. While we can operate with reduced funding, additional support would significantly enhance our ability to support our initiative and compensate artists fairly.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	2,500
Amount Requested from Other Funders	
Amount You Will Provide	1,000 (in kind)
Total:	\$2500

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

**Explanation for Annual Surplus or (Deficit)****Last Complete Year****Current Year****Explanation for Accumulated Surplus or (Deficit)**☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☐ **Attach Operating Budget for current year.****Society Number:** S0063613**Charitable Number (Optional):**  **Date of Incorporation:** 02/15/2015**Society Website (Optional):** www.greenseedsmusic.org

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

Pancakes and Puppetry, MC, art cart and puppets / poems and stories related to nature

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

To promote the project and engage the community, we'll use: 1. Social Media: Targeted ads to reach various age groups; 2. Local Newspapers: Announcements and updates ; 3. Partnerships: Work with local organizations to share info; 4. Posters: Displayed in high-traffic community spots; 5. School Involvement: Lantern-making workshops for our Winter Solstice parade; 6. Emails: Event details and updates via newsletter.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

GreenSeeds Music Society was the organizer of the 2019, 100debates on the Environment event for the City of Richmond during the elections. We've also collaborated on multiple events with Climate Reality as hosts of Vancouver and Richmond Climate Hub initiatives and panel talk events as recently as August 2023. We've partnered with Pancakes and Puppetry for 10 community arts events between 2021-2023 and have a strong network of local artists and educators. We've built key

**How will you measure the short-term and long-term effects of your project?**

We'll use event pages to gather RSVPs for headcount purposes and initiate a #RichmondDiscovery social media campaign to collect attendee feedback and highlight memorable moments.

We look forward to contributing to Richmond's ecological enhancement through this event.

Thank you for considering our application.


## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Erzsebet Last Name: Institoris

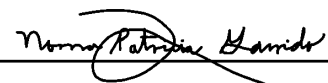
Society Role: Executive Director

Signature:  Date: 10/18/2023

### Signing Officer 2

First Name: Norma Last Name: Institoris

Society Role: Treasurer and Director of Education

Signature:  Date: 10/18/2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

Recommended Amount: \$2,500

Recommendation: A grant is recommended to support with the full proposed budget for the educational workshops, art installations, live performances, and storytelling.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Richmond Garden Club

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Lynda **Last Name:** Pasacreta

**Title/Society Role (Optional):** President

**Address:** 8631 Myron Court

**City:** Richmond **Province:** BC **Postal Code:** V6Y 3K2

**Phone No.:** 604-275-2105 **Email:** lyndap@shaw.ca

#### Co-Applicant

**First Name:** Jill **Last Name:** Wright

**Title/Society Role (Optional):** Coordinator, Paulik Park

**Address:** 8660 Allison Street

**City:** Richmond **Province:** BC **Postal Code:** V6Y 3J4

**Phone No.:** 604-649-7428 **Email:** Jill.wright@shaw.ca

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Habitat Revival **Amount Requested:** \$2500

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

Richmond Garden Club adopted the maintenance and stewardship of Paulik Park in 2008. We spent the first years repairing soil and cleaning up and removing invasive plants in the perennial garden beds.

Our focus now is on creating habitat for wildlife, pollinators and choosing drought-resistant plants. Any plant, tree, shrub that dies is replaced with pollinator-friendly, drought-resistant plants. We have created a meadow garden that is focused on native and exotic plants for pollinators. We also have a native garden bed that we use to educate our volunteers and the community at large.

Currently we have a row of old holly trees planted in the past by the Paulik family. Our intention has always been to remove these invasive species and replace with native and exotic plants friendly to pollinators and birds (migrating and non migrating).

We would like to use the grant to purchase berry-producing trees such as Hawthorn, pin cherries, Cornelian cherry dogwood tree, mountain ash. We plan to have an understory of berry producing shrubs such as silver buffalo berry (nitrogen fixer also), red gooseberry, red currants, service berries.

We would require help from the urban forestry staff to remove the holly trees.

**Where in Richmond will your project take place?**

Paulik Neighbourhood Park, 7600 Heather Street

**Anticipated Start Date:** May 2024 **Anticipated End Date:** September 2024

**Number to be Served:** Paulik Park visitors, volunteers, birding enthusiasts

**How many will be Richmond residents?** The majority of visitors to Paulik Park are Richmond residents.

**How will these numbers be determined?**

Our focus will continue to be the community at large. We currently have 60 volunteers working in Paulik Park so will enlist the volunteers to help prepare our new habitat area



Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

We receive rent free space for our monthly meetings because of the work we do in the rooftop garden for Richmond Cultural Centre.  
We receive plants for our existing gardens in Paulik Park and for the rooftop garden annually.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☒ Other: contributes to enhancing environment and sustainable practices with our changing climate - soil improvement, planting drought-resistant and pollinator-friendly plants

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$2000	4 trees @ \$200 each; 12 shrubs @ \$100 each
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$500	Large pruning tools
Marketing and Promotion	\$0	Word of mouth, social media
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
<b>Total:</b>	<b>\$ 0.00</b>	

### Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

We will purchase the trees only and large pruning tools to assist us in removing holly trees.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$2500
Amount Requested from Other Funders	\$0
Amount You Will Provide	\$100
Total:	\$ 0.00

### Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	19,409	17,175
Total Expenses	18,128	14,875
Annual Surplus or (Deficit)	1,280	2,300
Accumulated Surplus or (Deficit)		

**Explanation for Annual Surplus or (Deficit)**

**Last Complete Year**

Higher expenses in plant sale costs - less revenue in 2022.

**Current Year**

Our 2023 plant sale netted a revenue of \$5000 after expenses. This is our major fundraiser every year.

**Explanation for Accumulated Surplus or (Deficit)**

Increase in membership, successful plant sale, advertising revenue.

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

☐ **Attach Operating Budget for current year.**

**Society Number:** S0015589

**Charitable Number (Optional):** \_\_\_\_\_ **Date of Incorporation:** October 15, 2002

**Society Website (Optional):** www.richmondgardenclub.ca

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☐ Yes

☒ No

**If yes, please list your partner(s).**

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Article in Richmond News about the habitat work we are doing in Paulik - introducing berry-producing trees and shrubs into Paulik. Social media and posters in the park.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

Richmond Garden Club has applied for and been successful in obtaining other grants. We have created an incredible habit in Paulik Park and in other projects we manage - the urban rooftop garden at Richmond Cultural Centre, Steveston boardwalk dozen containers for Steveston Harbour Authority, and Richmond Hospital Auxillary Thrift Store garden. All of our work in these projects contain a mix of native and exotic for pollinators and drought conditions. We have 13 master gardeners that volunteer with

**How will you measure the short-term and long-term effects of your project?**

Increase of migrating birds spending time in the park, winter habitat for over-wintering wildlife, drought-resistant plants surviving the extreme temperatures we are dealing with.

## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: Lynda Last Name: Pasacreta

Society Role: President

Signature:  Date: October 18, 2023

### Signing Officer 2

First Name: Jill Last Name: Wright

Society Role: Coordinator, Paulik Park

Signature:  Date: OCT 18, 2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2,500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Habitat Revival Project in Paulik Park.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Birds Canada

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** David **Last Name:** Bradley

**Title/Society Role (Optional):** BC Director

**Address:** 4841 Delta St. #206

**City:** Delta **Province:** BC **Postal Code:** V4K 2T9

**Phone No.:** (604) 401-6850 **Email:** dbradley@birdscanada.org

#### Co-Applicant

**First Name:** Alicia **Last Name:** Krupek

**Title/Society Role (Optional):** Indigenous Bird Conservation Coordinator

**Address:** 4841 Delta St. #206

**City:** Delta **Province:** BC **Postal Code:** V4K 2T9

**Phone No.:** (250) 735-9384 **Email:** akrupek@birdscanada.org

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☐ Individual – Up to \$500

☒ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Non-profit Organization – Up To \$2,500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Indigenous engagement in bird surveys      **Amount Requested:** \$ 2,450.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

This project is aimed at fostering Indigenous engagement in local bird surveys within the coastal habitats of the Fraser River Estuary. Focusing on the assessment of swallows and their insect prey, as well as surveys for coastal waterbirds during migration along the Pacific flyway, this endeavor supports ecological research and monitoring important to the conservation of this unique coastal environment.

The Fraser Estuary provides vital habitat for bird species, acting as a sanctuary for both resident and migratory populations. This area has recently been identified through a global lens as a Key Biodiversity Area due to its importance in terms of supporting a high abundance and diversity of species as well as crucial ecological functions. Its significance extends beyond its ornithological value, with deep cultural ties to the Indigenous communities who have stewarded this land for generations. Central to this project is the objective of providing opportunities for communities and youth to connect with their ancestral land and its wildlife. Through hands-on participation, locals will develop skills in conducting land and boat-based bird surveys, insect prey sampling, and bird banding.

Furthermore, this project seeks to empower Indigenous communities to assume their rightful role as custodians of this invaluable coastal ecosystem. By actively participating in surveys and data collection, they can gain information and understanding about the state of the local ecosystem and inhabitant wildlife to better inform their land stewardship efforts. By supporting Indigenous participation in this work, we can also build relationships foundational to the integration of traditional knowledge and modern science in conservation practices.

Ultimately, this project serves as a bridge between tradition, community, and modern science in terms of the monitoring and conservation of our local bird life. By nurturing these connections, we hope to contribute to flourishing avian life on Iona Spit and the Fraser Estuary.

**Where in Richmond will your project take place?**

This project will take place at Iona Beach Regional Park, Roberts Banks, and in the river channels around Richmond

**Anticipated Start Date:** 05/31/2024      **Anticipated End Date:** 12/01/2024

**Number to be Served:** 27

**How many will be Richmond residents?** TBD

**How will these numbers be determined?**

To determine the number of participants who are Richmond residents we will be asking all participants to fill out a sign-up sheet beforehand and follow-up survey after the project activities.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

The City of Richmond is currently providing us with funding to develop an online "Learning Birds" course that will be shared widely with the community. This course will provide the basics on how to identify birds, how to use birding optical equipment, and tools for collecting bird-related data.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)		
Program Supplies (e.g. equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)	\$ 2,450.00	Honorarium for 7 participants @ \$350/day
Insurance		
Other, provide details (optional):		
<b>Total:</b>	<b>\$ 2,450.00</b>	



## Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
TD FEF	3000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Birds Canada staff time
YVR	2000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Birds Canada staff time
Metro Vancouver Parks	2000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Birds Canada staff time
<b>Total:</b>	<b>\$ 7,000.00</b>		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

If we receive less funding than requested this means we will have fewer honorariums to offer to Indigenous community members which may mean lower participation.

## Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,450.00
Amount Requested from Other Funders	\$ 7,000.00
Amount You Will Provide	\$ 350.00
<b>Total:</b>	<b>\$ 9,800.00</b>

## Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 9,610,683.00	\$ 9,945,699.00
Total Expenses	\$ 9,460,361.00	\$ 9,907,653.00
Annual Surplus or (Deficit)	\$ 150,322.00	\$ 38,046.00
Accumulated Surplus or (Deficit)	\$ 0.00	\$ 0.00

**Explanation for Annual Surplus or (Deficit)****Last Complete Year**

The surplus represents the residual of unrestricted funds from the year of operation.

**Current Year**

The surplus represents the residual of unrestricted funds from the year of operation.

**Explanation for Accumulated Surplus or (Deficit)**

The surplus represents the residual of unrestricted funds from the year of operation.

**☒ Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why not.

**☒ Attach Operating Budget for current year.**

**Society Number:** 119024313

**Charitable Number (Optional):** \_\_\_\_\_ **Date of Incorporation** 01/01/1967

**Society Website (Optional):** www.birdscanada.org/

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

In order to implement all parts of this grant Birds Canada would work in partnership with WildResearch, the Canadian Wildlife Service and BC Nature.

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

We will be promoting this project in several ways. First, we will be reaching out directly to local Indigenous Nations through existing connections or with facilitation from project partners. Additionally, we will be sharing survey information through an e-newsletter provided to an existing list of recipients.

**Describe your organization's and your partner(s)' capacity and experience in hosting similar events.**

Birds Canada has extensive experience in hosting workshops, training and collaborative projects with many different partners and stakeholders. We lead and conduct various types of bird surveys on monthly and annual basis that involve a large reach of volunteers and community members.

**How will you measure the short-term and long-term effects of your project?**

The short-term effects of this project will be measured by the number of participants, survey days and survey zones completed, and number of birds banded. We will also gain valuable insights into the effectiveness of this project and Indigenous involvement through the survey that we will offer to participants post-project.

To measure the long-term effects of the project, we will be keeping track of how Indigenous involvement changes year-to-year as we continue building relationships.

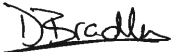
## Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

### Signing Officer 1

First Name: David Last Name: Bradley

Society Role: BC Director

Signature:  Date: 10/24/2023

### Signing Officer 2

First Name: Silke Last Name: Nebel

Society Role: Vice President, Science and Conservation

Signature:  Date: 10/26/2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$2450

**Recommendation:** A grant is recommended to support with the full proposed budget for three bird surveys, as long as the one location, Roberts Banks, is changed to a location within Richmond instead.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Steveston London Secondary School (SLSS) Eco Team

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Brianna **Last Name:** Bayross

**Title/Society Role (Optional):** Green Team President

**Address:** 6600 Williams Road

**City:** Richmond **Province:** BC **Postal Code:** V7E 1K5

**Phone No.:** (604) 839-0361 **Email:** brianna.bayross17@gmail.com

#### Co-Applicant

**First Name:** Tim **Last Name:** Ubial

**Title/Society Role (Optional):** Green Team Sponsor Teacher

**Address:** 6600 Williams Road

**City:** Richmond **Province:** BC **Postal Code:** V7E 1K5

**Phone No.:** N/A **Email:** tubial@sd38.bc.ca

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☒ Individual – Up to \$500

☐ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Pollinator School Garden

**Amount Requested:** \$500

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

In the London fields beside our school there is already an ecosystem that can be observed filled with pollinators buzzing around and vividly coloured flora. Seeing this space has inspired our green team to develop a school garden to enhance the spaces available for pollinators as well as to engage students. This in turn will build awareness about the core role that pollinators play in our environment. By strengthening the spaces for pollinators we can solidify the diverse nature of our surroundings. The members of the Green Team at SLSS have expressed a keen interest in this venture. By engaging youth, vital collaboration skills will be instilled in those who decide to get involved. In addition, the youth of today will have the capability to take stewardship of the land and acknowledge the importance of connecting the community. We intend to also plant flora that relates to Indigenous principles through the research that we have conducted thus far. We would like to reflect the importance of reconciliation through our garden by imparting the knowledge that we have gained from our school courses, with the support of our teachers. As members of the community we understand that it is our part to foster a sense of stewardship towards the land. Furthermore, this project will have a ripple effect on our air quality by ensuring that pollinators have access to spaces that are required for them to thrive which directly impacts the environment around us, allowing it to flourish as a result.

**Where in Richmond will your project take place?**

This project will take place at Steveston-London Secondary School (located at 6600 Williams Road) near the field that is directly beside the school grounds.

**Anticipated Start Date:** 5th of February 2024

**Anticipated End Date:** 29th of March 2024

**Number to be Served:** 1,250

**How many will be Richmond residents?** 1,000

### How will these numbers be determined?

These numbers will be determined by having members of Green Team inform others about the garden through social media, announcements and word of mouth. We can try and keep a record of the numbers through a survey linked to a spreadsheet that can simultaneously track the numbers while also asking questions of our community in regards to the garden.

### Community Benefits

Explain how your grant will meet the following objectives (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: \_\_\_\_\_

### Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender) Cedar lumber, nails/screws, weed barrier cloth, garden soil and seeds	312	We will create raised garden beds with the lumber and nails/screws. The weed barrier will be used to ensure that the specific plants that are chosen for the garden will be able to thrive.
Program Supplies (e.g. equipment rentals, tools, safety equipment) Hose, hose nozzle, shovels, trowels and gloves	188	The hose and hose nozzle will be used to ensure that the garden is maintained. The shovels, trowels and gloves will be used by the team members to plant and deal with general upkeep of the garden.
Marketing and Promotion	0	
Honorarium (up to \$350)	0	
Insurance	0	
Other, provide details (optional):	0	
<b>Total:</b>	<b>500</b>	

### Financial Assistance From Other Sources

Are you applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

If we receive a grant for some of the requested amount the money will be put towards creating a space that is not only beneficial for pollinators, but is also educational for our community. The money will applied to gather the necessary materials to construct raised garden beds that will be able to last as a long-term space for all to share and connect with. The money will grant students with the experience and the responsibility of caring for the environment around, while fostering priceless skills that can be applied in the future.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	500
Amount Requested from Other Funders	0
Amount You Will Provide	100
Total:	600



## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

The Green Team at SLSS is recognized by the Green Ambassador program and this allows us to gain insight into how other schools went about organizing their school gardens. This insight will also provide us with ways in which we can ensure the success and long-term viability of our school garden. With the effort of the entire Green Team we will work towards developing a successful garden for our community.

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

Our aim once our school garden has been successfully set up is to summarise our process through the symposium that we will present at. Through the presentation we hope to share the experiences that the Green Team had when building the garden and to invite others to visit our garden to impart knowledge that we have also been able to develop throughout the process regarding pollinators.

**Describe your capacity and your partner(s)' capacity and experience in hosting similar projects.**

The majority of Green Teams already have experience in running their own gardens and oftentimes connect with other school clubs to better the long term outcome of the garden. This widens the scope in which the SLSS Green Team can gain feedback throughout the duration of this project.

**How will you measure the short-term and long-term effects of your project?**

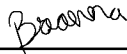
The short-term effects of our project will be measured through surveys and questionnaires, some of which will be for the community as a whole and other would be more centered around the student community. This will share the positive aspects of the project and the areas for improvement. The long-term effects will be able to be supervised by the executive successors in the Green Team who will be able to uphold the meaning and legacy that the garden encapsulates.

## Step 5: Verification & Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

### Main Applicant Signature

First Name: Brianna Last Name: Bayross

Signature:  Date: 18/10/2023

### Co-Applicant Signature

First Name: Tim Last Name: Ubial

Signature:  Date: 18/10/2023

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

Recommended Amount: \$500

Recommendation: A grant is recommended to support with the full proposed budget for the Pollinator School Garden at Steveston-London Secondary.



For assistance in filling out this form, please refer to the Grant Program Guidelines.

## General Information

### Step 1: Applicant Information

The following section includes question about the applicant.

**Applicant/Organization Name:** Sue Tian

#### Contact

Please enter this information carefully. We will use it in future correspondence with you.

#### Main Applicant

**First Name:** Sue **Last Name:** Tian

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** 7080, No. 3 Road

**City:** Richmond **Province:** BC **Postal Code:** v6y0b5

**Phone No.:** (604) 729-3711 **Email:** tianleilei@gmail.com

#### Co-Applicant

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Title/Society Role (Optional):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

#### Grant Level

☒ Individual – Up to \$500

☐ Non-profit Organization – Up to \$2500

*Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you're an individual applicant, please turn to page 2. If you're an organization, please turn to page 7.*

### Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

#### Grant Information

**Proposal Title:** Make today greener workshop **Amount Requested:** \$ 500.00

**Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.**

The proposal is an action-based project that focus on nature and wildlife education related to the enhancement, restoration and conservation of Richmond's unique island natural environment. It's a community event to be carried out as one-day workshop, which is free and open to all with in-person activities about green nature and urban wildlife. By bring people together to learn and share their environmental awareness and experience, the interactive workshop provides the opportunities for community members to be involved in biodiversity conservation and local ecosystem, such as discovering and protecting native plants, trees, urban agriculture and animals, taking sustainable actions and going electronic with digital technology to save papers and trees, exploring outdoors and documenting beautiful moments that are happening in parks, waterfront areas and neighborhoods to show and appreciate our unique island life and environment.

Make today greener and make everyday greener, the public event will use digital and recycled materials to promote paperless and protect our forests, encourage and engage the local participants to connect with nature and community through digital images and storytelling in a positive and active way.

This project is a part of community-based initiative with the environmental theme of Coastal life, Eco life that contribute to natural ecosystem and climate change for science engagement and outreach purposes, including interactive programs and hands on activities about waste reduction, reusing and recycling, greener home, sustainable environment and more. Let's come together and build a resilient natural environment and strong biodiversity with eco friendly actions and green living everyday.

**Where in Richmond will your project take place?**

a public place in Central Richmond like Richmond Public Library

**Anticipated Start Date:** 04/26/2024 **Anticipated End Date:** 04/26/2024

**Number to be Served:** 16-20 participants

**How many will be Richmond residents?** 80-100% of audience

### How will these numbers be determined?

A limited space about 16-20 numbers is determined based on the workshop materials/equipment and capacity.  
The project is primarily to serve and engage local community members, their family members and friends from other communities are also welcome to support accessibility and inclusiveness.

### Community Benefits

**Explain how your grant will meet the following objectives (check all that are applicable).**

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☒ Other: Support coastal biodiversity and local climate change

### Proposed Environmental Enhancement Grant Budget

**Indicate how the proposed grant will be used, and please provide details of items requiring funding:**

Item	Amount (\$)	Details
Materials (e.g. plants, soil, amender)	\$ 80.00	educational materials, plants, healthy drinks and natural food
Program Supplies (e.g. equipment rentals, tools, safety equipment)	\$ 60.00	Name tags, recycled papers, color pens, ipads, projector and screen
Marketing and Promotion	\$ 60.00	posters and flyers, online postings and ads
Honorarium (up to \$350)	\$ 160.00	design work, educational talk, event communication and organization
Insurance	\$ 100.00	insurance related to safety and location
Other, provide details (optional):	\$ 100.00	room rental, copy and printing, delivery
<b>Total:</b>	<b>\$ 560.00</b>	

### Financial Assistance From Other Sources

Are you applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

It will be used and split up to cover material costs, rental and insurance fees.

### Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 500.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 60.00
Total:	\$ 560.00

## Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

**Are you partnering with other individuals, organizations and/or for profit businesses?**

☒ Yes

☐ No

**If yes, please list your partner(s).**

The partnership will be developed through the project process. The list is TBD for now:  
Individuals: environmental expert and guest speakers  
Organizations: Richmond Public Library, local community centres, park services, non-profit organizations and community groups like garden and photo clubs  
For profit businesses: local stores for natural food and recycled materials etc.

**How will you and your partner(s) promote the project and reach out to/include people in the community?**

We will work as part of Ecological Network to post and share the project info across diverse communities, spread the word and participate in other events to promote it and reach out people as many as possible.

**Describe your capacity and your partner(s)' capacity and experience in hosting similar projects.**

Previously I have worked with an UBC speaker to host an environmental project in collaboration with a local neighbourhood organization. It was a public event with free activities about landscape design and gardening education. We delivered it as a Culture Days workshop at a community place to include diverse community members in a connected and inclusive environment.

**How will you measure the short-term and long-term effects of your project?**

My project is realistic and achievable with a collaborative work of community participation and engagement. The short-term effects will result a a direct and measurable environmental benefit, which provides the opportunities for community members to actively engaged in the project activities and take away as a daily practice. The long-term effects will be measured with the positive outcomes and ecological impacts on the environment while collaborating with city-related sustainability initiatives and developing a community stewardship to support healthy, diverse and functioning ecosystems altogether.

## Step 5: Verification & Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

### Main Applicant Signature

First Name: Sue Last Name: Tian

Signature:  Date: 10/18/23

### Co-Applicant Signature

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Conditions

### Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at [communityservices@richmond.ca](mailto:communityservices@richmond.ca).

### Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

### No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

☒ Yes

☐ No

## Contact Information

City of Richmond  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Emily Sargent, Leisure Services Coordinator – Parks Programs  
Tel: 604-244-1250

Please e-mail the completed application to [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) by the grant deadline.

## Grant Recommendation

**Recommended Amount:** \$500

**Recommendation:** A grant is recommended to support with the full proposed budget for the Make Today Greener Workshop.



## 2024 Environmental Enhancement Grant – Scoring Criteria

**Grant Advisor:**
**Individual/Organization:**

<i>Scoring</i>		
<input type="checkbox"/>	0	1
2	3	4
5	6	7
8	9	10
11	12	13
14	15	16
17	18	19
20	21	22
23	24	25
26	27	28
29	30	31
32	33	34
35	36	37
38	39	40
41	42	43
44	45	46
47	48	49
50	51	52
53	54	55
56	57	58
59	60	61
62	63	64
65	66	67
68	69	70
71	72	73
74	75	76
77	78	79
80	81	82
83	84	85
86	87	88
89	90	91
92	93	94
95	96	97
98	99	100
<b>Grant Guidelines</b>		
1	The application includes activities that will lead to positive environment results within the timeframe of the project.	
2	The application includes opportunities for Richmond residents to be involved.	
3	The application clarifies the specifics of the positive environmental impact the initiative will yield.	
4	<p>The application is consistent with and supportive of the City’s environmental goals as presented in Chapter 9.0 Island Natural Environment of the OCP as follows:</p> <ul style="list-style-type: none"> <li>protect, enhance and expand a diverse, connected and functioning Ecological Network;</li> <li>promote green infrastructure and the Green Infrastructure Network and their underlying ecosystem services;</li> <li>proactively implement practices to protect and improve water, air and soil quality;</li> <li>develop Partnerships for “Ecological Gain”;</li> <li>fostering Environmental Stewardship; and</li> <li>achieve long-term protection for ESAs through the implementation of the 2012 ESA Management Strategy.</li> </ul> <p>Note: during evaluation, applicants only have to address one of these goals, however, they should receive a higher score relative to the number of goals that they address.</p>	
5	<p>The application includes innovative projects that will contribute to a connected and functioning Ecological Network as presented in the City’s ENMS and PTMS as follows:</p> <ul style="list-style-type: none"> <li>manage and enhance ecological assets;</li> <li>strengthen city infrastructure;</li> <li>create, connect and protect diverse and healthy spaces;</li> <li>engage through stewardship and collaboration;</li> <li>preserve and protect the public urban forest;</li> </ul>	

	<ul style="list-style-type: none"> <li>• manage and maintain a healthy and safe public urban forest;</li> <li>• enhance and expand the extent and health of the public urban forest; and</li> <li>• educate and engage with the community on the benefits of the public urban forest and provide opportunities for community stewardship.</li> </ul> <p>Note: during evaluation, applicants only have to address one of these goals, however, they should receive a higher score relative to the number of goals that they address.</p>	
6	The application contributes to healthy, diverse and functioning ecosystems.	
7	The application supports the development of a stewardship ethic in the community.	
8	<p>The application supports the City's circular economy principles:</p> <ul style="list-style-type: none"> <li>• maximize the value of resources, by design, through responsible consumption, minimizing waste and reimagining how resources flow in a sustainable, equitable, low-carbon economy.</li> </ul>	
<b>Applicant</b>		
9	The applicant demonstrates efficiency and effectiveness.	
10	The applicant has sufficient organizational capacity to deliver the proposed project or service.	
<b>Core Considerations</b>		
11	The grant will be used to improve quality of life for Richmond residents, build community and enhance, restore or conserve Richmond's unique environment.	
12	<p>The application addresses the following items outlined in Council's Strategic Plan 2022-2026: <i>A Leader In Environmental Sustainability</i>:</p> <ul style="list-style-type: none"> <li>• demonstrate leadership in proactive climate action and environmental sustainability;</li> <li>• preservation and enhancement of Richmond's natural environment;</li> <li>• waste reduction and sustainable choices in the City and community; and</li> <li>• agriculture and local food systems to enhance food security.</li> </ul>	

13	The application includes objectives that are realistic, achievable and measurable.	
14	The project has clear goals and objectives.	
15	The application contains a clear action plan.	
16	The application includes evidence of community support.	
17	The application includes evidence of an evaluation plan to measure the project effectiveness.	
<b>Financials</b>		
18	The applicant requires financial assistance to implement the proposed project or service (could this project still happen without full funding).	
19	The budget is reasonable and realistic for the proposed project or service.	
20	The financials are complete and provide detailed explanations in a clear, coherent and convincing manner.	

Notes:



City of  
Richmond

## Environmental Enhancement Grant Guidelines

Community Services Division  
Parks Programs

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### Program Overview

The Community Environmental Enhancement Grant provides financial support to individuals and registered non-profit organizations for action-based projects that have measurable, positive outcomes on the environment in Richmond. Projects must be inclusive and focus on initiatives that contribute to the enhancement, restoration or conservation of Richmond's unique island natural environment.

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### Program Requirements

All projects must demonstrate that initiatives are measurable and will result in positive environmental impacts. All applications will be reviewed and prioritized according to the following criteria:

- Activities that will lead to positive environment results within the timeframe of the project;
  - Opportunities for community members to be involved;
  - A clarification on the specifics of the positive environmental impact that the initiative will yield;
  - Consistent with and supportive of the City's environmental goals as presented in chapter [9.0 Island Natural Environment of the Official Community Plan](#);
  - Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's [Ecological Network Management Strategy](#) and [Public Tree Management Strategy](#);
  - Contributes to healthy, diverse and functioning ecosystems;
  - Supports the development of a stewardship ethic in the community;
  - Supports resident activation in environmental enhancement; and
  - Supports the City's [circular economy principles](#).
-

## Core Considerations

A successful project should address [Council Strategic Plan 2022-2026](#): *A Leader In Environmental Sustainability*:

1. Demonstrate leadership in proactive climate action and environmental sustainability;
2. Preservation and enhancement of Richmond's natural environment;
3. Waste reduction and sustainable choices in the City and community; and
4. Agriculture and local food systems to enhance food security.

The [Ecological Network Management Strategy](#) is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city, within neighbourhoods, and across land uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive. The Ecological Network is built upon the following four primary goals:

- Goal 1: Manage and Enhance our Ecological Assets;
  - Goal 2: Strengthen City Infrastructure;
  - Goal 3: Create, Connect and Protect Diverse and Healthy Spaces; and
  - Goal 4: Engage through Stewardship and Collaboration.
- 

## Eligibility

1. Individuals are eligible for a \$500 Environmental Enhancement Grant.
2. Registered non-profit societies (society incorporation number must be provided) are eligible for a \$2500 Environmental Enhancement Grant. These groups include:
  - Environmental groups;
  - Community groups;
  - Youth and seniors groups;
  - Community-led associations; and
  - Service clubs.

Note: Non-profit organizations operating outside of Richmond are eligible to apply for grant funding for projects occurring in Richmond, however these projects will receive lower prioritization than Richmond based organizations.

### Purposes eligible for funding

Grants may be used for the following purposes:

- Materials (e.g. plants, soil, amender);
- Supplies (e.g. equipment rentals, tools, safety equipment);

- Marketing and promotion;
- Education;
- Honorarium (up to \$350); and
- Insurance.

## What type of projects will be considered for grant funding?

The following are examples of eligible projects under the Community Environmental Enhancement Grant. These projects may be part of a larger initiative, or be carried out as one-day events:

- Invasive species pulls;
- Native tree and shrub planting;
- Create or enhance bird habitat;
- Create or enhance pollinator and beneficial insect habitat;
- Watercourse enhancement;
- Shoreline and street clean-up's;
- Wildlife education;
- Fruit tree gleaning;
- Projects that expand programs such as [Richmond's Bat Friendly City certification](#), [Barn Owl Box Program](#), [Pollinator programs](#);
- Reduce light pollution in natural areas;
- Citizen science engagement and outreach initiatives;
- Water quality monitoring; and
- Green infrastructure projects (e.g. rain gardens, bioswales).

Note: Projects based on private property will only be considered after all public property-based projects have been considered and awarded.

Projects are not limited to the above examples, if you have questions on whether or not your project is eligible for grant funding please contact the grant administrator.

## What type of projects are not eligible for grant funding?

The following are examples of projects that are not eligible under the Community Environmental Enhancement Grant:

- Projects designed only to beautify an area for cosmetic purposes;

- Projects primarily focused on and/or expenses associated with the construction of infrastructure with the exception of projects related to natural infrastructure;
  - Purchase of a vehicle or other non-grant related items;
  - Lobbying, advocacy or fundraising activities;
  - Further disbursement of funds to a third party recipient;
  - Projects that take place outside of Richmond; and
  - Projects only designed for recreation.
- 

## **What makes for a strong application?**

- Enhances, restores, conserves and/or protects the environment;
  - Includes objectives that are realistic, achievable and measurable;
  - Demonstrates direct and measurable environmental benefit;
  - Provides an opportunity for community members to become actively engaged in the project activities and educates them on environmental issues;
  - Clearly demonstrates the ability to carry out the project successfully;
  - Clear project goals and objectives;
  - Clear action plan, which is realistic and attainable in terms of timing and resources;
  - Evidence of community support and inclusiveness;
  - Evidence of an evaluation plan to measure project effectiveness;
  - Evidence of financial need and fiscal responsibility; and
  - Willingness to work in collaboration with other City-related sustainability initiatives.
- 

## **Awarding of Grants**

### **1. Council Decision**

- City Council reviews recommendations forwarded by the General Purposes Committee and makes the final decisions.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

### **2. Grant Disbursement**

- Applicants may receive full, partial, or be denied funding for their application.
- Applicants who receive partial funding will have the opportunity to confirm if their project can still be implemented.

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

### **3. Reporting and Acknowledgement of Grant Benefits**

- Those receiving a grant must provide evaluation results either at year-end.
- Successful applicants must complete and submit the Environmental Enhancement Grant Final Report which will be disseminated upon application approval.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

### **4. Recuperation of Grant**

- If the grant will not be used for the stated purpose, the full amount must be returned to the City.

### **5. No Appeal**

- There is no appeal to Council's decision.

### **6. Final Report**

- A final report, which will be provided to successful applicants, must be submitted upon project completion

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## **How to Apply**

To apply, visit <https://www.richmond.ca/culture/citygrant.htm>.

## **Contact Information**

For any information regarding the Environmental Enhancement Grant, contact Parks Programs at [parksprograms@richmond.ca](mailto:parksprograms@richmond.ca) or call 604-244-1250.





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 3, 2024

**From:** Todd Gross  
Director, Parks Services

**File:** 03-1085-01/2023-Vol  
01

Keith Miller  
Director, Recreation and Sport Services

**Re:** 2024 Parks, Recreation and Community Events Grants

### Staff Recommendation

1. That the 2024 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of \$123,017, as identified in Attachment 1 of the staff report titled "2024 Parks, Recreation and Community Events Grants", dated January 3, 2024, from the Director, Parks Services, and the Director, Recreation and Sport Services; and
2. That the grant funds be disbursed accordingly, following Council approval.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Keith Miller  
Director, Recreation and Sport Services  
(604-247-4475)

Att. 4

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

## Staff Report

### Origin

The City Grant Program was established to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. Richmond City Council has the authority to provide financial assistance to community organizations under the *Local Government Act*.

This report outlines the 2024 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

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

*Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.*

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

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

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

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

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

*6.4 Support vulnerable populations through collaborative and sustainable programs and services.*

### Background

#### 2024 Parks, Recreation and Community Events Grant Budget

The 2024 Parks, Recreation and Community Events Grant budget is \$123,017. This includes a Cost of Living increase over last year's budget as per City Grant Program Policy 3712.

#### Application Process and Applications Received

In September 2023, announcements were posted on the City's website, social media channels, Community Services e-newsletter and in a press release, advising the public that applications were being accepted for the 2024 City Grant Program from September 13 to October 18, 2023. A link to the City's website was provided for further information, access to the City's online application system and registration details for an online public grant information session held on

September 25, 2023. Previous grant applicants from the past five years were also directly notified that the online application system was open for submissions.

In the Parks, Recreation and Community Events category, a total of 16 applications were received for an aggregate request of \$245,895. The following table provides a summary of the number and type of applications received and approved for the past three years, along with the number of grants recommended for 2024.

*Table 1: Applications, Requests, Grants Approved and Recommendations*

2021–2023 Applications, Requests, Grants Approved and Recommendations*				2024 Recommendations*
Year	2021	2022	2023	2024
<b>Total number of applications</b>	<b>10</b>	<b>15</b>	<b>12</b>	<b>16</b>
New applicants	2	4	4	3
Minor requests received (\$5,000 or less)	3	7	6	10
Major requests received (over \$5,000)	7	8	6	6
Multi-year funding requests received	2	2	3	4
Grant not recommended (did not meet criteria)	1	4	2	4
Partial amount of request recommended	8	11	9	11
Full amount of request recommended	1	0	1	1
Total amount requested	\$200,374	\$222,595	\$169,158	\$245,895
Total budget	\$112,828	\$115,423	\$120,017	\$123,017
<b>Total Parks, Recreation and Community Events Grant funds approved/recommended</b>	<b>\$112,828</b>	<b>\$115,423</b>	<b>\$120,017</b>	<b>\$123,017</b>

\*Some categories overlap, numbers are not meant to be totalled.

A table outlining the 2024 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each application submitted to the City's online grant system as well as staff recommendations are provided in Attachment 2. As the contents of these summary sheets are generated verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

### New Applicants

There were three new applicants in the Parks, Recreation and Community Events category:

1. International Elite Club Association of Canada, which was incorporated in 2021 to build a strong social network within the Chinese Canadian community, to facilitate social connections among newcomers, to educate members on Canada's politics, legal rights, economic systems and the environment, and to encourage volunteerism among young immigrants;
2. Richmond Cosom Floor Hockey Association, which was incorporated in 1993 to provide community-based, cosom youth and adult hockey programs in Richmond; and
3. The Richmond Sports Council, which was incorporated in 1988 to advocate for sports and sport development, to provide opportunities for inter-sport networking and collaboration, and to help Richmond youth participate in active recreation and sports programs where financial barriers impact inclusion.

#### Minor/Major Grant Requests

There are two application streams for Parks, Recreation and Community Events Grants: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000). This year, 10 organizations applied for minor grants and six organizations applied for major grants.

#### Multi-Year Funding Requests and Recommendations

Applicants that have received a Parks, Recreation and Community Events Grant, for the same purpose for the past five consecutive years, have the option of applying for a three-year funding cycle. In the first year of a cycle, a comprehensive application form is required, while only a short application form is required for the following two years. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Four organizations applied for multi-year funding in the Parks, Recreation and Community Events category.

Three applicants are recommended for multi-year funding:

1. Sea Island Community Association meets the criteria for multi-year funding and is recommended for approval for the second year of a three-year funding cycle;
2. Steveston Community Society – Richmond Summer Project meets the criteria for multi-year funding and is recommended for approval for the first year of a three-year funding cycle; and
3. The Sharing Farm Society meets the criteria for multi-year funding and is recommended for approval for the first year of a three-year funding cycle.

One applicant is not recommended for multi-year funding. International Elite Club Association of Canada applied for the first year of a multi-year funding cycle, but they are ineligible because they have not received a City Grant for the same purpose for the past five consecutive years. It is recommended that International Elite Club Association of Canada not be approved for the first year of a multi-year funding cycle, but be approved for consideration for single-year funding.

## Analysis

### Application Review Process

The Parks, Recreation and Community Events Grant Review Committee reviewed the applications against 24 scoring criteria (Attachment 3) that were developed based on the 2024 Grant Program Guidelines for Health, Social and Safety, and Parks, Recreation and Community Events (Attachment 4). Each application was evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 19 Likert scale statements (nine-point range from “Strongly Disagree” to “Strongly Agree”) regarding the applicant, its grant proposal’s impact on community and engagement, budget, financials, and the quality of the application itself.

### 2024 Grant Recommendations

Twelve out of 16 applicants are recommended for a Parks, Recreation and Community Events Grant. As the total amount requested exceeds the 2024 City Grant budget, providing partial assistance to multiple organizations is preferable to providing full assistance to only a few. A table outlining the 2024 grant requests and recommended grant allocations is provided in Attachment 1.

Reasons for recommending reduced or no funding include, but are not limited to, the following:

- Insufficient community benefit demonstrated;
- The City provides other forms of support to the organization;
- Duplication of services;
- Other funding partners have not been sought;
- Lack of partnerships;
- Uncommitted, substantial surplus;
- Quality and completeness of the application; and
- Ineligible funding purpose.

Four applicants are not recommended for a Parks, Recreation and Community Events Grant as outlined below:

1. Kajaks Track and Field Club – is not recommended for a grant as the projected program registration fees exceed the proposed program budget, the financial need to implement the proposed program has not been demonstrated, the application relies only on City and applicant funding, and no other external funding sources were sought.
2. Richmond Cosom Floor Hockey Association – is not recommended for a grant as the projected program registration fees exceed the proposed program budget, and the financial need to implement the proposed program has not been demonstrated.
3. Richmond Winter Club – is not recommended for a grant as the projected program registration fees exceed the proposed program budget, the financial need to implement the proposed program has not been demonstrated, the application relies only on City and applicant funding, and no other external funding sources were sought.

4. WS Immigrant and Multicultural Services Society – is not recommended for a grant due to a vague application, which made it difficult to assess the purpose, uniqueness and quality of the proposed events, the demonstrated community benefit, and the organization's capacity to deliver the events.

### **Financial Impact**

The 2024 Parks, Recreation and Community Events Grant budget of \$123,017 was approved as part of the City's 2024 Operating Budget. A total of \$123,017 in allocations are being recommended for the 2024 Parks, Recreation and Community Events Grants, subject to City Council's approval.

### **Conclusion**

The Parks, Recreation and Community Events Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and livable community.

Staff recommend that the 2024 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1, for the benefit of Richmond residents.



Beayue Louie  
Park Planner  
(604-244-1293)

- Att. 1: 2024 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2024 Parks, Recreation and Community Events Grants – Application Summary Sheets
  - 3: 2024 Parks, Recreation and Community Events Grants – Application Scoring Criteria
  - 4: City of Richmond 2024 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events

2024 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations							
#	APPLICANT NAME	2023 GRANT	2024 REQUEST	2024 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
1	Canadian International Dragon Boat Festival Society	N/A	\$ 15,000	\$ 4,000	Single Year	Personnel expenses, volunteer support, supplies and artist/performer fees for the Steveston Dragon Boat Festival at Imperial Landing Park, which will feature multiple dragon boat races, a local marketplace and cultural programs.	Pages 1–3
2	East Richmond Community Association	\$ 2,000	\$ 5,000	\$ 2,000	Single Year	Personnel expenses, volunteer support, supplies, equipment, materials, and entertainment expenses for nine free summer and outreach events at King George Community Park and Cambie Community Centre, geared towards children, seniors and families.	Pages 4–7
3	Hamilton Community Association	N/A	\$ 5,000	\$ 3,000	Single Year	Supplies and equipment for the annual Hamilton Night Out at McLean Park, which will feature carnival games, activities and community booths to raise awareness of the organization's services, facilities and amenities.	Pages 8–10
4	International Elite Club Association of Canada	N/A	\$ 5,000	\$ 2,000	Single Year	Volunteer support, supplies, equipment, materials, insurance and consultant services for an annual Summer Concert in the Park music event featuring multi-cultural, Asian-Canadian musicians and artists.	Pages 11–13
5	Kajaks Track and Field Club	N/A	\$ 5,000	\$ -	N/A	Personnel expenses, supplies and operating expenses for a grassroots program geared towards children between 6 to 8 years old, to encourage track and field activities and participation.	Pages 14–16
6	KidSport - Richmond Chapter	\$ 20,000	\$ 30,000	\$ 20,000	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.	Pages 17–19
7	London Heritage Farm Society	\$ 2,500	\$ 5,000	\$ 2,500	Single Year	Personnel expenses to support a community event geared towards farm-focused interactive activities for families, and education on historic farm life.	Pages 20–22
8	Richmond Cosom Floor Hockey Association	N/A	\$ 5,000	\$ -	N/A	Personnel expenses and equipment to hire youth members as floor hockey referees for more games due to increased registered participants.	Pages 23–25
9	Richmond Food Security Society (doing business as Urban Bounty)	\$ 16,000	\$ 18,000	\$ 16,000	Single Year	Personnel and operating expenses for food system programs, events and community initiatives, including Community Gardens, Seed Library, Fruit Gleaning, Kids in the Garden, Get Rooted Youth Program, Young Colts, Senior Healthy Eating, Honeybee and Pollinator Program, and beehives at four sites.	Pages 26–29
10	Richmond Winter Club	N/A	\$ 2,000	\$ -	N/A	Instructor fees to provide weekly introductory curling programs.	Pages 30–32
11	Sea Island Community Association	\$ 1,000	\$ 1,500	\$ 1,000	Multi-Year – Year 2	Supplies for the annual Burkeville Daze community event at Burkeville Park.	Pages 33–34
12	Steveston Community Society - Richmond Summer Project	\$ 37,017	\$ 49,395	\$ 37,017	Multi-Year – Year 1	Personnel expenses, volunteer support, and training for the coordination of the Richmond Summer Project, which helps numerous community associations and partners provide equitable summer day camp programs and services to residents, including the provision of additional staff support for children with special needs.	Pages 35–38
13	The Richmond Sports Council	N/A	\$ 5,000	\$ 5,000	Single Year	Subsidized sport program fees to help children and youth of low-income families participate in active recreation and sports programs that may not have a provincial governing body or are located outside Richmond.	Pages 39–41
14	The Sharing Farm Society	\$ 29,500	\$ 50,000	\$ 29,500	Multi-Year – Year 1	Personnel expenses to promote and educate on food security and small-scale sustainable agriculture, and to grow fresh, organic produce for Richmond residents facing food insecurity through the Richmond Food Bank, Community Meals programs, the Musqueam Nation, and other charitable organizations.	Pages 42–44
15	Voices of Muslim Women Foundation	\$ 3,000	\$ 5,000	\$ 1,000	Single Year	Volunteer support, supplies, and program materials to host free sports and athletic leadership programs and workshops for young women, to provide leadership training and skill development, and advocate for diverse representation in sport.	Pages 45–47

2024 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations							
#	APPLICANT NAME	2023 GRANT	2024 REQUEST	2024 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
16	WS Immigrant and Multicultural Services Society	N/A	\$ 40,000	\$ -	N/A	Personnel expenses, volunteer support, supplies, equipment, program materials, and venue expenses for either an Asian Heritage Month/Mother-Father's Day celebration at River Rock, or an International Creative Festival & Giving Heart Community Feast at City Hall Plaza.	Pages 48–50
<b>Totals</b>			<b>\$ 245,895</b>	<b>\$ 123,017</b>			
<b>2024 PRCE Grant Budget</b>				<b>\$ 123,017</b>			
<b>Remaining Funds</b>				<b>\$ -</b>			





**Society:** Canadian International Dragon Boat Festival Society  
**Grant Type:** Single Year Funding Over \$5000 Grant Program  
**Grant Request:** \$15,000.00  
**Proposal Title:** FreshCo Richmond Dragon Boat Festival  
**Grant Purpose:** Community Service / Program / Event - One-time Activity  
**Start Date (if applicable):** Aug 24, 2024  
**End Date (if applicable):** Aug 24, 2024  
**Number To Be Served:** 16000  
**Richmond Residents:** 7500

### Grant Request Summary

Wrap up summer on the Fraser River's shores! The FreshCo Richmond Dragon Boat Festival returns to Steveston Harbour and Imperial Landing Park for Richmond's only dragon boat festival- and the only dragon boat festival serving the South-of-Fraser community. Enjoy entertainment, children's activities, and culinary offerings, while kicking back and enjoying a relaxing summer's day by the water. Celebration, entertainment, and festivities are the order of the day at the Festival. Admission to the Festival is free. The Festival unites people of all ages, backgrounds, and abilities. We provide opportunities for under-served communities and individuals to be part of recreational and cultural activities. In addition, the Festival has supported the Richmond Food Bank and Learning Buddies Network as joint charity program partners, helping deliver benefits for our community beyond the finish line. Festival programming reflects the unique characteristics of the area. The race program consists of multiple races throughout the day. In addition to these races and a community organization/local small business marketplace, the Festival also presents a cultural program featuring local artisans and musicians. Activities for the community include arts and crafts for youth, lion and dragon dance demonstrations, entertainment and live music programs, food trucks and beer garden, and community marketplace vendors. Plus, 2024 will see a significant expansion of the Festival's live music program. This program will be put together in line with the Society's overall cultural plan to prioritize local, BIPOC, LGBTQ2+, and other marginalized voices and perspectives. Finally, recognizing the roots of our Festival includes looking towards the Festival's traditional Chinese heritage, but also recognizing and paying proper respect to the land and waters we hold our Festival on. We look forward to introducing our Chinese Cultural Pavilion concept to the Festival, and are also working on a number of pilot programs to recognize that our event is held near q'wēya?x̣w, a traditional Musqueam village site.

## Richmond Services Received by Your Organization

Support for parking at Steveston Community Centre, power distribution, sanitation services.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$2,214,859.00	\$2,609,345.00
Total Expenses	\$2,105,099.00	\$2,637,959.00
Annual Surplus or (Deficit)	\$110,020.00	(\$28,614.00)
Accumulated Surplus or (Deficit)	\$227,862.00	\$187,317.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** A surplus was generated last fiscal in anticipation of larger investments to come and expectations of future challenging economic conditions.

**Current Year** A deficit is expected for this fiscal due to increasing cost pressures for all operating departments, and the beginning of reduced public revenues from a range of sources.

#### Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus has been built up for general operating purposes to provide a modest buffer for the organization through difficult economic times, as well as for strategic purposes and capital asset maintenance or replacement as these things come through over time.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$3,250.00	Parks, Recreation & Community Events

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$4,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$3,500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00

Item	Amount (\$)
Supplies	\$2,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Cultural program fees: elder honoraria, artist/performer fees, etc	\$5,000.00
<b>Total:</b>	<b>\$15,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
FreshCo	\$20,000.00
Oddball Workshop	\$7,500.00

**Amount Your Society will Provide:** \$70,000.00

### Grant Recommendations

**Recommended Amount:** \$4,000.00

#### Recommendation:

A (single year) grant is recommended to assist with personnel, volunteer support, program and artist/performer fees for the Steveston Dragon Boat Festival at Steveston.

#### Grant Conditions:

N/A

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**Society:** East Richmond Community Association

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Cambie's Summer Event Series

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** July 01, 2024

**End Date (if applicable):** August 31, 2024

**Number To Be Served:** 750

**Richmond Residents:** 650

### Grant Request Summary

The East Richmond Community Association (ERCA) is looking to enhance and enrich our free event series' in summer 2024. Amplifying summer special events allows ERCA to reach a wider range of Richmond residents, in particular, the East Richmond community. ERCA funding for summer events is limited, and additional grant funding is necessary to both expand outside of a small-scale end-of-summer barbecue and grow summer low-cost/no-cost event opportunities for both families and other targeted, often low-income age groups such as seniors. Cambie Community Centre, which houses ERCA, is located in an industrial area with a high percentage of low-income and newcomer residents. Having a multitude of low-cost/no-cost initiatives allow East Richmond families the opportunity to connect to their community socially and to Cambie Community Centre without financial barrier. ERCA invites the community to our Summer Fun in the Park and Open House Barbecue events throughout the summer of 2024. ERCA will also be adding four additional outreach events, targeted at seniors and families for a total of nine inter-connected summer events. Events will be in-person in line with current public health guidelines and can be adapted if need be. The Summer Fun in the Park series offers four unique outdoor events providing a variety of activities, crafts, games and entertainment. Free to the public, this series fosters positive social connections between families, while participating in group or solo activities based on a theme. Targeted at ages 0-5 (but open to all), this event series fills a gap for preschool aged programming under the age of three. Collaborations in 2023 included the Richmond Nature Park and Steveston Tram, who both hosted activity booths. Two sessions will take place outdoors at Cambie Community Centre, while two will be held at King George Community Park. This event series was made possible with grant funding in 2023. In 2023, two seniors outreach events took place at a local seniors residence, and two family-themed sessions were planned for local parks. Seniors outreach activities included sketching and drumming. The family-themed outreach events were

planned for Tait Riverfront Community Park (cancelled due to poor weather) and Mitchell School Park with activities promoting the following week's Summer Fun in the Park activities. These activities will take place again in 2024, but with enhanced and expanded programming and activities. ERCA and Cambie Community Centre's geographic area is large, so having the opportunity to take programs and events to East Richmond residents gives them a chance to engage with the centre's programs in their own neighbourhood. Outreach events also remove the barrier of travel and location for participants with young children, or seniors. To end the summer ERCA will host its Open House Barbecue. This event showcases games and activities led by Cambie Community Centre's various program areas that allow participants to learn about the centre's program offerings in a direct, personal way. Having all of Cambie's program areas represented allows the event to reach a wide audience of all ages and interests. Community groups are invited to host interactive booths or partner with Cambie's program areas and have previously included the Richmond Public Library, Richmond RCMP, Richmond Fire Rescue, and the City of Richmond's Environmental Programs and Art Truck. Additional entertainers are also present to engage and entertain families. ERCA will host an always popular concession stand that will allow members to interact with and give back to the community they serve. If funds permit, there is the potential that the Barbecue will be followed immediately by a movie night in the King George Community Park field adjacent to the centre. Adding a movie night will allow ERCA to reach a larger audience of Richmond residents and members of the East Richmond community. Volunteers play an integral part in ERCA programs, and many youth volunteers come from HJ Cambie Secondary, further developing a positive relationship between ERCA and the school. Community partnership and sponsorship opportunities will be available for East Richmond businesses where there will be an opportunity for promotion during ERCA's summer events.

### Richmond Services Received by Your Organization

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with the City of Richmond and Richmond School District 38. Estimated value is \$735,695.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$1,137,235.54	\$1,348,901.15
Total Expenses	\$1,116,659.01	\$1,346,321.43
Annual Surplus or (Deficit)	\$20,576.56	\$2,579.72
Accumulated Surplus or (Deficit)	\$382,834.15	\$385,413.87

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Increase of program registrations as programs expand with public health regulations.

**Current Year** Increase of program registrations as programs expand with public health regulations.

**Explanation for Accumulated Surplus or (Deficit)**

For projects and community initiatives still in progress.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$2,000.00	Parks, Recreation & Community Events
2022	\$1,848.00	Child Care Capital Grant
2022	\$1,500.00	Parks, Recreation & Community Events
2021	\$1,800.00	Parks, Recreation & Community Events

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$800.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$90.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$350.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,100.00
Local Travel	\$0.00
Other:	\$5,700.00
Entertainers, External Booths and Vendors, Event Rentals (e.g. inflatables), Movie Rentals/Licenses, Entandem Fees	
<b>Total:</b>	<b>\$8,540.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Sponsorship - Realtor Patsy Hui	\$250.00
Sponsorship - Volendam Automotive	\$250.00
Fairs, Festivals and Events Fund (Grant)	\$2,000.00

**If You Have More Than 3 Funding Sources, Please Provide Additional Information Below** N/A

**Amount Your Society will Provide:** \$1,000.00

**Total Proposed Budget:** \$8,540.00

### Grant Recommendations

**Recommended Amount:** \$2,000.00

**Recommendation:**

A (single year) grant is recommended to assist with personnel, volunteer support, supplies and entertainment expenses for nine free summer and outreach events at Cambie Community Centre and King George Community Park, geared towards children, seniors, and families.

**Grant Conditions:**

N/A

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**Society:** Hamilton Community Association

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Hamilton Night Out

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** September 06, 2024

**End Date (if applicable):** September 06, 2024

**Number To Be Served:** 700

**Richmond Residents:** 500

### Grant Request Summary

We are seeking funds from the City of Richmond to execute our annual Hamilton Night Out event. Hamilton Night Out is the associations biggest event and includes carnival games, a portable rock wall, inflatables, community booths, a food truck and an outdoor movie. This event allows us to engage with the community in a safe and inclusive setting. Hamilton Night Out is a family orientated event but residents of all ages attend. We partner with local businesses within the area as well to build connections within the Hamilton Area and to bring awareness to non-Hamilton residents of our services, facilities and amenities. This grant would allow us to grow the event and add additional activities to meet demand and improve participant satisfaction.

### Richmond Services Received by Your Organization

The Hamilton Community Association operates out of the Hamilton Community Centre which is a city owned facility. Hamilton Night Out takes place at Hamilton Community Park, which is a City of Richmond park. City of Richmond staff also work out of the Hamilton Community Centre and support day to day operations and provide items for events such as water stations and garbage and recycling bins.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$698,650.81	\$733,585.60
Total Expenses	\$692,224.56	\$726,009.75



Your Society's Budget	Last Complete Year	Current Year
Annual Surplus or (Deficit)	\$6,426.25	\$7,575.85
Accumulated Surplus or (Deficit)	\$708,633.50	\$716,209.35

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Surplus is accumulated each fiscal year from revenue in programs. This surplus is redistributed back into our programs and events and helps offset losses in program areas such as events, seniors and youth. Surplus is also used towards upgrades within the facility. This past year, the surplus was used to purchase new sports equipment and treadmills and elliptical machines for the fitness centre. The association also invested in staff and increased the hours for the Program Coordinator position; increasing it from 20 hours to a full-time 35 hours a week.

**Current Year** With an increase in wages and hours for association staff we are anticipating a reasonable surplus of \$7,575.85.

#### Explanation for Accumulated Surplus or (Deficit)

Surplus is accumulated each fiscal year from revenue in programs. This surplus is redistributed into our programs and events and helps offset losses in program areas such as events, seniors and youth. Surplus is also used towards upgrades within the facility. This past year, the surplus was used to purchase new sports equipment and cardio machines for the fitness centre. The association also invested in staff and increased the hours for the Program Coordinator position and increased it from 20 hours to a full-time 35 hours a week.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$2,750.00	Parks, Recreation & Community Events

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$2,500.00

Item	Amount (\$)
Equipment	\$2,500.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$5,000.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
Hamilton Village Health Centre	\$1,000.00

**Amount Your Society will Provide:** \$10,000.00

**Total Proposed Budget:** \$5,000.00

#### Grant Recommendations

**Recommended Amount:** \$3,000.00

##### Recommendation:

A (single year) grant is recommended to assist with supplies and equipment expenses for the annual Hamilton Night Out at McLean Park.

##### Grant Conditions:

N/A

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**Society:** International Elite Club Association of Canada

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Summer Concert in the Park

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 1600

**Richmond Residents:** 1000

### Grant Request Summary

The Summer Concert in the Park is a yearly live music event featuring Asian-Canadian musicians and artists. On a summer day, the park (previously at King George Park at Richmond) is filled with a diverse crowd of music fans enjoying the warm weather and beautiful surroundings. The event starts with an indigenous artist performing with traditional instruments. Then a group of artists of Chinese descent performs pop songs over decades. A hip-hop dance crew of Korean, Vietnamese, and Filipino members follows with a performance that gets the crowd cheering and clapping. Food and drink vendors offer a variety of delicious treats, and there are booths showcasing local Asian-Canadian artists' works.

### Richmond Services Received by Your Organization

We received funding support from the City of Richmond's Neighbourhood Celebration Grant at \$1,580.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$29,474.00	\$30,000.00
Total Expenses	\$27,009.00	\$28,000.00
Annual Surplus or (Deficit)	\$2,465.00	\$2,000.00
Accumulated Surplus or (Deficit)	\$2,465.00	\$4,155.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The Society received more than expected donations from members and supporters.

**Current Year** The Society wishes to keep the same level of surplus as the previous year for future development.

### Explanation for Accumulated Surplus or (Deficit)

The Society was incorporated on Dec. 21, 2021. The last complete year, i.e., 2022, was the first year of operation. Last year's accumulated surplus reflects the first year's surplus. The current year's accumulated surplus is the budgeted surplus added to last year's.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$1,000.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$200.00
Equipment	\$1,500.00
Photocopying	\$200.00
Program Materials	\$800.00
Local Travel	\$0.00
Other: Insurance	\$800.00
<b>Total:</b>	<b>\$5,000.00</b>

Financial Assistance From Other Sources (if applicable)

Item	Amount
BC Fairs, Festivals and Events Fund	\$2,500.00

Amount Your Society will Provide: \$7,500.00

Grant Recommendations

Recommended Amount: \$2,000.00

Recommendation:

It is recommended that the applicant be considered for a single year because it is not eligible for a multi-year grant as it has not received a City grant for the same purpose for the past five consecutive years. A (single year) grant is recommended to assist with volunteer support, supplies, equipment, materials, insurance and consultant services for an annual Summer Concert in the Park music event at King George Park, featuring multi-cultural, Asian-Canadian musicians and artists.

Grant Conditions:

N/A

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**Society:** Kajaks Track & Field Club

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Grassroots Programming

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):** March 01, 2024

**End Date (if applicable):** October 31, 2024

**Number To Be Served:** 90+

**Richmond Residents:** most of them

### Grant Request Summary

The grassroots programs are for young athletes in the 6-8 years old range so the programs are set in small groupings of 16 to ensure the coach to athlete ratio is good for learning and to ensure safety and control. We will offer several programs, sequentially in this period. Kajaks Grassroots Programming, the Track Rascals, is open to all newcomers to our sport. Track Rascals is an approachable program full of opportunities for young athletes to learn age-appropriate physical literacy movement in a fun supportive atmosphere with Run Jump Throw Wheel trained coaches. All athletes receive a Track Rascals shirt when they register for this month-long program and are not required to take on a full club membership. These month long sessions with programs twice a week are a great introduction to the sport of track & field and enhance everyone's life long skills of running, jumping and throwing. Many of our long time older athletes started out as Track Rascals.

### Richmond Services Received by Your Organization

We rent facilities from City of Richmond at the youth program rates and rentals of the Event Centre at Minoru Centre for Active Living is free. Our working relationship with the Sport & Community Events department is great, we appreciate their support.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$273,442.76	\$1.00
Total Expenses	\$254,991.53	\$1.00

Your Society's Budget	Last Complete Year	Current Year
Annual Surplus or (Deficit)	\$18,451.23	\$1.00
Accumulated Surplus or (Deficit)	\$13,664.00	\$1.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Kajaks surplus at the end of our fiscal year was an exception and shows our organisational recovery over the covid lockdown years. Our fees do not cover our club costs each year, we have relied on BCFE and other recovery grants to cover the shortfall. This year we have a portion of the shortfall now.

**Current Year** Kajaks Track & Field Club's fiscal year end is August 31st. There are no financial statements for the month of September yet but registration has opened and our annual program revenue is coming in.

#### Explanation for Accumulated Surplus or (Deficit)

There is none. Accumulated surplus for last year as of August 2022 was \$13,664. Addedum/Note: \$1 entries in budget is due to grant systems inability to accept \$0.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,600.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$165.00
Utilities and Telephone	\$1.00
Supplies	\$1,800.00
Equipment	\$1.00
Photocopying	\$1.00
Program Materials	\$1.00

Item	Amount (\$)
Local Travel	\$1.00
Other:	\$1.00
Full details are in the attached budget. All spaces with \$1 are no charge.	
<b>Total:</b>	<b>\$5,071.00</b>

**Amount Your Society will Provide:** \$700.00

**Total Proposed Budget:** \$5,071.00

### Grant Recommendations

**Recommended Amount:** \$0.00

**Recommendation:**

Not recommended for funding as the projected program registration fees of \$200 per participant exceed the proposed program budget, the financial need to implement the proposed program has not been demonstrated, the application relies only on City and applicant funding, and no other external funding sources were sought.

**Grant Conditions:**

N/A

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**Society:** Kidsport - Richmond Chapter

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$30,000.00

**Proposal Title:** KidSport™ Richmond Grant

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 350

**Richmond Residents:** 350

### Grant Request Summary

Social and economic obstacles can prevent some young people from participating in organized community and school sports. KidSport Richmond's purpose is to provide financial assistance to help financially challenged families overcome the financial barrier that may exist to ensure their children will have the opportunity to participate in at least one season of sport of their choice. The season of sport MUST be a minimum 6 weeks of duration and at least once per week. KidSport Richmond provides funding for sport registration fees up to a maximum of \$800 per child per calendar year for athletes up to 18 years of age. The local community sport organization must be affiliated with Sport BC. Applications are qualified based upon confirmation of family income level qualifying to published Low-Income-Cut-Off-Values or as verified by a 3rd party financial endorser who would be aware of the family's financial situation. Athletes must reside in the City of Richmond to qualify for grant funding. KidSport Richmond currently funds more than 89% of applications received. Grant funds are paid directly to the local community sport organization or secondary school and not the family or child. The community need for sport funding has constantly increased due to the many economic impacts on financially challenged families. In 2022 KidSport Richmond provided grants to 278 athletes for a total of \$118,736. As of September 30, 2023 KidSport Richmond has provided grants to 298 athletes for a total of \$133,600. This is an increase of 7% in the number of athletes receiving a grant and 13.5% value of the grants over last year.

### Richmond Services Received by Your Organization

None

### Financial Information

## Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$90,000.00	\$130,000.00
Total Expenses	\$120,000.00	\$155,000.00
Annual Surplus or (Deficit)	(\$30,000.00)	(\$25,000.00)
Accumulated Surplus or (Deficit)	\$131,016.00	\$149,824.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Due to restrictions caused by the COVID pandemic, KidSport Richmond was not able to host our annual fundraising Gala. This is our largest revenue source and should have resulted in a significant deficit. Fortunately KidSport Richmond received unexpected funding through Sport BC from both the Federal and Provincial Governments totaling \$65,000. Sport organizations slowly returned to full participation in 2022. Athlete grants paid out increased over the prior 2 years but are still behind pre-pandemic levels.

**Current Year** With no funding from either the Federal or Provincial Governments, our revenues are below our expectations resulting in an operating deficit so far in 2023.

### Explanation for Accumulated Surplus or (Deficit)

The surplus is carried from year to year to cover with timing issues for cash flow or deficit like situations that we are experiencing in 2023. Grants and donations do not come in an equal amount each month and are not guaranteed annually. The accumulated surplus enables KidSport Richmond to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 12 months of operating costs to enable us to keep awarding grants should KidSport Richmond experience a significant disruption in our funding sources.

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$20,000.00	Parks, Recreation & Community Events
2022	\$19,000.00	Parks, Recreation & Community Events
2021	\$19,000.00	Parks, Recreation & Community Events

## Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00

Item	Amount (\$)
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Provide funding for partial sport registration fees up to \$800 per child annually to children and youth from financially challenged families who reside in Richmond, to participate in community and school sports whose sport organization is affiliated to with Sport BC.	\$30,000.00
<b>Total:</b>	<b>\$30,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Hamber Foundation	\$8,000.00

**Amount Your Society will Provide:** \$100,000.00

### Grant Recommendations

**Recommended Amount:** \$20,000.00

#### Recommendation:

A (single year) grant is recommended to assist with subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.

#### Grant Conditions:

N/A



**Society:** London Heritage Farm Society

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Family Farm day coordinator

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** June 01, 2024

**End Date (if applicable):** August 17, 2024

**Number To Be Served:** 1000+

**Richmond Residents:** 1000+

### Grant Request Summary

All offerings are geared towards having parents and children participate in. appropriate activities that contribute to there understanding and enjoyment of what might have been experienced on a farm in days past (and perhaps present). It is a community event designed to bring people together. Activities include things such as: interaction with animals; games; entertainment; seed planting and various crafts.

### Richmond Services Received by Your Organization

The City provides maintenance of the site, e.g. lawn cutting. They also provide a care taker on site for maintenance of the washrooms and cleaning of rooms in the London farm house.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$36,235.00	\$25,519.00
Total Expenses	\$24,079.00	\$9,864.00
Annual Surplus or (Deficit)	(\$452.00)	\$0.00
Accumulated Surplus or (Deficit)	\$61,349.00	\$0.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Deficit results in unexpected expenses

**Current Year** The year is not yet up so the surplus is not able to be determined. The figures for the current year reflect revenues and expenses from January 1, 2023 to June 30, 2023

**Explanation for Accumulated Surplus or (Deficit)**

Not able to determine yet

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$2,500.00	Parks, Recreation & Community Events

**Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$5,000.00</b>

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$5,000.00

## Grant Recommendations

**Recommended Amount:** \$2,500.00

**Recommendation:**

A (single year) grant is recommended to assist with personnel expenses to support a community event geared towards farm-focused interactive activities for families and education on historic farm life.

**Grant Conditions:**

N/A

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**Society:** Richmond Cosom Floor Hockey Association

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Richmond Cosom Floor Hockey Association City Grant for Increased Operating Expenses

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 400

**Richmond Residents:** 350

### Grant Request Summary

Due to a larger number of participants registered this year, we require more games to be held. This means our personnel salaries for referees will increase, which is mainly to pay youth members for their refereeing. Target groups: all ages, all gender, inclusive community. Community benefits: provide opportunities for youth to work, safe space to educate, learn, grow and teach the sport of floor hockey, and foster community environment.

### Richmond Services Received by Your Organization

RCFHA accesses City of Richmond/School District 38 facilities (i.e. high school and elementary schools for community purposes, practices and games and community centre meeting rooms) at the community rate (approximately \$150.00).

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$43,000.25	\$56,281.20
Total Expenses	\$42,934.02	\$54,880.00
Annual Surplus or (Deficit)	\$54.98	\$1,401.20
Accumulated Surplus or (Deficit)	\$47,169.14	\$23,000.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Marginal amount of surplus left after using revenue to pay for all expenses.

**Current Year** Increase in participant registration has increased revenue. However, this will require more spending on equipment to keep up with the larger number of participants.

### Explanation for Accumulated Surplus or (Deficit)

We hold a reserve of funding to be used in situations where we are growing our organization, resulting in expenses higher than normal. This reserve is also used for situations when our registration income is lower than our operating costs.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$3,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$1,500.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$5,000.00</b>

### Financial Assistance From Other Sources (if applicable)



Item	Amount
The Keg Spirit Foundation	\$3,000.00
ViaSport British Columbia Society Fall 2023 Community Sport Program Development	\$3,000.00
Feel Betta Fitness and Refinish Vancouver	\$4,000.00
<b>Amount Your Society will Provide:</b>	<b>\$8,000.00</b>
<b>Total Proposed Budget:</b>	<b>\$5,000.00</b>

### Grant Recommendations

**Recommended Amount:** \$0.00

**Recommendation:**

Not recommended for funding as the projected program registration fees exceed the proposed program budget, and the financial need to implement the proposed program has not been demonstrated.

**Grant Conditions:**

N/A

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**Society:** Richmond Food Security Society

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$18,000.00

**Proposal Title:** Building a Food Secure Richmond

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5100

**Richmond Residents:** 5100

### Grant Request Summary

Urban Bounty is engaging in a resilient food system through education, advocacy, and community-building initiatives and is requesting core funding to continue this work. Our vision is healthy people, community, and environment, and to that end, we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events. Our work develops critical social infrastructure that benefits the community through access to and participation in a sustainable, equitable, and healthy food system. Community Gardens: 820 plots (expected in 2024) at 16 sites for residents to grow organic delicious organic produce, Seed Library: providing locally-adapted heritage seeds to grow beans, peas, lettuce, and tomatoes, Fruit Gleaning: nourishing families in need by gleaning backyard fruit trees and giving the Richmond Food Bank and other community organizations fruit that otherwise would be wasted, Kids in the Garden: nurtures children to become familiar with food cultivation and learn the important connections between food, land, and the environment, Get Rooted Youth Program: moulds young leaders, training them in hands-on opportunities to take action towards building a more food-secure community, Young Colts: food literacy skills for young parents, Senior Healthy Eating: providing an opportunity to connect and creating simple meals with seniors, Honeybee and Pollinator Program: Beehives across four city sites, Workshops: Free workshops to increase urban agriculture knowledge and stewardship. Events include Spring Fling, Clean-Up Days at Community Gardens, Public Works Open House, and partnering with the City on Farm Festival. We have 4 strategic priorities for the next 3 years: 1) Grow an engaged food literate community by offering high-quality programs and events, 2) Nurture Urban Agriculture by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved, 3) Enrich our organizational foundation by developing consistent, reliable, and diverse funding streams, professionalizing our communications,

and enhancing our board and governance structure, 4) Cultivate a strong presence as a community resource agency. Working towards a robust food system is a long-term endeavor, and we aim to balance on-the-ground initiatives with long-term planning. Additionally we have identified a need for an equity based approach to our programs, through a demographic analyses we identified that seniors and young families need more access and supports.

Richmond Services Received by Your Organization

We receive office space from the City of Richmond, currently in Paulik Park at Ash and Blundell. The City kindly supports us for facility maintenance, utilities, and staple office furnishings. We provide our own phone and internet.

Financial Information

Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$450,805.00	\$446,045.22
Total Expenses	\$472,680.00	\$408,503.07
Annual Surplus or (Deficit)	(\$21,875.00)	\$37,541.29
Accumulated Surplus or (Deficit)	\$3,855.00	\$110,072.47

Explanation for Annual Surplus or (Deficit)

**Last Complete Year** We ended the last complete year with a deficit. From lessons learned during the pandemic we worked towards building a surplus to have three months of operating funds to protect the organization from unexpected events. We need to ensure financial stability and longevity to meet our obligations for growing food security demands in the community. Surplus funds will also be allocated to increasing our subsidy program in community gardens to accommodate new sites, ensure a living wage for staff, legal fees associated with being a charity, and enhancing program streams. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

**Current Year** Fiscal management and responsibility have been steady based on last and current year reporting. Our annual budget has grown three and a half times in the last five years, and it looks like the trajectory continues upward for 2024. After receiving our Federal Charity status, we opted to be audited by Sanders, Russell and Company, and this was to ensure that bookkeeping and accounting aligned with CRA regulations. At just over halfway through the fiscal year, we are projecting revenues of close to \$446,045.22. We have been able to build our financial surplus to protect us against the unexpected. We are grateful to our outgoing Executive Director, Ian Lai and look forward to new incoming leadership. Our Board of Directors continues to encompass individuals with proven success in project management, urban land economics, administration, accounting, governance, entrepreneurship, and resource management. The current year will be focused on enhancing our organizational capacity to

ensure that a broader demographic can receive services. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

#### **Explanation for Accumulated Surplus or (Deficit)**

From lessons learned during the pandemic we worked towards building a surplus to have three months of operating funds to protect the organization from unexpected events. This unrestricted financial surplus helps to ensure a quick response to community needs and financial and operational demands to tackle projects that are harder to fund. Striving to elicit long-term food systems change and support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens Program (for which there is currently a waitlist of 400 Richmond residents).

#### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$16,000.00	Parks, Recreation & Community Events
2022	\$12,000.00	Parks, Recreation & Community Events
2021	\$13,764.00	Parks, Recreation & Community Events

#### **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$13,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,100.00
Equipment	\$900.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$800.00
Other:	\$0.00

Item	Amount (\$)
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**Total: \$18,000.00**

### Financial Assistance From Other Sources (if applicable)

Item	Amount
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**Vancouver Coastal Health** \$49,207.00

**BC Gaming** \$24,500.00

**TD Parks People** \$2,000.00

**Amount Your Society will Provide:**

**\$75,000.00**

### Grant Recommendations

**Recommended Amount:** \$16,000.00

#### Recommendation:

A (single year) grant is recommended to assist with personnel and operating expenses for food system programs, events, and community initiatives, including community gardens, Seed Library, Fruit Gleaning, Kids in the Garden, Get Rooted Youth Program, Young Colts, Senior Healthy Eating, and Honeybee and Pollinator Program.

#### Grant Conditions:

N/A



**Society:** Richmond Winter Club

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$2,000.00

**Proposal Title:** Try Curling program

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 200 anticipated, more would be welcomed

**Richmond Residents:** Most or all will be Richmond residents

### Grant Request Summary

The Grant is to assist in funding a weekly program offering - welcoming anyone interested in trying curling. A fun environment is provided, with on-ice fundamentals and safety introduced. The community benefits with an engaged, healthy and active citizenry. The program provides opportunity for citizens to develop relationships with others and feel a belonging to the community.

### Richmond Services Received by Your Organization

The Richmond Winter Club has entered into a Service Agreement with the City of Richmond whereby the City provides the facility (including the ice plant and utilities) and the Richmond Winter Club provides curling programming and related activities through the curling (fall/winter) season.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$301,493.00	\$319,000.00
Total Expenses	\$275,455.00	\$314,000.00
Annual Surplus or (Deficit)	\$26,038.00	\$5,000.00
Accumulated Surplus or (Deficit)	\$197,773.00	\$202,773.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** A surplus was achieved with a principle contribution being two international wheelchair curling tournaments held at the facility.

**Current Year** A small surplus/breakeven is projected. The Club was very fortunate in the prior year to earn the interest of the world federation to hold the wheelchair tournaments at the facility. These were non-recurring events. The Club operates with minimal staffing and relies on membership fees, ice and lounge rentals, and grants to more or less cover costs.

#### Explanation for Accumulated Surplus or (Deficit)

The Club has a cumulative surplus equivalent to approximately 60% of annual forecast expenses. The Club operates frugally from a financial perspective with minimal staffing and is looking to grow membership to pre-COVID levels or beyond.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2021	\$7,000.00	Parks, Recreation & Community Events

#### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Instructors	\$2,000.00
<b>Total:</b>	<b>\$2,000.00</b>

**Amount Your Society will Provide:** \$3,000.00

**Total Proposed Budget:** \$2,000.00

## Grant Recommendations

**Recommended Amount:** \$0.00

**Recommendation:**

Not recommended for funding as the projected program registration fees exceed the proposed program budget, the financial need to implement the proposed program has not been demonstrated, the application relies only on City and applicant funding, and no other external funding source were sought.

**Grant Conditions:**

N/A

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**Society:** Sea Island Community Association

**Grant Type:** Multiple Year Funding Cycle - (Year 2 of 3) \$5,000 or Less Grant

**Grant Request:** \$1,500.00

**Proposal Title:** Burkeville Daze 2023

**Number To Be Served:** 1000

**Richmond Residents:** 900

### Grant Request Summary

Burkeville Daze is a Community Event that attracts families from all over Richmond. There are activities for all ages. This event provides a much needed opportunity for community socialization and education regarding City and Community services and programs.

### Changes that will impact grant use

There are no changes to the Grant use. Generally the grant is for providing free activities for families. Specifically, the cost of shutting down Airport road to host a free antique car show. The City requires Traffic Management Plan that cost approximately \$1,000

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$81,973.00	\$118,912.00
Total Expenses	\$93,042.00	\$120,578.00
Annual Surplus or (Deficit)	(\$11,069.00)	(\$1,666.00)
Accumulated Surplus or (Deficit)	\$113,351.00	\$111,685.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Our Association had a deficit in 2021/2022 as a result of lower attendance in the licensed preschool. Low registration with higher costs for instructors led to a deficit. The licensed preschool is the largest revenue source for Sea Island Community Association.

**Current Year** As of July 31 2023. Fiscal year end in August 31 2023. Our Association had a deficit in 2022/2023 again as a result of lower attendance in the licensed preschool. Low registration with higher costs for instructors led to a deficit. The licensed preschool is the largest revenue source for Sea Island Community Association.

**Explanation for Accumulated Surplus or (Deficit)**

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$100,000, We are glad to have this bit of insurance to cover our expenses in the event of further Public Health Orders or a different setback for recreation.

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$1,000.00	Parks, Recreation & Community Events

**Grant Recommendations**

**Recommended Amount:** \$1,000.00

**Recommendation:**

A (Year 2 of 3) grant is recommended to assist with supplies for the annual Burkeville Daze community event at Burkeville Park.

**Grant Conditions:**

N/A



**Society:** Steveston Community Society - Richmond Summer Project

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$49,395.00

**Proposal Title:** Steveston Community Society - Richmond Summer Project

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5500

**Richmond Residents:** 5500

### Grant Request Summary

Funds contributed by the City of Richmond Grant will be used for the centralized administration of City Wide summer day camp programs, primarily for preschool and children. More specifically, funds are used to hire a summer administrator to coordinate the hiring process, City wide training opportunities, staff/volunteer appreciation and coordinate payroll. Additionally, funds will be used to provide staff to support children with special needs, that are not identified before the program starts. This is a barrier to many associations that do not have the staff or funds to support unexpected challenging behaviors. On top of providing support for children with special needs, funds will be used to implement free programs for children and families in parks around the City, providing opportunities for families facing financial barriers an opportunity to engage in positive recreational activities. There are 13 associations/societies based out of community centres, heritage sites, arenas, cultural centres and the nature park that will benefit from this grant. Steveston Community Society is submitting the grant application for Summer 2024-2026 on behalf of Richmond Summer Projects. The programs and services that this grant supports include 150 staff and 200 volunteers, many of which are youth. Benefits include over 5000 opportunities for children to participate in programs, many of which are for families that require child care during the summer. Also employment of over 100 youth staff and recruitment of over 100 volunteers. These staff and volunteers learn valuable transferable skills that will benefit them in school and future employment. Many City of Richmond staff once volunteered or worked for Richmond Summer programs.

### Richmond Services Received by Your Organization

Use of City of Richmond buildings and service including parks. City staff are involved in the planning and implementation of the programs.

## Financial Information

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$272,497.00	\$162,012.00
Total Expenses	\$268,192.00	\$173,447.00
Annual Surplus or (Deficit)	\$4,304.00	(\$11,435.00)
Accumulated Surplus or (Deficit)	\$28,881.00	\$17,446.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The Last year completed was 2022. The annual surplus was \$4,304. Surplus usually comes from efficient use of staff time and supplies for training and appreciation. Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding being received for the following year. Funds are always being used as designated but may be applied after the fiscal year.

**Current Year** Numbers shown are as of October 5, 2023. This year we had a deficit of (\$11,435). This Current year the Canada Summer Jobs grant was declined for the City Centre riding and reduced for the Steveston riding. This was a \$120,000 difference from previous year and what we were expecting. As a result all associations received less funding for staff, the Steveston riding associations/societies contributed to City Centre riding associations/societies and we used previous year surplus to ensure all associations received at least one position. Associations with greater need were provided funding for two staff. In addition to reduced federal funding was the impact of new Job Evaluation wages for summer staff. Wages continue to increase. this year's increase was 3%. Summer 2024 is an increase of 7-10 percent depending on which positions are hired.

#### Explanation for Accumulated Surplus or (Deficit)

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding being received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not receive HRDC funding until later in the year. The accumulated surplus from previous years was negatively impacted because the City Centre riding was declined the Canada Summer Jobs grant. Accumulated funds were used to support the hiring of additional staff and provide equitable services across the City.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$37,017.00	Parks, Recreation & Community Events
2022	\$31,000.00	Parks, Recreation & Community Events

Year	Amount	Grant Program
2021	\$24,000.00	Parks, Recreation & Community Events

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$40,000.00
Consultant Services	\$4,000.00
Volunteer Support (e.g. expenses, recognition)	\$2,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Staff Training and city wide kickoff	\$2,000.00
<b>Total:</b>	<b>\$48,000.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
HRDC Canada Summer Jobs - City Centre	\$85,000.00
HRDC Canada Summer Jobs - Steveston/Richmond East	\$85,000.00

**Amount Your Society will Provide:** **\$60,000.00**

## Grant Recommendations

**Recommended Amount:** \$37,017.00

**Recommendation:**

A (Year 1 of 3) grant is recommended to assist with personnel expenses, volunteer support and training for the coordination of the Richmond Summer Project, which helps numerous community associations and partners provide equitable summer day camp programs and services to residents, including the provision of additional staff support for children with special needs.

**Grant Conditions:**

N/A

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**Society:** The Richmond Sports Council

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Active Recreation & Sport Fund application

**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):** September 01, 2023

**End Date (if applicable):**

**Number To Be Served:** 10+

**Richmond Residents:** all

### Grant Request Summary

The Richmond Sports Council with the generous support of City of Richmond created and launched the RSC Active Recreation & Sport Fund in September 2023. Our goal is to help young Richmond residents (up to age 18) to participate in Richmond's active recreation and sports programs where financial barriers impact inclusion. This is funding aims to cover program costs (up to \$500/participant/year) that are not eligible for other existing streams of funding. Criteria for the fund was created through examination of existing funding programs and identifying gaps. Our goal is to fill these gaps. Potential beneficiaries of the Fund are families who's children/youth participate in activities without a Provincial Sport Organisation and programs outside the City of Richmond. This includes but is not limited to: cheer, some martial arts, bike riding, swimming lessons, water sports and dance. Options exist for families to apply who have recently arrived in Canada and have not completed a 2022 Income Tax Return which broadens the potential for inclusion of newly arrived residents of Richmond. Eligible programs include: \* Organized activities in Richmond, with an instructor or coach, running on a set schedule, at least weekly. \* Camps and active recreation programs in Richmond, like dance, martial arts, cheer and sports.

### Richmond Services Received by Your Organization

RSC Active Recreation & Sport Fund received one-time funding of \$5000 from City of Richmond to establish this fund. Administration of the Fund is similar to how KidSport administers their applications and funding. Applicants wishing to receive funds submit an application form, their registration confirmation, and either their Notice of Assessment for the most recent year or they provide a letter of endorsement from an objective 3rd party who knows the family. If the sport organization they have registered with is eligible for funding (not eligible for KidSport Funding), registration has been confirmed, and either the endorser letter or notice of assessment is within the eligible range they would

be approved for funding. Funding would either be for the full cost of registration (no equipment costs covered) or up to a max of \$500.00. Any and all applications are reviewed by a committee of volunteers and City Staff to verify eligibility. Committee members will follow up with each applicant as well as the sport organization to verify that they are eligible to be part of this funding opportunity. Communication to families will be completed via email and if approved, a letter will be sent to both the family and the organization on how to use the funds. Any and all funds received will be used to provide funding for our applicants. We will help as many individual applicants as we are able to with the funds we receive. We could alter the amount of the maximum funding grant from \$500 to a lesser amount. This would take a discussion with our Board about helping more individuals with smaller amounts or more significant help with the max of \$500 each.

## Financial Information

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$1.00	\$5,000.00
Total Expenses	\$1.00	\$5,000.00
Annual Surplus or (Deficit)	\$1.00	\$1.00
Accumulated Surplus or (Deficit)	\$1.00	\$1.00

### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Richmond Sports Council's only revenue is the membership funds and our only expenses in 2022 relate to our website hosting, bank fees, and annual report filing with Province of BC. RSC Active Recreation & Sport Fund did not exist in 2022 so the Financial Information is listed above as \$1 as there is no option to leave it at zero.

**Current Year** Richmond Sports Council's only revenue is the membership funds and our only expenses in 2023 to date relate to our website hosting, bank fees, and paying the cost of 2 members to attend Board Governance course offered by Richmond Chamber of Commerce. I am the new Treasurer and do not yet have access to the Council's bank account.

### Explanation for Accumulated Surplus or (Deficit)

Richmond Sports Council holds approx \$2000 in membership fees collected over the last decade. RSC Active Recreation & Sport Fund holds \$5000 balance at the time of the launch of the fund in September 2023. These funds are projected to be disbursed in grants to cover fees for active recreation & sport activities for children and youth in Richmond. Funds are budgeted to be exhausted by January 2024.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A



## Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1.00
Consultant Services	\$1.00
Volunteer Support (e.g. expenses, recognition)	\$1.00
Office Rent or Mortgage	\$1.00
Utilities and Telephone	\$1.00
Supplies	\$25.00
Equipment	\$1.00
Photocopying	\$1.00
Program Materials	\$1.00
Local Travel	\$1.00
Other:	\$1.00
None of the \$1 costs will be budgeted. The boxes required a number to continue to the next page.	
<b>Total:</b>	<b>\$35.00</b>

<b>Amount Your Society will Provide:</b>	\$1.00
<b>Total Proposed Budget:</b>	\$35.00

## Grant Recommendations

**Recommended Amount:** \$5,000.00

### Recommendation:

A (single year) grant is recommended to assist with subsidized sport program fees to help children and youth of low-income families participate in active recreation and sports programs that may not have a provincial governing body or are located outside Richmond.

### Grant Conditions:

N/A



**Society:** The Sharing Farm Society

**Grant Type:** Multiple Year Funding Cycle - (Year 1 of 3) Over \$5000 Grant Program

**Grant Request:** \$50,000.00

**Proposal Title:** The Sharing Farm Operating Assistance

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 8620

**Richmond Residents:** 7500

### Grant Request Summary

This City of Richmond grant is crucial to our ability to retain, hire and sufficiently compensate skilled staff to do the important work of the Sharing Farm. We have for years under-invested in our human resources, and subsequently have been facing issues of burnout, understaffing, and high staff turnover. The Sharing Farm has recently committed to providing living wages to its employees; this is essential morally as well as practically, for the organization's long term health, sustainability and resilience relies fundamentally on the quality and dedication of our staff. This COR grant will enable us to invest in and increase our staff, so that we can successfully continue our essential community work, as outlined below. TSF meaningfully impacts our community through the following: growing food to feed Richmond families and individuals facing food insecurity; practicing and demonstrating small-scale sustainable agriculture; and being a thriving community hub where people can gather for community events, volunteer to support our mission and connect with others, and learn about food security, sustainable agriculture and the surrounding ecosystem. The Sharing Farm is dedicated to providing fresh, healthy, local and sustainably-grown produce to folks in our community, those facing food insecurity as well as those committed to food security through the support of local, sustainable agriculture. The Sharing Farm has successfully put fresh vegetables on people's plates since 2002, donating our fresh produce to the Richmond Food Bank, Community Meal programs and other organizations distributing food to those facing food insecurity. The pandemic and climate change have proven how food security is truly vital, and a key component of food security is access to fresh produce. We will continue our donations to the Food Bank, the Musqueam Nation (a partnership begun this year) and community meal programs, as well as direct donations to refugee, newcomer, and low-income families. We will continue to sell produce to 90 families through our Harvest Basket program, as well as to an additional 600 customers (estimated) who will purchase our produce at our Farm Stand and at Kwantlen St Market.

Our target groups include all demographics in Richmond. Between the recipients of our produce, our volunteers and our program attendees, we attract people from a wide variety of cultural and economic backgrounds, and from across generations.

## Richmond Services Received by Your Organization

Use of land in the Terra Nova Park (4 acres at est. \$500/year per acre = \$2,000); rental of Buemann house (\$1,400/month x 12 months = \$16,800/year utilities included); rental of the Red Barn 332 hours @ \$20 per hour = \$6,640

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$408,138.00	\$383,525.00
Total Expenses	\$385,594.00	\$366,744.00
Annual Surplus or (Deficit)	\$22,543.00	\$16,781.00
Accumulated Surplus or (Deficit)	\$324,686.00	\$341,467.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** We were able to mount a successful garlic festival after several years of being shutdown by the pandemic.

**Current Year** We were again able to mount a successful garlic festival.

#### Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus has been built up over many years. It is invested in operating assets and a contingency provision. The farm has been diligent in recent years in building up a contingency fund that will prevent us from having to scale back operations or lay off staff in the event of unforeseen circumstances. If contingency funds become surplus, they will eventually be invested in operational assets, expansion plans, and investment in human resources.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$29,500.00	Parks, Recreation & Community Events
2022	\$21,000.00	Parks, Recreation & Community Events
2021	\$22,000.00	Parks, Recreation & Community Events

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$50,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$50,000.00</b>

#### Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>Service Canada: New Horizons for Seniors</b>	\$25,000.00
<b>Service Canada: Canada Summer Jobs</b>	\$90,000.00
<b>Community Gaming Grant</b>	\$33,000.00

**Amount Your Society will Provide:** \$119,000.00

#### Grant Recommendations

**Recommended Amount:** \$29,500.00

#### Recommendation:

A (Year 1 of 3) grant is recommended to assist with personnel expenses to promote and educate on food security and small-scale sustainable agriculture, and to grow fresh, organic produce for Richmond residents facing food insecurity through the Richmond Food Bank, Community Meals programs, the Musqueam Nation, and other charitable organizations.

#### Grant Conditions:

N/A

**Society:** Voices of Muslim Women Foundation

**Grant Type:** \$5,000 or Less Grant

**Grant Request:** \$5,000.00

**Proposal Title:** Athletic Leadership for Young Girls

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** August 25, 2024

**End Date (if applicable):** August 25, 2024

**Number To Be Served:** 200

**Richmond Residents:** 100

### Grant Request Summary

Voices of Muslim Women requests City of Richmond's support in hosting a program to promote Sports and Athletic leadership in young women. The program will facilitate leadership skills, representation, and confidence in youth who wish to be a leaders on and off the field, ice, or court . The objective for this program is to showcase the importance of representation in all industries. Women are an underrepresented minority in sports and often limited to gender-bias within those industries. Recent development in women sports including soccer have given role models to young girls around the world. However, the message is not widely spread. VMW will invite Community leaders, industry professionals, and people who know the true meaning of sportsmanship will to speak and offer workshops and advice to young girls. This workshop will increase the quality of life of Richmond residents through community programs that offer confidence building, professional development and educational workshops. The event will cater people of all faiths and backgrounds including Muslim women. There is a large diaspora of Muslims in Richmond. The Richmond mosque is the first mosque in British Columbia. It is revered as a place of worship and has catered to Muslims within Richmond as well as across the lower mainland. Proposed activities include: - Hands on training on leadership in sports and power of representation and diversity on and off the fields - skills development and team building through soccer activities in a Richmond soccer field - players mingle post event to enjoy food and discussions about sports and personal development Target groups are: FEMALE YOUTH PERSONS OF COLOUR MUSLIM Community Benefits: Inclusion - VMW's and Richmond United FC's reach is across various cultural groups in Richmond and Lower Mainland. The program promotes inclusion of all cultural groups as well as girls at any level of skills in any sports Neighborhood Connectedness - The program will bring together girls within Richmond and across lower mainland Social Equity - Having a free program in a transit-friendly location will make it accessible for every girl,

regardless of their economic status. Wellness - Participation in sports is known to positively effect both physical wellness through exercise as well as mental wellness through social connection.

### Richmond Services Received by Your Organization

For 2022, the organization received \$3000 grant. No other services are received by VMW from City of Richmond.

### Financial Information

#### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$62,588.00	\$32,400.00
Total Expenses	\$65,898.00	\$32,076.00
Annual Surplus or (Deficit)	(\$3,312.00)	\$324.00
Accumulated Surplus or (Deficit)	\$6,009.00	\$6,333.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** The last complete year is Aug 11- December 31st Financial information above includes prior year of January 1, 2022 to August 10th, 2022 as a non-profit and August 11th-December 31st as a charity. Due to the change in charity status, there were events and programs that were delayed to 2023 and a contributing factor to the annual deficit for 2022. Financial Statements have been attached for reference.

**Current Year** The current year covers January 1-December 31st 2023. As the financial period has not closed, there are no financial statements available. The amounts are based on the budget approved by the board. File attached.

#### Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus is based on lack of spending due to virtual events, cancelation of travel plans to support the expansion of VMW and assumptions on events that did not come true such as no fundraising or awards gala etc.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$3,000.00	Parks, Recreation & Community Events

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00

Item	Amount (\$)
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$0.00
Photocopying	\$200.00
Program Materials	\$2,500.00
Local Travel	\$0.00
Other:	\$0.00
<b>Total:</b>	<b>\$4,700.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
Coho Commissary	\$1,000.00

**Amount Your Society will Provide:** \$0.00

**Total Proposed Budget:** \$4,700.00

### Grant Recommendations

**Recommended Amount:** \$1,000.00

#### Recommendation:

A (single year) grant is recommended to assist with volunteer support, supplies, and program materials to host free sports and athletic leadership programs and workshops for young women, to provide leadership training and skill development, and advocate for diverse representation in sport.

#### Grant Conditions:

Grant funds must be used towards local programs as the funding of grants or scholarships to other groups or individuals is not eligible under s. 4(v) of the City's 2024 Grant Program Guidelines. The applicant is encouraged to get involved with GO Day, a free, local event that encourages girls in Grades 7, 8 and 9 to participate in a variety of active programs.



**Society:** WS Immigrant and Multicultural Services Society (WSIMS)

**Grant Type:** Single Year Funding Over \$5000 Grant Program

**Grant Request:** \$40,000.00

**Proposal Title:** 10th Greater Van Asian Heritage Month & Mother-Father's Day Celebration at River Rock May 12 or 10th Canada Intercultural Creative Festival & 19th Giving Heart Community Feast at City Hall Plaza Oct 6, 2024

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** May 12, 2024

**End Date (if applicable):** May 12, 2024

**Number To Be Served:** 700

**Richmond Residents:** 600

### Grant Request Summary

1. Proposed activities: By celebrating Asian Heritage Month and Mother-Father's Day, or Culture Days, it attracts industry leaders, scholars, politicians, fathers, mothers, and people who care about parents to have equal dialogues, resource docking, expand their respective public quadrants, cross the age gap, and appreciate each other, seek resources such as collaborators, business partners or employers on the path of career development, etc. 1) On-site sponsors and industry celebrities can set up booths or roll-up banners to display and promote the company; 2) Issue the "Community Contribution Award" to commend entrepreneurs, community leaders, outstanding individuals, etc. who have made special contributions to the community; 3) Present the "Excellent Father Award" to commend outstanding fathers; 4) Present the "Excellent Mother Award" to commend outstanding mothers; 5) Publish a Chinese and English book for this event in place of the event journal; 6) May select an organization to donate respectively. The amount is to be determined; 7) Enjoy a nice dinner with 450 people; 8) Enjoy the culture performances

### Richmond Services Received by Your Organization

None, yet



## Financial Information

### Your Society's Budget

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$12,697.23	\$40,000.00
Total Expenses	\$12,611.89	\$40,000.00
Annual Surplus or (Deficit)	(\$85.34)	\$0.00
Accumulated Surplus or (Deficit)	(\$85.34)	\$0.00

#### Explanation for Annual Surplus or (Deficit)

**Last Complete Year** Total revenue and total expenses are almost the same. -\$85.34. We didn't have our normal monthly events in 2022 because of the ongoing CVOID-19 pandemic.

**Current Year** Total revenue and total expenses are almost the same

#### Explanation for Accumulated Surplus or (Deficit)

Total revenue and total expenses are almost the same

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$1,000.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$800.00
Equipment	\$700.00
Photocopying	\$200.00
Program Materials	\$10,000.00

Item	Amount (\$)
Local Travel	\$300.00
Other: draft budget for show and dinner at River Rock 41,727.77	\$41,727.00
<b>Total:</b>	<b>\$56,727.00</b>

### Financial Assistance From Other Sources (if applicable)

Item	Amount
<b>Government of BC</b>	\$5,000.00
<b>Government of BC</b>	\$7,000.00
<b>Federal Art Grant</b>	\$5,000.00

**Amount Your Society will Provide:** \$6,727.77

### Grant Recommendations

**Recommended Amount:** \$0.00

#### Recommendation:

Not recommended for funding due to a vague application, which made it difficult to assess the purpose, uniqueness and quality of the proposed events, the demonstrated community benefit, and the organization's capacity to deliver the events.

#### Grant Conditions:

N/A

---

**2024 Parks, Recreation and Community Events Grants – Application Scoring Criteria**

Scoring		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Eligibility</b>		
1	The applicant is a non-profit society and its Board of Directors approved the grant application.	
2	The applicant is requesting a grant for: <ul style="list-style-type: none"> <li>operating assistance;</li> <li>a community service program or project for Richmond residents; or</li> <li>a neighbourhood or community-based event for Richmond residents.</li> </ul>	
3	The applicant has not received another grant from the City this year for the proposed project or service.	
4	If the applicant received a grant last year, it: <ul style="list-style-type: none"> <li>submitted a grant use report; and</li> <li>used the full grant amount for the stated purpose or returned the remaining funds to the City.</li> </ul>	
5	If the applicant applied for multi-year grant, the current application is for the same purpose as previous years.	

Scoring									
<input type="checkbox"/>									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
<b>Applicant</b>									
6	The applicant has a reputation for: <ul style="list-style-type: none"> <li>high quality;</li> <li>credible;</li> <li>efficient;</li> <li>effective; and</li> <li>stable;</li> </ul> operations and programs (e.g. accreditation, licenses).								
7	The applicant demonstrates efficiency and effectiveness.								
8	The applicant has sufficient organizational capacity to deliver the proposed project or service.								
9	The applicant is self-sufficient and does not rely largely on City funding, assistance, programs or services for its operations.								

Scoring									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
<b>Impact on Community and Engagement</b>									
10	The grant will be used to improve quality of life for Richmond residents, build community or improve the applicant's organizational capacity.								
11	The proposed project or service: <ul style="list-style-type: none"> <li>is inclusive; and</li> <li>will reach a large number of Richmond residents or a vulnerable population.</li> </ul>								
12	Primarily Richmond residents will be served.								
13	There is a demonstrated community need for the proposed project or service.								
14	The proposed project or service is unique (a similar project or service is not currently offered).								
15	The proposed project or service will engage a large number of volunteers.								
16	Partnerships and/or collaborative relationships with other organizations have been established.								
<b>Financials</b>									
17	The applicant submitted: <ul style="list-style-type: none"> <li>financial statements;</li> <li>an operating budget for the current fiscal year; and</li> <li>a budget for the proposed project or service.</li> </ul>								
18	The applicant has sought funding from sources other than the City for the proposed project or service.								
19	The applicant requires financial assistance to implement the proposed project or service.								
20	The applicant is working towards not being dependent on City funding or assistance for the project or service.								
21	The budget is reasonable and realistic for the proposed project or service.								
22	The applicant applied the "user pay" principle where appropriate.								

Scoring									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
<b>Quality of Application</b>									
23	The application is complete and provides detailed explanations.								
24	Information is presented in a clear, coherent and convincing manner.								

**City of Richmond**

**2024 Grant Program Guidelines**

**For**

**Health, Social & Safety**

**and**

**Parks, Recreation & Community Events**

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## 1. Overview

### (i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy (attached).
- These Guidelines pertain to the following City Grant Programs:
  - Health, Social & Safety
  - Parks, Recreation & Community Events
- Separate programs exist for Arts and Culture and Child Care grants. Please see the City website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)) for information about these programs.

### (ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

### (iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user-pay when applicable
- Innovation.

### (iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

### (v) Objectives

- To assist Council to facilitate the Council Strategic Plan
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

## 2. Program Funding

### (i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council.
- The amount allocated to the Programs will be based on overall City corporate priorities.

### (ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are deposited to the City's Grant Provision Account.

### 3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

**Partnership:** A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

**Duplication:** Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

**School (public and private) based programs:** "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

**Community based programs in schools:** "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school-based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.

### 4. Eligibility

#### (i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided)
- The Society's Board of Directors must approve of the application being submitted.

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 4)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**  
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative salaries
2. **Community Service**  
Specific programs or projects to deliver services to Richmond residents
3. **Community Event**  
Neighbourhood or community-based events to enhance quality of life for Richmond residents



**(iv) Items Eligible For Funding**

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals (e.g., vehicles, equipment, and maintenance)
- Heat
- Light
- Telephone
- Photocopying
- Materials.

**(v) Items Not Eligible For Funding**

The following items will not be funded:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
  - Promoting or serving a political party or organization
  - Lobbying of a political party, or for a political cause
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need
- Expenses that are the responsibility of other government programs or entities
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions, p. 4)
- Child care purposes (the City has a separate Child Care Grant Program, see [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants))
- Travel costs outside the Lower Mainland
- Other.

**(vi) Grant Limitations**

- Due to limited funds, applicants may receive only one grant per year
- Grant allocations are partially dependent on the annual budget
- Not all applicants meeting the Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it
- Grants are not to be regarded as an entitlement
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

## **5. Application Assessment Criteria**

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought
- Partnerships and/or collaborative relationships with other organizations to strengthen the proposal have been established.

**(ii) Assessment Considerations**

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

**(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

**(iv) Financial Statements**

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
  - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget
- Grant proposal budget.

**(v) User Pay Principle**

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

**(vi) Multi-Year Funding Criteria**

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

## 6. The Grant Review Process

### (i) The Grant Review Process

There is one intake period per year. Please see the City website for dates ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)). The following Grant Review stages will be followed (see sections below for further information):

1. Applications submitted by deadline
2. Staff review applications
3. Staff prepare recommendations
4. Council reviews recommendations and make final decisions
5. Grants distributed
6. Recipients report on grant use.

### (ii) Program Guidelines and Web-based Application

Program Guidelines and access to the web-based application system will be posted on the City website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation & Community Events Grant Programs
- A simplified application is available for minor requests (\$5,000 or less), or year 2 or 3 of a multi-year funding cycle (see Multi-Year Funding Criteria, p. 6)
- A longer application is required of applicants requesting over \$5,000, or wishing to be recommended for a three-year funding cycle.

### (iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)) for dates.

### (iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

### (v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are led by staff in the respective divisions:
  - Health, Social & Safety (Community Social Development)
  - Parks, Recreation & Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no information will be provided to applicants or the public until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

### (vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to the General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

## 7. Awarding of Grants

### (i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

### (ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of the grant award or denial if applicable, and to contact staff if further information is required.

### (iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include it with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

### (iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

### (v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

## 8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants) or contact the Community Services Department at 604-276-4000.



Adopted by Council: July 25, 2011  
Amended by Council: July 9, 2012  
Amended by Council: April 11, 2022

### **POLICY 3712:**

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation)
  - Community Environmental Enhancement Grants Program (Parks and Recreation).
2. Casino funding may be used to create four separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the four City Grant Programs may receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture, Parks and Recreation, and Environment will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of three streams of grant requests:
  - (i) \$5,000 or less;
  - (ii) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less; and
  - (iii) no more than \$500 for individuals applying for the Environmental Enhancement Grant.
7. Only registered non-profit societies governed by a volunteer Board of Directors requesting funding to serve primarily Richmond residents, are eligible, except for individuals accessing the Environmental Enhancement Grant.
8. Applicants may receive only one grant per year unless applying for Environmental Enhancement Grant funding for projects not utilizing other City Grant funding.
9. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.



Adopted by Council: July 25, 2011  
Amended by Council: July 9, 2012  
Amended by Council: April 11, 2022

10. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** December 18, 2023

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services

**File:** 03-1085-01/2023-Vol  
01

**Re:** 2024 Arts and Culture Grants



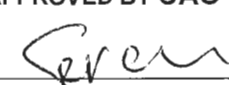
### Staff Recommendations

- 1) That the 2024 Arts and Culture Grants be awarded for the total recommended amount of \$127,364, as identified in Attachment 1 of the staff report titled "2024 Arts and Culture Grants", dated December 18, 2023, from the Director, Arts, Culture and Heritage Services; and
- 2) That the grant funds be disbursed accordingly following Council approval.

*CM Fenwick*

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 4

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

## Staff Report

### Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

This report provides information and recommendations pertaining to the 2024 Arts and Culture Grants, now in its thirteenth year.

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

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

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

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

*6.5 Enhance and preserve arts and heritage assets in the community.*

### 2024 Arts and Culture Grants Budget

The 2024 Arts and Culture Grants Budget is \$127,364. This includes a cost of living increase over last year's budget as per City Grant Program Policy 3712. The program offers two types of grants:

- Operating Assistance Grants are provided to support the annual programming and operating activities of eligible organizations, and are awarded up to a maximum of 30 percent of the annual operating budget, to a maximum of \$10,000.
- Project Assistance Grants are provided to support organizations working on a project basis or undertaking a special initiative outside the scope of their normal operations, and are awarded up to a maximum of 50 percent of the total project budget, to a maximum of \$5,000.

### Application Process and Applications Received

In September 2023, announcements were placed on the City website, circulated via email and social media channels and a press release was issued advising the community that applications were being accepted for the 2023 City Grant Program until October 18, 2023. A link to the City website was provided for further information and to access the online application system.

During this period, emails were sent to Arts and Culture e-blast subscribers, more than 500 individual artists and arts/cultural organizations that have opted to receive information from City staff throughout the year. Application guidelines along with links to the online application form are available on both the "City Grant Programs" and the "Artists' Opportunities" pages of the City website.



Staff met with most previous grant recipients individually over the summer to review their 2023 application and activities, discuss any updates to their organization and project offerings, and make recommendations where appropriate. New applicants are advised to contact City staff in advance to ensure they are eligible. Staff are also available to all applicants to provide additional support and answer questions on an as-needed basis.

On September 28, 2023, an in-person grant writing workshop and information session took place at the Richmond Cultural Centre. Staff presented an overview of the grant process and coaching on effective grant writing practices to 32 arts practitioners and/or representatives of various arts organizations.

Eleven applications were received for Operating Assistance and 11 for Project Assistance, for a total combined request of \$150,400. Tables outlining requests and recommended allocations for the 2024 Arts and Culture Grants are provided in Attachment 1. Grant Application Summary Sheets, providing key information about each application, are found in Attachment 2. Information in the Grant Application Summary Sheets are taken from the applicants' submissions. Staff recommendations and comments are also included in the Summary Sheets.

#### Application Review Process

An Assessment Committee evaluated the applications on three key areas: merit, organizational capacity and impact (described in the Application Guidelines, Attachments 3 and 4). As per best practices in similar granting programs for arts and culture, these three key areas were assigned a numerical ranking to create a total numeric score out of 100 for each application. At the adjudication meeting, the combined scores of all four members of the Assessment Committee were distilled to an average score to determine a funding recommendation:

Low	1-20	No funding recommended
Med/Low	21- 49	Possible funding at a small contribution or no funding recommended
Medium	50-74	Funding at a modest contribution recommended
High/Med	75-89	Funding at a high contribution recommended
High	90-100	Funding up to request level (if possible) recommended

The Grants Application Summary Sheets, found in Attachment 2, indicate the aggregated score of each applicant.

The impact of funding received through the Arts and Culture Grants is augmented by regular communication between staff and organization representatives who meet, at minimum, once a year. During these meetings, staff offer a consultative and solutions-oriented approach to organizational development based on expertise in the non-profit Lifecycle methodology, helping groups build capacity in a way that is sustainable and suits their specific needs. Groups also have the option of exploring the Lifecycle model more deeply with staff to create achievable action plans.

## Analysis

### 2024 Arts and Culture Grants Information

The total number of applications received is 11 for Operating Assistance and 11 for Project Assistance.

This year, one Operating application was received from an organization that had not previously applied for a City grant: Elegance Maple Leaf Seniors Association. Two Project Assistance applications were received from organizations that had not previously applied for funding through this program: Richmond Gateway Theatre Society and Southeast Asian Cultural Heritage Society. A summary of application numbers, allocations and staff recommendations over the last three years is presented in the tables below.

Table 1: Operating Assistance Grants for the last three years and recommendations for 2024

<b>OPERATING ASSISTANCE GRANTS Applications, Allocations and Recommendations (2021–2024)</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Total number of applications	12	12	12	11
New applicants	0	0	0	1
Grants not recommended	0	0	0	1
Partial amount of request recommended	12	10	12	5
Full amount of request recommended	0	2	0	5
Total amount requested	\$101,200	\$101,775	\$103,950	\$102,650
Total amount allocated/ recommended	\$85,875	\$88,370	\$88,658	\$85,614

Table 2: Project Assistance Grants for the last three years and recommendations for 2024

<b>PROJECT ASSISTANCE GRANTS Applications, Allocations and Recommendations (2021–2024)</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Total number of applications	10	8	10	11
New applicants	3	2	2	2
Grants not recommended	2	1	1	0
Partial amount of request recommended	8	7	9	6
Full amount of request recommended	0	0	0	5
Total amount requested	\$47,770	\$42,500	\$50,000	\$47,750
Total amount allocated/ recommended	\$30,940	\$31,132	\$35,600	\$41,750

### Reasons for Partial or No Funding

The recommended grant allocations vary depending on the degree of competition among applicants in any given year. This year is characteristically competitive with the City receiving \$23,036 in requests in excess of the allocated budget of \$127,364. Even so, with a noticeable improvement in the quality of grant applications, a record 10 applicants are being recommended for the full amount of their request.

Eleven organizations who are recommended for funding in 2024 will receive an increase in their funding over last year with two organizations receiving a slight decrease. The decrease in funding for one of these groups is due to the fact that the group requested a lower amount than last year. Three groups are recommended to receive the same amount as last year. Out of these groups, two are recommended for the full amount of their request. As per the adjudication process noted above, applicants recommended for a higher percentage of requested funding scored higher on the evaluation criteria than those recommended for lower percentages.

Overall, 21 out of 22 applicants are recommended for funding. One applicant from the Operating Assistance grant stream is not recommended for funding as they do not meet the program's eligibility criteria. This group was contacted well in advance of the deadline and staff notified them of their ineligibility and offered alternative solutions; nevertheless, the group proceeded with their application.

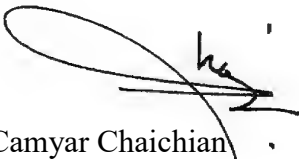
### **Financial Impact**

The 2024 Arts and Culture Grants budget of \$127,364 was approved as part of the City's 2024 Operating Budget. A total of \$127,364 in allocations is recommended for the 2024 Arts and Culture Grants, subject to City Council's approval.

### **Conclusion**

The 2024 Arts and Culture Grants makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community.

Staff recommend that the 2024 Arts and Culture Grants be allocated as indicated in Attachment 1 for the benefit of Richmond organizations and residents.



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- Att. 1: 2024 Arts and Culture Grants Requests and Recommendations  
2: 2024 Arts and Culture Grants Application Summary Sheets  
3: 2024 Arts and Culture Grants - Operating Assistance Guidelines  
4: 2024 Arts and Culture Grants - Project Assistance Guidelines

## 2024 Arts and Culture Grants Requests and Recommendations

### OPERATING ASSISTANCE

Organization	2023	2024 Request	2024 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	\$8,000	\$10,000	\$7,464	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to present intergenerational music performances at concerts and community events while promoting Chinese culture.	1.
Cinevolution Media Arts Society	\$8,500	\$10,000	\$9,000	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to produce innovative media arts programs which aim to build connections for and empower immigrant and traditionally marginalized communities.	3.
Community Arts Council of Richmond	\$9,130	\$10,000	\$9,000	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide a wide range of creative opportunities that develop community arts in Richmond. The group offers programming that reflects diverse cultures, ages and art forms.	5.
Elegance Maple Leaf Seniors Association	\$0	\$9,600	\$0	This organization is not eligible for funding through this program. Staff contacted them early in the application process and recommended other funding opportunities.	7.
Richmond Arts Coalition	\$9,000	\$10,000	\$10,000	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to promote, support and advocate for the arts in Richmond. Programs include a monthly online newsletter as well as producing visual and performing arts events throughout the year.	9.
Richmond Community Band Society	\$3,350	\$5,400	\$5,400	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs for this long-standing musical band's performances at annual local events such as Remembrance Day and Canada Day. The organization provides year-round engagement for seniors in the community.	11.
Richmond Community Orchestra and Chorus Association	\$8,300	\$10,000	\$9,000	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs for providing an annual program of orchestra and choir concerts to Richmond residents.	13.
Richmond Delta Youth Orchestra	\$9,130	\$10,000	\$10,000	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide a professional orchestral preparation program for children and youth. This educational opportunity is enhanced with active engagement in the community by providing performances at local events.	15.

Organization	2023	2024 Request	2024 Recommend	Comments	Pg
Richmond Music School Society	\$9,370	\$10,000	\$10,000	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide high-quality music education and to foster community appreciation of music. They also provide accessible music programs for people with disabilities and barriers.	17.
Richmond Potters Club	\$6,570	\$0	\$0	This group will be applying for project funds in future years and have no application in place for this year.	N/A
Richmond Singers	\$8,100	\$10,000	\$8,100	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs of this community choir that provides public and private performances for the community. The group also commissions new artistic work and provides outreach performances for local seniors.	19.
Richmond Youth Choral Society	\$7,650	\$7,650	\$7,650	Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide Richmond children and youth with choral music education. Participants have the opportunity to perform at community gatherings while also representing Richmond at international events.	21.
Textile Artist Guild or Richmond	\$1,558	\$0	\$0	This group will be applying for project funds in future years and have no application in place for this year.	N/A
<b>Operating Sub-Total</b>	<b>\$88,658</b>	<b>\$102,650</b>	<b>\$85,614</b>		

## PROJECT ASSISTANCE

Organization	2023	2024 Request	2024 Recommend	Comments	Pg
Arison Yue Opera Society	\$4,050	\$5,000	\$3,000	Support the presentation of an opera based on a classic Chinese story at the Gateway Theatre, promoting the advancement of a popular branch of Chinese opera for the community.	23.
BC Philharmonic Society	\$3,850	\$5,000	\$4,500	Support the presentation of a music performance, "Spring from East and West", a concerto that bridges Eastern and Western classical music at a local venue.	25.
Canada Chinese Performing Arts Society	\$3,850	\$5,000	\$4,500	Support the presentation of Han music and the cultural celebration of the Full Moon at a unique outdoor location.	28.
Direct Theatre Collective	N/A	\$5,000	\$4,500	Support the presentation of a new play, <i>Monster</i> , in Richmond, created and performed by local artists. The play explores modern discourse on topics such as gender roles and cultural identity. The organization is also creating digital tools that reduce accessibility barriers for the audience.	30.

Organization	2023	2024 Request	2024 Recommend	Comments	Pg
First Pacific Theatre Society	\$3,400	\$0	\$0	This group decided not to submit an application this year.	N/A
Philipine Cultural Arts Association of BC	\$4,125	\$0	\$0	This group decided not to submit an application this year.	N/A
Richmond Art Gallery Association	\$4,000	\$5,000	\$5,000	Support a new initiative that celebrates cultural harmony through food, using a blend of Indigenous gardening practices, Chinese language translation and working with multiple local partners. This project provides educational opportunities for volunteers and animates the Library/Cultural Centre's Rooftop Garden to engage the local community.	32.
Richmond Gateway Theatre Society	N/A	\$1,500	\$1,500	With this project, this established arts organization will step away from traditional operations to present the Jade Circle Community Dinner. Engaging with local Richmond business partners, the event aims to offer the storied arts facility as a venue for community building and cultural understanding through a communal food and entertainment experience.	34.
Richmond Improv Theatre Society (Formerly Tickle Me Pickle Theatre Sports Improv Society)	\$4,150	\$5,000	\$5,000	Support a series of entertaining improvisation workshops and performances for adults and youth throughout the city, while also creating positive diversity engagement under the banner of their company motto to "share the stage."	36.
Southeast Asian Cultural Heritage Society	N/A	\$5,000	\$3,000	Support the presentation of a multi-disciplinary performance titled <i>Journey of Melody</i> . This is a new work in development and the vision of melding dance, music and theatre that reflects a diverse cultural tapestry.	38.
Steveston Historical Society	\$4,125	\$5,000	\$5,000	Support the return of "Steveston Alive", dramatized walking tours of Steveston. This activity provides educational theatre arts opportunities for youth in Richmond, ranging from acting to costume design.	40.
Textile Arts Guild of Richmond	\$0	\$1,250	\$1,250	Support a four-part speakers series that presents accomplished textile artists that share insights and techniques with a local audience.	42.
Vancouver Cantonese Opera	\$4,050	\$5,000	\$4,500	Support a series of concerts and water sleeve classes both online and in person in Richmond. Performances aim to entertain and to preserve the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audiences.	45.
<b>Project Sub-Total</b>	<b>\$35,600</b>	<b>\$47,750</b>	<b>\$41,750</b>		
<b>GRAND TOTALS</b>	<b>\$124,258</b>	<b>\$150,400</b>	<b>\$127,364</b>		



**Society:** Canadian YC Chinese Orchestra Association

### Society Mandate Summary

To promote Chinese music by performing to the public in the City of Richmond and the greater Vancouver area.

### Society History

Since inception, the association has had numerous performances by members in terms of main orchestra, smaller ensembles, as well as solo performances. Since 2012, the orchestra has registered as the first music group in residence of the Cultural Centre of City of Richmond. Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre (about 350 audience capacity). The performance had a full house and as a result, another show was added (in about 6 months). Since 2013, we have been a partner of the Multicultural Heritage Festival held each summer at the Richmond Cultural centre and our performance of "O Canada" with our own instruments was welcomed by the audiences as well as Government officials. For the last 13 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, provided free performance for senior homes, local regional centres, cultural events, festivals, and celebrations across our community. As an artist group in residence of the Richmond Cultural Center, we participate actively in the Cultural events in our community. With Cultural Grants from the City of Richmond in the last 10 years, we have been able to produce large scale concerts at The Richmond Gateway Theatre, such as 2014 Ocean Hometown concert, 2015 Qiao's Grand Courtyard concert, 2016 Festival Gala and Multicultural Art Festival concert, 2017 Rising stars concert, 2018 Canada International Art Festival, 2019 Colours of Summer concert. In fact, the above concerts were all a huge success and we had a full house of over 500 audiences each time.

### Grant Request

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$44,000.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$8,000.00	Arts & Culture Operating Assistance
2022	\$6,587.00	Arts & Culture Operating Assistance

Year	Amount	Grant Program
2021	\$8,100.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$82,782.54	\$44,000.00
<b>Total Expenses:</b>	\$81,709.38	\$44,000.00
<b>Surplus:</b>	\$1,073.16	\$0.01
<b>Accumulated Surplus:</b>	\$1,073.16	\$1,073.16
<b>Other Funders</b>		
<b>Canada summer job fund:</b>		\$11,000.00

### Grant Recommendations

**Recommended Amount:** \$7,464.00

**Aggregate Score:** 82

#### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to present intergenerational music performances at concerts and community events while promoting Chinese culture.

#### Grant Conditions:

N/A





**Society:** Cinevolution Media Arts Society

### **Society Mandate Summary**

Cinevolution makes experimental film and media art accessible for all, with a focus on connecting and empowering immigrants and other historically marginalized communities through participatory community festivals and events.

### **Society History**

Founded in 2007 by a group of Pan Asian filmmakers, artists and activists, Cinevolution is Richmond's first and only media arts organization. Since then, it has been a leading voice for newcomer communities while promoting independent film, interdisciplinary arts and critical dialogue on migration and diversity. Recognized for excellence in programming, vision, and community impact, Cinevolution was twice a finalist for the Richmond Arts Awards Cultural Leadership Award, recipient of Volunteer Richmond's Nova Star Award in 2013 and awarded the Richmond Arts Award for Artistic Innovation in 2012. From 2007-2010, Cinevolution presented 3 editions of the Vancouver New Asia Film Festival (VNAFF), 2 DocuAsia Forums, 30+ community screenings, and Richmond's first youth film outreach program – the Dream Project. From 2011-2014, VNAFF rebranded as the Your Kontinent: International Film and Media Arts Festival, adopting a more global scope for film selection and introducing media art elements. In 2015, we transitioned from a traditional film festival model to two signature programs: Digital Carnival (DC), an annual festival of cutting-edge media art for community audiences, and DocuAsia Forum which uses documentary as a platform to gather artists, researchers, community organizers and diverse publics for critical dialogue on current issues in contemporary Asia, their local relevance, and global implications. DC was part of the Richmond World Festival from 2015-2019. Highlighting a wide range of emerging and established media artists and art forms, the series has established experimental media arts as part of Richmond's public landscape. In 2021, DC took place as a hybrid festival for the first time with a partnership exhibit at the Richmond Art Gallery. Cinevolution has also co-produced several artist/community-led projects: Art Talking Women (2012-2016), Underwater Chinatown (2014-2016), Surviving Samsara (2017-present), Suzhou Alley Women's Mural Project (2018-present).

### **Grant Request**

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$91,849.00

### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$8,500.00	Arts & Culture Operating Assistance
2022	\$9,100.00	Arts & Culture Operating Assistance
2021	\$9,200.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$90,296.00	\$91,839.00
<b>Total Expenses:</b>	\$90,241.00	\$91,849.00
<b>Surplus:</b>	\$55.00	(\$10.00)
<b>Accumulated Surplus:</b>	\$201.00	\$191.00
<b>Other Funders</b>		
<b>BCAC ABCD: \$3394; BCAC Accelerate: \$25,500; BCAC Impact Program: \$30,000:</b>		\$58,894.00

### Grant Recommendations

**Recommended Amount:** \$9,000.00

**Aggregate Score:** 88

#### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to produce innovative media arts programs which aim to build connections for and empower immigrant and traditionally marginalized communities.

#### Grant Conditions:

N/A



**Society:** Community Arts Council of Richmond

## Society Mandate Summary

### Society History

Prior to 1970 a group of like-minded arts advocates decided to support and sustain the arts community in Richmond and encourage its growth and so the Community Arts Council of Richmond was born. CACR soon started to expand its reach to the entire community of Richmond, to connect artists and citizens and share the invaluable benefits of the arts. CACR's working board is actively involved in all the organization's projects. Board members meet monthly to plan events and initiatives both independently and through partnerships with Richmond's local artists and organizations in the cultural sector. Initiatives and projects serve different purposes such as strengthening the visibility and presence of the arts in the community and providing new opportunities to artists. We also seek to further develop arts education opportunities for all our youth and volunteering opportunities. With a shift back in favour of in-person events and gatherings, we hope to build back the pre-pandemic levels of programming for our community and artists. We support and create programs that help Richmond's artists and community to gain exposure to the arts. Highlights: Provided gallery space for artist members to exhibit and sell their work at a nominal cost, produced countless in-person and virtual exhibitions, performances, and events in partnership with Richmond's cultural organizations. Ran the Reach to Teach program that gives youth of various socio-economic backgrounds the chance to collaborate and reap the benefits of art education in person for over a decade. Raised major funds for capital-building projects like The Gateway Theatre and the Richmond Cultural Centre. Built a volunteer team made up of residents in Richmond who love the arts. Created virtual exhibitions to complement programs or events like Reach to Teach, Faces of Richmond, and Islamic Art Experience. We also offered Camilli Quartet performances and documented events in partnership with the Richmond Photo Club.

### Grant Request

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$39,850.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$9,130.00	Arts & Culture Operating Assistance
2022	\$9,182.00	Arts & Culture Operating Assistance

Year	Amount	Grant Program
2021	\$8,400.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$29,493.00	\$32,700.00
<b>Total Expenses:</b>	\$30,229.00	\$39,850.00
<b>Surplus:</b>	(\$736.00)	(\$7,150.00)
<b>Accumulated Surplus:</b>	(\$8,694.00)	(\$15,844.00)

### Other Funders

### Grant Recommendations

**Recommended Amount:** \$9,000.00

**Aggregate Score:** 88

### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide a wide range of creative opportunities that develop community arts in Richmond. The group offers programming that reflects diverse cultures, ages and art forms.

### Grant Conditions:

N/A

**Society:** Elegance Maple Leaf Seniors Association

### Society Mandate Summary

### Society History

During the epidemic, ELEGANCE MAPLE LEAF SENIORS ASSOCIATION, through online and offline methods, encouraged everyone to actively exercise, maintain optimism, and mobilize participants' healthy emotions; It has also performed more than 50 public performances, contributing to the promotion of multi-ethnic cultural exchanges, and has been well received by Chinese and friends of all ethnic groups. The club will also continue to use songs and dances to attract residents to participate, complete the mission of promoting community communication, cultivating and managing mental health emotions, sending warmth and encouragement to the elderly, and promoting multi-ethnic cultural exchanges.

### Grant Request

**Requested Amount:** \$9,600.00

**Society Operating Budget:** \$10,000.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$100.00	\$100.00
<b>Total Expenses:</b>	\$10,100.00	\$9,600.00
<b>Surplus:</b>	\$100.00	\$1,000.00
<b>Accumulated Surplus:</b>	\$100.00	\$1,000.00

**Other Funders**

### Grant Recommendations

**Recommended Amount:** \$0.00

**Aggregate Score:** N/A

**Recommendation:**

This organization is not eligible for funding through this program. Staff contacted them early in the application process and recommended other funding opportunities.

**Grant Conditions:**

N/A

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**Society:** Richmond Arts Coalition

### Society Mandate Summary

We are a voice for artists and the arts in Richmond. We promote, support, and advocate for the Arts in all their various forms within Richmond, BC.

### Society History

In 2004, the City of Richmond passed the Richmond Arts Strategy, including recommendations to improve communication between arts groups and to strengthen the arts community. As a direct result, RAC was formed as a Society on November 1st, 2005. In 2008, the City endorsed a '2010 Arts Plan', identifying RAC as the advocacy organization responsible for bringing local artists and arts organizations together. RAC partners with the City on community events and the annual Richmond Arts Awards, and applies for grants to hire local artists for the annual Richmond Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation. (Starting in 2019, a Youth Arts Award has been funded this way.) Also in 2013, RAC surveyed artists, arts organizations, and the public about the state of the arts in Richmond. Since 2015, RAC has collaborated with the Richmond Art Gallery on ArtRich, a bi-annual, month-long, juried exhibition of local artists. Starting in 2018, RAC has collaborated with the Steveston Historical Society on the annual Songs in the Snow: A Vintage Christmas, finding performers and BC Arts Council grants. RAC's website, email newsletters, and social media feature local artists and share arts events and opportunities, sometimes with pieces picked up by local newspapers. In 2020 (due to COVID-19), RAC organized a digital Maritime Festival; the virtual online event received over 46,000 viewings by the end of the festival. In 2021, RAC launched the Let's Celebrate Together video series highlighting artists, now in its fifth iteration. In 2022 and 2023, RAC supported local artists providing youth workshops during Culture Days, a partnership with the School Board. As an advocacy organization, RAC engages with City staff and Council on arts issues, speaks with provincial and federal representatives, and reaches out to community groups to promote and advocate the importance of supporting Art and Artists for a healthy and vibrant Richmond.

### Grant Request

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$80,395.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$9,000.00	Arts & Culture Operating Assistance
2022	\$9,100.00	Arts & Culture Operating Assistance

Year	Amount	Grant Program
2021	\$9,300.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$90,692.18	\$80,395.00
<b>Total Expenses:</b>	\$92,710.85	\$80,395.00
<b>Surplus:</b>	(\$2,018.67)	\$0.01
<b>Accumulated Surplus:</b>	\$22,103.10	\$22,103.10
<b>Other Funders</b>		
<b>\$10,000 2024 BC Community Gaming Grant. \$6,000 2024 BC Arts Council Project Assistance: Community Arts Festivals Grant (for Songs in the Snow artists). \$1025 remaining Arts Impact Grant funding (to be spent in January 2024):</b>		\$17,025.00
<b>Canadian Heritage Building Communities through Arts and Heritage - Local Festivals Grant (for Maritime Festival):</b>		\$30,000.00

### Grant Recommendations

**Recommended Amount:** \$10,000.00

**Aggregate Score:** 96

#### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to promote, support and advocate for the arts in Richmond. Programs include a monthly online newsletter as well as producing visual and performing arts events throughout the year.

#### Grant Conditions:

N/A





**Society:** Richmond Community Band Society

### **Society Mandate Summary**

To provide the Richmond public with focused musical concerts, as well as providing seniors in long term/permanent residential care with some outside entertainment. To promote music in local schools through joint concerts and to provide an outlet for the musical aspirations of our members, many of whom are returning to an instrument after years or even decades of not playing.

### **Society History**

Branch 5 of the Royal Canadian Legion created the band in 1973 and fully supported it until 1976 when it became independent of the Legion and was incorporated as The J.S. Thompson Band Society. In 1996 it was renamed The Lulu Island Music Society and in 2003 the Richmond Community Band Society. Throughout these name changes the band retained the same musical focus. Rehearsals are every Monday evening from 8 to 10 pm in the Murdoch Centre, at Brighthouse United Church. Our music director is Bob Mullett, a local professional musician. Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals. Past performances have included November 11th ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Bandfest, and an annual (for 34 years) ticketed fund raising concert at the Gateway Theatre. We relocated to the Peace Mennonite Church when the Gateway Theatre changed its focus to professional performances. We also have performed at various seniors' residences, the Minoru Seniors' Centre (now the Richmond Centre for Active Living), Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In past summers we have present outdoor concerts in Richmond parks. In 1995 we were invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. In 1989 the band toured England and Scotland. In the summer of 2021, we held outdoor rehearsals and presented an outdoor concert at Thomas Kidd School Park. Due to the closing of Brighthouse United Church, we lost our rehearsal space, but are pleased to report that we have found a new home at the Ukrainian Community Centre.

### **Grant Request**

**Requested Amount:** \$5,400.00

**Society Operating Budget:** \$19,100.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$3,350.00	Arts & Culture Operating Assistance
2022	\$2,052.00	Arts & Culture Operating Assistance
2021	\$1,600.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$19,980.00	\$19,150.00
<b>Total Expenses:</b>	\$21,505.00	\$19,100.00
<b>Surplus:</b>	(\$1,525.00)	\$50.00
<b>Accumulated Surplus:</b>	\$3,138.55	\$3,188.55

### Other Funders

### Grant Recommendations

**Recommended Amount:** \$5,400.00

**Aggregate Score:** 95

### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs for this long-standing musical band's performances at annual local events such as Remembrance Day and Canada Day. The organization provides year-round engagement for seniors in the community.

### Grant Conditions:

N/A



**Society:** Richmond Community Orchestra and Chorus Association

### Society Mandate Summary

ROCA strives to contribute and lead the rich cultural scene of Richmond, through a diverse yearly program of orchestra and choir concerts, as well as to develop community partnerships with local foundations and school programs.

### Society History

For over 36 years, ROCA has been a unique organization in North America, one of just a few that combines orchestra and chorus together. We have two Artistic Directors who lead the different groups, each performing a few times each season singularly and then coming together for at least 2 concerts as well. We strive to balance this, with recent years including more combined concerts. The ROCA Board consists of dedicated members who give feedback and support to the Artistic Directors, ultimately making decisions about our funding and expenditures, and about the focus of our organization. Since 2019 in particular, our Board has focused our conversations on how to create accessible, dynamic and diverse music performances that provide inclusion ROCA members and audience members, considering safety of course, and a growing need to rejuvenate and grow our outlook as an organization. For the 2023-2024 concert season, we have hired new a new office manager who has this same vision and is able to support ROCA with branding, promotional work and visuals/graphics that represent and support our mandate. Historic information about ROCA, as shared on our website: In 1986 George Austin and a group of like-minded musicians decided that it was time for Richmond to have its own orchestra and chorus and so the Richmond Orchestra and Chorus Association was formed. Over the last 36 years, the organization has grown in both number and in its reach. We are committed to providing an opportunity for musicians to share the joy of music in rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994-present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Tate's "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the

Richmond Hospital Foundation's 15th Starlight Gala (2013). ROCA continues to seek new members, performers and opportunities for community partnerships within Richmond.

### Grant Request

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$115,500.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$8,300.00	Arts & Culture Operating Assistance
2022	\$7,600.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$107,097.39	\$90,200.00
<b>Total Expenses:</b>	\$112,783.23	\$115,500.00
<b>Surplus:</b>	(\$5,685.84)	(\$25,300.00)
<b>Accumulated Surplus:</b>	(\$5,685.84)	(\$30,985.84)

**Other Funders**

### Grant Recommendations

**Recommended Amount:** \$9,000.00

**Aggregate Score:** 88

#### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs for providing an annual program of orchestra and choir concerts to Richmond residents.

#### Grant Conditions:

N/A



**Society:** Richmond Delta Youth Orchestra

### Society Mandate Summary

The Richmond Delta Youth Orchestra (RDYO) is a professional orchestral preparation program for young musicians, ages 6 to 25, providing instruction and performance opportunities in an ensemble setting.

### Society History

The Orchestra's incredible journey started back in September 1971, commencing rehearsals in Ladner. Under the leadership of Harry Gomez, who served as both the Conductor and Music Director, the ensemble took shape with approximately forty dedicated musicians. The Orchestra's inaugural performance took place at an open rehearsal held at the Ladner Community Centre for Mayor Dugald Morrison later that same year. Throughout the 1970s and 1980s, the Orchestra experienced remarkable growth, drawing talented young musicians not only from Richmond but also from across the Lower Mainland. Its core mission remained centered on offering exceptional orchestral training under the guidance of highly qualified musical instructors. In 2013, acknowledging that a significant portion of its young talent hailed from Richmond, the Orchestra officially rebranded itself as the Richmond Delta Youth Orchestra. Since relocating to Richmond, the organization's enrollment has nearly doubled. Currently, the Richmond Delta Youth Orchestra boasts a roster of 111 young performers organized into seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music. Year after year, the RDYO presents a multitude of outreach concerts in Richmond and the greater Metro Vancouver area, with notable appearances at events such as the Richmond World Festival, Culture Days, Richmond Cultural Centre, Richmond Public Library, WE Day, Maple Residences, and Aberdeen Centre. The RDYO stands as a vibrant and continually expanding contributor to Richmond's rich cultural landscape.

### Grant Request

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$245,600.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$9,130.00	Arts & Culture Operating Assistance
2022	\$9,100.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance

## Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$236,313.49	\$232,000.00
<b>Total Expenses:</b>	\$204,091.27	\$245,600.00
<b>Surplus:</b>	\$32,222.22	(\$13,600.00)
<b>Accumulated Surplus:</b>	\$32,222.22	\$18,622.22
		<b>Other Funders</b>
<b>BC Gaming:</b>		\$40,000.00
<b>Women-led Grant from Canada Heritage:</b>		\$2,000.00

## Grant Recommendations

**Recommended Amount:** \$10,000.00

**Aggregate Score:** 96

### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide a professional orchestral preparation program for children and youth. This educational opportunity is enhanced with active engagement in the community by providing performances at local events.

### Grant Conditions:

N/A

**Society:** Richmond Music School Society

### Society Mandate Summary

To promote music excellence and to foster interest and participation in music at the highest quality of music education.

### Society History

The Richmond Music School Society (RMS) has been a committed contributor to the cultural life of Richmond since it was established in 1979. As we enter our 44th anniversary season, we remain as committed as ever to a high standard of professional criteria with a focus on the accessibility of quality music education to all sectors of Metro Vancouver. As a founding member of the BC Association of Community Music Schools, RMS must adhere to a high standard of professional criteria to which commercial schools are not bound. Our focus is on the accessibility of music education to all sectors of the Richmond community, with an emphasis on program excellence and community work. As part of our commitment to the community, we can often be seen performing at events such as Winter Wonderland, Culture Days, Aberdeen Centre, and Lansdowne Centre, in addition to the concerts that are open to the public that RMS organizes at the school campus. Students hold regular recitals for senior care facilities in Richmond, bringing the gift of music to those often isolated from society and the performing arts. Between the cost of instrument purchases, equipment rentals, sheet music, lesson fees, and program fees, music lessons can be a luxury that not everyone can afford. RMS is bridging this gap by ensuring equity of access to quality music education through its various outreach programs, bursaries, scholarships and affordable lesson fees.

### Grant Request

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$392,000.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$9,370.00	Arts & Culture Operating Assistance
2022	\$10,000.00	Arts & Culture Operating Assistance
2021	\$9,400.00	Arts & Culture Operating Assistance

## Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$458,515.00	\$392,000.00
<b>Total Expenses:</b>	\$463,587.00	\$392,000.00
<b>Surplus:</b>	(\$5,072.00)	\$0.01
<b>Accumulated Surplus:</b>	\$2,187.00	\$2,187.00
<b>Other Funders</b>		
<b>BC Gaming Grant:</b>		\$54,500.00

## Grant Recommendations

**Recommended Amount:** \$10,000.00

**Aggregate Score:** 96

### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide high-quality music education and to foster community appreciation of music. They also provide accessible music programs for people with disabilities and barriers.

### Grant Conditions:

N/A

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**Society:** Richmond Singers

### **Society Mandate Summary**

As the longest standing community choir in Richmond our purpose is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

### **Society History**

In 1971 Pam Hiensch, still an active singer in the Ensemble, placed an ad in the local paper inviting women to meet and sing recreationally, and we eventually became known as The Richmond Singers. We have participated in international choral events over the years under the direction of five different artistic directors. Our 55 members range in age from 30s - 80s and come from varied backgrounds and talents. The Richmond Singers Ensemble was formed in 1989 to answer the call for daytime events and also offer an interactive program at senior facilities. The full choir performs two to three major concerts per season, often featuring local guest performers and accompanists. Fabiana Katz joined as director Sept 2019 and presented "A Festive Transition" concert whereby the outgoing Director, Tasha Neufeld and Fabiana sang a duet. We are pleased to have two accompanists under contract, Elizabeth Oh and Cindy McPherson for the Ensemble. It was a challenge during 2020 and 2021 for our choir to sing in person, but we survived COVID-19 through strong leadership and a commitment to safety. We studied our music via the Zoom platform and eventually met spaced apart wearing masks. We produced five virtual choral performances, including O' Canada for the Richmond City's 2022 July 1st video celebration. and the Ensemble produced a "Sing-a-long" video. All are available on our website. The choir's 50th Anniversary concert June 11, 2022 at Fraserview Church, "The Power of Song", was sung with masks, and premiered "Our Song", a commissioned piece by local artist Katerina Gimon. "Celebrate the Light" on Dec 3rd 2022 at Broadmoor Baptist Church showcased Conor Stuart on violin. April 29, 2023 we took a two-day bus trip to sing a joint concert in Sidney with the Victoria Mendelssohn choir and the Duncan Medford Singers. We performed our May 28, 2023 "After the Storm" concert at the South Arm United Church. We were honoured to perform on May 17, 2023 at the Gateway Arts Awards Ceremony.

### **Grant Request**

**Requested Amount:** \$10,000.00

**Society Operating Budget:** \$77,480.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$8,100.00	Arts & Culture Operating Assistance
2022	\$9,182.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$59,293.27	\$77,480.00
<b>Total Expenses:</b>	\$65,893.85	\$77,480.00
<b>Surplus:</b>	(\$6,600.58)	\$0.01
<b>Accumulated Surplus:</b>	\$5,399.42	\$1,544.42
<b>Other Funders</b>		
<b>BC Gaming grant:</b>		\$18,000.00

### Grant Recommendations

**Recommended Amount:** \$8,100.00

**Aggregate Score:** 84

#### **Recommendation:**

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs of this community choir that provides public and private performances for the community. The group also commissions new artistic work and provides outreach performances for local seniors.

#### **Grant Conditions:**

N/A

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**Society:** Richmond Youth Choral Society

### **Society Mandate Summary**

To provide the children and youth of Richmond and the surrounding Metro Vancouver area an excellent choral music education and a diverse range of prestigious performance opportunities. Our desire is to enrich their lives and nurture them through choral music, building their self-confidence, respect for each other, balancing harmony within diversity, to become proud community contributors and builders of our city's multicultural atmosphere.

### **Society History**

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, performing with and hosting the Wakayama Children's Choir from our sister city. Wakayama, Japan and in 2015 we returned the visit to Wakayama. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. We have worked with other composers like Larry Nickel and Iman Habibi. In 2015 we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we planned a year of celebration including a collaboration with the RDYO to premier another new commission partnering with Timothy Corlis called "We Will Sing You Home". We also represented Richmond and BC in Ottawa on July 1st for Canada 150. In 2017 we collaborated with a professional Theater production called "The Ridiculous Darkness" with Alley theater, which won a Jessie. In 2018 we represented Canada at the World Choir Games in South Africa. We managed to stay active during the pandemic despite significantly reduced registration. We also resurrected, "Voices in Peace" a free community concert for Richmond on Remembrance Day. We participated in Kathaumixw, in Powell River this past July 2023. Now we are planning to attend World Choir Games in New Zealand, 2024. With the support of the Sister City Committee we plan to return to Wakayama in March of 2025.

### **Grant Request**

**Requested Amount:** \$7,650.00

**Society Operating Budget:** \$28,805.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$7,650.00	Arts & Culture Operating Assistance
2022	\$7,600.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$27,884.76	\$28,965.00
<b>Total Expenses:</b>	\$31,115.78	\$28,805.00
<b>Surplus:</b>	(\$3,231.02)	\$160.00
<b>Accumulated Surplus:</b>	(\$1,324.50)	(\$1,164.50)

#### Other Funders

**BC Gaming Arts and Culture Grant:** \$7,000.00

### Grant Recommendations

**Recommended Amount:** \$7,650.00

**Aggregate Score:** 94

#### Recommendation:

Support organizational expenditures such as artist fees, supplies, venue rental, insurance and general operational costs in order to provide Richmond children and youth with choral music education. Participants have the opportunity to perform at community gatherings while also representing Richmond at international events.

#### Grant Conditions:

N/A

**Society:** Arisun Yue Opera Society

**Project Name:** Butterfly Lovers and opera excerpts

**Dates:** March, October, 2024

### Project Summary

In March, we will have "Yue Opera Exerpts" performance in Gateway Theatre. In October, "Butterfly Lovers" will be performed at Gateway Theatre. In June and December, we will have smaller scale "Yue Opera Exerpts" performance. Location is TBD.

### Society Mission/Mandate

Yue opera, is the second most popular opera form out of over 360 opera genres in China. Founded in January 2018, The Arisun Yue Opera Society (AYOS) is the largest Yue Opera Society in our British Columbia. The AYOS has a mandate to promote Yue Opera Performance Development. Our program is to deliver both formal and informal Yue Opera production, learning and appreciation workshops, conferences and seminars for opera lovers and all Canadians.

### Society History

Our association is a 40+ members organization which will produce a formal public performance at a formal performance hall such as the Michael J Fox Theatre or similar community centers every year. Since the inception, we organize workshops for the purpose of opera practice under the guidance of our senior professional performers on every Saturday at a rental place in Richmond until February 2020 as Covid-19 became a serious threat. Most of our members are residents in the Richmond community and our association play a very unique role to promote, to train and to produce live Yue Opera performances to the local citizens. We have on a regular basis an audience of 30 to 40 (non-members from our association) to come and enjoy live performance of Yue Opera. On April 22 2019, we produced the first ever formal Yue Opera Performance at the Michael J Fox Theatre to the citizens of Vancouver. We have a full house of audiences over 530 and was a big success. Local citizens from all walks of lives and different ethnic backgrounds came and enjoy a professional level of Yu Opera performance. With hard working from our members, we have been able to set tickets at a reasonable price and seniors and students are happy to get their 20% discount. On the other hand, our AYOS also performs for the local community during Ethnic festival (e.g. during the Chinese Spring festival, Canadian Multi-cultural events, Christmas time) at local community centers such as The Vancouver Round House Community Center, Sunset Community centers and senior homes . Since February this year, we basically move all activities on line. Using Zoom and wechat, we have been able to provide Yue Opera training and appreciation to our members as well Yue Opera lovers. In 2021, we have been able to produce quarterly cloud production and have all been released on both the Youtube and the Wechat platforms.

## Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$20,500.00

**Society Operating Budget:** \$30,501.00

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,050.00	Arts & Culture Project Assistance
2022	\$3,800.00	Arts & Culture Project Assistance
2021	\$3,490.00	Arts & Culture Project Assistance

## Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$27,519.17	\$30,501.00
<b>Total Expenses:</b>	\$26,900.00	\$30,501.00
<b>Surplus:</b>	\$619.17	\$0.01
<b>Accumulated Surplus:</b>	\$4,950.11	\$4,950.12
		<b>Other Funders</b>
<b>BC gaming grant:</b>		\$5,000.00

## Grant Recommendations

**Recommended Amount:** \$3,000.00

**Aggregate Score:** 75

### Recommendation:

Support the presentation of an opera based on a classic Chinese story at the Gateway Theatre, promoting the advancement of a popular branch of Chinese opera for the community.

### Grant Conditions:

Richmond venue must be confirmed.



**Society:** BC Philharmonic Society

**Project Name:** "Spring from East and West" a Violin and Pipa Double Concerto

**Dates:** July 2024

## Project Summary

"Spring from East and West" a new Violin and Pipa Double Concerto. The concerto will be performed by a solo violin and a solo pipa (a Chinese plucked instrument with 4 strings) accompanied by the BC Philharmonic Orchestra with some Chinese Traditional percussion instruments.

## Society Mission/Mandate

Formed at the end of 2016, the BC Philharmonic Orchestra Society BCPO (formally known as Vancouver Youth Philharmonic Orchestra Society) is a non-profit society with a mandate to promote, to perform and to produce orchestra music in Vancouver as well as all over the world. The mission of the BC Philharmonic Society is to provide organizational support to promote and serve the needs of its members in their many musical activities. The founding principles of the Society are inclusion and innovation in developing a musical legacy. The mandate of the Society is to develop a greater understanding and appreciation of regional cultural activities, both contemporary and traditional, and share and develop common cultural understanding and experience with members and audience alike through public performance events and educational programs.

## Society History

Since the end of 2016, the BCPS has become very popular in the greater Vancouver (including Richmond) community by giving out many public performances by musicians under the supervision of music director/conductor Ray Zhuo, who won the first prize at Romania Black Sea International Conducting Competition. We held a "Flash Mob" at the Richmond Lansdowne Mall in April 2017. We held the first annual concert at the Fraser-view Church in Richmond In June 2017. We were invited to perform to celebrate the New Year and Christmas at the Richmond Aberdeen Center 2017, 2018, 2019. We performed at Disney World, US, in Mar 2018. We held the concert at the Norman Rothstein Theatre Vancouver in June 19, 2018. We had a performance for the annual concert in the Scottish Culture Center in Vancouver on Jun 15, 2019. We performed a very successful concert of the commemoration of the 80th anniversary of the creation of the "Yellow River Cantata". On October 20, 2019 with BC Philharmonic Orchestra and Vancouver Youth Philharmonic Orchestra combined Herald Chanters Choir and Si-Chuan Xing Hai Choir, we produced a very successful concert at the Chan Center of UBC and Grand Concert with BCPO and VYPO combined Herald Chanters Choir & S.C.U.T. Vancouver Alumni Chorus at Vancouver Playhouse on Dec. 22, 2019. On Dec 5, 2021, we performed at Broadmoor Church Richmond. We held the 2021 "New Years Concert in Cloud" in Richmond. We held a chamber-music concert in Stanley in July 2021. We participated in Cultural Days 2021 & 2022. We supported the Richmond Centre for Disability Online Fundraiser Concert 2021 & 2022. On Aug 6, 2022, we held

Sunshine Concert in South Arm Park, in Richmond. During Jul & Aug, 2022, we performed at Courtyard & Pinegrove Senior House in Richmond. Oct 1, 2022, we co-hosted "Raise Me Up" concert with Helkey Music at Broadmoor Church in Richmond.

### Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$42,500.00

**Society Operating Budget:** \$80,700.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$3,850.00	Arts & Culture Project Assistance
2022	\$4,550.00	Arts & Culture Project Assistance
2021	\$4,000.00	Arts & Culture Project Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$88,583.50	\$84,000.00
<b>Total Expenses:</b>	\$85,845.00	\$80,700.00
<b>Surplus:</b>	\$2,738.50	\$3,300.00
<b>Accumulated Surplus:</b>	\$4,508.97	\$6,038.50
<b>Other Funders</b>		
<b>Gaming grant:</b>		\$3,000.00
<b>Canada Art Council:</b>		\$6,000.00

### Grant Recommendations

**Recommended Amount:** \$4,500.00

**Aggregate Score:** 85

### Recommendation:

Support the presentation of a music performance, "Spring from East and West", a concerto that bridges Eastern and Western classical music at a local venue.



**Grant Conditions:**

Richmond venue must be confirmed.

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**Society:** Canada Chinese Performing Arts Society

**Project Name:** Moon Celebration

**Dates:** September 7, 2024

### Project Summary

In this proposal, the Canada Chinese Performing Arts Society proposes a Full Moon Celebration event in Richmond City. Full Moon Celebrations are cultural traditions in many Asian countries and nations. The content of the event is Han Music performance by a professional Chinese instruments ensemble, singer, narrator, a community choir and dancers.

### Society Mission/Mandate

The organization was established 13 years ago as 'Huayi'(VBCM) Production and later on registered as a non-profit organization as The Canada Chinese Performing Arts Society. The organization puts its energy to promote performing arts based on Chinese culture and to promote cultural exchange between Canada and China. The mission for the Canada Chinese Performing Arts Society is to promote performing arts and make a pool to pull people together from different cultures to work with music. Even though the Society is based on traditional Chinese culture, there is no limitation on opening and exploring new ideas and styles for the potential of creating new concepts for performing arts. Through these efforts, the society desires to benefit professional artists and audiences from our community.

### Society History

The society has a professional profile with the Canada Council for the Arts and currently is working a CD recording for Han Music that is supported by a grant from the Canada Council for the Arts. Han Music ensemble under management of the society is based in Richmond professional ensemble. Some leading musicians are residents of Richmond city. The society also manages a community choir. The choir rehearses regularly in Richmond and most of the singers and the vocal director are also residents in Richmond city. September 26 BC Richmond Cultural Day - Full Moon Celebration July 15 2023, outdoor event at Canadian Flower of Winery and the event received a cultural grant from Richmond city. July 2022, outdoor event at the Canadian Flower of Winery and the event received a cultural grant from Richmond city. Early 2022, a large video recording project at the Civic Theatre of Surrey Arts Center for music works from Canadian composers. Spring of 2022, brought some Canadian musicians traveling to USA for a collaborative project with Center of Chinese Music and Culture in Middle Tennessee State University. In the past: September 2019, produced "Red Moon" – expression of poem and music, concert At Fraserview Church in Richmond. February 2, 2018, partnered with the White Rock Chinese Association, CCPAS co produced a successful large scale stage show "Gala Showcase of Han Culture" at Bell Performing Arts Centre in Surrey. April 2017, cooperated with Vancouver Intercultural Orchestra for the "Hands On" international drum music festival. The Canada Chinese Performing Arts Society

organized the Chinese music session. August 2016 produced the second music festival at Norman Rothstein Theatre Vancouver. In 2015 the singers of the society performed with the Orchid Ensemble at Pyatt Hall of VSO school. Invited to perform at The Sound of Dragon International Music Festival in May 2014. The Han Chinese Music Ensemble, solo singer and Huayi Choir performed a concert titled "The Burst of Folk Songs" Productions to celebrate BC 150 and Vancouver 125 anniversary.

### Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$12,400.00

**Society Operating Budget:** \$68,630.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$3,850.00	Arts & Culture Project Assistance
2022	\$4,550.00	Arts & Culture Project Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$48,295.54	\$69,303.00
<b>Total Expenses:</b>	\$43,472.04	\$68,630.00
<b>Surplus:</b>	\$4,823.50	\$673.00
<b>Accumulated Surplus:</b>	\$10,693.00	\$11,366.00

### Other Funders

### Grant Recommendations

**Recommended Amount:** \$4,500.00

**Aggregate Score:** 86

### Recommendation:

Support the presentation of Han music and the cultural celebration of the Full Moon at a unique outdoor location.

### Grant Conditions:

N/A



**Society:** Direct Theatre Collective Society

**Project Name:** MONSTER

**Dates:** January 2023 - June 2023

## Project Summary

After a successful proof-of-concept, co-writers Jill Raymond and Florence Reiher, in collaboration with other members of Direct Theatre Collective, will create a full-length musical called MONSTER.

MONSTER will be an original two-act musical about Medusa's life and death, and the other Gods and mortals in her story. Jill and Florence will be using work that already exists from the 55-minute version performed to great acclaim at the Vancouver Fringe Festival in 2023 and developing the score and book to contain more characters, scripting and songs, to create a full-length original musical.

## Society Mission/Mandate

Direct Theatre Collective Society is a not-for-profit organization committed to producing original new work through devising and collaborative exploration; recognizing art as a vehicle for social and societal change; representing marginalized communities, and using theatre as a device to evoke and provoke. In order to carry out this mandate, the Society will: a. Strive to provide opportunities to collaborators/participants of all races, ages and gender identities, b. Focus on producing new artistic works or presenting established works in revised ways, c. Provide honorariums for all artistic and technical contributions.

## Society History

Direct Theatre Collective (DTC) was founded in 2018 after it burst onto the arts scene with the seminal work HYSTERIA which premiered at the Vancouver Fringe. Formed on the idea of collective creativity and community, now approaching its fifth year anniversary - Direct Theatre Collective is an award-winning and critically acclaimed group of writers, producers, actors, and change-makers. Key projects over the last four years include Hysteria (Theatre Production, Vancouver Fringe 2018), Hysteria (Theatre/Music Production, 2019), ver·i·si·mil·i·tude (Theatre/Film Production, 2022), Where Women Gather (Film/Documentary Production, 2022) and MONSTER (Musical Theatre Production, 2023).

Throughout working on these projects Direct Theatre Collective has been keen to weave itself into the fabric of the Richmond Arts Scene - this includes winning the City Award for Artistic Innovation in 2020 and creating several community events (including free screenings of productions for Richmond residents, and talkback opportunities with Youth and other members of the community). Alongside this targeted community outreach and involvement, Direct Theatre Collective has its creative home in Richmond, where it holds development meetings, rehearsals, auditions, readings, and all other operations in the city. Direct Theatre Collective is proud to have become a jewel in the crown of Richmond's burgeoning artists' district, consistently attracting press attention and awards for their work - but it is truly the community and audience feedback which matters the most to the work DTC does.

## Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$17,390.00

**Society Operating Budget:** \$21,690.00

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2021	\$2,500.00	Arts & Culture Project Assistance

## Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$8,554.31	\$21,690.00
<b>Total Expenses:</b>	\$10,348.26	\$21,690.00
<b>Surplus:</b>	(\$1,793.95)	\$0.01
<b>Accumulated Surplus:</b>	\$1,315.90	\$1,315.90

## Other Funders

## Grant Recommendations

**Recommended Amount:** \$4,500.00

**Aggregate Score:** 88

## Recommendation:

Support the presentation of a new play, Monster, in Richmond, created and performed by local artists. The play explores modern discourse on topics such as gender roles and cultural identity. The organization is also creating digital tools that reduce accessibility barriers for the audience.

## Grant Conditions:

N/A



**Society:** Richmond Art Gallery Association

**Project Name:** FOODWAYS Public Programming: Rooftop Garden Project

**Dates:** March - early October, 2024

## Project Summary

FOODWAYS Rooftop Garden Project is a series of gatherings connecting artists, educators, and community via the Richmond Cultural Centre's Rooftop Garden. The project runs as a lead up to FOODWAYS, an exhibition at the RAG presenting artists exploring food culture, including processes of growing, preparing, and consuming food. The Garden project expands this dialogue through the communal cultivation of a garden on the roof of the Cultural Centre. Collaboratively lead by guest artists and the Richmond Garden Club, the project will comprise a series of gatherings through the growing season.

## Society Mission/Mandate

The only public gallery in Richmond, Richmond Art Gallery's mandate is to exhibit, preserve, and promote contemporary visual arts, as well as to provide exhibition related programming. The Gallery is dedicated to promoting dialogue among diverse communities on challenging ideas and issues of today as expressed through local, national and international contemporary art. Through its exhibitions, publications, educational programming, collections, and significant partnerships, RAG provides opportunities for the enrichment of life in Richmond while serving the contemporary arts community in Canada.

## Society History

Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and moved to its present location in the Richmond Cultural Centre in 1992. The Gallery has 3,500 square feet of exhibition space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of almost 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The Gallery is open and free to the public seven days a week. Education and outreach programs operate year round both online and in person, and include the School Art Program, artist talks and tours, and artist workshops. The Gallery currently offers tours in English and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Art Program is led by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery welcomes visitors from Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as provincial, national, and international tourists. The Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications, and for its excellence in art education.

## Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$39,830.00

**Society Operating Budget:** \$214,100.00

## Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,000.00	Arts & Culture Project Assistance
2022	\$4,582.00	Arts & Culture Project Assistance
2021	\$4,450.00	Arts & Culture Project Assistance

## Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$176,303.00	\$214,100.00
<b>Total Expenses:</b>	\$193,456.00	\$213,500.00
<b>Surplus:</b>	(\$17,153.00)	\$600.00
<b>Accumulated Surplus:</b>	\$12,458.00	\$13,058.00
<b>Other Funders</b>		
<b>BC Gaming:</b>		\$4,230.00
<b>Canada Council Project Grant:</b>		\$20,000.00

## Grant Recommendations

**Recommended Amount:** \$5,000.00

**Aggregate Score:** 97

### Recommendation:

Support a new initiative that celebrates cultural harmony through food, using a blend of Indigenous gardening practices, Chinese language translation and working with multiple local partners. This project provides educational opportunities for volunteers and animates the Library/Cultural Centre's Rooftop Garden to engage the local community.

### Grant Conditions:

N/A



**Society:** Richmond Gateway Theatre Society

**Project Name:** Jade Circle Community Dinner

**Dates:** March 10, 2024

### Project Summary

After a 4pm matinee performance of Jade Circle, which will be presented at Gateway by rice & beans theatre on March 10th, 2024, audience members will be invited to a community dinner held in the lobby at Gateway. This will be an opportunity for community members to share personal and family stories around the themes of the play while enjoying a meal together. Gateway staff and the Jade Circle artistic team as well as invited artists will facilitate conversation and engage with community members, creating deeper engagement between artists and audience about the themes of Jade Circle.

### Society Mission/Mandate

To enrich the quality of life in Richmond and surrounding communities by creating outstanding professional theatre and a dynamic hub for the performing arts.

### Society History

The Richmond Gateway Theatre Society was incorporated in 1982 to run the City of Richmond-owned facility called The Gateway Theatre. Under a long-term agreement with the City, the Society manages the building, which comprises a 540 seat MainStage, an 85 seat Studio, a rehearsal room, plus administration and production space. As A Stage for Richmond, Gateway provides entry points for audience and performers in three key areas: Artistic Offerings, Education and Community Rentals.

### Grant Request

**Requested Amount:** \$1,500.00

**Project Budget:** \$3,000.00

**Society Operating Budget:** \$2,744,105.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A



## Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$2,647,084.00	\$2,459,821.00
<b>Total Expenses:</b>	\$2,373,917.99	\$2,744,105.08
<b>Surplus:</b>	\$273,166.01	(\$284,284.08)
<b>Accumulated Surplus:</b>	\$470,206.01	(\$97,174.08)
		<b>Other Funders</b>
<b>Canadian Heritage - Community Support, Multiculturalism &amp; Anti-Racism Initiatives program:</b>		\$900.00

## Grant Recommendations

**Recommended Amount:** \$1,500.00

**Aggregate Score:** 93

### Recommendation:

With this project, this established arts organization will step away from traditional operations to present the Jade Circle Community Dinner. Engaging with local Richmond business partners, the event aims to offer the storied arts facility as a venue for community building and cultural understanding through a communal food and entertainment experience.

### Grant Conditions:

N/A



**Society:** Richmond Improv Theatre Society

**Project Name:** RITS Improv Programs

**Dates:** Sept. 2022-Aug 2023

## Project Summary

We wish to maintain and grow our existing programs by building up the robustness of our society's infrastructure, increasing the number of instructors we have to teach our programs, investing in yearly insurance policies, and building new revenue streams. Our 2023-2024 programs throughout the year would include youth improv sessions, adult drop-in sessions, beginner and intermediate registered classes (at the Richmond Cultural Centre), registered seniors classes (Minoru Centre for Active Living and other community centres), community shows, presentations at community events and programs.

## Society Mission/Mandate

The purpose of our society, as outlined in our constitution, is as follows: a) Present theatre shows, particularly improv-based, for the community at large; b) Promote the art of improv-based theatre to the community at large; c) Provide theatre and leadership and team building education for seniors, adults, youth and children d) Create events for community organizations in need.

## Society History

Richmond Improv Theatre Society (RITS), formally known as Tickle Me Pickle (TMP), has been in the Richmond arts scene since 2000. Officially becoming a not-for-profit society in 2013 and now rebranded as RITS, we proudly provide improv classes, presentations, and improv shows within the City of Richmond. RITS recruited a new wave of performers/instructors a few years ago and has recently used its increased capacity to offer new improv-related experiences in Richmond. We continue providing training and resources to cultivate new leaders by connecting with outside theatre artists (particularly those with Richmond roots) and providing learning experiences for individuals in our programs. In 2022-2023, we offered presentations for community-oriented events such as Culture Days and Children's Art Fest, Richmond Pride Week, and our shows "Something New" and "Giggles and Laughs". We also launched programs for seniors and grew our offerings for new immigrant youth. The cornerstone of our programming has been engaging the youth of Richmond, and we now have an equally robust adult improv membership. Last year, we built up our presence in the community and grew our reach, and we are looking to build our systems to continue increasing our engagement within the community.

## Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$18,370.00

**Society Operating Budget:** \$18,370.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,150.00	Arts & Culture Project Assistance
2022	\$4,550.00	Arts & Culture Project Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$14,579.16	\$18,370.00
<b>Total Expenses:</b>	\$14,579.16	\$18,370.00
<b>Surplus:</b>	\$0.01	\$0.01
<b>Accumulated Surplus:</b>	\$0.01	\$0.01

**Other Funders**

### Grant Recommendations

**Recommended Amount:** \$5,000.00

**Aggregate Score:** 93

#### **Recommendation:**

Support a series of entertaining improvisation workshops and performances for adults and youth throughout the city, while also creating positive diversity engagement under the banner of their company motto to “share the stage.”

#### **Grant Conditions:**

N/A



**Society:** Southeast Asian Cultural Heritage Society

**Project Name:** Project: Journey of Melody

**Dates:** Sunday July 21, 2024 1pm-4pm

## Project Summary

A musical play about a businesswoman who lost her family during the Vietnam war as a child, was adopted by a Cambodian family living in Canada. Trouble with her marriage and find that she was an orphan, she decides to travel to Southeast Asia in search of her identity.

## Society Mission/Mandate

We celebrate compassionate expressions of culture and arts, as they are powerful mediums of knowledge and identity. And because thriving is a communal endeavor, we come together at the Southeast Asian Cultural Heritage Society with the following aims: -To raise the visibility of people of Southeast Asian ancestry in Canada through intercultural, interdisciplinary and intersectional artistic creations, exhibitions and circulations. -To nurture traditional arts as contemporary and experimental expressions that reflect our experience and potential. -To support diverse partnerships which resonate insight about our heritage and ancestry within and beyond home communities. Within these lines, is embedded a commitment to uphold an ethical and decolonizing cultural practice. We value the well-being of our community members as well as the protection of our ecological environment as we create, organize, and produce cultural events. Loving-kindness, compassion, equanimity, and joy are fundamental values we seek in every project we initiate towards an inclusive, equitable, and diverse arts programming.

## Society History

December 22nd, 2009, SEACHS registered with the BC Registry to become an official non-profit organization. Based on Richmond, SEACHS engages in training and educating Canadians about Southeast Asian cultures. It seeks to encourage young people in particular to become involved in the preservation and promotion of various forms of Southeast Asian culture. Through these activities it hopes to create a forum where people can engage in activities that promote Southeast Asian cultural heritage. This cultivates wellness within local Southeast Asian-Canadian communities and the wider public, thus enriches the diversity of Canadian society.

## Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$14,300.00

**Society Operating Budget:** \$119,447.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$64,930.81	\$114,300.00
<b>Total Expenses:</b>	\$193,011.81	\$97,155.00
<b>Surplus:</b>	(\$128,081.00)	\$17,145.00
<b>Accumulated Surplus:</b>	\$5,147.00	\$22,292.00

### Other Funders

### Grant Recommendations

**Recommended Amount:** \$3,000.00

**Aggregate Score:** 78

### Recommendation:

Support the presentation of a multi-disciplinary performance titled Journey of Melody. This is a new work in development and the vision of melding dance, music and theatre that reflects a diverse cultural tapestry.

### Grant Conditions:

N/A



**Society:** Steveston Historical Society

**Project Name:** Steveston Alive! Walking Tour Vignettes

**Dates:** January - August 2024 (performances summer 2024)

## Project Summary

Costumed secondary school drama students will perform short plays set in 1917 Steveston along a guided walking tour of the village.

## Society Mission/Mandate

The Steveston Historical Society (SHS) has been in place since 1976 to preserve and promote the history of Steveston, British Columbia.

## Society History

The Steveston Historical Society's Board of Directors is made up completely of volunteers who work on events, programs, and community engagement pieces that help to inform Steveston residents and visitors about its heritage. Historically, the Society was responsible for restoring and establishing the Steveston Museum building, which was built in 1905 as Richmond's first bank. This included collecting artefacts, photographs, and documents and creating exhibits. In 1979, the building opened as "The Steveston Museum and Post Office" and became the informational hub for the village. The Society also participated in the preservation of historic sites, buildings and other museum sites in the area, namely the Gulf of Georgia Cannery. Today, the SHS works in partnership with the City of Richmond to run the Steveston Museum. The Japanese Fishermen's Benevolent Society (JFBS) building moved to the site on Moncton Street in 2010 and officially opened in 2015. This extension features interpretation about the Japanese Canadian experience in the village from the time of their arrival in Steveston to the time of internment. Recent projects include: - Nikkei Stories of Steveston: a 10-part documentary series that pays tribute to the strengths and successes of Japanese Canadian pioneers and their descendants. These videos can be viewed in the JFBS building or online at [www.nikkeistories.com/#videos](http://www.nikkeistories.com/#videos) - The Fisherman's Park Mural: a 12-panel mural series celebrating Steveston's connection to the fishing industry. - Walking Tour Vignettes: a five part theatrical performance along a walking tour of Steveston. Participants were taken back in time to the year 1917 where they saw drama students from Hugh McRoberts Secondary School perform stories of Steveston's shared triumphs and tragedies. - Songs in the Snow: A free winter event in the Town Square Park next to the museum. - Steveston Heritage Experience: collaborative multi-site walking tour, with grant from Tourism Richmond

## Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$10,000.00

**Society Operating Budget:** \$52,517.00

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$4,125.00	Arts & Culture Project Assistance
2022	\$4,550.00	Arts & Culture Project Assistance
2021	\$4,000.00	Arts & Culture Project Assistance

**Financial Summary**

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$43,718.00	\$52,517.00
<b>Total Expenses:</b>	\$37,437.00	\$52,017.00
<b>Surplus:</b>	\$6,423.00	\$500.00
<b>Accumulated Surplus:</b>	\$1,198.00	\$1,698.00
<b>Other Funders</b>		
<b>Gaming Grant (received):</b>		\$4,300.00

**Grant Recommendations**

**Recommended Amount:** \$5,000.00

**Aggregate Score:** 93

**Recommendation:**

Support the return of "Steveston Alive" , dramatized walking tours of Steveston. This activity provides educational theatre arts opportunities for youth in Richmond, ranging from acting to costume design.

**Grant Conditions:**

N/A



**Society:** Textile Arts Guild of Richmond

**Project Name:** Golden Threads Speakers Series

**Dates:** 1 May 2024 - 30 April 2025

## Project Summary

The Textile Arts Guild of Richmond (TAGOR) will celebrate its 50th year of operation in 2024-2025. This milestone will be marked by several projects including the Golden Threads Speaker Series. Since 1975, TAGOR has been offering its members presentations by local, regional and national fabric arts teachers and speakers. For its 50th Anniversary, the Guild will offer a four-event series of speakers from British Columbia and Vancouver Island.

## Society Mission/Mandate

The Textile Arts Guild of Richmond (TAGOR) currently fulfils its mandate by: 1) Advancing textile arts creation by offering members educational and inspiring services such as guest speakers, demonstrations, workshops and Library resources. It publicizes and encourages members to enter public shows and exhibitions with works by the individual and by the Guild. It offers demonstrations of art and hands-on learning experiences several times a year for the public (i.e. Culture Days) 2) Producing and creating quilts, book bags, knitted items etc., as requested by our community partner organizations. We also actively seek out new organizations with connections to Richmond that can benefit from our donations. 3) Repurposing/repairing textiles for the community to reduce textile waste in the landfill.

## Society History

TAGOR was formed in 1975. From 1976 to 1988 the Guild focused on educational workshops and speakers. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years. From 2000 to 2010 TAGOR members wanted to do more community work and began searching for local organizations to help. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor. In 2016 TAGOR created 12 quilts for the families moving into the Habitat for Humanities Richmond Project houses. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public. In 2018 the TAGOR website was totally re-designed including online registration for workshops. In 2019, TAGOR was a finalist in the Richmond Arts Award Volunteer Category. Also that year, TAGOR was chosen by Richmond Public Art to participate in the No.



3 Road Art Column project, successfully completed in February 2020. In Spring 2021, TAGOR partnered with the Richmond Cultural Centre to present three public online events. During the Fall 2021 and Spring 2022 TAGOR produced regular hybrid meetings with speakers and regular attendees from all over BC and Canada. Two more community donation partners were added: Elmbridge Supportive Housing and Aster Place. In early 2023 TAGOR added textile repairing and repurposing to its aims and now regularly sends sewists to help at the Richmond Repair Fairs.

### Grant Request

**Requested Amount:** \$1,250.00

**Project Budget:** \$2,558.00

**Society Operating Budget:** \$11,275.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$1,558.00	Arts & Culture Operating Assistance
2022	\$1,867.00	Arts & Culture Operating Assistance
2021	\$2,075.00	Arts & Culture Operating Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$6,406.35	\$11,275.00
<b>Total Expenses:</b>	\$6,992.75	\$11,275.00
<b>Surplus:</b>	(\$586.40)	(\$586.40)
<b>Accumulated Surplus:</b>	(\$586.40)	(\$586.40)

### Other Funders

### Grant Recommendations

**Recommended Amount:** \$1,250.00

**Aggregate Score:** 95

### Recommendation:

Support a four-part speakers series that presents accomplished textile artists that share insights and techniques with a local audience.

**Grant Conditions:**

N/A

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**Society:** Vancouver Cantonese Opera

**Project Name:** Community Concerts (Cantonese Opera Extravaganza) and Free Water Sleeve Flash Mob Dance Class

**Dates:** May/September/October 2024

### Project Summary

(1) Community Concerts To provide the Richmond senior community with accessible and culturally enriching entertainment through two live community concerts showcasing Cantonese opera performances. (2) Free Water-Sleeve Flash Mob Dance Workshop A captivating dance experience designed for both youth and adults, inviting participants to explore the enchanting realm of water-sleeve dancing. The workshop guides attendees through coordinated movements, culminating in an enthralling "flash mob dance" performance in a public setting, surprising onlookers with elegance and artistry.

### Society Mission/Mandate

The mission of Vancouver Cantonese Opera is to preserve and present the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives. OUR ARTISTIC VISION AND ORGANIZATIONAL OBJECTIVES 1) Artistic excellence – creates high-quality works; maintains high standards and creative excellence from all performers. 2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation, and understanding of Cantonese opera. 3) Accessible, affordable & entertaining performances for the public 4) Provide employment and business opportunities to Cantonese opera artists, musicians, technicians, and local businesses.

### Society History

Vancouver Cantonese Opera is uniquely situated as a Canadian arts organization deeply rooted in its local community yet maintaining strong global ties to the opera scenes in China, Hong Kong, and across North America. Our core values center on artistic integrity and innovation, intercultural and intergenerational dialogue, accessibility, and giving back to our communities. Our performances are always bilingual, incorporating live translation and English/Chinese subtitles. We have also moved beyond the traditional theatre to perform in libraries, community centers, parks, city squares, and festivals. We have an extensive repertoire of outreach programs, including regular performance and singing classes, annual youth summer camps, and free concerts for adults and seniors living in care homes. Since 2005, VCO has been offering Cantonese Opera singing and performance technique classes in Richmond and participated in various multicultural events in the Richmond community and senior homes. In 2013, VCO activated the Multicultural Heritage Festival in Richmond, and starting in 2016 VCO partnered with the Richmond World Festival in the activation of "The Bamboo Theatre". In 2018, 2019, and 2022 VCO offered a free water sleeve summer camp and workshop "Cantonese

Opera Behind the Scenes". In 2022 Culture Day, VCO presented 4 sessions of free water sleeve flashmob dance at the Richmond Cultural Centre in the summer of 2022. It is our goal to keep on presenting free workshops, classes, and concerts for the communities in the City of Richmond.

### Grant Request

**Requested Amount:** \$5,000.00

**Project Budget:** \$14,625.00

**Society Operating Budget:** \$151,642.00

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,050.00	Arts & Culture Project Assistance
2022	\$4,550.00	Arts & Culture Project Assistance
2021	\$4,450.00	Arts & Culture Project Assistance

### Financial Summary

	Most Recently Completed Year	Proposed Year
<b>Total Revenue:</b>	\$175,488.00	\$151,642.00
<b>Total Expenses:</b>	\$133,023.00	\$148,077.00
<b>Surplus:</b>	\$42,465.00	\$3,565.00
<b>Accumulated Surplus:</b>	\$39,619.00	\$43,814.00
<b>Other Funders</b>		
<b>B.C. Gaming Fund:</b>		\$2,500.00
<b>Canada Council:</b>		\$2,500.00

### Grant Recommendations

**Recommended Amount:** \$4,500.00

**Aggregate Score:** 86

### Recommendation:

Support a series of concerts and water sleeve classes both online and in person in Richmond. Performances aim to entertain and to preserve the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audiences.

**Grant Conditions:**

N/A

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# Operating Assistance Guidelines

The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Camyar Chaichian, Program Manager, Community Cultural Development  
604-247-8326, [Camyar.Chaichian@richmond.ca](mailto:Camyar.Chaichian@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/culture/citygrant](http://www.richmond.ca/culture/citygrant)

## 2024: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an ongoing source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds (e.g. ongoing yearly facility subsidies) are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project represents a new initiative and/or an outreach program that is not otherwise supported by existing City funding.

## Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at [www.richmond.ca/culture/citygrant](http://www.richmond.ca/culture/citygrant)
- Applications must be received on or before the submission deadline. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

## Operating Assistance Eligibility Criteria

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least two (2) years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus. Presented work must be primarily with and/ or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, and memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide internal prepared financial statements endorsed by two signing officers (with balance sheet and income statement, at minimum), or independently prepared financial statements (review engagement or audit endorsed by two signing officers). Financial statements provided should represent the most recently completed fiscal year. For Operating grants:
  - *If your total operating budget is \$100,000 or more per year, you are required to submit an audited financial statement.*
  - *If your total operating budget is between \$50,001 and \$99,999 per year, you are required to submit a review engagement or an audited financial statement.*
  - *If your total operating budget is \$50,000 or less per year, you may submit an internal financial statement.*

Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Organizations already receiving City funding that represents the equivalent of operating funds including ongoing yearly facility subsidies
- Social Service, Religious, Political or Sports organizations

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.



## Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

## Use of Funds

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions.
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society.
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
  - Fees and related expenses for artists, musicians, programming staff, cultural workers
  - Volunteer expenses (recruiting, training, support, etc.)
  - Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
  - Marketing, community outreach and promotional expenses
  - Operating overheads (insurance coverage, rent, etc.)
  - Operating and administration expenses (insurance coverage, rent, equipment, software, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
  - Deficit reduction
  - Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)
  - Organizations that forecast a deficit budget must describe a clear plan to eliminate the deficit within two years of the grant application year.

## Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.



## Project Assistance Guidelines

The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Camyar Chaichian, Program Manager, Community Cultural Development  
604-247-8326, [Camyar.Chaichian@richmond.ca](mailto:Camyar.Chaichian@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/culture/citygrant](http://www.richmond.ca/culture/citygrant)

### 2024: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an ongoing source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds (e.g. ongoing yearly facility subsidies) are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project represents a new initiative and/or an outreach program that is not otherwise supported by existing City funding.

### Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at [www.richmond.ca/culture/citygrant](http://www.richmond.ca/culture/citygrant)
- Applications must be received on or before the submission deadline. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

## Project Assistance Eligibility Criteria

- Project Assistance is available for new and/or developing arts and culture organizations, or established arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caesa.com](http://www.caesa.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other cash revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, and memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide internally prepared financial statements endorsed by two signing officers (with balance sheet and income statement, at minimum), or independently prepared financial statements (review engagement or audit endorsed by two signing officers). Financial statements provided should represent the most recently completed fiscal year.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

## Examples of Eligible Activity

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Artisanal projects that include manual work of a high standard to create items that may be functional and/or decorative, including furniture, clothing, jewellery, watercraft, etc.
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.

- Special requests for audio recordings, publications, film, video or web-based unique initiatives.
- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below

## Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations

## Ineligible Activities

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Activity that is not artistic or cultural
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

## Artistic Residencies

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
  - is recognized as such by peers; and
  - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
  - host a residency, or
  - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

## **Artistic Residencies (cont'd)**

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

## **Assessment and Awarding of Grants**

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## **Conditions of Assistance**

Please note that if your organization receives a civic grant, the following conditions will apply:

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## **Confidentiality**

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**Subject:** FW: CEBA Loan extension  
**Attachments:** image001.png; CEBA Loan extension.docx

**From:** Carol Day <[carol@carolday.net](mailto:carol@carolday.net)>

**Sent:** January 10, 2024 4:08 PM

**To:** Brodie, Malcolm <[MBrodie@richmond.ca](mailto:MBrodie@richmond.ca)>; McNulty, Bill <[BMcNulty@richmond.ca](mailto:BMcNulty@richmond.ca)>; Alexa Loo <[alexa@alexaloo.com](mailto:alexa@alexaloo.com)>; Hobbs, Andy <[AHobbs@richmond.ca](mailto:AHobbs@richmond.ca)>; Gillanders, Laura <[LGillanders@richmond.ca](mailto:LGillanders@richmond.ca)>; Wolfe, Michael <[MWolfe@richmond.ca](mailto:MWolfe@richmond.ca)>; Kash Heed <[kheed@telus.net](mailto:kheed@telus.net)>; Au, Chak <[CAu@richmond.ca](mailto:CAu@richmond.ca)>; Day, Carol <[CDay@richmond.ca](mailto:CDay@richmond.ca)>; Jesson, Claudia <[Cjesson@richmond.ca](mailto:Cjesson@richmond.ca)>; Chong, Jerry <[JChong@richmond.ca](mailto:JChong@richmond.ca)>

**Subject:** CEBA Loan extension

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

To Mayor and councillors

I have received letters like and phone calls like this and would like to make a motion to write to the federal [government.re](https://www.government.re) an extension to the CEBA loans to Dec 2024. Please put it as an agenda item for the Jan 15th Council meeting.

This is time sensitive due to the timelines set out in the Federal guidelines I have written to MP Parm Bains and MP Wilson Miao and Jerry Chong has been great at presenting relevant information. The information is below.....

THanks Carol Day

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**Here is the letter from a citizen**

Hi Carol,

Thanks for the response to my email. Here is one article explaining how small businesses in Canada aren't able to repay this CEBA loan by Jan 18th. <https://biv.com/article/2023/11/small-businesses-still-hoping-ceba-loan-forgiveness-extension-time-runs-out><[https://urldefense.com/v3/\\_https://biv.com/article/2023/11/small-businesses-still-hoping-ceba-loan-forgiveness-extension-time-runs-out\\_!!Mv8gn1hbEQ!7uIRoQK68vustdzFqs88v332LzXDOudNdyhsbMG--UVTJHbpGrP6a2KGiJIJgadS37qGcWs9GPHwZoU8h00\\$](https://urldefense.com/v3/_https://biv.com/article/2023/11/small-businesses-still-hoping-ceba-loan-forgiveness-extension-time-runs-out_!!Mv8gn1hbEQ!7uIRoQK68vustdzFqs88v332LzXDOudNdyhsbMG--UVTJHbpGrP6a2KGiJIJgadS37qGcWs9GPHwZoU8h00$)>

Here is a link to a recent motion put forth by a Toronto councillor asking the Federal government to extend this deadline with some other multi year option to pay back this loan while still benefiting from some forgivable portion of the original CEBA loan. <https://secure.toronto.ca/council/agenda-item.do?item=2023.MM6.1><[https://urldefense.com/v3/\\_https://secure.toronto.ca/council/agenda-item.do?item=2023.MM6.1\\_!!Mv8gn1hbEQ!7uIRoQK68vustdzFqs88v332LzXDOudNdyhsbMG--UVTJHbpGrP6a2KGiJIJgadS37qGcWs9GPHw2gv5FkA\\$](https://urldefense.com/v3/_https://secure.toronto.ca/council/agenda-item.do?item=2023.MM6.1_!!Mv8gn1hbEQ!7uIRoQK68vustdzFqs88v332LzXDOudNdyhsbMG--UVTJHbpGrP6a2KGiJIJgadS37qGcWs9GPHw2gv5FkA$)> and the background for this motion: <https://www.toronto.ca/legdocs/mmis/2023/mm/bgrd/backgroundfile-235953.pdf><[https://urldefense.com/v3/\\_https://www.toronto.ca/legdocs/mmis/2023/mm/bgrd/backgroundfile-235953.pdf\\_!!Mv8gn1hbEQ!7uIRoQK68vustdzFqs88v332LzXDOudNdyhsbMG--UVTJHbpGrP6a2KGiJIJgadS37qGcWs9GPHwauAfM64\\$](https://urldefense.com/v3/_https://www.toronto.ca/legdocs/mmis/2023/mm/bgrd/backgroundfile-235953.pdf_!!Mv8gn1hbEQ!7uIRoQK68vustdzFqs88v332LzXDOudNdyhsbMG--UVTJHbpGrP6a2KGiJIJgadS37qGcWs9GPHwauAfM64$)>



Tri-Cities Chamber of Commerce have been advocating for small businesses regarding this issue and are asking for an extension to the deadline. <https://www.tricitynews.com/local-news/tri-city-mp-chamber-warn-of-business-closures-in-2024-from-ceba-8009862><

Congratulatory letter from Restaurants Canada to Toronto city council on their acceptance of motion to write a letter asking the Federal gov't to extend the deadline. <https://x.com/PaulaFletcherTO/status/1737255669089087832?s=20><

I believe many small businesses in Richmond including many restaurants would benefit from an extension by at least one year.

Being a small business owner in Richmond for over 10 years. I ran into a difficult time selling my seafood during Covid restrictions in 2021 and ended up accepting a CEBA loan for 60,000. It takes time to recover and I'm not quite able financially to meet this looming Jan 18th repayment deadline so I can take advantage of the \$20,000 forgivable portion.

I was hoping you could make a motion at your next meeting calling on Richmond City Council to officially request the federal government extend the Canada Emergency Business Account (CEBA) repayment deadline to December 31st, 2024. This call has been echoed by all provincial and territorial premiers and BIAs across the country.

Let me know if you need any other details.

Best, Jon Hunter

\_\_\_\_ Queen Charlotte Seafoods Ltd.  
#907-8080 Cambie Rd  
Richmond, BC V6X 0C1  
604-866-7297  
[www.qcseafoods.com](http://www.qcseafoods.com)

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### Here are the comments from Jerry Chong

As described in the email and the links provided by Wilson Miao's Chief of Staff, these appear to be the notable dates and deadlines:

1. The repayment deadline for CEBA loans to qualify for partial loan forgiveness of up to 33 percent was extended from December 31, 2023, to January 18, 2024.
2. Relief for businesses that submit a refinancing loan application but require a grace period to finalize the payout of your CEBA loan, you can still qualify for partial loan forgiveness if the outstanding principal of your CEBA loan, other than the amount of potential debt forgiveness, plus any applicable interest is repaid by March 28, 2024.

3. Businesses that cannot re-finance by March 28, 2024, or repay by the January 18, 2024. An extension of the term loan repayment deadline by one additional year, to December 31, 2026, at a lower-than-market interest rate of 5%.

Here are some examples from the CEBA FAQ <https://ceba-cuec.ca/ceba-faq/> which provide additional context to the above.

#### **Am I eligible for the January 18, 2024 repayment deadline to qualify for partial loan forgiveness?**

Loan holders that met CEBA eligibility criteria and are in good standing are eligible for the January 18, 2024 repayment deadline to qualify for partial loan forgiveness. Loan holders that were contacted by their financial institution in late 2022 informing them that they qualify for a repayment deadline of December 31, 2023 to qualify for partial loan forgiveness will now benefit from an extended repayment deadline of January 18, 2024 to qualify for partial loan forgiveness. Loan holders will be contacted in the coming months by their financial institution to confirm their eligibility for the January 18, 2024 repayment deadline to qualify for partial loan forgiveness.

CEBA eligibility criteria validations have been completed for all loan holders and the results of these validations are final. These validations were conducted in partnership with the Canada Revenue Agency (CRA) and revalidated periodically since the launch of CEBA in April 2020 to ensure an accurate reflection of the information in CRA records.

#### **What are the requirements for a refinancing application on or before January 18, 2024 to qualify for the extended forgiveness deadline of March 28, 2024?**

If you are an eligible loan holder in good standing and you apply to refinance your CEBA loan **at the same financial institution that originally provided your CEBA loan** on or before January 18, 2024, you can qualify for partial loan forgiveness if the outstanding principal of your CEBA loan, other than the amount available to be forgiven, is repaid on or before March 28, 2024. This does not prevent you from **also** applying for refinancing with other lenders—as long as you applied for refinancing at the same financial institution that originally provided your CEBA loan and your CEBA loan is repaid by March 28, 2024, you can qualify for partial loan forgiveness.

To submit a refinancing application, please contact the financial institution that provided your CEBA loan for more details on the refinancing options available to you and their application processes. In order to provide you with flexibility to find the most suitable refinancing solution for your situation, the CEBA Program does not limit the loan type or terms that qualify as a refinancing application. As such, a range of potential refinancing solutions may be offered by your financial institution, including applying for or requesting new credit or making or requesting changes to an existing credit facility for the purpose of repaying your CEBA loan. Refinancing products provided by financial institutions are conventional loans between you and your financial institution. They are underwritten using the standard lending practices of your financial institution and are not affiliated with the CEBA Program or the Government of Canada. Please note that if your CEBA loan is outstanding on January 19, 2024, interest at a rate of 5% per annum will commence, even if you applied for refinancing on or before January 18, 2024 and are waiting for your refinancing application to be reviewed or the proceeds of an approved refinancing loan to be funded or applied to your CEBA loan balance.

If you are considering applying for refinancing, don't leave it to the last minute. Financial institutions are likely to receive a large volume of CEBA refinancing applications. Make sure you apply on or before January 18, 2024.

#### **I heard that a one year extension of the CEBA program repayment deadline was announced. Which deadline was extended?**

On September 14, 2023, the Government of Canada announced a one year extension of the final loan maturity date – from December 31, 2025 to December 31, 2026 – subject to an interest rate of 5% per annum for CEBA loan holders in good standing.

Regards,

**Here is the information I got from MP Wilson Miao**

Hello Carol,

This is Alfred, MP Miao's Chief of Staff.

It's a pleasure meeting you today at the meeting.

As a former resident of Richmond, I am grateful to connect with someone so dedicated to the betterment of the city for so many years.

MP Miao had asked me to share with you the current updated information about the CEBA program you had inquired with him.

- The repayment deadline for CEBA loans to qualify for partial loan forgiveness of up to 33 percent is being extended from December 31, 2023, to January 18, 2024, recognizing that the end of December is a busy time for many Canadian businesses. This builds on the government's previous one-year extension announced in January 2022.
- Eligible CEBA loan holders in good standing have a repayment deadline of January 18, 2024, to qualify for partial loan forgiveness. Additionally, those who were originally given a repayment deadline of December 31, 2023, will benefit from an extended deadline of January 18, 2024.
- Loan holders will be contacted by their financial institutions in the coming months to confirm eligibility for this extended deadline.
- All loan holders have undergone eligibility validations in partnership with the Canada Revenue Agency (CRA), which have been periodically revalidated since CEBA's launch in April 2020 to ensure an accurate reflection of CRA records. This information is crucial for CEBA loan holders, and they should monitor communications from their financial institutions for specific details about their loans.
- If you have submitted a refinancing loan application to the financial institution that provided your CEBA loan by January 18, 2024, but require a grace period to finalize the payout of your CEBA loan, you can still qualify for partial loan forgiveness if the outstanding principal of your CEBA loan, other than the amount of potential debt forgiveness, plus any applicable interest is repaid by March 28, 2024.
- Businesses that cannot re-finance by March 28, 2024, or repay by the January 18, 2024, deadline will receive more time to pay the entire loan back. To accommodate this, we have extended the term loan repayment deadline by one additional year, to December 31, 2026, at a lower-than-market interest rate of 5%.

For questions about how to make payments or your specific loan details (i.e., the loan balance, outstanding amount that must be repaid, acceptable methods of repayment, and terms of the loan) please contact your financial institution.

For questions regarding eligibility for the CEBA program and the final status of CEBA loan applications (i.e., final loan statuses, reasons for failed applications, and application history) you may call the CEBA Call Centre at 1-888-324-4201. The CEBA Call Centre is available Monday to Friday from 9AM to 6PM Eastern Standard Time, excluding statutory holidays.

For more information, please visit <https://ceba-cuec.ca/>.

For background Context, please visit <https://www.canada.ca/en/department-finance/news/2023/09/canada-emergency-business-account-government-extends-repayment-and-partial-loan-forgiveness-deadlines.html>

If you need any more information, please do not hesitate to contact me directly by email or mobile: 604.340.2035.

Thank you. Let's stay in touch.

Cheers,

Alfred



**Alfred Lai**

*Chief of Staff | Chef de cabinet*

Office of | Bureau de Wilson Miao

Member of Parliament | Député – Richmond Centre

Tel: 604-775-5790 | Email: [Wilson.Miao@parl.gc.ca](mailto:Wilson.Miao@parl.gc.ca)

**HERE IS MY MOTION**

**Motion**

**Letter to federal government requesting an extension for the CERB loans repayment for small businesses be extended to the end of 2024.**

**Rational:**

**Many businesses are having difficulty recovering from the financial losses they incurred during the shut down due to COVID and require additional time to repay the federal loans . Extending the deadline could help many businesses avoid permanent closure.**

--

*Best regards,*

**Carol Day**

## **CEBA Loan extension**

Motion : CEBA Loan Extension

Letter to federal government requesting an extension for the CEBA loans repayment for small businesses be extended to December 31st 2024. Letters to Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance, and the Honourable Mary Ng, Minister of [International Trade, Export Promotion, Small Business](#) and [Economic Development](#), MP Parm Bains and MP Wilson Miao.

Rational:

Many businesses are having difficulty recovering from the financial losses they occurred during the shutdown due to COVID and require additional time to repay the CEBA federal loans. Extending the deadline could help many businesses avoid permanent closure.

Any business who cannot meet the deadline of Jan 18, 2024 will lose a forgiveness loan of up to 33% from the federal government. Extending the deadline to Dec 31 , 2024 will give vulnerable businesses time to refinance their CEBA loans.

[Canada Emergency Business Account: Government extends repayment and partial loan forgiveness deadlines - Canada.ca](#)



# City of Richmond

## Report to Committee

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**To:** Planning Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Date:** January 5, 2024  
**File:** 01-0100-30-RIAD1-01/2024-Vol  
01  
**Re:** **Richmond Intercultural Advisory Committee 2023 Annual Report and 2024 Work Program**

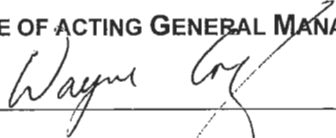


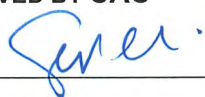
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### Staff Recommendation

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

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

Att. 2

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

## Staff Report

### Origin

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

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

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

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

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

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

### Analysis

#### 2023 Annual Report

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

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

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

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

#### 2024 Work Program

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

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

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

#### **Financial Impact**

None.

#### **Conclusion**

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



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

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



## **Richmond Intercultural Advisory Committee 2023 Annual Report**

### **Introduction**

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

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

### **Highlights of 2023**

#### **Cultural Harmony Plan**

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

#### **City of Richmond Diversity Symposium**

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

### **Activities for 2023**

#### **Guest Speakers and Organizational Presenters**

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

#### January

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

#### February

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

#### March

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

#### April

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

#### May

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

#### June

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

#### September

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

#### October

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

## Members of the 2023 Richmond Intercultural Advisory Committee

### Citizen Appointees

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

### Organizational Representatives

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

### Council Liaison

Councillor Bill McNulty

### Staff Liaison

Peggy Chen, Planner 2 (Inclusion)

## Financial Summary

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

<b>Revenue</b>	
City funding	\$2,500.00
<b>Expenses</b>	
Refreshments	\$618.98
<b>Balance</b>	\$1881.02

## Conclusion and Acknowledgements

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

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

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

Respectfully submitted by:



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Yun-Jou Chang  
Chair, Richmond Intercultural Advisory Committee

## **Richmond Intercultural Advisory Committee 2024 Work Program**

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

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

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

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

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

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

### **2024 RIAC Budget**

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

## 2024 RIAC Work Program

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

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



# City of Richmond

## Report to Committee

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

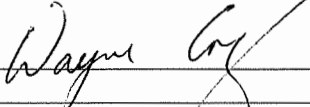


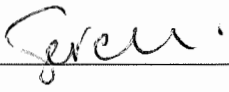
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### Staff Recommendation

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

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

Att. 2

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



## **Staff Report**

### **Origin**

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

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

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

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

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

### **Analysis**

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

### **2023 Annual Report**

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

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

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

### 2024 Work Program

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

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

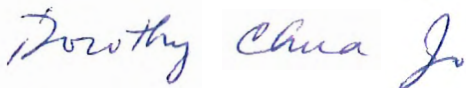
The 2024 Work Program will be revised throughout the year as necessary, based on emerging issues as well as future City Council priorities.

### **Financial Impact**

None.

### **Conclusion**

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



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

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



## 2023 Annual Report

### Introduction

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

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

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

### Highlights of 2023

Highlights of the RCSAC meetings and events are outlined below:

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

## Guest Speakers and Organizational Presenters

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

### January

*City of Richmond Community Services Pop-Up Events, Melanie Burner, City of Richmond*

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

### February

*Census Data Richmond Demographics, Stella Mozin, City of Richmond*

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

### March

*Improving Pedestrian Safety in Richmond through Vision Zero Strategies, Athena Estremadura, Richmond Poverty Reduction Coalition*

Athena Estremadura presented the results of the year-long project improving pedestrian safety using Vision Zero strategies. Vision Zero is a worldwide initiative highlighting the importance of proper road safety measures, emphasizing zero serious injuries, disabilities and deaths on the road.

*Draft Richmond Youth Strategy Public Engagement, Diana Bulley and Katie Varney, Ideaspace*

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

### May

*Social Development Strategy, Quixada Moore-Vissing and Kiera Vanderborne, MODUS*

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

### June

*Human Trafficking, Cpl. Marlies Dick, RCMP*

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

### October

*Child Care Strategy, Chris Duggan and Tiffany Mallen, City of Richmond*

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

### November

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

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

### **Members of the 2023 RCSAC Executive Committee**

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

### **Members of the 2023 Richmond Community Services Advisory Committee**

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

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

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

### Financial Summary

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

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

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

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

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

## **Conclusion and Acknowledgments**

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

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

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

### **Prepared by:**

*Sarah Louie and Janice Lambert, Co-Chairs*

*Richmond Community Services Advisory Committee, November 2023*





## RCSAC | Richmond Community Services Advisory Committee

### 2024 Work Program

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

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

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

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

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

### 2024 RCSAC Work Program

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

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



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

## 2024 RCSAC Budget

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



# City of Richmond

## Report to Committee

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

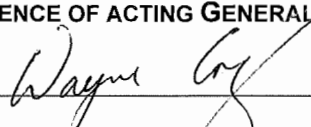

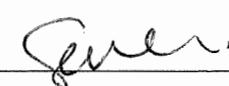
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### Staff Recommendation

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

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

Att. 2

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

## Staff Report

### Origin

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

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

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

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

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

### Analysis

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

### 2023 Annual Report

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

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

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

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

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

#### Proposed RSAC 2024 Work Program

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

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

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

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

### **Financial Impact**

None.

### **Conclusion**

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



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

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

## **Richmond Seniors Advisory Committee (RSAC) 2023 Annual Report**

### **Purpose**

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

### **2023 Membership**

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

The RSAC consisted of 14 voting members in 2023:

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

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

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

### **Meetings**

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

### **RSAC Membership Roles on City Committees and RSAC Subcommittees**

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

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

## 2023 Highlights

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

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

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

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

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



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

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

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

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

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



**Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" which are attached and form part of this bylaw, are adopted as the Consolidated 5 Year Financial Plan (2024-2028).
2. Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429 and all associated amendments are repealed.
3. This Bylaw is cited as **"Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 20 2023

DEC 20 2023

DEC 20 2023

CITY OF RICHMOND
APPROVED for content by originating dept. <i>W</i>
APPROVED for legality by Solicitor <i>ACI</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE A:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
REVENUE AND EXPENSES  
(In \$000's)**

	<b>2024 Budget</b>	<b>2025 Plan</b>	<b>2026 Plan</b>	<b>2027 Plan</b>	<b>2028 Plan</b>
<b>Revenue:</b>					
Taxation and Levies	306,676	329,002	350,202	369,190	389,906
Utility Fees	148,459	161,525	174,620	188,412	203,477
Sales of Services	54,556	56,408	57,787	58,975	60,140
Provincial and Federal Grants	26,637	29,244	30,261	30,808	31,366
Investment Income	25,635	23,356	21,174	19,180	17,300
Other Revenue	15,537	13,442	13,645	13,884	14,129
Payments In Lieu of Taxes	14,650	15,095	15,547	16,016	16,499
Licenses and Permits	12,832	13,087	13,341	13,603	13,870
Gaming Revenue	12,500	12,500	12,500	12,500	12,500
Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Development Cost Charges	16,607	18,145	20,117	13,655	10,814
Other Capital Funding Sources	22,478	25,094	15,155	11,400	11,400
	<b>\$702,207</b>	<b>\$742,538</b>	<b>\$769,989</b>	<b>\$819,044</b>	<b>\$827,041</b>
<b>Expenses:</b>					
Community Safety	155,060	160,705	167,567	173,528	179,691
Community Services	79,733	77,212	79,959	81,888	83,859
Engineering and Public Works	73,430	72,528	74,588	75,956	77,345
Planning and Development Services	45,183	42,251	43,389	44,377	46,615
Finance and Corporate Services	31,917	31,021	32,381	33,233	34,108
Corporate Administration	11,306	11,100	11,521	11,863	12,215
Law and Legislative Services	5,367	4,890	5,091	5,252	5,417
Fiscal	33,719	33,372	35,955	39,019	42,244
Debt Interest	4,769	3,926	3,926	3,926	3,926
<b>Utility Budget</b>					
Water Utility	53,276	57,997	63,033	68,419	74,415
Sanitary Sewer Utility	48,362	53,412	58,531	64,081	70,281
Sanitation and Recycling	25,517	25,681	26,338	26,962	27,601
Flood Protection	20,225	20,429	20,682	20,892	21,103
Richmond Olympic Oval Corporation	20,274	20,816	21,251	21,696	22,151
Richmond Public Library	12,496	12,762	13,144	13,459	13,783
	<b>\$620,634</b>	<b>\$628,102</b>	<b>\$657,356</b>	<b>\$684,551</b>	<b>\$714,754</b>
<b>Annual Surplus</b>	<b>\$81,573</b>	<b>\$114,436</b>	<b>\$112,633</b>	<b>\$134,493</b>	<b>\$112,287</b>



**SCHEDULE A (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
TRANSFERS  
(In \$000's)**

	2024 Budget	2025 Plan	2026 Plan	2027 Plan	2028 Plan
<b>Transfers:</b>					
Debt Principal	9,612	3,649	3,764	3,895	4,032
Transfer To Reserves	97,079	102,127	107,374	112,831	118,473
Transfer from Reserves to fund Operating Reserve Programs:					
Bylaw 8206	(450)	(400)	(400)	(400)	(400)
Bylaw 8877	(210)	(210)	(210)	(210)	(210)
Bylaw 7812 S.1.1.1 (a)	(2,735)	(525)	(525)	(525)	(525)
Bylaw 7812 S.1.1.1 (d)	(50)	(50)	(50)	(50)	(50)
Bylaw 7812 S.1.1.1 (j)	(396)	(158)	(158)	(158)	(158)
Operating Reserves - Prior Years	(4,093)	-	-	-	-
Transfer To (From) Surplus	(13,137)	14,723	15,520	16,229	16,869
Capital Expenditures - Current Year	210,900	166,885	174,622	125,350	126,529
Capital Expenditures - Prior Years	231,528	290,271	310,273	318,715	307,435
Capital Expenditures - Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Capital Expenditures - Richmond Public Library	610	610	610	610	610
Capital Funding	(492,725)	(508,126)	(543,827)	(513,215)	(505,958)
<b>Transfers/Amortization offset:</b>	<b>\$81,573</b>	<b>\$114,436</b>	<b>\$112,633</b>	<b>\$134,493</b>	<b>\$112,287</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>5.62%</b>	<b>6.05%</b>	<b>5.34%</b>	<b>4.32%</b>	<b>4.55%</b>

**SCHEDULE B:**

**CITY OF RICHMOND  
5 YEAR FINANCIAL PLAN  
CAPITAL FUNDING SOURCES (2024-2028)  
(In \$000's)**

<b>DCC Reserves</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Drainage DCC	1,139	2,723	3,906	1,609	328
Parks Acquisition DCC	4,703	3,762	3,762	3,762	3,762
Parks Development DCC	1,947	1,288	846	959	846
Roads DCC	7,277	8,559	9,828	5,878	5,878
Sanitary DCC	104	509	79	-	-
Water DCC	1,437	1,304	1,696	1,447	-
<b>Total DCC</b>	<b>\$16,607</b>	<b>\$18,145</b>	<b>\$20,117</b>	<b>\$13,655</b>	<b>\$10,814</b>
<b>Statutory Reserves</b>					
Capital Building and Infrastructure	56,734	29,300	45,800	27,500	15,500
Capital Reserve	30,881	15,851	22,553	15,921	21,163
Capstan Station	-	2,000	-	-	-
Drainage Improvement	12,746	-	-	-	-
Equipment Replacement	5,026	4,225	5,705	5,467	3,108
Flood Protection BL10403	3,238	23,456	17,440	20,715	22,203
Growing Communities Reserve Fund	3,354	17,000	-	-	-
Sanitary Sewer	8,464	6,912	6,321	3,823	550
Sanitary Sewer BL10401	8,443	-	6,675	2,800	10,789
Water Supply BL10402	11,807	-	9,325	2,324	17,465
Watermain Replacement	9,646	9,396	10,178	8,939	-
<b>Total Statutory Reserves</b>	<b>\$150,339</b>	<b>\$108,140</b>	<b>\$123,997</b>	<b>\$87,489</b>	<b>\$90,778</b>
<b>Other Sources</b>					
Enterprise Fund	490	-	-	-	-
Grant and Developer Contribution	22,478	25,094	15,155	11,400	11,400
Other Sources	15,775	13,010	12,627	10,875	11,268
Sewer Levy	350	513	215	65	221
Solid Waste and Recycling	600	300	300	300	300
Steveston Community Amenity Fund	2,600	-	550	-	-
Water Levy	1,661	1,683	1,661	1,566	1,748
<b>Total Other Sources</b>	<b>\$43,954</b>	<b>\$40,600</b>	<b>\$30,508</b>	<b>\$24,206</b>	<b>\$24,937</b>
<b>Total Capital Program</b>	<b>\$210,900</b>	<b>\$166,885</b>	<b>\$174,622</b>	<b>\$125,350</b>	<b>\$126,529</b>



**SCHEDULE C:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Revenue Proportions By Funding Source**

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

**Objective:**

- Maintain revenue proportion from property taxes at current level or lower

**Policies:**

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024.

**Table 1:**

<b>Funding Source</b>	<b>% of Total Revenue</b>
Taxation and Levies	49.7%
Utility Fees	24.0%
Sales of Services	8.8%
Provincial and Federal Grants	4.3%
Investment Income	4.2%
Payments In Lieu of Taxes	2.4%
Licenses and Permits	2.1%
Gaming Revenue	2.0%
Other	2.5%
Total Operating and Utility Funding Sources	100.0%



**SCHEDULE C (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the 2023 distribution of property tax revenue among the property classes. 2024 Revised Roll figures will be received in late March 2024.

**Objective:**

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

**Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

**Table 2:** (Based on the 2023 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	57.08%
Business (6)	32.65%
Light Industry (5)	8.22%
Others (2, 3, 4, 8 & 9)	2.05%
Total	100.0%

**Permissive Tax Exemptions****Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

**Policy:**

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.



# City of Richmond

## Report to Council

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**To:** Richmond City Council

**Date:** January 15, 2024

**From:** John Irving  
Chair, Development Permit Panel

**File:** DP 22-019430

**Re:** Development Permit Panel Meeting Held on May 10, 2023

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### Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 22-019430) for the property located at 10151 Ainsworth Crescent, be endorsed and the Permit so issued.

John Irving  
Chair, Development Permit Panel  
(604-276-4140)

### **Panel Report**

The Development Permit Panel considered the following item at its meeting held on May 10, 2023.

DP 22-019430 – TALVINDER JAGDE – 10151 AINSWORTH CRESCENT  
(May 10, 2023)

The Panel considered a Development Permit (DP) application to permit the construction of a coach house at 10151 Ainsworth Crescent on a site zoned “Single Detached with Granny Flat or Coach House – Edgemere (RE1)”. A variance is included in the proposal to increase the maximum setback that a coach house is permitted to be located from the south property line from 2.0 m to 5.95 m. A variance is also included in the proposal to decrease the minimum setback that a coach house is permitted to be located from the north property line from 2.0 m to 0.90 m.

The applicant, Talvinder Jagde, provided a brief visual presentation highlighting:

- The proposed variances are requested to locate the proposed coach house outside of the tree protection zone of a significant tree on the neighbouring property to the south.
- The proposed coach house has been designed to minimize impacts to neighbouring properties due to the requested setback variances.
- There are no windows proposed on the north and south sides of the coach house to address concerns of overlook into the neighbouring properties.
- The proposed coach house will complement the character of the principal dwelling through the use of similar materials, finishes and colours.
- The proposed location of the coach house will not overshadow neighbouring properties.
- Landscaping will be installed to provide screening and privacy for the yards of neighbouring properties.
- The proposed coach house will achieve Step Code 3 of the BC Energy Step Code.

Discussion ensued regarding the proposed landscaping under the dripline of the significant retained tree and as a result of the discussion, staff were directed to work with the applicant to ensure protection of the root zone and survivability of proposed plantings under the tree.

The Panel expressed support for the project.