



City Council

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

**Tuesday, February 10, 2015
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on Monday, January 26, 2015* (distributed previously);
- (2) *receive for information the Metro Vancouver 'Board in Brief' dated Friday, January 23, 2015.*

CNCL-14



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



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. 24.)

4. *Motion to rise and report.*



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
- Steveston Community Society Contribution to Steveston Community Park Playground Renewal
- 2015 Arts and Culture Grant Program
- 2015 Child Care Grants
- 2015 Health, Social and Safety Grants
- 2015 Parks, Recreation and Community Events Grants
- 2015 One-Time Expenditures
- Richmond Seniors Advisory Committee 2014 Annual Report and 2015 Work Program
- Richmond Community Services Advisory Committee 2014 Annual Report and 2015 Work Program
- Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments
- Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review - Recommendations for Stakeholder Consultation
- Richmond Response: Adopted Port Metro Vancouver Land Use Plan
- Land use applications for first reading (to be further considered at the Public Hearing on Monday, March 16, 2015):
 - 11760 Seaton Road – Rezone from RS1/E to RS2/B (Alan Kwok and Angelina Kwok – applicant)

5. *Motion to adopt Items No. 6 through No. 18 by general consent.*



Pg. # ITEM

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-16 (1) the **Parks, Recreation & Cultural Services Committee** meeting held on Tuesday, January 27, 2015;
- CNCL-26 (2) the **General Purposes Committee** meeting held on Monday, February 2, 2015;
- CNCL-33 (3) the **Finance Committee** meeting held on Monday, February 2, 2015;
- CNCL-45 (4) the **Planning Committee** meeting held on Tuesday, February 3, 2015; be received for information.



Consent
Agenda
Item

7. STEVESTON COMMUNITY SOCIETY CONTRIBUTION TO STEVESTON COMMUNITY PARK PLAYGROUND RENEWAL
(File Ref. No. 06-2345-20-STEVE2) (REDMS No. 4477952 v. 5)

CNCL-56

See Page CNCL-56 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That staff commence a park planning process for the renewal of the playground in Steveston Community Park as outlined in the staff report titled “Steveston Community Society Contribution to Steveston Community Park Playground Renewal,” dated January 9, 2015, from the Senior Manager, Parks.



Consent
Agenda
Item

8. 2015 ARTS AND CULTURE GRANT PROGRAM
(File Ref. No. 11-7375-01) (REDMS No. 4462905)

CNCL-64

See Page CNCL-64 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the 2015 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$105,080, as outlined in the staff report titled 2015 Arts and Culture Grant Program, dated January 8, 2015, from the Director, Arts, Culture and Heritage Services.



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Consent
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Item

9. **2015 CHILD CARE GRANTS**
(File Ref. No. 11-7000-01) (REDMS No. 4481406)

CNCL-132

See Page CNCL-132 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That, as outlined in the staff report titled 2015 Child Care Grants, dated January 15, 2015, from the General Manager of Community Services, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$50,000; and*
- (2) *That, as outlined in the staff report titled 2015 Child Care Grants, dated January 15, 2015, from the General Manager of Community Services, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$15,000.*



Consent
Agenda
Item

10. **2015 HEALTH, SOCIAL AND SAFETY GRANTS**
(File Ref. No. 03-1085-01) (REDMS No. 4475437)

CNCL-159

See Page CNCL-159 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That, as per the staff report titled 2015 Health, Social and Safety Grants, dated January 15, 2015, from the General Manager of Community Services:

- (1) *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$562,449;*
- (2) *The following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
 - (a) *Canadian Mental Health Association, Richmond Branch;*
 - (b) *Chimo Community Services;*
 - (c) *Family Services of Greater Vancouver;*
 - (d) *Richmond Addiction Services Society;*
 - (e) *Richmond Family Place Society;*
 - (f) *Richmond Multicultural Community Services;*
 - (g) *Richmond Youth Service Agency; and*

- (h) *Volunteer Richmond Information Services Society;*
- (3) *The following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
- (a) *Big Brothers of Greater Vancouver;*
- (b) *Big Sisters of BC Lower Mainland; and*
- (c) *Turning Point Recovery Society; and*
- (4) *The following applicants be approved for the third year of a three-year funding cycle:*
- (a) *Chinese Mental Wellness Association of Canada;*
- (b) *Heart of Richmond AIDS Society;*
- (c) *Richmond Mental Health Consumer and Friends Society;*
- (d) *Richmond Society for Community Living; and*
- (e) *Richmond Women’s Resource Centre.*



Consent
Agenda
Item

11. **2015 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**
(File Ref. No. 03-1085-01) (REDMS No. 4474591)

CNCL-273

See Page CNCL-273 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$99,750 as identified in Attachment 1 of the 2015 Parks, Recreation and Community Events City Grants report dated January 14, 2015, from the Senior Manager, Parks and the Senior Manager, Recreation and Sport Services; and*
- (2) *That Steveston Community Society–Richmond Summer Projects be recommended for the first year of a three-year funding cycle based on Council approval of each subsequent year of funding.*



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Consent
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Item

12. **2015 ONE-TIME EXPENDITURES**

(File Ref. No.) (REDMS No. 4468788 v. 3)

CNCL-308

See Page CNCL-308 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the recommended one-time expenditures in the amount of \$1.87M, as outlined in the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved;*
- (2) *That the One-Time Expenditures be included in the City's 5-Year Financial Plan (2015-2019) Bylaw;*
- (3) *That Item No. 8 – Gateway Theatre Computer Upgrade as listed in Attachment 2 of the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved as a one-time expenditure in the amount of \$43,000; and*
- (4) *That \$200,000 for Item No. 5 – Library Collection Material as listed in Attachment 5 of the staff report titled 2015 Operating Budget dated January 27, 2015, from the Director, Finance, be approved as a one-time expenditure from the Rate Stabilization Account.*



Consent
Agenda
Item

13. **RICHMOND SENIORS ADVISORY COMMITTEE 2014 ANNUAL REPORT AND 2015 WORK PROGRAM**

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 4461428)

CNCL-320

See Page CNCL-320 for full report

PLANNING COMMITTEE RECOMMENDATION

That the Richmond Seniors Advisory Committee 2014 Annual Report and 2015 Work Program be approved.



Consent
Agenda
Item

14. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE 2014 ANNUAL REPORT AND 2015 WORK PROGRAM**

(File Ref. No. 11-7000-01) (REDMS No. 4457839)

CNCL-336

See Page CNCL-336 for full report

PLANNING COMMITTEE RECOMMENDATION

That the Richmond Community Services Advisory Committee's 2015 Work Program be approved.



Consent
Agenda
Item

15. **INTERIM SINGLE FAMILY SUBDIVISION REZONING POLICY – AFFORDABLE HOUSING CONSIDERATIONS AND PROPOSED AMENDMENTS**

(File Ref. No. 08-4057-01) (REDMS No. 4460491)

CNCL-363

See Page CNCL-363 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That, as per the staff report titled Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments, dated January 16, 2015, from the General Manager of Community Services, the City’s secondary suite policy for single family rezoning applications, where the density bonusing approach is taken in exchange for a higher density, all the lots that are being rezoned, be amended to require developers to either:*
- (a) *build a suite on 100% of the single family lots subdivided through rezoning applications; or*
 - (b) *provide a built unit on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area from the remaining lot; or*
 - (c) *provide a 100% cash-in-lieu contribution of \$2.00 per square foot per total buildable area on lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites; and*
- (2) *That the \$2.00 per square foot interim contribution rate be implemented and is subject to final adoption when the contribution rates for all development types identified in the report “Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis” be adopted.*



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Consent
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Item

16. **RICHMOND AFFORDABLE HOUSING CONTRIBUTION RATE AND RESERVE FUND STRATEGY REVIEW - RECOMMENDATIONS FOR STAKEHOLDER CONSULTATION**
(File Ref. No. 08-4057-01) (REDMS No. 4479632)

CNCL-381

See Page CNCL-381 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the staff report titled Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review, dated January 13, 2015, from the General Manager of Community Services be received for information;*
- (2) *That staff be directed to seek comments from the development community and other key stakeholders regarding the recommended Affordable Housing Contribution rates and report back to Planning Committee;*
- (3) *That development applications already received and being processed by the City, prior to adoption of the proposed rates, be grandfathered with existing Affordable Housing Contribution rates; and*
- (4) *That approved rates undergo periodic review to account for current market conditions and affordable housing demands.*



Consent
Agenda
Item

17. **RICHMOND RESPONSE: ADOPTED PORT METRO VANCOUVER LAND USE PLAN**
(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 4460917)

CNCL-393

See Page CNCL-393 for full report

PLANNING COMMITTEE RECOMMENDATION

That:

- (1) *Port Metro Vancouver be advised that the City of Richmond continues to strongly object to the Port Metro Vancouver Land Use Plan, as it does not protect agricultural land and that the Port Metro Vancouver Board be requested to delete the ‘Special Study Areas’ located within the City of Richmond and add a policy which prohibits the expansion of Port uses on all agricultural lands;*
- (2) *Port Metro Vancouver prepare an annual work plan in consultation with the City of Richmond and other affected stakeholders indicating how Port Metro Vancouver will implement and consult regarding the implementation of their Land Use Plan;*

- (3) *the Minister of Environment Canada be requested to establish an inter-governmental agency similar to the former Fraser River Estuary Management Program (FREMP), to better protect the environment for all major projects including proposals from Port Metro Vancouver;*
- (4) *all Richmond Members of Parliament and the Legislative Assembly, the Minister of Transport Canada, BC Ministry of Transportation and Infrastructure, BC Ministry of the Environment, the BC Minister of Agriculture, the Chair of the BC Agricultural Land Commission, the Metro Vancouver Board and all Metro Vancouver municipalities be advised of the above recommendations; and*
- (5) *a resolution be sent to the Lower Mainland Local Government Association for submission to the Union of British Columbia Municipalities and to the Federation of Canadian Municipalities.*



Consent
Agenda
Item

18. **APPLICATION BY ALAN KWOK AND ANGELINA KWOK FOR REZONING AT 11760 SEATON ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/B)**

(File Ref. No. 12-8060-20-009182; RZ 14-666216) (REDMS No. 4475035)

CNCL-480

See Page CNCL-480 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9182, for the rezoning of 11760 Seaton Road from “Single Detached (RS1/E)” to “Single Detached (RS2/B)”, be introduced and given first reading.



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

19. **2015 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

(File Ref. No. 4493749) (REDMS No. 03-0970-25)

CNCL-497

See Page CNCL-497 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed to Part (1): Cllr. Day

- (1) *That the 2015 Operating and Capital budgets for Richmond Public Library as presented in the report dated January 19, 2015 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$8,540,700; and*
- (2) *That staff work with Richmond Public Library staff on possible strategies to reduce expenses and increase revenue, and report back.*



20. **2015 OPERATING BUDGET**

(File Ref. No. 03-0970-25) (REDMS No. 4469200 v. 6)

CNCL-501

See Page CNCL-501 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed to Parts (1) and (2): Cllrs. Au, Day, and Johnston

- (1) *That the 2015 Operating Budget presented under Option 1 in the staff report titled 2015 Operating Budget dated January 27, 2015 from the Director, Finance, that includes a same level of service increase of 0.26%, Capital operating budget impact of 0.38%, additional level expenditures of 0.06%, external senior government related increases of 1.19%, major capital community facility replacement program (Capital Building Infrastructure Reserve) of 1.00% for a combined total tax increase of 2.89% be approved;*
- (2) *That the 5-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Operating Budget;*

(3) *That:*

- (a) *staff investigate the potential for an operational service level review prior to the 2016 budget process; and*
 - (b) *that staff examine the potential for an independent external service level review;*
- and report back.*

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21. **2015 CAPITAL BUDGET**

(File Ref. No. 03-0970-25) (REDMS No. 4468934 v. 12)

CNCL-529

See Page CNCL-529 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllr. Day

- (1) *That the 2015 Capital Budget totalling \$92.5M be approved and staff authorized to commence the 2015 Capital Projects; and*
- (2) *That the Five-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Capital Budget.*

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PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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CNCL-676

Erika Simm, 4991 Westminster Highway, to delegate on a “Keeping Richmond Beautiful” campaign.

23. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

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PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- | | | |
|-----------------|--|--------------------------|
| CNCL-677 | Road Closure and Removal of Road Dedication Bylaw No. 8887 (Portion of Road adjacent to 7451 No. 4 Road)
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-680 | Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9202
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-683 | Drainage, Dyke and Sanitary Sewer Bylaw No. 7551, Amendment Bylaw No. 9203
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-684 | Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9204
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-694 | Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9205
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |

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CNCL-699	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 8932 (11111 Williams Road, RZ 12-611497) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>
CNCL-701	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9108 (4160 Garry Street, RZ 13-641596) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>
CNCL-703	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9157 (5280/5300 Moncton Street, RZ 13-650616) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>

DEVELOPMENT PERMIT PANEL

24. RECOMMENDATION

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

- (1) *That the Chair's reports for the Development Permit Panel meetings held on August 27, 2014, and December 10, 2014, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of:*
- CNCL-705 (a) *a Development Permit (**DP 14-664790**) for the property at 4160 Garry Street; and*
- CNCL-707 (b) *a Development Variance Permit (**DV 12-618411**) for the property at 13280 Mitchell Road*
be endorsed, and the Permits so issued.

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ADJOURNMENT

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For Metro Vancouver meetings on Friday, January 23, 2014

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver.

For more information, please contact Greg Valou, 604-451-6016, Greg.Valou@metrovancover.org or Jean Kavanagh, 604-451-6697, Jean.Kavanagh@metrovancover.org

Greater Vancouver Regional District

Metro Vancouver 2015 Appointments to External Agencies

APPROVED

Each year the Metro Vancouver Board appoints representatives to a number of external agencies. The Board approved the following appointments to external agencies for 2015:

- a) **Agriculture Advisory Committee:** Harold Steves, Richmond
- b) **Board of Trustees of the Sasamat Volunteer Fire Department:** Darrell Penner, Port Coquitlam
- c) **Delta Heritage Airpark Management Committee:** Ian Paton, Delta
- d) **Experience the Fraser Lower Fraser River Corridor Project Steering Committee.**
Heather Deal, Vancouver; Bob Long, Langley Township
- e) **Flood Control and River Management Committee of the Lower Mainland Local Government Association:** Lois Jackson, Delta; Dave Murray, Pitt Meadows; Mae Reid, Coquitlam
- f) **Fraser Basin Council:** Barbara Steele, Surrey; Richard Walton, North Vancouver District (Alternate)
- g) **Fraser Valley Regional Library Board:** Maria Harris, Electoral Area A
- h) **Lower Mainland Local Government Association:** Raymond Louie, Vancouver
- i) **Municipal Finance Authority:** The following ten directors, and alternates, with associated share of 47 total votes.

Representative	Alternate Representative	Votes
Malcolm Brodie, Richmond	Harold Steves, Richmond	5
Derek Corrigan, Burnaby	Colleen Jordan, Burnaby	5
Greg Moore, Port Coquitlam	Jonathon Côté, New Westminster	5
Richard Walton, North Vancouver District	Jack Froese, Langley Township	5
Mike Clay, Port Moody	Richard Stewart, Coquitlam	5
Raymond Louie, Vancouver	Tim Stevenson, Vancouver	5
Darrell Mussatto, North Vancouver City	Michael Smith, West Vancouver	5
Judy Villeneuve, Surrey	Mary Martin, Surrey	4
Lois Jackson, Delta	Wayne Baldwin, White Rock	4
Richard Stewart, Coquitlam	Linda Hepner, Surrey	4

- j) **Pacific Parklands Foundation:** Craig Hodge, Coquitlam
- k) **Western Transportation Advisory Council:** Greg Moore, Port Coquitlam; Raymond Louie, Vancouver (Alternate)



Election of the GVRD Representative to the 2015 Union of British Columbia Municipalities (UBCM) Executive

The Board held an election to select a Metro Vancouver representative for the Union of British Columbia Municipalities (UBCM) Executive.

The UBCM was established to provide a common voice for local governments in British Columbia. Its annual convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position.

The ongoing administration and policy determination of the UBCM is governed by an Executive Board of 21 members, one of whom must be a member of the Metro Vancouver Board. Director Wayne Baldwin, Mayor of White Rock was elected as the Metro Vancouver representative.



Parks, Recreation & Cultural Services Committee

Date: Tuesday, January 27, 2015

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Ken Johnston
Councillor Carol Day
Councillor Bill McNulty
Councillor Linda McPhail

Also Present: Councillor Alexa Loo (entered at 4:37 p.m.)

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 Parks, Recreation and Cultural Services Committee held on Tuesday, November 25, 2014, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, February 24, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

PRESENTATION

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office) Rich Kenny, Community Facilities Programmer, briefed Committee on the City's Geocaching program and highlighted the following:

Parks, Recreation & Cultural Services Committee
Tuesday, January 27, 2015

- geocaching is a high-tech treasure hunting game using Global Positioning System (GPS) devices to locate hidden containers;
- there are geocaching locations around the world;
- geocaching is for people of all ages;
- geocaching provided individuals the opportunity to explore different parts of the city;
- geocaching clues may be printed if a GPS device is not available;
- geocached items vary in size;
- geocache containers include a logbook for participants to record their finds;
- there are 30 themed geocaches and there have been approximately 5,000 cache logs recorded to date;
- a geocache passport (attached to and forming part of these minutes as Schedule 1) provides individuals with instructions and the ability to record the cache;
- once completed, individuals can return the geocache passport to the Richmond Nature Park to receive a Geo-Coin;
- there are 50 official GeoTours worldwide;
- the City's geocaching program has its own website and uses online advertising to promote the program; and
- a media release on the City's geocaching program was released to local television stations and newspapers.

Discussion ensued with regard to visitors from outside the city taking part in the geocaching program, and Mr. Kenny advised that the Geo-Coin can track visitor participation.

Discussion then ensued regarding advertising in publications targeting tourists, and in reply to queries from Committee, Mr. Kenny noted that staff will be examining the marketing strategy.

In reply to queries from Committee regarding the expansion of the geocache program, Mr. Kenny advised that there are limitations on the distance between each geocache, but approximately 10 to 15 additional caches can be added in the future.

Mr. Kenny advised that there is significant interest in the geocaching program, noting that 150 Geo-Coins were claimed in a three month period.

The Chair advised that Richmond Women's Resource Centre would be considered as Item No. 4.

COMMUNITY SERVICES DIVISION

1. MARITIME VESSELS AT BRITANNIA

(File Ref. No. 11-7140-20-BSH11) (REDMS No. 4475046 v. 7)

Discussion ensued with regard to the significance of the vessels to the community and options to place them on static display. Mike Redpath, Senior Manager, Parks, spoke of the restoration of the vessels and their historical significance, noting that they are living artefacts and attractions to the Steveston waterfront.

In reply to queries from Committee, Mr. Redpath spoke on the restoration of the Portage Queen as an example for static display and added that staff are seeking direction from Committee with regard to opportunities for the restoration and display of the historical vessels at the Britannia Heritage Shipyard.

The Chair spoke of the Britannia collection of historical vessels in the Steveston area and provided background information of their historical significance (attached to and forming part of these minutes as Schedule 2).

The Chair commented on the restoration and maintenance of the historical vessels and spoke in favour of retaining historically significant fishing boats, including the Iona, the Silver Anna and the Starliner, which represent different eras in boat design.

The Chair then spoke of the City's insufficient efforts to maintain the historical vessels and suggested that a breakdown on the cost of materials be identified and that the restoration of the Starliner be done by volunteers.

Discussion ensued with regard to the costs of restoring the historical maritime vessels, and the ownership records of said vessels.

Cllr. Loo entered the meeting (4:37 p.m.).

Staff were then directed to update the staff report to include documentation that would provide the City with proof of ownership of the maritime vessels.

Mr. Redpath advised that the maritime vessels were registered under the Britannia Heritage Shipyards Society (BHSS). BHSS has since made a motion to transfer ownership of the vessels to the City.

Discussion ensued with regard to the estimated costs of restoring the vessels and the availability of volunteers. In reply to queries from Committee, Mr. Redpath noted that volunteers from the BHSS is available, however the scope of the restoration project is too large.

Discussion then ensued regarding the storage of the vessels. It was noted that storing the vessels indoors would not affect deterioration.

Parks, Recreation & Cultural Services Committee
Tuesday, January 27, 2015

Dave Semple, General Manager, Community Services, advised that a skilled shipwright is required to fully restore and maintain the vessels. The Chair noted that a recommendation to acquire a shipwright for the Britannia site was previously submitted.

It was moved and seconded

That the staff report titled "Maritime Vessels at Britannia" dated January 19, 2015, from the Senior Manager, Parks be received for information.

CARRIED

2. STEVESTON COMMUNITY SOCIETY CONTRIBUTION TO STEVESTON COMMUNITY PARK PLAYGROUND RENEWAL

(File Ref. No. 06-2345-20-STEV2) (REDMS No. 4477952 v. 5)

Mr. Redpath provided background information, noting that the Steveston Community Society (SCS) is proposing a contribution of 50 per cent towards the costs of the playground, up to \$40,000.

In reply to queries from Committee, Mr. Redpath advised that the proposed upgrade will be advanced concurrently with other playground projects in the city, and noted that the proposed upgrade will be presented to Council through the five-year capital budget process.

Jamie Esko, Park Planner, advised that the planning and design process is estimated to cost approximately \$50,000, with the City's share of the cost totalling approximately \$25,000.

Discussion ensued with regard to (i) the planning and design process, (ii) receiving community support and input during the consultation phase, and (iii) upgrading other areas of the park.

Keith Whittle, representing the SCS, noted that the SCS has funds available to contribute to the proposed playground upgrade at Steveston Community Park that could include a small children's play area and make the playground universally accessible.

In reply to queries from Committee, Mr. Whittle noted that the SCS will participate in the consultation and planning process once preliminary plans are available.

Discussion ensued with regard to the estimated consultation costs related to the proposed playground upgrade and grants available to help offset said costs. Mr. Whittle noted that the SCS is examining fundraising options to help offset costs for the playground upgrade.

In reply to queries from Committee with regard to the tender for a consultant, Mr. Redpath noted that the consultation process could identify opportunities for grants; however the first stage would examine the concept and design and seek community engagement.

4.

Parks, Recreation & Cultural Services Committee
Tuesday, January 27, 2015

It was moved and seconded

That staff commence a park planning process for the renewal of the playground in Steveston Community Park as outlined in the staff report titled "Steveston Community Society Contribution to Steveston Community Park Playground Renewal," dated January 9, 2015, from the Senior Manager, Parks.

CARRIED

3. 2013–2014 PARKS AND OPEN SPACE STRATEGY UPDATE

(File Ref. No. 06-2345-03) (REDMS No. 4473183 v. 3)

With the aid of a visual presentation (copy on file, City Clerk's Office) Mr. Redpath and Ms. Esko briefed Committee on the 2013-2014 Parks and Open Space Strategy Update.

Discussion ensued with regard to updates to the Garden City Lands (GCL) and Mr. Redpath noted that the GCL plans are currently underway with consideration of the 2015 capital budget, studies of perimeter lands and area hydrology, and community engagement.

In reply to queries from Committee, Mr. Redpath advised that staff are engaging with external agencies such as the Lower Mainland Bog Conservation Society and the Metro Vancouver Scientific Advisory Panel through the GCL planning process.

Discussion ensued with respect to engaging the Garden City Conservation Society during the GCL planning process.

In reply to queries from Committee, Mr. Redpath noted that he anticipates that portions of the trail in the GCL could open this year, subject to the community engagement process and hydrology design. Mr. Semple advised that due to the hydrological complexities in the bog, different design strategies will have to be employed in certain areas of the GCL.

Discussion ensued with regard to reusing the excavated soil from the trail design.

The Committee wished to express their gratitude to staff for their work on the City's Parks and Open Space Strategy.

Discussion took place regarding the proposed arrangement with Kwantlen Polytechnic University for a 20 acre parcel required for a farming program. Mr. Redpath advised that staff are preparing a report to present to Committee.

Discussion then ensued with regard to a viral video released by the City of Vancouver related to their urban agriculture initiatives.

As a result of the discussion, staff were directed to examine options to create a video that will highlight Richmond's urban agriculture initiatives.

5.

Parks, Recreation & Cultural Services Committee
Tuesday, January 27, 2015

It was moved and seconded

That the staff report titled "2013–2014 Parks and Open Space Strategy Update" dated January 5, 2015, from the Senior Manager, Parks be received for information.

CARRIED

4. **RICHMOND WOMEN'S RESOURCE CENTRE**
(File Ref. No.)

Discussion ensued with respect to correspondence received from the Richmond Women's Resource Centre (copy on file, City Clerk's Office) regarding funding.

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

It was moved and seconded

That the staff examine options to respond to the letter from the Richmond Women's Resource Centre, dated January 15, 2015, and report back.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:15 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation & Cultural Services Committee of the Council of the City of Richmond held on Tuesday, January 27, 2015.

Councillor Harold Steves
Chair

Evangel Biason
Auxiliary Committee Clerk



How to claim your Geo-Coin

Bring this completed passport to:

Richmond Nature Park, 11851 Westminster Hwy, Richmond, BC.
(9 a.m.-5 p.m., daily) Phone: 604-718-6188

If you can't come to the Richmond Nature Park scan and email passport to geocaching@richmond.ca.

Name: _____

Street Address: _____

City: _____

Province/State: _____

Country: _____

Postal Code: _____

Email: _____

Geocaching.com — Username: _____

Term and Conditions

Geo-Quest geo-coins are awarded in the order they are received, while supplies last. Only one coin will be awarded per geocaching username per year. The City of Richmond reserves the right to limit or revoke this offer at any time. Additional terms and conditions may apply.

For staff use only

Geo-coin #: _____ Date: _____ Staff Initial: _____

Schedule 1 to the Minutes of the
Parks, Recreation & Cultural
Services Committee Meeting of
Tuesday, January 27, 2015.



PASSPORT

www.richmond.ca/geocaching



What is Geocaching?

A modern outdoor treasure hunt using a personal Smartphone or GPS device to locate hidden containers called "geocaches".

There are over 6 million geocachers worldwide and 2.2 million active geocaches!

What is the City of Richmond Geo-Quest?

A series of 30 hidden geocaches in parks, on trails, and at community facilities. Find all the caches, complete this passport and receive a prize!

Get Going!

1. Learn about geocaching and sign up for a free geocaching account at www.geocaching.com.
2. Use a GPS device and the clues provided on www.geocaching.com to search for Geo-Quest geocaches.
3. Record your finds online and in the geocache log books.
Some geocaches will contain tradable objects. If you remove something from the cache, replace it with something of equal value.
4. Hide the geocache exactly where you found it and move on to the next one!
5. Collect the secret word from all 30 Geo-Quest geocaches and record them on this passport.
6. When complete, redeem this passport to claim a trackable City of Richmond geo-coin. See back page for details. *Limited to one coin per geocaching.com username while quantities last.
7. Share your experience with the geocaching community on www.geocaching.com.

Respect the flora and fauna. Please tread lightly!

Geo-Quest Cache Name	GC Code	Secret Word*
1. Island City	GC5DF1N	
2. Pocket Forest	GC5DF1W	
3. Monsters of the Deep!	GC5DF24	
4. Flighty Things	GC5DX2F	
5. Gone Fishin'	GC5DF2G	
6. Britannia Shipyards	GC5DX30	
7. Waterfront Wanderer	GC5DF2M	
8. Southern Vista	GC5DGEH	
9. Nature in Your Neighbourhood	GC5F7RA	
10. Scotch Pond	GC5DGF9	
11. Grauer Lands	GC5DGF9	
12. Crabapple Ridge	GC5DGF9	
13. Who's Hooting?	GC5DGF9	
14. Railway Greenway	GC5DGG8	
15. The Heat is On!	GC5DGHK	
16. Dover Park	GC5DGHK	
17. Paulik Park	GC5DGHK	
18. Trees Galore	GC5DGHK	
19. Sister City	GC5DGHK	
20. The Chief's Treasure Box	GC5DGHK	
21. Mountain Vista	GC5DGHK	
22. Burkeville	GC5DGHK	
23. Cora Brown Trail	GC5DGHK	
24. A Hidden Slough	GC5DGHK	
25. The Hollow	GC5DGHK	
26. King George Park	GC5DGHK	
27. Why the Bridge?	GC5DGHK	
28. My Big Brother Rocks!	GC5DGHK	
29. Hemlock Guardian	GC5DGHK	
30. Bog vs. Blueberries	GC5DGHK	

*Record the secret word found in each cache.

In 1942, 1,337 boats were confiscated - The government authorized a committee to sell the confiscated boats to non-Japanese at "fair market prices". These boats included 860 gillnetters, 148 packers, 141 cod boats, 120 trollers and 68 seiners. Of these 887 were sold. J.H. Todd and Sons purchased 14 gillnetters ranging in cost from \$600 to \$1,500 during February and March of 1942. This company also purchased 9 seiners, including the HOWE SOUND III for \$12,500. The Board of Marine Underwriters of San Francisco estimated the replacement value of this boat at \$16,000. The sales agreements required the vendors to pay for any repairs that the purchasers deemed necessary to make the boats seaworthy and in good running order.

The Fraser River gillnetter developed rapidly after the Japanese evacuation. Fraser River fishermen were expanding into new salmon fishing grounds during the Second World War, and they needed larger, wider vessels with greater sea-worthiness and higher load capacities. Consider the vessels owned by Bob Karliner. He purchased the CHALLENGER, his third boat, from the Fishing Vessel Disposal Committee for \$750 in 1942. This boat was 31 feet 6 inches in length, 7 feet 6 inches in breadth and was powered with a 2-cylinder, 14 HP Palmer gasoline engine. In 1944 Karliner contracted the Lubzinski brothers to build his first new boat, the MODERN BEAUTY, for \$3,200. This gillnetter measured 33 feet in length, 8

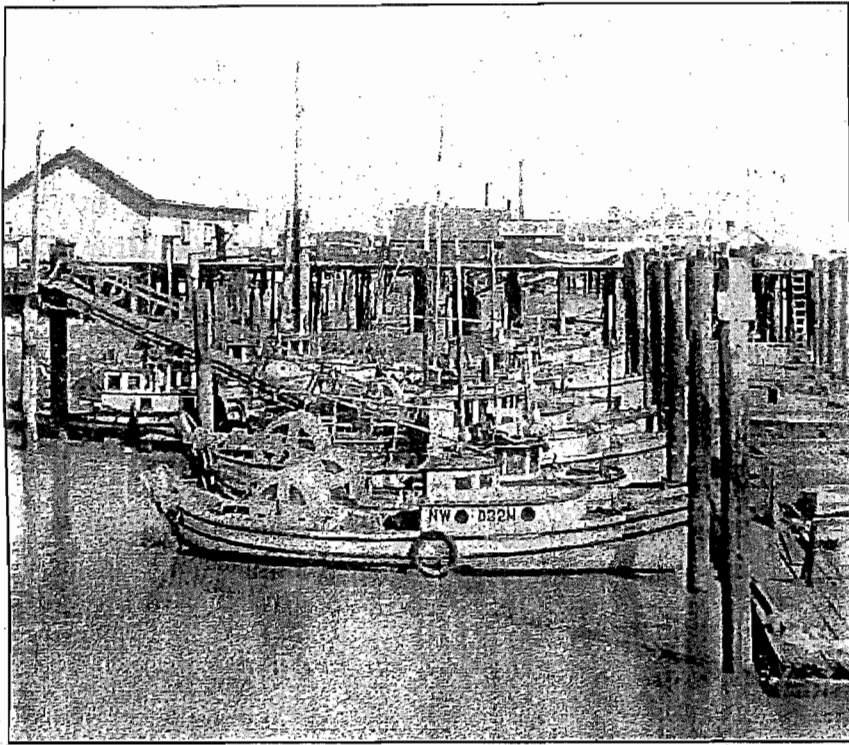
Schedule 2 to the Minutes of the Parks, Recreation & Cultural Services Committee Meeting of Tuesday, January 27, 2015.



Bob Karliner's ELSIE K No. 1 ready for launching from the Stoltz Brothers Boat Works. The gillnetters were hauled out for painting and repairs before the salmon fishing season. (1944) (B. Karliner collection)



Sherman McDonald's VALERIE on the boat hoist at the Gulf of Georgia Cannery. This vessel was built by P. Sather in 1946, and powered by a two-cylinder Heaps gasoline engine. (ca. 1949) (S. McDonald collection)



Cannery row from the Gulf of Georgia Cannery showing the Star camp and the Imperial Cannery in the background, a ramp in the foreground, and gillnetters moored perpendicular to the net floats. (1948) (S. McDonald collection)

feet 6 inches in breadth, and was powered with a 3-cylinder, 20 HP Easthope engine. Three years later, Karliner replaced this vessel with the ELSIE K No. 1 built by the Stoltz brothers. This vessel was powered with a 6-cylinder, high-speed 110 HP Chrysler gasoline engine. It was 35 feet in length, 10 feet in breadth and cost \$7,200. In five years the Fraser River

gillnetter had increased in length by 3 feet and breadth by 2 feet 6 inches. The flared bow, square stern and enlarged cabin with sufficient headroom for a person to stand upright became standard features on Fraser River gillnetters.

Wharves

Net floats were introduced in the 1940s to provide space for net racks and moorage for larger boats in deeper tidal waters. The Phoenix pond was dredged about 1947 to accommodate more boats. Here gillnetters could be tied directly to boat floats, making access to boats at moorage much easier and safer, as ladders were replaced with ramps.

In the late 1940s an elevator was developed to haul boats out of the water for winter storage and repairs. This system was quicker, easier and required less space than iron rails on wooden ways.

Fishing Activities

During the war there was an unlimited demand for all species of canned salmon. In the fall of 1944 Fraser River gillnetters started fishing chum salmon near Qualicum in the Straits of Georgia. Fifteen gillnetters from the river were the only ones fishing this area in the falls of 1944, 1945 and 1946.



Fraser River gillnetters off Qualicum Beach fishing for chum salmon in the fall. (ca. 1995) (B. Karliner collection)



General Purposes Committee

Date: Monday, February 2, 2015

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

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 Monday, January 19, 2015, be adopted as circulated.

CARRIED

COMMUNITY SERVICES DIVISION

1. **2015 ARTS AND CULTURE GRANT PROGRAM**
(File Ref. No. 11-7375-01) (REDMS No. 4462905)

Liesl Jauk, Manager, Community Cultural Development, advised that the aggregate score for the Tickle Me Pickle Theatre Sports Improv Society should read 46.3 as oppose to 33.8.

General Purposes Committee

Monday, February 2, 2015

In reply to queries from Committee, Andrew Nazareth, General Manager, Finance and Corporate Services, spoke on a referral made at the October 6, 2014 General Purposes Committee meeting, noting that the referral to staff was to review the City's policy for casino funds expenditures. Also, he advised that staff anticipate reporting back on the referral next month.

Discussion took place regarding the potential to utilize casino funds to increase funding for grants.

In reply to queries from Committee, Ms. Jauk commented on the grant application review process, noting that an adjudication panel evaluated the applications on three key areas: (i) merit, (ii) organizational capacity, and (iii) impact. Also, she spoke on potential reasons as to why a particular organization may not have received as much funding as in previous years.

Discussion further took place regarding specific organizations' grant disbursements, and Ms. Jauk stated that the aggregate score for each application determined the amount an organization is recommended to receive. She advised that staff offer workshops on grant writing and liaise with grant applicants with regard to their applications. Also, Ms. Jauk advised that the three key areas of evaluation (merit, organizational capacity, and impact) are weighted equally; many factors are considered when reviewing the applications such as the impact a project may have on the community, and whether the project matches the organization's mandate. Ms. Jauk advised that the application process, including the assessment criteria is detailed in the application guidelines.

The Chair requested that staff provide a memorandum on the criteria used to score each application and provide any additional information that may be of value to Council.

As a result of the discussion, a motion was introduced to increase the proposed disbursement amount for a total of \$105,120 in order to match the amount previously disbursed to several organizations; however it failed to receive a seconder.

It was moved and seconded

That the 2015 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$105,080, as outlined in the staff report titled 2015 Arts and Culture Grant Program, dated January 8, 2015, from the Director, Arts, Culture and Heritage Services.

CARRIED

General Purposes Committee

Monday, February 2, 2015

2. **2015 CHILD CARE GRANTS**

(File Ref. No. 11-7000-01) (REDMS No. 4481406)

In reply to queries from Committee, Coralys Cuthbert, Child Care Coordinator, advised that, as part of the 2014 Capital budget process, Council approved the expenditure of \$50,000 from the Child Care Development Reserve to be used for child care capital grants; this funding was not spent as 2014 grants were disbursed utilizing unspent 2013 approved expenditures. She noted that funding has accumulated from previous years as grants were not offered in 2012. Also, Ms. Cuthbert noted that the Child Care Development Advisory Committee reviewed each grant application, discussing their respective projects, and recommended that all the applicants receive a portion of their request as oppose to disbursing the full amount requested by some applicants while others are declined.

The Chair requested that staff provide a memorandum on the criteria used to score each application and provide any additional information that may be of value to Council. Also, Committee commented on the presentation of the 2015 Arts and Culture Grant Program staff report, and suggested that it be used as a model for presenting such reports in the future.

It was moved and seconded

- (1) *That, as outlined in the staff report titled 2015 Child Care Grants, dated January 15, 2015, from the General Manager of Community Services, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$50,000; and*
- (2) *That, as outlined in the staff report titled 2015 Child Care Grants, dated January 15, 2015, from the General Manager of Community Services, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$15,000.*

CARRIED

3. **2015 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 4475437)

In reply to queries from Committee, Lesley Sherlock, Social Planner, spoke of the various programs offered by mental health groups, noting that their programs do not overlap one another.

Discussion ensued and it was noted that it would be valuable to know how many Richmond residents are served by regional organizations. Also, discussion took place regarding the importance of the Drug Awareness Resistance Education (D.A.R.E) program; it was noted that it would be worthwhile to examine the program's funding circumstances in an effort to continue offering it to Richmond students.

3.

General Purposes Committee

Monday, February 2, 2015

Discussion took place regarding the Parish of St. Alban's request for funding for its extreme weather shelter and the Richmond Women's Resource Centre, and it was noted that there is an outstanding staff referral on both matters.

In reply to queries from Committee, Ms. Sherlock stated that the proposed recommended allocations mirror those of last year's; however, when an increased demand was demonstrated, additional funding is recommended. She advised that it is not favourable to decrease funds from one applicant in order to increase funds to another as the allocation of consistent funds allows for programs to solidify in the community. Also, Ms. Sherlock remarked that the health, social and safety grants program guidelines recognizes prevention programs as a preferred service to offer due to their long-term cost benefits.

The Chair requested that staff provide a memorandum on the criteria used to score each application and provide any additional information that may be of value to Council, and in particular the number of Richmond residents served by regional organizations.

Mary Scott, Vice-President, Richmond Women's Resource Centre, stated that the Centre's financials have been deteriorating for the past three years. She stated that the Centre has attempted to balance their finances by increasing fundraising efforts; however this has not proven to be a solution. Also, she remarked that the Centre has cut back operating hours and limited the days the Centre is open in an effort to address their deficit. Ms. Scott noted that despite the increasing demand for the Centre's programs, funding has been inadequate. As a result of cutbacks from both the federal and provincial governments, Ms. Scott requested that the City increase their funding allocation.

Colleen Glynn, President, Richmond Women's Resource Centre, advised that the Centre needs \$30,000 in order to maintain its programs. She remarked that if the Centre received \$1 for every woman in Richmond, the Centre would collect \$100,000. Ms. Glynn spoke of the Centre's mandate as it relates to educating and empowering women, and noted that these efforts have been thwarted due to their focus on fundraising.

Elaine Lin, Board member, Richmond Women's Resource Centre, provided background information regarding the Centre, highlighting that it has been operating in Richmond since 1976. She spoke on the Centre's clientele, noting that many of them face challenges related to poverty, mental illness, unemployment, integration, and English as a second language to name a few; also, she commented on the broad range of services offered by the Centre,

The Chair queried the Centre's efforts with regard to lobbying the provincial government for funding, as it was noted that the Province terminated funding for all women's centres throughout BC in 2004.

General Purposes Committee

Monday, February 2, 2015

In reply to queries from Committee, Ms. Glynn stated that \$30,000 would address the Centre's immediate need for funding; however, the root of their financial problem is that the Centre expends more than it takes in. Also, she noted that Vancouver Coastal Health has never contributed financially to the Centre, and that the majority of the Centre's funding is from gaming grants.

Discussion took place and the delegation was encouraged to lobby Richmond Member's of the Legislative Assembly for funding and to appear before the provincial Select Standing Committee on Finance and Government Services. Also, it was noted that the forthcoming referral on staff's review of the City's policy for expenditures of casino funds may provide an opportunity to increase funds allocated for grants.

It was moved and seconded

That, as per the staff report titled 2015 Health, Social and Safety Grants, dated January 15, 2015, from the General Manager of Community Services:

- (1) *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$562,449;*
- (2) *The following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
 - (a) *Canadian Mental Health Association, Richmond Branch;*
 - (b) *Chimo Community Services;*
 - (c) *Family Services of Greater Vancouver;*
 - (d) *Richmond Addiction Services Society;*
 - (e) *Richmond Family Place Society;*
 - (f) *Richmond Multicultural Community Services;*
 - (g) *Richmond Youth Service Agency; and*
 - (h) *Volunteer Richmond Information Services Society;*
- (3) *The following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
 - (a) *Big Brothers of Greater Vancouver;*
 - (b) *Big Sisters of BC Lower Mainland; and*
 - (c) *Turning Point Recovery Society; and*
- (4) *The following applicants be approved for the third year of a three-year funding cycle:*

General Purposes Committee
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- (a) *Chinese Mental Wellness Association of Canada;*
- (b) *Heart of Richmond AIDS Society;*
- (c) *Richmond Mental Health Consumer and Friends Society;*
- (d) *Richmond Society for Community Living; and*
- (e) *Richmond Women's Resource Centre.*

The question on the motion was not called as Committee commented on the importance of the services and programs offered by all of the organizations.

Discussion took place regarding the potential for organizations to partner with one another in an effort to save costs, and it was noted that the Richmond Community Foundation has collaborated with Volunteer Richmond on a project called Richmond Cares, Richmond Gives.

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

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

It was moved and seconded

That the Drug Awareness Resistance Education program's request for funding be referred to staff for input and discussion with the Richmond School Board, and be referred to the Council / School Board Liaison Committee.

CARRIED

4. **2015 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**
(File Ref. No. 03-1085-01) (REDMS No. 4474591)

In reply to queries from Committee, Serena Lusk, Senior Manager, Recreation and Sport Services, provided the following information:

- the decrease in the Steveston Community Society's funding was made in consultation with their staff, and it will not affect subsidy levels for the Richmond Summer Project;
- staff realized some efficiencies with regard to the delivery of the Richmond Summer Project; as a result, services will not be impacted;
- the Vancouver Foundation's small grants program is limited to individuals, and therefore, organizations are not eligible to receive said grant funding;
- each grant application is reviewed and a rated against specific criteria; and
- a number of regular grant applicants may not have applied potentially due to their favourable financial positions; this presented an opportunity for other organizations to receive increased grant funding.

General Purposes Committee
Monday, February 2, 2015

The Chair requested that staff provide a memorandum on the criteria used to score each application and provide any additional information that may be of value to Council.

It was moved and seconded

- (1) *That Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$99,750 as identified in Attachment 1 of the 2015 Parks, Recreation and Community Events City Grants report dated January 14, 2015, from the Senior Manager, Parks and the Senior Manager, Recreation and Sport Services; and*
- (2) *That Steveston Community Society–Richmond Summer Projects be recommended for the first year of a three-year funding cycle based on Council approval of each subsequent year of funding.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:25 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, February 2, 2015.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Committee Clerk



Finance Committee

Date: Monday, February 2, 2015

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 5:26 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on Tuesday, December 2, 2014, be adopted as circulated.

CARRIED

The Chair advised that the order of the agenda would be varied to consider the 2015 Capital Budget prior to the 2015 Operating Budget.

RICHMOND PUBLIC LIBRARY

1. **2015 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

(File Ref. No. 4493749) (REDMS No. 03-0970-25)

In reply to queries from Committee, Greg Buss, Chief Librarian and Secretary to the Board, provided the following information:

1.

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- a decrease in the circulation of print material has resulted in a decline in revenue from late charges and reimbursement from other public libraries whose members borrow materials;
- there are no fines associated with the circulation of digital services;
- the quality of the print collection is declining as a result of reallocating an increasing proportion of the book budget to digital services;
- 92% of the library's circulation is for print material; however, the decline in the circulation of print materials is a result the deterioration of the quality of said collection;
- a \$200,000 ongoing increase to the collections budget is requested to support the growth of the digital collection as currently, this amount is taken annually from the print budget;
- the increase of \$200,000 would ensure that the print collection can be maintained at an adequate level while simultaneously providing sufficient funds to build a strong digital collection;
- the library is on a course of transformation as it makes the shift from providing primarily print based information to a blend of traditional library services and digital services; and
- staffing adjustments have been implemented in an effort to address the budget deficit; also, changes to programming are being examined in an effort to increase revenue.

Discussion took place and a member of Committee remarked that additional information was needed prior to the consideration of the proposed 2015 operating and capital budgets for the Richmond Public Library.

In response to comments made by Committee, Mr. Buss provided a hypothetical example to demonstrate the cost of building up the digital collection: the cost of a hardcopy book is \$20 for both a consumer and a public library; the cost of a digital book is \$15 for a consumer while costing a public library \$110. Mr. Buss remarked that like a hardcopy book, when a digital book is out on loan, the book is not accessible; therefore, multiple digital books are needed.

Mr. Buss stated that the average library sees a book circulation of 15 per capita; since 2009, Richmond's book circulation has decreased from 24 per capita to 20 per capita.

As part of the Library's Strategic and Long Range Plan for 2014-2018, Mr. Buss stated that a number of low cost, low initial investment opportunities will be explored in an effort to increase revenue. Also, he stated that there is still a large demand for hardcopy newspapers and magazines and that the price of digital books will be addressed in concert with other public libraries.

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In reply to further queries from Committee, Mr. Buss advised that Richmond Public Library members may loan up to 10 digital books and 25 print books at once.

Discussion ensued regarding the number of both digital books and print books permitted to be loaned at one time and it was suggested that these numbers be reviewed in an effort to better utilize resources. Also, discussion took place on potential revenue generation opportunities such as implementing a nominal fee for the use of digital materials or increasing the cost of utilizing the 3D printer.

It was moved and seconded

That the 2015 Operating and Capital budgets for Richmond Public Library as presented in the report dated January 19, 2015 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$8,540,700.

The question on the motion was not called as discussion took place and a member of Committee suggested referring the matter back to staff to examine potential revenue generation options.

In reply to a query from Committee, Andrew Nazareth, General Manager, Finance and Corporate Services, advised that the proposed increases to the 2015 Operating and Capital budgets for the Richmond Public Library are non-discretionary as a result of contractual obligations in the collective agreement and leases.

The question on the motion was then called and it was **CARRIED** with Cllr. Day opposed.

Discussion took place regarding potential revenue generation options, and as a result, the following **referral** was introduced:

It was moved and seconded

That staff work with Richmond Public Library staff on possible strategies to reduce expenses and increase revenue, and report back.

The question on the referral was not called as discussion took place and Committee directed staff to examine the number of books permitted to be loaned at one time as part of the referral. The question on the referral was then called and it was **CARRIED**.

Finance Committee

Monday, February 2, 2015

3. 2015 CAPITAL BUDGET

(File Ref. No. 03-0970-25) (REDMS No. 4468934 v. 12)

Andrew Nazareth, General Manager, Finance and Corporate Services, accompanied by Jerry Chong, Director, Finance, provided background information, noting that the Long Term Financial Management Strategy (LTFMS), created by Council, guides the financial planning process. Mr. Nazareth remarked that a key component of the LTFMS is to ensure that sufficient long term capital funding for infrastructure replacement and renewal is in place in order to maintain community viability and generate economic development. He spoke on the extensive budget review process, noting that the Capital Review Committee reviewed and ranked each project submission for alignment with strategic and master plans, policies and Council priorities; the submissions were then presented to the Senior Management Team and the Chief Administrative Officer.

In reply to queries from Committee, staff provided the following information:

- Figure 1 of the staff report titled “2015 Capital Budget” provides a simplified rendering of the criteria utilized to rank capital submissions;
- the 2014 Capital budget was significantly higher than the proposed 2015 Capital budget as a result of funds allocated towards the Minoru Complex and City Centre Community Centre;
- the proposed 5-Year Finance Plan could be amended to accommodate a future land acquisition opportunity; also, staff are examining the potential to leverage existing properties to increase revenue;
- the replacement of one fire apparatus is anticipated annually up to 2027;
- the 2015 Capital program as it relates to affordable housing includes building up the West Cambie reserve, offsetting costs related to updating the affordable housing strategy, and offsetting the difference in the Kiwanis project disbursement;
- the Utility Reserve has approximately \$50 million of uncommitted funds;
- in consultation with the Richmond Animal Protection Society, the size of the proposed trailer is anticipated to meet the needs of the Richmond Animal Shelter;
- due to contractual obligations, the City is not permitted to advertise in bus shelters; however, should Council wish to do so once the City’s contractual obligations have expired, the proposed non-advertising bus shelters can easily be modified to incorporate advertising infrastructure;
- the Public Works Yard is included in Phase II of the Corporate Facilities Plan;

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- there is no indication that BC Hydro would not provide 1/3 of funding for their portion of work required for undergrounding their infrastructure on Lansdowne Road from Cedarbrige Way to Minoru Boulevard;
- the Richmond Animal Shelter accommodates animals ranging from farm animals to gerbils;
- funds from Development Cost Charges (DCC) are earmarked for specific projects related to sewer, water, drainage and parks;
- a number of projects require internal funding when adequate funding is not available in the respective DCC account; the proposed internal transfers and debt repayments reflect such instances;
- the expenditure of the \$1.87 million surplus from 2014 is subject to Item No. 4 on the agenda;
- approximately 15 existing signalized intersections have been identified for works as part of the Accessible Pedestrian Signal Program; should Council wish to identify a specific location not currently identified, the Director of Transportation is to be contacted;
- the Active Transportation Improvement Program is subsidized with a grant of \$350,000 from the Province and TransLink;
- TransLink contributes annually toward the repaving of the City's Major Road Network;
- the repaving of the City's Non-Major Road Network is funded by the City's Capital budget and contributions from TransLink;
- works on the Gardens Agricultural Park will include the development of walking trails, and community gardens; and
- site specific repairs with regard to uneven sidewalks and wheel chair ramps as a result of service requests by residents are incorporated as part of the City's annual paving program.

It was moved and seconded

- (1) *That the 2015 Capital Budget totalling \$92.5M be approved and staff authorized to commence the 2015 Capital Projects; and*
- (2) *That the Five-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Capital Budget.*

CARRIED

Opposed: Cllr. Day

FINANCE AND CORPORATE SERVICES DIVISION

2. 2015 OPERATING BUDGET

(File Ref. No. 03-0970-25) (REDMS No. 4469200 v. 6)

Mr. Nazareth advised that the proposed 2015 Operating budget meets the principles of Policy 3016 – Budget and 5-Year Financial Plan Preparation, highlighting that only non-discretionary increases are proposed in addition to the transfer of an additional one per cent to reserves. Mr. Nazareth commented on previously approved Operating Budget Impact (OBI) such as the City Centre Community Centre and the Minoru Complex, and spoke on funding for the City Centre Community Police Station.

In reply to queries from the Chair, Mr. Nazareth stated that the OBI of the City Centre Community Centre was considered as a same level of service and thus was recommended; he noted that other recommendations such as an increase in community bylaws auxiliary staff hours are anticipated to generate revenue, thus resulting in a net gain for the City. Mr. Nazareth advised that if the projected revenues are not realized, the corresponding auxiliary staff hours would be cut.

Discussion took place regarding the annual budget cycle and it was noted that, prior to the presentation of the annual Operating budget before the Finance Committee, an opportunity for Council to obtain additional information and to participate would be constructive. Discussion further ensued and concern was expressed with regard to maintaining current programs at the same level of service as such an approach does not allow for the potential to re-examine service levels to determine value for money.

In response to the discussion, George Duncan, Chief Administrative Officer, spoke of varying levels of service level reviews, noting that a review of the City's services would be a major undertaking and costly.

Cllr. Steves left the meeting (6:45 p.m.)

In reply to queries from Committee, Mr. Chong advised that the proposed 2015 Operating budget is an estimated \$277 million, including amortization expenses. Staff was requested to provide Council with a reconciliation of the proposed 2015 Operating budget.

Discussion further took place regarding the annual budget cycle and an opportunity for Council to participate in the process prior to its presentation before the Finance Committee.

Cllr. Steves returned to the meeting (6:55 p.m.)

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Mr. Chong provided the following information regarding the proposed 2015 Operating budget: (i) non-discretionary items such as salaries and benefits account for 48% of the budget, (ii) RCMP policing costs make up 13% of the budget, (iii) 16% of the budget is transferred to reserves, (iv) 2% of the budget accounts for debt repayment, (v) 8% of the budget accounts for other contracts, and (vi) 5% of the budget accounts for Public Works maintenance.

In reply to queries from Committee, Mr. Nazareth advised that the Media Arts Specialist position is regular full-time, and therefore it requires a sustainable long term funding source. Discussion took place and Committee commented on the importance of the Media Lab for the community and particularly as it relates to the City's Arts Strategy and Council's Term Goals. Jane Fernyhough, Director, Arts, Culture and Heritage Services advised that staff are currently seeking grant funding and examining sponsorship opportunities in an effort to fund the Media Arts Specialist position.

Discussion took place and Cathryn Volkering Carlile, General Manager, Community Services advised that the proposed additional expenditures for increased auxiliary staff hours are offset by additional revenues generated as a result of additional programming, and facility rentals. Also, it was noted that if the projected revenues are not realized, the corresponding auxiliary staff hours would be reduced.

In response to comments regarding the breadth of information contained in the staff reports and the opportunity for Council to participate in the budget process prior to its presentation before the Finance Committee, Mr. Nazareth invited new Councillors to meet with staff to receive a comprehensive review of the annual budget cycle.

Discussion ensued regarding property taxes between newly constructed single-family dwellings and that of older single-family dwellings, and it was noted that the latter likely pay less property taxes as a result of the increased number of newly constructed single-family dwellings.

The Chair referenced Figure 1 of the staff report titled 2015 Operating Budget dated January 27, 2015 from the Director, Finance, noting that the City's reserves would be perilously low in five years without the annual 1% transfer to the account.

It was moved and seconded

- (1) *That the 2015 Operating Budget presented under Option 1 in the staff report titled 2015 Operating Budget dated January 27, 2015 from the Director, Finance, that includes a same level of service increase of 0.26%, Capital operating budget impact of 0.38%, additional level expenditures of 0.06%, external senior government related increases of 1.19%, major capital community facility replacement program (Capital Building Infrastructure Reserve) of 1.00% for a combined total tax increase of 2.89% be approved; and*

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- (2) *That the 5-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Operating Budget.*

CARRIED

Opposed: Cllrs. Au
Day
Johnston

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

It was moved and seconded

That:

- (1) *staff investigate the potential for an operational service level review prior to the 2016 budget process; and*
- (2) *that staff examine the potential for an independent external service level review;*

and report back.

The question on the referral was not called as discussion ensued and the following information was noted:

- an operational service level review would provide Council with details of costs associated with providing the City's services;
- an operational service level review is anticipated to (i) target inefficiencies by reducing work that does not add value, (ii) address duplication and "silo" working, and (iii) increase accountability;
- an operational service level review may determine that resources from one area be shifted to another;
- an external review may be of value as it would allow for an independent review process; and
- the proposed operational service level review should include a review of the City's departments.

In reply to a query from Committee, Mr. Duncan stated that the proposed operational service level review can be achieved within the proposed timeframe. Committee clarified that the proposed timeframe is to serve as a goal; however, a phased review is agreeable.

Discussion further took place regarding the scope of the proposed operational service level review and the Chair directed staff to provide Council with a comparison of property taxes between newly constructed single-family dwellings and that of older single-family dwellings.

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

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3. **2015 CAPITAL BUDGET**

(File Ref. No. 03-0970-25) (REDMS No. 4468934 v. 12)

Please see Page 4 for action on this matter.

4. **2015 ONE-TIME EXPENDITURES**

(File Ref. No.) (REDMS No. 4468788 v. 3)

In reply to queries from the Chair, Mr. Nazareth stated that one-time expenditure requests are typically non-recurring items for consideration above the base annual budget; Council established the Rate Stabilization Account to provide funding for such requests without impacting taxes; therefore to fund such requests, any surplus from the previous year's budget is transferred into the Rate Stabilization Account annually. Also, Mr. Nazareth spoke on the criteria used to rank the proposed one-time expenditure requests, noting that by and large the same criteria were used as that applied for the Capital budget process.

It was moved and seconded

- (1) *That the recommended one-time expenditures in the amount of \$1.87M, as outlined in the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved; and*
- (2) *That the One-Time Expenditures be included in the City's 5-Year Financial Plan (2015-2019) Bylaw.*

The question on the motion was not called as discussion took place and in reply to queries from Committee, staff provided the following information:

- the creation of a development plan for the Richmond Museum would address details such as its mission statement, its size and location, and its governance and administrative structure (Item No. 1 – Richmond Museum Development Plan as listed in Attachment 2 of the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance); and
- the Gateway Theatre Computer Upgrade as listed in Attachment 2 of the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance was not recommended for a one-time expenditure request due to its rank in comparison to other submissions.

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

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It was moved and seconded

That Item No. 8 – Gateway Theatre Computer Upgrade as listed in Attachment 2 of the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved as a one-time expenditure in the amount of \$43,000.

CARRIED

Opposed: Cllrs. Loo
McNulty

Discussion further ensued regarding the need for funding for the Parish of St. Alban's Extreme Weather Shelter. As a result, the following **amendment** motion was introduced:

It was moved and seconded

That \$10,000 be transferred from the Rate Stabilization Account towards the 2015 Health, Social, and Safety Grants to be disbursed to the Parish of St. Alban's in support of the Extreme Weather Shelter.

The question on the amendment motion was not called as in reply to queries from Committee, Ms. Carlile stated that she would update Council on the timeframe for reporting back on the emergency weather shelter referral made at the November 25, 2014 Parks, Recreation and Cultural Services Committee. Also, Ms. Carlile stated that additional information regarding the Parish of St. Alban's Extreme Weather Shelter would be provided to Council immediately.

Discussion ensued and it was noted that it may be timely to await staff's report on the referral to review the City's policy for casino funds expenditures made at the October 6, 2014 General Purposes Committee; the results of the referral may allow for the allocation of additional funding for not only the Parish of St. Alban's Extreme Weather Shelter, but for the Richmond Women's Resource Centre too.

The question on the amendment motion was then called and it was **DEFEATED** with Mayor Brodie, Cllrs. Dang, Johnston, Loo, McNulty, McPhail, and Stéves opposed.

In reply to queries regarding the Steveston Community Amenities Master Plan, Serena Lusk, Senior Manager, Recreation and Sport Services advised that funding for the proposed project would go towards evaluating options and opportunities related to the development / redevelopment of amenities, including supporting the public consultation aspect of the project and the hiring of experts required to complete the project. Ms. Lusk advised that the use of funds for the Facilities Plan mimics that of the Steveston Community Amenities Master Plan with the exception that the Facilities Plan does not include a public consultation piece.

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Discussion then took place regarding the Richmond Public Library's request to increase their capital budget by \$200,000 to support growth of the digital collections, while simultaneously maintaining the quality of the print collection.

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

It was moved and seconded

That \$200,000 for Item No. 5 – Library Collection Material as listed in Attachment 5 of the staff report titled 2015 Operating Budget dated January 27, 2015, from the Director, Finance, be approved as a one-time expenditure from the Rate Stabilization Account.

CARRIED

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

- (1) *That the recommended one-time expenditures in the amount of \$1.87M, as outlined in the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved;*
- (2) *That the One-Time Expenditures be included in the City's 5-Year Financial Plan (2015-2019) Bylaw;*
- (3) *That Item No. 8 – Gateway Theatre Computer Upgrade as listed in Attachment 2 of the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved as a one-time expenditure in the amount of \$43,000; and*
- (4) *That \$200,000 for Item No. 5 – Library Collection Material as listed in Attachment 5 of the staff report titled 2015 Operating Budget dated January 27, 2015, from the Director, Finance, be approved as a one-time expenditure from the Rate Stabilization Account.*

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (7:55 p.m.).

CARRIED

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Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, February 2, 2015.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Committee Clerk



Planning Committee

Date: Tuesday, February 3, 2015

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Carol Day
Councillor Harold Steves

Also Present: Councillor Alexa Loo

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on Tuesday, January 20, 2015, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, February 17, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

The Chair advised that the order of the agenda would be varied to consider Item No. 6 after Item No. 2.

COMMUNITY SERVICES DIVISION

1. RICHMOND SENIORS ADVISORY COMMITTEE 2014 ANNUAL REPORT AND 2015 WORK PROGRAM

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 4461428)

In reply to queries from Committee with regard to monthly meetings organized by the faith based communities, Sean Davies, Diversity Services Coordinator, noted that the meetings are an opportunity for senior residents to be involved in the community and exchange information.

Discussion ensued with regard to the distribution of the Newcomers Guide in other languages.

In reply to queries regarding isolated seniors, Mr. Davies noted that the City is making an effort to seek opportunities to engage seniors in available program services. He added that the City is working with partner organizations to develop further opportunities.

Discussion ensued with regard to (i) putting an emphasis on programming for seniors, (ii) new home construction in the city, and (iii) the availability of housing for seniors.

In reply to queries from Committee, Mr. Davies noted that staff can examine options to promote the programming available for senior residents.

Discussion ensued with respect to senior abuse in the city, and in reply to queries, Mr. Davies noted that the Richmond Seniors Advisory Committee (RSAC) is not aware of a senior abuse trend in the city. He added that the RSAC had guest speakers from the RCMP speak about senior abuse.

Committee thanked the RSAC for their work.

It was moved and seconded

That the Richmond Seniors Advisory Committee 2014 Annual Report and 2015 Work Program be approved.

CARRIED

2. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE 2014 ANNUAL REPORT AND 2015 WORK PROGRAM

(File Ref. No. 11-7000-01) (REDMS No. 4457839)

Discussion ensued with regard to the meeting with Richmond MLAs on the RCSAC's Addictions and Mental Health Gap Analysis. Lisa Whittaker and Colin Dring, Co-Chairs, Richmond Community Services Advisory Committee (RCSAC) noted that the Province has not committed to funding, however communication channels remain open.

2.

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In reply to queries from Committee, Ms. Whittaker spoke of the trending complex social issues facing RCSAC clients and the social services available.

In reply to queries, Mr. Dring noted that income disparity has increased in the community and demands for social services such as the Richmond Food Bank have doubled.

Discussion ensued regarding instances where individuals misuse the available social services. Mr. Dring noted that individuals are referred to a social service by an agency or community organization and that the number of individuals suspected of misusing the social services is small relative to the number of individuals who require assistance.

Committee thanked the RCSAC for their work in raising awareness of social issues in the community.

It was moved and seconded

That the Richmond Community Services Advisory Committee's 2015 Work Program be approved.

CARRIED

PLANNING & DEVELOPMENT DIVISION

6. APPLICATION BY ALAN KWOK AND ANGELINA KWOK FOR REZONING AT 11760 SEATON ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/B)

(File Ref. No. 12-8060-20-009182; RZ 14-666216) (REDMS No. 4475035)

Wayne Craig, Director, Development, briefed Committee on the proposed application, noting that the rezoning is consistent with the lot size policy in the area.

In reply to queries from Committee, Andrew Yu, Planning Technician, advised that the proposed frontage on each lot is approximately six metres and that the subdivision plans will meet all applicable City regulations.

In reply to queries from Committee, Mr. Craig noted that parking along the cul-de-sac is not being proposed at this time.

Discussion ensued with regard to subdivision requirements and Mr. Craig advised that introducing a bylaw to require subdivision of a large lot would be difficult.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9182, for the rezoning of 11760 Seaton Road from "Single Detached (RS1/E)" to "Single Detached (RS2/B)", be introduced and given first reading.

CARRIED

3.

COMMUNITY SERVICES DIVISION

3. INTERIM SINGLE FAMILY SUBDIVISION REZONING POLICY – AFFORDABLE HOUSING CONSIDERATIONS AND PROPOSED AMENDMENTS

(File Ref. No. 08-4057-01) (REDMS No. 4460491)

John Foster, Manager, Community Social Development, and Dena Kae Beno, Affordable Housing Coordinator, briefed Committee on the proposed amendments to the Single Family Subdivision Rezoning Policy and affordable housing contribution rates.

In reply to queries from Committee, Mr. Foster noted that the proposed recommendations would have provisions for builders to provide a cash-in-lieu contribution if physical limitations prohibit the addition of a secondary suite.

Discussion ensued with regard to the income qualification requirements for subsidized affordable housing.

In reply to queries with regard to the projected affordable housing funds, Ms. Beno noted that economic analysis was used to determine appropriate contribution rates.

Discussion ensued regarding (i) the effect of proposed rates on small builders, (ii) waiving contribution rates on smaller single family homes, (iii) promoting smaller building lot coverage, (iv) incomes required for home ownership, (v) looking at other options to contribute to the Affordable Housing Fund, and (vi) exploring options for an affordable housing operating fund in addition to the Affordable Housing Fund to support low income residents.

In reply to queries from Committee, Mr. Craig spoke on the zoning bylaw structure, noting that the cash-in-lieu contribution would be tied to the density bonus, so the developer would have an option to build a smaller house.

Discussion ensued with regard to large new single family homes in the city and housing policies that would help middle-class residents. Mr. Foster noted that City policies currently focus on three areas, (i) low income subsidies, (ii) low income housing, and (iii) affordable ownership.

In reply to queries from Committee, Joe Erceg, General Manager, Planning and Development, noted the following:

- Council may direct a policy review on lot and house size;
- some large homes were built on lots under land use contracts;
- the City is currently reviewing the process for the removal of land use contracts; and

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- rezoning policies promote affordable housing through the creation of secondary suites or a cash-in-lieu contribution towards affordable housing units.

Discussion ensued regarding (i) rezoning policy to encourage smaller lots, (ii) the effect of market forces on lot size, and (iii) the affordability of smaller single family homes.

In reply to queries from Committee, Mr. Craig noted that floor area ratio, lot coverage and building height regulations limit the size of homes in the city.

Discussion ensued with regard to the proposed increase in the affordable housing contribution rates and additional fees to builders, and Mr. Craig noted that the additional fees would depend on the size of the lot and the inclusion of suites.

Amit Sandhu, Ampri Real Estate Development Group, read from his submission expressing concern about the proposed amendments to the Single Family Subdivision Rezoning Policy and affordable housing contribution rates (copy on file, City Clerk's Office) and was of the opinion that:

- affordable housing policy should not use a blanket approach and should be linked to market conditions;
- there is demand for compact single family housing;
- the amendments may adversely affect residents transitioning into single family housing; and
- current income levels may not support ownership of single family homes in the city.

Mr. Sandhu spoke of the different housing options available for families in the city, noting that the costs of single family homes may deter prospective buyers.

Discussion ensued with respect to housing options for residents who prefer to rent and in reply to queries, Mr. Sandhu noted that he was of the opinion that market rental housing is more appropriate in more densely populated areas where infrastructure and transportation options are more readily available.

Discussion then ensued with regard to the proposed amendments and the potential added costs to home development. Mr. Sandhu expressed that the affordable housing policy should be varied to account for the varying circumstances of each neighbourhood in the city.

Raman Kooner, introduced himself as a representative for single family home builders, and spoke in favour of the Hybrid Contribution (Option 3) as part of the proposed Affordable Housing Policy amendments.

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In reply from queries, Mr. Craig advised that the developer retains the ability to choose the affordable housing contribution for the development, however Council has the option of directing a specific option if required. Mr. Craig noted that he is not aware of any instances where a developer's contribution preferences were not accepted by Council.

Dana Westermarck, Urban Design Institute (UDI), spoke of the Affordable Housing Strategy's positive impact in the city and noted the following:

- Option 3 offers the appropriate provisions to allow for alternative contributions if building secondary suites is not possible;
- incentives for developers such as bonus density and an increase in Floor Area Ratios (FAR) could be incorporated in the Affordable Housing Strategy amendments;
- affordable housing is a complex issue and requires extensive consultation with all stakeholders; and
- the Affordable Housing Strategy can be supported by using market forces.

Cathryn Volkering Carlile, General Manager, Community Services, noted that the proposed amendments to the Affordable Housing Policy can be brought forward to Council and that there will be additional consultation opportunities regarding the matter.

In reply to queries from Committee, Ms. Beno noted that a report regarding the proposed Affordable Housing Policy amendments and feedback from stakeholders is anticipated to be presented by April 2015. Ms. Carlile noted that a broader examination of the Affordable Housing Strategy will require more time.

Discussion ensued with regard to the consultation for the proposed amendments to the Affordable Housing Policy and in reply to queries, Mr. Craig noted that the amendments will not apply to pending applications prior to the final approval of the said amendments.

Mr. Craig summarized the proposed amendments including the options for developers to build secondary suites and increasing the cash-in-lieu contribution rates to \$2.00. He added that Option 3 addresses concerns raised by developers.

Ms. Carlile commented on the consultation framework that will be used to review the Affordable Housing Policy.

In reply to queries from Committee, Ms. Carlile advised (i) that staff can examine how market forces can be used to encourage the subdivision of large lots into smaller lots, and (ii) the consultation will focus on the proposed amendments and not a broad examination of the Affordable Housing Strategy.

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Discussion ensued regarding (i) the consultation process, (ii) the timeline of the consultation and reporting back in six months time, and (iii) and having a broad discussion on affordable housing policies.

In reply to queries from Committee, Mr. Foster noted that applications already received and being processed will be grandfathered with existing affordable housing contribution rates prior to adoption of the proposed amendments. He added that there will be additional opportunities for consultation on the proposed affordable housing contribution rates.

Discussion ensued with respect to the affordable housing contribution rates of other municipalities and in reply to queries from Committee, Mr. Erceg noted that comparison of rates between municipalities is difficult to assess because each municipality uses different metrics to calculate rates.

Discussion then ensued with regard to the densification along arterial roads and established neighbourhoods. Mr. Erceg advised that most densification would occur along arterial roads and established neighbourhoods would not see excess densification.

It was moved and seconded

- (1) *That, as per the staff report titled Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments, dated January 16, 2015, from the General Manager of Community Services, the City's secondary suite policy for single family rezoning applications, where the density bonusing approach is taken in exchange for a higher density, all the lots that are being rezoned, be amended to require developers to either:*
- (a) *build a suite on 100% of the single family lots subdivided through rezoning applications; or*
 - (b) *provide a built unit on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area from the remaining lot; or*
 - (c) *provide a 100% cash-in-lieu contribution of \$2.00 per square foot per total buildable area on lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites; and*

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- (2) *That the \$2.00 per square foot interim contribution rate be implemented and is subject to final adoption when the contribution rates for all development types identified in the report "Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis" be adopted.*

The question on the motion was not called as discussion ensued with regard to house size and density along arterial roads.

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

4. **RICHMOND AFFORDABLE HOUSING CONTRIBUTION RATE
AND RESERVE FUND STRATEGY REVIEW -
RECOMMENDATIONS FOR STAKEHOLDER CONSULTATION**
(File Ref. No. 08-4057-01) (REDMS No. 4479632)

It was moved and seconded

- (1) *That the staff report titled Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review, dated January 13, 2015, from the General Manager of Community Services be received for information;*
- (2) *That staff be directed to seek comments from the development community and other key stakeholders regarding the recommended Affordable Housing Contribution rates and report back to Planning Committee;*
- (3) *That development applications already received and being processed by the City, prior to adoption of the proposed rates, be grandfathered with existing Affordable Housing Contribution rates; and*
- (4) *That approved rates undergo periodic review to account for current market conditions and affordable housing demands.*

The question on the motion was not called as discussion ensued with regard to (i) grandfathering current affordable housing contribution rates to received applications, (ii) consultation with neighbourhoods, and (iii) time line of consultation with stakeholders, completed within six months.

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

Cllr. Loo left the meeting (5:38 p.m.) and did not return.

PLANNING & DEVELOPMENT DIVISION

5. RICHMOND RESPONSE: ADOPTED PORT METRO VANCOUVER LAND USE PLAN

(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 4460917)

Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit and Terry Crowe, Manager, Policy Planning, briefed Committee on the City's response to the Adopted Port Metro Vancouver (PMV) Land Use Plan and noted the following:

- the PMV Land Use Plan does not take into account the protection of agricultural lands;
- a request can be made to the federal Minister of Environment to reinstate an inter-governmental agency similar to the former Fraser River Estuary Management Program (FREMP); and
- collaborative action can be taken with other municipalities to oppose the adopted PMV Land Use Plan at the federal level.

Discussion ensued with regard to (i) taking a legal action towards the adopted PMV Land Use Plan, (ii) reinstating an inter-governmental agency similar to FREMP, and (iii) exploring alternatives to mainstream shipping activities such as short sea shipping and using inland ports.

In reply to queries from Committee, Mr. Rattan noted that dispute resolution mechanism models were previously in place which included members of the former Greater Vancouver Regional District Port Cities Committee. He added that the agencies such as the PMV fall under federal jurisdiction, which limits options for municipalities to resolve expressed concerns.

Discussion ensued with regard to the amalgamation of the previous three port authorities into the current PMV model. Mr. Rattan noted that the PMV operates via federal Letters of Patent and that the current PMV consultation process is insufficient.

Mr. Rattan advised that instead of seeking legislative solutions, it may be more practical to explore regulatory changes to PMV operations. Staff will be pursuing collaborative efforts with other municipalities and groups with similar port concerns, to garner support from the Union of British Columbia Municipalities and Federation of Canadian Municipalities.

In reply to queries from Committee, Mr. Erceg spoke of the positive working relationship with the former Fraser River Port Authority and noted that since the amalgamation, the City's partnership with the PMV has eroded.

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Discussion ensued with regard to (i) collaborating with other municipalities and agencies, (ii) reinstating dispute resolution mechanisms, (iii) environmentally risky PMV activities such as coal, jet fuel and oil shipments, (iv) high river traffic, (v) PMV expansion, and (vi) political and legal options for resolution.

In reply to queries from Committee, Mr. Rattan noted that he is not aware of any examples where a federal decision which was of concern to a municipality was reversed in favour of a municipality.

It was moved and seconded

That:

- (1) Port Metro Vancouver be advised that the City of Richmond continues to strongly object to the Port Metro Vancouver Land Use Plan, as it does not protect agricultural land and that the Port Metro Vancouver Board be requested to delete the 'Special Study Areas' located within the City of Richmond and add a policy which prohibits the expansion of Port uses on all agricultural lands;***
- (2) Port Metro Vancouver prepare an annual work plan in consultation with the City of Richmond and other affected stakeholders indicating how Port Metro Vancouver will implement and consult regarding the implementation of their Land Use Plan;***
- (3) the Minister of Environment Canada be requested to establish an inter-governmental agency similar to the former Fraser River Estuary Management Program (FREMP), to better protect the environment for all major projects including proposals from Port Metro Vancouver;***
- (4) all Richmond Members of Parliament and the Legislative Assembly, the Minister of Transport Canada, BC Ministry of Transportation and Infrastructure, BC Ministry of the Environment, the BC Minister of Agriculture, the Chair of the BC Agricultural Land Commission, the Metro Vancouver Board and all Metro Vancouver municipalities be advised of the above recommendations; and***
- (5) a resolution be sent to the Lower Mainland Local Government Association for submission to the Union of British Columbia Municipalities and the Federation of Canadian Municipalities.***

CARRIED

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ADJOURNMENT

It was moved and seconded

That the meeting adjourn (6:12 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, February 3, 2015.

Councillor Linda McPhail
Chair

Evangel Biason
Auxiliary Committee Clerk



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: January 9, 2015

From: Mike Redpath
Senior Manager, Parks

File: 06-2345-20-STEVE2/Vol
01

Re: **Steveston Community Society Contribution to Steveston Community Park
Playground Renewal**

Staff Recommendation

1. That staff commence a park planning process for the renewal of the playground in Steveston Community Park as outlined in the attached report, "Steveston Community Society Contribution to Steveston Community Park Playground Renewal," dated January 9, 2015, from the Senior Manager, Parks.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 2

REPORT CONCURRENCE		
ROUTED TO: Recreation Services	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The Steveston Community Park Playground is one of the oldest in the city and has gone through numerous transformations over the course of its history. Most recently, a major upgrade was completed in 2003. The budget for that upgrade was \$636,000 and it included a generous contribution of \$108,636 from the Steveston Community Society.

In November of 2014, the Parks Department received a letter from the Steveston Community Society (Attachment 1) to initiate a playground design process for the renewal of the playground. The Society has proposed to contribute up to 50 per cent of the costs associated with the process.

The purpose of this report is to receive Council approval to proceed with the design process and to match the Society's funding contribution.

Analysis

Current Status of the Steveston Community Park Playground

The 2003 upgrade entailed a significant expansion of the playground, the creation of separate preschool and school aged play areas and upgrades to existing structures that were retained (e.g., the iconic "trawler" structure received new components that improved safety and play value). One of the older playground structures that was retained, the "lighthouse," has surpassed its useful life and must be removed while the very popular hillslide is being reconstructed.

As per the City's maintenance and inspection programs, all equipment and surfacing in the playground meets current safety standards.

Steveston Community Society Proposal

The Society is interested in working toward renewal of the playground with the first step being a public consultation and design process to develop a plan. The Society has offered to contribute 50 per cent toward the costs, up to \$40,000, with the expectation that the City will fund the remaining 50 per cent.

Staff have met with Steveston Community Society representatives to discuss the process and informed them of the City's Community Initiated Capital Project Process (Attachment 2).

The design process for the renewal of the playground will take into consideration the Steveston Community Facilities study that is to be completed in 2015.

Public Consultation and Design Process

The process is envisioned to occur in phases beginning with community consultation followed by the development of an overall concept for the whole playground. Cost estimates based on the concept would be prepared to establish the project budget. A phasing plan could then be devised that would be used by the Society to assist with future fundraising efforts and could also be used to inform future Parks Capital submissions. A consultant is proposed to be retained to support the

public consultation process and to work with the City and the Society to develop the conceptual design and cost estimates. Staff will commence the planning process in 2015.

Given the magnitude of this project and especially its impact on a City park, City staff expertise in park planning and design is required to guide the process. At the same time, the Society will play an important role in the public consultation process, a process that is expected to have a prominent profile given the popularity of the park and the playground. In addition, the Society's ability to fundraise will add value to any capital construction budgets allocated to the project.

Current phased City-wide playground replacement priorities are included annually within the 5 year capital budget process. Steveston park replacement is not presently funded and planning for this upgrade would be advanced with this community initiated capital process. Accommodation for the planning process as detailed in this report has been considered within the 2015 Parks Department work planning.

Financial Impact

The construction budget for the recent destination playground projects at Garden City Community Park and Terra Nova Rural Park have been in the vicinity of \$1 million. The complete replacement of the Steveston Community Park playground (except for the hillside) could be expected to have a similar cost. It is estimated that the process described above could cost up to a total of \$50,000.

If the City agrees to match the Society's contribution, the City's 50 per cent share would be up to \$25,000. The funding source for the City's share is proposed to be the 2015 Parks Advance Planning and Design program.

Conclusion

The Steveston Community Society's proposal to initiate a renewal of the Steveston Community Park Playground has been reviewed by City staff. The proposal to work collaboratively has strategic advantages. Staff have the expertise required to support an initiative of this magnitude while the Community Society is an important source of the community connections required to conduct a successful public process. The proposed cost sharing can be accommodated within the existing 2015 City Capital Budget.



Jamie Esko
Park Planner
(604-233-3341)

- Att. 1: Steveston Community Society Letter
2: Community Initiated Capital Project Process



Home of the Steveston Salmon Festival
Canada's biggest little birthday party since 1945.

Steveston Farmers & Artisans Market
Make It – Bake It – Grow It – Catch It

Mr. Mike Redpath
Senior Manager, Parks
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

RECEIVED
NOV 16 2014

Dear Mr. Redpath:

On behalf of the Steveston Community Society, this is to advise you that we wish to initiate the playground design process for the re-development of Steveston Park playground. Our goal is to have a new playground that meets universal access guidelines and provides a stimulating and challenging play environment for children of all ages and abilities.

We acknowledge that the first step is to develop a comprehensive plan with full community consultation, and to this end, my Board is prepared to contribute 50% of the playground design costs up to \$40,000. If bids are received that exceed this contribution amount, we are open to further negotiations towards achieving the 50% cost sharing agreement.

Your consideration of our request is greatly appreciated. Please coordinate with Mr. Keith Whittle, chairman of the Playground Re-design Committee. He can be contacted at 604-272-4584 or by email at whittle@telus.net

Yours truly,

Beth Ovenden
President
Steveston Community Society

cc: Steve Baker, Area Coordinator, Steveston Community Centre



Community Initiated Capital Project Process (CICP)

A CICP is a project proposed by a community group, individual, or organization that may result in the acquisition or construction of civic infrastructure on city-owned property or on joint school/park sites. Examples include new or upgraded playgrounds, washroom facilities, playing field upgrades, new park construction. The value of these projects can range from \$15,000 to over \$3,000,000 and can be wholly funded by the community, or a combination of city, community and other funding sources.

Community initiated projects are supported by the City according to the following process:

1. A community group submits a project proposal to the City.
2. The project proposal is reviewed by the City to understand, among other considerations, if it fills a gap in service and its relationship to current 5-Year Capital Plan priorities.
3. Parks staff work with the community group and any other affected stakeholders to plan the project including development of the project design and cost estimate.
4. A report is submitted to Council for approval of the project and approval for commitment of City funding for the project. Upon Council approval, the project is scheduled according to the 5-Year Capital Plan and Parks Design and Construction work schedule.
5. Staff provide resources to implement the project as required and to assist with communications throughout the project.

Typically, community initiated projects bring greater community engagement and support for projects as well as contributing funding to City capital budgets that would not otherwise be available (e.g., grants available only to non-profit community organizations).

Please review the following detailed information on the process and complete the Community Initiated Capital Project Application.

CICP Goals:

The goals of the CICP process are to:

1. Ensure that requests are evaluated using the same criteria that is applied to City initiated capital projects;
2. Create a standardized application form for such requests, to ensure consistency in the type and quality of information between requests;
3. Provide a clear timeframe for submission and consideration of requests.

Step 1: Project Submission

- The community group meet with City staff from the relevant department to discuss the proposed project and review the City's process.
- The community group completes the CICP application and submits that, along with a cover letter, to the department manager prior to June 30 so that the project can be considered for inclusion in the subsequent 5 Year Capital Plan.

Step 2: Project Review

The project submission is evaluated by City staff for:

1. Community Benefit
 - Is there a demonstrated community need or does the project fill an existing gap in service?
 - Does the project align with Council approved strategies and plans?
 - Is the proposed project consistent with the current land use designation according to the Official Community Plan and is it compatible with existing site uses?
2. Environmental Benefit
 - Does the project advance the City's sustainability objectives?
 - Is there direct environmental benefit or avoidance of negative environmental impacts as a result of this project?
3. Economic Benefit
 - Will the project produce a positive economic benefit to the community?
4. Impact on the current 5 Year Capital Plan
 - Is the community benefit of this project greater than the projects currently prioritized in the Plan?

- Can potential community capital donations or grants be leveraged to enhance an existing planned civic capital project?

5. Operational Budget Impact

- Will the project result in an increase or decrease in operational costs?

If the proposed project satisfies the review criteria, it will be advanced to the planning stage.

Step 3: Project Planning

Project planning is done collaboratively between the community group proposing the project and City staff according to the following process:

1. Preliminary Project Budget

- Based on the project scope established in the previous steps, an order of magnitude budget will be established for the proposed project.

2. Fundraising

- If there are community donations proposed in support of the project, the “who, what, where, and when” are to be identified along with a contingency plan should the community group fail to meet their fundraising targets.

3. Public Consultation

- The degree of public consultation required the means by which it is conducted, and the relevant stakeholders are identified.

4. Consultation with other governmental and non-governmental agencies may be required including the Richmond School District Board.

5. Design Process

- The process may include a conceptual design phase, the generation of design options and the development of the detailed design depending on the complexity of the project.
- A project that does not involve significant site alterations may be guided by City staff whereas a project with significant site alterations may require the support of consultant services.

6. Project Budget

- The final budget is established once a detailed design has been approved by the sponsoring community group and by City staff.

Step 4: Project Approval Process

1. A staff report will be submitted to the appropriate Council Committee and then to Council seeking approval for the project including the community contribution, the project objectives and the proposed design.
2. If Council approves the project and the project includes funding from City sources, it will be submitted as part of the 5 Year Capital Plan to be considered within the capital budgeting process. The 5 Year Capital Plan is usually approved by year end with any portion of City funding becoming available January 1st.

Step 5: Project Implementation

1. City objectives:
 - Ensure public safety of all products and workmanship
 - Ensure quality of all products and workmanship especially where the City will assume responsibility for maintenance.
2. City staff roles:
 - Advisory role for projects that are small and have few implementation steps or do not involve City resources.
 - Project management role for larger projects and those involving City resources.
 - Provide assistance with communication (e.g., notification of public consultation, project updates).
3. Community group roles:
 - Direct liaison with suppliers and contractors for smaller projects.
 - Advisory role for larger projects and those involving City resources.
 - Communication with community stakeholders.
4. Project Completion:
 - Depending on the nature of the project, the City may collaborate with the community group to hold an opening and community recognition event.



City of Richmond

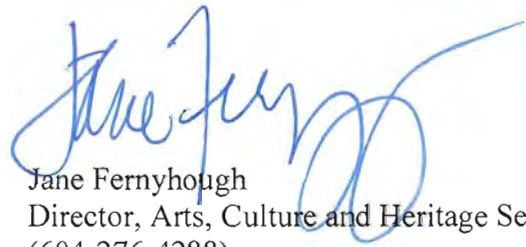
Report to Committee

To: General Purposes Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Re: **2015 Arts and Culture Grant Program**

Date: January 8, 2015
File: 11-7375-01/2014-Vol
01

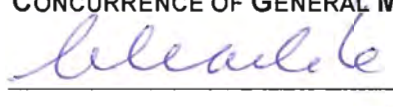


Staff Recommendation

That the 2015 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$105,080, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 8, 2015.



Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 5

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

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 2015 Arts and Culture Grant Program, now in its third year.

This report supports Council's Term Goal #9 Arts and Culture:

Continue to support the development of a thriving, resilient and diverse cultural sector and related initiatives in creating a vibrant healthy and sustainable City.

Findings of Fact

2015 Arts and Culture Grant Budget

The 2015 Arts and Culture Grant Budget is \$105,080, as per the City Grant 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% of the annual operating budget, to a maximum request 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% of the total project budget, to a maximum request of \$5,000.

Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November of 2014, advising to the community that applications were being accepted for 2015 City Grant Programs until November 14, 2014. That also provided the community of updates to the Web-based Application System that had been created in 2013 to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 300 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind them of deadlines. On the City website on both the "City Grant Program" and the "Artists' Opportunities" pages, downloadable Guideline documents were available with links to the online form.

One free grant writing workshop with a focus on budget preparation was offered on October 16, 2014, attracting 10 participants. All previous grant recipients were met with individually over the summer to touch base, review their 2014 application and offer recommendations where appropriate, as well as inform them of updates to the online system.

For Operating Assistance, 9 applications were received and 12 were received for Project Assistance, for a total combined request of \$124,150. Tables outlining requests and recommended allocations for the 2015 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

No late applications were received after the November 14, 2014 deadline. The City Grant Policy indicates that late applications will not be accepted. However, a two-week extension was provided to one of the Operating Assistance applicants for humanitarian reasons due to a sudden death in the family.

New Applications

Two applications were received from organizations that had not previously applied for a City Grant:

- True North Performance Society of British Columbia
- Steveston Historical Society

Application Review Process

An Adjudication Panel made up of City staff reviewed the applications. They evaluated the applications on three key areas: Merit, Organizational Capacity and Impact (described in the Application Guidelines, Attachments 4 and 5). As per best practices in similar granting programs, for each application, these three key areas were assigned a numerical ranking to create a total numeric score out of 50. At the Adjudication Meeting, the combined scores of all four members of the Adjudication Panel were distilled to an average score to determine a funding recommendation:

Low	1-20	No funding
Med/Low	21-30	Possible funding at a small contribution or no funding
Medium	31-40	Fund at a modest contribution
High/Med	40-45	Fund at a high contribution
High	46-50	Fund up to request level if possible

The Grant Application Summary Sheets, found in Attachment 3, indicate the average score of each applicant.

Analysis

2015 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012-2015)				
	2012	2013	2014	2015
Total number of applications	10	9	9	9
New applicants	n/a	2*	n/a	1*
Grants denied (did not meet criteria)	2**	0	0	0
Partial amount of request recommended	3	1	9	7
Full amount of request recommended	5	8	0	2
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000
Total amount allocated recommended	\$50,900	\$71,200	\$62,170	\$62,190

* These applicants were new to the Operating Assistance category, having received Project Assistance previously.

** While these applicants were found ineligible for Operating Assistance, they did receive Project Assistance funding

PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012-2015)				
	2012	2013	2014	2015
Total number of applications	17*	13	14	12
New applicants	n/a	5	6	2
Grants denied (did not meet criteria)	4	4	2	1
Partial amount of request recommended	8	5	12	11
Full amount of request recommended	3	5	0	1
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150
Total amount allocated recommended	\$31,400	\$23,100	\$41,870	\$42,890

*16 were received, but one Operating Assistance applicant (for the Children's Arts and Literacy Centre Society, was added to this category)

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2015)					
	2011*	2012	2013	2014	2015
Total number of applications	11	26	22	23	21
New applicants	1	n/a	5	6	2
Grants denied (did not meet criteria)	1	7	4	2	1
Partial amount of request recommended	9	18	9	21	18
Full amount of request recommended	2	8	13	0	3
Total amount requested	\$71,855	\$133,280	\$122,300	\$137,336	\$124,150
Total budget	n/a	\$100,000	\$102,020	\$104,040	\$105,080
Total amount allocated recommended	\$14,450	\$82,300	\$94,300	\$104,040	\$105,080

*in 2011, Arts and Culture applicants were part of the original City Grants program

A lively and engaged cultural community offers many benefits to the city by creating a vibrant, livable and healthy cultural life for its citizens. Much of the artistic and cultural activity in Richmond is delivered by not-for-profit organizations. A dedicated funding program helps achieve a number of goals identified in the City of Richmond's Arts Strategy, including:

- build capacity within and support for arts organizations;
- strengthen, support and enhance the artistic community; and
- increase the variety and diversity of arts experiences and opportunities.

The establishment of a grant program specific to Richmond Arts and Culture in 2012 was a landmark advance in the development of the local arts and culture sector. As such, the program remains understood as not only a source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an important opportunity for capacity building, including those who have limited or no previous experience writing grant applications.

In the fourth year, staff noted some improvement in the quality of grant applications, which were down slightly in numbers. This slight decline is attributed, in part, to the removal of the Children's Arts and Literacy Centre from the list of Operating Assistance applicants (as a consequence of receiving newly enhanced support from the City through other channels) and a planned reduction in programming activity from Cinevolution Media Arts Society, who had previously submitted a Project Assistance application.

Nevertheless, staff expect to see increased competition for funding approval in the future as the quality of the applications advances and new organizations apply. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in some of the Grant Use reports relating to the previous year.

Reasons for Partial or No Funding

The majority of applications are recommended to receive funding. The principal reasons for not recommending funding were a) that the applications were incomplete or ineligible under the criteria listed in the Guidelines and b) increased competition for funds.

Due to the increased number of eligible and worthy applications that totalled requests over the \$105,080 budget, and increased competition among the applications, most of the applicants this year were not recommended for the full amount requested.

Financial Impact

The 2015 Arts and Culture Grant Program has a proposed budget of \$105,080. The 2015 allocations itemized in Attachments 1 and 2 are recommended.

Project Assistance	\$ 42,890
Operating Assistance	\$ 62,190
Total	<u>\$ 105,080</u>
Remaining	\$ 0

Conclusion

The 2015 Arts and Culture Grant Program is 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 2015 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



Liesl G. Jauk
Manager, Community Cultural Development
(604-204-8672)

LJ:lj

- Att. 1: Table of Applicant Requests and Recommendations
2: Summary of Recommendations
3: Grant Application Summary Sheets
4: Operating Assistance Grant Application Guidelines
5: Project Assistance Grant Application Guidelines

2015 Arts and Culture Grants Recommendations

OPERATING ASSISTANCE					
Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Cinevolution Media Arts Society	\$ 8,790	\$ 10,000	\$ 9,530	Operating Assistance is recommended for this energetic society that presents a range of year-round, progressive and high quality programs that employ professional artists and reach audiences that include youth, new immigrants and emerging artists. The applicant is encouraged to devote ample time and resources to the processes of evaluation and planning in lieu of presenting a festival this year, being careful not to overstretch staff resources with a full schedule of public programming. In future, more scrutiny should be applied to the in-kind items in the budget presentation.	1
Community Arts Council of Richmond	\$ 7,700	\$ 10,000	\$ 8,475	Operating Assistance is recommended for this long-standing organization and their persevering initiatives to strengthen arts participation in the community. The applicant is encouraged to identify more activities that engage a broader segment of their membership as well as the broader arts community as per their mandate. The return of the Pots & Paints show, now called Cloth, Clay and Canvas, and plans to conduct a membership survey are commended. It is also hoped that the self-identified challenges of board fatigue and need for others to "bring in new ideas" will be addressed in the coming year.	3
Richmond Arts Coalition	\$ 3,750	\$ 4,000	\$ 3,970	Operating Assistance is recommended in order to support the increased capacity of this volunteer-led service organization. The upcoming art exhibition at the Richmond Art Gallery involving local artists is recognized as an important step towards building purpose in the arts community. The applicant is also strongly encouraged to engage in a process of strategic planning and goal setting.	5
Richmond Community Band Society	\$ 2,900	\$ 3,000	\$ 2,860	Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant is encouraged to direct budget surplus towards programs to increase and develop membership, as well as consider partnerships with other performing arts organizations.	7
Richmond Community Orchestra and Chorus Association	\$ 8,790	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this well-established organization that involves a varied range of music artists, reaches diverse audiences, provides music education to elementary students and partners with a number of charitable organizations. The applicant also maintains a healthy organizational structure and is to be supported in its aspirations toward continual self-improvement through professional development.	9

Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Richmond Music School Society	\$ 7,200	\$ 10,000	\$ 7,945	Operating Assistance is recommended for this leading organization that is dedicated to high calibre music education for young people and strives to be accessible to all income levels. The applicant is encouraged to continue to develop new business partnerships. It is also hoped that the self-identified challenges of space and accumulated financial deficit will be addressed in the coming year.	11
Richmond Potters' Club	\$ 5,200	\$ 10,000	\$ 5,700	Operating Assistance is recommended to be increased for this well-established organization that provides pottery programs and demonstrations in the community. The group is encouraged to continue to build on their public engagement activities, increase exposure and pursue new opportunities to reach those outside the membership.	13
Richmond Youth Choral Society	\$ 8,790	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this growing, energetic organization that continues to expand its programs to meet increased demand and fill identified gaps. The applicant is well-organized with a devoted board and volunteer roster and is seeking corporate partners to help them move towards industry standards of staff compensation. The applicant is encouraged to plan for sustainability to address the potential for staff burnout.	15
Textile Arts Guild of Richmond	\$ 3,500	\$ 4,000	\$ 3,710	Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, community engagement and social good. The applicant is encouraged to invest in marketing and outreach strategies to increase exposure and participation.	17
OPERATING ASSISTANCE SUBTOTAL		\$ 71,000	\$ 62,190		

PROJECT ASSISTANCE

Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association: Canada YC Chinese Orchestra Concert July 2015	\$ 4,160	\$ 5,000	\$ 4,550	Project Assistance is recommended for this innovative and high-quality concert featuring music from Chinese popular culture. This concert builds on the success of last year's well-attended event which was performed in a much larger venue than previous years. The applicant is encouraged to form partnerships with other organizations, increase its public exposure and diversify funding sources.	19
Delta Symphony Society: Come to the Orchestra! Instrument Petting Zoo	\$ 2,860	\$ 5,000	\$ 5,000	Project Assistance is recommended for this well-established, forward-thinking youth orchestra to remount their successful Instrument Petting Zoo and to establish a Junior Winds Division. The organization's programming is innovative and provides high quality instruction. The applicant is encouraged to seek diversification of funding sources.	22

Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Greater Vancouver Historical Performance Soc of BC: Go 4 Baroque in Richmond	\$ 2,080	\$ 2,600	\$ 1,910	Project Assistance is recommended to this unique organization that provides families with the rare opportunity to experience the dance and costumes of 17th Century France. Building on the success of last year's Complete Courtier Project, this "Go 4 Baroque" concert will increase their profile in Richmond. The applicant is strongly encouraged to diversify revenue, attract partners and reconsider the box office projections given their current niche status.	24
Philippine Cultural Arts Society of BC: Recuerdos - A Mosaic of Philippine Dance & Music	\$ 3,120	\$ 5,000	\$ 2,970	Project Assistance is recommended for this project that will increase the profile of Filipino performing arts in Richmond. The applicant is encouraged to seek community partnership opportunities, consider working with other artists and increase their profile through marketing efforts. In future, the project budget should including diverse funding sources and more diligent financial accounting.	27
Richmond Art Gallery Association: Buzzworthy - Celebrating the Honeybee	\$ 4,680	\$ 5,000	\$ 5,000	Project Assistance is recommended for this high quality, well-organized program that combines education, outreach and workshops. Fun, innovative and interactive, this project is outside of the Gallery's normal operations and exhibits strong engagement with several other arts and community organizations.	29
Richmond Singers: The Richmond Singers Ensemble Spring 2015	\$ 2,600	\$ 5,000	\$ 4,240	Project Assistance is recommended for the Spring concert series of this well-established choir that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to continue to stretch themselves artistically and potentially raise their profile by working with other groups.	31
Richmond Weavers' and Spinners' Guild Society: Common Threads - Community Engagement Through Spinning	\$ 3,850	\$ 3,450	\$ 2,650	Project Assistance is recommended for this innovative, community-focused project, that will reach a multi-generational audience and is exactly the kind of activity that will raise the profile and increase the vibrancy of this long-standing group. The applicant is advised to apply greater scrutiny to their in-kind budget allocations, and in future, seek diverse funding sources. Any proceeds from the project should go to payment of artists currently listed as in-kind.	33
Steveston Historical Society: Fisherman's Park Mural	n/a	\$ 5,000	\$ 2,650	Project Assistance is recommended for this project that brings together arts and heritage. The applicant is advised to involve artists in the conceptual phase, diversify funding sources and plan for a budget that reflects the scope of the undertaking. The applicant is also strongly encouraged to engage an experienced mural artist to lead the project and invite First Nations artist(s) involvement.	35

Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Tickle Me Pickle Theatre Sports Improv Society: TMP Improv Season	\$ 4,160	\$ 5,000	\$ 5,000	Project Assistance is recommended for this youthful, award winning group's TMP Project Season that will continue to engage youth and families by providing accessible theatrical experiences. The applicant is encouraged to increase the group's exposure both in and outside of Richmond; having the annual large-scale show at the Gateway Theatre would be a positive step in this direction.	37
True North Performance Society of British Columbia: Ubuntu in Richmond	n/a	\$ 2,500	\$ -	Funding is not recommended for this project. While the proposed performance is innovative and involves a number of experienced artists, the content, planning and budget need further development given the work is untested in this community and market. The applicant is encouraged re-apply next year with a more comprehensive plan and budget that reflects the scope of the project and plans for more modest box office revenue.	39
Vancouver Cantonese Opera: Multicultural Heritage Festival	\$ 3,850	\$ 5,000	\$ 5,000	Project Assistance is recommended for this third annual celebration in Richmond that brings together multicultural and multidisciplinary groups to perform under one umbrella event and creates a cross-pollination of audiences. A significant percentage of the budget goes directly to artists. The applicant is advised to place greater scrutiny on the financial reporting.	42
Vancouver Tagore Society: West Coast Tagore Festival 2015	\$ 3,120	\$ 4,600	\$ 3,920	Project Assistance is recommended for this established cultural event that has freshened up their programming for its fifth edition with the infusion of a Chinese theme within their eclectic multidisciplinary, multicultural programming. The event continues to have a healthy mix of community and professional level activities. The applicant is encouraged to upgrade their marketing materials and is strongly advised to place greater scrutiny on their budget presentation, particularly their in-kind allocations and to secure diversified sources of revenue.	45
PROJECT ASSISTANCE SUBTOTAL		\$ 53,150	\$ 42,890		

OPERATING ASSISTANCE SUBTOTAL	\$ 71,000	\$ 62,190
PROJECT ASSISTANCE SUBTOTAL	\$ 53,150	\$ 42,890
COMBINED TOTAL	\$ 124,150	\$ 105,080

2015 Arts and Culture Grants Recommendations Summary

OPERATING ASSISTANCE	
Organization	2015 Recommend
Cinevolution Media Arts Society	\$ 9,530
Community Arts Council of Richmond	\$ 8,475
Richmond Arts Coalition	\$ 3,970
Richmond Community Band Society	\$ 2,860
Richmond Community Orchestra and Chorus Association	\$ 10,000
Richmond Music School Society	\$ 7,945
Richmond Potters' Club	\$ 5,700
Richmond Youth Choral Society	\$ 10,000
Textile Arts Guild of Richmond	\$ 3,710
OPERATING ASSISTANCE SUBTOTAL	\$ 62,190

PROJECT ASSISTANCE	
Organization & Project	2015 Recommend
Canadian YC Chinese Orchestra Association: Canada YC Chinese Orchestra Concert July 2015	\$ 4,550
Delta Symphony Society: Come to the Orchestra! Instrument Petting Zoo	\$ 5,000
Greater Vancouver Historical Performance Soc of BC: Go 4 Baroque in Richmond	\$ 1,910
Philippine Cultural Arts Society of BC: Recuerdos - A Mosaic of Philippine Dance & Music	\$ 2,970
Richmond Art Gallery Association: Buzzworthy - Celebrating the Honeybee	\$ 5,000
Richmond Singers: The Richmond Singers Ensemble Spring 2015	\$ 4,240
Richmond Weavers' and Spinners' Guild Society: Common Threads - Community Engagement Through Spinning	\$ 2,650
Steveston Historical Society: Fisherman's Park Mural	\$ 2,650
Tickle Me Pickle Theatre Sports Improv Society: TMP Improv Season	\$ 5,000
True North Performance Society of British Columbia: Ubuntu in Richmond	\$ -
Vancouver Cantonese Opera: Multicultural Heritage Festival	\$ 5,000
Vancouver Tagore Society: West Coast Tagore Festival 2015	\$ 3,920
PROJECT ASSISTANCE SUBTOTAL	\$ 42,890

OPERATING ASSISTANCE SUBTOTAL	\$ 62,190
PROJECT ASSISTANCE SUBTOTAL	\$ 42,890
COMBINED TOTAL	\$ 105,080

**Operating Assistance Application for 2015
Arts & Culture Grants Program**

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

Society: Cinevolution Media Arts Society**Society Mandate Summary:**

Cinevolution's mission is to engage, educate and empower diverse communities to enhance their capacity for intercultural understanding and global awareness through film and media art

Society History:

Founded in 2007, Cinevolution Media Arts Society is a progressive, community-driven film and media arts organization based in Richmond. As the Professional Resident Art Group in the Richmond Media Lab, Cinevolution acts as a leading voice for newcomer communities while promoting independent film, interdisciplinary artistic practice and critical discourse on diversity and differences. Recognized for its excellence in volunteerism, Cinevolution received the Nova Star award from Volunteer Richmond earlier this year. In 2012, they were awarded the Richmond Arts Award for Artistic Innovation for excellence in artistic programming.

Our work supports the City Council's goals for Arts and Culture by:

1. Providing affordable spaces for creation - The Richmond Media Lab serves to provide community members with the tools needed to engage in art-making. Our community workshops and Media Café are hosted in the Richmond Media Lab and are open to the public.
2. Increasing cultural activities and programs - Cinevolution encourages community engagement in arts and culture by offering activities in a variety of formats, including festivals, workshops, forums and salons.
3. Enhancing quality of place - Cinevolution showcases a lot of place-based art. Events like the Art in Containers, Screen Bites, and the Featured Artist Program strive to use the natural, urban, and cultural landscape of Richmond as a 3-dimensional canvas which can be reinterpreted and through the lens of artistic and creative projects (e.g. multimedia projections, live performances, public art installations, etc).
4. Engage citizens across generations - In the past, the Your Kontinent Festival, DocuAsia Forum, Media Cafe, and community workshops have successfully engaged community members of all ages, including children, youth and seniors. We seek to build upon our success and expand our programs to make room for intergenerational dialogue.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$234,000

MOST RECENT PREVIOUS GRANT(S)

Operating Assistance Application for 2015

Cinevolution Media Arts Society

Summary Page 2

Year	Amount	Grant Program
2014	\$3,640	Project Assistance
2014	\$8,790	Operating Assistance
2013	\$10,000	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$234,000

Total Expenses: \$234,002

Surplus: \$1

Accumulated Surplus: \$1

Proposed Year

\$215,852

\$215,850

\$1

\$1

Other Funders: BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000,
Canadian Heritage \$36,900

GRANT RECOMMENDATIONS

Recommended Amount: \$9,530

Aggregate Score: 45.0

Recommendation:

Operating Assistance is recommended for this energetic society that presents a range of year-round, progressive and high quality programs that employ professional artists and reach audiences that include youth, new immigrants and emerging artists. The applicant is to encouraged to devote ample time and resources to the processes of evaluation and planning in lieu of presenting a festival this year, being careful not to overstretch staff resources with a full schedule of public programming. In future, more scrutiny should be applied to the in-kind items in the budget presentation.



Operating Assistance Application for 2015 Arts & Culture Grants Program

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

Society: Community Arts Council of Richmond

Society Mandate Summary:

To support the arts, artists and artisans in Richmond first and elsewhere after. this includes emerging, professional and all stages of ability

Society History:

Long running, established arts council. Early days, raised funds helping to build the Gateway Theatre and Richmond Cultural centre, awarded grants, established scholarships, gave numerous classes in all disciplines and was the moving force in the arts community. Once those goals were achieved, and membership waned somewhat, we downsized and established a unique art gallery where artists and artisans could display their work for sale on a consignment basis, and used this space to hold an extensive collection of events, exhibitions, classes, shows and the like. The Community Arts Council of Richmond was the first of its kind in Richmond and has done its best to change with the times without losing sight of its mandate which has expanded to include encouraging young artists to pursue their talent, knowing that without new talent we will find ourselves without such a vibrant arts community. We continue to produce quality, juried shows every year with increasing popularity.

GRANT REQUEST

Requested Amount: \$10,000
Society Operating Budget: \$58,150

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$7,700	Operating Assistance
2013	\$9,100	Operating Assistance
2012	\$5,000	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$63,322	\$63,650
Total Expenses:	\$59,727	\$63,650
Surplus:	\$3,595	\$0.1
Accumulated Surplus:	(\$3,205)	(\$3,205)
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

GRANT RECOMMENDATIONS

Recommended Amount: \$8,475

Aggregate Score: 39.8

Recommendation:

Operating Assistance is recommended for this long-standing organization and their persevering initiatives to strengthen arts participation in the community. The applicant is encouraged to identify more activities that engage a broader segment of their membership as well as the broader arts community as per their mandate. The return of the Pots & Paints show, now called Cloth, Clay and Canvas, and plans to conduct a membership survey are commended. It is also hoped that the self-identified challenges of board fatigue and need for others to "bring in new ideas" will be addressed in the coming year.



Operating Assistance Application for 2015 Arts & Culture Grants Program

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

Society: Richmond Arts Coalition

Society Mandate Summary:

To support, celebrate and advocate for arts and culture in Richmond.

Society History:

In 2004, the City developed a formal plan to strengthen its arts community which resulted in the formation of the Richmond Arts Coalition (RAC). In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists & arts organizations together & leading in the development & advocacy of local community arts & culture.

RAC has partnered with the City on the annual Arts Awards & on three Art Symposiums & provides substantial grants to the annual Maritime Festival to support hiring of local artists. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards & scholarships for Arts students.

RAC compiles a monthly list of Arts Events for publication by the local papers & Tourism Richmond. The events are listed on the RAC website & social media & emailed to 300+ subscribers.

A 2013 Outreach Project gathered surveys from the Arts & general public on Arts issues in Richmond, which was shared with the City. A 2014 Outreach Project promoted closer connections between Arts and Business.

GRANT REQUEST

Requested Amount: \$4,000
Society Operating Budget: \$14,305

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,750	Project Assistance
2013	\$3,600	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$3,779.19	\$14,000
Total Expenses:	\$10,076.86	\$13,500
Surplus:	(\$6,297.67)	\$500
Accumulated Surplus:	\$2,058.97	\$2,558.97

Operating Assistance Application for 2015

Richmond Arts Coalition

Summary Page 2

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$3,970

Aggregate Score: 41

Recommendation:

Operating Assistance is recommended in order to support the increased capacity of this volunteer-led service organization. The upcoming art exhibition at the Richmond Art Gallery involving local artists is recognized as an important step towards building purpose in the arts community. The applicant is also strongly encouraged to engage in a process of strategic planning and goal setting.

Society: Richmond Community Band Society
Society Mandate Summary:

Our mandates are to provide musical concerts for the public, mostly in Richmond, promote music in local schools via joint concerts and provide an outlet for the musical aspirations of our members.

Society History:

Our band was started in 1973 by Richmond's Branch 5 of the Royal Canadian Legion. The Legion fully supported the band until 1976 when it became independent of the Legion and was incorporated as The J.S. Thompson Band Society. Still later (1996) it was renamed as The Lulu Island Music Society and even still later (2003) as the current Richmond Community Band Society. Throughout these name changes the band remained essentially the same musical group. Rehearsals are held every Monday evening from 8 to 10 pm in the Murdoch Centre, space rented from Brighthouse United Church. Our music director is Bob Mullett, a local professional musician.

Our role in Richmond is to rehearse and thereby hone the musical skills of our members, most of whom are seniors resident in Richmond. as a result of these rehearsals we are able to provide at least 12 public musical performances, mostly in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 28 consecutive years) ticketed concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

In the rather distant past (1995) our band was invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. A few years earlier the band toured England and Scotland.

GRANT REQUEST
Requested Amount: \$3,000

Society Operating Budget: \$12,450

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$2,900	Operating Assistance
2013	\$3,600	Operating Assistance
2012	\$3,600	Operating Assistance

FINANCIAL SUMMARY
Most Recently Completed Year
Proposed Year

Operating Assistance Application for 2015

Richmond Community Band Society

Summary Page 2

Total Revenue:	\$14,500	\$16,425
Total Expenses:	\$14,234	\$13,600
Surplus:	\$266	\$2,825
Accumulated Surplus:	\$266	\$3,100
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$2,860

Aggregate Score: 40.0

Recommendation:

Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant is encouraged to direct budget surplus towards programs to increase and develop membership, as well as consider partnerships with other performing arts organizations.

Society: Richmond Community Orchestra and Chorus Association**Society Mandate Summary:**

"To be leaders in music education and training for musicians in the Richmond community and to make exemplary contributions to the rich cultural scene of Richmond".

Society History:

In 1986, George Austin and a small group of Richmond musicians had the desire to make music for their community and thus the Richmond Orchestra and Chorus was formed. Since then the organization has grown to almost a 100 members, all committed to providing an opportunity for musicians to share the joy of music in practice and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through seasonal traditions and the uplifting passion of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Recent major works include Brahms' German Requiem, Handel's Messiah and Mozart's Requiem. 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 Willett, Wallace Leung, Lorraine Grescoe and Chris Robertson. James Malmberg, current conductor, was appointed in 2007. The Chorus has had only two conductors since its inaugural year: Len Lythgoe (1987 to 1994) and Brigid Coult (1994 to the present).

Special performances include:

Performing with guest conductor Pablo Sosa from Argentina

Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998) Commissioned and premiered Brian Bates' "This Island" (2000)

Singing with Imant Raminsh at Carnegie Hall in New York (2006)

Performing with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010)

Both the orchestra and chorus reach out to the community by performing in malls and senior's residences, and by hosting charity fund-raising concerts of various kinds.

Performed the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone". (2010) Performing with Chantal Kreviazuk (2013) Hosting the annual Rising Stars concert featuring young award winning musicians from the local area

GRANT REQUEST

Requested Amount: \$10,000

Society Operating Budget: \$113,450

Operating Assistance Application for 2015

Richmond Community Orchestra and

Summary Page 2

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$8,790	Operating Assistance
2013	\$10,000	Operating Assistance
2012	\$900	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$101,424

Total Expenses: \$109,043

Surplus: (\$7,619)

Accumulated Surplus: \$24,417

Other Funders: BC Gaming \$25,000

Proposed Year

\$130,550

\$130,550

\$24,417

\$24,417

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 46.5

Recommendation:

Operating Assistance is recommended for this well-established organization that involves a varied range of music artists, reaches diverse audiences, provides music education to elementary students and partners with a number of charitable organizations. The applicant also maintains a healthy organizational structure and is to be supported in its aspirations toward continual self-improvement through professional development.



Operating Assistance Application for 2015 Arts & Culture Grants Program

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

Society: Richmond Music School Society

Society Mandate Summary:

To conduct a school of music and offer programmes, to foster interest and participation in music.

Society History:

The Richmond Music School was established in February, 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time it has come to enjoy a leadership position through Metro Vancouver for its many student performances and innovative programs. There are 24 teachers employed at the school as well as 4 advanced Junior teachers, 5 Junior teachers and 9 apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for RCM and ABRSM examinations, master classes, below-cost group violin classes, a free children's orchestra, and professional development experiences for its apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. Over 300 public performances are presented by students and faculty in Richmond and Metro Vancouver each year, most of which are free to the public. The school continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children to get involved in music whose parents may otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background.

GRANT REQUEST

Requested Amount: \$10,000
Society Operating Budget: \$396,584

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$7,200	Operating Assistance
2013	\$10,000	Operating Assistance
2012	\$8,500	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$382,113	\$406,700
Total Expenses:	\$404,714	\$406,700
Surplus:	(\$22,601)	\$1
Accumulated Surplus:	(\$22,601)	\$1

Operating Assistance Application for 2015

Richmond Music School Society

Summary Page 2

Other Funders: Outreach Violin Program \$44,290

GRANT RECOMMENDATIONS

Recommended Amount: \$7,945

Aggregate Score: 39.3

Recommendation:

"Operating Assistance is recommended for this leading organization that is dedicated to high calibre music education for young people and strives to be accessible to all income levels. The applicant is encouraged to continue to develop new business partnerships. It is also hoped that the self-identified challenges of space and accumulated financial deficit will be addressed in the coming year.

"

Society: Richmond Potters' Club

Society Mandate Summary:

Inform and promote interest in pottery by providing educational opportunities, workshops, classes and mentoring between members of the Club. The RPC demonstrates the skills and techniques of pottery making to the public.

Society History:

The Richmond Potters' Club was formed in 1969. Since then the RPC has, as volunteers, organized, administered & provided adult classes. The RPC offers workshops to members & the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows, exhibition opportunities & workshops elsewhere, puts on 2 sales/year, rents the studio for members, maintains a website & takes part in Community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of equipment & materials. It has a large library & subscribes to pottery periodicals. Members have about 23 hours/week studio time to do their clay work & the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries & share our joy in the creative process. We inform parents about City classes for children. Our well attended twice yearly Sales now include the Spinners & Weavers. Sales give us another chance to talk pots with the public. The Club offers a prize of a semester of classes, clay & tools to a graduating Richmond high school student. Last year our members supplied plates and mugs for Lasting Magic, a Richmond charity which supports bereaved children. The RPC displays & demonstrates at City events showcasing the Arts: Doors Open, The Resident Artist's Showcase, Culture Days, & the Maritime Festival. Highlights this year included a 2 1/2 day, hands on workshop with B.C. artist Vincent Massey, a March throwing workshop with Clive Tucker & an under glaze workshop with Ailsa Brown. In May we were invited to display & provide information to the public at the Creative Jeweller's Guild of BC. In June Joyce Gillespie gave a workshop on making dragons. The RPC hopes to convey to the public its passion for clay work and the joy that comes from creating something beautiful, functional, striking or whimsical from an amorphous piece of clay.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$57,235

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$5,200	Operating Assistance
2013	\$3,000	Operating Assistance
2012	\$800	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2015

Richmond Potters' Club

Summary Page 2

Total Revenue:	\$50,843	\$49,585
Total Expenses:	\$44,486	\$49,585
Surplus:	\$6,357	\$0.01
Accumulated Surplus:	\$0.01	\$0.01
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$5,700

Aggregate Score: 39.8

Recommendation:

Operating Assistance is recommended to be increased for this well-established organization that provides pottery programs and demonstrations in the community. The group is encouraged to continue to build on their public engagement activities, increase exposure and pursue new opportunities to reach those outside the membership.



Operating Assistance Application for 2015

Arts & Culture Grants Program

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

Society: Richmond Youth Choral Society

Society Mandate Summary:

To provide children of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them through music to become proud community contributors and builders in 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, Lorraine Jarvis, Catherine Ludwig, and Lyn Wilkenson. 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 Coral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city. Now in our 12th season, we have launched a 3rd choir, "Prelude" to serve children aged 5-7 years. Performance highlights include: 2010 Olympic Performances (4); Performance for the Emperor and Empress of Japan; joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China; World Senior Badminton Championships; the Vancouver Symphony Orchestra; repeated performances at "Richmond Sings" to benefit the Richmond Food Bank; our own commissioned work, "Listen to the Music" with the VYSO in 2013; Joint concert with the visiting Wakayama Children's Choir from our sister city in 2013. Last year performances included: Richmond Singers, Richmond Chorus and Orchestra, Schmeckfest, and joint concert with Westgate Collegiate visiting from Winnipeg, just to name a few! This year includes a return to Wakayama, collaborations with Ensemble Etoile and an appearance at the River Rock for an International Film Festival award night, and participation in "World Beat" in April with other BC Children's choirs. Parents, the Board of Directors, staff and members of the community continue to volunteer to make this choir successful!

GRANT REQUEST

Requested Amount: \$10,000

Society Operating Budget: \$74,000

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$8,790	Operating Assistance
2013	\$9,900	Operating Assistance
2012	\$9,000	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2015

Richmond Youth Choral Society

Summary Page 2

Total Revenue:	\$75,119.17	\$65,765
Total Expenses:	\$73,784.17	\$64,650
Surplus:	\$1,126.93	\$1,115
Accumulated Surplus:	\$1,335	\$1,115
Other Funders:	BC Gaming \$4,200	

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 45.8

Recommendation:

Operating Assistance is recommended for this growing, energetic organization that continues to expand its programs to meet increased demand and fill identified gaps. The applicant is well-organized with a devoted board and volunteer roster and is seeking corporate partners to help them move towards industry standards of staff compensation. The applicant is encouraged to plan for sustainability to address the potential for staff burnout.

Society: Textile Arts Guild of Richmond**Society Mandate Summary:**

- 1) Advancing textile arts creation by our members
- 2) Producing items requested by community partners
- 3) Maintaining an environment that provides artistic development and social support to our guild members.

Society History:

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers as many products, tools and machines were changing at this time in the textile arts field. TAGOR offered eight major public exhibitions either by ourselves or in Use Group Shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86.

The early 1990's saw the Guild based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993.

As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, TAGOR hosted exhibition in 2000, 2002, 2006 and 2008.

From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. We created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. 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, the YouTube Video "How to Make a Quick Caring Quilt" was created and TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond City Street Banners.

In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marks TAGOR's 40th year of operation.

GRANT REQUEST

Operating Assistance Application for 2015

Textile Arts Guild of Richmond

Summary Page 2

Requested Amount: \$4,000
Society Operating Budget: \$18,100

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,500	Operating Assistance
2013	\$5,600	Operating Assistance
2012	\$350	Project Assistance

FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$19,524	\$13,500
Total Expenses:	\$18,714	\$13,400
Surplus:	\$810	\$100
Accumulated Surplus:	\$10,671	\$9,000
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$3,710

Aggregate Score: 42.3

Recommendation:

Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, community engagement and social good. The applicant is encouraged to invest in marketing and outreach strategies to increase exposure and participation.

Society: Canadian YC Chinese Orchestra Association**Project Name:** Canada YC Chinese Orchestra Concert July 2015**Dates:** July 4, 2015**Project Summary:**

The coming concert in 2015 will feature on the music from "Qiao's Grand Courtyard" which is a very popular TV series from China. It consists of soprano solo, choir, instrumental solo as well as the full orchestra.

Society Mission/Mandate:

Founded in 2010 as a non-profit organization, Canada Y.C. Music Orchestra Association is dedicated to the promotion of Chinese music by performing to the public in the City of Richmond and Greater Vancouver area.

The Canada YC Chinese Orchestra Association (CYCCOA) is a non-profit organization established in 2010 by a group of Chinese traditional music enthusiasts. Our members include professional and amateur musicians trained in Asia as well as Canada.

As a new cultural member of the Greater Vancouver area, we strive to share our feeling and experiences in this new environment through the production of Chinese instrumental concerts or performances.

Our board of directors hosts monthly meetings to plan for upcoming performance schedules, recruitment as well as deciding on the future of the association. The orchestra has a scheduled rehearsal once every week, and which is composed of 30 plus musicians playing stringed, plucked, woodwind, and percussion instruments. Members of the orchestra range from age 13 to mid-60s.

The Orchestra is deeply rooted in the Chinese cultural heritage. Its performance format and repertoire include both traditional Chinese and contemporary music.

Society History:

Project Assistance Application for 2015

Canadian YC Chinese Orchestra Association

Summary Page 2

Since inception, the association has had numerous performances by members of the association including performances by the main orchestra, smaller ensembles, as well as solo performances.

Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Center of City of Richmond. Since then, on a weekly basis, our full orchestra has been practising at the performing hall of the Cultural Center of City of Richmond during which, audiences can come and enjoy our music for free.

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. The performance had a full house and as a result, another show was added (in about 6 months). In June this year, we participated the first time for the 2013 Multicultural Heritage Festival and we arranged and performed "O Canada" with our own instruments, and which was welcome by the audiences as well as Government officials.

For the last 3 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, cultural events, festivals, and celebrations across our community.

As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In 2013 and , we performed for the Richmond Multicultural Heritage Festival. In September 2013, we sent more than 10 of our best members of our orchestra to demonstrate and perform for the Richmond Cultural day.

In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond. With Cultural Grant from city of Richmond, we have been able to produce a large scale concert at The

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$14,400
Society Operating Budget:	\$17,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

Project Assistance Application for 2015

Canadian YC Chinese Orchestra Association

Summary Page 3

2014	\$4,160	Project Assistance
2005	\$1,000	Parks, Rec and Community Events

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$13,570
Total Expenses: \$13,253
Surplus: \$317
Accumulated Surplus: \$317

Proposed Year

\$17,500
\$17,350
\$150
\$150

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$4,550

Aggregate Score: 42.0

Recommendation:

Project Assistance is recommended for this innovative and high-quality concert featuring music from Chinese popular culture. This concert builds on the success of last year's well-attended event which was performed in a much larger venue than previous years. The applicant is encouraged to form partnerships with other organizations, increase its public exposure and diversify funding sources.

Society: Delta Symphony Society**Project Name:** Come to the Orchestra! (Instrument Petting Zoo); creation of Junior Winds**Dates:** Come to the Orchestra! September 26 & 27, 2015 (Culture Days); Junior Winds**Project Summary:**

Come to the Orchestra! will be a repeat of our highly successful 2014 Instrument Petting Zoo, held in conjunction with Richmond Culture Days. Children will have the opportunity to touch and try out instruments under the guidance of RDYO "alumni" who will be hired for the day. Part II of our project is the creation of a Junior Winds Division, to help young wind musicians develop their skills. Eventually, with appropriate coaching, the Junior Winds musicians will move up to the Symphony level.

Society Mission/Mandate:**Our Mission Statement**

- To encourage young musicians to learn more about themselves through their music
- To provide high quality musical training in orchestral and ensemble settings
- To provide all members equal benefits and opportunities to develop musically
- To provide a graduated program that increases musical expectations from pre-junior to senior levels
- To provide a balanced musical education as a member of an orchestra, a chamber ensemble, and as a soloist
- To promote an understanding and appreciation of orchestral music in our communities

Society History:

The Orchestra first began rehearsals in September, 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year.

Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff.

In 2013, recognizing that the majority of its young musicians are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Its current make-up includes over 100 young performers in the Symphony, Intermezzi Strings, Wind Ensemble, Junior Strings, Capriccio Strings, and Chamber Music divisions.

Project Assistance Application for 2015

Delta Symphony Society

Summary Page 2

Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2012) at the Salvation Army Rotary Hospice House, the Richmond Cultural Centre, Westfest at the West Richmond Community Centre, the 9th Annual Richmond Maritime Festival, Lansdowne Mall, and Gilmore Park United Church. In 2013, the RDYO has performed at a Chinese New Year party at Shang Garden, IKEA Richmond, Aberdeen Centre (for Richmond Education week), the Richmond Arts Centre with the Richmond Youth Dance Company, the Richmond Steveston Garden Opening, Richmond Hospice, Richmond Arts Award—Council Chamber at Richmond City Hall, Richmond Art Gallery, The 10th Annual Richmond Maritime Festival, and Richmond Community Block Party at Debeck School.

GRANT REQUEST

Requested Amount: \$5,000
Project Budget: \$10,650
Society Operating Budget: \$120,000

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$2,860	Project Assistance
1994	\$0	Parks, Rec and Community Events
1993	\$500	Parks, Rec and Community Events

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$109,432.63	\$120,000
Total Expenses:	\$106,070.71	\$120,000
Surplus:	\$3,361.92	\$1
Accumulated Surplus:	\$1	\$1

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 45.5

Recommendation:

Project Assistance is recommended for this well-established, forward-thinking youth orchestra to remount their successful Instrument Petting Zoo and to establish a Junior Winds Division. The organization's programming is innovative and provides high quality instruction. The applicant is encouraged to seek diversification of funding sources.

Society: Greater Vancouver Historical Performance Soc of BC

Project Name: Go 4 Baroque in Richmond

Dates: January - April 2015

Project Summary:

Go 4 Baroque is a concert of courtly and theatrical dance, music and commedia of the Baroque era. It is an enchanting event which transports the audience to the time of Louis XIV through the lush and colourful costumes, lovingly reconstructed, the sound of the period instruments, the music and dance styles based on extensive research and practice by the experts involved in the concert.

Society Mission/Mandate:

Mission Mandate

- Our mission is to bring historical performing arts to new life by:
- promoting the practice and appreciation of historical accuracy in the arts as legitimate, desirable, pertinent and exciting and
- Working in these arts at the highest possible standards.
- These arts include garments, dance, music, and theatre of Canada and Europe from 13th to 20th centuries specializing in the Renaissance and Baroque eras.

Our mandate includes:

- Promoting research, training, reconstruction and presentations of the historical arts
- Increasing public education, awareness and understanding of these arts
- Providing hands-on cultural and educational historically-accurate experiences to the general public (all ages), schools, and professionals
- Providing consultancy to other performing arts groups and professionals in film, TV, theatre, dance and opera

Society History:

Historical Performance Ensemble is one of the handful of companies worldwide dedicated to accurately recreated arts of the past. HPE is the professional company hosted by Charitable Society GVHPS founded 1989. GVHPS has operated for 24 years, always on budget, never in debt. Artists are hired on a professional contract basis and paid at professional rates. The company consists of highly trained specialists – 4 dancer/actors, 2 musicians augmented as

Project Assistance Application for 2015

Greater Vancouver Historical Performance Soc of BC

Summary Page 2

needed or as the company grows.

Services include Highly researched Original and/or Reconstructed Productions, Consultations, Contracted Entertainments, and Instruction.

Most recent Family Events: "Go 4 Baroque" theatrical and courtly dance, music commedia (Apr 13 Dance Ctr, John Oliver SS) The Compleat Courtier (Oct 26, 2014 and offered since 1989 to schools, home schooling groups, mini schools and community organizations)

Activities in Richmond:

Artistic Director lives in Burkeville (Since 1995).

President of Board (12 years) lives in Richmond

Society office is based in Burkeville since 2003

Dancers, actors, musicians have rehearsed at 2131 Stirling Ave., Burkeville Richmond since 2007.

Workshops for Richmond BCRMTA 1992, 1996, 2002 and 2014 (Compleat Courtier)

Soirée at Sea Island Community Hall 2008

Culture Days 2013 _ A Costume Tour

Associate Coutourier Jack Hsieh lives in Richmon

GRANT REQUEST

Requested Amount:	\$2,600
Project Budget:	\$7,300
Society Operating Budget:	\$85,525

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$2,080	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Project Assistance Application for 2015

Greater Vancouver Historical Performance Soc of BC

Summary Page 3

Total Revenue:	\$15,721	\$85,525
Total Expenses:	\$15,648	\$85,525
Surplus:	\$72.47	\$72.47
Accumulated Surplus:	\$72.47	\$72.47

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$1,910

Aggregate Score: 35.3

Recommendation:

Project Assistance is recommended to this unique organization that provides families with the rare opportunity to experience the dance and costumes of 17th Century France. Building on the success of last year's Compleat Courtier Project, this "Go 4 Baroque" concert will increase their profile in Richmond. The applicant is strongly encouraged to diversify revenue, attract partners and reconsider the box office projections given their current niche status.

Society: Philippine Cultural Arts Society of BC**Project Name:** "Recuerdos" (Memoirs) - A Mosaic of Philippine Dance and Music**Dates:** May 16, 2015**Project Summary:**

Our showcase, titled "Recuerdos" (Memoirs) is a collection of memories of Philippine culture. We will be presenting this Philippine story with a mosaic of dance and music at the Richmond Gateway Theatre on May 16, 2015. In preparation for this event, we encourage new participants of all ages to join along side current performers to learn about traditional dance and music through workshops PhilCAS will lead. We invite residents of Richmond and the lower mainland to witness the beauty of Philippine culture through our workshops and in our showcase "Recuerdos".

Society Mission/Mandate:

- To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry, or affiliation.
- To create activities where people can participate in order to explore, learn, understand and share the values, tradition and practices and customs of the Filipino people as well as the varied cultures existent in this Canadian society.
- To assist the youth in developing a sense of community and responsibility they learn to respect their own cultures, heritage and traditions.

Society History:

Tonette & Nes Gatus came to Canada mid-1997 bringing with them a wealth of knowledge and experience in the field of Filipino traditional dancing and music. They envisioned that Filipino-Canadian youth should be given the opportunity to discover their heritage through dance and music. It was through this vision that in 2000 the couple was able to share to the local community the beauty of our culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of BC. The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette & Nes' house whose main interests were to discover their roots. Tonette's high standards of training are reflected each time her dancers are invited to perform whether at a theatre, multicultural festival or private event. Over the years, it has become the sincere wish of PhilCAS' young members to spread the beauty of their Philippine heritage. It is the desire that fuels the consistent professionalism and excellence that is exhibited in the culturally diverse region of the Lower Mainland. This has further strengthened the concept of harmoniously existing with the various multi-cultural sectors in the community. PhilCAS will continually educate our community of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry, or affiliation. We hope this will provide our members with a sense of community and help them better understand their own heritage and culture. PhilCAS role in Richmond is geared towards providing awareness to Richmond residents the richness of multiculturalism through various art forms. Today, both youth & adults make up the Board of Directors, but PhilCAS cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the Multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

Project Assistance Application for 2015

Philippine Cultural Arts Society of BC

Summary Page 2

GRANT REQUEST

Requested Amount: \$5,000
Project Budget: \$23,680
Society Operating Budget: \$6,681

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,120	Project Assistance
2013	\$2,100	Project Assistance
2013	\$2,000	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$8,472.37
Total Expenses: \$8,100.96
Surplus: \$371.41
Accumulated Surplus: \$647.75

Proposed Year

\$6,681
\$6,681
\$0.01
\$371.41

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$2,970

Aggregate Score: 37.8

Recommendation:

Project Assistance is recommended for this project that will increase the profile of Filipino performing arts in Richmond. The applicant is encouraged to seek community partnership opportunities, consider working with other artists and increase their profile through marketing efforts. In future, the project budget should include diverse funding sources and more diligent financial accounting.

Society: Richmond Art Gallery Association**Project Name:** Buzzworthy : Celebrating the Honeybee**Dates:** Sept 26 & Sun, Sept 27 (part of Culture Days) or Fri, Oct 16, 2015**Project Summary:**

Buzzworthy: Celebrating the Honeybee will be an event held in conjunction with an exhibition by artist Jasna Guy who focuses on bees and their importance in our environment. Activities include artist talks, seed bomb workshop, seed exchange, bee hive demo, children's hands-on art workshops, performance with "Queen Bee", and bee information booths from supporting partner organizations. Partners will include community groups such as the Sharing Farm Society, the Richmond Nature Park Society, Feed the Bees, the Richmond Beekeepers Association, and the Richmond Farm School at Kwantlen University.

Society Mission/Mandate:

The only public gallery in Richmond, the RAG's mandate is to exhibit, preserve and promote contemporary visual arts, and support visual artists in the public presentation of their work. Through exhibitions, publications, educational programming, collections, and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving the contemporary arts community in Canada.

Society History:

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. 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 over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, Family Sunday Program, Artist Talks and Tours, and Artist workshops. A corps of volunteer guides offer tours in English and Mandarin, while Gallery attendants welcome and orient visitors to the current exhibitions daily. The School Studio 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 serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The 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
Project Budget:	\$10,000
Society Operating Budget:	\$206,725

MOST RECENT PREVIOUS GRANT(S)

Project Assistance Application for 2015

Richmond Art Gallery Association

Summary Page 2

Year	Amount	Grant Program
2014	\$4,680	Project Assistance
2013	\$5,000	Project Assistance
2012	\$5,000	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$170,317

Total Expenses: \$164,533

Surplus: \$5,784

Accumulated Surplus: (\$3,643)

Proposed Year

\$206,725

\$203,555

\$3,170

\$8,600

Other Funders: Metro Vancouver \$5,000

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 49

Recommendation: Project Assistance is recommended for this high quality, well-organized program that combines education, outreach and workshops. Fun, innovative and interactive, this project is outside of the Gallery's normal operations and exhibits strong engagement with several other arts and community organizations.



**Project Assistance Application for 2015
Arts & Culture Grants Program**

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

Society: Richmond Singers

Project Name: The Richmond Singers and The Richmond Singers Ensemble Spring 2015

Dates: Jan 2015 to June 2015 with major concerts on Feb 14, May 30 plus 20 or more

Project Summary:

We have two major concerts in our Spring 2015 Program. We have a cultural exchange with the Vancouver Welsh Men's Choir. In Feb 2015 we will join them in a concert in Bethany Baptist Church in East Richmond. In May 2015 we will have our annual Spring concert at Broadmoor Baptist Church. The Richmond Singers Ensemble has already received numerous bookings towards their Spring sing-outs.

Society Mission/Mandate:

THE RICHMOND SINGERS is a 55 voice women's choir and began performances in 1971. For the past 43 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society 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:

THE RICHMOND SINGERS is an adult ladies choir with 55 active members and 3 associates who have provided a choral presence in the community for over 43 years. The choir produces two major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our major concerts and we are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 15-member Richmond Singers Ensemble "sing out" over 25 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice within our choir. Our multicultural members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, and spiritual to modern.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$23,990
Society Operating Budget:	\$41,285

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$2,600	

Project Assistance Application for 2015

Richmond Singers

Summary Page 2

2012	\$1,500	Project Assistance
2011	\$0	Parks, Rec and Community Events

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$44,230
Total Expenses: \$65,623
Surplus: (\$21,393)
Accumulated Surplus: \$26,927

Proposed Year

\$41,285
\$41,285
\$1
\$26,927

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$4,240

Aggregate Score: 42.3

Recommendation:

Project Assistance is recommended for the Spring concert series of this well-established choir that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to continue to stretch themselves artistically and potentially raise their profile by working with other groups.

Society: Richmond Weavers' and Spinners' Guild Society**Project Name:** Common Threads: Community Engagement through Spinning**Dates:** March - October 2015**Project Summary:**

The RWSG attends a number of demonstrations throughout the year, and this project will enable us to incorporate hands-on activities for the public. The RWSG will teach community members how to make and decorate their own drop spindles and catapults, and will also teach them how to spin using the drop spindle and how to felt a catapult ball. All scraps of yarn and felt will be collected for a small, portable sculpture to be used at all RWSG events. This community participation will also be research for potential spinning workshops / classes.

Society Mission/Mandate:

The Richmond Weavers' and Spinners' Guild aims to:

- 1.) Promote, encourage, and improve the arts and crafts of weaving, spinning, and dyeing in the Community; and
- 2.) Provide an opportunity for the sharing of knowledge, skills, and ideas among members through workshops, meetings, and demonstrations.

Society History:

The RWSG was formed in the late 1970s as a non-profit organization, and was incorporated as a society by the City of Richmond in 2008. In these decades, the RWSG has promoted weaving and spinning to the public at a variety of elementary schools and cultural events, including the London Farm Family Fair, Heritage Cultural Days, 2012 Winter Showcase, Worldwide Spin in Public Day, and Heritage Cultural Days. The guild also organizes gallery shows and sales in conjunction with the Richmond Potters' Guild and the Textile Arts Guild of Richmond at the Richmond Cultural Centre, Steveston Museum, and the Surrey Museum. The guild also participates in the yearly Sheep to Shawl Competition at the Surrey Museum, where teams of weavers and spinners race to turn wool into a woven shawl in the span of one day. In 2013, the RWSG team placed first.

The Guild has over 30 members, most of whom are retired women. There are a handful of women under 40, and no male members. The cultural backgrounds of the guild members reflect Richmond's diverse population. The RWSG is based at the Richmond Cultural Centre, where we meet monthly on Tuesday evenings and open the studio for our members to work together on Wednesdays. There are also weekend workshops approximately every other month open to members and non-members, as well as an expansive library and equipment rentals for members. The guild often contributes to local charities such as the Food Bank and Womens' Shelters.

GRANT REQUEST

Requested Amount: \$3,450
Project Budget: \$10,500
Society Operating Budget: \$9,793

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,850	Project Assistance
2013	\$1,900	Project Assistance
2005	\$500	Parks, Rec and Community Events

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Total Revenue:	\$16,417.84	\$6,935
Total Expenses:	\$11,788.28	\$9,793
Surplus:	\$4,629.56	(\$2,858)
Accumulated Surplus:	\$7,409.34	\$4,551.34

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$2,650

Aggregate Score: 39.8

Recommendation:

Project Assistance is recommended for this innovative, community-focused project, that will reach a multi-generational audience and is exactly the kind of activity that will raise the profile and increase the vibrancy of this long-standing group. The applicant is advised to apply greater scrutiny to their in-kind budget allocations, and in future, seek diverse funding sources. Any proceeds from the project should go to payment of artists currently listed as in-kind.

Society: Steveston Historical Society

Project Name: Fisherman's Park Mural

Dates: completed by Nov. 1, 2015

Project Summary:

This project is to hire local artists to paint a series of murals on the building in Fisherman's Park depicting scenes from Steveston's fishing history.

Society Mission/Mandate:

The mission of the SHS is to protect and present the history of the Steveston village.

Society History:

SHS offers walking tours of historic sites, tours of the Steveston Museum, as well as classroom presentations to provide visitors with education and appreciation for the unique culture and history of the Steveston area.

GRANT REQUEST

Requested Amount: \$5,000
Project Budget: \$10,500
Society Operating Budget: \$2,800

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2005	\$7,000	Parks, Rec and Community Events
2002	\$1,500	Parks, Rec and Community Events

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$605	\$2,800
Total Expenses:	\$2,548	\$2,800
Surplus:	(\$1,943)	\$1
Accumulated Surplus:	\$4,128	\$4,128

Other Funders:
GRANT RECOMMENDATIONS

Recommended Amount: \$2,650
Aggregate Score: 33.8

Recommendation:

Project Assistance is recommended for this project that brings together arts and heritage. The applicant is advised to involve artists in the conceptual phase, diversify funding sources and plan for a budget that reflects the scope of the undertaking. The applicant is also strongly encouraged to engage an experienced mural artist to lead the project and invite First Nations artist(s) involvement.

Society: Tickle Me Pickle Theatre Sports Improv Society**Project Name:** TMP Improv Season**Dates:** July 2015-June 2016**Project Summary:**

We wish to continue to provide and perform a season's worth of improv comedy shows for our 2015-2016 season. The TMP season includes weekly skill and team development practices, professional development for our performing artists and performances at the Performance Hall at the Richmond Cultural Centre.

Society Mission/Mandate:

Tickle Me Pickle (TMP) is dedicated to providing affordable, family-friendly improvisational theatre that introduces Richmond residents to the enjoyment of the arts. We value improv as an art form that is both entertaining and enriching. Our chosen medium is one that brings communities together, projects positive attitudes, teaches a variety of skills and allows us to connect with a diverse audience in unique ways.

We strive to provide shows and community programs that are available to patrons of all ages. In accordance with our status as a non-profit, these shows and community programs will be less financially burdensome than the average theatre production.

Our goal is to maintain a troupe of talented performers who consistently produce quality improv shows. Moreover, TMP fosters the talents of our members and provides opportunities for professional growth in terms of performance, management, and technical theatre skills.

All TMP shows will be accessible to audiences of any culture, background, gender, ability, economic class or ideology. Any member of the public will feel welcome and included, and our comedy will be consistent with good taste.

Society History:

Tickle Me Pickle is the cornerstone of improvisational comedy in Richmond, born out of volunteerism, collaboration and innovation. Originally a one-off event for Youth Week 2000, youth and young adult members of the "Pickle Volunteer Crew" recognized an absence of improvisational comedy in the Richmond community. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to Pickle events. The concept of Tickle Me Pickle has grown, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at

Project Assistance Application for 2015

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

local charity events, an eight-year-old annual charity event of our own entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows.

Now navigated primarily by our core of 9 young adult artists, TMP promotes through our website (www.ticklemepickle.com), our Twitter account, our Facebook group of over 500 members, and Pickle Jar email membership. Over our thirteen years in existence, TMP has garnered a following by performing for audiences large and small, from large auditoriums to living rooms and backyards across Richmond. Among our many partnerships with non-profit organizations, recreation clubs, the Richmond School District, TMP is proudly supported by the Thompson Community Centre, where practices are held, and the Richmond Arts Centre, where they are a Resident Arts Group, making the Performance Hall our consistent performance space.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$13,505
Society Operating Budget:	\$13,505

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$4,160	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$5,676.91	\$13,505
Total Expenses:	\$2,122.96	\$13,502.5
Surplus:	\$3,553.95	\$2.5
Accumulated Surplus:	\$3,776.14	\$224.69

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount:	\$5,000
Aggregate Score:	33.8

Recommendation:	Project Assistance is recommended for this youthful, award-winning group's TMP Project Season that will continue to engage youth and families by providing accesible theatrical experiences. The applicant is encouraged to increase the group's exposure both in and outside of Richmond; having the annual large-scale show at the Gateway Theatre would be a positive step in this direction.
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Society: True North Performance Society of British Columbia

Project Name: Ubuntu in Richmond

Dates: April 15 - 30

Project Summary:

To present "Ubuntu - I am because you are" at Richmond Cultural Centre

Society Mission/Mandate:

Mission: to inspire the public and performers by supporting and developing to highest possible standards the interdisciplinary art form called Vocal Body, which innately plumbs the human spirit.

Mandate: to develop and produce professional, accessible Vocal Body works, to encourage performers to develop Vocal Body skills, and to offer presentations free or cheaply to encourage inexperienced audiences to taste contemporary art.

Operating principles

Projects are not undertaken until funding is secured. True North takes fiscal responsibility seriously.

Works are shown in various venues, including but not limited to traditional theatres

Performers of all ages are encouraged to be actively engaged in performing

Respect and inclusivity are the guiding principles for rehearsals, performances and workshops

Society History:

True North Performance Society of BC (TNPS) is a Registered Charitable Society formed in 1991 with a board of three and up to five artistic collaborators under Artistic Director Catherine Lee. TNPS has never been in debt, nor had a deficit, receiving Gaming Commission funds for 17 yrs.

True North Performance is the project-based company hosted by TNPS, known for its unique professional Vocal Body works presented in unusual spaces, artistic accessibility and distinctive inclusivity of both artists and audiences. Artists and technicians are hired at professional rates for rehearsal and performance. a core group of senior collaborators are Angela Brown, Laura Crema, Carmen Rosen, augmented as projects require.

History of True North Activities

Since 1991 TN has developed and produced six evening length Vocal Body Works as

Project Assistance Application for 2015

True North Performance Society of British Columbia

Summary Page 2

funding allows, and has offered extensive professional instruction. Works are developed for up to six years, and shown in workshop, various drafts and final (premiere) productions.

From 1991 to 2006 these included Backwards & Forwards (Firehall Theatre), Le Masque Canadien (Heritage Hall), Earth Magic (Jericho Park), Snow Magic (Mt Seymour), Taking Place (St. James CC and Moberly Arts Centre)).

The work in progress is Upaya/Ubuntu to be presented at Richmond CC in 2015.

Our works are open to the poor, to families & those unaccustomed to contemporary arts.

True North collaborates with many organizations: the Dance Centre, Voxy Music, Western Front New Music, SFU Theatre Dept, VCC Music Dept, Still Moon Arts Society, Seymour Mountain Ski resort and the Banff Centre for the Arts.

GRANT REQUEST

Requested Amount:	\$2,500
Project Budget:	\$7,000
Society Operating Budget:	\$42,850

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue:	\$35,865
Total Expenses:	\$35,068
Surplus:	\$6,574
Accumulated Surplus:	(\$6,574)

Proposed Year

	\$42,850
	\$42,850
	\$1
	(\$1)

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount:	\$0
Aggregate Score:	22.8
Recommendation:	

performance is innovative and involves a number of experienced artists, the content, planning and budget need further development given the work is untested in this community and market. The applicant is encouraged re-apply next year with a more comprehensive plan and budget that reflects the scope of the project and plans for more modest box office revenue.

Society: Vancouver Cantonese Opera**Project Name:** Multicultural Heritage Festival**Dates:** June.27th-28th, 2015 (Saturday & Sunday)**Project Summary:**

Celebrate Canada Day Multiculturalism Day. Celebrate and build awareness of Canadian Multicultural heritage, foster and create partnerships within the community build inclusivity and foster cultural awareness.

Society Mission/Mandate:

The mission of Vancouver Cantonese Opera is to present the unique traditional artform 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 & ORGANIZATIONAL OBJECTIVES

- 1) Artistic excellence – creates high quality works; maintain 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 opportunities to Cantonese opera artists, musicians and technicians.

Our mission is to preserve and promote Cantonese opera in Canada. With our mandate, we strive to collaborate with other artists to enrich the colorful landscape of the Multicultural policy of Canada. The goals of the project are to foster and create partnerships within the community; to enrich the cultural wealth of Canada; to celebrate and build awareness of Canadian Multicultural culture.

Society History:

The Vancouver Cantonese Opera was incorporated on June 30th, 2000 as a non-profit organization. On February 23rd, 2005, Vancouver Cantonese Opera was designated as a charitable organization by the Canada Revenue Agency.

Project Assistance Application for 2015

Vancouver Cantonese Opera

Summary Page 2

For the past 13 years, the Vancouver Cantonese Opera has collaborated with international and local artists to create high calibre and engaging Cantonese opera works that have reached audiences in Vancouver, Richmond and Surrey. As we grow artistically and organizationally we continually offer a range of outreach and audience building activities that have included singing/performance technique classes, free singing sessions with seniors and children/youth opera classes and workshops on how to appreciate and understand the art form of Chinese opera. In addition to our annual performances, we have performed at numerous community festivals, multicultural events as well as being one of the official selected partners of the Vancouver Cultural Olympiad. We are a supported company of the Canada Council's Stand firm Network. Plus we collaborate with many stakeholders and local partners as we strive to promote Cantonese Opera and Chinese Canadian heritage throughout the Lower Mainland.

Vancouver Cantonese Opera has been offering Cantonese Opera singing and performance technique classes in Richmond since 2005, and participated in various multicultural events in Richmond community and senior homes.

In 2014 we were invited to do a workshop presentation at the FCCBC (B.C. Families with children from China). We were invited to perform at a fundraising gala at the Cumberland Museum at the City of Cumberland, B.C.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$33,500
Society Operating Budget:	\$124,960

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,850	Project Assistance
2013	\$3,000	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Project Assistance Application for 2015

Vancouver Cantonese Opera

Summary Page 3

		<u>Proposed Year</u>
Total Revenue:	\$129,497	\$124,960
Total Expenses:	\$122,191	\$125,000
Surplus:	\$7,306	(\$40)
Accumulated Surplus:	\$70,088	\$70,088
Other Funders:	Canadian Heritage \$5,000, BC Gaming \$5,000	

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 46.3

Recommendation: Project Assistance is recommended for this third annual celebration in Richmond that brings together multicultural and multidisciplinary groups to perform under one umbrella event and creates a cross-pollination of audiences. A significant percentage of the budget goes directly to artists. The applicant is advised to place greater scrutiny on the financial reporting.

Society: Vancouver Tagore Society**Project Name:** West Coast Tagore Festival 2015**Dates:** September 18 and 19, 2015**Project Summary:**

West Coast Tagore Festival is an annual event in its fifth year. The Festival, held at the Richmond Cultural Centre with generous support from the City of Richmond, brings creative works, philosophy, visions and ideals of Nobel-laureate poet and world cultural icon Rabindranath Tagore to culturally and ethnically diverse communities. Multicultural artists of different age-groups present his poetry, songs, dances, dramas, paintings, etc. not only professionally, colourfully, vibrant and engaging way but also making them readily appreciable and assimilable by audience of different backgrounds.

Society Mission/Mandate:

The mission of Vancouver Tagore Society is to organize and promote social, cultural and intellectual events which celebrate diversity, inter-cultural harmony and universalism, and to raise awareness of Eastern philosophies and cultures with special emphasis on and guided by universal humanism, transcendental spirituality, thoughts and philosophy of Rabindranath Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works. Additional mission includes engaging communities in inter-cultural interactions and development of artists versed in ethnic cultures and heritage, particularly Bengali and South Asian. Guided by Tagore's vision of "confluence of cultures", the Society strives to provide a broad platform for communities and artists/performers to gather together, reach across cultural boundaries and enrich local communities culturally and intellectually. The Society's mandate is to disseminate the profound message of peace, humanity and equality, and wonderfully rich creative works of Tagore to the communities in a way that is readily appreciable and assimilable.

Society History:

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, the Society has organized a number of events, all but one of those were in the City of Richmond and engaging many Richmond artists. In 2012 and 2014, the Society with support from City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. It organized the "West Coast Tagore Festival" for times in the same structure and format of the September 2011 event. These events were also supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr. Sanzida Habib and others, took part in the event along with other performers of various ethnic background. The fourth instalment of this now-annual festival was held on September 5 and 6, 2014 with in-kind supports and \$3120 through the City's Arts and Culture Grant. (Please see the attached report on last year's project.) The Richmond artists were Dr. Sanzida Habib, Maisha Haque, Mazhar Haque, Adib Haque, Fred Gordo, Alan Hill, etc. While the 2012 Festival was inaugurated by Councillor Linda McPhail, Festivals of 2013 and 2014 were inaugurated by His Worship the Mayor Malcolm Brodie. This year

Project Assistance Application for 2015

Vancouver Tagore Society

Summary Page 2

the Society organized an event celebrating International Women's Day at the Richmond Councils Chambers. The Society has also participated as contributing partner in events held in Richmond, including the International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. The Society is exploring new partnerships and have initiated collaboration with Richmond artists and groups.

GRANT REQUEST

Requested Amount: \$4,600
Project Budget: \$24,690
Society Operating Budget: \$42,856.49

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,120	Project Assistance
2013	\$3,000	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$34,077.56
Total Expenses: \$33,547.07
Surplus: \$530.49
Accumulated Surplus: \$530.49

Proposed Year

\$42,856.49
\$42,266
\$590.49
\$590.49

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$3,920

Aggregate Score: 42.8

Recommendation:

Project Assistance is recommended for this established cultural event that has freshened up their programming for its fifth edition with the infusion of a Chinese theme within their eclectic multidisciplinary, multicultural programming. The event continues to have a healthy mix of community and professional level activities. The applicant is encouraged to upgrade their marketing materials and is strongly advised to place greater scrutiny on their budget presentation, particularly their in-kind allocations and to secure diversified sources of revenue.

City of Richmond Arts and Culture Grants Program 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.

The City's 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 contact:

Liesl Jauk, Cultural Development Manager
TEL 604-204-8672 E-MAIL ljauk@richmond.ca

Grant information and other information about our programs and services are available on the City website at www.richmond.ca/artists.

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 receiving Operating Assistance may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

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 on-going source of funding.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact the Cultural Development Manager (contact info above) to discuss your proposal, confirm your eligibility and request approval to apply. Once approved, you may proceed with the application.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. 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 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
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: 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 revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year.
- 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
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- 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
- Start-up costs
- Seed money for projects or events

- Showcases or recitals for schools/organizations with an educational mandate

Multiple Applications for Operating and Project Grants

Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations that already receive the equivalent of operating funds from the City of Richmond are ineligible for Operating grants; however, they are eligible for project funding if the project is outside the scope of normal operations.

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 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 their organization's 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

Applications are received and assigned to a City staff person to undertake a preliminary check to ensure a) the proposal meets eligibility and b) there is no missing or unclear information. The applicant will be contacted if there is any missing or unclear information and/or the application needs further discussion, either in person or by phone. The applicant is given a deadline to submit any requests for revised or missing information.

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 City 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 City 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 provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

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.)
- 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 are not eligible for support

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 the 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.

City of Richmond Arts and Culture Grants Program

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.

Liesl Jauk, Cultural Development Manager
TEL 604-204-8672 E-MAIL ljauk@richmond.ca

This information and other information on our programs and services are available on the City website at www.richmond.ca/artists.

Arts & Culture Grants Program Objectives and Description

The Arts & 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 historic 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 receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are, however, eligible for Project Assistance if their project is outside the scope of their normal operations.

Organizations meeting Project Assistance eligibility criteria (please see below) may make multiple applications for Project Assistance.

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/citygrants
- Applications must be received on or before the submission date. 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 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, 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.
- 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
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: 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 revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- 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 (for Operating applicants, this must be outside of regular operations.)

- 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
- Activity that is not artistic or cultural
- 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
- 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 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

Conditions of Assistance (cont'd)

- Receipt of a grant does not guarantee funding in the following fiscal year
- Successful applicants will provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

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.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: **2015 Child Care Grants**

Date: January 15, 2015
File: 11-7000-01/2015-Vol
01

Staff Recommendation

1. That, as outlined in the report from the General Manager of Community Services, dated January 15, 2015, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$50,000; and
2. That, as outlined in the report from the General Manager of Community Services, dated January 15, 2015, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$15,000.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 2

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

Staff Report

Origin

The purpose of this report is to recommend the expenditure of \$50,000.00 for Child Care Capital Grants and \$15,000.00 for Child Care Professional and Program Development Grants.

This report supports Council's Term Goal #2 Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Findings of Fact

The City has two Child Care Reserve Funds:

- The Child Care Development Reserve Fund (Bylaw No. 6367), established in 1994 for capital expenses including providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground development; and
- The Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within the City of Richmond.

As part of the 2014 Capital Budget process, Council approved the expenditure of \$50,000 from the Child Care Development Reserve to be used for child care capital grants. The 2014 funding was not spent and is still available to support the 2015 Capital grants. Last year's grants were paid out utilizing unspent 2013 approved expenditures. The reason for the accumulation of funds from previous years is that the grants were not offered in 2012. At that time, a new Child Care Operating Reserve was being established, facilitating establishment of an expanded grants program offering both capital and non-capital grants.

The Child Care Professional and Program Development Grants were not offered in 2014 due to insufficient funding available in the Child Care Operating Reserve. However, as of January 2015, developer contributions have accumulated and there is now \$14,742 on deposit. This will be sufficient to permit Council's consideration of transferring \$10,000 from the Child Care Operating Reserve as part of the 2015 Capital Budget. To supplement the budget, there is \$5,000 from unspent 2011 Surplus Appropriation funding already approved for these grants. The combination of these sources of funding will allow for a budget of \$15,000 in total for the 2015 Child Care Professional and Program Development Grants.

In October 2014, a call for applications was posted on the City Page and City Website. A notice about the grants availability was sent to the Richmond Child Care Resource and Referral Centre, and Vancouver Coastal Health Child Care Licensing to share with their child care operator contacts. The deadline for submissions was November 14, 2014. A total of eleven applications

were received of which nine were for Child Care Capital Grants, and two were for Child Care Professional and Program Development Grants.

Applicants to the 2015 Child Care Grants Program submitted their proposals utilizing the City's online web based grant application system.

Analysis

A Child Care Grants subcommittee was convened by the Child Care Development Advisory Committee (CCDAC) to review the applications and supporting materials. The subcommittee met on November 25, 2014 and discussed the grant applications from the following organizations:

<u>Child Care Capital Grants Applicants</u>	<u>Requested Amount</u>
Developmental Disabilities Association - Riverside Child Development Centre	\$13,493.00
Little Wings Day Care Centre Society - Little Wings Daycare	\$5,020.29
Sea Island Community Association - Burky's Preschool	\$6,290.00
Society of Richmond Children's Centres - Bowling Green Children's Centre	\$3,314.88
Society of Richmond Children's Centres - Terra Nova Children's Centre	\$7,980.00
Society of Richmond Children's Centres - West Cambie Children's Centre	\$1,480.25
Thompson Community Centre Association - Rompers Preschool	\$10,729.85
Thompson Community Centre Association - Terra Nova Nature School (Preschool)	\$78,250.00
West Richmond Community Centre Association - Gilmore Out of School Care	\$5,967.64
Total Requests	\$132,525.91

The proposed capital grant projects included requests for funding to assist with construction of an outbuilding, playground improvements, and the purchase of furnishings and equipment.

<u>Child Care Professional and Program Development Grant Applicants</u>	<u>Requested Amount</u>
Child Care Training and Professional Development Society of Richmond	\$12,500.00
Volunteer Richmond Information Services – Child Care Resource and Referral	\$10,000.00
Total Requests	\$22,500.00

The proposed Professional and Program Development grant applications focussed on providing training opportunities for Richmond's Early Childhood Educators.

On January 6, 2015, the Child Care Development Advisory Committee assessed the applications. The total amount requested, both for the Child Care Capital Grants and the Child Care Professional and Program Development Grants, exceeded the amount of grant funding available. Rather than recommend that some applicants receive their full request while others are declined, the Committee is recommending that all applicants receive a portion of their request (i.e. for a combined total allocation of \$65,000). Staff support the recommendations as proposed by CCDAC (Attachment 1).

Financial Impact

The 2015 Child Care Capital Grants budget is \$50,000 and the Child Care Professional and Program Development Grant budget is \$15,000. A total of \$50,000 in disbursements is recommended for the Capital Grants and \$15,000 for the Professional and Program Development Grants.

Conclusion

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care throughout Richmond. Staff recommends approval of the proposed CCDAC's proposed expenditure of \$50,000 for 2015 Child Care Capital Grants and \$15,000 for Child Care Professional and Program Development Grants.



Coralys Cuthbert
Child Care Coordinator
(604-204-8621)

CEC:cec

- Att. 1: 2015 Child Care Grants
2: 2015 Child Care Grant Summary Reports

2015 CHILD CARE GRANTS

Applicant	Program	Purpose	Request	Recommendation	Condition
Child Care Capital Grants					
Developmental Disabilities Association (Riverside Child Development Centre)	25 Licensed Child Care Spaces Group Care 30 Months – School age	For playground improvements to replace fibre wood chips with resilient, poured in place rubber playground paving	\$13,493.00	\$11,000.00	
Little Wings Day Care Centre Society	38 Licensed Child Care Spaces Group Care Under 36 Months & Group Care 30 Months to School Age	To purchase new play equipment	\$5,020.29	\$5,000.00	
Sea Island Community Association (Burky's Preschool)	30 Licensed Child Care Spaces Preschool	To purchase new play equipment and furnishings	\$6,290.00	\$3,000.00	
Society of Richmond Children's Centres (Bowling Green Children's Centre)	49 Licensed Child Care Spaces Group Care Under 36 Months & Group Care 30 Months to School Age	For playground improvement plus equipment and furnishings	\$3,314.88	\$3,000.00	
Society of Richmond Children's Centres (Terra Nova Children's Centre)	25 Licensed Child Care Spaces Group Care 30 Months to School Age	For playground improvements	\$7,980.00	\$4,000.00	
Society of Richmond Children's Centres (West Cambie Children's Centre)	62 Licensed Child Care Spaces Group Care Under 36 Months, Group Care 30 Months to School Age & Preschool	To purchase equipment and furnishings	\$1,480.25	\$1,000.00	For Preschool outdoor play equipment
The Thompson Community Centre Association (Rompers Preschool)	51 Licensed Child Care Spaces Preschool	Playground improvements	\$10,729.85	\$8,000.00	
The Thompson Community Centre Association (Terra Nova Nature School)	20 Licensed Child Care Spaces Preschool	For construction of an outbuilding and purchase of equipment and furnishings	\$78,250.00	\$10,000.00	To be used for the purchase of indoor and outdoor equipment and furnishings not toward

Applicant	Program	Purpose	Request	Recommendation	Condition
					building construction costs
West Richmond Community Centre Association (Gilmore Out of School Care)	63 Licensed Child Care Spaces School Age Care	To purchase new furnishings and equipment	\$5,967.64	\$5,000.00	
Total Requested/ Recommended			\$132,525.91	\$50,000.00	
Total Available				\$50,000.00	
Total Remaining				\$0.00	
Child Care Professional and Program Development Grants					
Child Care Training and Professional Development Society of Richmond	The Society identifies professional training needs and delivers professional development training to individuals and groups providing services to children and youth	To assist with operating costs associated with hosting the Circles of Caring Conference which provides training workshops for Early Childhood Educators	\$12,500.00	\$10,000.00	To be used to assist with presenter fees and venue rental
Volunteer Richmond Information Services Society	Child Care Resource and Referral Services (CCRR), providing training, resources and services for child care providers and parents	To deliver Safe Spaces (anti-bullying) training to Early Childhood Educators	\$10,000.00	\$5,000.00	To be used to assist with training costs and subsidies for child care providers to attend this training
Total Requested/ Recommended			\$22,500.00	\$15,000.00	
Total Available				\$15,000.00	
Total Remaining				\$0.00	
2015 Child Care Grants – Summary of Both Grants					
Total Requested/ Recommended			\$155,025.91	\$65,000.00	
Total Available				\$65,000.00	
Total Remaining				\$0.00	



**Program and Professional Development
Child Care Grants Program 2015**

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

Society: Child Care Training and Professional Development Society of Richmond

Title: Enhancing the Quality of Child Care in Richmond Through Professional

Amount: \$12,500.00

Purpose:

1. The grant funds will be used to offset some of the operating cost associated with hosting the 2015 Circles of Caring conference; thereby making the cost affordable to potential Richmond delegates
2. In addition, the grant funds will be dedicated to identify, assess, deliver, and facilitate specific professional development to the childcare community

Service Delivery Benefits:

1. The Circles of Caring conference provides ongoing training and development that focuses on the social emotional well-being of children in the Richmond community
- Individuals will be encouraged to incorporate the knowledge and skills gained in the service they provide to children and families

Beneficiaries:

A wide cross section of individuals working in a variety of child care services in Richmond

Partners (if applicable):

The Richmond Childcare Training Committee that includes representation from service providers, Richmond library, Supported Child Development, Childcare Licensing, Speech and Language, Community Centres, CCRRP, and Delta Continuing Education ECE program

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Program and Professional Development Assistance for 2015

Child Care Training and Professional Development Society of

Summary Page 2

Recommended

Amount: \$10,000.00

Recommendation:

To assist with operating costs associated with hosting the Circles of Caring conference which provides training workshops for Early Childhood Educators

Staff Comments/Conditions:

To be used to assist with presenter fees and venue rental

Society: Developmental Disabilities Association of Vancouver-Richmond**Title: Riverside Playground Re-Surfacing****Amount: \$13,493.00****Purpose: Playground**

Riverside CDC's current playground uses wood chips (fibar) as the safety surface for the play areas. This product receives constant abuse from the weather conditions and climate of Richmond. Maintenance and replacement must occur yearly to provide adequate depth and cushion to meet licensing regulations.

We are applying to remove the wood chips and replace the areas with poured in place rubber playground paving. This product is made from recycled tire granules and requires minimal maintenance. It can withstand extreme weather temperatures and ground movements. It is a non-slip surface that also repels ice build up. A 5 year warranty is also included in the attached quote.

Service Delivery Benefits:

This grant would increase Riverside's playground accessibility for those with mobility issues. The current wood chips are harder for walkers and wheelchairs to navigate, especially when wet and recently "fluffed" up. Switching to a surface that requires less maintenance would also free up operating budget funds that in recent years have been required to purchase more product to meet standards. These wood chips break down easily and reduce the depth needed for fall zones.

Beneficiaries:

The children and staff of Riverside CDC would benefit from this grant. Improved accessibility for unsteady or equipment assisted children due to the smoother surface of the paving as well as reduced maintenance time required of the teaching team which the current ground cover needs.

Partners (if applicable):**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Capital Assistance for 2015

Developmental Disabilities Association of Vancouver-Richmond

Summary Page 2

Year	Amount	Grant Program
2014	\$4201.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended
Amount: \$11,000.00

Recommendation: For playground improvements to replace fibar wood chips with resilient, poured in place rubber playground paving

Staff Comments/Conditions:

None



**Capital Assistance Application for 2015
Childcare Grants Program**

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

Society: Little Wings Day Care Centre Society

Title: Child Care Capital Grant

Amount: \$5,020.29

Purpose: Equipment

The intent of this proposed grant is to improve the quality of equipment that is deteriorating and in need of replacement to continue to offer a safe and nurturing environment for our infants and toddlers.

Service Delivery Benefits:

By providing a warm, safe and pleasing environment to young children, we will be able to enhance the quality and delivery of our infant and toddler programs. We would like to replace aging and deteriorating furnishings to ensure the equipment is appealing to children so they will want to explore and experience their environment.

Beneficiaries:

Thirty-one infants and toddlers, aged 11 months to 3 years old will benefit from this grant by using the new furnishings and equipment. Eight infant and toddler educators will benefit from this grant by knowing they are providing safe and quality equipment for children to enhance their programs. Parents will benefit from this grant by knowing their children are using and exploring new equipment that is in good condition and meets Health Canada's safety regulations.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000.00

Recommendation: To purchase new play equipment

Capital Assistance for 2015

Little Wings Day Care Centre Society

Summary Page 2

Staff Comments/Conditions:

None



**Capital Assistance Application for 2015
Childcare Grants Program**

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

Society: Sea Island Community Association

Title: Burky's Preschool Room Furniture Update Grant Application

Amount: \$6,290.00

Purpose: Furnishings

This grant will allow us to service the families attending Burky's preschool with quality products. Tables, chairs and rolling storage units would be a priority for the Hall, Followed by a chalk board, dramatic play furniture and califone listening centre.

Service Delivery Benefits:

The grant will allow us to be able to update the current furnishings/equipment. We currently serve the community of Burkeville with 11 families attending the preschool. This new equipment/furnishings will allow us to provide up to date educational material for the students at Burky's preschool

Beneficiaries:

Families wishing to access our preschool program will benefit from a newly equipped preschool room. Other programs for preschool aged children as well will benefit as the tables are adjustable and the shelving units can be used as additional storage space. The Burkeville preschool program has not been updated in over 25 years and the children will get the opportunity to benefit from the new equipment.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,000.00

Recommendation: To purchase new play equipment and furnishings

Staff Comments/Conditions:

Capital Assistance for 2015

Sea Island Community Association

Summary Page 2

None

Society: Society of Richmond Children's Centres

Title: Terra Nova Outdoor Improvements

Amount: \$7,980.00

Purpose: Playground

To revitalize and add play value and plantings to the Terra Nova Children's Centre playground.

Service Delivery Benefits:

This is one of the City's oldest centres and its outdoor play space has been slowly modified and improved over the last several years by the SRCC. As each area has been done, new fence, new play house, re-paving, new gravel pit etc. the areas have not been cohesive and tied together. The play structure cannot be altered but can be improved. The addition of green plantings will give a more natural feel to the yard. Paul Dirks has been engaged and has a vision for improvements that will give Terra Nova Children's Centre a play space that will upgrade some sections so they work better and more safely and will serve children well and update the space visually.

Beneficiaries:

The children, staff and families attending Terra Nova Children's Centre now and in the future will benefit as will the SRCC and the City by the good stewardship of a public asset.

Partners (if applicable):

The SRCC budgets annually to keep its facilities upgraded and in good repair. The SRCC has invested thousands of dollars on this play space and will continue to do so as required.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital

Capital Assistance for 2015

Society of Richmond Children's Centres

Summary Page 2

GRANT RECOMMENDATIONS

Recommended
Amount: \$4,000.00

Recommendation:

Staff Comments/Conditions:



**Capital Assistance Application for 2015
Childcare Grants Program**

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

Society: Society of Richmond Children's Centres

Title: Bowling Green Equipment

Amount: \$3,314.88

Purpose: Equipment

The purpose of this application is to renew and replace some equipment at Bowling Green Road Children's Centre and to provide a more cohesive "look" across all SRCC Centres

Service Delivery Benefits:

These funds will allow the SRCC to provide Bowling Green with updated equipment that is in line with the equipment in the newer centres. It will allow us to add Natural Pod elements to BGR thereby enhancing quality.

Infant and Toddler equipment is specialized and specific and often expensive. This grant will allow the Infant/Toddler program at Bowling Green to add new play value inside and outdoors.

A recent Licensing report highlighted outdoor equipment that was out dated and in need of replacement. All that equipment has been removed and the SRCC is committed to renewing the outdoor space at Bowling Green so it can be accessible and of high quality.

Beneficiaries:

All 63 children attending Bowling Green Road Infant/Toddler and 3-5 programs will benefit as well as the whole of the SRCC in making our environments more connected and of similar quality.

Partners (if applicable):

The SRCC has two fundraising initiatives 1) A Direct Drive program and 2) an annual Art Auction. These additional revenues are used to enhance quality in our programs. The SRCC budgets every year to continuously upgrade and replace equipment. Grants such as this allow us to do more than our limited funds allow.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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Capital Assistance for 2015

Society of Richmond Children's Centres

Summary Page 2

2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended
Amount: \$3,000.00

Recommendation:

Staff Comments/Conditions:

Society: Society of Richmond Children's Centres
Title: West Cambie Equipment
Amount: \$1,480.25
Purpose: Equipment

This grant is primarily for equipment / furnishing / playground improvements for the new West Cambie preschool with one item of equipment for West Cambie Infant program.

Service Delivery Benefits:

West Cambie preschool opened in September of 2014 having been delayed due to the space being used to temporarily house Cook Road Children's Centre. The playground is a small, rubber surfaced, roof top space that cannot bear much load. It is in dire need of added play value for the children who attend 4 hours per day.

The preschool was not equipped when West Cambie opened and has had a limited start up budget due to other SRCC commitments so the light table would be a welcome additon to the discovery area.

The final item is for West Cambie Infants

Beneficiaries:

The 22 children in preschool as well as the 12 children in the Infant Program will benefit from the equipment in this grant.

Partners (if applicable):

The SRCC has two main fundraisers 1) A Direct Drive campaign and 2) An annual art auction. In addition the SRCC budgets each year to replace and renew equipment.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended
Amount: \$1,000.00

Recommendation:

Staff Comments/Conditions:

Society: Thompson Community Association**Title: Nature Preschool Out Space****Amount: \$78,250.00****Purpose: Equipment**

Currently, children at Terra Nova Nature School have no formal place to change from their outdoor wear to their indoor clothing as there is no cubby area available within the Cottage. As children are outdoors for long periods of time, their clothing is wet and muddy and often children need to remove their undergarments as well. This grant will help to build an outbuilding where children and staff can store their backpacks, keep their outdoor clothing and change into their dry clothes. The space will be sheltered, organized, and cozy with features such as an electric fireplace, ample hooks and bins, and communal bench seating. Furthermore, this easy to clean space will be designed for activities that support gardening and outdoor learning, with an adjoining wash produce wash-station; child-height troughs; a hand pump water cistern; composting station; and boot scrapers at the doors! A patio area to one side of the building will be home to a 'camp-fire' type circle of tree stumps where children will gather for singing and story-telling. Environmental sustainability will be supported by the use of rain-barrels, a grey-water system, and by welcoming plenty of natural light through windows and skylights.

Service Delivery Benefits:

The outbuilding is crucial for the success of Nature School, as the routine of changing from outdoor gear to indoor wear is a very prominent part of the program. In a well-designed space, children will be able to develop self-help and organizational skills in an experiential way. As well, in keeping with the core values of the school, environmental stewardship, gardening, and healthy eating habits will be supported and actively shared with the families.

Beneficiaries:

Capital Assistance for 2015

Thompson Community Association

Summary Page 2

Preschool families will benefit from the building on a daily basis throughout the year. Other programs, including parent and tot as well as many school age (ages 5-18) variety programs will also use the Outbuilding during their classes.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$10040.00	Child Care Capital
2008	\$50000.00	Parks, Rec and Community Events
2010	\$0.00	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended
Amount: \$10,000.00

Recommendation: For purchase of equipment and furnishings

Staff Comments/Conditions:

To be used for the purchase of indoor and outdoor equipment and furnishings and not toward building construction costs



**Capital Assistance Application for 2015
Childcare Grants Program**

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

Society: Thompson Community Association

Title: Rompers Preschool Playground Upgrades

Amount: \$10,729.85

Purpose: Playground

With the increase in capacity and possibility of a two year old program starting in September 2015, the grant would assist with a much needed upgrade to the playground equipment which is over 20 years old.

Service Delivery Benefits:

The grant funds will be utilized to purchase new outdoor equipment which would enhance gross motor development and exploration for children across all developmental abilities.

Beneficiaries:

The funds received from the grant will directly benefit the children (present and future) enrolled in the Rompers Preschool who utilize the outdoor play space.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$10040.00	Child Care Capital
2008	\$50000.00	Parks, Rec and Community Events
2010	\$0.00	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$8,000.00

Recommendation: For outdoor play equipment

Capital Assistance for 2015

Thompson Community Association

Summary Page 2

Staff Comments/Conditions:

None

Society: Volunteer Richmond Information Services Society
Title: Safe Spaces - Bullying Prevention Program
Amount: \$10,000.00
Purpose:

To provide child care providers with the strategies and tools that they need to teach young children pro-social and emotional vocabulary and skills identified as essential in preventing bullying behaviours.

Service Delivery Benefits:

Safe Spaces is an evidence-based, developmentally appropriate, holistic and integrated approach that is designed for educators to implement this program. 4 kits containing tools and props for teaching this approach will be produced and available through our RCCRRC lending library.

Beneficiaries:

This intensive program will be offered to Early Childhood Educators in pre-school, infant and toddler, and school age centres. Each series of 4 sessions will consist of two three-hour practical components and two full-day training sessions for a total of 20 hours of professional development. As the ages and stages of child development differ for each of age group, we will offer two training opportunities to 3 -5 programs, 1 for infant and toddler programs and one to school age programs for a total of 16 individual sessions.

Partners (if applicable):
MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10000.00	Professional and Program Development
2006	\$0.00	Parks, Rec and Community Events
1998	\$0.00	Parks, Rec and Community Events

Program and Professional Development Assistance for 2015

Volunteer Richmond Information Services Society

Summary Page 2

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000.00

Recommendation: To deliver Safe Spaces (anti-bullying) training to Early Childhood Educators

Staff Comments/Conditions:

To be used to assist with training costs and subsidies for child care providers to attend this training



**Capital Assistance Application for 2015
Childcare Grants Program**

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

Society: West Richmond Community Association

Title: Gilmore Out of School Care Capital Grant Proposal

Amount: \$5,967.64

Purpose: Furnishings

To reevaluate the needs of our childcare program, specifically dealing with the physical environment and our need for new furnishings.

Service Delivery Benefits:

By refurbishing our program space we can create a more welcoming environment. We can provide a more safe and modern space for children to explore and interact.

Beneficiaries:

First and foremost the children will benefit from the grant because of the two new areas we will create: a quiet reading area and a building (blocks) area. The staff will benefit from the program with the upgrade to our oven and dishwasher as well as the upgrade to our organized office space. Parents of the children in programs will benefit from the grant by seeing the tangible changes in their child's childcare facility.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000.00

Recommendation: To purchase new furnishings and equipment

Staff Comments/Conditions:

None



To: General Purposes Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: **2015 Health, Social and Safety Grants**

Date: January 15, 2015
File: 03-1085-01/2015-Vol
01

Staff Recommendation

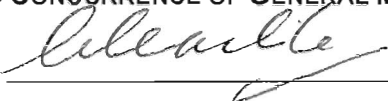

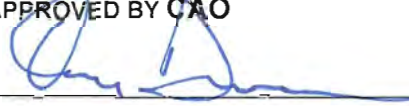
That, as per the report from the General Manager of Community Services, dated January 7, 2015:

1. Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$562,449;
2. The following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:
 - Canadian Mental Health Association, Richmond Branch
 - Chimo Community Services
 - Family Services of Greater Vancouver
 - Richmond Addiction Services Society
 - Richmond Family Place Society
 - Richmond Multicultural Community Services
 - Richmond Youth Service Agency
 - Volunteer Richmond Information Services Society
3. The following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:
 - Big Brothers of Greater Vancouver
 - Big Sisters of BC Lower Mainland
 - Turning Point Recovery Society
4. The following applicants be approved for the third year of a three-year funding cycle:
 - Chinese Mental Wellness Association of Canada
 - Heart of Richmond AIDS Society
 - Richmond Mental Health Consumer and Friends Society
 - Richmond Society for Community Living
 - Richmond Women's Resource Centre



Cathryn Volkering Carlile
General Manager, Community Services

Att. 2

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

Staff Report

Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

This report supports Council's Term Goal #2 Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

This report provides information and recommendations pertaining to the 2015 Health, Social and Safety Grant Program.

Findings of Fact

2015 Health, Social and Safety Grant Budget

The 2015 Health, Social and Safety (HSS) Grant Budget is \$563,986, including a 1% Cost of Living increase over last year's budget, as per the City Grant Policy (3712).

Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November, 2014 advising the community that applications were being accepted for 2015 City Grant Programs until November 14, 2014. The notices also informed the community that a Web-based Application System was available to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system. A Grant Application User Guide, HSS Program Guidelines and the Social Development Strategy were also posted on the City website and circulated to the RCSAC, as well as by request.

In the HSS category, a total of 35 applications were received for a total request of \$822,434. A table outlining requests and recommended 2015 allocations is provided in Attachment 1. Grant Application Summary Sheets, generated from applicant information provided in the web-based system are found in Attachment 2, as well as staff recommendations and comments.

As indicated in the HSS Grant Program guidelines, all proposals must demonstrate that primarily Richmond residents will be served to be considered eligible. While some applicants serve wider geographic areas (e.g., Family Services of Greater Vancouver; Canadian Mental Health Association, Vancouver-Burnaby Branch), all requests were to support operations and programs serving primarily Richmond residents.

Late Applications

One HSS application was received after the November 14, 2014 deadline, from the Arthritis Society, B.C. & Yukon Division, which had last received a grant two years ago. As the City Grant Policy indicates that no late applications are accepted, information regarding this application is not included in the Attachments.

New Applications

Three applications were received from organizations that had not previously applied for a City Grant: MS Society of Canada, Lower Mainland chapter; Muscular Dystrophy Canada; and the D.A.R.E. BC Society.

Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Services Department, reviewed the 2015 Health, Social & Safety applications. Recommended allocations were determined by the committee rather than individual reviewers.

Analysis

Health, Social & Safety Grant Application Information, 2013 – 2015

Numbers of applications, allocations (2013/2014) and recommendations (2015) are:

Previous HSS Applications, Allocations (2013/14) and Recommendations (2015)*			
	2013	2014	2015
Total number of applications	35	35	35
New applicants	3	3	3
Late applications	0	0	1
Grants denied (did not meet criteria)	1	2	3
Partial amount of request recommended	24	25	28
Full amount of request recommended	10	8	4
Minor request (\$5,000 or less)	11	11	14
Total amount requested	\$997,903	\$834,631	\$822,434
Total budget	\$547,453	\$558,402	\$563,986
Total HSS allocated	\$546,054	\$556,455	TBD**

*some categories overlap; numbers are not meant to be totalled

**subject to Council approval

Reasons for Partial or No Funding

Most applicants (80%) are recommended for partial rather than full funding. Principal reasons for partial funding are:

- the City supports, but is not a primary funder, of non-profit organizations, whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations and fundraising efforts, and;
- the total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

Other reasons for recommending partial or no funding include, but are not limited to:

- Programs previously funded by other levels of government
- Funding responsibility lies in other jurisdictions
- Other funding partners have not been sought
- Insufficient community benefit demonstrated
- Lack of partnerships
- Duplication of service
- Unaccounted surplus
- Fee-based (user pay) budget should be used
- City provides other forms of support to the organization
- Quality, including completeness, of the application

Minor/Major Grant Requests

In response to stakeholder requests to make application requirements less onerous for those seeking smaller grants, two streams of applications have been established; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. If applying for a minor grant, applicants are required to complete fewer sections of the application. The full application form is required for major grants or the first year of three-year funding cycle requests.

In the Health, Social & Safety category, 14 organizations applied for grants of \$5,000 or less:

- ALS Society of BC
- Boys & Girls Clubs of South Coast BC
- Canadian Red Cross Society
- Children of the Street Society
- Mennonite Brethren Church (previously applied as Richmond Bethel Church)
- Minoru Seniors Society
- Muscular Dystrophy Canada

- MS Society of Canada, Lower Mainland Chapter
- Pacific Post-Partum Support Society
- Richmond Amateur Radio Club
- Richmond Carefree Society
- Richmond Mental Health Consumer and Friends Society
- Richmond Poverty Response Committee
- Touchstone Family Association

Multi-Year Funding Request

As part of the City Grant Policy, adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years, for the same purpose, have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than assured, for three-year cycles. Council, therefore, reviews recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years, fewer questions must be completed.

The number of three-year cycles initiated each year has been staggered to balance yearly intake of full applications. As the first multi-year cycle, initiated for 2012 grants, has now been completed, several long-term grant recipients have applied to enter another multi-year cycle. Three additional applicants requested entering the cycle but did not qualify (Canadian Red Cross, Children of the Street Society and Minoru Seniors Society).

On-line Application System

In adopting the City Grant Policy in 2011, Council also requested that:

Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.

The Web-based City Grant Application system was launched in September 2013 to receive on-line applications for 2014 City Grant Programs (Arts & Culture; Child Care; Health, Social & Safety; and Parks, Recreation & Community Events). Prior to launch, the system was tested by community groups that had previously received City Grants; response was positive, and several revisions were made based on user feedback.

The on-line grant system is still being refined, based on both applicant and administrator experience. Information Technology staff assisted applicants with web-based challenges that were encountered. Some processes presenting difficulties were corrected as they arose, while others will be rectified for the 2016 Grant Programs. For the 2015 Grant Programs, applicants were able to duplicate information from their 2014 application, then edit as required. This constituted a considerable time-saver for those applying for the same purpose. Also initiated for this cycle was the ability to submit previous grant use reports into the web-based system. Further refinements will be undertaken for the 2016 Programs.

Financial Impact

The 2015 Health, Social and Safety Grant Program budget is \$563,986. A total of \$562,449 is recommended for disbursement (Attachment 1).

Conclusion

The Health, Social and Safety Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. The Web-based Application System has resulted in considerable time savings for applicants, and will be refined further for the 2016 process. Staff recommend that 2015 Health, Social and Safety Grants be allocated as indicated (Attachment 1) for the benefit of Richmond residents.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls

- Att. 1: 2015 Health, Social and Safety Grant Recommendation
2: 2015 Health, Social and Safety Grant Report Summaries

Health, Social and Safety Services - Recommended Grant Allocations - 2015						
APPLICANT NAME	2014 GRANT	2015 REQUEST	2015 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Amyotrophic Lateral Sclerosis Society of British Columbia	\$ 3,000	\$ 5,000	\$ 3,030	Single Year	To support the Equipment Loan Program for Richmond residents. Same funding level as last year plus CoL increase.	1
Big Brothers of Greater Vancouver	\$ 4,590	\$ 10,000	\$ 4,636	Multi-Year: Year 2	To support matches of Big and Little Brothers. Same funding level as last year plus CoL increase.	5
Big Sisters of BC Lower Mainland	\$ 4,590	\$ 8,000	\$ 4,636	Multi-Year: Year 2	To support matches of Big and Little Sisters. Same funding level as last year plus CoL increase.	8
Boys and Girls Clubs of South Coast BC	\$ 2,550	\$ 5,000	\$ 3,000	Single Year	To support afterschool program costs for high need and other families at Mitchell Elementary. Increased level due to need and benefit for community underserved by afterschool care.	11
Canadian Mental Health Association, Richmond Branch	\$ 34,000	\$ 44,000	\$ 34,340	Multi-Year: Year 1	To assist with the Meal Program and operating expenses, supporting those with serious and persistent mental illness. Same funding level as last year plus CoL increase.	14
Canadian Mental Health Association, Vancouver-Burnaby Branch	\$ 6,000	\$ 13,200	\$ 6,060	Single Year	To support staff costs of the Super Saturday Club for children of parents with serious and persistent mental illness or addictions. Same funding level as last year plus CoL increase.	17
Canadian Red Cross Society	\$ 4,000	\$ 4,500	\$ 4,040	Single Year	To support staffing costs for the technician/volunteer trainer at the Richmond equipment depot. Same level as last year plus CoL increase.	20
Children of the Street Society	\$ 1,000	\$ 5,000	\$ 1,010	Single Year	To support program expenses of sexual exploitation prevention workshops in Richmond schools. Same level as last year plus CoL increase.	23
Chimo Community Services	\$ 47,940	\$ 50,000	\$ 48,419	Multi-Year: Year 1	To support Chimo's crisis response services, community engagement, outreach and advocacy programs. Same level as last year plus CoL increase.	26
Chinese Mental Wellness Association of Canada	\$ 9,051	\$ 35,925	\$ 9,142	Multi-Year: Year 3	To support mental wellness social activities and referrals to other community services. Same level as last year plus CoL increase.	29
D.A.R.E. BC Society*	n/a	\$ 11,000	\$ -	N/A	No grant recommended as the program is operating in significant deficit, and other Richmond funders not confirmed. Primarily City funding has been sought.	31
Family Services of Greater Vancouver	\$ 46,600	\$ 52,000	\$ 47,066	Multi-year: Year 1	To support the Counselling, Support and Therapeutic Education program, available to all residents on a sliding fee scale. Same level as last year plus CoL increase.	34
Heart of Richmond AIDS Society	\$ 10,404	\$ 12,000	\$ 10,508	Multi-year: Year 3	To support programs for those with HIV/AIDS and families, as well as education/prevention services. Same level as last year plus CoL increase.	37

Health, Social and Safety Services - Recommended Grant Allocations - 2015						
APPLICANT NAME	2014 GRANT	2015 REQUEST	2015 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Mennonite Brethren Church of British Columbia	\$ 2,550	\$ 5,000	\$ 2,576	Single Year	To assist with supplies for free Food for Life community meal. Same level as last year plus CoL increase.	39
Minoru Seniors Society	\$ 3,500	\$ 4,964	\$ 3,535	Single Year	To support program costs of the Intergenerational Greenhouse Social Project. Same level as last year plus CoL increase.	42
MS Society of Canada, Lower Mainland Chapter*	n/a	\$ 2,000	\$ -	n/a	No grant recommended as activities duplicate those offered by the Richmond Centre for Disability, and partnership with RCD is not confirmed.	45
Multicultural Helping House Society	\$ 8,323	\$ 48,855	\$ 8,406	Single Year	To support the Health & Wellness Program for seniors and live-in caregivers. Same level as last year plus CoL increase.	48
Muscular Dystrophy Canada*	n/a	\$ 5,000	\$ -	Single Year	No grant recommended as request is to fund mobility grants to individuals, and grants are not an eligible use under Program Guidelines.	51
Pacific Post Partum Support Society	\$ 1,500	\$ 4,800	\$ 1,515	Single Year	To assist with childminding to enable those with post partum depression to access support services. Same level as last year plus CoL increase.	55
Parish of St. Alban's (Richmond)	\$ 10,000	\$ 36,210	\$ 12,500	Single Year	To support the Extreme Weather Shelter, Drop-in Centre, Community Meal and Shower Program. Increased level due to increased demand plus addition of shower program.	58
Richmond Addiction Services Society	\$ 202,345	\$ 218,000	\$ 204,368	Multi-Year: Year 1	To prevent the impact and consequences of substance use/misuse, gambling and other addictive behaviours. Same level as last year plus CoL increase.	61
Richmond Amateur Radio Club	\$ 1,530	\$ 2,200	\$ 1,545	Single Year	To assist with equipment repair and replacement, as well as volunteer expenses. Same level as last year plus CoL increase.	64
Richmond Carefree Society	\$ 5,000	\$ 5,000	\$ 5,000	Single Year	To support a twice-weekly playgroup for local families with special needs children. Same level as last year for the full amount requested.	67
Richmond Family Place Society	\$ 24,480	\$ 30,000	\$ 24,725	Multi-Year: Year 1	For preventative services and support programs for families with children birth to 12 years. Same level as last year plus CoL increase.	70
Richmond Food Bank Society (for Richmond Poverty Response Committee)	\$ 5,000	\$ 5,000	\$ 5,000	Single Year	To raise awareness about the cause and impact of poverty and support the Rental Connect Program transition to Chimo. Same level as last year for the full amount requested.	73
Richmond Food Security Society	\$ 5,000	\$ 15,000	\$ 5,050	Single Year	Operating assistance for workshops and programs targeting at-risk youth, seniors, low-income, etc. Same level as last year plus CoL increase.	77
Richmond Hospice Association	\$ 7,140	\$ 20,000	\$ 7,211	Single Year	Operating assistance for palliative support programs. Same level as last year plus CoL increase.	80

Health, Social and Safety Services - Recommended Grant Allocations - 2015

APPLICANT NAME	2014 GRANT	2015 REQUEST	2015 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Richmond Mental Health Consumer and Friends Society	\$ 3,641	\$ 5,000	\$ 3,677	Multi-Year: Year 3	Operating assistance to provide supported employment to mental health consumers. Same level as last year plus CoL increase.	83
Richmond Multicultural Community Services	\$ 10,404	\$ 15,000	\$ 10,508	Multi-Year: Year 1	Operating assistance to support immigrant, refugee and welcoming community programs. Same level as last year plus CoL increase.	85
Richmond Society for Community Living	\$ 14,280	\$ 14,280	\$ 14,280	Multi-Year: Year 3	To support the Family Resource Program supporting families of those with developmental disabilities. Same level as last year, for the full amount requested.	88
Richmond Women's Resource Centre	\$ 15,606	\$ 54,000	\$ 15,762	Multi-Year: Year 3	To support women's programs and services including skills training and support groups. Same level as last year plus CoL increase.	90
Richmond Youth Service Agency	\$ 12,500	\$ 15,000	\$ 12,625	Multi-Year: Year 1	To support the Richmond Youth Centre Activities Youth Worker position. Same level as last year plus CoL increase.	92
Touchstone Family Association	\$ 4,000	\$ 4,000	\$ 4,000	Single Year	To support the Street Smarts Program addressing gang violence amongst youth. Same level as last year for the full amount requested.	95
Turning Point Recovery Society	\$ 5,865	\$ 12,500	\$ 5,924	Multi-Year: Year 2	To support the Domestic Violence Substance Abuse Program offered to residents of Richmond Turning Point facilities. Same level as last year plus CoL increase.	98
Volunteer Richmond Information Services Society	\$ 37,975	\$ 45,000	\$ 38,355	Multi-Year: Year 1	Operating assistance for volunteer, charitable and information programs. Same level as last year plus CoL increase.	101
Totals	\$ 554,364	\$ 822,434	\$ 562,449			
Total Available		\$ 563,986	\$ 563,986			
Remaining		-\$ 258,448	\$ 1,537			

* New Applicant



Grant Application Summary for 2015 Health, Social & Safety Program

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

Society: Amyotrophic Lateral Sclerosis Society of British Columbia

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Equipment Loan Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): January 1, 2014 **End Date (if applicable):** December 31, 2014

Number To Be Served: 300 ALS patients and their families

Richmond Residents: 15 patients and their families

Grant Request Summary:

Given the City of Richmond history of support for health care programs in the community, especially for capital projects, I ask you to please consider supporting the ALS Society of BC's Equipment Loan Program (ELP) with a grant in the amount of \$5,000.

ALS is a costly disease in its later stages, demanding both extensive nursing care and expensive equipment. The average equipment cost per patient is \$140,000. As the affected families cope with the prospect of advancing disability and death, it consumes their emotional and financial reserves. On the broader scene, the health-care system has been pushed to the limit and usually unable to cover the costs of care.

The ELP supports ALS patients by providing the required equipment at any stage of their disease. We provide crucial mobility items such as walkers, scooters manual and power tilt wheelchairs, and communications devices to give back a voice taken by ALS. All of the equipment is provided at no cost.

The Society has committed to delivering the equipment within 48 hours upon receipt of prescription from a healthcare professional. The ALS Society of BC ensures that equipment inventory is complete and accurate so that equipment requested is provided on time. The life years after diagnosis, thus it is important to provide this expectancy of an ALS patient is between two to five equipment as soon as possible.

The support of the City of Richmond to ELP will help the Society provide patients' mobility and ability to communicate while allowing patients and their families to have the best quality of life possible while dealing with ALS. This support helps remove some of the financial burden that ALS families face, and gives them the opportunity to allocate their finances towards other aspects of ALS care giving. The \$5,000 grant will be used to purchase one electric patient floor lift at \$4,000 and a Roho Section for \$1,000.

Richmond Services Received by Your Organization:

Every month of June, the ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond. This walk is the biggest Walk for ALS in British Columbia. The Walk for ALS in Richmond raises an annual revenue of \$100,000 for patient services and research.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,820,698.00	1,782,325.00
Total Expenses:	1,720,297.00	1,674,221.00
Annual Surplus or (Deficit):	100,401.00	108,104.00
Accumulated Surplus or (Deficit):	2,014,026.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In 2013, the Society had a cash annual surplus of 100,401. The expenses however, did not include the 132,439 worth of equipment purchased in 2013 as the items were capitalized.

Current Year:

For 2014 Budget, the Society has forecasted a revenue surplus of over 100,000. The Society aims to allocate the surplus funds to ALS research. It is the goal of the Society to double revenue by 2017 so that 50% of the revenue raised will go to ALS research.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus of 2,014,026 represents the Society's endowed and reserve funds. The endowed funds are externally restricted donations received by the Society where the endowed principal is invested. The investment income generated from these endowed funds remains in the fund. A spending rule is applied to calculate payouts to be used in accordance with the various purpose established by the donors. The Society ensures that all funds received with a restricted purpose are expended for the purpose of supporting the Society's activities in the event of a cash flow decline.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$3,000.00	Health, Social & Safety
2013	\$0.00	Health, Social & Safety

PROPOSED CITY GRANT USE

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	\$4,400.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$4,400.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	BC Gaming Grant Application	Amount	\$100,000.00
Funder 2 Name	Maple Ridge Community Foundation	Amount	1000.00
Funder 3 Name	Nanaimo Community Foundation	Amount	10000.00

Amount Your Society will Provide: **\$250,000.00**

Total Proposed Budget: **\$563,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$3,030

Recommendation: To support the Equipment Loan Program for Richmond residents. Same funding level as last year plus CoL increase.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Big Brothers of Greater Vancouver

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$10,000

Proposal Title: 2015 Big Brothers of Greater Vancouver Proposal

Number Served: Richmond Residents:

Grant Request Summary:

This year, Big Brothers of Greater Vancouver (BBGV) will continue delivering our traditional Big Brothers Mentoring Program (aka Community Program) and our Teen Mentoring Program in the City of Richmond.

The demand for our Community Program continues to grow and your support is needed. This program matches responsible and caring adult male volunteer mentors one-to-one with at-risk boys (age 7-14) who lack a positive male role model. Our Community Program waitlist has grown to 16 children waiting to be matched with a Big Brother. Our wait time has increased from 1 year to 1.5/2 years in Richmond due to growing community need. For the first time, we need to put families interested in enrolling their children on hold as our waitlist has grown so large.

BBGV will continue our strong partnerships with Richmond secondary and elementary schools to deliver the Teen Mentoring Program, where a Teen "Buddy" mentors a younger child in a one-on-one friendship.

The community benefits of our programs are well documented. A recent Big Brothers Big Sisters Canada study showed that mentoring allows children to develop higher levels of self-confidence, have more positive attitudes toward school, and improve their relationships with adults. Our programs also serve the volunteer mentors, the children's families, and the community at large. A recent Boston Consulting Group study found that every \$1 invested in our mentoring programs generates an average of \$18 in social return. Mentored children earn on average more than non-mentored children in their adult working lives, are more likely to participate in philanthropy and volunteer, have better life skills and higher levels of well-being. Volunteer mentors feel immense personal reward, increase in self-esteem, and experience more productivity at work. Children's families also benefit from better dynamic resulting from improvements in children's

behavior and attitude. These empowering processes bring the entire community closer.

Changes that will impact grant use:

N/A; No changes that will impact grant use.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,013,940.00	2,210,300.00
Total Expenses:	2,013,052.00	2,209,000.00
Annual Surplus or (Deficit):	888.00	1,300.00
Accumulated Surplus or (Deficit):	97,641.00	98,941.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

N/A

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

Less than one month of expenses.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$4,590	Health, Social & Safety
2013	\$4,500	Health, Social & Safety
2012	\$4,500	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$4,636

Recommendation:

To support matches of Big and Little Brothers. Same funding level as last year plus CoL increase. Recommending Year 2 of multi-year funding cycle.

Staff Comments /

Conditions:

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Big Sisters of BC Lower Mainland

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$8,000

Proposal Title: Big Sisters Mentoring Programs in the City of Richmond

Number Served: Richmond Residents:

Grant Request Summary:

Big Sister Mentoring Program: matches girls (ages 7-17) with a volunteer Big Sister in a one-to-one mentoring relationship. Each match meets once a week for 2 to 4 hours for a minimum of one year. We request a minimum one year commitment from our matches; our average match length is 2.5 years which demonstrates the importance of this relationship for not only the Little Sister, but the Big Sister as well. The Big Sisters Mentoring Program is one of Big Sisters' core programs and as such is an ongoing program. From January - September 2013 we have served 12 girls from the City of Richmond in the Big Sisters Mentoring Program.

Big Sister Mentoring Program Timeline

January 2014 ~ December 2014

- To market the Big Sister program for the purpose of recruiting Big Sister volunteers, with particular attention to culturally diverse groups.
- To screen and assess potential Big Sister volunteers to determine if they are appropriate for the program.
- To train and provide counseling, resources and workshops to Big Sister volunteers to enable them to be effective mentors.
- To assess Little Sisters and their families to determine specific needs in order to match with an appropriate mentor.
- To provide Child Safety training to volunteers, Little Sisters and their parents/guardians
- To make, maintain and monitor each match to ensure child safety and that matches reach, at minimum, their initial commitment.
- To provide counseling and support to each Big Sister match (volunteer, Little Sister,

parent/guardian) to ensure successful, healthy relationships.

- To provide fun, educational, multicultural, and community-orientated group activities to enrich the mentoring relationships of our Big and Little Sisters.

Key Program Objectives:

- Increasing self-esteem
- Increasing confidence
- Encouraging positive and healthy behavior
- Encouraging girls to reach their full potential
- Facilitate girls to effectively communicate their feelings
- Improving well-being
- To provide a

Changes that will impact grant use:

From January to September 2014 we have served 18 girls in our Big Sisters Mentoring Program and 8 girls in our Study Buddy Program from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,251,877.00	1,544,975.00
Total Expenses:	1,270,642.00	1,544,975.00
Annual Surplus or (Deficit):	(18,765.00)	0.00
Accumulated Surplus or (Deficit):	219,519.00	219,519.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Salaries increased due to the addition of a new fundraising and donor database support person in August and a new counseling position in September.

Current Year:

Note that totals provided above for 2014 are budgeted, not actuals, as the year is not complete yet. We're expecting a deficit in 2014 due to shortfalls of approximately 100,000 in our fundraising events revenues (in particular, reduced corporate donations). One of our United Way grants was significantly reduced for the July 2014-June 2015 funding year. We expected to hire new fundraising staff early in the year to increase revenues, but they were not hired until September/October.

Explanation for Accumulated Surplus or (Deficit):

Over the years we have accumulated surpluses from a variety of revenue sources, such as fundraising events and individual and corporate donations.

In some years we receive more generous donations and have more successful fundraising events due to various economic and environmental factors.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$4,590	Health, Social & Safety
2013	\$4,500	Health, Social & Safety
2012	\$4,500	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$4,636

Recommendation: To support matches of Big and Little Sisters. Same funding as last year plus CoL increase. Recommending Year 2 of multi-year funding cycle

**Staff Comments /
Conditions:** None



Grant Application Summary for 2015 Health, Social & Safety Program

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

Society: Boys and Girls Clubs of South Coast BC
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Boys and Girls Club Services at Mitchell Elementary
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 100
Richmond Residents: 100

Grant Request Summary:

We are seeking support from the City of Richmond to support the after-school program offered by Boys and Girls Clubs at Mitchell Elementary School in East Richmond. Programs are currently offered after school 4 days per week for students aged 6 through 12, and a preteen evening program will again be offered once a week starting in January 2015. 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. At BGC, no one is ever turned away due to an inability to pay, ensuring that all children and families can access our programs.

Club members benefit, as they are supported to become engaged in positive, constructive activity during their out-of-school time. The parents and/or caregivers of the participants benefit from accessing affordable, high quality after-school programming for their children. In the long term, the neighbourhood will be safer and healthier as a result of the positive impacts the Club programs have on community members.

Richmond Services Received by Your Organization:

We received a \$2,550 City Grant in 2014, but receive no other services from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	9,912,396.00	9,983,188.00

Health, Social & Safety 2015
Boys and Girls Clubs of South Coast BC

\$5,000 or Less Single Year
Summary Page 2

Total Expenses:	10,101,017.00	10,132,255.00
Annual Surplus or (Deficit):	(188,621.00)	(149,067.00)
Accumulated Surplus or (Deficit):	1,942,051.00	1,792,984.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Actual operations resulted in a surplus. The deficit only arose when non-cash items (e.g., amortization of property and equipment) were taken into account.

Current Year:

Operations are again anticipated to result in a surplus, with a deficit forecast when non-cash items are taken into account.

Explanation for Accumulated Surplus or (Deficit):

Sound fiscal management for over 75 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$2,550.00	Health, Social & Safety
2013	\$2,500.00	Health, Social & Safety
2012	\$2,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$67,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$6,900.00
Utilities and Telephone	\$600.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$4,000.00
Local Travel	\$1,200.00
Other	\$9,300.00

Insurance - \$1,700;

Staff Training - \$100;

Health, Social & Safety 2015
Boys and Girls Clubs of South Coast BC

\$5,000 or Less Single Year
Summary Page 3

Administration - \$7,500

TOTAL \$89,500.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	United Way of the Lower Mainland	Amount	\$60,000.00
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Funder 2 Name	Province of BC - Gaming	Amount	4800.00
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Funder 3 Name	Memberships & Program Fees	Amount	4600.00
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Amount Your Society will Provide: **\$15,100.00**

Total Proposed Budget: **\$89,500.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$3,000

Recommendation: To support afterschool program costs for high need and other families at Mitchell Elementary. Increased level due to need and benefit for community underserved by afterschool care.

Staff Comments / Conditions:

None



**Grant Application for 2015
Health, Social & Safety Program**

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

Society: Canadian Mental Health Association, Richmond Branch

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$44,000

Proposal Title: Pathways Clubhouse

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 390

Richmond Residents: 380

Grant Request Summary:

The grant will be used to subsidize our Meal Program, rent costs, and operating costs.

Pathways Clubhouse is an evidence based, community rehabilitation program for people recovering from a mental illness, and we are open every day of the year. We provide a day program, housing, employment, volunteer, social, community support, physical wellness and public education services.

The majority of our members are living on disability benefits, and having a nutritional meal is essential to assist with their mental and physical wellness. The grant would support subsidizing meal costs with last year having over 16,000 meals served.

We have been at our present location for 12 years, are close to public transit, which the majority of our members use. This past year our rent increased by \$10,000.

Richmond Services Received by Your Organization:

Permissive tax exemption - \$6,510 - Housing Complex

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,668,702.00	2,691,865.00

Health, Social & Safety 2015**Over \$5000****Multi Year - Year 1****Canadian Mental Health Association, Richmond Branch****Summary Page 2**

Total Expenses:	2,677,402.00	2,708,389.00
Annual Surplus or (Deficit):	(8,700.00)	(16,524.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

BC Housing adjusted the prior year's financial operations - 34,449.

Current Year:

Amortization this fiscal year is 16,524.00.

Explanation for Accumulated Surplus or (Deficit):

-

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$34,000	Health, Social & Safety
2013	\$34,000	Health, Social & Safety
2012	\$34,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$20,000.00
Utilities and Telephone	\$2,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$22,000.00

Subsidize Meal Program

TOTAL \$44,000.00**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Green Shield	\$5,000
Funder 2 Name	Vancouver Coast Health - Richmond	\$161,456

\$9,148

\$42,000.00

\$261,604.00

None



**Grant Application for 2015
Health, Social & Safety Program**

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

Society: Canadian Mental Health Association, Vancouver-

Grant Type: Over \$5000 Single Year

Grant Request: \$13,200

Proposal Title: Super Saturday Club Kids Program-serving families in Richmond

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 36

Richmond Residents: 36

Grant Request Summary:

Our grant request is for partial funding for one of the three groups of the Super Saturday Club Kids Program we serve in Richmond. It is part of the Child and Youth Program of the Canadian Mental Health Association. Super Saturday Club supports 36 kids of parents with serious and persistent mental illness or addiction problems. This is a long-term, recreation-based program. They are all residents of Richmond, ages 8-14. The majority of the kids are from immigrant families with very low income.

There are absolutely no barriers and no cost for the children to participate in the Super Saturday Club Kids Program. Once a month, the program provides the kids with a full day of activities (such as: Splash Down Park, Horseback Riding, PNE Playland, Indoor Trampoline Park, Movies, Snowboarding at Cypress). These group activities enable them to have fun, to participate in sports and special events, to build social skills and to establish strong friendships with other kids in the program who have similar situations in their home life.

While the kids are on their activities, it provides parents with respite time to attend to their own self-care and to relax knowing that their kids are well cared for.

Children of parents with mental illness often miss out on many opportunities and they have many challenges. They are also at higher risk of developing mental illness or other emotional problems; the situation is more serious for the families with limited financial resources. Super Saturday Club Kids Program is a preventive approach that focuses on early intervention that builds resilience in children and it supports both the kids and their parents.

Our program creates positive childhood experiences that will serve as a protective factor from developing mental illness in adult years. Our up-stream prevention strategy in treating mental health related illness is proven to be effective that saves health dollars.

Given that the program reduces the risk of these vulnerable kids in developing mental health issues, thus enable them to have a better chance to reach their potential.

Richmond Services Received by Your Organization:

The Super Saturday Club Kids program serving Richmond does not receive any services from the City of Richmond at this time. However, City of Richmond supports the Canadian Mental Health annual bike ride by offering pre-event preparation support, staff offers recommendations in route designs and road safety.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	3,309,195.00	3,499,852.00
Total Expenses:	3,276,043.00	3,499,852.00
Annual Surplus or (Deficit):	33,152.00	0.00
Accumulated Surplus or (Deficit):	303,148.00	303,148.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

33,152.00 annual surplus was due to previously deferred revenue which has been allotted to Canadian Mental Health Association, Vancouver-Burnaby Branch.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is reserved for contract cancellation contingencies and capital purchases.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$6,000	Health, Social & Safety
2013	\$5,000	Health, Social & Safety
2012	\$4,200	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$7,200.00
Consultant Services	\$0.00

Health, Social & Safety 2015**Over \$5000****Single Year****Canadian Mental Health Association, Vancouver-Burnaby Branch****Summary Page 3**

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	\$2,000.00
Other	\$4,000.00

Local travel is for our van for picking up the kids from their home and return to their home. It is also for the activity outings. Other is for event admissions, meals and supplies.

TOTAL \$13,200.00**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	CKNW Orphans Funds	\$900
Funder 2 Name	Canadian Mental Health Association Fundraising	\$5,800
Funder 3 Name		

Amount Your Society will Provide: \$5,800.00**Total Proposed Budget: \$19,900.00****GRANT RECOMMENDATIONS**

**Recommended
Amount:** \$6,060

Recommendation: To support staff costs of the Super Saturday Club for children of parents with serious and persistent mental illness or addictions. Same funding level as last year plus CoL increase.

**Staff Comments /
Conditions:**

None

Society: Canadian Red Cross Society
Grant Type: \$5,000 or Less Multi Year - Year 1
Grant Request: \$4,500
Proposal Title: Keeping Richmond Seniors Safe in Their Homes and Communities
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 2655
Richmond Residents: 1784
Grant Request Summary:

The Canadian Red Cross is seeking \$4500.00 towards the staffing cost of a part time Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Depot. The Depot provides free, by-donation loans of vital medical equipment to community members recovering from injury or illness, transitioning to a permanent dependency on a mobility device, or receiving palliative care in the home. While equipment may be borrowed by anyone referred by a health care professional, approximately 70% of HELP clients are seniors, many recovering from hip or knee surgeries. HELP data shows that roughly 42% of HELP clients are low income (making less than \$20,000) - without the service, many clients could not access this equipment. At its core, HELP is about fall prevention: statistics show that 1/3 of seniors fall once or more each year. And a senior is never more vulnerable than the period immediately after they are disabled as they struggle to adjust to a world built for the able-bodied.

With a rapidly growing senior demographic, the need for medical equipment loans is rising dramatically. In the last year alone, clients of the Richmond Depot have risen by 14%, equipment loans by 8%. The three most borrowed items in Richmond are two-wheeled walkers (19%), raised toilet seats (14%) and wheelchairs (11%).

Working from a brand new 11,000 sq. ft equipment reprocessing facility that opened in June 2014, the Technician will work alongside a team of 51 volunteers to clean and repair returned equipment, guaranteeing the highest standards of hygiene and safety. With the number of Richmond seniors set to double by 2036, the Red Cross is ramping up operations to ensure every vulnerable community member has immediate access to the medical equipment they need. Nothing can better protect Richmond seniors than

providing them with specialized equipment designed to keep them safe and comfortable as they recover.

Richmond Services Received by Your Organization:

Re: the Number To Be Served

The numbers above represent 13/14 service stats + 5%. As Client Numbers increased by 14% in the last year alone, this is a conservative estimate. Due to the location of the Richmond HELP Depot, 32% of HELP clients resided outside of the City, the majority from Delta and Vancouver. However, it is also important to note that the Red Cross' broad service mandate to serve anyone and everyone in need works both ways. Last year, 215 injured or ill Richmond residents borrowed equipment at 11 of the 12 HELP Depots in the Lower Mainland. Traveling Richmonders also borrowed equipment as far east as Nanaimo, as far west as Kamloops and as far north as Prince George.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,306,802.00	2,130,000.00
Total Expenses:	2,306,802.00	2,130,000.00
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
2014	\$4,000	Health, Social & Safety
2013	\$4,400	Health, Social & Safety
2012	\$8,000	Health, Social & Safety

PROPOSED CITY GRANT USE

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	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$4,500.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide: **\$0.00**
Total Proposed Budget: **\$4,500.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$4,040

Recommendation: To support staffing costs for the technician/volunteer trainer at the Richmond equipment depot. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:**

None

Society: Children of the Street Society
Grant Type: \$5,000 or Less Multi Year - Year 1
Grant Request: \$5,000
Proposal Title: Taking Care of Ourselves, Taking Care of Others (TCO²)
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 25000
Richmond Residents: 750
Grant Request Summary:

TCO² stands for Taking Care of Ourselves, Taking Care of Others and is a unique workshop designed to prevent the sexual exploitation of children and youth by empowering them with knowledge and tools to keep themselves and their peers safe. Using monologues, skits, and role-plays, a group of two young-adult Workshop Facilitators (one male, one female) engage youth participants in a meaningful and interactive examination of what sexual exploitation is, who is involved, and how to prevent it from happening. The workshop is highly customized in size, material, and length to meet the needs of each group and address the specific issues affecting each community. Topics covered include: recruitment tactics, warning signs of exploitation, human trafficking, violence and drugs in the sex trade, exploitation over the Internet, non-commercial forms of exploitation, males in the sex trade, barriers to exiting the sex trade, community resources, and how to get help. TCO² is presented free of charge to children and youth ages 10-18 (grades 5-12) throughout the province with the bulk of workshops are facilitated in the Lower Mainland, including Richmond. We facilitate to such an age group because research has shown that 13 is the average age that children reported their first experience of being sexually exploited through the sex trade. The workshop acts as a springboard of discussion among young people, with their peers, siblings and families, and teaches young people to take care of themselves and others. Since school staff (teachers, principals, youth workers, etc.) also benefit from TCO² through simply being present in the classrooms while we're presenting, it is not uncommon for educators to continue the dialogue about the issue of sexual exploitation with their students following a workshop. The knowledge, resources and referrals provided in our workshops and through our support give the community tangible tools to deal with sexual exploitation.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Health, Social & Safety 2015
Children of the Street Society

\$5,000 or Less Multi Year - Year 1
Summary Page 2

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	496,721.00	534,050.00
Total Expenses:	502,828.00	534,050.00
Annual Surplus or (Deficit):	6,107.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The accounts of Children of the Street Society are maintained on an accrual basis. The deficit results from the timing of funding coming in after the last day of our fiscal year.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$1,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$210,500.00
Consultant Services	\$1,350.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$13,750.00
Utilities and Telephone	\$4,750.00
Supplies	\$5,000.00
Equipment	\$4,000.00
Photocopying	\$3,250.00
Program Materials	\$0.00
Local Travel	\$3,000.00
Other	\$37,400.00

Special Events (\$2,000) Honorarium (\$1,700)
 Training/Professional Development (\$1,000)
 Promotions & Printing (\$1,500) Automobile for 2
 vehicles (\$2,200) Postage & Courier (\$700)
 Insurance (\$8,150) Overhead Recovery Costs
 (\$20,150)

TOTAL \$283,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	PLEA Community Services Society of BC	\$70,000
Funder 2 Name	The SpencerCreo Foundation	\$50,000
Funder 3 Name	Ministry of Justice	\$42,500

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$283,000.00

GRANT RECOMMENDATIONS

Recommended
Amount: \$1,010

Recommendation: To support program expenses of sexual exploitation prevention workshops in Richmond schools. Same level as last year plus CoL increase.

Staff Comments /
Conditions:

None

Society: Chimo Community Services

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$50,000

Proposal Title: 2015 Health, Social and Safety Grant

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 17000

Richmond Residents: 13000

Grant Request Summary:

This grant supports delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, and Community Engagement programs, all of which are delivered by professionally-trained and supervised volunteers. Last year, these services supported over 17,000 people.

Our Crisis Line and Outreach & Advocacy programs provide immediate emotional support; help with problem identification, clarification, and resolution; provide strong linkages to community resources; give practical assistance with poverty, administrative, family, immigration, and civil matters; and intervene in life-threatening situations. As a result, individuals and families are supported, in some cases lives are saved, people are able to resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges.

Our Community Engagement program offers eight educational workshops for Richmond Secondary students. Topics include suicide awareness, bullying, body image, financial literacy, stress management, and teen relationship abuse prevention.

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:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,075,219.00	1,541,348.00
Total Expenses:	2,010,459.00	1,580,162.00
Annual Surplus or (Deficit):	46,861.00	(38,814.00)

Health, Social & Safety 2015
Chimo Community Services

Over \$5000 Multi Year - Year 1
Summary Page 2

Accumulated Surplus or (Deficit): 35,425.00 0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Unable to hire a staff member for Fundraising/Marketing, as budgeted for 2013-2014.

Current Year:

The deficit for the current year is due to the loss of a contract that helped to cover expenses in some programs.

Explanation for Accumulated Surplus or (Deficit):

Loss of contract.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$47,940	Health, Social & Safety
2013	\$47,000	Health, Social & Safety
2012	\$47,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$31,640.00
Consultant Services	\$2,500.00
Volunteer Support (e.g. expenses, recognition)	\$2,150.00
Office Rent or Mortgage	\$3,750.00
Utilities and Telephone	\$785.00
Supplies	\$970.00
Equipment	\$545.00
Photocopying	\$390.00
Program Materials	\$840.00
Local Travel	\$120.00
Other	\$6,310.00

Administration costs

TOTAL \$50,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$131,261
Funder 2 Name	Ministry of Justice	\$98,163
Funder 3 Name	BC Community Gaming Grant	\$75,000

Amount Your Society will Provide:

\$0.00

Total Proposed Budget:

\$509,308.00

GRANT RECOMMENDATIONS

Recommended

Amount:

\$48,419

Recommendation:

To support Chimo's crisis response services, community engagement, outreach and advocacy programs. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Chinese Mental Wellness Association of Canada

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$35,925

Proposal Title: 2015 Promotion of Community Mental Wellness

Number Served: Richmond Residents:

Grant Request Summary:

Maintain funding toward support activities that promote psycho-social recovery and health promotion services. Monthly mental health education presentations, karaoke, dancing, tea groups, support groups, field trips, festival events, outreach support. English conversation class, knitting, mental health information events, choir, emotional support and networking, individual and family counselling in Mandarin & Cantonese, workplace skills training for family member volunteers and seniors impacted by mental issues. Target groups include the residents of Richmond and Chinese/English speaking individuals seeking help, information or support services for mental issues and referrals. The community benefit of CMWAC participants is huge, Individuals affected by depression can attend a 2 -3 week recovery workshop with Cognitive Behavior Treatment based healing strategies. Group/individual counselling offered by professional counselling team. CMWAC operating and service delivery supplement will benefit the Richmond residents while maximizing program benefits in assisting with overhead costs, promoting cost sharing with partner organizations, i.e. Richmond Library, Multicultural Helping House, Mood Disorders Asso. of BC, CMHA in Richmond, Richmond Chinese, Community Society, Richmond Women Resources Centre and Lions Clubs and Alliances of amateur opera and karaoke singers. It also assists in maintaining our active volunteer programs for individuals and family members with mental health issues while training interested volunteers in the field.

Changes that will impact grant use:

There were no significant differences between the proposed and actual grant use.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	119,084.00	128,490.00
Total Expenses:	114,560.00	128,490.00
Annual Surplus or (Deficit):	4,524.00	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)

Year	Amount	Grant Program
2014	\$9,051	Health, Social & Safety
2013	\$8,874	Health, Social & Safety
2012	\$8,700	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$9,142

Recommendation:

To support mental wellness social activities and referrals to other community services. Same level as last year plus CoL increase. Recommending Year 3 of multi-year funding cycle.

Staff Comments /

Conditions:

None



**Grant Application for 2015
Health, Social & Safety Program**

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

Society: D.A.R.E. BC Society
Grant Type: Over \$5000 Single Year

Grant Request: \$11,000

Proposal Title: The Drug Abuse Resistance Education Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1700

Richmond Residents: 1700

Grant Request Summary:

RCMP Officers teach the DARE program to 1,700 grade 5 or 6 students in every Richmond Elementary school.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	5,960.00	0.00
Total Expenses:	17,000.00	17,000.00
Annual Surplus or (Deficit):	(11,040.00)	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

RCMP Officers teach the DARE program in over 100 BC communities including Richmond. D.A.R.E. BC raises funds within each community to cover the cost of the learning materials required by their D.A.R.E. students. Seventeen hundred (1,700) Richmond students take DARE each year. We were only able to raise 5,960 dollars in Richmond last year while the cost of the student learning materials we provided Richmond students totalled 17,000 dollars, leaving a shortfall of 11,040 dollars. This has been the case for several years. We have made up the shortfall from a small provincially generated revenue surplus which is now depleted.

Current Year:

and we anticipate a similar shortfall this year.

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

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	\$11,040.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$11,040.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Richmond Service Clubs	\$1,000
Funder 2 Name	TZU CHI Foundation of Canada	\$5,000
Funder 3 Name		

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$17,000.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation: No grant recommended as the program is operating in significant deficit, and other Richmond funders not confirmed.

Primarily City funding has been sought.

Staff Comments /
Conditions:

None

Society: Family Services of Greater Vancouver**Grant Type: Over \$5000 Multi Year - Year 1****Grant Request: \$52,000****Proposal Title: Richmond Counselling, Support and Therapeutic Education Program****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 169****Richmond Residents: 148****Grant Request Summary:**

This grant request will be used to continue the Counselling, Support and Therapeutic Education program that Family Services (FSGV) has provided in the city of Richmond for the last 35 years. This program offers individual, family and group counselling provided by Masters level registered clinical counsellors and registered social workers and is fully accredited by CARF International. The FSGV Counselling, Support and Education program serves clients of all ages, family configurations and income groups, addressing a wide spectrum of concerns including parenting issues, emotional and behavioural difficulties in children and youth, family conflict, depression and anxiety, relationship difficulties, loss and grief etc. This program prioritizes and works primarily with residents of Richmond. This program is preventative in nature, unique to Richmond, and works in partnership with other Richmond agencies. It is accessible to people who can't afford private counselling or other fee based services and/or who don't qualify for any other services. Services are provided in a variety of languages, including Cantonese and Mandarin to reflect the diverse and changing demographic of the Richmond population. All participants are given a thorough assessment at the time of intake and are actively involved in working with a clinician to set and achieve their counselling goals. On average, individuals or families are able to access 12 sessions of counselling, however they are not limited to this number of sessions should they require further service. Because of the highly trained staff, this program is able to offer a wide variety of therapeutic modalities. This allows for service to be flexible to meet client needs. This program assists individuals to improve their coping skills, better deal with life's challenges, improve their quality of life and be active participants in their own lives and in society as a whole.

Richmond Services Received by Your Organization:

Property tax is waived for the Richmond Caring Place (amount is not available to us).

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	23,713,168.00	23,617,813.00
Total Expenses:	23,529,646.00	23,616,938.00
Annual Surplus or (Deficit):	183,523.00	876.00
Accumulated Surplus or (Deficit):	841,574.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus is attributable to higher investment income, increase in undesignated donations/fundraising income, and service fee rate increase in one program.

Current Year:

Surplus is immaterial.

Explanation for Accumulated Surplus or (Deficit):

The total accumulated surplus is the net total of over 100 programs' accumulated surpluses and deficits over the years and represents 3.5% of total revenue. Future budgets will address the surplus by utilizing it to cover program funding cuts, increased wage/benefits and program costs.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$46,600	Health, Social & Safety
2013	\$46,600	Health, Social & Safety
2012	\$46,600	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$41,208.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$3,855.00
Utilities and Telephone	\$312.00
Supplies	\$600.00
Equipment	\$104.00
Photocopying	\$260.00
Program Materials	\$417.00
Local Travel	\$104.00
Other	\$5,140.00

IT, Professional Development, Admin (including Payroll, HR, Accounting)

TOTAL **\$52,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **United Way of the Lower Mainland (UWLM)** **\$25,056**

Funder 2 Name **Professional Fees** **\$11,000**

Funder 3 Name

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$88,056.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$47,066

Recommendation:

To support the Counselling, Support and Therapeutic Education program, available to all residents on a sliding fee scale. Same level as last year plus CoL increase.
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**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Heart of Richmond AIDS Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$12,000

Proposal Title: Office and Administrative Operations

Number Served: Richmond Residents:

Grant Request Summary:

The office is the base for our operations and provides specific services to persons with HIV/AIDS, their friends, families and caregivers. These include: a group meeting place; location for individual guidance and advice; free computer facilities; information centre; distribution point for food and food vouchers; planning centre for our HIV 101 Education and Prevention Program which is presented annually to over 1,500 students in all Richmond high schools. This funding will cover some of the costs of this facility and the staff who manage it. The direct benefits 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:

Year 2 was successful and again the client numbers increased. We have needed to increase the hours worked by the Office Administrator and we are asking for a small increase in funding.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	169,499.53	161,000.00
Total Expenses:	169,009.79	161,000.00
Annual Surplus or (Deficit):	489.74	0.00
Accumulated Surplus or (Deficit):	8,034.96	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

It was a very small surplus

Current Year:

NA

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is small and provides some security.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$10,404	Health, Social & Safety
2013	\$10,200	Health, Social & Safety
2012	\$10,000	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$10,508

Recommendation:

To support programs for those with HIV/AIDS and families, as well as education/prevention services. Same level as last year plus CoL increase. Recommending Year 3 of multi-year funding.

Staff Comments /

Conditions:

None



**Grant Application Summary for 2015
Health, Social & Safety Program**

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

Society: Mennonite Brethren Church of British Columbia

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Food For Life community meal

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 210

Richmond Residents: 195

Grant Request Summary:

Food For Life is a free community meal offered every Wednesday from September to June. Richmond Bethel Church hosts this service with its volunteers who prepare and serve the meals.

Although the meal service is open to anyone who comes, we find that our outside guests fall primarily into 3 groups - the disadvantaged, new immigrants, and the elderly. They come in growing numbers not only for the free hot meal, but also for the camaraderie and social interaction that they might not otherwise receive.

We at Richmond Bethel Church believe that this meal service helps to build a greater sense of community in Richmond by bringing a varied group of people together on a regular basis.

Richmond Services Received by Your Organization:

Richmond Bethel Church does not receive services from the city of Richmond but does receive property tax relief.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	312,048.00	296,230.00
Total Expenses:	327,355.00	302,370.00
Annual Surplus or (Deficit):	(15,307.00)	(6,140.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Declining membership had caused general offerings to drop below budget, thereby creating a net deficit for fiscal 2013.

Current Year:

Continued decline in membership has caused general offerings to dip. This has resulted in a deficit budget for 2014.

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$2,550.00	Health, Social & Safety
2003	\$0.00	Parks, Rec and Community Events
2001	\$0.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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	\$5,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Royal Bank of Canada	Amount	\$1,500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$11,500.00**

Total Proposed Budget: **\$18,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,576

Recommendation:

To assist with supplies for free Food for Life community meal. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Minoru Seniors Society
Grant Type: \$5,000 or Less Multi Year - Year 3
Grant Request: \$4,963.76
Proposal Title: Greenhouse Social
Number Served: Richmond Residents:

Grant Request Summary:

Proposed activity: Intergenerational opportunity for seniors (55+ yrs) and youth to grow and harvest produce to be donated to the local Food Bank and the Minoru Seniors Society subsidized Cafeteria. The work includes seeding, transplanting and harvesting in raised and accessible garden beds as well as a social component at the end of each session with refreshments.

Transportation is provided to and from the Sharing Farm from allocated Community Centres. The sessions have an emphasis on a mutual beneficial knowledge transfer between generations with an agri-education component.

Community benefits: strengthens communications between generations, maximizes resources, expands service, increases cultural exchange, stimulates learning, increases socialization and social skills, increases emotional support and enhances community interactions.

Strategic direction # 2 from the Older Adult Service Plan, Providing Relevant and Appropriate Services encourages the expansion of intergenerational programming for the benefit of seniors and youth, which this program is able to address.

Changes that will impact grant use:

This program continues to be successful both with the partnership with the Sharing Farm Society as well as with the participants. The potential changes for 2015 that will impact grant use are as follows:

The emphasis for the youth component will be to focus on pre-existing youth groups (ex.

School groups/classes, Community Centre Youth Groups, etc.) rather than the general public. This will ensure continuity with relationships. There is also a unique opportunity to dovetail with another Minoru Seniors Society intergenerational project titled Life's Little Things (funded by the New Horizons for Seniors Grant).

To offer the program at the start of the gardening season in April and run straight through until October (rather than just the summer months), thus providing an opportunity to see the crops through from planting to harvesting. Increasing the duration of the project has an impact on the budget, however, based on participant and partner feedback the value of the program would be exponential if allowed to go through the full growing cycle.

As suggested from the previous grant year, the Minoru Seniors Society also has an application pending for the Direct Access Gaming grant to offset the costs for the Greenhouse Social program.

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	450,629.00	511,800.00
Total Expenses:	423,827.00	501,450.00
Annual Surplus or (Deficit):	26,802.00	10,350.00
Accumulated Surplus or (Deficit):	295,033.00	295,033.00

Explanation for Annual Surplus or (Deficit):
Last Complete Year:

Surplus is negligible for an operation this size.

Current Year:

Surplus is negligible for an operation this size.

Explanation for Accumulated Surplus or (Deficit):

Surplus is negligible for an operation this size.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,500	Health, Social & Safety

2013	\$2,500	Health, Social & Safety
2007	\$4,000	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,535

Recommendation: To support program costs of the Intergenerational Greenhouse Social Project. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:**

MSS needs to receive funding for the same project for five consecutive years to be eligible for multi-year funding. This will be the third year.



**Grant Application Summary for 2015
Health, Social & Safety Program**

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

Society: MS Society of Canada, Lower Mainland Chapter
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,000
Proposal Title: Active Living Forum and Social -People with MS and other Disabilities
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): January 11, 2015 **End Date (if applicable):** May 2, 2015
Number To Be Served: 75
Richmond Residents: 75

Grant Request Summary:

Over the past few years, the MS Society, Lower Mainland Chapter has been partnering with different community organizations to provide information, education and support to people who are vulnerable and/or living with a disability. These shared events have positively impacted the community and have provided an excellent opportunity to build community capacity and share resources. The MS Society, Lower Mainland Chapter would like to host a forum and social for people living with disabilities in the community of Richmond. The event has a four pronged approach. • To build community partnerships and share resources. • To increase awareness of community exercise opportunities and benefits for people living with disabilities. • To provide information on how to make quick and healthy low cost meals modified for people with disabilities. • To provide participants with the opportunity to build a social network. While most community members are aware of the benefits of healthy lifestyles, those with disabilities face extra challenges in identifying those healthy activities that can be best integrated into the management of their disability. Providing forums, with face to face access to experts and other informational resources, will support people with disabilities in embracing a healthy lifestyle, create awareness of community resources and help expand social networks for participants. We believe that this workshop aligns closely to the City of Richmond's current goal and objective of "reducing barriers to living a physically active life for vulnerable populations and people living with a disability." The forum would directly and positively impact this important city priority. The event will have interactive, hands on and enjoyable activities with the goal of strengthening the link between people and community. We want to break down barriers and find best ways to share resources. By enhancing the capacity of those engaged we will improve Richmond's community health.

Richmond Services Received by Your Organization:

None.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	267,172.00	137,993.00
Total Expenses:	267,172.00	122,816.00
Annual Surplus or (Deficit):	15,397.00	15,177.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The MS Society follows a balance budget/spending philosophy where each chapter must budget for a financial contribution to research to find a cure for MS. The LMC's contribution to research is represented by the reported surplus which is transferred to research at year end when the actual amount of funds available are realized.

Current Year:

Please see above.

Explanation for Accumulated Surplus or (Deficit):

Please see above.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$600.00
Consultant Services	\$400.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$500.00
Utilities and Telephone	\$0.00
Supplies	\$100.00
Equipment	\$200.00
Photocopying	\$0.00
Program Materials	\$100.00
Local Travel	\$100.00
Other	\$0.00
TOTAL	<u><u>\$2,000.00</u></u>

Financial Assistance from Other Sources (if applicable)

Health, Social & Safety 2015
MS Society of Canada, Lower Mainland Chapter

\$5,000 or Less Single Year
Summary Page 3

Funder 1 Name	Starbucks	Amount	
Funder 2 Name	Safeway	Amount	50.00
Funder 3 Name	Direct Access - Gaming Grant	Amount	300.00
Amount Your Society will Provide:			<u>\$200.00</u>
Total Proposed Budget:			<u>\$2,600.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

No grant recommended as activities duplicate those offered by the Richmond Centre for Disability, and partnership with RCD is not confirmed.
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**Staff Comments /
Conditions:**

None

Society: Multicultural Helping House Society
Grant Type: Over \$5000 Single Year
Grant Request: \$48,855
Proposal Title: Health & Wellness Program
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 1900
Richmond Residents: 1250
Grant Request Summary:

MHHS seeks funding for an innovative Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. It aims to include activities that assists live-in caregivers and seniors in Richmond to

become informed on healthy lifestyles, become socially adjusted and engaged.

This program will provide health information and learning resources to them. Group activities will provide an opportunity for seniors and live-in caregivers to work together to support and encourage healthier lifestyles. Moreover, this program intends to encourage volunteerism and engagement, reduce social loneliness and isolation and improve, restore, promote and maintain optimal health. It will decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada.

Proposed activities include Fitness through Dance and Meditation in Motion, Mind Games, Healthy Food Information Sessions, Health Education, Networking and Experience-sharing and fitplus cooking.

Richmond Services Received by Your Organization:

On October 4, 2014, MHHS was granted an approval for the use of the Brighthouse Elementary School Gym for its Saturday activities.

FINANCIAL INFORMATION
Your Society's Budget:
Last Complete Year
Proposed Year

Health, Social & Safety 2015
Multicultural Helping House Society

Over \$5000 **Single Year**
Summary Page 2

Total Revenue:	541,240.00	1,232,133.00
Total Expenses:	602,192.00	1,189,416.00
Annual Surplus or (Deficit):	(60,952.00)	42,717.00
Accumulated Surplus or (Deficit):	92,311.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

This is due primarily to computed depreciation of Fixed Assets

Current Year:

Percentage increase in Revenues exceeded the increase in expenses for the year.

Explanation for Accumulated Surplus or (Deficit):

Fundraising activities and collection of membership fees.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$8,323	Health, Social & Safety
2013	\$8,160	Health, Social & Safety
2012	\$8,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$33,625.00
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$4,080.00
Utilities and Telephone	\$1,000.00
Supplies	\$1,200.00
Equipment	\$0.00
Photocopying	\$550.00
Program Materials	\$4,400.00
Local Travel	\$1,000.00
Other	\$0.00
TOTAL	<u>\$48,855.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$10,000.00

Total Proposed Budget:

\$58,855.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$8,406

Recommendation:

To support the Health & Wellness Program for seniors and live-in caregivers. Same level as last year plus CoL increase.

Staff Comments /

Conditions:

Other grants must also be sought to remain eligible.

Society: Muscular Dystrophy Canada
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: British Columbia Equipment Program
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 38
Richmond Residents: 38

Grant Request Summary:

An important part of fulfilling our mission is alleviating financial pressures for people with neuromuscular disorders and their families and enabling Canadians with neuromuscular disorders to lead independent lives.

There are often extraordinary financial expenses, such as costly mobility equipment and assistive devices, attendant services, respite care, travel for medical appointments and home renovations. We help clients obtain a wide range of devices to aid with mobility, breathing, sitting and positioning, accessibility, communications and sleeping.

The main goal of the program is to provide people with neuromuscular disorders with the equipment necessary for daily living. The program seeks to fulfill the following outcomes:

- * Enhance quality of life and independence
- * Increase safety and mobility
- * Increase access to and participation in the community.
- * Families are provided with the necessary equipment to meet the needs of their loved ones

We offer a mobility grant program for registered clients. There are 38 registered clients in Richmond affected by neuromuscular disorders. We help fund equipment such as:

- * Mobility aids such as power and manual wheelchairs, walkers & scooters
- * Seating and position aids such as specialty cushions, power tilt & lift chairs
- * Orthopedic devices such as leg braces, AFOs & splinting
- * Access equipment such as stair glides, porch lifts and ramps
- * Hospital beds/mattresses, patient lifters, ventilators, cough assists & bathing devices
- * Contributions towards accessible vehicles & home modifications

The British Columbia Equipment Program provides a mechanism for people to obtain the equipment they need to improve mobility, increase independence and engage in the community. While isolation can be a challenge for people with neuromuscular disorders, having a custom-made wheelchair can make a huge difference in their social interactions, their education and their potential career opportunities.

Richmond Services Received by Your Organization:

Not applicable.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	11,023,665.00	10,159,000.00
Total Expenses:	9,624,721.00	10,165,000.00
Annual Surplus or (Deficit):	1,398,944.00	(6,000.00)
Accumulated Surplus or (Deficit):	2,934,751.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Muscular Dystrophy Canada received a bequest of 963,000 in 13/14. The principal cannot be used, only the interest/investment income can be used towards mission related expenses. The remaining surplus was due to fiscal prudence.

Current Year:

A key funder for the Equipment Program reduced their fundraising campaign for the 14/15 year.

Explanation for Accumulated Surplus or (Deficit):

The Board of Directors requires a minimum of three months of operating expenses to be set aside in case of emergency.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$39,550.00
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	\$313,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$352,550.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Safeway Canada	Amount	\$94,100.00
Funder 2 Name	BC Gaming	Amount	87000.00
Funder 3 Name	Telus	Amount	40000.00

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$246,100.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation:

No grant recommended as request is to fund mobility grants to individuals, and grants are not an eligible use under Program Guidelines.

**Staff Comments /
Conditions:**

None



Grant Application Summary for 2015 Health, Social & Safety Program

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

Society: Pacific Post Partum Support Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,800
Proposal Title: Childminding at our Richmond Postpartum Support Group
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 25
Richmond Residents: 25

Grant Request Summary:

This grant provides for on-site childcare for mothers who attend the weekly Richmond facilitated support group for women experiencing postpartum depression or anxiety. Offering childcare for this group increases attendance and therefore group impact dramatically. The group now usually operates at capacity: 8 women, most of whom bring one or more children.

Furthermore, the childcare provided by trained and experienced childminders is an important component in mothers' recoveries. The professional child care workers staff a clean, spacious and welcoming child care room at Richmond Garratt Wellness Centre and provide some immediate practical relief for mothers. Many depressed or anxious mothers do not want to leave their infants; on-site childcare enables these mothers to both attend group and care for their children. Often this childcare is the first break the mother has had since the birth of the child. The mothers feel comfortable knowing their children are near, and they can temporarily leave the group meeting to nurse or settle their children.

Richmond Services Received by Your Organization:

We receive free use of rooms at Richmond Garratt Wellness Centre for our support group and for the childcare for the group, weekly (ongoing).

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	366,053.00	273,832.00
Total Expenses:	410,294.00	273,832.00
Annual Surplus or (Deficit):	44,241.00	0.00

Health, Social & Safety 2015
Pacific Post Partum Support Society

\$5,000 or Less Single Year
Summary Page 2

Accumulated Surplus or (Deficit):	39,541.00	0.00
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Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We received far fewer donations than expected which resulted in a deficit for the year.

Current Year:

We are expecting to be able to break even due to a cutback of programs as well as increased fundraising efforts.
--

Explanation for Accumulated Surplus or (Deficit):

This represents our operational surplus of 9,530 to cover unexpected shortfalls such as those that occurred in 2014 as well as 30,011 in temporarily restricted surplus funds.
--

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$1,500.00	Health, Social & Safety
2008	\$2,500.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$4,800.00
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
TOTAL	<u>\$4,800.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Vancouver Coastal Health - Richmond	Amount	\$26,871.00
Funder 2 Name		Amount	\$0.00

Funder 3 Name	Amount
Amount Your Society will Provide:	<u>\$1,200.00</u>
Total Proposed Budget:	<u>\$6,000.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,515

Recommendation:

To assist with childminding to enable those with post partum depression to access support services. Same level as last year plus CoL increase.
--

**Staff Comments /
Conditions:**

None

Society: Parish of St. Alban's (Richmond)
Grant Type: Over \$5000 Single Year
Grant Request: \$36,210
Proposal Title: St. Alban's Extreme Weather Shelter, Drop In Centre, & Community Meal
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 750
Richmond Residents: 685
Grant Request Summary:

1. Extreme Weather Shelter - the only shelter in Richmond offering shelter and meals to the city's neediest women, children and men. Our mandate is to save lives, by opening on the coldest night of the year, but we offer more: dignity, companionship and service referrals. Over the years, we have helped several of our shelter guests secure jobs, get into rehabilitation programs, find housing, and reconnect with families. This not only helps the individuals, but it helps our community by reducing the number of people on the streets and reducing crime associated with homelessness.

2. Drop-In Centre - This initiative commenced in October 2012 and is open weekdays. This drop-in centre was identified as one of the top priorities for the City of Richmond by the Richmond Homelessness Coalition. The drop-in centre targets the poor, the marginalized and the isolated individuals in our city, including new Canadians (a large population in Richmond), people with mental health issues and those who are underemployed or unemployed. The purpose is to provide our guests with a place where they can be supported, re-engage with the community and be directed to counselling, health care information and employment services. Our aim is to help them become better equipped to sustain relationships and become more aware of community resources.

3. Community Meal - We serve a hot, nourishing meal to 140 - 175 people every Tuesday from September to June. We served 7,268 meals to men, women, children including seniors, families, new immigrants, the isolated and the poor. We also offer volunteer services.

4. Shower Program – Every Saturday, from 7:30 to 10:00am, a safe and respectful place is provided for those in need to take a hot shower. The program provides soap, shampoo and conditioner, razors, towels, fresh underwear and clothing. A hearty, hot breakfast is provided for both guests and volunteers.

Richmond Services Received by Your Organization:

The City installed a shower for use by the clients of the Shelter.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	137,422.00	152,421.00
Total Expenses:	244,004.00	241,438.00
Annual Surplus or (Deficit):	(106,582.00)	(89,017.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

An increase in expenses along with a decrease in donations.

Current Year:

An increase in expenses along with a decrease in donations.

Explanation for Accumulated Surplus or (Deficit):

An increase in expenses along with a decrease in donations.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$10,000	Health, Social & Safety
2013	\$9,000	Health, Social & Safety
2012	\$7,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$17,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$9,500.00
Supplies	\$0.00

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$9,710.00

Food, volunteer training, guest assistance, clothing,
food safety coordinator, cleaning supplies.

TOTAL \$36,210.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Housing	\$31,010
Funder 2 Name	Gaming Grant	\$27,100
Funder 3 Name		

Amount Your Society will Provide: \$34,350.00

Total Proposed Budget: \$128,670.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$12,500

Recommendation:

To support the Extreme Weather Shelter, Drop-in Centre, Community Meal and Shower Program. Increased level due to increased demand plus addition of shower program. This is taking place with an outreach worker and funds would help to support a portion of that need, as well as supplies, telephone and utilities.

**Staff Comments /
Conditions:**

None



**Grant Application for 2015
Health, Social & Safety Program**

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

Society: Richmond Addiction Services Society

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$218,000

Proposal Title: Centre of Excellence in the Prevention of Substance Use, Misuse, Problem

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 8500

Richmond Residents: 8250

Grant Request Summary:

RASS has received funding to support the City of Richmond to prevent the impacts and consequences of substance use, misuse and addiction as well as problem gambling and other addictive behaviours. In addition, we aim to delay the onset of first use by increasing the awareness of positive coping skills, decision making skills and increase the number of developmental assets in members of our community by offering awareness campaigns, teaching coping and decision making skills and creating partnerships with other agencies to help build the social connectedness in our city. Funding from the city supports RASS to operate a professional and highly regarded and accredited programs and services. The target groups are children, youth, parents and seniors with culturally appropriate interventions and programs to engage, and educate our community. The benefits of our programming are seen in falling substance use rates across the community, increased community engagement and service contacts with our agency. In addition the partnerships, collaborative projects and programs illustrate the many benefits our community receives from the work being done at RASS.

Richmond Services Received by Your Organization:

We also have a collaboration with the Richmond Youth Media Lab, whereby RASS receives funding from the VCH-SMART fund and now the TELUS community grants to support the Media Art Facilitator's position and we can host vulnerable youth for media and digital arts education and training. On other occasions, RASS receives access to facilities free of charge. We also have an ongoing relationship with both Roving Leaders in order to co-facilitate the Girls Surf Trip and Boys Camping trip each summer.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,196,604.00	1,205,267.00
Total Expenses:	1,228,840.00	1,205,049.00

Health, Social & Safety 2015
Richmond Addiction Services Society

Over \$5000 Multi Year - Year 1
Summary Page 2

Annual Surplus or (Deficit):	(32,236.00)	218.00
Accumulated Surplus or (Deficit):	71,304.00	71,522.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Mainly due to accrual for employee future benefits.

Current Year:

Small surplus - not material.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is to cover unbudgeted or emergency expenses.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$202,345	Health, Social & Safety
2013	\$198,377	Health, Social & Safety
2012	\$194,487	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$186,981.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$8,546.00
Utilities and Telephone	\$2,837.00
Supplies	\$9,690.00
Equipment	\$22.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$1,339.00
Other	\$8,519.00

Repairs and maintenance, janitorial, security, IT
Network maintenance, web hosting and website,
audit, subscriptions, postage, etc.

TOTAL \$217,934.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$712,934
Funder 2 Name		\$28,572

\$20,000

\$22,589.00

\$1,205,267.00

Recommended

Recommendation:

To prevent the impact and consequences of substance use/misuse, gambling and other addictive behaviours. Same level as last year plus CoL increase.

None



Grant Application Summary for 2015 Health, Social & Safety Program

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

Society: Richmond Amateur Radio Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,200
Proposal Title: Emergency Communications and Community Event Support
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: Population of Richmond
Richmond Residents: All

Grant Request Summary:

For the Richmond Amateur Radio Club (the club) to effectively carry out its Emergency Communications and Community Support programs, additional funding is required for communications collateral, safety equipment and volunteer support expenses. This will allow the club necessary resources to maintain its role in providing emergency communications support at local community events in Richmond (e.g. Steveston Salmon Festival, Canada Day Parade, Terry Fox Run, SOS Children's Villages Run) and educating the general public about Amateur radio in emergency communications at local community events (e.g. presentations at CCM Safety & Secure Living Fair, BC Science Teachers' Association Conference, City of Richmond Works Yard Open House). By supporting local community activities, and contributing to the overall safety of those events, the club will be more experienced and better prepared to carry out its role in emergency communications support for the City of Richmond through its affiliation with the city's Emergency Social Services (ESS), and as a member of the Provincial Emergency Program (PEP).

Richmond Services Received by Your Organization:

Use of City Works Yard for parking of emergency communications trailer. These are in-kind exchange of services for the club's volunteer services to the City of Richmond and Steveston Community Society without any economic value.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	3,408.71	4,307.74
Total Expenses:	3,450.44	4,307.74
Annual Surplus or (Deficit):	(41.73)	0.00
Accumulated Surplus or (Deficit):	375.55	(375.55)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Deficit is due to addition expenses on program equipment over amount received from grant.

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

Annual expenses are permitted to exceed revenues received to meet program expenses because annual deficit can be absorbed by bank account balance of retained surplus from previous years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$1,530.00	Health, Social & Safety
2013	\$1,500.00	Health, Social & Safety
2011	\$1,015.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$200.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$750.00
Local Travel	\$0.00
Other	\$750.00

General maintenance of communication trailer with planned modifications to use with display booth as venues for volunteer training.

TOTAL \$2,200.00

Financial Assistance from Other Sources (if applicable)

Health, Social & Safety 2015
Richmond Amateur Radio Club

\$5,000 or Less Single Year
Summary Page 3

Funder 1 Name	Province of BC Community Gaming Grant	Amount	\$5,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00
Amount Your Society will Provide:			<u>\$2,000.00</u>
Total Proposed Budget:			<u>\$9,200.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$1,545

Recommendation:

To assist with equipment repair and replacement, as well as volunteer expenses. Same level as last year plus CoL increase.
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Staff Comments / Conditions:

None



**Grant Application Summary for 2015
Health, Social & Safety Program**

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

Society: Richmond Carefree Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Richmond Carefree Society Children's Playgroup
Grant Purpose: Operating Assistance
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 16
Richmond Residents: All

Grant Request Summary:

Richmond Carefree Society provides support for local families with special needs by providing a twice weekly playgroup for children ages one to three years. Committed to helping Richmond families who may be at risk, the Children's Playgroup provides social stimulation, age appropriate activities and weekly music therapy for infants and toddlers who have a special need, or have a family member that needs extra support. This may include parents of multiples or families with a member with health concerns or mental health challenges. Operating since 1969 with the loving care of volunteers, Richmond Carefree Society provides children with a safe and friendly environment to grow and learn, while allowing their parents a much-needed break. In order to ensure that all qualifying families are able to participate, Richmond Carefree Society provides safe transportation for the children to and from the program for those requiring the service.

Richmond Services Received by Your Organization:

Use of East Richmond Hall at no cost
Transportation and music therapy subsidy

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	11,320.00	14,300.00
Total Expenses:	12,878.00	14,220.00
Annual Surplus or (Deficit):	(1,557.00)	130.00
Accumulated Surplus or (Deficit):	3,288.32	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Insufficient grant funding

A new coordinator was hired, therefore additional money for the transition incurred.

Current Year:

A plan is in place to obtain donations as was the case in years past.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus will address the funding gap between our fiscal year end of August 2014 and the pending notification of funding for 2015.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$5,000.00	Health, Social & Safety
2013	\$5,000.00	Health, Social & Safety
2012	\$5,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$2,500.00
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	\$2,500.00

Insurance - \$1400.00

Music Therapy - \$1100

TOTAL \$5,000.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Gaming Grant	Amount	\$5,000.00
Funder 2 Name	Coast Capital	Amount	5000.00

Health, Social & Safety 2015
Richmond Carefree Society

\$5,000 or Less Single Year
Summary Page 3

Funder 3 Name	Amount	\$0.00
Amount Your Society will Provide:		<u>\$1,000.00</u>
Total Proposed Budget:		<u>\$16,000.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000

Recommendation: To support a twice-weekly playgroup for local families with special needs children. Same level as last year for the full amount requested.

**Staff Comments /
Conditions:** None

Society: Richmond Family Place Society
Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$30,000

Proposal Title: Richmond Family Place Society

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 8000

Richmond Residents: 7800

Grant Request Summary:

Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP provides a wide array of preventative family support services and s programs to families with children birth to 12 years of age living in Richmond. These programs are delivered by qualified Early Childhood Educators and Pre-Teen Workers at 14 different sites throughout Richmond. The essence of Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need to be successful in school and beyond, and to support the family as a whole. Families are also given information about other community resources. By participating in Family Place programming, parents feel less isolated, develop important social networks, establish a sense of belonging to their community and acquire a greater level of self confidence and self-esteem. This enables them to play a more active role in the community; they are more willing to be involved, to participate in problem solving efforts, to participate in community building initiatives, to care for and look after one another and to have a greater level of commitment to improving the community they live in. In addition to this, space at Debeck is made readily available and accessible to other community serving agencies for the purpose of providing programs that benefit the health and well-being of families, and therefore communities. Strong and healthy families build strong and healthy communities.

Richmond Services Received by Your Organization:

Subsidized rent at Debeck House	\$35,999.00
Free rental space at Hamilton Community Centre	\$17,500.00
Free Rental space at Cambie Library	\$18,750.00
Free Rental space at Ironwood Library	\$12,500.00

Free Rental space at Steveston Community Center	\$3,500.00
TOTAL	\$88,249.00

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	806,874.00	960,754.00
Total Expenses:	803,268.00	952,007.00
Annual Surplus or (Deficit):	3,606.00	8,747.00
Accumulated Surplus or (Deficit):	60,248.00	68,995.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Following good fiscal responsibility and guidelines for non-profits a small surplus was achieved.

Current Year:

The surplus for the current year is due to the 2 month vacancy of the Executive Director position while an exhaustive Executive Director search was in place.

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
2014	\$24,480	Health, Social & Safety
2013	\$24,000	Health, Social & Safety
2012	\$24,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$26,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,000.00
Supplies	\$0.00

Health, Social & Safety 2015
Richmond Family Place Society

Over \$5000 Multi Year - Year 1
Summary Page 3

Equipment	\$2,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

TOTAL \$30,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	United Way of the Lower Mainland	\$197,000
Funder 2 Name	Ministry for Children and Family Development	\$102,000
Funder 3 Name	BC Gaming Commission	\$59,000

Amount Your Society will Provide: \$110,000.00

Total Proposed Budget: \$780,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$24,725

Recommendation: For preventative services and support programs for families with children birth to 12 years. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:** None

Society: Richmond Food Bank Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Richmond Poverty Response/Richmond Rental Connect
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 100
Richmond Residents: all

Grant Request Summary:
Activity Plan

Monthly: Hold Steering Committee meetings made up of PRC members, to provide community oversight to project activities

Bi-monthly: Advertise and conduct free mandatory information workshop #1 "Building Successful Tenant-Landlord Relationships" and register CHIMO staff and volunteers to also take the workshop.

Month 1-2: Collaborate with CHIMO to coordinate a timetable of activities to handover and workshop planning activities.

Month 3: Develop free workshop #2 "Keeping Your Clients Housed -Tips and Strategies" including access to the Vancity Fair & Fast Loan program for clients who need funds for damage deposit or utilities

Bi-monthly from Month 4: Register and conduct free workshop #2 for CHIMO volunteer advocates

Month 5-7: Train CHIMO staff to administer, update and troubleshoot Rental Connect website

Month 7-12: Coordinate orderly and timed handover of project activities to CHIMO, such as:

- Mentoring CHIMO staff on website administration, monitoring and troubleshooting operations

- Continuing to maintain the Rental Registry while overseeing CHIMO staff in maintenance tasks
- Working with Rental Connect website developer to facilitate any changes or updates CHIMO needs
- Co-facilitating workshop #1 with CHIMO staff so CHIMO can take over in late 2015
- Monitoring uptake of workshop #2 by CHIMO volunteer advocates and modifying workshop #2 as needed
- Engaging workshop facilitators to problem solve with individual Chimo clients, tenants and landlords
- Promoting CHIMO Community Services as the new Richmond Rental Connect provider

Quarterly: Host community engagement/ liaison meetings with community partners to share information on accessing Richmond Rental Connect

Quarterly: Develop, publish and distribute newsletter with articles on new initiatives, gaps in service, etc.

Annually: Conduct visioning workshop for committee members and community agency liaisons

Richmond Services Received by Your Organization:

City of Richmond, Social Planning Departments, expertise of Affordable Housing Coordinator on affordable housing and relevant Richmond bylaws.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	28,079.00	6,832.10
Total Expenses:	15,459.00	14,974.53
Annual Surplus or (Deficit):	12,620.00	8,142.43
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

year Richmond PRC operates on a project base and the project terms overlap with the financial year end of Richmond Food Bank. In the 2013 audited statement the fund balance at year end was 16,271, from a grant received in 2013 for projects that would run in 2014.

Current Year:

Total expenses represent January to October 2014 for current fiscal year ending December 2014 relating to the City of Richmond grant. The deficit of 8,142.43 represents expenses that were covered by a grant from VanCity for Rental Connect.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$5,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

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
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Vancity	Amount	\$15,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$2,000.00**

Total Proposed Budget:

\$22,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000

Recommendation: To raise awareness about the cause and impact of poverty and support the Rental Connect Program transition to Chimo. Same level as last year for the full amount requested.

**Staff Comments /
Conditions:** None

Society: Richmond Food Security Society
Grant Type: Over \$5000 Single Year
Grant Request: \$15,000
Proposal Title: Building a Food Secure Richmond
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 5000
Richmond Residents: 5000
Grant Request Summary:

Proposed activities covered under this grant include operating expenses for administrative costs, printing, telephone, volunteer recognition, food supplies and consulting fees for workshops and other programs (e.g. Youth at Risk Community Kitchen, Good Food Access Program, and Community Gardens).

Target population includes: youth at risk, seniors, new immigrants, and low-income individuals and families.

Community benefits of the proposal include: that individuals, families, youth and children have better and consistent access to healthy foods resulting in healthier and more successful residents. In addition, these populations also have greater control over their food through the ability to grow, process, and make healthy, informed food choices.

Many of our programs have the additional benefit of reducing social isolation among seniors and youth while building stronger networks of peer support. Community development and the enhancement of neighbourhoods and interactions among neighbours are key benefits of our work

We work to provide services that enhance individual and community food security, to foster education and engagement around food issues, and to build capacity for self-

reliance.

Richmond Services Received by Your Organization:

The City of Richmond provides Richmond Food Security Society with office space at Terra Nova Rural Park. Printing of the Richmond Local Food Guide. Staff supports organizing events, workshops, and forums. Garden supports through soil and compost amendments.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	167,611.03	206,375.00
Total Expenses:	176,329.27	200,125.00
Annual Surplus or (Deficit):	(8,718.24)	6,250.00
Accumulated Surplus or (Deficit):	51,172.49	13,459.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Accumulated surplus is externally restricted for two project grants that will be completed by the end of the Summer 2014. The Richmond Incubator Farm Program (21,711.50) and the Stir it Up Youth Program (5,173.38).

Current Year:

Accumulated surplus for the current fiscal year budget is internally restricted to support the Richmond Community Gardens Program which runs at a deficit (~9,000) and as cash contributions for an Intercultural Food security Study (8,000) and the Good Food Access Program (3,000).

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is designated to support the Richmond Incubator Farm Program and intended to hire additional staff to further the programs and services that RFSS offers.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$5,000	Health, Social & Safety
2013	\$4,080	Health, Social & Safety
2012	\$4,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$9,000.00
Consultant Services	\$4,000.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
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
Other	\$0.00

TOTAL \$15,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name Vancouver Coastal Health **\$37,400**

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$52,400.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,050

Recommendation:

Operating assistance for workshops and programs targeting at-risk youth, seniors, low-income, etc. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:**

None



**Grant Application for 2015
Health, Social & Safety Program**

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

Society: Richmond Hospice Association

Grant Type: Over \$5000 Single Year

Grant Request: \$20,000

Proposal Title: Hospice Palliative Support Programs and Resources for Richmond residents

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 200

Richmond Residents: 200

Grant Request Summary:

Fund 2 part time staff positions at risk of being lost which are critical to the delivery of hospice palliative support in the city. Our services are available to all Richmond residents. These positions provide volunteer management, scheduling in all settings as well as support and recognition of volunteers, hospice palliative volunteer training programs (2 thirty hour programs annually). We provide the only training program for hospice palliative volunteers in Richmond. Also included are group facilitation of all of our group programs which are as follows 5, six week grief support groups annually, 3 ongoing monthly drop in groups, weekly walking and relaxation groups, community education and awareness programs at local community centres and our library program. In addition we will be offering counseling sessions to those clients for whom it is the only appropriate service, All of our programs are free of charge in keeping with the mandate of the Canadian Hospice Palliative Care Association. Referrals are received from medical professionals, other social service agencies and by word of mouth.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	86,398.00	100,000.00
Total Expenses:	91,294.00	100,110.00
Annual Surplus or (Deficit):	(4,896.00)	(110.00)
Accumulated Surplus or (Deficit):	(4,896.00)	(5,006.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Last year we piloted a flower cart project with the City of Richmond to sell fresh cut flowers with a street vending cart. This project was not sustainable and did not raise the projected revenues.

Current Year:

Reducing the deficit with an emphasis on increased fundraising through donations. We are also reviewing other sustainable fundraising projects,

Explanation for Accumulated Surplus or (Deficit):

The deficit has grown, but will be in balanced in the next two years. We will have equipment costs this year which we will not incur in future years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$7,140	Health, Social & Safety
2013	\$7,000	Health, Social & Safety
2012	\$6,500	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$16,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$500.00
Supplies	\$500.00
Equipment	\$1,500.00
Photocopying	\$500.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$500.00

Snacks and refreshments for our programs

TOTAL \$20,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **British Columbia Gaming Commission** **\$50,000**
Funder 2 Name
Funder 3 Name

Amount Your Society will Provide: \$20,000.00

Total Proposed Budget: \$60,000.00

GRANT RECOMMENDATIONS

Recommended
Amount: \$7,211

Recommendation:

Operating assistance for palliative support programs. Same level as last year plus CoL increase.

Staff Comments /
Conditions:

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Richmond Mental Health Consumer and Friends Society

Grant Type: \$5,000 or Less Multi Year - Year 3

Grant Request: \$5,000

Proposal Title: Infra-Structure Building for Volunteer Program

Number Served: Richmond Residents:

Grant Request Summary:

The target group for the proposal is mental health consumers who are volunteers with our organization.

Our purpose is to encourage the group to move ahead in their lives by acquiring skills that may help them in daily living or in the workplace.

In order to facilitate this process we would like to hire, on a part time basis, and administrative support staff who is currently a volunteer.

Changes that will impact grant use:

There have been no changes since our last reporting.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	277,765.33	273,621.02
Total Expenses:	272,119.81	272,994.16
Annual Surplus or (Deficit):	5,645.52	626.86
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus is from cheques that had not been cashed yet.

Will be used up as the cheques are cashed.

Current Year:

Surplus will be used to cover cheques that have not been cashed at the end of the fiscal year.

Explanation for Accumulated Surplus or (Deficit):

There is no accumulated surplus or deficit.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,641	Health, Social & Safety
2013	\$3,570	Health, Social & Safety
2012	\$3,500	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$3,677

Recommendation:

Operating assistance to provide supported employment to mental health consumers. Same level as last year plus CoL increase. Recommending Year 3 of multi-year funding cycle.

Staff Comments /

Conditions:

None

Society: Richmond Multicultural Community Services
Grant Type: Over \$5000 Multi Year - Year 1
Grant Request: \$15,000
Proposal Title: Multicultural Richmond
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 6000
Richmond Residents: 5500
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 immigrants 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:

facilities weekly at Cambie Community Centre

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,194,815.00	1,288,721.00
Total Expenses:	1,150,269.00	1,112,582.00
Annual Surplus or (Deficit):	44,546.00	176,139.00
Accumulated Surplus or (Deficit):	106,856.00	282,995.00

Explanation for Annual Surplus or (Deficit):
Last Complete Year:

Our contracts and fiscal year do not line up therefore our numbers are out of sync with regards to income vs expenses in various programs.

Current Year:

Current year, we are in the final stages of our audit and are adjusting deferrals as a result of funding cycles. This amount will be reduced as the adjustments are made

Explanation for Accumulated Surplus or (Deficit):

Our funders require us to have a contingency fund available to us to ensure we do not default on our commitments if there are delays in funding.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$10,404	Health, Social & Safety
2013	\$10,200	Health, Social & Safety
2012	\$10,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$25,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$2,000.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$2,000.00
Photocopying	\$0.00
Program Materials	\$2,000.00
Local Travel	\$0.00
Other	\$0.00

TOTAL \$35,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name United Way of Lower Mainland \$15,000

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide: \$5,000.00

Total Proposed Budget: \$35,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$10,508

Recommendation:

Operating assistance to support immigrant, refugee and welcoming community programs. Same level as last year plus CoL increase. Recommending Year 1 of multi-year funding cycle.
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**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Richmond Society for Community Living

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$14,280

Proposal Title: Family Resource Program

Number Served: Richmond Residents:

Grant Request Summary:

The RSCL Family Resource Program provides information, resources and support to families that face the extraordinary circumstances that come with having a loved one who has a developmental disability. The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the Family Resource Program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individuals and the improved well-being of the family unit.

The Family Resource Coordinator also supports adults living with developmental disabilities by coordinating a Self-Advocates group which meets regularly to offer an opportunity for individuals to socialize and to participate in workshops designed to improve life skills and sense of belonging. Topics include nutrition, safety in the community and online and other health-related topics. The Family Resource Coordinator also participates in a weekly Peer Social Group which provides the opportunity for young adults with autism spectrum disorder to ease the transition from high school by creating a social network in the community.

The Family Support Coordinator provides information about supports and services available locally and provincially; and aids families and individuals during significant transitions. The Family Support Program aims to assist families through periods of transition that are not limited to times of crisis. The program provides family-to-family networking, training and information sessions for family members and individuals with a developmental disability in the community, as well as opportunities for parents to share their experiences and important information with others.

Changes that will impact grant use:

There are no changes to the program that will impact grant use

FINANCIAL INFORMATION

Your Society's Budget:

Last Complete Year

		<u>Proposed Year</u>
Total Revenue:	10,569,891.44	11,275,979.19
Total Expenses:	10,569,891.44	11,434,799.52
Annual Surplus or (Deficit):	0.00	158,820.33
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

n/a

Current Year:

Our current fiscal year budget anticipates an operating deficit due to expansion of services and limited growth in funding

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$14,280	Health, Social & Safety
2014	\$2,161	Child Care Capital
2014	\$828	Child Care Capital

GRANT RECOMMENDATIONS

Recommended

Amount: \$14,280

Recommendation:

To support the Family Resource Program supporting families of those with developmental disabilities. Same level as last year, for the full amount requested. Recommending Year 3 of multi-year funding cycle.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2015
Health, Social & Safety Program**

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

Society: Richmond Women's Resource Centre
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$54,000
Proposal Title: City Grant for Richmond Women's Resource Center
Number Served: Richmond Residents:

Grant Request Summary:

The RWRC is the only women's centre in Richmond. Our mission statement is: "To provide a supportive environment in which all women are supported and encouraged to achieve their fullest potential." We provide support and programs that empower women.

Our primary role is to enable women to obtain assistance they need, which increases their well-being and the well-being of their families. Many women we help come back to volunteer and help other women, thus giving back to the community.

The RWRC acts as an advocate speaking out on issues that affect women disproportionately, such as violence, poverty, child care, affordable housing and access to legal services.

Changes that will impact grant use:

No changes.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	147,507.00	166,950.00
Total Expenses:	160,695.00	166,950.00
Annual Surplus or (Deficit):	(13,188.00)	0.00
Accumulated Surplus or (Deficit):	12,471.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Center was opened for additional hours during the year.

Current Year:

N/A. We are budgeting a balanced budget for current year.

Explanation for Accumulated Surplus or (Deficit):

Center received additional funding during for fiscal 2012.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$15,606	Health, Social & Safety
2013	\$15,300	Health, Social & Safety
2012	\$15,000	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$15,762

Recommendation:

To support women's programs and services including skills training and support groups. Same level as last year plus CoL increase. Recommending Year 3 of multi-year funding cycle.

Staff Comments /

Conditions: None



**Grant Application for 2015
Health, Social & Safety Program**

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

Society: Richmond Youth Service Agency

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$15,000

Proposal Title: Richmond Youth Centre Programs and Activities

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 2000

Richmond Residents: 1800

Grant Request Summary:

The grant will be used to support a portion of the Richmond Youth Centre (RYC) Youth Activities Worker position that will operate the centre, organize activities, and work towards the recreational, inter-generational, learning, leadership and volunteer goals and activities of the centre. The benefits of this grant will include increased positive out of school activities, opportunities for social learning for children and youth, increased recreational opportunities, promotion of health and wellness for kids involved, opportunities for skill development for youth, support for career and life exploration, increased community connection, increased awareness for youth about social issues and supporting success for children and youth at school. In addition the grant will support volunteer driven activities by youth that impact their community at large. This will include the development of volunteer tutors, community improvement activities, a community based online magazine for youth, home work clubs and various community events which will engage and inform community members about the services, supports, opportunities for youth and families in Richmond.

Richmond Services Received by Your Organization:

We partner with Richmond Public Library to offer homework, literacy and English language programs for children and youth, which includes program space and resources.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,298,376.00	1,287,656.00
Total Expenses:	1,297,093.00	1,287,656.00
Annual Surplus or (Deficit):	1,283.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Donations

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$12,500	Health, Social & Safety
2013	\$12,500	Health, Social & Safety
2012	\$12,500	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$15,000.00
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
TOTAL	<u>\$15,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Rogers Youth Fund	\$124,000
Funder 2 Name	United Way Lower Mainland	\$110,000
Funder 3 Name	Children's Aid Foundation	\$13,000

Amount Your Society will Provide: **\$10,000.00**

Total Proposed Budget: **\$325,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$12,625

Recommendation: To support the Richmond Youth Centre Activities Youth Worker position. Same level as last year plus CoL increase.

**Staff Comments /
Conditions:** None



Grant Application Summary for 2015 Health, Social & Safety Program

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

Society: Touchstone Family Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,000
Proposal Title: Street Smarts
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 40
Richmond Residents: All

Grant Request Summary:

A community based program for at-risk-youth called "Street Smarts" was established in the community of Richmond in 2008 in response to a growing concern for street level gang violence amongst youth in the community. Many of the youth connected to Street Smarts have self-identified as having direct or peripheral involvement with street gangs. The aim of the program is to support youth to deconstruct the gang lifestyle and to offer support in transitioning from a "gang" oriented image and lifestyle to a self-image that is a reflection of their vision and higher goals that they have for themselves. The Street Smarts group runs twice a year, once in the fall/winter and once in the fall/spring. Approximately 20-30 youth attend the StreetSmarts Group and another 15-20 youth attend for mentorship services if they are not quite group ready.

Richmond Services Received by Your Organization:

We operate the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$95000 per year.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,774,257.00	2,918,470.00
Total Expenses:	2,898,237.00	2,994,753.00
Annual Surplus or (Deficit):	(123,980.00)	(76,282.00)
Accumulated Surplus or (Deficit):	199,008.00	122,726.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We have been operating a deficit in MCFD programs and have been negotiating with the Ministry on how to rectify this situation without a loss in service.

Current Year:

We have reduced some administration and supervisory hours to help with the deficit and we are still in discussions with the Ministry on how to resolve the ongoing deficit.

Explanation for Accumulated Surplus or (Deficit):

Real Estate disposal.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$4,000.00	Health, Social & Safety
2013	\$4,000.00	Health, Social & Safety
2012	\$4,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,000.00
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	\$1,000.00
Local Travel	\$0.00
Other	\$2,000.00

Bus tickets for youth, food and recreation

TOTAL \$4,000.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Betty Averbach Foundation	Amount	\$14,000.00
Funder 2 Name	Coast Capitol	Amount	10000.00
Funder 3 Name	Ministry of Justice - Civil Forfeiture	Amount	60000.00

Amount Your Society will Provide: \$4,000.00

Total Proposed Budget: \$92,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$4,000

Recommendation: To support the Street Smarts Program addressing gang violence amongst youth. Same level as last year for the full amount requested.

**Staff Comments /
Conditions:** None

Society: **Turning Point Recovery Society**

Grant Type: **Over \$5000 Multi Year - Year 2**

Grant Request: **\$12,500**

Proposal Title: **Domestic Violence Substance Abuse (DVSA) Program**

Number Served: **Richmond Residents:**

Grant Request Summary:

Turning Point Recovery Society is proposing to continue the delivery of our innovative Domestic Violence Substance Abuse (DVSA) counselling program to individuals in our residential addictions recovery programs in Richmond who have experienced trauma, domestic abuse and addiction. Turning Point will continue to partner with non-profit organizations in Richmond that specialize in the provision of domestic violence and family counselling services including Family Services of Greater Vancouver, Richmond Addiction Services, Touchstone Family Association, Vancouver Coastal Health Authority-Richmond Transitions Program, and Chimo Community Services.

The DVSA program addresses one of the biggest obstacles (unresolved trauma) for longer term recovery. Services offered will assist our clients in increasing personal capacity by improving their coping skills and overall functioning. The program will provide individual and group counselling services including interventions for victims and offenders of abuse (where indicated) with a focus on how substance abuse, trauma and anger affects behaviour and impacts the family. Turning Point's DVSA program meets the priorities of the Council Term Goals of Community Wellness, Community Safety and Community Social Services

Approximately 100-150 individuals will receive services through this grant and will acquire skills to aid in reducing recidivism and maintaining abstinence. Requested funds will help to provide approximately 50 counselling groups per site and 25 individual counselling sessions during the fiscal year. Although Turning Point provides the DVSA program at all of our sites, funds requested in this proposal are for the Richmond sites only.

The DVSA program enhances treatment outcomes and reduces recidivism by providing clients with skills and education to assist them in living violence free and safe in recovery. By helping to eradicate familial abuse the DVSA program reduces the burden on the criminal justice system, polici

Changes that will impact grant use:

Turning Point is requesting additional funds to assist us in expanding the program in an effort to reach more people impacted by addictions and mental health experiencing

trauma, and abuse in our communities.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,275,994.00	1,665,603.00
Total Expenses:	1,341,193.00	1,665,603.00
Annual Surplus or (Deficit):	(65,199.00)	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In the past 2 years Turning Point Recovery Society has been required to make extraordinary capital repairs to our Vancouver site including replacing 2 roofs, 3 chimneys, renovating our kitchen and other significant capital improvements. Unfortunately, our landlords have not been in a position to pay for these repairs. As the majority of this work was not capitalized by our auditor, our financial statements for the past 2 fiscal years show a deficit of approximately 65K per FY. This has been a unique situation and not the result of fiscal mismanagement. We continue to work with the owners of our buildings to seek relief for these repairs.

Current Year:

To date, we are tracking on budget.

Explanation for Accumulated Surplus or (Deficit):

Turning Point does not accumulate surpluses or deficits year-to-year.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$5,865	Health, Social & Safety
2013	\$5,750	Health, Social & Safety
2012	\$5,000	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended
Amount: \$5,924

Recommendation:

Program offered to residents of Richmond Turning Point facilities. Same level as last year plus CoL increase. Recommending Year 2 of multi-year funding cycle.

**Staff Comments /
Conditions:**

None

Society: Volunteer Richmond Information Services Society
Grant Type: Over \$5000 Multi Year - Year 1
Grant Request: \$45,000
Proposal Title: Volunteer Richmond Information Services Society Core Funding
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 190000
Richmond Residents: 190000
Grant Request Summary:

Volunteer Richmond Information Services (VRIS) is a non-profit charitable society that has been operating in Richmond since 1972.

For more than 40 years, Volunteer Richmond Information Services has been a leader in Richmond, "bringing people and services together through community information and volunteerism." VRIS contributes to an enhanced quality of life by: (1) Promoting the spirit of volunteerism in the community and coordinating the recruitment of volunteers, (2) Providing information and referral services to connect people with community services, and (3) Planning and implementing specific programs to meet identified needs in a changing community.

We are requesting the City of Richmond grant to support operating expenses and staff costs. The grant will support program development, enhancement and instruction expenses involved with running the community Volunteer Centre and Information Services, and the administrative service costs essential to our organization's charitable work.

The result of this support is our ability to continue, enhance and maximize the quality and delivery of programs and services to the Richmond community, and to non-profit organizations in the form of volunteer recruitment and referral, training programs and resource materials. It allows us to build community capacity by promoting volunteerism and providing the community at large with information about available resources, thus

connecting people with community services through quality information and referral programs.

Services are available at our office in the Caring Place, by phone, on-line, through our ambassadors at Richmond Centre Mall and community events, and through our training and workshops.

Richmond Services Received by Your Organization:

Richmond Christmas Fund receives support from the City in the following ways:

- Brighthouse Pavilion where from mid November - first week in January change rooms and meeting rooms are transformed into toy rooms so registered families can come and pick toys and books out for their children.
- Emergency Social Services provides six portable radios and accessories on loan from mid November to mid December for communications.
- For the Richmond Christmas Fund Drive Thru Event at Lansdowne mall the City partners and provides: Generator, lights, safety vests, and traffic cones to assist with the safety of the site for Richmond community members to come and drop off their donations for the fund.

Additional City support outside of the Richmond Christmas Fund includes: - City Hall meeting rooms about 3-5 times a year. The Leadership Richmond - Youth Now is supported by providing in kind space at City Hall for the Launch and Graduation ceremonies. Additional meeting room space for the program at other City locations for program meetings are also waived.

Printing - City supports the Volunteers are Stars event by printing the program for the evening.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,259,364.00	1,303,375.00

Health, Social & Safety 2015**Over \$5000****Multi Year - Year 1****Volunteer Richmond Information Services Society****Summary Page 3**

Total Expenses:	1,266,356.00	1,317,181.00
Annual Surplus or (Deficit):	(6,992.00)	(13,806.00)
Accumulated Surplus or (Deficit):	49,743.00	35,937.00

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

Expected funding was not fully obtained from other sources, reducing the accumulated surplus.

Current Year:

Although a loss has been budgeted, we work during the year to improve on this, so it does not become necessary to reduce services.

Explanation for Accumulated Surplus or (Deficit):

A surplus is desirable for stability, because funding and revenue are uncertain, as is the timing of their arrival.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$37,975	Health, Social & Safety
2013	\$10,000	Professional and Program Development
2013	\$37,230	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$31,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,000.00
Utilities and Telephone	\$4,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$3,000.00

Computer support

TOTAL **\$45,000.00**

Financial Assistance from Other Sources (if applicable):

Health, Social & Safety 2015**Over \$5000****Multi Year - Year 1****Volunteer Richmond Information Services Society****Summary Page 4**

Funder 1 Name	BC Gaming Commission	\$100,000
Funder 2 Name	United Way of the Lower Mainland	\$263,000
Funder 3 Name	Corporate sponsors and corporate/individual donations	\$226,250

Amount Your Society will Provide: **\$201,500.00**

Total Proposed Budget: **\$1,317,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$38,355

Recommendation:

Operating assistance for volunteer, charitable and information programs. Same level as last year plus CoL increase. Recommending Year 1 of multi-year funding cycle.

**Staff Comments /
Conditions:**

None



City of Richmond

Report to Committee

To: General Purposes Committee
From: Serena Lusk
Senior Manager,
Recreation and Sport Services

Date: January 14, 2015
File: 03-1085-01/2015-Vol
01

Re: 2015 Parks, Recreation and Community Events Grants

Staff Recommendation

That:

1. Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$99,750, as identified in Attachment 1 of the 2015 Parks, Recreation and Community Events City Grants report, dated January 14, 2015, from the Senior Manager, Parks and the Senior Manager, Recreation and Sport Services.
2. Steveston Community Society–Richmond Summer Projects be recommended for the first year of a three-year funding cycle based on Council's approval of each subsequent year of funding.

Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Att. 2

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

Staff Report

Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

This report supports Council's Term Goal #2 Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

In 2014, the City developed a social services strategy to guide the City's social services focus. The City Grant Policy 3712 and programs supports the implementation of the strategy.

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant program.

Findings of Fact

2015 Parks, Recreation and Community Events Grants Budget

The 2015 Parks, Recreation and Community Events Grants budget is \$101,494. This includes a one percent cost of living increase over the 2014 budget as per the City Grant Policy 3712.

Notice Given and Applications Received

Notices were placed on the City Page and City Notice Board in the Richmond Review and on the City website in October and November 2014, advising the community that applications were being accepted for 2015 City Grant Programs until November 14, 2014. This was the second year that the applications used a web-based system to facilitate a more efficient and effective process. A link to the City website was provided for further information and to access the system. A Grant Application User Guide and Parks, Recreation and Community Events (PRCE) Program Guidelines were also posted on the City website. Previous award applicants were also notified directly that the program was open for 2015 award submissions.

In the PRCE category, a total of 10 applications were received for a total request of \$147,595. A table outlining requests and recommended 2015 allocations is provided in Attachment 1. Summary sheets of grant applicants, generated from applicant information provided in the web-based system are found in Attachment 2, as well as staff recommendations and comments.

As indicated in the PRCE Grant Program guidelines, all proposals must demonstrate that primarily Richmond residents will be served to be considered eligible. While some applicants serve wider geographic areas, all requests were to support operations and programs serving primarily Richmond residents.

Late Applications

No applications were received after the November 14, 2014 deadline. The City Grant Policy indicates that late applications will not be accepted, and the new online grants software system 'closes' the ability to apply after the deadline.

New Applications

There were no new applications in the Parks, Recreation and Community Events category.

Application Review Process

A PRCE Grant Review Committee consisting of staff from the Community Services Department reviewed the 2015 applications. Recommended allocations were determined by the Committee rather than individual reviewers.

Analysis

Parks, Recreation and Community Events Grant Application Information 2012–2014

Table 1: Number of applications, allocations and recommendations:

Previous Applications, Allocations (2012/13) and Recommendations (2014)*				
	2012	2013	2014	2015
Total number of applications	11	16	17	10
New applicants	1	1	1	0
Late applications	0	0	0	0
Grants denied (did not meet criteria)	0	2	2	0
Partial amount of request recommended	8	13	15	10
Full amount of request recommended	3	1	0	0
Minor request (\$5,000 or less)	4	9	7	4
Total amount requested	\$94,765	\$194,860	\$259,972	\$147,595
Total budget	\$96,587	\$98,519	\$100,489	\$101,494
Total PRCE allocated	\$94,765	\$98,500	\$100,250	\$99,750

*some categories overlap; numbers are not meant to be totalled

Financial Impact

All applicants are recommended for partial funding. Principal reasons for partial funding are:

1. The City supports, but is not a primary funder, of non-profit organizations, whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations and fundraising efforts; and
2. The total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

Other reasons for recommending partial funding include but are not limited to:

- Other funding partners have not been sought;
- Lack of partnerships;
- Duplication of service;
- Uncommitted, substantial surplus;
- Fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- Quality, including completeness, of the application.

The 2015 Parks, Recreation and Community Events Grants budget is \$101,494. A total of \$99,750 is recommended for disbursement (Attachment 1).

Minor/Major Grant Requests

There are two streams of applications; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. If applying for a minor grant, the application requires fewer sections to be completed, in addition to the required documentation and signatures. The full application form is required for major grants or multi-year funding cycle requests.

In the Parks, Recreation and Community Events category, four organizations applied for grants of \$5,000 or less:

- East Richmond Community Association
- Gulf of Georgia Cannery Society
- Richmond Museum Society
- Sea Island Community Association

Multi-Year Funding Request

As part of the City Grant Policy adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years, for the same purpose, have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than assured, for three-year cycles; Council reviews recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years, fewer questions must be completed, plus required documents and signatures attached.

Two organizations—Steveston Community Society-Richmond Summer Projects and the Gulf of Georgia Cannery Society applied for multi-year funding in 2015. Only the Steveston Community Society-Summer Projects meets the criteria of receiving funding in each of the five previous years.

It is recommended that Steveston Community Society-Richmond Summer Projects be approved for year one of a multi-year funding cycle.

In 2014, Hamilton Community Association was approved for multi-year funding. Hamilton Community Association did not submit an application for funding in 2015.

Sea Island Community Association and the Richmond Museum Society had previously applied for multi-year funding in 2014 and 2013, respectively. Both organizations were deemed ineligible for multi-year funding. In 2015, both organizations applied under the assumption that they had previously received multi-year funding. It will be conveyed to them that they were successful for one-time funding this year as well as previous years and if they wish to submit a grant in 2016 it should be done under the one-time funding category.

On-line Application System

In adopting the City Grant Policy 3712 in 2011, Council also requested that:

Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.

The web-based City Grant application system was launched in September 2013 to receive on-line applications for 2014 City Grant Programs (Arts and Culture; Child Care; Health, Social and Safety; and Parks, Recreation and Community Events). The web-based application system has been in use for two grant cycles.

Although, extensive testing took place in 2014, the system is still being refined and some changes will be made for the 2016 grant application. In 2015, the Administrators' function was in place, therefore, staff were able to assist applicants with issues such as password and login and attaching reports. This reduced the demand on IT staff time. The feedback from users continues to be generally very positive. Users felt that the online system is a considerable time-saver as applicants were able to access information already saved into the system, requiring updates only.

Conclusion

The Parks, Recreation and Community Events Grants Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. Staff recommend that 2015 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Charlene Phung
Research Planner
(604-270-8721 ext. 3362)

- Att. 1: Outline of Requests and Recommended 2015 Allocations
2: Grant Application Summary Sheets 2015

Parks, Recreation and Community Events - Recommended Grant Allocations - 2015						
Applicant Name	2014 GRANT	2015 REQUEST	2015 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
East Richmond Community Association	\$ 500	\$ 1,500	\$ 500	Single Year	To support Summer Fun Nights 2014. Recommended award amount is consistent across events of similar size and community benefit.	1
Gulf of Georgia Cannery Society	\$ 500	\$ 5,000	\$ 1,000	Single Year	To support Winter's Farmers Market. Recommended award amount is consistent across events of similar size and community benefit.	4
Kidsport - Richmond Chapter	\$ 11,000	\$ 18,000	\$ 16,500	Single Year	To support grants to sport organizations for registrations for needy children and families.	7
Richmond Agricultural and Industrial Society	\$ 11,000	\$ 17,195	\$ 11,000	Single Year	To support the Salmon Festival and Steveston Farmer's and Artisan's Market events. In future suggest submitting two separate grants for Salmon Festival and Markets.	10
Richmond City Centre Community Association	\$ 10,500	\$ 14,900	\$ 10,500	Single Year	To support delivery of asset development programs for Children in Central Richmond.	13
Richmond Fitness and Wellness	\$ 8,000	\$ 15,000	\$ 10,000	Single Year	Increase to support expanded programming.	16
Richmond Museum Society	\$ 1,500	\$ 5,000	\$ 1,500	Single Year	To support the Doors Open 2015 event.	19
Sea Island Community Association	\$ 500	\$ 1,000	\$ 750	Single Year	To support Burkeville Daze event. Recommended award amount is consistent across events of similar size and community benefit.	22
The Sharing Farm Society	\$ 6,500	\$ 30,000	\$ 16,000	Single Year	To support the growing and distribution of food to the food bank and community meal programs.	24
Steveston Community Society - Richmond Summer Project	\$ 40,000	\$ 40,000	\$ 32,000	Multi Year - Year 1	Summer Registration Subsidy for children and families in need; Reduction made in consultation with staff and will not affect subsidy levels.	27
Totals	\$90,000	\$147,595	\$99,750			
Total Available		\$101,494	\$101,494			
Remaining		-\$46,101	\$1,744			



Grant Application Summary for 2015 Parks, Recreation & Community Events Program

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

Society: East Richmond Community Association

Grant Type: \$5,000 or Less Single Year

Grant Request: \$1,500

Proposal Title: Summer Fun Nights 2015

Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): July 28, 2015 **End Date (if applicable):** August 18, 2015

Number To Be Served: 850

Richmond Residents: 700

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to its fifth annual Summer Fun Nights series in the Summer of 2015. The event series will run for four nights consecutive Tuesday evenings: July 28, August 4, 11 and 18 (Outdoor Movie Night). At these events guests will have a relaxing and fun summer experience that includes grassroots family activities and games, program demonstrations, community booths, fitness testings and participatory entertainment. One night is dedicated to showing a free outdoor movie. On this evening the community will come together to enjoy a G-rated film under a twinkling canopy of stars and discover new friendships. The Summer Fun Nights series is an entertaining and easy-going event series where community members can connect in an activity-filled outdoor environment.

Our Summer Fun Nights series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. This event provides the community with the opportunity to learn more about their Community Centre and how they can become involved within their community. An affordable and inclusive event, it is attended by a broad cross-section of Richmond residents though the majority will be from East Richmond. It provides a fun, interactive, social and educational experience. Summer Fun Nights promotes partnerships with businesses in East Richmond and strengthens the partnership between ERCA and Cambie Secondary, whose Recreation Leadership group regularly volunteer their time to organize and run the games and activities. These youth will build on their developmental assets through teamwork, constructive use of time, planning and decision making.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, Community Centre staffing, maintenance on a percentage basis w/City of Richmond and Richmond School District. Estimated value \$728,500.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$874,971.31	\$910,559.14
Total Expenses:	\$789,961.70	\$897,792.36
Annual Surplus or (Deficit):	\$85,009.61	\$12,766.78
Accumulated Surplus or (Deficit):	\$116,824.13	\$115,452.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Program registration increased over what was projected.

Current Year:

A decrease in expenses over what was projected with an increase in registration in some areas.

Explanation for Accumulated Surplus or (Deficit):

For projects and community initiatives in progress

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$500.00	Parks, Rec and Community Events
2013	\$5,723.20	Child Care Capital
2013	\$1,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$610.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	4320.00

Parks, Recreation & Community Events 2015
East Richmond Community Association

\$5,000 or Less Single Year
Summary Page 3

Fees (SOCAN, Re:sound,insurance) = \$640

Entertainment = \$750

Promotions = \$535

Movie = \$2395

TOTAL \$6,630.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Coast Capital Savings	Amount	2000.00
Funder 2 Name	Additional Funder	Amount	500
Funder 3 Name	Additional funder	Amount	150

Amount Your Society will Provide: **\$2,480.00**

Total Proposed Budget: **\$6,630.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$500

Recommendation: To support Summer Fun Nights 2014.
Recommended award amount is consistent across
events of similar size and community benefit.

**Staff Comments /
Conditions:** None



**Grant Application for 2015
Parks, Recreation & Community Events Program**

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

Society: Gulf of Georgia Cannery Society

Grant Type: \$5,000 or Less Multi Year - Year 1

Grant Request: \$5,000

Proposal Title: Cannery Farmers' Market

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 16000

Richmond Residents: 13000

Grant Request Summary:

The Cannery Farmers' Market is uniquely situated inside the Gulf of Georgia Cannery National Historic Site. Free to the public, the Market offers a variety of quality locally made products, adhering to the "Make it, Bake it, Grow it, Catch it" philosophy.

The Market operates bi-weekly from the first Sunday in October to the last Sunday in April totaling 14 dates. In addition to providing a location to purchase local food and craft items, each Market serves as a gathering place for hundreds of Richmond residents. The Market also acts as an economic stimulant for local businesses, a source for regional tourism during the winter season.

The Market is intended for Richmond residents and offers a variety of activities and local entertainment for adults and families. Funding would support costs associated with these activities including crafts and demonstrations, and performers as well as promotion.

Richmond Services Received by Your Organization:

We do not receive any services from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$924,526.00	\$1,013,865.00
Total Expenses:	\$920,028.00	\$1,011,380.00
Annual Surplus or (Deficit):	\$4,498.00	\$2,485.00
Accumulated Surplus or (Deficit):	\$270,667.00	\$273,152.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We had additional grants and sponsorships.

Current Year:

We are projecting an increase in admission and gift shop revenues.

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus funds are set aside as maintenance contingency and for special projects. Currently our major projects include production of new orientation film and upgrading exterior landscaping.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$500	Parks, Rec and Community Events
2013	\$1,000	Parks, Rec and Community Events
2012	\$2,000	Project Assistance

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$21,910.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$250.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$1,000.00
Supplies	\$300.00
Equipment	\$850.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$6,525.00

Promotion, Entertainment, Insurance

TOTAL **\$30,835.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Richmond Foundation	\$1,000
Funder 2 Name	Great Canadian Casino	\$5,000
Funder 3 Name	VanCity	\$1,500

Amount Your Society will Provide: **\$18,335.00**

Total Proposed Budget:

\$30,835.00

GRANT RECOMMENDATIONS

**Recommended
Amount:**

\$1,000

Recommendation:

To support Winter Farmer's Market.

Gulf of Georgia is not eligible for multi-year funding for this event / application this year (requires 5 years of previous funding). Funding amount is consistent across events of this size and community benefit.

**Staff Comments /
Conditions:**

None



**Grant Application for 2015
Parks, Recreation & Community Events Program**

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

Society: Kidsport - Richmond Chapter

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: KidSport™ Grant

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:

Social and economic obstacles can prevent some young people from participating in organized sport. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - Children up to 18 years of age; - Application form must be completed reviewed and verified by an appropriate financial verifier who would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to \$200/applicant/year may be granted, can be applied only to registration fees during the season the sport is in session. If we raise enough money we would increase the maximum grants to \$250. Many Chapter of KidSport in the Province of BC provide grants of \$300 and \$350 per child per year. Grants are paid directly to the local sport organization and not the family or child. The sport organization must be affiliated with Sport BC.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$45,131.74	\$48,000.00
Total Expenses:	\$42,190.63	\$45,000.00
Annual Surplus or (Deficit):	\$2,941.11	\$3,000.00
Accumulated Surplus or (Deficit):	\$9,035.59	\$10,000.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

An accumulated surplus from 2011 was applied to 2012 to allow a disbursements without entering a deficit situation. Surplus increase in 2013 for we raised more money than we allocated.

Current Year:

In 2013 there was a surplus of \$2,905.59. We raised more money than expected. For 2014 we currently have 16 cheques that have been issued in 2014 but not cashed for a total of \$6,250. In 2014 in June we increased our maximum grants per child from \$150 to \$200 per year,

Explanation for Accumulated Surplus or (Deficit):

A small surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month. This way we always have sufficient funds to fund approved applications each month and not having to wait for needed grants or donations.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$11,000	Parks, Rec and Community Events
2013	\$9,700	Parks, Rec and Community Events
2012	\$6,250	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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	\$18,000.00

Provide partial sport registration fees (up to \$200) for needy children who reside in Richmond to participate in community sports that are affiliated to Sport BC..

TOTAL **\$18,000.00**

Financial Assistance from Other Sources (if applicable):

Parks, Recreation & Community Events 2015
Kidsport - Richmond Chapter

Over \$5000

Single Year
Summary Page 3

Funder 1 Name	Coast Capital Savings Credit Union Community Investment Fund	\$5,000
Funder 2 Name	BC Government	\$6,000
Funder 3 Name	Hyundai Hockey	\$2,500
Amount Your Society will Provide:		<u>\$0.00</u>
Total Proposed Budget:		<u>\$18,000.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$16,500

Recommendation:

To support grants to sport organizations for registrations for needy children and families
--

**Staff Comments /
Conditions:**

None

Society: Richmond Agricultural and Industrial Society
Grant Type: Over \$5000 Single Year
Grant Request: \$17,195
Proposal Title: Steveston Salmon Festival and Steveston Farmers & Artisans Market
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 100000
Richmond Residents: 30000
Grant Request Summary:

1. Steveston Farmers & Artisans Market: operating assistance for on-going activity; target all members of the community and surrounding municipalities; community benefit: local/regional tourism, promote sustainable, local agriculture and arts, healthy food choices, economic stimulation for area merchants, community gathering place, community partnerships.

2. Steveston Salmon Festival: Richmond's largest annual community event; target groups: all members of the community and surrounding municipalities; community benefit: local/regional tourism; immeasurable economic benefits; celebration of Canadian pride; "Canada's biggest little birthday party since 1945"; parade, children/youth festivals, cultural displays/demos; 2 stages, salmon bbq; food, craft, trade, art show etc.

Richmond Services Received by Your Organization:

facility use; staff support; in-kind services, equipment and supplies

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$197,364.11	\$171,950.00
Total Expenses:	\$134,893.94	\$171,950.00
Annual Surplus or (Deficit):	\$62,470.17	\$0.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):
Last Complete Year:

any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community

Parks, Recreation & Community Events 2015
Richmond Agricultural and Industrial Society

Over \$5000

Single Year
Summary Page 2

Centre; currently allocating funds towards the Steveston park playground improvements.

Current Year:

any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; continuing to build a fund for playground improvements.

Explanation for Accumulated Surplus or (Deficit):

any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$11,000	Parks, Rec and Community Events
2013	\$11,000	Parks, Rec and Community Events
2012	\$7,250	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$7,066.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,540.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$600.00
Supplies	\$1,605.00
Equipment	\$2,384.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	\$3,000.00

Security

TOTAL **\$17,195.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Government of Canada, Department of Canadian Heritage	\$5,000
Funder 2 Name	Conway Richmond (Blundell Centre	\$5,000
Funder 3 Name	GFFG	\$2,000

\$117,755.00

Amount Your Society will Provide:

Total Proposed Budget:

\$171,950.00

GRANT RECOMMENDATIONS

Recommended

Amount:

\$11,000

Recommendation:

To support the Salmon Festival and Steveston Farmer's and Artisan's Market events. In future suggest submitting two separate grants Salmon Festival and Markets

**Staff Comments /
Conditions:**

None



Grant Application for 2015
Parks, Recreation & Community Events Program

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

Society: Richmond City Centre Community Association

Grant Type: Over \$5000 Single Year

Grant Request: \$14,900

Proposal Title: Asset Development for Children in Central Richmond

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 390

Richmond Residents: 390

Grant Request Summary:

To operate community based Asset Development Programs for high need and at-risk children who attend Richmond City Centre inner-city Elementary schools: Anderson, Cook and General Currie. These are children who would be on their own with inadequate care and supervision on the schools early dismissal school days and after school hours. This Asset Development Program will seek support and work in partnership with the schools. This program is based on an earlier successful pilot project which showed the effectiveness and positive benefits of this type of Asset Development in inner-city school children.

In addition to these early dismissal programs, City Centre Community Centre would like to continue offering a low cost after school program in General Currie Elementary School based on physical literacy initiatives: introducing children to fundamental movement skills that will contribute to healthy active lifestyles starting at a young age.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$398,309.00	\$392,931.66
Total Expenses:	\$377,441.00	\$390,909.95
Annual Surplus or (Deficit):	\$20,868.00	\$2,021.71
Accumulated Surplus or (Deficit):	\$150,139.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus last year was the result of a timing issue for recognition of grant income over a series of years. In reality the surplus was closer to \$6,000.

Current Year:

This reflects a realistic assessment of expenditures and revenues. Demand is increasing for services that have lower fees.

Explanation for Accumulated Surplus or (Deficit):

The surplus will be used for furnishing the new City Centre Community Centre which will open in July 2015 and for implementing new programs to serve the broader City Centre Community.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$10,500	Parks, Rec and Community Events
2013	\$10,700	Parks, Rec and Community Events
2012	\$10,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,280.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,450.00
Equipment	\$1,150.00
Photocopying	\$40.00
Program Materials	\$1,450.00
Local Travel	\$30.00
Other	\$0.00
TOTAL	<u>\$14,900.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$15,000.00

Total Proposed Budget:

\$44,900.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$10,500

Recommendation:

To support delivery of asset development programs
for Children in Central Richmond.

Staff Comments /

Conditions:

None



**Grant Application for 2015
Parks, Recreation & Community Events Program**

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

Society: Richmond Fitness and Wellness Association

Grant Type: Over \$5000 Single Year

Grant Request: \$15,000

Proposal Title: Walk Richmond Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3000

Richmond Residents: 3000

Grant Request Summary:

The RFWA submits its proposal to facilitate walking opportunities in Richmond by:

1. continuing to coordinate and enhance the well-established, free, drop-in Walk Richmond program;
2. building community capacity through supporting the development of sustainable and independent walking opportunities with less-connected populations in Richmond through community outreach efforts;
3. and fostering partnerships with key stakeholders in order to facilitate a Richmond Community Walkability Forum.

The Community Walkability Forum will identify and bring together a range of potential partners in Richmond who have a shared interest in building community capacity related to walkability issues. Partners who have already agreed to support the Forum include: the RCMP, Vancouver Coastal Health and the Richmond School District.

The intent of the Forum will be to facilitate discussion among diverse community stakeholders with the goal of mobilizing community efforts to enhance walkability in the City of Richmond. Potential outcomes of the forum include:

- identifying and developing sustainable partnerships,
- sharing current practices and policies,
- the identification of walkability barriers and issues,
- and developing of a strong coalition of partners who will support and enhance

collaborative action plans to address identified walkability challenges.

We anticipate hosting the forum in October/November 2015.

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continuing support from the City of Richmond Coordinator of Fitness and Wellness Services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$10,891.43	\$23,000.00
Total Expenses:	\$18,144.52	\$32,400.00
Annual Surplus or (Deficit):	(\$7,253.09)	(\$9,400.00)
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

All of the programs the RFWA offers are at no cost to the public and therefore runs a deficit every year.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income and continuing to fund and enhance the Walk Richmond program as planned will deplete remaining funds if grant funding is not received.

Explanation for Accumulated Surplus or (Deficit):

The "surplus" on the balance sheet should be viewed as a contingency fund that can be drawn upon when funding is not at 100%. The RFWA has no other assets to borrow against and must maintain financial viability to ensure the success and longevity of the Walk Richmond program.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$8,000	Parks, Rec and Community Events
2013	\$7,000	Parks, Rec and Community Events
2012	\$9,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$12,500.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$15,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Recreation and Parks Association	\$300
Funder 2 Name		
Funder 3 Name		

Amount Your Society will Provide:	<u>\$17,400.00</u>
Total Proposed Budget:	<u>\$32,700.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$10,000

Recommendation: .Suggest grant money to be used fo support
expanding program rather than forum.

**Staff Comments /
Conditions:** None



**Multi-Year Grant Application for 2015
Parks, Recreation & Community Events Program**

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

Society: Richmond Museum Society

Grant Type: \$5,000 or Less Multi Year - Year 3

Grant Request: \$5,000

Proposal Title: Doors Open Richmond 2015

Number Served: 16,658 **Richmond Residents:** 11,827

Grant Request Summary:

Doors Open Richmond 2015 is one of the leading celebrations of heritage, arts and culture in Metro Vancouver. For the last eight years, it has provided visitors with the opportunity to experience an opening event showcasing a unique heritage site followed by free weekend access to up to 50 cultural destinations across the City of Richmond. In previous years, Doors Open Richmond has attracted between 16,000 and 25,000 site visits to destinations as diverse as city facilities, national historic sites, museums, galleries and artists' studios through to places of worship, parks and specialty businesses. As well as showcasing the material culture and built heritage of Richmond's incredibly diverse past and present, Doors Open Richmond also provides over 180 volunteers aged 16 years and above with a variety of skills and leadership opportunities. When it premiered in 2007, Doors Open Richmond was the first event of its kind in Western Canada. Based on a European model, Doors Open is a rare event that breaks through social, age and cultural barriers to provide culturally rich and inclusive experiences and form deeper personal connections for residents and visitors from across Richmond, Metro Vancouver and beyond. Doors Open Richmond remains today one of the largest events of its kind in the Lower Mainland and continues to set the standard for other municipalities to follow including the Cities of Surrey and Vancouver. Doors Open Richmond 2015 will begin on Friday, June 5th with an evening public reception at the Japanese Building on the Steveston Museum site followed by the City-wide celebration on Saturday, June 6th and Sunday, June 7th from 10 a.m. to 4 p.m. Doors Open Richmond 2015 has received diversified funding and the support of Heritage Canada. In order to continue to grow and serve the community, the Richmond Museum Society requests City grant funding of \$5,000, primarily for promotional and volunteer costs.

Changes that will impact grant use:

Doors Open Richmond faces both new opportunities and challenges in 2015 framed within a commitment to maintain high standards of organization, planning and visitor experience. New opportunities includes receiving a student intern through the UBC Arts Intern Program who will assist with planning and implementing the event, particularly developing and putting in place an improved social media strategy and volunteer training program, while providing the student with an opportunity to learn about large event planning, project management and community building through heritage, arts and culture. This intern position means that any funding received from the City of Richmond to assist with promotional and volunteer costs will be able to be extended even further.

Challenges include receiving just over 50 per cent of funding requested from Heritage Canada's Building Community through Arts and Heritage Grant. This will be managed by drawing on funds restricted by the Richmond Museum Society from the 2014 budget and through the careful allocation and use of City grant money.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$221,602.00	\$123,423.00
Total Expenses:	\$224,270.00	\$123,423.00
Annual Surplus or (Deficit):	(\$2,668.00)	\$0.00
Accumulated Surplus or (Deficit):	\$67,122.00	\$58,622.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Deficit was anticipated and covered with surplus funds from previous years.

Please note increase from previously reported submission of \$126,774.00 due to a gift-in-kind tax receipt for exhibition materials and services.

2013 current deferred revenue - \$25,423 with \$1,500 for Heritage Fair, \$5,000 for Doors Open, \$8923 for Summer Grants, \$10,000 for Textile Exhibition. Remainder of surplus is dedicated to RMS fundraising projects.

Current Year:

Restricting \$8,500 for the following projects for 2015:

\$2,000 for Tsawassen First Nations Kit,

\$3,000 for Heritage Fair and

\$3,500 for Doors Open Richmond.

Explanation for Accumulated Surplus or (Deficit):

Remainder of Accumulate surplus is cash and investments for future fundraising plans except for \$8,500 which are restricted funds as listed above.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$1,500	Parks, Rec and Community Events

Parks, Recreation & Community Events 2015
Richmond Museum Society

\$5,000 or Less Multi Year - Year 3
Summary Page 3

2013	\$1,600	Parks, Rec and Community Events
2012	\$3,500	Project Assistance

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,500

Recommendation: To support the Doors Open 2015 event.

**Staff Comments /
Conditions:** None



**Multi-Year Grant Application for 2015
Parks, Recreation & Community Events Program**

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

Society: Sea Island Community Association

Grant Type: \$5,000 or Less Multi Year - Year 2

Grant Request: \$1,000

Proposal Title: Burkeville Daze Grant

Number Served: 600-700 **Richmond Residents:** 600-700

Grant Request Summary:

This grant would assist the Sea Island Community Association to present our annual Community celebration: Burkeville Daze. This one day event consists of a parade, community group demonstrations, heritage group displays, fund-raising booths, public safety service displays, games, petting zoo, volunteer opportunities, program registration, food and social interaction.

Changes that will impact grant use:

No Changes

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$102,472.09	\$106,142.80
Total Expenses:	\$102,300.29	\$95,006.46
Annual Surplus or (Deficit):	\$171.80	\$11,136.34
Accumulated Surplus or (Deficit):	\$40,940.65	\$24,233.42

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Sea Island Community Association had a surplus of \$171.80 at year end Aug 31/13 which is a result of careful planning and budgeting.

Current Year:

Currently, the Association has a very small surplus of just over \$11,136.34 this is a result of slightly higher revenue than budgeted and lower expense than the prior period.

Explanation for Accumulated Surplus or (Deficit):

This is the accumulation of over thirty years of surplus. We hope to have some funds ready for a poor year, or to fund programs and events that will not have offsetting revenues such as Seniors.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$500	Parks, Rec and Community Events
2013	\$1,000	Parks, Rec and Community Events
2011	\$1,015	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$750

Recommendation: To support Burkeville Daze event. Recommended award amount is consistent across events of similar size and community benefit.

**Staff Comments /
Conditions:** None



Grant Application for 2015
Parks, Recreation & Community Events Program

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

Society: **Sharing Farm Society**
Grant Type: **Over \$5000 Single Year**

Grant Request: **\$30,000**
Proposal Title: **Expanding the Sharing**
Grant Purpose: **Operating Assistance**

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: **1925**
Richmond Residents: **1925**

Grant Request Summary:

The proposed project will enable The Sharing Farm to continue to grow food to feed low-income Richmond families. The Sharing Farm is run by community members for community members, and is dedicated to providing fresh, healthy, local and organic produce to our neighbours in need. The Sharing Farm has successfully put fresh vegetables on people's plates for many years, donating 80% of our yearly harvest to the Food Bank, Community Meals and other organizations distributing food to vulnerable people. While we operate on a tiny budget and enjoy the support of a large group of volunteers, funding has always been a challenge. In 2014, we have continued several activities to improve the sustainability of our operation in the long run. These will take time to mature. Grants remain indispensable for The Sharing Farm to continue our work in 2015.

The statistics of people served includes recipients of our produce, the people who receive education and significant opportunities for community building, and the seniors who participated in a new program we began in 2014. As far as we are aware, all our donated food goes to Richmond residents.

Richmond Services Received by Your Organization:

Use of land in the Terra Nova Park (3 acres at est. \$1,500/year per acre = \$4,500); use of water in the summer (est. at \$.0044/gallon x 170,000 gallons = \$748/year); rental of Buemann house (\$1,400/month x 12 months = \$16,800/year - utilities included)

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$168,014.00	\$164,463.00

Parks, Recreation & Community Events 2015
Sharing Farm Society

Over \$5000 Single Year
Summary Page 2

Total Expenses:	\$164,242.00	\$158,788.00
Annual Surplus or (Deficit):	\$3,772.00	\$5,675.00
Accumulated Surplus or (Deficit):	\$13,771.00	\$17,543.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus consists of funds that we need to report as revenue for CRA purposes but that are actually tied to the construction of a new barn, hopefully in 2015. As such, the surplus is misleading, as we are unable to use these funds for operating purposes.

Current Year:

The surplus consists of funds that we need to report as revenue for CRA purposes but that are actually tied to the construction of a new barn, hopefully in 2015. As such, the surplus is misleading, as we are unable to use these funds for operating purposes.

Explanation for Accumulated Surplus or (Deficit):

We had a small accumulated surplus from previous years, as explained in last year's application. The increase in 2013 and 2014 (projected) is due to funds tied to the construction of a new barn, as explained above. In terms of working capital available to operate, The Sharing Farm works hard to break even.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$6,500	Parks, Rec and Community Events
2013	\$1,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$135,013.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$1,764.00
Utilities and Telephone	\$470.00
Supplies	\$7,100.00
Equipment	\$2,300.00
Photocopying	\$2,000.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$31,475.00

Garlic Fest and other events, special programs,
office, insurance (truck, trailer, liability), staff training,

bank charges, amortization of greenhouse costs.

TOTAL **\$180,422.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name Canada Post **\$5,000**

Funder 2 Name BC Gaming Grant **\$20,000**

Funder 3 Name TD Friends of the Environment **\$6,000**

Amount Your Society will Provide: **\$87,190.00**

Total Proposed Budget: **\$178,290.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$16,000

Recommendation: To support the growing and distribution of food to the food bank and community meal programs.

**Staff Comments /
Conditions:** None



**Grant Application for 2015
Parks, Recreation & Community Events Program**

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

Society: Steveston Community Society - Richmond Summer

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$40,000

Proposal Title: Richmond Summer Project

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 2000

Richmond Residents: 1920

Grant Request Summary:

Funds contribute to the overall Summer Project; 2015 grant monies would be distributed between 13 facilities citywide. The City Grant would enable low cost/no cost services to be offered to Richmond residents by offsetting staff salaries, general expenses, and training expenses for staff and volunteers. This training ensures that a consistent message of City initiatives - such as Physical Literacy - are provided to all summer staff across Richmond. The grant also allows children that require extra support to participate in our summer programs. Steveston Community Society is submitting the grant application for Summer 2015 on behalf of the following City of Richmond partners in Parks, Recreation and Community Social Services: Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Centre Community

Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Richmond Nature Park Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services.

Richmond Services Received by Your Organization:

Facilities and City Staff support

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$210,049.00	\$196,194.00
Total Expenses:	\$209,745.00	\$195,206.00
Annual Surplus or (Deficit):	\$704.00	\$988.00
Accumulated Surplus or (Deficit):	\$19,232.00	\$19,936.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to research and purchase equipment for children's summer programs and events that can be utilized Citywide. We will also continue to support our partners with Children's Outreach opportunities in their community.

Current Year:

Numbers shown are complete to Sept 30/14 and our fiscal year is Dec 31/14.

Explanation for Accumulated Surplus or (Deficit):

We carry some money over for start-up costs as the Summer Administrator job starts prior to funds 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 July/August.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$40,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$24,781.42
Consultant Services	\$2,500.00
Volunteer Support (e.g. expenses, recognition)	\$3,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$100.00
Equipment	\$650.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$8,970.00

Bank charges - \$370

Meetings - \$100

Staff/Volunteer Training - \$2500

Outreach Programs - \$5500
Get Richmond Moving Initiative - \$400
Mileage - \$100

TOTAL

\$40,001.42**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name Canada Summer Jobs (HRDC)

\$78,478

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:\$0.00**Total Proposed Budget:**\$40,000.00**GRANT RECOMMENDATIONS****Recommended****Amount:**

\$32,000

Recommendation:

Summer Registration Subsidy for children and families in need; Reduction made in consultation with staff and will not affect subsidy levels.
--

Staff Comments /**Conditions:**

None



City of Richmond

Report to Committee

To: Finance Committee
From: Jerry Chong, CA
Director, Finance
Re: **2015 One-Time Expenditures**

Date: January 30 2015

File:


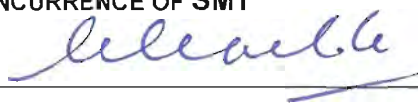
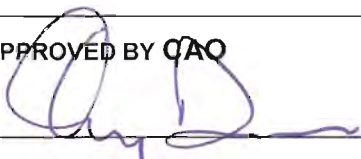
Staff Recommendation

That:

1. The recommended one-time expenditures in the amount of \$1.87M, as outlined in the 2015 One-Time Expenditures staff report, be approved.
2. The One-Time Expenditures be included in the City's 5-Year Financial Plan (2015-2019) Bylaw.


Jerry Chong, CA
Director, Finance
(604-276-4064)

Att. 2

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER 
CONCURRENCE OF SMT 
APPROVED BY CAO 

Staff Report

Origin

One-time expenditure requests are typically non-recurring items for consideration over and above the base annual budget. Council established a Rate Stabilization Account (RSA) to provide funding for such requests without a tax impact. Each year, once the City's accounts from the prior year are finalized, any arising surplus is transferred into the RSA. The funds can be used to help balance the budget in order to minimize any tax increases or to offset any one-time expenditure requests.

Any approved one-time expenditure requests will be included in the 2015-2019 5-Year Financial Plan (5YFP). The City must adopt the 5YFP Bylaw before May 15th of each year in accordance with Subsection 165(1) of the Community Charter.

Analysis

For 2015, there are 21 one-time expenditure requests totalling \$3.0M. The list includes items that were referred to staff, but not recommended in the 2015 Capital Budget due to funding constraints, capital and other priorities. Staff conducted a thorough review and prioritized each request using established ranking criteria.

Only high priority requests are recommended. If any one-time expenditure requests are approved by Council, the respective expenditure will be included in the 5-Year Financial Plan (2015-2019). There is no tax impact from any of the proposed one-time expenditures as they will be funded from the RSA which has a balance of approximately \$6.9M. The proposed 2015 Operating Budget recommends the use of \$0.4M funding from the RSA to reduce the tax impact, which would leave a balance of \$6.5M.

Table 1 shows the summary of the one-time expenditure requests:

Table 1 – One-Time Expenditure Requests Summary

# of One-Time Expenditures Requested	Recommended Amount (In \$000s)	Not Recommended Amount (In \$000s)	Total (In \$000s)
21	\$1,870	\$1,140	\$3,010

Attachments 1 and 2 provide a brief description of all one-time expenditure requests with recommendations and non-recommendations respectively provided by SMT and the CAO. Council may change any of the recommendations or may choose to address other one-time funding needs.

Financial Impact

The recommended one-time expenditure requests of \$1.87M are funded from the Rate Stabilization Account with no tax impact. These recommended amounts will be included in the 5-Year Financial Plan (2015-2019), should they be approved by Council. This leaves a balance of approximately \$4.6M in the RSA prior to the transfer of any surplus arising from 2014.

Conclusion

One-time expenditure requests were reviewed and prioritized by SMT and the CAO. The high priority requests in the amount of \$1.87M as summarized in Attachment 1 are recommended to be funded from the Rate Stabilization Account.



Melissa Shiau, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:sx

- Att. 1: One-Time Expenditure Requests – RECOMMENDED
- 2: One-Time Expenditure Requests – NOT RECOMMENDED

Attachment 1: One-Time Expenditure Requests – RECOMMENDED

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
1	Community Services	Steveston Community Amenities Master Plan There is a Council referral to examine community amenities in Steveston in light of the current status of the community centre, library and park as well as other private and public development in the community. This project will evaluate the options and opportunities related to development / redevelopment of Community Amenities and lay out both a short and long term plan to meet community needs. The project will include facility evaluation and planning as well as significant engagement with key partners in Steveston and the public.	\$69	\$69
2	Finance and Corporate Services	Google Search Appliance This request is to replace the City's current obsolete and out-of-support Google Mini Search Appliance with the Google Search Appliance. Google no longer markets the Google Mini and the Google Search Appliance is an extremely enhanced replacement with many advanced search features. Implementing even some of these features will enhance the search provided on our City website significantly. Improvements to the City website search are in line with the mandate of the City's Digital Strategy.	\$71	\$71
3	Community Services	Major Events Provision Funding Major events in the City have been funded through surplus allocations in the past. This request is for \$750,000 to be allocated to the Major Events Provision account to allow continued financial support for City produced festivals such as Ships to Shore, Maritime Festival, Children's Arts Festival, the multicultural block party, the marketing campaign "Richmond Days of Summer" and others as endorsed. Each year a separate report is prepared seeking Council approval on events funded from the provision. The proposed allocations include: Plaza Activation 2015 - \$75,000 Maritime Festival 2016 - \$180,000 Ships to Shore 2016 - \$150,000	\$750	\$750

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		Multicultural Block Party 2016 - \$225,000 Days of Summer 2016 - \$40,000 Event Sustainability Conference 2016 - \$20,000 Children's Arts Festival 2017 - \$60,000		
4	Community Services	Facilities Plan There is a requirement to update the City's Major Capital Facilities Plan and present to Council in 2015 in order to plan for the next phase of civic facility development. This one-time additional level request is to assist staff in developing the Community Services future facility needs and requirements. This technical plan will identify, assess and prioritize the Community Services facilities to be developed, decommissioned or replaced such as aquatics facilities, arts, heritage and culture facilities, ice facilities, sports amenities, community halls, libraries, animal shelter and community centres in the upcoming 10-20 years.	\$95	\$95
5	Finance and Corporate Services	Richmond Archives and Corporate Information Database Upgrade An Inmagic database upgrade will allow the City to provide a new level of efficient, 24-hour online service benefitting the public, Council and staff by increasing access to Richmond's past and present while reducing operational costs due to inefficiencies in the current system. Access to an array of archival records and corporate information from incorporation in 1879 to today will be enabled. Descriptions of photographs, maps, minutes, bylaws, and other City and community records will be available on the web. Thousands of digitized photographs that celebrate Richmond's heritage will be accessible. Improved web-based Council minutes search tools will facilitate public engagement.	\$43	\$43
6	Finance and Corporate Services	DCC Program Update The additional funding would be used to hire a consultant to help update the DCC program to incorporate new infrastructure required to support the growth envisioned in the updated Official Community Plan and Hamilton Area Plan as well as update the scope and cost	\$125	\$125

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		estimates of existing projects in the DCC program to better reflect current conditions.		
7	Community Services	<p>Sports For Life Strategy An updated Sport for Life Strategy is required to ensure there is a coordinated and comprehensive approach to sport in the community which takes into account the changing community demographics and facility landscape in the city. The Sport for Life Strategy provides direction to staff and community sport organizations related to the priorities for sport programming and facilities in the community. The updated strategy will include significant community consultation.</p>	\$50	\$50
8	Law and Community Safety	<p>RFR Recruitment and Hiring Costs In 2009, \$130,000 of surplus was allocated for recruitment and hiring new recruit fire fighters to replace vacancies. Between 2009 and 2013, the cost of recruitment and hiring entry level fire fighters completely expended the allocated \$130,000. The costs associated with recruitment and hiring include items such as advertising, testing and background checks. Although, portions of these costs are paid by the applicants, RFR still incurs cost. Additionally, when new employees are hired, they require new sets of personal protective equipment (PPE). Unlike the PPE for incumbent fire fighters, the cost of this new equipment is not included in the current operating budget.</p> <p>Hiring entry level fire fighters to replace employees will continue to occur on an annual basis. In 2013, RFR received over 500 fire fighter applications, and over 200 of those applicants went through rigorous testing. This testing costs RFR approximately \$250 per applicant. Additionally, each recruit fire fighter hired incurs a cost of \$2,200 for background checks and PPE. In the future, RFR will recruit year round, with those hired being from a qualified pool of candidates. Based on the past 6 years, RFR is anticipated to hire 6 candidates per year with a projected cost of \$25,000 per year for applicant</p>	\$38	\$38

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		testing (based on 100 new qualified applicants each year) and \$13,200 per year in background checks and PPE for recruit fire fighters.		
9	Library	Kids' Computer Learning Lab at Richmond Library The Library's strategic plan identified a need for improved digital resources and for more programming focussing on digital literacy and learning skills, especially for children. Currently children's computer programs are held in the adult computer lab creating problems by displacing the adults and creating an intimidating environment for the children. The Kids' Computer Learning Lab would focus on digital resources for children and teach appropriate internet and social media use. Being laptop based means the program would be mobile and go out to other library branches and community locations.	\$27	\$27
10	Finance and Corporate Services	WiFi Network Expansion Phase I Item One: WiFi in Fire Halls (2015:\$18K) This two-year project will supply WiFi services to fire halls, including the vehicle bays. This will allow automatic updating of maps and pre-plans in trucks. Item Two: Recreation Centres (2015:\$27K) This two-year project will supply WiFi service to indoor & outdoor areas where required. Item Three: Aquatics, Arenas, Heritage Sites (2015:\$5K) This two-year project would supply WiFi service to outdoor areas. Item Four: Parks and Public Spaces (2015:\$208K)	\$258	\$258
11	Finance and Corporate Services	Service Level Review Management System The Project will involve the sourcing and implementation of a software solution to manage the life cycle of corporate service level reviews which have been initiated by the CAO: 1) to ensure effective management reporting, over the long term, of continuous improvement measures by business units; and 2) to gain efficiency in the administration of service level review	\$50	\$50

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		information collected. IT will be involved in vendor selection, and assist with oversight of system implementation and support services from the selected vendor.		
12	Community Services	The Sharing Farm – Barn Construction The construction of a 1,400 square foot barn with a storage loft, walk-in cooler and sink will allow The Sharing Farm to efficiently process and store recently harvested fruits and vegetables and securely store tools and equipment. The barn will replace the former garage that was demolished in 2013. The project requires City funding and is funded by a \$30,000 Community contribution.	\$294	\$294
Recommended Grand Total			\$1,870	\$1,870

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
1	Community Services	Richmond Museum Development Plan To further Council Goal 9.2 to plan for new cultural infrastructure including a new Richmond Museum, creating a Development Plan is the next stage of planning. It will include detailed information re: vision, mission statement and mandate; size and location; governance and administrative structure; programming, interpretation and storyline; branding and design requirements; capital and operating funding strategies; and further partnerships, amenity contribution and collaboration opportunities. Public consultation will take place throughout the plan to ensure stakeholder and community needs are addressed.	\$200	\$-
2	Community Services	Child Care Needs Assessment The current 2009-2016 Richmond Child Care Needs Assessment and Strategy was based on information collected in 2008. Since that time there has been an increase in the number of private child care businesses, changes to Provincial policy regarding full day kindergarten and shifts in parent preferences favouring institutional group care settings over home based family child care. The City needs current data in order to make informed decisions about child care facility development and service needs.	\$50	\$-
3	Community Services	Heritage Inventory Database The 2003 Heritage Inventory is a database of the most important historical sites in Richmond. The Inventory documents these sites, helps to increase awareness about Richmond's past, serves as a research tool and flags a property when inquiries are made regarding development that may affect it. The project will update, add to, delete where necessary and re-format the heritage inventory, coordinate it with the GIS database, and create an overall framework that will facilitate decision-making. Statements of significance for individual	\$100	\$-

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		resources will be updated or prepared where required and properties built after 1940, heritage trees, archaeological sloughs and archaeological sites will be added.		
4	Community Services	Replacement of Arts Centre Cargo Van Request to add a cargo van to the fleet inventory for the Art Centre for \$30K to replace the current Art Truck which is not in the fleet inventory. The annual operating costs for the cargo van would be \$12K, which includes maintenance, insurance, fuel and vehicle replacement program. The Art Truck provides arts outreach programming with a particular focus on connecting children/youth who may have financial barriers to the arts.	\$30	\$-
5	Finance and Corporate Services	Meeting Room Evergreen & Media Distribution Network Level One will incorporate the following replacements: (Total \$275K) <ul style="list-style-type: none"> - Meeting Rooms paging equipment & sound system \$17K - Meeting Rooms video distribution network \$93K - Fibre cabling for media distribution \$15K - Analog-to-digital cable TV system upgrade \$28K - Cat-6e or fibre cabling for digital TV \$10K - Meeting Rooms podium & presentation systems upgrade \$88K - Anderson Room acoustic upgrade \$10K - Anderson Room audio system upgrade \$14K Level Two will upgrade the video distribution network (\$72K) Level Three will incorporate the following replacements: (Total \$90K) Additional Meeting Rooms (City Hall & Works Yard) (Total \$123K)	\$560	\$-
6	Finance and Corporate Services	Network Access Control (NAC) The City's network extends to approximately 40 locations, plus wireless access in City Hall and Public Works Yard. The wireless network is appropriately secured from unauthorized access,	\$52	\$-

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		<p>however it is still possible for someone to join the City's internal wired network from any location with limited physical access controls. This would apply to meeting rooms and remote locations in particular. Without physical controls to network access, logical controls have become imperative.</p> <p>The Network Access Control (NAC) would force anyone joining the network to authenticate themselves first. This would be accomplished using PKI security certificates stored on each machine, similarly to how laptops connect to the City Wifi network today.</p>		
7	Finance and Corporate Services	<p>REDMS Security Model Review</p> <p>The proposed project is the design of a new access model for REDMS. Our current access model is a combination of system requirements and strategic design. Due to technological changes and City re-organizations, we would like to re-examine our approach to REDMS access to ensure it meets our current needs. This project would involve mapping the current access model, reviewing and documenting all settings, groups and historical usage, consultation with users about access needs, mapping a new access model and identifying best practices, implementing changes, documenting procedures, and training staff on a new REDMS access & security model.</p>	\$55	\$-
8	Community Services	<p>Gateway Theatre Computer Upgrade</p> <p>Gateway Theatre currently operates with outdated computer hardware; 24 out of 26 units being unable to run on operating systems newer than Windows XP. New hardware and updated software are required in order to continue to offer consistency of service to theatre patrons as well as to community producers. This upgrade would also improve staff productivity and reduce the number of support hours currently required from City of Richmond IT staff to repair and troubleshoot problems associated with out-of-date technology.</p>	\$43	\$-

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
9	Community Services	Space Planning Consultant for Corporate Storage There is a requirement for a City wide storage space allocation study to determine the most effective and economical long term solution to the corporate need for storage. This request is for a space planning consultant. Many departments in the City have ongoing storage needs including Museum Collection, Gateway Theatre, RCMP, Clerks, Emergency Programs, Capital, and Buildings Project Development. Museum Collection: The current off-site storage warehouse on River Road which houses the majority of the 20,000 artefacts in the City's museum collection will be demolished in the next several years to make way for the Middle Arm Park. The building systems are starting to fail and the loading bay is now a concern with the new configuration of River Road.	\$50	\$-
Not Recommended Grand Total			\$1,140	\$-



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Date: January 15, 2015
File: 01-0100-30-SADV1-
01/2015-Vol 01
Re: **Richmond Seniors Advisory Committee 2014 Annual Report and 2015 Work Program**

Staff Recommendation

That the Richmond Seniors Advisory Committee 2014 Annual Report and 2015 Work Program be approved.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The Richmond Seniors Advisory Committee (RSAC) was formed in 1992 to advise Council regarding the concerns and future needs of Richmond seniors. The committee meets on a monthly basis to consider issues referred by City Council, City staff and members of the community. It studies a range of matters deemed of concern to seniors and submits information, options and recommendations to City Council.

This report presents the RSAC 2014 Annual Report and proposed 2015 Work Program, which supports the following 2011-2014 Council's Term Goals regarding Community Social Services:

2.1. Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

2.4. Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

2.5. Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

Analysis

2014 Annual Report

The RSAC 2014 Annual Report (Attachment 1) highlights key activities of the committee during the past year. Noteworthy examples include:

- Closely following the development of the Kiwanis senior's housing project, including discussions with Kiwanis, Polygon and AWM Alliance.
- Continuing to monitor transportation issues including the potential impact of Translink's Compass Card on seniors.
- Researching and subsequently making a recommendation to Council to pass a resolution on the changes to the Canada Health Accord and the impact it will have on Richmond residents, particularly seniors.
- Active involvement with many community committees including Richmond Intercultural Advisory Committee, Falls Prevention, Isolated Seniors, Richmond Community Services Advisory Committee, RCMP Multicultural Advisory Committee, Poverty Response Transportation Committee, VCH Health Committee and other committees concerning seniors.

- Increasing community awareness about the presence and the role of the Seniors Advisory Committee by attending meetings with Seniors Coordinators at Richmond community centres and attending Wellness Clinics for seniors.

2015 Work Program

In 2015, the RSAC will provide continue to provide Council with advice and recommendations on matters affecting older adults in the community. The RSAC will contribute to Richmond's efforts to seek designation as an Age-Friendly City.

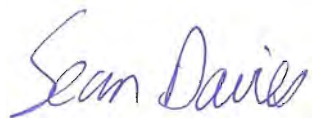
The committee will also continue to monitor various other topics of concern to seniors, as identified in the attached table (Attachment 2). Members will continue to liaise with a wide range of community and senior-specific organization. City staff will support the RSAC 2015 Work Program as City policies, work programs, time and resources permit.

Financial Impact

There is no financial impact

Conclusion

The RSAC continues to advise Council on matters of concern to Richmond seniors and contributes to initiatives that aim to improve the quality of life for older adults in the city. Staff recommends approval of the proposed 2015 RSAC Work Program.



Sean Davies
Diversity Services Coordinator
(604-276-4390)

Att.1: RSAC 2014 Annual Report
Att.2: RSAC 2015 Work Program



2014 Membership:

Seemah Aaron, Olive Bassett, Neil Bernbaum, Aileen Cormack, Mohinder Grewal, Hans Havas (Vice-Chair), Joan Haws, Kathleen Holmes (Chair), Shams Jilani, Mike MacLean, Corisande Pericval-Smith, Jackie Shell, Doug Symons, Daryl Whiting, Becky Wong

City of Richmond Liaisons:

Cllr. Ken Johnston, Council Liaison
Eva Busich-Veloso, Coordinator, Senior Services
Sean Davies, Coordinator, Diversity Services

Purpose:

The role of the Richmond Seniors Advisory Committee (RSAC) is to act as a resource and provide advice to City Council regarding senior's issues as they arise or are referred by City Council. The RSAC members identify concerns of seniors and work with various community organizations and agencies including City staff to obtain an understanding of the issues. Information, options and recommendations are prepared and submitted to City Council for consideration. The Richmond Seniors Advisory Committee has not received referrals from City Council this past year, although members have continued to identify issues of concern and provide support and advice.

Membership:

The Richmond Seniors Advisory Committee consists of 15 members this year including one new member. A majority of our members belong to one or more additional groups or organizations, and attend numerous forums and workshops throughout the year. Our members bring to the RSAC table additional information on a broad range of topics relevant to seniors, as illustrated in the attached reports and Work Program.

Meetings:

The Richmond Seniors Advisory Committee members meet 10 times a year on the second Wednesday of the month. All meetings are open to the public. Monthly guest speakers are primarily from the non-profit sector and the provincial or municipal governments. The guest speaker's presentations provide committee members with insight into senior's issues and resources available for seniors located in the Richmond community.

In lieu of the April meeting committee members attended a session of the provincial Legislature in Victoria and had the opportunity to observe our government at work.

Our members continue to closely follow Translink's Compass Card project and the Kiwanis Towers, a seniors' housing development located in Richmond. Our Housing committee also has a representative sitting on the Visitability project being led by the Richmond Centre for Disability.

Committee members also addressed concerns about The Canada Health Accord, a letter containing a resolution was sent to City Council seeking council support. We are pleased to report City Council has endorsed the proposed Health Accord resolution.

RSAC members have formed a Promotions committee to create awareness of Richmond Seniors Advisory committee in the community. RSAC members are currently re-aligning their roles for the 2015 Work Plan.

Eva Busich-Veloso, Coordinator, Seniors Services, City of Richmond attends RSAC monthly meetings to keep committee members informed on programs and services affecting senior's health and wellbeing in the Richmond community.

Sean Davies, staff liaison attends all RSAC monthly meetings to provide committee members with minutes and agendas and to ensure the RSAC members fulfill duties and achieve goals.

Sani Mursalim, our volunteer web master does not attend monthly meetings but ensures minutes and other information supplied to him is posted on the RSAC web site. The RSAC web site gives the public access to the committee's role at City Hall and serves as a model for communities wishing to establish a similar advisory committee.

The Richmond Seniors Advisory Committee would like to thank Mayor Malcolm Brodie and Council for their continuing support of our committee and Council Liaison Ken Johnston for keeping the committee members apprised of various issues arising in City Council.

Guest Speakers:

Donna Chan, Manager, City of Richmond, Transportation Planning
Becky Wong, Certified Financial Planner
Colin Dring, Executive Director, Richmond Food Security Society
Eva Bush-Veloso, Coordinator, Senior Services, City of Richmond
Cst. Barry Edwards, Community Liaison Office, Richmond R.C.M.P.
Kiwanis Housing/Polygon/AWM Alliance Property Management
Pat Miller, Executive Director, Richmond Hospice Association

Correspondence Received:

Monthly – COSCO minutes
Minoru Seniors Society, Christmas card
Invitation from COSCO to "Passing the Torch"
Invitation from SFU to attend "Housing Alternative for An Aging Population" - Friesen Conference

Copy of a letter from Mayor Brodie to the Mayor and Council of L'Isle Verte, Quebec
Invitation for a RSAC representative to attend "Older Adult Plan Steering Committee"
Invitation from VCH for a representative to "Health Matters"
Access Transit External Stakeholder Newsletters
Invitation from SFU Gerontology Research Centre to attend "Technology and Aging Knowledge Café"
Invitation from Metro Vancouver Cross-Cultural Seniors Network to attend a new website launch
Invitation to attend a Panel Discussion of Collaborative Street Outreach
Invitation from Richmond Chinese Community Society to attend their annual senior's lunch
Invitation from the Office of the Seniors Advocate to apply to be a representative at the Seniors Advocate Council of Advisors

Correspondence Sent:

Letter sent to Frances Clarke congratulating her on the lifetime volunteer award from the Prime Minister
Letter to Mayor and Council requesting support for a motion on the Canada Health Accord
Letter sent to Kiwanis regarding Kiwanis Towers
Letter sent to AWM Property Management regarding Kiwanis Towers
Letter sent to Polygon regarding Kiwanis Towers

Member Participation in Forums and Conferences:

Friesen Conference (2)
COSCO Conference – "Passing the Torch" (2)
Vancouver Coastal Health – "Health Matters"
Seniors Advocate – Isobel McKenzie (4)

Work plan for 2015 (table attached):

- Continue to gather information on issues affecting seniors in order to provide knowledge and relevant advice to City Council

- Encourage monitoring and reporting on a broad range of topics
- Continue to support events in the Richmond community such as Wellness Week and Wellness Fairs
- Maintain our liaison and representation with the Richmond Community Services Advisory Committee, the Falls Prevention Committee, the R.C.M.P. Multi-Cultural Advisory Committee, the Richmond Integrated Addiction System, the Richmond Intercultural Advisory Committee and organizations and agencies deemed appropriate.

Proposed Budget for 2015:

The RSAC proposes the following budget for 2015.

Meeting Expenses	\$1000
Memberships & website	\$450
Events, conferences and workshops	\$900
Misc. Expenses (e.g. Name badges)	\$150
Total	\$2500

Report submitted by:

Kathleen Holmes, Chair
 Richmond Seniors Advisory Committee
 December, 2014

2014 Committee Report - Housing

Richmond should be proud of the fact that they have many new projects underway including Affordable Housing.

The many high rises we now see in Richmond, either have a percentage of affordable housing or the City has received funding for the affordable housing fund that can be used in a myriad of projects.

The project located at 8111 Granville Avenue has finally reached the construction stage. The planning of this project and the finalization has taken over 2 years to complete, but will be worth the wait, as I believe Richmond is a “first” in this type of project.

The “Kiwanis” project is nearing completion and seniors will take occupancy to their suites as of February and August 2015. Richmond Seniors Advisory Committee met with Kiwanis, Polygon and the Management Company to clarify a number of issues we felt were necessary to have a smooth transition from a smaller project to a high-rise. This project is another “feather in the cap” for Richmond.

As seniors, we can only reiterate every year, for council to consider having a number of affordable housing units be designated for seniors.

We, as Richmond seniors, appreciate what the City and staff have accomplished this year and continue achieving their ambitious goal in housing Richmond’s low-income and most vulnerable residents.

Respectfully submitted
Aileen Cormack

2014 Committee Report - Safety

In 2014, the Isolated Seniors sub-committee reported back to the RSAC on a number of initiatives in the community that were targeted to seniors including:

- Fire alarms installed in seniors homes by Richmond Fire Rescue
- “Steady Feet” – a program from VCH
- Activities of the Falls Prevention Network

2014 Committee Report – Publicity

In 2014, the Promotions committee reformed to promote the role of the RSAC to seniors in the community so that seniors understand that Council is listening to seniors and to provide an avenue for seniors to ask questions or raise their concerns to the RSAC about seniors issues in the community.

The committee prepared pamphlets, nametags and a tabletop display and used these materials to attract seniors attending Wellness Clinics. This was a great opportunity to have some discussion with seniors about concerns they have in the community.

The committee also reached out to the Seniors Coordinators at the various community centres in Richmond to help further promote the RSAC.

2014 Committee Report – Intercultural/Multicultural Committee

This committee has members who sit on the Richmond Intercultural Advisory Committee and the Richmond RCMP Multicultural committee.

Some of the highlights for 2014 include:

- A visit to Ecomm to learn about emergency operation at that facility.
- Providing input into the “Hi Neighbour” initiative and the Russian Newcomers Guide with RIAC.
- Attending Vaisakhi, Eid, Diwali celebrations
- Attending Doors Open activities.

2014 Committee Report – Isolated Seniors

In 2014, the Isolated Seniors sub-committee reported back to the RSAC on a number of initiatives in the community that were targeted at isolated seniors:

- Outreach to seniors to educate them about healthy aging and to facilitate social and community connections. This was through a grant initiated by members from Isolated Seniors, Falls Prevention Network, Oasis, Alzheimer's Society and Minoru Activity Centre.
- The role of Geriatric Transition Nurses from VCH
- The work of VCH in developing a screening tool for family doctors to screen patients whom they feel will benefit from home support due to increased physical needs or cognitive decline.
- The launch of light housekeeping as an additional service of the Better at Home program (transportation and friendly visit programs already are in place).

2014 Committee Report – Transportation

The transportation committee has been very active over the past year dealing with issues that were important and concerning seniors. This sub-committee works with the Poverty Response Committee and the Richmond Seniors Network transportation committees and more recently linking with the COSCO transportation committee. These committees have been sending much correspondence to TransLink concerning many issues.

One major topic that was discussed was the Compass Card and what effect it will have on the seniors. The proposed Compass Card is causing some major discussion as to how the pass will confuse seniors. Also discussed was the utilization of Handy Dart vs. taxis for seniors and that the Cab companies be properly trained to deal with seniors in pick-up and delivery service. A guest from TransLink may be invited to meet with the RSAC in 2015.

These committees are currently working with the City in finding easier seniors /disabled access at major bus shelters around Richmond.

Most recently, the committees sent a letter to Translink regarding the concession pass for seniors. The letter asked that the discounted price be extended to all daytime hours and not just on evenings and weekends.

Transportation is a continuing concern for seniors and the Seniors Advisory Committee will continue to liaise with other community transportation committees to work with Translink to make the transition to Compass Cards easier for seniors.

Submitted by

Hans Havas

Transportation Chair - Richmond Seniors Advisory Council

RSAC 2015 Work Program

This Work Program supports the following Council Term Goals (2011 - 2014):

2.1 – Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to the public in order to appropriately target resources and help manage expectations.

2.4 – Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

2.6 – Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

Topics monitored or addressed by the RSAC are outlined in the table below.

Richmond Seniors Advisory Committee 2015 Work Program					
Initiative	RSAC Actions/Steps	Expected Outcome	Indicator of RSAC Success	Partners	Status
Housing					
Collaborate with the Affordable Housing Coordinator and Community Services to identify, advance and support to completion housing projects that meet the spectrum of affordable housing needs	- Continue monitoring new developments that include affordable housing with a specific percentage of units to be allocated to seniors	Regular communication with City staff and Council regarding affordable housing initiatives in Richmond	<ul style="list-style-type: none"> - RSAC informed of affordable and supportive housing developments - RSAC consulted regarding seniors affordable and supportive housing developments - Council advised as necessary 	<ul style="list-style-type: none"> - Developers - NGOs - Faith Community - Poverty Response Committee - Homelessness Coalition - Rental Connect 	Ongoing
Liaise with community groups seeking to establish seniors housing	- Participate in the monthly meetings organized by the Faith Communities, Affordable Housing Task Force, others				
Advise developers seeking to establish seniors housing when requested	- Continue monitoring Kiwanis' development of 296 units of seniors affordable housing				
Liaise with community committee regarding visitability of housing.	- Participate in the meetings organized by the RCD				
Advise the City re: the Affordable Housing Strategy Update and use of the Affordable Housing Statutory Reserve Fund	- Ongoing dialogue with the City about the Strategy and use of the affordable housing fund				

Richmond Seniors Advisory Committee 2015 Work Program

Initiative	RSAC Actions/Steps	Expected Outcome	Indicator of RSAC Success	Partners	Status
Health					
Monitor quality of health care services	<ul style="list-style-type: none"> - Monitor community concerns: long term care, adult day care - Continue to monitor cleanliness issues at Richmond Hospital - Discuss the issue of changing demographics in community services - Follow up with the Healthy Living Secretariat and appropriate departments re: Aging Well in BC recommendations - Continue to monitor any recommendations that come from the Office of the Seniors Advocate - Monitor response to Canada Health Accord concerns raised by seniors 	<ul style="list-style-type: none"> - Better quality long term care - Increased adult day care - Improved cleanliness at Richmond Hospital - Community health services more responsive to changing demographics - Implementation of Aging Well in BC recommendations 	<ul style="list-style-type: none"> - RSAC informed of and consulted about a range of seniors health care concerns - RSAC monitors the impact of and response to changing demographics - RSAC monitors Provincial progress re: Aging Well in BC recommendations - Council advised as necessary 	<ul style="list-style-type: none"> - Vancouver Coastal Health - Richmond Health Services - Community services - Healthy Living Secretariat - Government Departments 	Ongoing
Raise awareness of seniors' health issues	<ul style="list-style-type: none"> - Bring forward speakers to RSAC on relevant health issues - Work with the Community Health Advisory Committee to consider joint public forums 	<ul style="list-style-type: none"> - RSAC well informed about a range of health issues - Forums reach a wide audience on seniors' health concerns 	<ul style="list-style-type: none"> - Speakers on health issues inform the RSAC - RSAC participates effectively in well-attended public events 	<ul style="list-style-type: none"> - Community Health Advisory Committee 	Ongoing
Advocate for increased and improved seniors' addiction services	<ul style="list-style-type: none"> - Work with the Medical Health Officer on seniors' addiction issues - Liaise with the Community Health Advisory Committee (CHAC) on seniors' addiction issues 	<ul style="list-style-type: none"> - Seniors addiction issues better understood and addressed - RSAC well informed about seniors' addiction issues 	<ul style="list-style-type: none"> - Medical Health Officer speaks to the RSAC - CHAC and RSAC mutually informed - Council advised as necessary 	<ul style="list-style-type: none"> - Vancouver Coastal Health - Richmond Health Services - NGOs 	Ongoing

Richmond Seniors Advisory Committee 2015 Work Program

Initiative	RSAC Actions/Steps	Expected Outcome	Indicator of RSAC Success	Partners	Status
Intercultural/Multicultural Liaison					
Richmond Intercultural Advisory Committee (RIAC) Liaison	<ul style="list-style-type: none"> - Continue participating on RIAC and bring senior's perspective, including new immigrant seniors, to the RIAC deliberations - Participate in RIAC subcommittees (e.g. Newcomers Guide sub-committee arranges financing, translation, printing, reprinting and distribution of the Guide in English and two other languages) 	<ul style="list-style-type: none"> - Other members of RIAC recognize how inter-cultural issues may, in particular, impact seniors 	<ul style="list-style-type: none"> - Recommendations and advice provided by RIAC have been viewed through a seniors' lens. - RSAC is, in general, kept informed of the major initiatives undertaken by RIAC - Newcomers to Richmond are provided with the Newcomers' Guide to assist with settlement 	<ul style="list-style-type: none"> - RIAC 	Ongoing
RCMP Multicultural Committee Liaison	<ul style="list-style-type: none"> - Attend meetings, monitor activities, report back 	<ul style="list-style-type: none"> - RSAC informed re: RCMP Multicultural activities - RCMP outreach includes seniors' perspective 	<ul style="list-style-type: none"> - RSAC informed about Committee activities - Seniors' perspective contributed to the RCMP 	<ul style="list-style-type: none"> - RCMP 	Ongoing
Transportation					
Seek information and make recommendations regarding transportation issues affecting seniors	<ul style="list-style-type: none"> - Arrange subcommittee meetings with representatives of various transportation related agencies, e.g., Translink, HandyDART - Invite speakers to RSAC meetings, e.g., re: Canada Line, No. 3 Road improvements 	<ul style="list-style-type: none"> - Transportation reflects seniors' needs 	<ul style="list-style-type: none"> - RSAC informed re: transportation issues - RSAC advises re: transportation concerns - Council advised as necessary 	<ul style="list-style-type: none"> - Richmond Centre for Disability - Minoru Place Activity Centre - Translink - HandyDART - COSCO 	Ongoing
Publicity					
Increase the profile of seniors issues in Richmond	<ul style="list-style-type: none"> - Continue to publicize seniors' issues (e.g., RSAC member writes monthly column for local newspaper) - Attend Wellness Clinics and community events for seniors with information about the RSAC 	<ul style="list-style-type: none"> - Greater public awareness of seniors issues 	<ul style="list-style-type: none"> - RSAC informs the public - Council advised as necessary 	<ul style="list-style-type: none"> - Local media 	Ongoing
Council of Senior Citizens' Organizations of BC (COSCO)					
COSCO Liaison	<ul style="list-style-type: none"> - Attend meetings, monitor activities, report back 	<ul style="list-style-type: none"> - RSAC informed about COSCO initiatives - COSCO enriched with Richmond seniors' perspective 	<ul style="list-style-type: none"> - RSAC members knowledgeable about seniors issues and COSCO activities - RSAC is known to COSCO 	<ul style="list-style-type: none"> - COSCO 	Ongoing

Richmond Seniors Advisory Committee 2015 Work Program

Initiative	RSAC Actions/Steps	Expected Outcome	Indicator of RSAC Success	Partners	Status
Older Adult Service Plan					
Contribute to the update of the Richmond Older Adults Service Plan	<ul style="list-style-type: none"> - Attend meetings, provide input, monitor activities, report back 	<ul style="list-style-type: none"> - Older Adults Service Plan is endorsed by Council and community. 	<ul style="list-style-type: none"> - Richmond seniors better served through new and/or improved services and opportunities 	<ul style="list-style-type: none"> - Minoru Seniors Society - Vancouver Coastal Health - Non-profit community organizations 	Update initiated and scheduled for completion in 2015.
Isolated Seniors					
<p>Identify isolated seniors in Richmond</p> <p>Reduce the isolation of seniors by coordinating services</p>	<ul style="list-style-type: none"> - Monthly meetings will be held - Assist Minoru Place Activity Centre and Seniors Wellness Coordinator with expansion of Wellness Outreach programs to offsite locations, immigrant groups and other cultural and non-English speaking groups. 	<ul style="list-style-type: none"> - Seniors will be more connected with the services available in the community - Follow up is now done by hospital staff to elderly seniors after release from hospital; many of the former isolated are now connected to the community - Seniors will be more informed and aware of services available to them - Seniors with barriers to participation will be able to fully engage in recreation and leisure opportunities. 	<ul style="list-style-type: none"> - More and more isolated seniors are being contacted and made aware of the services available - Many more seniors connected with the community and programs available to them such as the Minoru Activity Centre programs 	<ul style="list-style-type: none"> - Minoru Seniors Society - Richmond Health Services - Vancouver Coastal Health - Richmond City Council - Richmond Addiction Services - Falls Prevention Network 	Ongoing
Age Friendly Richmond					
Age Friendly Richmond	Work with City Staff to identify opportunities for RSAC to be involved with plans for an Age Friendly Richmond.	<ul style="list-style-type: none"> - RSAC members are able to contribute toward the implementation of an Age Friendly Plan for Richmond 	<ul style="list-style-type: none"> - RSAC Members have been involved in Richmond's Age Friendly Plan Development - Richmond applies Age-Friendly Community designation from the Province of BC 	<ul style="list-style-type: none"> - Vancouver Coastal Health - Minoru Seniors Society - Non-profit community organizations 	Ongoing



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Date: January 15, 2015
File: 11-7000-01/2015-Vol
01
Re: **Richmond Community Services Advisory Committee 2014 Annual Report and
2015 Work Program**

Staff Recommendation

That the Richmond Community Services Advisory Committee's 2015 Work Program be approved.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The mandate of the Richmond Community Services Advisory Committee (RCSAC) is to encourage and promote social policies and community services that contribute to the well-being and quality of life of Richmond residents, and to develop the capacity of the community service sector.

While an advisory body, the RCSAC is only partially a City-appointed committee (i.e., only two citizen representatives are Council-appointed). The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

This report presents the RCSAC 2014 Annual Report and proposed 2015 Work Program (Attachment 1), which supports the following 2011 – 2014 Council Term Goals regarding #2 Community Social Services:

- 2.1. Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.*
- 2.3. Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.*
- 2.4. Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.*
- 2.5. Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.*
- 2.6. Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.*

Analysis

2014 Annual Report

In 2014, the RCSAC Work Program was based on 2011 – 2014 Council Term Goals. Highlights include:

- an information sharing meeting with Richmond MLAs, whereby the results of the RCSAC's Addictions and Mental Health Gap Analysis were forwarded through meetings with MLAs Reid and Yap, as well as a submission to the Standing Committee on Finance;
- a revised Social Services Survey exploring funding changes and space needs was designed and circulated to members, with results anticipated in 2015;
- Communication Tools were sent to Council regarding the impact of Collective Agreement Wage Increases, the need for a Provincial Social Policy Framework and a status report on the Youth Media Lab;

- a report regarding Federal settlement funding changes was submitted in response to a Council referral; and
- RCSAC member agencies continued to participate in many community initiatives, tables and consultations, including the Richmond Homeless Coalition, Richmond Children First, Youth and Older Adults Service Plan Reviews, and the Age-friendly Assessment and Action Plan.

2015 Work Program

In 2015, the RCSAC's plans include:

- determining the need for further service gaps analysis, following up on the "Gap Analysis on Mental Health and Addiction Support Services";
- implementing the annual Community Social Services Survey, with the addition of a section on agency space needs;
- providing information regarding affordable housing needs;
- updating the Community Table/Committee Inventory;
- developing a youth webpage;
- supporting food security initiatives; and
- continuing to apprise Council of matters affecting community agencies and Richmond residents.

This plan will be revised as necessary to reflect new Council Term Goals, once adopted.

Financial Impact

The RCSAC operating budget reflects the existing funding plan, as budgeted.

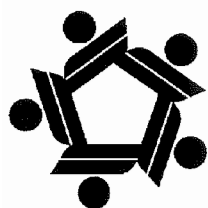
Conclusion

The RCSAC 2015 Work Program will remain flexible to reflect new Council Term Goals once adopted, and to address emerging issues impacting the community. The RCSAC will also continue to support the community service sector by fostering collaborative working relationships, networking opportunities and information exchange. The RCSAC continues to play a vital role in sustaining and enhancing the social well-being of Richmond residents.



Lesley Sherlock
Social Planner
(604-276-4220)

Att. 1: 2014 Annual Report and 2015 Work Plan



RCSAC | **Richmond Community Services
Advisory Committee**

2014 Final Report 2015 Work Plan and Budget

RCSAC Approvals:

2014 Final Report endorsed

2015 Work Plan endorsed

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2014 RCSAC Executive Committee Report

2014 Executive Committee Membership:

Lisa Whittaker, Family Services of Greater Vancouver	Co-Chair
Colin Dring, Richmond Food Security Society	Co-Chair
Rick Dubras, Richmond Addiction Services Society	Treasurer
Richard Lee, Citizen Appointee	Member-at-Large
De Whalen, Richmond Poverty Response Committee	Member-at-Large
Janice Barr, Richmond Society for Community Living	Member-at-Large
Daylene Marshall, Richmond Youth Services Agency	Member-at-Large
Councillor Linda McPhail	City Council Liaison
Lesley Sherlock	City Staff Liaison

Results of Executive Elections at the November 13, 2014 Annual General Meeting

As documented in the RCSAC Operating Policies and Procedures, members on the executive, with the exception of the Co-Chair positions, hold their positions for a period of one year. Elections are held at the November Annual General Meeting (AGM) to elect/re-elect committee members to their respective executive roles. A nominating committee was struck to fill vacant positions. At the November 2014 AGM, after nominations were put forward, the following individuals were elected to executive positions:

Co-Chair	Colin Dring, Richmond Food Security Society (2 nd year)
Co-Chair	Daylene Marshal, Richmond Youth Services Agency
Treasurer	Lisa Whittaker, Family Services of Greater Vancouver
Members-at-Large	De Whalen, Richmond Poverty Response Committee Alex Nixon, Richmond Food Bank

The following members completed their terms on the Executive Committee: Rick Dubras, Richmond Addiction Services and Janice Barr, Richmond Society for Community Living. They were acknowledged for their years of service on the executive committee at the RCSAC annual meeting.

The Executive Committee, on behalf of the membership, wishes to acknowledge and thank all exiting members of the Executive Committee for their dedication and leadership throughout 2014, as well as welcoming new members. The Executive Committee also acknowledges our

City Staff Liaison, Lesley Sherlock, and our City Council Liaison, Linda McPhail, for their contributions and support while working with the RCSAC during 2014.

Executive Committee Summary of 2014 Activities:

Membership

- ❖ Membership increased in 2014. Vancouver Metro Transit Police joined the committee in 2014.
- ❖ There were two Citizen Appointee positions, each in the 2nd year of their terms: Richard Lee and Hamid Ghanbari.

RCSAC Action Groups

The RCSAC identified the following hot topics and action groups in 2014:

Addictions and Mental Health Gap Analysis Follow Up
Training for Volunteers and Service Providers
Research on Municipal Responses to Child Poverty
Community Social Services / Space Needs Survey – Re-Design

Communications with City of Richmond

Presentation Updates from the City of Richmond were provided as follows:

- Kate Rudelier, Youth Services Coordinator presented the Youth Services plan and overall departmental goals.
- Courtney Miller, Sustainability Project Manager, visited an RCSAC Meeting and provided information on the Energy Efficiency Resources available to qualifying residents in Richmond. An overview of two programs was provided: 1) the Energy Savings Kit and 2) the Energy Conservation Assistance Program.

Technology

- The RCSAC website – the number of visits to the RCSAC website were tracked and in the 35,000 range. Details are available in the last section of the 2014 Work Plan and Report.

Financial

A 2014 financial report and proposed 2015 budget was drafted by the Treasurer and approved by the membership at the November AGM.

The 2015 Work Plan was approved at the December 11, 2014 RCSAC General Meeting as a working document that will be revisited throughout the year and revised as necessary.



RCSAC

Richmond Community Services
Advisory Committee

2014 Final Report

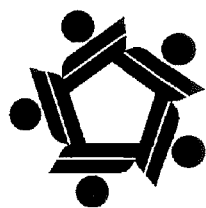


RCSAC | **Richmond Community Services
Advisory Committee**

Membership and Budget Information

RCSAC Membership 2014

Organization	Representative(s)
Avia Employment Centres	Nicole Smith
Pacific Community Resource Services	Kay Sarai/Leslie Martin
BC Responsible and Problem Gambling	Jenn Fancy de Mena
Boys and Girls Club of South Coast BC	Jason Lee
Canadian Mental Health Association (Richmond)	Dave MacDonald
Chimo Community Services	Mark Miller
City Appointee	Richard Lee
City Appointee	Hamid Ghanbari
City Liaison (Non-Voting Member)	Lesley Sherlock
Council Liaison (Non-Voting Member)	Linda McPhail
Developmental Disabilities Association	Donna Cain/Kathy Moncalieri
Family Services of Greater Vancouver	Lisa Whittaker
Heart of Richmond AIDS Society	Brian Wardley
Individual Member	Jennifer Larsen
RCMP Richmond	Heather Hall
Richmond Addictions Services Society	Rick Dubras
Richmond Caring Place Society	Sandy McIntosh
Richmond Children First	Helen Davidson
Richmond Centre for Disability	Ella Huang/Eileen Kalshoven
Richmond Family and Youth Court Committee	TBD
Richmond Family Place Society	Janice Lambert
Richmond Food Bank Society	Margaret Hewlett/Alex Nixon
Richmond Food Security Society	Colin Dring
Richmond Mental Health Consumer & Friends Society	Barb Bawlf
Richmond Multicultural Community Services	ParmGrewal
Richmond Poverty Response Committee	Lynda Brummitt/De Whalen
Richmond School District #38	Monica Pamer
Richmond Seniors Advisory Committee	Corisande Percival-Smith
Richmond Society for Community Living	Janice Barr/ Sue Graf
Richmond Women's Resource Centre	Florence Yau/Colleen Glynn
Richmond Youth Service Agency	Daylene Marshall
Salvation Army (Richmond)	Major Ed Chiu
S.U.C.C.E.S.S.	Francis Li
Touchstone Family Services	Judy Valsonis
Turning Point Recovery Society	Brenda L. Plant
Vancouver Coastal Health	Belinda Boyd
Vancouver Transit Police	Inspectors David Hansen / Wendy Hawthorne
Volunteer Richmond Information Services	Elizabeth Specht /Jocelyn Wong



RCSAC | **Richmond Community Services
Advisory Committee**

2014 Financial Statement and 2015 RCSAC Budget

	2014 Budget - January 1 - December 31	2015 - January 1 - December 31
Balance Projected to be brought Forward December 31, 2013	\$6,663.33	\$1,889.40
Revenue		
City of Richmond	\$11,000.00	\$11,000.00
Membership Dues	\$1,400.00	\$1,400.00
Bank Interest	\$5.00	\$4.00
Sponsorship		
Total Revenue	\$19,068.33	\$14,293.40
Expenses		
Admin Assistant	\$10,450.00	\$10,000.00
Admin Expenses	\$200.00	\$75.00
Forums/Meetings	\$1,000.00	\$1,600.00
Website + IT	\$1,500.00	\$1,100.00
Website Training/Calendar	\$500.00	\$1,100.00
Post Box Renewal	\$158.00	\$158.00
Volunteer Appreciation	\$250.00	\$250.00
All Candidates Meeting		
Sub Committee/printing/events	\$5,000.00	
Total Expenses	\$19,058.00	\$14,283.00
Total Balance	\$10.33	\$10.40



RCSAC | **Richmond Community Services
Advisory Committee**

2014 Work Plan Results

2014 RCSAC Work Plan

For the 2014 year, the RCSAC has chosen to continue to link its annual work plan initiatives to the Richmond City 2011-2014 Council Term Goals. The 2014 Work Plan is designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Within this goal statement, the RCSAC will focus on providing advice on Council's following priorities that are scheduled for implementation in 2014.

It is understood that the Council Term Goals will be revisited from time to time. The RCSAC will take the opportunity to review this plan in conjunction with any revisions to the Council Term Goals. In addition, The RCSAC considers this plan to be a working document that will also be modified to include topics and projects that are timely for review and implementation during the 2014 year.

2014 activities undertaken to support Council Term Goals are indicated at the end of each section below.

Council Term Goal 2.1

Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Objectives:

- To advise City Council on the implementation plans of the Social Development Strategy.
- In conjunction with City Staff and Council, establish methods for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services.

Proposed 2012 – 2014 Actions:

- Presentation to RCSAC on Social Development Strategy implementation.
- RCSAC review Social Development Strategy implementation plan and form Task groups as needed.
- Determine the need for further service gaps analysis in service areas additional to Addictions and Mental Health.
- Build on success of Mental Health and Addiction services wallet card. Determine potential need for other similar service cards in the community.
- Continue to implement RCSAC Community Social Services Survey. Identify to Council changes in social service programs and corresponding funding structures that will have impact to the city of Richmond
- Complete a multi-year analysis of Community Social Services Survey results
- Support initiatives that reduce barriers to accessing services

Outcomes/Indicators of Success:

- Appropriate action teams formed around pertinent elements of Social Development Strategy implementation as required.
- Community Social Services Survey and Report Completed
- Communication Tools to Council
- Final report on successful actions completed

2014 Activities:

- AMH Task Group Gaps Analysis document was again highlighted at the RCSAC MLA forum. The task group created a proposal and presented this to MLA John Yap. This proposal was further submitted to the Select Standing Committee on Finance regarding Richmond Mental Health and Addictions services and requested for consideration in the 2015 provincial budget.
 - Multi-year analysis of the Social Services Survey was completed and highlighted to MLA's at the RCSAC MLA forum.
 - The Social Services survey was redesigned and the space needs survey was incorporated into this survey. These surveys were transferred to fluid surveys and are being distributed to RCSAC members in November 2014.
-

Council Term Goal 2.2

Completion of an updated Older Adults Service Plan to address the growing needs of older adults in the community, including services and facilities for active older adults, the development of a volunteer base to serve the older adult population, as well as to provide opportunities for volunteering for this population.

- RCSAC member agencies have participate in Steering Committee and consultation activities.
-

Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

Objectives:

- The RCSAC continues to be active in working with the City to identify changes in space needs by non-profit societies within Richmond

Proposed 2012-2014 Actions:

- Form action group as required
- Action group to build on previous work which included a review of:
 - Space Needs Survey (2008)
 - Richmond 101 (2009)
 - Redraft of Space Needs Survey (2009)
 - Proposed City information requirements considered too cumbersome (2010)

- Letter sent to Mayor and Council requesting an implementation strategy to allow for the creation of community service space for non-profits (2010)
- Information provided on use of School Gym Space initiative, City Centre Strategy, potential use of Neighbourhood Learning Centre space
- Reports to RCSAC as needed
- Communication Tools to Council

Outcomes/Indicators of Success:

- Action team formed
- Communication Tool to Council
- Final report on successful outcomes completed

2014 Activities:

- January 2014 – RCSAC completed a survey on the need for School Gym Space for non-profit agencies. Sean Davies administered the survey. Feedback from 10 organizations was received. The respondents outlined whether they had space requirements for recreation programs. Summary feedback on the survey was provided as information to the Council / School Board Liaison Committee. As the City has now an established process in place for groups to access the elementary school gym spaces, staff will continue to work with groups to facilitate their access requests.
- September 2014 – Survey task group incorporated space needs survey questions into Community Social Services Survey – see further outcomes under Goal 2.4.

Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Objectives:

- To provide Council with information re: impact of provincial and federal funding decisions on social services agencies

Proposed 2012 – 2014 Actions:

- Completion of annual Community Social Services Survey and Report – provide information to Council on provincial and federal funding decisions that may affect the delivery of social services in Richmond
- Completion of multi-year analysis of Community Social Services Survey
- Membership will submit Communication Tools regarding changes in relationships with federal and provincial government
- MLA Information Session

Outcomes/Indicators of Success:

- Communication Tools submitted as necessary
- Community Social Services survey completed and report submitted to Council
- Final report on successful outcomes completed

2014 Activities:

- February 2014 – Communication Tool Community Services Collective Agreement Wage Increases.
- May 2014 Communication Tool: Social Policy Framework – supported by Council - the resolution going forward to the Union of BC Municipalities, which has been created by City of Duncan and supported by City of Nelson. From May 26, 2014 Council meeting ADOPTED ON CONSENT
From the UBCM Resolutions - B123 Provincial Social Policy Framework
WHEREAS every British Columbian depends on social services, healthcare, justice and education services; AND WHEREAS our communities are partners in the delivery of many of these services and are facing increasingly complex social challenges requiring coordination between multiple social ministries of government, municipalities and the community agencies and organizations that deliver services to the public: THEREFORE BE IT RESOLVED that UBCM call upon the Premier to begin a consultation with British Columbians to initiate the development of a social policy framework that will set out key policy directions, values, priorities, roles and expectations, and guide the creation of public policy to meet our social needs now and into the future.
Was endorsed.
- April 2014 – Communications Tool on the Youth Media Lab and accompanying report was forwarded to council.
- June 2014 – hosted MLA Information Session
- July 2014 – AMH task group met with MLA Reid to review AMH Gaps Report priorities and discuss options for provincial finance committee submission / presentation – see AMH task groups follow up under Goal 2.1
- September 2014 – Community Social Services /Space Needs Survey reviewed, revised and delivered to RCSAC Member Agencies. Results included as
- October/November 2014 – RCSAC/RIAC Subcommittee report on ESL Funding Cuts was completed

Council Term Goal 2.5

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

Objective:

- Continue to support the implementation of an Affordable Housing Strategy
- Support implementation of Affordable Housing Program 2014-2018

Proposed 2012 – 2014 Actions:

- Work collaboratively with Richmond Homeless Coalition – Homes for All, Richmond housing organizations, advocates and the City to identify and highlight affordable and supportive housing needs and projects in Richmond.
- Work collaboratively with Richmond housing organizations and advocates to craft regular communication, which highlights housing needs and projects, to city staff and Council

Outcomes/Indicators of Success:

- Action Team formed as required
- Communication Tool to Council as required
- Regular updates presented to RCSAC General Committee meeting
- Final report on successful outcomes completed

2014 Activities:

- February 2014 - Dena Kae Beno, Affordable Housing Coordinator from the City of Richmond, provided an update on Affordable Housing from the City of Richmond. Presentation notes were posted online for members to connect with more information and links regarding affordable housing.
- Funds made available to support the St Albans Church as the hub for volunteers and outreach for the Vancouver Metro Homeless Count.
- April 2014 – Presentation Trish Garner, Organizer BC Poverty Reduction Coalition presented information regarding poverty in BC and the impact of the BC Poverty Reduction Plan. Presentation, including how to get involved, will be provided and posted on RCSAC News Members Only Section of RCSAC website.
- October 2014 **Richmond Homeless Connect Event – 2014** sponsored by Richmond Homelessness Coalition Many RCSAC agencies have representatives involved.

Council Term Goal 2.6

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Objective:

- To provide input and support into the development of the Youth Strategy.
- To continue to support and ensure updating of the RCSAC Youth web page to provide a one-stop access for activities and events of interest to youth in the City of Richmond.

Proposed 2012 – 2014 Actions:

- Continue to work with existing youth committees
- Provide input on youth strategy
- Engage youth volunteer to ensure youth web page is regularly updated
- Communication Tools to Council as required

Objectives/Indicators of Success:

- Input provided to youth strategy
- Youth volunteer engaged and youth website page completed and regularly updated
- Communication Tools developed
- Communication Tool: 2013 Richmond Youth Media Lab Annual Report
- Final report on successful outcomes completed

2014 Activities:

- January 2014 – 2 RCSAC Representatives: Sue Graff, Richmond Society for Community Living and Daylene Marshall, Richmond Youth Service Agency attended City of Richmond workshops as part of our Community Engagement Strategy, within which participants engaged in a City Mapping Activity and Dialogue to explore the strengths and contributions of the City of Richmond Youth Service Plan and discuss youth programs, services and opportunities for growth in Richmond.
- March 2014 – Youth task group recruited youth volunteer(s) to update the RCSAC youth website page. Supervision, Volunteer position description, web training, web administration manual developed to support youth volunteer web administrator program. Small honorarium approved for youth volunteer on an annual basis.
- July 2014 – Funds approved for youth task group / volunteer to separate youth web page from the RCSAC website. The youth website will remain in the RCSAC domain (sharing the same domain reg. annual fees) and be accessed separately for administration / youth access.
 - *Currently City of Richmond staff are examining future funding and partnership opportunities for the Richmond Addiction Services Society and Richmond Youth Media Program, (2) other programs that are operating out of the Richmond Media Lab, (3) how these programs support the City's strategies; and the long-term strategy to staff these programs*
- March 2014 - Kate Rudelier, Youth Services Coordinator, City of Richmond, provided an update on the Youth Services department and the Youth Services Plan.
- Presentation: Vancouver Foundation Youth Vital Signs, Nicole MacLellan, Manager Grants & Initiatives, Youth Presenters: June Liu and Michelle Su (Kate Rudelier, City of Richmond attended)

Council Term Goal 7.2

Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

Objectives:

- The RCSAC continues to support and work with the Richmond Children First committee on their City Centre Early Childhood Development Report
- The RCSAC to receive reports and provide feedback as part of the City's public consultation on needs when determining plans for the new Aquatic and Older Adult Centre and any other community amenity.
- Supporting the City's 2014 Community Needs Assessment

Proposed 2012 – 2014 Actions:

- RCSAC to continue to follow Communications Tool sent to Council on City Centre Report
- Reports from Children's First on progression of report recommendations
- Presentations from the City's representatives on the new Aquatic / Older Adult Centre planning and the 2014 Community Needs Assessment.

Outcomes/Indicators of Success:

- Regular reports at RCSAC
- Ongoing reports provided by Council Liaison.
- Feedback from Council on submitted Communication Tool
- Final report on successful actions completed

2014 Activities:

- RCSAC members participated in Richmond Children First's Finding Home initiative, connecting low income families in the City Centre with each other and to community services.
- RCSAC members participated in consultations and on the Steering Committee for the Age-Friendly Assessment and Action Plan and the Older Adults Service Plan Update.

Council Term Goal 8.2

Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

Objectives:

- The RCSAC will examine issues of food security and its inter-relation to community and social services in Richmond (e.g. intersection of food with physical and mental health, disease prevention, emergency food relief)
- Support the City as it advocates for a coordinated regional approach to enhance local food security
- Support the development of a food charter for the City of Richmond

Proposed 2012 – 2014 Actions:

- RCSAC members to have a presentation on Food Charter for City of Richmond
- Action teams formed as necessary to meet objectives
- Potential gap analysis undertaken
- Communication Tool developed for Council

Outcomes/Indicators of Success:

- Presentation from Richmond Food Security on final Food Charter
- Action team formed
- Communication Tools to Council completed as needed
- Final report on successful actions completed

2014 Activities:

- October 2014 Richmond Food Charter draft presented at the RCSAC. RCSAC members encouraged to provide their feedback on the draft charter.

Additional RCSAC Work Plan Activities**Objectives:**

- To increase connections within RCSAC members
- To increase information RCSAC members can access to plan and promote social service events and activities
- To review membership of the RCSAC committee and invite organizations providing social services in the Richmond community to join the committee.
- To increase administrative efficiency for RCSAC

Proposed 2012 – 2014 Actions:

- Maintain Community Table/Committee Inventory and provide update to Council in 2014 final report
- Create members log-in section on RCSAC website so members can access minutes, agendas, reports etc.
- Support on-going updates to website
- Form action team to review membership of RCSAC and determine organizations to receive invitation to learn more about the RCSAC.

Outcomes/Indicators of Success:

- Members only log- in page created
- Final report on successful outcomes completed

2014 Activities:

- Log in page created and Online newsletter posted to members here.
- Website utilization continues to increase
- Increased number of events and program information posted to website
- New memberships: Vancouver Metro Transit Police and possibly The Sharing Farm
- Presentation: Community Response Networks
Louise Tremblay, Regional Mentor, BC Association of Community Response Networks



RCSAC | **Richmond Community Services
Advisory Committee**

2015 Draft Work Plan

2015 Draft RCSAC Work Plan

For the 2015 year the RCSAC has chosen to continue to link its annual work plan initiatives to the Richmond City Council Term Goals. The 2015 Work Plan is designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Within this goal statement, the RCSAC will focus on providing advice on Council's following priorities that are scheduled for implementation in 2015.

It is understood that the Council Term Goals were initially created from 2011 to 2014 and will be reviewed and revised in 2015. The RCSAC will take the opportunity to review this plan in conjunction with any revisions to the Council Term Goals made in 2015. In addition, The RCSAC considers this plan to be a working document that will also be modified to include topics and projects that are timely for review and implementation during the 2015 year.

Council Term Goal 2.1

Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Objectives:

- In conjunction with City Staff and Council, establish methods for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services.

Actions:

- Determine the need for further service gaps analysis in service areas additional to Addictions and Mental Health.
- Build on success of Mental Health and Addiction services wallet card. Determine potential need for other similar service cards in the community.
- Continue to implement RCSAC Community Social Services Survey. Identify to Council changes in social service programs and corresponding funding structures that will have impact to the City of Richmond
- Complete a multi-year analysis of Community Social Services Survey results
- Support initiatives that reduce barriers to accessing services

Outcomes/Indicators of success:

- Community Social Services Survey and Report Completed
 - Communication Tools to Council as appropriate
- Final report on successful actions completed

Council Term Goal 2.2

Completion of an updated Older Adults Service Plan to address the growing needs of older adults in the community, including services and facilities for active older adults, the development of a volunteer base to serve the older adult population, as well as to provide opportunities for volunteering for this population

To be included after further information received by Council in 2015

Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

Objectives:

- The RCSAC continues to be active in working with the City to identify changes in space needs by non-profit societies within Richmond

Actions:

Inclusion of space needs in Community Service Survey (2014)

- Reports to RCSAC as needed
- Communication Tools to Council

Outcomes/Indicators of Success:

- Space results compiled from community needs assessment survey
- Communication Tool to Council
- Final report on successful outcomes completed

Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Objectives:

- To provide Council with information re: impact of provincial and federal funding decisions on social services agencies

Actions:

- Completion of annual Community Social Services Survey and Report - provide information to Council on provincial and federal funding decisions that may affect the delivery of social services in Richmond
- Contribute to and update as needed multi-year analysis of Community Social Services Survey

- Membership will submit Communication Tools regarding changes in relationships with federal and provincial government

Outcomes/Indicators of Success:

- Communication Tools submitted as necessary
- Community Social Services survey completed and report submitted to Council
- Final report on successful outcomes completed

Council Term Goal 2.5

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

Objective:

- Continue to support the implementation of an Affordable Housing Strategy
- Support implementation of Affordable Housing Program 2014-2018

Actions:

- Work collaboratively with Richmond Homeless Coalition –Homes for All, Richmond housing organizations, advocates and the City to identify and highlight affordable and supportive housing needs and projects in Richmond.
- Work collaboratively with Richmond housing organizations and advocates to draft regular communication, which highlights housing needs and projects, to city staff and Council

Outcomes/Indicators of Success

- Action Team formed as required
- Communication Tool to Council as required
- Regular updates presented to RCSAC General Committee meeting
- Final report on successful outcomes completed

Council Term Goal 2.6

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Objective:

- Participate as requested in the implementation of the youth strategy. To provide input and support into the development of the Youth Strategy. This has been developed so maybe change wording to similar to support the Strategy (similar wording to the Social Development Strategy above): "advise City Council on the implementation plans of the Youth Strategy"

- To continue to support and ensure updating of the RCSAC Youth web page to provide a one-stop access for activities and events of interest to youth in the City of Richmond.

Actions:

- Continue to work with existing youth committees
- Engage youth volunteer to ensure youth web page is regularly updated
- Provide training in Joomla for maintenance of youth page
- Communication Tools to Council as required

Objectives/Indicators of Success

- Continued engagement of youth volunteer and youth website page completed and regularly updated
- Communication Tools developed
- Final report on successful outcomes completed

Council Term Goal 7.2

Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

Objectives:

- The RCSAC continues to support and work with the Richmond Children's First committee on their City Centre Early Childhood Development Report

Actions:

- RCSAC to continue to follow Communications Tool sent to Council on City Centre Report

Outcomes/Indicators of Success:

- Regular reports at RCSAC
- Feedback from Council on submitted Communication Tool
- Final report on successful actions completed

Council Term Goal 8.2

Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

Objectives:

- The RCSAC will examine issues of food security and its inter-relation to community and social services in Richmond (e.g. intersection of food with physical and mental health, disease prevention, emergency food relief)
- Support the City as it advocates for a coordinated regional approach to enhance local food security

- Support the development of a food security action plan for the City of Richmond

Actions:

- Action teams formed as necessary to meet objectives
- Potential gaps analysis undertaken
- Communication Tool developed for Council

Outcomes/Indicators of Success:

- Presentation from Richmond Food Security on final Food Charter
 - Action team formed
 - Communication Tools to Council completed as needed
 - Final report on successful actions completed
-

Additional RCSAC Workplan Activities**Objectives:**

- To increase connections within RCSAC members
- To increase information and opportunities RCSAC members can access to plan and promote community and social service events and activities
- To review and broaden the membership of the RCSAC and encourage organizations providing community and social services in the Richmond community to join.
- To increase administrative efficiency for RCSAC

Activities:

- Maintain Community Table/Committee Inventory and provide update to Council in 2015 final report
- Continue to develop members only log-in section on RCSAC website so members can access minutes, agendas, reports etc.
- Support on-going updates to website
- Form action team to review membership of RCSAC and determine organizations to receive invitation to learn more about the RCSAC.

Outcomes/Indicators of Success

- Members only log- in page continue to be enhanced and utilized by members
- Website utilization continues to be increased. Increased number of webpage hits.
- Increased number of events and program information posted to website
- Potential new memberships joining the RCSAC
- Report on successful outcomes completed



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 16, 2015
From: Cathryn Volkering Carlile **File:** 08-4057-01/2015
General Manager, Community Services
Re: **Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments**

Staff Recommendation

1. That, as per the report dated January 16, 2015 from the General Manager of Community Services titled "Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments", the City's secondary suite policy for single family rezoning applications, where the density bonusing approach is taken in exchange for a higher density, all the lots that are being rezoned, be amended to require developers to either:
 - a) Build a suite on 100% of the single family lots subdivided through rezoning applications; or
 - b) Provide a built unit on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area from the remaining lot; or
 - c) Provide a 100% cash-in-lieu contribution of \$2.00 per square foot per total buildable area on lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites.
2. That the \$2.00 per square foot interim contribution rate be implemented and is subject to final adoption when the contribution rates for all development types identified in the report "Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis" be adopted.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Policy Planning Development Applications Transportation	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

CNCL - 363

Staff Report

Origin

The purpose of this report is to respond to the November 18, 2014, Planning Committee referral, reiterated at the November 24, 2014 Council meeting, for staff to examine the:

1. Affordable Housing Strategy requirements for single family developments to identify other areas in the city where affordable housing units should be provided and report back.

This report supports Council's Term Goal #2 Community Social Services:

2.6. Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

This report supports Council's Term Goal #7 Managing Growth & Development:

7.3. Review the adequacy of developers' contributions towards affordable housing, public art and public amenities.

The community benefit that this report addresses is having a full range of housing, including affordable housing that play an important role in attracting and retaining employees and business, or to accommodate population growth and new investment.

Analysis

Current Policy

The City's Official Community Plan encourages the development of diverse densities, styles, types and tenures of housing, as well as exploring incentives and mechanisms to retain existing housing stock in established single family neighbourhoods.

Secondary suites are considered market rental housing, which falls outside of the City's Affordable Housing Strategy. Secondary suite development is encouraged by the City through various approaches, including: Single family rezoning applications, new development, conversion and legalization of suites.

The City adopted a density bonusing approach for all single-family residential rezoning applications received after July 1, 2007, which required that:

- All single family lots being rezoned in order to facilitate a subdivision are required to ensure at least half (50%) of the new lots being created through the subdivision will include a single family dwelling with a secondary suite or coach house unit; or
- A cash-in-lieu contribution of \$1 per total buildable square foot on all new houses to be constructed is to be provided towards the Affordable Housing Reserves.

In 2007, the City adopted amendments to the Zoning By-law to allow a single secondary suite in single family dwellings. The units can be part of a newly constructed house, part of a new renovation to an existing house, or be legalized as an approved suite. To be legal, a secondary suite must be inspected and upgraded as required to ensure code compliance.

With regards to parking, there is an existing bylaw (Zoning Bylaw 8500, section 5.4.1.j) which states *“where a secondary suite is on a lot fronting an arterial road ... one additional on-site parking space must be provided for the exclusive use of the secondary suite, and the required on-site parking spaces for the single detached housing may be provided in a tandem arrangement with one parking space located behind the other”*.

Policy Outcomes and Considerations

Single family developers and owners are not required to enter into a Housing Agreement, because secondary suites and coach houses are not secured as affordable housing units or administered with rent controls. Although secondary suites are not necessarily affordable, the construction of units increase the supply of rental housing which, in turn, may indirectly contribute to reducing pressures on rent and availability of secured affordable housing stock.

As of July 1, 2007 to December 31, 2014, Council has approved 175 single family rezoning applications through 3rd reading at its Public Hearing. Of these applications, 126 applications or 72% indicate built secondary suites at time of rezoning adoption; whereas, 49 applications or 28% reflect a cash-in-lieu contribution.

Since the Zoning Bylaw was amended in July 2007, an additional 812 secondary suites and coach house suites have been approved for conversion (legalization) or development in existing single family lots/houses (not through rezoning). This is a combined total of 938 secondary suite units and coach house units that have been issued building permits or have been approved through development applications processes from July 1, 2007 to December 31, 2014.

G.P. Rollo, Land Economists were retained by the City to review single family development in Richmond and the market impact of providing secondary suites. They revealed through their analysis that, in general, Richmond purchasers are paying the same amount per square foot for new construction single family homes regardless of whether the home has a secondary suite or not. That being said, Rollo advised that the costs to produce a secondary suite are not substantially higher over and above the cost of construction for the primary dwelling space. A concurrent report titled “Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis”, also appearing on this Planning Committee agenda, provides a detailed economic analysis of the affordable housing contribution rates and built unit requirements. Secondary suite cash-in-lieu rates are further explored in this report.

Each year, Canada Mortgage Housing Corporation (CMHC) generates housing and rental market reports about housing starts, market rental availability and vacancy rates for new home construction, private apartment and townhouses in Metro Vancouver. In Spring 2014, CMHC reports that new home construction in Metro Vancouver will continue at a steady pace during the next eighteen months, with an increase in single-detached homes. Also, rental vacancy rates are anticipated to remain stable. This supports a strong rental demand, due to a growing population

and rental housing being relatively more affordable than ownership housing. In Fall 2013, CMHC estimated Richmond's private rental apartment vacancy rate was 2.7%.

As part of its Regional Growth Strategy, Metro Vancouver issued a 10 year Regional Estimated Housing Demand indicates that 10.5% of the total housing need in Richmond is for moderate to above income Richmond households with combined incomes of \$57,026 or above; whereas, 23.5% of the overall demand is for low to moderate income households with combined earnings of \$34,000 to \$57,000.

The Demand Estimates support a greater need for rental housing for low to moderate income households than moderate to high income households. The City's Affordable Housing Strategy focuses on meeting the rental housing needs of households with incomes of \$34,000 or less to \$57,000 through capital financial support, partnership and policy advancement.

In summary, a continued demand for rental housing construction and supply in Richmond remains steady across all points of the housing continuum through various forms, including: purpose-built market rental housing, market rental secondary suites and coach houses, and secured affordable housing that is rent controlled.

Policy Recommendations

In an effort to meet local market rental housing and purpose-built affordable housing demand, the following options are being provided for Council's consideration with respect to the City's Single Family rezoning policy where the density bonusing approach is taken in exchange for a higher density.

Option 1- 100% Built Contribution – Not Recommended

Through a density bonusing approach in exchange for a higher density, developer will provide built secondary suites on 100% of the single family lots subdivided through rezoning applications.

If approved, this recommendation would require that both single family lots created through subdivision build a secondary suite. No cash-in-lieu contribution would be required if the developer builds a unit on both subdivided lots.

The land economic analysis provides evidence that the marketability and costs of generating secondary suites on both lots through subdivision would have minimal impact to developers and buyers. However, there may be design, transportation, fire safety, and engineering related considerations that would require further review; i.e., landscaping, parking, access, emergency response planning and increased servicing impacts.

Option 2- 50% Built and 50% Cash Contribution – Not Recommended

Through a density bonusing approach in exchange for a higher density, developer will provide secondary suites on 50% of single family lots subdivided through rezoning applications and collect a cash-in-lieu affordable housing cash contribution of \$2 per square foot per total buildable area from the remaining lot.

The recommended affordable housing contribution rate is outlined in further detail in an accompanying “Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis” report that has been placed on the same agenda for consideration.

If approved, Option 2 would require all single family subdivision rezoning applications to build a secondary suite and provide a cash-in-lieu contribution towards its Affordable Housing Reserve Funds. The approach would increase market rental supply, while generating Affordable Housing Reserve funds by the City to be utilized first and primarily for subsidized rental housing development to serve households with incomes of \$34,000 and below.

Option 3- Hybrid Contribution – Recommended

Through a density bonusing approach in exchange for a higher density, developer will provide to either:

- a) provide a built secondary suite on 100% of the single family lots subdivided through rezoning applications, or
- b) provide a built secondary suite on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area (double the amount of the existing policy) on the remaining lot, or
- c) provide a 100% cash-in-lieu contribution of \$2.00 per square foot per total buildable area on lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites.

If approved, the developers choice to pursue either a, b or c would be made by the developer prior to advancing a rezoning application to Council for consideration. Council would have final approval and authority on what the developer is required to provide.

Option 3 would provide built units in both choices as well as opportunity to collect Affordable Housing Reserve funds by the City to be utilized towards affordable housing from development applications opting to build one suite. This option would be applied to all neighbourhoods in the city. This option would also support development where only one secondary suite may be feasibly built: smaller lot sizes or lot locations that have challenges with parking, traffic, access or servicing impacts.

Staff recommends Option 3 as a balanced policy approach for the following reasons:

- Requiring built units on subdivided lots creates indirect benefit to affordable housing by increasing market rental unit supply, decreasing pressure on rent prices, and increasing unit availability and choice, and
- Collecting affordable housing contributions from the remaining lot generates direct community benefit to affordable housing through Affordable Housing Reserve funds collected by the City and utilized to financially support other affordable housing development opportunities; such as, subsidized rental housing development for low income households.

Staff acknowledge feedback received from developers that not all lots can accommodate the delivery of built secondary suites, due to a variety of factors, such as: lot size, location, access to parking, and servicing requirements. Therefore, Staff recommend that applicants be afforded option of providing a 100% cash-in-lieu contribution in these cases.

The prospect of securing the secondary suites as affordable housing through a City Housing Agreement would be onerous and cost prohibitive to current available municipal resources. Further analysis and modeling is recommended if Council prefers this as part of the requirements for its approved option. Secured Housing Agreements on Single Family lots may also create potential issues for homeowners with respect to financing and future sale of their properties.

A review of contribution rates for all developments is outlined in the report titled “Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis”, also appearing on this agenda. The interim rates will be presented to stakeholders for consultation, with the results of the consultations and recommendations for adoption of the rates being presented in a subsequent report to Council. Staff recommend that the \$2 per square foot rate be implemented when all rates are adopted.

Policy Implementation

Staff recommends that:

- The interim Single Family affordable housing contribution rates are effective subject to Council adoption of the approved recommendations outlined in this report (i.e. interim rates will be included in the Final Affordable Housing Contribution Rate recommendations for all housing types that is anticipated after stakeholder consultation to be advanced to Council for final adoption in Spring 2015),
- The policy not be applied to rezoning applications that are currently under staff review provided that they are presented to Council within 1 year of the effective date of the revised policy, and
- Any new single family rezoning application received after the effective date of the revised policy will be subject to the new policy.

Richmond Home Builder and UDI Discussions

In preparing this report, representatives of Richmond Home Builders sector and the Urban Design Institute-Richmond Liaison Committee were consulted about the proposed changes to the policy (Attachments 1, 2 and 3). Some of the feedback included:

- The need for further consultation (i.e. Greater Vancouver Home Builders' Association, Richmond homeowners and other key stakeholders)
- Lot size, geographic location and house size will have impacts on the desirability of providing secondary suites

- The challenges for compact lots to accommodate secondary suites
 - A minimum lot size needs to be identified to require secondary suites
 - Neighbourhood opposition
 - Geographical considerations
- The need for a 100% cash-in-lieu option for sites where a built unit is not viable (note: this point has been acknowledged in Option 3 Staff recommendations)
 - Further understanding of the impacts to homeowners and their property values is needed
 - The need for a comprehensive policy (i.e. consideration of other forms of development to increase affordability, density bonus incentives, standard rezoning processes, capturing rebuild potential)

Internal Department Discussions

The focus of this report is on affordable housing policy considerations with respect to density bonusing provisions and affordable housing cash-in-lieu contribution rates for single family development. With this in mind, internal discussions within City departments identified that there may be a variety of site specific technical reasons and/or local area resident concerns that may potentially pose a legitimate challenge to requiring a secondary suites as part of all single family rezoning applications.

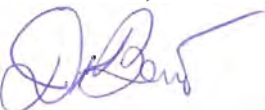
Financial Impact

Option 1, 2 and 3, as provided in this report, generate no significant financial impact to the City. Whereas, if secondary suites are to be secured as affordable housing through a City administered Housing Agreement, requiring rent control provisions and on-going occupancy management would generate significant impact to existing municipal resources.

Conclusion

On a municipal scale, the City can help to shape the responsiveness of the housing supply system in effectively meeting demand. However, affordability is largely influenced by macro-economic conditions and senior government policies; such as, interest rates, inflation levels, tax policies, income, employment conditions, and migration.

Therefore, it remains important for City policies to encourage a diverse supply of attainable market and affordable housing options to meet current and future housing need based on demand. This helps to generate a balanced approach of development at all points of the housing continuum, while supporting housing policy advancement at all levels of government.



Dena Kae Beno
Affordable Housing Coordinator
(604-247-4946)

January 16, 2015

- 8 -

- Att.1: Stakeholder Review and Consultation Notes – UDI
- Att. 2: Stakeholder Review and Consultation Notes – Representatives from the Richmond Homebuilder Sector
- Att. 3: Correspondence from representatives from the Richmond Homebuilder Sector, January 16, 2015

Stakeholder Review and Consultation – City of Richmond
Secondary Suite Policy Exploration
January 19, 2015

Stakeholders: Representatives from Urban Development Institute (UDI)

1. Comprehensive review of all charges to better understand how affordable housing contributions (AHC) fit into the cost of development to builders.

- Request for consultation re: analysis of Affordable Housing Contribution/Affordable Housing Reserve Fund;
- Housing Action Plan- collectively define local definition and priorities
- Incentives to develop affordable housing (what affordable housing is being developed now, how can we improve on that, and how to encourage developers to meet needs without creating further constraints to development;
- Tweaks to policies to generate a more manageable framework;
- Working together to develop policy advocacy (e.g. Federal tax policies/burden re: rental income; CMHC mortgage for rental housing);
- Municipal tools are confined to fees that are applied, development charges, and amount of time that it takes to process applications (finite tools available to municipalities);

2. Single Family Rezoning Policy requirements

Discussion ensued of project examples where lot sizes were unable to accommodate the provision of secondary suites:

- Modest floor area increase was provided with a suite required;
- Cost of building a suite as smallest permitted suite (\$16,000-17,000 cost) independent of overall cost to build home; It is way cheaper to pay \$1 AHC than to build;
- 2500 ft² (can viably build suite); Houses too small create an unmarketable product; modern standards and expectations are different than the traditionally smaller homes over past generations
- However, in larger homes (net 2,000 ft² house), to make it viable; smaller lots have a scaled method of incentive; smallest .55 to .65 db incentive and then go up gradually the density bonus is scaled down; it automatically limits the floor area ratio (FAR) but provides incentive to build rather than cash-in-lieu contribution.
- Larger homes with suites are viable without floor area density bonus incentive;
- Ability to offer entry level homeowners a mortgage helper would be a great opportunity and provide a market advantage;
- Lot size, geographical location, and house size correlates where the built suites are being provided;
- Richmond small builders (over 3,200 ft²) owners want theatre room rather than a suite.

- Arterial roads may be more uptake for built secondary suite units;
- Single Family (SF) Policy requirements: Zoning Bylaw minimum size (388 ft²) and maximum size (British Columbia Building code); Parking requirements only on Arterial roads (3rd parking stall); No rental requirements; Covenant registered on title as a condition to build suite; No enforcement of occupancy management requirements;
- Florida example (Tax to absentee homeowners presented a challenge to the market and for homeowners)

3. November 18, 2015 Council Referral

- Fast track Affordable Housing Strategy (AHS) review and how it relates to SF requirements;
- Greater Vancouver Home Builders' Association should be consulted;
- In municipalities overall, it seems that the pendulum has swung from mandating no secondary suites to requirement to build; It is important to keep in mind that incentivizing secondary suites is not an either/or solution;
- There is a political issue that needs to be addressed; neighbourhood acceptance about this issue needs to be taken into consideration (e.g. multi-family development and how it may change your neighbourhood- the change is already occurring, it is up to the neighbourhood to help inform the change); Adequate community consultation is required especially with the rate of change that is being observed (parking, traffic, who is living in the suites, and the make-up in the neighbourhood); Outreach to community is required.
- Community consultation should be incorporated into reports to Council

Should smaller lot consideration be included?

- Lot size policy is one way to achieve affordability, (Also, include in Housing Action Plan)
- Staff clarified that this policy recommendation would only apply to rezoning applications,
- Ensure the SF Rezoning policy recommendations are not looked at in isolation without understanding of how it relates to broader comprehensive Strategy review, contribution rates and Housing Action Plan development;
- It was suggested to incorporate these recommendations into future affordable housing policy reports

Terra Nova, Sunnymede (historical resistance)

- Do you want to incorporate this requirement for City as a whole or certain neighbourhoods? City-wide
- There is a compelling argument that more secondary suites that are being built it increases rental stock and empties out sub-standard housing to provide opportunity to re-develop;
- Staff clarified that requirements will be effective city-wide, but understand that the policy considerations are inter-related;

- Staff recommendation- no housing agreement requirement for unit to be built where appropriate; 100% cash-in-lieu contribution for lots where it is not feasible to build a suite;
- Density bonus, zones, smaller lot sizes may create greater incentive for suite development;
- Tiering approach to contributions: as you go up in house size, your contribution increases if built unit is not chosen due to the fact that you are targeting a certain market;
- The City is foregoing the opportunity to incentivize larger suite development in larger homes (e.g. 2-3 bedroom suites in larger lots);
- Aging in Place (Single family homes with lock-off or caregiver suites); Supporting households with varying ranges of mobility and age along all points of continuum;
- City can help to work with Non-Profit sector to build capacity and facilitate relationships with development sector;
- City needs to work towards permissive rather than proscriptive approach to incentivize affordable housing requirements;
- Work with Public and decision makers about macro level issues and how it relates to affordable housing requirements (creative solutions to affordable housing provision; certain number of units that are affordable home ownership); Affordable home ownership challenge- Stakeholders commented that affordable homeownership units need to be an unending supply (Many models tends to fail with the perpetuity requirement and people are unable to build equity);
- Flexibility with housing policy across the board with all housing forms
- (e.g. Clayton-Surrey area experienced very compact development, which led to huge parking issues; Secondary suite and coach house with primary dwelling; Surrey approach banned units as policy response to challenge)
- Richmond Bylaw is exclusive (Developers must choose to build a suite or laneway house and laneway housing is only allowed in certain areas);
- Parking tends to be a threshold issue, but also may mask public perceptions of built suites in neighbourhoods; the public needs to be aware of what is coming; the perception of the issue is greater than the reality;

4. Policy implementation:

- Staff are tasked to provide Council with recommendations of how to implement; in stream applications will be subject to existing requirements and provided 1 year to reach approval; any new applications received after adoption of new policy would be required to adhere to new policy.
- Does the builder community know that the requirements are being explored and recommendations being brought forward from Council referral? Staff confirmed that representatives from the Richmond Homebuilder sector were consulted
- GVHBA should be consulted;
- It may affect existing Richmond homeowners and they should be made aware that policy requirements are being explored through an active Council referral (e.g. City of Vancouver- Heritage Policy had a fast tracked response that didn't allow for adequate community and stakeholder input and outcome was devaluation of

properties); Potential impacts of the value of the home values under potential scenarios should be considered; Homeowners should be consulted and analysis should be generated).

- Consultation with homeowners is key.
- This does come back to overall realm of costs; homeowners want to gain the largest value for home sale. Homeowners need to be aware that there may be an economic consequence; Requirements to build a secondary suite may be impacting communities through increases in fees and homeowner costs if devalues property; whereas, incentives may provide offsets.

Small Builders conveyed that there needs to be an option where it is a 100% Cash-in-lieu contribution on lots that cannot support the built unit.

- Homeowners should be able to choose if they want a built unit or provide cash (A person's home is their castle);
- Built secondary suite/unit requirements (does it require ability for pre-zoned areas in certain locations to support application processes); Staff clarified that pre-zoning may not be a consideration that will be worked through at this time, due to the fact that the public is provided opportunity to speak up about applications through Rezoning and Public Hearing processes;
- The entire spectrum of choices should be provided for consultation.

Stakeholders expressed that if requirements are either/or (built/AHC)- pre-zoning should be required.

- In some projects, there was concern expressed that Council may challenge grandfathering period of policy requirements. Staff clarified that recommendations will be brought forward in the report to Council addressing the grandfathering period.

5. Summary Findings and Next Meeting (UDI Stakeholder Engagement):

- At the next meeting, staff plan to provide overview of the outcomes of Council's decision regarding 1) Single Family Rezoning report and Affordable Housing Contribution and Reserve Fund analysis report, 2) Housing Action Plan- Terms of Reference development
- Next scheduled meeting is for end of February 2015
- Stakeholders expressed that the expedited approach to developing and introducing SF rezoning policy requirements and components of AHS are ineffective, because many of these factors are complex and inter-related with comprehensive planning and development policies, implications, and outcomes.
- For example, UDI worked tirelessly for almost 2 years with the City and consultants to create a workable AHS prior to initial adoption;
- During the AHS development of SF requirements, there was huge push back initially by small builders; stakeholders stated that it would help if there is more balance for single family and smaller builders with respect to cash-in-lieu contributions, and the requirements for 5% built affordable housing units in apartments with more than 80 units (gross vs. net calculation of AH FAR and that

- everyone is calculating that consistently); building the AH units scales with economy/market drivers (you are paying more to do that scales with the market);
- Recommend the Public Art methodology? Stakeholders advised that this may be more equitable than the existing approach.
 - It may be better if there is an incremental increase with scale of development that is reflective of CPI and market factors. This could provide the consistency and predictability that industry needs and wants.
 - Staff stated that substantive changes to SF Policy requires time for consultation and research and will take longer; at this time, Staff are recommending tweaks to current policy with respect to affordable housing contribution rates only

Sign In sheet

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Stakeholder Review and Consultation – City of Richmond
Secondary Suite Policy Exploration
January 14, 2015

Stakeholders: Representatives from the Richmond Homebuilder Sector

1. Are there specific challenges that should be considered?

- Terra Nova, Steveston, & Quilchena, Riverdale/Gibbons
 - Considerations and Impacts: Lot size/limited liveable space/viability of lot to support primary dwelling and suite/neighbourhood opposition
- Current density allowed on lots doesn't always support providing a suite
- Total building of 2700-2800ft² out of which homeowner can have a secondary suite of 550 ft², leaving a marketable primary single family unit/dwelling space of 2150-2250 ft²
- 3600-4000 ft² / home purchased often don't want a secondary suite, they rather have a theatre room
- Challenge is that once a secondary suite is secured and built, later on, Homeowners may convert space to a theatre room/living room
- \$1.5/1.6/1.7 m (home price) – suites are preferred by homebuyers, usually
- \$2 m+ - no suites desired, usually (additional living space/home theatre space, preferred)
- Three important factors to consider for secondary suites are: area sensitivity, price bracket, and lot size (3 areas that require further analysis)
- Example: Broadmoor (Neighbourhood area with limited site build out potential)
 - Suggest: Rental 100-like initiative (City of Vancouver policy)
 - Open more development opportunities/incentives
 - Single Family requirements should link with overall Market Rental provision
- Opportunities on arterial roads
 - Look at lot size; increased density provisions;
 - Public Hearings and public consultation provides community acceptance lens
 - Expand allowable development uses/different types of dwellings/(e.g. duplex dev. – Staff clarified that this is currently an active Council referral)
- No.1/Granville – Multi-Family sensitive area
 - Back to back duplexes (cross/blend of Single Family & Multi-Family uses)
- Absentee Homeownership
 - Is there a study underway? (Active Council referral)
- Taking community sensitivity in mind with policy decisions is required. (Developers invest time and resources into approval process, which needs to be accounted for)
- Will proposed policy provisions transfer cost to end users? (AHC contribution and built units)

- Parking challenges are created w/secondary suites and adding more suites may intensify challenge
- Lot width/overall size of some lots make it impossible to build suite
- (Eg) Density Bonus – build suite on top of garage; which, provides more liveable space in main Single Family dwelling [garage suite not considered as total buildable]
- Main/Arterial Roads – lots/sites manageable
- On Garry St/Steveston – challenging to manage suite access and parking with limited lot size
- 60-65 FAR/4000 ft² : A density bonus of up to 0.60 to 0.65 FAR was suggested which would allow an additional suite for a house that is over 4,000 ft²
- RS-IE/A zone (rental suite) density bonus of 10%
 - Encourage suite (eg. Over Garage)
 - Encourage Affordable Market Rental through developer incentive
- 66ft lots (4 bedroom upstairs; main living areas – 1st floor; den/theatre/guest room-bottom floor)
- \$2-2.5 m want ancillary space rather than suites
- Garage can be dropped to 9ft (eg) height and allow room for suite above.

2. Overall lot size or footprint of the house that is pillar consideration to provide a viable suite?

- 1200-1300 ft² (+ garage) creates maximized liveable space + suite
- A lot size of approximately 6700 ft² could provide a 2,000 ft² main floor, plus suite and garage
- Depth of lot matters
- A lot depth of 120 ft or more is preferable when including a suite.
- 2475 ft² (home can support the addition of a suite and create a viable project)
- Marketability of open space may be more desirable than suite in larger homes

- Suite over garage would provide incentive

Grandfathering Apps (InStream)

- Stakeholder group is in favour
- Challenge w/100% built requirement

3. Summary findings

- **Need 3rd option:** contribution of 100% of lots providing an Affordable Housing Contribution (this could be applicable in areas where secondary suites may not be feasible to build due to lot sizes, traffic/parking constraints, or neighbourhoods in opposition)
- Letters, attached to RTC (Feb 3)

Edgemere – Zero Coach Houses have been built, to date

- Time consuming (Development Permit requirements/approval process has been observed to be onerous and takes too long to achieve appropriate approvals.
- Staff are aware of this constraint and are working through the current process
- Municipal Comparison: Delta – lot size limitation; allow basements in homes; and a house size cap is administered.
- 33x120/33x111/ ≥ lot size/project compare
- Stakeholders achieved consensus about their request for Staff to advise CO of 3rd option that was discussed and noted above in “Summary Findings”
- 2010-2012 reflects the majority of secondary suite/coach house development
- Now the majority of areas are built out that have secondary suite potential under the current policy requirements.
- Stakeholders requested clarification about the City’s Affordable Housing Reserve Fund
 - AHRF Policy 5008, Zoning Bylaw 8500 and City’s Affordable Housing Strategy create a Policy Framework for Council to authorize the use of Affordable Housing Reserve Funds for: land acquisition and capital affordable housing development.
 - Project initiative examples, include: Kiwanis Towers, Storeys Development, and a Group Home capital life-safety upgrade.
 - All fund disbursement requires Council authority.
- Stakeholders request confirmation of the upcoming Planning Committee and Council meeting that the Report will go forward to.

Sign In sheet

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16 January 2015

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

Attn: Mayor Brodie and City Council

RE: Richmond Single Family Subdivision Rezoning Policy-Affordable
Housing Considerations and Proposed Amendments

We, the undersigned represent 95 per cent of the small builders group of single family homes in Richmond. Drawing on over 80 years of expertise in construction with a broad knowledge of the neighbourhoods, the needs and issues related to construction within this diverse population. We believe we have the capacity and understanding to work collaboratively with the city and community.

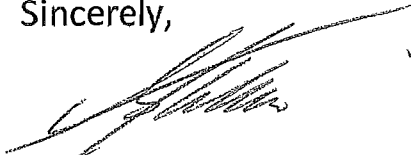
We object strongly to the purposed policy changes put forth and recommend to the council and staff to further consult the public as well as other stakeholders on this matter before proceeding forward to planning committee. We have many concerns that need further constructive, transparent and fact based open dialogue with all residents of Richmond that will be affected. Mandating legal suites in new single family homes is a very bold proposal on the city's part that would ruin the character of our unique neighbourhoods and further overwhelm the public. Council should focus on other opportunities available for affordable housing, while improving the character and quality of an area and the way it functions. With inadequate current

debate on “mega house” situation. However increased building height and living spaces in attics could be an option

- 7) R1/A & R1/K the new zones created in McLennan Area ZS14-lots should be exempt from this policy
- 8) R1/B/C/D/E rezoning of these lots may be possible provided min depth is 37m, with garages in the front.

If you have any questions or want to further discuss how we can give further input for this proposal, please contact the undersigned.

Sincerely,



Ajit Thaliwal on behalf

Raman Kooner

Rav Bains

Khalid Hasan

Clive Alladin

M Sian

Rick Sian



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 13, 2015
From: Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol
General Manager, Community Services 01
Re: **Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy
Review- Recommendations for Stakeholder Consultation**

Staff Recommendation

1. That the report titled, "Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review" dated January 13, 2015 from the General Manager of Community Services be received for information.
2. That Staff be directed to seek comments from the development community and other key stakeholders regarding the recommended Affordable Housing Contribution rates and report back to Planning Committee.
3. That development applications already received and being processed by the City, prior to adoption of the proposed rates, be grandfathered with existing Affordable Housing Contribution rates.
4. That approved rates undergo periodic review to account for current market conditions and affordable housing demands.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 1

REPORT CONCURRENCE		
ROUTED TO: Development Applications Finance	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Council meeting, held May 28, 2007, Council adopted the Richmond Affordable Housing Strategy. As part of the Strategy, Council adopted the following Affordable Housing Contribution rates where a cash contribution for affordable housing is received under a statutory density bonusing approach for rezoning applications received after July 1, 2007:

- a. \$1 per square foot from single family subdivision developments;
- b. \$2 per square foot from townhouse developments; and
- c. \$4 per square foot from apartment and mixed use developments involving 80 or less residential units.

A review of the existing rates and the City's Affordable Housing Reserve Fund strategy is being conducted as a key component of the overall Affordable Housing Strategy update that is currently underway. The Affordable Housing Contribution Rate and Affordable Housing Reserve Fund strategy review is intended to provide an updated resource to support the City's decisions and resource allocations on affordable housing matters, in accordance with the City's Affordable Housing Strategy and related City policies.

The purpose of this report is to provide Council with recommended adjustments to the cash-in-lieu affordable housing rates. The report is timed to coincide with another report appearing on this Planning Committee agenda titled: "Single Family Subdivision Rezoning Policy-Affordable Housing Considerations and Proposed Amendments". The information and recommendations contained in this report will provide Council with the required information in order to review the Single Family Affordable Housing Contribution rate recommendations.

This report supports Council's Term Goal #2 Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

2.5. Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

The community benefits that this report addresses are:

- Creating affordable housing promotes more intensive and efficient use of land and buildings by optimizing public investment in meeting the community's built and social infrastructure needs; and
- Providing affordable housing enables low to moderate income households to continue living in areas close to work, school, informal/formal supports and community connections.

Analysis

Affordable Housing Contribution Rate and Affordable Housing Reserve Fund Strategy Overview

The Affordable Housing Strategy, Affordable Housing Reserve Fund Policy 5008 and Zoning Bylaw 8500 Section 5.15 create a City policy framework to articulate affordable housing priorities, collect developer contributions, and manage the City's affordable housing reserve funds to provide resources to meet the specific housing and support needs of priority groups.

The City's Affordable Housing Reserve Fund was not intended to be the sole source of funding for development and operation of affordable housing in the City. Rather, its aim was to help the City to plan and, as resources and budgets are available, support affordable housing development opportunities through collaboration with senior levels of government and other partners to:

- Develop and implement a strategic land acquisition program; and
- Collect monies to be utilized first and primarily towards subsidized rental housing capital development.

The City's Affordable Housing Strategy was adopted on May 28, 2007 and the density bonusing approach for multi-family and single family rezoning applications was approved for applications received after July 1, 2007. Through the Strategy, each apartment and high-rise development containing more than 80 residential units are asked to build at least 5% of the total residential building area as low end market rental units (i.e. excluding townhouse developments). In addition, the following cash-in-lieu contribution rates for developers seeking increased density were established:

- \$1 per total buildable square foot on all new houses to be constructed or a built secondary suite or coach house unit on 50% of the new lots created through single family subdivision rezoning applications.
- \$2 per square foot from townhouse developments; and
- \$4 per square foot from apartment and mixed-use developments involving 80 or less residential units.

As the affordable housing contribution rates have been in place since the Strategy was adopted, it was considered timely to initiate a reassessment. As part of the comprehensive Affordable Housing Strategy review, G.P. Rollo and Associates (GPRA), Land Economists, have been contracted by the City to:

- Review the City's current affordable housing contribution rates;
- Determine appropriate affordable housing contribution rates for new development; and
- Generate and forecast the best approach to manage the City's Affordable Housing Reserve Funds, through partnership, to meet current and future local affordable housing demand.

Also, the information generated from the affordable housing contribution rate and reserve fund review is intended to be a resource, both for the City and its external partners to:

1. Clarify established affordable housing contribution rates that reflect current market conditions and housing/population growth demands;
2. Provide contribution projections and strategic directions about how Richmond's growing affordable housing demands can be partially met through utilization of the City's Affordable Housing Reserve Funds; and
3. Inform and advance City affordable housing policy development, resource allocation and partnership opportunities.

Affordable Housing Contribution Rates

Estimated housing demands were established by Metro Vancouver as part of its Regional Growth Strategy and by the City of Richmond and McClanaghan & Associates during the Affordable Housing Strategy development process. The estimated unit totals project affordable housing demand for a 30 year period through 2041, as reflected below:

Estimated Need/Target by 2041	Metro Vancouver	City of Richmond	McClanaghan & Asc.
Subsidized Rental Housing	2,520	2,190	1,500
Low End Market Rental Housing	7,611	8,370	2,850
Entry Level Homeownership	8,399	7,290	1,800

As of July 1, 2007 to December 31, 2014, the City has secured the following market rental and affordable housing commitments:

Housing Type	Total Units	Total Square Feet
Subsidized Rental Housing	477	
Low End Market Rental Housing	272	
Market Rental Housing	411	
Entry Level Homeownership	19	
Secondary Suite/Coach House units	126	
Square feet of affordable housing floor space secured through phased developments (Unit totals- TBD)		108,202 ft ²
TOTAL	1,305	108,202 ft²

As the table reflects, a total of 1,305 units have been secured, plus 108,202 ft² of affordable rental housing space, with unit counts to be determined when development plans are finalized. Final occupancy has been achieved for 73 secured affordable rental units in 6 developments. In addition, there are 3,797 assisted affordable housing units or beds being operated in Richmond which have been established prior to our outside of the Strategy. This combined total represents approximately 5,102 secured affordable housing or assisted housing options in the City.

Optional Affordable Housing Contribution Rates

The City required a review of its current affordable housing contribution rates in order to reflect changes in the housing development market and local land values since the rates were

established in 2007. Also, the review helped to inform potential City funding strategies to support meeting a portion of the City's estimated affordable housing need.

GPRA utilized a rate analysis method to ensure that any projected increased rate would allow developers to still achieve an acceptable return on their projects, while providing a fair and reasonable affordable housing contribution to the City as part of their new development requirements (Executive Summary presented in Attachment 1).

Utilizing this rationale, GPRA analyzed current affordable housing contribution rates and put forward two potential Affordable Housing Contribution rate increases that provide varying levels of projected revenues and unit totals that could be generated through City investment of its Affordable Housing Reserve Funds towards affordable housing development. Analysis is being provided to compare the existing rates to the two optional rate increases presented by GPRA: Option 1, Conservative Increase, and Option 2, Recommended Increase.

Current Affordable Housing Contribution Rates

Type of Development	Rate per S.F
Single Family dwellings	\$1.00
Townhouse developments	\$2.00
Apartments	\$4.00

The existing contribution rates are projected to generate \$38.9M in revenue plus current funds and interest, which would finance approximately 1,174 subsidized rental units through 2041, averaging 39 units per year, with no monies available for other Strategy priorities. The calculation is based on the City providing 20% of the cost of a project in partnership with Senior Government and/or private and community partners.

GPRA's research indicates that higher contribution rates are possible for all types of development except for duplex rezoning applications. All other development types show the ability to support the recommended options as follows:

Option 1: GPRA Conservative Increase

Type of Development	Rate per S.F
Single Family dwellings	\$1.14
Townhouse developments	\$2.28
Apartments	\$4.55

Affordable housing funds collected from Option 1, a conservative increase, would generate \$44.2M (plus current funds and interest), which would finance 20% of approximately 1,261 subsidized rental units through 2041, an average of 42 units per year, again with no money available for other Strategy priorities.

Option 2: GPRA Recommended Increase

Type of Development	Rate per S.F
Single Family dwellings	\$2.00
Townhouse developments	\$4.00
Apartments	\$6.00

Affordable housing funds collected from Option 2, GPRA's recommended increase, would generate \$76.1M (plus current funds and interest), which would allow the City to fund 20% of 1,978 subsidized rental units, an average of 66 units per year, but would also still allow for any additional monies to be put towards all three Strategy priorities.

Analysis Summary

The Strategy established targets for each of its priorities that assumed that a subsidized rental unit would cost \$200,000, approximately, to develop and that through City policies affordable rental market units could be built and secured, as well as affordable homeownership encouraged through policy incentive. The subsidized rental housing target includes a 20 percent City funding contribution towards subsidized rental housing and assist factors from other levels of government and/or community partners. The current targets are as follows:

Strategy Priority	Annual unit target	Assist Factor/Policy Mechanism
Priority 1 Subsidized Rental	25 to 50 units	25 units representing an 80% assist factor from other partners and 50 units representing a 90% assist factor.
Priority 2 Low End Market Rental	95 units	25 units through 5% built requirement in developments with over 80 residential units; and 75 units through secondary suites (Near market due to size and dwelling type, but not secured as Affordable Housing through a Housing Agreement).
Priority 3 Entry Level Homeownership	60 units	Created through City policy initiatives that encourage smaller units, innovative design and/or non-profit sector involvement.

Both presented options for contribution rate increases project monies being spent over the next 30 years in projects where the City provides 20 percent of developing an affordable housing project, with other funding coming from partnerships with other levels of government or private/non-profit partners. A comparison of the projected revenues and total number of potential built units from each option is presented below:

Contribution Rate Options	Total Projected Revenue to 2041	Total Number of Projected Units
Current Rates	\$38.9M	1,174 subsidized rental units (39 units per year, average)
Option 1 GPRA Conservative Rate Increase	\$44.2M	1,261 subsidized rental units (42 units per year, average)
Option 2 GPRA Recommended Increase	\$76.1M	1,978 subsidized rental units (66 units per year, average) and surplus funds could go towards other Strategy priorities and policy incentives.

The current contribution rates and increased rate options would meet the Strategy's current achievable goal or target of 25 to 50 subsidized rental units per year; however, Option 2, the recommended increase, would support the City's ability to provide the largest contribution in meeting the growing housing demand for low to moderate income households. Also, Option 2 would support future opportunity to diversify the City's ability to contribute funding to policy

initiatives that would encourage diverse tenure and housing types along all points of the affordable housing continuum.

GPRA's conservative and recommended rate options do represent a substantial increase over current affordable housing contribution rates currently required in most parts of the City. However, GPRA revealed through employing development sensitivity analysis that even the highest rate would account for less than 2.5% of the total project cost for development.

It must be stressed that GPRA recommends that rates not exceed the Option 2 values so as not to discourage redevelopment in the city. Further, GPRA does not recommend setting lower rates based on hypothetical market downturns; rather, they suggest that periodic rate reviews be conducted to ensure adjustments are made to compensate for any longitudinal changes in the market.

Staff support Option 2, with the new rates being set at:

- \$2 per square foot per total buildable area for standard single family subdivision rezoning applications,
- \$4 per square foot per total buildable area for townhouse development, and
- \$6 per square foot per total buildable area for apartment developments with fewer than 80 units with periodic rate reviews being conducted for the reasons listed above.

Affordable Housing Reserve Fund Strategy considerations

As part of the analysis, affordable housing practices were reviewed from other jurisdictions in Metro Vancouver and elsewhere and found very similar approaches that are employed by the City of Richmond with respect to Affordable Housing Reserve fund management and policy practice. While a more in depth assessment would be required, some ideas that may be considered are:

Practice	Outcome/Consideration
Seeking additional revenue sources for the Affordable Housing Reserve Fund (i.e. partial transfer from general revenue or other funding)	Sole reliance on collected contributions from new development generates dependency of meeting affordable housing demands on development and business cycles.
Consider allocation of funds to all 3 Strategy priorities	Diversifying allocations of funds may increase partnership opportunities in meeting affordable housing needs along all points of the affordable housing continuum.
Potential purchase and refurbishment of existing older rental properties or hotels	May support utilization of existing built infrastructure to secure affordable rental or specialized housing.
Permissive property tax exemptions to affordable housing developers for a period of time.	Provides financial relief for the first 3-7 years of operation to support financial sustainability of the non-profit housing provider.
Encourage development of a broader variety of housing forms	Supports flexible design, stratified units/lock off suites, flexible design, and lower levels of finishing to improve affordability.

In conclusion, Staff recommends that:

- The GPRA Option 2 Affordable Housing Contribution rates (i.e. \$2 from single family subdivision developments, \$4 from townhouse developments, and \$6 from apartment and mixed use developments involving 80 or less residential units), with staff being directed to seek comment from the development community and key stakeholders and report back to Committee and Council prior to adoption of the new proposed rates.
- The revised rates not be applied to rezoning applications that are currently under staff review provided that they are presented to Council for consideration within 1 year of Council's adoption of the revised Affordable Housing Contribution Rates.
- Any new single family rezoning application received after Council's adoption of the revised Affordable Housing Contribution Rates be subject to the new contribution rates.
- That approved rates undergo periodic review to account for current market conditions and affordable housing demands.

With respect to future rate adjustments, Staff considered indexing rates annually vs. periodic review. However, at this time, Staff recommend periodic affordable housing contribution rate reviews to align with the City's current DCC review practices.

The proposed affordable housing contribution rates are anticipated to elicit comment and potential concern by some members of the development community. Staff anticipates facilitating discussions with the development community in February 2015 and will utilize Let's Talk Richmond, the City's social media tool, to receive feedback from other key stakeholders and community members about the recommended rates. The feedback received will be taken into consideration in preparation of the final rate recommendations anticipated to be presented to Council in Spring 2015.

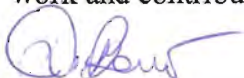
Financial Impact

There will be no financial impact to administer the proposed changes to the Strategy.

Conclusion

The recommendations provided in this report will support Council in their review of the report appearing on this Planning Committee agenda, "Single Family Subdivision Rezoning Policy-Affordable Housing Considerations and Proposed Amendments".

In addition, the proposed recommendations cited in this report will support the City to advance its affordable housing objectives while balancing development requirements with growing affordable housing demands in our City, to ensure low to moderate income households can live, work and contribute to Richmond's local and diverse economy and community.



Dena Kae Beno
Affordable Housing Coordinator
(604-247-4946)

Att. 1: Richmond Affordable Housing Strategy Reserve Fund Strategy Review- Executive
Summary

EXECUTIVE SUMMARY – RAH RESERVE FUND STRATEGY REVIEW

The City of Richmond established the Affordable Housing Statutory Reserve Fund in 1991 and their Affordable Housing Strategy in 2007 to support the implementation of the City's Affordable Housing priorities assisting in the provision of Subsidized Housing, Low-End Market Rental, and Entry-Level Home Ownership in the City of Richmond.

The 2006 Regional Growth Strategy from Metro Vancouver estimated the annual needs in the City of Richmond at 73 Subsidized Housing units, 279 Low-End Market Rental units, and 243 Entry-Level Ownership units from 2006 to 2041. A separate piece of analysis in 2006 by McClanaghan & Associates for the City was prepared to determine the ability of the City to meet the Metro Vancouver estimates. The McClanaghan & Associates report indicated that the City could reasonably assist in the provision of 25 to 50 Subsidized Housing units, 95 Low-End Market Rental units, and 60 Entry-Level Ownership units annually based on an 80/20 split of funding between other sources and the City respectively. The City then adopted their own annual targets based on the information from both reports. The following table presents the aggregate targets from 2006 to 2041 as estimated by Metro Vancouver, McClanaghan & Associates, and the City of Richmond:

Table 1: Affordable Housing Needs and Targets by Priority 2006 – 2041

Estimated Need/Target by 2041	Metro Vancouver	McClanaghan & Associates	City of Richmond
Subsidized Housing	2,520	1,500	2,190
Low End Market Rentals	7,611	2,850	8,370
Entry Level Ownership	8,399	1,800	7,290

Since July 2007 Single Family residential rezonings have been required to provide either secondary suites or coach houses in at least 50% of new lots created or a cash-in-lieu contribution of \$1 per square foot of gross building area (GBA) to the Affordable Housing Reserve Fund. Townhouse developments have been required to contribute a cash-in-lieu contribution to the Fund at \$2 per square foot of GBA and apartment developments less than 80 units have been required to contribute \$4 per square foot of GBA.

It was not intended for the Affordable Housing Reserve Fund to serve as the sole funding support for development and operation of affordable housing in the City, but rather to partner with all levels of government along with private sector and community providers to meet the needs of those in Richmond requiring affordable housing. However, this goal has been hampered by decreased funding from senior government for affordable housing with increased burden placed on individual municipalities to bridge the funding gap.

With this in mind the City of Richmond retained G. P. Rollo & Associates (GPRA) to assist the City in determining:

- A. Appropriate Affordable Housing contribution rates for new development in the City; and

B. How best to manage the City's Affordable Housing Reserve Fund.

The review of contribution rates was deemed necessary by the City to reflect changes in market conditions since the rates were established in 2007, increased estimates of need, and a desire to update rates to 2015 values as the existing rates were set prior to the adoption of the Affordable Housing Strategy in 2007.

A key issue for GPRA was to ensure the increased rates would allow developers to still achieve an acceptable return on their projects. GPRA undertook an economic review of how the current rates were established as well as proforma analyses in order to determine potential new rates and their impact on developers.¹

GPRA has put forward two potential Affordable Housing contributions rate increases; an increase to \$1.14 for single family dwellings, \$2.28 for townhouse and \$4.55 for apartments, (**Option 1: Conservative Increase**) and the other being an increase to \$2.00 for single family dwellings, \$4.00 for townhouse and \$6.00 for apartments (**Option 2: Recommended Increase**). GPRA then prepared an estimate of revenues to be collected through to 2041 based on housing demand projections for the City by both Metro Vancouver and Urban Futures using current rates and both the Conservative and Recommended rates.

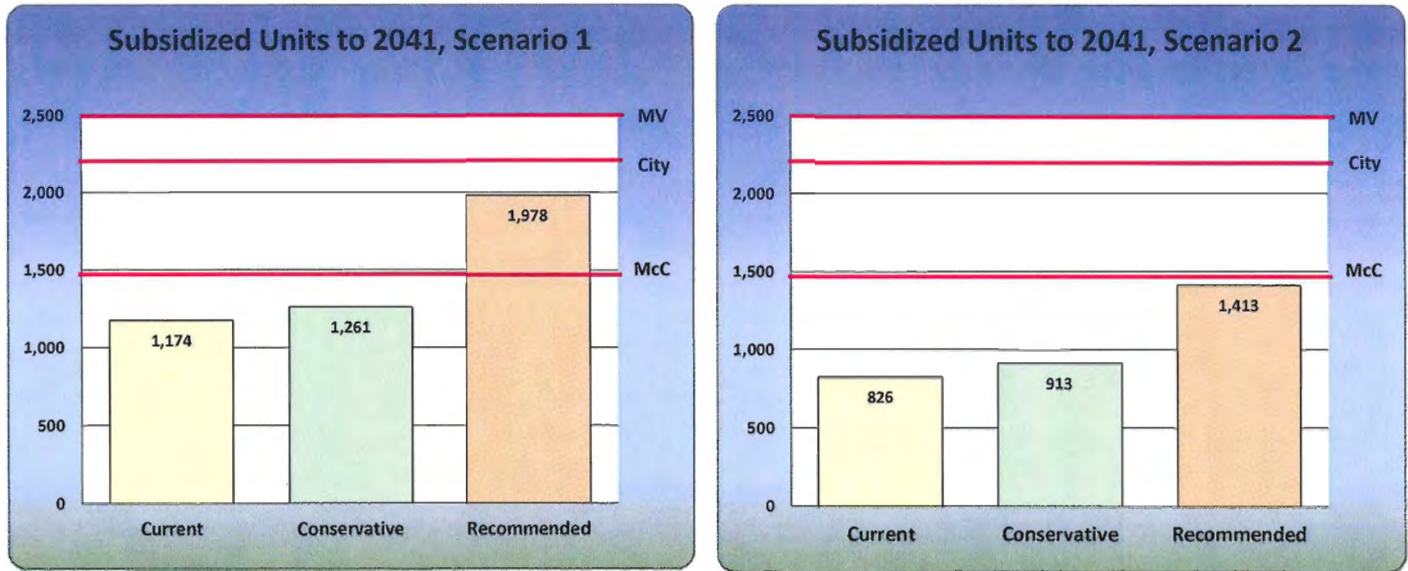
Two scenarios were identified for how funds were to be allocated among the City's three priorities: in **Scenario 1** all funds would be allocated to Priority 1 – Subsidized Housing until the City's target of 73 units per year was met; in the **Scenario 2** funds would be split between all three priorities. Even by implementing the Recommended Increase and devoting all funds to Priority 1 the City could not meet their goal of 73 units per year of subsidized housing, and would have no monies available for either of Priority 2 or 3, and would still rely upon 80% of the funding from senior levels of government or from partnering with private housing providers or non-profits.

However, by implementing the Recommended Increase and choosing to allocate funds to all three priorities the City could meet or exceed McClanaghan & Associates 'achievable goal' of 25 to 50 subsidized units per year and provide funding to both other priorities.

The two figures on the following page show a comparison between the two scenarios of the total Subsidized Units potentially funded through 2041 with the three contribution rates. The units funded can also be compared to the needs and targets (see Table 1 above) denoted by the horizontal lines **MV** (Metro Vancouver needs), **City** (City of Richmond Targets in the AHS), and **McC** (McClanaghan & Associates 'achievable targets')

¹ Economic Analyses on gross contribution potential were completed in October 2011 and then reviewed in November 2013 and again in January 2015 and reflect market conditions at that time. Sensitivity analysis was undertaken to account for potential downward trends in the market, but significant and/or rapid market fluctuations could impact the results and require additional analyses.

Figure 1: Comparison of Subsidized Units Funded through 2041 Scenario 1 vs. 2



As part of this process GPRA conducted a review of affordable housing practices in other jurisdictions in the Lower Mainland and elsewhere and found very similar approaches in place as those employed by the City of Richmond.

However, there are some ideas to be considered, including: seeking additional sources of revenue for the Fund; allocation of funds between all three priorities; consider grants, tax exemptions, and other incentives to encourage rental/affordable housing; allocation of fund to ongoing management of affordable housing units; fast tracking rental/affordable housing development approvals; direct subsidies to at-risk; offering low-interest/deferred loans for qualified entry level purchasers; incentivize innovation for affordable housing.

G. P. Rollo and Associates recommends that the City implement the Recommended Increase for Affordable Housing contributions as this will allow the Fund to meet targets set by McClanaghan & Associates for subsidized housing units and for funding for other affordable housing priorities. We also recommend allocating funds to all three priorities to provide at least some assistance to other needs beyond subsidized housing. This, along with consideration of some of the recommendations identified in the review of other jurisdictions will position the City to move forward in their Affordable Housing Strategy to meeting their goals.



City of Richmond

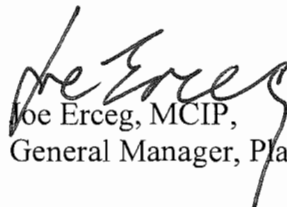
Report to Committee

To:	Planning Committee	Date:	January 27, 2015
From:	Joe Erceg, General Manager Planning and Development	File:	01-0140-20- PMVA1/2014-Vol 01
Re:	Richmond Response: Adopted Port Metro Vancouver Land Use Plan		

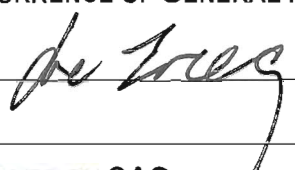


Staff Recommendation

That:

1. Port Metro Vancouver be advised that the City of Richmond continues to strongly object to the Port Metro Vancouver Land Use Plan, as it does not protect agricultural land and that the Port Metro Vancouver Board be requested to delete the 'Special Study Areas' located within the City of Richmond and add a policy which prohibits the expansion of Port uses on all agricultural lands;
2. Port Metro Vancouver prepare an annual work plan in consultation with the City of Richmond and other affected stakeholders indicating how Port Metro Vancouver will implement and consult regarding the implementation of their Land Use Plan;
3. The Minister of Environment Canada be requested to establish an inter-governmental agency similar to the former Fraser River Estuary Management Program (FREMP), to better protect the environment for all major projects including proposals from Port Metro Vancouver; and
4. All Richmond Members of Parliament and the Legislative Assembly, the Minister of Transport Canada, BC Ministry of Transportation and Infrastructure, BC Ministry of the Environment, the BC Minister of Agriculture, the Chair of the BC Agricultural Land Commission, the Metro Vancouver Board and all Metro Vancouver municipalities be advised of the above recommendations.


Joe Erceg, MCIP,
General Manager, Planning and Development

JE:tc
Att. 2

REPORT CONCURRENCE		
ROUTED TO: Sustainability Transportation	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The purpose of this report is to provide a response to Port Metro Vancouver's Land Use Plan (Attachment 1) which was adopted by the Port Metro Vancouver Board on October 28, 2014 and released to the public on November 28, 2014.

Background

Port Metro Vancouver Planning Process

Since 2008, Port Metro Vancouver's (PMV) existing Land Use Plan (Plan) has been a collection of the land use plans of the former Vancouver Port Authority, North Fraser Port Authority and the Fraser Port Authority. In early 2012, PMV started a planning process to create one unified Plan for all lands and water in its jurisdiction.

Richmond's City Council and staff have participated in the PMV planning process from the beginning. The City has repeatedly requested PMV on at least ten (10) occasions to not expand on or use agricultural land, as the protection of farmland is a Council priority. This is due to the fact that agricultural land is scarce, cannot be replaced, and is essential to City sustainability, food security and many residents' livelihood and employment. As an alternative, the City has advised PMV to meet its expansion needs by following Metro Vancouver's 2040 Regional Growth Strategy (RGS) and Richmond's 2041 Official Community Plan (OCP) and developing in designated RGS and OCP Industrial and/or Mixed Employment areas. This approach would avoid farmland and complement the Region's and City's employment land uses and services.

During the Port's Land Use Plan planning process, examples of the City advising the Port not to expand on or use agricultural land for non-farm purposes include:

1. At least 5 times, when City staff attended the Port's discussion sessions and related meetings during the preparation of the draft Plan;
2. In a July 3, 2012, Richmond General Manager Letter to PMV;
3. In an August 13, 2013 City staff letter to PMV regarding its proposed mapping designations (e.g., requested that the Gilmore Lands be designated Agricultural);
4. An October 25, 2013 letter from Mayor Brodie to the Minister of Transport Canada requested that the Port not use agricultural land for Port purposes or expansion;
5. A revised draft Land Use Plan was circulated at the end of 2013 which had not taken into account the protection of agricultural land. In response, on March 24, 2014, Council advised PMV that it was only providing conditional support for the proposed Plan and requested that it be revised to state that the Port will not use or expand on agricultural land. Further, the PMV was requested to delete the Plan "Special Study Area" designations in Richmond and replace them with an "Agricultural" designation, before the Plan was presented to the PMV Board of Directors for approval. Letters were also sent to the Minister of Transport Canada, the BC Minister of Agriculture, BC Ministry of Transportation and Infrastructure, the Chair of the BC Agricultural Land Commission, the Metro Vancouver Board and all Metro Vancouver municipalities advising them of these recommendations.

On November 28, 2014, PMV released its approved Land Use Plan which still did not protect agricultural land.

Analysis

Port Metro Vancouver Land Use Plan Goals and Objectives

A key priority for PMV is to ensure that it has an adequate supply of industrial land in the Metro Vancouver region to meet its long term trade requirements. According to the Plan, PMV's current inventory of market ready industrial lands is sufficient to meet port demand for approximately 10 years. On December 5, 2014, PMV stated that it needs an additional 930 hectares (2,300 acres) to meet its long term needs. A concern exists that PMV has not stated where in the Metro Vancouver region it will expand its holdings, if it will expand in Richmond and that it will not expand on agricultural land.

The adopted Plan provides a framework for the growth and development of Port lands and waters over the next 15-20 years. The Plan recognizes that PMV is a major economic generator both locally and regionally, and the City recognizes the Port's contribution to achieving the City's 2041 OCP vision for a resilient economy.

The previous draft of the Land Use Plan was reviewed by a staff team involving Policy Planning, Transportation and Sustainability. As the adopted Plan does not differ significantly from the last draft of the Plan, the previous comments are still valid. They are as follows:

- **Land Use:** Because the Land Use Plan does not protect agricultural land from Port development, it is not consistent with the 2014 OCP and therefore is not acceptable. Contrary to Port concerns about needing to develop agricultural land because no other land is available, Richmond has a history of servicing and bringing new industrial land on stream for development. In this light, City staff consider that there is no justification for converting agricultural land to industrial use. As well, the Plan does not contain any policies which commit the Port to avoid expanding on or using agricultural land for Port operations. Of particular concern is Policy 1.3.1 which states "Consider acquisition of sites to protect their availability for future port use, giving priority to lands that demonstrate ready access to shipping and/or transportation networks and close proximity to existing Port Metro Vancouver holdings".
- **Transportation:** The Plan complements the City's 2041 OCP transportation policies and is consistent with the recommendations that the City has made to PMV during the preparation of the Plan (e.g., the need to plan for the timely implementation of any future road improvements needed to accommodate the traffic growth). City staff will be working closely with the Port on a number of initiatives including the Robert Banks Terminal 2 Project and the Massey Tunnel replacement. The Port is also pursuing a transportation study of its Richmond properties and the City is a key stakeholder to identify priorities. Staff will update Council of progress regarding these studies, as necessary.
- **Environment:** The Plan is in keeping with the City's 2041 OCP environmental policies and related initiatives. City staff have been working with PMV on environmental initiatives, mainly related to the PMV's Habitat Banking program (e.g., Shady Island, Sturgeon Banks, and McDonald Park). Staff will continue to liaise with PMV on environmental issues that pertain to the City and update Council, as necessary.

Previous City comments regarding the Plan's land and water use designations are provided in Attachment 2.

Policy Planning Comments

Richmond has repeatedly requested PMV to protect agricultural land. Agricultural land is typically about half the cost of industrial land and would have lower carrying costs.

From a land use perspective, as the City's 2041 Official Community Plan (OCP) and the Metro Vancouver 2040 Regional Growth Strategy (RGS) are important approved land use planning documents that preceded the preparation of the Port's Land Use Plan, the Port and the implementation of the Port's Land Use Plan should be guided by them. This is not the case, as the Port will not commit to avoid developing on agricultural land. As well, the City is concerned about the Port being allowed to set a precedent for others who own or may own agricultural land and wish to develop it for non-agricultural purposes.

Concerning how PMV will be implementing the Plan, to protect the City's interests, the Port should, it is suggested, be requested to prepare an annual work plan, in consultation with the City of Richmond and other affected stakeholders, to assist in identifying the Port's priorities, ensure open ongoing communication, and encourage the protection of agricultural land.

Regarding environmental protection, the Minister of Environment Canada should, it is suggested, be requested to establish an independent inter-governmental agency, similar to the former Fraser River Estuary Management Program (FREMP). This new agency could review all major projects that would impact the environment including proposals from Port Metro Vancouver.

On December 19, 2014, City staff met with PMV staff, to discuss the approved Plan, how PMV intends to implement it and the degree of stakeholder consultation that will be involved in the Plan's implementation. At the meeting, PMV staff indicated that there is no specific intent to develop on farmland in the immediate future, as they predict that there is a 10 to 15 year supply of available industrial land. Once the land shortage becomes a greater issue, PMV staff indicated that they will revisit the Plan's 'Special Study Areas' and consult with stakeholders, including Richmond. PMV staff noted that the existing 'Special Study Areas' allow agricultural uses and they will continued to be allowed, unless PMV amends the Plan; however, there is no guarantee that they will be farmed. Staff regard this PMV approach as a 'pending' threat to the future of Richmond agricultural land and consider it unacceptable, as it provides no commitment to protect agricultural uses, when such could clearly be made, given the availability of non-agricultural land in Richmond. Regarding Port annual work programs, PMV staff indicated that the PMV Board prepares an annual sustainability report which would include Plan implementation projects and, if they affect Richmond, Richmond would be consulted.

Intergovernmental Relations (IR) Comments

In 2014, to strengthen the City's position in its relationships with 'quasi-Federal agencies' operating within Richmond, Intergovernmental Relations (IR) staff analyzed the City's current working relationships and challenges with Port Metro Vancouver (PMV), and outlined options for addressing them. A cross-functional staff team was established (e.g., Law, Planning, Development, Transportation, Finance, Fire-Rescue, Emergency Programs, Engineering and Environmental Sustainability). The team reviewed what other Metro Vancouver cities are experiencing with PMV, as well as what other places (e.g., Montreal, Toronto, Halifax, and Calgary) are experiencing with quasi-Federal agencies.

In summary, throughout the 1990s, the Federal Government divested operating responsibility for many of the country's largest port operations, from Transport Canada to local authorities, often referred to as 'quasi-Federal agencies', to reflect their unique nature as non-shareholding, non-profit corporations operating under ground leases or Letters Patent issued by the Federal Government. These agencies pursue business development activities similar to private sector businesses, but their activities fall under Federal jurisdiction and are therefore immune to provincial or municipal legislation and regulation. To further complicate matters, these agencies essentially operate as monopolies. This combination results in complex, dynamic and often challenging working relationships with the cities in which they operate.

Port Metro Vancouver is such an entity created pursuant to the *Canada Marine Act*, as set out in Letters Patent by which the Federal Government has delegated certain port related aspects of its constitutional authority with respect to "navigation and shipping", and the management of Federal lands, to port authorities. The Letters Patent issued for Port Metro Vancouver indicate that it manages both Federal real property and lands which the Port holds in its own name. The Port may provide services or carry out activities in connection with transport services within the port, or within or between specified municipalities "to provide access to or from the port and its facilities". The specified municipalities are those adjacent to the Port, namely Coquitlam, Delta, Maple Ridge, New Westminster, Pitt Meadows, Port Coquitlam, Surrey, Richmond, Vancouver, Burnaby, District of North Vancouver, City of North Vancouver, Port Moody, West Vancouver, Belcarra and the Township of Langley.

The Intergovernmental Relations review reveals that:

- PMV is the largest port in Canada and the fourth largest tonnage port in North America and consists of 28 major marine cargo terminals in 16 Metro Vancouver cities and connects with three Class 1 railroads.
- Quasi-Federal agencies such as PMV are important to Richmond's economy. Combined, these agencies and their associated businesses comprise Richmond's primary economic generators, accounting for over 11,000 jobs and the generation of over \$16 M annually in City revenues.
- PMV growth is directly related to the Canada Asia-Pacific Gateway and Corridor Initiative (CAPGCI), a major economic initiative driven by the two senior levels of government. Investment in infrastructure related to the movement of people and goods through Metro Vancouver is currently a priority for both the Provincial and Federal Governments.
- Issues between local governments and quasi-Federal agencies impact many Canadian municipalities, and have been the topic of discussion in several forums, including the Federation of Canadian Municipalities (FCM) and the Union of British Columbia

Municipalities (UBCM). In 2007, a survey conducted by the City of Mississauga of 15 Canadian Cities with quasi-Federal relationships identified the following key issues where legislative or policy changes are needed: economic, land use, environmental and emergency services.

- The current City issues with PMV include the Port's acquisition of local land in the Agricultural Land Reserve, unresolved issues related to the Jet Fuel Pipeline project, impacts of PMV's expansion on Richmond's transportation infrastructure and environmental interests.
- Metro Vancouver regional issues, related largely to PMV's growth and Asia-Pacific Gateway projects include the Roberts Bank T2 expansion, Fraser Surrey Docks Direct Transfer Coal Facility and the Kinder Morgan Trans Mountain Pipeline. Many Metro Vancouver area municipalities have PMV related challenges and are generally acting alone in dealing with them. There would be benefits for these municipalities to act collectively to address PMV concerns.

On September 24, 2014, at the UBCM Convention in Whistler, to assist in protecting agricultural land from PMV activities, Council representatives met with the Honourable Norm Letnick, BC Minister of Agriculture and requested him to: (1) prepare and adopt an ALR policy to prevent PMV from converting ALR land to Port uses, and (2) request and work with the Federal Government to prepare and implement a binding dispute/conflict resolution mechanism between local governments and PMV. At the time of writing this report, the City has just received a reply letter from Minister Letnick which staff is reviewing and will update Council shortly.

Intergovernmental Relations staff have indicated that the following changes to the system should be pursued, given the issues faced by cities across the country, and the legislative and political landscape in which quasi-Federal agencies operate:

- At the local level, there needs to be a stronger commitment to meaningful consultation by PMV with the municipalities in which they operate.
- At the national level, there needs to be a legislative requirement and/or clear policy direction for quasi-Federal agencies to undertake meaningful consultation with municipalities and regional authorities on matters which affect them (e.g., land use planning, environmental issues, emergency planning).
- A dispute resolution mechanism needs to be established, to address municipal concerns and resolve issues related to actions taken by quasi-Federal agencies.
- The governing boards and governance models of these agencies should be reviewed to ensure that local interests are adequately represented.

This multilateral approach can be best achieved by the City, in collaboration with Metro Vancouver, UBCM, and FCM, asking the Federal Government to enact legislative, regulatory and policy changes to the PMV's mandate to compel them to engage in meaningful consultations with municipalities and adhere to municipal and regional bylaws, regulations and policies. It is imperative for PMV to become committed to meaningful consultation with the municipalities in which it operates, to mitigate the impacts on and around them. The approach is to be collaborative and protect the City's interests.

An example of Richmond joining another municipality in addressing a Port issue already occurred on January 19, 2015 when the General Purposes Committee agreed to write a letter of

support for the Corporation of Delta regarding the environmental assessment of the Robert Banks Terminal 2 project to the Canadian Environmental Assessment Agency, to ask for a full assessment of the broader community and environmental impacts associated with the traffic impacts of the project.

During 2015, the City will be pursuing the following steps:

- The Director of Intergovernmental Relations will be meeting with his counterparts at Metro Vancouver, Surrey, Delta, Burnaby New Westminster, White Rock, North Vancouver, Port Moody, and other ‘port cities’, to gauge their interest in creating a lobby coalition related to PMV mandate and issues.
- The City will be encouraging Metro Vancouver to put forward resolutions to UBCM and FCM to generate broader awareness on the need for reform in municipal-Federal agency relations. This approach will help place the issue on the Federal policy agenda.
- City elected officials will be meeting with Federal MP’s and BC based Federal ministers, to brief them on municipal concerns with PMV and ask for legislative or regulatory changes to its operating procedures.
- Metro Vancouver and a coalition of municipal officials may take the issue to the Minister of Transport Canada and the Office of the Prime Minister.

Options

The following options are presented for consideration:

- Option 1 – Do Not Respond (Not Recommended): Council could not respond to the Plan, receive it for information and address its implementation on a case by case basis. This option is not recommended, as the City has strongly opposed the Port not committing to protect agricultural land and a no response would appear that the City is not continuing to do so.
 - Option 2 - Reject The Plan (Not Recommended): Council could advise the Prime Minister of Canada, Minister of Transport Canada and the Port that it rejects the Port’s Land Use Plan and, with other municipalities and agencies across Canada, request that port governance models be reviewed to require the Port to undertake meaningful consultation with municipalities and regional authorities, establish a dispute resolution mechanism to address municipal concerns related to Port actions, and require the Port to follow the 2040 Metro Vancouver Regional Growth Strategy (RGS) and Richmond’s 2041 Official Community Plan (OCP). Until this is done, the City would cooperate with the Port on a minimal basis. This option is not recommended, as the Port will actively implement its Plan and continued City involvement will best minimize any negative Port impacts. As well, Intergovernmental Relations staff are already pursuing ways to obtain support across Canada (e.g., FCM, UBCM, Metro Vancouver), to request the Federal Government to make such changes to how PMV operates and report progress, as necessary.
5. Option 3 – Object to the Plan but Continue to Work With The Port (Recommended): Council could advise the Port that Richmond continues to strongly object to the Plan and request that the Port Metro Vancouver Board delete the ‘Special Study Areas’ located within the City of Richmond and add a policy which prohibits the expansion of Port uses on all agricultural lands. It also would involve requesting the Port to prepare an annual Land Use Plan work program in consultation with the City of Richmond and other affected stakeholders, to

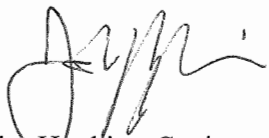
minimize its negative impacts. This option includes requesting the Minister of Environment Canada to establish an inter-governmental agency, similar to the former Fraser River Estuary Management Program (FREMP), to better protect the environment for all major projects including proposals from Port Metro Vancouver.

Financial Impact

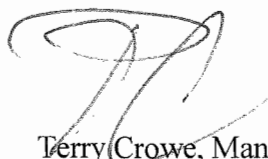
None

Conclusion

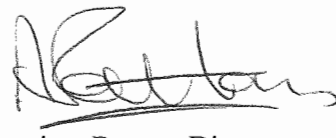
Staff have reviewed Port Metro Vancouver's adopted 2014 Land Use Plan and find that, after repeated requests from the City of Richmond, the Plan does not protect agricultural land from Port expansion or operations. As a result, staff proposes three options and recommends Option 3 in which Council could advise the Port that Richmond continues to strongly object to the Plan and that Port Metro Vancouver Board delete the 'Special Study Areas' located within the City of Richmond and add a policy which prohibits the expansion of Port uses on all agricultural lands. It also would involve requesting the Port to prepare an annual Land Use Plan work program in consultation with the City of Richmond and other affected stakeholders, to minimize its negative impacts. This option includes requesting the Minister of Environment Canada to establish an inter-governmental agency, similar to the former Fraser River Estuary Management Program (FREMP), to better protect the environment for all major projects including proposals from Port Metro Vancouver.



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TC:jh

- Att. 1: Port Metro Vancouver Land Use Plan (Adopted October 28, 2014)
2: Staff Comments on Port Metro Vancouver Land and Water Use Designations (includes map of properties designated "Special Study Area")



LAND USE PLAN

ADOPTED OCTOBER 28, 2014



PORT METRO
vancouver

LAND USE PLAN

This Land Use Plan provides a framework for the growth and development of port lands and waters over the next 15 to 20 years. It has been developed in consultation with more than 1,000 people representing municipalities, First Nations, government agencies, environmental organizations, businesses, industries, and members of the public.

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"We're the hub of one of
North America's most
important economic
corridors, generating nearly
100,000 jobs for Canadians."

Chairman of the Board



Craig Nesser
Chairman of the Board

Port Metro Vancouver is Canada's largest port, and the most diversified port in North America. We're proud to serve Canadians by facilitating trade with more than 160 economies worldwide in a safe, efficient and environmentally responsible manner.

The port is vital to Canada's economy, enabling close to 20 per cent of Canada's entire trade in goods and adding almost \$10 billion to the gross domestic product. We're the hub of one of North America's most important economic corridors, generating nearly 100,000 jobs for Canadians.

As the world's population grows, so does the need for Canadian resources – whether it's wheat from Saskatchewan or lumber from B.C. At the same time, Canadian demand for imported products such as coffee, cell phones and clothes is also on the rise. Port Metro Vancouver's continued success over the long term can't be achieved without a rigorous plan to guide the development of the lands and waters within our jurisdiction. For that reason, the *Canada Marine Act* requires every Canadian port authority to have a Land Use Plan.

The Land Use Plan will guide development decisions for the next 15 to 20 years and, because Port Metro Vancouver borders 16 municipalities and several First Nations, it has been critical to get a broad cross-section of input and perspectives. Since we began developing this most recent version of our plan in 2012, we have engaged with more than 1,000 people representing municipalities, First Nations, government agencies, environmental organizations, businesses, industries, and members of the public.

I want to thank the organizations and individuals who participated in the development of the plan, as well as all those who are contributing to the success of the Vancouver Gateway and Canada's continued growth and development.

A stylized signature of Craig Nesser in black ink.

Craig Nesser
Chairman of the Board



Robin Silvester
President & Chief
Executive Officer

Over the next 25 years, more than one million additional people are expected to settle in Metro Vancouver – a region which is surrounded on all sides by mountains, ocean, and an international border. While the growing population will need space for housing and recreation, it will also need jobs and economic growth.

Port Metro Vancouver is at the heart of one of the most important economic corridors in North America. We manage hundreds of kilometers of shoreline, bordering 16 municipalities, one electoral area and one treaty First Nation in Metro Vancouver, and are located within the asserted traditional territories of several First Nations.

Over the past 30 years, Metro Vancouver has lost much of its industrial land to commercial and residential development. Recent studies indicate that the Vancouver Gateway will need 2,300 additional acres of industrial land by 2025 to meet increasing cargo demand. While people need homes and shops, they also need good jobs. Currently, Port Metro Vancouver industrial lands generate 77,000 jobs in BC – jobs which pay substantially more than the Canadian average

wage. Without suitable land, we will not be able to deliver economic growth to support the growing population. And without careful planning, we will not be able to make best use of the land we manage.

In anticipation of the influx of population and looming land shortages, our port tenants are optimizing their operations to meet Canada's trade objectives efficiently. Terminals are upgrading their infrastructure, investing in new technology and making better use of space. At the same time, Port Metro Vancouver is working more broadly to protect the remaining supply of industrial land.

In January 2012, we began the process of creating a single, comprehensive Land Use Plan that will guide how Port Metro Vancouver develops its lands and waters over the next 15 to 20 years. Throughout the nearly three years it has taken to develop the new plan, we have listened to the diverse perspectives of all who provided input and aimed to balance those perspectives with our mandate to facilitate trade. Our goal has been to plan for future trade needs and respond to anticipated economic growth while continuing to protect the unique environmental areas and communities that make our region truly spectacular.

"While the growing population will need space for housing and recreation, it will also need jobs and economic growth."

President & Chief Executive Officer

We are grateful to everyone who contributed to the Land Use Plan; we all have a stake in the future of the Vancouver Gateway. Our Land Use Plan provides the blueprint to grow Canada's trade in a competitive, efficient and reliable manner, and to ensure we are operating in a sustainable way that enhances the well being of all Canadians.

Robin Silvester
President & Chief Executive Officer

1.0 Introduction

1.1 Port Metro Vancouver

Positioned on the southwest coast of British Columbia, Port Metro Vancouver is Canada's largest and busiest port, a vibrant gateway for domestic and international trade and tourism, and a major economic force that strengthens the Canadian economy.

As the fourth largest tonnage port in North America, Port Metro Vancouver consists of 28 major marine cargo and passenger terminals and connects with three Class 1 railroads and one short line railroad, providing a full range of facilities and services to the international and domestic shipping community.

This Land Use Plan articulates Port Metro Vancouver's ongoing commitment to responsible stewardship of port lands and waters, and demonstrates the Port's responsiveness to social, environmental and economic trends that will impact Canada's Pacific Gateway and the broader community.



1.2 History of the Port

For more than a century, the port has played a vital role in fostering trade and providing significant employment and economic benefits for the region and the country. The port's potential was recognized in 1864 when the first export cargo of lumber and fence pickets left Moodyville on the North Shore destined for Australia aboard the *Ellen Lewis*.

Long before the establishment of the port, the Metro Vancouver area was home to the Coast Salish Peoples. Archaeological records indicate the presence of Aboriginal People in the region from 8,000 to 10,000 years ago.

By the early 1900s, as Canada's economy grew and rail operations expanded, the port rapidly established a reputation for its geographic location, its modern facilities, its well-trained and educated workforce, and its ability to strengthen the regional and national economies through trade and business development.

In 1913 the Government of Canada established the three Harbour Commissions that would later evolve into the North Fraser, Fraser River and Vancouver Port Authorities. In 2008, these three Port Authorities were amalgamated in accordance with the *Canada Marine Act* into the Vancouver Fraser Port Authority, which does business as Port Metro Vancouver. From 1952 to 2014, the Port managed the "provincial bed" of the Fraser River on behalf of the Province of British Columbia through a series of leasing agreements.

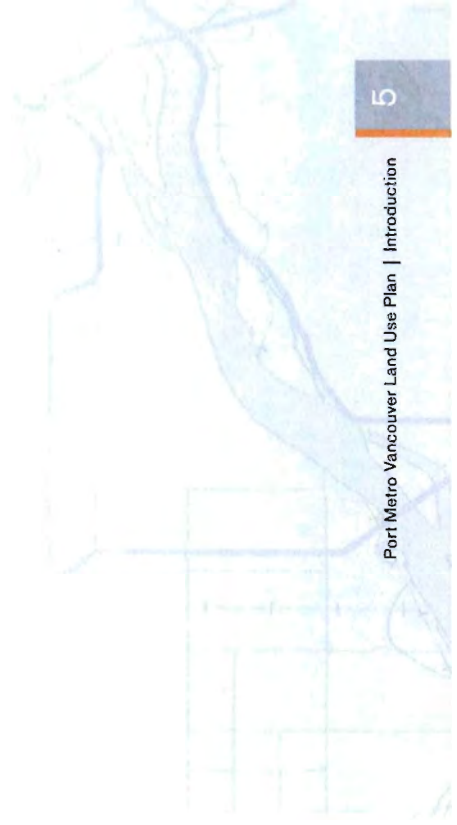
Today, Port Metro Vancouver, local communities and First Nations are working together to take advantage of the opportunities a thriving port can offer. Building upon these relationships and the energy and innovation they bring, the Port will continue to pursue investments, strategies and initiatives that will set the stage for strong and sustainable growth in trade for the benefit of all Canadians.

OUR MISSION

To lead the growth of Canada's Pacific Gateway in a manner that enhances the well-being of Canadians and inspires national pride.

OUR VISION

To be recognized as a world class Gateway by efficiently and sustainably connecting Canada with the global economy, inspiring support from our customers and from communities locally and across the nation.



1.3 National and International Context

The port is a major North American gateway for Asia-Pacific trading and an important generator of jobs, taxes and economic value for the Canadian economy. The Port's trading partners have access to the most diverse port in North America, operating across five business sectors: automobiles, breakbulk, bulk, container and cruise. The port facilitates trade with more than 160 world economies, and handles nearly 130 million tonnes of cargo each year. Approximately 93 per cent of the port's total volume serves Canadian import and export markets.

Since 2006, the Governments of Canada and British Columbia, working with industry, have invested over \$9 billion in the Asia-Pacific Gateway and trade infrastructure projects. Almost \$22 billion has been invested by the provincial government in overall transportation infrastructure in British Columbia. These initiatives are building regional, provincial and national competitive advantages by bringing goods to market faster and with less of an impact on local communities.

Working with federal and provincial governments, and together with local communities, Port Metro Vancouver will deliver major new projects that will continue to benefit regional, provincial and national communities.

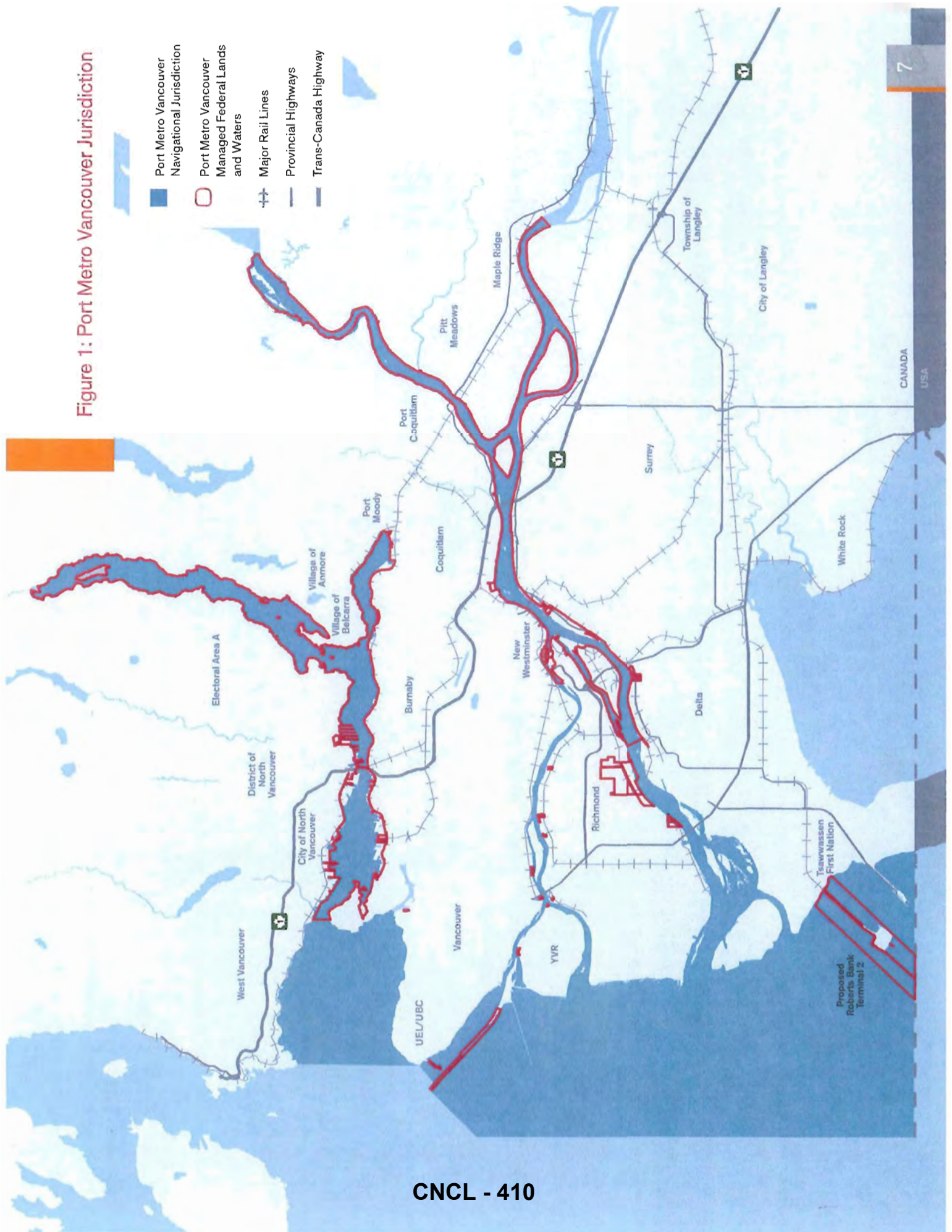
1.4 Regional Context

The Port's mandate, among other things, is to manage Canada's trade in a safe and environmentally responsible manner. Port Metro Vancouver understands that local communities not only want to benefit from port activity—they also want the Port to be a good neighbour. Through ongoing collaboration with local communities, the Port is able to manage Canada's largest gateway to the Asia-Pacific region in a sustainable manner while continuing to generate prosperity and jobs for thousands of families—not just in the Lower Mainland, but also across British Columbia and Canada.

Port Metro Vancouver has been a driving force in the growth of Metro Vancouver, providing employment opportunities to local residents and enabling many of the region's businesses to flourish. In turn, regional growth provides port businesses with an accessible and trained labour force as well as necessary supporting services.

The plans of local governments, First Nations and regional agencies such as Metro Vancouver and TransLink provide important considerations and context to Port Metro Vancouver's land use planning and development decision-making. While this Land Use Plan applies exclusively to lands and waters managed by Port Metro Vancouver, the Plan provides an opportunity to communicate the Port's interests to other authorities having jurisdiction over the balance of the region's land use. Only through communication and collaboration among all jurisdictions will the vision for a world class gateway be achieved.

Figure 1: Port Metro Vancouver Jurisdiction



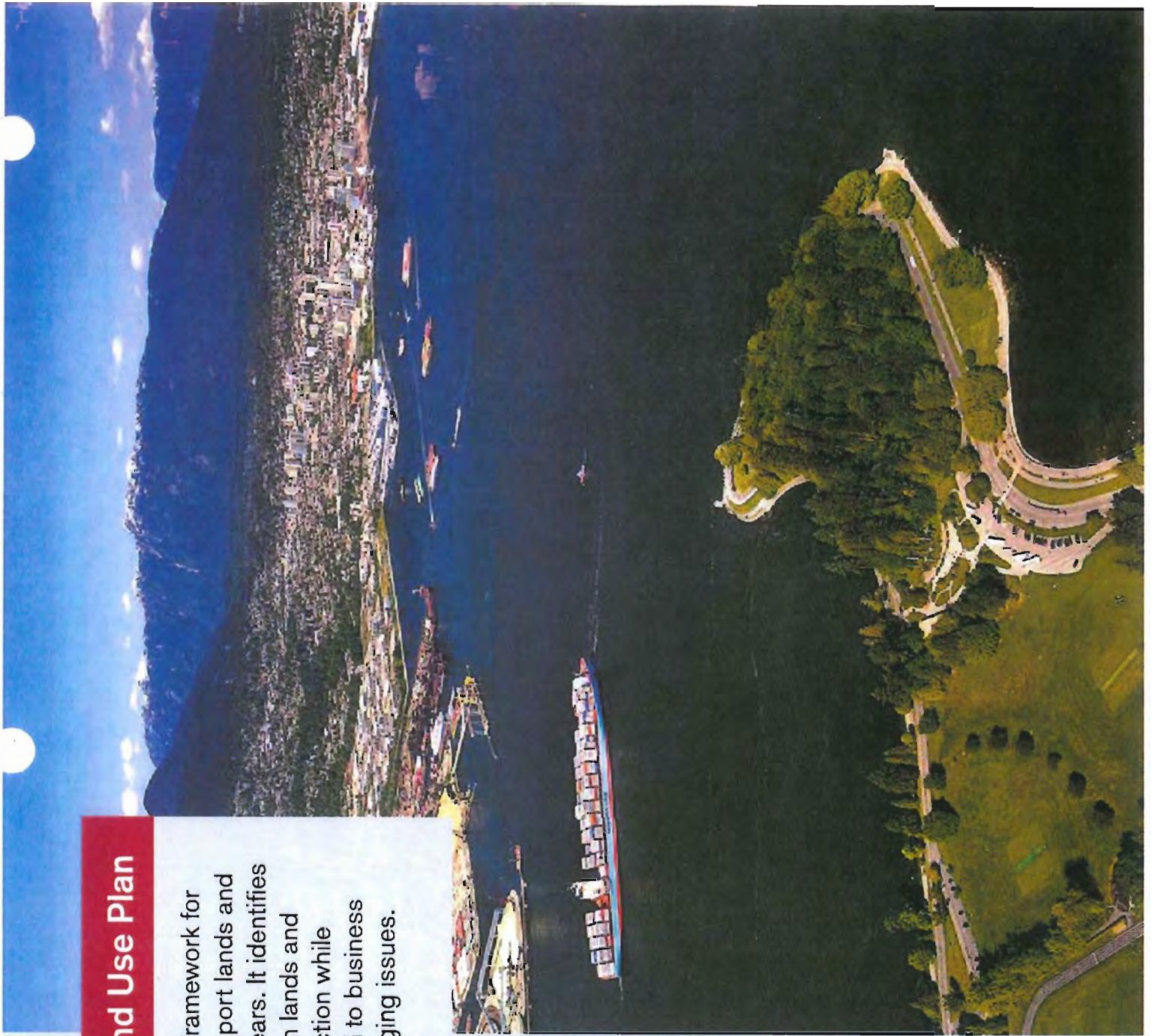
2.0 Purpose of the Land Use Plan

This Land Use Plan provides a framework for the growth and development of port lands and waters over the next 15 to 20 years. It identifies the types of uses appropriate on lands and waters across the Port's jurisdiction while maintaining flexibility to respond to business needs, market trends and emerging issues.

The Plan's goals, objectives and policy directions (Section 6.0) will guide strategic planning and development decision-making in the port going forward.

Section 7.0 describes the land and water designations, each with a specific intent and list of uses. These designations assist in the orderly development and management of areas within Port Metro Vancouver's jurisdiction, and provide clarity on long-term development patterns for Port customers and stakeholders, First Nations, communities and future investors in the Asia-Pacific Gateway.

Implementation measures and monitoring addressed in Section 10.0 demonstrate Port Metro Vancouver's commitment to acting on the directions established by the Plan.



THE GOALS

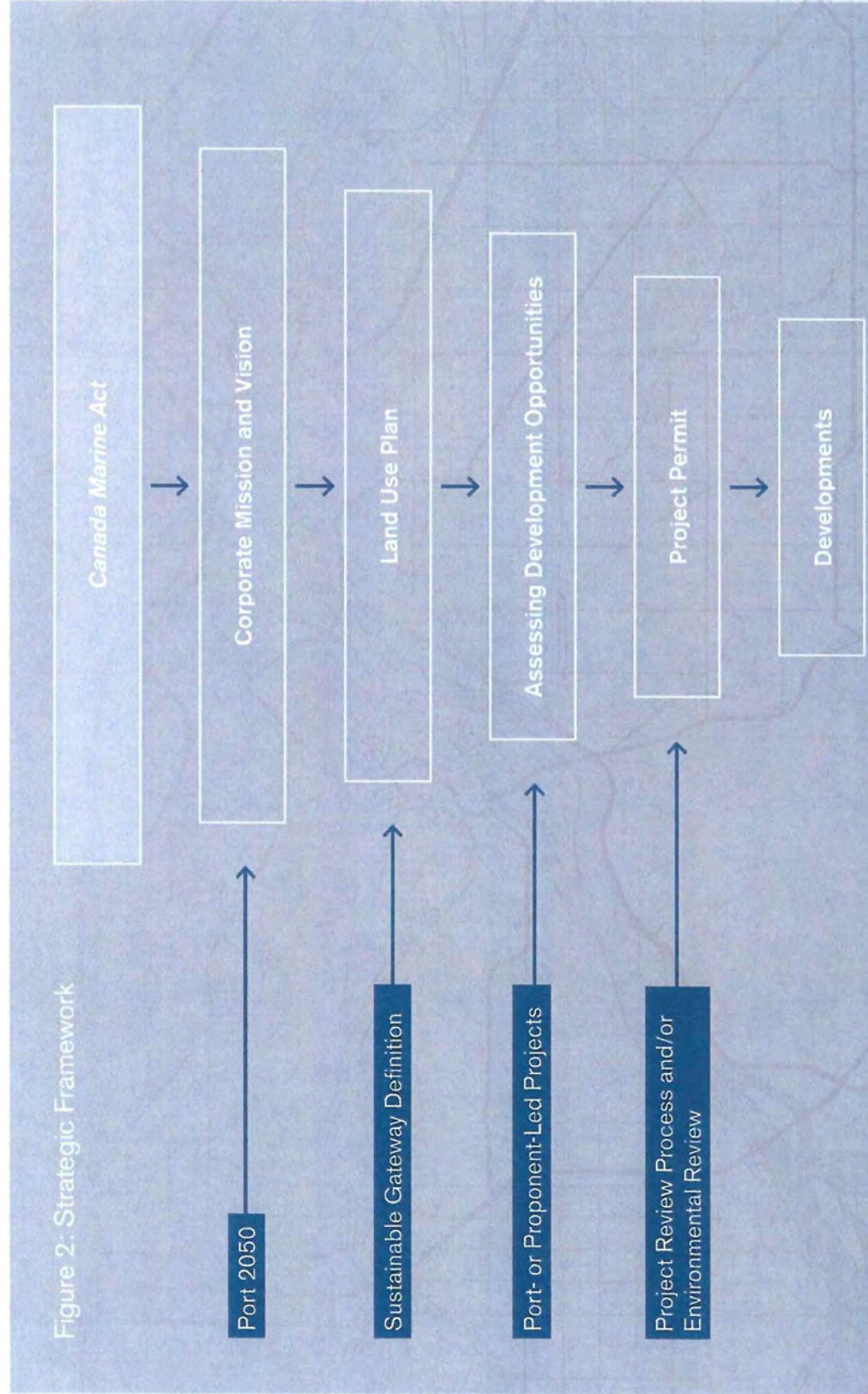
1. Port Metro Vancouver manages port growth and activity in support of Canada's competitiveness and trade objectives while preparing for anticipated transitions in the global economy.
2. Port Metro Vancouver is a leader in ensuring the safe and efficient movement of port-related cargo, traffic and passengers throughout the region.
3. Port Metro Vancouver is a global leader among ports in the environmental stewardship of the lands and waters it manages.
4. Port activity and development is a positive contributor to local communities and First Nations.
5. Port Metro Vancouver is a leader in communication and engagement in support of the use and development of port lands and waters.

THE PLAN

- Communicates the Port's long-term land use policy directions.
- Guides land utilization and future growth opportunities.
- Assists port tenants and customers in identifying areas to locate or expand their operations and investments.
- Facilitates coordination of land use and transportation planning with neighbouring communities and government agencies.
- Provides neighbouring residents and communities with greater clarity about activities and uses that may occur on port lands, and how their interests will be considered in the planning process.
- Provides First Nations with clarity about the intended use of Port Metro Vancouver's lands and waters adjacent to their reserves and within their asserted traditional territories, without substituting the Port's consultation with First Nations where activities have the potential to adversely impact Aboriginal and Treaty rights.
- Illustrates the Port's ability to accommodate future growth in a socially, environmentally and economically sustainable manner.

3.0 Land Use Plan Strategic Framework

The Port's Land Use Plan is one of many strategic considerations at Port Metro Vancouver. Guided by the *Canada Marine Act* and the Port's Corporate Mission and Vision, the Plan directly informs existing and future developments within the Port's jurisdiction.



3.1 Port 2050: Our Anticipated Future

In 2011, Port Metro Vancouver completed a strategic visioning initiative called Port 2050. During this year-long initiative, the Port engaged representative stakeholders who had an interest in Port Metro Vancouver's future.

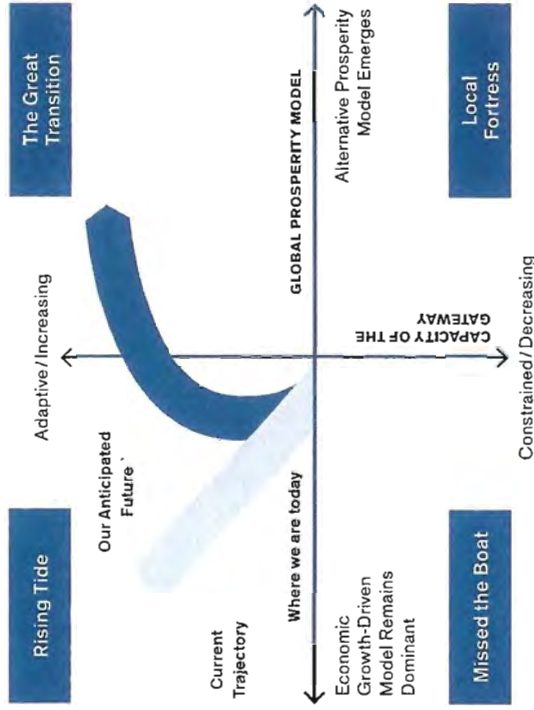
The scenario that emerged from this initiative was Our Anticipated Future. This is an outlook that involves considerable growth across cargo sectors in the coming years, with an eventual transition to a scenario where social, environmental and economic imperatives are equally considered in all measures of success. Sustainable production and consumption patterns under this future scenario would likely result in changes to global shipping and trade patterns, which would affect the Gateway. This transition will be closely monitored by the Port and its partners to anticipate and act on emerging trends, and to inform future amendments to this Plan.

3.2 Sustainable Gateway Definition

Port Metro Vancouver launched the Sustainable Gateway Definition initiative in 2013 to explore what a sustainable gateway looks like, and to assist the Port in preparing for its anticipated future.

This initiative relies upon collaboration with government, communities, First Nations, Port customers, supply chain partners and non-government organizations. It builds on the Port 2050 work and helps to shape the concurrent development of the Land Use Plan. Port Metro Vancouver's definition of a sustainable gateway will inform the overall vision for the Port, which guides our planning and decision-making.

Figure 3: Our Anticipated Future



Port 2050 Future Scenarios

Rising Tide: This is a scenario of continued growth, but in a context of increased volatility due to resource conflicts and climate instabilities.

Missed the Boat: This is a scenario where emerging market growth is strong, but the Gateway misses key opportunities and doesn't live up to expectations due to problems with supply chain issues, poor coordination, lack of community buy-in and diminishing industry support.

The Great Transition: This is a scenario where we see a paradigm shift – a rapid transition to a post-industrial/post-carbon model.

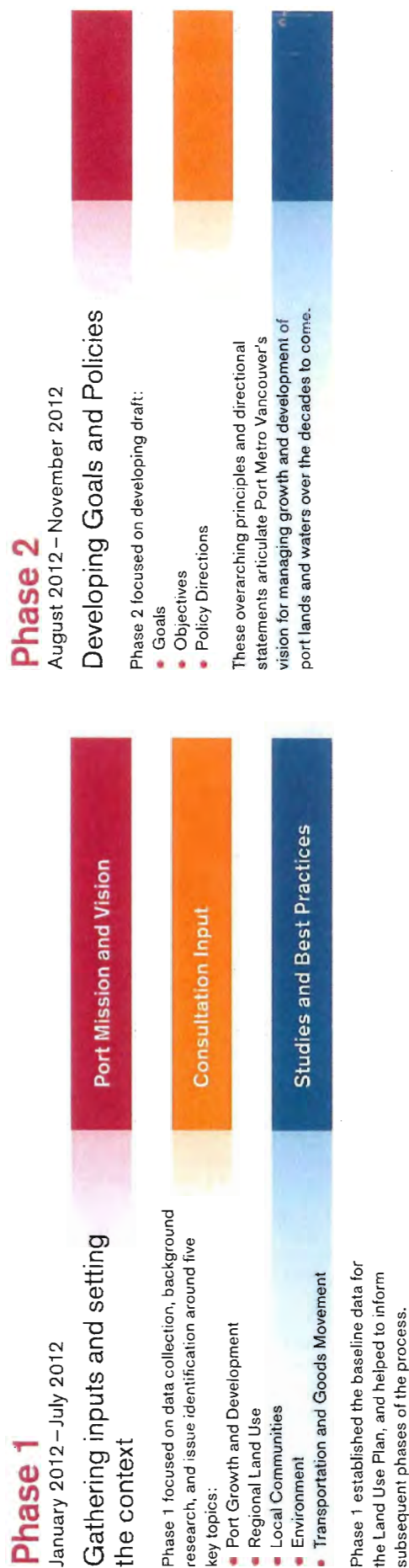
Local Fortress: This is a scenario where Gateway growth is constrained because the Lower Mainland focuses on the regional economy and local resilience.

4.0 Land Use Plan Update Process

Since 2008, Port Metro Vancouver's Land Use Plan has been a consolidation of the land use plans of the former Fraser Port Authority, the North Fraser Port Authority and the Vancouver Port Authority.

One of the primary objectives of updating Port Metro Vancouver's Land Use Plan was to create a unified plan with clear and consistent policies and designations across the Port's jurisdiction. In addition, the Land Use Plan was intended to reflect the Port's mission, vision and strategic priorities, and to be developed through a consultative process that involved municipal, regional and senior governments, agencies, tenants, customers, stakeholders, communities and First Nations.

Figure 4: Plan Development



DID YOU KNOW?

The Plan development and consultation process undertaken by Port Metro Vancouver far exceeds *Canada Marine Act* requirements and provides a high level of confidence that the adopted Plan will:

- Reflect current best practices
- Align with the Port's mission and vision
- Incorporate the social, environmental and economic values critical to its success.

Summaries of the consultation processes and outcomes for each phase of the Land Use Plan update process are available on Port Metro Vancouver's website.

The *Canada Marine Act* requires port authorities to hold one public meeting and post a newspaper advertisement before and after adopting a land use plan. Port Metro Vancouver's process reflected its commitment to engage widely with those who have a stake in the future of the Gateway. The process consisted of four consultation periods and included 15 stakeholder workshops, six open houses, three discussion sessions, three First Nations workshops, three street teams, three webinars and many individual meetings. In addition, 5,000 people visited the Plan's online engagement tool. The feedback received through the consultation process helped to shape a Plan that reflects the aspirations of the region as well as the trade objectives of Canada.

Phase 3

December 2012 – December 2013

Drafting the Plan

Phase 3 focused on developing the draft Plan document, including:

- Revisions to the draft goals, objectives and policy directions
- Updating the land and water designations and associated mapping
- Developing draft implementation measures

Phase 4

January 2014 – October 2014

Finalizing the Plan

Phase 4 involved extensive consultation in order to:

- Refine and finalize the proposed Land Use Plan
- Meet the consultation requirements of the *Canada Marine Act*
- Prepare the proposed Land Use Plan for adoption by Port Metro Vancouver's Board of Directors
- Release the adopted Land Use Plan

5.0 Land Use Plan Context

Port Metro Vancouver operates within a complex social, environmental and economic landscape. The following sections present the context for the Plan and highlight some of the land use challenges that the Port will face over the next 15 to 20 years.



5.1 Legislative Context

The Vancouver Fraser Port Authority, doing business as Port Metro Vancouver, was created in January 2008 by the Government of Canada through the amalgamation of the North Fraser Port Authority, Fraser River Port Authority and Vancouver Port Authority, in accordance with the *Canada Marine Act*. Port Metro Vancouver is accountable to the federal Minister of Transport, and is responsible for the operation and development of the port, specifically the navigable waters, real property and immovables within the jurisdiction of the combined former port authorities.

The *Canada Marine Act* was established to, among other things, promote the success of Canadian ports for the purpose of contributing to the competitiveness, growth and prosperity of the Canadian economy. This legislation establishes the authority and responsibilities of the Port to fulfill its mandate, part of which is a requirement that the Port has a detailed land use plan. This land use plan needs to contain objectives and policies for the physical development of real property and other assets it manages. In addition, it must take into account relevant social, environmental and economic matters and zoning bylaws that apply to neighbouring lands. The legislation also establishes the basic requirements for notification and adoption of a land use plan, requirements that Port Metro Vancouver exceeded through the consultation and engagement activities undertaken during development of this Plan. The Port's Letters Patent identifies the uses the Port may consider approving on its lands and waters.

Port Metro Vancouver Jurisdiction

The Port's jurisdiction under the Letters Patent borders 16 municipalities, one electoral area and one treaty First Nation in Metro Vancouver, and is located within the asserted traditional territories of several First Nations. This jurisdiction covers hundreds of kilometres of shoreline and extends from Point Roberts at the Canada/US border through Burrard Inlet to Port Moody and Indian Arm, and from the mouth of the Fraser River eastward to the Fraser Valley, north along the Pitt River to Pitt Lake, and the North, South and Middle Arms of the Fraser River.

The Port's jurisdiction is a mix of navigational authority throughout this area and jurisdiction over certain real property in Burrard Inlet, Indian Arm, lands and waters east of the provincial bed of the Fraser River, and various federal holdings in the North, South and Middle Arms of the Fraser River. Until the end of December 2014, Port Metro Vancouver holds a Head Lease with the Province of British Columbia that conveys authority over the use of waters and foreshore lands associated with the provincial bed of the Fraser River. After 2014, the Province will resume responsibility for managing these areas of the River.

5.2 Communities and First Nations

Port Metro Vancouver's jurisdiction borders 16 municipalities and one treaty First Nation, and is located within the asserted traditional territories of several other First Nations. While the Port's mandate is to facilitate trade in the best interest of all Canadians, it is important to maintain positive working relationships with its neighbours who rely on port lands and waters for a wide range of activities.

Communities

Port Metro Vancouver has developed a number of ways to engage with local communities, ranging from community meetings and open houses to the PortTalk online forum and designated municipal liaisons.

Port Metro Vancouver has established several Community Liaison Committees as a formal mechanism for dialogue and communication. These committees bring together residents, local government officials, First Nations, industry, and Port representatives to identify concerns and recommend potential solutions related to port operations and development. These committees deal with issues such as container truck operations, rail noise and land use. Members have been key in creating programs – such as the North Shore Rail Noise Steering Committee – to address the impact of port operations on the community.

In East Vancouver, the Burrardview Community Association, Canadian Pacific Railway (CP) and the City of Vancouver participate with Port Metro Vancouver in the East Vancouver Port Lands Liaison Group. The work of this group has resulted in the East Vancouver Port Lands Plan, adopted by both the City of Vancouver and Port Metro Vancouver. The Plan strives to address compatibility issues between industrial and residential land uses in this area.

The North Shore Waterfront Liaison Committee and the Port Community Liaison Committee in Delta are mechanisms for dialogue and communication about port-related issues with those communities. Both committees have been instrumental in bringing about changes to operational matters such as truck traffic management and train whistling.

In addition to Port Metro Vancouver's community engagement initiatives and programs, port lands are used for a variety of community recreational purposes, such as Crab Park at Portside and New Brighton Park in Vancouver, and public viewing platforms in Queensborough. Projects such as Low Level Road also provide opportunities to create or improve community amenities, such as the North Shore Spirit Trail.

First Nations

The lands and waters managed by the Port fall within the asserted traditional territories of several First Nations and border the Tsawwassen First Nation treaty lands. Over thousands of years, these First Nations have acquired an intimate knowledge of this region and its rich natural resources.

With this in mind, it is important to recognize that the Crown has a legal duty to consult with First Nations on projects that have the potential to adversely impact Aboriginal or Treaty rights. Port Metro Vancouver has been delegated authority to manage federal lands by the *Canada Marine Act*, and therefore conducts consultation on behalf of the Crown.

First Nations are also invited to participate in Community Liaison Committees, which provide an opportunity for First Nations to present and discuss their concerns related to port operations and development.

5.3 Environmental Stewardship

Port Metro Vancouver is committed to the efficient and reliable movement of goods and passengers through the port while integrating environmental stewardship initiatives into all areas of port operations. By strengthening partnerships and encouraging innovation, the Port can improve its performance in a sustainable manner.

The port is more than cranes, cargo, terminals, ships and international trade. It is also recognized globally as a naturally beautiful and clean harbour complemented by innovative environmental leadership. The port is home to hundreds of species of fish, crustaceans, birds and marine mammals. Port Metro Vancouver recognizes that both human and marine life depend on the protection of the physical environment.

In recognition of the need for sound environmental stewardship, projects, physical works and activities conducted within Port Metro Vancouver's jurisdiction must undergo an environment review carried out by the Port to comply with the *Canadian Environmental Assessment Act*, 2012 (CEAA) and the Port's Environment Policy. In addition, the Port is subject to other federal legislation, including the *Fisheries Act* and the *Species at Risk Act* (SARA).

Port Metro Vancouver staff with expertise in environmental science, biology, chemistry, sustainability, air quality and energy management conduct reviews of all activities affecting port lands and waters, as well as the local airshed.

On projects of significant scope, the Port seeks advice from environmental regulatory agencies to ensure that proponents receive the best advice and direction for mitigating project environmental impacts.

In addition, any new development within Port jurisdiction is required to appropriately avoid or mitigate potential adverse impacts on fish or wildlife habitat. Projects that have an impact or reduce habitat areas are subject to habitat-offsetting requirements, typically administered through Fisheries and Oceans Canada.

Creating marine habitats is one way that the Port works to lessen its impact on the marine environment and its inhabitants. In 1995 the Port built a reef under the waves at Cates Park – this reef is now inhabited by octopus, rock fish, crabs, sea anemones and shrimp.



Environmental Initiatives

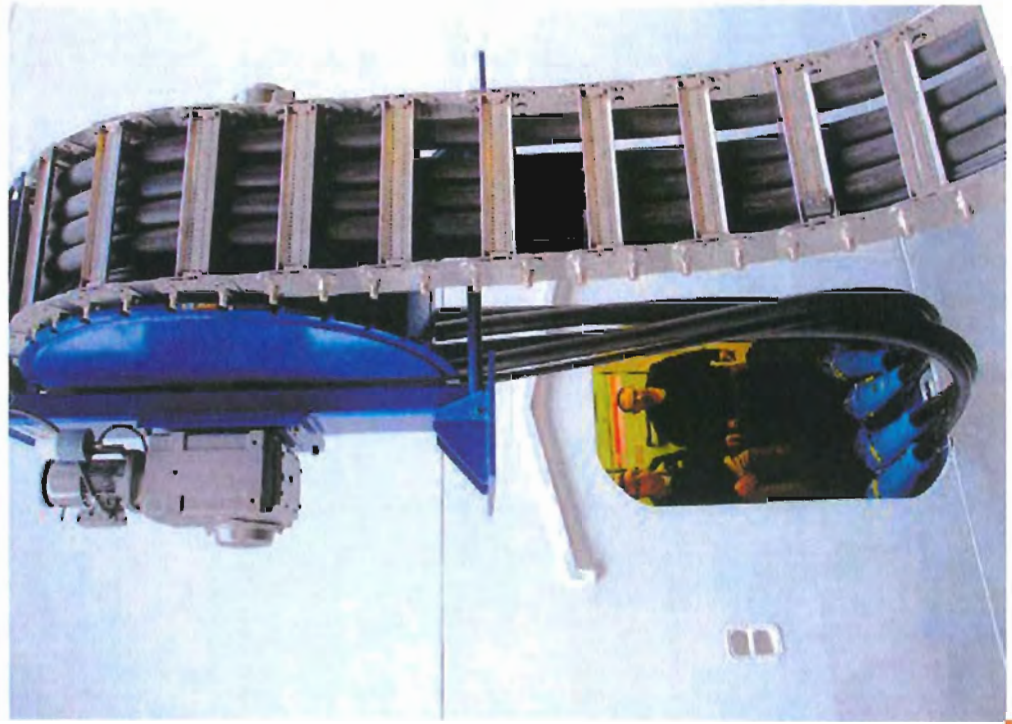
Port Metro Vancouver has created a suite of industry-leading programs to promote a healthy ecosystem, minimize environmental impacts from port operations and grow a sustainable Gateway.

Air Action Program

Port Metro Vancouver's Air Action Program focuses on reducing air emissions from ocean-going vessels, cargo handling equipment, rail and truck sectors, and includes a variety of programs.

● Shore Power

In 2009, Port Metro Vancouver became the first port in Canada, and the third in the world, to install shore power facilities for cruise ships. This system enables cruise ships to shut off their diesel-powered engines and connect to the land-based hydroelectric grid while docked at Canada Place, improving air quality and reducing noise. By 2020, it is anticipated that the majority of container vessels calling on the Port will be shore power-enabled. We are working with BC Hydro and container terminals to expand shore power infrastructure and enable container vessels to plug-in while docked.



DID YOU KNOW?

Marine carriers that participate in the EcoAction Program are eligible to receive a Blue Circle Award. Introduced in 2010, this award recognizes marine carriers that have achieved the highest reduction in operational emissions.

● **Corporate Emissions**

At Port Metro Vancouver we measure our corporate greenhouse gas emissions annually, in accordance with ISO 14064 – part 1, and purchase carbon offsets to make our operations carbon neutral.

● **Non-Road Diesel Emissions Initiative**

This initiative aims to reduce diesel particulate matter emissions from cargo-handling equipment, such as top picks, forklifts, cranes, yard trucks and construction equipment. By phasing out older, high-emitting equipment, advancing idle reduction and promoting innovative clean technologies, this program will reduce diesel particulate matter emissions and improve air quality for port users and local communities.

● **Northwest Ports Clean Air Strategy**

Port Metro Vancouver is working with the Ports of Seattle and Tacoma and government agencies, such as Environment Canada, to reduce port-related air emissions in the Georgia Basin/Puget Sound airshed through the Northwest Ports Clean Air Strategy. This strategy establishes air quality and greenhouse gas reduction goals through to 2020.

● **EcoAction Program**

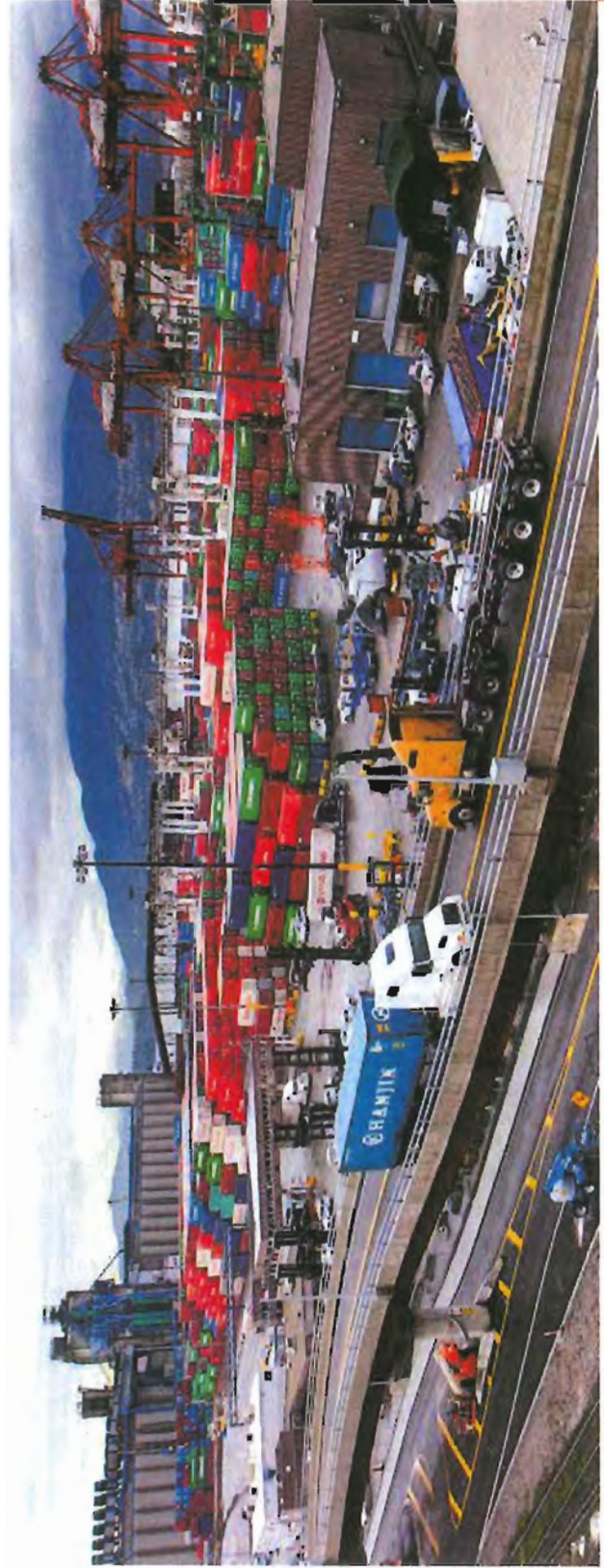
The Port's EcoAction Program promotes emission reductions by offering discounted harbour dues rates to ocean-going vessels that have implemented emission reduction measures and other environmental practices. A variety of fuel quality, technology and environmental management practices are eligible to receive discounted harbour dues rates.

● **Landside Emissions Inventory**

By developing an inventory of emissions from cargo-handling equipment, trucks, rail and other tenant activities, Port Metro Vancouver works with customers and tenants to identify opportunities to conserve energy, reduce emissions and promote clean energy technologies.

● **Truck Licensing Program**

In 2008, the Port introduced stringent environmental requirements into the Container Truck Licensing Program. These focus on phasing out older trucks and setting mandatory opacity and idling limits. The Port continues to work with truck operators to reduce container truck emissions and to bring the fleet up to the equivalent particulate matter emissions of a 2007 truck or newer by 2017.



Energy Action Program

Port Metro Vancouver's Energy Action Program focuses on promoting energy conservation and the use of reliable, clean energy across port operations. The Port continues to explore opportunities for energy conservation and implementation of alternative or renewable energy to support operations and reduce air emissions. Studies are conducted to investigate energy efficiency, electrification, hybridization, integrated resource management and other practices or technologies at key terminals. By improving our understanding of these opportunities, the Port is better positioned to work with partners and develop a more sustainable Gateway.

Site Remediation

Port Metro Vancouver uses a combination of remediation and risk management approaches to address sites that have been contaminated through past activities. Depending on the condition and expected future use of the site, affected sites are treated with a variety of remedial techniques that may include on-site treatment, removal and disposal of contaminants at appropriate facilities, or containment on-site. Port tenants are required to appropriately maintain their sites to prevent contamination by employing best practices for their operations. Environmental testing at the beginning, end and at other times during a tenant's lease, when appropriate, ensures sites are monitored for contamination and that any contamination is addressed to meet regulatory and additional Port requirements.

BIEAP and FREMP

The Burrard Inlet Environmental Action Program (BIEAP) and the Fraser River Estuary Management Program (FREMP) provided an intergovernmental model of coordinated environmental management, establishing important interagency communications and achieving significant outcomes for its partners and the sustainability of Burrard Inlet and the Fraser River Estuary ecosystems. Program partners included representatives from Environment Canada, Fisheries and Oceans Canada, Transport Canada, the British Columbia Ministry of Environment, Metro Vancouver and Port Metro Vancouver.

Due to the changing mandates of the partner agencies, in March 2013, the BIEAP and FREMP office closed and the programs, including the "single-window" external project environmental review committees, ceased functioning. Port Metro Vancouver continues to apply the FREMP habitat colour-coding system as an important input to development review.

DID YOU KNOW?

Log storage throughout the port has co-existed in areas of FREMP red-coded habitat for many years. During the area designation process undertaken by FREMP, log storage was one of three designations permitted adjacent to red-coded habitat: the other two were conservation and recreation based designations. Log storage areas play a valuable role in buffering marsh habitat, with piles and dolphins (mooring structures that contains multiple piles) also acting as bird habitat.



Flood Management

Studies indicate that climate change will result in a local sea level rise of between 20 and 60 centimetres over the next 100 years. Climate change is also expected to increase severe weather events, which could lead to more frequent incidents of flooding along the Fraser River. If not appropriately addressed, these two factors will significantly affect port operations and infrastructure, much of which is low lying and would be at risk of submersion. This issue is not unique to the port. Rather, all low-lying waterfront lands in the region are at risk of being affected, which is best addressed through coordinated efforts across jurisdictions.

Sea level rise and flood management require a cohesive, collaborative and coordinated regional approach. The Port is working with regional partners to collect and analyze data to better understand and manage flood risks in a coordinated manner as part of the Port's flood management program. The Port is also working

with the Fraser Basin Council along with local, provincial and federal partners, in order to develop a Business Plan for a Regional Flood Management Strategy for the Lower Mainland.

The Port is a member of the Joint Program Committee for Integrated Flood Hazard Management, which is pursuing new studies and models to attempt to better define the possible impact of sea level rise and severe storm scenarios. This is a multi-party, consensus-based committee that brings together about 30 federal, provincial and local government agencies and organizations to address flood risks in an integrated way. In addition, the Port has an infrastructure asset management program that is designed to maximize the long-term use of assets in a cost-effective manner while reducing the risks of failure of assets, which could have financial, safety and environmental implications.

Habitat Offsetting

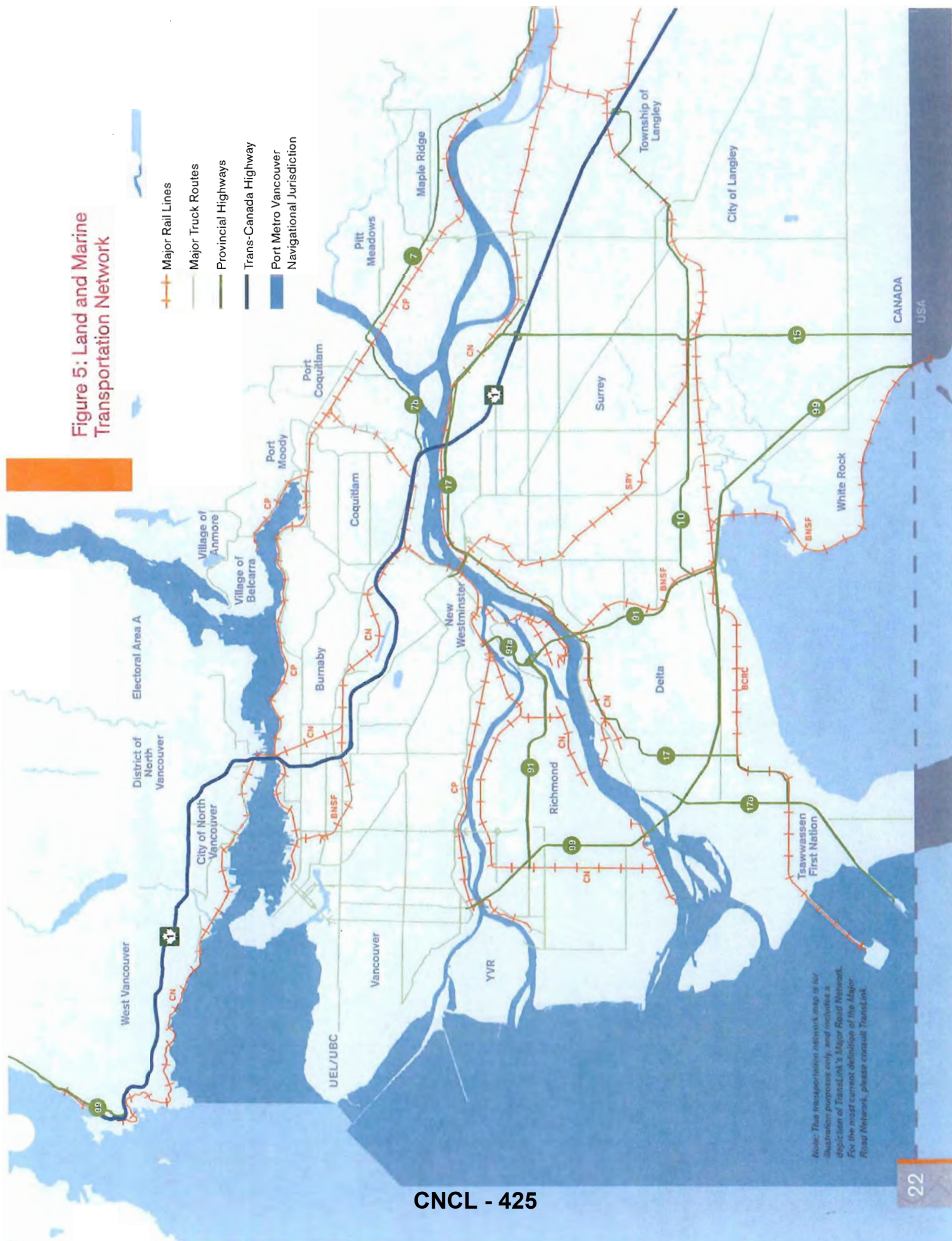
New development in the port is required to appropriately mitigate potential adverse impacts on fish or wildlife habitat. Projects that do impact or reduce habitat areas are subject to habitat-offsetting requirements, typically administered through Fisheries and Oceans Canada.

There are a number of ways project proponents provide habitat compensation, including:

- Artificial reefs constructed from natural rock, concrete blocks and pile cut-offs create habitat for a variety of marine life.
- Habitat benches made from natural rock are constructed at elevations ideal for fish habitat such as kelp, rockweed and barnacle tidal zones.
- Gabions are wire baskets of cobble (rounded rocks) that are stacked in the intertidal area. They optimize surface areas and spaces between rocks to provide habitat for kelp, algae and juvenile fish.
- Refugia are large openings inside berth structures, such as those at Centerm and Deltaport, that provide additional marine hiding areas or refuge from predator species.



Figure 5: Land and Marine Transportation Network



5.4 Transportation and Goods Movement

As part of Canada's Pacific Gateway, the lands and waters managed by Port Metro Vancouver are one link in the supply chain that delivers goods from origin to destination. For a port tenant or terminal operator to be able to effectively manage this service, port lands and waters must be served by a reliable and efficient transportation network.

In a port setting, that network consists of marine, road and rail transportation modes that all connect together to move cargo through the supply chain. While marine navigation is largely within the Port's jurisdiction, transportation to and from the port by land relies on a transportation network that is developed, owned and managed by a variety of external organizations.

Growth in trade activity and more intensive use of port lands will mean that the connecting regional transportation corridors will themselves be more intensively used in the future. These transportation corridors will require active management and significant investments to provide the additional capacity needed to accommodate growth efficiently and effectively, and in a manner that addresses the impacts of transportation on surrounding communities.

Regional Road Network

Land-based truck transportation is a key component of port operations. In general, port trucks use the provincial highways managed by the Ministry of Transportation and Infrastructure, regional roads and bridges managed by TransLink, and municipal truck routes owned and managed by individual municipalities. Transport Canada also has a role in facilitating transportation infrastructure solutions to support Canada's economic interests, and thus has a significant role in facilitating goods movement in the region.

Rail Network

Port Metro Vancouver is served by three Class 1 rail companies – Canadian National Railway (CN), Canadian Pacific Railway (CP), and Burlington Northern Santa Fe Railway (BNSF) as well as a local short-line rail service, Southern Railway of British Columbia (SRY). Rail lines are generally owned and managed by specific rail operating companies. A portion of rail line in Delta connecting to Deltaport is owned by the British Columbia Railway

Company (BCRC), which is accessed by BNSF, CN, and CP. Furthermore, the shared use of rail lines to enable efficient movement of goods is occurring through co-production agreements in Metro Vancouver.

Marine Navigation

Providing marine vessels with safe and unimpeded access to port terminals is critical for continued port operations. Key assets of the port are the deep waters of Burrard Inlet and Roberts Bank as well as the ability of the Fraser River to accommodate deep-sea vessels. These assets were recognized by early settlers of the region and are the main reason the port is located where it is today. Deep water is essential for major cargo terminals that must accommodate large deep-sea vessels in order to function efficiently and remain viable.

Port Metro Vancouver marine operation responsibilities include marine patrols, ship inspections, event planning, permitting of dangerous goods, and the provision of navigational and safety advice. Port marine operations also include the design of navigational channels according to national and international guidelines. Navigational channels within the Port's jurisdiction fall into one of the following four categories: (1) deep-sea shipping channel, (2) domestic shipping channel, (3) local navigation channel and (4) channel reserve. The Port also identifies the marine safety channel where development is not permitted to occur, and which acts as a buffer adjacent to the navigational channel.

Dredging is often required to ensure appropriate water depth, and is undertaken by the Port, tenants and/or local users depending on the location. Dredging requirements differ throughout the Port's jurisdiction, with Burrard Inlet and Roberts Bank dredging primarily consisting of capital dredging works and the Fraser River requiring annual maintenance dredging.

Figure 6: Major Marine Terminals and Off-Dock Facilities



5.5 Major Facilities and Assets

The Port consists of 28 major marine cargo and passenger terminals, and connects with three Class 1 railroads and one local railroad, providing a full range of facilities and services to the international and domestic shipping community. These terminals service the following business sectors:

Automobiles

Port Metro Vancouver handles approximately 400,000 vehicles annually, making the port one of the top three ports on the west coast of North America for vehicle transshipment. As the most efficient Gateway for automobiles from Asia that are destined for Canada, Port Metro Vancouver currently has two auto terminals that supply dealerships across Canada. These terminals can also handle additional cargo, such as heavy rolling machinery and equipment.

Automobile Terminals

- Wallenius Wilhelmsen Logistics (WWL) auto terminal is located on Annacis Island in the Fraser River in Delta.
- Fraser Wharves is an auto terminal located on the north side of the Fraser River in Richmond.

Breakbulk

Port Metro Vancouver is the major consolidation centre on Canada's west coast for breakbulk cargo such as forest products, steel and machinery. In 2013, breakbulk cargo represented approximately 13 per cent of the port's annual throughput. All of the port's international breakbulk cargo is handled through two terminals.

Breakbulk Terminals

- Fraser Surrey Docks is a multi-purpose marine terminal located on the deep-sea shipping channel of the Fraser River. It handles containers as well as bulk and breakbulk products.
- Located on the north shore of Burrard Inlet, the Lynnterm facility is the consolidation centre for forest product exports, and pipe, steel, machinery and project cargo imports on Canada's west coast.



Bulk

Dry and liquid bulk cargoes account for approximately two-thirds of the Port's annual tonnage. Shipping lines regularly call on the Port because of the availability of diverse western Canadian commodities for export. The Port also has substantial imports of bulk products including petroleum products, concentrates, salt, gravel and aggregate, and phosphate rock.

As a result, the Port has frequently chartered sailings and a full range of cost-effective maritime and transportation services to support a broad selection of cargo.

Bulk Terminals

- Alliance Grain Terminal, located on the south shore of Burrard Inlet, handles grain, specialty crops and grain feed.
- Canexus is a chemical terminal located on the north shore of Burrard Inlet that imports bulk sea salt and exports caustic soda and sodium chlorate used in bleaching paper products, as well as acid used in a variety of industrial processes.
- Cargill is a grain terminal located on the north shore of Burrard Inlet, operated by Cargill Ltd., that handles wheat, canola, barley and grain byproducts.
- Cascadia is a grain terminal located on the south shore of Burrard Inlet, operated by Viterro Inc., which handles wheat, canola, barley, rye, oats and byproducts.
- Fibreco Terminal, located on the north shore of Burrard Inlet, handles wood chips and wood pellets.

- Fraser Surrey Docks is located north of the Alex Fraser Bridge on the southwest shore of the Fraser River and handles breakbulk, agricultural products, the import and export of containers, and project cargoes.
- Imperial Oil Terminal is a petroleum terminal located in the eastern end of Burrard Inlet. It handles gasoline, petroleum distillate, heavy fuel oil, intermediate jet fuel oil, and marine gas oil.
- Kinder Morgan's Vancouver Wharves is located on the north shore of Burrard Inlet. It handles breakbulk pulp, bulk mineral concentrates liquids, sulphur/fertilizers, specialty agri-products, and other dry bulk commodities.
- Kinder Morgan's Westridge Terminal is a petroleum terminal located in Burnaby. It handles crude petroleum, petroleum products, and jet fuel, all transported via the Trans Mountain pipeline system.
- Lantic Inc. (Rogers Sugar) terminal is located on the south shore of Burrard Inlet and handles bulk raw sugar imports.
- Neptune Bulk Terminals is North America's largest multi-product bulk terminal and is located on the north shore of Burrard Inlet. It handles metallurgical steelmaking and thermal coal, phosphate rock, potash, animal feed and canola oil.
- Pacific Coast Terminals is located in Port Moody. It currently handles sulphur, ethylene glycol, and is considering handling additional bulk products, such as canola oil and potash.
- Pacific Elevators is located on the south shore of Burrard Inlet and is operated by Viterro Inc. It handles canola, flax, peas, and various bulk manufactured agri-forage and byproducts.
- Richardson International grain terminal, located on the north shore of Burrard Inlet, is an exporter of canola and cereal grains to trading economies along the Pacific Rim. It handles wheat, canola, barley, rye, flax, grain and feed products.
- Shellburn is a petroleum distribution terminal operated by Shell Canada Ltd. and is located in Burnaby. It handles petroleum products such as gasoline, diesel oil and jet fuel.
- Stanovan is a petroleum terminal operated by Chevron Canada Ltd. and is located in Burnaby. It handles petroleum products and chemical products such as gasoline, diesel fuel and isooctane.
- Suncor Energy's Burrard Products Terminal is located in Burnaby and handles petroleum products.
- Univar Canada Terminal is located on the north shore of Burrard Inlet and is operated by Univar Canada. It handles caustic soda solution and ethylene glycol.
- West Coast Reduction is located on the south shore of Burrard Inlet and handles animal fats and recycled vegetable oils, canola oil, protein meals and animal feed products.
- Westshore Terminals is located at Roberts Bank in Delta and is a major metallurgical steelmaking and thermal coal terminal.

Container

The Port offers four common-user container terminals with extensive on-dock rail facilities. In 2013, container cargo accounted for approximately 20 per cent of the Port's annual tonnage throughput.

Container Terminals

- Centerm, located on the south shore of Burrard Inlet, operates six gantry cranes on two berths, on-dock rail facilities and an advanced operating system that tracks a variety of containerized cargo in real time.
- Vanterm, located on the south shore of Burrard Inlet has six gantry cranes and is operated by TSI Terminal Systems Inc. It has on-dock rail facilities for containerized cargo, and handles containerized cargo, project cargo and bulk oils from the adjacent West Coast Reduction facility.
- Deltaport, with 10 gantry cranes, is located at Robert's Bank in Delta and handles containerized cargo. Deltaport is currently Canada's largest container terminal, with three berths, on-dock rail facilities and the only quad lift crane in North or South America.
- Fraser Surrey Docks is a multi-purpose marine terminal located on the Fraser River. It handles containers as well as bulk and breakbulk products.

Container Handling Facilities

The Gateway also offers a network of transload, container handling and warehousing facilities that support major importers and exporters across Canada. These facilities play an integral role in the supply chain supporting container trade.

Facilities within Port Jurisdiction

- » Acklands Grainger
- » Coast 2000
- » Terminals Inc.
- » Columbia
- » Containers
- » Container World
- » Damco
- » Delcan
- » Euro Asia
- » Transload Inc.
- » HBC Logistics
- » International Forest Products
- » Kindersly Transport
- » Kintetsu Worldwide
- » Kuehne & Nagel
- » Mazin Furniture
- » Mountain View
- » Reload Inc.
- » Nippon Express Ltd.
- » Nordel Transload
- » Pacific Reload
- » Pro West Transport
- » Simard
- » TMS
- » Transportation/ Rabanco
- » TOLKO
- » Industries Ltd.
- » Transource
- » Western Canada Express
- » Western Navigation
- » Westran
- » Intermodal Ltd
- » YRC Logistics

Container Storage and Maintenance Facilities

- » Delco Delta Container Ltd. Partnership
- » Harbour Link Container Services Inc.
- » TDK Metro Terminals

Cruise

As the home port for the Vancouver-Alaska cruise industry, Port Metro Vancouver welcomes hundreds of thousands of passengers annually. In 2013, primarily at Canada Place, the Port welcomed 812,398 passengers on 235 calls by 29 cruise ships, a 22 per cent increase in passengers over 2012.

Cruise Terminals

- Canada Place is located on the waterfront in downtown Vancouver, close to shopping, dining, attractions and Stanley Park.
- Ballantyne Pier is located east of Vancouver's city centre, adjacent to the Centerm container terminal. The Ballantyne cruise terminal will close in October 2014 and is expected to be redeveloped for other uses.



Note: Terminal operators and products as well as transloading and other facilities can change over time. The above summary reflects conditions as of December 2013.

5.6 Port Growth

Port Metro Vancouver is a major North American gateway for Canada's Asia-Pacific trading partners and a major generator of jobs, taxes and economic value for the Canadian economy. Across Canada in 2011, ongoing operations at businesses related to Port Metro Vancouver generated approximately 98,800 jobs representing \$6.1 billion in wages. Port-related activity was also responsible for a total of \$9.7 billion in Gross Domestic Product (GDP) and a total of \$20.3 billion in economic output to Canada's economy.

Jobs in Canada	Wages	GDP	Contributed to Canada's economy
98,800	\$6.1b	\$9.7b	\$20.3b

DID YOU KNOW?



Forest Products

Forest products are exported to over 100 trading partners globally, led by China, Japan and the United Kingdom. Canada's forest products industry is a \$58 billion dollar a year industry that represents 9 per cent of Canada's manufacturing GDP. Forest products are processed and manufactured items ranging from logs to fabricated structural materials such as lumber, strand board, and panels, as well as commodities like wood pulp and wood pellets.



Wheat

Wheat is exported to over 30 trading partners globally, led by Japan, China and Indonesia. Wheat crops contribute \$11 billion annually to Canada's economy. Wheat is one of the world's most favoured staple foods, currently second only to rice as a main human food crop. Canadians and our trade partners rely on wheat for making common household foods such as bread, pasta, pizza and noodles, as well as for feeding livestock. Nearly all of the Port's wheat exports are loaded into vessels as dry bulk cargo, with a small amount exported in containers.



Coal

Coal is exported to five of the world's seven continents, with South Korea, China and Japan as top destinations. Canada is the third-largest exporter of steelmaking coal behind Australia and the United States. Canadian metallurgical coal is among the highest quality in the world. It is used primarily in the manufacture of steel to make construction materials like pipes and beams, as well as automobiles. Thermal coal is used mostly for energy generation in coal-fired electrical plants.

Forecasted Increase
in Trade (2011–2018)

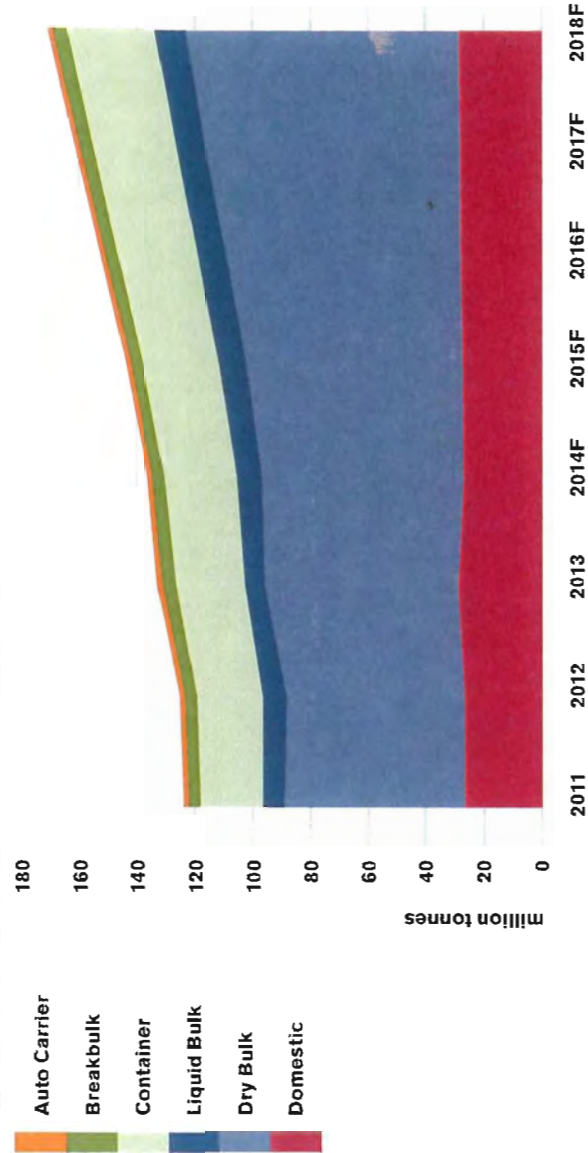
38%

Figure 7: Port Metro Vancouver Trade Forecast

Sector (million tonnes)	2011	2012	2013	2014F	2015F	2016F	2017F	2018F
Auto Carrier	0.3	0.4	0.4	0.3	0.3	0.3	0.3	0.3
Breakbulk	3.8	3.9	3.5	3.8	4.0	4.2	4.4	4.6
Container	21.7	23.0	24.8	25.1	26.4	27.8	29.1	30.5
Liquid Bulk	7.3	8.2	8.6	8.9	9.3	9.7	9.9	10.4
Dry Bulk	62.5	61.4	68.3	69.7	74.9	81.4	88.4	94.5
Domestic*	26.9	27.1	29.3	27.4	27.8	28.4	28.7	29.1
Total Cargo	122.5	123.9	135	135.3	142.7	151.7	160.8	169.5
Cruise ('000s passengers)	663	666	812	816	840	875	890	905
Auto ('000s units)	298	384	379	317	324	318	311	319

*Domestic cargo means both the cargo's origin and destination are in Canada. Cargo is moved from one Canadian location to another Canadian location.

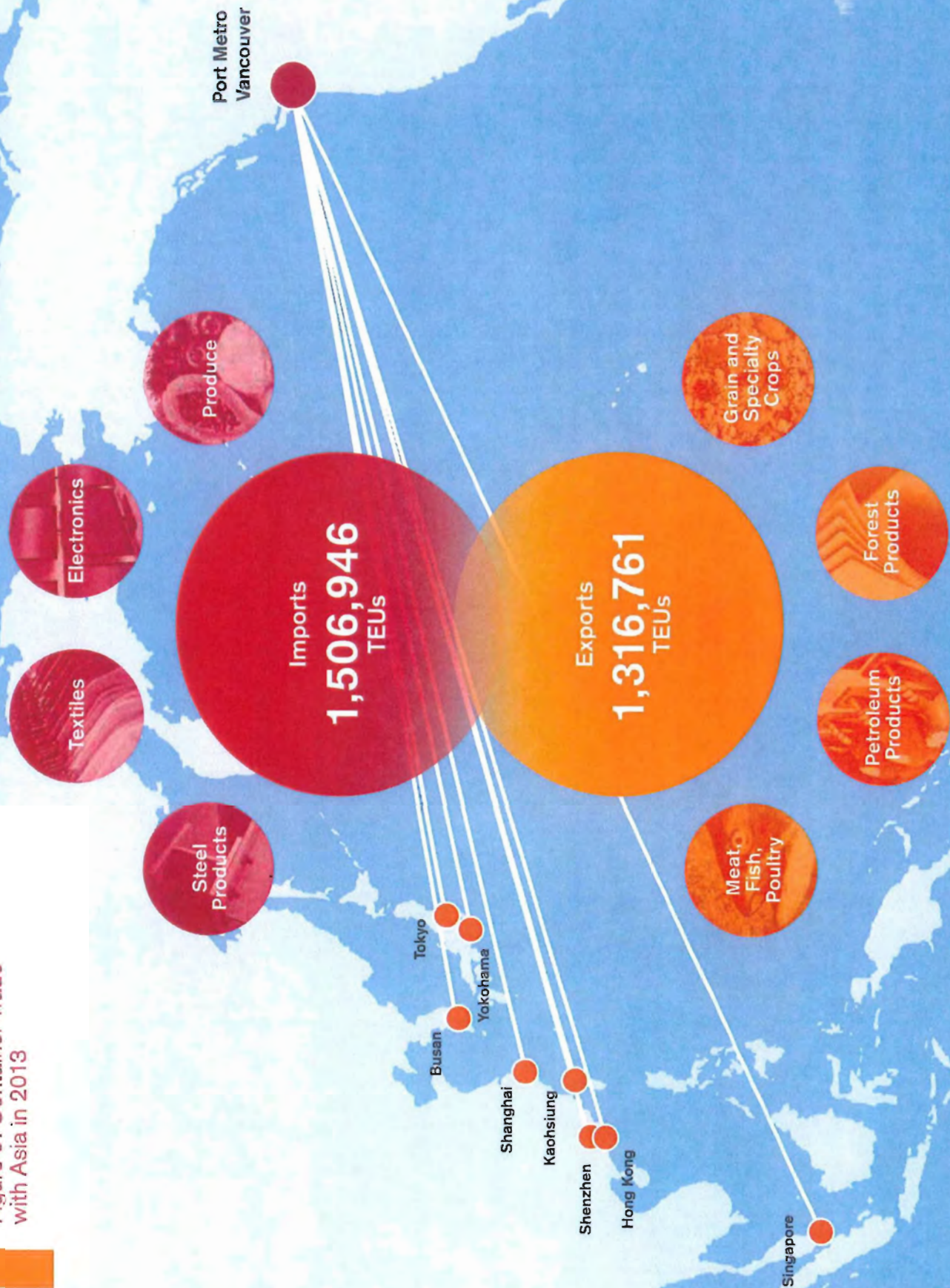
Figure 8: Port Metro Vancouver Trade Forecast



As illustrated in the figures to the right, forecasts indicate that growth is anticipated across almost all commodity and business sectors currently handled at the port.

The extent to which Port Metro Vancouver is able to facilitate and manage the anticipated growth will depend largely on its ability to develop the required additional infrastructure and service capacity within the constraints provided by the Port's physical context, as well as the need to grow in a sustainable manner that considers the interests of local communities. The Land Use Plan provides strategic guidance to ensure that the Port is prepared to accommodate that growth so Canadians can continue to benefit from the resulting economic activity.

Figure 9: Container Trade with Asia in 2013



Note: This graphic does not include all of Port Metro Vancouver's trading partners.

Major Capacity Initiatives Underway

Being one of the largest ports in North America, and with the forecast growth in trade, Port Metro Vancouver is undertaking a number of major initiatives to optimize its ability to accommodate and support this growth.

Container Terminal Capacity Improvements

The Container Capacity Improvement Program (CCIP) is a long-term strategy to reliably support growing international trade in containerized cargoes in an efficient and sustainable manner. As part of this program, the Port has been working with the Province and Deltaport operator TSI Terminal Systems Inc. to develop a plan to increase Deltaport's container capacity by

600,000 twenty-foot equivalent units (TEUs) to a total of 2.4 million TEUs. The majority of this work is expected to occur within the existing terminal and transportation corridor footprint.

Port Metro Vancouver is also proposing a new container terminal adjacent to the existing terminals at Roberts Bank in Planning Area 6 (Section 8.6). The proposed Roberts Bank Terminal 2 Project is a three-berth marine container terminal that could provide additional capacity of 2.4 million TEUs per year to meet forecast demand to 2030. Subject to permitting and environmental approvals, the project could be fully operational by the early 2020s.



Terminal Improvements

In addition to capacity expansion for the container sector, many other port terminals are planning for increased capacity or are already undertaking capacity improvements through investments in equipment, improvements to operating procedures and/or making better use of their sites in support of increased throughput. For example, Neptune Terminals has undertaken a series of upgrades at the company's North Shore location to allow the terminal to handle additional throughput of potash and coal, and the addition of phosphate rock imports within their existing site footprint.

Westshore Terminals at Roberts Bank has undertaken similar work to increase capacity for handling coal. Several of the grain terminals in Burrard Inlet are expanding or upgrading their existing facilities and replacing aging equipment to improve operational efficiencies.

On the marine side, Chevron in Burnaby recently completed dredging its ship and barge berths to accommodate greater vessel drafts and full loading of double-hulled vessels. While the maximum size of vessels calling on their Burnaby terminal will not increase, Chevron now has the ability to fully load these vessels, allowing for the same volume of product to be handled with fewer overall ship calls.



Transportation Capacity Improvements

The South Shore Trade Area, North Shore Trade Area and Roberts Bank Rail Corridor initiatives are examples of programs that have significantly improved road and rail conditions and capacity. Working with federal and provincial governments through the Asia-Pacific Gateway and Corridor Initiative, and together with local communities, the Port is delivering major new transportation projects to keep up with growing demand. Examples include:

- The Low Level Road realignment and the Lynn Creek Rail Bridge on the North Shore.
- The South Shore Trade Area road improvements on Powell and Stewart Streets in Vancouver.
- The more than \$300 million invested by 12 different government, industry and agency partners into the nine Roberts Bank Rail Corridor grade separations.

Through a collaborative approach to planning and development, the Port will continue to manage growth in partnership with interested parties to respond to forecasted demand.



5.7 Industrial Lands

A key priority for Port Metro Vancouver is to ensure there is adequate industrial land available in the region to meet trade requirements today and in the future. The retention of a viable industrial land base in the region is critical to a strong economy locally and across the nation.

Although the demand for industrial land in the region continues to rise, the supply of lands designated for industrial use has significantly declined over the last three decades: approximately 7,400 acres of industrial land in the region has been redesignated for other uses such as residential and commercial during this period. Combined with industrial market absorption, this results in a dwindling supply of market-ready lands available for new investment in industrial activities that directly or indirectly support Canada's trade. Research suggests that the current inventory of market-ready industrial lands is sufficient to meet demand for only about 8 to 15 years, depending on a variety of factors.

Port Metro Vancouver owns approximately 3,600 acres of land, most of which is occupied. Only about 200 acres of undeveloped land remain under Port Metro Vancouver's jurisdiction. Recent studies indicate that the Vancouver Gateway will need approximately 2,300 additional acres by 2025 to meet increasing cargo demand.

One way to respond to this demand is to use the region's industrial lands more intensively. Research is underway to look at how this might be achieved in port and non-port settings. For port lands, more intensive use is generally achieved through better site utilization, investments in equipment and operating procedures that increase throughput efficiency, and increased transportation capacity. In some cases, innovative building and design solutions appropriate to an industrial setting can also result in increased efficiency. The Deltaport Terminal, Road and Rail Improvements Project is an example of how the Port is increasing operational efficiencies and improving existing infrastructure to handle more cargo on existing port lands.

As former industrial lands in neighbouring municipalities are redeveloped for residential or other uses, and as established residential communities become denser through infill or redevelopment, the potential for conflict at the interface between the working waterfront and adjacent uses will increase. While some of this is inevitable in a growing region with a limited land base, it nevertheless requires all jurisdictions to plan and manage growth and to design communities in recognition of the critical role the port plays in the region. This will become even more important as port activities on and near the waterfront intensify through new development and investments that increase the capacity and throughput of existing terminals.

The successful preservation of industrial lands will depend on the decisions of all jurisdictions that have authority over land use in the region. It is vital that all such authorities work together to ensure that adequate protection is put in place to protect remaining industrial lands and jobs, and to provide an adequate industrial land base for future generations. In particular, the Port is seeking to protect industrial land through an "Industrial Land Reserve" that would protect existing industrial lands, help balance land use decisions and explore innovative ways to establish new lands for growing industries.

Port Metro Vancouver supports ongoing efforts to identify strategies that provide effective protection of the industrial land base. The Port will continue to provide input to municipal and other planning processes that may impact the industrial land supply, and engage the region in a constructive and meaningful dialogue to find solutions to this critical challenge.

6.0 Goals, Objectives and Policy Directions

Port Metro Vancouver has developed goals, objectives and policy directions to provide the policy framework for future growth and development. Individual goals, objectives and policy directions address specific topics and issues, but they should be read and considered together to fully understand the Port's approach to managing growth and meeting its responsibilities and commitments to sustainable development.

GOAL

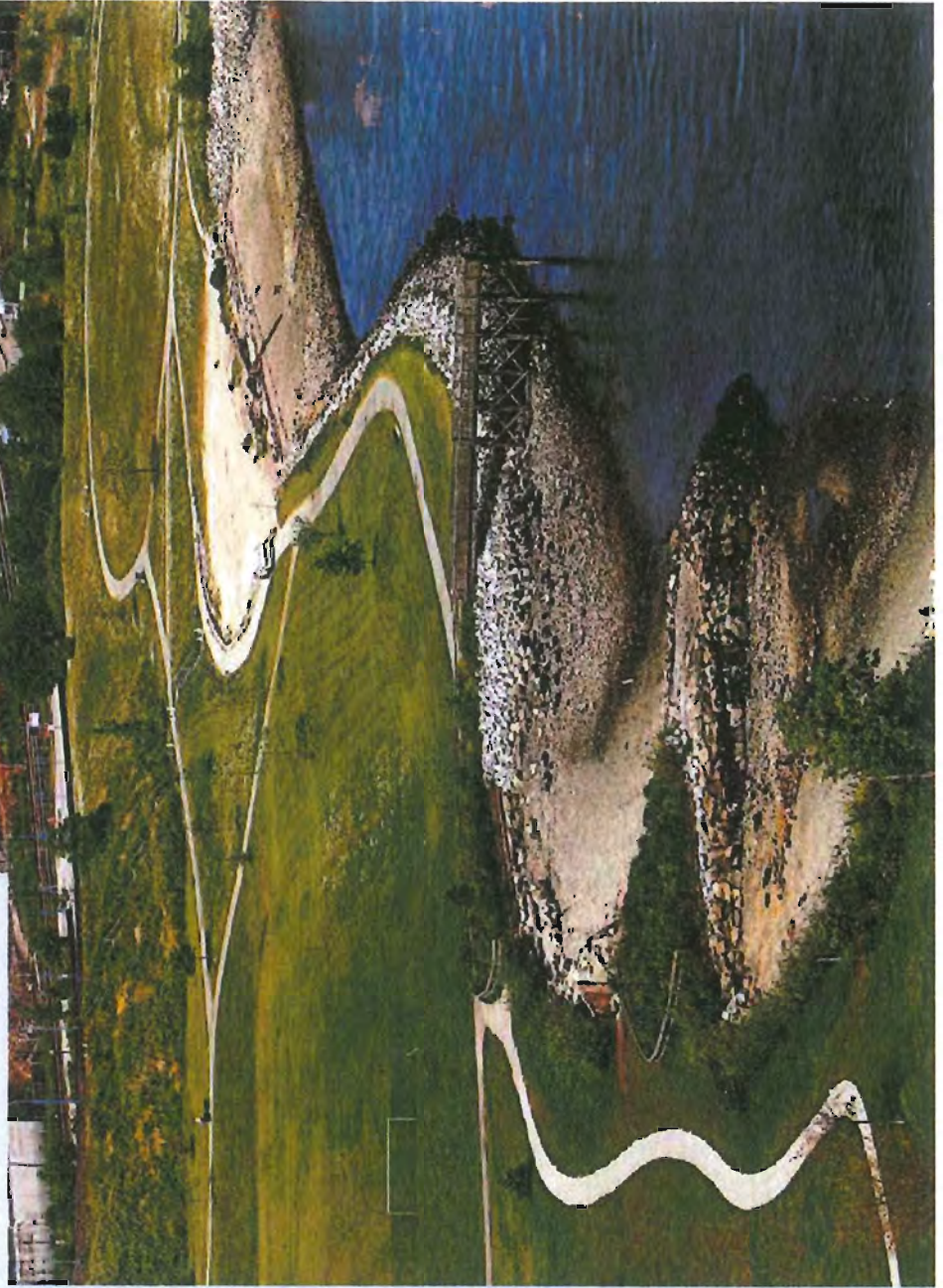
A broad statement of what is to be accomplished – the “ends”.

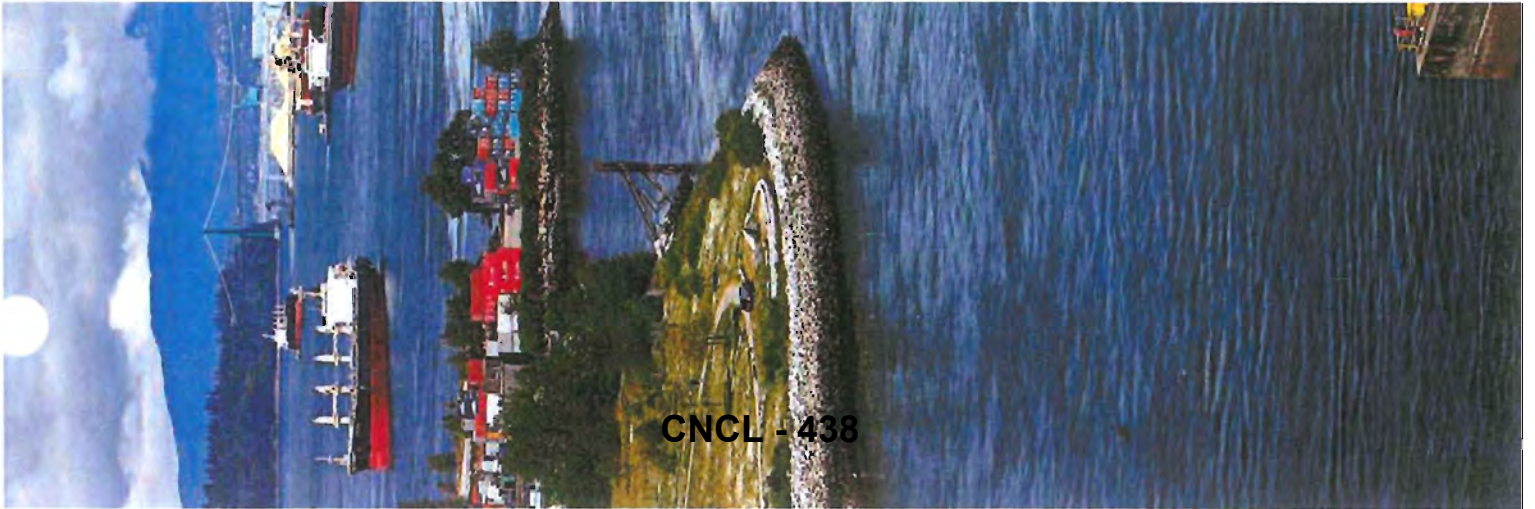
OBJECTIVE

A more specific statement that supports and expands on the goal.

POLICY DIRECTION

The action to be taken to accomplish the goal and objective at a port-wide scale.





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GOALS

Port Metro Vancouver manages port growth and activity in support of Canada's competitiveness and trade objectives while preparing for anticipated transitions in the global economy.

Port Metro Vancouver is a leader in ensuring the safe and efficient movement of port-related cargo, traffic and passengers throughout the region.

Port Metro Vancouver is a global leader among ports in the environmental stewardship of the lands and waters it manages.

Port activity and development is a positive contributor to local communities and First Nations.

Port Metro Vancouver is a leader in communication and engagement in support of the use and development of port lands and waters.

GOAL 1

Port Metro Vancouver manages port growth and activity in support of Canada's competitiveness and trade objectives while preparing for anticipated transitions in the global economy.

Looking forward over the next 15 to 20 years, growth is forecast across most port business sectors. The

Port's mission is to *lead the growth of Canada's Pacific Gateway in a manner that enhances the well-being of Canadians and inspires national pride.*

A key challenge will be ensuring there is sufficient land to support this expected growth and to make the best use possible of the available lands. While various land uses within the region – such as commercial, industrial, residential, and agricultural – are interdependent, they also compete with one another for the very land needed to sustain them.

Port Metro Vancouver is uniquely positioned to take a leading role in managing port growth responsibly and preparing the port community for the future so that, together, we may adapt to new challenges and seize the potential of new opportunities that will inevitably arise.

OBJECTIVE 1.1 Protect the industrial land base to support port and related activities into the future.

Policy Directions

- 1.1.1 Preserve the lands and waters under the Port's jurisdiction to support current and future port activities.
- 1.1.2 Collaborate with local governments, First Nations, Metro Vancouver and other land use authorities to protect the region's industrial land base.
- 1.1.3 Collaborate with local, regional and provincial governments and First Nations to identify opportunities to improve the compatibility of port and adjacent land uses across jurisdictional boundaries.

OBJECTIVE 1.2 Optimize the use of existing port lands and waters.

Policy Directions

- 1.2.1 Intensify the use and development of port lands to achieve the highest feasible operational capacities within the existing land base, considering the impacts that intensified use may have on adjacent communities, transportation networks and the environment, and mitigating resulting impacts where appropriate.
- 1.2.2 Manage the use and development of port lands and waters in a manner that takes advantage of a site's unique physical and geographical attributes in its broader context.
- 1.2.3 Manage new port development to create synergies and efficiencies between adjacent activities and uses.
- 1.2.4 Ensure, as appropriate, effective integration of utilities associated with new or expanded port development into local and/or regional systems through the Project Review Process.

OBJECTIVE 1.3

Ensure the availability of a land base within the region that is sufficient to support future port and port-related activities.

Policy Directions

- 1.3.1 Consider acquisition of sites to protect their availability for future port use, giving priority to lands that demonstrate ready access to shipping and/or transportation networks and close proximity to existing Port Metro Vancouver holdings.
- 1.3.2 Consider the creation of new land for future port uses, such as new terminal development and environmental mitigation, when suitable existing lands are not expected to be available.
- 1.3.3 Develop a coordinated approach with local governments and agencies, where appropriate, to anticipate and respond to property and infrastructure impacts, such as those associated with climate change, including sea level rise and more frequent/extreme flood events.

OBJECTIVE 1.4

Lead the port community in anticipating and responding to economic trends and opportunities that will affect the growth, development and competitiveness of the port.

Policy Directions

- 1.4.1 Monitor and research economic trends and forecasts against measurable indicators to anticipate changes in the way port lands and waters will be used in the coming decades.
- 1.4.2 Develop innovative land management strategies and practices, in collaboration with customers, stakeholders, local governments, First Nations and other land use agencies to influence and adapt to expected changes in trade patterns, supply chains, technology and other key drivers of port activity.
- 1.4.3 Pursue investments in port lands and infrastructure in context of anticipated long-term economic trends and applicable environmental considerations.
- 1.4.4 Pursue best practices in sustainable land use management and support port operators in developing operating and management practices that align with the Port's vision for a sustainable future.

GOAL 2

Port Metro Vancouver is a leader in ensuring the safe and efficient movement of port-related cargo, traffic and passengers throughout the region.

The lands and waters managed by Port Metro Vancouver are one link in the supply chain that delivers goods from origin to destination. For a port tenant or terminal operator to be able to effectively deliver this service, port lands and waters must be served by a reliable and efficient transportation network. In a port setting, that network consists of marine, road and rail transportation modes that all connect together to move cargo through the supply chain.

OBJECTIVE 2.1

Improve operational efficiencies of transportation modes serving the port.

Policy Directions

2.1.1 Monitor road, rail and marine traffic activities on an ongoing basis in order to identify and pursue opportunities for improvements to operating efficiency.

2.1.2 Collaborate with customers, stakeholders, local governments and transportation agencies to identify and implement operational changes that improve road, rail and marine traffic flows accessing the port.

2.1.3 Support the increased use of regional waterways for the transport of cargo.

2.1.4 Work with customers, stakeholders, local governments and agencies to develop strategies and identify opportunities to optimize supply chain movements within and beyond the Metro Vancouver region.

2.1.5 Work with customers, stakeholders, local governments, First Nations and appropriate agencies to identify and monitor operational improvements to minimize and mitigate potential noise, congestion, air emissions and other impacts arising from port-related activities.

OBJECTIVE 2.2

Preserve, maintain and improve transportation corridors and infrastructure critical to moving goods and passengers to and through the port.

Policy Directions

2.2.1 Maintain and improve critical navigation infrastructure, port roadways and port-owned rail infrastructure and corridors in order to support the safe, efficient and effective movement of goods.

2.2.2 Support maintenance and improvement of land and marine transportation corridors and infrastructure outside of Port Metro Vancouver's jurisdiction required for current and future port activity.

2.2.3 Collaborate with industry, transportation agencies and local governments to ensure that the capacity of the regional transportation network is sufficient to accommodate current and anticipated port-related traffic, in context of the needs of other transportation network users.

2.2.4 Pursue the Port's interests in efficient, effective regional transportation network management through advocacy and direct participation in the land use and transportation planning initiatives of local, regional and senior government agencies.

2.2.5 Support transit and transportation demand management initiatives that would increase the efficiency and capacity of the regional transportation network for the movement of goods.

2.2.6 Support investigation of options to provide alternative modes of travel to port lands to increase transportation choice for port workers and facilitate improvements to regional goods movement.

OBJECTIVE 2.3 **Ensure the safe and secure movement of goods and passengers through the port.**

Policy Directions

2.3.1 Support, in collaboration with port industries, customers, and transportation service providers, the implementation and enforcement of applicable best practices, regulations and standards for the safe use and operation of roads, railways and navigation channels servicing the port.

2.3.2 Assist port users with incorporating best practices for safety and security into all aspects of their operations.

2.3.3 Collaborate with relevant authorities and agencies to ensure appropriate, coordinated emergency and post-emergency response plans are in place and regularly reviewed for incidents originating in the port or directly impacting port operations.

2.3.4 Support emergency response planning of external agencies where Port resources may be of service in responding to emergencies affecting the broader region.

GOAL 3

Port Metro Vancouver is a global leader among ports in the environmental stewardship of the lands and waters it manages.

Port Metro Vancouver strives to be a global leader in port sustainability. From an environmental perspective, the manner in which Port property is physically used will influence how successful the Port is in achieving this goal. The hundreds of kilometres of shoreline managed by the Port are used for a variety of purposes, ranging from industrial operations and commerce to recreation and other uses. Working with customers, port users, local governments, communities and First Nations, the Port is able to identify environmental issues and risks posed by these activities and take action to avoid or reduce the potential impacts and improve environmental quality.

OBJECTIVE 3.1 **Contribute to the overall ecological health of the region by reducing impacts from port activity and protecting, sustaining and enhancing ecosystems.**

Policy Directions

3.1.1 Develop, promote and implement, with appropriate agencies, best practices and programs to protect ecosystems and enhance fish and wildlife and their habitats.

3.1.2 Avoid minimize potential adverse impact on habitat quality or, where necessary, mitigate such impacts and compensate for loss of habitat resulting from new port development.

3.1.3 Support the creation, enhancement and/or restoration of fish and wildlife habitat at appropriate locations within the Port's jurisdiction or, when such locations are not available, at locations outside of the Port's jurisdiction.

3.1.4 Collaborate with environmental agencies, local governments, First Nations and stakeholders on environmental initiatives and in the monitoring, protection and enhancement of critical terrestrial, marine and estuarine environments.

3.1.5 Assess, mitigate and monitor land, air and marine environmental impacts from port operations and developments.

OBJECTIVE 3.2

Reduce air emissions, including greenhouse gas intensity, and promote energy conservation in port operations and developments.

Policy Directions

3.2.1 Reduce air emissions from port activities by applying best practices and best available technologies for reducing emissions and improving regional air quality.

3.2.2 Encourage energy conservation and utilization of alternative or renewable energy to support port operations and developments and achieve reductions in air emissions.

3.2.3 Monitor and report on port-related air emissions and air quality.

3.2.4 Maintain dialogue with relevant agencies on monitoring and reducing air emissions.

3.2.5 Explore opportunities with stakeholders and partner agencies to collaborate on initiatives that could reduce greenhouse gases and other emissions.

OBJECTIVE 3.3

Improve land and water quality within the port.

Policy Directions

3.3.1 Manage contamination risks within the port with remediation and risk management approaches to address lands and sediments that have been contaminated historically.

3.3.2 Work with agencies, Port customers and stakeholders to monitor and assess port uses to prevent contamination from port-related activities, and periodically review monitoring and assessment practices to ensure they reflect best practice.

3.3.3 Ensure sediment and soil quality of tenanted sites is maintained or improved from the time a site becomes occupied to the time it becomes vacant.

3.3.4 Pursue removal of derelict structures and vessels that pose a hazard to safety and/or the environment.

3.3.5 Ensure that proposed developments and works on port lands include appropriate measures to protect receiving water quality and meet best practices for storm water management.

3.3.6 Ensure environmental reviews are undertaken for all projects proposed on lands and waters managed by Port Metro Vancouver to determine that there are no significant adverse environmental effects.

OBJECTIVE 3.4

Promote sustainable practices in design, construction, operation, and administration in the port.

Policy Directions

3.4.1 Promote green infrastructure within the port, based on best practices and related standards.

3.4.2 Encourage Port customers to adopt corporate social responsibility and sustainability principles into their organizations in a way that integrates social and environmental matters into decision-making, strategy and operations in a transparent, accountable and economically viable manner.

3.4.3 Develop and integrate sustainability and other guidelines to assist in the review of projects proposed for lands and waters managed by Port Metro Vancouver.

GOAL 4

Port activity and development is a positive contributor to local communities and First Nations.

Port lands and waters border 16 municipalities and one treaty First Nation in Metro Vancouver, and are located within the asserted traditional territories of several First Nations. While the Port's mandate is to facilitate trade in the best interest of all Canadians, the Port is committed to ensuring that local interests are also considered.

Trade activities result in substantial local benefits, including direct and indirect employment, business activity, government revenues and a strong economy. In addition to the positive economic impacts of a thriving port, port activity can also provide opportunities for public waterfront access and other goals of local communities and First Nations. However, port activity can also present challenges such as noise, traffic congestion and environmental impacts. The Port endeavours to address these challenges in consultation with neighbouring communities and First Nations while ensuring the viability of port businesses. Ultimately, the Port's intent is that the benefits for those living and working in this region alongside a successful and growing port far outweigh the impacts.

OBJECTIVE 4.1

Generate sustainable local and national economic benefits through the use and development of port lands and waters.

Policy Directions

4.1.1 Support the creation and expansion of business activities that provide local, port-related economic opportunities for Metro Vancouver residents.

4.1.2 Explore opportunities for employment and contracting within the port for First Nations whose asserted traditional territories intersect with the port.

4.1.3 Encourage industry training initiatives designed to provide necessary skills for workers of businesses operating within the port.

4.1.4 Maintain a program where a portion of the Port's net income is invested in the communities in which the Port operates.

OBJECTIVE 4.2

Ensure public recreational opportunities and waterfront access are provided within the port in a manner compatible with port activities and the protection of fish and wildlife.

Policy Directions

4.2.1 Support the continuation of park use within the port and explore new opportunities for public waterfront access and views, where such opportunities would not adversely impact port development and operations, introduce safety hazards, or negatively impact fish and wildlife.

4.2.2 Collaborate with communities and First Nations to explore opportunities within publicly accessible port areas to acknowledge and celebrate the traditional and contemporary uses of port lands and waters by Aboriginal Peoples and early settlers.

4.2.3 Manage recreational dock development in a manner that protects the environment and supports public use, safety and enjoyment of foreshore and intertidal areas.

OBJECTIVE 4.3

Seek to minimize the impacts from port operations and development on local communities and First Nations.

Policy Directions

4.3.1 Ensure potential impacts from new or expanded development and transportation infrastructure, such as noise, lighting glare, dust, views, emissions and traffic congestion are identified and appropriately avoided, minimized and/or mitigated by administering a comprehensive and thorough Project Review Process that solicits and incorporates input from potentially affected communities, First Nations and stakeholders, and requires appropriate actions and monitoring by project proponents.

4.3.2 Work with port businesses to develop and implement effective and appropriate solutions for minimizing impacts from their ongoing operations on adjacent communities and First Nations.

4.3.3 Develop guidelines based on best practices to assist in identifying and responding to the presence of archaeological sites and deposits.

4.3.4 Ensure potential impacts from port developments and activities on archaeological resources are identified and appropriately minimized and/or mitigated through a Project Review Process that solicits and incorporates input from First Nations.

4.3.5 Engage with local governments, First Nations and other land use authorities, as appropriate, when developing and updating Port Land Use Plans.

GOAL 5

Port Metro Vancouver is a leader in communication and engagement in support of the use and development of port lands and waters.

Port Metro Vancouver places high value in how the Port works with neighbouring communities to identify shared interests and to respond to concerns about port operations and development. The Port engages with communities in a variety of ways – through liaison groups and at community events, by supporting the outreach efforts of port industry partners, by building solid relationships with local governments and First Nations, and by investing in community amenities.

The Port's Project Review Process provides a variety of opportunities for public notification and consultation tailored to the scope and level of interest in proposed developments. The Port seeks to address issues that arise from port operations and proposed developments in a manner that is proactive, reasonable and consistent. In a rapidly growing region where urban and port development are in close proximity, the need for strong and effective engagement processes will only continue to grow. Port Metro Vancouver is committed to a process of continual improvement in how and when it engages communities and stakeholders in the growth and development of the port.

OBJECTIVE 5.1

Provide a relevant range of opportunities for communication, consultation and engagement that reflects the scale, scope, impacts and community interest in the use and development of port lands and waters.

Policy Directions

- 5.1.1 Provide current and accessible information on significant development proposals, and work towards a system that makes publicly available information on all development proposals under review.
- 5.1.2 Periodically review the Project Review Process to ensure it provides appropriate opportunities for consultation and engagement with interested parties.
- 5.1.3 Consult with First Nations through the Port's Project Review Process on development activities that have the potential to adversely impact Aboriginal or Treaty rights.
- 5.1.4 Upon acquiring new lands, undertake a consultation process to solicit input from interested and affected parties on any potential change of the land use designation applicable to those lands as part of a process to amend the Land Use Plan.
- 5.1.5 Explore opportunities for establishing agreements with local governments, First Nations and other land use authorities to guide collaboration and engagement on matters of shared interest related to the use and development of lands and waters within and adjacent to the port.

7.0 Land Use Plan Designations

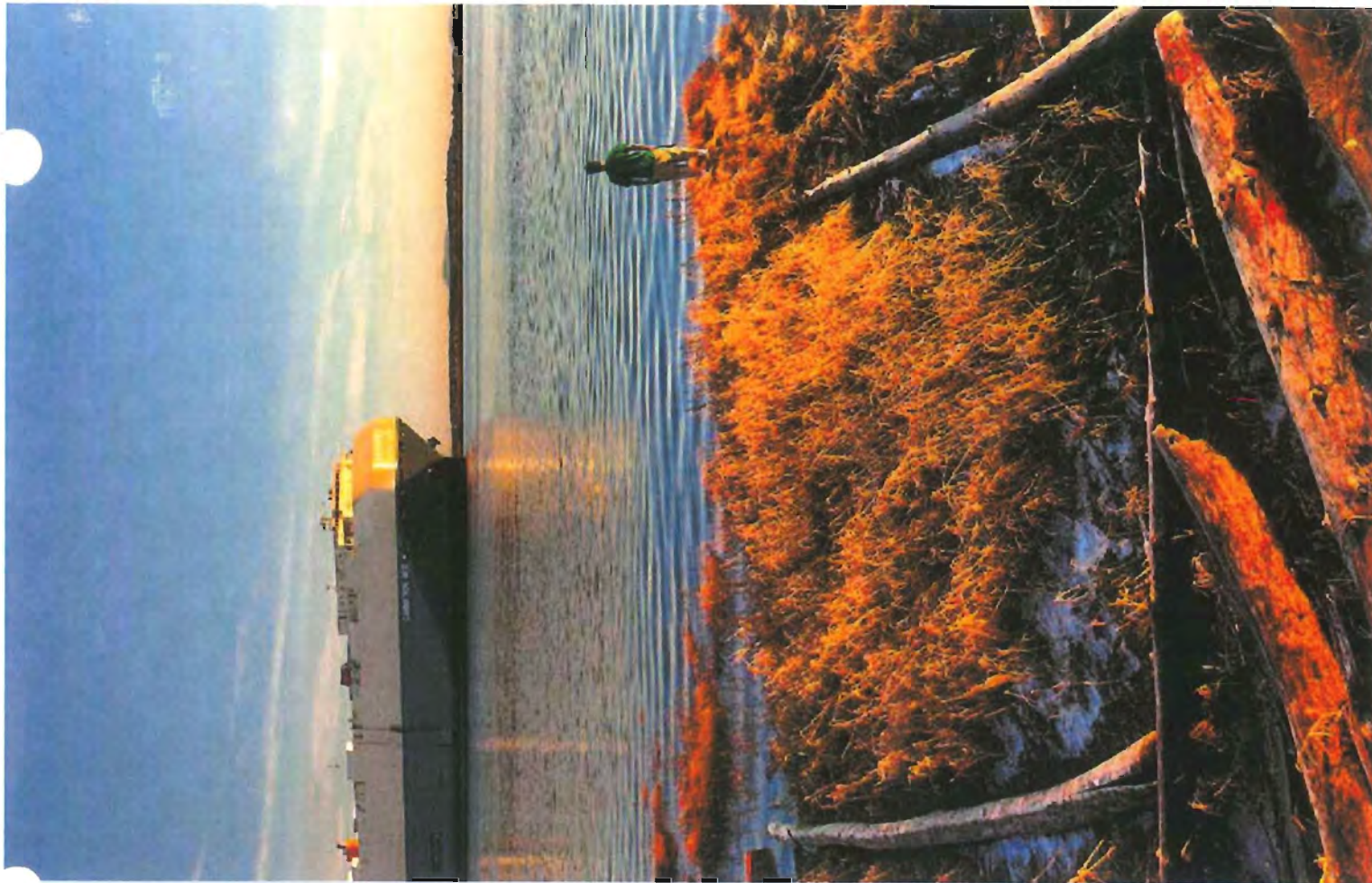
Port Metro Vancouver's Land Use Plan includes eight land use designations that are consistent across the Port's jurisdiction, each having a specific intent and list of associated uses. A set of detailed land use designation maps is available on Port Metro Vancouver's website.

The purpose of land use designations is to provide for the orderly development and management of lands and waters within Port Metro Vancouver's jurisdiction, and to provide clarity on long-term development. The designations apply to all lands and waters within the Port's jurisdiction, and identify the types of uses that may be considered on each site. For administrative purposes, land use designations generally extend to the navigation channel. However, the actual water area available for development and vessel moorage will vary and may be restricted by local water depth, environmental and navigational considerations, and other factors. All developments and activities proposed within the Port's jurisdiction are subject to the Port's Project Review Process and approvals, and must be consistent with the uses permitted under the *Canada Marine Act* and the Port's Letters Patent.

LAND AND WATER DESIGNATION CHARACTERISTICS

The land and water designations have the following characteristics:

- **Applicable to all areas:** the designations apply to all lands and waters within the Port's jurisdiction.
- **Provide flexibility:** the designations indicate the general use of a site while identifying other potential uses on a primary, ancillary or conditional basis.
- **Clear and accurate mapping:** the system of designations supports the orderly development and management of lands and waters within the Port's jurisdiction.
- **Align with Port mandate:** the designations are consistent with the mandate of Port Metro Vancouver under the *Canada Marine Act* and the Port's Letters Patent.



7.1 Land Use Policies

The following are land and marine use policies that apply to all areas of the port.

Parking

Vehicle or truck parking is permitted in all land-based designations on a permanent or temporary basis where compatible with primary uses on the site, subject to applicable regulations and guidelines.

Utilities and Telecommunications

Utility and telecommunication uses are permitted in all designations where compatible with the primary uses on the site.

- Utility uses include electrical, natural gas, water and sewerage infrastructure.
- Telecommunication uses include cell towers and other related telecommunication infrastructure.

Existing Residential Uses on Foreshore and Uplands

There are a number of existing residential encroachments on the Port's foreshore and upland properties. The Port is pursuing an appropriate mechanism to manage and address these encroachments, consistent with the Letters Patent.

Recreational Docks

Recreational docks (single or shared) may be permitted in the Port Water designation and in certain other locations within the Port's jurisdiction and must be associated with a residential upland use or with the consent of the upland owner. All recreational docks will be reviewed on a case-by-case basis and will be subject to the Port's recreational dock policies and guidelines. Port Metro Vancouver will also consider the applicable policies of the upland municipality.

Float Homes

New or relocated float homes are only permitted within or immediately adjacent to existing float home locations on the Fraser River. No new float homes will be considered within the Port's jurisdiction on the Fraser River unless it meets the following criteria: 1) it is in or immediately adjacent to a permitted float home location; 2a) it is a replacement of an existing float home; or 2b) it is a new float home that does not cause the total number of float homes to exceed the aggregate number allowable under the Letters Patent and applicable Port policies or guidelines. Note: after 2014, the Province of British Columbia will resume responsibility for managing the provincial bed of the Fraser River.

USE DEFINITIONS

There are several categories of uses within each designation:

PRIMARY USE is a use that is considered to be the main and intended use within a specific designation.

ANCILLARY USE is a use that may be considered, as appropriate, on individual sites to support the primary use.

CONDITIONAL USE is a use that may be permitted subject to specific regulations or policies and/or may be permitted on an interim or temporary basis. All conditional uses are subject to Port Metro Vancouver's determination of their appropriateness in a given context.

7.2 Land Use Designation Descriptions

Each land use designation is described below. These include designations that relate to both land and marine uses. Primary and conditional uses associated with these designations are outlined in Figure 10.

<p>Port Terminal</p> <p>Port Terminal areas are primarily designated for deep-sea and marine terminals that handle a variety of commodities, including autos, breakbulk, dry bulk, liquid bulk and containers, as well as cruise passengers. This includes primary uses that support shipping, transportation of goods and passengers, handling of goods, and other uses. Ancillary uses may include offices, storage areas, caretaker facilities, utilities, parking and other uses required to support the primary use.</p>	<p>Commercial</p> <p>Commercial areas are primarily designated for commercial activities related to port or marine support services, tourism-related businesses, transportation of passengers, and the handling and storage of goods. Primary uses in the Commercial designation may include marinas, float plane terminals, warehouses, and tourism-related businesses. Ancillary uses may include offices, storage areas, caretaker facilities, utilities, parking and other uses required to support the primary use.</p>	<p>Conservation</p> <p>Conservation areas are primarily designated for habitat conservation, enhancement, restoration, banking and similar uses, and may be publicly accessible. These areas are generally not intended for development.</p>
<p>Industrial</p> <p>Industrial areas are primarily designated for light to heavy industrial activities in support of port operations and marine support services, including shipping, transportation and the handling of goods, and in some cases including the manufacturing of goods. Primary uses may include intermodal yards, container storage facilities, transloading facilities, ship repair and barge moorage activities. Ancillary uses may include offices, storage areas, caretaker facilities, utilities, parking and other uses required to support the primary use.</p>	<p>Log Storage and Barge Moorage</p> <p>Log Storage and Barge Moorage areas are primarily designated for log storage, barge moorage and associated activities.</p>	<p>Port Water</p> <p>The Port Water designation primarily applies to open water and foreshore areas adjacent to port and non-port lands that are generally intended for shipping, navigation and anchorages.</p>
	<p>Recreation</p> <p>Recreation areas are primarily designated for public recreational use such as parks and viewing areas. Examples include Crab Park at Portside and New Brighton Park in Vancouver, and the public viewing platforms on the south side of Queensborough in New Westminster.</p>	<p>Special Study Area</p> <p>Special Study Areas are sites that require additional study, consultation and planning to determine their future use through a Land Use Plan amendment. Until further analysis can be completed, the current use remains unchanged.</p>

Figure 10: Primary and Conditional Uses

The following figure outlines the primary and conditional uses associated with each land use designation. Note that this figure does not provide an exhaustive list of all potential activities that could be considered under this Land Use Plan within a given designation.

Port Metro Vancouver Land Use Designations							
	Port Terminal	Industrial	Commercial	Log Storage and Barge Moorage	Recreation	Conservation	Port Water
Primary Uses							
Conditional Uses							
Terminal (Auto, Bulk, Breakbulk, Liquid Bulk, Containers, Cruise)							
Transportation of Passengers							
Intermodal Yard							
Shipping and Transportation of Goods							
Materials Processing and Manufacturing							
Tug and Barge Operations							
Log Processing							
Marine Support Services							
Warehousing and Distribution Centres							
Marinas							
Float Plane Terminals							
Tourism-related Businesses							
Log Storage							
Booming Grounds							
Barge Moorage							
Boat Moorage							
Public Parks							
Public Recreation Areas							
Public Wharves							
Conservation Areas							
Habitat Compensation							
Habitat Restoration							
Habitat Banking							
Shipping (General)							
Navigation							
Commercial Anchorages							
Existing Use							

8.0 Planning Areas

Port Metro Vancouver's lands and waters are organized into seven planning areas based on geography and port-related activities. The land use designations depicted in the following planning area figures are intended to convey the general distribution of land uses in each area, and are not intended to identify the land use designations for specific sites. Detailed Land Use Plan maps are available on Port Metro Vancouver's website.

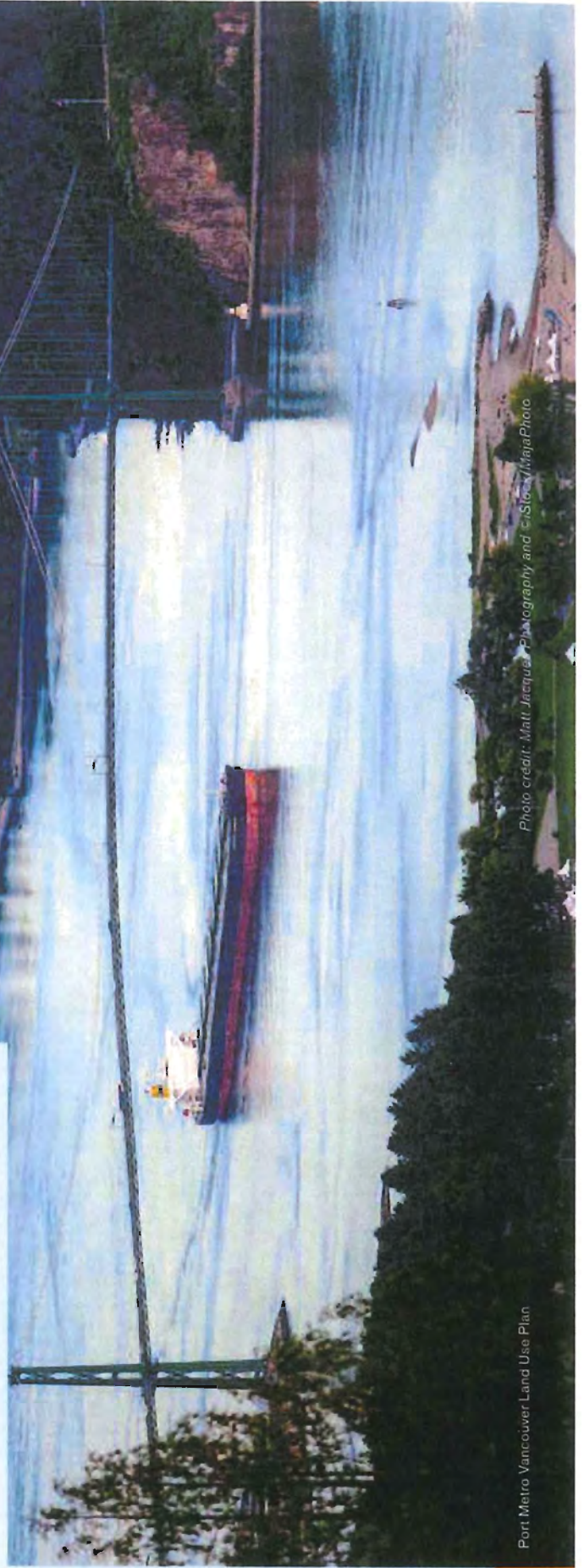


Figure 11: Planning Areas

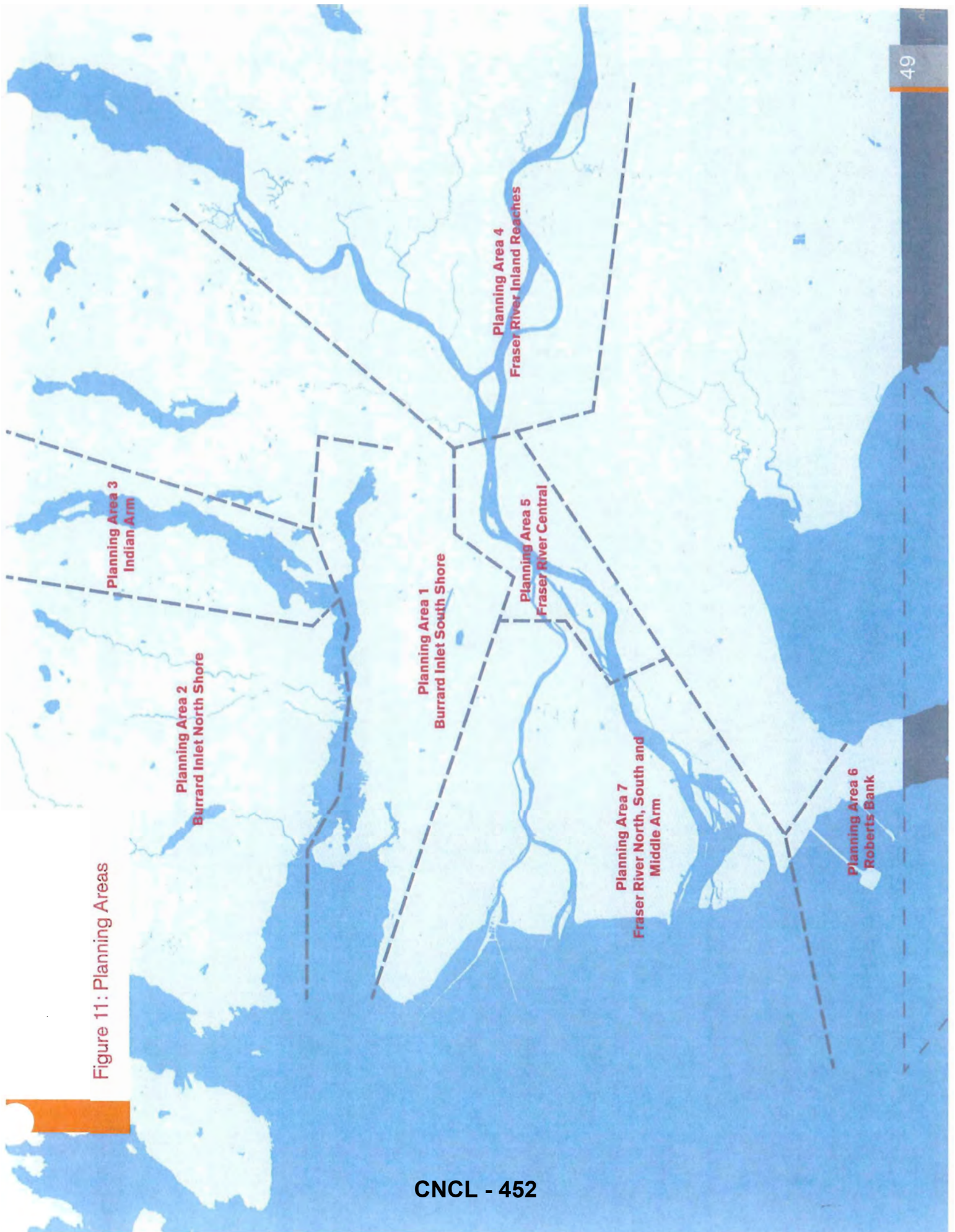


Figure 12: Planning Area 1 Burrard Inlet South Shore



First Nation Reserves
Water outside of Port Metro
Vancouver Management Jurisdiction

Land Use Designations

- Port Terminal
- Industrial
- Commercial
- Log Storage and Barge Moorage
- Recreation
- Conservation
- Port Water
- Special Study Area

For detailed Land Use Plan maps,
please visit Port Metro Vancouver's website.

8.1 Planning Area 1

Burrard Inlet South Shore

Burrard Inlet South Shore spans from Stanley Park in Vancouver to Port Moody Arm in Port Moody. It also includes the East Vancouver Port Lands (EVPL) sub-area, which borders Victoria Drive to Boundary Road and Commissioner Street to McGill Street in Vancouver. This sub-area has its own area plan containing specific policies related to port development.

Planning Area 1, along the south shore of Burrard Inlet, borders the municipalities of Vancouver, Burnaby and Port Moody, and the reserve lands of the Squamish Nation.

In 2013, the area handled over 30 million metric tonnes of cargo and over 812,000 cruise passengers. Major terminals along the South Shore include Canada Place, Centerm, Vanterm, Cascadia, Stanovan, Shellburn, Kinder Morgan Westridge, Burrard Products Terminal and Pacific Coast Terminals. Collectively, these terminals move cruise passengers, containers, dry bulk, liquid bulk, and breakbulk cargo. The area is connected to the main Canadian Pacific Railway (CP) corridor, with access for Canadian National Railway (CN) and Burlington Northern Santa Fe Railway (BNSF), and regional truck routes to the rest of Canada.

The South Shore includes industrial and commercial activities, float plane operations, anchorages, and a number of conservation and recreational uses and waterfront parks.

There will be continued growth of port-related uses in all commodity sectors on the South Shore, particularly in container, dry bulk and liquid bulk activities, and industrial uses.

Further intensification of port-related industrial uses on existing sites is likely, particularly as the availability of industrial lands in the region becomes more limited.

Current and future investments in rail and road infrastructure through initiatives such as the South Shore Corridor Project are expected to improve operational efficiencies and lessen impacts from rail noise and traffic generated by port-related activities in the community.

The close proximity of residential areas to port-related activities and conversion of former industrial lands to non-industrial uses create the potential for conflicts between port-related and non-industrial uses. Solutions will require careful planning and collaboration between the Port and adjacent municipalities and First Nations.



The South Shore is one of the major trading areas in Port Metro Vancouver and benefits from a deep-sea shipping channel.

Figure 13: Planning Area 2 Burrard Inlet North Shore



First Nation Reserves
Water outside of Port Metro
Vancouver Management Jurisdiction

Land Use Designations

- Port Terminal
- Industrial
- Commercial
- Log Storage and Barge Moorage
- Recreation
- Conservation
- Port Water
- Special Study Area

For detailed Land Use Plan maps,
please visit Port Metro Vancouver's website.

8.2 Planning Area 2

Burrard Inlet North Shore

The North Shore extends from the southeast area of Ambleside Park in West Vancouver to Cates Park/Whey-ah-Wichen in the District of North Vancouver.

Planning Area 2, along the north shore of Burrard Inlet, borders the District of West Vancouver, the City of North Vancouver, the District of North Vancouver, and the reserve lands of the Squamish and Tseil-Waututh Nations.

This Planning Area borders a deep-sea shipping channel and is one of the major trading areas in the port. In 2013, the North Shore handled over 23 per cent of all cargo volume through the port, and remains an integral connection for Canadian exports to overseas markets. It is a critical export gateway to the Asia-Pacific region and supports export-based industries, including agriculture, forestry, mining and manufacturing in British Columbia and across Canada. It also provides important import services for products such as metal concentrates, phosphate rock, petroleum products, salt, steel, pipe and project cargo.

Major terminals and industrial activities in this area include Richardson International, Cargill, Neptune, Lynnterm, Univar Canada, Canexus, Vancouver Wharves, Fibreco, and Seaspan. Collectively, these terminals move project cargoes, dry bulk, liquid bulk and breakbulk products, and Seaspan Terminal provides various marine services including shipbuilding. There are some industrial

and commercial uses, anchorages, as well as conservation and recreation activities in the area. This area includes a main rail line for Canadian National Railway (CN).

It is anticipated that there will be continued growth of port-related uses in all commodity sectors on the North Shore, particularly in dry bulk, liquid bulk and breakbulk activities. Further intensification of port-related industrial uses on existing sites is likely, particularly as industrial lands in the region become more limited.

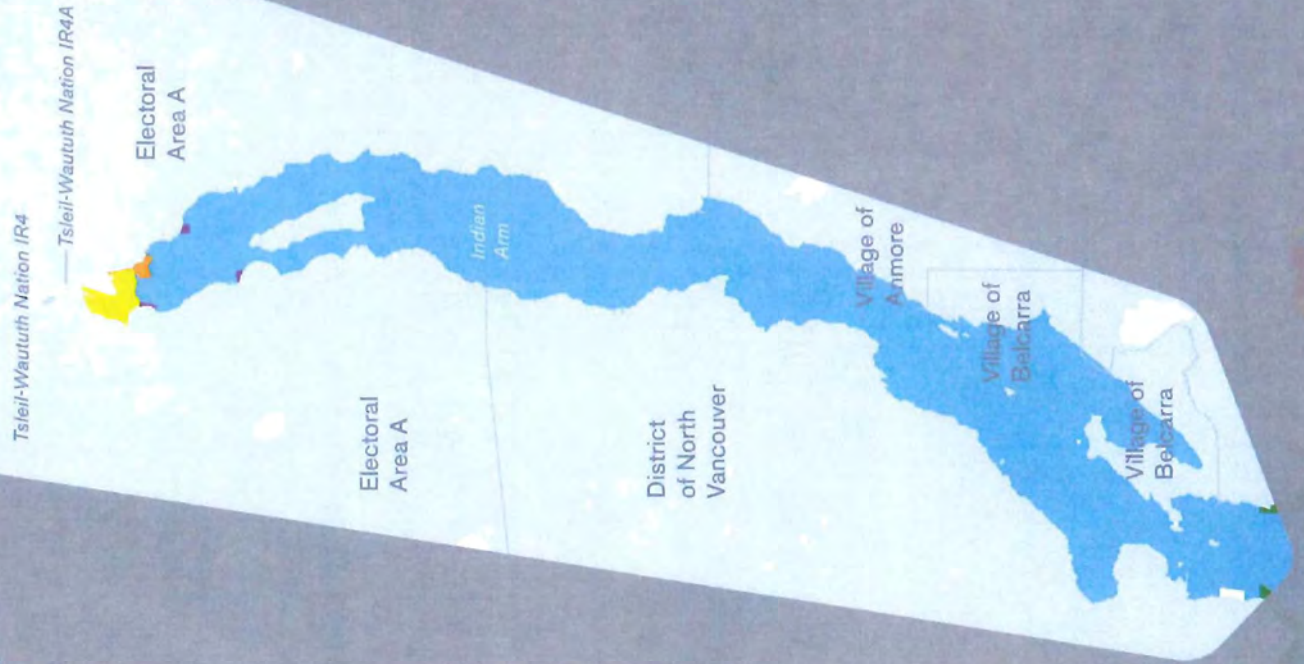
Current and future investments in rail and road infrastructure, such as through the Low Level Road and other improvement projects, are expected to improve operational efficiencies and lessen impacts from rail noise and traffic generated by port-related activities in the community.

The close proximity of residential areas to port-related activities and conversion of former industrial lands to non-industrial uses create the potential for conflicts between port-related and non-industrial uses. Solutions will require careful planning and collaboration between the Port and adjacent municipalities and First Nations.



In 2013, the North Shore handled over 23 per cent of all cargo volume through Port Metro Vancouver, and remains an integral connection for Canadian exports to overseas markets.

Figure 14: Planning Area 3 Indian Arm



First Nation Reserves
Water outside of Port Metro
Vancouver Management Jurisdiction

Land Use Designations

- Port Terminal
- Industrial
- Commercial
- Log Storage and Barge Moorage
- Recreation
- Conservation
- Port Water
- Special Study Area

For detailed Land Use Plan maps,
please visit Port Metro Vancouver's website.

8.3 Planning Area 3

Indian Arm

Planning Area 3 extends from Cates Park/Whye-ah-Wichen in the District of North Vancouver to the Indian Arm Estuary. Indian Arm is a natural fjord characterized by deep water, steep slopes and undeveloped upland forests.

The area borders the District of North Vancouver, the Villages of Belcarra and Anmore, Port Moody, Electoral Area A, and the reserve lands of the Tsleil-Waututh Nation.

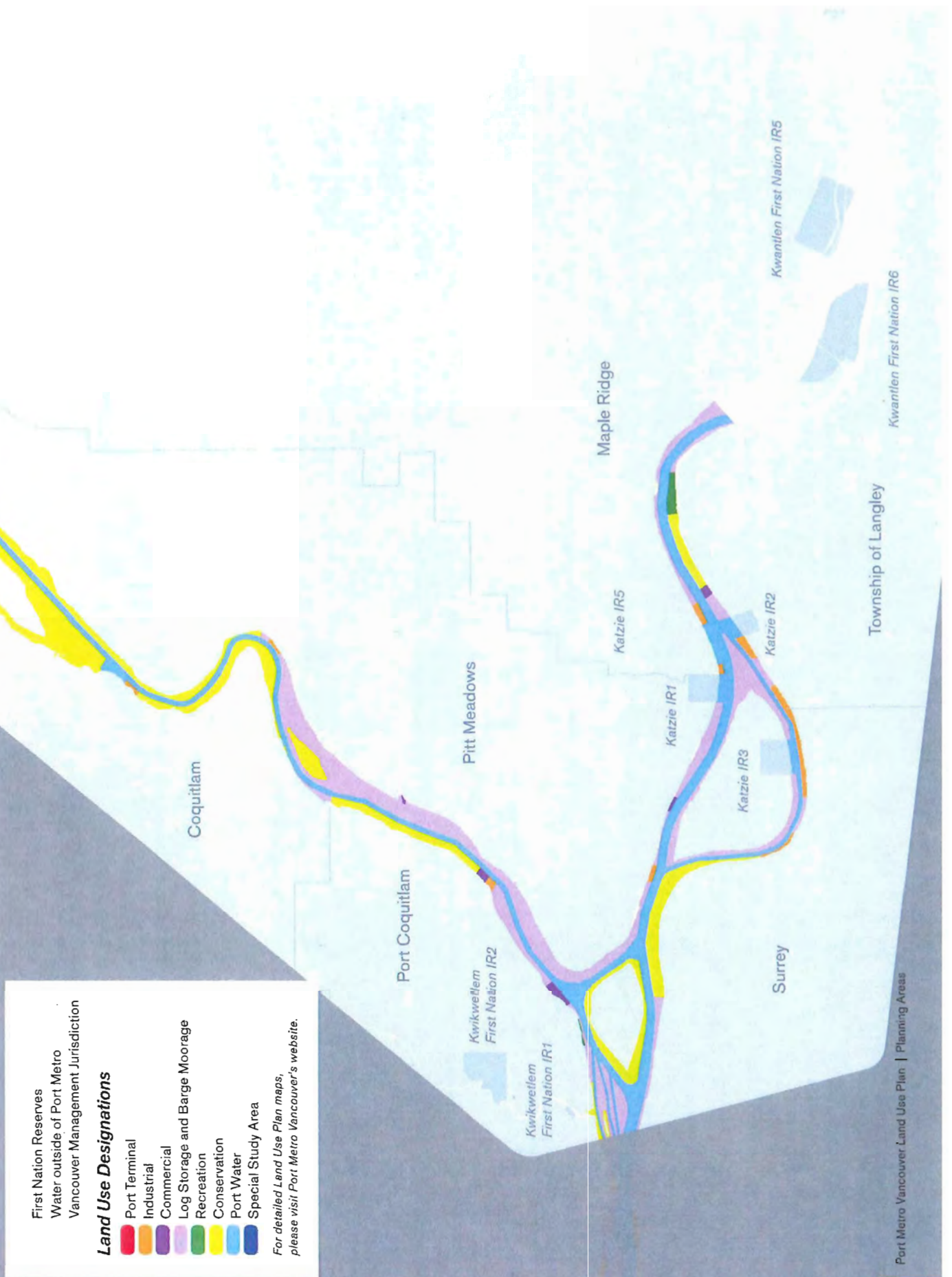
A majority of the upland area in Indian Arm consists of local, regional and provincial parks. Cates Park/Whye-ah-Wichen, meaning "Facing the Wind", and Indian Arm Provincial Park/Say Nuth Khaw Yum, named after the fierce serpent that once laid across the fjord, reflect the area's rich First Nations history and culture. Indian Arm also includes two Metro Vancouver Regional Parks: Thwaytes Landing and Belcarra Regional Park.

Existing uses include residential moorage facilities, marinas and public wharves. Future port-related uses in this area will likely continue to be limited, mainly consisting of a mix of commercial, recreational and conservation uses.



Cates Park/Whye-ah-Wichen, meaning "Facing the Wind", and Indian Arm Provincial Park/Say Nuth Khaw Yum, named after the fierce serpent that once laid across the fjord, reflect the area's rich First Nations history and culture.

Figure 15: Planning Area 4 Fraser River Inland Reaches



8.4 Planning Area 4

Fraser River Inland Reaches

Planning Area 4 extends east from the Port Mann Bridge to Pitt River and Kanaka Creek in Maple Ridge.

The Inland Reaches in the Fraser River border the municipalities of Port Coquitlam, Pitt Meadows, Surrey, the Township of Langley, the District of Maple Ridge and the reserve lands of the Katzie First Nation.

The Fraser River Inland Reaches area mainly consists of domestic and local navigation channels, which are relatively shallow in depth. The area is primarily used for log storage, industrial, commercial, conservation and recreational uses. Future port-related uses in this area will likely continue to include a mix of existing uses.



The majority of the forest products moving through the Fraser River Inland Reaches include domestic logs and domestic woodchips. Other forest products include lumber, pulp, and paper which are moved in containers or as breakbulk through other terminals.

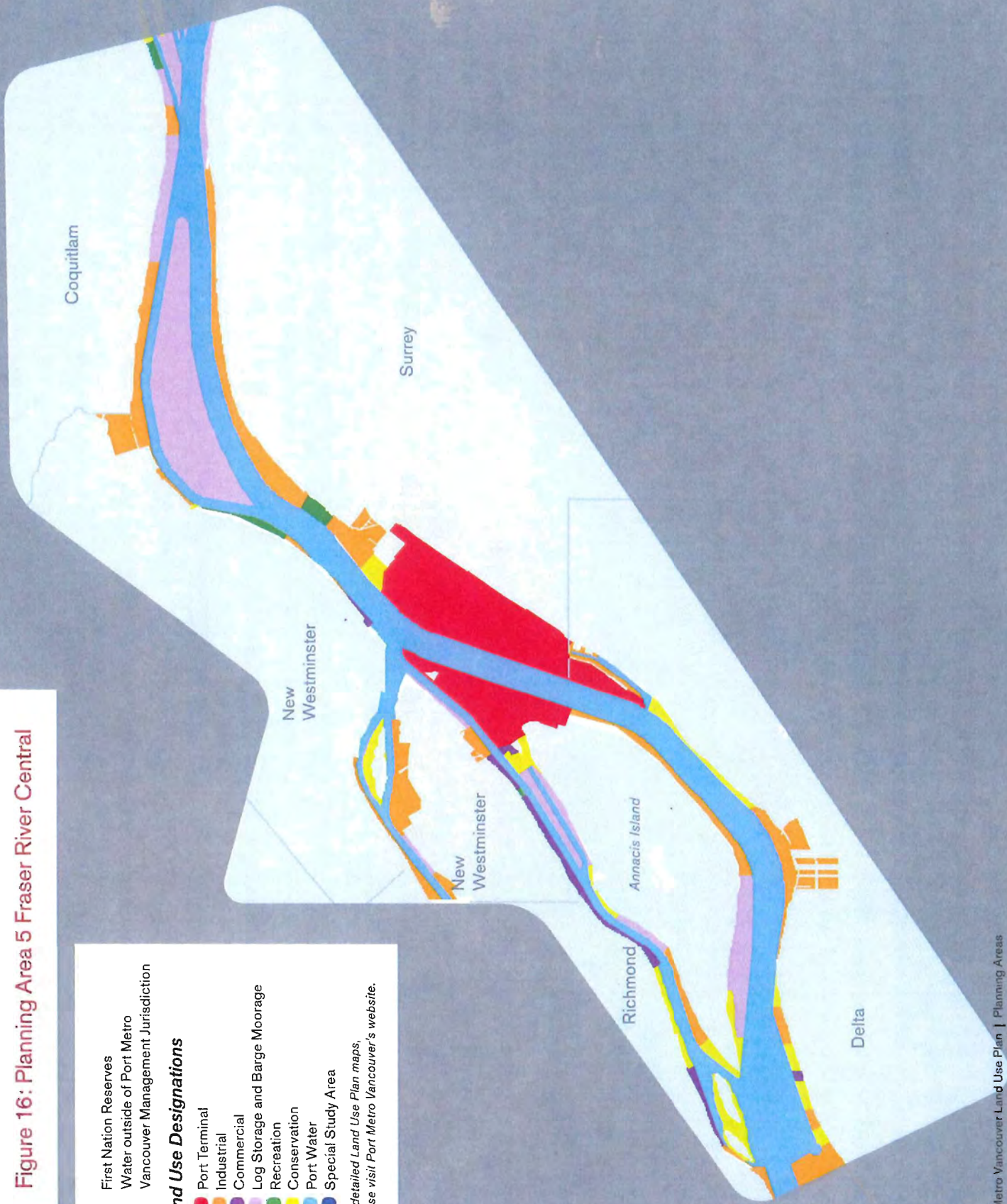
Figure 16: Planning Area 5 Fraser River Central

First Nation Reserves
Water outside of Port Metro
Vancouver Management Jurisdiction

Land Use Designations

- Port Terminal
- Industrial
- Commercial
- Log Storage and Barge Moorage
- Recreation
- Conservation
- Port Water
- Special Study Area

For detailed Land Use Plan maps, please visit Port Metro Vancouver's website.



8.5 Planning Area 5

Fraser River Central

Planning Area 5 extends from approximately three kilometres southwest of the Alex Fraser Bridge on the south reach to west of the Port Mann Bridge, and is the main area of port activity on the Fraser River.

Fraser River Central borders the municipalities of Richmond, Delta, New Westminster, Surrey and Coquitlam. The western boundary of the Planning Area coincides with the provincial bed of the Fraser River.

The Fraser River Central area has a deep-sea shipping channel up to Fraser Surrey Docks. The Planning Area includes two deep-sea terminals: Fraser Surrey Docks in Surrey, which handles a variety of bulk and breakbulk products as well as containers, and Wallenius Wilhelmsen Logistics (WWL) on Annacis Island in Delta, which specializes in automobiles. There is also a wide variety of port-related industrial and commercial uses such as barge moorage, ship repair, shipbuilding, marinas, fuelling facilities, log storage and river-related commercial activities. Conservation and recreational uses also exist throughout this area.

As potential growth becomes limited in the Burrard Inlet North and South Shore Planning Areas, it is possible that more upland and foreshore areas of Planning Area 5 will be developed to accommodate port-related activities, particularly if the navigational draft increases.

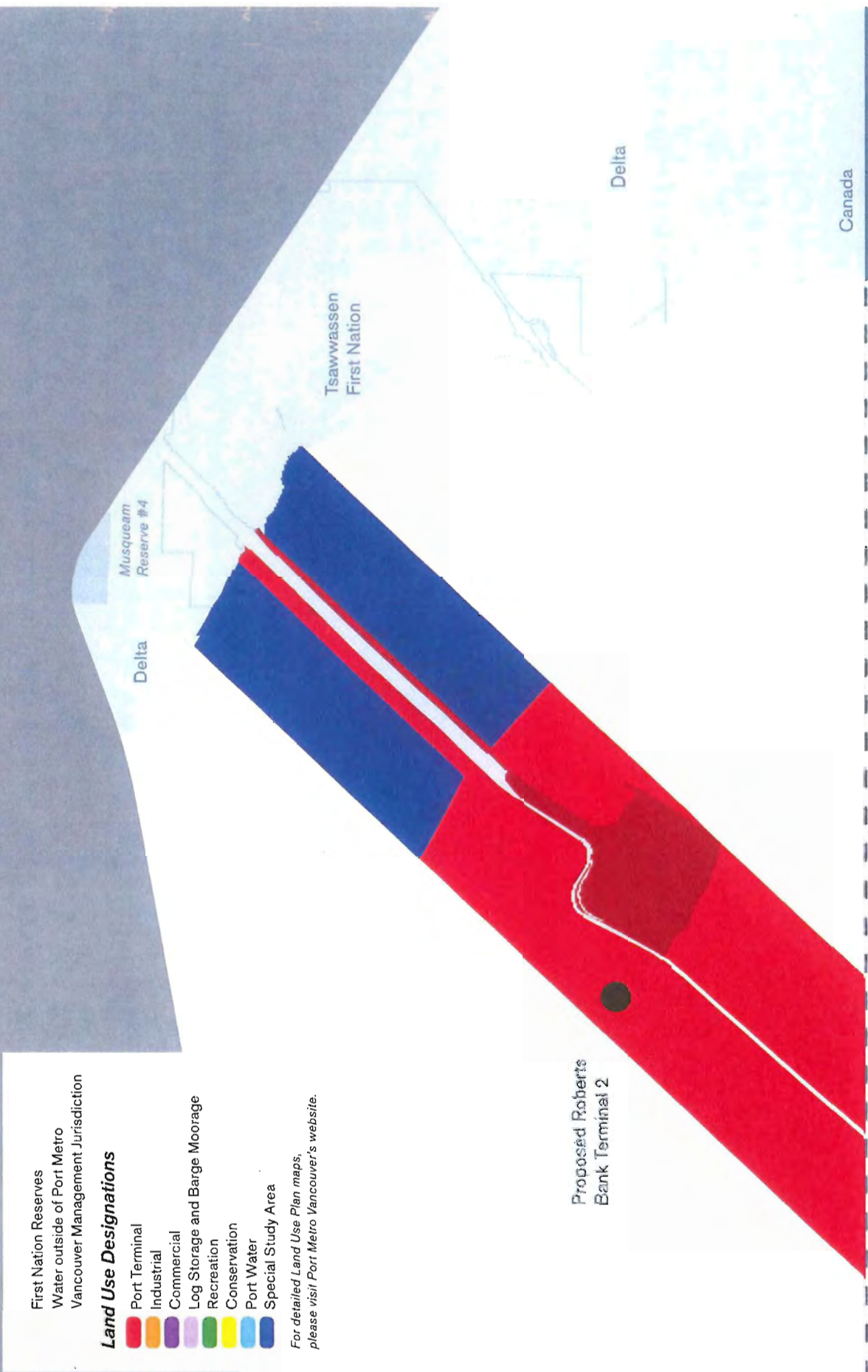
It is likely that there will be further intensification of port-related industrial uses on existing sites, particularly as industrial lands in the region become more limited.

Similar to other areas of the port, the Fraser River Central Planning Area is facing the continued conversion of former industrial uplands to residential and other non-industrial uses. This may increase the potential for conflicts between port-related and non-industrial uses in the community. Solutions will require careful planning and collaboration between the Port and adjacent municipalities and First Nations.



This area will continue to be the main hub of shipping and goods movement in the Fraser River, with anticipated intensification of use and growth in all cargo sectors.

Figure 17: Planning Area 6 Roberts Bank



8.6 Planning Area 6

Roberts Bank

Planning Area 6 in Roberts Bank extends into the Strait of Georgia from the foreshore of the Corporation of Delta and the Tsawwassen First Nation lands.

Port Metro Vancouver facilities in this area consist of a 105-hectare artificial land mass and causeway originally built by the federal government in the 1960s, expanded in the 1980s, and expanded further by the Port in 2009 with the Deltaport Third Berth project.

Roberts Bank is one of the main trading areas of the Port, and contains one of the Port's largest bulk facilities, Westshore Terminals, and its largest container terminal, Deltaport. In 2013, over 43 million metric tonnes of container and bulk cargo flowed through Roberts Bank. It is served by a rail and road system that connects to major regional, national and United States rail and highway systems.

The Roberts Bank Planning Area is anticipated to undergo significant growth over the next 10 years as part of the Container Capacity Improvement Program (CCIP), a long-term strategy to deliver projects to meet anticipated growth in container capacity demand through a series of terminal road and rail improvements. This Planning Area also includes the proposed new container terminal known as the Roberts Bank Terminal 2 project that would significantly expand container capacity in response to projected demand. Further intensification of port-related activities and uses is likely to continue at the existing site.



Container traffic through Canada's Pacific Gateway is expected to double over the next 10 to 15 years. Current projections indicate approximately four million TEUs (twenty-foot equivalent units) of additional capacity will be needed to meet Canada's west coast container demand by 2030.

Figure 18: Planning Area 7 Fraser River North, South and Middle Arm



8.7 Planning Area 7

Fraser River North, South and Middle Arm

Planning Area 7 extends from the North Arm Jetty and Sturgeon Bank to the north end of Boundary Road in New Westminster, and from the Sand Heads to just east of Tilbury Island.

This Planning Area in the North, South (also referred to as the Main Arm) and Middle Arms of the Fraser River borders The University of British Columbia, Vancouver International Airport (YVR), the municipalities of Vancouver, Richmond, Burnaby, Delta and New Westminster, and the reserve lands of the Musqueam Indian Band.

The North, part of the South, and the Middle Arms of the Fraser River are included within a Head Lease with the Province of British Columbia until the end of 2014. After 2014, the Port maintains navigational jurisdiction in these waters, and still holds a number of properties in the upland to support trade activities. Future use of these lands is likely to be similar to current uses, although more intensive use of sites on the South Arm can be anticipated to support the growth in Canada's trade.

The Fraser Richmond port lands, including the Richmond Logistics Hub, is a 700-acre industrial area with excellent transportation access, through CN Rail, the Fraser River, arterial roadways and major highways. This area forms a strategically-located logistics and distribution hub important for the efficient movement of goods to and from the Lower Mainland's four container terminals (Deltaport, Vanterm, Centerm, and Fraser Surrey Dock). As one of the most significant off-dock industrial areas in the Lower Mainland, the Fraser Richmond port lands has some of the highest volumes and most concentrated drayage truck activity in the region. This planning area includes terminal sites capable of supporting substantial growth in trade activity.



After 2014, the Province of British Columbia will resume responsibility for managing the waters and foreshore lands associated with the provincial bed of the Fraser River. The Port will maintain navigational jurisdiction and will continue to hold a number of upland properties to support trade activities.

9.0 Project and Environmental Review

The project and environmental review processes contribute to the goal of integrating social, environmental and economic sustainability into land use and development decision-making.

9.1 Project Review Process

Most physical works on Port Metro Vancouver property require a Project Permit, and sometimes a Port Building Permit. All works on Port lands and waters must be reviewed under the Port's Environment Policy even if a Project Permit is not required.

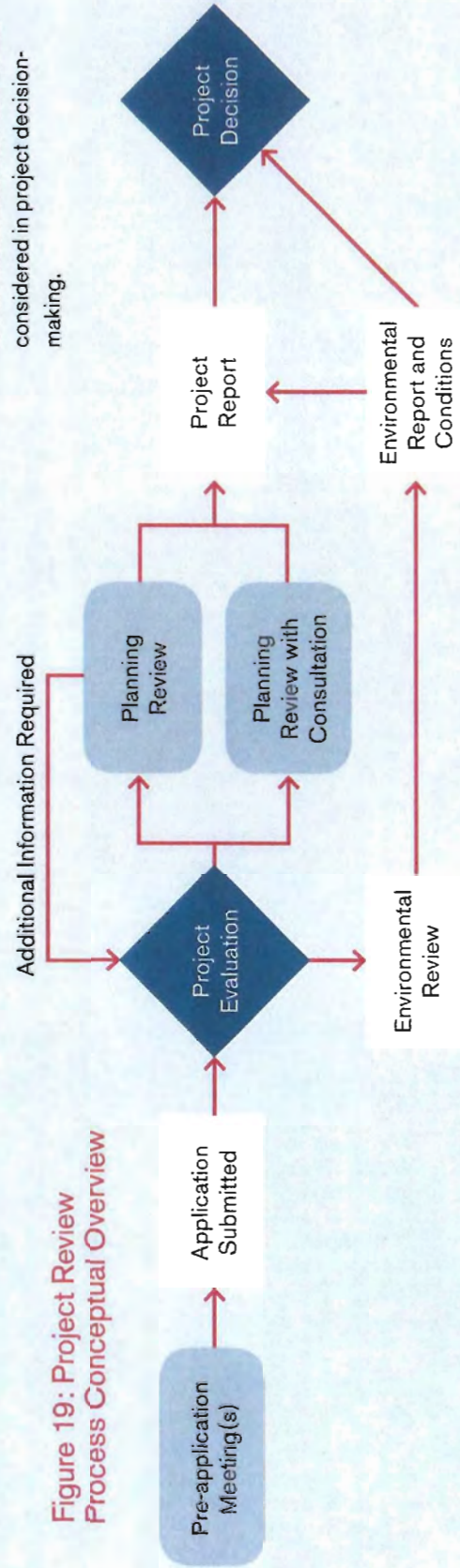
The Project Review Process commences upon receipt of a complete project permit application. Where the proposal involves potential off-site impacts (e.g., traffic, noise, views, glare, dust), Port Metro Vancouver may request the applicant to provide assessments of the impacts and options for mitigative measures. Additional documentation such as studies or professional reviews may be necessary.

The Project Review Process also determines the necessary consultation requirements, which may include referring the project to relevant local governments, First Nations, and/or stakeholders for review and comment, as well as other consultation activities depending on the project's scope and scale, and the level of community interest.

Any such requirements will be identified by the Port during either the pre-application discussions or the Project Review Process.

The Project Review Process ensures that:

- 1) All applicable projects and proposals in the Port's jurisdiction or authority are reviewed, whether they are led by the Port, tenants or others.
- 2) The Process includes planning best practices and environmental reviews mandated under legislation.
- 3) Potentially impacted local communities, First Nations, stakeholders, customers and tenants are consulted and their comments considered in project decision-making.



9.2 Environmental Review

Under the *Canadian Environmental Assessment Act*, 2012 (CEAA), Port Metro Vancouver is a federal authority responsible for assessing non-designated projects.

To fulfill its legal responsibility under the CEAA, the Port maintains an environment policy that outlines how to perform environmental reviews.

The Port's Environment Policy requires that all projects and activities that could have an effect on the lands and waters within the Port's jurisdiction undergo an environmental review, and that potential environmental effects are identified, evaluated, avoided and/or mitigated.

The Port's Environment Policy ensures that:

- 1) The Port reviews all projects and proposals in the Port's jurisdiction that are not "designated" projects under the CEAA.
- 2) The Port must not carry out a project on federal lands, or exercise any power or perform any duty or function that would permit a project to be carried out, in whole or in part, on federal lands, unless the Port first determines that the carrying out of the project is not likely to cause significant adverse environmental effects.



Under the *Canadian Environmental Assessment Act*, 2012, the Port must not make any decisions or carry out any non-designated projects unless the Port determines the project is not likely to cause significant adverse environmental effects.

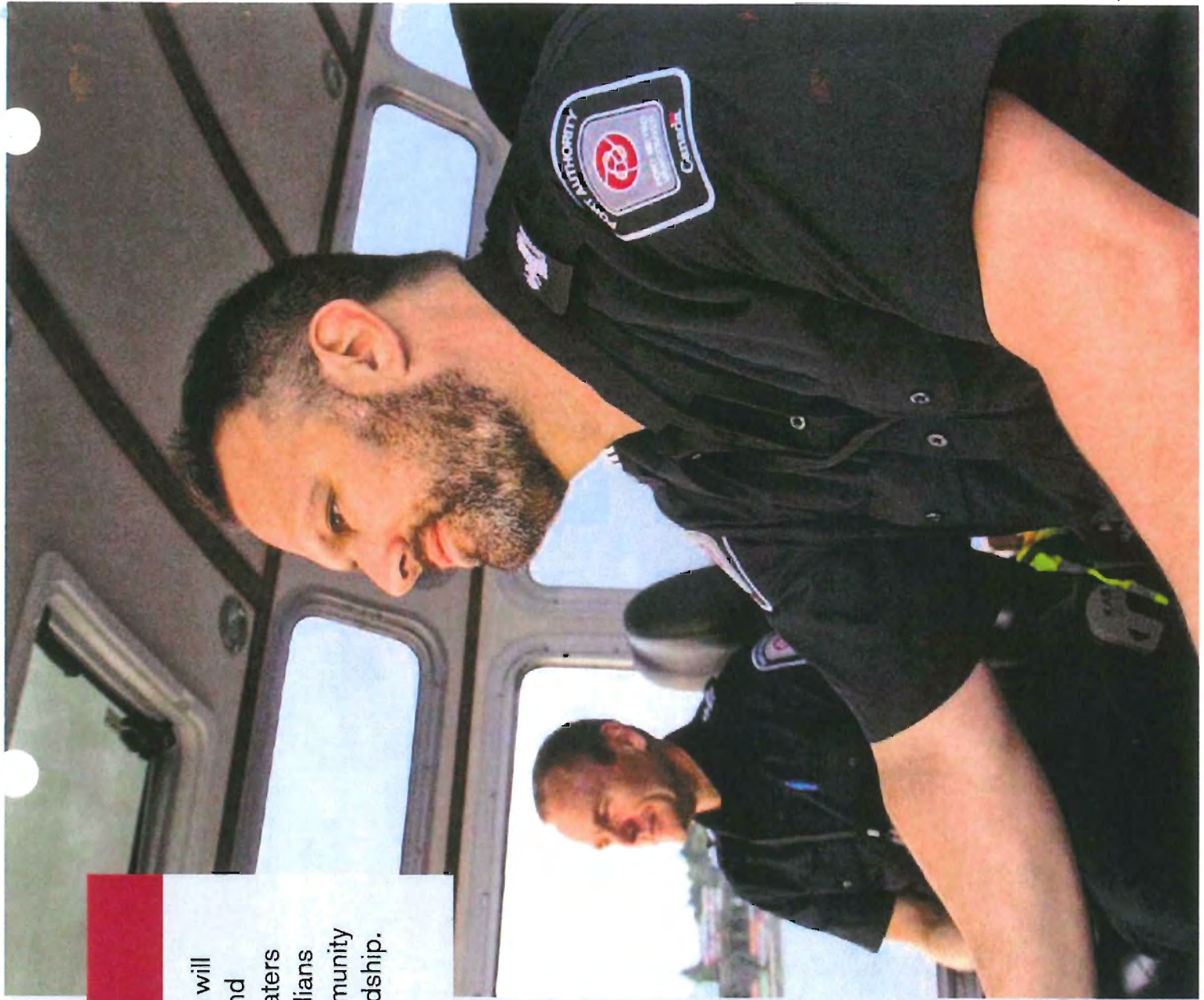
10.0 Implementation

Port Metro Vancouver's Land Use Plan will help guide and manage the planning and development of the Port's lands and waters to facilitate trade on behalf of all Canadians while demonstrating leadership in community engagement and environmental stewardship.

10.1 Role of Port Metro Vancouver

Port Metro Vancouver has primary responsibility for implementing the Plan's policy directions and initiatives, although in many cases implementation will happen in conjunction with other agencies. The implementation measures outlined in Section 10.3, and the measures to be developed in the years to come, serve as an action plan for the Port itself and the broader port community.

The Port's Project and Environmental Review Processes will continue to be key mechanisms for evaluating and consulting on proposed developments within the Port's jurisdiction, guided by the policies and directions established by the Plan.



10.2 Role of Partners

Port Metro Vancouver's partners will play a crucial role in the implementation of the Land Use Plan. In some cases, partners will take the lead in providing the context for achieving the goals and objectives of the Plan, since the long-term prosperity of the port and its surrounding communities are so closely interrelated. Key partners in implementing the Plan include:

Terminal operators, customers and tenants

Through their operations, new projects, corporate initiatives and investments in the Gateway.

Municipalities and First Nations

Through their role in managing the growth of their own communities in a way that supports efficient and effective access to port lands, addressing potential conflicts along the interface between the port and nearby residents and businesses, and through capitalizing on the economic and other opportunities that a thriving port can offer.

Senior government and regional agencies

Through collaborative planning and delivery of infrastructure that supports efficient and effective port operation and sustainable growth.

Transportation service providers

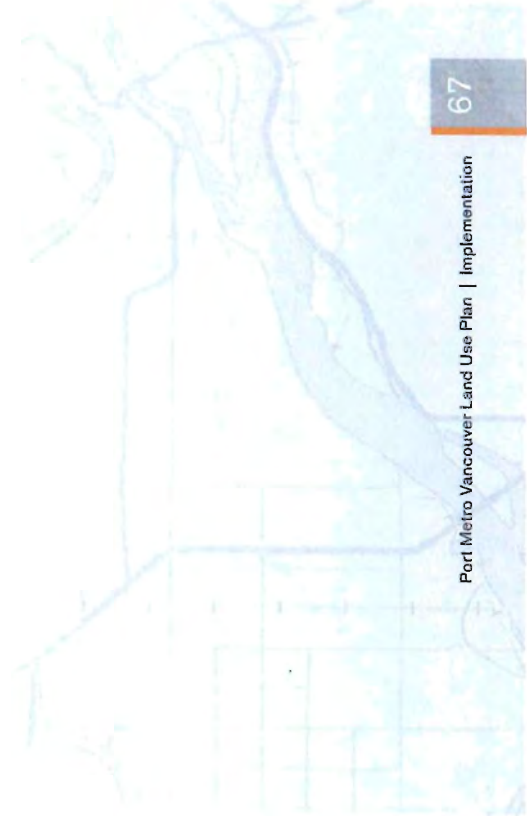
Through the delivery of efficient and effective road, rail and water-based transportation infrastructure and services that enable fluid cargo movement in a manner that is sensitive to the impacts on host communities and supply chain requirements.

Neighbourhoods and individuals

Through engaging with the Port in ongoing and new initiatives, and being aware of the role the Port plays in the livability and prosperity of the region.

FRASER RIVER IMPROVEMENT INITIATIVE

The establishment of the Fraser River Improvement Initiative is an example of a regional collaboration resulting in a five-year initiative to remove derelict structures and vessels from the Fraser River. Port Metro Vancouver will lead this initiative with municipalities and Metro Vancouver, targeting derelict vessels and structures that pose a risk to the environment, wildlife or navigational safety on the Fraser River.



10.3 Implementation Measures

The measures identified below were developed to reflect the Port's commitment to the sound management of its lands and waters, and to the realization of the Land Use Plan's goals, objectives and policy directions. The measures describe the 'how' in terms of realizing the Port's vision for managing growth.

Figure 20 provides an initial list of implementation measures, together with their anticipated timeline. Additional implementation measures will be developed over time and integrated into Port Metro Vancouver programs.

Figure 20: Port Metro Vancouver Land Use Plan Implementation Measures

No.	Implementation Measure	Timeline			
		Short 2014–16	Medium 2016–18	Long 2018+	Ongoing
1	Explore and pursue initiatives with local governments, the Province of British Columbia and other agencies to protect the region's industrial land base – including consideration of an Industrial Land Reserve or similar approach – and identify opportunities to expand the industrial land base to meet the region's long-term needs.				
2	Undertake a study of best practices and opportunities to intensify the use of port terminals.				
3	Develop updated Log Storage Guidelines.				
4	Work with governments and other agencies on the development of a Regional Flood Management Plan.				
5	Collaborate with relevant agencies such as the Pacific Climate Impacts Consortium on sea level rise research and the potential implications for port-related business and infrastructure.				
6	Undertake a comprehensive review of each site designated as a Special Study Area in the Land Use Plan to determine their suitable long-term use. This review will include consultation with affected communities, governments, agencies and stakeholders prior to the associated amendments to this Land Use Plan.				
7	Continue to monitor events and trends to determine and report on progress towards the Port's anticipated future established through the Port 2050 process.				
8	Pursue a Designated Anchorage Area Pilot Project specific to pleasure craft, in partnership with the City of Port Moody.				

No.	Implementation Measure	Timeline			
		Short 2014-16	Medium 2016-18	Long 2018+	Ongoing
9	Participate in TransLink's initiative to prepare a Regional Goods Movement Strategy as part of its overall transportation plan.				
10	Pursue the development and implementation of strategies and initiatives that aim to reduce greenhouse gas intensity as a result of port operations, including the Port's Smart Fleet Trucking Strategy.				
11	Pursue the development and implementation of strategies and initiatives that aim to reduce diesel particulate matter emissions as a result of port operations, including the Port's Non-Road Diesel Emissions Initiative led by the Port and Metro Vancouver.				
12	Update the port air emissions inventory every five years and report annually on progress towards achieving the goals and targets in the Port's Air Action Program.				
13	Apply Port Metro Vancouver's Air and Energy Action Initiative to promote leadership in energy conservation and the use of alternative energy and clean technology.				
14	Continue to implement the five-year Fraser River Improvement Initiative to address the removal of derelict vessels and structures that pose risk to the environment, wildlife safety or impede navigational safety on the Fraser River.				
15	Prepare and implement sustainable development guidelines for developing on port lands and waters.				
16	Strengthen and implement practices through ongoing development of Port Metro Vancouver's environmental management system, in order to promote continuous improvement of the surrounding environment.				
17	Implement and maintain Port Metro Vancouver's Aboriginal Business Directory.				
18	Maintain and monitor Port Metro Vancouver's Community Investment Program.				
19	Update and implement the Port's guidelines for recreational docks.				

No.	Implementation Measure	Timeline			
		Short 2014–16	Medium 2016–18	Long 2018+	Ongoing
20	Develop and implement the Smart Fleet Trucking Strategy to improve the efficiency of port-related truck traffic.				
21	Develop archaeological review guidelines to assist in the review of development proposals.				
22	Evaluate and determine if the East Vancouver Port Lands Area Plan needs to be updated, in consultation with the Burrard View Community Association, the City of Vancouver and area residents.				
23	Implement a Municipal Outreach Program in order to proactively guide efforts to maintain and further develop Port Metro Vancouver's working relationships with local governments and Metro Vancouver.				
24	Support ongoing communication with customers, stakeholders, local governments, First Nations and relevant agencies through measures such as the Municipal Engagement Program, Aboriginal Engagement Strategy, Community Liaison Committees, and regular dialogue and engagement activities.				
25	Complete an evaluation of the Port's Project Review Process.				

10.4 Monitoring and Reporting

Port Metro Vancouver's Land Use Plan is intended to be adaptable to changing conditions. Through monitoring and reporting, the Port is able to ensure that the Land Use Plan will guide the current and future management of the Port's lands and waters while also being responsive to new opportunities, changing market circumstances, and new ideas. Reporting on the implementation of the Land Use Plan will be undertaken through Port Metro Vancouver's annual Sustainability Report to ensure that stakeholders and the public are aware of progress towards achieving the goals and objectives of this Land Use Plan.

10.5 Amendments to the Plan

The Land Use Plan is approved by the Port Metro Vancouver Board of Directors and may be amended from time to time by the Board, consistent with the applicable legislation. Port Metro Vancouver will consider the need for a major review of the Plan five years after its adoption or last major update. The Port may also consider an earlier review of the Plan, should it be deemed necessary.

In order to keep the Plan relevant and to adjust to changing circumstances in support of the Mission and Vision of Port Metro Vancouver, amendments to the Plan may be required from time to time outside of the five-year major reviews of the Plan. An amendment to one element of the Plan may affect several other elements of the Plan, as they may be interdependent. Therefore, any proposed amendment will require a thorough assessment of the potential impacts on the balance of the Plan.

Amendment Process

Amendments to the Land Use Plan are initiated by Port Metro Vancouver, and must be consistent with applicable provisions of the *Canada Marine Act*.

Minor Amendments

Minor amendments would not have a substantive impact on the policies and directions of the Land Use Plan. These may include minor wording refinements, technical updates, or minor designation boundary amendments to reflect lease area adjustments. Consultation is generally not required for such amendments. Port Metro Vancouver will post information on minor amendments, and maintain an up-to-date version of the Land Use Plan, on Port Metro Vancouver's website.

Substantive Amendments

Substantive or major amendments to the Plan would have a significant impact on the policies and directions of the Land Use Plan. These may include changes to land use designations for specific sites, inclusion of new acquisitions or dispositions of land, or substantive revisions to goals, objectives and/or policy directions as set out in the Land Use Plan.

For substantive amendments, the *Canada Marine Act* sets out procedural requirements for public notice and adoption by the Board of Directors. Port Metro Vancouver is committed to undertaking a consultation process to solicit input from interested parties for all proposed substantive amendments to the Land Use Plan. Port Metro Vancouver will post information on substantive amendments, and maintain an up-to-date version of the Land Use Plan on Port Metro Vancouver's website.



Port Metro Vancouver will consider the need for a major review of the Plan five years after its adoption or last major update. The Port may also consider an earlier review of the Plan, should it be deemed necessary.

11.0 Glossary

Berth: An area of water allocated for the wet storage of vessels attached to a fixed or floating structure allowing walk-on access to vessels.

Booming Grounds: An area where boats are used to push or pull logs, booms, bundles or bags for temporary storage prior to shipping.

Breakbulk Cargo: Generalized cargo that is not containerized but may be bundled into specific units. Typical breakbulk cargo includes goods such as lumber, steel, pulp and machinery.

Certificate of Amalgamation: The Certificate of Amalgamation (effective January 1, 2008) issued by the Minister of Transport in accordance with the Port Authorities Management Regulations under which the Vancouver Port Authority, the Fraser River Port Authority and the North Fraser River Port Authority are amalgamated and continued as the Vancouver Fraser River Port Authority.

Channel: An unobstructed waterway that allows the movement of vessel traffic.

Deep Water: A minimum water depth of 2 metres, relative to the Canadian Hydrographic Service Chart Datum.

Dock (Fixed Pier): A non-floating structure extending seaward beyond the shore and to which a ramp (gangway) is usually attached.

Dry Bulk Cargo: Dry cargo that is poured or transferred into ships in bulk, such as grain, sulphur, coal and metal and mineral concentrates.

Environmental Review: A review and evaluation of the possible impacts that a proposed project may have on the environment.

Foreshore: The lands located between the Legal High Water Mark and the Average Low Water Mark.

Green House Gases (GHG) Intensity*: A ratio to express GHG impact per unit of physical activity or unit of economic value (e.g., tonnes of CO₂-equivalent emissions per unit of electricity generated, grams of CO₂-equivalent emissions per TEU, grams of CO₂-equivalent emissions per tonne-kilometre, tonnes of CO₂-equivalent emissions per tonne of product, tonnes of CO₂-equivalent emissions per dollar revenue).

Intermodal: The transshipment of cargo by means of multiple interconnected methods including rail, water, air and road.

Letters Patent: The Letters Patent for the Vancouver Fraser Port Authority issued by the Minister of Transport under the authority of the *Canada Marine Act* that are contained in the Certificate of Amalgamation and that set out the powers of the Vancouver Fraser Port Authority to operate the Port, as amended by Supplementary Letters Patent issued by the Minister of Transport from time to time.

Liquid Bulk Cargo: Liquid cargo, such as crude petroleum, refined petroleum, edible oils, and petrochemicals, that is poured or pumped into or out of ships.

Moorage: A specific location in the water where vessels such as ships, boats and barges are able to tie up at a berth or anchorage.

Off-Dock: Non-marine facilities that assist and extend a port's container and cargo-handling capability by shifting and performing services such as temporary storage, customs clearance and transloading of containers, containerized cargo and general cargo away from the port's main areas of marine and ship-handling activity. Off-dock facilities tend to be located in or near major cities and are typically well connected by road and rail, which facilitates the transfer of containers from the facilities to the seaports and vice versa.

* Source: *The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)*, World Resources Institute.

Project Cargo: Cargo that is destined for major resource and energy construction projects in Western Canada. Typically they are overweight and/or over-sized cargoes.

Shoreline: The general line defined where the water meets the land.

Smart Fleet Trucking Strategy: Port Metro Vancouver's Smart Fleet Trucking Strategy is a three-year plan to improve the long-term sustainability of the container drayage sector by working collaboratively with supply chain partners.

TEU: Twenty-foot equivalent units are the standard measurement for containers. Containers or 'boxes' can come in different sizes – 20-, 40- and 45-foot units. A forty-foot container would equate to two TEUs.

Vancouver Fraser Port Authority (VFPA): Doing business as Port Metro Vancouver, the Vancouver Fraser Port Authority is a corporation under the *Canada Marine Act* that is accountable to the federal Minister of Transport.

Vessel: Any ship, boat, barge, raft, dredge, floating elevator, float plane or other floating craft.

Water Lot: A property that is wholly or partially covered by water.

Acknowledgements

Port Metro Vancouver would like to thank the following organizations and many other members of the community who participated and contributed to the development of this Land Use Plan.

ADESA Vancouver	Environment Canada	Ministry of Forest, Lands and Natural Resource Operations	British Columbia
Against Port Expansion (APE) Community Group	Eric Vance & Associates	Natural Resource Operations	Squamish Nation
Agricultural Land Commission	Fisheries and Oceans Canada	Musqueam Indian Band	Sto:lo Tribal Council
Amix Group	Forrest Marine Ltd.	Nature Canada	Surrey Environmental Partners
Ashcroft Terminal	FortisBC	Nature Guides BC	Teck Coal Ltd.
Barclay Sound Services Ltd.	Fraser Health Authority	Nature Vancouver	TELUS
BC Ministry of Agriculture	Fraser River Coalition	Neptune Terminals	Terminal Forest Products
BC Ministry of Community, Sport and Cultural Development	Fraser River Pile and Dredge	New Westminster Chamber of Commerce	TimberWest Forest
BC Ministry of Environment	Fraser Surrey Docks	Norgate Park Community Association	Township of Langley
BC Ministry of Jobs, Tourism and Innovation	GCT Global Container Terminals Inc.	North Arm Transportation	Trans Mountain Expansion Project
BC Ministry of Transportation and Infrastructure	Gentle Strategies	North Delta Harbour Association	TransLink
BC Ministry of Transportation and Infrastructure, Pacific Gateway Branch	Georgia Strait Alliance	North Shore Waterfront	Transport Canada
BC Nature (Federation of BC Naturalists)	Greater Vancouver Gateway Council	Liaison Committee	Tsawwassen First Nation
BC Trucking Association	Guy Gentner, MLA, Delta North	Northland Asset Management Company	TSI Terminal Systems Inc.
BC Waterfowl Society	Hapag-Lloyd	Nuyroo Research Ltd.	Tsleil-Waututh Nation
Berezan Management (BC) Ltd.	Hemmera	Pacific Coast Marina Ltd.	Univar Canada
BIEAP-FREMP	High Water Ventures Ltd.	Pacific Coast Terminals	Vancouver Airport Authority
BNSF Railway	Hodder Tug Co. Ltd.	Pacific Metals Recycling International	Vancouver Airport Pipeline
Boundary Bay Conservation Society	ILWU Canada	Pacific Reload	Opposition for Richmond (VAPOR)
Bowen Island Municipality	Imperial Paving Ltd.	Pacific Salmon Foundation	Vancouver Coastal Health
Budget Marine Crane Services	Interfor (International Forest Products Ltd.)	Pacific Spirit Park Society (PSPS)	Vancouver Natural History Society
Burke Mountain Naturalists	International Longshore and Warehouse Union (ILWU)	Pacific Streamkeepers Federation	Vancouver Pile Driving
Burrard Inlet Marine Enhancement Society	Joe Trasolini, MLA, Port Moody - Coquitlam	Pacific Wildlife Foundation	Variety Marine Services Ltd.
Burrard Yacht Club	Katzie First Nation	Parklane Homes/Wesgroup Properties	Vicki Huntington, MLA, Delta South
Burrardview Community Association	Kinder Morgan Canada	Port Community Liaison Committee (Delta)	Village of Ashcroft
Canadian Fertilizer Institute	Kingfisher Docks and Boats	Quayl First Nation	Village of Belcarra
Canadian International Freight Forwarders Association	Kwantlen First Nation	Rabbit River Farms	Village of Lions Bay
Canadian Marine Environment Protection	Kwikwetlem First Nation	Reed Point Marina Ltd.	Vierra
	Ladner Sediment Group	Residential Waterlot	Wesgroup Properties
	Lafarge Canada Inc.	Leaseholders Association	West Coast Reduction Ltd.
	Lehigh Hanson Materials Ltd.	Richardson International Ltd.	Western Stevedoring
	Linwood Homes Ltd.	Richmond Chamber of Commerce	Western Transportation Advisory Council (WESTAC)
	Lyackson First Nation	Save Our Shores Society	Westshore Terminals
	Manitoulin Transport	Schnitzer Steel Canada Ltd.	Wharf Street Committee
	Marine Life Sanctuaries Society of British Columbia	Scotiabank	Winvan Paving Ltd.
	McKeen & Wilson Ltd.	Seaspan	Wreck Beach Preservation Society
	Meadows Marina	Semiamho First Nation	WWL Vehicle Services Canada Ltd.
	Metro Vancouver	Shato Holdings	
	Mill & Timber	South Fraser Action Network	
		Southern Railway of	

Our Mission

To lead the growth of Canada's Pacific Gateway in a manner that enhances the well-being of Canadians and inspires national pride.

Our Vision

To be recognized as a world class Gateway by efficiently and sustainably connecting Canada with the global economy, inspiring support from our customers and from communities locally and across the nation.

Our Values

Collaboration and Teamwork

We work together to achieve our greatest potential. We communicate openly and treat each other with trust and respect.

Customer Responsiveness

We strive to understand our customers' needs and to proactively provide them with distinctive value.

Innovation

We seek new ideas and creative solutions.

Leadership and Accountability

We lead by example, act with integrity and are accountable for our actions.

Our People

We are committed to continuous learning, diversity and balance.

Sustainability

We think long term, considering social, environmental and financial matters.



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Canada

Staff Comments on Port Metro Vancouver Land and Water Use Designations

The PMV Plan has a series of land and water use designations, each having a specific intent and list of associated uses that are part of seven planning areas based on geography and port-related activities. Richmond is largely in PMV's Planning Area 7: Fraser River – North, South and Middle Arm area, with the south eastern most part of Richmond in Planning Area 5: Fraser River – Central. Port properties are designated as either “Port Terminal”, “Industrial”, “Commercial”, “Recreation”, “Conservation”, or “Special Study Area” areas. With the exception of the “Special Study Area” designation, the proposed Plan’s designations are consistent with the 2041 OCP land use designations.

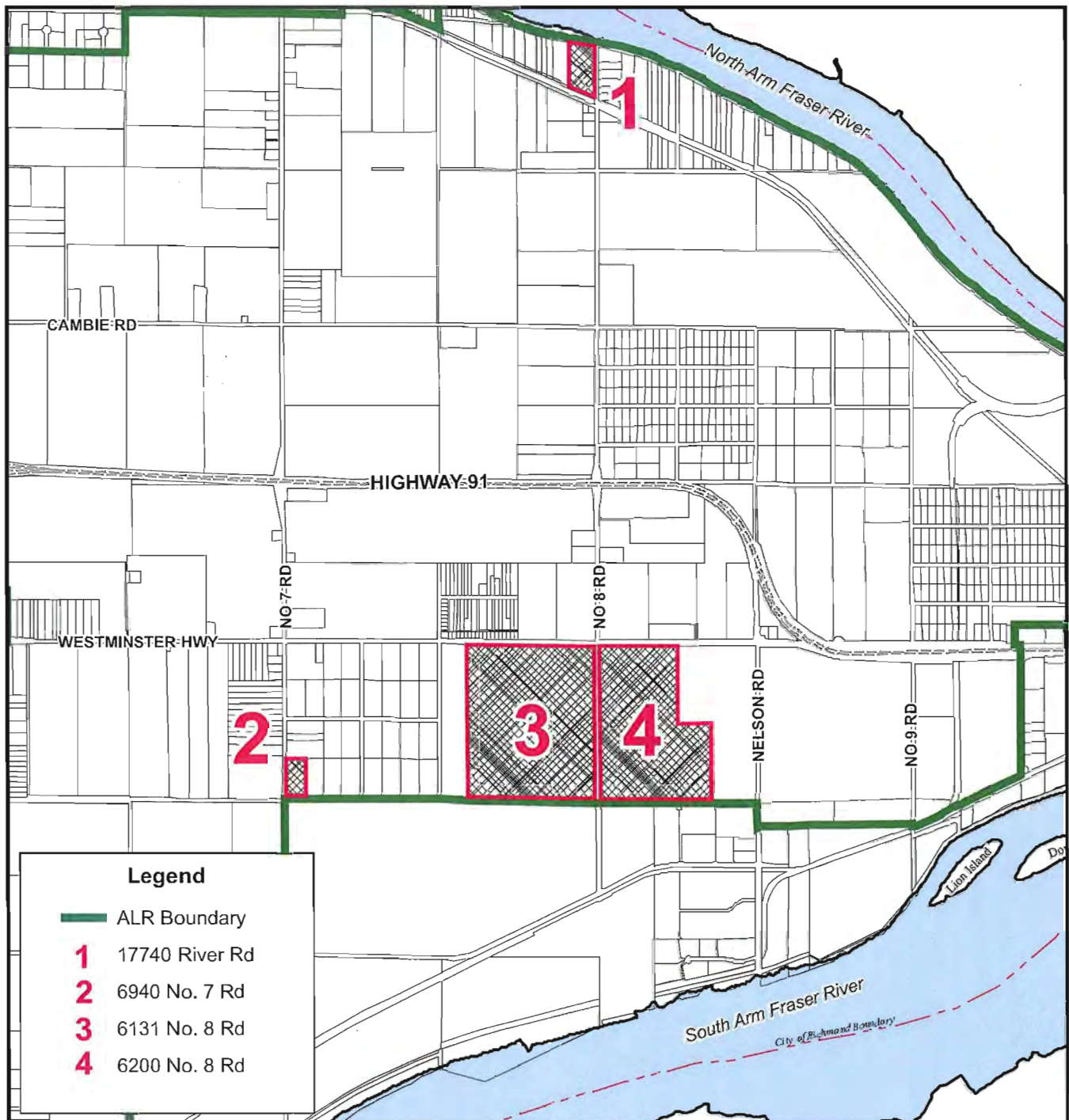
The adopted Plan has designated four properties in the City as “Special Study Area”, which is defined as areas that require further study, consultation and planning to determine their future use through a Land Use Plan amendment. The four properties total 97.2 ha (240 acres) in size, are all located within the ALR, designated “Agriculture” in the 2041 OCP and zoned AG1 Agriculture. The location of these properties can be found on the following page. The table below provides a summary of these properties.

Summary of Properties Designated “Special Study Area”			
No.	Address	Size	Current Land Use
1	17740 River Road	3.05 ha (7.53 acres)	Agriculture (Organic Eggs)
2	6940 No 7 Road	1.88 ha (4.64 acres)	Agriculture (Nursery)
3	6131 No 8 Road	52.67 ha (130.14 acres)	Agriculture
4	6220 No 8 Road	39.62 ha (97.91 acres)	Agriculture

The Plan indicates that the current use of designated “Special Study Area” areas will remain unchanged, until further consultation and analysis can be completed. The review is to include consultation with affected communities, governments, agencies and stakeholders, prior to amending the PMV Land Use Plan. Although the Plan indicates that land in the “Special Study Area” sites can only allow existing uses, (until the review is completed), this does not provide any assurance that the Port will not use them for Port purposes in the future.



City of Richmond



Port Metro Vancouver Special Study Areas

Original Date: 02/28/14

Revision Date: 00/00/00

Note: Dimensions are in METRES



City of Richmond

Report to Committee Planning and Development Department

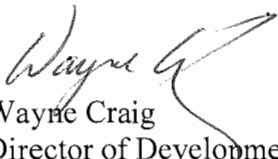
To: Planning Committee
From: Wayne Craig
Director of Development

Date: January 21, 2015
File: RZ 14-666216

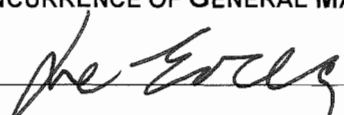
Re: Application by Alan Kwok and Angelina Kwok for Rezoning at
11760 Seaton Road from Single Detached (RS1/E) to Single Detached (RS2/B)

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9182, for the rezoning of 11760 Seaton Road from "Single Detached (RS1/E)" to "Single Detached (RS2/B)", be introduced and given first reading.


Wayne Craig
Director of Development

WC:blg
Att.

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

Staff Report

Origin

Alan Kwok and Angelina Kwok have applied to the City of Richmond for permission to rezone the property at 11760 Seaton Road from “Single Detached (RS1/E)” zone to “Single Detached (RS2/B)” zone to permit subdivision into two (2) lots fronting Seaton Road. An existing dwelling situated on the lot is to be demolished. A map and aerial photograph, showing the location of the subject site is included in Attachment 1. A preliminary subdivision plan is provided in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is included in Attachment 3.

Surrounding Development

The subject property is located in the Shellmont Planning Area, in a primarily single-family residential neighbourhood. Existing development immediately surrounding the subject property is as follows:

- To the north, on either side of Seacastle Drive, are single-family residential lots under Land Use Contract 084.
- To the east, is a residential lot zoned “Two-Unit Dwellings (RD1)”.
- To the south and west, are single-family residential lots zoned “Single Detached (RS1/E)”.

Related Policies & Studies

2041 Official Community Plan (OCP)

The 2041 Official Community Plan (OCP) designation of the subject site is “Neighbourhood Residential (NRES)”. The proposed single-family development complies with the OCP land use designation.

Single-Family Lot Size Policy 5409

The subject site is located within the area governed by Single-Family Lot Size Policy 5409, which was adopted by Council on April 10, 1989, and subsequently amended on October 16, 1995; July 16, 2001 and October 21, 2013 (see Attachment 4). The Lot Size Policy permits the subject site to rezone and subdivide in accordance with the provisions of the “Single Detached (RS2/B)” zone.

Flood Management

The proposed redevelopment must meet the minimum requirements of Richmond Flood Plain Designation and Protection Bylaw No. 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

The rezoning information sign has been installed on the subject site. Staff have not been notified of any concerns expressed by the public regarding the proposed redevelopment.

Analysis

Site Servicing and Vehicle Access

There are no site servicing concerns regarding the proposed rezoning.

Vehicle access to both proposed lots is to be from Seaton Road.

Trees and Landscaping

A Certified Arborist's Report and Tree Retention Plan were submitted by the applicants (see Attachment 5). The report identifies one (1) tree located on City property proposed for removal, one (1) bylaw-sized tree located on-site proposed for removal, and one (1) bylaw-sized tree located on-site proposed for retention.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted an on-site Visual Tree Assessment, and concurs with the Arborist's recommendations as follows:

- One (1) Birch tree (Tag# 33) at 63 cm dbh located on-site is in good condition and should be retained.
- One (1) Cherry tree (Tag# 32) at 53 cm dbh located on-site is in fair condition, but cannot be retained, as it is located within the future building footprint of the proposed east subdivided lot.

Parks Department Staff have authorized the removal of one (1) off-site Plum tree on City property (Tag C) at 81 cm dbh located near the northeast frontage of the subject site, as it will conflict with new driveway construction and engineering servicing upgrades at future development stage. Prior to final adoption of the rezoning bylaw, the applicant is required to submit a contribution in the amount of \$1,300 to the Tree Compensation Revenue Fund for this tree removal.

Tree protection fencing is to be installed at a minimum of 4 m out from the base of the Birch tree (Tag# 33). Tree fencing is to be installed to City standard and in accordance with the City's Bulletin TREE-03 prior to demolition of existing buildings and must remain in place until all construction and landscaping works are completed on-site. To ensure the protection of this tree,

the applicants are required to complete the following prior to final adoption of the rezoning bylaw:

- Submit a Tree Survival Security in the amount of \$1,000.
- Enter into a contract between the applicant and a Certified Arborist for the supervision of works conducted within close proximity to the tree protection zone of the Birch tree (Tag# 33) to be retained. Pending the survival of the tree, the Tree Survival Security will not be released until a post-construction impact assessment report is reviewed to the satisfaction of City Staff.

Consistent with the 2:1 tree replacement guidelines in the OCP and with Council Policy 5032 – Tree Planting (Universal), the applicant is required to plant a total of three (3) replacement trees on the future subdivided lots (two (2) on the proposed west lot and one (1) on the proposed east lot). The replacement trees must be of the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
1	6 cm		3.5 m
2	10 cm		5.5 m

Prior to final adoption of the rezoning bylaw, the applicant is required to submit a Landscaping Security to the City in the amount of \$1,500 (\$500/tree) to ensure that the three (3) replacement trees are planted and maintained on-site. Suitable replacement tree species include the Japanese Snowbell and the Star Magnolia.

Affordable Housing Strategy

For Single-Family rezoning applications, Richmond's Affordable Housing Strategy requires a secondary suite within a dwelling on 50% of new lots created through rezoning and subdivision, or a cash-in-lieu contribution of \$1.00/ft² of total building area towards the City's Affordable Housing Reserve Fund.

The applicants propose to provide a legal secondary suite in the dwelling on one (1) of the two (2) lots proposed at the subject site. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicants are required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. Registration of the legal agreement is required prior to final adoption of the rezoning bylaw. This agreement will be discharged from Title (at the initiation of the applicants) on the lot where the secondary suite is not required by the Affordable Housing Strategy after the requirements are satisfied.

Note: Should the applicants change their minds about the Affordable Housing option selected, a voluntary contribution to the City's Affordable Housing Reserve Fund in-lieu of providing the secondary suite will be accepted. In this case, the voluntary contribution would be required to be submitted prior to final adoption of the rezoning bylaw, and would be based on \$1.00/ft² of total building area of the single detached dwellings to be constructed (i.e., \$4,465).

Subdivision Stage

At subdivision stage, the developer is required to pay Development Cost Charges (City and GVS&DD), School Site Acquisition Charges, Address Assignment Fee, and Engineering Servicing Costs for works outlined in Attachment 6.

Financial Impact or Economic Impact

None.

Conclusion

The rezoning application to permit subdivision of an existing lot into two (2) lots zoned "Single Detached (RS2/B)" is consistent with the applicable policies and land use designations outlined within the Official Community Plan (OCP) and with Single-Family Lot Size Policy 5409.

The applicants have agreed to the list of rezoning considerations (signed concurrence on file) included in Attachment 6.

On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 9182 be introduced and given first reading.



Andrew Yu
Planning Technician (Temp)
(604-204-8518)

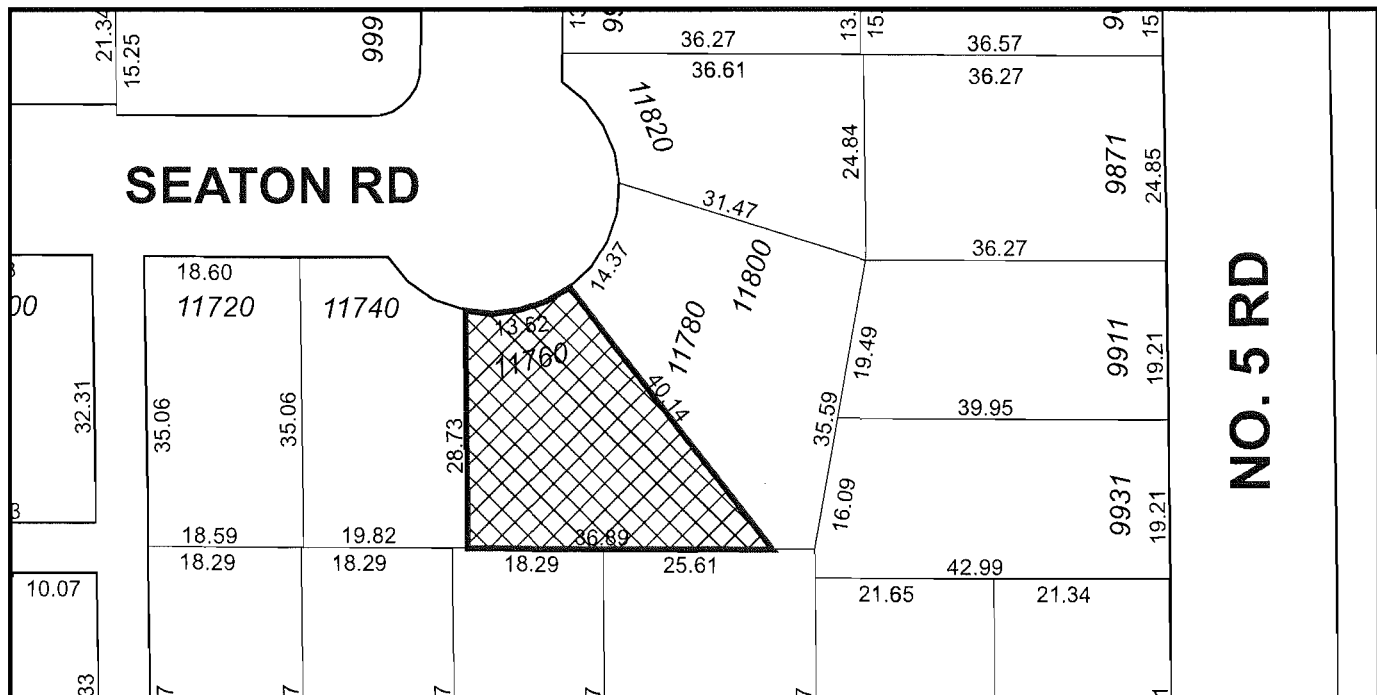
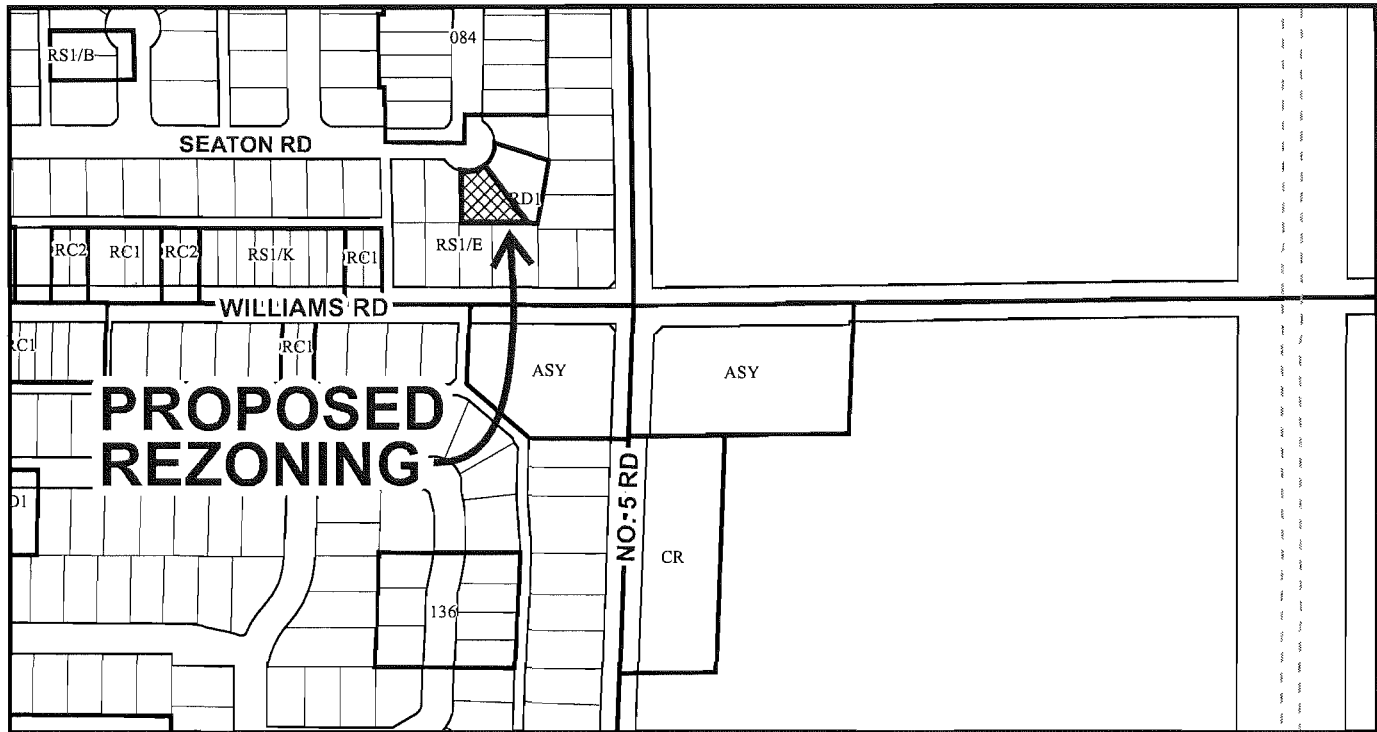
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Attachments:

- Attachment 1: Location Map and Aerial Photograph
- Attachment 2: Preliminary Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Single-Family Lot Size Policy 5409
- Attachment 5: Proposed Tree Retention Plan
- Attachment 6: Rezoning Considerations

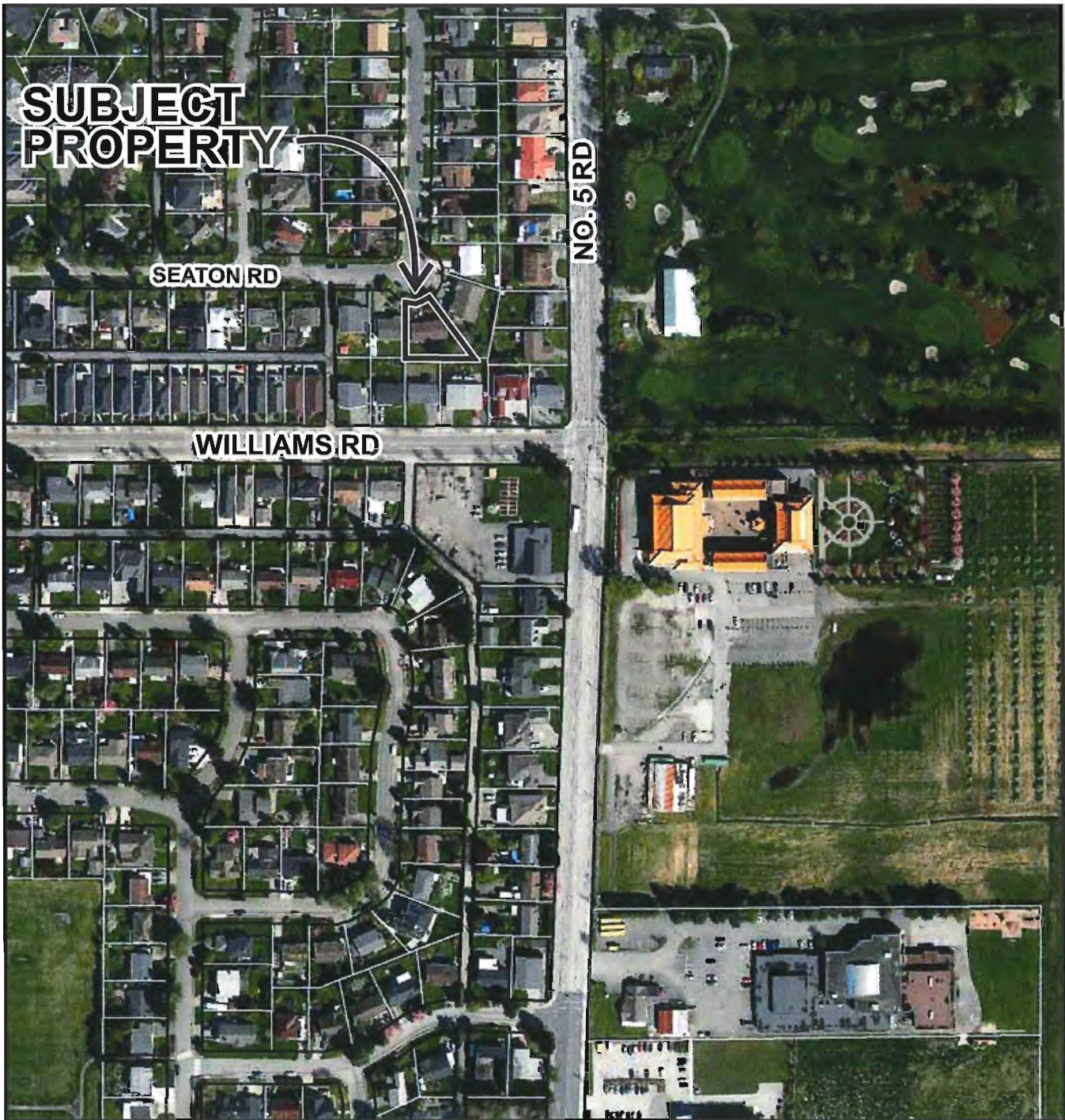


City of Richmond





City of
Richmond



RZ 14-666216

Original Date: 07/08/14

Revision Date:

Note: Dimensions are in METRES

CNCL - 486

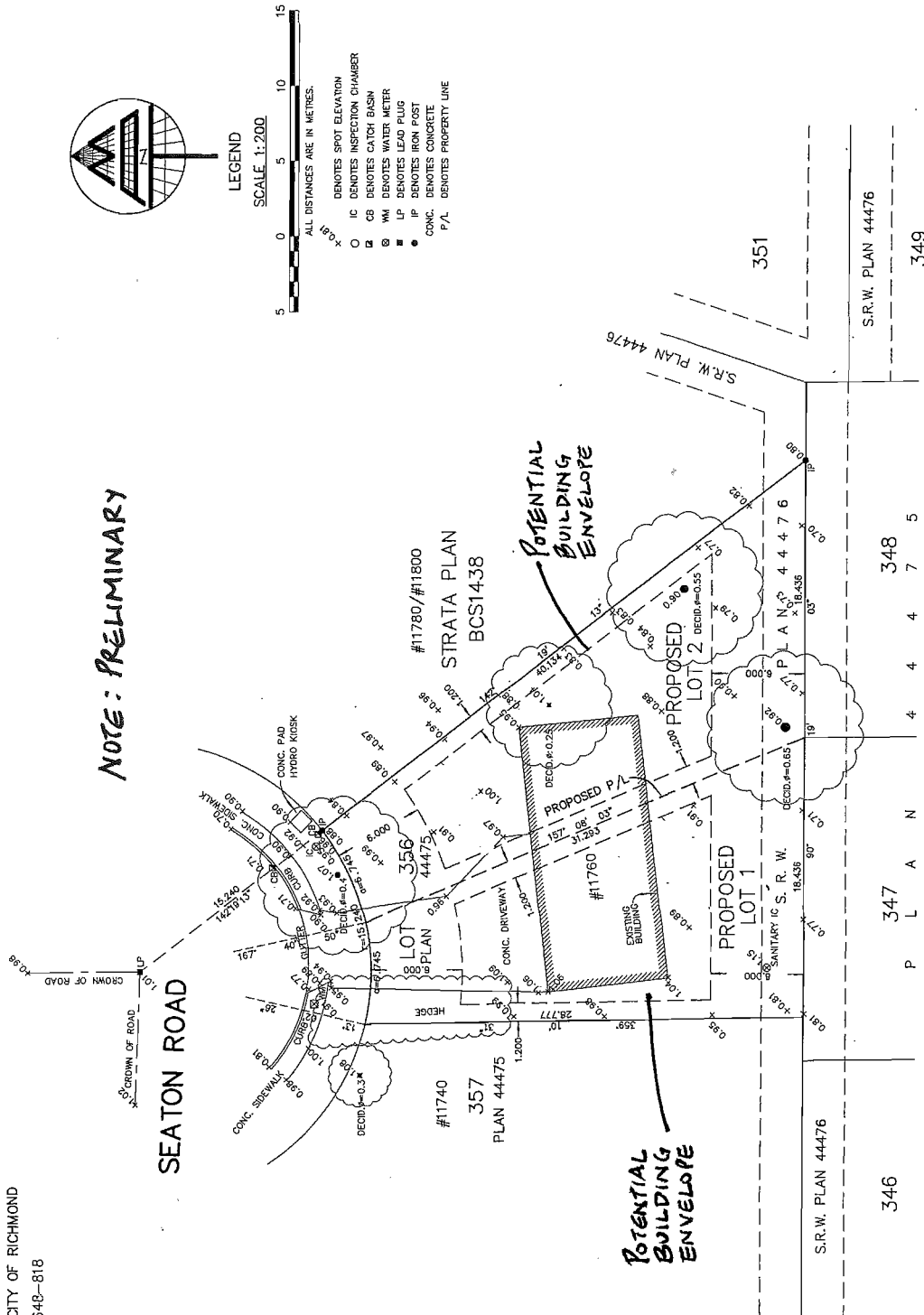
--> FOR APPLICATIONS TO THE CITY OF RICHMOND

PARCEL IDENTIFIER (PID): 003-648-818

CIVIC ADDRESS
#11760 SEATON ROAD
RICHMOND, B.C.

CURRENT ZONING: RS1/E

NOTE: PRELIMINARY



MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
#320 - 11120 HORSESHOE WAY
RICHMOND, B.C.
V7A 5H7
PH: 604.270.9331
FAX: 604.270.4137
CADFILE: 17620-001-TTP-0-001.DWG

NOTES:

- ELEVATIONS ARE IN METERS AND ARE DERIVED FROM CITY OF RICHMOND HPN MONUMENT #191 (02121453) WITH AN ELEVATION OF 1.684 METRES
- PROPERTY LINE DIMENSIONS ARE BASED ON LEGAL FIELD SURVEYS.
- ALL TREES HAVE BEEN PLOTTED AS REQUIRED BY CITY OF RICHMOND BYLAW No.6057

DATE OF ISSUE: JANUARY 28, 2015
DATE OF SURVEY: JUNE 17, 2014

• CEASED •

Stamps

J. STEPHEN CAMPBELL
B.C. LAND SURVEYOR (#712)
"THIS DOCUMENT IS NOT VALID
UNLESS ORIGINALLY SIGNED
AND SEALED."

CLIENT REF: HAROLD HARMS

R-14-17620-TPG

CNCL - 487



RZ 14-666216

Attachment 3

Address: 11760 Seaton Road

Applicant: Alan Kwok and Angelina Kwok

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	Alan Kwok and Angelina Kwok	TBD
Site Size (m²):	754.5 m ²	Proposed west lot: 360.0 m ² Proposed east lot: 394.5 m ²
Land Uses:	Single-Family Residential	No change
OCP Designation:	Neighbourhood Residential	No change
702 Policy Designation:	Single-Family Lot Size Policy 5409 permits subject site to rezone and subdivide to "Single Detached (RS2/B)".	Complies
Zoning:	Single Detached (RS1/E)	Single Detached (RS2/B)
Number of Lots:	1	2

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none
Lot Coverage – Building, structures, non-porous surfaces:	Max. 70%	Max. 70%	none
Lot Coverage – Landscaping with live plant material:	Min. 25%	Min. 25%	none
Setback – Front & Rear Yard (m):	Min. 6 m	Min. 6 m	none
Setback – Interior Side Yards (m):	Min. 1.2 m	Min. 1.2 m	none
Height:	Max. 2½ storeys	Max. 2½ storeys	none
Lot Size (m ²):	Min. 360 m ²	Proposed west lot: 360.0 m ² Proposed east lot: 394.5 m ²	none
Lot Width (m):	Min. 12 m	Proposed west lot: 12.6 m Proposed east lot: 12.6 m	none
Lot Depth (m):	Min. 24 m	Proposed west lot: 30.0 m Proposed east lot: 35.7 m	none
Lot Frontage (m):	Min. 6 m	Proposed west lot: 6.7 m Proposed east lot: 6.7 m	none

Other: Tree replacement compensation required for loss of significant trees.



City of Richmond

Policy Manual

Page 1 of 2	Adopted by Council: April 10, 1989 Amended by Council: October 16, 1995 Amended by Council: July 16, 2001* Amended by Council: October 21, 2013	POLICY 5409
File Ref: 4045-00	SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 25-4-6	

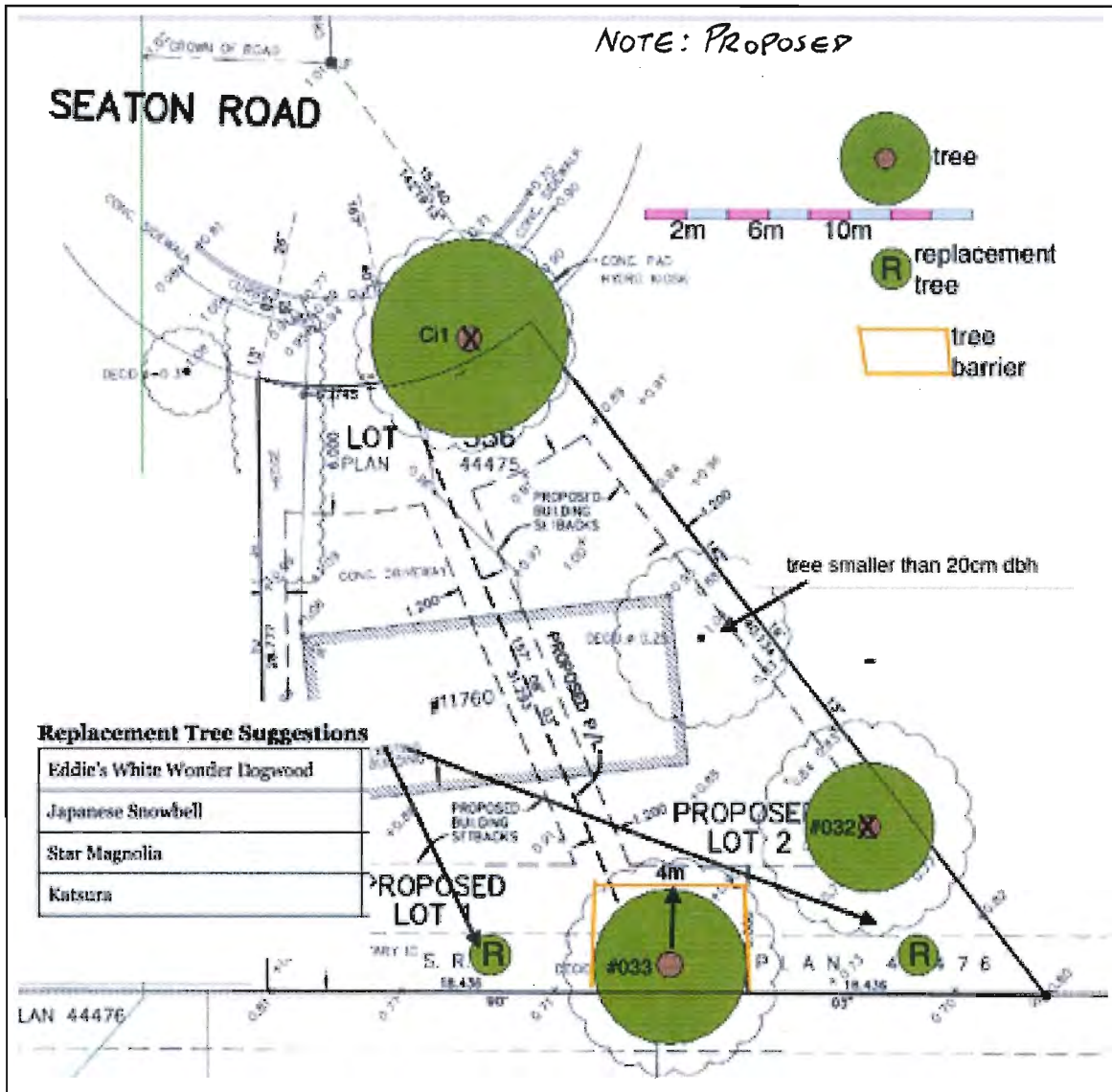
POLICY 5409:

The following policy establishes lot sizes for the area generally bounded by **Shell Road, King Road, No. 5 Road and properties fronting onto Seaton Road**, in a portion of Section 25-4-6:

1. That properties within the area be permitted to rezone and subdivide in accordance with the provisions of Single Detached (RS2/E) in Richmond Zoning Bylaw 8500, with the following exceptions:
 - (a) properties with existing duplexes identified on the accompanying plan may be rezoned and subdivided into a maximum of two lots;
 - (b) properties with frontage on No. 5 Road may be rezoned and subdivided as per Single Detached (RS2/C); and
 - (c) properties shown as "cross-hatched" on the accompanying plan may be rezoned and subdivided as per Single Detached (RS2/B).

This policy, as shown on the accompanying plan, is to be used to determine the disposition of future single-family rezoning applications in this area for a period of not less than five years, unless changed by the amending procedures contained in Richmond Zoning Bylaw 8500.

* Original Adoption Date In Effect



Woodridge Tree Tree Removal and Retention Plan

December 27, 2014

11760 Seaton Road
Richmond

Tree Table

#	Species	dbh (cm)	Action
C11	Plum	81	remove
032	Cherry	53	remove
033	Birch	63	retain
	total # retained		1
	total # removed		2



Rezoning Considerations

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

Address: 11760 Seaton Road

File No.: RZ 14-666216

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9182, the developer is required to complete the following:

1. Submission of a Landscaping Security to the City in the amount of \$1,500 (\$500/tree) to ensure that three (3) trees are planted on the proposed lots (one [1] on the proposed west lot and two [2] on the proposed east lot). The replacement trees must be of the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
1	6 cm		3.5 m
2	10 cm		5.5 m

2. City acceptance of the developer's offer to voluntarily contribute \$1,300 to the City's Tree Compensation Fund for the planting of replacement trees within the City, for the removal of the Plum tree (Tag C) on City property.
3. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
4. Submission of a Tree Survival Security to the City in the amount of \$1,000 for the one (1) Birch tree (Tag# 33) to be retained. Pending tree survival, the Security will not be released until the post-construction assessment report is submitted to the City and reviewed to the satisfaction of Staff.
5. Registration of a flood indemnity covenant on Title.
6. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Note: Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$4,465) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.

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

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

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

1. At subdivision stage, the developer is required to pay Development Cost Charges (City and GVS&DD), School Site Acquisition Charges, Address Assignment Fee, and Engineering Servicing Costs for works including, but not limited to the following:

Water Works:

- Using the OCP Model, there is 73 L/s of water available at a 20 psi residual at the Seaton Road frontage. Based on the proposed development, the site requires a minimum fire flow of 95 L/s and as a result upgrade to the frontage water main along Seaton Court may be required. Alternatively, please submit fire flow calculations signed and sealed by a professional engineer based on the Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) to confirm that there is adequate available flow for onsite fire protection without needing to upgrade the existing frontage water main.
- Water main upgrade may be required pending the review of the FUS calculation to be submitted by the developer.
- City to disconnect the existing 20 mm water connection and install two (2) new 25 mm diameter water connections complete with meter boxes at the property line.

Storm Sewer Works:

- City to cut and cap the existing storm service connection at the inspection chamber near the northeast property corner, and install a new inspection chamber and two (2) service connections at the common property line.
- Site drainage must be directed towards the existing or new inspection chambers fronting Seaton Road to prevent storm water from ponding on the boulevard, road and driveways.

Sanitary Sewer Works:

- City to remove the existing sanitary IC and service connection in the southwest property corner, and install a new inspection chamber and two (2) service connections at the common property line in the right-of-way.
- The required sanitary sewer works outlined above must be completed prior to the issuance of Building Permit to prevent the developer's building foundation work from jeopardizing the City forces' ability to access the rear yard with heavy equipment.

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

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

Note:

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

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

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

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

[signed copy on file]

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9182 (RZ 14-666216)
11760 Seaton Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SINGLE DETACHED (RS2/B)”**.

P.I.D. 003-648-818

Lot 356 Section 25 Block 4 North Range 6 West New Westminster District Plan 44475

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9182”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

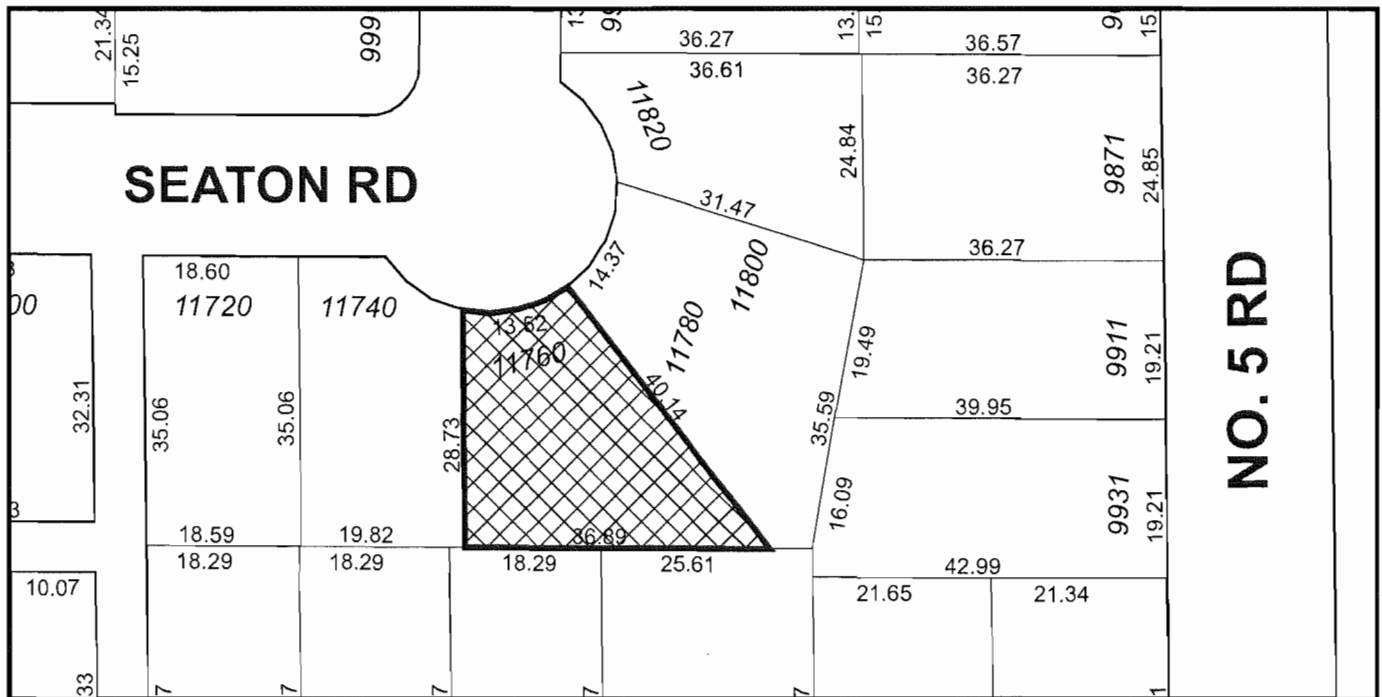
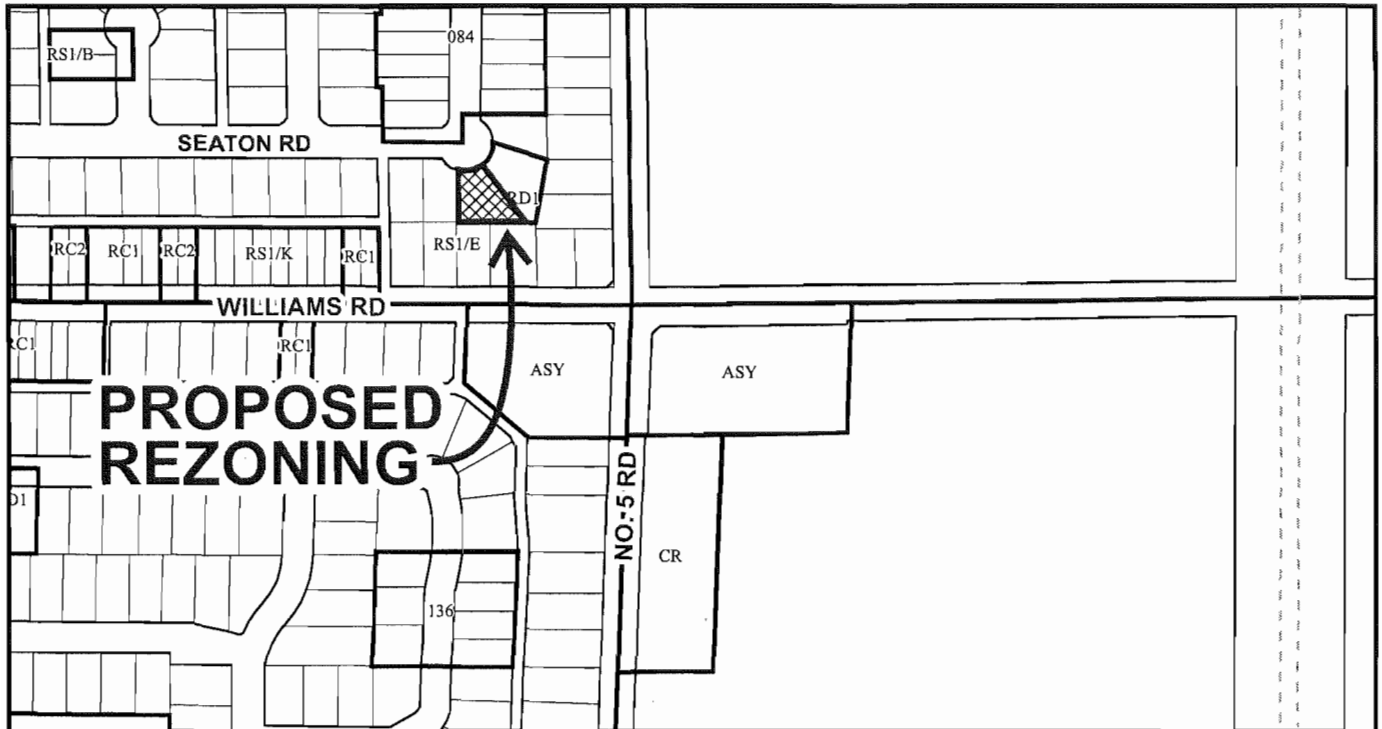
CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond



RZ 14-666216

Original Date: 07/08/14

Revision Date:

Note: Dimensions are in METRES

CNCL - 496



Richmond
Public Library

Report to Committee

To: Finance Committee

Date: January 19, 2015

From: Greg Buss
Chief Librarian and Secretary to the Board
Richmond Public Library

Re: **2015 Operating and Capital Budgets for Richmond Public Library**

Staff Recommendation

That the 2015 Operating and Capital budgets for Richmond Public Library as presented in the report dated January 19, 2015 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$8,540,700.

A handwritten signature in black ink, appearing to read "Greg Buss".

Greg Buss
Chief Librarian and Secretary to the Board
Richmond Public Library

Origin

In accordance with the *BC Library Act 10(1)*, the Richmond Public Library Board must prepare and submit to City Council its 2015 budget for providing library services on or before March 1, 2015. Council must approve the budget with or without amendment. This library staff report details the 2015 Operating and Capital Budgets which were approved for submission to the City by the Library Board at its October 1, 2014 meeting. Further revisions were made to the budget by library staff in order to meet city-wide budget targets.

Analysis

2015 Outlook

On June 25, 2014 the Richmond Public Library Board approved its Strategic and Long Range Plan for 2014 – 2018, after almost a year of investigation and analysis and a comprehensive public consultation process. This plan firmly sets the library on a course of transformation as it makes the shift from providing primarily print based information to a blend of traditional library services and digital services. The Richmond Public Library Board prepared a budget that reflects these changing demands.

2015 Operating Budget

The shift to digital services has had a significant impact on library revenues. As an increasing proportion of the book budget is reallocated to digital services, the quality of the book collection is declining. This is resulting in a significant decrease in the circulation of print material and that in turn is resulting in a decline in revenues from late charges and reimbursement from other public libraries whose members borrow our materials. Revenue budgets have been reduced from \$919,500 in 2014 to \$832,200 in 2015 to reflect these changes. The overall decrease in revenue budgets is \$87,300 (9.49%). The decrease in revenue budget was largely offset by a reduction in the staff budget amounting to \$65,700.

Expense budgets were increased from \$9,170,300 to \$9,372,900, an increase of \$202,570 (2.21%). The largest increase is \$165,500 to Salaries and Benefits, due to contractual obligations in the collective agreement and fringe benefit increases. The majority of the remainder of the increase (\$35,900) is in building leases, reflecting the increase in renewal rates for the Ironwood location. Other increases in expenditure budgets such as Contracts were offset by corresponding decreases in the General and Administration, Supplies and Memberships budgets.

The overall increase in municipal contribution to the Library budget is \$289,870 or 3.51%.

	2014	2015		
	Approved Budget	Submitted Budget	Difference	% Difference
REVENUES				
Provincial Grants	\$ 412,500	\$ 409,700	\$ (2,800)	-0.68%
Miscellaneous Revenue Total	226,900	209,500	(17,400)	-7.67%
Book Fines	269,600	202,500	(67,100)	-24.89%
Rebates from UIC	8,000	8,000	-	-
Other Revenue	2,500	2,500	-	-
Total Revenues	\$ 919,500	\$ 832,200	\$ (87,300)	-9.49%
EXPENDITURES				
Salaries and Benefits	\$ 6,748,500	\$ 6,914,000	\$ 165,500	2.45%
Contracts	383,900	400,200	16,300	4.25%
General and Administration	326,330	319,000	(7,330)	-2.25%
Leases	204,000	239,900	35,900	17.60%
Utilities	140,400	140,400	-	-
Supplies	117,400	111,400	(6,000)	-5.11%
Equipment Purchases	36,500	36,500	-	-
Insurance	14,100	14,100	-	-
Cataloguing	14,000	14,000	-	-
Memberships	11,600	9,800	(1,800)	-15.52%
Professional Fees - Audit	6,500	6,500	-	-
Credit Card Charges	3,600	3,600	-	-
Public Works - Material	2,000	2,000	-	-
Total Operating Expenses	\$ 8,008,830	\$ 8,211,400	\$ 202,570	2.53%
Transfer to Provision	\$ 1,161,500	\$ 1,161,500	-	-
Amortization Expense Machines & Equipment	1,148,400	1,148,400	-	-
Amortization Expense Buildings	432,900	432,900	-	-
Equity - Amortization	(1,581,300)	(1,581,300)	-	-
Total Financial Expenses	\$ 1,161,500	\$ 1,161,500	\$ -	-
TOTAL EXPENSES	\$ 9,170,330	\$ 9,372,900	\$ 202,570	2.21%
SUMMARY:				
REVENUE	\$ 919,500	\$ 832,200	\$ (87,300)	-9.49%
EXPENDITURE	(9,170,330)	(9,372,900)	\$ (202,570)	2.21%
NET BUDGET (MUNICIPAL CONTRIBUTION)	\$ (8,250,830)	\$ (8,540,700)	\$ (289,870)	3.51%

2015 Capital Budget

The library's same level of service capital budget for 2015 is \$1,161,500 which is shown above under Expenses – Transfer to Provision. This is the amount of money that the library spends on collection materials such as books, videos and CDs.

Ongoing Additional Level Request for Library Collections Materials

The Richmond Public Library Board made an ongoing additional level request to increase the capital budget by \$200,000, which is submitted for review in the City's Ongoing Additional Level process.

A \$200,000 ongoing increase to the collections budget is requested to support growth of our digital collections, especially ebooks, which has taken place at the expense of print books. \$200,000 is taken annually from the print budget to buy digital collections. This has resulted in a decline in the quality of the print collection. Over 70% of users come to library to take out books but there are fewer and fewer books to choose from. The public are asking for more variety and

more copies of popular titles so that they don't wait months for a book they want to read. With fewer books to choose from, print circulation has decreased 33% since 2009.

The collections budget has remained constant for many years and is no longer at a level to support both print and digital collections. An increase of \$200,000 would ensure that the print collection can be maintained at an adequate level and that there are sufficient funds to build up a good digital collection.

The results of the City's budget review process, which include recommendations on the ongoing additional level requests, will be presented in the City's 2015 Operating Budget staff report for Council's consideration.

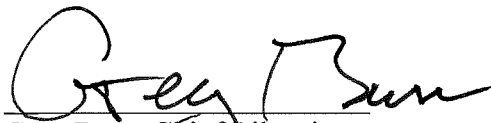
Financial Impact

The 2015 library operating budget has a decrease of \$87,300 (-9.49%) in revenues with an increase in expenditures of \$202,570 (2.21%).

The total municipal contribution for capital and operating is \$8,540,700 to maintain a same level of service budget, an increase of \$289,870 (3.51%) to the Municipal Contribution.

Conclusion

This report recommends a same level of service budget with a municipal contribution of \$8,540,700 be approved.


Greg Buss, Chief Librarian
and Secretary to the Board



City of Richmond

Report to Committee

To: Finance Committee
From: Jerry Chong, CA
Director, Finance
Re: 2015 Operating Budget

Date: January 27, 2015
File: 03-0970-25-2015-
01/2014-Vol 01


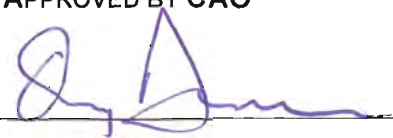
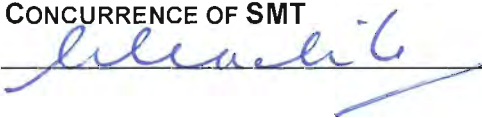
Staff Recommendation

That:

1. The 2015 Operating Budget presented under Option 1 in the staff report dated January 27, 2015 from the Manager, Financial Planning and Analysis that includes a same level of service increase of 0.26%, Capital operating budget impact of 0.38%, additional level expenditures of 0.06%, external senior government related increases of 1.19%, major capital community facility replacement program (Capital Building Infrastructure Reserve) of 1.00% for a combined total tax increase of 2.89% be approved.
2. The 5-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Operating Budget.


Jerry Chong, CA
Director, Finance
(604-276-4064)

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	APPROVED BY CAO 
CONCURRENCE OF SMT 	

Staff Report

Origin

Subsection 165(1) of the Community Charter requires the City to adopt a 5-Year Financial Plan (5YFP) Bylaw on or before May 15th of each year. The 2015 Operating Budget as presented in this report forms the basis of the City's 5YFP. Under the Community Charter, the City is prohibited from incurring any expenditure unless the expenditures have been included for that year in its financial plan, and the City is required to provide a balanced budget, with no projection of a deficit.

The proposed 2015 Operating Budget ("Budget") applies the principles of Council's Long Term Financial Management Strategy (LTFMS) (Policy 3707) (Attachment 1), which was originally adopted in 2003, *"Tax increases will be at Vancouver CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1% towards infrastructure replacement needs."*

Since the implementation of Council's LTFMS, the City has made significant strides in improving its financial health. The City's reserve balances have increased as there have been additional transfers to reserves post-LTFMS implementation to meet future needs for infrastructure replacement and capital repairs.

The proposed Budget also follows Council's Budget & 5-Year Financial Plan Preparation Policy (Policy 3016) which requires that a same level of service budget be brought forward, with only non-discretionary increases that can be clearly identified and supported. Therefore, the 2014 service levels form the basis of the 2015 base budget. Any enhanced or new levels of service will be identified as an ongoing additional expenditure request by the respective divisions for Council's consideration.

Council's policies have allowed the City to weather several years of global economic instability, including fluctuations in the City's development-related revenues, with minimal service level impacts to the community. Council's LTFMS has ensured that Richmond residents receive an enviable level of service and public amenities that also provide taxpayers sound value for their investment in the City.

Analysis

The LTFMS sets guidelines for tax increases to ensure that municipal spending growth is carefully regulated and that resulting municipal property tax increases are modest and closely reflect regional increases in the Consumer Price Index (CPI). The rigour that has been applied in limiting tax increases has ensured that Richmond property taxes remain comparable within the Metro Vancouver region. While the LTFMS has served the City well to this point in time, the City is continuing its major capital facility community replacement program ("major facility program"); our current practices may not be appropriate for dealing with this. Staff will revisit the LTFMS policy to ensure it continues to meet current City priorities.

In recent weeks, CPI forecasts for 2015 have been decreasing to reflect the drop in oil prices seen in the last six months. On January 21, 2015 the Bank of Canada made an unexpected move of decreasing the interest rate from 1.00% to 0.75%. Bank of Canada forecasts that inflation would return to the 2.00% level in late 2016. Until staff are able to obtain additional information, for 2015, CPI is forecasted to be 1.00%. CPI is not a good indicator of municipal costs and a more appropriate measure should be considered in the future.

The Operating Budget includes funding for:

- ongoing levels of service,
- operating and maintaining new assets, which for 2015 includes the new City Centre Community Centre,
- capital reserves to ensure infrastructure can be well maintained, as well as to fund new infrastructure needs of the growing community, and
- additional levels of service to enhance existing programs.

Each of these budget components are discussed in this report explaining the process, the challenges faced, and the recommendations for the proposed 2015 Operating Budget. Staff have provided two options for Council to consider for the 2015 Operating Budget. The recommendations of each budget component are consolidated to determine the proposed tax increase for 2015, which is 2.89% under proposed budget Option 1. This proposed rate is lower than the Five-Year Financial Plan (2014-2018) which originally estimated the 2015 rate to be 2.96%.

Budget Challenges

There are a number of challenges in meeting the objectives outlined in the LTFMS for tax increases.

Cost of the Increasing Demand for Services

As the City and community grow and the demographics change, there is an increasing demand for the City to provide services that are relevant to a broad range of citizens. As new facilities and services are activated additional resources and funding is required, this is partially offset by redirecting existing resources wherever possible.

Costs Rising Beyond CPI Forecasts

The costs of providing programs while maintaining the same level of service has increased at a rate that exceeds CPI due to a number of non-discretionary items such as collective agreement settlements, Municipal Pension Plan contribution rates, Medical Services premiums, WorkSafe BC premiums, policing contract costs, and electricity rates.

➤ Salary

Cumulatively, salaries and benefits account for 48% of the 2015 base operating budget.

Salaries alone account for 37% of the total 2015 base operating budget (same percentage as 2014). Increases are stipulated in the collective agreements. For 2015, an increase of 2.00% plus step increases has been allocated to the divisions for CUPE 718 and CUPE 394. Negotiations are ongoing for International Association of Fire Fighters (IAFF) 1286.

Salary costs increased by \$2.6M or 3% over prior year as a result of these rate and step increases.

➤ Fringe Benefits

Fringe benefits account for 11% of the total 2015 base operating budget (up from 10% in 2014). Fringe benefits have increased due to:

- increased pension contribution rates announced by the Municipal Pension Plan;
- increased Medical Services Plan premiums announced by the Province of BC; and
- increased base rates and experience rates on WorkSafe BC premiums.

Fringe benefit costs increased by \$1.5M or 6% over prior year as a result of these announced rate increases.

➤ RCMP Contract

RCMP policing costs (excluding YVR which are fully recovered) make up 13% of the 2015 base operating budget (same percentage as 2014). Contracts costs increased by \$936,000 or 2.75% due to salary and benefits increases. The increase in benefits is mainly due to an increased pension rate from 20.23% to 22.70%. As well, the Real Time Intelligence Centre will be fully operational and the costs are part of the RCMP Integrated Teams.

➤ Electricity Costs

Electricity costs (excluding Alexandra District Energy Utility which are fully recovered from operations) increased by 6.70% based on rates announced by BC Hydro. This cost is contained by investing in energy efficient initiatives to reduce consumption.

The items discussed above are the most significant increases the City faces on an annual basis. As each of these items increases at a rate higher than CPI, the target increase at CPI for 2015 is a difficult challenge to achieve. The City calculates its own Municipal Price Index (MPI) for comparative purposes only. For 2015, MPI is forecasted to be 2.76%

Limited Non-Tax Revenue Sources

Non-tax revenue sources include user fees and charges, investment income, payments in lieu of taxes, gaming revenue and grants. Non-tax revenue sources make up 33% (up from 31% in 2014) of the 2015 base operating budget. Where possible, user fee rates have been increased by forecasted CPI in accordance with the LTFMS, which requires all user fees to be automatically increased by CPI. Alternative revenue sources, such as increased parking revenue have also been

included. A significant portion of City services cannot be directly linked to a revenue source, such as the cost of providing police and fire services and as such, there is limited opportunity to offset rising costs with non-tax revenue sources. The majority of the increase in revenue is from gaming revenue, which per Council's LTFMS is used to fund one-time initiatives and reserves and therefore does not fund general operations.

Complex Infrastructure Network

The City manages a vast array of infrastructure which includes dykes, fire halls, roads, watermains, pump stations, storm and sanitary sewers, traffic lights, parks, arenas, pools, libraries, community centres, child care facilities, parks, etc. Each of these areas have unique requirements to maintain and operate in order to ensure community needs are met to support a vibrant community.

Leveraging Efficiencies

To address some of these challenges, the City undergoes a continuous review of its programs and services in order to identify further service improvements and cost reductions. Staff continually look for efficiencies and innovative ways to deliver services that would streamline business processes, contain costs and leverage the increased use of technology.

2015 Budget Process

Each division prepares a same level of service budget, with only non-discretionary increases that can be supported by contracts or other verifiable support. Existing resources are redirected as required to ensure the most efficient use, and revenues are increased where possible. To ensure consistency in applying budget assumptions the budget is reviewed and entered into the Budget Model by Financial Planning and Analysis. Each General Manager reviews their Division's budget prior to reviewing with SMT and the CAO. Attachment 2 illustrates the 2015 budget cycle.

Preliminary budget assumptions are researched and were communicated to Council in August 2014. These assumptions are monitored for significant changes throughout the budget cycle and are updated in the Budget Model. The preliminary CPI forecast for 2015 was communicated to be 1.90%. This was adjusted to 1.80% in October when the Consolidated Fees Bylaw was amended. In early January, the CPI forecast was adjusted to 1.0% based on the average recent forecasts for BC issued by BMO, Central 1, TD and RBC. Table 1 summarizes the key financial indicators used based on information contained in contracts, agreements and external economic publications. This is offset by expected increases in revenue from growth and various user fees.

Table 1 – 2015 Key Financial Drivers

Key Financial Drivers	Amount (in 000's)	Rate Increase
Total Salary Increase ¹	\$2,608	Various collective agreements
RCMP Contract Increase ²	936	2.75%
Municipal Pension Plan Contribution ³	800	10.6% (non-fire staff); 14.4% (fire)
WorkSafe BC Premiums ⁴	420	24.50%
Electricity ⁵	248	6.70%
Previously Approved Operating Budget Impact	180	n/a
Medical Services Premiums ⁶	160	4.00%
Other Fringe Benefits	148	various
Total Key Financial Drivers	5,500	
Other Increases	78	various
Net Budget Increase, Before Rate Stabilization	\$5,578	

Sources:

¹ CUPE 718 and 394 collective agreements.² RCMP E Division³ Municipal Pension Plan⁴ WorkSafe BC⁵ City of Richmond, Energy Management Department⁶ Province of BC, Ministry of Health**Same Level of Service Budget**

The City's same level of service budget is summarized in Table 2 with each item explained in this section. Based on the key financial indicators shown in Table 1 \$5.6M is required to fund the increasing costs of maintaining current programs and services.

Other non-discretionary increases include items specified in contracts including Ironwood Library Branch lease, Richmond Ice Centre lease, and contract fees for E-Comm services.

Previously approved Operating Budget Impact (OBI) included in Table 1 represents operating costs approved as part of the 2014 Capital Budget to provide funding to operate and maintain new assets.

Table 2 – Same Level of Service Increase Before Growth

Budget Impacts	\$000's
Net Budget Increase, Before Rate Stabilization	\$5,578
Rate Stabilization (See Page 7 for explanation)	(420)
Net Budget Increase, After Rate Stabilization	\$5,158
Less: Mandatory Senior Government Increases (See Pages 7-8 for explanation)	(2,185)
Same Level of Service Increase, Before Growth	\$2,973

Rate Stabilization

As shown in Table 2, the proposed 2015 budget recommends utilizing \$420K funding from the Rate Stabilization Account (RSA) that was established by Council on December 10, 2012 to provide funding for one-time initiatives or to minimize tax increases. The current balance in the RSA is approximately \$6.9M.

At the time the budget is being presented rental income for 2015 is decreased by \$420K due to recent annual notices of termination given by current tenants. When the vacant units are leased, revenue is expected to return to existing levels; therefore, since this impact is expected to be temporary in nature, it is recommended to stabilize this impact with funding from the RSA.

Mandatory Senior Government Related Increases

Council Policy 3707 item 2 states:

“Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year’s taxes above and beyond the CPI and infrastructure percentage contribution.”

Table 3 summarizes the items included in the 2015 budget increase that are mandated by the following senior government legislation:

- *Public Sector Pensions Plan Act (Provincial)*
- *Workers Compensation Act (Provincial)*
- *Police Act (Federal)*
- *Utilities Commission Act (Provincial)*
- *Medicare Protection Act (Provincial)*
- *Emergency Communications Corporations Act (Provincial)*
- *Employment Insurance Act (Federal)*
- *Canada Pension Plan Act (Federal)*

In accordance with Council policy, these items are identified and included in the tax increase above and beyond the CPI and infrastructure percentage contribution. These items are removed from the same level of service budget and will be added back as the final budget component.

Table 3 – Mandatory Senior Government Related Increases

Mandatory Senior Government Increases	\$000's
Municipal Pension Plan Contribution Rate	\$800
WorkSafe BC Premiums Rate	420
Integrated Teams	295
BC Hydro Rate Increase	248
Medical Services Premium Increase	160
E-Comm 9-1-1	111
Employment Insurance Premiums	100
Canada Pension Plan Premiums	51
Total	\$2,185

Tax Growth

New tax growth is based on “non-market change” figures provided by BC Assessment Authority. Non-market change is the term BC Assessment uses for changes to the municipal roll value that is not a result of market conditions. Non-market change could include: changes in assessment class, exempt properties that become taxable in the following year or taxable properties that become exempt in the following year and developments under construction. With respect to developments under construction, assessors at BC Assessment Authority determine the value of all new developments under construction by the percentage of completion as of November 30th each calendar year. Increases in a property’s market value are not included in the non-market change figure. Therefore the development applications received during the year should have no impact on new growth for the coming year as actual construction on the property would not have taken place. The reported project value of the development may take up to three years to be fully reflected in the municipality’s assessment roll.

Table 4 summarizes the same level of service increase after estimated growth of \$2.5M is \$0.5M.

Table 4 – Same Level of Service, After Growth

Budget Impacts	\$000's
Same Level of Service Increase, Before Growth (From Table 2)	\$2,973
Estimated 2015 Growth	(2,500)
Same Level of Service, After Growth	\$473

For a breakdown of the same level of service after growth by Division, refer to Attachment 3.

Operating Budget Impact (OBI) from Capital and Development

Council Policy 3707 item 1 states:

Tax increases will be at Vancouver’s CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.

This section discusses the cost of operating and maintaining existing infrastructure and OBI of the 2015 recommended Capital program.

Previously Approved OBI for Major Facilities

The total OBI from the 2014 Capital program was estimated at \$3.95 million, which included funding for major facilities including the City Centre Community Centre and the new Minoru Complex. This OBI is being phased in with increments of \$600,000 to align with the timing of services provided. \$180,000 has been included in Table 1 to fund various operating costs of previously approved capital. The remaining \$420,000 will be brought into the 2015 budget to provide funding for the new City Centre Community Centre scheduled to open in the summer of 2015.

The service levels for the City Centre Community Centre were approved by Council on July 28, 2014 with a total OBI of \$1.4M. This includes the addition of six Regular Full-Time positions including two Community Facility Coordinators, a Recreation Leader, a Recreation Facility Clerk and two Building Service Workers. The phase in plan started in 2014; therefore, the funding required for this first partial year of operations is included in the budget. The third phase of funding will be brought into the 2016 budget and will provide the full annual funding for the new facility.

An operating plan to establish the service levels for the Minoru Complex will be the subject of a future Council report.

2015 OBI Related to 2015 Capital Budget

The total OBI from the 2015 recommended Capital program is \$637k. Table 5 presents the 2015 OBI by Capital program. Of this amount \$126k is associated with utility projects and will be included in future utility budgets. The operating budget impact is \$511k. 2015 OBI will be phased in over two years.

Table 5 – Recommended 2015 Funding and OBI by Program (in millions)

Program (in '000s)	Amount	OBI
Infrastructure	\$49,583	\$302
Parks	12,285	\$110
Land	10,000	\$0
Internal Transfers/Debt Payment	7,659	\$0
Equipment	7,870	\$214
Building	3,492	\$11
Affordable Housing	1,159	\$0
Child Care	410	\$0
Total 2015 Capital Funding & OBI	\$92,458	\$637
Less: Utility Budget Impact		(126)
2015 OBI - to be phased in over two years		\$511

OBI of Previously Approved Developer Contributed Assets

The following developer contributed assets that were previously approved by Council as part of rezoning approvals will be placed in service in 2015 and will require funding for ongoing operation and maintenance.

➤ The Gardens Child Care Facility: \$14,905

The Child Care Facility located in the development of The Gardens at 10620 No 5 Road was negotiated as part of the rezoning agreement with Townline Gardens Inc. The projected occupancy date is July 2015. The facility will be operated by the Society of Richmond Children's Centres. Annual maintenance costs of this City-owned facility will be \$14,905.

➤ Tait Waterfront – West Park: \$10,400

As part of the new Oris Development (River Drive) mixed use project located in the Tait subdivision, land will be transferred to the City for park purposes. This includes 1.4 acres for the West Park, which will be completed by the developer as part of Phase A in Parcel A. The park will be used by residents and visitors for passive recreation and relaxation. The annual maintenance costs for Tait Waterfront – West Park will be \$10,400.

The total OBI related to these developer contributed assets is \$25k.

Table 6 summarizes the total Capital OBI for 2015 which is \$701K.

Table 6 – Capital OBI Summary

Capital OBI	\$000's
Previously Approved OBI Major Facilities Year 2 of 7 (See Page 9 for explanation)	\$420
2015 OBI Year 1 of 2 (50% of \$511k) (See Page 9 for explanation)	256
2015 OBI of Previously Approved Developer Contributed Assets	25
Total	\$701

Table 7 summarizes the same level of service, after growth with Capital OBI is \$1.2M.

Table 7 – Same Level of Service with Capital Operating Budget Impact (OBI)

Budget Impacts	\$000's
Same Level of Service, After Growth (From Table 4)	\$473
Capital OBI (From Table 6)	701
Same Level of Service Increase, After Growth, with Capital OBI	\$1,174

Additional 1% Transfer to Reserves for Infrastructure Replacement

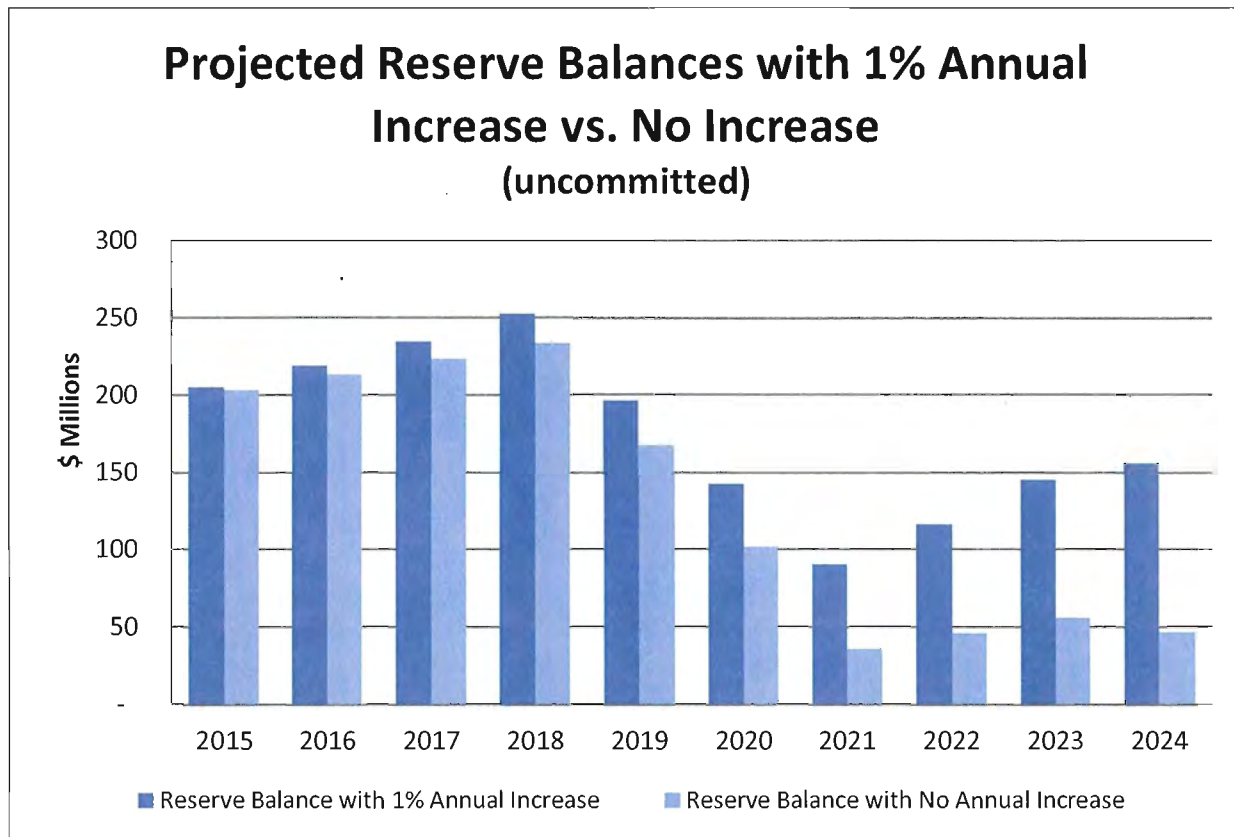
An important part of the City's delivery of programs and services is the extent and quality of its capital assets. The City is updating its major facility program plan while facing a growing backlog of needed maintenance, repair and replacement of capital and infrastructure assets that will require funding.

In 2003 Council adopted a strategic approach to the City's finances and the LTFMS was approved. This resulted in a number of prudent measures to safeguard the City's Finances, which has led to the ability for Richmond to continue to experience modest tax increases, and continued growth at or above comparative cities despite the economic downturn.

One of those key measures adopted in Council's LTFMS was a 1% transfer to reserves for major capital community facility replacement program (Capital Building Infrastructure Reserve). The additional 1% represents savings today that will be used for funding future infrastructure capital repairs and facilities such as pools, community centres, libraries and public safety buildings.

The City has been able to fund the Phase 1 facilities; however fiscal planning is required in order to build Phase 2 for the community. Figure 1 has been provided to illustrate what the City's uncommitted reserve balance will be in the future if the existing Corporate Facilities Phase 2 plan is followed, with and without a 1% annual transfer (approximately \$109M shortfall).

This chart includes all reserves; however the Capital Building Infrastructure Reserve is the reserve that is established to fund the major facility program. The current balance in this reserve is insufficient to fund the major facility program. If adequate funding is not in place to address current new capital and infrastructure replacement, the City will be in an unenviable position of trying to catch-up.

Figure 1 – Projected Capital Building Infrastructure Reserve Comparison

This Council policy is met as 1.00% towards infrastructure replacement is included in the increase as shown in Table 8. The total same level of service increase, after growth including OBI and additional transfer to reserves for major capital community facility replacement program is \$3.0M.

Table 8 – Same Level of Service, After Growth with Capital OBI, and Additional Transfer to Reserve

Budget Impacts	\$000's
Same Level of Service Increase, After Growth, with Capital OBI (From Table 7)	1,174
Additional 1% Transfer to Reserves (See Page 11 for explanation)	1,838
Same Level of Service Increase, After Growth, with Capital OBI and Additional Transfer to Reserves	\$3,012

Additional Expenditure Requests

The additional expenditure requests represent a permanent increase to programs or levels of service and are usually funded through increases to the tax rate. Attachment 4 shows the list of recommended additional expenditure requests submitted by staff and Attachment 5 shows the list that is not recommended. For 2015, a total of \$115,000 is recommended by SMT.

The recommendation includes funding for the City Centre Community Police Station as approved by Council on October 27, 2014. It also includes an increase in auxiliary staffing which is projected to be recovered through additional revenues. If the projected revenues are not realized, the corresponding auxiliary hours will be cut.

Table 9 summarizes the expenditure increase with Capital OBI, additional transfer to reserves, after growth is \$3.1M.

Table 9 – Same Level of Service, After Growth with Capital OBI, Additional Transfer to Reserve, and Additional Expenditures

Budget Impacts	\$000's
Same Level of Service Increase, After Growth, with Capital OBI and Additional Transfer to Reserves (From Table 8)	\$3,012
Additional Level Expenditures	115
Same Level of Service Increase, After Growth, with Capital OBI, Additional Transfer to Reserves, and Additional Level Expenditures	\$3,127

Compliance with Council Policies for Budgets

The proposed 2015 tax increase as shown in Table 10 is 2.89%. This meets Council's policy of a same level of service budget at the CPI Target of 1%, as the same level of service after growth is 0.26%. It also meets Council's policy of transferring an additional 1% to reserves.

The operating costs from capital projects, with a tax impact of 0.38% have been identified and excluded from the same level of service budget but included in the overall increase. Additional expenditures with a tax impact of 0.06% are included in this recommendation.

Finally, in accordance with Council Policy 3707 mandatory senior government related increases are added above and beyond the CPI and contribution to reserves for an additional tax impact of 1.19%.

Table 10 – 2015 Proposed Operating Budget Option 1 (Recommended)

Budget Impacts	Table #	\$000's	Impact
Net Budget Increase, Before Rate Stabilization	1, 2	\$5,578	3.04%
Rate Stabilization	2	(420)	(0.23%)
Net Budget Increase, After Rate Stabilization	2	\$5,158	2.81%
Less: Mandatory Senior Government Increases	2	(2,185)	(1.19%)
Same Level of Service Increase, Before Growth	2	\$2,973	1.62%
Estimated 2015 Growth	4	(2,500)	(1.36%)
Same Level of Service, After Growth	4	\$473	0.26%
Capital OBI	6	701	0.38%
Same Level of Service Increase, After Growth, with Capital OBI	7	\$1,174	0.64%
Additional 1% Transfer to Reserves	8	1,838	1.00%
Same Level of Service Increase, After Growth, with Capital OBI and Additional Transfer to Reserves	8	\$3,012	1.64%
Additional Level Expenditures	9	115	0.06%
Same Level of Service Increase, After Growth, with Capital OBI, Additional Transfer to Reserves, and Additional Level Expenditures	9	\$3,127	1.70%
Mandatory Senior Government Increases	3	2,185	1.19%
Same Level of Service Increase, After Growth, Capital OBI, Additional Transfer to Reserves, Additional Level Expenditures, and Mandatory Senior Government Increases		\$5,312	2.89%

2015 Proposed Operating Budget Option 2 (Not Recommended):

As an alternative budget option, Council may consider an exception to the LTFMS policy as presented in Table 10 to exclude the additional 1% transfer to reserves for major capital community facility replacement program. Staff do not recommend this option as funding would be insufficient for the major facility program without this annual increase. Refer to Figure 1 presented on page 12 which illustrates the impact on reserves with and without this annual transfer.

Comparison to Tax Increases in Other Metro Vancouver Cities

Richmond's average tax increase over the past five years has been 3.1% and remains comparable with other cities in Metro Vancouver as shown in Figures 2 to 4. The 2015 Operating Budget is expected to maintain this record.

The chart shows that despite budget challenges due to increasing demand for services, costs increasing at rates beyond CPI and other challenges, the City has been able to keep rates low and consistent.

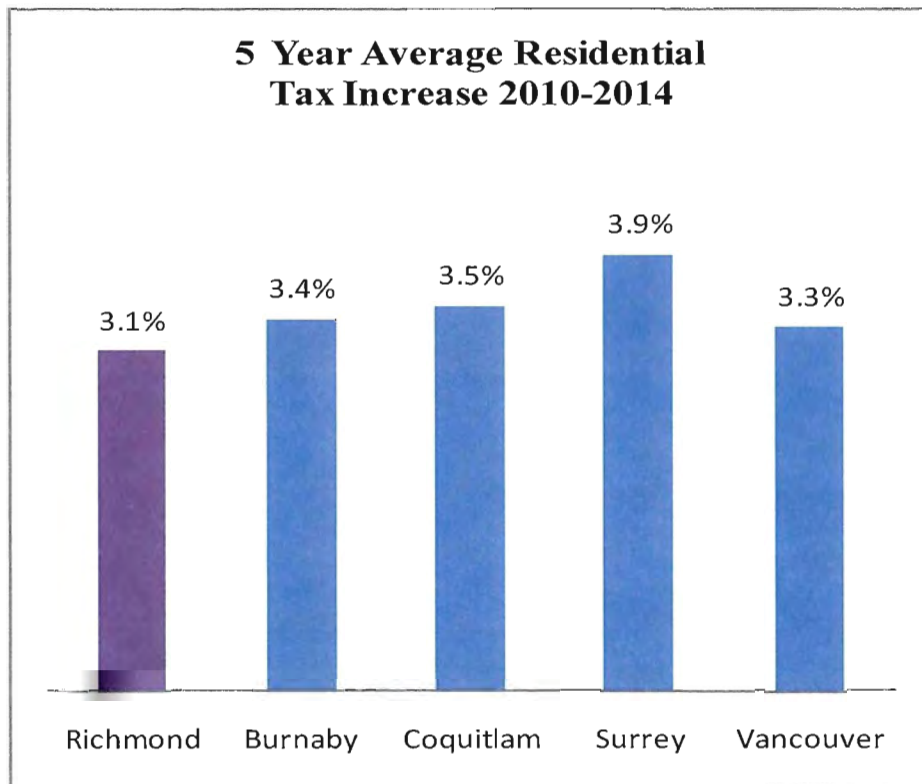
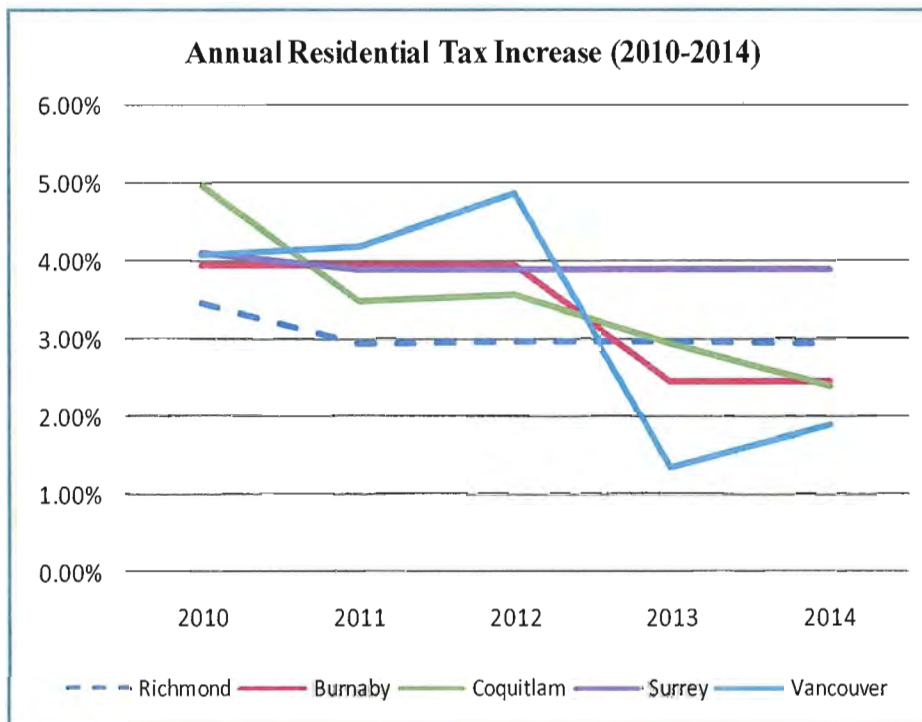
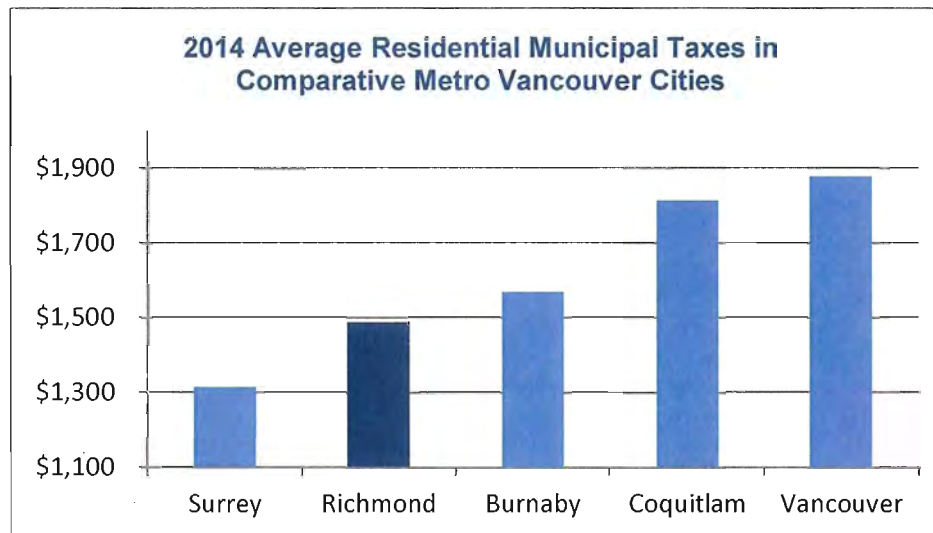
Figure 2 – 5-Year Average Residential Tax Increase in Metro Vancouver (2010-2014)**Figure 3 - Annual Residential Tax Increase in Metro Vancouver (2010-2014)**

Figure 4 –2014 Average Residential Municipal Taxes in Comparative Metro Vancouver Cities



2015 Proposed Budget Highlights

While the 2015 Operating Budget primarily focuses on maintaining existing service levels, in order to meet Council's financial objectives, it also supports continued service enhancement in a number of areas highlighted by City priorities, including Community Safety, Community Social Services, Sustainability, Arts and Culture and Community Wellness. The 2015 Budget accommodates new programs and services which are delivered through new capital projects and by leveraging efficiencies within the organization.

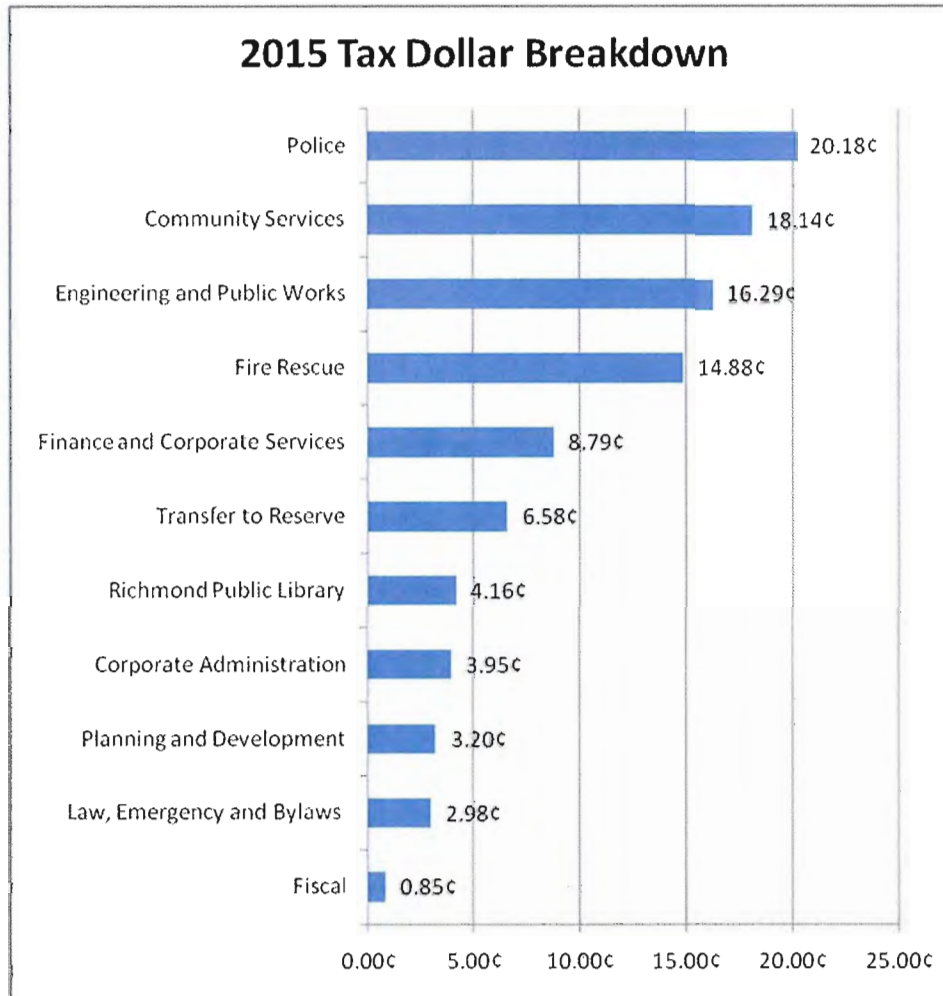
Council continues its investment in Community Safety, with over 38 cents of every tax dollar going to fund police, fire, bylaw, law and emergency services, as shown in Figure 5. For 2015, this Budget will continue to ensure Richmond remains a safe community with outstanding public safety services and a strong focus on community outreach through community policing, public safety awareness initiatives, crime and fire prevention programs, bylaw education and enforcement and emergency planning and preparedness programs.

Community Services, which includes Parks and Recreation and Community Social Services, is another core budget area. The Budget will continue the City's expanded focus on social services, particularly in the areas of affordable housing, child care, seniors and youth services and diversity services. The Budget will also fund operation of new parks and recreation amenities and services including the new City Centre Community Centre.

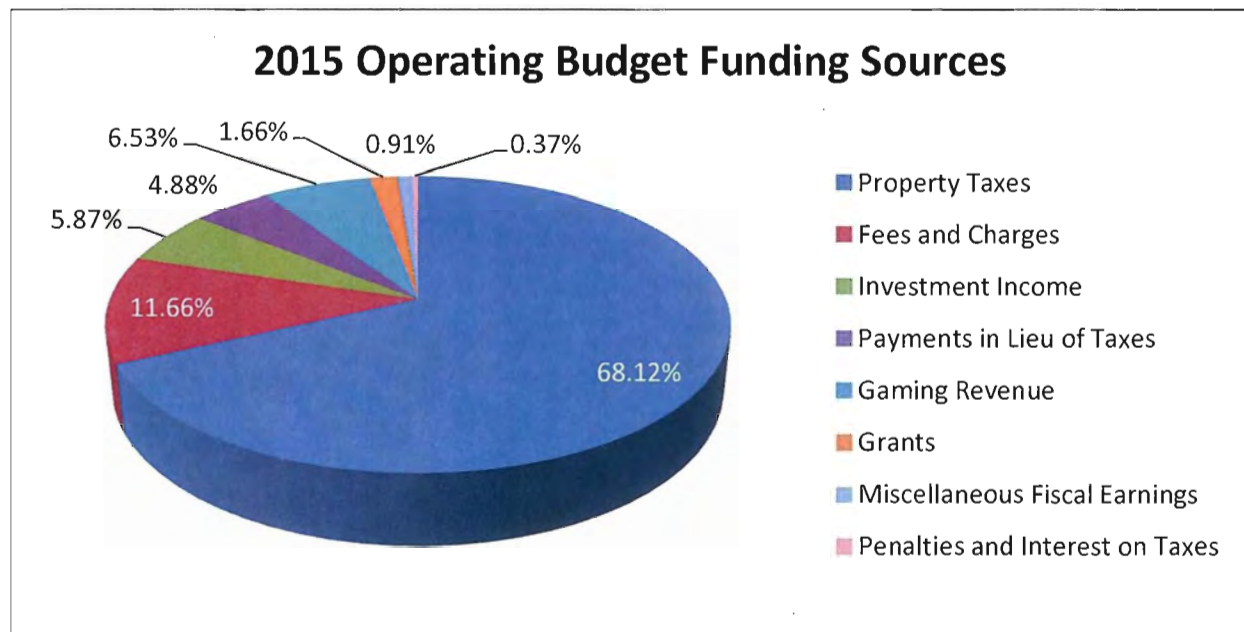
The Library Act requires the Library Board to prepare and submit to Council its annual budget for providing library services to the municipality. The Richmond Public Library's proposed 2015 budget is being presented to Council in a separate report.

Sustainability is another key City priority. The Budget will support Richmond's continued implementation of its Sustainability Framework with a focus on combating climate change, reducing our environmental footprint and engaging our citizens and businesses in supporting sustainability initiatives.

Figure 5 –2015 Tax Dollar Breakdown



As indicated in Figure 6, property tax, which represents the largest share of the revenue, amounts to 68% or \$188 million of the City's operating budget. Fees and charges, investment income, payments in lieu of taxes, gaming revenue, and grants account for the remaining 32%.

Figure 6 - 2015 Operating Budget Funding Sources**Casino Funding**

Council Policy 3707 item 2 states:

Gaming Revenue

Gaming revenues will go directly to the capital reserves, the grants program and a community legacy project reserve.

In addition, Council made an exception to the policy on February 27, 2007 and funded 4 RCMP officers with gaming revenue. On June 24, 2013 Council also approved to allocate \$5M from gaming revenue to offset the debt servicing costs as the final internal repayment to surplus for construction costs including the Richmond Olympic Oval was made in 2014. Table 11 summarizes the allocation of gaming revenue.

Table 11 – Casino Funding Assumptions

Casino Funding Assumptions (in '000s):	2015 Budget	2014 Budget	Change \$
Debt Servicing	\$5,000	-	\$5,000
Oval Construction	-	5,000	(5,000)
Capital Reserve	8,439	5,339	3,100
Capital Building Infrastructure Reserve	3,177	3,177	-
Grants	771	763	8
Operating (RCMP)	642	628	14
Total	\$18,029	\$14,907	\$3,122

Financial Impact

The net budget increase, after rate stabilization is \$5.16M as shown in Attachment 3, a 1.92% increase over the 2014 base expenditure budget. After factoring in growth, the net budget increase is 0.99%. Furthermore, after removing mandatory senior government related increases, the same level of service increase is only 0.18%.

Table 12 summarizes the recommended Budget Option 1 with a tax impact of 2.89% as proposed in the 2015 Operating Budget. Budget Option 1 is detailed in Table 10 on page 14, followed by Budget Option 2.

Table 12 – Summary of Components of the Proposed 2015 Operating Budget (Option 1 - Recommended)

Budget Impacts	\$000's	Tax Impact (%)
Same Level of Service, After Growth	\$473	0.26%
Capital OBI	701	0.38%
Additional 1% Transfer to Reserves	1,838	1.00%
Additional Level Expenditures	115	0.06%
Mandatory Senior Government Increases	2,185	1.19%
Proposed 2015 Operating Budget Increase	\$5,312	2.89%

Based on the proposed 2015 Operating Budget and the Completed Roll from BC Assessment Authority, the average residential tax increase would be \$47.42 on an average property assessment value of \$695,837.

Conclusion

The 2015 Operating Budget will maintain Richmond's record of providing an excellent level of service to the community, supporting fulfilment of City priorities that enhance overall quality of life.

Staff recommend that Council approve the proposed 2015 Operating Budget Option 1 with a tax impact of 0.26% for the same level of service, plus 0.38% for Capital OBI, plus 1% major capital community facility replacement program (Capital Building Infrastructure Reserve), plus 0.06% for additional expenditures, plus 1.19% for mandatory senior government related increases for a total tax impact of 2.89% and direct staff to prepare the 5-Year Financial Plan (2015-2019).



Melissa Shiau, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

- Att. 1: Long Term Financial Management Strategy
- 2: 2015 Budget Cycle Process
 - 3: 2015 Ongoing Base Level of Service Budget Comparative Summary
 - 4: 2015 Ongoing Additional Level Expenditure Requests – RECOMMENDED
 - 5: 2015 Ongoing Additional Level Expenditure Requests – NOT RECOMMENDED



City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council: September 22nd, 2003
 Amended by Council: July 8, 2013

Policy 3707

File Ref: 0970-03-01

Long Term Financial Management Strategy**Policy 3707:****It is Council Policy that:**1. **Tax Revenue**

Tax increases will be at Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.

2. **Gaming Revenue**

Gaming revenues will go directly to the capital reserves, the grants program and a community legacy project reserve.

3. **Alternative Revenues & Economic Development**

Any increases in alternative revenues and economic development beyond all the financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

4. **Changes to Senior Government Service Delivery**

Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year's taxes above and beyond the CPI and infrastructure percentage contribution.

5. **Capital Plan**

Ensure that long term capital funding for infrastructure (e.g. parks, trails, facilities, roads etc.) is in place in order to maintain community liveability and generate economic development.

6. **Cost Containment**

Staff increases should be achieved administratively through existing departmental budgets, and no pre-approvals for additional programs or staff beyond existing budgets should be given, and that a continuous review be undertaken of the relevancy of the existing operating and capital costs to ensure that the services, programs and projects



delivered continue to be the most effective means of achieving the desired outcomes of the City's vision.

7. **Efficiencies & Service Level Reductions**

Savings due to efficiencies or service level reductions identified in the strategy targets should be transferred to the capital reserves. Any savings due to efficiencies beyond the overall strategy targets can be utilized to reduce the tax rate or for increased levels of service.

8. **Land Management**

Sufficient proceeds from the sales of City land assets will be used to replenish or re-finance the City's land inventory. Any funds in excess of such proceeds may be used as directed by Council.

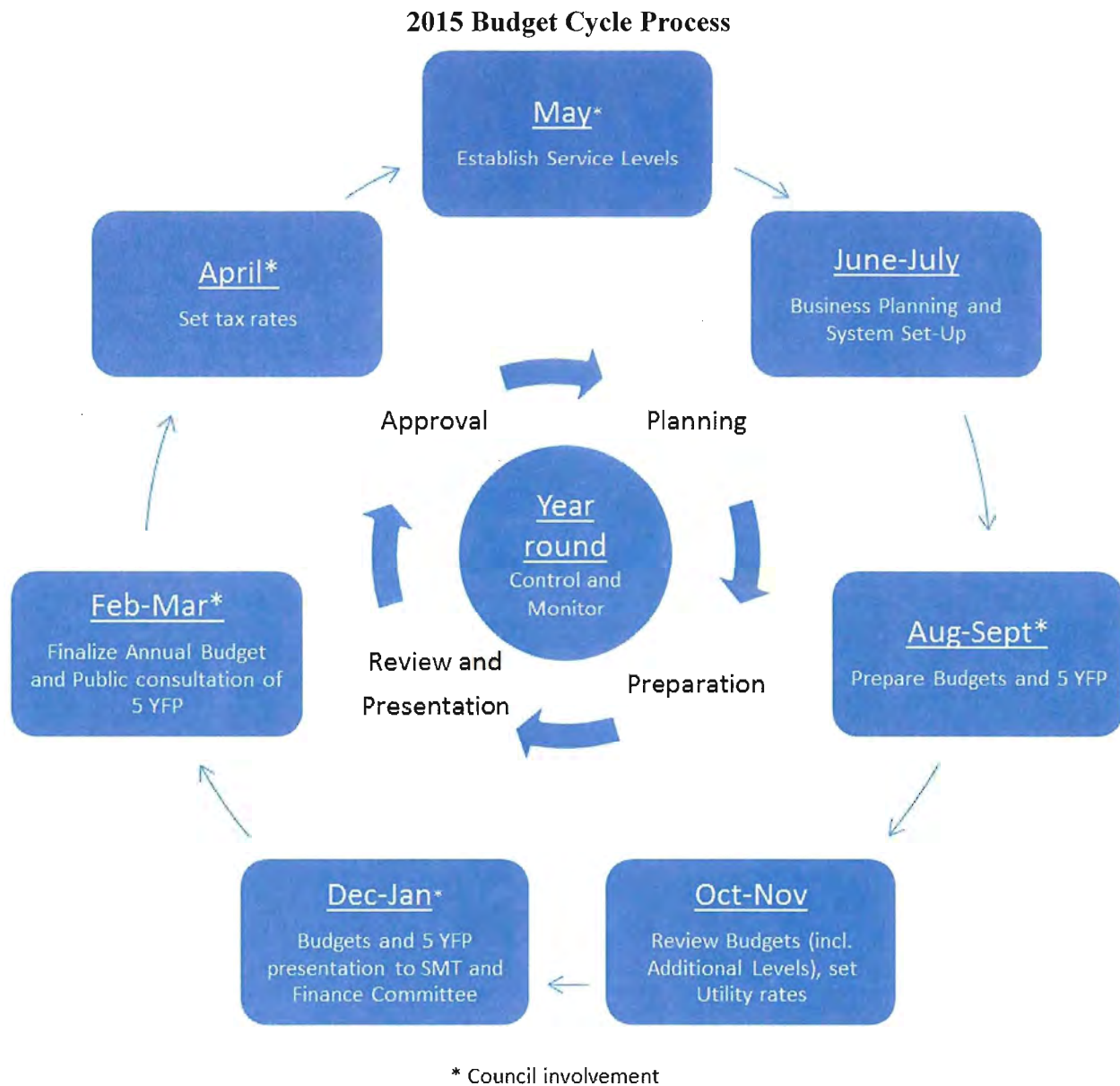
9. **Administrative**

As part of the annual budget process the following shall be undertaken:

- all user fees will be automatically increased by CPI;
- the financial model will be used and updated with current information, and
- the budget will be presented in a manner that will highlight the financial strategy targets and indicate how the budget meets or exceed them.

10. **Debt Management**

Utilize a "pay as you go" approach rather than borrowing for financing infrastructure replacement unless unique circumstances exist that support borrowing.



2015 Ongoing Base Level of Service Budget Comparative Summary

Division (in '000s)	2015 Base Budget	2014 Adjusted Base Budget	Change \$	Change %	Tax Impact %
<u>Law and Community Safety</u>					
Revenue/Transfers	\$9,166	\$8,764	\$402	4.59%	0.22%
Expenses	87,255	84,616	2,639	3.12%	1.44%
	(78,089)	(75,852)	(2,237)	2.95%	(1.22%)
<u>Community Services</u>					
Revenue/Transfers	8,926	8,855	71	0.80%	0.04%
Expenses	45,670	44,516	1,154	2.59%	0.63%
	(36,744)	(35,661)	(1,083)	3.04%	(0.59%)
<u>Library</u>					
Revenue/Transfers	832	920	(88)	(9.57%)	(0.05%)
Expenses	9,373	9,170	203	2.21%	0.11%
	(8,541)	(8,250)	(291)	3.53%	(0.16%)
<u>Engineering and Public Works</u>					
Revenue/Transfers	5,192	4,952	240	4.85%	0.13%
Expenses	38,521	37,557	964	2.57%	0.52%
	(33,329)	(32,605)	(724)	2.22%	(0.39%)
<u>Finance and Corporate Services</u>					
Revenue/Transfers	4,320	4,226	94	2.22%	0.05%
Expenses	22,182	21,717	465	2.14%	0.25%
	(17,862)	(17,491)	(371)	2.12%	(0.20%)
<u>Corporate Administration</u>					
Revenue/Transfers	-	-	-	0.00%	0.00%
Expenses	8,110	7,924	186	2.35%	0.10%
	(8,110)	(7,924)	(186)	2.35%	(0.10%)
<u>Planning and Development Services</u>					
Revenue/Transfers	5,755	5,665	90	1.59%	0.05%
Expenses	12,270	11,903	367	3.08%	0.20%
	(6,515)	(6,238)	(277)	4.44%	(0.15%)
<u>Fiscal</u>					
Revenue/Transfers	215,046	215,035	11	0.01%	0.01%
Expenses	19,326	19,326	-	0.00%	0.00%
	195,720	195,709	11	0.01%	0.01%
<u>Transfers to Reserve</u>					
Revenue/Transfers	22,867	19,767	3,100	15.68%	1.69%
Expenses	34,555	31,455	3,100	9.86%	1.69%
	(11,688)	(11,688)	-	0.00%	0.00%
<u>Total</u>					
Revenue/Transfers	272,104	268,184	3,920	1.46%	2.13%
Expenses	277,262	268,184	9,078	3.38%	4.94%
Net Budget Increase	\$5,158	-	\$5,158	1.92%	2.81%
Estimated 2015 Growth	(2,500)		(2,500)		(1.36%)
Net Budget Increase, After Rate Stabilization and Growth	\$2,658		\$2,658	0.99%	1.45%
Less: Mandatory Senior Government Increases	(2,185)		(2,185)		(1.19%)
Same Level of Service Increase	\$473		\$473	0.18%	0.26%

2015 Ongoing Additional Level Expenditure Requests – RECOMMENDED

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
1	Law and Community Safety	Operating Costs for the City Centre Community Police Station (CPO) The coordinator's role is to recruit, train, motivate and organize 80 active volunteers. The CPO delivers a variety of programs to meet the needs of the local neighbourhoods they serve, including information on home security, business crime prevention, auto crime prevention, and personal safety. With the continuation of the City Centre Community Police Station at its current location, and managed by a CPO Coordinator, it would achieve greater success with the ongoing programs, visibility, crime prevention, and community engagement. This item was forwarded for consideration in the 2015 budget process from the Council meeting dated October 27, 2014.	\$148	0.08%
2	Law and Community Safety	Community Bylaws Auxiliary Hours Auxiliary hours at a cost of \$57,000 to back fill revenue generating positions in Community Bylaws related to vacation relief, long term illnesses, and the dog license canvassing program. As a direct result of these additional auxiliary hours, a further \$90,000 in parking revenue is expected to be generated, resulting in a net gain of \$33,000.	(\$33)	(0.02%)
3	Community Services	Arts Centre Program Community need and demand for Arts Centre programs continue to increase and some programs have long waitlists. Staff continue to respond to growing community participation in the arts by developing new arts programs and effectively managing the use of the Centre's purpose built arts spaces. In order to address this growth, the Auxiliary Arts Programmer position will be increased 329 hours (\$15,000) to bring it to full-time hours; supplies will be increased by \$1,100; advertising will be increased by \$800; and contracts other (instructors) will be increased by \$8,100; for a total increase in expenditures of \$25,000. This increase will be completely covered by a	\$-	0.00%

2015 Ongoing Additional Level Expenditure Requests – RECOMMENDED (CONT'D)

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
		corresponding increase in revenue from increased programming.		
4	Community Services	Britannia Staffing For Rentals Outside Regular Business Hours (Aux) In 2015, there will be an increase of two rentals per month from May to September resulting in an increase of \$12,500 rental revenue. An additional 400 hours of auxiliary staffing hours will be require to staff the rentals which occur outside business hours. The additional expenditures are fully offset by the additional revenues.	(\$0)	(0.00%)
		Recommended Total	\$115	0.06%

Ongoing Additional Level Expenditure Requests – NOT RECOMMENDED

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
1	Law and Community Safety	Quick Response Team (4 Officers) The Quick Response Team's capability to monitor and confront chronic and high risk offenders will be empowered by the addition of four officers. Furthermore, the QRT will be in a position to cast wider focus on the offender population, as well as devote a greater quality of attention on specific offenders. Ultimately, as these initiatives are part of the Detachment's Strategic Plan, the additional officers would enhance the success of the Plan.	\$684	0.37%
2	Law and Community Safety	Unsolved Homicide Unit (3 Officers) The establishment of an Unsolved Homicide Unit (UHU) will allow the unit's three officers to thoroughly review unsolved homicide investigative files and pursue avenues of investigation with the end goal of identifying and bring before the courts those believed responsible, as well as providing justice to the victims and aggrieved families. Ultimately, an attempt to solve the unsolved homicide, suspicious missing persons, and suspicious death cases in Richmond can be achieved.	\$513	0.28%
3	Law and Community Safety	Road Safety Unit (1 Officer) The Road Safety Unit (RSU) is a major component of the Detachment's Strategic Plan, encompassing one of the five strategic and core priorities. The RSU's primary mandate is to provide intelligence-led, targeted enforcement. Complimentary to this mandate is the continued education of new drivers; school aged children and youth, pedestrians, and the motoring and cycling public through visible enforcement and non-enforcement operations.	\$171	0.09%
4	Community Services	Media Arts Specialist (RFT) Since the Media Lab opened in 2011, the Media Arts Specialist position has been mainly funded through sponsorship and grant money with some Department gap funding to maintain the number of staff hours. Long-term staffing requires a more sustainable approach to facilitate the success of future media arts programming, production and support.	\$82	0.04%

Ongoing Additional Level Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
		The Media Arts Specialist is responsible for facilitating media arts programming programs with a particular focus on using media arts as a tool for creating positive opportunities for "low asset" youth. This item was forwarded for consideration in the 2015 budget process from the Council meeting dated September 8, 2014.		
5	Library	Library Collection Material The Library collections budget has remained constant for many years and is not at a level to support the demands for both print and digital collections. The growth of eBooks and other digital collections has been at the expense of print books. Money is being taken from the print budget to buy digital collections causing a steep decline in the print collection, even though over 70% of users come to take out print books. Redirecting money from print books to eBooks is not sufficient to build up an adequate digital collection. The digital circulation has increased enormously by 1,220% and the library cannot keep up. An additional \$200,000 will provide for the digital demand.	\$200	0.11%
		Not Recommended Total	\$1,650	0.89%



City of Richmond

Report to Committee

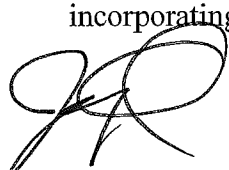
To: Finance Committee
From: Jerry Chong, CA
Director, Finance
Re: 2015 Capital Budget

Date: January 20, 2015
File: 03-0970-25-2015-
01/2014-Vol 01




Staff Recommendation

That:

1. The 2015 Capital Budget totalling \$92.5M be approved and staff authorized to commence the 2015 Capital Projects; and
2. The Five-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Capital Budget.


Jerry Chong, CA
Director, Finance
(604-276-4064)

Att. 5

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER 
CONCURRENCE OF SMT 
APPROVED BY CAO 

Staff Report

Origin

Subsection 165(1) of the Community Charter requires the City to adopt a Five-Year Financial Plan (5YFP) Bylaw on or before May 15th of each year. The 5YFP Bylaw includes operating, utility and capital budgets for the current year (2015) and provides estimates for the remaining years of the five-year program. The 5YFP (2015-2019) Bylaw provides the City with the authority to proceed with spending as outlined in the Bylaw. The 5YFP must be balanced and therefore includes proposed funding sources.

The Capital Budget (the “budget”) is one of the main components in preparing the 5YFP. The budget includes all expenditures that improve, replace and extend the useful life of the City’s asset inventory, which has a net book value greater than \$1.8 billion. The Capital budget allows the City to sustain existing civic infrastructure, while also adding new facilities and services to serve the growing community.

This budget acts as a tool where capital projects (e.g. parks, trails, facilities, roads, etc.) are prioritized and capital resources evaluated over a 5-year time horizon. The Long Term Financial Management Strategy (LTFMS) is a set of principles created by Council to guide the financial planning process. It is Council policy and a key component of the LTFMS to ensure that sufficient long term capital funding for infrastructure replacement and renewal is in place in order to maintain community viability and generate economic development.

The 5YFP provides authorization for the use of certain funding sources such as Development Cost Charges (DCCs) and Statutory Reserves for internal transfers, transfers to the operating budget for non-tangible capital assets and debt re-payments.

Analysis

This report presents the proposed 2015-2019 Capital Budget and seeks Council review and approval on 2015 recommended projects and the operating expenditures associated with each respective project. The proposed Capital Budget for 2015 is \$92.5 million. In comparison, the approved 2014 Capital program was \$192.1 million featuring \$129.1 million for the Minoru Complex and City Centre Community Centre. Consistent with historical trends, in the years following major capital investment, the capital program returns to a basic replacement program to ensure existing infrastructure is kept in excellent condition.

Capital funds are directed towards infrastructure and asset management programs and the highest priority projects to meet Council direction and the needs of the citizens of Richmond. The priorities are aligned with City priorities such as the Sustainability Framework, Parks and Open Space Strategy and Social Development Strategy. Examples of these are:

- Alexandra District Energy Utility Expansion Phase 3 (2015).
- Garden City Lands - Phase 1 of the design and construction of the City’s largest recent land acquisition for public open space.

- Middle Arm / Hollybridge Pier waterfront park system, which continues to evolve with new features being added.

The City's capital budget ensures appropriate planning for required projects and their related funding to demonstrate the complete impact of major multi-year projects. Capital requirements are driven by many factors including growth, maintenance of current ageing infrastructure and ensuring that the City is consistently meeting industry standards as well as legislated and regulatory requirements.

The City continues to see sustained population and economic growth. Significant additional growth is projected through 2041 under the Official Community Plan. This new growth requires expansion of City infrastructure in order to maintain the high level of civic services expected by new and current residents. As the City continues to mature, existing infrastructure is nearing the end of its lifespan and/or capacity. Continuous, ongoing investment in replacement and maintenance of ageing infrastructure is required to maintain service levels and protect civic assets. Capital investment allows the City to take advantage of new technology and building practices to improve operational efficiency and accrue environmental benefits from use of more sustainable building practices and equipment. Finally, the Capital budget also includes internal transfers and debt repayment to replenish reserve accounts used to provide interim funding for various projects.

Over the past decade, Council has used the capital budget to fund construction of three new fire halls, acquisition and retrofitting of the new Community Safety building, purchase of the Garden City Lands and other park and strategic lands, purchase of environmentally sensitive Grauer lands and Northeast Bog Forest, completion of a major expansion of Hamilton Community Centre, Highway 91/Nelson Road Interchange, 20 pump stations, the Richmond Olympic Oval, City Centre Community Centre and the new Minoru Complex among various other projects.

2015 Capital Process

Each division sets priorities specific to their area of expertise. A project submission is completed detailing the scope of work, review of alternatives, financial impact, and proposed funding source. In addition, the submission is self-ranked using established criteria summarized in Figure 1.

Figure 1 – Capital Ranking Criteria



Figure 2 outlines the process behind the 2015-2019 Capital Budget.

Figure 2 – Capital Budget Process



The Capital Review Committee which is comprised of Directors/Senior Managers from each City division reviewed and ranked each project submission. To ensure consistent application of the established ranking criteria, the Capital Review Committee determines the final ranking for each submission giving consideration to strategic and master plans, policies and Council priorities.

The ranked projects are consolidated and the projects are recommended based on funding availability. Project funding recommendations are then reviewed by the Senior Management Team (SMT) and the CAO and the final recommendation is consolidated to form the 2015 Capital Budget presented to Finance Committee for review and approval.

At the Committee's discretion, any Capital project recommended for funding may be removed from the recommended list; Appendix 1 provides a list of the recommended projects. In addition, any Capital project that is not recommended for funding may be reconsidered for recommendation, subject to funding availability. Appendix 2 provides a list of those projects not recommended for funding.

For information purpose, Appendix 3 summarizes the projects recommended for funding from the Revolving Fund.

2015 Capital Highlights

The following is an overview of the major program areas funded through the capital budget with selected highlights of proposed 2015 initiatives being recommended to Council. The 2015 budget includes significant investment in infrastructure renewal to maintain community viability. A more detailed breakdown of each program is included in the appendices to this report.

Infrastructure – \$49.6M:



The City's Infrastructure Program funds assets that include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains. For 2015 it encompasses investing \$49.6 million on improving the City's civic infrastructure.

The 2015 program includes Horseshoe Slough Pump Station Rebuild, No 1 Road Box Culvert rehabilitation, Burkeville drainage, Vulcan Way Sanitary Forcemain Replacement, watermain replacements, residential water metering, and pavement upgrades, including resurfacing the Bridgeport Overpass.

Parks – \$12.3M :



Richmond is renowned for its high quality parks and recreation facilities, with over 120 parks totaling approximately 1,700 acres. In addition to the City's parks, Richmond also has 50 kilometers of recreational trails.

The 2015 program includes work on Lang Park Redevelopment, development of the Garden City Lands Phase 1, Middle Arm/Hollybridge Pier, Seine Net Loft Deck Repair and The Gardens Agricultural Park.

Land – \$10.0M:

The 2015 land acquisition program relates to the acquisition of real property for the City. This is funded by surplus from previous land sales and not through general revenue. Council approval is required for each acquisition; funding is in place to act on opportunities as they arise.

Equipment – \$7.9M:

The 2015 equipment program includes phase 1 implementation of the digital strategy including Master Customer Data, Middleware Deployment, Planning and Development Business Transformation, fleet and equipment purchases, as well as fire vehicle replacement purchases.

Buildings – \$3.5M :

The building program funds major building construction and renovation projects as well as minor facility upgrades.

For 2015 the building program includes upgrades for South Arm Community Centre, City Hall, the Works Yard, Gateway and Trailer installation for the Animal Shelter.

Affordable Housing – \$1.2M:

Affordable Housing is responsible for coordinating the implementation of the Richmond Affordable Housing Strategy adopted in 2007.

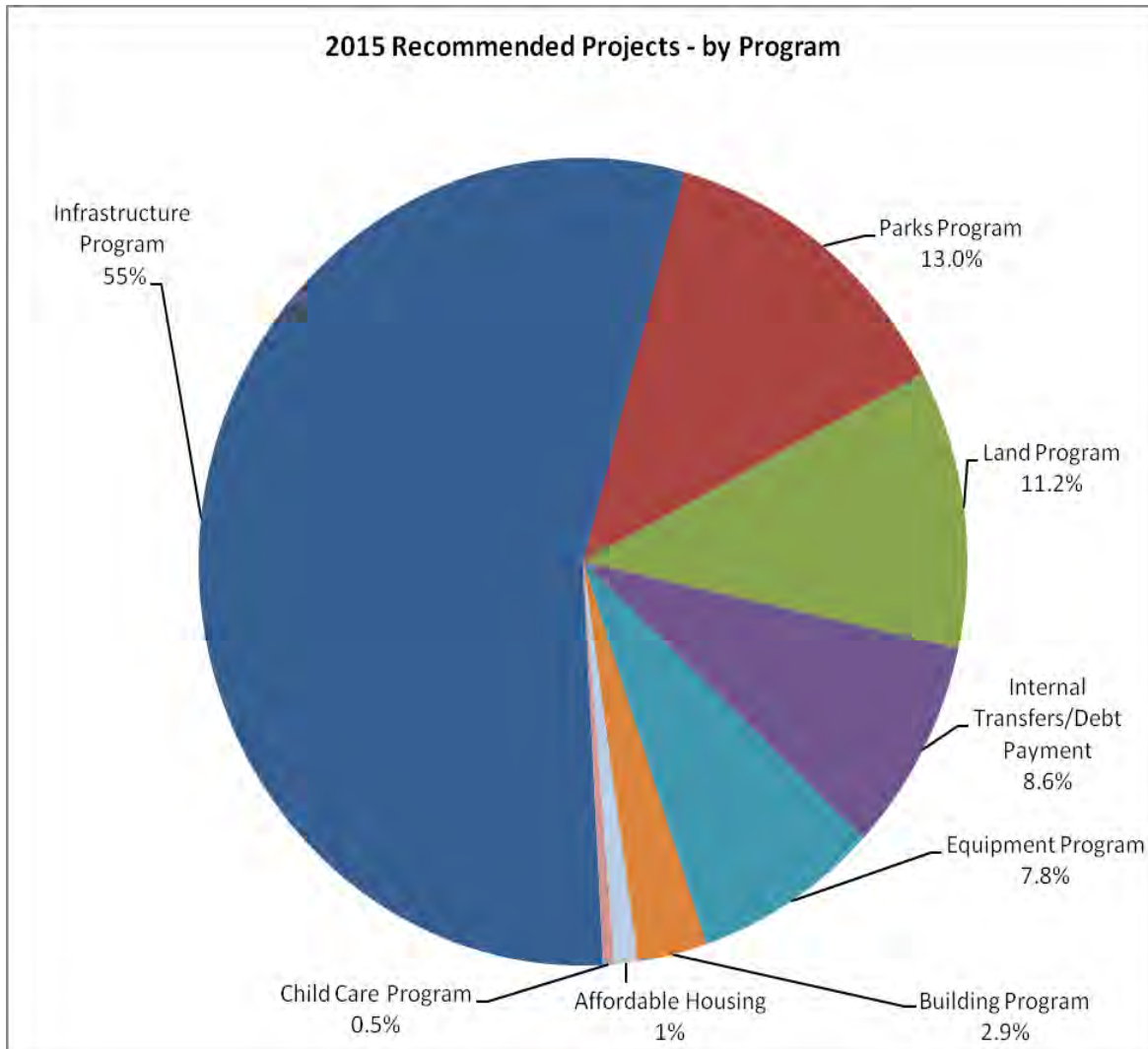
The 2015 program includes building up the West Cambie reserve for future land or units costs; offsetting costs related to updating the affordable housing strategy and policy updates, the Housing Action Plan and offsetting the difference in the Kiwanis project disbursement from the proposed amount to actual amount at substantial completion.

Child Care – \$0.4M:

To address child care needs, the City's 2015 Child Care program will provide upgrades to four City-owned child care facilities and supports the child care grants program.

The 2015 recommended capital projects by program are summarized in Figure 3.

Figure 3 – 2015 Recommended Projects – by Program



The following is an overview of the recommended Capital program that supports new infrastructure needs compared to the replacement of existing infrastructure.

New 2015 Capital Costs

The new Capital costs total \$48.4M (52%) of the 2015 Capital Budget including highlights such as:

- District Energy Utility expansion Phase 3 – \$12.1M (*page 72*)
- Strategic Land Acquisition – Acquisitions require Council approval – \$10.0M (*page 104*)
- Major Parks – Garden City Lands Phase 1 (*page 87*), The Gardens Agricultural Park (*page 91*), Middle Arm Hollybridge Pier (*page 89*) – \$4.7M
- Parkland Acquisitions – Acquisitions require Council approval – \$4.7M (*page 98*)
- Roads – Various traffic and road improvements – \$3.2M (*page 21*)
- Equipment Program – Phase 1 of the Digital Strategy Implementation Master Customer Data (*page 124*), Middleware Deployment (*page 125*) and Planning & Development Business Transformation (*page 126*) – 3.0M
- Water – Residential Water Metering – \$1.9M (*page 54*)
- Sanitary Sewer – Phase 3 of the Hamilton Sanitary Sewer – \$1.5M (*page 61*)
- Building Program – Richmond Animal Shelter Trailer Installation – \$0.1M (*page 82*)

Replacement 2015 Capital Costs

The Replacement costs total \$36.4M (40%) of the 2015 Capital Budget, which include:

- Drainage replacement – Horseshoe Slough Pump Station Rebuild (*page 45*), No. 1 Road Box Culvert Rehabilitation (*page 51*), Burkeville Drainage – \$9.2M (*page 41*)
- Water Main replacement – Lulu Island North and West Watermain Replacement – \$6.9M (*page 55 and 56*)
- Sanitary Sewer replacement – Leslie Sanitary Pump Station and Vulcan Way Sanitary Forcemain Replacement – \$5.8M (*page 62 and 65*)
- Annual repaving program (*page 24-25*) and Bridgeport Overpass resurfacing – \$5.0M Roads (*page 21*)
- Equipment Program – Annual Fleet Replacement and Fire Vehicle Replacement Reserve Purchases – \$3.8M (*page 110 and 113*)
- Building Program – South Arm Community Centre Renewals (*page 83*) & Upgrade, City Hall Main Elevators Modernization (*page 76*) and Gateway Theatre HVAC Renewals & Upgrade – \$2.7M (*page 79*)
- Parks Program – Lang Park Redevelopment (*page 88*) and Seine Net Loft Deck Repair (*page 97*) – \$2.0M

Internal Transfers and Debt Repayment

Internal Transfer and Debt Repayment total \$7.7M (8%) of the 2015 Capital Budget includes:

- Parkland Acquisition Repayment – \$5.5M (*page 134*)
- River Road/North Loop (2005) Repayment – \$1.7M (*page 135*)

The details of each recommended project is attached in Appendix 4.

2015 Capital Budget Funding Sources

The 2015 capital budget uses a variety of funding sources which include:

- Development Cost Charges (DCCs) – These contributions are made through development and are used for growth related projects.
- External Sources – These include grants awarded from Provincial and Federal Governments, developer cash contributions (other than DCCs) and other non-City related sources.
- Utilities – These are funds collected through utility bills and are specified for waterworks, sanitary sewer and drainage.
- City Sources – This includes all other sources of City funding such as statutory reserves, and appropriated surplus (provisions).

The funding of the recommended projects has been allocated while maintaining the long-term strategy of building reserve balances to fund future infrastructure replacement and improvements. Generally, projects are funded up to the annual amount transferred into each available reserve.

The funding sources of the 2015 recommended projects are summarized in Table 1.

Table 1 – 2015 Funding Sources

Funding Sources	Amount
City Sources	\$32.7
Utilities	25.9
<i>Subtotal - Internal</i>	<i>\$58.6</i>
DCCs	23.6
External Sources	10.3
<i>Subtotal - External</i>	<i>\$33.9</i>
Total 2015 Funding	\$92.5

Approximately \$34 million of this year's capital plan is being funded through external sources and DCCs, which are contributed by developers, significantly reducing the potential impact of these projects upon taxpayers.

Appendix 1 includes a legend of the funding sources for each project. Funding details of each individual submission are included in Appendix 4.

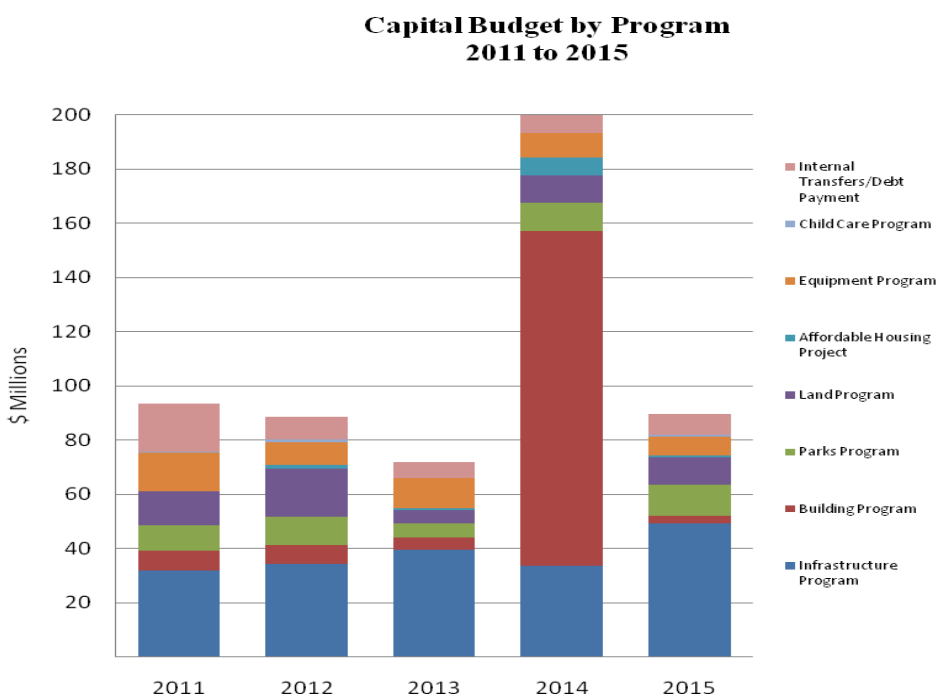
Recommended 2015 Versus Historical (2011-2014) Capital Budget Analysis

Figure 4 provides analysis of the program types of the capital budget for the past four years compared to the 2015 recommended capital plan.

For the years 2011-2015, Capital Budgets average \$84.3 million annually after adjusting for the major facilities approved in the 2014 capital plan

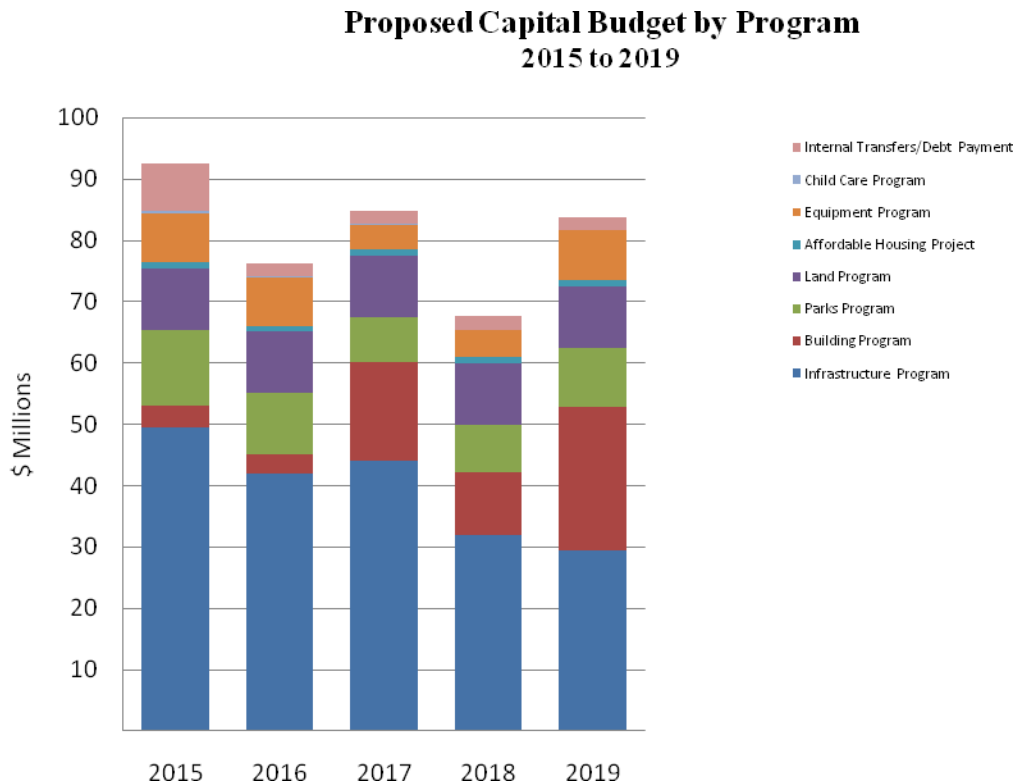
In 2014, Council approved \$129.1 million for major facilities, of which \$50M was financed through Municipal Finance Authority (MFA). This included funding for the Minoru Complex, new No.1 Brighthouse Fire Hall and City Centre Community Centre.

Figure 4 – Capital Budget by Program (2011-2015)



Proposed 2015-2019 Capital Budget

Figure 5 shows the 5 Year Capital Plan proposes to continue to invest an average of \$81.0M each year in the City's assets.

Figure 5 – Proposed Capital Budget by Program 2015 to 2019

In the years 2015-2017, Infrastructure submissions total over \$40M, but return to the \$30-\$35M range in 2018, which is comparable to the trend from 2011-2014.

Details of the 2016-2019 Capital Budgets will be presented as part of the 2015-2019 5YFP Report.

2015 Operating Budget Impact

Upon completion of capital projects, new assets are added to the City's inventory. There are costs associated with maintaining these new assets, for example a new car added to the City's fleet will require insurance and maintenance costs while a new building will require staffing, janitorial services, gas and hydro utility costs. This ongoing maintenance cost is the Operating Budget Impact (OBI) associated with the new asset which is added to the operating budget.

OBIs were reviewed by the Capital Review Committee as part of the Capital submission review process. The total OBI relating to the 2015 recommended projects is \$637K. \$126K of the OBI is associated with water and sewer utility projects and if the respective projects are approved, these will be incorporated into the 2016 utility budget. The remaining \$511K will be added to the operating budget if the associated projects are approved. To minimize the budget impact, an OBI phase in plan is adopted each year. For the recommended 2015 Capital Program, the OBI is proposed to be phased in over two years.

Table 2 presents a summary of the recommended Capital Budget and associated OBI by program.

Table 2: Recommended 2015 Funding and OBI by Program (in millions)

Program (in millions)	Amount	OBI
Infrastructure Program	\$49.6	\$0.30
Parks Program	12.3	0.11
Land Program	10.0	0.00
Equipment Program	7.9	0.22
Internal Transfer/Debt Repayment	7.6	0.00
Building Program	3.5	0.01
Affordable Housing Project	1.2	0.00
Child Care Program	<u>0.4</u>	<u>0.00</u>
Total 2015 Funding & OBI	\$92.5	\$0.64

Financial Impact

The 2015 Capital Budget with a total value of \$92.5 million will enable the City to maintain and advance the asset inventory that continues to provide necessities and benefits to the community. The OBI associated with these projects is \$637K and once approved will be incorporated into the 2015-2019 5YFP.

Conclusion

The recommended Capital budget for 2015 is \$92.5 million. This recommendation reflects a return within the 10-year average range for the Capital budget. The Capital Review Committee worked closely with SMT and the CAO to represent the interests of all stakeholders to ensure that the 2015 capital program addresses City priorities and meets the needs of the community while effectively utilizing available funding.



Melissa Shiau, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

- Att. 1: 2015 Summary of Recommended Projects
- 2: 2015 Summary of Unfunded Projects
- 3: 2015 Summary of Projects Funded by the Revolving Fund
- 4: 2015 Details of Recommended Projects by Program
- 5: 2015 Details of Unfunded Projects by Program

Project Name	Funding	Total Investment	Total OBI	Page
A. INFRASTRUCTURE PROGRAMS				
Roads				
Accessible Pedestrian Signal Program	D/C	250,000	13,624	22
Active Transportation Improvement Program	E/D/C	650,000	29,921	23
Annual Asphalt Re-Paving Program - MRN	E	914,000	-	24
Annual Asphalt Re-Paving Program - Non-MRN	E	2,458,600	-	25
Arterial Roadway Improvement Program	D/C	300,000	12,478	26
Bridge Rehabilitation - No. 4 Rd Bridge and Fraserside Gate Bridge	C	110,000	-	27
Bridgeport Overpass Resurfacing	E	1,100,000	-	28
Functional and Preliminary Design (Transportation)	D/C	30,000	-	29
Neighbourhood Walkway Program	D/C	450,000	18,600	30
Special Crosswalk Program	D/C	350,000	13,600	31
Street Light Pole Replacement - Seafair & Richmond Gardens-Phase 1 of 5	C	132,000	-	32
Street Light Security and Wire Theft Prevention - Phase 4 of 5	C	140,000	-	33
Traffic Calming Program	D/C	350,000	28,718	34
Traffic Signal Program	D/C	600,000	19,660	35
Transit-Related Amenity Improvement Program	E/D/C	250,000	4,092	36
Transit-Related Roadway Improvement Program	E/D/C	100,000	4,092	37
Total Roads		\$8,184,600	\$144,786	
Drainage				
Aquatic Invasive Species Management	U	150,000	-	39
Automated Irrigation Gate Installation and Local Ditch Upgrades	U	300,000	2,000	40
Burkeville Drainage	U	1,000,000	1,000	41
Canal Stabilization - No. 3 Road and No. 8 Road Phase 4 of 5	U	300,000	-	42
Dike Upgrades	U	750,000	-	43
Drainage Minor Capital	U	300,000	-	44
Horseshoe Slough Pump Station Rebuild	U/D/C	4,200,000	13,000	45
Laneway Drainage and Asphalt Upgrade-Seabrook Crescent (East)	U/E	340,000	1,000	46
Laneway Drainage and Asphalt Upgrade-Steveston Highway 100m	U/E	163,000	1,000	47
Laneway Drainage and Asphalt Upgrade - Swinton Crescent (West)	U/E	430,000	1,000	48
Long Shaft Drainage Pump Replacement Program	U	300,000	-	49
Nelson Road South Pump Station Generator	U	120,000	3,000	50
No. 1 Rd Box Culvert Rehabilitation	U	2,150,000	-	51
Queens Road North Pump Station Generator	U	120,000	3,000	52
Total Drainage		\$10,623,000	\$25,000	
Water Main Replacement				
Residential Water Metering	U	1,920,000	77,000	54
Watermain Replacement - Lulu Island North Area	U/D/C	2,160,000	-	55
Watermain Replacement - Lulu Island West Area	U/D/C	3,590,000	-	56
Watermain/Drainage Replacement-Beecham Rd and Marrington Rd	U/E	1,180,000	-	57
Total Water Main Replacement		\$8,850,000	\$77,000	

Legend: **C**=City Sources; **D**=Development Cost Charges; **E**=External Sources; **U**=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
A. INFRASTRUCTURE PROGRAMS				
Sanitary Sewer				
Blundell Rd Forcemain Tie-Ins	U	400,000	-	59
Development Coordinated Works in Capital - Sanitary	U	350,000	-	60
Hamilton Sanitary Sewer Phase 3	D/C/U	1,520,000	17,000	61
Leslie Sanitary Pump Station	D/C/U	1,550,000	17,084	62
Miscellaneous SCADA System Improvements	U	192,000	15,000	63
Public Works Minor Capital - Sanitary	U	242,000	-	64
Vulcan Way Sanitary Forcemain Replacement	U	3,060,000	-	65
Total Sanitary Sewer		\$7,314,000	\$49,084	
Minor Public Works				
Minor Capital Waterworks Program	U	400,000	-	67
PW Minor Capital - Traffic	E	225,000	6,345	68
Total Minor Public Works		\$625,000	\$6,345	
Infrastructure Advanced Design & Land				
PW Infrastructure Advanced Design	U/D/C	1,586,000	-	70
Total Infrastructure Advanced Design & Land		\$1,586,000	\$0	
District Energy Utility				
Alexandra District Energy Utility Expansion Phase 3 (2015)	C/E	12,100,000	-	72
City Centre District Energy Utility	U	300,000	-	73
Total District Energy Utility		\$12,400,000	\$0	
TOTAL INFRASTRUCTURE PROGRAM		\$49,582,600	\$302,215	
B. BUILDING PROGRAM				
Major Building				
City Hall - Lighting Upgrade	C	110,000	-	75
City Hall - Main Elevators Modernization	C	600,000	6,600	76
Direct Digital Control Upgrade and Consolidation	C	290,000	-	77
Energy Management - 2015 Projects	C	585,000	-	78
Gateway Theatre - HVAC Renewals & Upgrades	C	250,000	-	79
Minoru Arena Silver - Evaporative Condenser Replacement	C	121,000	-	80
Project Development Advanced Design 2015	C	300,000	-	81
Richmond Animal Shelter - Trailer Installation	C	136,200	4,360	82
South Arm Community Centre - Renewals & Upgrades	C	650,000	-	83
Works Yard Administration - Envelope Repairs	C	250,000	-	84
Works Yard Stores - Roof Replacement	C	200,000	-	85
TOTAL BUILDING PROGRAM		\$3,492,200	\$10,960	

Legend: **C**=City Sources; **D**=Development Cost Charges; **E**=External Sources; **U**=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
C. PARKS PROGRAM				
Major Parks/Streetscapes				
Garden City Lands Phase 1	D/C	2,100,000	35,000	86
Lang Park Redevelopment - Park Characterization	D/C	800,000	-	87
Middle Arm/Hollybridge Pier	E/C	1,000,000	10,420	88
Parks Advance Planning & Design	D/C	500,000	-	89
The Gardens Agricultural Park	D/C	1,100,000	37,852	90
Total Major Parks/Streetscapes		\$5,500,000	\$83,272	
Minor Parks				
City Tree Planting Program	E	300,000	13,830	93
Parks Ageing Infrastructure Replacement Program	E	175,000	-	94
Parks General Development	D/C	500,000	3,000	95
Playground Improvement Program	E	200,000	-	96
Seine Net Loft - Deck Repair	C	572,000	-	97
Total Minor Parks		\$1,747,000	\$16,830	
Parkland Acquisition				
Parkland Acquisition	D/C	3,330,000	-	99
Parkland Acquisition - West Cambie	D/C	1,300,000	-	100
Total Parkland Acquisition		\$4,630,000	\$0	
Public Art				
Public Art Program	E	407,941	10,000	102
Total Public Art		\$407,941	\$10,000	
TOTAL PARKS PROGRAM		\$12,284,941	\$110,102	
D. LAND PROGRAM				
Land Acquisition				
Strategic Land Acquisition	C	10,000,000	-	104
TOTAL LAND PROGRAM		\$10,000,000	\$0	
E. AFFORDABLE HOUSING PROJECT				
Affordable Housing Project				
Affordable Housing Projects - West Cambie	E	125,000	-	106
Affordable Housing Strategy Funded by Operating Reserves	E	750,000	-	107
Kiwanis Towers	E	283,640	-	108
TOTAL AFFORDABLE HOUSING PROJECT		\$1,158,640	\$0	
F. EQUIPMENT PROGRAM				
Annual Fleet Replacement				
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	C/U	2,851,200	-	110
Total Annual Fleet Replacement		\$2,851,200	\$0	
Fire Dept Vehicles				
Fire Equipment Replacement	C	25,000	-	112
Fire Vehicle Replacement Reserve Purchases	C	971,630	-	113
Total Fire Dept Vehicles		\$996,630	\$0	

Legend: C=City Sources; D=Development Cost Charges; E=External Sources; U=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
F. EQUIPMENT PROGRAM				
<i>Miscellaneous Equipment</i>				
Multi-Family Food Scraps/Organics Recycling and Optional Solid Waste Collection Services	U	700,000	-	115
Snow Shed Doors/Salt Covers	C	200,000	-	116
Weigh Scale for Large Commercial Vehicles	U	100,000	-	117
Total Miscellaneous Equipment		\$1,00,000	\$0	
<i>Technology</i>				
2015 Microsoft Licensing & Storage	C	136,000	-	119
2015 Server Infrastructure Upgrades	C	281,600	44,900	120
Emergency Operations Centre Information Management System	C	178,500	19,000	121
Existing Operational Desktop Computer Hardware Funding	C	419,936	-	122
Integrated Payment Approval	C	100,000	-	123
Master Customer Data	C	900,000	100,000	124
Middleware Deployment	C	600,000	50,000	125
Planning & Development Business Transformation	C	300,000	-	126
WorkSafe BC Claims/Incident Management System	C	105,925	-	127
Total Technology		\$3,021,961	\$213,900	
TOTAL EQUIPMENT PROGRAM		\$7,869,791	\$213,900	
G. CHILD CARE PROGRAM				
<i>Child Care Program</i>				
Child Care Projects - City Wide (non-capital grants)	E	10,000	-	129
Upgrade Four Child Care Facilities	C	400,000	-	130
TOTAL CHILD CARE PROGRAM		\$410,000	\$0	
H. INTERNAL TRANSFERS/DEBT PAYMENT				
<i>Internal Transfers/Debt Payment</i>				
2015 Equipment Lease Payments	C	12,153	-	132
Nelson Road Interchange Repayment	D	385,098	-	133
Parkland Acquisition Repayment	D	5,500,000	-	134
River Rd/North Loop (2005) Repayment	D	1,685,056	-	135
Shovel - Ready Grant (2009) Repayment Lansdowne Rd Extension	D	77,263	-	136
Total Internal Transfers/Debt Payment		\$7,659,570	\$0	
TOTAL INTERNAL TRANSFERS/DEBT PAYMENT		\$7,659,570	\$0	
Total 2015 Capital Program		\$92,457,742	\$637,177	

Legend: C=City Sources; D=Development Cost Charges; E=External Sources; U=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
A. INFRASTRUCTURE PROGRAMS				
<i>Roads</i>				
Roads Minor Capital	C	250,000	-	138
Undergrounding - Lansdowne Rd	C/E	1,000,000	-	139
TOTAL INFRASTRUCTURE PROGRAM		\$1,250,000	\$0	
B. BUILDING PROGRAM				
<i>Major Building</i>				
City Hall - IT Room Optimization	C	541,430	-	141
Interurban Tram Restoration	C	396,000	-	142
Library and Cultural Centre - Arts Centre Lapidary Studio/Cultural Centre Kitchen Renovations	C	372,200	-	143
TOTAL BUILDING PROGRAM		\$1,309,630	\$0	
C. EQUIPMENT PROGRAM				
<i>Computer Capital</i>				
Network Link to Hamilton CC & FH 5	C	222,000	2,900	145
Total Computer Capital		\$222,000	\$2,900	
<i>Computer Capital/Software</i>				
<i>Miscellaneous Equipment</i>				
Read-o-Graph Boards at Firehalls No 4, 6 and 7	C	304,800	6,000	146
Total Miscellaneous Equipment		\$304,800	\$6,000	
<i>Technology</i>				
<i>Vehicle Equipment</i>				
Public Safety Mobile Command Vehicle	C	992,000	-	147
Total Vehicle Equipment		\$992,000	\$0	
TOTAL EQUIPMENT PROGRAM		\$1,518,800	\$8,900	
Total 2015 Capital Programs - Unfunded		\$4,078,430	\$8,900	

Legend: *C*=City Sources; *D*=Development Cost Charges; *E*=External Sources; *U*=Utilities

FOR INFORMATION PURPOSES ONLY

Project Name	Total Investment	Total OBI	Page
Roads			
Bridge Rehabilitation - No. 4 Rd Bridge and Fraserside Gate Bridge	110,000	-	27
Street Light Pole Replacement - Seafair & Richmond Gardens Phase 1 of 5	132,000	-	32
Street Light Security and Wire Theft Prevention - Phase 4 of 5	140,000	-	33
Total Roads	\$382,000	\$0	
Major Building			
City Hall - Lighting Upgrade	110,000	-	75
City Hall - Main Elevators Modernization	600,000	6,600	76
Direct Digital Control Upgrade and Consolidation	290,000	-	77
Gateway Theatre - HVAC Renewals & Upgrades	250,000	-	79
Minoru Arena Silver - Evaporative Condenser Replacement	121,000	-	80
Project Development Advanced Design 2015	300,000	-	81
Richmond Animal Shelter - Trailer Installation	136,200	4,360	82
South Arm Community Centre - Renewals & Upgrades	650,000	-	83
Works Yard Administration - Envelope Repairs	250,000	-	84
Works Yard Stores - Roof Replacement	200,000	-	85
Total Major Building	\$2,907,200	\$10,960	
Technology			
Emergency Operations Centre Information Management System	178,500	19,000	121
Total Technology	\$178,500	\$19,000	
Minor Parks			
Seine Net Loft - Deck Repair	572,000	-	97
Total Minor Parks	\$572,000		
Child Care Program			
Upgrade Four Child Care Facilities	400,000	-	130
Total Child Care Program	\$400,000		
Total 2015 Projects Funded by Revolving Fund	\$4,439,700	\$29,960	


Infrastructure Program 2015

The City's Infrastructure Program assets include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains.

2015 Recommended Infrastructure – Roads Program


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Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Accessible Pedestrian Signal Program	Submission ID:	5434
Location:	Various		
Cost:	\$250,000	OBI:	\$13,624
Funding Sources:	Roads DCC: \$235,000 Roads City Assist: \$15,000		
Scope:	<p>The general scope of work includes the installation of accessible devices at existing signalized intersections that includes audible messaging, Braille signage, and other accessible features to allow the City to meet its goal to outfit all existing City-owned traffic signals with APS devices by year 2020.</p> <p>For 2015, approximately 15 existing signalized intersections are proposed for upgrade to Accessible Signal systems. The actual locations will be determined in early 2015.</p>		
			

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Active Transportation Improvement Program	Submission ID:	4390


Location:	Various Locations		
Cost:	\$650,000	OBI:	\$29,921
Funding Sources:	Roads DCC: \$305,500 Roads City Assist: \$19,500 Grant: \$325,000		
Scope:	<p>The general scope involves implementing cycling and rolling improvements included as part of the Council-approved Cycling Network Plan by supporting the expansion of new and on-going enhancements to existing on-street cycling routes and off-street multi-use pathways.</p> <p>Typical elements include the construction of new on-street cycling facilities, off-street multi-use pathways primarily for transportation purposes, installation of bike racks, new signage, pavement markings, and other supplementary improvements required to facilitate the safe and efficient movement of cyclists and users of other wheeled devices. The following list of improvements is currently being planned for 2015:</p> <p>Continuation of Crosstown Neighbourhood Bikeway (new east-west route between Blundell Rd & Francis Rd) with: 1) upgrade of off-street pathway through Blundell Park to connect Dorval Rd and Lucas Rd; 2) upgrade of existing special crosswalk to a pedestrian signal at Lucas Rd-Gilbert Rd.</p>		




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - MRN	Submission ID:	4654
Location:	City Wide		
Cost:	\$914,000	OBI:	\$ -
Funding Sources:	Other: \$914,000		
Scope:	<p>This annual funding request is to re-pave MRN roads (Richmond's Major Road Network funded by Translink). The locations are as per the Report to Committee dated November 21, 2014 from the Director of Engineering titled 2015 Paving Program. The project includes the cost of essential ancillary work such as curb and gutter repairs, sidewalk and road base repair, manhole and valve box adjustments, line painting, staff inspection time and similar.</p> <p>To maximize cost efficiencies, road projects are co-ordinated with water, sanitary and drainage projects that are located within City roads and lanes.</p>		
			


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - Non-MRN	Submission ID:	4853

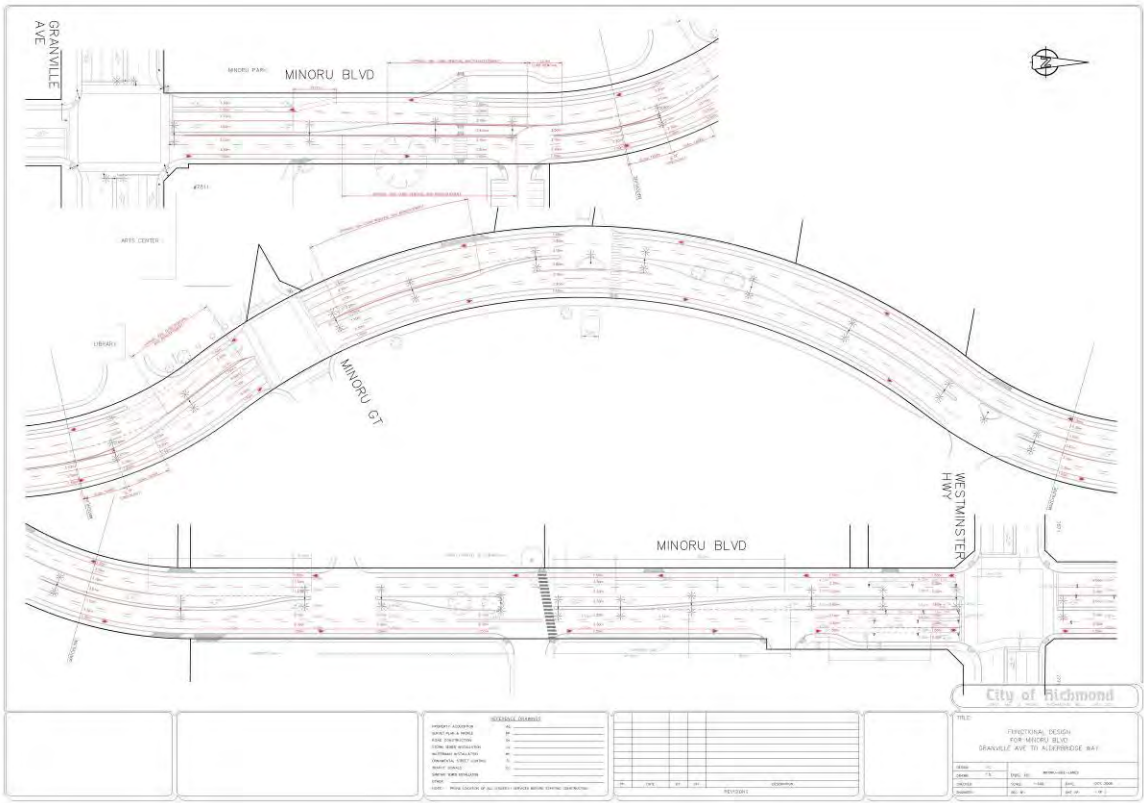
Location:	City Wide		
Cost:	\$2,458,600	OBI:	\$ -
Funding Sources:	Other: \$2,458,600		
Scope:	<p>This annual funding request is to re-pave City owned Non-MRN roads (major & minor City roads and lanes) in alignment with the City's Ageing Infrastructure Strategy. The locations are as per the Report to Committee dated November 21, 2014 from the Director of Engineering titled 2015 Paving Program.</p> <p>Funding from this project will be used to update the existing City of Richmond Pavement Model and collect survey data required to input into the model (Approximate cost \$150,000). Results from the model will help in priortization of re-paving requirements for roads.</p> <p>The project does not include the cost of essential ancillary work typically completed by City crews (curb and gutter repairs, road base repair, manhole and valve box adjustments, line painting, staff inspection time and similar).</p> <p>To maximize cost efficiencies, projects are co-ordinated with water, sanitary and drainage projects that are located within City roads and lanes.</p>		





Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Arterial Roadway Improvement Program	Submission ID:	4340
Location:	Various Locations		
Cost:	\$300,000	OBI:	\$12,478
Funding Sources:	Roads DCC: \$282,000 Roads City Assist: \$18,000		
Scope:	<p>The general scope includes implementing pedestrian and traffic safety improvements on arterial roads. Typical improvements include the construction of new and/or enhancement of existing walkways/sidewalks, new turn lanes, pedestrian safety and intersection signage enhancements, and illuminated street name signs.</p> <p>The following list of improvements is currently being planned for 2015 (subject to factors such as the completion of the detailed design, confirmation of external funding, etc): 1) new sidewalk on east side of Minoru Boulevard from Alderbridge Way to Elmbridge Way; 2) new walkway on north side of Bridgeport Road from Viking Way to No. 6 Road; and 3) Blundell Road frontage road improvements east of No. 5 Road to improve local access.</p>		
			


Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Bridge Rehabilitation - No. 4 Rd Bridge and Fraserside Gate Bridge		Submission ID:	5376
Location:	No. 4 Rd Bridge over Woodward Slough; and Fraserside Gate Bridge			
Cost:	\$110,000		OBI:	\$ -
Funding Sources:	Capital Revolving: \$110,000			
Scope:	<p>No. 4 Road Bridge: Remedial work is required to improve pedestrian safety and traffic containment. Project scope includes the installation of new guardrails, traffic barriers, hazard markers and related minor work items.</p> <p>Fraserside Gate Bridge: Project scope includes asphalt repair, sealing of expansion gaps, erosion control measures and mitigating sidewalk trip hazards.</p>			
				

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Bridgeport Overpass Resurfacing	Submission ID:	5377
Location:	Bridgeport Overpass at Knight Street		
Cost:	\$1,100,000	OBI:	\$ -
Funding Sources:	Other: \$1,100,000		
Scope:	Scope of work includes 900 m2 of deck rehabilitation and resurfacing for Bridgeport Overpass at Knight Street.		
			

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Functional and Preliminary Design (Transportation)	Submission ID:	4710
Location:	Various Locations		
Cost:	\$30,000	OBI:	\$ -
Funding Sources:	Roads DCC: \$28,200 Roads City Assist: \$1,800		
Scope:	Project scope includes preparing the preliminary functional designs and cost estimates required for various transportation capital projects identified within the Five-Year Capital Program. Specifically, the necessary functional road elements in horizontal alignment, cross-section, property impacts, etc. as well as high level cost estimates would be determined in order to carry out further detailed engineering design.		
			

Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Neighbourhood Walkway Program		Submission ID:	5437
Location:	Various			
Cost:	\$450,000		OBI:	\$18,600
Funding Sources:	Roads DCC: \$423,000 Roads City Assist: \$27,000			
Scope:	<p>The general scope of this project includes the construction of new and/or enhancement of existing neighbourhood walkways/sidewalks, including wheelchair ramps, minor curb cuts, boulevard modifications, and other supplementary improvements, in response to requests from the public. Priority would be given to walkways/sidewalks connecting locations with high pedestrian activities, such as schools, neighbourhood service centres, bus stops, recreational services centres, shopping/retail centres, etc.</p> <p>The program includes funding to be diverted back to the Roads DCC from the cancelled Belair Drive walkway, which was not supported by the majority of the affected residents. For 2015, the following preliminary locations are proposed: walkway along Shell Road, from the lane south of Williams Road to 90m south of Sealord Road. There may be additional walkways identified through requests by the public.</p>			
				


Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Special Crosswalk Program		Submission ID:	4338
Location:	Various Locations			
Cost:	\$350,000		OBI:	\$13,600
Funding Sources:	Roads DCC: \$329,000 Roads City Assist: \$21,000			
Scope:	<p>The general scope of the program includes the upgrade of existing crosswalks on arterial roads (typically four-lane arterials) to include overhead illuminated signs with amber flashers, pedestrian-controlled push buttons, as well as enhanced accessible devices. The upgrade would include hardware such as poles, bases, junction boxes, underground/ communication conduits, controller, enhanced accessible devices, related wiring, pavement markings, illuminated crosswalk signs, amber flashers, push buttons, etc.</p> <p>The following is the preliminary list of potential locations identified for 2015/2016: Chatham St & 1st Ave; Railway Ave & Hollymount Gate; Shell Rd & Bird Rd; No 4 Rd & Dayton Rd; Elmbridge Way & WCB Building.</p>			
				

Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Street Light Pole Replacement - Seafair & Richmond Gardens - Phase 1 of 5		Submission ID:	5173
Location:	Seafair and Richmond Gardens			
Cost:	\$132,000		OBI:	\$ -
Funding Sources:	Rate Stabilization: \$132,000			
Scope:	Remove and replace approximately 200 existing streetlights poles and retrofit concrete bases to allow for replacement of street light poles in the Seafair and Richmond Gardens subdivisions.			
	Estimated costs per pole:			
	Hardware, materials and equipment	\$2,200		
	Labour	\$800		
	Sub-total per pole	\$3,000		
	Total program cost	\$600,000		
	Annual program cost (5 years)	\$132,000		
				


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Street Light Security and Wire Theft Prevention - Phase 4 of 5	Submission ID:	4778

Location:	City Wide		
Cost:	\$140,000	OBI:	\$ -
Funding Sources:	Capital Revolving:	\$140,000	
Scope:	This project is the fourth year of a five year program. The project includes two staff, removing approximately 2,000 existing street light access covers per year for five years and replacing them with reinforced access covers. The estimated cost breakdown of the project is as follows: Cost of labour \$36,000/year Cost of equipment \$4,000/year Cost of replacement panels \$100,000/year Total cost \$140,000/year approximately		



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Calming Program	Submission ID:	4341
Location:	Various locations		
Cost:	\$350,000	OBI:	\$28,718
Funding Sources:	Roads DCC: \$329,000 Roads City Assist: \$21,000		
Scope:	<p>The general scope involves the implementation of traffic measures to address concerns regarding through (short-cutting) traffic and excessive speed on public roads. Typical elements include retrofitting existing streets with traffic calming measures including the construction of curb extensions, centre medians, installation of delineated walkways, extruded curbs, traffic circles, speed humps, traffic signage and other traffic reducing measures. In addition, supplementary streetscape improvements may include tree planting and other landscaping improvements to enhance the local pedestrian environment and overall street appearance.</p> <p>For 2015, a proposed improvement is to pave and provide improved walking conditions on lanes that lead from Wellington Crescent and Hudson Avenue up to the Sea Island Community Centre and provide speed bumps and traffic calming signs if warranted.</p>		
			


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Signal Program	Submission ID:	4347
Location:	Various locations		
Cost:	\$600,000	OBI:	\$19,660
Funding Sources:	Roads DCC:	\$564,000	
	Roads City Assist:	\$36,000	
Scope:	The general scope involves the following three key components: 1) Installation of new or upgrade of existing traffic signals to address growth in traffic, public requests, better management of pedestrian and vehicular movements, and safety concerns. 2) Installation of video detection camera systems at selected signalized intersections to enhance the detection of vehicles and bicycles, optimize traffic operations, provide real time video of traffic conditions to Traffic Management Centre (TMC), and providing photos of approach traffic for public information access on the City web site. 3) Upgrade of the communications infrastructure to higher capacity to better link multiple traffic signal electronic components to the TMC.		



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Transit-Related Amenity Improvement Program	Submission ID:	5436


Location:	Various		
Cost:	\$250,000	OBI:	\$4,092
Funding Sources:	Roads DCC: \$94,000 Roads City Assist: \$6,000 Developer Contribution \$150,000		
Scope:	<p>The general scope includes transit-related amenity improvements within the municipal road right-of-way to support the introduction of various transit service improvements as well as on-going enhancements to existing transit infrastructure. Components include the installation of new non-advertising bus stop shelters, new benches along transit routes and other pedestrian generators, and other supplementary improvements required to facilitate pedestrian traffic generated by transit passengers.</p> <p>Locations for bus stop shelters will be prioritized based on boarding activity and customer requests subject to sufficient availability of right-of-way.</p>		



Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Transit-Related Roadway Improvement Program		Submission ID:	5435
Location:	Various			
Cost:	\$100,000		OBI:	\$4,092
Funding Sources:	Roads DCC: \$47,000 Roads City Assist: \$3,000 Grant: \$50,000			
Scope:	<p>The general scope includes the installation of new bus stop landing pads, minor road geometric improvements, minor sidewalk/walkway construction, wheelchair ramps, upgrade of existing bus stops to accessible (wheelchair) standards, etc to facilitate pedestrian traffic generated by transit passengers.</p> <p>Locations for bus stop landing pad improvements will be prioritized based on boarding/alighting activity and customer requests subject to sufficient availability of right-of-way. Potential locations identified for 2015 and 2016 include: westbound Railway Avenue, Garden City Road at Blundell Road, Bridgeport Road at Sweden Way, Cambie Road at Shell Road, and No. 1 Road at Osmond Ave.</p>			
				

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Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Aquatic Invasive Species Management	Submission ID:	5483
Location:	City wide		
Cost:	\$150,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$150,000		
Scope:	Scope of work for this project involves the management and control of invasive plants such as Parrot Feather, Eurasian Milfoil, Brazilian Elodea, Common Reed, etc. from existing ditches and watercourses. This project is part of a long term strategy to control aquatic invasive species that reduce the capacity of City's drainage ditches, increase maintenance costs, worsens water quality and reduces biodiversity.		
			

Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Automated Irrigation Gate Installation and Local Ditch Upgrades	Submission ID:	5373

Location:	Gate located at Steveston Hwy at Palmberg Rd and ditch along Steveston Hwy		
Cost:	\$300,000	OBI:	\$2,000
Funding Sources:	Drainage Utility: \$300,000		
Scope:	Install an automated irrigation gate at Steveston Hwy at Palmberg road and local ditch upgrades along Steveston Hwy.		



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Burkeville Drainage	Submission ID:	5375


Location:	Miller Rd and Russ Baker Way		
Cost:	\$1,000,000	OBI:	\$1,000
Funding Sources:	Drainage Utility: \$1,000,000		
Scope:	Scope of work includes 500 m of ditch upgrades along Miller Road (\$150,000) and installation of twin 1200 mm diameter culverts crossing Russ Baker Way (\$845,000)		



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Canal Stabilization - No. 3 Road and No. 8 Road Phase 4 of 5	Submission ID:	4786

Location:	No. 3 Road and No. 8 Road Canals		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$300,000		
Scope:	Implement canal bank stabilization solutions at various locations south of Steveston Hwy on No. 3 Road and No. 8 Road. This will include partial re-profiling of the canal and construction of a retaining wall or similar stabilization structure. This is a 5-year program that will be used to deal with canal and ditch wall stabilization issues in Richmond.		





Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Dike Upgrades		Submission ID:	5158
Location:	City Wide			
Cost:	\$750,000	OBI:	\$ -	
Funding Sources:	Drainage Utility: \$750,000			
Scope:	Raise a 250 m section of existing dike by approximately one metre, along the Fraser River's North Arm, immediately west of No. 2 Road North Pump Station. The project will improve existing infrastructure, meet medium to long-term needs and accommodate local areas needs such as the provision of basic recreational trails.			
				


Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Drainage Minor Capital	Submission ID:	4825


Location:	City Wide		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Drainage Utility:	\$300,000	
Scope:	Funds minor drainage infrastructure upgrades or rehabilitation that includes inspection, chamber installation, sewer pipe and manhole rehabilitation, minor pump station projects, installation of monitoring equipment, safety upgrades, testing of new technologies to improve efficiencies and response to resident complaints that require site specific repairs.		




Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Horseshoe Slough Pump Station Rebuild	Submission ID:	4980
Location:	Horseshoe Slough		
Cost:	\$4,200,000	OBI:	\$13,000
Funding Sources:	Drainage Utility: \$3,550,000 Drainage DCC: \$643,500 Drainage City Assist: \$6,500		
Scope:	Partially demolish the existing pump station and rebuild to a modern standard. This includes making local dike upgrades and landscaping the construction area. The project is estimated to take six months.		
	Major Cost Components:		
	<ul style="list-style-type: none">• Civil (65%) - \$2,600,000• Mechanical (19%) - \$860,000• Electrical (16%) - \$740,000		
			

Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Laneway Drainage and Asphalt Upgrade - Seabrook Crescent (East)		Submission ID:	5169
Location:	East of Seabrook Crescent			
Cost:	\$340,000		OBI:	\$1,000
Funding Sources:	Drainage Utility: \$170,000 Other: \$170,000			
Scope:	<p>Install drainage and upgrade 260 m of pavement. Does not include the addition of street lighting, curbs or gutters. The project is estimated to take two to three months and will be completed by October 2015.</p> <p>Funding is requested from the Drainage Utility and the Annual Asphalt Paving Program (Asphalt Capping Provision).</p> <p>Costs will be recovered through City Bylaw 8752 as development occurs.</p> <p>Major Cost Components:</p> <ul style="list-style-type: none">• Drainage \$170,000• Pavement \$170,000			
				

Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Laneway Drainage and Asphalt Upgrade - Steveston Highway 100m	Submission ID:	5374
Location:	Steveston Hwy between 6th and 7th Ave		
Cost:	\$163,000	OBI:	\$1,000
Funding Sources:	Drainage Utility: \$82,000 Other: \$81,000		
Scope:	<p>Install drainage and upgrade 100 m of pavement on Steveston Hwy between Sixth Avenue and Seventh Avenue. The project includes lane reconstruction and tie-ins/transitions but does not include the addition of street lighting, curbs or gutters. The project is estimated to take two to three months to complete.</p> <p>Funding is requested from the Drainage Utility and the Annual Asphalt Paving Program (Asphalt Capping Provision).</p> <p>Costs will be recovered through City Bylaw 8752 as development occurs.</p> <p>Major Cost Components:</p> <ul style="list-style-type: none">• Drainage \$82,000• Pavement \$81,000		
			

Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Laneway Drainage and Asphalt Upgrade - Swinton Crescent (West)		Submission ID:	4788
Location:	Swinton Cr West from Maddocks Rd to Swinton Crescent			
Cost:	\$430,000		OBI:	\$1,000
Funding Sources:	Drainage Utility: \$215,000 Other: \$215,000			
Scope:	<p>Install drainage and upgrade 326 m of pavement. Does not include the addition of street lighting, curbs or gutters. The project is estimated to take two to three months and will be completed by October 2015.</p> <p>Funding is requested from the Drainage Utility and the Annual Asphalt Paving Program (Asphalt Capping Provision).</p> <p>Costs will be recovered through City Bylaw 8752 as development occurs.</p> <p>Major Cost Components:</p> <ul style="list-style-type: none">• Drainage \$215,000• Pavement \$215,000			
				

Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Long Shaft Drainage Pump Replacement Program		Submission ID:	4814
Location:	City Wide			
Cost:	\$300,000		OBI:	\$ -
Funding Sources:	Drainage Utility:		\$300,000	
Scope:	Replace two longshaft drainage pumps with modern submersible pumps as required to maintain drainage system capacity.			



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Nelson Road South Pump Station Generator	Submission ID:	4806

Location: South end of Nelson Road

Cost: \$120,000

OBI: \$3,000

Funding Sources: Drainage Utility: \$120,000

Scope: Construct a concrete pad with fenced surround. Purchase and install a 200 kW generator and connect via a new transfer switch.

The project is estimated to take one month and be completed before the 2015 year-end.

Cost breakdown:

Civil \$15,000

Equipment \$85,000


Installation \$20,000



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	No. 1 Rd Box Culvert Rehabilitation	Submission ID:	5372

Location:	No.1 Rd., North of Westminister Hwy		
Cost:	\$2,150,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$2,150,000		
Scope:	Sink holes are currently appearing on No.1 Rd., north of Westminister Hwy. This project is intended to rehabilitate approximately 270m of existing 1.52m x 2.7m box culvert on No. 1 Rd using grouted in place Segmental Glass Reinforced Plastic (GRP) liner.		



Program:	Infrastructure Program		Sub-program:	Drainage						
Project Name:	Queens Road North Pump Station Generator		Submission ID:	4805						
Location:	North end of Queens Road									
Cost:	\$120,000		OBI:	\$3,000						
Funding Sources:	Drainage Utility: \$120,000									
Scope:	<p>Construct a concrete pad with fenced surround. Purchase and install a 200 kW generator and connect via a new transfer switch.</p> <p>The project is estimated to take one month and be completed before the 2015 year-end.</p> <p>Cost breakdown:</p> <table><tr><td>Civil</td><td>\$15,000</td></tr><tr><td>Equipment</td><td>\$85,000</td></tr><tr><td>Installation</td><td>\$20,000</td></tr></table>				Civil	\$15,000	Equipment	\$85,000	Installation	\$20,000
Civil	\$15,000									
Equipment	\$85,000									
Installation	\$20,000									
										

2015 Recommended Infrastructure – Water Main Replacement Program

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Watermain Replacement - Lulu Island West Area 56

Watermain/Drainage Replacement - Beecham Rd and Marrington Rd 57

Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Residential Water Metering	Submission ID:	5161

Location:	City-Wide		
Cost:	\$1,920,000	OBI:	\$77,000
Funding Sources:	Water Utility: \$600,000 Water Metering Provision: \$1,320,000		
Scope:	This project consists of a five-year universal metering program for single-family dwellings, and a volunteer metering program for multi-family dwellings. Operating Budget Impact will be recovered through an increase in revenue collected through the meter maintenance charge associated with each new water meter install.		



Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Watermain Replacement - Lulu Island North Area	Submission ID:	4797

Location:	See Scope		
Cost:	\$2,160,000	OBI:	\$ -
Funding Sources:	Water Utility: \$1,810,216 Water DCC: \$346,321 Water City Assist: \$3,463		
Scope:	This project includes the installation of 1835 meters of 200 mm diameter watermain and 170 meters of 300 mm diameter watermain to replace the existing ageing infrastructure. The Waterworks Capital Program is based on watermain age, material, break history and the proposed road paving program.		



Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Watermain Replacement - Lulu Island West Area	Submission ID:	4795

Location:	See Scope		
Cost:	\$3,590,000	OBI:	\$ -
Funding Sources:	Water Utility: \$3,027,094 Water DCC: \$557,333 Water City Assist: \$5,573		
Scope:	This project includes the installation of 3810 meters of 200 mm diameter watermain to replace the existing ageing infrastructure. The Waterworks Capital Program is based on watermain age, material, break history and the proposed road paving program.		



Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Watermain/Drainage Replacement - Beecham Rd and Marrington Rd	Submission ID:	5425

Location:	Beecham Rd and Marrington Rd		
Cost:	\$1,180,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$370,000 Water Utility: \$569,590 NIC: \$240,410		
Scope:	This project includes the installation of 90 meter of 200 mm diameter watermain, drainage catchment basins, inspection chambers, curb and gutter to replace the existing ageing infrastructure, in addition to local area improvements.		



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Vulcan Way Sanitary Forcemain Replacement 65

Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Blundell Rd Forcemain Tie-Ins	Submission ID:	5531

Location:	Blundell Rd, McCallan Rd, Railway Ave		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$400,000		
Scope:	This project involves tie-ins for the Blundell Road sanitary sewer forcemain to the McCallan Road, Railway Avenue, and Claybrook Road forcemains. This includes an access chamber installation and temporary bypasses.		



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Development Coordinated Works in Capital - Sanitary	Submission ID:	5548

Location:	Various		
Cost:	\$350,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$350,000		
Scope:	<p>This project will set aside funding for the City and private development to complete infrastructure works that are currently not identified in the capital program, but will benefit the City. Infrastructure works are more cost-effective when completed in conjunction with development.</p> <p>This project will enable the City to leverage development to design and construct sanitary infrastructure outside of what would be required as part of their development. This includes upgrades and replacement of ageing infrastructure that can be completed by the developer simultaneously with development, thereby achieving economic and engineering efficiencies for the City.</p>		



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Hamilton Sanitary Sewer Phase 3	Submission ID:	5027

Location:

Cost:

Funding Sources:

Scope:

Between Westminster Hwy and Hwy 91A, north of Gilley Rd and south of Gates Ave

\$1,520,000

OBI: \$17,000

Sanitary Utility: \$4,746

Sewer DCC: \$1,425,096

Sewer City Assist: \$90,158

This project includes the construction of a new sanitary pump station, including wet well, variable frequency drive (VFD) pumps, electrical kiosk, 25 meters of gravity pipe and 60 meters of 150 mm forcemain. This project will require land acquisition.


The purpose of the project is to provide sanitary service to the Hamilton area between Westminster Hwy and Highway 91A, to the north of Gilley Road and south of Gates Avenue. This area does not have an existing City sanitary system and is currently serviced by septic systems. Septic systems are not adequate to support population densities projected by Hamilton Official Community Plan Update. The Hamilton pump station will provide the required level of service to support higher-density redevelopment in the area.

Subsequent development will be assessed improvement costs at the time of development as per Cost Recovery Bylaw 8752.

Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Leslie Sanitary Pump Station	Submission ID:	5547

Location:	Leslie Rd, East of No. 3 Rd		
Cost:	\$1,550,000	OBI:	\$17,084
Funding Sources:	Sanitary Utility: \$315,000 Sewer DCC: \$1,222,650 Sewer City Assist: \$12,350		
Scope:	<p>This project involves the construction of a sanitary pump station, including wet well, pumps, electrical kiosk, generator set, 100 meters of 350mm forcemain and 65 meters of 200mm to 400mm gravity main.</p> <p>The purpose of this project is to replace the existing Leslie sanitary pump station in advance of the adjacent site redevelopment. The existing pump station is approaching the end of its service life, and replacing it in advance of development will be more cost-effective for the City. In addition, engineering and construction efficiencies will be achieved, and public disruptions will be minimized.</p>		



Program:	Infrastructure Program		Sub-program:	Sanitary Sewer
Project Name:	Miscellaneous SCADA System Improvements		Submission ID:	4542
Location:	Various			
Cost:	\$192,000		OBI:	\$15,000
Funding Sources:	Sanitary Utility: \$192,000			
Scope:	<p>This project involves rehabilitating and upgrading computer, instrument and electrical installations throughout the SCADA network.</p> <p>Via its SCADA system, the City monitors and controls over 200 sanitary system sites that contain mechanical and electrical equipment. This project will maintain and improve sanitary sewer system operation, as well as maintain system security and technological viability.</p> <p>Failure to complete the work will result in increased risk of sanitary system failure, thereby reducing service levels and increasing cost and disruption of unplanned maintenance and emergency repairs.</p>			
				

Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Public Works Minor Capital - Sanitary	Submission ID:	4826

Location:	Various locations		
Cost:	\$242,000	OBI:	\$ -
Funding Sources:	Sanitary Utility:	\$242,000	
Scope:	<p>This project involves minor work related to the sanitary infrastructure, including pump station upgrades, operational efficiency and functionality improvements, new technology testing, forcemain repairs, site-specific repairs in response to resident complaints, and manhole and valve box repairs.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.</p>		



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Vulcan Way Sanitary Forcemain Replacement	Submission ID:	4540

Location:	Vulcan Way, from No. 6 Rd to Bridgeport Rd		
Cost:	\$3,060,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$3,060,000		
Scope:	<p>The purpose of this project is to replace an ageing sanitary forcemain that is at the end of its service life. The project includes the construction of 1,300 meters of forcemain to replace existing infrastructure.</p> <p>The project corresponds with the City's Ageing Infrastructure Report, and supports an objective in the Official Community Plan (OCP) to proactively plan infrastructure upgrades and replacements due to age and growth. Replacement will reduce the risk of pipe failure and minimize the cost and disruption of unplanned maintenance and emergency repairs.</p>		




2015 Recommended Infrastructure – Minor Public Works Program

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PW Minor Capital - Traffic 68

Program:	Infrastructure Program	Sub-program:	Minor Public Works
Project Name:	Minor Capital Waterworks Program	Submission ID:	5533
Location:	Various Locations		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Water Utility: \$400,000		
Scope:	<p>This project involves minor work related to the water infrastructure, including minor watermain repairs and replacements, operational efficiency improvements, safety requirement changes, new technology testing, and response to resident complaints that require minor upgrades.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.</p>		
			


Program:	Infrastructure Program	Sub-program:	Minor Public Works
Project Name:	PW Minor Capital - Traffic	Submission ID:	4258
Location:	Various locations		
Cost:	\$225,000	OBI:	\$6,345
Funding Sources:	Gaming: \$225,000		
Scope:	<p>The general scope of this program includes various improvements to traffic systems as required with the following major components:</p> <p>A. Traffic Improvements: unforeseen capital improvements of a minor nature including wheelchair ramps, traffic signage, pavement markings, and traffic safety improvements.</p> <p>B. Traffic Signal/Communications Network: infrastructure renewal, physical plant upgrading, ongoing infrastructure development testing, and communications network conduit/cable.</p>		
			

2015 Recommended Infrastructure – Infrastructure Advanced Design Program

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Program:	Infrastructure Program		Sub-program:	Infrastructure Advanced Design																		
Project Name:	PW Infrastructure Advanced Design		Submission ID:	5040																		
Location:	City-Wide																					
Cost:	\$1,586,000		OBI:	\$ -																		
Funding Sources:	Drainage Utility: \$780,000 Water Utility: \$470,000 Sanitary Utility: \$261,000 Roads DCC: \$70,500 Roads City Assist: \$4,500																					
Scope:	This project includes hiring consultants and contractors to plan and design the 2016 capital plan and develop reports that define long-term infrastructure upgrades. The breakdown is as follows: <table><tr><td>Sanitary Project Design and Planning</td><td>\$211,000</td></tr><tr><td>Sanitary System Modelling</td><td>\$50,000</td></tr><tr><td>Water Project Design and Planning</td><td>\$420,000</td></tr><tr><td>Water System Modelling</td><td>\$50,000</td></tr><tr><td>Drainage Project Design and Planning</td><td>\$530,000</td></tr><tr><td>Drainage System Modelling</td><td>\$50,000</td></tr><tr><td>Dike Master Plan Phase 3</td><td>\$200,000</td></tr><tr><td>Roads</td><td>\$75,000</td></tr><tr><td>Total</td><td>\$1,586,000</td></tr></table>				Sanitary Project Design and Planning	\$211,000	Sanitary System Modelling	\$50,000	Water Project Design and Planning	\$420,000	Water System Modelling	\$50,000	Drainage Project Design and Planning	\$530,000	Drainage System Modelling	\$50,000	Dike Master Plan Phase 3	\$200,000	Roads	\$75,000	Total	\$1,586,000
Sanitary Project Design and Planning	\$211,000																					
Sanitary System Modelling	\$50,000																					
Water Project Design and Planning	\$420,000																					
Water System Modelling	\$50,000																					
Drainage Project Design and Planning	\$530,000																					
Drainage System Modelling	\$50,000																					
Dike Master Plan Phase 3	\$200,000																					
Roads	\$75,000																					
Total	\$1,586,000																					




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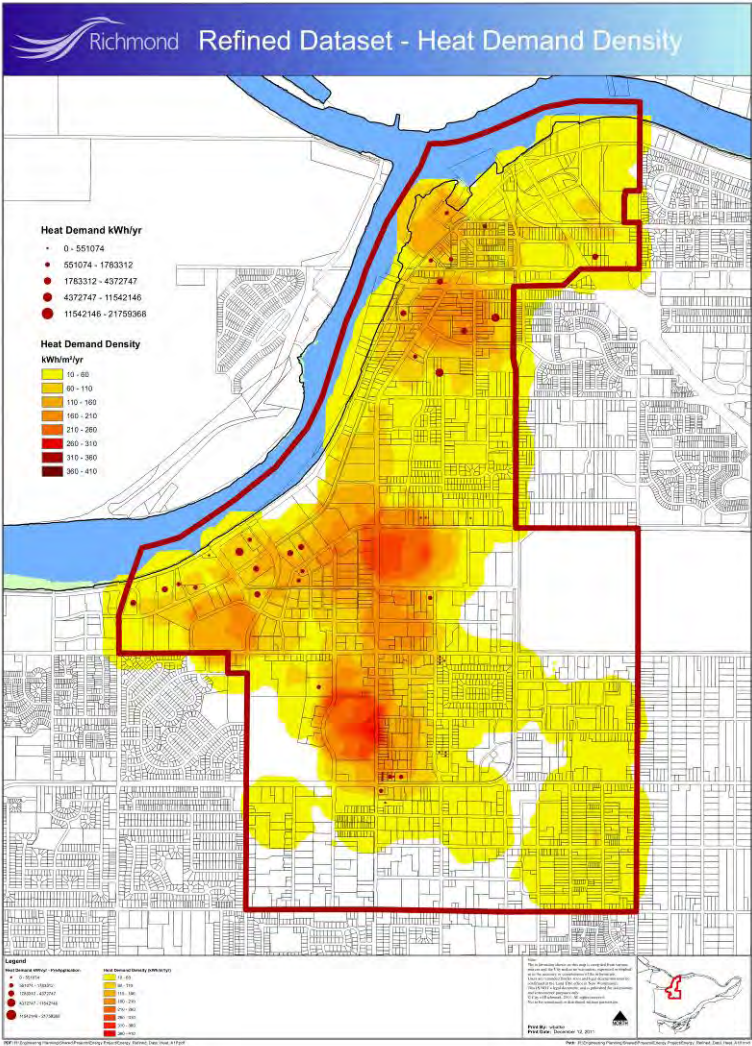
City Centre District Energy Utility 73

Program:	Infrastructure Program	Sub-program:	District Energy Utility
Project Name:	Alexandra District Energy Utility Expansion Phase 3 (2015)	Submission ID:	5432
Location:	Alexandra neighbourhood		
Cost:	\$12,100,000	OBI:	\$ -
Funding Sources:	Other: \$10,500,000 Developer Contribution: \$1,600,000		
Scope:	Expand the energy capacity and distribution network of the existing ADEU to meet the needs of development in the service area. The portion of the energy required to service new customers will be provided by an additional geo-exchange field along the eastern edges of the West Cambie Neighbourhood Park. Additional natural gas boilers and cooling towers will be installed for supplement and backup. SmartCentres will receive heating and cooling from an air source heat pump system with excess heat delivered to buildings connected to ADEU. The existing energy centre will be expanded to accommodate all equipment necessary		



Program:	Infrastructure Program	Sub-program:	District Energy Utility
Project Name:	City Centre District Energy Utility	Submission ID:	5424

Location:	City Centre Area		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Water Utility: \$300,000		
Scope:	Advanced design of the district energy ready (DE-ready) developments in the City Centre neighbourhoods, including DEU corridors. Coordinating design with the incoming new developments. Legal fees for negotiation, development and registration of DE-ready covenants. Coordinating negotiation of DEU servicing agreements, and implementation of City Centre DEU. Development, design and execution of a Request for Expressions of Interest (RFEOI) to execute the plan to provide district energy services in the City Centre North (Capstan) area.		



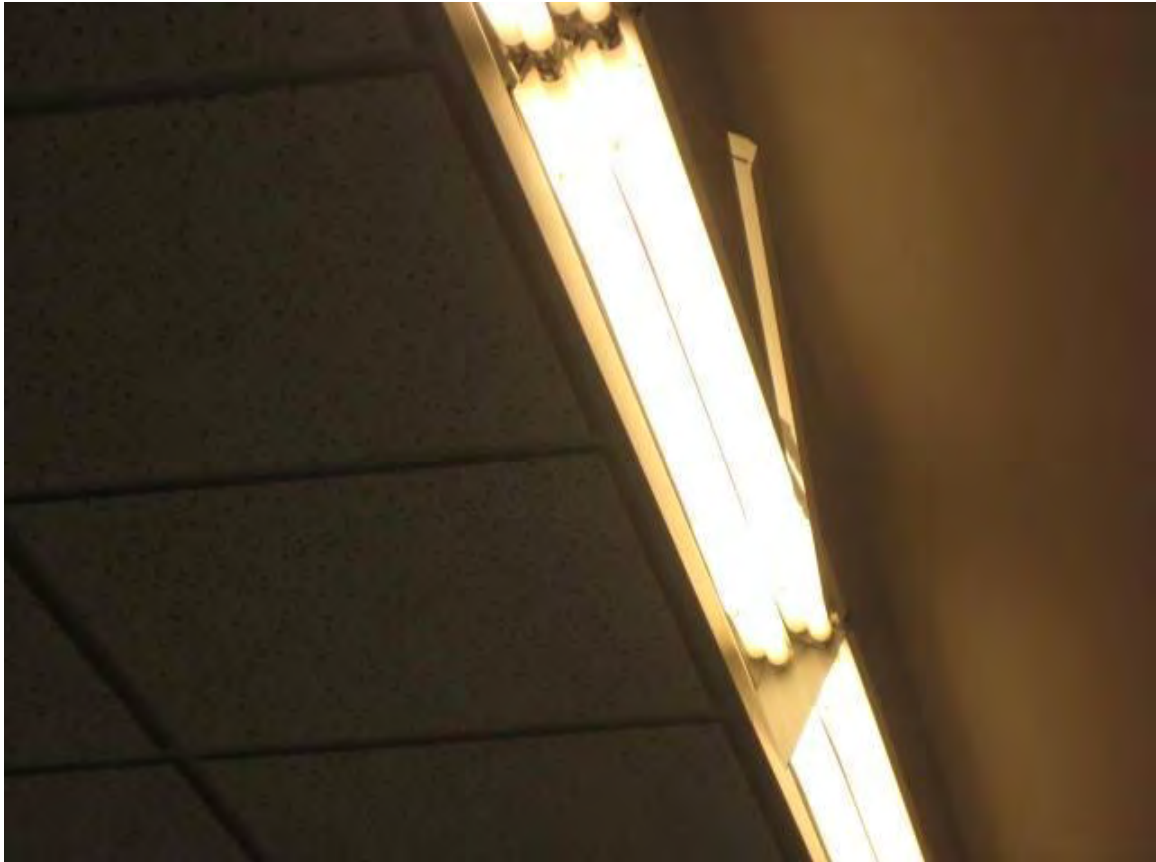
Building Program 2015

The building program includes major building construction and renovation projects as well as minor facility upgrades and repairs. The City's building assets include: arenas, pools, community centres, libraries, heritage buildings, police stations, fire halls and other government facilities.

2015 Recommended Building Program

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Program:	Building Program	Sub-program:	Major Building
Project Name:	City Hall - Lighting Upgrade	Submission ID:	5409
Location:	City Hall, 6911 No. 3 Road		
Cost:	\$110,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$110,000		
Scope:	Replace and upgrade various lighting systems, controls, and switches at City Hall, which are outdated and at end of life. This upgrade will result in cost avoidance and energy savings to the City of Richmond.		
			


Program:	Building Program	Sub-program:	Major Building
Project Name:	City Hall - Main Elevators Modernization	Submission ID:	5418


Location:	6911 No. 3 Road, Richmond BC, V6Y 2C1		
Cost:	\$600,000	OBI:	\$6,600
Funding Sources:	Capital Revolving: \$600,000		
Scope:	The elevators modernization entails replacing the following: <ul style="list-style-type: none">• Machines and motors• Controllers• Car fixtures (buttons and position indicators)• Hall fixtures• Door equipment• Seismic box and displacement kit		





Program:	Building Program	Sub-program:	Major Building
Project Name:	Direct Digital Control Upgrade and Consolidation	Submission ID:	5413
Location:	Various City Facilities		
Cost:	\$290,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$290,000		
Scope:	<p>Replace and upgrade direct digital control systems associated with HVAC and lighting controls at select City facilities. This allows for more efficient building operation, increased ability for effective and timely in-house programming, reduced training requirements for multiple legacy systems, and increased ability for energy use monitoring and system anomaly notification</p> <p>The DDC upgrade will be phased over 3 years with a funding breakdown of:</p> <ul style="list-style-type: none">• Year 1: \$290,000• Year 2: \$250,000• Year 3: \$195,000		
			


Program:	Infrastructure Program	Sub-program:	District Energy Utility
Project Name:	Energy Management – 2015 Projects	Submission ID:	5482
Location:	Various		
Cost:	\$585,000	OBI:	\$ -
Funding Sources:	Enterprise Fund		
Scope:	<p>The City of Richmond’s Energy Management Program has proven that well developed and designed energy management projects can provide strong cost saving returns - since 2007 approximately 35.0 GWh of cumulative energy has been saved. These savings have resulted in the avoidance of approximately \$1,750,000 in operational costs and 5,000 tonnes of greenhouse gas emissions. Partly due to the program, the City has received approximately \$1,000,000 in external funding for its energy conservation efforts, which is used to further the program and repay the internal corporate Enterprise Fund.</p> <p>This program is also critical to maintaining the City’s leadership status among Lower Mainland municipalities in terms of energy management best practices, including the City’s current BC Hydro Power Smart Leader standing.</p>		
			


Program:	Building Program	Sub-program:	Major Building
Project Name:	Gateway Theatre - HVAC Renewals & Upgrades	Submission ID:	5403
Location:	6500 Gilbert Road		
Cost:	\$250,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$250,000		
Scope:	<p>The main air handling unit and condensing unit are currently leaking refrigerant and is in need of immediate replacement. These units are well beyond their serviceable life of 25 years having been installed in 1984. Replacement with a modern unit will improve the energy efficiency of the building due to technological improvements to this type of equipment since original installation. In conjunction with the City's Energy Management Program achieving further energy efficiency gains will be examined, including researching external funding sources.</p>		
			

Program:	Building Program		Sub-program:	Major Building
Project Name:	Minoru Arena Silver - Evaporative Condenser Replacement		Submission ID:	5407
Location:	7551 Minoru Gate			
Cost:	\$121,000	OBI:	\$ -	
Funding Sources:	Capital Revolving: \$121,000			
Scope:	<p>The evaporative condenser is required in order for the facility to generate and maintain ice. The evaporative condenser is aged and will be replaced. Without replacement of this equipment, the condenser may fail and the facility runs the risk of being shutdown.</p> <p>The automatic entrance doors to this facility are aged and have become problematic. These doors will be replaced with newer technology models, which will also be more energy efficient.</p>			
				

Program:	Building Program		Sub-program:	Major Building
Project Name:	Project Development Advanced Design 2015		Submission ID:	5390
Location:	City Wide			
Cost:	\$300,000	OBI:	\$ -	
Funding Sources:	Capital Revolving: \$300,000			
Scope:	Engage the appropriate consultants (i.e. Architects, engineers, cost consultants) for a variety of proposed facility projects to provide professional services and to determine the feasibility of each project. The consultants would develop conceptual plans, and provide preliminary estimates and schedules for each proposed project.			
				

Program:	Building Program	Sub-program:	Minor Building
Project Name:	Richmond Animal Shelter - Trailer Installation	Submission ID:	5478
Location:	12071 No. 5 Road		
Cost:	\$136,200	OBI:	\$4,360
Funding Sources:	Gaming Revolving: \$136,200		
Scope:	The purchase and installation of a 20' x 20' mobile site office trailer that will be able to accommodate 60 - 75 animals on a monthly basis will significantly reduce overcrowding at the Richmond Animal Shelter. The shelter was designed to house approximately 70 animals but regularly accommodates over 200 animals on a monthly basis. The installtion of a trailer is a cost effective means to provide much needed shelter space.		
			

Program:	Building Program	Sub-program:	Major Building
Project Name:	South Arm Community Centre - Renewals & Upgrades	Submission ID:	5402
Location:	8880 Williams Road		
Cost:	\$650,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$650,000		
Scope:	<p>Roof:</p> <p>Portions of the existing roof are leaking and will be repaired.</p> <p>Mechanical:</p> <p>Numerous HVAC components (rooftops units) have reached the end of their serviceable life and will be replaced with energy efficient models.</p>		
			

Program:	Building Program		Sub-program:	Major Building
Project Name:	Works Yard Administration - Envelope Repairs		Submission ID:	5398
Location:	5599 Lynas Lane			
Cost:	\$250,000	OBI:	\$ -	
Funding Sources:	Capital Revolving: \$250,000			
Scope:	A building envelope assessment has shown that the administration building is in a highly deteriorated condition with several leakage and life safety issues. While it is recognized the works yard may be relocated, the minimal envelope repairs are required to address life safety issues.			
				

Program:	Building Program	Sub-program:	Major Building
Project Name:	Works Yard Stores - Roof Replacement	Submission ID:	5396

Location:	Works Yard Stores Warehouse		
Cost:	\$200,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$200,000		
Scope:	The metal roof is rusted, aged and past its life expectancy and leaking. In order to increase the life of the existing roof and protect the building interior, the roof will be repainted all penetrations will be repaired.		



Parks Program 2015

Richmond is renowned for its high quality parks and recreation facilities. The City's park system has over 120 parks that total approximately 1,700 acres. Parks are unique places designed and developed for the enjoyment of all city residents as well as visitors to Richmond. These sites usually contain a wide variety of recreational and sports facilities, play equipment and other specialized facilities. In addition to parks, Richmond has 50 kilometers of recreational trails.

2015 Recommended Parks – Major Parks/Steetscapes Program

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Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	Garden City Lands Phase 1	Submission ID:	5430


Location:	Garden City Lands - Garden City Road and Westminster		
Cost:	\$2,100,000	OBI:	\$35,000
Funding Sources:	Parks Development DCC: \$1,975,050 Parks Development City Assist: \$124,950		
Scope:	<p>This project is Phase One of the design and construction of the City's largest recent land acquisition (\$59.1 million) the Garden City Lands (GCL), for public open space. On June 9, 2014 City Council adopted the GCL Legacy Landscape Plan as the guide for developing these public lands for community use. There was extensive public process (File Ref.No.06-2345-20 REDMS No. 4219968). As Richmond is emerging into a dynamic urban center with a focus of sustainability, as per the 2041 OCP Vision statement, Council determined that the development of GCL would meet many community and environmental needs for now and the future. The Legacy Plan outlines over 25 City policies and objectives that the development of the GCL supports within a variety of focus areas such as sustainability agriculture; ecological health; community wellness; arts and culture; and city vibrancy. The number one request through the public process was for immediate access to the lands and for protection of the bog environment.</p> <p>This capital submission project is for Phase 1 design construction of a 2.5 kilometer perimeter trail, preliminary water management infrastructure, signage and landscaping.</p>		

Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	Lang Park Redevelopment - Park Characterization	Submission ID:	5034
Location:	Saba Road and Buswell Street		
Cost:	\$800,000	OBI:	\$ -
Funding Sources:	Parks Development DCC: \$752,400 Parks Development City Assist: \$47,600		
Scope:	<p>Lang Park is well used, particularly by people who live in City Centre. However, the park has several deficiencies including: the lack of a covered area for use of the park during inclement weather; an overly large water feature that obstructs pedestrian circulation through the park, gets quite dirty, is expensive to maintain, and lacks opportunities for interaction; poor lighting; damaged paving; and outdated seating. Of particular concern is that the park lacks opportunities for children to play, even though more children live in the neighbourhood than did when the park was originally developed. The main objective of the project is to work with the community to renovate the park and address the noted deficiencies. The project is also consistent with Council Term Goals related to Community Wellness and enhancing "social connectedness, positive lifestyle traits and physical health".</p>		



Program:	Parks Program		Sub-program:	Major Parks/ Streetscapes
Project Name:	Middle Arm/Hollybridge Pier		Submission ID:	5252
Location:	Hollybridge Way and Middle Arm			
Cost:	\$1,000,000		OBI:	\$10,420
Funding Sources:	Parks Development DCC: \$500,000 Waterfront Improvement: \$500,000			
Scope:	<p>The City's Middle Arm waterfront park system continues to evolve with new features being added as time and budget allow. The proposed Hollybridge Pier will become a landmark along the Middle Arm, and an integral part of the parks and open space plan associated with ASPAC's River Green Village development that Council approved in 2013. The estimated cost of constructing the Hollybridge Pier is \$1,500,000. In 2013, ASPAC provided \$1,000,000 towards the construction of the pier. This submission includes \$500,000 towards the design and construction of the pier and \$500,000 for further Middle Arm park planning improvements, as well as development at the Oval Plaza.</p>			
				
<div><div></div><div><div>RIVER GREEN VILLAGE PARKS AND OPEN SPACE PLAN</div><div>WATERFRONT PARK AND PIER</div></div><div><div>12</div><div>ASPAC </div></div></div>				

Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	The Gardens Agricultural Park	Submission ID:	4714
Location:	No. 5 Road & Steveston Hwy		
Cost:	\$1,100,000	OBI:	\$37,852
Funding Sources:	Parks Development DCC: \$1,034,550 Parks Development City Assist: \$65,450		
Scope:	<p>The Gardens Agricultural Park is a 12.2 acre city wide park that will serve the residential growth occurring in the Shellmont area and the existing community park service gap identified in the 2022 Parks and Open Space Strategy. The former botanical garden and theme park (the former “Fantasy Gardens”) site is being restored and developed to: provide recreational amenities (walking paths, playground, gardens); agricultural uses (small scale farming and community gardens); and serve as a location for community events. Phase 3 of the Council approved park master plan will encompass:</p> <ul style="list-style-type: none">• Walking trails and vehicle access;• Planting and landscaping;• Community gardens and a farm program area; and• Site furnishings and lighting.		



2015 Recommended Parks – Minor Parks Program

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Seine Net Loft - Deck Repair 97

Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	City Tree Planting Program	Submission ID:	5234
Location:	Various Locations		
Cost:	\$300,000	OBI:	\$13,830
Funding Sources:	Developer Contribution: \$300,000		
Scope:	<p>This program will allow for the planting of trees at various sites within the City's park and open space system, many of which have no or few existing trees. Planting trees provides many benefits to the community, including: adding beauty to park sites and increasing neighbourhood liveability; storing and sequestering carbon; removing pollutants from the air; providing habitat for wildlife; reducing storm water runoff; stabilizing slopes; providing shade/moderating temperatures; and positively affecting public health. This program supports Council's Term Goal to improve Community Wellness by creating liveable urban environments and supporting development of the City's parks and trails system.</p> <p>Approximately 461 trees will be planted as part of this program.</p> <p>The Funding Source for this submission is from "Tree Compensation" account# 2242.</p> <p>OBI calculations are based on the City of Richmond's Urban Forest (trees on City properties). This consists of an estimated 55 thousand trees. The City's current costs of maintaining the Urban Forest is approximately \$1.7 million annually or approximately \$30 per tree.</p> <p>This submission for the planting of 461 trees (461 x \$30/tree) = \$13,830 for the OBI annual costs.</p>		
			

Program:	Parks Program	Sub-program:	Minor Parks						
Project Name:	Parks Ageing Infrastructure Replacement Program	Submission ID:	3894						
Location:	Various								
Cost:	\$175,000	OBI:	\$ -						
Funding Sources:	Gaming: \$175,000								
Scope:	<p>This replacement program consists of a multi-year phased approach to replace failed hard surfaces, parks and open space infrastructure. These include: outdoor tennis, basketball, lacrosse, and hockey courts; baseball backstops; sports lighting fixtures; and other amenities that cannot be funded through Parks DCCs because of the DCC Bylaw Restrictions for Capital Construction eligibility.</p> <p>Many of these amenities have not been replaced for over 40 years and are in severe damaged condition. As a result, City Staff, Community Centres and its Associations are consistently being contacted to address the safety concerns from the public and sports groups.</p> <p>This program is relative to the Strategic Initiatives including Placemaking (Creating Experiences, Unique Parks & Open Spaces, Neighbourhoods, Safe & Event Friendly City).</p> <p>For 2015, projects will include: various chainlink fencing; retrofit to backstops; and perimeter park fencing. The Blundell tennis courts are also in need of repair.</p> <table><tr><td>Chainlink fencing retrofit (various sites)</td><td>\$ 70,000</td></tr><tr><td>Blundell Tennis Courts</td><td>\$ 30,000</td></tr><tr><td>McDonald Beach Float Replacement</td><td>\$100,000</td></tr></table>			Chainlink fencing retrofit (various sites)	\$ 70,000	Blundell Tennis Courts	\$ 30,000	McDonald Beach Float Replacement	\$100,000
Chainlink fencing retrofit (various sites)	\$ 70,000								
Blundell Tennis Courts	\$ 30,000								
McDonald Beach Float Replacement	\$100,000								
									

Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Parks General Development	Submission ID:	299
Location:	Various Location		
Cost:	\$500,000	OBI:	\$3,000
Funding Sources:	Parks Development DCC: \$470,250 Parks Development City Assist: \$29,750		
Scope:	<p>This ongoing program addresses special opportunities, emergency requests, and safety driven concerns from the public, as per City Council and SMT's direction. This program focuses on ongoing improvements of various park amenities and facilities that are not part of other larger park capital programs. This funding allows the City the flexibility and ability to respond to Council direction and appropriate public requests in a timely fashion.</p> <p>Examples of projects that have been funded by General Development include: new community gardens; new dog off-leash areas; walkways and pathways; benches and picnic tables; and new drainage systems.</p> <p>For 2015, additional projects include improvements to several components at Minoru Park to support hosting major special events and sport tournaments at the site.</p> 		

Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Playground Improvement Program	Submission ID:	4269
Location:	Various Locations		
Cost:	\$200,000	OBI:	\$ -
Funding Sources:	Gaming: \$200,000		
Scope:	<p>This Capital program addresses older playgrounds that do not meet the current safety guidelines (according to the industry standard, the Canadian Standards Association's "Children's Play Spaces and Equipment") or can no longer be maintained to meet the guidelines due to age, obsolescence or vandalism. The program is directed toward replacing all or part of a playground and includes: replacement of playground equipments, playground infrastructure (e.g. Resilient surfacing, borders, drainage); and landscape features.</p> <p>This program supports Council's Term Goal to improve Community Wellness by helping children and youth build healthy habits, creating liveable urban environments and supporting development of the City's park and trails system.</p> <p>The preliminary priority project for 2015 is Jesse Wowk School Park.</p>		
<div></div>			

Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Seine Net Loft - Deck Repair	Submission ID:	5490
Location:	Britannia Shipyards		
Cost:	\$572,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$572,000		
Scope:	<p>In 2013 the Seine Net Loft at Britannia was substantially restored and has now become a popular new amenity for bookings, events and artifact displays. However, the exterior decking located over water surrounding the building is in immediate need of replacement.</p> <p>Based on previous partial beam repair done for the Seine Net Loft, it costs approximately \$10,000 to repair a beam. The Seine Net Loft has approximately 40 deck beams.</p> <ul style="list-style-type: none">• Deck beams ~ \$400,000• Deck board replacement (selective) ~ \$20,000• Consulting fees ~\$20,000• Contingency 30% <p>Estimate cost = \$572,000</p>		
			

2015 Recommended Parks – Parkland Acquisition Program


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Parkland Acquisition – West Cambie 100

Program:	Parks Program	Sub-program:	Parkland Acquisition
Project Name:	Parkland Acquisition	Submission ID:	4264

Location:	As per Parks DCC Land Acquisition Plan		
Cost:	\$3,330,000	OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$3,131,865 Parks Acquisition City Assist: \$198,135		
Scope:	<p>The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections, as per the Official Community Plan (OCP) with the objective of maintaining the parks provision standard of 7.66 acres/1000 population. The program is funded through Parkland Acquisition Developer Cost Charges (DCC's) and is guided by the Council approved 2009 Park Land Acquisition Strategy which provides the criteria for evaluating proposed acquisitions. Funding is required each year to allow the City to be strategic and responsive as properties become available, thus avoiding the need to borrow the funding from other City sources or pass bylaws to release the funds for each acquisition.</p> <p>Acquisition of land as prioritized in the Council approved 2009 Park Land Acquisition strategy is for the purposes of creating or completing parks and open spaces to meet the needs of the city's growing population. The funding is typically allocated to an acquisition or acquisitions by year end.</p>		



Program:	Parks Program	Sub-program:	Parkland Acquisition
Project Name:	Parkland Acquisition – West Cambie	Submission ID:	5551

Location:	As per Parks DCC Land Acquisition Plan		
Cost:	\$1,300,000	OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$1,222,650 Parks Acquisition City Assist: \$77,350		
Scope:	<p>The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections as per the OCP with the objective of maintaining the parks provision standard of 7.66 acres/1000 population. The program is funded through Parkland Acquisition Developer Cost Charges (DCC's) and is guided by the Council approved 2009 Park Land Acquisition Strategy which provides the criteria for evaluating proposed acquisitions. Funding is required each year to allow the City to be strategic and responsive as properties become available thus avoiding the need to borrow the funding from other City sources or pass bylaws to release the funds for each acquisition.</p> <p>Acquisition of land as prioritized in the Council approved 2009 Park Land Acquisition strategy for the purposes of creating or completing parks and open spaces to meet the needs of the city's growing population. The funding is typically allocated to an acquisition or acquisitions by year end.</p>		

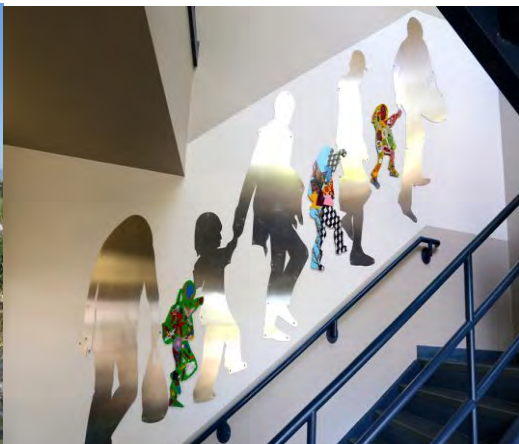

2015 Recommended Parks – Public Art Program

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Public Art Program 102

Program:	Parks Program	Sub-program:	Public Art
Project Name:	Public Art Program	Submission ID:	4309

Location:	Various Locations														
Cost:	\$407,941	OBI:	\$10,000												
Funding Sources:	Public Art Program: \$407,941														
Scope:	<p>The scope of work consists of a variety of public art projects. The following are proposed projects (with estimated costs) which may change during the project's duration based on the Public Art Program's consideration of public art opportunities and priorities and private development funding.</p> <p>The Public Art Program is a self-sustaining project funded by private development contributions to the Public Art Reserve. This request is to move \$407,941 from the Public Art Reserve to the Public Art Provisional to be expended as follows:</p> <p>For Community Public Art Projects, \$100,000 total, as follows:</p> <ul style="list-style-type: none">• City streets, parks and buildings: \$10,000 (additional funding for public works and facilities public art are included with Capital Submissions for these works)• Community public art projects: \$30,000• Community education and promotion of the public art program: \$10,000• Collaboration on educational opportunities with the Richmond Art Gallery, Media Lab, Cultural Centre and Richmond Museum: \$15,000• Pursuing community public art partnerships as they arrive: \$10,000• Prepare public art opportunities as part of major City initiatives: \$25,000 <p>For the Private Development Program, the cost determined is based on contributions received in 2013-2014, as follows (budgets reflect actual developer contribution less 15% of funds deposited to Public Art Provision for Program Administration or to Public Art Consultants for Project Administration):</p> <table><tr><td>CCM Investments, 8380 Lansdowne Road</td><td>\$74,474</td></tr><tr><td>The Gardens, 10880 No. 5 Road</td><td>\$64,378</td></tr><tr><td>Khalid Hassan, 9500 Granville Ave</td><td>\$13,610</td></tr><tr><td>Amacon Tempo, 7680 Alderbridge Way</td><td>\$131,796</td></tr><tr><td>Am-Pri, 7691 Bridge Street</td><td><u>\$ 23,683</u></td></tr><tr><td>Total Private Development Public Art Projects</td><td>\$307,941</td></tr></table>			CCM Investments, 8380 Lansdowne Road	\$74,474	The Gardens, 10880 No. 5 Road	\$64,378	Khalid Hassan, 9500 Granville Ave	\$13,610	Amacon Tempo, 7680 Alderbridge Way	\$131,796	Am-Pri, 7691 Bridge Street	<u>\$ 23,683</u>	Total Private Development Public Art Projects	\$307,941
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The Gardens, 10880 No. 5 Road	\$64,378														
Khalid Hassan, 9500 Granville Ave	\$13,610														
Amacon Tempo, 7680 Alderbridge Way	\$131,796														
Am-Pri, 7691 Bridge Street	<u>\$ 23,683</u>														
Total Private Development Public Art Projects	\$307,941														



Land Program 2015

The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council.

2015 Recommended Land – Land Acquisition Program

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Strategic Land Acquisition..... 104

Program:	Land Program	Sub-program:	Land Acquisition
Project Name:	Strategic Land Acquisition	Submission ID:	4921

Location:	Various		
Cost:	\$10,000,000	OBI:	\$ -
Funding Sources:	Capital Industrial: \$10,000,000		
Scope:	Funds for land acquisition to meet City needs, other than DCC and other special reserve funded projects, are set aside in the Capital Reserve under the Industrial Use Fund. This capital budget submission is to use land acquisition monies from this fund well as additional general funds approved by Council, for a variety of Council approved acquisitions.		



Affordable Housing Project Program 2015

Affordable Housing is responsible for coordinating the implementation of the Richmond Affordable Housing Strategy – a Strategy that was adopted in 2007 which contains recommendations, policies, directions, priorities, definitions and annual targets for affordable housing in the city. The City is working with other levels of government, the non-profit sector, the private sector, local groups and the community in pursuit of the Strategy’s goals.

2015 Recommended Affordable Housing Project Program

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Affordable Housing Projects - West Cambie..... 106


Affordable Housing Strategy Funded By Operating Reserves 107

Kiwanis Towers 108

Program:	Affordable Housing Project	Sub-program:	Affordable Housing Project
Project Name:	Affordable Housing Projects - West Cambie	Submission ID:	4867

Location:	Various		
Cost:	\$125,000	OBI:	\$ -
Funding Sources:	Affordable Housing: \$125,000		
Scope:	To purchase land and financially contribute to various affordable housing projects as needs are identified in West Cambie, in accordance with the Council-adopted Affordable Housing Strategy.		



Program:	Affordable Housing Project		Sub-program:	Affordable Housing Project
Project Name:	Affordable Housing Strategy Funded By Operating Reserves		Submission ID:	4861
Location:	Various			
Cost:	\$750,000		OBI:	\$ -
Funding Sources:	Affordable Housing: \$750,000			
Scope:	To purchase land and financially contribute to various affordable housing projects as needs are identified, in accordance with the Council-adopted Affordable Housing Strategy.			
				

Program:	Affordable Housing Project	Sub-program:	Affordable Housing Project
Project Name:	Kiwanis Towers	Submission ID:	5552


Location:	City Centre		
Cost:	\$283,640	OBI:	\$ -
Funding Sources:	Affordable Housing:	\$283,640	
Scope:	Additional funds specifically for Kiwanis that has already been collected from Affordable Housing Capital Reserves and approved by Council to be disbursed to the project. The disbursement will be issued to Kiwanis upon substantial completion of Tower 1 to be applied towards constructions costs (approved by Council).		



2015 Recommended Equipment – Annual Fleet Replacement Program

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Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) 110

Program:	Equipment Program	Sub-program:	Annual Fleet Replacement
Project Name:	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	Submission ID:	606
Location:	Works Yard and Various City Departments		
Cost:	\$2,851,200	OBI:	\$ -
Funding Sources:	Water Utility: \$592,700 Sanitary Utility: \$405,000 Public Works Equipment: \$1,853,500		
Scope:	Fleet Reserve:(\$1,853,500) This project is to replace and outfit various vehicles and equipment within the City's fleet to ensure appropriate resources are available to support a wide range of functional areas within the City. Vehicles are replaced at the end of their useful life and in accordance with the objectives of the City's Sustainable Green Fleet Policy 2020 and Green Fleet Action Plan. This project also includes upgrades to supporting systems such as the fuel dispensing and fleet maintenance systems.		
			

2015 Recommended Equipment – Fire Department Vehicles Program

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Fire Equipment Replacement..... 112

Fire Vehicle Replacement Reserve Purchases 113

Program:	Equipment Program	Sub-program:	Fire Dept Vehicles
Project Name:	Fire Equipment Replacement	Submission ID:	4670

Location:	Fire-Rescue		
Cost:	\$25,000	OBI:	\$ -
Funding Sources:	Fire Equipment:	\$25,000	
Scope:	Equipment replacement:		
	Fire fighting hose - 30 lengths (Cost of hose ranges from \$300-\$500 per length depending on diameter- \$25,000)		



Program:	Equipment Program	Sub-program:	Fire Dept Vehicles
Project Name:	Fire Vehicle Replacement Reserve Purchases	Submission ID:	3874

Location:	No 1 Fire Hall		
Cost:	\$971,630	OBI:	\$ -
Funding Sources:	Fire Equipment: \$971,630		
Scope:	A Fire Pumper will take approximately 10 months from date of order to deployment. Estimated replacement cost is \$873,630 CDN. Estimated replacement of the support vehicles (1 @ \$48,000 and 2 @ \$25,000 for a total of \$98,056 CDN)		



2015 Recommended Equipment – Miscellaneous Equipment Program


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Multi-Family Food Scraps/Organics Recycling and Optional Solid Waste Collection Services 115

Snow Shed Doors/Salt Covers..... 116

Weigh Scale for Large Commercial Vehicles..... 117

Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Multi-Family Food Scraps/Organics Recycling and Optional Solid Waste Collection Services	Submission ID:	5553
Location:	Various multi-family sites		
Cost:	\$700,000	OBI:	\$ -
Funding Sources:	Sanitary Utility	\$700,000	
Scope:	This project is to provide food scraps recycling services to residents in multi-family complexes. The project includes the necessary items to deliver the service including the acquisition of carts, liners, kitchen catchers, delivery costs, education/outreach and a vehicle to support implementation requirements. This project is required to meet regional waste diversion targets and is in response to the regional disposal ban on organics, which came into effect January 1, 2015. This project also supports the City's sustainability initiatives and solid waste and recycling framework.		




Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Snow Shed Doors/Salt Covers	Submission ID:	5487


Location: Works Yard/Sidaway

Cost: \$200,000 **OBI:** \$ -

Funding Sources: Other: \$200,000

Scope: To enclose snow shed to prevent salt freezing in truck inserts at the Works Yard and to construct covers for the salt storage bays at the Sidaway Yard.



Program:	Equipment Program		Sub-program:	Miscellaneous Equipment
Project Name:	Weigh Scale for Large Commercial Vehicles		Submission ID:	5526
Location:	Sidaway			
Cost:	\$100,000		OBI:	\$ -
Funding Sources:	Water Utility: \$50,000 Sanitary Utility: \$50,000			
Scope:	To install large commercial vehicle weigh scale at Sidaway Yard. Includes installation of ground improvements/infrastructure necessary to support installation of the scale and computer system to generate scale tickets within the existing office unit at the Sidaway Yard.			
				

Equipment Program 2015

The equipment program includes machinery and vehicles for Public Works and Fire Rescue Services, computer hardware, software, library collections, and other miscellaneous equipment.

2015 Recommended Equipment – Technology Program

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WorkSafe BC Claims/Incident Management System..... 127

Program:	Equipment Program	Sub-program:	Technology
Project Name:	2015 Microsoft Licensing & Storage	Submission ID:	5471

Location:	Public Works Yard		
Cost:	\$136,000	OBI:	\$ -
Funding Sources:	Other Equipment:	\$136,000	
Scope:	Purchase Windows Datacentre licenses with Software Assurance for the City's 5 Vmware servers at Works Yard. (\$73K) VMESX14 - 4 sockets VMESX15 - 4 sockets VMESX16 - 4 sockets VMESX10 - 2 sockets VMESX9 - 2 sockets Purchase MS Office 365 devices for iPads for MS license compliance (\$26,235) 55 iPads x 36 months x \$13.25 Purchase additional storage for Compellent SAN. (\$63K)		



Microsoft^(R)




Software License Agreement


Microsoft Licensing Agreement


You must purchase multiple licenses for each computer, including your laptop, office, and notebook computers. Granting you the right to use several computers at one time, but as a temporary measure for each machine that will eventually be turned on in your presence. (If you own a video recorder, television, refrigerator, or other electronic device, these too must be licensed.)

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After Microsoft updates any device in Microsoft's network, you will be notified by e-mail. Please inform your friends to the ground, and while waiting for the update, please repeat: "Hi, hi! Microsoft! Hi, hi! Microsoft!" Should this program have bugs or crash, you hereby agree that you will NOT TRY WindowsOS because Linux is evil. If you do not agree to the terms of this license, we hope you agree to the terms of the license. (Now, so that you can see Microsoft's code, please look up an array of arrays for this, please.) (This is a parody and JCR: Please DO, don't hurt me???)


Program:	Equipment Program	Sub-program:	Technology
Project Name:	2015 Server Infrastructure Upgrades	Submission ID:	5417
Location:	City Hall		
Cost:	\$281,600	OBI:	\$44,900
Funding Sources:	Other Equipment: \$281,600		
Scope:	<p>Server Infrastructure Upgrades to increase the reliability and performance of the Richmond Interactive Map service (items 1 and 2), the performance of major Oracle databases (Item 3 – databases include PeopleSoft, Hansen, and Geographic Information System), and support for the new high-availability Oracle database servers installed in 2014 (Items 4a and 4b).</p> <ol style="list-style-type: none"> 1. High Availability ESRI ArcGIS Servers - 2 x Dell PowerEdge R720 with 2 x 4core Intel Xeon CPU, 64GB memory, 300GB disk + 1.2TB SSD - \$36,000 2. High Availability SQL Server - Dell PowerEdge R720 with 2 x 6core Intel Xeon CPU, 256GB memory, 2 TB disk + 1.2TB SSD - \$38,500 3. Database-specific SAN infrastructure - 2 x 4 TB Fibre Channel SAN using all-flash array - will require an RFP - \$80,000 4a. Oracle Solaris test servers - 2 x Oracle Sparc T4-1 with 1 8core Sparc CPU, 128GB memory 1.5TB disk + SSD - \$76,500 4b. Oracle Standard Edition database licenses - 2 x 1 core processor licenses - \$25,000 5. Contingency that hardware prices may increase by time of order - 10% - \$25,600 		
	<p><u>Items 1 and 2:</u> Dell PowerEdge R720</p> <div> <p>Next-generation power and flexibility in a 2S/2U rack server.</p> <p>Keep pace with the exponential change of the virtual age using the state-of-the-art feature flexibility of the PowerEdge™ R720.</p>  </div>		
	<p><u>Item 4a:</u> Oracle Sparc T4-1</p> <div> <p>SPARC T4-1 Server</p> <p>High Performance Web Infrastructure, Middleware, and Application Development</p> <p>Oracle's SPARC T4-1 server running Oracle Solaris delivers high performance in a compact and secure single-socket server. It provides a highly integrated platform with maximum security and speed for a wide range of single and multi-threaded enterprise and mission-critical applications.</p>  </div>		
	<p><u>Item 3:</u> All-flash Storage Array</p> 		


Program:	Equipment Program	Sub-program:	Technology
Project Name:	Emergency Operations Centre Information Management System	Submission ID:	5416
Location:	Various Locations		
Cost:	\$178,500	OBI:	\$19,000
Funding Sources:	Rate Stabilization: \$178,500		
Scope:	<p>This project is to source, install and facilitate the use of an Emergency Information Management System to improve information management, analysis, display, sharing and archiving for the City's Emergency Operation Centre and first responders. This software would assist decision makers to support emergency sites, improve situational awareness, document the allocation and tracking of resources and assist in the archiving and creating of reports required for Disaster Financial Assistance from the Provincial and/or Federal Governments.</p> <p>Total project cost is estimated to be \$228,500 and would be completed over two years.</p> <p>\$155,000 initial software purchase</p> <p>\$34,500 IT Project Manager</p> <p>\$20,000 Hardware</p> <p>\$19,000 Estimated cost of annual maintenance</p>		
			

Program:	Equipment Program	Sub-program:	Technology
Project Name:	Existing Operational Desktop Computer Hardware Funding	Submission ID:	4899
Location:	City Hall		
Cost:	\$419,936	OBI:	\$ -
Funding Sources:	Computer Equipment: \$419,936		
Scope:	<p>To replace City owned desktop computer equipment as per a scheduled lifecycle replacement plan and an appropriate repair inventory. Equipment to be replaced includes City desktop computers, printers, laptops, scanners, monitors and as of 2015, iPads and cellular phones.</p> <p>2015 Desktop Computer Equipment Replacement Plan</p> <p>240 Desktop (Scheduled)</p> <p>20 Desktop (Breakfix)</p> <p>10 Workstation</p> <p>1 Workstation (Breakfix)</p> <p>15 Laptop</p> <p>10 Laptop w/docking station</p> <p>171 Monitors</p> <p>20 Monitors (Breakfix)</p> <p>35 iPads</p> <p>400 Cellular Handset (Scheduled)</p>		
			

Program:	Equipment Program	Sub-program:	Technology
Project Name:	Integrated Payment Approval	Submission ID:	5497
Location:	Various Locations		
Cost:	\$100,000	OBI:	\$ -
Funding Sources:	Other: \$100,000		
Scope:	<p>To develop and implement an Integrated Payment Approval (IPA) system, providing electronic routing and approval for vendor invoices, which will replace physical paper flow with electronic information flow. IPA will leverage on improvements made to the PeopleSoft Financial system in 2014, when IPA was identified as an opportunity for improvement to Richmond's procurement, approval and payment workflow.</p> <p>IPA will: mitigate risk of inappropriate approval outside of spending authority limits; improve expense reporting cut-off for financial statements; improve cash flow projections with better data; and strengthen internal controls on expenditure approval and financial coding.</p> <p>Within the scope of this improvement are all invoices incurred and paid by Richmond, except for expenditures for items such as: Hired Equipment, Employee Reimbursement, and Customer Refunds where IPA would not be applicable.</p> <p>This project is expected to begin in April 2015 and finish in October 2015, and will be a partnership between Finance and Information Technology Departments. The components of the project will include external Consultant time, plus internal staff time in both Finance and IT.</p>		
			

Program:	Equipment Program	Sub-program:	Technology
Project Name:	Master Customer Data	Submission ID:	5428
Location:	City Hall		
Cost:	\$900,000	OBI:	\$100,000
Funding Sources:	Other Equipment:	\$900,000	
Scope:	<p>The City of Richmond is looking for future opportunities on how technology can enable the City to better support their Master Customer Data Management which includes Customer Response Management software, Customer Web Portal and Operational Centre. The vision is to provide software that allows for a single point of entry for dispatch and follow-through of externally or internally generated requests for service or complaints. By providing a Customer Response workflow tracking system, the City can be assured that constituents' requests or complaints are recorded and managed in order to mitigate risk and ensure timely follow up thus, improving customer service and responsiveness. The system can be integrated with other business applications where requests can be managed from call entry through dispatch, follow-up, work completion and resolution.</p>		
			

Program:	Equipment Program	Sub-program:	Technology
Project Name:	Middleware Deployment	Submission ID:	5427
Location:	City Hall		
Cost:	\$600,000	OBI:	\$50,000
Funding Sources:	Other Equipment: \$600,000		
Scope:	<p>The City of Richmond is looking for future opportunities on how technology can enable the City to better support their business and community. The vision is to build intelligent communications between the various City of Richmond business applications to eliminate repetitive and manual effort so enterprise data is automated, online and accessible. This eco system could be extended out to the City of Richmond's constituents and business community to leverage this information in real-time.</p> <p>The COR roadmap for the future includes:</p> <ul style="list-style-type: none"> • A single source of the data - seamlessly connect the City's different business applications • Bi-directional access and update of city information in real-time • Provide constituents with virtual access to the city allowing them to make a payment or report an incident anytime. • Extend applications to mobile devices allowing people in the field to have online access and be able to communicate real-time with the rest of the city. • A middleware will provide an integration platform that will facilitate the intelligent communications throughout the City that has the capability of extending that real-time communication out to constituents and the business community. 		
			

Program:	Equipment Program	Sub-program:	Technology
Project Name:	Planning & Development Business Transformation	Submission ID:	5429
Location:	City Hall		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Other Equipment: \$300,000		
Scope:	<p>The City of Richmond is looking for future opportunities on how technology can enable the City to better support their Planning and Development Processes. The vision is to provide software that automates workflow associated with building, planning, engineering, code enforcement and other land management activities.</p> <p>The COR roadmap for the future includes:</p> <ul style="list-style-type: none"> • This will include web applications for internal staff, external agencies, contractors and citizens. • Enable the hardware and software for the City to accept and review digital plans. • Extend applications to mobile devices allowing people in the field to have online access and be able to communicate real-time with the rest of the city. • Integration with GIS information that manages and seamlessly connects to land based development information <p>Planning and Development transformation will integrates four key business needs: Work Management, Data Management, Project Management and Document Management. These business functions will be integrated together, thus allowing for e-Government applications that provides complete business process automation.</p>		
			

Program:	Equipment Program	Sub-program:	Technology
Project Name:	WorkSafe BC Claims/Incident Management System	Submission ID:	5383

Location:	City Hall		
Cost:	\$105,925	OBI:	\$ -
Funding Sources:	Other:	\$105,925	
Scope:	To source, purchase and implement a method to record, track and trend incident data in a centralized on-line system with configurable security for individual users or groups of users to ensure incidents are quickly responded to investigated and closed.		



Child Care Program 2015

To address child care needs, the City plans the development of and partners with organizations to support a range of quality and affordable child care facilities.


2015 Recommended Child Care Program

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Child Care Projects - City Wide (non-capital grants) 129

Upgrade Four Child Care Facilities 130

Program:	Child Care Program	Sub-program:	Child Care Program
Project Name:	Child Care Projects - City Wide (non-capital grants)	Submission ID:	5532
Location:	Various		
Cost:	\$10,000	OBI:	\$ -
Funding Sources:	Other: \$10,000		
Scope:	To ensure there is sufficient funding to support the 2015 Child Care Professional and Program Development Grants (non-capital). Grants are advertised in October 2014 and then with Council approval, awarded in February 2015.		
			

Program:	Child Care Program	Sub-program:	Child Care Program
Project Name:	Upgrade Four Child Care Facilities	Submission ID:	5538
Location:	Various		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$400,000		
Scope:	<p>A significant amount of work is required to bring the existing City's 1990s child care facilities into a good state of repair. The four facilities are:</p> <ul style="list-style-type: none">• Cook Road Children's Centre• Riverside Child Development Centre• Terra Nova Children's Centre• Treehouse Early Learning Centre		
			

Internal Transfers/Debt Payment Program 2015

The internal transfers/debt program relates to the use of capital funding for items that do not result in tangible capital assets. This includes: the repayment of capital funds borrowed from other internal sources of funding, external debt repayment and transfers to the operating budget for items that do not meet the asset capitalization criteria.

2015 Recommended Internal Transfers/Debt Payment Program

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2015 Equipment Lease Payments 132

Nelson Road Interchange Repayment..... 133

Parkland Acquisition Repayment 134

River Rd/North Loop (2005) Repayment 135

Shovel - Ready Grant (2009) Repayment Lansdowne Rd Ext 136

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	2015 Equipment Lease Payments	Submission ID:	5138
Location:	City Hall		
Cost:	\$12,153	OBI:	\$ -
Funding Sources:	Other: \$12,153		
Scope:	MFA leases #9262, #9273		

Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment
Project Name:	Nelson Road Interchange Repayment			Submission ID:	5297
Location:	Finance				
Cost:	\$385,098			OBI:	\$ -
Funding Sources:	Roads DCC: \$385,098				
Scope:	A total of \$2.54M is to be repaid from Roads DCC to Surplus over 8 years. The 2019 payment of \$385,098 is the 6th of eight equal payments.				
	Payment	Year	Balance	Payment	Interest Principal
	1	2014	\$2,540,065	\$(385,098)	114,303 270,795
	2	2015	\$2,269,270	\$(385,098)	102,117 282,981
	3	2016	\$1,986,289	\$(385,098)	89,383 295,715
	4	2017	\$1,690,574	\$(385,098)	76,076 309,022
	5	2018	\$1,381,552	\$(385,098)	62,170 322,928
	6	2019	\$1,058,624	\$(385,098)	47,638 337,460
	7	2020	\$721,164	\$(385,098)	32,452 352,646
	8	2021	\$368,518	\$(385,098)	16,583 368,515

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	Parkland Acquisition Repayment	Submission ID:	5545
Location:	As per Parks DCC Land Acquisition Plan		
Cost:	\$5,500,000	OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$5,500,000		
Scope:	To repay the Industrial Use Reserve for parkland property acquisitions that used general funding due to the Parkland Acquisition DCC's not being sufficient at the time of acquisition. These funds are repaid with interest to the original funding source.		

Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment
Project Name:	River Rd/North Loop (2005) Repayment			Submission ID:	2304
Location:	Finance				
Cost:	\$1,685,056			OBI:	\$ -
Funding Sources:	Roads DCC: \$1,685,056				
Scope:	A total of \$18.2M is to be repaid from Roads DCCs to Surplus over 18 years. The 2015 payment of \$1,685,056 is the 10th of 18 payments.				
	Payment	Year	Balance	Payment	Interest Principal
	1	2006	17,100,000	(1,769,576)	598,500 1,171,076
	2	2007	15,928,924	(1,200,000)	557,512 642,488
	3	2008	16,236,436	(1,867,000)	568,275 1,298,725
	4	2009	14,937,712	(1,867,000)	522,820 1,344,180
	5	2010	13,593,532	(468,210)	475,774 (7,564)
	6	2011	13,601,095	(300,000)	476,038 (176,038)
	7	2012	13,777,133	(200,000)	482,200 (282,200)
	8	2013	14,059,333	(1,939,202)	492,077 1,477,125
	9	2014	12,612,208	(1,317,000)	441,427 875,573
	10	2015	11,736,635	(1,685,056)	410,782 1,274,274
	11	2016	10,462,361	(1,685,056)	366,183 1,318,873
	12	2017	9,143,488	(1,685,056)	320,022 1,365,034
	13	2018	7,778,454	(1,685,056)	272,246 1,412,810
	14	2019	6,365,644	(1,685,056)	222,798 1,462,258
	15	2020	4,903,386	(1,334,953)	171,618 1,163,334
	16	2021	3,488,258	(1,334,953)	130,902 1,204,051
	17	2022	2,023,601	(1,334,953)	88,760 1,246,193
	18	2023	507,681	(1,334,955)	45,143 1,289,812

Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment	
Project Name:	Shovel - Ready Grant (2009) Repayment Lansdowne Rd Ext			Submission ID:	3780	
Location:	Finance					
Cost:	\$77,263			OBI:	\$ -	
Funding Sources:	Roads DCC: \$77,263					
Scope:	A total of \$626,666 is to be repaid from Roads DCC to the Watermain Replacement Reserve over 10 years.					
	The 2015 payment of \$77,263 is the 6th of 10 equal payments					
	The loan amortization schedule is:					
	Payment	Year	Balance	Payment	Interest	Principal
	1	2010	626,666	\$(77,263)	25,067	52,196
	2	2011	574,470	\$(77,263)	22,979	54,284
	3	2012	520,185	\$(77,263)	20,807	56,456
	4	2013	463,730	\$(77,263)	18,549	58,714
	5	2014	405,016	\$(77,263)	16,201	61,062
	6	2015	343,954	\$(77,263)	13,758	63,505
	7	2016	280,449	\$(77,263)	11,218	66,045
	8	2017	214,404	\$(77,263)	8,576	68,687
	9	2018	145,717	\$(77,263)	5,829	71,434
	10	2019	74,283	\$(77,254)	2,971	74,283

Infrastructure Program Unfunded Projects 2015


Due to funding constraints and higher priority projects, the following infrastructure projects are not recommended for funding.


2015 Unfunded Infrastructure Program

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Roads Minor Capital..... 138

Undergrounding - Lansdowne Rd 139

Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Roads Minor Capital		Submission ID:	4894
Location:	City Wide			
Cost:	\$250,000		OBI:	\$ -
Funding Sources:	Capital Revolving: \$250,000			
Scope:	This project will fund minor road and sidewalk related infrastructure upgrades and the capital replacement of failing infrastructure. Projects include, but are not limited to: the installation of wheel chair ramps; the replacement of uneven sidewalks, curbs and small road sections (e.g. that are damaged through tree root ingress or settlement); street light repair; and the response to resident service requests that require site specific repairs.			
				

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Undergrounding - Lansdowne Rd	Submission ID:	5005
Location:	Lansdowne Rd from Cedar Bridge to Minoru Blvd		
Cost:	\$1,000,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$840,000 Grant: \$160,000		
Scope:	<p>Undergrounding - Hydro/Tel will take place along Lansdowne Road from Cedar Bridge to Minoru Blvd.</p> <p>This project will include the removal of poles, overhead cables/wires and the placement of kiosks in rights-of-way. 1/3 funding (\$160,000) from BC Hydro could be available for Hydro's portion of work (approximately \$500,000)</p> <p>This is a single year project that is part of an ongoing program.</p>		
			

Building Program Unfunded Projects 2015

Due to funding constraints and higher priority projects, the following building projects are not recommended for funding.

2015 Unfunded Building Program

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City Hall - IT Room Optimization..... 141

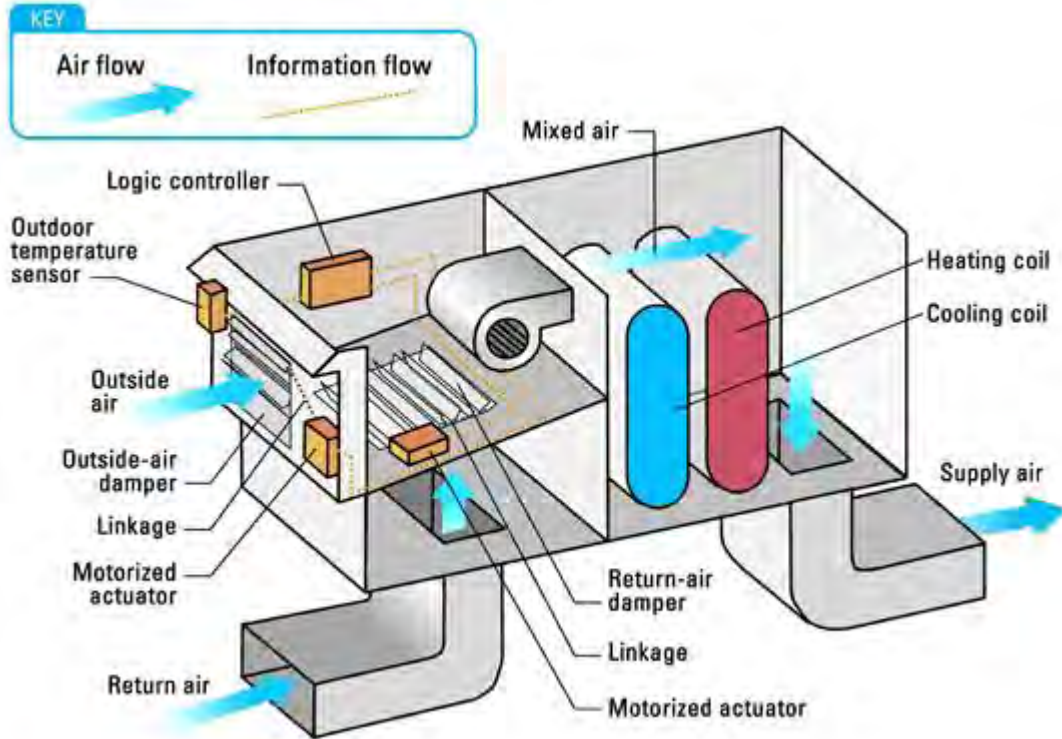
Interurban Tram Restoration 142

Library and Cultural Centre - Arts Centre Lapidary Studio/Cultural Centre Kitchen Renovations..... 143

Program:	Building Program	Sub-program:	Minor Building
Project Name:	City Hall - IT Room Optimization	Submission ID:	5475
Location:	6911 No. 3 Road		
Cost:	\$541,430	OBI:	\$ -
Funding Sources:	Capital Revolving: \$541,430		
Scope:	The IT Room system optimization entails installing / replacing the following: <ul style="list-style-type: none">• UPS power supply• Controllers• HVAC air handling units and compressors• Gas suppression system		


KEY

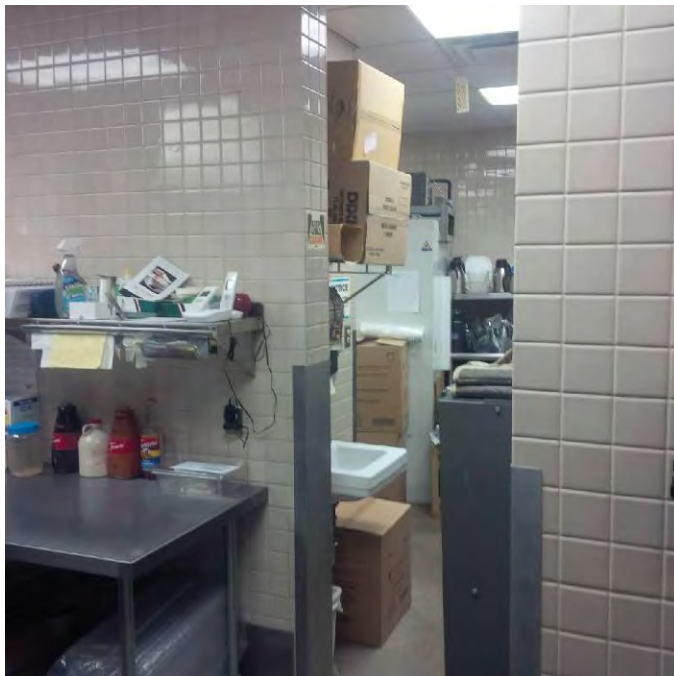
Air flow Information flow



Program:	Building Program	Sub-program:	Major Building
Project Name:	Interurban Tram Restoration	Submission ID:	4693

Location:	Steveston Park		
Cost:	\$396,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$396,000		
Scope:	<p>The BC Electric Railway Interurban Tram #1220, built in 1912, is the largest and most valuable artefact in the City's collection. The first phase of restoration, funded through Steveston Road Ends account, was recently completed and included extensive mould remediation, a hazardous materials assessment, an inventory of parts, review of best practices, and a draft restoration plan. Phase 2 is the final stage of restoration and will include exterior bodywork, roof repair, detailed electrical and mechanical assessment, stabilization and repair (if necessary) of all systems including the undercarriage and trucks as well as interior finishes and furnishings. Full restoration of this artefact ensures optimum preservation for future generations while delayed restoration will risk further deterioration. Phase 2 funding was approved for 2011 but was subsequently diverted in 2012 to the Tram building completion as approved by Council on July 25, 2011. The OBI was approved as part of project #4259 - phase 1.</p>		



Program:	Building Program	Sub-program:	Major Building
Project Name:	Library and Cultural Centre - Arts Centre Lapidary Studio/Cultural Centre Kitchen Renovations	Submission ID:	5420
Location:	Richmond Cultural Centre		
Cost:	\$372,200	OBI:	\$ -
Funding Sources:	Capital Revolving: \$372,200		
Scope:	<div>1. Conversion of the Arts Centre's Lapidary Studio into a Performing Arts studio:<ul style="list-style-type: none">Remove all cabinetry including sink areaRemove industrial air ducts above machineryRenovate closet areaAdd wood sprung floor and mirrors in south, west and east walls</div> <div>2. Conversion of the Silversmithing Room into an office:<ul style="list-style-type: none">Remove all cabinetryRemove industrial air ducts above machineryAdd a one-way glass door to Performing Arts StudioChange flooring to match with Atrium</div> <div>3. Conversion of the Cultural Centre Kitchen into a Multipurpose/Lapidary Studio:<ul style="list-style-type: none">Remove all industrial kitchen equipmentRemove tiles on wallsReplace exterior exit door with glass doorAdd cabinetry to secure Lapidary equipment when not in use; add cabinetry for storageAdd water lines and traps for Lapidary machinesAdd appropriate air ducts by machineryAdd bench/cabinetry for Silversmithing</div>		
			

Equipment Program Unfunded Projects 2015-2019

Due to funding constraints and higher priority projects, the following equipment projects are not recommended for funding.

2015 Unfunded Equipment Program

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Network Link to Hamilton CC & FH 5..... 145


Read-o-Graph Boards at Firehalls 146

Public Safety Mobile Command Vehicle 147

Program:	Equipment Program	Sub-program:	Technology
Project Name:	Network Link to Hamilton CC & FH 5	Submission ID:	5470
Location:	Hamilton & FH 5		
Cost:	\$222,000	OBI:	\$2,900
Funding Sources:	Other Equipment: \$222,000		
Scope:	<p>The Telus Munilink service that connects the Hamilton CC will be discontinued.</p> <p>Civil infrastructure (ducts) for City-owned fibre (as is being done at other halls) does not exist at this point. The new connection will use a combination of fibre (where ducts exist) and wireless links.</p> <p>This project would involve the following phases:</p> <ol style="list-style-type: none"> 1. Site survey \$5K 2. Site preparation (2 sites) \$10K 3. Connect to City network using a fibre or wireless link \$72K 4. Connect Fire Hall 5 by fibre to Hamilton Community Centre - \$135 K 		



Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Read-o-Graph Boards at Firehalls 4, 6 and 7	Submission ID:	5194
Location:	Firehalls 4,5,6,7		
Cost:	\$304,800	OBI:	\$6,000
Funding Sources:	Capital Revolving: \$304,800		
Scope:	This request is for four reader boards to be installed at Fire Halls 4, 5, 6 and 7. They are estimated at \$76,200 each for supply and installation. There are on-going annual maintenance costs.		
			

Program:	Equipment Program	Sub-program:	Vehicle Equipment
Project Name:	Public Safety Mobile Command Vehicle	Submission ID:	5414
Location:	Various Locations		
Cost:	\$992,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$992,000		
Scope:	<p>The City must endeavour to provide up-to-date, reliable and safe equipment in order to contribute to the liveability of the community and the City's commitment to good management and community safety. An aging and high-maintenance Public Safety Mobile Command Vehicle is not in keeping with the City's vision. This project goal is to replace the current 1997 vehicle as it is beyond the end of its current life cycle and rapidly deteriorating. Replacing it with an industrial construction vehicle will improve its durability, reliability over a longer term, emission standards and provide higher quality community safety service.</p> <p>Total project cost \$992,000</p> <p>Vehicle replacement reserves \$9,000</p> <p>Vehicle purchase \$655,000</p> <p>Communications and data infrastructure equipment and interior completion \$328,000</p>		
			

Feb 4th, 2015

The Clerks Office
City of Richmond
Fax: 278-5139

from Erika Simm
4991 Westminster Hwy
Richmond, B.C. V7C 1B7

Re: Littering Awareness: "Keep Richmond beautiful"

Dear Mayor and Council,

When I was the policy chair of a Richmond Riding Assn I forwarded a policy resolution directed to the provincial government regarding a "Keep B.C. Beautiful Campaign" which focuses on litter prevention, and today I would like to address Mayor and Council with a "Keep Richmond beautiful" campaign suggestion for our city.

Over the last years I have noticed an increase in littering in many areas of Richmond, be that in the area around the Olympic Oval, along No 3 Road from the Cambie to Alder bridge, Westminster Hwy around the Richmond Hospital, as well as Bridgeport & No 3 Road areas, to name a few.

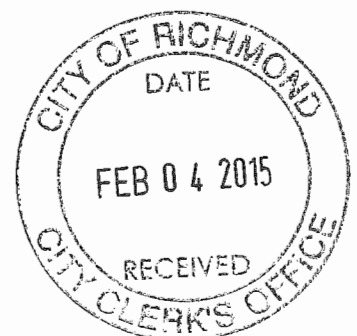
Even the side street next to my house is no exception: Someone throws two to four paper cups per day out of a car at the stop sign. I used to pick it up daily, to prevent more littering by someone else. This has gone on since last summer, and I finally gave up and phoned the works yard, who now have the ongoing job of cleanup.

Litter prevention and cleanup is a personal responsibility, and is required to protect our environment. However, more needs to be done to prevent littering in the first place.

The City could remind Richmond residents of their personal obligation to keep our city clean by erecting "Keep Richmond Beautiful" and "Do Not Litter" signs, starting in areas which are frequented by tourists, who's impression of Richmond should be that of a cared for, pristine City. I believe there already is in place a \$ 500 fine for littering, and maybe people need to be reminded of that, too.

And so I ask the City of Richmond to set aside in the budget an estimated amount for signage - to help accomplish the eradication of litter on our roads and sidewalks. And I ask Richmond citizens to display that they are proud of our city by participating in a "no litter" campaign!

Erika Simm



CNCL - 676



**Road Closure and Removal of Road Dedication Bylaw 8887
(Portion of Road adjacent to 7451 No. 4 Road)**

The Council of the City of Richmond enacts as follows:

1. The lands legally described a portion of road dedicated by the deposit of plan LMP48207 Section 15 Block 4 North Range 6 West New Westminster District (shown outlined in bold on the Reference Plan prepared by Dhaliwal & Associates attached as Schedule A) shall be stopped up and closed to traffic, cease to be a public road and the road dedication shall be removed.
2. This Bylaw is cited as **"Road Closure and Removal of Road Dedication Bylaw 8887"**.

FIRST READING

NOV 26 2012

SECOND READING

NOV 26 2012

THIRD READING

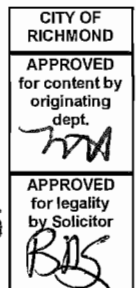
NOV 26 2012

DULY ADVERTISED

JAN 16 2015

JAN 21 2015

ADOPTED



MAYOR

CORPORATE OFFICER

SCHEDULE A

FORM_SFO_V8

**SURVEY PLAN CERTIFICATION
PROVINCE OF BRITISH COLUMBIA**

PAGE 1 OF 2 PAGES

By incorporating your electronic signature into this form you are also incorporating your electronic signature into the attached plan and you

(a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 168.73 (3) of the Land Title Act, RSBC 1996 c.250; and

(b) certify the matters set out in section 168.73 (4) of the Land Title Act.

Each term used in this representation and certification is to be given the meaning ascribed to it in part 10.1 of the Land Title Act.

GENE NIKULA
V9SQLA

Digitally signed by GENE NIKULA
V9SQLA
DN: c=CA, o=GENE NIKULA
V9SQLA, ou=BC Land Surveyor,
email=info@dhaliwalssurvey.com/
UKUP c=CA, o=V9SQLA
Date: 2013.06.28 15:33:25 -0700

1. BC LAND SURVEYOR: (Name, address, phone number)

Import Profile

Gene Paul Nikula

Unit 121

13140 80 Avenue

Surrey

BC V3W 3B2

Tel: 604-501-6188

Fax: 604-501-6189

Email: info@dhaliwalssurvey.com

☐ Surveyor General Certification

2. PLAN IDENTIFICATION:

Control Number: 134-886-0805

Plan Number: EPP24556

This original plan number assignment was done under Commission #: 803

3. CERTIFICATION:

☒ Form 9☐ Explanatory Plan☐ Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2011 November 16 (YYYY/Month/DD)

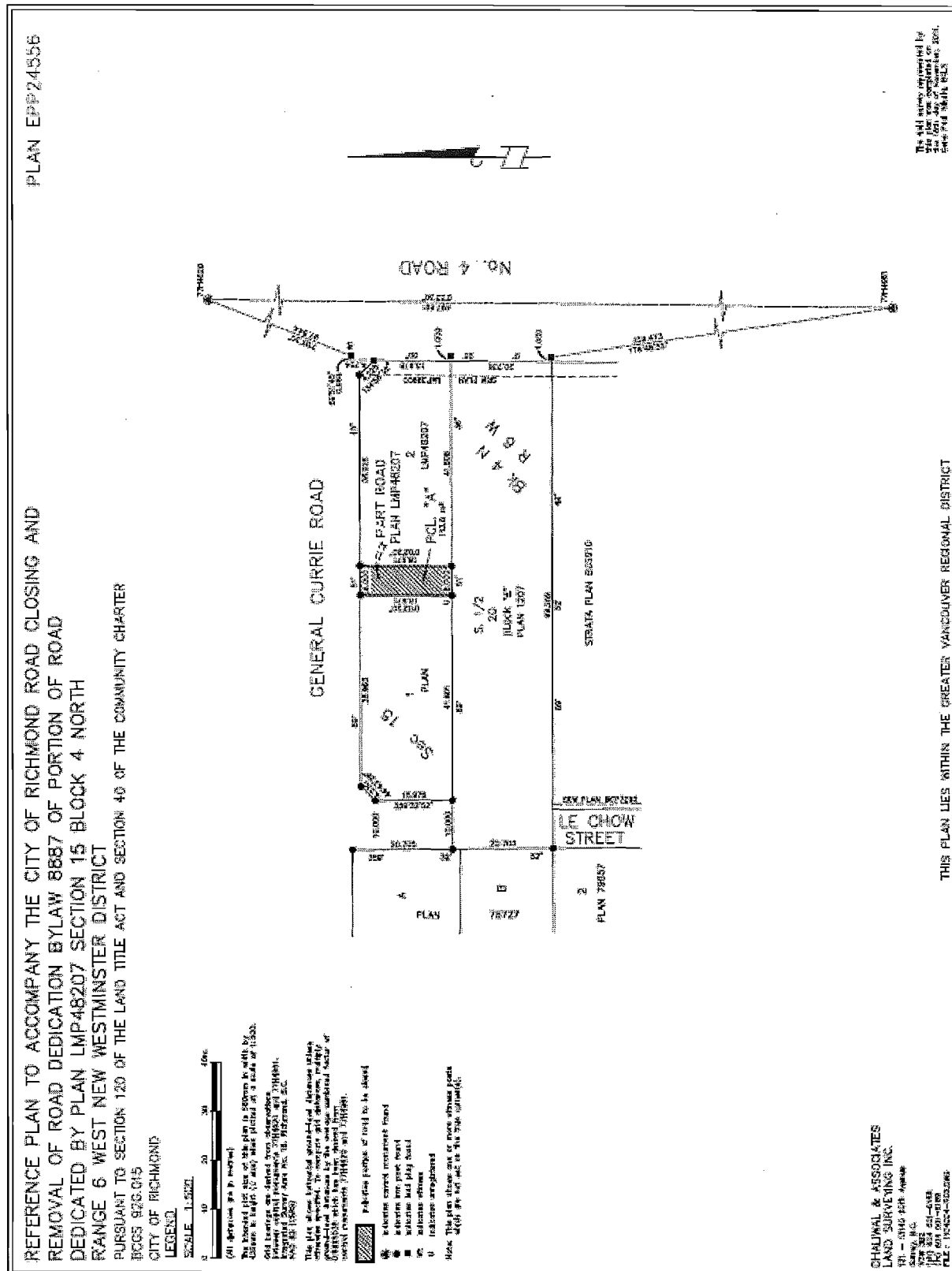
The checklist was filed under ECR#:

The plan was completed and checked on: 2012 September 28 (YYYY/Month/DD)

141153

☒ None ☐ Strata Form 5☒ None ☐ Strata Form U1 ☐ Strata Form U1/U2Arterial Highway ☐

4. ALTERATION:
- ☐





**Waterworks and Water Rates Bylaw No. 5637
Amendment Bylaw No. 9202**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended:

(a) by deleting section 2(b) and substituting the following:

“(b) Notwithstanding clause (a) of Section 2, where:

- i) the connection charge is not specified in Schedule D;
- ii) the property is not adjacent to **City** property or right-of-way in which the **service pipe** is located; or
- iii) due to utility conflict or any other reason, the connection charge specified in Schedule D does not apply;

the **property owner** must pay to the **City** the amount quoted by the **City** in accordance with Section 38 of this bylaw.”

(b) by deleting sub-section 29(d)(ii) and substituting the following:

- “(ii) give notice to the customer to correct the fault within 96 hours, or a specified lesser period, and if the customer fails to comply with such notice, the **General Manager, Engineering & Public Works** shall proceed in accordance with Subsection (i) of this Section. Without prejudicing the aforesaid, the **General Manager, Engineering & Public Works** may allow cross-connection control devices to be installed on the service pipe on **City** property. The device and installation is to be approved by the **General Manager, Engineering & Public Works** and applicable charges paid by the **property owner**.”

(c) by deleting section 38 and substituting the following:

“38. **Quotes for Non-Standard Installations**

- a) In the circumstances specified in section 2(b) of this bylaw, the **City** will provide to the **property owner** a quote on the basis of approved final design drawings.
 - b) The **property owner** will make an advance payment equal to the total quoted construction cost, prior to commencement of the construction.
 - c) If a design change is required during construction, it will be considered as scope change or extra work. The **property owner** will be responsible for the cost of the extra work, in addition to the amount quoted in accordance with section 38(a) of this bylaw.”
- (d) by deleting Schedule “D” and substituting Schedule A attached to and forming part of this Bylaw.
2. This Bylaw is cited as “**Waterworks And Water Rates Bylaw No. 5637, Amendment Bylaw No. 9202**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

JAN 26 2015

JAN 26 2015

JAN 26 2015

CITY OF RICHMOND
APPROVED for content by originating dept. <i>CS</i>
APPROVED for legality by Solicitor <i>ny</i>

MAYOR

CORPORATE OFFICER

SCHEDULE A to AMENDMENT BYLAW No. 9202**SCHEDULE "D" to BYLAW 5637****1. WATER CONNECTION CHARGE**

Single-Family, Multi-Family, Industrial, Commercial Water Connection Size	Connection Charge	
	Tie In Charge	Price Per Metre of Service Pipe
25mm (1") diameter	\$2,550	\$175.00
40mm (1 ½") diameter	\$3,500	\$175.00
50mm (2") diameter	\$3,650	\$175.00
100mm (4") diameter	\$6,900	\$350.00
150mm (6") diameter or larger	in accordance with Section 38	in accordance with Section 38

2. DESIGN PLAN PREPARED BY CITY

Design plan prepared by City for one-family dwelling or two-family dwelling \$1,000 each

Design plan for all other buildings \$2,000

3. WATER METER INSTALLATION FEE

Install water meter [s. 3A(a)] \$1,000 each



**Drainage, Dyke and Sanitary Sewer Bylaw 7551
Amendment Bylaw No. 9203**

The Council of the City of Richmond enacts as follows:

1. The **Drainage, Dyke and Sanitary Sewer Bylaw 7551**, as amended, is further amended:

(a) by deleting sub-section 1.2.2 and substituting the following:

“1.2.2 Notwithstanding the provisions of clause (a) of subsection 1.2.1, the **property owner** must pay to the **City** an amount quoted by the **City** for the cost of construction where:

- (i) the connection charge is not specified in Schedule A; or
- (ii) due to utility conflict or any other reason, the connection charge specified in Schedule A does not apply.

The construction cost will be quoted by the City based on approved final design drawings. The **property owner** will make an advance payment equal to the total quoted construction cost, prior to commencement of the construction. If a design change is required during construction, it will be considered as scope change or extra work. The **property owner** will be responsible for the cost of the extra work, in addition to the quoted construction cost.”

2. This Bylaw is cited as “**Drainage, Dyke and Sanitary Sewer Bylaw 7551, Amendment Bylaw No. 9203**”.

FIRST READING

JAN 26 2015

SECOND READING

JAN 26 2015

THIRD READING

JAN 26 2015

ADOPTED



MAYOR

CORPORATE OFFICER



**Solid Waste and Recycling Regulation Bylaw No. 6803,
Amendment Bylaw 9204**

The Council of the City of Richmond enacts as follows:

1. The Solid Waste and Recycling Regulation Bylaw No. 6803, as amended, is further amended:
 - (a) by adding section 1.1.1(c) as follows:

“(c) from a **multi-family dwelling** upon prior application to and approval by the **General Manager of Engineering & Public Works**; and”
 - (b) by adding the following at the end of section 1.1.1:

“In order to cancel a service provided to a **multi-family dwelling** pursuant to subsection 1.1.1(c) above, the strata corporation for the **multi-family dwelling** must provide a written cancellation notice to the **City** by September 30 of the preceding year and such cancellation will be effective January 1 of the next calendar year.”
 - (c) by deleting sections 1.3.1 to 1.3.2 and substituting the following:
 - “1.3.1 Subject to subsection 1.3.3, the **occupier** every **single-family dwelling**, **duplex dwelling**, and **townhouse development** which receives City **garbage** collection may place for collection, no more than two **garbage containers** per week.
 - 1.3.2 The **City** will provide, to the strata corporation of a **multi-family dwelling** approved for **City** collection and disposal of **garbage** pursuant to subsection 1.1.1(c) of this bylaw, sufficient **garbage carts** to accommodate the estimated **garbage** volume requirements for collection on a weekly or twice per week basis, as applicable. Subject to subsection 1.3.3, the strata corporation shall not place, or permit to be placed, additional **garbage carts** or **garbage containers** for collection, other than the **garbage carts** provided by the City.
 - 1.3.3 Notwithstanding the provisions of subsections 1.3.1 and 1.3.2, an **occupier** or the strata corporation may place additional **garbage containers** for collection, if such **occupier** or strata corporation:

- (a) purchases an excess **garbage container** tag from the City upon payment of the fee specified in Schedule A, and
- (b) attaches one such tag to each additional **garbage container** placed out for collection.”
- (d) by deleting the opening paragraph of section 1.4.1 and substituting the following:

“1.4.1 Subject to 1.4.2, an **occupier** of **residential property** to which **garbage** collection service is provided, must place **garbage** intended for collection in either:”
- (e) by adding section 1.4.2 as follows:

“1.4.2 Except for additional **garbage containers** for which a **multi-family dwelling** has purchased a tag pursuant to section 1.3.3 of this bylaw, the occupier of **multi-family dwellings** to which City **garbage** collection service is provided must place **garbage** intended for collection by the **City** in **garbage carts**.”
- (f) by deleting section 1.5.1(d) and substituting the following:

“(d) place in, as applicable, a **garbage cart** or a **garbage container** which meets the requirements of clause (b) of subsection 1.4.1, and mark and identify for the **collector**, all glassware, bottles, sharp pieces of wood, metal, glass or other material which could cause injury.”
- (g) by deleting section 1.6.1(i) and substituting the following:

“(i) waste oil or petroleum by-products and antifreeze;”
- (h) by deleting section 1.6.1(s) and substituting the following:

“(s) **yard and garden trimmings** and **food waste**”
- (i) by adding the following as section 1.6.1(x):

“(x) medication and other pharmaceutical products.”
- (j) by deleting section 1.8.1(b) and substituting the following:

“(b) a unit in a **townhouse development** or **multi-family dwelling** that receives **City garbage** or **City blue box recycling service**,”
- (k) by deleting sections 1.8.2 and 1.8.3 and substituting the following:

“1.8.2 The **large item** pick-up service established pursuant to subsection 1.8.1 shall be only for **large items** that were used at the **residential property** where the **large item** is placed for pick-up and collection will only be provided for the

large item specified by the **occupier** in the request made pursuant to subsection 1.8.4(a) of this bylaw.

1.8.3 The maximum of four (4) **large items** per calendar year per eligible **single-family dwelling** and unit in a **duplex dwelling, townhouse development** and **multi-family dwelling** may be disposed of at the same time or on different occasions. If in any calendar year, an eligible dwelling unit does not dispose of four (4) **large items**, that eligible dwelling unit may not carry forward the collection of the remaining item or items into a future calendar year.”

(l) by deleting the opening paragraph of section 1.8.4 and substituting the following:

“1.8.4 **Large items** will be picked up from an eligible **residential property** on the **collection day** for that **residential property**, provided:”

(m) by deleting section 1.8.4(a) and substituting the following:

“(a) the **occupier** contacts, by 5:00pm on the Thursday prior to the **collection day**, the person designated by the **City** to administer the **large item** pick-up service and identifies the specific **large item(s)** to be picked up;”

(n) by deleting section 1.8.5 and substituting the following:

“1.8.5 By no later than 9:00 p.m. on **collection day** and at his, her or its sole expense, an **occupier** or the strata corporation, as applicable, must remove from public view a **large item** placed out for pick-up if the **large item** is:

- (a) tagged as being inappropriate or unacceptable, in the sole discretion of the **City**; or
- (b) placed for pick-up without the **occupier** contacting, by 5:00pm on the Thursday prior to the **collection day**, the person designated by the **City** to administer the **large item** pick-up service; or
- (c) not a **large item** specified in the request made pursuant to subsection 1.8.4(a) of this bylaw; or
- (d) missed for any reason.”

(o) by deleting section 2.1.1(b) and substituting the following:

“(b) subject to subsections 2.2.2 and 2.2.3, arrange for the collection and disposal of **yard and garden trimmings** and **food waste** from all **residential properties** in the **City**;”

(p) by deleting the title of section 2.2 and substituting it with “**2.2 Exemptions from City Service**”;

(q) by adding sections 2.2.2 and 2.2.3 as follows:

“2.2.2 Upon written application by the strata corporation of a **multiple family dwelling** to the **City**, the **General Manager of Engineering & Public Works** may exempt a **multi-family dwelling** from **City** collection of **yard and garden trimmings** and **food waste**, and the payment of the fee for that service, if the strata corporation develops and implements a **yard and garden trimmings** and **food waste** diversion plan satisfactory to the **General Manager of Engineering & Public Works**.

2.2.3 If subsection 2.2.2 applies to a **multi-family dwelling**:

- (a) the **occupiers** and strata corporation of the **multi-family dwelling** must not dispose of **yard and garden trimmings** and **food waste** except in accordance with the diversion plan;
- (a) any changes to the diversion plan must be approved in advance by the **General Manager of Engineering & Public Works**;
- (b) upon request by the **City**, the strata corporation must provide to the **City** details of the implementation of and compliance with the diversion plan at the **multi-family dwelling**;
- (c) the **City** may, at any time, enter the **multi-family dwelling** to conduct inspections and determine compliance with the diversion plan; and
- (d) if the **City** is, at any time, not satisfied with the diversion plan or the level of compliance with the diversion plan, the **General Manager of Engineering & Public Works** may revoke or cancel any exemption provided pursuant to subsection 2.2.2.”

(r) by deleting section 2.5.2 and substituting the following:

“2.5.2 The strata corporation of a **multi-family dwelling** may place for collection on **collection day**:

- (a) **yard and garden trimmings**, provided such materials are contained entirely within a **compostable paper bag** which meets the criteria set-out in paragraphs 2.5.1(b)(ii)(E), (F), (G) and (H); and
- (b) **yard and garden trimmings** together with **food waste**, provided such materials are placed entirely within a **yard/food waste cart**.”

(s) by deleting sections 2.5.3 to 2.5.6 and substituting the following:

“2.5.3 A person must not place or permit to be placed plastic bags, including biodegradable plastic bags, or bags which contain plastic, including paper bags lined or commingled with plastic in a **yard/food waste container**.

2.5.4 The **City** will provide:

- (a) one (1) **yard/food waste cart** to each **single-family dwelling** and each unit in a **duplex dwelling** to which **garbage** collection service is provided, and each unit in a **townhouse development** to which **City garbage** or **City blue box recycling** service is provided; and
- (b) **yard/food waste cart(s)** to **multi-family dwellings** that are not exempted from **City yard and garden trimmings** and **food waste** collection service pursuant to subsection 2.2.2 of this bylaw, in quantities that the **General Manager of Engineering & Public Works** determines, in his or her discretion, are sufficient for the estimated volume of **yard and garden trimmings** and **food waste** generated by the **multi-family dwelling**.

2.5.5 Every **occupier** of a dwelling unit and every strata corporation of a **multi-family dwelling** requesting a replacement **yard/food waste cart** must pay the **yard/food waste cart** replacement fee specified in Schedule B, which is attached to and forms a part of this bylaw.

2.5.6 All **yard/food waste carts** provided to a dwelling unit or **multi-family dwelling** remain the sole property of the **City** and the **City** may, at any time, collect or request the return of a **yard/food waste cart**.”

(t) by deleting section 4.1 and substituting the following:

“4.1 It is a condition of the **City** providing **garbage**, recycling and/or **yard and garden trimmings** and **food waste** collection service to a **townhouse development** or **multi-family dwelling**, that:

- (a) all common property access points and routes for the collection service must be kept clear and any access gates to the building or development must remain open on **collection day**, or alternative means of access (such as keys, codes or fobs) are arranged in advance with the **collector**; and
- (b) the **City** will not repair or be responsible for any damage to the common property, or surrounding property, which may result from use by the collection vehicles.”

(u) by deleting section 5.1 and substituting the following:

“5.1 Obligations of Occupier/Strata Corporation of Residential Property

5.1.1 Every **occupier** of a dwelling unit and every strata corporation of a **multi-family dwelling** to which City **garbage**, recycling and/or **yard and garden trimmings** and **food waste** collection service is provided must maintain all **garbage containers**, **recycling receptacles** and **yard/food waste containers** and any enclosures for them in a clean and sanitary condition, and in good order and repair. Where materials not permitted by this bylaw are placed in a **garbage container**, **recycling receptacle** or **yard/food waste container**, the **occupier** of the dwelling unit or the strata corporation of the **multi-family dwelling**, as applicable, is responsible for removing such materials at his, her or its cost and expense.”

(v) by deleting section 8.1 and substituting the following:

“8.1 Obligations of Occupiers and Strata Corporations

8.1.1 Subject to section 8.1.2, the **occupier** or strata corporation of a **residential property** to which City **garbage**, recycling and/or **yard and garden trimmings** and **food waste** collection service is provided must:

- (a) store all **garbage containers**, **yard/food waste containers** and **recycling receptacles** on the property to which they belong, and ensure that they do not encroach from such property, or project over any street, lane or other public place; and
- (b) place all **garbage containers**, **garbage carts**, **yard/food waste containers** and **recycling receptacles** which are intended for collection, at either the back lane, front street or central collection location, whichever may be specified by the **General Manager of Engineering & Public Works**, and in accordance with the following:
 - (i) if applicable, be placed adjacent to, but not on the travelled portion of the roadway on **collection day**, and so that they do not endanger vehicle or pedestrian traffic or interfere with City street cleaning or other equipment;
 - (ii) be placed for collection no earlier than 8:00 p.m. of the day before **collection day** and no later than 7:30 a.m. on **collection day**, and they must be returned to

their storage location no later than 9:00 p.m. the same day; and

- (iii) be placed so that they are easily seen by collection staff, readily accessible by unobstructed access, and can be conveniently handled from ground level, so that collection staff are not required to open gates, climb or descend stairs, lift containers or receptacles over fences, or be otherwise unnecessary inconvenienced.

8.1.2 The strata corporation of every **townhouse development** and **multi-family dwelling** to which City **garbage**, recycling and/or **yard and garden trimmings** and **food waste** collection service is provided must ensure that **garbage containers**, **yard/food waste containers** and **recycling receptacles** for such **townhouse development** or **multi-family dwelling** are located in the place identified for such containers in any development permit or development variance permit applicable to such property, or as directed by the **General Manager of Engineering & Public Works.**”

- (w) at section 13.1 by deleting that part after (e) and substituting the following:

“is deemed to have committed an infraction of, or an offence against, this bylaw and is liable on summary conviction to a fine not to exceed \$10,000, and each day that such violation is caused, or allowed to continue, constitutes a separate offence.”

- (x) by adding the following definition to section 15.1, in alphabetical order:

“**GARBAGE CART** means a wheeled cart provided by the **City** for the disposal and collection of **garbage**.

- (y) at section 15.1, by deleting the definitions of “**GARBAGE CONTAINER**”, “**RECYCLABLE MATERIALS**” and substituting the following, in alphabetical order:

“**GARBAGE CONTAINER** means either:

- (i) a plastic bag; or
- (ii) a container for holding **garbage** which meets the requirements of clause (b) of subsection 1.4.1; or
- (ii) a **garbage cart**.

RECYCLABLE MATERIALS means the following:

- (a) newspapers or other papers printed on newsprint;
 - (b) paper products, including magazines, catalogues, telephone books, paperbacks, paper egg cartons, third class mail, corrugated cardboard, cereal and paper boxes, office paper, glossy paper, paper pet food bags, paper cups, and any fiber made entirely of paper, but does not include wax paper;
 - (c) glass bottles, including all food and beverage containers, but excluding drinking glasses, ceramics, Pyrex, window glass, light bulbs or containers with food;
 - (d) metal containers and packaging, including all aerosol cans, spiral wound cans, tin and aluminum foil and containers, but excluding paint cans and cans with food or other residue;
 - (e) plastic containers, including plastic jugs with screw tops, plastic bottles and caps, plastic jars and lids, plastic clamshells, plastic trays and tops, plastic tubs and lids, plastic cold drink cups and lids, plastic garden pots and trays, plastic pails, and microwavable bowls and cups;
 - (f) milk cartons, juice boxes, frozen dessert containers, aseptic boxes or cartons and gable-top cartons; and
 - (g) other products determined by the **General Manager of Engineering & Public Works** to be acceptable for recycling.”
- (z) by deleting Schedule A and Schedule B and substituting the schedules attached to and forming part of this bylaw.

2. This Bylaw comes into force and effect on April 1, 2015.
3. This Bylaw is cited as **"Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw 9204"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

JAN 26 2015

JAN 26 2015

JAN 26 2015

CITY OF RICHMOND
APPROVED for content by originating dept <i>SB</i>
APPROVED for legality by Solicitor <i>MJ</i>

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw 9204**SCHEDULE A to BYLAW NO. 6803**

FEES FOR CITY GARBAGE COLLECTION SERVICE	
Annual City garbage collection service fee for each single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development	\$ 121.67
Annual City garbage collection service fee for each unit in a multi-family dwelling*	
- weekly service	\$ 53.50
- twice per week service	\$ 97.75
Fee for each excess garbage container tag	\$ 2.00
Large item pick up fee*	\$ 8.33

* To be prorated in 2015 where service commences after January 1, 2015.

SCHEDULE B to BYLAW NO. 6803

FEES FOR CITY RECYCLING SERVICE	
Annual City recycling service fee:	
(a) for residential properties, which receive blue box service (per unit)	\$ 50.00
(b) for multi-family dwellings or townhouse developments which receive centralized collection service (per unit)	\$ 34.44
Annual recycling service fee:	
(a) for yard and garden trimmings and food waste from single-family dwellings and from each unit in a duplex dwelling (per unit)	\$ 100.00
(b) for yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit)	\$ 50.00
(c) for yard and garden trimmings and food waste from multi-family dwellings*	\$ 33.50
- weekly service	\$ 61.15
- twice per week service	
Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks	\$ 50.00/bin/month
Fee for yard/food waste cart replacement (per cart)	\$ 25.00
Annual City Recycling Depot service fee for non-residential properties	\$ 2.44
City recycling service fee for the Recycling Depot:	
	\$20.00 per cubic yard for the second and each subsequent cubic yard
(a) (i) for yard and garden trimmings from residential properties	
(ii) for recyclable material from residential properties	\$0
(b) for yard and garden trimmings from non-residential properties	\$20.00 per cubic yard
(c) for recycling materials from non-residential properties	\$0

* In 2015, fee will be \$16.75 for both weekly and twice per week service for period from July 1 to December 1, 2015.



**Alexandra District Energy Utility Bylaw No. 8641
Amendment Bylaw No. 9205**

The Council of the City of Richmond enacts as follows:

1. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended:

- (a) by adding a new Section 13.12 after Section 13.11 as follows:

13.12 *Adjustment for building mechanical system*

If the City or a Customer, discovers or is notified, that a building mechanical system is using the DEU for less than 70% of all the annual space heating and cooling and domestic hot water requirements for a building on a Designated Property, contrary to section 22.2 of this Bylaw, then, if:

- (a) *the General Manager, Engineering & Public Works provides the Customer with written notice that the City is satisfied that the Customer did not know or could not reasonably have known of the non-compliance with section 22.2 of this Bylaw (the "GM Notice");*
 - (b) *the Customer carries out all necessary repairs and works to bring the building mechanical system into compliance with section 22.2 of this Bylaw or to the satisfaction of the General Manager, Engineering & Public Works (the "Repair Works") within 12 months of the date of the GM Notice, or such longer or shorter period as may be agreed to by the City in writing (the "Repair Period"); and*
 - (c) *the Customer supplies to the City, in form and content satisfactory to the General Manager, Engineering & Public Works, a letter signed by the registered professional responsible for the design of the Repair Works, confirming that all Repair Works have been completed,*

then:

- (d) *Part 20 (Offences) of this Bylaw will not apply to the Customer for the time period, as estimated by the City, during which the Customer was not in compliance with section 22.2 of this Bylaw; and*

- (e) *the City may adjust the Customer's bill to provide a credit in accordance with section 13.13 below.*

(b) by adding a new Section 13.13 after Section 13.12 above as follows:

13.13 Credit for qualifying overpayment

When a Customer qualifies under section 13.12 above and the City exercises its discretion under section 13.12(e) to provide a credit, then:

- (a) *the City will estimate the amount of energy that the building should have used from the DEU in compliance with section 22.2 (the "**Compliant Energy Use Amount**") for the twelve month period preceding the date of the GM Notice (the "**Reference Period**"), in accordance with either:*
- (i) *the building's energy modeling report supplied to the City under section 21.1(c) of this Bylaw; or*
 - (ii) *a building energy use review performed by a third party qualified professional appointed by the City, including a determination of overall energy use for space heating and cooling and domestic hot water requirements for the building, the proportion of actual DEU utilization for these requirements, and the DEU utilization required for compliance with section 22.2 of this Bylaw,*

at the City's discretion.

- (b) *If the actual amount of energy used by the building from the DEU during the Reference Period ("**Actual Energy Use Amount**") is lower than the Compliant Energy Use Amount, the City will credit the Customer's account with the Cost Difference as calculated by the City, provided that the Cost Difference shall not exceed the Maximum Credit Amount.*

(c) *For the purposes of this section 13.13:*

- (i) *"**Cost Difference**" means the sum of the Reference Period Cost Difference and the Repair Period Cost Difference;*
- (ii) *"**Maximum Credit Amount**" means the amount, as calculated by the City, representing the difference between the cost of DEU energy actually used by the Customer's building and the Rates paid by the Customer, during the Reference Period and the Repair Period;*

(iii) *"Reference Period Cost Difference" means either:*

- i. the difference between the cost of natural gas used by the Customer during the Reference Period based on the Customer's natural gas bills, and the cost of natural gas that the Customer would have used if the Customer's building had used the Compliant Energy Use Amount; or*
- ii. the difference between the cost of DEU energy actually used by the Customer's building and the Rates paid by the Customer, during the Reference Period,*

as determined by the City; and

(iv) *"Repair Period Cost Difference" means either:*

- i. the difference between the cost of natural gas used by the Customer during the Repair Period based on the Customer's natural gas bills, and the cost of natural gas that the Customer would have used if the Customer's building had used an amount of DEU energy equivalent to the Compliant Energy Use Amount or a pro-rated portion thereof; or*
- ii. the difference between the cost of DEU energy actually used by the Customer's building and the Rates paid by the Customer, during the Repair Period,*

as determined by the City.

(c) by deleting Schedule C (Rates and Charges) in its entirety and replacing with a new Schedule C as attached as the Schedule to this Amendment Bylaw.

2. This Bylaw will come into force and take effect on the date of adoption shown below.
3. This Bylaw is cited as **"Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9205"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

JAN 26 2015

JAN 26 2015

JAN 26 2015

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER

Schedule***SCHEDULE C to BYLAW NO. 8641******Rates and Charges*****PART 1 - RATES FOR SERVICES**

The following charges will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:

- (a) Capacity charge – a monthly charge of \$0.084 per square foot of gross floor area, and a monthly charge of \$1.125 per kilowatt of the annual peak heating load supplied by DEU as shown in the energy modeling report required under Section 21.1.(c); and*
- (b) Volumetric charge – a charge of \$3.599 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property.*

PART 2 - RATES FOR SERVICES APPLICABLE TO AREA A

The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:

- (a) Capacity charge – a monthly charge of \$0.0452 per square foot of gross floor area; and*
- (b) Volumetric charge – a charge of \$0.00 per megawatt hour of Energy returned from the Heat Exchangers and Meter Sets at the Designated Property.*



**Richmond Zoning Bylaw 8500
Amendment Bylaw 8932 (RZ 12-611497)
11111 Williams Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMPACT SINGLE DETACHED (RC2)"**.

P.I.D. 010-441-671

Lot 13 Block 2 Section 25 Block 4 North Range 6 West New Westminster District Plan 18935

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 8932"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

MAR 24 2014

APR 22 2014

APR 22 2014

APR 22 2014

FEB 04 2015

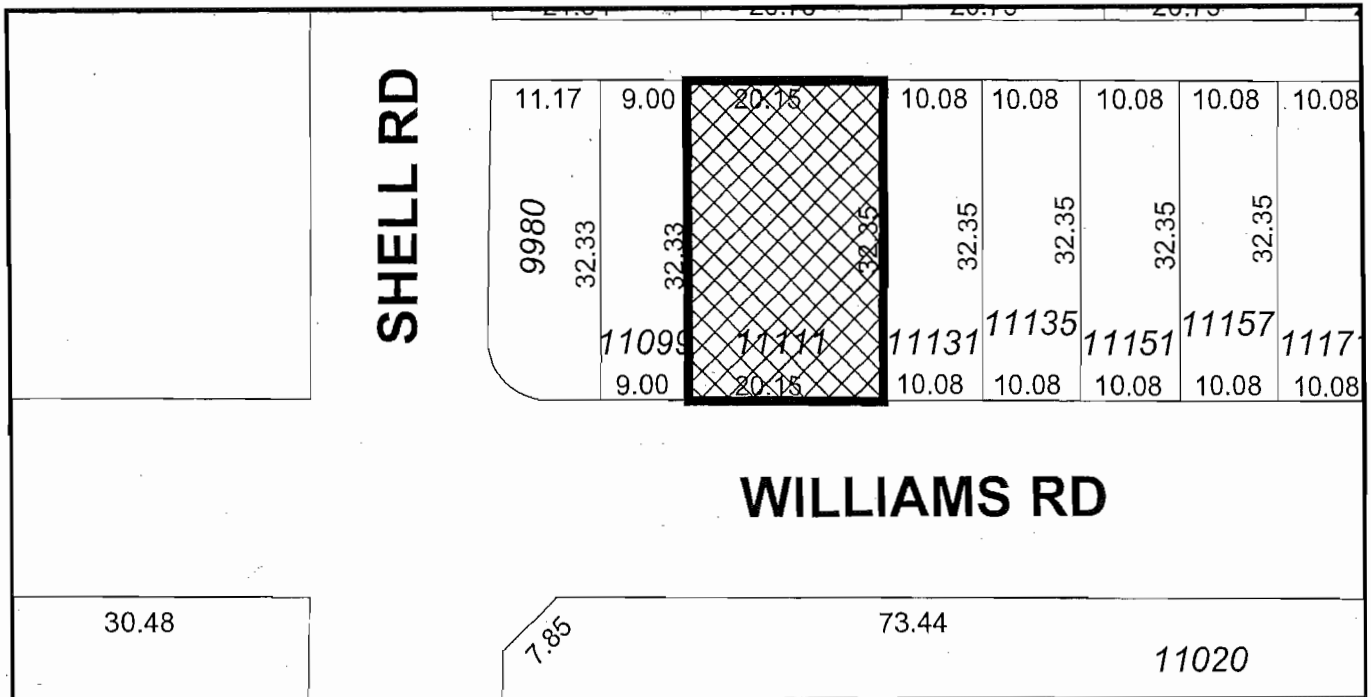
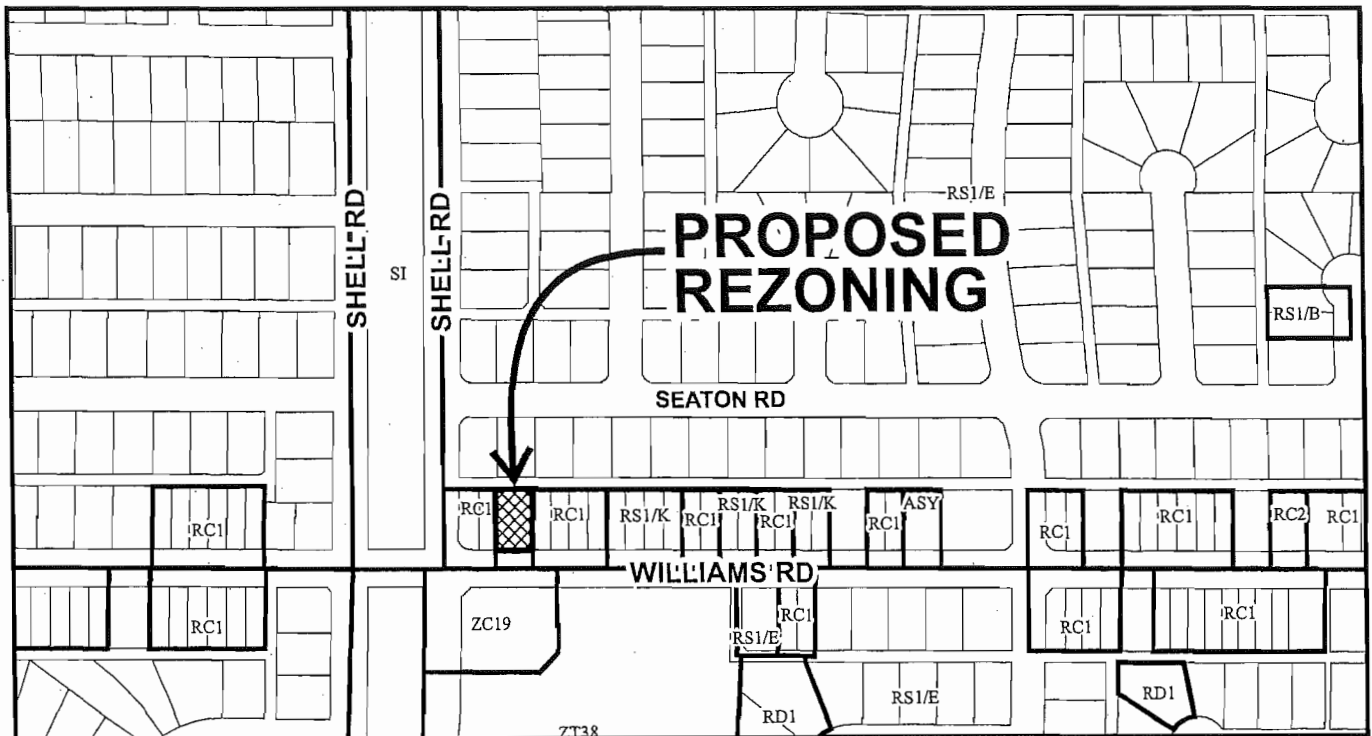


MAYOR

CORPORATE OFFICER



City of Richmond



RZ 12-611497

CNCL - 700

Original Date: 06/11/12

Revision Date: 03/26/14

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9108 (RZ 13-641596)
4160 Garry Street**

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

1. Richmond Zoning Bylaw 8500 is amended by:
 - i. Inserting the following new subsections directly after Section 17.35.6.3:

“ 4. The minimum **setback** to Yoshida Court is 2.0 m.”
 - ii. Replacing Section 17.35.8.2, with the following:

“2. The minimum **lot area** is 1,015 m².”
 2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**TOWN HOUSING (ZT35) – GARRY STREET (STEVESTON)**”.
- P.I.D. 009-217-665
Lot 2 Section 2 Block 3 North Range 7 West New Westminster District Plan 23406
3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9108**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

FEB 24 2014

JUN 16 2014

MAY 26 2014

JUN 16 2014

FEB 04 2015



MAYOR

CORPORATE OFFICER



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9157 (RZ 13-650616)
5280/5300 Moncton Street**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 029-302-714

Lot A Section 12 Block 3 North Range 7 West New Westminster District Plan EPP37394

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9157"**.

FIRST READING

JUN 23 2014

A PUBLIC HEARING WAS HELD ON

JUL 21 2014

SECOND READING

JUL 21 2014

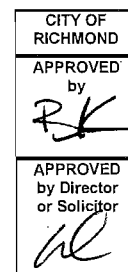
THIRD READING

JUL 21 2014

OTHER REQUIREMENTS SATISFIED

FEB 03 2015

ADOPTED

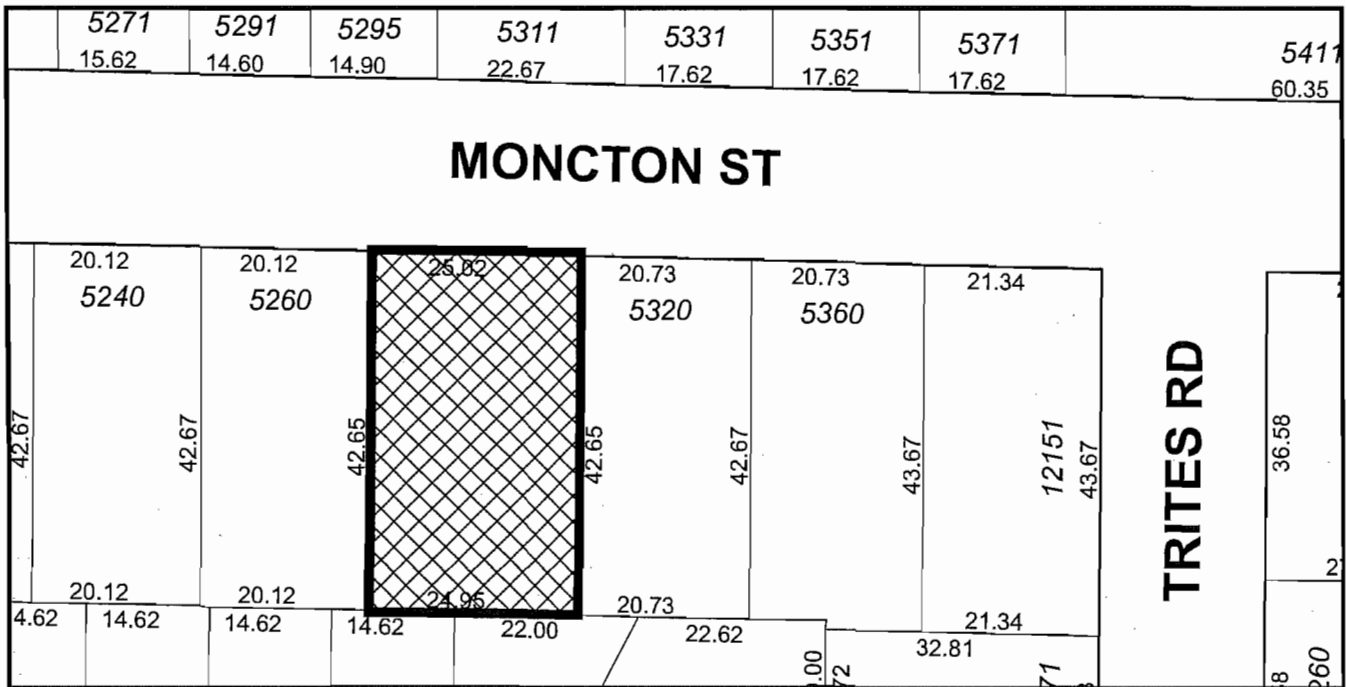
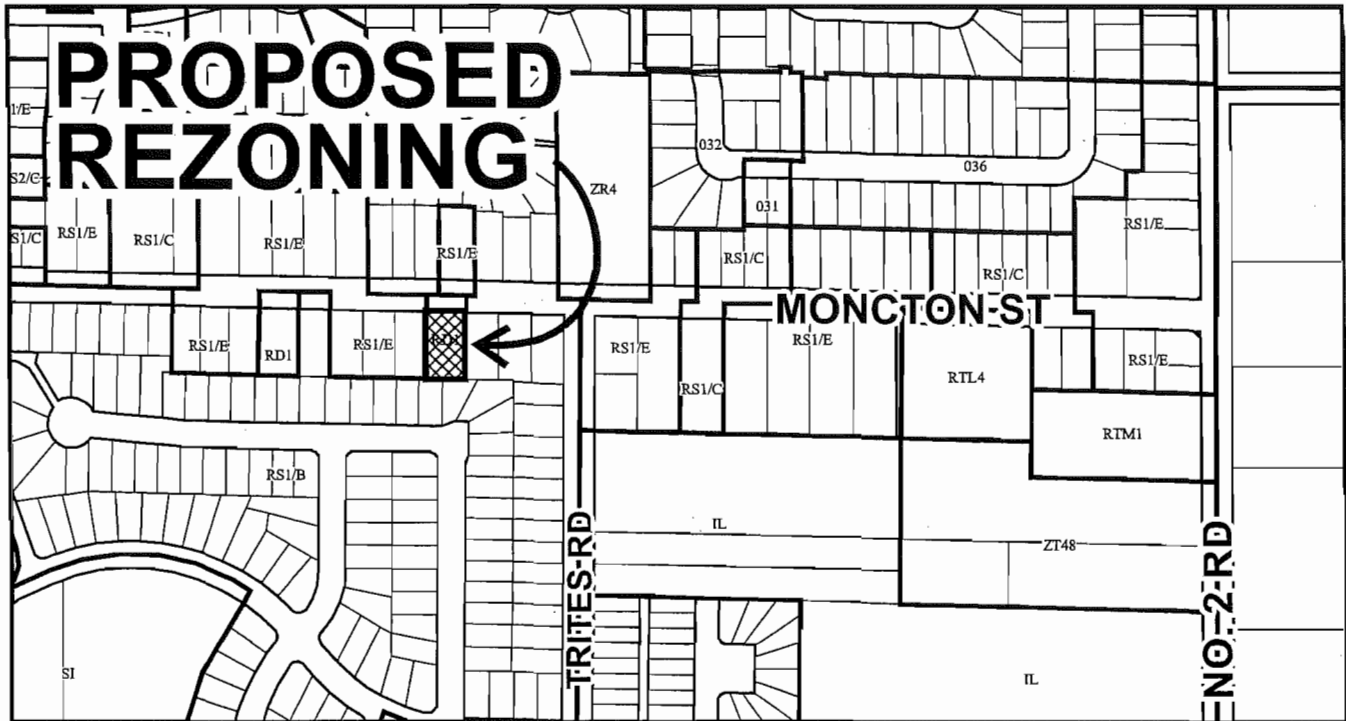


MAYOR

CORPORATE OFFICER



City of Richmond



RZ 13-650616

Original Date: 06/27/14

Revision Date:

Note: Dimensions are in METRES

CNCL - 704



City of Richmond

Report to Council

To: Richmond City Council

Date: February 4, 2015

From: Dave Semple
Chair, Development Permit Panel

File: 01-0100-20-DPER1-
01/2015-Vol 01

Re: Development Permit Panel Meeting Held on August 27, 2014

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

1. A Development Permit (DP 14-664790) for the property at 4160 Garry Street be endorsed, and the Permit so issued.

Dave Semple
Chair, Development Permit Panel

SB:rg

Panel Report

The Development Permit Panel considered the following item at its meeting held on August 27, 2014.

DP 14-664790 – PENTA HOMES (PRINCESS LANE) LTD. – 4160 GARRY STREET
(August 27, 2014)

The Panel considered a Development Permit application to permit the construction of a five (5) unit townhouse complex on a site zoned “Town Housing (ZT35) – Garry Street (Steveston)”. A variance is included in the proposal to permit the proposed garbage and recycling enclosure to be located within the setback to Yoshida Court.

Applicant, Dana Westermarck, Penta Homes (Princess Lane) Ltd., gave a brief overview of the proposed development with respect to (i) urban design, (ii) architectural form and character, and (iii) landscaping and open space design. He advised that the applicant has consulted with neighbourhood residents with regard to the proposed development and noted that concerns regarding traffic and access to Yoshida Court have been addressed.

In response to Panel queries, Mr. Westermarck noted the following:

- The proposed amenity space has benches and in-ground chess board. The design is compact but will be accessible even with parked cars present. The configuration of the amenity space will allow for sunlight. There is a second amenity space with benches at the front of the site.
- The proposed development is in walking proximity to local parks and children’s play areas.
- There is pedestrian access from Yoshida Court.
- A reduction of stairs between the patio and main living areas will enhance the use of patios.
- The overall height of the proposal approximately matches the height of townhouses across the street and will be approximately four to five feet higher than neighbouring homes.
- The north-south proposed layout and drive aisle location enhances privacy for neighbouring buildings and hedges will be maintained to maximize sunlight for the neighbours.
- The configuration limits garbage truck access on-site so garbage and recycling containers would have to be taken out from the enclosure onto Yoshida Court for pick up.

Staff supported the Development Permit Application and requested variance. Staff noted that the applicant is required to enter into a Servicing Agreement for the design and construction of frontage improvements along Yoshida Court and Garry Street. The proposed development will be designed to achieve an EnerGuide rating of 82 and will provide one (1) convertible unit.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends that the Permit be issued.



City of Richmond

Report to Council

To: Richmond City Council

Date: February 3, 2015

From: Joe Erceg
Chair, Development Permit Panel

File: 01-0100-20-DPER1-
01/2015-Vol 01

Re: Development Permit Panel Meeting Held on December 10, 2014

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

1. A Development Variance Permit (DV 12-618411) for the property at 13280 Mitchell Road be endorsed, and the Permit so issued.



Joe Erceg
Chair, Development Permit Panel

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on December 10, 2014.

DV 12-618411 – GLOBALIVE WIRELESS MANAGEMENT CORP.
– 13280 MITCHELL ROAD
(December 10, 2014)

The Panel considered a Development Variance Permit application to vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum accessory structure height in the “Industrial (I)” zoning district from 20 m (66 ft.) to 40 m (132 ft.) in order to permit the installation of a telecommunication antenna monopole.

Erika Riglik, of Globalive Wireless Management Corp., briefed the Panel on the proposed application to install a telecommunication antenna and noted the following:

- The proposed telecommunication antenna would be installed in an industrial area.
- The variance would increase the maximum height of the proposed antenna to 40 m.
- The applicant was not able to utilize competitors’ telecommunication antennas.
- The proposed telecommunication antenna will be a thin structure and painted grey to blend with the surrounding landscape.
- There will be a significant buffer surrounding the base of the proposed structure.
- Landscaping will be used to provide screening to the compound.
- The proposed telecommunication antenna (40 m in height) is anticipated to have a significantly larger coverage area compared to an antenna 20 m in height.

In reply to queries from the Panel, Ms. Riglik advised that the proposed telecommunication antenna is not anticipated to be visually prominent from the Knight Street Bridge. She added that the height of the proposed telecommunication antenna is consistent with other telecommunication antennas in the city.

Discussion ensued regarding leasing the proposed antenna to other companies, and, in reply to queries from the Panel, Ms. Riglik noted that the antenna would have available space for future co-location and other companies would be subject to an application process to lease the proposed antenna. She added that telecommunication antennas are regulated so that the criteria for leasing would be based on available capacity.

No correspondence was submitted to the Panel regarding the Development Variance Permit application.

The Panel recommends that the Permit be issued.