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**City Council**

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

**Monday, February 10, 2020  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

- CNCL-12**    1.    *Motion to adopt the **minutes** of the Regular Council meeting held on January 27, 2020.*

☐

**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.**

4.    *Motion to rise and report.*

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## **RATIFICATION OF COMMITTEE ACTION**

## **CONSENT AGENDA**

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

**RECOMMENDATIONS FROM COMMITTEE WILL APPEAR ON THE REVISED COUNCIL AGENDA, EITHER ON THE CONSENT AGENDA OR NON-CONSENT AGENDA DEPENDING ON THE OUTCOME AT COMMITTEE.**

## **CONSENT AGENDA HIGHLIGHTS**

- Receipt of Committee minutes
- 2020 Community Mural Program Projects
- 2020 Arts and Culture Grant Program
- 2020 Parks, Recreation and Community Events Grants
- 2020 Health, Social and Safety Grants
- 2020 Child Care Grants
- Amendments to the Council Procedure Bylaw in Relation to Agenda Preparation and Distribution
- Appointment of Acting Corporate Officer
- Richmond Community Services Advisory Committee (RCSAC) 2019 Annual Report and 2020 Work Plan
- Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program
- Application by Ecowaste Industries Ltd. for an Agricultural Land Reserve Non-Farm Use for the Lands Bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road Allowances
- Land use applications for first reading (to be further considered at the Public Hearing on March 16, 2020):
  - 8991 Charles Street – Temporary Commercial Use Permit (DA Architects & Planners – applicant)

5. *Motion to adopt Items No. 6 through No. 17 by general consent.*



## Council Agenda – Monday, February 10, 2020

Pg. # ITEM

Consent  
Agenda  
Item

### 6. COMMITTEE MINUTES

*That the minutes of:*

- CNCL-24 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on January 28, 2020;
- CNCL-28 (2) the **General Purposes Committee** meeting held on February 3, 2020; and
- CNCL-43 (3) the **Planning Committee** meeting held on February 4, 2020; be received for information.



Consent  
Agenda  
Item

### 7. 2020 COMMUNITY MURAL PROGRAM PROJECTS

(File Ref. No. 11-7000-09-20-255) (REDMS No. 6352114 v. 3)

CNCL-65

See Page CNCL-65 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the 2020 Community Mural Program projects as presented in the staff report titled “2020 Community Mural Program Projects” dated December 11, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.*



Consent  
Agenda  
Item

### 8. 2020 ARTS AND CULTURE GRANT PROGRAM

(File Ref. No. 11-7125-01) (REDMS No. 6360660 v. 4)

CNCL-86

See Page CNCL-86 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the 2020 Arts and Culture Grants, less the proposed grant to the Caravan Stage Society, be awarded for the recommended amounts and cheques disbursed for a total of \$114,315, as identified in Attachment 1 of the staff report titled “2020 Arts and Culture Grant Program” dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.*



## Council Agenda – Monday, February 10, 2020

Pg. # ITEM

Consent  
Agenda  
Item

9. **2020 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 11-7000-01) (REDMS No. 6360043 v. 12)

CNCL-163

See Page CNCL-163 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the 2020 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$88,828.32 as identified in Attachment 1 of the staff report titled “2020 Parks, Recreation and Community Events Grants,” dated January 2, 2020, from the Director, Recreation and Sport Services.*



Consent  
Agenda  
Item

10. **2020 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 6367626 v. 3)

CNCL-229

See Page CNCL-229 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the 2020 Health, Social and Safety Grants be awarded for the recommended amounts and funding cycles, and cheques be disbursed for a total of \$593,133 as per the staff report titled “2020 Health, Social and Safety Grants”, dated December 19, 2019, from the Director, Community Social Development.*



Consent  
Agenda  
Item

11. **2020 CHILD CARE GRANTS**  
(File Ref. No. 07-3070-01) (REDMS No. 6356676 v. 4)

CNCL-313

See Page CNCL-313 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That, as per the staff report titled “2020 Child Care Grants,” dated December 11, 2019, from the Director, Community Social Development:*

- (1) *The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and*
- (2) *The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.*



## Council Agenda – Monday, February 10, 2020

Pg. # ITEM

Consent  
Agenda  
Item

12. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN  
RELATION TO AGENDA PREPARATION AND DISTRIBUTION**

(File Ref. No. 12-8060-20-010124) (REDMS No. 6367198)

CNCL-349

See Page CNCL-349 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.*

☐

Consent  
Agenda  
Item

13. **APPOINTMENT OF ACTING CORPORATE OFFICER**

(File Ref. No. 05-1400-01) (REDMS No. 6386303)

CNCL-352

See Page CNCL-352 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).*

☐

Consent  
Agenda  
Item

14. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE  
(RCSAC) 2019 ANNUAL REPORT AND 2020 WORK PLAN**

(File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 6368161 v. 3)

CNCL-354

See Page CNCL-354 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the staff report titled "Richmond Community Services Advisory Committee (RCSAC) 2019 Annual Report and 2020 Work Plan", dated December 17, 2019, from the Director, Community Social Development, be approved.*

☐

## Council Agenda – Monday, February 10, 2020

Pg. # ITEM

Consent  
Agenda  
Item

15. **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2019 ANNUAL REPORT AND 2020 WORK PROGRAM**

(File Ref. No. 07-3070-01) (REDMS No. 6355766 v. 2)

CNCL-392

See Page CNCL-392 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the Child Care Development Advisory Committee's 2019 Annual Report and 2020 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 3, 2020, from the Director, Community Social Development, be approved.*



Consent  
Agenda  
Item

16. **APPLICATION BY ECOWASTE INDUSTRIES LTD. FOR AN AGRICULTURAL LAND RESERVE NON FARM USE FOR THE LANDS BOUNDED BY THE GRANVILLE AVENUE, NO. 7 ROAD, BLUNDELL ROAD AND SAVAGE ROAD ALLOWANCES**

(File Ref. No. AG 19-863866) (REDMS No. 6216673)

CNCL-402

See Page CNCL-402 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the Agricultural Land Reserve (ALR) Non-Farm Use Application (AG 19-863866) by Ecowaste Industries Ltd. to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:*

- (a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;*
- (b) add two new materials recovery facilities to the four facilities previously approved; and*
- (c) add 20 years to the previously approved term to allow landfill activities to continue until 2055;*

*on the lots bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances be endorsed and forwarded to the Agricultural Land Commission.*



## Council Agenda – Monday, February 10, 2020

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Consent  
Agenda  
Item

17. **APPLICATION BY DA ARCHITECTS & PLANNERS FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8991 CHARLES STREET**

(File Ref. No. TU 20-891050) (REDMS No. 6389247)

CNCL-431

See Page CNCL-431 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That the application by DA Architects & Planners for a Temporary Commercial Use Permit for the property at 8991 Charles Street be considered at Public Hearing to be held March 16, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:*

*“That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site specific additional use for a period of three years.”*



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### CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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### NON-CONSENT AGENDA ITEMS

### GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

18. **BIRTH TOURISM**

(File Ref. No.)

CNCL-451

See Page CNCL-451 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Greene

- (1) *That Richmond City Council write a letter to the Federal Minister of Immigration, Refugees and Citizenship, with copies to the Prime Minister, Richmond Members of Parliament, the Premier, the BC Minister of Health, the BC Minister of Municipal Affairs and Housing, Richmond Members of the Legislative Assembly, and Vancouver Coastal Health requesting immediate permanent changes to the Canadian immigration laws which would end automatic Canadian citizenship being bestowed on babies born in Canada to non-resident parents who are not citizens of Canada; and*
- (2) *That staff provide information on:*
  - (a) *the City's rental bylaws and how it relates to birth tourism; and*
  - (b) *the birth tourism businesses operating in the city and enforcing such activities through business licenses;**and report back.*



19. **KAIWO MARU TALL SHIP RECRUITMENT – PROPOSED DELEGATION TO JAPAN NATIONAL INSTITUTE FOR SEA TRAINING**

(File Ref. No. 11-7400-01) (REDMS No. 6392279 v. 10)

CNCL-453

See Page CNCL-453 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Au, Day, Greene and Wolfe

- (1) *That a delegation comprising of Councillors Bill McNulty and Harold Steves be sent to Japan in April 2020 to pursue recruitment of the Kaiwo Maru as outlined in the staff report titled “Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training,” dated January 22, 2020, from the Director, Parks Services; and*
- (2) *That delegation travel costs of up to \$40,000 be funded from the Council Contingency account.*



## Council Agenda – Monday, February 10, 2020

Pg. #	ITEM
20.	<b>2020 ARTS AND CULTURE GRANT PROGRAM – CARAVAN STAGE SOCIETY</b> (File Ref. No. 11-7125-01) (REDMS No. 6360660 v. 4)

CNCL-86

See Page **CNCL-86** for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the grant to the Caravan Stage Society be awarded for the recommended amount and cheque disbursed for a total of \$2,500, as identified in Attachment 1 of the staff report titled “2020 Arts and Culture Grant Program” dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.*



21. **2020 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS - KIDSPORT**  
(File Ref. No. 11-7000-01) (REDMS No. 6360043 v. 12)

CNCL-163

See Page **CNCL-163** for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the grant to KidSport be awarded and a cheque disbursed for the amount of \$19,000; and*
- (2) *That \$5,000 be held back and allocated to sports groups not recognized by KidSport and that this be administered by staff.*



PLANNING COMMITTEE

Councillor Linda McPhail, Chair

22. **COUNCIL REFERRAL ON SIGNAGE IMPROVEMENTS FOR REZONING AND DEVELOPMENT PROJECTS – REVISED REPORT**  
(File Ref. No. 08-4100-01) (REDMS No. 6361217)

CNCL-459

See Page CNCL-459 for full report

PLANNING COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day and Steves

- (1) *That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;*
- (2) *That Bylaw 10125, having been considered in conjunction with:*
  - (a) *the City's Financial Plan and Capital Program; and*
  - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;**is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;*
- (3) *That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation;*
- (4) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and*
- (5) *That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.*



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ITEM

**PUBLIC ANNOUNCEMENTS AND EVENTS**

**NEW BUSINESS**

**ADJOURNMENT**





**Regular Council**

**Monday, January 27, 2020**

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

**MINUTES**

- R20/2-1 1. It was moved and seconded  
*That:*
- (1) *the minutes of the Regular Council meeting held on January 13, 2020, be adopted as circulated; and*
  - (2) *the minutes of the Regular Council meeting for Public Hearings held on January 20, 2020, be adopted as circulated.*

**CARRIED**



**Regular Council**  
**Monday, January 27, 2020**

**AGENDA ADDITIONS & DELETIONS**

Council added to Item No. 11 a staff memorandum titled “Staff Response to Questions Regarding the BC Zero Emission Vehicles (ZEV) Act Regulations Intentions Paper” dated January 22, 2020, from the Sustainability Project Manager (attached to and forming part of these Minutes as Schedule 1).

**COMMITTEE OF THE WHOLE**

- R20/2-2      2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:02 p.m.).*

**CARRIED**

3.    Delegations from the floor on Agenda items

Item – Consolidated 5 Year Financial Plan (2020-2024) Bylaw No. 10119

Ken McLennan, Richmond resident, expressed concern with regard to (i) public access to accurate and complete financial information, (ii) the City’s use of taxpayers’ money, (iii) operation costs of the Richmond Olympic Oval, (iv) non-revenue generating City-owned properties, and (v) increased costs to taxpayers.

Item – Consolidated 5 Year Financial Plan (2020-2024) Bylaw No. 10119

Don Flintoff, 6071 Dover Road, expressed concern regarding capital expenditures and increased costs to taxpayers for maintenance of capital projects. Mr. Flintoff was of the opinion that decreasing capital expenditures will reduce operating costs and better maintenance of current capital investments is necessary.

- R20/2-3      4.    It was moved and seconded  
*That Committee rise and report (7:09 p.m.).*

**CARRIED**



**Regular Council**  
**Monday, January 27, 2020**

**CONSENT AGENDA**

- R20/2-4      5.    It was moved and seconded  
                 *That Items No. 6 through No. 15 be adopted by general consent.*

**CARRIED**

6.    **COMMITTEE MINUTES**

*That the minutes of:*

- (1)    *the Community Safety Committee meeting held on January 14, 2020;*
- (2)    *the General Purposes Committee meeting held on January 20, 2020;*
- (3)    *the Public Works and Transportation Committee meeting held on January 21, 2020; and*
- (4)    *the Council/School Board Liaison Committee meeting held on December 4, 2019;*

*be received for information.*

**ADOPTED ON CONSENT**

7.    **COMMUNITY ENERGY AND EMISSIONS PLAN 2020-2050 DIRECTIONS**

(File Ref. No. 10-6125-07-02) (REDMS No. 6336128 v.17, 6356020; 6349556; 6352193; 6351994)

- (1)    *That the directions outlined in the report titled “Community Energy and Emissions Plan 2020-2050 Directions” from the Director, Sustainability and District Energy, dated November 29, 2019 be endorsed for the purposes of completing a draft plan and gaining final public feedback; and*
- (2)    *That staff be directed to develop a Climate Action Strategy, as defined the report titled “Community Energy and Emissions Plan 2020-2050 Directions” from the Director, Sustainability and District Energy, dated November 29, 2019, that communicates all of the City’s climate action related plans and strategies for Council consideration.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, January 27, 2020**

**8. APPLICATION TO AMEND LIQUOR PRIMARY LIQUOR LICENCE #308295 FOR AN INCREASE IN OCCUPANT LOAD - MONSTER L KARAOKE LTD. DOING BUSINESS AS: MONSTER L KARAOKE - 8400 ALEXANDRA ROAD UNIT 130**

(File Ref. No. 12-8275-30-067) (REDMS No. 6361442; 6361767)

- (1) That the application from Monster L Karaoke Ltd., doing business as, Monster L Karaoke, for an amendment to Liquor Primary Liquor Licence #308295 to increase total person capacity from 50 occupants to 110 occupants, from premises located at 8400 Alexandra Road Unit 130, with no change to hours of liquor service, be supported; and*
- (2) That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence application for the reasons that this amendment application for an increase in person capacity to the Liquor Primary Licence has been determined, following public consultation, to be acceptable in the area and community.*

**ADOPTED ON CONSENT**

**9. APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE - 1148209 BC LTD. DOING BUSINESS AS: 17 KARAOKE, 4351 NO. 3 ROAD UNIT 230**

(File Ref. No. 12-8275-30-067) (REDMS No. 6360936; 6360983)

- 1. That the application from 1148209 BC Ltd., doing business as, 17 Karaoke, for a new Liquor Primary Liquor Licence to operate a new Karaoke Box Room, at premises located at 4351 No. 3 Road Unit 230, with liquor service, be supported for:*
  - (a) A new Liquor Primary Liquor Licence with total person capacity of 60 persons; and*



**Regular Council**  
**Monday, January 27, 2020**

- (b) *Proposed hours of liquor sales from Monday to Sunday, from 4:00 PM to 2:00 AM; and*
2. *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence application for the reasons that this new application for a Liquor Primary Licence has been determined, following public consultation, to be acceptable in the area and community.*

**ADOPTED ON CONSENT**

**10. UBCM 2020 COMMUNITY CHILD CARE PLANNING PROGRAM GRANT SUBMISSION**

(File Ref. No. 03-1087-01) (REDMS No. 6360711 v.4)

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2020 Community Child Care Planning Program Grant for \$25,000 be endorsed; and*
- (2) *That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5-Year Financial Plan (2020–2024) be amended accordingly.*

**ADOPTED ON CONSENT**

**11. COMMENTS ON THE BC ZERO EMISSION VEHICLES (ZEV) ACT REGULATIONS INTENTIONS PAPER**

(File Ref. No. 10-6125-07-02) (REDMS No. 6388366 v. 5)

*That a letter be sent to the BC Minister of Energy, Mines and Petroleum Resources stating the City's concerns and suggested improvements to support achievement of zero emission vehicle targets, as identified in Attachment 2 within the report titled "Comments on the BC Zero Emission Vehicles (ZEV) Act Regulations Intentions Paper", dated January 10, 2020, from Director, Sustainability and District Energy.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, January 27, 2020**

**12. RICHMOND ACTIVE TRANSPORTATION COMMITTEE –  
PROPOSED 2020 INITIATIVES**

(File Ref. No. 01-0100-20-RCYC1) (REDMS No. 6350886 v.3)

- (1) That the proposed 2020 initiatives of the Richmond Active Transportation Committee, as outlined in the staff report titled “Richmond Active Transportation Committee - Proposed 2020 Initiatives” dated December 10, 2019 from the Director, Transportation, be endorsed; and*
- (2) That a copy of the report titled “Richmond Active Transportation Committee – Proposed 2020 Initiatives” be forwarded to the Richmond Council-School Board Liaison Committee for information.*

**ADOPTED ON CONSENT**

**13. TRAFFIC SAFETY ADVISORY COMMITTEE - PROPOSED 2020  
INITIATIVES**

(File Ref. No. 01-0100-30-TSAD1-01) (REDMS No. 6349593 v.2)

- (1) That the proposed 2020 initiatives for the Traffic Safety Advisory Committee, as outlined in the staff report titled “Traffic Safety Advisory Committee - Proposed 2020 Initiatives” dated January 6, 2020 from the Director, Transportation, be endorsed; and*
- (2) That a copy of the above staff report be forwarded to the Richmond Council-School Board Liaison Committee for information.*

**ADOPTED ON CONSENT**

**14. IONA ISLAND WASTEWATER TREATMENT PLANT UPGRADE  
PROJECT**

(File Ref. No. 10-6400-08-02) (REDMS No. 6357529 v.3)

*That the comments and recommendations on the Metro Vancouver Iona Island Wastewater Treatment Plant Upgrade project, as outlined in the staff report titled “Iona Island Wastewater Treatment Plant Upgrade Project,” dated December 11, 2019 from the Acting Director, Engineering be endorsed for submission to Metro Vancouver.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, January 27, 2020**

**15. REGIONAL FLOOD PROTECTION MANAGEMENT AND GOVERNANCE**

(File Ref. No. 10-6060-04-01) (REDMS No. 6361339 v.9)

1. *That the following be endorsed as the City's position on regional flood protection management:*
  - (a) *That flood protection continue to be evaluated and managed at the local government level, currently through the Diking Authority model, with additional support from senior levels of government;*
  - (b) *That dedicated funding for flood protection be established at the Provincial and Federal level, to be used by Diking Authorities, which include local governments, for flood management projects; and*
  - (c) *That the Province require Diking Authorities, which include local governments, to develop and maintain flood risk management plans and strategies for their respective areas so that regional objectives are met; and*
2. *That staff communicate the comments and recommendations in the report titled "Regional Flood Protection Management and Governance," dated December 13, 2019, from the Acting Director, Engineering, to regional Diking Authorities, the Fraser Basin Council, and the Province.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, January 27, 2020**

**NON-CONSENT AGENDA ITEMS**

**GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

**16. NON-FARM USE FILL APPLICATION FOR THE PROPERTY  
LOCATED AT 21700 RIVER ROAD (GOSAL)**

(File Ref. No. 12-8080-12-01; 01-0100-30-ACEN1-03) (REDMS No. 6213188 v. 12; 6384806;  
6386421)

R20/2-5

It was moved and seconded

*That the Non-Farm Use Fill Application submitted by Inderjit Gosal for the property located at 21700 River Road proposing to deposit soil for the purpose of improving the land for crop production be endorsed and referred to the Agricultural Land Commission (ALC) for their review and approval, provided that the potential fill be sourced from Richmond and/or Delta.*

The question on the motion was not called as in response to queries from Council, staff noted that (i) once approved by the Agricultural Land Commission (ALC), the applicant will be required to complete an Environmentally Sensitive Area assessment, (ii) an analysis of the “Old Fields” and “Shrublands” is currently underway, and (iii) the performance bond is determined by the ALC, and dependent on the size of the project.

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

Discussion took place on raising land for agricultural viability and as a result of the discussion, the following **referral motion** was introduced:

R20/2-6

It was moved and seconded

*That staff review the City’s Flood Protection Management Strategy 2019, as referenced in the staff memorandum titled “Non-Farm Use Soil Deposit Proposal for the Property Located at 21700 River Road” dated January 13, 2020, and provide comments with regard to the raising of land, specifically as it relates to agricultural land and agricultural viability.*

**CARRIED**

8.



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**BYLAW FOR ADOPTION**

R20/2-7

It was moved and seconded

*That Consolidated 5 Year Financial Plan (2020-2024) Bylaw No. 10119 be adopted.*

**CARRIED**

**DEVELOPMENT PERMIT PANEL**

R20/2-8

17. It was moved and seconded

(1) *That the minutes of the Development Permit Panel meeting held on January 15, 2020, and the Chair's report for the Development Permit Panel meeting held on October 17, 2019, be received for information; and*

(2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 19-850320) for the property at 1000 Ferguson Road be endorsed, and the Permit so issued.*

**CARRIED**

**ADJOURNMENT**

R20/2-9

It was moved and seconded

*That the meeting adjourn (8:06 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, January 27, 2020.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



# City of Richmond

Schedule 1 to the Minutes of the  
Regular meeting of Richmond  
City Council held on Monday,  
January 27, 2020.

TO: MAYOR & EACH  
COUNCILLOR  
FROM: CITY CLERK'S OFFICE

## Memorandum

Engineering and Public Works  
Sustainability

**To:** Mayor and Councillors  
**From:** Nicholas Heap  
Sustainability Project Manager  
**Date:** January 22, 2020  
**File:** 10-6125-07-02/2019-Vol 01  
**Re:** **Staff Response to Questions Regarding the BC Zero Emission Vehicles (ZEV) Act Regulations Intentions Paper**

This memo responds to questions asked of staff at the General Purposes Meeting held on Monday, January 20, 2020, regarding the report titled "Comments on the BC Zero Emission Vehicles (ZEV) Act Regulations Intentions Paper," dated January 10, 2020.

***Question 1: Does staff recommend support of the proposal in the ZEV Act Regulations Intentions Paper to issue credits to automobile suppliers for the sale of used ZEVs within BC?***

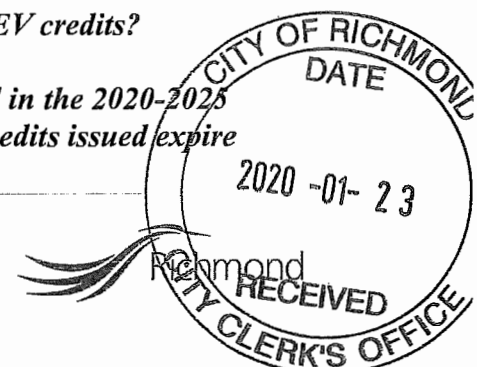
***Staff recommend supporting the issuance of credits for used ZEVs (up to the 5% limit noted in the Intentions Paper) only during the 2020-2025 time period, and only if issues of double-counting are fully addressed.***

The Intentions Paper proposes that automobile suppliers be able to enter into agreements with the Province to receive credits for specified types of "used ZEVs being sold or leased in BC for the first time," or the sale of medium and heavy-duty ZEVs that are not otherwise covered by the ZEV Act. The total amount of credits received through these activities would not exceed "5% of that manufacturer's total ZEV units' requirement for the previous model year." Earning credits for the sale of used vehicles does not increase the overall number of ZEVs manufactured, and opens up risks of double counting (i.e. if credits are issued for used ZEVs that also generated credits when they were sold as new vehicles).

Staff consider, however, that a local supply of lower-cost used ZEVs could increase the ability of lower-income British Columbians to afford a ZEV, thereby advancing social equity objectives. Given the ramp up in sales of ZEVs within BC over the past several years (as of November 2019, there were 30,000 EVs in BC), staff expect a growing number of used EVs to come from BC itself by the latter half of the 2020's, reducing the need for additional imports of used ZEVs. As such, staff recommend supporting the issuance of credits for used ZEVs (up to the 5% limit noted in the Intentions Paper) only during the 2020-2025 time period, and only if issues of double-counting are fully addressed.

***Question 2: What does staff recommend with regard to the expiry of ZEV credits?***

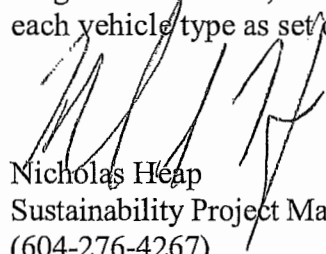
***Staff recommend aligning the amount and worth of ZEV credits issued in the 2020-2025 period relative to those issued during the 2026-2040 period, and that credits issued expire within two or three years.***



ZEV credits issued by the government do not appear to expire. As a result, credits issued during the 2020-2025 period, when a single ZEV can generate up to four credits may be used as late as 2040, at which point they could offset the sale of up to four ICE automobiles. This undermines the Province's stated goal of having 100% of sales in 2040 being ZEVs. In addition to aligning the amount and worth of ZEV credits issued in the 2020-2025 period, relative to those issued during the 2026-2040 period, the credits issued should expire within two or three years. This should provide sufficient time to allow manufacturers and suppliers to compensate for short-term supply and sales fluctuations when meeting annual ZEV sales targets, while protecting against long-term sales dampening effects.

**Question 3: Vehicle classifications and credits in the ZEV Act Regulations Intentions Paper**

Staff were also asked to revise "Attachment 1: Table showing vehicle classifications from the Regulations Intentions Paper" in order to assist evaluation of the information presented. A revised table is attached, which now includes an explicit link between the minimum zero-carbon range of the vehicle, and the (often range-dependent) value of the ZEV credits associated with each vehicle type as set out in the ZEV Act Regulations Intentions Paper.



Nicholas Heap  
Sustainability Project Manager  
(604-276-4267)

NH:nh

pc: SMT

Attachment 1: Vehicle classifications in the ZEV Act Regulations Intentions Paper

[REVISED FORMAT]

Zero Emission Vehicle (ZEV) type	2020 - 2025				2025 - 2040			
	Class A		Class B		Class A		Class B	
	ZEV Range (km)	Credits per ZEV sold	ZEV Range (km)	Credits per ZEV sold	ZEV Range (km)	Credits per ZEV sold	ZEV Range (km)	Credits per ZEV sold
<b>BEV</b>								
Battery Electric Vehicle <sup>1</sup>	> 80	= 1 - 4			> 80	= 1		
<b>FCEV</b>								
Fuel Cell Electric Vehicle <sup>2</sup>	> 80	= 1 - 4			> 80	= 1		
<b>EREV</b>								
Extended Range Electric Vehicle <sup>3</sup>	> 121	= 1.05 - 4	16 – 121	= 0.4 – 1.05	> 80	= 1		
<b>HICE</b>								
Hydrogen Internal Combustion Engine			> 16	= 0.3 - 1.1			> 80	= 1
<b>NZEV</b>								
Neighbourhood Zero Emission Vehicle <sup>4</sup>			[> 1]	= 0.15			[> 1]	= 0.15
<b>PHEV</b>								
Plug-in hybrid electric vehicle <sup>5</sup>			> 16	= 0.4 - 1.1			> 80	= 1

**NOTES:** No credits are issued for “Class C” vehicles.

“Class C” EREVs, PHEVs, NZEVs, and HICE vehicles have ranges below the minimum threshold for “Class B” vehicles.

“Class C” BEVs and FCEVs all have ranges of less than 80 km.

<sup>1</sup> Cannot be fuelled with gas or diesel

<sup>2</sup> Cannot be fuelled with gas or diesel

<sup>3</sup> With gas-fuelled electric generator

<sup>4</sup> Street legal only in designated areas

<sup>5</sup> With gasoline engine



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, January 28, 2020

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Michael Wolfe  
Councillor Chak Au  
Councillor Bill McNulty  
Councillor Linda McPhail

Also Present: Councillor Carol Day

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 December 18, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

February 25, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

## COMMUNITY SERVICES DIVISION

1. **2020 COMMUNITY MURAL PROGRAM PROJECTS**

(File Ref. No. 11-7000-09-20-255) (REDMS No. 6352114 v.3)

Staff spoke on the Program, noting that (i) the proposed mural on the Richmond Ice Centre will wrap around the side of the building and will face Watermania, (ii) artists not selected for projects can be considered in other opportunities and can seek feedback from staff, (iii) artists will be working with stakeholders on the mural themes, and (iv) the murals are expected to last five years and will receive an anti-graffiti coating.

Discussion ensued with regard to (i) locations of the murals, (ii) cost of the murals and artist selection process, (iii) incorporating local ecology themes into the murals, and (iv) maintenance of the murals.

It was moved and seconded

*That the 2020 Community Mural Program projects as presented in the staff report titled "2020 Community Mural Program Projects" dated December 11, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.*

**CARRIED**

2. **RESPONSE TO REQUEST TO EXPAND STEVESTON OUTDOOR POOL OPERATING HOURS**

(File Ref. No. 11-7143-01/2019-Vol 01) (REDMS No. 6365501 v.11)

Staff spoke on use of the Steveston Outdoor Pool, noting that operating hours were increased in 2019 with only a marginal increase in usage rates. Staff added that staff will examine additional options to promote use of the pool.

Discussion ensued with regard to (i) the ratio to pool use and costs to increase operating hours, (ii) maximizing use of City facilities, (iii) extending pool operating hours in the weekends and in September as trends show warming seasonal temperatures, (v) examining a hybrid schedule that incorporates requests to increase pool operating hours and staff recommendations, (vi) considering the overall community health benefits of increasing pool operating hours, and (vii) promoting use of the pool by senior residents.

Jim McGrath, Richmond resident, spoke on his petition to increase Steveston Pool operating hours and expressed concern that the proposed schedule is not consistent with the petition request. He added that warming seasonal temperatures in the late spring and early autumn months allow for extension of the pool schedule which encourages pool use.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2020**

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In reply to queries from Committee, staff noted that there is variability in the seasonal weather and that other outdoor pools in the Lower Mainland do not extend pool operations beyond mid-September.

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

It was moved and seconded

*That the staff report titled "Response to Request to Expand Steveston Outdoor Pool Operating Hours," dated January 2, 2020 from the Director, Recreation and Sport Services, be referred back to staff to:*

- (1) examine a hybrid model that incorporates aspects of the proposed Options, as referenced in the staff report;*
  - (2) provide data on daily usage rates and analyze the cost of increasing pool operating hours; and*
  - (3) consult the community group that submitted the petition and the 2020 Aquatics Services Board on the proposed pool operating hours;*
- and report back.*

The question on the referral motion was not called as discussion ensued with regard to the timeline to implement any potential changes to the pool schedule. It was suggested that the pool schedule and cost recovery should reflect community usage rates.

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

**3. GREEN TEAMS OF CANADA**

(File Ref. No. 11-7200-01/2019-Vol 01) (REDMS No. 6338121 v.11)

It was moved and seconded

*That the staff report titled "Green Teams of Canada," dated December 23, 2019, from the Director, Parks Services, be received for information.*

The question on the motion was not called as staff replied to queries from Committee, noting that the costs can be accommodated through existing operating budgets and no additional financial impacts are anticipated.

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

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2020**

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**4. MANAGER'S REPORT**

**(i) *Steveston Heritage Sites Interpretive Plan Process***

Staff spoke on the Steveston Heritage Sites Interpretive Plan process, noting that a workshop was held on January 20, 2020, with six external community groups and that staff are currently working on a draft of the Plan. Also, staff noted that discussions with the three heritage societies in Steveston will be scheduled in February 2020.

**(ii) *Snow Angels Program***

Staff updated Committee on the Snow Angels Program during the recent snowfall, noting that 35 residents and 19 volunteers were registered prior to the snow event. Also, during the snow event, the City received registrations for the Program and those registrants were placed on a waiting list and were given snow clearing exemptions for the duration of the snowfall.

**(iii) *Art Services Events***

Staff spoke on upcoming Art Services Events including new exhibitions in the Richmond Art Gallery in February 15, 2020 and the Children's Art Festival scheduled to take place on February 17, 2020 at the Richmond Cultural Centre.

**ADJOURNMENT**

It was moved and seconded  
***That the meeting adjourn (4:47 p.m.).***

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Parks,  
Recreation and Cultural Services  
Committee of the Council of the City of  
Richmond held on Tuesday, January 28,  
2020.

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Councillor Harold Steves  
Chair

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Evangel Biason  
Legislative Services Coordinator



## General Purposes Committee

Date: Monday, February 3, 2020

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

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

### AGENDA ADDITION

It was moved and seconded

*That Diversification of the City's Investment Portfolio be added to the agenda as Item No. 8A.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on January 20, 2020, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Monday, February 3, 2020**

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**COUNCILLOR CAROL DAY**

**1. BIRTH TOURISM**

(File Ref. No.)

Cllr. Day distributed information on birth tourism including newspaper articles and historical petitions to Parliament to restrict the practice (attached to and forming part of these minutes as Schedule 1). Also, Cllr. Day spoke on historical attempts in Canada and in other countries to restrict birth tourism activities.

Discussion ensued with regard to advocating measures restricting birth tourism activities to the Province, and as a result, it was suggested that copies of the letter be sent to Richmond Members of the Legislative Assembly and Vancouver Coastal Health.

It was moved and seconded

- (1) *That Richmond City Council write a letter to the Federal Minister of Immigration, Refugees and Citizenship, with copies to the Prime Minister, Richmond Members of Parliament, the Premier, the BC Minister of Health, the BC Minister of Municipal Affairs and Housing, Richmond Members of the Legislative Assembly, and Vancouver Coastal Health requesting immediate permanent changes to the Canadian immigration laws which would end automatic Canadian citizenship being bestowed on babies born in Canada to non-resident parents who are not citizens of Canada; and***
- (2) *That staff provide information on:***
  - (a) the City's rental bylaws and how it relates to birth tourism; and***
  - (b) the birth tourism businesses operating in the city and enforcing such activities through business licenses;******and report back.***

The question on the motion was not called as discussion then ensued with regard to:

- reviewing long-term rental regulations as it relates to illegal birth tourism services;
- potential impact of birth tourism to local medical services;
- reporting illegal businesses to the Canada Revenue Agency; and
- provisions that could limit acquisition of Canadian citizenship by birth.

## General Purposes Committee

### Monday, February 3, 2020

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In reply to queries from Committee, staff noted that birth tourism services is not a recognized business in Richmond so enforcement can be done through ancillary unlicensed activities such as tutoring, food services and chauffer services. Also, staff noted that staff can provide a memorandum on the City's ability to enforce illegal operations that are not under municipal jurisdiction as well as the City's ability to regulate illegal birth tourism activities through rental bylaws.

Discussion ensued with regard advocating for vulnerable persons such as refugees and stateless individuals, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

*That the phrase "with protection for vulnerable people such as stateless persons and refugees" be added to the motion following the word "Canada".*

#### **DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Au  
Day  
Loo  
McNulty  
McPhail  
Steves

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

## COMMUNITY SERVICES DIVISION

### 2. **KAIWO MARU TALL SHIP RECRUITMENT – PROPOSED DELEGATION TO JAPAN NATIONAL INSTITUTE FOR SEA TRAINING**

(File Ref. No. 11-7400-01) (REDMS No. 6392279 v. 10)

Mayor Brodie provided a correction in the staff report, noting that the ship *Kaiwo Maru* visited Richmond in 2004 instead of 2005.

In reply to queries from Committee, staff noted that Richmond established contacts with *Kaiwo Maru* officials during the Ship's previous visit, however these contacts may no longer be current. Staff added that establishing personal relationships with Ship officials would aid in recruiting the Ship. Also, staff added that the Ship is a member of the Japanese Navy and requires additional time to organize a visit.

## General Purposes Committee

### Monday, February 3, 2020

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Discussion ensued with regard to (i) options to reduce delegation costs by sourcing local translator services in Japan or utilizing video conferencing options, (ii) estimating the costs of hosting the Ship, (iii) strengthening Richmond's relationship with its Sister City Wakayama, and (iv) seeking assistance from the Consul General of Japan in the recruitment of the Ship.

A letter of invitation from the Nagasaki Tall Ships Festival Executive Committee to invite a delegation from Richmond to attend the 2020 Nagasaki Tall Ships Festival was distributed (attached to and forming part of these minutes as Schedule 2).

It was moved and seconded

- (1) *That a delegation comprising of Councillors Bill McNulty and Harold Steves be sent to Japan in April 2020 to pursue recruitment of the Kaiwo Maru as outlined in the staff report titled "Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training," dated January 22, 2020, from the Director, Parks Services; and*
- (2) *That delegation travel costs of up to \$40,000 be funded from the Council Contingency account.*

The question on the motion was not called as discussion ensued with regard to options to reduce delegation costs, and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That the staff report titled "Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training," dated January 22, 2020, from the Director, Parks Services, be referred back and that staff provide information on:*

- (1) *communication with the Consul General of Japan for recruitment support;*
- (2) *the potential cost of hosting the Kaiwo Maru; and*
- (3) *the breakdown of delegation travel costs;*

The question on the referral motion was not called as discussion ensued with regard to dolphin hunting activities in Japan.

The question on the referral motion was then called and it was **DEFEATED** with Mayor Brodie, and Cllrs. Greene, Loo, McNulty, McPhail, and Steves opposed.

The question on the main motion was then called and it was **CARRIED** with Cllrs. Au, Day, Greene and Wolfe opposed.

## General Purposes Committee

### Monday, February 3, 2020

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Discussion ensued with regard to the cost of hosting the *Kaiwo Maru*, and as a result, staff were directed to provide a memorandum related to historical budgets of hosting the Ship, in time for the next Council meeting.

It was then noted that the date of the proposed delegation would be scheduled for April 16 to 24, 2020.

#### 3. **2020 ARTS AND CULTURE GRANT PROGRAM**

(File Ref. No. 11-7125-01) (REDMS No. 6360660 v. 4)

Staff spoke on the Program, noting that the City will continue to host grant writing workshops to support potential Program applicants.

Discussion ensued with regard to (i) the Program selection process and eligibility requirements, (ii) source funding from gaming revenues and (iii) increasing funding for community arts programs.

*Cllr. Greene left the meeting (4:58 p.m.) and returned (5:00 p.m.).*

In reply to queries related to gaming funding allocation, staff noted that staff will be reviewing such allocations to account for variance in gaming revenues and reporting back to a future meeting.

*Cllr. Day left the meeting (5:05 p.m.).*

It was moved and seconded

***That the 2020 Arts and Culture Grants, less the proposed grant to the Caravan Stage Society, be awarded for the recommended amounts and cheques disbursed for a total of \$114,315, as identified in Attachment 1 of the staff report titled "2020 Arts and Culture Grant Program" dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.***

**CARRIED**

In accordance with Section 100 of the *Community Charter*, Cllr. McPhail declared to be in a conflict of interest as her husband has business interests in the Caravan Stage Society, and Cllr. McPhail left the meeting – 5:07 p.m.

It was moved and seconded

***That the grant to the Caravan Stage Society be awarded for the recommended amount and cheque disbursed for a total of \$2,500, as identified in Attachment 1 of the staff report titled "2020 Arts and Culture Grant Program" dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.***

**CARRIED**

Cllr. McPhail returned to the meeting – 5:08 p.m.

**General Purposes Committee**  
**Monday, February 3, 2020**

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4. **2020 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 11-7000-01) (REDMS No. 6360043 v. 12)

*Cllr. Day returned to the meeting (5:08 p.m.).*

Discussion ensued with regard to funding requests submitted by the Hamilton Community Association and the Richmond City Centre Community Association and staff noted that recommended allocations are based on the 2020 Parks, Recreation and Community Events Grant budget.

Discussion then ensued with regard to source funding to upgrade the Richmond Curling Centre building from the City's Capital Fund and staff noted that detailed costs for building upgrades are currently being worked on.

*Cllr. Au left the meeting (5:10 p.m.) and returned (5:12 p.m.).*

Discussion took place with regard to the terminology used in the application by the Richmond Fitness and Wellness Association that refers to the utilization of consultant fees and it was suggested that alternative terminology be used to describe such fees in future applications.

*Cllr. Au left the meeting (5:16 p.m.) and returned (5:19 p.m.).*

It was moved and seconded

***That the 2020 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$88,100, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.***

The question on the motion was not called as discussion ensued with regard to increasing the proposed grants to Hamilton Community Association and the Richmond City Centre Community Association.

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

It was moved and seconded

***That the balance of the remaining funds from the 2020 Parks, Recreation and Community Events Grants, in the amount of \$728.32, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services, be distributed evenly (\$364.16 each) and added to the recommended grant amounts for Hamilton Community Association and the Richmond City Centre Community Association.***

**CARRIED**

**General Purposes Committee**  
**Monday, February 3, 2020**

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

*That the 2020 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$88,828.32 as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.*

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

In accordance with Section 100 of the *Community Charter*, Cllr. Loo declared to be in a conflict of interest as she is involved in KidSport fundraising activities, and Cllr. Loo left the meeting – 5:20 p.m.

Discussion ensued with regard to the recommended grant to KidSport and it was suggested that the \$5,000 from the proposed grant of \$24,000 be allocated for sports not recognized by the KidSport organization.

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

- (1) *That the grant to KidSport be awarded and a cheque disbursed for the amount of \$19,000; and*
- (2) *That \$5,000 be held back and allocated to sports groups not recognized by KidSport and that this be administered by staff.*

**CARRIED**

Cllr. Loo returned to the meeting – 5:21 p.m.

Staff commented on the distribution of gaming revenue for grants, noting that of the 15% of the gaming revenue received, approximately 75% of that funding is allocated for Health, Social and Safety Grants, 12.5% is allocated for Arts and Culture Grants, and 12.5% is allocated for Parks, Recreation and Community Events Grants. Staff was requested to provide a memorandum outlining the breakdown and allocation of the casino gaming revenue.

**General Purposes Committee**  
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**PLANNING AND DEVELOPMENT DIVISION**

**5. 2020 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 6367626 v. 3)

In reply to queries from Committee, staff noted that the remaining balance from the proposed Grants would typically go to the Grant Provision Account for use in future grant programs. Staff were then directed to provide a memorandum on information related to unallocated funds.

It was moved and seconded

*That the 2020 Health, Social and Safety Grants be awarded for the recommended amounts and funding cycles, and cheques be disbursed for a total of \$593,133 as per the staff report titled "2020 Health, Social and Safety Grants", dated December 19, 2019, from the Director, Community Social Development.*

The question on the motion was not called as discussion ensued with regard to the unallocated funds from 2019. Staff noted that the 2019 unallocated funds stated in the staff report was not accurate and staff can provide an updated figure to Committee.

Discussion then ensued with regard to the application submitted by the Parish of St. Albans and their community programs. Staff noted that a memorandum would be prepared providing more information on St. Albans' programs including the Friday meal program. Staff added that St. Albans no longer provides extreme weather shelter services and that the Salvation Army has taken over operations of such services.

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

It was moved and seconded

*That \$14,700 be added to the proposed grant of \$15,300 to the Parish of St. Albans, for a total of \$30,000.*

The question on the motion was not called as it was suggested that any additions to the grant for St. Albans be considered once the memorandum on the unallocated funds related to the Health, Social and Safety Grants and more information on a breakdown of St. Albans' budget is provided to Council. As a result there was agreement from the mover, the seconder and all members present to withdraw the amendment motion, and the amendment motion was **WITHDRAWN**.

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

**General Purposes Committee**  
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6. **2020 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 6356676 v. 4)

It was moved and seconded

*That, as per the staff report titled "2020 Child Care Grants," dated December 11, 2019, from the Director, Community Social Development:*

- (1) The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and*
- (2) The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.*

**CARRIED**

**LEGAL AND LEGISLATIVE SERVICES DEPARTMENT**

7. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN RELATION TO AGENDA PREPARATION AND DISTRIBUTION**

(File Ref. No. 12-8060-20-010124) (REDMS No. 6367198)

It was moved and seconded

*That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.*

**CARRIED**

8. **APPOINTMENT OF ACTING CORPORATE OFFICER**

(File Ref. No. 05-1400-01) (REDMS No. 6386303)

It was moved and seconded

*That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).*

**CARRIED**

8A. **DIVERSIFICATION OF THE CITY'S INVESTMENT PORTFOLIO**

(File Ref. No.)

Discussion ensued with regard to the City's Investment Portfolio including reviewing appropriate socially responsible types of investments.

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

**General Purposes Committee**  
**Monday, February 3, 2020**

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It was moved and seconded

*That staff review the City's investment policy and portfolio and report back on recommendations.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:44 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 3, 2020.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator

**Open for signature**

June 16, 2016, at 10:40 a.m. (EDT)

**Closed for signature**

October 14, 2016, at 10:40 a.m. (EDT)

**Presented to the House of Commons**

[Alice Wong \(Richmond Centre\)](#)

October 19, 2016 (Petition No. 421-00775)

**Government response tabled**

December 2, 2016

## Petition to the Government of Canada

Whereas:

- The Jus soli, or birthright citizenship, law of Canada enables an abusive and exploitative practice often called 'Birth Tourism', which permits expectant mothers who are foreign nationals, with no status in Canada, to gain automatic citizenship for their children born within Canada;
- All but one other developed country in the world has eliminated provision for birthright citizenship because of the widespread abuse it is open to; and
- The practice of 'Birth Tourism' can be very costly to taxpayers since it is used to ensure that after the child reaches 18 years of age Canada's education system can be used at a publicly subsidised cost, and he/she can sponsor his/her parents and many other family members, thus taking advantage of Canada's public health system and social security programmes such as OAS and the GIS.

We, the undersigned, **Citizens of Canada**, call upon the **Government of Canada** to:

1. Enact legislation which will fully eliminate birthright citizenship in Canada unless one of the parents of the child born in Canada is a Canadian citizen or permanent resident of Canada;
2. Ensure the new legislation is thorough and complete, and does not allow any 'loopholes' which permit birthright citizenship;
3. Consult with the Supreme Court before enacting the legislation in order to best ensure that the new legislation will not be challenged in court; and
4. Immediately invoke the Notwithstanding Clause in support of the legislation, if it is overturned in the Supreme Court, and that it immediately re-write the law in a form which will better withstand future court challenges.

**Open for signature**

March 19, 2018, at 1:52 p.m. (EDT)

**Closed for signature**

July 17, 2018, at 1:52 p.m. (EDT)

**Presented to the House of Commons**

Joe Peschisolido (Steveston—Richmond East)

October 5, 2018 (Petition No. 421-02721)

**Government response tabled**

November 19, 2018

## Petition to the House of Commons in Parliament assembled

**Whereas:**

- An abusive and exploitative practice known as 'Birth Tourism' now exists in Canada, whereby expectant mothers who are foreign nationals, with no status in Canada, gain automatic citizenship for their children born in Canada;
- The practice of 'Birth Tourism' is fundamentally debasing the value of Canadian citizenship;
- The practice of 'Birth Tourism' can be very costly to taxpayers, since it can be used to gain access to Canada's publicly subsidized post-secondary education system and to take advantage of Canada's public healthcare system and generous social security programs, all without having to contribute much to the funding of these systems and programs';
- Canadian citizens and permanent residents have been displaced by foreign nationals at local hospitals, thereby requiring Canadian citizens and permanent residents to seek medical attention at other facilities;
- Underground and unregulated 'for profit' businesses have developed both in Canada and 'countries of origin' to facilitate the practice of 'Birth Tourism'; and
- The instances of 'Birth Tourism' are increasing in multiple cities across Canada.

We, the undersigned, **citizens and permanent residents of Canada**, call upon the **House of Commons in Parliament assembled** to:

1. Publicly state that the government does not support 'Birth Tourism' due to the inherent unfairness of this practice and the negative consequences associated with it;
2. Commit public resources to determine the full extent of this practice across Canada; and
3. Expeditiously implement concrete measures to reduce and eliminate this practice.

Dr. Kathleen Ross, President of "Doctors of BC"

We're at a crisis, a tipping point, so it's really important that some higher authority takes this on."

The Province newspaper

Richmond is home to a shadowy network of several dozen businesses that help women give birth in Canada for fees in the tens of thousands of dollars

information about a serious West End assault that has left a man in hospital for nearly two months.

The assault happened on Nov. 30, 2023, just before 1 a.m. on Thurlow north of Osler streets. The man was left with extensive injuries.

Investigators believe the victim was involved in an argument with a group and threatened. The attacker is believed to have fled along with two other individuals.

Even VPD made their initial press tips on Dec. 6, 2023. Investigators said they hadn't been able to interview the victim due to his injuries.

On Monday, Vancouver police released surveillance footage of three individuals who may know what happened in the November attack.

## VANCOUVER

### Bike Doctor set to open again

Bike Doctor is returning to Vancouver.

The popular commuter bike store at 137 West Broadway closed in 2022 but will reopen in the same location on Thursday, March 5.

Erin Jurgens, a former employee, is the new owner. He said the store will be getting a facelift, but plans to offer the same kind of service.

— [ProMedia Wire Services](#)

Ads on [haidu.com](#) target women hoping to give birth in Canada, promising top notch education and citizenship for their babies. — [HAI](#)

# U.S. birth tourism crackdown may mean waves of 'passport babies' in Canada

## RANDY SHORE

Canada could see an uptick in birth tourism after the Trump administration graded its customs officers more powers to prevent pregnant women from entering the United States.

American consular officials are being urged to refuse entry to women believed to be entering the U.S. in order to gain citizenship for their child by giving birth there.

"The United States has made a very good attempt at finding an administrative solution to a growing problem without having to change their constitution," said Richard Quaresimone, MHA for John.

Australia, the United Kingdom, New Zealand, France, Germany and South Africa have all altered their citizenship laws to discourage birth tourism.

"Canada is one of a few countries that grants citizenship automatically to anyone

born in this country," said John. "Where are people going to go if they can't go to the United States? The number one place is Canada."

Estimates of the number of babies born to birth tourists in the U.S. each year range from 10,000 by the Centers for Disease Control to 40,000 by the Center for Immigration Studies.

In Canada, the number of births to non-residents has more than doubled since 2012, to just over 4,000 a year. Non-residents account for two per cent of all births in Canada.

Doctors have warned that the number of foreign nationals giving birth in Canada is going to rise on health care delivery and have urged the federal government to take steps to curb the practice.

"We're at a crisis, a tipping point, so it's really important that some higher authority takes this on," said Dr. Kathleen Ross, president of Doctors of B.C. "Hospitals and

doctors have no option but to provide service. We can't turn people away if they are sick, injured or in labour."

More than half of all babies born to non-residents in B.C. — around 700 a year — are delivered at Richmond Hospital.

In the past two years, 932 babies were born to foreign nationals there, about 22.6 per cent of all births, according to Vancouver Coastal Health. That's up from 15 per cent in 2011.

Foreign nationals give birth to about 10 per cent of babies born at St. Paul's Hospital and Mount St. Joseph, according to the Canadian Institute for Health Information.

More than 92 per cent of medical fees are eventually recovered, according to Vancouver Coastal Health.

Richmond is home to a shadowy network of several dozen businesses that help women give birth in Canada for fees in the tens of thousands of dollars.

ments and birth certificate applications, and obstetric care.

"If it was a trickle, I wouldn't worry about it, but this has been growing year after year and it's become a significant business," said John.

Immigration, Refugees and Citizenship Canada says birth tourism is not widespread, but the department is taking steps to better understand the practice.

Nonetheless, the federal government last year funded \$5.9 million to protect Canadians, and those seeking to start a new life in Canada — from unscrupulous immigration consultants.

"This investment will increase investigations and enforcement, expand public awareness and strengthen the oversight of consultants," the department said in a statement.

— [With file from Pamela Topperson](#)  
[columbiaindia.com](#)

## B.C. BRIEFS

### VICTORIA

# Wolf safely captured

**VICTORIA** — A wolf spotted roaming a busy Victoria neighbourhood not far from the B.C. legislature has been safely captured.

The wolf was first spotted Saturday in the James Bay area but police and animal control officers were unable to track it down.

Officers and an emergency response team found the wolf Sunday and trailed it to an area where it curled up and appeared to fall asleep.

The adult male wolf was tranquilized and safely removed from the area.

### VANCOUVER

## Police release video of assault

Vancouver police are releasing video footage of three individuals who may have information about the

## Birth Tourism Benefits:

Free 12 years of Public education, University fees just 10 % of those paid by international students, World Class Medical, reunification immigration for parents of child citizens once they turn 18.

ROGERS 11:45 PM 92%

領銜海外孕产

1. 社会治安很好, 其一线城市治安指数高于美国一个月的犯罪率;  
2. 加拿大一人均寿命遥遥领先的国家, 人均国民收入和生活质量方面排名均为世界前列, 而且加拿大有丰富的自然资源, 环境优美的自然风景, 综合国力和国际影响力为世界最发达人类居住的最佳地区。

房间展示

独栋别墅·酒店公寓

在线咨询

ROGERS 11:45 PM 92%

領銜海外孕产

加拿大生孩子 落地国籍享福利

加拿大生孩子好处

1. 加拿大生孩子可以让孩子在加拿大出生时自动获得加拿大公民身份

在线咨询

Councillor Bill McNulty  
City of Richmond, BC  
6911 No.3 Rd  
Richmond, BC  
Canada V6Y 2C1

Schedule 2 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
February 3, 2020.

20<sup>th</sup> January 2020

Notice: 2020Nagasaki Tall Ships Festival

Dear Councillor McNulty,

Happy New Year 2020!

I trust the Year of the Rat finds you healthy and well.

I am writing to today to invite you to view the Nagasaki Tall Ships Festival 2020 running from April 23-27, 2020. The opening will be on Thursday, April 23 at approximately 11:00 AM when the ships enter the harbor. We will have various Tall Ships attending that will be of interest to the City of Richmond and yourself. I believe you already know the Russian vessel and our own Nippon Maru and Mirai-e.

Also I invite you to visit our recently renovated Dejima Island, world heritage in Nagasaki.

Hoping to see you in April.

Thank you for your time and continued support.

Yours truly,

Dene Shiowaki Nagasaki Tall Ships Festival Executive Committee Chairman

塩脇 傳英

Inquiries

Sakura Yamamoto

Office of Nagasaki Tall Ships Festival Executive Committee

Tourism Promotion Division, Nagasaki City Hall

TEL: +81-95-829-1314 FAX: 095-829-1232

E-mail: kanko@city.nagasaki.lg.jp

Address: 4-1 Sakura-machi, Nagasaki 850-0031

**CNCL - 42**



## Planning Committee

Date: Tuesday, February 4, 2020

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Chair  
Councillor Alexa Loo  
Councillor Carol Day  
Councillor Bill McNulty  
Councillor Harold Steves

Also Present: Councillor Chak Au  
Councillor Michael Wolfe

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

### AGENDA ADDITION

It was moved and seconded  
*That Update on 5740, 5760 and 5800 Minoru Boulevard be added to the agenda as Item No. 5A.*

**CARRIED**

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the Planning Committee held on January 8, 2020, be adopted as circulated.*

**CARRIED**

It was moved and seconded  
*That the minutes of the meeting of the Planning Committee held on December 17, 2019, be amended and adopted as circulated.*

**CARRIED**

**Planning Committee**  
**Tuesday, February 4, 2020**

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**NEXT COMMITTEE MEETING DATE**

March 3, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

**PLANNING AND DEVELOPMENT DIVISION**

**1. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) 2019 ANNUAL REPORT AND 2020 WORK PLAN**

(File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 6368161 v.3)

In reply to queries from Committee, staff noted that (i) the Rent-Lease-Own survey is similar to one conducted by the Richmond Community Services Advisory Committee (RCSAC) two years ago, (ii) recommendations will be brought forward as a result of the survey, (iii) the Jennifer Larsen Gains and Losses Survey is about funding received by non-profit organizations, mainly through government grants, foundation grants and fundraising, and (iv) the RCSAC will undertake the survey with the assistance of the City's Let'sTalkRichmond program.

It was moved and seconded

*That the staff report titled "Richmond Community Services Advisory Committee (RCSAC) 2019 Annual Report and 2020 Work Plan", dated December 17, 2019, from the Director, Community Social Development, be approved.*

**CARRIED**

**2. CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2019 ANNUAL REPORT AND 2020 WORK PROGRAM**

(File Ref. No. 07-3070-01) (REDMS No. 6355766 v.2)

It was moved and seconded

*That the Child Care Development Advisory Committee's 2019 Annual Report and 2020 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 3, 2020, from the Director, Community Social Development, be approved.*

**CARRIED**

**Planning Committee**  
**Tuesday, February 4, 2020**

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3. **COUNCIL REFERRAL ON SIGNAGE IMPROVEMENTS FOR REZONING AND DEVELOPMENT PROJECTS – REVISED REPORT**  
(File Ref. No. 08-4100-01) (REDMS No. 6361217)

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), staff noted that signs are only one way to engage the community, and notification by mail and newspaper are also required. Staff advised that per Council direction, the proposed signage includes larger font, the application number, a public input section, contact information for both the applicant and the City, project milestones, and the City's web address and logo. Staff then noted that renderings will not be required for rezoning signs as signage requirements are imbedded in the City's Bylaws to ensure consistency; therefore, it is difficult to apply the rule to only certain applications, as certain types of rezoning's do not involve new buildings or structures.

In reply to queries from Committee, staff advised that (i) the City's requirements for signage far exceed what is required by the *Local Government Act*, (ii) physical models are still required for development permit applications, (iii) the City's Bylaws outline the specific measurements for the sign, (iv) the availability of a rendering of the project is dependent on the timing of the development permit application, (v) under the current proposal all development permit application signs are required to provide an image, and (vi) images will be an artist rendering.

Materials were distributed (attached to and forming part of these Minutes as Schedule 1) and discussion took place on requiring images for all rezoning application signage.

In response to further queries from Committee, staff noted that (i) the City of Vancouver's signage requirements are considered on a case by case basis as the requirements are not embedded within their bylaws and images are not provided on all rezoning signs, (ii) the City does not have control over single family home designs and using stock images could be misleading to the public, (iii) the sign indicates that there is an application and the public can use the information on the sign to inquire further, (iv) some rezoning's do not involve a new building; therefore, providing an image that would represent the application purpose would be very difficult, and (v) it is difficult to write bylaws with discretions and interpret consistently.

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

It was moved and seconded

***That the staff report titled "Council Referral on Signage Improvements for Rezoning and Development Projects – Revised Report" be referred back to staff to review options to include images on all rezoning and development permit signage.***

**Planning Committee**  
**Tuesday, February 4, 2020**

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The question on the referral motion was not called as discussion took place on exploring options to include images on all signage.

The question on the referral motion was then called and it was **DEFEATED** with Cllrs. Loo, McNulty and McPhail opposed.

It was moved and seconded

- (1) *That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;*
- (2) *That Bylaw 10125, having been considered in conjunction with:*
  - *the City's Financial Plan and Capital Program; and*
  - *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;**is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act.*
- (3) *That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.*
- (4) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and*
- (5) *That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.*

**CARRIED**

Opposed: Cllrs. Day  
Steves

**4. APPLICATION BY ECOWASTE INDUSTRIES LTD. FOR AN AGRICULTURAL LAND RESERVE NON FARM USE FOR THE LANDS BOUNDED BY THE GRANVILLE AVENUE, NO. 7 ROAD, BLUNDELL ROAD AND SAVAGE ROAD ALLOWANCES**

(File Ref. No. AG 19-863866) (REDMS No. 6216673)

Staff reviewed the application and highlighted that the (i) purpose of the application is to revise the previously approved application to replace the operator of the materials recovery facilities, increase the size, add two new material recovery facilities and add 20 years to the term, (ii) site is currently operating as an active landfill, (iii) proposal does not change the elevation of the landfill or waste stream, (iv) proposed materials would increase the recycling capacity of the facility resulting in more waste diversion from the landfill and extend the life of the landfill, and (v) a zoning text amendment is required once all approvals are received.

Tom Land, President & CEO, Ecowaste Industries Ltd., with the aid of a PowerPoint presentation (attached to and forming part of these Minutes as Schedule 2) provided the following information:

- the site is currently being used for a number of agricultural related activities, including: processing of contaminated soils or manufacture of custom soils blends, some of which are reused in the landfill as the site is reclaimed for agriculture or sold for off-site uses and 25 acres of land is being used to grow forage grasses;
- three proposed materials recovery facilities (MRFs) will reduce incidents of:
  - i. illegal dumping on agricultural land;
  - ii. increase the range and quality of soil available to farmers
  - iii. produce ground wood for animal bedding or as hog fuel for greenhouse boilers; and
  - iv. reduce pressure by others to apply to the Commission to convert productive farmland to landfill operations.
- Ecowaste is contributing to agriculture through development of the industrial park to the south of the subject site with a new storm water drainage system with direct discharge to the Fraser River;
- The MRFs will:
  - i. be governed by Ecowaste's Operating Certificate issued by BC Ministry of Environment;
  - ii. enable the region to recover/repurpose 45% to 50% more demolition, construction and land clearing waste each year;
  - iii. recover or repurpose more types of waste; and

5.

**Planning Committee**  
**Tuesday, February 4, 2020**

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- iv. be removed at the end of the term and rehabilitated for agricultural use.
- there will be no change to the content or annual limit of the waste stream;
- there will be no change to the source of this waste;
- there will be no change to the final site elevation of the landfill which was approved in 2015;
- there will be no organics or green waste accepted as is currently the case;
- MRFs will generate more topsoil for use on local farms;
- MRFs will generate ground wood for bio-energy users, including farmers;
- lawful, regulated landfill will continue to take pressure off illegal dumping on ALR land;
- there will be significant reduction in storm water from property, improving upstream drainage;
- 60 hectares (150 acres) of land will be rehabilitated for agriculture; and
- there will be significant increase to agricultural land base (future) in Richmond.

In reply to queries from Committee, Mr. Land noted that (i) about 10% of soil remediation is for farmland, (ii) the proposed MRF is an automated system to increase efficiency, (iii) no plans are currently underway for the property on the west; however, options can be explored with the City, and (iv) activities will not affect the adjacent properties.

It was moved and seconded

***That the Agricultural Land Reserve (ALR) Non-Farm Use Application (AG 19-863866) by Ecowaste Industries Ltd. to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:***

- (a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;***
- (b) add two new materials recovery facilities to the four facilities previously approved; and***

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- (c) add 20 years to the previously approved term to allow landfill activities to continue until 2055;*

*on the lots bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances be endorsed and forwarded to the Agricultural Land Commission.*

**CARRIED**

**5. APPLICATION BY DA ARCHITECTS & PLANNERS FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8991 CHARLES STREET**

(File Ref. No. TU 20-891050) (REDMS No. 6389247)

Staff reviewed the application and highlighted that (i) no associated buildings are proposed, (ii) there will be no public access, and (iii) a 3m landscaping buffer will be implemented to ensure privacy, safety and accessibility to the site is clear.

It was moved and seconded

*That the application by DA Architects & Planners for a Temporary Commercial Use Permit for the property at 8991 Charles Street be considered at Public Hearing to be held March 16, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:*

*“That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site specific additional use for a period of three years.”*

**CARRIED**

**5A. UPDATE ON 5740, 5760 AND 5800 MINORU BOULEVARD**

(File Ref. No.)

Correspondence from Thind Properties was referenced (attached to and forming part of these Minutes as Schedule 3). Staff provided an update on the rezoning application for the property located at 5740, 5760 and 5800 Minoru Boulevard and noted that the applicant has advised staff that (i) all tenants have been offered a reduction in rent, (ii) all tenants have first right to refusal, (iii) tenants have been offered the services of Dorset Realty to find a new location, and (iv) options with respect to the affordable housing provision are still being explored.

Ahlay Chin, Founder and Executive Director, Community Wellness Association of Canada, expressed concern with regard to the demolition and relocation process.

7.

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In reply to queries from Committee, staff advised that (i) the demolition permit is independent of the rezoning application and can move forward as long as the applicant has met city bylaws, (ii) a progress update will be provided when the staff report is brought forward for consideration, and (iii) staff can speak with the commercial tenants.

**6. MANAGER'S REPORT**

None.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:12 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 4, 2020.

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Councillor Linda McPhail  
Chair

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Sarah Goddard  
Legislative Services Coordinator

2/4/2020

City of Vancouver Si

Schedule 1 to the Minutes of the  
Planning Committee meeting of  
Richmond City Council held on  
Tuesday, February 4, 2020.

Hi There Council Team

Today at the planning committee Agenda item # 3 Signage Improvements for Rezoning and Development projects Staff have recommended that a rendering ( Picture of the project ) is only suggested for Development Permit signs because **" it is not possible to require a rendering for certain applications and not for others. "**

Please find attached samples from the City of Vancouver please note both the Rezoning and Development signs have a rendering and further more when revisions or addendum's are made they are added to the signs, if Vancouver can do it why can't we ?

A picture tells a thousand words and the rendering will help inform the public and reduce confusion regarding the rezoning and development permit process. As a sign maker for 40 years I can confirm that using pictures and logo's is very important when your goal is to get people to notice your sign. In the case of these signs the rendering will entice people to pull over and read the relevant information.

I ask the planning committee to support directing staff to **require renderings for all rezoning and development permits and that** is why I have sent you these photo's in advance of the meeting to ensure you had ample time to review them.

--

*Best regards,*

**Carol Day**

# DEVELOPMENT APPLICATION

5650 Balclutha Street  
DE418790

## APPLICATION

At this address, the application is for permission to develop the site with:

- a replacement annex building, east of the Knox United Church, including multi-purpose rooms, offices, and a preschool
- 2.5 levels of underground parking, accessed off of Balclutha Street and
- designation, rehabilitation and long-term preservation of the heritage "B" listed church

**APPLICANT:** Robert Hamilton Architects  
1100 - 125 Pender Street  
Vancouver, BC



### What's happening:

- Building approved December 2018
- Development application submitted January 2019
- Development application re-submitted August 2019
- Application under City staff
- Community Development Permit Board

### PUBLIC OPEN HOUSE

Impress your friends  
10:30 - 12:00 pm  
Tuesday October 8  
2019, 5:00 pm

Anyone may attend the Development Permit Board meeting & speak on this application. For the meeting schedule, visit [vancouver.ca/development](http://vancouver.ca/development)

For details or to offer input:  
[vancouver.ca/development](http://vancouver.ca/development)  
or phone the Project Facilitator at 604-671-6796

**CITY OF VANCOUVER**

# DEVELOPMENT APPLICATION

4188 Yew Street  
DE418990

## DEVELOPMENT APPLICATION

At this address, the application is to construct:

- a tripartite building comprising of: a space, a restaurant, and a grocery store on the ground floor, and seven floors of residential rental units above
- five levels of underground parking and self-storage facility, accessed off of proposed Yew Street extension

**APPLICANT:** Laidlaw Investments Ltd.  
3750 - 100 West Pender  
Vancouver, BC



### What's happening:

- Development application submitted (April 3, 2019)
- Application review by City staff
- Open House: June 25, 2019, 5-8 pm  
Helford Community Centre  
4500 Arden Street
- Decision by Development Permit Board

Anyone may attend the Development Permit Board meeting and speak on this application. For the meeting schedule, visit [vancouver.ca/development](http://vancouver.ca/development)

For details or to offer input:  
[vancouver.ca/development](http://vancouver.ca/development)  
or phone the Project Facilitator at 604-671-6796

**CITY OF VANCOUVER**

# REZONING APPLICATION

New St. Paul's Hospital & Health Campus  
(1002 Station St & 250-310 Prior St)

## DETAILS

The proposal is to rezone and develop the 34.4 acre industrial site into a mixed-use development based on the Council-approved New St. Paul's Hospital and Health Campus Policy Statement. The proposal includes:

- a new hospital and integrated health care campus;
- commercial, office, hotel, workshop and limited residential uses that provide a variety of health-related support functions;
- retail and commercial space;
- a range of building heights from 20 m (66 ft) to 60 m (197 ft);
- a new road network through the site that would connect to existing adjacent streets; and
- two (2) RTD line facilities.

APPLICANT: IBC Group  
700 - 1284 West Pender Street  
Vancouver, BC



PROPOSED DEVELOPMENT INDICATIVE DRAWING



LOCATION

## What's happening:

Resoning application accepted  
Application review by City staff

The public is invited to view the proposal and comment online at [vancouver.ca/rezone](http://vancouver.ca/rezone)

**Open House:**  
Tuesday, November 20, 2018, 4-7pm  
Coastside Community Centre  
7101 Arden Way, Vancouver

**Public Hearing:**  
Information to come

Decision by Council

For more information:  
[vancouver.ca/rezone](http://vancouver.ca/rezone)  
or phone 3-1-1



# DEVELOPMENT APPLICATION

569 Great Northern Way (Formerly 565 GNW)  
DE419971

## DETAILS

At this address, under existing zoning, the applicant is to develop the site with:

- a 7-story office building;
- a 1-story retail building;
- three levels of underground parking;
- a new public plaza and pedestrian spine providing access to the proposed buildings and connections through the Great Northern Way Campus.

APPLICANT: Parkco + JPB Architects  
1225 Howe Street  
Vancouver, BC



PROPOSED BUILDING



LOCATION

## What's happening:

Development application  
submitted on December 21, 2019

Application review by  
City staff, advisory panels  
and committees

Decision by Development  
Permit Board

Anyone may attend the  
Development Permit Board meeting and speak  
on this application

For the meeting schedule:  
[vancouver.ca/dpt-board](http://vancouver.ca/dpt-board)

For details or to offer input: [vancouver.ca/dpt-board](http://vancouver.ca/dpt-board)  
or phone the Project Facilitator  
at 604-671-6027



# DEVELOPMENT APPLICATION

1506 W 68th Ave & 8406-8465 Granville St  
DP-2018-01174

## DETAILS

Under the site's Council approved CD-1 zoning, the application is to develop the site, consisting of:

- a 10 storey mixed-use building;
- with an approximate height of 41.5 m (136 ft);
- 56 residential dwelling units (floors 3 - 10);
- commercial units at grade and office space on the second floor;
- all over 3 levels of underground parking providing 124 parking stalls accessed from the lane.



PROPOSED BUILDING



LOCATION

Development application  
submitted on December 21, 2018

Application review by  
City staff, advisory panels  
and committees

Decision by Director  
of Planning

Existing tenants on this site may be  
eligible for assistance under the City  
of Vancouver Tenant Relocation and  
Protection Policy.

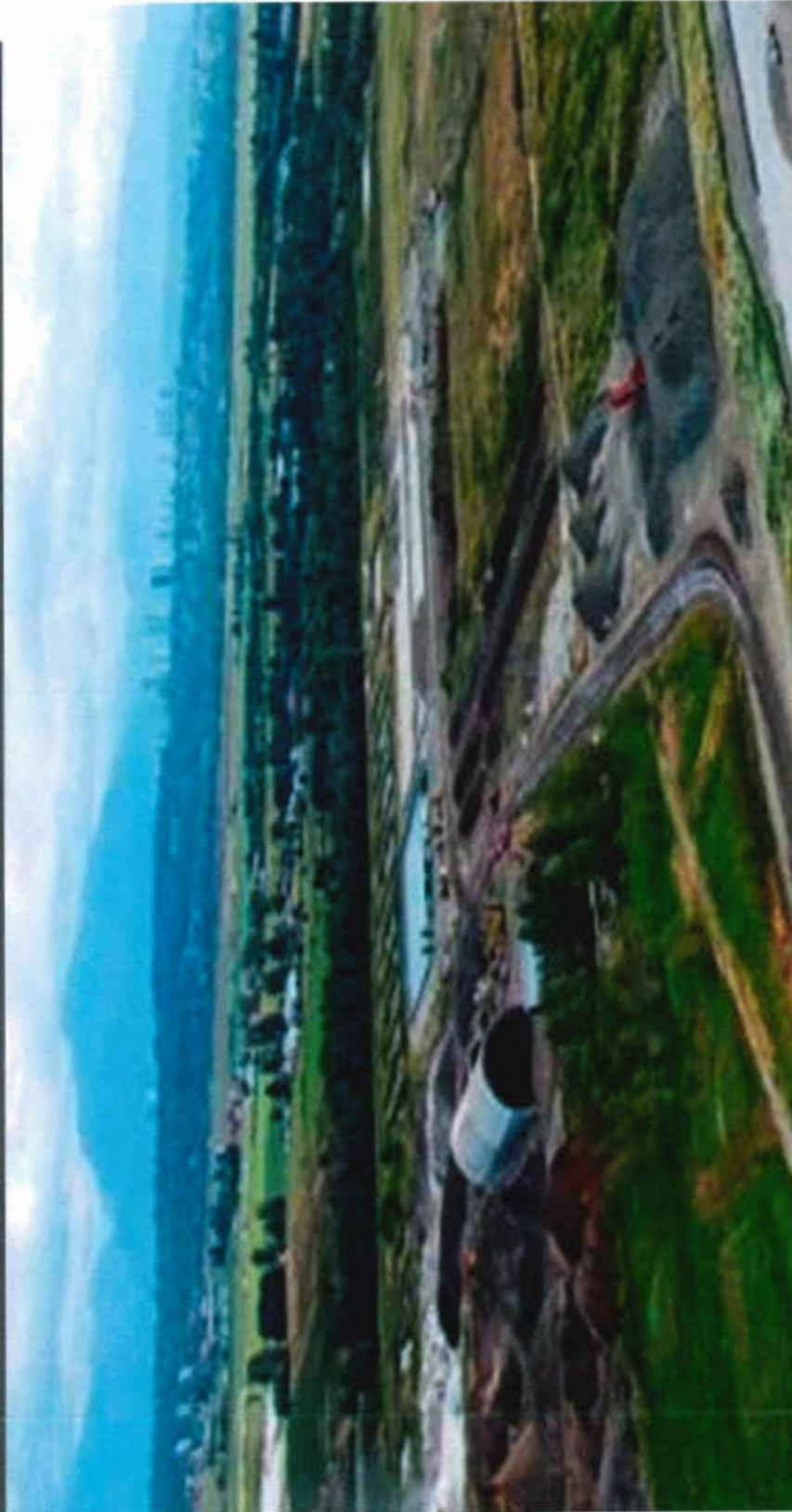
Visit  
[vancouver.ca/protecting-tenants-to-learn-more](http://vancouver.ca/protecting-tenants-to-learn-more).

For details or to offer input:  
[vancouver.ca/devapps](http://vancouver.ca/devapps)  
or phone the Project Facilitator at  
604-871-6023

 CITY OF  
VANCOUVER

# ECOWASTE INDUSTRIES LTD.

Presentation to the City of Richmond Planning Committee



CNCL - 55

Schedule 2 to the Minutes of the  
Planning Committee meeting of  
Richmond City Council held on  
Tuesday, February 4, 2020.

Tuesday, February 4, 2020

**ECOWASTE**

# Benefits to Agriculture

RECYCLE, REPURPOSE, SUSTAIN

## Contributions to Agriculture – Ecowaste Landfill

The subject site is currently being used for several activities related to agriculture. These include:

- ▶ Processing of contaminated soils or manufacture of custom soils blends, some of which are reused in the landfill as the site is reclaimed for agriculture or sold for off-site uses.
- ▶ 25 acres of land is being used to grow forage grasses on closed portion of the site. These grasses are harvested and baled and used for storm water management control on the site. Landfill leachate is used to irrigate these lands, adding nutrients to help the grasses grow as well as polishing the leachate for eventual discharge.

## Contributions to Agriculture – 3 Proposed MRFs

Extending the term of the landfill by 20 years, expanding what was already approved for MRF #4 and providing for two additional MRFs will not only contribute to Richmond and Metro sustainability goals, they will also contribute to local agriculture in several ways, including:

- ▶ Reducing incidents of illegal dumping, some of which now occurs on farmland
- ▶ Increasing the range and quality of soil available to farmers by treating contaminated soils through bioremediation and custom soils manufacturing
- ▶ Producing ground wood for animal bedding or as hog fuel for greenhouse boilers
- ▶ Reducing pressure by others to apply to the Commission to convert productive farmland to landfill operations until at least 2055
- ▶ At the end of the term adding 60 ha of improved land to Richmond's total supply of farmland, none of which has ever been farmed before.

# Benefits to Agriculture

RECYCLE, REPURPOSE, SUSTAIN

## Contributions to Agriculture – Richmond Industrial Centre

Ecowaste is also contributing to agriculture through its development of the industrial park to the south of the subject site. The significant contribution is a new storm water drainage system with direct discharge to the Fraser River. This system is designed to:

- ▶ Service both the new Richmond Industrial Centre and the neighbouring Port property.
- ▶ Take 100 hectares (245 acres) of storm water drainage area at the south end of the No. 7 Road drainage system completely off drainage, reducing the impacts of this flow on the No. 7 Road canal and benefitting the upstream drainage system serving farms tributary to this drainage system.
- ▶ The project is valued at over \$7 million dollars, of which Ecowaste is contributing \$5.8 million with the Port of Vancouver paying the balance.

# Benefits to Richmond/Region

RECYCLE, REPURPOSE, SUSTAIN

## Ecowaste By the Numbers

Ecowaste	
Waste Management Operations Staff	50
Annual Payroll	\$ 5,000,000
Staff Residing in Richmond	6
Supporting Contract Staff	50
C&D Customers/yr	125,000
Charitable Donations/yr	\$ 65,000
Richmond Industrial Centre	
City of Richmond	
Estimate Property Taxes (construction commencement to project completion)	\$ 58,000,000
City of Richmond Development Cost Charges	\$ 37,382,070
City Infrastructure	\$ 10,973,662
Servicing Agreement & Fees	\$ 3,871,528
<b>TOTAL</b>	<b>\$ 110,047,260</b>

# Benefits to Richmond/Region

RECYCLE, REPURPOSE, SUSTAIN

## Ecowaste By the Numbers

Other Statistics	
Direct Construction Jobs to Build the MRFs	60
New Jobs at MRF #4	20 – 25
New Jobs at MRF #5 & MRF #6	10 – 20
Drainage Infrastructure directly benefitting agriculture	\$ 7,200,000
Richmond Industrial Centre Project Benefits	
Local Labour Expenditures (during construction)	\$ 160,000,000
Average Local Construction Labour per Year	\$ 13,000,000
Total Direct Construction Jobs per Year	222
Warehouse Space at Completion (sft)	2,920,000
Total Permanent Employment (est. 5,000 sft per employee)	584

# Benefits of the MRF's

RECYCLE, REPURPOSE, SUSTAIN

- ▶ MRF's will extend the life of the landfill and recover/repurpose more of the construction and demolition waste stream. They will:
  - ▶ Be governed by Ecowaste's Operating Certificate issued by BC Ministry of Environment and will be subject to the Closure Plan approved by the Ministry;
  - ▶ Enable the region to recover/repurpose 45% to 50% more demolition, construction and land clearing waste each year;
  - ▶ Recover or repurpose more types of waste;
  - ▶ Only increase building footprints from 2.7 ha to 6.0 ha of the 60 ha site;
  - ▶ Be removed at the end of the term and rehabilitated for agricultural use.

# Operational Parameters Remain the Same

*RECYCLE, REPURPOSE, SUSTAIN*

- ▶ There will be no change to the content or annual limit of the waste stream - will continue to be demolition, construction and land clearing waste only.
- ▶ There will be no change to the source of this waste, i.e. it will remain primarily the Lower Mainland;
- ▶ There will be no change to the final site elevation of the landfill (18masl) which was approved in 2015;
- ▶ There will be no organics or green waste accepted as is currently the case.

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# Benefits to Agriculture

RECYCLE, REPURPOSE, SUSTAIN

- ▶ Agricultural activities already underway on site.
- ▶ MRFs will generate more topsoil for use on local farms.
- ▶ MRFs will generate ground wood for bio-energy users, including farmers.
- ▶ Lawful, regulated landfill will continue to take pressure off illegal dumping on ALR land.
- ▶ Significant reduction in storm water from property, improving upstream drainage
- ▶ 60 hectares (150 acres) of land will be rehabilitated for agriculture.
- ▶ Significant increase to agricultural land base (future) in Richmond.

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**Ecowaste Industries Ltd.**

**RECYCLE, REPURPOSE, SUSTAIN**

CNCL - 63

**Thank You.**



**Thind**  
PROPERTIES

**ON TABLE ITEM**

Date: Feb 4, 2020

Meeting: Planning Committee

Schedule 3 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, February 4, 2020.

HAND DELIVERED & EMAILED ON JANUARY 29<sup>TH</sup>, 2020

January 29<sup>th</sup>, 2020

Chinese Mental Health Association of Canada/Ahlay Chin  
Unit #250 - 5726 Minoru Blvd.  
Richmond, BC, V6X 2A9

RE: 5740, 5760 and 5800 Minoru  
Lease Dated: July 30<sup>th</sup>, 2004/Renewal Letter April 18<sup>th</sup>, 2011  
Premises: Unit #250 - 5726 Minoru Blvd.  
Tenant: Chinese Mental Health Association of Canada/Ahlay Chin  
Landlord: Minoru View Homes Ltd.



Dear Sir/Madame,

We are writing to inform you that we have submitted a formal rezoning application to the City of Richmond for redevelopment of the property. The development plan is the reason you received an earlier notice informing you of the end your tenancy as we need to remove the existing structures from the site.

The current buildings have reached the end of their useful life, and we are proposing to replace the units on 5740, 5760 and 5800 Minoru with three towers of residential units and one tower of office space. There will be a market commercial and residential component to the project as well as an affordable component in the buildings.

We understand that moving may cause disruption to your business. As such, we are offering you a 15% rent reduction from February 1st, 2020 until April 30th, 2020. We will also be waiving the rent during the final month of your tenancy (May 1-31st, 2020).

All other terms and conditions of the lease and demo notice (dated November 30<sup>th</sup>, 2019) previously given remain unchanged and in full force and effect.

As a valued tenant, we are committed to ensuring open communication with you.

Please acknowledge your acceptance of this offer by signing both original copies in the space provided below and return (by email) to our office for signature by the Landlord. One copy will be returned to you once the Landlord has signed.

We appreciate your support of the new development at this property which we hope you will consider returning to upon completion of the new development.

Landlord – Minoru View Homes Ltd.  
Authorized Signatory

Chinese Mental Health Association of Canada  
Authorized Signatory



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** December 11, 2019

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services

**File:** 11-7000-09-20-255/Vol  
01

**Re:** 2020 Community Mural Program Projects

### Staff Recommendation

That the 2020 Community Mural Program projects as presented in the staff report titled "2020 Community Mural Program Projects" dated December 11, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 3

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

## **Staff Report**

### **Origin**

On February 13, 2018, Council endorsed the Public Art Community Mural Program. The focus of the Program is to install murals in highly visible locations in publicly accessible areas throughout Richmond.

This report brings forward, for consideration, three mural proposals to be painted at West Richmond Community Centre, Richmond Winter Club and Richmond Ice Centre.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

### **Analysis**

#### **Background**

The City's Community Mural Program provides opportunities to add vibrancy to highly visible public spaces, foster community dialogue and cross-cultural exchange, and engage diverse and multi-generational communities.

Since Council's endorsement of the Community Mural Program in 2018, *Continuum* was installed at the Richmond Cultural Centre. Artists Richard Tetrault and Jerry Whitehead created a large-scale mural on the continuous exterior fascia surfaces and columns of the Cultural Centre. The artists engaged community members in a series of public workshops to develop and inform the mural design, which reflects Richmond's cultural heritage and represents the range of arts and cultural activities offered at the Cultural Centre.

#### **Community Mural Program Selection Process**

The Community Mural Program selection process is as follows:

- An annual Open Call for mural locations is issued for community groups, businesses or property owners, schools, or community associations to apply for a mural on their property. Private single family residences and properties are not eligible to apply. Where the applicant is not the property owner, the property owner must indicate consent as part of the application.

- An Open Artist Call for a Community Mural Program Artist Roster is issued biannually to provide a list of pre-qualified artists to work with selected applicants to develop their mural. The roster includes artists with a range of art styles, media and approaches.
- In consultation with Public Art staff, selected applicants are matched with an artist from the Community Mural Artist Roster for each mural opportunity. Selected applicants are required to sign a Mural Art Agreement with the City, while each artist enters into a tri-party agreement for services with the City and the property owner.
- The City manages and funds the projects. The property owner provides permission and access to the wall for installation and agrees to keep and maintain the mural for a minimum of five years.

#### Open Call for Mural Locations

The Open Call for mural locations for the 2020 Community Mural Program was issued on June 21, 2019 with a deadline of July 31, 2019. (Attachment 1)

Staff received six applications. A five-person interdepartmental Mural Committee met on August 21, 2019 to review the applications. The committee included representatives from Engineering, Parks, Planning, Transportation and Arts, Culture and Heritage. All submissions were evaluated on the basis of location, community impact and condition of wall surface. The following associations submitted an application to participate in the Community Mural Program:

- Richmond City Baseball Association;
- Richmond Gymnastics Association;
- Richmond Arenas Community Association;
- Richmond Soccer Association;
- Richmond Winter Club; and
- West Richmond Community Centre Association.

Three projects were selected for the 2020 Community Mural Program:

- Richmond Ice Centre (Richmond Arenas Community Association);
- Richmond Winter Club (Richmond Winter Club); and
- West Richmond Community Centre (West Richmond Community Centre Association).

#### Community Mural Program Artist Roster Call

The Open Artist Call for the Community Mural Program Artist Roster was issued on June 21, 2019 and closed on July 31, 2019. Staff received 25 artist applications six of which were from Richmond-based artists. All artist submissions were evaluated on the basis of artist qualifications, appropriateness to the goals of the Community Mural Program and previous mural experience (Attachment 2).

The Community Mural Program Artist Roster selection meeting took place on August 22, 2019. The selection panel included the following three members:

- Paul Dufour – Community Member
- Joey Mallet – Artist
- Chad Wong – Artist

Eighteen artists were selected for the Community Mural Program Artist Roster.

The following three proposed mural projects, matched with artists were presented to the Richmond Public Art Advisory Committee (RPAAC) on December 13, 2019 via email. RPAAC endorsed and supported all proposed projects.

#### West Richmond Community Centre

The proposed mural location at the West Richmond Community Centre is on the east wall of the Centre, facing the playground and measures approximately 340 square feet. The mural will animate the area and reflect the many community members that use the playground and surrounding park. The selected artist will consider the themes of play, community and diversity.

The artist selection meeting for the West Richmond Community Centre mural opportunity took place on September 24, 2019. The selection panel included the following three members:

- Jat Puri – Vice President, West Richmond Community Centre Association
- Alex Homeniuk – Coordinator, West Richmond Community Centre
- Annie Lam – Community Facilities Coordinator, West Richmond Community Centre

Artist Laura Uy from the Community Mural Program Artist Roster was recommended for this mural opportunity. Ms. Uy is a Richmond-based artist with an active mural practice and playful illustration style of work. She will work with West Richmond community members of all ages in a series of workshops during community events such as Family Day and Easter Eggstravaganza to help inspire the design of the mural as per the themes above (Attachment 3).

The recommended proposal and artist recommendation was presented to the West Richmond Community Association Board on October 16, 2019 for information. Public Art staff will continue to work with West Richmond Community Centre staff and the artist on the project plan and deliverables.

#### Richmond Winter Club

The proposed mural location for the Richmond Winter Club is the east facing wall at Lansdowne Road and Gilbert Road and measures approximately 1,500 square feet. The mural presents an opportunity to reflect the activities that take place inside the Club. The selected artist will work with the membership groups of the Richmond Winter Club and consider the themes of sport, heritage and local stories.

The artist selection meeting for the Richmond Winter Club mural opportunity took place on November 20, 2019. The selection panel included the Board of Directors of the Richmond Winter Club:

- Lorraine Warn – President
- Nick Hsu – Vice President
- Guido Amantea – Treasurer
- Louise Young – Secretary
- Doug Askew – Director
- Don Grant – Director
- Margaret Hewlett – Director
- Maggie Keatley – Director
- Shirley Schwabe – Director
- Gloria Trimble – Director

Artist Mark Anderson from the Community Mural Program Artist Roster was recommended for the Richmond Winter Club mural opportunity. Mr. Anderson is an accomplished mural artist based in Vancouver. He will engage the membership groups of the Richmond Winter Club to inform the design of the mural (Attachment 3).

Public Art staff will continue to work with Richmond Winter Club staff and the artist on the project plan and deliverables.

### Richmond Ice Centre

The proposed mural location for the Richmond Ice Centre is both the east and south walls that face Watermania and the Richmond Ice Centre parking lot. The mural will wrap around the side of the building and will measure approximately 2,100 square feet. The mural will reflect the activities and local stories of the Richmond Ice Centre as well as ecological elements in the area.

The artist selection meeting for the Richmond Ice Centre mural opportunity took place on November 7, 2019. The selection panel included the following five members:

- Don Kuzik – Director, Richmond Arenas Community Association
- Barb Norman – Past Chair, Richmond Arenas Community Association
- Nigel Shackles – Director, Richmond Arenas Community Association
- Steve Mahon – Area Coordinator, Aquatic and Arena Services
- Nicole Tjepkema – Community Facilities Coordinator, Aquatic and Arena Services
- John Woolgar – Manager, Aquatic and Arena Services

Artist Andrew Tavukciyan from the Community Mural Program Artist Roster was recommended for the Richmond Ice Centre mural opportunity. Mr. Tavukciyan is a Vancouver-based artist with an active mural practice (Attachment 3). Mr. Tavukciyan will work with Richmond Arenas Community Association and the users of the Richmond Ice Centre and consider the themes of sport, recreation and ecology.

The Richmond Arenas Community Association supported the recommended proposal and artist recommendation.

Public Art staff will continue to work with Richmond Ice Centre staff, the Richmond Arenas Community Association and the artist on the project plan and deliverables.

### Next Steps

Following Council endorsement of the mural proposals, staff will work with the artists to execute contracts and develop project implementation work plans. If approved, the projects will move into the development phase with implementation to be completed by September, 2020.

### **Financial Impact**

The Community Mural Program budget is \$30,000 and it is funded from the Public Art Program Reserve Fund. The individual budget for each mural is:

- West Richmond Community Centre \$6,000;
- Richmond Winter Club \$12,000; and
- Richmond Ice Centre \$12,000. Due to the large scale of the proposed mural at the Richmond Ice Centre, an additional \$12,000 will be contributed by Richmond Arenas Community Association, increasing the overall budget to \$24,000.

The mural projects are included in the City's 2020 budget process and in the proposed Consolidated 5 Year Financial Plan (2020–2024).

Any maintenance and repairs required for the artwork will be the responsibility of the Associations in partnership with Richmond Public Art.

### **Conclusion**

Murals add vibrancy to the community by energizing our public spaces, fostering community identity and civic pride, engaging youth and deterring graffiti. The creation of murals brings together local artists, students, community groups and local businesses to transform the places where we live, work and play into welcoming and beautiful environments that invite interaction and appreciation of art and culture.



Biliana Vejkova  
Public Art Planner  
(604-247-4612)

- Att. 1: Community Mural Program Artist Roster Artist Call  
2: Community Mural Program Property Owners Application  
3: West Richmond Community Centre Mural Proposal, Richmond Winter Club Mural Proposal, Richmond Ice Centre Mural Proposal

# call to artists

PUBLIC ART  
RICHMOND



Figure 1 – *Arrival of the S.S. Titania*, Dean and Christine Lauzé, 2017

2019–2021 Community  
Mural Program

## Community Mural Program Artist Roster

### Request for Qualifications (RFQ)

June 2019

## OPPORTUNITY

The Richmond Public Art Program invites artists residing in British Columbia to submit applications to be placed on the Community Mural Artist Roster for 2019–2021.

The Community Mural Artist Roster will be updated biannually and will provide a list of pre-qualified artists to work with community groups, business or property owners, schools, and/or private developers proposing murals on their buildings. The Roster will include artists with a range of artistic styles, mediums and approaches.

Artists with demonstrated experience and skill sets working with multiple project stakeholders and with executing indoor and outdoor murals are encouraged to apply.

**Deadline:** Wednesday, July 31, 2019 by 5:00 p.m. PST.

**Roster Timeline:** 2019–2021

# call to artists

PUBLIC ART  
RICHMOND

## BACKGROUND

The Richmond Public Art Mural Program was approved by City Council in 2018. The Program provides opportunities to add vibrancy to the community by energizing public spaces, fostering community identity and civic pride, engaging youth and deterring graffiti. The creation of murals may bring artists, students, community groups and local businesses together to transform the places where we live, work, learn and play, into welcoming environments that invite interaction and appreciation of art and culture.

## THEMES

Themes will be determined on an individual basis. For the Roster, we are looking for artists who can produce artwork that responds to the diverse historical, geographical and cultural heritage of different sites and communities in Richmond. Near natural areas, murals might also reflect Richmond's natural heritage and ecological networks.

## MURAL DEFINITIONS

A mural is defined as a painting on a wall surface, digitally produced image printed on a substrate, mosaic or bas relief that is applied directly to a wall and that is visible from the public right-of-way.

## ARTIST SCOPE OF WORK

This Artist Call is for inclusion to a pre-selected list, the Community Mural Artist Roster. Should an artist subsequently be selected to create a mural, they will be required to work on site and obtain all the necessary insurance and permitting to use lift equipment or scaffolding as necessary. An approved work plan will be developed in consultation with City staff and the property owner.

Depending on the project, artists may be required to outline a public engagement program to develop a design concept working with community members.

## BUDGET

Budget will be determined for each mural project individually and will be based on size, material, level of public engagement, community contribution, site and project requirements. Budget includes (but is not limited to) artist fees, leading community engagement sessions (if required), materials, supplies, paint, permitting as needed, labour, photography, insurance, travel, accommodation and all taxes, excluding GST.

## ARTIST ELIGIBILITY

Artists residing in British Columbia are eligible to apply. Indigenous artists are encouraged to apply. City employees and volunteers serving on City of Richmond Advisory Committees are not eligible to apply.

# call to artists

PUBLIC ART  
RICHMOND

## SELECTION PROCESS

NOTE: SELECTION FOR THE ROSTER DOES NOT GUARANTEE SELECTION FOR A PROJECT COMMISSION

Artists will be selected for the Community Mural Artist Roster through a one-stage selection process. A five-person Selection Panel will convene to review all artist packages and recommend up to 30 artists for the Artist Roster. The Selection Panel will be composed of artists, community representatives, and art and design professionals. Once on the Roster, artists will be notified prior to being placed into consideration for specific mural projects. Artists will be considered based on the themes and rankings established by the Public Art Selection Panel, the goals of Public Art Area Plans, and neighbourhood identities.

Independently, property owners will be invited to propose a wall on their property for inclusion in the Mural Program. An interdepartmental staff Mural Committee will review the property owners' applications.

After the mural locations have been determined, Public Art staff, in consultation with the selected property owner, will identify artists from the Roster for each mural opportunity. The artists will be selected based on best fit for each project.

Note:

Commissioned artists will enter into a contract with the City of Richmond and property owner as appropriate.

Commissioned artists shall not promote goods and services of any businesses and shall not violate any federal, provincial or local laws. Additionally, the artwork shall not convey partisan politics, negative imagery, religious and/or sexual content.

## SELECTION CRITERIA

- Artist's demonstrated mural experience and proven capability in producing murals that reflect community identity and assist in building rich cultural places
- Artist's capacity to engage community stakeholders and work with other City contractors and staff professionals if required.
- Appropriateness of the proposal to the Public Art Program goals: [www.richmond.ca/culture/publicart/plans/policy](http://www.richmond.ca/culture/publicart/plans/policy).

## SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

INFORMATION FORM – Please complete the information form attached to this document.

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# call to artists

PUBLIC ART  
RICHMOND

STATEMENT OF INTENT – 300 words or less, highlighting past experience and skillsets, conceptual approach to the work, and why the artist is interested in this opportunity.

ARTIST CV – (1 page maximum) Teams should include one page for each member.

WORK SAMPLES – Ten (10) supporting image examples of previous work. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.

REFERENCES – Submit the names, titles and contact information of three (3) individuals who can speak to your accomplishments and relevant experience.

## PROJECT TIMELINE

**Submission Deadline:** Wednesday, July 31, 2019, 5:00 p.m.

**Artists Notification:** Thursday, August 15, 2019, 5:00 p.m.

**Roster Timeline:** 2019–2021

## SOURCES FOR ADDITIONAL INFORMATION

- City Centre Public Art Plan, [www.richmond.ca/culture/publicart/plans/plans](http://www.richmond.ca/culture/publicart/plans/plans)
- Community Mural Program, [https://www.richmond.ca/shared/assets/4 - MuralProgram49396.pdf](https://www.richmond.ca/shared/assets/4-MuralProgram49396.pdf)
- Richmond Public Art Program, [www.richmond.ca/culture/publicart](http://www.richmond.ca/culture/publicart)
- Richmond Public Art Registry, [www.richmond.ca/culture/publicart/collection/catalog.aspx](http://www.richmond.ca/culture/publicart/collection/catalog.aspx)
- Richmond Archives, [www.richmond.ca/cityhall/archives/search-archives](http://www.richmond.ca/cityhall/archives/search-archives)

## SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Portfolio images and concept sketches would be best formatted to landscape format.
3. Submission files must be 5 MB or smaller.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)
5. All documents must be sent by email to: [publicart@richmond.ca](mailto:publicart@richmond.ca).

# call to artists

PUBLIC ART  
RICHMOND

## ADDITIONAL INFORMATION

1. Selected artists will be required to show proof of WCB coverage and appropriate general liability insurance.
2. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

## QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8696

Email [publicart@richmond.ca](mailto:publicart@richmond.ca)

# call to artists

PUBLIC ART  
RICHMOND

## 2019–2021 COMMUNITY MURAL PROGRAM - ARTIST ROSTER

Submission Deadline: **Wednesday, July 31, 2019 by 5:00pm PST.**

Property Owner Notification: **Thursday, August 15, 2019 by 5:00pm PST.**

Attach one (1) copy of this form as the first page of the submission.

Name: \_\_\_\_\_

Team Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

**Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.**

List Team Member Names Here (Team Lead complete above portion):  
\_\_\_\_\_  
\_\_\_\_\_

Please let us know how you found out about this opportunity:  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to receive direct emails from the Richmond Public Art Program?

☐ Yes

☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit applications by email to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

### Additional Information:

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the RFQ as required. All submissions to this RFQ become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused. **CNCL - 76**



**City of  
Richmond**

## Community Mural Application

Public Art Program

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

[www.richmond.ca](http://www.richmond.ca)

Contact 604-204-8696

Please submit this completed form, and return to the Information counter located at City Hall or to [publicart@richmond.ca](mailto:publicart@richmond.ca). All materials submitted to the City for a **Community Mural Application** become public property, and therefore, available for public inquiry.

**Mural Site Address:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Contact person's address, if different:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

Telephone Number

Mobile Telephone Number

Email

**Secondary Contact Name:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

Telephone Number

Mobile Telephone Number

Email

**Property Owner (if different from above) Signature:** \_\_\_\_\_

\_\_\_\_\_  
Please print name

**Contact info:** \_\_\_\_\_

Telephone Number

Mobile Telephone Number

Email

### For Office Use

Date Received: \_\_\_\_\_ Contribution: \_\_\_\_\_

File No.: \_\_\_\_\_ Note: \_\_\_\_\_

**CNCL - 77**



The following items must be completed and submitted with your Community Mural Application.

1. Proposed Mural Wall: Area (square feet): \_\_\_\_\_
  - ☐ Attach photo or sketch with the wall's dimensions
  - ☐ Attach recent photograph of the wall (JPG or PDF not exceeding 2MB)
2. Do you have a preferred theme or style of art for the proposed wall?  
\_\_\_\_\_
3. Do you have a preferred artist you would like to put forward to work with? Please ensure that the artist has applied to be on the Community Mural Artist Roster.  
\_\_\_\_\_
4. Please provide evidence of support from the building tenant(s) (if different from the building owner), as well as neighborhood associations and/or adjacent neighbors (e.g., e-mail or letter of support).
5. Do you have additional funding for the project?
  - ☐ Yes (Estimated amount \$\_\_\_\_\_)
  - ☐ No
6. Is your proposed wall on a heritage building?
  - ☐ Yes
  - ☐ No

**Note:** All murals on designated heritage resources, or within the Steveston Village Heritage Conservation Area (HCA), require approval by City Council and may require a Heritage Alteration Permit. Any murals on heritage buildings/structures or within the Steveston HCA will also be reviewed by the Richmond Heritage Commission.

## Maintenance

The Property Owner will agree to retain and maintain the mural for a period of five years (subject to mutual agreement to terminate the agreement at an earlier date due to change of ownership, building renovations, and/or condition of the mural).

## Agreement

Selected property owners will enter into a tri-party agreement for services with the City and the selected artist.

The City will manage the project and fund the work. The property owner may augment the project budget with additional funding if appropriate. The property owner will provide permission and access to the wall for installing the mural, as well as maintenance, if required.

## Selection Process

A five-person interdepartmental staff Mural Committee will convene to review applications from property owners. The applications will be ranked based on the following criteria:

- public visibility of the location;
- condition of the wall surface;
- potential impact on adjacent properties;
- community impact;
- provision of additional funding if appropriate;
- provision of murals throughout the City; and
- evidence of support from the building tenants (if different from the building owner), as well as neighborhood associations and/or adjacent neighbors (e.g., email or letter of support).

## Additional Information (Optional)

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## Project Timeline

**Submission Deadline:** Wednesday, July 31, 2019, 5:00 p.m.

**Property Owners Notification:** Thursday, August 15, 2019, 5:00 p.m.

## Questions

Please contact the Richmond Public Art Program:

**Tel:** 604-204-8696

**Email:** [publicart@richmond.ca](mailto:publicart@richmond.ca)

## Laura Uy | West Richmond Community Centre Mural

*Richmond-based artist Laura Uy will engage West Richmond community members in workshops during community events such as Family Day and Easter Eggstravaganza to explore the themes of play, community and diversity.*

Laura Uy is an artist and illustrator from Richmond. Inspired by nature, wildlife and travel, her work reflects these themes in a colourful and imaginative style. She launched her stationery brand *Art + Soul Creative Co.* in 2016 and continues to design and illustrate for her own product line. Aside from working with clients and creating commercial work, Laura is passionate about pursuing her own large-scale art pieces and mural projects.

### Examples of Previous Projects:



Laura Uy, *Flowers in Her Hair*. City of Vancouver's Integrated Graffiti Management Program, 2015.



Laura Uy, *BC Children's Hospital Foundation Murals*, 2017. Designed and painted murals for three operating rooms in the new BCCH Teck Acute Care Centre for the Children's Healing Experience Project.



Proposed mural wall at West Richmond Community Centre (approx. 340 square feet)

## Mark Anderson | Richmond Winter Club Mural

*Mark Anderson will include community engagement workshops with the membership groups of the Richmond Winter Club to inspire the design of the mural, which will celebrate the activities taking place in the Centre while considering the themes of sport, heritage and local stories.*

Mark Anderson is an award-winning Vancouver-based artist who graduated from Emily Carr University of Art + Design. He has been commissioned for several graphic design, illustration, interior design, mural and painting projects throughout the years. His conceptual approach is based in storytelling and myth making. Mr. Anderson's artworks tell a story of a specific and relevant narrative that is important to the geography, history or mythology of a place or time.

### Examples of Previous Projects:



Mark Anderson, *Never Doubt a Small Group*. Commissioned by the City of Vancouver, 2017.



Mark Anderson, *Little League Champs*. Commissioned by the Trout Lake Little League, 2014.



Proposed mural wall at Richmond Winter Club (approx. 1,500 square feet)

## Andrew Tavukciyan | Richmond Ice Centre Mural

*Andrew Tavukciyan will engage the Richmond Arenas Community Association and the users of the Richmond Ice Centre for a series of hands on community workshops and consider the themes of sport, recreation and ecology for his mural design.*

### Examples of Previous Projects:



Andrew Tavukciyan, *Capilano University's 50th Anniversary Mural*. Commissioned by Capilano University, 2018.



Andrew Tavukciyan, *VMF 2017 Mural*. Commissioned by Vancouver Mural Festival and Rize Alliance Properties, 2017.



Proposed mural wall at Richmond Ice Centre (approx. 2,100 square feet)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Re:** 2020 Arts and Culture Grant Program

**Date:** December 17, 2019  
**File:** 11-7125-01/2019-Vol  
01

### Staff Recommendation

That the 2020 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$116,815, as identified in Attachment 1 of the staff report titled "2020 Arts and Culture Grant Program" dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 5

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

## **Staff Report**

### **Origin**

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

This report provides information and recommendations pertaining to the 2020 Arts and Culture Grant Program, now in its ninth year.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

*3.2 Enhance arts and cultural programs and activities.*

*3.3 Utilize an interagency and intercultural approach to service provision.*

### **Findings of Fact**

#### **2020 Arts and Culture Grant Budget**

The 2020 Arts and Culture Grant Budget is \$116,815 including a 2% Cost of Living increase over last year's budget 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 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 of \$5,000.

#### **Notice Given and Applications Received**

In August 2019, announcements were placed on the City website, circulated via email and social media channels and a press release was issued advising the community that applications were being accepted for the 2020 City Grant Programs until October 28, 2019. A link to the City website was provided for further information and to access the online application system.

Each month between August and November, emails were sent to members of the Richmond Artists Directory to announce that the grants were online and to remind the recipients of

upcoming deadlines. The Richmond Artist Directory list is comprised of more than 450 individual artists and arts/cultural organizations that have opted to receive information from City staff throughout the year. Application Guidelines documents are available as pdf's along with links to the online form on both the "City Grant Program" and the "Artists' Opportunities" pages of the City website.

Staff met with all previous grant recipients individually over the summer to review their 2019 application, discuss any updates to their organization and project offerings, and make recommendations where appropriate.

Eleven applications were received for Operating Assistance and twelve for Project Assistance, for a total combined request of \$161,585. Tables outlining requests and recommended allocations for the 2020 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. The Grant Application Summary Sheets are taken verbatim from the applicants' submissions. Staff recommendations and comments are included in the Summary Sheets.

#### Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the October 28<sup>th</sup> deadline. However, a one-week extension (to November 4) was provided for applicants who had experienced technical difficulties with their applications.

#### New Applications

This year, six new Project Assistance applications were received from six organizations that had never previously applied for a City Grant, including: Caravan Stage Society, Children's Theatre of Richmond Association, Direct Theatre Collective Society, Haipai Painting and Calligraphy Society of Canada, Somali Women Employment Society (also known as the Somali Women Empowerment Society) and WS Multicultural Services Society.

#### Application Review Process

An Assessment Committee made up of City staff reviewed the applications. The Committee 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 arts and culture, these three key areas were assigned a numerical ranking to create a total numeric score out of 50 for each application. At the adjudication meeting, the combined scores of all four members of the Assessment Committee were distilled to an average score to determine a funding recommendation:

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

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

In this ninth year of the Arts and Culture Grants Program, staff noted continued improved self-awareness among many of the applicants regarding the value of professional administrative support and a desire to undertake professional development initiatives to increase their capacity. Many applicants also cited increased success in securing program funding from other sources, showing an increase in organizational stability and funding diversification. There is also a continued rise in the development of community and corporate partnerships and demonstrated efforts to undertake new collaborations.

## Analysis

### 2020 Arts and Culture Grant Program Information

The number of Operating Assistance applications received remained relatively stable in 2020 with 11 applications, down from 12 in 2019. There was a significant increase in the number of Project Assistance applications submitted this year with 12 applications, up from 5 in 2019.

Numbers of applications, allocations and staff recommendations are:

Table 1:

<b>OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012–2020)</b>									
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Total number of applications	10	9	9	9	9	12	11	12	11
New applicants	n/a	2	n/a	1	0	2	0	0	0
Grants denied	2	0	0	0	0	0	0	1	0
Partial amount of request recommended	3	1	9	7	2	12	11	2	11
Full amount of request recommended	5	8	0	2	7	0	0	9	0
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000	\$76,300	\$106,300	\$99,500	\$102,050	\$93,175
Total amount allocated/recommended	\$50,900	\$71,200	\$62,170	\$62,190	\$76,000	\$89,454	\$89,159	\$91,824	\$86,385

Table 2:

<b>PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012–2020)</b>									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total number of applications	17	13	14	12	7	9	7	5	12
New applicants	n/a	5	6	2	0	1	0	0	6
Grants denied	4	4	2	1	0	3	1	0	4
Partial amount of request recommended	8	5	12	11	2	6	6	3	8
Full amount of request recommended	3	5	0	1	5	0	0	2	0
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150	\$32,150	\$36,900	\$35,000	\$23,000	\$68,410
Total amount allocated/recommended	\$31,400	\$23,100	\$41,870	\$42,890	\$31,497	\$20,300	\$22,900	\$22,700	\$30,430

Table 3:

<b>COMBINED Arts and Culture Applications, Allocations and Recommendations (2012–2019)</b>									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total number of applications	26	22	23	21	16	21	18	17	23
New applicants	n/a	5	6	2	0	1	0	0	6
Grants denied	7	4	2	1	0	3	1	1	4
Partial amount of request recommended	18	9	21	18	4	18	17	5	19
Full amount of request recommended	8	13	0	3	12	0	0	11	0
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200	\$134,500	\$125,050	\$161,585
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059	\$114,524	\$116,815
Total amount allocated/recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059	\$114,524	\$116,815

### Reasons for Partial or No Funding

The recommended grant allocations vary depending on the degree of competition among applicants in any given year. This year was particularly competitive with the City receiving \$44,770 in requests in excess of the allocated budget of \$116,815. As such, none of the applicants were recommended for the full amount requested and all organizations who were recommended for funding in 2020 will receive a slight decrease in their funding over the previous year. As per the adjudication process noted above, applicants recommended for a higher percentage of requested funding scored higher than those recommended for lower percentages.

Overall, 19 out of 23 applicants were recommended for funding. Four applicants from the Project Assistance grant stream were not recommended for funding: three did not meet the program's eligibility criteria and one was denied based on the substance of their proposed project and

budget. With the growth in the number of new applicants this year, City staff plan to offer free information and grant writing workshops prior to next year's deadline.

### **Financial Impact**

The 2020 Arts and Culture Grant Program has a budget of \$116,815. The 2020 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$30,430
Operating Assistance	<u>\$86,385</u>
Total	\$116,815
Remaining	\$0

### **Conclusion**

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 strategic directions identified in the City of Richmond's Arts Strategy 2019-2024, including:

- investment in the arts;
- ensuring affordable and accessible arts for all;
- promoting inclusivity and diversity in the arts; and
- increasing awareness and participation in the arts.

The Richmond Arts and Culture Grants Program is understood not only as a source of funding for the applicants, who range from long-standing professional institutions to groups of enthusiastic amateur artisans, but as an important opportunity for capacity building, including those who may have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in many of the Grant Use Reports. The program also supports organizations to build their capacity and skills through annual face-to-face meetings with City staff.

The 2020 Arts and Culture Grant Program makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute

essential components of a vibrant and liveable community. Staff recommend that the 2020 Arts and Culture Grants be allocated as proposed for the benefit of Richmond organizations and residents.



Katie Varney  
Manager, Community Cultural Development  
(604-247-4941)

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

## 2020 Arts and Culture Grant - Summary of Recommendations

OPERATING ASSISTANCE GRANTS	
Society Name	Recommendation
Canadian YC Chinese Orchestra Association	\$9,400
Cinevolution Media Arts Society	\$9,550
Community Arts Council of Richmond	\$8,800
Richmond Arts Coalition	\$9,400
Richmond Community Band Society	\$3,500
Richmond Community Orchestra and Chorus Association	\$8,400
Richmond Delta Youth Orchestra	\$9,400
Richmond Music School Society	\$9,300
Richmond Potters' Club	\$6,500
Richmond Singers	\$9,405
Textile Arts Guild of Richmond	\$2,730
<b>TOTAL OPERATING ASSISTANCE</b>	<b>\$86,385</b>

PROJECT ASSISTANCE GRANTS	
Society Name	Recommendation
Caravan Stage Society	\$2,500
Children's Theatre of Richmond Association	\$0
Direct Theatre Collective Society	\$3,670
Haipai Painting and Calligraphy Society of Canada	\$0
Philippine Cultural Arts Society of BC	\$4,000
Richmond Art Gallery Association	\$4,700
Somali Women Employment Society	\$0
Steveston Historical Society	\$1,500
Tickle Me Pickle Theatre Sports Improv Society	\$4,700
Vancouver Cantonese Opera	\$4,700
Vancouver Tagore Society	\$4,660
WS Multicultural Services Society	\$0
<b>TOTAL PROJECT ASSISTANCE</b>	<b>\$30,430</b>

OPERATING ASSISTANCE SUBTOTAL	<b>\$86,385</b>
PROJECT ASSISTANCE SUBTOTAL	<b>\$30,430</b>
<b>COMBINED TOTAL</b>	<b>\$ 116,815</b>

**2020 Arts and Culture Grant –  
Table of Applicant Requests and Recommendations**

**OPERATING ASSISTANCE**

<b>Organization</b>	<b>2019 Grant</b>	<b>2020 Request</b>	<b>2020 Recommend</b>	<b>Comments</b>	<b>Pg</b>
Canadian YC Chinese Orchestra Association	\$ 9,900	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music and for producing programs that contribute to building cultural harmony. They are to be applauded for continuing to sell out their local performances and for seeking out and securing new sources of funding. The Association is encouraged to look at professional development opportunities that can help them build organizational capacity.	1
Cinevolution Media Arts Society	\$ 10,000	\$ 10,000	\$ 9,550	Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, youth, and new immigrants. They are to be commended for providing innovative and provocative programming at a range of popular events and pop-up locations across Richmond. As the Society continues to grow, they are encouraged to continue to strategically plan for long-term growth and organizational sustainability.	3

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 10,000	\$ 10,000	\$ 8,800	Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The Arts Council is commended for developing new partnerships and pursuing new outreach and mentorship opportunities in the community. The organization is strongly encouraged to address the self-identified challenges of maintaining relevancy, recruiting audiences and low membership. It is recommended that the Arts Coalition continue to develop recently introduced initiatives and partnerships to help increase their reach and impact.	5
Richmond Arts Coalition	\$ 10,000	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The Coalition is to be congratulated for their ongoing communication initiatives and program offerings that promote and support local artists. The Coalition is encouraged to continue to proactively build community partnerships and represent the voices of local artists.	8
Richmond Community Band Society	\$ 3,575	\$ 3,775	\$ 3,500	Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The Society is to be commended for their ongoing presence at public events and they are encouraged to focus on strengthening their organizational capacity to help maintain their membership in the future.	10

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Richmond Community Orchestra and Chorus Association	\$ 9,500	\$ 9,500	\$ 8,400	Operating Assistance is recommended for this well-established organization that engages a range of choral and orchestral musicians and provides local youth with exposure to classical music. The society is strongly encouraged to address their financial surplus and consider investing further in marketing and communications initiatives.	12
Richmond Delta Youth Orchestra	\$ 9,875	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The Society is to be congratulated for securing support from new funding sources. They are encouraged to continue to focus on capacity building.	14
Richmond Music School Society	\$ 10,000	\$ 10,000	\$ 9,300	Operating Assistance is recommended for this long-established school that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The Society is to be congratulated for their focus on equity and inclusion by providing subsidies and scholarships to young students. The organization is encouraged to focus on capacity building and fundraising to help them manage their self-identified space and growth concerns.	16

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Richmond Potters' Club	\$ 6,500	\$ 7,000	\$ 6,500	Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The Club is to be commended for expanding their philanthropic activities, including their new partnership with Nova Transition House. The Club is encouraged to diversify their revenue stream and fundraising efforts and to consider developing a strategic plan that can help guide them as they prepare for a revised operational and programming model in collaboration with the Richmond Arts Centre in 2021.	18
Richmond Singers	\$ 10,000	\$ 10,000	\$ 9,405	Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue a variety of fundraising initiatives and for participating in a range of community events. They are encouraged to focus on professional development initiatives, such as administration and fund development that will help strengthen their organization.	20
Textile Arts Guild of Richmond	\$ 2,800	\$ 2,900	\$ 2,730	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is to be commended for its philanthropic initiatives and for diversifying its revenue stream. They are encouraged to investigate new ways to broaden their membership.	22

## PROJECT ASSISTANCE

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Caravan Stage Society	N/A	\$ 5,000	\$ 2,500	<p>Project Assistance, at a modest level, is recommended for "Virtual Rogues Season Opening," created by this performance-based theatre company that recently relocated to Richmond. The organization is strongly encouraged to further develop their project plans, address event logistics and consider diversifying their revenue stream. It is also suggested that they seek out partnerships that could assist them in executing this highly ambitious event, which is scheduled to open over Canada Day weekend.</p> <p>This grant is contingent on the organization receiving approval from all relevant regulatory bodies, including the City of Richmond through the REACT process.</p>	24
Children's Theatre of Richmond Association	N/A	\$ 10,000*	\$ 0	Project Assistance is not recommended for "Alladin Jr." because it did not meet the eligibility requirements of the program.	26
Direct Theatre Collective Society	N/A	\$ 3,824	\$ 3,670	Project Assistance is recommended for this burgeoning Richmond theatre company to mount a theatrical production of "Hysteria." The organization is to be commended for their inclusive and accessible approach to audience development that includes subsidized tickets for youth, dynamic public engagement and multilingual surtitling.	28

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Haipai Painting and Calligraphy Society of Canada	N/A	\$ 4,596	\$ 0	Project Assistance is not recommended for the "Chinese Calligraphy event". It is recommended that the organization address its proposed budget with a projected deficit by securing other sources of funding. It is also recommended that the organization provide a more detailed outline of their proposed project plans and identify key stakeholders, themes and objectives of their event.	30
Philippine Cultural Arts Society of BC	N/A	\$ 5,000	\$ 4,000	Project Assistance is recommended for "Mabuhay 2020" a lively event that celebrates Filipino performing arts in Richmond. The society is commended for providing vital performance and volunteer opportunities for its dancers and for introducing youth to cultural dance and music that help them connect with their community. The Society is to be congratulated for improving administrative operations and is encouraged to consider raising their artist fees.	32
Richmond Art Gallery Association	\$ 5,000	\$ 5,000	\$ 4,700	Project Assistance is recommended for "RAG Artist Salon Series 2020," a project that engages local artists in practices that encourage community-building, networking and professional development. The society is to be commended for introducing a program that meets the demand of the local arts scene and exists outside of their everyday operations.	34
Somali Women Employment Society (also known as Somali Women Empowerment Society)	N/A	\$ 9,990*	\$ 0	Project Assistance is not recommended for "Africa Zone-Richmond World Festival," because the organization did not meet the eligibility requirements of the program.	36

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Steveston Historical Society	\$ 4,900	\$ 5,000	\$ 1,500	Project Assistance, at a modest level, is recommended to support "Steveston Alive! Walking Tour Vignettes," an immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The Society is instructed to direct this funding to the project elements that directly support local artists; specifically, the grant should support the theatre artist providing the workshop and the screenwriter and assistant screenwriter who will rework a portion of the script.	39
Tickle Me Pickle Theatre Sports Improv Society	\$ 2,900	\$ 5,000	\$ 4,700	Project Assistance is recommended for "TMP Improv Season," an entertaining theatrical program that engages youth, adults and families. The society is to be congratulated for growing their youth-focused initiatives and for providing access for young and emerging performing artists to explore new creative avenues.	41
Vancouver Cantonese Opera	\$ 5,000	\$ 5,000	\$ 4,700	Project Assistance is recommended for "The Bamboo Theatre," a local presentation of Chinese culture, that brings the unique traditional art form of Cantonese Opera to Chinese and non-Chinese audiences, at no cost. The society is to be commended for collaborating with a diverse range of artists and cultural groups and for contributing a significant portion of the budget to support local artists.	43

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Vancouver Tagore Society	\$ 4,900	\$ 5,000	\$ 4,660	Project Assistance is recommended for "West Coast Tagore Festival 2020," a unique multicultural festival that continues to draw large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for maintaining affordable event entry by-donation, and is encouraged to seek out sponsorships and other income streams to ensure future financial stability.	46
WS Multicultural Services Society	N/A	\$ 5,000	\$ 0	Project Assistance is not recommended for "Canada Multicultural Creative Works Festival," because the organization did not meet the eligibility requirements of the program.	49
<b>TOTALS</b>		<b>\$161,585</b>	<b>\$116,815</b>		

**Society: Canadian YC Chinese Orchestra Association**
**Society Mandate Summary:**

To promote Chinese music by performing to the public in the City of Richmond and the greater Vancouver area.

**Society History:**

Since inception, the association has had numerous performances by members in terms of main orchestra, smaller ensembles, as well as solo performances. Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Centre of City of Richmond. Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre (about 350 audiences capacity). The performance had a full house and as a result, another show was added (in about 6 months). Since 2013, we have been a partner of the Multicultural Heritage Festival held at each summer at the Richmond Cultural centre and our performance of "O Canada" with our own instruments was welcome by the audiences as well as Government officials. For the last 6 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, provide free performance for senior homes, local regional center, 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 May 2014, we have a joint concert "Ocean Home Town" with City of Richmond at the performing Hall of the Richmond Art Center. With Cultural Grants from the City of Richmond in the last six years, we have been able to produce large scale concerts at The Richmond Gateway Theatre. 2014 Ocean Home Town concert, 2015 Qiao's Grand Courtyard concert, 2016 Festival Gala and Multicultural Art Festival concert, 2017 Rising stars concert, 2018 Canada International Art Festival, 2019 Colors of Summer concert. In fact, the above concerts were huge success and we had full house of over 500 audiences each time. In 2019, all tickets were sold out 4 weeks before concert.

**GRANT REQUEST**
**Requested Amount:** \$10,000

**Society Operating Budget:** \$35,900

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$9,900	Operating Assistance
2018	\$6,450	Operating Assistance
2017	\$6,000	Operating Assistance

**FINANCIAL SUMMARY**
**Most Recently Completed Year**
**Proposed Year**

## Operating Assistance Application for 2020

Canadian YC Chinese Orchestra Association

Summary Page 2

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Total Revenue:	\$43,595	\$62,000
Total Expenses:	\$49,733	\$61,500
Surplus:	(\$6,138)	\$500
Accumulated Surplus:	(\$683)	\$1,000
Other Funders:		

### GRANT RECOMMENDATIONS

Recommended Amount: \$9,400

Aggregate Score: 43.8

Recommendation:

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music and for producing programs that contribute to building cultural harmony. They are to be applauded for continuing to sell out their local performances and for seeking out and securing new sources of funding. The society is encouraged to look at professional development opportunities that can help them build organizational capacity.

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

Sitting at the nexus of art, academia and community, Cinevolution decentralizes art while connecting people across cultural, political, geographic and linguistic boundaries in order to foster media literacy, stimulate critical discourse, and cultivate creativity.

**Society History:**

Founded in 2007 by a group of Pan Asian filmmakers, artists and community activists, Cinevolution Media Arts Society was and is the only media arts organization in Richmond. For the past decade, Cinevolution has acted as a leading voice for newcomer communities while promoting independent films, interdisciplinary artistic practice and critical discourse on migration and diversity. Recognized for excellence in programming, vision, and community impact, Cinevolution was twice among the finalists for the Richmond Arts Awards' Cultural Leadership category, received the Nova Star award from Volunteer Richmond in 2013 and was awarded the Richmond Arts Award for Artistic Innovation in 2012.

From 2007-2010, Cinevolution presented 3 editions of the Vancouver New Asia Film Festival (VNAFF), 2 editions of the DocuAsia Forum, over 30 community screenings, and Richmond's first youth film outreach program—the "Dream Project."

VNAFF rebranded as the Your Kontinent: International Film and Media Arts Festival (2011-2014), adopting a more international scope for film selection and introducing media art elements.

In 2015, Cinevolution broke from the traditional film festival model to channel resources into 2 signature programs, Digital Carnival and DocuAsia Forum.

Digital Carnival has been a part of the Richmond World Festival since 2016. Working with Guest Curator Wynne Palmer, we presented a 4-part program investigating the relationship between Nature and Technology through elemental themes (2016-2019). Encompassing a wide range of emerging and established media artists and art forms, the series has established experimental media arts as part of Richmond's public landscape.

Using documentary film as a platform, DocuAsia gathers artists, researchers, community organizers and the public for dialogue on current issues concerning contemporary Asia. Topics range from the rise of Christianity in modern day China (2009), resource extraction (2013), and global displacement (2017-2018).

**GRANT REQUEST**

**Requested Amount:** \$10,000

**Society Operating Budget:** \$165,182

**MOST RECENT PREVIOUS GRANT(S)**

# Operating Assistance Application for 2020

Cinevolution Media Arts Society

Summary Page 2

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$9,875	Operating Assistance
2017	\$9,500	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$165,182	\$160,495
Total Expenses:	\$160,288	\$160,495
Surplus:	\$4,894	\$1
Accumulated Surplus:	\$4,894	\$1
Other Funders:	BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000, Canadian Heritage \$36,900	

## GRANT RECOMMENDATIONS

Recommended Amount: \$9,550

Aggregate Score: 46.5

Recommendation:

Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and provocative programming at a range of popular events and pop-up locations across Richmond. As the society continues to grow, they are encouraged to continue to strategically plan for long-term growth and organizational sustainability.

**Society: Community Arts Council of Richmond**

**Society Mandate Summary:**

We assist in developing arts and culture in Richmond by providing citizens of all ages the opportunities to participate in, learn and benefit from the creative arts through exhibitions, performances, classes, workshops and special programs

**Society History:**

The CACR is a federally and provincially registered non-profit charity with a long and rich history in Richmond. The CACR was formed, when, prior to 1970, a group of like-minded people banded together through a united passion for growing, supporting and sustaining the arts community in the city. While the organization has evolved in direction and scope over the years, the original mandate has always been our guiding light.

The CACR is working board, actively and cooperatively involved in all the organization's projects. Together with its members, we strive to make a positive impact in Richmond, enriching the lives of many. Board members meet monthly to plan events and initiatives both independently and through partnerships with other local organizations that are in keeping with the current arts and culture sector. We also discuss ways to generate more interest and involvement in the CACR through membership, public attendance and volunteering.

**Past Highlights:**

-Raised major funds towards capital building projects like The Gateway Theatre and the Richmond Cultural Centre.

-Contributed to all art disciplines in Richmond in the form of grants and scholarships.

-Organized numerous classes and workshop and produced countless exhibitions and shows throughout the city.

-Provided gallery space for artist members to exhibit and sell their work .

**Current Highlights:**

- Produces exhibitions and performances, sometimes in partnership with other arts and culture organizations.

# Operating Assistance Application for 2020

Community Arts Council of Richmond

Summary Page 2

- Acts in an advisory capacity to support other arts organizations' ventures.
- Supports the promotion of Richmond artists (youth, emerging, professional) with quality programs and membership services.
- Supports programs for youth from various socio-economic backgrounds to explore their creative potential through visual and performing arts.
- Fosters community engagement in the arts by a variety of methods through free events, programs, exhibition and public awareness.

## GRANT REQUEST

Requested Amount: \$10,000  
Society Operating Budget: \$44,715

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$9,674	Operating Assistance
2018	\$9,300	Operating Assistance
2017	\$9,200	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$41,731	\$40,230
Total Expenses:	\$41,784	\$44,715
Surplus:	(\$53)	(\$4,485)
Accumulated Surplus:	\$103,019	\$98,534
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

## GRANT RECOMMENDATIONS

Recommended Amount: \$8,800  
Aggregate Score: 39.3

Recommendation: Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The society is commended for developing new partnerships and pursuing new outreach and mentorship opportunities in the community. The organization is strongly encouraged to address the self-identified

challenges of maintaining relevancy, recruiting audiences and low membership. It is recommended that the society continue to develop recently introduced initiatives and partnerships to help increase their reach and impact.

**Society: Richmond Arts Coalition**
**Society Mandate Summary:**

We are a voice for artists and the arts in Richmond. We promote, support, and advocate for the Arts in all their various forms within Richmond, BC.

**Society History:**

In 2004, Richmond Arts Coalition (RAC) was formed as a direct result of the City developing a formal plan to strengthen its arts community. In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists, arts organizations together; leading in advocacy of local communities in arts & culture. RAC continues to partner with the City on its annual Arts Awards and three Art Symposiums, and has facilitated substantial grants to hiring artists during annual Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards. In 2013, RAC assisted in a public outreach project, gathering surveys on issues in Richmond. This project, which included gathering numerous ideas in promoting closer connections between Arts and Business, was shared with the City. In 2015 & 2017, RAC hosted ArtRich at the Richmond Art Gallery, bringing more than 1600 visitors to the Gallery, and the event will be reprised later in 2019. RAC also promotes weekly "member feature" on its website through social media, and compiles a monthly Arts Events newsletter for publication in local papers, distribution to Tourism Richmond, and to local interested artists. The events are listed on RAC's website, shared via social media, and emailed to 470+ subscribers. RAC hired an Admin Assistant in 2016 and an Executive Director in 2017. In 2018, new Board Members joined RAC, bringing diversity and vibrancy, and the two employee roles were merged. In 2018, RAC partnered with Tourism Richmond to rebuild & refresh RAC's website. Since formation, RAC representatives have regularly attended meetings at City Hall to engage with staff and speak on issues relating to art. RAC actively reaches out to other community groups, promoting the importance of arts for a healthier Richmond.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$71,400</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$9,400	Operating Assistance
2017	\$9,200	Operating Assistance

**FINANCIAL SUMMARY**
**Most Recently Completed Year**
**Proposed Year**

## Operating Assistance Application for 2020

Richmond Arts Coalition

Summary Page 2

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Total Revenue:	\$62,536.96	\$88,720
Total Expenses:	\$66,502.73	\$88,720
Surplus:	(\$3,965.77)	\$1
Accumulated Surplus:	\$8,160.85	\$8,160.85
Other Funders:		

### GRANT RECOMMENDATIONS

Recommended Amount: \$9,400

Aggregate Score: 44.3

Recommendation:

Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The society is to be congratulated for their ongoing communication initiatives and program offerings that promote and support local artists. The society is encouraged to continue to proactively build community partnerships and represent the voices of local artists.

**Society: Richmond Community Band Society**
**Society Mandate Summary:**

To provide Richmond - focused musical concerts for the public,

Promote music in local schools via joint concerts and; Provide an outlet for the musical aspirations of our members, many of whom are returning to an instrument after years or even decades of not playing. .

**Society History:**

Richmond's Branch 5 of the Royal Canadian Legion created the band in 1973 and fully supported it until 1976 when it became independent of the Legion and was incorporated as The J.S. Thompson Band Society. In 1996 it was renamed The Lulu Island Music Society and in 2003 the Richmond Community Band Society. Throughout these name changes the band retained the same musical focus. Rehearsals are 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 provide a varied series of musical events by improving the skills of our members at rehearsals, most of whom are seniors resident in Richmond. Past performances have included Nov 11 ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 32 consecutive years) ticketed fund raising 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 1995 we were invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. In 1989 the band toured England and Scotland.

**GRANT REQUEST**

**Requested Amount:** \$3,775

**Society Operating Budget:** \$26,652.25

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$3,575	Operating Assistance
2017	\$2,704	Operating Assistance
2016	\$2,900	Operating Assistance

**FINANCIAL SUMMARY**

**Most Recently Completed Year**

**Proposed Year**

## Operating Assistance Application for 2020

Richmond Community Band Society

Summary Page 2

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Total Revenue:	\$10,301.92	\$13,675
Total Expenses:	\$16,350.33	\$14,050
Surplus:	(\$6,043.41)	(\$375)
Accumulated Surplus:	(\$6,043.41)	(\$375)
Other Funders:		

### GRANT RECOMMENDATIONS

Recommended Amount: \$3,500

Aggregate Score: 41.3

Recommendation:

Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their ongoing presence at public events and they are encouraged to focus on strengthening their organizational capacity to help maintain their membership in the future.

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

To make exemplary contributions to the rich cultural scene of Richmond through a diverse yearly program of concerts and through leadership in music education for musicians of all ages.

**Society History:**

In 1986 George Austin and a group of like-minded musicians decided that it was time for Richmond to have its own orchestra and chorus and so the Richmond Orchestra and Chorus Association was formed. 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 rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994-present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Tate's "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the Richmond Hospital Foundation's 15th Starlight Gala (2013).

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$9,500</b>
<b>Society Operating Budget:</b>	<b>\$133,900</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$9,500	Operating Assistance
2018	\$9,200	Operating Assistance
2017	\$9,200	Operating Assistance

**FINANCIAL SUMMARY**
**Most Recently Completed Year**
**Proposed Year**

## Operating Assistance Application for 2020

Richmond Community Orchestra and

Summary Page 2

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Total Revenue:	\$123,910	\$133,700
Total Expenses:	\$126,683	\$133,700
Surplus:	(\$2,773)	\$20,000
Accumulated Surplus:	\$83,270	\$20,000
Other Funders:	BC Gaming \$25,000	

### GRANT RECOMMENDATIONS

Recommended Amount: \$8,400

Aggregate Score: 38.8

Recommendation:

Operating Assistance is recommended for this well-established organization that engages a range of choral and orchestral musicians and provides local youth with exposure to classical music. The society is strongly encouraged to address their financial surplus and consider investing further in marketing and communications initiatives.

**Society: Richmond Delta Youth Orchestra**
**Society Mandate Summary:**

The RDYO provides quality orchestral training to youth between the ages of 8 and 25.

**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 were residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has nearly doubled. The Orchestra currently includes 150 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2019) at the Richmond World Festival, Culture Days, the Richmond Cultural Centre, Richmond Public Library, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

**GRANT REQUEST**
**Requested Amount:** \$10,000

**Society Operating Budget:** \$152,664.51

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$9,875	Operating Assistance
2018	\$9,875	Operating Assistance
2017	\$9,500	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$153,052.5	\$166,255
<b>Total Expenses:</b>	\$152,664.51	\$166,245
<b>Surplus:</b>	\$387.99	\$10
<b>Accumulated Surplus:</b>	\$35,368.34	\$35,378.34

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,400

**Aggregate Score:** 43.5

**Recommendation:**

Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for securing support from new funding sources. They are encouraged to continue to focus on capacity building.

**Society: Richmond Music School Society**
**Society Mandate Summary:**

To promote music excellence and to foster interest and participation in music at the highest quality of music education.

**Society History:**

The Richmond Music School Society has been a committed contributor to the cultural life of Richmond since it was established in 1979. As we enter our 40th anniversary season, we remain as committed as ever to a high standard of professional criteria with a focus on the accessibility of quality music education to all sectors of Metro Vancouver.

As a founding member of the BC Association of Community Music Schools, the Richmond Music School must adhere to a high standard of professional criteria to which commercial schools are not bound. Our focus is on the accessibility of music education to all sectors of the Richmond community with an emphasis on program excellence and community work.

As part of our commitment to the community, we can often be seen performing at events such as Culture Days, Aberdeen Centre, Lansdowne Mall, in addition to the free concerts that we house at the School. Our students also perform monthly recitals for different senior care facilities in Richmond, bringing the gift of music to those often isolated from the performing arts.

Between the cost of instrument purchases, equipment rentals, sheet music, lesson fees and program fees; music lessons can be a luxury that not everyone can afford. The Richmond Music School is bridging this gap by ensuring equity of access to quality music education through its various outreach programs, bursaries, scholarships and affordable lesson fees.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$401,270</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$9,200	Operating Assistance
2017	\$9,000	Operating Assistance

# Operating Assistance Application for 2020

Richmond Music School Society

Summary Page 2

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$411,098	\$401,270
Total Expenses:	\$398,530	\$401,270
Surplus:	\$12,568	\$1
Accumulated Surplus:	\$1,094	\$1
Other Funders:	Outreach Violin Program \$44,290	

## GRANT RECOMMENDATIONS

Recommended Amount: \$9,300

Aggregate Score: 42.8

Recommendation:

Operating Assistance is recommended for this long- established school that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be congratulated for their focus on equity and inclusion by providing subsidies and scholarships to young students. The organization is encouraged to focus on capacity building and fundraising to help them manage their self-identified space and growth concerns.

**Society: Richmond Potters' Club**
**Society Mandate Summary:**

Providing education in the form of workshops and classes. Encourage mentoring. Demonstrate skills and techniques of pottery making to the public. Engage and support our local community.

**Society History:**

Formed in 1969 the RPC has, as volunteers, organized, administered &amp; provided adult ceramic art classes to the Richmond public. RPC is open to the public to join. The RPC offers workshops/demonstrations, provides in-house education in clay arts, meets monthly, updates members of shows, exhibition &amp; workshop opportunities, holds two 3 day sales per year, maintains a website &amp; social media account, and has been a long time supporter &amp; participant in City community events providing demonstrations &amp; displays. The RPC shares the studio with the City's children program. RPC currently owns about \$40,000 worth of equipment &amp; materials. Members have studio access on average of about 27.2 hours/week throughout the year to create &amp; do the many jobs needed to keep the Club &amp; studio operating. We welcome the public into the studio, answer their queries &amp; share our joy gained thru a creative process. We support the children's classes, offered by the City of Richmond, working collaboratively with the instructors to ensure the studio is well kept &amp; safe and the groups work in harmony. Our well attended 2 yearly sales include the Richmond Spinners &amp; Weavers Guild. Sales give us a chance to "talk pots" with the public, exposing them to art, and giving them an opportunity to shop locally &amp; support local artists. The Club generously supports local non-profit organizations with donations or outreach. For many years, the RPC has been a very dedicated participant &amp; supporter of the City of Richmond events (Doors Open, Culture Days, &amp; the Maritime Festival) by providing displays &amp; demonstrations and engaging with the public. The Club has provided opportunities to enhance artist creativity &amp; education with classes, workshops &amp; demonstrations. As part of the artistic community, the RPC hopes to convey to and share with the public its passion for clay work, the delight in creating beautiful pieces, &amp; the value of art.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$7,000</b>
<b>Society Operating Budget:</b>	<b>\$57,200</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$6,500	Operating Assistance
2018	\$6,000	Operating Assistance
2017	\$5,900	Operating Assistance

**FINANCIAL SUMMARY**
**Most Recently Completed Year**
**Proposed Year**

## Operating Assistance Application for 2020

Richmond Potters' Club

Summary Page 2

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Total Revenue:	\$58,640	\$59,000
Total Expenses:	\$50,068	\$59,000
Surplus:	\$8,572	\$0.01
Accumulated Surplus:	\$8,572	\$0.01
Other Funders:		

### GRANT RECOMMENDATIONS

Recommended Amount: \$6,500

Aggregate Score: 42

Recommendation:

Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for expanding their philanthropic activities, including their new partnership with Nova Transition House. The society is encouraged to diversify their revenue stream and fundraising efforts and to consider developing a strategic plan that can help guide them as they prepare for a revised operational and programming model in collaboration with the Arts Centre in 2021.

**Society: Richmond Singers**

**Society Mandate Summary:**

As the longest standing community choir in Richmond our purpose is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

**Society History:**

In 1971 our founder Pam Hiensch placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet and a group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and our name was changed to The Richmond Singers. We now have 55 active members and 3 associates who have provided a choral presence in the community for over 46 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston and Natasha Neufeld who is in her 15th season with us. Our members range in age from 20s – 70 + and come from across Canada and the world with varied backgrounds and talents. The choir produces two to three major concerts per season, often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our concerts and are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 18-member Richmond Singers Ensemble is celebrating their 30th anniversary this year and "sing out" at over 40 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 very involved with our community and, by giving benefit concerts, have helped to raise funds for other organizations such as the Richmond Hospice Society, Canadian Cancer Foundation, Tim Horton's Kids Camps and Music Heals. We were very fortunate to be invited to represent BC at the July 1, 2003 "UNISONG" celebrations in Ottawa. In 2009, the Richmond Singers were proud to represent BC at Festival 500 in St John's, Newfoundland. In 2016 we joined 1000 singers from around the world in Powell River to sing at the Kathaumixw International Choral Festival. In April 2019 senior members attended BCCF Seniors' Chorfest.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$62,725</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$7,450	Operating Assistance
2017	\$7,000	Operating Assistance

**FINANCIAL SUMMARY**

## Operating Assistance Application for 2020

Richmond Singers

Summary Page 2

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### Most Recently Completed Year

### Proposed Year

Total Revenue: \$62,381.92

\$62,925

Total Expenses: \$63,043.59

\$62,925

Surplus: \$2,338.33

(\$1,100)

Accumulated Surplus: \$1

\$1

Other Funders:

### GRANT RECOMMENDATIONS

Recommended Amount: \$9,405

Aggregate Score: 45

Recommendation:

Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue a variety of fundraising initiatives and for participating in a range of community events. They are encouraged to focus on professional development initiatives, such as administration and fund development that will help strengthen their organization.

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

1) Advancing textile arts creation by TAGOR members, 2) Creating items requested by community partners, 3) Maintaining an environment that provides artistic development and social support to TAGOR members.

**Society History:**

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993. TAGOR hosted exhibitions 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. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. In 2016 TAGOR added Habitat for Humanity as a community partner and created 12 quilts for the families moving into their Richmond Project houses in 2019. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public. In 2018 the TAGOR website was totally re-designed including online registration for workshops. Also that year, TAGOR's Constitution and By-Laws were updated to comply with the BC Societies Act. In 2019, TAGOR was a finalist in the Richmond Arts Award Volunteer Category and was recently presented with an acknowledgement plaque from Richmond Lion's Manor for its generous, long term donation of quilts to that facility.

**GRANT REQUEST**

**Requested Amount:** \$2,900

**Society Operating Budget:** \$14,641.1

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$2,800	Operating Assistance
2018	\$2,750	Operating Assistance
2017	\$2,750	Operating Assistance

**FINANCIAL SUMMARY**

# Operating Assistance Application for 2020

Textile Arts Guild of Richmond

Summary Page 2

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## Most Recently Completed Year

## Proposed Year

Total Revenue: \$11,868.02

\$9,400

Total Expenses: \$11,868.02

\$9,400

Surplus: \$0.01

\$0.01

Accumulated Surplus: \$2,773.08

\$3,500

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$2,730

Aggregate Score: 43.8

Recommendation:

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is to be commended for its philanthropic initiatives and for diversifying its revenue stream. They are encouraged to investigate new ways to broaden their membership.

**Society: CARAVAN STAGE SOCIETY****Project Name: Virtual Rogues Season Opening in Richmond****Dates: July 1-5, 2019****Project Summary:**

The Caravan will be launching our 2020 season -- and our World Premiere of our production newest production VIRTUAL ROGUES -- in the city of Richmond. We have a site secured at Shelter Island Marina to mount the production for a run of 5 days from July 1 to July 5, 2020. This World Premiere event is a show celebrating the Caravan Stage Company's 50th year of producing, creating, and touring original theatrical productions (all under the continuous artistic management of founders and directors, Paul Kirby & Adriana Nans Kelder) ...and bringing these shows to audiences in very unique venues.

**Society Mission/Mandate:**

The Caravan Stage is a Canadian non-profit touring theatre company, founded in BC in 1970. The Caravan creates and tours original contemporary theatre works on the themes of environmental degradation, social equality, and human rights. The Caravan tours these works to audiences in an unusual mode ... from 1970 to 1993 with large wagons pulled from town to town by Clydesdale horses and performing in a large tensile tent ... from 1994 to the present, in a custom-built 90ft Tallship with the audience sitting on the shore watching the shows presented on the decks and up in the rigging of the Caravan ship, the Amara Zee ("The Heart of the Sea Goddess").

The Caravan created these culturally evocative venues in order to entice and attract a non-traditional popular audience to contemporary Canadian theatre. This, in turn, allows the Caravan to create and perform experimental productions with a content that resonates with the dreams and concerns of peoples from a diverse range of social and economic backgrounds. The Caravan shows embrace the contemporary ethos of current times: environmental degradation & climate change, gender conflicts, digital surveillance techno culture, annihilation of indigenous peoples, exploitation of racism and the loss of mystery, magic, and mythology.

**Society History:**

Initially, from 1970 to 1997, the Caravan toured in five large colourful circus style wagons pulled by teams of Clydesdale horses, staging the shows in a unique Tensile Tent that seated 800 patrons. The Caravan World's Only Horse Drawn theatre toured throughout BC, Alberta, & Ontario as well as in the US: WA, OR, CA, NY, & FL. Then in 1993, the Caravan decided to "switch horses in mid-stream" to a Tall Ship Showboat. The Caravan's new touring venue, the Amara Zee, a 90ft Tall Ship built by the Caravan artists and technicians, was launched in 1997 and began voyaging over the Seven Seas. From 1997 to 2018, the Caravan travelled to cities up and down the East Coast of North America, the Great Lakes and the Gulf of Mexico, plus touring for nine years in Europe, the Balkans, and the Mediterranean performing in over 20 countries with its multi-lingual, multi-artistic disciplinary creations. In 2017, the Caravan was invited to "Come Home", and returned to its Home-waters, the Salish Sea, after we were invited to perform our new show, Nomadic Tempest, in Vancouver and Victoria for the Canada 150 celebration.

After 25 years from the commencement of construction, and touring over 70,000 nautical miles, performing in 22 countries, and voyaging in six of the Earth's seven seas, it became time to put the Amara Zee in a boatyard to do a re-fit and re-equip of this unique venue. The Caravan was offered a dry-dock sponsorship by the Shelter Island Marina & Boatyard in Richmond BC, and has been undergoing this re-fit since October 2018. Following the re-fit, the Caravan will stay in Richmond with a 10 year lease for the Amara Zee to call Shelter Island home. As such, the Amara Zee (and the Caravan) are now permanent residents of Richmond. We are launching our 2020 season here at Shelter Island, as a thank you to the community for hosting and supporting our re-fit of the ship and our continued presence in the community.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$5,000</b>
<b>Project Budget:</b>	<b>\$48,125</b>
<b>Society Operating Budget:</b>	<b>\$265,690</b>

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
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**FINANCIAL SUMMARY**

<u><b>Most Recently Completed Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	<b>\$263,045</b>
<b>Total Expenses:</b>	<b>\$265,690</b>
<b>Surplus:</b>	<b>\$0.01</b>
<b>Accumulated Surplus:</b>	<b>(\$364,182)</b>

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$2,500

**Aggregate Score:** 31.2

**Recommendation:**

Project Assistance, at a modest level, is recommended for "Virtual Rogues Season Opening," created by this performance-based theatre company that recently relocated to Richmond. The organization is strongly encouraged to further develop their project plans, address event logistics and consider diversifying their revenue stream. It is also suggested that they seek out partnerships that could assist them in executing this highly ambitious event, which is scheduled to open over Canada Day weekend.

**Society:** Children's Theatre of Richmond Association**Project Name:** CTORA Presents: Aladdin Jr.**Dates:** November 25-29**Project Summary:**

We will be producing the children's theatre show Aladdin Jr. in November 25-29 at the Massey Theatre. The production will include a full cast of children, with professional theatre trainers, and a large quantity of volunteers. The goal of this project is to provide a professional theatre experience for young actors who are pursuing a career in this, giving them the opportunity to showcase their skills and learn the ropes of the industry.

**Society Mission/Mandate:**

The Children's Theatre of Richmond Association strives to provide all-inclusive performance theatre opportunities for young professionals and children, and inspire the next generation of artists to pursue creative careers.

At CTORA we put dreams first. We want to create a safe and fun environment for children to grow and pursue their love for theatre, with the help of experienced industry professionals. We go through rigorous screening to accept the children who are most passionate, and children in whom we see a desire to advance their skills and a genuine love for the arts.

Our purpose as a non profit organization is to provide professionally produced musicals for youth performers who are pursuing their dreams to be musical actors and actresses. As a child with an interest in professional musical theatre, the options to perform and grow as an artist in Vancouver are limited. Most professionally produced shows only require 1-2 children to be casted despite the hundreds of children that audition for the roles. The Children's Theatre of Richmond creates productions where children and young teens are the focus, providing them with plenty of opportunities to grow as musical actors and actresses, fostered by industry professionals from all over Canada.

**Society History:**

Founded in 2017 by two young mothers, CTORA was created to realize the dreams of their children who wanted to become musical theatre performers but was faced with limited options. The Greater Vancouver area did not offer professional productions or training for children and young teens nor did it offer many professional stage performance opportunities. Lily Yuan and Janet Wang decided to take it upon themselves to start an organization to create junior productions where it would also double as a professional training program for the kids who had a passion for the art. With their own savings, the duo bought the rights to Disney's Aladdin Jr. and began auditions to create their first production ever. Aladdin Jr. was well received by young and old alike, and messages came in asking them to create more shows. Since then, CTORA has

# Project Assistance Application for 2020

Children's Theatre of Richmond Association

Summary Page 2

since produced six shows with 210 children casted out of the 1500 children that came to audition.

Disney's Aladdin Jr (2017)

Disney's The Little Mermaid (2018)

Disney's Beauty and the Beast Jr (2018)

Rodgers and Hammerstein's Cinderella (2019)

Disney's The Lion King (2019)

Disney's Peter Pan Jr. (In production, to play on Nov. 29- Dec. 7 2019)

## GRANT REQUEST

Requested Amount:	\$10,000
Project Budget:	\$325,750
Society Operating Budget:	\$340,750

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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## FINANCIAL SUMMARY

### Most Recently Completed Year

Total Revenue:	\$193,378.46
Total Expenses:	\$162,150
Surplus:	(\$31,228.46)
Accumulated Surplus:	(\$31,228.46)

### Proposed Year

\$302,000
\$340,000
(\$38,000)
(\$38,000)

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$0

Aggregate Score: 14

Recommendation:

Project Assistance is not recommended for "Alladin Jr." because it did not meet the eligibility requirements of the program.

**Society:** Direct Theatre Collective Society**Project Name:** Hysteria**Dates:** Summer/Fall 2020**Project Summary:**

Direct Theatre Collective will produce a new version of it's award-winning seminal show Hysteria, with a sharp focus on engaging the rich cultural diversity of Richmond. Particularly with regards to engaging the youth sector who so vitally effect (and are affected by) the future of the themes explored within the production (Consent/Technology/Privacy/Sexual Politics and Gender Politics).

**Society Mission/Mandate:**

Direct Theatre Collective Society is a not-for-profit organization committed to producing original new work through devising and collaborative exploration; recognizing art as a vehicle for social and societal change; representing marginalized communities and using theatre as a device to evoke and provoke.

In order to carry out this mandate the Society will:

- a. Strive to provide opportunities to collaborators/participants of all races, ages and gender identities,
- b. Focus on producing new artistic works or presenting established works in revised ways,
- c. Provide honorariums for all artistic and technical contributions.

**Society History:**

The society was created and founded by Richmond Artist - Jill Raymond, and the home of Direct Theatre Collective is in the new Artists Village in Capstan/North Richmond.

The society has successfully produced it's flagship production Hysteria after further development from it's routes as a Vancouver Fringe show (before the society was established). Direct Theatre Collective is a progressive new company making strides and has plans to bring more diverse performance programming to Richmond. Direct Theatre Collective is also committed to building the artistic community in Richmond and bringing together multi-disciplines to create its work. Through this project and future projects, Direct Theatre Collective is committed to placing itself boldly within the new burgeoning artistic scene in Richmond; connecting with cultural, artistic and educational leaders and bringing important new work to audiences in the City and throughout the Lower Mainland.

# Project Assistance Application for 2020

Direct Theatre Collective Society

Summary Page 2

## GRANT REQUEST

Requested Amount:	\$3,824
Project Budget:	\$9,349
Society Operating Budget:	\$730

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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## FINANCIAL SUMMARY

### Most Recently Completed Year

Total Revenue:	\$7,854.71
Total Expenses:	\$6,874.08
Surplus:	\$980.63
Accumulated Surplus:	\$980.63

### Proposed Year

\$1,350
\$730
\$620
\$1,600.63

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$3,670

Aggregate Score: 46.5

Recommendation:

Project Assistance is recommended for this burgeoning Richmond theatre company to mount a theatrical production of "Hysteria." The organization is to be commended for their inclusive and accessible approach to audience development that includes subsidized tickets for youth, dynamic public engagement and multilingual surtitling.

**Society:** HAIPAI PAINTING AND CALLIGRAPHY SOCIETY OF

**Project Name:** Chinese Calligraphy event

**Dates:** May 2020

**Project Summary:**

a presentation of Chinese history and arts

**Society Mission/Mandate:**

To promote the Chinese arts of painting and calligraphy in Canada

**Society History:**

The society was founded in 2009 and moved from north Burnaby to Richmond in 2010. Since then, it has been put on demonstrations and workshops, first Sunday of every month over the last several years at Richmond library. It held Chinese Calligraphy event successfully two years in a row. It has also brought several professional artists and calligraphists from China for the purpose of cultural exchange on a yearly basis.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$4,596.25
<b>Project Budget:</b>	\$9,192.5
<b>Society Operating Budget:</b>	\$9,268.5

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
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**FINANCIAL SUMMARY**

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$800	\$4,596.25
<b>Total Expenses:</b>	\$1,405.43	\$9,268.5
<b>Surplus:</b>	(\$605.43)	(\$4,672.25)
<b>Accumulated Surplus:</b>	(\$605.43)	(\$4,941.18)

**Other Funders:**
**GRANT RECOMMENDATIONS**
**Recommended Amount:** \$0

**Aggregate Score:** 16

**Recommendation:** Project Assistance is not recommended for the "Chinese Calligraphy event". It is recommended that the organization address its proposed

## Project Assistance Application for 2020

HAIPAI PAINTING AND CALLIGRAPHY SOCIETY OF

Summary Page 2

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<p>budget with a projected deficit by securing other sources of funding. It is also recommended that the organization provide a more detailed outline of their proposed project plans and identify key stakeholders, themes and objectives of their event.</p>
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**Society:** Philippine Cultural Arts Society of BC**Project Name:** Mabuhay 2020**Dates:** May 3rd 2020**Project Summary:**

Our show "Mabuhay 2020", will mark PhilCAS' 20th year anniversary with a cast including alumni and current members alike to present a collection of Filipino traditions and celebrations. We will be presenting this mosaic of dance and music at Gateway Theatre on May 3rd, 2020. In preparation for this event, we encourage members and new participants to learn traditional dance and music through workshops, practices, and performances. We invite residents of Richmond and the lower mainland to celebrate PhilCAS' 20 years of enriching the community with the history and art of the Philippines.

**Society Mission/Mandate:**

- To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those 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:**

onette and Nes Gatus envisioned a niche for Filipino-Canadian youth that would give them the opportunity to discover their heritage through dance and music. In the year 2000, the couple shared with the local Richmond community the beauty of Filipino culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of British Columbia (PhilCAS of BC). The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette and Nes' house, to practice traditional Filipino folk dances. Tonette's pride in traditional folk dance that she had learned from the Philippines reverberated through her pupils and has since then been a source of pride. Her dancers were constantly motivated and inspired each time they were invited to perform at theatres, multicultural festivals, and private events. Over the years, PhilCAS has grown in the age and number of volunteer members. This is due to the passion and commitment of Tonette and Nes in providing Filipino youth the opportunity to learn their heritage. The society is larger than ever each sharing in the pride and passion that Tonette, Nes, and the rest of the rising leaders within the PhilCAS community continue to exhibit today. Today, both youth and adults make up the Board of Directors, but PhilCAS' success 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 2020

Philippine Cultural Arts Society of BC

Summary Page 2

## GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$16,665
Society Operating Budget:	\$21,165

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$3,700	Project Assistance
2017	\$2,100	Project Assistance
2016	\$4,447	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$19,034.69	\$21,165
Total Expenses:	\$11,875.68	\$21,165
Surplus:	\$7,159.01	\$0.01
Accumulated Surplus:	\$10,287.76	\$10,287.76

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$4,000

Aggregate Score: 37.8

Recommendation:

Project Assistance is recommended for "Mabuhay 2020" a lively event that celebrates Filipino performing arts in Richmond. The society is commended for providing vital performance and volunteer opportunities for its dancers and for introducing youth to cultural dance and music that help them connect with their community. The Society is to be congratulated for improving administrative operations and is encouraged to consider raising their artist fees.

**Society: Richmond Art Gallery Association****Project Name: RAG Artist Salon series 2020****Dates: February - December 2020 (1 date per month, Dates TBC)****Project Summary:**

RAGA proposes to continue our support of Richmond artists. We seek funding towards Artist Salon, a professionalizing social group and series of workshops for local artists. Hosted monthly at the Gallery, we invite guest art professionals to host workshops that foster connections among our community's diverse range of artists. This program was very successful in past years, and we have had many requests from local artists to revive the program. Next year we aim to renew the program with a combination of professional development and social events for local artists.

**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 and free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, artist talks and tours, and artist workshops. A corps of docents offer Richmond Art Gallery Association tours in English, Cantonese and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Art Program is led

by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery 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 Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

**GRANT REQUEST**

# Project Assistance Application for 2020

Richmond Art Gallery Association

Summary Page 2

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Requested Amount:	\$5,000
Project Budget:	\$10,000
Society Operating Budget:	\$243,144.65

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$5,000	Project Assistance
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$218,501	\$243,144.65
Total Expenses:	\$213,855	\$242,295
Surplus:	\$4,646	\$242,295
Accumulated Surplus:	\$4,646	\$849.65

Other Funders: Metro Vancouver \$5,000

## GRANT RECOMMENDATIONS

Recommended Amount: \$4,700

Aggregate Score: 43.5

Recommendation:

Project Assistance is recommended for "RAG Artist Salon Series 2020," a project that engages local artists in practices that encourage community-building, networking and professional development. The society is to be commended for introducing a program that meets the demand of the local arts scene and exists outside of their everyday operations.

**Society: Somali Women Employment Society****Project Name: Africa Zone- Richmond World Festival****Dates: August 28 2020****Project Summary:**

Three-day Free event, involving communities from different background and origins, including them in planning, organizing and running of the Richmond World Fest- at Africa Zone '20

The first day starts with educational piece through a dialogue, followed with cultural activities, that will include the Traditional dance/Fashion show, performances, Poets, Acrobatic, exhibition etc. Our objective is to create cultural Awareness and celebrate our cultures, be aware and gain understanding, a realistic event with beneficial impacts presented through Arts, Culture and education - (Dialogue).

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

Focuses on minority groups, especially those of People of African Descent (Somali Seniors/Children and Youth) community and their families to fully integrate into Canada successfully. A non-for-profit organization that assist Women/girls and members of their families to learn and develop the use of English language, gain employment related skills/tools, cultural understanding, inclusive and be encouraged to participate in events as successful Canadians.

**Mandate**

Our organization was established as a Society with the mandate to oversee that, All women, girls in our communities are respected, protected, heard, supported, and empowered, that is what SWES stands for. We partner with other like-minded agencies, Societies, groups and or individuals for the flowing:

- We promote educational, and cultural programs,  
protect, advocate and help prevent domestic  
violence, abuse and neglect among our

women/girls

- Run a Food Bank with Halal items, as most elders

**Society History:**

The role of Somali women Empowerment Society is to:

1. Establish and operate a community Resource Center  
  
that will act as a resource center, offering different  
  
activities/programs that benefit the people of  
  
Richmond as a whole.
2. To increase providing educational, counseling, other  
  
support services to immigrants and refugees,  
  
including language conversation, employment  
  
training skills/tools, resumes writing, job search,  
  
interviews preparations, translation, information  
  
dissemination other cultural activities etc.
3. Operate weekly Food bank to help the Somali and  
  
other women from the continent of Africa, who are  
  
experiencing language challenges/barriers, as well  
  
as those living under poverty index line, to be able  
  
to be assisted by the Halal Food. The word "halal"

## Project Assistance Application for 2020

somali women employment society

Summary Page 3

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Requested Amount:	\$9,990
Project Budget:	\$48,301
Society Operating Budget:	\$130,000

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>	<u>Proposed Year</u>	
Total Revenue:	\$38,000	\$130,000
Total Expenses:	\$38,000	\$90,000
Surplus:	\$50,000	\$130,000
Accumulated Surplus:	\$50,000	\$50,000

Other Funders:

### GRANT RECOMMENDATIONS

Recommended Amount: \$0

Aggregate Score: 0

Recommendation: Project Assistance is not recommended for "Africa Zone" Richmond World Festival," because the organization did not meet the eligibility requirements of the program.

**Society:** Steveston Historical Society**Project Name:** Steveston Alive! Walking Tour Vignettes**Dates:** January - August 2020 (performances occur in summer 2020)**Project Summary:**

Walking Tour Vignettes launched in summer 2017 as a Canada 150 and Richmond 150 project, and was repeated in 2018 & 2019. Costumed secondary school drama students performed five short plays (set in 1917) along a guided walking tour of Steveston village. The tours were extremely well received by our audiences, and were fully booked in our final month of 2017 production. For our student actors this was extremely encouraging as this was their first time being involved in arts and heritage programming in their community. In 2020, we plan to continue partnering with Steveston-London Secondary.

**Society Mission/Mandate:**

The Steveston Historical Society (SHS) has been in place since 1976 to preserve and promote the history of Steveston, British Columbia.

**Society History:**

The Steveston Historical Society's Board of Directors is made up completely of volunteers who work on events, programs, and community engagement pieces that help to inform Steveston residents and visitors about its heritage.

Historically, the Society was responsible for restoring and establishing the Steveston Museum building, which was built in 1905 as Richmond's first bank. This included collecting artefacts, photographs, and documents and creating exhibits. In 1979, the building opened as "The Steveston Museum and Post Office" and became the informational hub for the village. The Society also participated in the preservation of historic sites, buildings and other museum sites in the area, namely the Gulf of Georgia Cannery.

Today, the SHS works in partnership with the City of Richmond to run the Steveston Museum. The Japanese Fishermen's Benevolent Society (JFBS) building moved to the site on Moncton Street in 2010 and officially opened in 2015. This extension features interpretation about the Japanese Canadian experience in the village from the time of their arrival in Steveston to the time of internment.

Recent projects include:

- Nikkei Stories of Steveston: a 10-part documentary series that pays tribute to the strengths and

# Project Assistance Application for 2020

Steveston Historical Society

Summary Page 2

successes of Japanese Canadian pioneers and their descendants. These videos can be viewed in the JFBS building or online at [www.nikkeistories.com/#videos](http://www.nikkeistories.com/#videos)

- The Fisherman's Park Mural: a 12-panel mural series celebrating Steveston's connection to the fishing industry.

- Walking Tour Vignettes: a five part theatrical performance along a walking tour of Steveston. Participants were taken back in time to the year 1917 where they saw drama students from Hugh McRoberts Secondary School perform stories of Steveston's shared triumphs and tragedies.

## GRANT REQUEST

Requested Amount: \$5,000

Project Budget: \$17,577.34

Society Operating Budget: \$35,000

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$4,900	Project Assistance
2018	\$2,900	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$75,379.91	\$35,170
Total Expenses:	\$86,074.89	\$34,647.69
Surplus:	(\$10,694.98)	\$500
Accumulated Surplus:	\$18,566.02	\$19,000

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$1,500

Aggregate Score: 29.8

Recommendation:

Project Assistance, at a modest level, is recommended to support "Steveston Alive! Walking Tour Vignettes," an immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling.

**Society:** Tickle Me Pickle Theatre Sports Improv Society**Project Name:** TMP Improv Season**Dates:** July 2020-June 2021**Project Summary:**

We wish to continue to provide Richmond with improv shows, improv workshops in school classes and groups, and improv team/club mentoring in schools for the 2020-2021 season. The TMP season includes regular skill and team development practices, professional development for our performing artists, the delivery of workshops throughout the Richmond community, several community shows coordinated by TMP, including the annual fundraising event entitled Laughter Is The Best Medicine.

**Society Mission/Mandate:**

Tickle Me Pickle (TMP) is dedicated to providing family-friendly improv comedy to Richmond residents. We value improv as an art form that is both entertaining to audiences and enriching to participants. The purpose of our society as outlined in our constitution is as follows: a) Present theatre shows, particularly improv based, for the community at-large b) Promote the art of improv based theatre to the community at-large c) Provide theatre, leadership and team building education for seniors, adults, youth and children d) Create events for community organizations in need.

**Society History:**

TMP officially became a not for profit society in 2013, but its roots go back much further. Tickle Me Pickle is the cornerstone of improvisational comedy in Richmond. TMP is proud to provide improv presentations in Richmond, along with opportunities for Richmond residents to participate in and learn the fundamentals of improvised theatre. 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 grew, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, an annual charity event entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows. Over the last few years, TMP has focussed on developing its expertise in improv by attending classes, participating in private workshops, researching, practicing regularly, and performing. TMP has attracted several new performers and students through the creation of the new performance troupe, continuation of the original troupe, and collection of artists that participate in the various on-going weekly programs, and variety of workshops and presentations throughout the year. In sum, TMP's role in Richmond is to promote the art of improv, provide opportunities for the community to experience improv, and engage individuals in the learning of improv.

**GRANT REQUEST****Requested Amount:** \$5,000

## Project Assistance Application for 2020

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

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Project Budget:	\$15,500
Society Operating Budget:	\$15,500

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$2,900	Project Assistance
2018	\$4,600	Project Assistance
2017	\$4,500	Project Assistance

### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$13,042.1	\$15,500
Total Expenses:	\$13,042.1	\$15,500
Surplus:	\$1,408.65	\$0.01
Accumulated Surplus:	\$1,408.65	\$0.01

Other Funders:

### GRANT RECOMMENDATIONS

Recommended Amount: \$4,700

Aggregate Score: 43.3

Recommendation:

Project Assistance is recommended for "TMP Improv Season," an entertaining theatrical program that engages youth, adults and families. The society is to be congratulated for growing their youth-focused initiatives and for providing access for young and emerging performing artists to explore new creative avenues.

**Society: Vancouver Cantonese Opera****Project Name: The Bamboo Theatre****Dates: August 28 & August 29 (Friday & Saturday), 2020****Project Summary:**

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 Multiculturalism.

**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.

For the past 18 years, the Vancouver Cantonese Opera has collaborated with international and

## Project Assistance Application for 2020

### Vancouver Cantonese Opera

Summary Page 2

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.

Since 2005, VCO has been offering Cantonese Opera singing and performance technique classes in Richmond, and participated in various multicultural events in Richmond community and senior homes. In 2018 and 2019, VCO offered free watersleeve summer camp at the Cultural Centre. VCO has already proposed to the Cultural Centre to present 4 free Cantonese Opera concerts in 2020.

The first Multicultural Heritage Festival was launched in 2012 in Vancouver. From 2013 to 2015, we partnered with City of Richmond in the presentation of the Multicultural Heritage Festival. In 2016, Richmond World Festival invited VCO to activate the Bamboo Theatre at the festival. It is our goal to keep on presenting free workshops and concerts for the communities in the City of Richmond.

### GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$26,609
Society Operating Budget:	\$135,619

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$5,000	Project Assistance
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance

### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$129,725	\$135,619
Total Expenses:	\$118,678	\$134,240

## Project Assistance Application for 2020

Vancouver Cantonese Opera

Summary Page 3

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Surplus:	\$11,047	\$1,433
Accumulated Surplus:	\$27,627	\$29,060

Other Funders: Canadian Heritage \$5,000, BC Gaming \$5,000

### GRANT RECOMMENDATIONS

Recommended Amount: \$4,700

Aggregate Score: 43.5

Recommendation:

Project Assistance is recommended for "The Bamboo Theatre," a local presentation of Chinese culture, that brings the unique traditional art form of Cantonese Opera to Chinese and non-Chinese audiences, at no cost. The society is to be commended for collaborating with a diverse range of artists and cultural groups and for contributing a significant portion of the budget to support local artists.

**Society: Vancouver Tagore Society****Project Name: West Coast Tagore Festival 2020****Dates: September 26, 2020****Project Summary:**

West Coast Tagore Festival is an annual event in its 10th year. The Festival, held in Richmond 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, intercultural 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 intercultural 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 Rabindranath Tagore to the communities in a way that is readily appreciable and assimilable.

**Society History:**

Vancouver Tagore Society was formed in mid-2011 and currently organizes two events every year and a year-long workshop series:

1) West Coast Tagore Festival (annually since 2011), generally a 2-day event, is funded in parts by the City of Richmond, BC Arts Council (4 years), and Richmond Gateway Theatre Society Endowment Fund (1 year). It was held at the Richmond Cultural Center from 2011 to 2016, and at the Richmond Gateway Theatre in 2017 - 2019. This Festival is participated by multicultural performing artists and multilingual poets presenting dances, vocal and instrumental music, poetry, dance theatre, lectures, etc.

2) Tagore Spring Festival (annually since 2015) held at the Center Stage at the Surrey City Hall is funded partially by the City of Surrey Cultural Grants. This multicultural performing event celebrates spring through diverse form of artistic expressions and original live productions by different multicultural groups.

## Project Assistance Application for 2020

Vancouver Tagore Society

Summary Page 2

3) A series of interactive workshops on Tagore songs, Tagorean dances and other topics partially funded by the City of Vancouver (around 30 workshops per year).

The Society also organizes other cultural events.

Richmond Connection: In addition to having the flagship Festival in Richmond, the Society organized Poetry Events (with music, dances, and refreshments) at the Richmond Cultural Center Rooftop Garden, and commemorative events on, e.g., International Women's Day in the City of Richmond Council Chambers, and collaborating with under organizations in events in Richmond including the Richmond Multicultural Heritage Festival (twice), International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once. In all Richmond-based events, a number of Richmond artists, poets, technicians and volunteers are always involved.

### GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$23,450
Society Operating Budget:	\$63,185

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$4,900	Project Assistance
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance

### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$51,325	\$56,362
Total Expenses:	\$54,156	\$57,360
Surplus:	(\$2,831)	(\$999)
Accumulated Surplus:	\$4,724	\$5,825

Other Funders:

### GRANT RECOMMENDATIONS

Recommended Amount:	\$4,660
Aggregate Score:	42.3

## Project Assistance Application for 2020

Vancouver Tagore Society

Summary Page 3

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**Recommendation:**

Project Assistance is recommended for "West Coast Tagore Festival 2020," a unique multicultural festival that continues to draw large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for maintaining affordable event entry by-donation, and is encouraged to seek out sponsorships and other income streams to ensure future financial stability.

**Society:**            **WS Immigrant and Multicultural Services Society (WSIMS)**

**Project Name:**    **Canada Multicultural Creative Works Festival**

**Dates:**            September 28, 2019

**Project Summary:**

This annual event is free to public, cross-cultural learning and understanding groups and individuals, Indigenous and non-Indigenous, elders and youth (above age 5), men and women, families and kids, rich or poor, military and veterans, immigrants and refugees, people with disabilities, poets and writers, artists and entrepreneurs, or any individual who is passionate about creative works, all are welcome.

**Society Mission/Mandate:**

WS Immigrant and Multicultural Services Society (WSIMS) is a non-profit organization and a volunteer-based group to create awareness, understanding and appreciation of multiculturalism, to build happier families, healthier communities and to foster intercultural harmony.

**Society History:**

Over the past 10 years it has been providing immigrant and refugee settlement services including language and computer training, and intercultural services including planning, organizing and hosting hundreds and thousands cross-cultural events, workshops, seminars, conferences, book launches, Discover World Culture series and more free to the public.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$5,000</b>
<b>Project Budget:</b>	<b>\$11,000</b>
<b>Society Operating Budget:</b>	<b>\$13,800</b>

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
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**FINANCIAL SUMMARY**

<u><b>Most Recently Completed Year</b></u>		<u><b>Proposed Year</b></u>	
<b>Total Revenue:</b>	\$5,001		\$13,801
<b>Total Expenses:</b>	\$5,000		\$13,800
<b>Surplus:</b>	\$1		\$1
<b>Accumulated Surplus:</b>	\$1		\$1

**Other Funders:**

**GRANT RECOMMENDATIONS**

## Project Assistance Application for 2020

WS Immigrant and Multicultural Services Society (WSIMS)

Summary Page 2

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**Recommended Amount:** \$0

**Aggregate Score:** 0

**Recommendation:**

Project Assistance is not recommended for "Canada Multicultural Creative Works Festival," because the organization did not meet the eligibility requirements of the program.
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# 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:

Katie Varney, Manager, Community Cultural Development  
604-247-4941, [kvarney@richmond.ca](mailto:kvarney@richmond.ca)

Grant information and other information about our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### **2020: Arts and Culture Grants Program Objectives and Description**

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of 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.

### **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](http://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 two (2) years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus. Presented work must be primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, 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.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Organizations already receiving City funding that represents the equivalent of operating funds
- Social Service, Religious, Political or Sports organizations

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

## Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

### Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports 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

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 Department 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 complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

## **Use of Funds**

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions.
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society.
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
  - Fees and related expenses for artists, musicians, programming staff, cultural workers
  - Volunteer expenses (recruiting, training, support, etc.)
  - Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
  - Marketing, community outreach and promotional expenses
  - Operating overheads (insurance coverage, rent, etc.)
- 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.

Katie Varney, Manager, Community Cultural Development  
604-247-4941, [kvarney@richmond.ca](mailto:kvarney@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### **2020: Arts and Culture Grants Program Objectives and Description**

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of 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.

### **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](http://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 established arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other cash 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.
- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations

## **Ineligible Activities**

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Activity that is not artistic or cultural
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

## **Artistic Residencies**

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
  - is recognized as such by peers; and
  - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
  - host a residency, or
  - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

## **Artistic Residencies (cont'd)**

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

## Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- 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 Department must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

## **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:** Elizabeth Ayers  
Director, Recreation and Sport Services  
**Date:** January 2, 2020  
**File:** 11-7000-01/2020-Vol  
01  
**Re:** 2020 Parks, Recreation and Community Events Grants

### Staff Recommendation

That the 2020 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$112,100.00, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.

Elizabeth Ayers  
Director, Recreation and Sport Services  
(604-247-4669)

Att. 4

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

## Staff Report

### Origin

The City Grant Program was established to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. City Council has the authority to provide financial assistance to community organizations under the Local Government Act (British Columbia).

This report outlines the 2020 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

2.3 *Increase emphasis on local food systems, urban agriculture and organic farming.*

2.4 *Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.*

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

4.1 *Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

### Background

#### 2020 Parks, Recreation and Community Events Grant Budget

The 2020 Parks, Recreation and Community Events Grant budget is \$112,828.32. This includes a 2.0 per cent Cost of Living increase over last year's budget as per City Grant Program Policy 3712.

#### Notice Given and Applications Received

In August 2019, announcements were placed on the City website and circulated via social media channels and a press release, advising the public that applications were being accepted for the 2020 City Grant Program until October 28, 2019. A link to the City website was provided for further information and for access to the City's online application system. Previous grant applicants and City Area Coordinators were also notified directly that the online application

system was open for submissions. This is the seventh year that the City has employed a web-based system.

As per City Grant Program Policy 3712, no late applications were received after the October 28, 2019 deadline. However, a one-week extension was provided for applicants who had an application in progress, but were unable to submit due to technical difficulties with the City's server.

In the Parks, Recreation and Community Events category, a total of 15 applications were received with an aggregate request of \$237,762. The following table provides a summary of the number and types of applications received, along with the number of grants approved for the past three years, and the number of grants recommended for 2020.

*Table 1: Applications, Requests, Grants Approved and Recommendations*

<b>2017–2019 Applications, Requests, Grants Approved and Recommendations*</b>				<b>2020 Recommendations*</b>
<b>Year</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Total number of applications	14	15	15	15
New applicants	2	2	4	3
Minor requests received (\$5000 or less)	6	7	8	8
Multi-year funding requests received	2	4	5	5
Grant not recommended (did not meet criteria)	3	2	3	3
Partial amount of request recommended	11	13	11	11
Full amount of request recommended	0	0	1	1
Total amount requested	\$252,466.60	\$257,482.51	\$216,660.00	\$237,762.00
Total budget	\$106,008.00	\$108,235.00	\$110,616.00	\$112,828.32
<b>Total Parks, Recreation and Community Events Grant funds approved/ recommended</b>	<b>\$106,008.00</b>	<b>\$108,235.00</b>	<b>\$110,616.00</b>	<b>\$112,100.00</b>

\*Some categories overlap, numbers are not meant to be totalled.

A table outlining the 2020 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

### New Applicants

There were three new applicants in the Parks, Recreation and Community Events category:

1. Dutch Liberation 2020 Canadian Society;
2. Kajaks Track and Field Club; and
3. Richmond Winter Club.

### Minor/Major Grant Requests

There are two streams of applications: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000). Although both grant streams require supporting financial documents, a major grant application requires a full application form. In the Parks, Recreation and Community Events category, eight organizations applied for minor grants of \$5,000 or less, and seven organizations applied for major grants of greater than \$5,000. A table outlining the 2020 grant requests is provided in Attachment 1.

### Multi-Year Funding Requests

To streamline the grant process for applicants with consistent, ongoing operations, services or events, City Grant Policy 3712 provides applicants the option of applying for a maximum three-year funding cycle, provided that the applicant has received a grant for the same purpose as the current year's application for at least each of the past five years. Applicants must submit a separate grant application for each year of a multi-year funding cycle. In the first year of a funding cycle, a full application form is required regardless of the grant amount requested. In the second and third years of a funding cycle, only a short application form is required. Approval of the first year of a multi-year funding cycle does not guarantee that the applicant will receive a grant in subsequent years.

Five organizations applied for multi-year funding in the Parks, Recreation and Community Events category:

1. B.C. Kitefliers' Association;
2. Rabbitats Rescue Society;
3. Richmond Winter Club;
4. Sharing Farm Society; and
5. Steveston Community Society – Richmond Summer Project.

## **Analysis**

### Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of six staff members from the Community Services Division, reviewed the applications against 23 criteria (Attachment 3) that were developed based on the 2020 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). Each application was systematically

evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials, and the quality of the application itself.

### 2020 Multi-Year Funding Recommendations

Two applicants are recommended for multi-year funding:

1. Sharing Farm Society, which applied for and met the criteria for multi-year funding in 2018, is in the third year of its three-year cycle. It is recommended that the Sharing Farm Society be approved for the third year of a multi-year funding cycle.
2. Steveston Community Society – Richmond Summer Project, which applied for and met the criteria for multi-year funding in 2018, is in the third year of its three-year cycle. It is recommended that Steveston Community Society – Richmond Summer Project be approved for the third year of a multi-year funding cycle.

Three applicants are not recommended for multi-year funding:

1. B.C. Kitefliers' Association applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2019 as it had not received a City Grant for the same purpose for the past five consecutive years. It is recommended that B.C. Kitefliers' Association not be approved for the second year of a multi-year funding cycle, but be approved for consideration as a minor grant application.
2. Rabbitats Rescue Society applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that Rabbitats Rescue Society not be approved for a three-year funding cycle.
3. Richmond Winter Club applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that Richmond Winter Club not be approved for a three-year funding cycle, but be approved for consideration as a major grant application.

### 2020 Grant Recommendations

Twelve out of 15 applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. A table outlining the 2020 grant requests and recommended grant allocations is provided in Attachment 1.

The 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. As the total amount requested exceeds the City Grant budget, providing partial assistance to multiple applicants is considered preferable to providing full assistance to a few.

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

- Ineligible funding purpose;
- Insufficient indication that primarily Richmond residents will be served;
- Funding responsibility lies in other jurisdictions;
- Other funding partners have not been sought;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Duplication of services;
- 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.

Three applicants are not recommended for a Parks, Recreation and Community Events Grant:

1. Dutch Liberation 2020 Canadian Society is not recommended to receive a 2020 Parks, Recreation and Community Events Grant as the City is providing other forms of support to the organization (planting 3,350 commemorative “Canadian Liberator”, “Canadian Celebration”, and “Canadian Eh!” tulips on public land), and a portion of the application is for an ineligible funding purpose (public and private school-based programs) under Sections 4(ii) and 4(v) of the 2020 Grant Program Guidelines for Parks, Recreation and Community Events.
2. Kajaks Track and Field Club is not recommended to receive a 2020 Parks, Recreation and Community Events Grant due to an ineligible funding purpose (activities that are restricted to or primarily serve the membership of the organization, and operating deficits) under Section 4(v) of the 2020 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.
3. Rabbitats Rescue Society is not recommended to receive a 2020 Parks, Recreation and Community Events Grant as the City is providing other forms of support to the organization (operating grant for the removal of rabbits in the Dover neighbourhood as a pilot project). The applicant also scored low on its overall grant application.

### **Financial Impact**

The 2020 Parks, Recreation and Community Events Grant budget is \$112,828.32. Staff recommend that a total of \$112,100.00 in grant allocations as indicated in Attachment 1 be approved for disbursement.

## **Conclusion**

The Parks, Recreation and Community Events Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and livable community.

Staff recommend that the 2020 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie  
Park Planner  
(604-244-1293)

- Att. 1: 2020 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations  
2: 2020 Parks, Recreation and Community Events Grants – Application Summary Sheets  
3: 2020 Parks, Recreation and Community Events Grants – Application Scoring Criteria  
4: 2020 Grant Program Guidelines for Parks, Recreation and Community Events

2020 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2019 GRANT	2020 REQUEST	2020 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT 2 PAGE NO.
B.C. Kitefliers' Association	\$ 1,200.00	\$ 4,000.00	\$ 900.00	Single Year	Supplies for a Children's Kite Making Workshop and other expenses for the Pacific Rim Kite Festival - a free community event in June at Garry Point Park.	Page 1
Dutch Liberation 2020 Canadian Society	N/A	\$ 2,500.00	\$ -	N/A	Supplies for a tulip planting project on public and private land, a classroom teaching package on the 1945 liberation of Europe, a digital memorial project, and various events throughout the Lower Mainland including commemorative candle light vigils, and a musical performance in Sunset Beach in Vancouver.	Page 3
East Richmond Community Association	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Single Year	Personnel, supplies and entertainment expenses for three free summer events at King George Park, geared towards youth, seniors, and families.	Page 6
Foolish Operations Society	\$ 1,000.00	\$ 2,000.00	\$ 500.00	Single Year	Personnel and operations expenses to run a "Dancing for Generations" program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.	Page 9
Hamilton Community Association	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	Single Year	Marketing and entertainment/interactive game expenses to expand marketing reach, and community engagement for the annual Hamilton Night Out at McLean Park.	Page 14
Kajaks Track and Field Club	N/A	\$ 5,000.00	\$ -	N/A	Personnel expenses for coaches for membership-based track and field programs.	Page 17
KidSport - Richmond Chapter	\$ 23,000.00	\$ 25,000.00	\$ 24,000.00	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.	Page 20
Rabbitats Rescue Society	\$ 1,000.00	\$ 10,000.00	\$ -	N/A	Operating expenses for the rescue and containment of invasive, feral rabbits in Richmond to address property and environmental issues.	Page 23
Richmond City Centre Community Association	N/A	\$ 2,561.00	\$ 1,650.00	Single Year	Personnel, supplies and marketing expenses for a free, monthly Queer Social to provide LGBTQ2S adults with an inclusive, safe space, and recreational activities.	Page 26
Richmond Fitness and Wellness Association	\$ 13,500.00	\$ 18,000.00	\$ 13,500.00	Single Year	Consultant fees, supplies and operating expenses facilitate free walking programs and opportunities in Richmond.	Page 29
Richmond Food Security Society	\$ 12,000.00	\$ 18,000.00	\$ 12,000.00	Single Year	Personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Local Eating Guide.	Page 32
Richmond Winter Club	N/A	\$ 64,151.00	\$ 5,000.00	Single Year	Personnel and operating expenses for the Richmond Curling Centre, including maintenance and repair expenses for its refrigeration plant and building.	Page 36
Sea Island Community Association	\$ 800.00	\$ 750.00	\$ 750.00	Single Year	Supplies for the annual Burkeville Daze community event at Burkeville Park.	Page 39
Sharing Farm Society	\$ 19,000.00	\$ 30,000.00	\$ 19,000.00	Multi-Year - Year 3	Operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.	Page 42
Steveston Community Society - Richmond Summer Project	\$ 35,000.00	\$ 50,000.00	\$ 32,000.00	Multi-Year - Year 3	Personnel and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.	Page 45
<b>Totals*</b>	<b>\$ 109,300.00</b>	<b>\$ 237,762.00</b>	<b>\$ 112,100.00</b>			
<b>2020 PRCE Grant Budget</b>			<b>\$ 112,828.32</b>			
<b>Remaining Funds</b>			<b>\$ 728.32</b>			

\*Total for 2019 does not include 2019 PRCE grants awarded to applicants who elected not to apply for a 2020 PRCE grant. The aggregate total of PRCE grants awarded in 2019 was \$110,616.00.



## Multi-Year Grant Application for 2020 Parks, Recreation & Community Events Program

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

**Society:** B.C. KITEFLIERS' ASSOCIATION

**Grant Type:** \$5,000 or Less Multi Year - Year 2

**Grant Request:** \$4,000

**Proposal Title:** Pacific Rim Kite Festival at Garry Point Park

**Number Served:** 600

**Richmond Residents:** 400

### Grant Request Summary:

The BCKA is a registered non-profit organization that promotes kite making and flying for all ages. The Pacific Rim Kite Festival held in June at Garry Point Park in Steveston is a free community event and is always well attended and popular with children and families. This year the festival will feature: Kids Kite Making Workshops, Candy & Teddy Bear Drops, kite displays, music and kite flying demonstrations. The Club is requesting funding for the Children's Kite Making Workshop so that the kites can be offered free of charge, and no family will be denied participation because of their financial situation. Other moneys will be used to fund the Teddy Bear and Candy Drops. This successful community event was very well received by the community. This grant proposal was suggested by:

Gregg Wheeler

Manager of Sport and Community Events

Community Services

City of Richmond

604-244-1274

### Changes that will impact grant use:

The grant from 2019 was used to cover the cost of the kids kite making supplies and to provide the kites free of charge. 600 kids kites were made, and 400 were covered by this grant. We are requesting a larger grant so that all of the kids kites can be free of charge. As well, we would like the grant to cover expenses for our hard working volunteers such as lunches, drinks etc.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$16,056.00	\$3,370.00
<b>Total Expenses:</b>	\$4,429.00	\$4,437.00
<b>Annual Surplus or (Deficit):</b>	\$11,627.00	(\$2,672.00)
<b>Accumulated Surplus or (Deficit):</b>	\$14,786.00	\$12,114.00

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

**Last Complete Year:**

Surplus funds to cover Club insurance, website fees, storage locker, and Festival expenses (kite making supplies, sound system etc.)

**Current Year:**

same as above

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

no accumulated surplus

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$1,200	Parks, Rec and Community Events

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$900

**Recommendation:**

A (single year) grant is recommended to reduce the cost of kite kits for the Children's Kite Making Workshop, as part of the Pacific Rim Kite Festival at Garry Point Park. Not eligible for the second year of multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant was denied multi-year funding in 2019 as it had not received a City Grant for the same purpose for the past five consecutive years.

**Staff Comments /**  
**Conditions:**

None **CNCL - 172**

**Society:** Dutch Liberation 2020 Canadian Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$2,500  
**Proposal Title:** To show our graditute to Canada for the liberation of Europe  
**Grant Purpose:** Community Service / Program / Event - One-time Activity  
**Start Date (if applicable):** October 1, 2019 **End Date (if applicable):** August 29, 2020  
**Number To Be Served:** 1,000,000  
**Richmond Residents:** 100,000

**Grant Request Summary:**

- a major tulip planting project is currently underway throughout BC in public spaces, in planters along streets and boulevards and in people's gardens to decorate the city with beautiful flowering tulips in May 2020,
- this month through the support of BC Agriculture in the Classroom Foundation, a teacher package Celebrating Liberation with a Promise including two history lessons on the liberation of Europe in 1945 and 75 tulip bulbs for planting by children at their elementary children was distributed,
- a significant celebration to support the send off of the Seaforth Highlanders to the Netherlands is planned for April 25, 2020,
- commemorative candle light vigils/services in many BC cities at either a city cenotaph or city cemetery are being planned for May 2, 2020 at 8:45 pm,
- on Monday, May 4, 2020 a Dodenherdenking (Remembrance Service) will be hosted by the Consulate General of the Kingdom of the Netherlands and conducted at the BC Regiment (Duke of Connaught's Own) Drill Hall on 620 Beatty Street in Vancouver at 2:00 pm, and
- a public musical Cinematique at Sunset Beach, Vancouver is being initiated for July 4, 2020 and lastly,
- Faces to Canadian War Graves Groesbeek Foundation in the Netherlands is searching for photos, copies of documents, and newspaper cuttings from Canadian families to help create a virtual memorial (digital file) of all the men and women buried in the Netherlands in a Canadian war cemetery. The Foundation is seeking the appeal of Canadian family members, friends and neighbours to help create a life story of their

loved one who died fighting for freedom and Dutch liberation. For more information, visit the website [www.facestograves.nl](http://www.facestograves.nl) or send an email to [info@facestograves.nl](mailto:info@facestograves.nl)

**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:	\$0.00	\$125,000.00
Total Expenses:	\$0.00	\$111,600.00
Annual Surplus or (Deficit):	\$0.00	\$13,400.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

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

**Last Complete Year:**

n/a

**Current Year:**

This project is only an one year operation, as it will cease after August 2020. The surplus then will be donated to the RC Legion BC/Yukon command.

**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

**Parks, Recreation & Community Events 2020**  
**Dutch Liberation 2020 Canadian Society**

**\$5,000 or Less Single Year**  
**Summary Page 3**

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,500.00

the purchases of candles, banners, flags, bulbs,  
vases, education program printing,

**TOTAL** **\$2,500.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	City's of Abbotsford, Burnaby, Delta, Vancouver, West Vancouver, Port Moody, Port	<b>Amount</b>	<b>\$2,500.00</b>
<b>Funder 2 Name</b>	Several commircial enterprise	<b>Amount</b>	<b>\$2,500.00</b>
<b>Funder 3 Name</b>	Private small cash donations	<b>Amount</b>	<b>\$50.00</b>

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$67,500.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$0

**Recommendation:**

Not recommended for funding as the City is providing other forms of support to the organization (planting 3,350 "Canadian Liberator", "Canadian Celebration", and "Canadian Eh!" tulips on public land to commemorate the 75th anniversary of the liberation of the Netherlands and Europe). A portion of the application cannot be considered as public and private school-based programs are not eligible for a Parks, Recreation and Community Events Grant under s. 4(ii) and (v) of the City's 2020 Grant Program Guidelines.

**Staff Comments /**  
**Conditions:**

None

**CNCL - 175**

**Society:** East Richmond Community Association  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$1,800  
**Proposal Title:** Summer Fun series  
**Grant Purpose:** Community Service / Program / Event - One-time Activity  
**Start Date (if applicable):** June 19, 2020 **End Date (if applicable):** August 28, 2020  
**Number To Be Served:** 1,150  
**Richmond Residents:** 1,100

**Grant Request Summary:**

The East Richmond Community Association (ERCA) will invite the community to three events at King George Park in the summer of 2020. These events will be themed to attract specific demographics: youth, seniors and families.

The youth event will be a fun interactive celebration that builds strong connections between young people and their community. An event designed by youth for youth it will showcase the accomplishments and diversity of Richmond youth.

Seniors will delight in local musical entertainment, and light refreshments. The event will provide them with social benefits, allowing them to socially interact, be part of our community, and develop relationships with their peers and neighbours.

The Family event is an excellent opportunity for our community to meet their neighbours. They will also have a chance to play games, do activities and enjoy live entertainment. This gathering will help children practice social skills in a safe, supportive environment and give parents a chance to meet and speak with other parents.

This event series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. It also provides the community with the opportunity to learn more about their Community Centre and how they can become

involved within their community. All events will be free and inclusive, attended by a cross-section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organize and run the games and activities.

**Richmond Services Received by Your Organization:**

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with City of Richmond and Richmond School District.

Estimated value \$735,695

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$1,014,563.00	\$1,117,323.00
<b>Total Expenses:</b>	\$957,226.00	\$1,030,261.00
<b>Annual Surplus or (Deficit):</b>	\$57,336.00	\$87,062.00
<b>Accumulated Surplus or (Deficit):</b>	\$33,012.00	\$78,312.00

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

**Last Complete Year:**

Program registration increased over what was projected

**Current Year:**

A decrease in expenses with an increase in registration in some areas. With the surplus ERCA will continue to offer programs to its community at low/no cost.

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

For projects and community initiatives in progress

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$1,800.00	Parks, Rec and Community Events
2018	\$950.00	Parks, Rec and Community Events
2017	\$2,384.00	Child Care Capital

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,050.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,050.00

Fees (Entandem) \$450, Entertainment \$1600

**TOTAL      \$8,400.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Patsy Hui - Re/MAX	Amount	\$500.00
Funder 2 Name	Volendam Automotive	Amount	\$500.00
Funder 3 Name	Telus	Amount	\$500.00

**Amount Your Society will Provide:      \$5,100.00**

**Total Proposed Budget:      \$8,400.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**      \$1,800

**Recommendation:** A (single year) grant is recommended to assist with personnel, supplies, and entertainment expenses for three free summer events at King George Park, geared towards youth, seniors, and families.

**Staff Comments /  
Conditions:** None

**Society:** Foolish Operations Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$2,000  
**Proposal Title:** Dancing through Generations  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 200  
**Richmond Residents:** 200

## Grant Request Summary:

This innovative project aims to serve seniors and their grand-children through healthy dance activities. Foolish Operations and artistic director specializes in quality inter-generational and inclusive dance programming where everyone gets to move in healthy ways. Julie Lebel brings more than 20 years of experience in dance education, community building and engagement with communities of diverse age, cultures and abilities. Strong from our experience of the fall 2019, we aim to continue this program to reach more participants. The project will run for 5 weeks during the winter and for 5 more weeks in the fall (2020).

This program is a partnership of Foolish Operations and the Minoru Centre for Active Living. The Centre provides key support in volunteer management, in-kind rooms and promotion. The program is designed to respond to key areas of the Seniors Services Plan Directions and the Community Wellness Strategy.

This program respond to a need to serve a hard to reach members of the community. Many seniors in Richmond are caring for their grand-children and are often isolated due to lack of recreational opportunities that can accommodate both age groups and language barriers.

The program is co-facilitated, by Julie Lebel and Peggy Leung (apprentice) and includes as-needed volunteer translators in Mandarin and Cantonese. The program is located centrally, at the Minoru Centre for Active Living.

Classes start with the sharing of children's songs in all the participant's languages. The warm-up also includes introduction to the "Brain Dance", a warm up using the Developmental Movement Patterns, that are fun and healthy for everyone. Materials such as yarn, scarves or large sheets of paper to move and draw on are used to explore movement concepts such as pathways, shape, locomotion and increase reach, fluidity in a fun, creative and connecting way.

"Dancing through Generations" lowers barriers of participation with tools such as prioritizing movement over the use of language and adapting to ability needs such as movement options on chairs, or thick yoga mats for seniors to be at the level of small children. Everyone is in charge of choosing their own ways to move, there is no right or wrong ways. For example, in dances such as: explore and come back, children are encouraged to dance a little ways away to their carer and come back for a re-charge moment with their grand-parent before switching roles. This dance is based on an attachment stage children need for their healthy development.

It Is our intention to publicize and outreach in innovative ways to bring community members from diverse neighbourhoods. "Dancing through Generations" run once a week for 5 weeks ending with a special participatory performance open to the group members and the larger community of the Minoru Centre for Active Living. We plan to form a core group of 12-15 seniors 15-18 children, knowing that not every families will come at every sessions, due to flexibility needs of children and seniors (colds, changes in nap schedules, etc.). Sessions are 45 minutes of dancing and include, and extra 30 minutes of social time to promote a sense of belonging and community building. The in-kind rental includes an extra time for set up and take down. The winter 2020 series of 5 sessions is currently funded through the MetroVancouver funding. We hope that this funding from the City of Richmond can support our fall 2020 session.

We will evaluate the program in multiple ways – by keeping track of attendance, by collecting comments through after each classes and by inviting a sample of diverse participants into a focus group discussion about their experience. Children also get to have an input in the evaluation through simpler mechanisms depending on their age and abilities.

**Richmond Services Received by Your Organization:**

None

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$90,492.00	\$158,730.00
<b>Total Expenses:</b>	\$90,439.00	\$158,532.00
<b>Annual Surplus or (Deficit):</b>	\$53.00	\$198.00
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$198.00

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

**Last Complete Year:**

NA - no deficit or surplus

**Current Year:**

Our 2019-2020 budget is significantly higher this year due to the fact that we are increasing the touring of our 2 performance works in 2019-2020 (Paper Playground and Tricoter). We received touring grants from Canada Council for the Arts to support the travel of our artists to various communities in BC, AB, ON, QC and NB. Paper Playground is a touring team of 6 artists. Tricoter is a touring team of 3 artists. Expenses are in majority of artist fees, travel costs (airplane, van rental, etc), accommodation, etc.

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

NA - no significant surplus

Not: our AGM is in November. We are happy to provide you with our 2018-2019 financial statements once approved.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$1,000.00	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$3,300.00</b>
<b>Consultant Services</b>	<b>\$0.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$1,040.00</b>
<b>Office Rent or Mortgage</b>	<b>\$1,150.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$0.00</b>
<b>Equipment</b>	<b>\$0.00</b>
<b>Photocopying</b>	<b>\$520.00</b>
<b>Program Materials</b>	<b>\$100.00</b>
<b>Local Travel</b>	<b>\$225.00</b>
<b>Other</b>	<b>195.00</b>

Bookkeeping: \$195

We used the "office rent" line to reflect the costs of the studio rental but they are "in-kind" from Minoru Centre for Active Living.

We used the "photocopying" line to reflect all the costs related to printing flyers and adding the right info in the program guide, etc, which is "in-kind" and refers to general marketing efforts. Volunteer support services are in-kind from Minoru Centre. The total in-kind support amounts to \$2710. We plan to receive \$320 in registration to cover some of the costs. Note: The local travel amount support a portion of the costs that the artists are incurring to travel to Richmond for program delivery.

**TOTAL** **\$6,530.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	<b>Metro Vancouver</b>	<b>Amount</b>	<b>\$1,500.00</b>
<b>Funder 2 Name</b>		<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>		<b>Amount</b>	<b>\$0.00</b>

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$2,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$500

**Recommendation:** A (single year) grant is recommended to assist with personnel and operating expenses for the "Dancing for Generations" program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.

**Staff Comments /  
Conditions:**

None



## Grant Application Summary for 2020 Parks, Recreation & Community Events Program

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

**Society:** Hamilton Community Association  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$4,000  
**Proposal Title:** Hamilton Night Out  
**Grant Purpose:** Community Service / Program / Event - One-time Activity  
**Start Date (if applicable):** June 19, 2020 **End Date (if applicable):** June 19, 2020  
**Number To Be Served:** 2,000  
**Richmond Residents:** 2,000

### Grant Request Summary:

Hamilton Night Out celebrates Richmond's distinct and vibrant cultural diversity. Each year the Hamilton Community Association partners with local organizations and brings together families from different ethnic background, connects neighbours, and new community members to a fun safe environment that encourages community building. Over the past two years we have been able to build and engage more community by adding to the event and advertising more effectively.

We are hoping the City of Richmond funds will help us execute our plans for further growth and engagement. Hamilton Night Out brings over 1,000 residents to the event as well as others from the surrounding area (Richmond, New Westminster, Delta, Vancouver, Surrey) We would like to request to have the potential grant funds to be allocated to a variety of areas of local entertainment, traditional recreational activities, local live entertainment, and interactive sport games to community members of all ages. This will create an opportunity for community connectedness and foster sense of belonging in the Hamilton Community.

### Richmond Services Received by Your Organization:

Hamilton Night Out is held at McLean Park a local park within the Hamilton Community. This event is hosted by the Hamilton Community Association and is staffed by the Community Development Coordinator, Volunteer Coordinator, and City staff whom support this event. The event taps on various city departments such as environmental,

We are seeking funds from the City of Richmond to execute our plans for further growth and community engagements for the **ONCL-1184** Hamilton Night Out. We hope by receiving

this grant will help expand our current services by offering more recreational based activities at the event along with new experiences for all ages!

We will continue to target to Richmond residents that are not currently engaged with Hamilton Community Association online. A larger strategic placement of marketing budget will allow us to reach an additional 6,500 - 20,000 potential attendees that have not heard about Hamilton Night Out. T

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$650,536.15	\$623,246.43
<b>Total Expenses:</b>	\$642,275.70	\$615,225.60
<b>Annual Surplus or (Deficit):</b>	\$8,260.45	\$8,020.83
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$0.00

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

**Last Complete Year:**

2018

**Current Year:**

2019

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

We accumulate very little surplus each year.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$1,000.00	Parks, Rec and Community Events
2018	\$850.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	
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	\$4,000.00

\$500.00 in additional marketing posters distributed in the community

\$400.00 Social Media Advertising Plan

\$1,750 Entertainment by local Richmond

\$1,750 Interactive sport games

**TOTAL** **\$4,000.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Amount	\$0.00
Funder 2 Name n/a	Amount	\$0.01
Funder 3 Name	Amount	\$0.00

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$4,000.00**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$1,000

**Recommendation:** A (single year) grant is recommended to assist with entertainment expenses for Hamilton Night Out at McLean Park.

**Staff Comments / Conditions:**

None **CNCL - 186**

**Society:** Kajaks Track and Field Club  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Assistance with coaching and athlete program delivery costs  
**Grant Purpose:** Operating Assistance  
**Start Date (if applicable):** September 1, 2019 **End Date (if applicable):** August 31, 2020  
**Number To Be Served:** 223  
**Richmond Residents:** 215

**Grant Request Summary:**

Kajaks is Richmond's long-standing Track and Field Club. The clubs operating costs have increased in recent years and the club's cash position has nearly been depleted. Although plans are in place to increase membership fees, increased coaching costs due to increase demand for membership have placed a strain on cash. In order to meet the communities demand on the club, we are asking for assistance with our operating costs.

**Richmond Services Received by Your Organization:**

The Club receives use of Richmond elementary school gyms during winter evenings for indoor training.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$71,794.00	\$76,873.00
<b>Total Expenses:</b>	\$101,473.00	\$89,728.00
<b>Annual Surplus or (Deficit):</b>	(\$29,679.00)	(\$12,852.00)
<b>Accumulated Surplus or (Deficit):</b>	\$20,792.00	\$7,940.00

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

**Last Complete Year:**

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000. 2018 was a deficit due to higher coaching costs.

**Current Year:**

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000. 2019 was again a deficit

due to higher coaching costs. Increases in membership charges are expected to improve the results in 2020.

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

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
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**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
<b>TOTAL</b>	<b><u>\$5,000.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	BC Community Gaming Grant	<b>Amount</b>	<b>\$15,100.00</b>
<b>Funder 2 Name</b>	Richmond New Balance	<b>Amount</b>	<b>\$5,000.00</b>
<b>Funder 3 Name</b>	PLLR Law	<b>Amount</b>	<b>\$3,000.00</b>

**Amount Your Society will Provide:** **\$66,625.00**

**Total Proposed Budget:** **\$94,725.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$0

**Recommendation:**

Not recommended for funding as activities that are restricted to or primarily serve the membership of an organization (unless available to a large portion of the public for free or at nominal cost), and operating deficits are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2020 Grant Program Guidelines.

**Staff Comments /  
Conditions:**

None

**Society:** Kidsport - Richmond Chapter

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

**Grant Request:     \$25,000**

**Proposal Title: KidSport™ Richmond Grant**

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

**Start Date (if applicable):**

**End Date (if applicable):**

Number To Be Served: 350

**Richmond Residents: 350**

### Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond 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 and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and 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 a maximum of \$600 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 80% of applicants. Grants are paid directly to the local sport organization or secondary school 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>
<b>Total Revenue:</b>	\$134,020.00	\$151,262.00
<b>Total Expenses:</b>	\$126,871.00	\$115,801.00
<b>Annual Surplus or (Deficit):</b>	\$7,149.00	\$35,461.00
<b>Accumulated Surplus or (Deficit):</b>	\$61,263.00	\$96,723.00

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

**Last Complete Year:** **CNCL - 190**

In 2018 total grants paid out increased by 28% over 2017, with a slight increase in total revenues. We have been experiencing a steady increase in applications over the past two years, with a 27% increase being realized in 2018.

**Current Year:**

In June 2019 the maximum athlete grant was increased to a maximum of \$600 per year, which has resulted in a slight increase in grants paid out. We have experienced a 10% increase in the average grant paid out in 2019 over 2017, currently sitting at \$378 per grant. To date we are experiencing a slight increase in the total grants paid out. In 2019 we experienced a significant increase in revenue from our annual Banquet, resulting in an increase in our accumulated surplus.

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

The 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 and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 6 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$23,000	Parks, Rec and Community Events
2018	\$22,617.5	Parks, Rec and Community Events
2017	\$20,758	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$0.00</b>
<b>Consultant Services</b>	<b>\$0.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$0.00</b>
<b>Office Rent or Mortgage</b>	<b>\$0.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$0.00</b>
<b>Equipment</b>	<b>\$0.00</b>
<b>Photocopying</b>	<b>\$0.00</b>
<b>Program Materials</b>	<b>\$0.00</b>

**CNCL - 191**

**Parks, Recreation & Community Events 2020**  
**Kidsport - Richmond Chapter**

**Over \$5000      Single Year**  
**Summary Page 3**

Local Travel	\$0.00
Other	\$25,000.00

Provide partial sport registration fees (up to \$600) for financially challenged children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..

<b>TOTAL</b>	<b><u>\$25,000.00</u></b>
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**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	BC Government (Sport BC funding)	\$4,000.00
Funder 2 Name	Hamber Foundation	\$2,000.00
Funder 3 Name	Cadillac Fairview	\$15,000.00

Amount Your Society will Provide:	<u>\$0.00</u>
Total Proposed Budget:	<u>\$25,000.00</u>

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$24,000

**Recommendation:** A (single year) grant is recommended to assist with subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.

**Staff Comments /**  
**Conditions:**

None

**Society:**                    **Rabbitats Rescue Society**

**Grant Type:**            **Over \$5000      Multi Year - Year 1**

**Grant Request:**        **\$10,000**

**Proposal Title:**        **Rabbit Control and Management Support Program**

**Grant Purpose:**        **Operating Assistance**

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:**            **100,000**

**Richmond Residents:**            **80,000**

**Grant Request Summary:**

The City of Richmond has a major rabbit problem. Invasive abandoned pets and their feral offspring are eating gardens and causing extensive landscaping and other property damage to residences, businesses and public land. Residents and visitors alike are stressed by viewing deceased rabbits on the roads and city resources are used to pick up the bodies. The rabbits attract predators like coyotes into their urban domains. Rabbit fans feeding the former pets leave compost in their wake attracting rats. The rabbits may soon expand to farmland.

Every year the rabbits are not controlled, control becomes more expensive. Rabbitats, a volunteer-run registered charity with unbeatable feral rabbit expertise, has an innovative plan for methodical containment that will see specific areas cleared so the rabbits will not re-populate.

We are doing what we can with very limited resources. We are mapping the rabbits and their boundaries while developing a variety of innovative programs that will benefit the majority of Richmond residents, the environment and the rabbits.

Rabbitats needs operating relief to be able to develop sustainable programs, community partnerships to share the rabbit control burden, increased sponsorships, user fees, re-occurring events, retail sales, donor bases and other methods of sustainability.

We are reaching out to other funders for project financing to establish innovative, low maintenance and cost effective modes of containment; non-traditional adoptions and relocation destinations; repositioning the rabbits as an attraction and not a pest. The program will not only help Richmond, it will serve as an example to others.

Rabbitats' experience over the last decade includes the successful relocation of 1000 rabbits from the UVic campus and 400 rabbits from the Richmond Auto Mall. We oversee

'rabbitats' around the lower mainland and are developing enclosures at our headquarters in Richmond.

**Richmond Services Received by Your Organization:**

We are occasionally given the use of city facilities for meetings and events.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$77,361.66	\$63,712.13
Total Expenses:	\$62,289.10	\$62,417.10
Annual Surplus or (Deficit):	\$15,072.56	\$1,295.03
Accumulated Surplus or (Deficit):	\$13,798.12	\$15,093.15

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

**Last Complete Year:**

We set aside funds in a savings account for risk management.

**Current Year:**

We are either setting funds aside for risk management or construction projects, but other than a savings account for emergencies we spend what we take in.

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

Our accumulated surplus is set aside for contingency fees and risk management. Rabbitats remains responsible for the rabbits for life; if a situation doesn't work out, our organization will be tasked with caring for the rabbits or finding alternatives.

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

Year	Amount	Grant Program
2019	\$1,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$500.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$300.00
Program Materials	\$1,000.00

Local Travel	\$200.00
Other	\$3,000.00

Trailer Rental: We need space for an office and rabbit quarantine area, we need to incorporate portable buildings.

**TOTAL** **\$10,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Richmond Auto Mall	\$5,000.00
Funder 2 Name	Private Donor	\$15,800.00
Funder 3 Name	Richmond Community Fund	\$6,800.00

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

**Total Proposed Budget:** **\$87,600.00**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$0

**Recommendation:** Not recommended for funding as the City is providing other forms of support to the organization (operating grant for the removal of rabbits in the Dover neighbourhood as a pilot project). Not eligible for multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant has not received a City Grant for the same purpose for the past five consecutive years.

**Staff Comments / Conditions:**

None

**Society:** Richmond City Centre Community Association

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$2,561

**Proposal Title:** Accessible Programs for Adults - Queer Social

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

**Start Date (if applicable):** **End Date (if applicable):**

**Number To Be Served:** 45

**Richmond Residents:** 45

## Grant Request Summary:

We have identified the need for a program for LGBTQ2S adults in the Richmond community. We hosted a pilot Queer Social in July 2019 and had an excellent turnout of 21 adults attend, of diverse ages and backgrounds. Attendees had very positive feedback about the event and expressed a desire for future similar events. Several shared this was the first time they found LGBTQ2S peer connections in their home community. Programs exist in Richmond for LGBTQ2S youth, but not for adults, who may be isolated and lack peer connections.

Our proposed activity is a monthly evening Queer Social, targeted to LGBTQ2S adults. This initiative would provide an inclusive and safe space for LGBTQ2S adults, contributing to their wellness and sense of community. This will be a free drop-in event, occurring once a month, where adults can build connections with peers, engage in activities, and learn about LGBTQ2S-specific community and health resources, such as from Trans Care BC or Qmunity. A skilled facilitator is needed to bring the group together across diverse backgrounds and needs. Many of our attendees in July were hesitant and fearful to attend the event. They need support from a facilitator to encourage conversations and to share community and health resources. Our proposal would fund this initiative for 12 months.

## Richmond Services Received by Your Organization:

Supplies that are in-kind for this program:

- 1) Use of City Centre Community Centre - Room Booking (\$1800)
- 2) Supervisory Staffing - Program Development (\$1444)
- 3) Photocopying/Office Supplies (\$1200)

**ONCL - 196**

Total \$3364

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$1,300,487.88	\$1,285,763.04
<b>Total Expenses:</b>	\$1,170,470.87	\$1,175,813.23
<b>Annual Surplus or (Deficit):</b>	\$130,017.01	\$109,949.81
<b>Accumulated Surplus or (Deficit):</b>	\$82,291.31	\$212,308.32

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

**Last Complete Year:**

A sizable portion of the surplus was transferred to the amortization fund to cover large equipment purchases such as furniture and fitness equipment.

**Current Year:**

Transfer of amortization funds has not yet occurred.

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

Funding transferred to Amortization account for coverage of large equipment purchases such as replacement of fitness equipment. This transfer has not yet occurred for the current fiscal year.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
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**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$1,661.00
<b>Consultant Services</b>	\$0.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$0.00
<b>Office Rent or Mortgage</b>	\$0.00
<b>Utilities and Telephone</b>	\$0.00
<b>Supplies</b>	\$500.00
<b>Equipment</b>	\$0.00
<b>Photocopying</b>	\$0.00
<b>Program Materials</b>	\$0.00
<b>Local Travel</b>	\$0.00
<b>Other</b>	\$400.00

**CNCL - 197**

Marketing and Awareness - \$200

TOTAL	<u>\$2,561.00</u>
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Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

**Total Proposed Budget: \$2,561.00**

**Recommended Amount:** \$1,650

<b>Recommendation:</b>	A (single year) grant is recommended to assist with personnel, supplies and marketing expenses for a free, monthly Queer Social to provide LGBTQ2S adults with an inclusive, safe space, and recreational activities.
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None

**Society:** Richmond Fitness and Wellness Association

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

**Grant Request:** \$18,000

**Proposal Title:** Walk Richmond Program

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 3,000

**Richmond Residents:** 3,000

**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 such as the StoryWalks Program with the Richmond Public Library;
3. Fostering partnerships with key community stakeholders in order to decrease the barriers to participation in physical activity outdoors.

**Richmond Services Received by Your Organization:**

We currently do not receive any services, however, anticipate continued support from the City of Richmond Community Health & Wellness Coordinator.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$26,483.00	\$37,590.00
<b>Total Expenses:</b>	\$22,645.02	\$36,823.00
<b>Annual Surplus or (Deficit):</b>	\$3,837.98	\$767.00
<b>Accumulated Surplus or (Deficit):</b>	\$59,543.06	\$60,310.06

**CNCL - 199**

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

**Last Complete Year:**

Even with expenses increasing last year a surplus was realized due to increase in administration revenue and unexpected fund raising revenue.

**Current Year:**

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. Increase in overall budget revenue and expenses is due to implementation of the City Wide Fitness Leader Development program whereby RFWA is coordinating all fitness leader education for Richmond Associations.

**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)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$13,500	Parks, Rec and Community Events
2018	\$12,617.5	Parks, Rec and Community Events
2017	\$11,500	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$0.00</b>
<b>Consultant Services</b>	<b>\$13,500.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$1,000.00</b>
<b>Office Rent or Mortgage</b>	<b>\$0.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$500.00</b>
<b>Equipment</b>	<b>\$500.00</b>
<b>Photocopying</b>	<b>\$0.00</b>
<b>Program Materials</b>	<b>\$1,500.00</b>
<b>Local Travel</b>	<b>\$0.00</b>
<b>Other</b>	<b>\$1,000.00</b>

\$1000 towards the progression of the StoryWalk program in partnership with the Richmond Public Library.

**CNCL - 200**

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TOTAL	<u><b>\$18,000.00</b></u>
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**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:	<u><b>\$10,000.00</b></u>
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Total Proposed Budget:	<u><b>\$28,000.00</b></u>
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**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:**                      \$13,500

**Recommendation:**

A (single year) grant is recommended to assist with consultant fees, supplies and operating expenses facilitate free walking programs and opportunities in Richmond.
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**Staff Comments /**

**Conditions:**

None
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**Society:** **Richmond Food Security Society**

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

**Grant Request:** **\$18,000**

**Proposal Title:** **Building a Food Secure Richmond**

**Grant Purpose:** **Operating Assistance**

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** **10,388**

**Richmond Residents:** **10,388**

**Grant Request Summary:**

Richmond Food Security Society is inspiring a robust Richmond food system through education, advocacy, and community-building initiatives, and are requesting core funding to continue to this work. Our vision is healthy people, community, and environment and to that end, we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events.

Community Gardens: 358 plots at nine sites for residents to grow organic delicious organic produce,

Seed Library: providing locally-adapted heritage seeds to grow beans, peas, lettuce, and tomatoes,

Fruit Recovery: nourishing families in need by gleaning backyard fruit trees and giving the Richmond Food Bank fruit that otherwise would be wasted,

Get Rooted Youth Program: training youth as food security leaders in action,

Kids in the Garden: This program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

Honeybee and Pollinator Program; Beehives across four city sites

Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival, and resources include **ENCL 2020** Locating Guide: a map to Richmond's farms.

We have 3 strategic priorities for the next 3 years, to:

Grow a food literate community, by offering high-quality programs and events, and helping form a Food Systems Action Team,

Nurture Urban Agriculture, by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved,

Enrich our organizational foundation, by achieving charitable status, developing consistent, reliable and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure.

Working towards a robust food system is a long-term endeavour, and we aim to balance on the ground initiatives with long-term planning.

**Richmond Services Received by Your Organization:**

We receive office space from the City of Richmond, currently in Paulik Park at Ash and Blundell. The City kindly supports us for facility maintenance, utilities, and staple office furnishings. We provide our own phone and internet.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$252,688.00	\$274,509.00
<b>Total Expenses:</b>	\$236,228.00	\$266,709.00
<b>Annual Surplus or (Deficit):</b>	\$16,460.00	\$5,800.00
<b>Accumulated Surplus or (Deficit):</b>	\$16,460.00	\$22,260.00

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

**Last Complete Year:**

We continue to work hard to stabilize the organization financially in 2018/2019, and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us for the unexpected. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees for our charity status application with CRA as well as hiring a facilitator to develop out the strategic plan for the next three years.

**CNCL 2023**

**Current Year:**

The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2019/2020 fiscal year. At just over halfway through the year, we are projecting revenues of close to \$274,000, and expenses close to \$268,000. We are actively working to continue building our financial surplus to protect us against the unexpected.

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

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens Program (for which there is currently a waitlist of 350+ Richmond residents).

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

Year	Amount	Grant Program
2019	\$12,000	Parks, Rec and Community Events
2018	\$10,000	Parks, Rec and Community Events
2017	\$9,800	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$13,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,100.00
Equipment	\$900.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$800.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$18,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver Coastal Health	\$41,000.00
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**Parks, Recreation & Community Events 2020****Over \$5000****Single Year****Richmond Food Security Society****Summary Page 4****Funder 2 Name BC Gaming****\$29,500.00****Funder 3 Name Lush****\$18,000.00****Amount Your Society will Provide:****\$109,000.00****Total Proposed Budget:****\$268,409.00****GRANT RECOMMENDATIONS****Recommended****Amount: \$12,000****Recommendation:**

A (single year) grant is recommended to assist with personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Local Eating Guide.

**Staff Comments /****Conditions:**

None

**Society:** Richmond Winter Club  
**Grant Type:** Over \$5000 Multi Year - Year 1  
  
**Grant Request:** \$64,151  
**Proposal Title:** Richmond Winter Club Operating Assistance  
**Grant Purpose:** Operating Assistance  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 3,882  
**Richmond Residents:** 2,900

**Grant Request Summary:**

Richmond Winter Club is requesting assistance for our facility operating expenses including wages, utilities, repairs and maintenance of the refrigeration plant, repairs and maintenance of the building, and administrative costs such as photocopying and program materials. We are also requesting one-time funding for a fire safety plan required by Richmond Fire Rescue, estimated to cost between \$3800-\$5000 (consultant services). A copy of the fire safety plan quote is included.

**Richmond Services Received by Your Organization:**

25 year land use lease agreement (September 2017) and property tax relief.

**FINANCIAL INFORMATION**
**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$739,615.00	\$1,016,793.00
<b>Total Expenses:</b>	\$780,769.00	\$896,586.00
<b>Annual Surplus or (Deficit):</b>	(\$41,154.00)	\$120,207.00
<b>Accumulated Surplus or (Deficit):</b>	\$34,885.00	\$79,053.00

**Explanation for Annual Surplus or (Deficit):**
**Last Complete Year:**

Richmond Winter Club faced ongoing extraordinary expenses due to new regulations required by Technical Safety BC following the tragedy in Fernie in 2018. The required upgrades and maintenance resulted in unanticipated expenses of over \$100,000, including wages for Refrigeration Operators which we were required to have on staff 24/7 until TSBC was satisfied with our plant updates and ongoing maintenance plan. Due to these unanticipated expenses, the club's reserve funds were completely depleted.

**Current Year:**

The current year surplus is a budget projection. The previous year surplus has already been depleted due to limited revenue during the summer months when there is no ice or curling activities at the club. Richmond Winter Club is embarking on an ambitious plan to rebuild its reserve funds with a revised fund development program which includes: a \$35 per league member facility fee, league fee increases ranging from 4% - 10%, increases in rental rates and increases in café, catering and bar pricing as well. Much of the clubs pricing had not seen any significant increases in at least four years. In addition, the club's new office and business development manager is working on broadening our scope of funding sources, including new grant opportunities and sponsorships. Surplus funds will be used in two ways: to rebuild a capital reserve fund, and provide sustaining funds for the summer months when the ice is out and limited revenue is coming into the club.

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

Richmond Winter Club requires an accumulation of funds to sustain the club's operations during the summer months May through September when the ice is removed and there is no curling activity therefore revenue is limited. The club is looking at a number of options to increase revenue during the summer months including a partnership with the newly-formed Richmond Pickleball Association.

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

Year	Amount	Grant Program
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**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$24,502.00
Consultant Services	\$5,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$20,499.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$775.00
Program Materials	\$300.00
Local Travel	\$0.00
Other	\$11,175.00

Maintenance and repairs to the refrigeration plant and facility.

<b>TOTAL</b>	<b><u>\$62,251.00</u></b>
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**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Province of BC - Community Gaming Grant	\$41,350.00
	<b>CNCL - 207</b>	

Funder 2 Name ?	\$0.00
Funder 3 Name ?	\$0.01
<b>Amount Your Society will Provide:</b>	<b><u>\$791,085.00</u></b>
<b>Total Proposed Budget:</b>	<b><u>\$896,586.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,000

**Recommendation:**

A (single year) grant is recommended for the development of a fire safety plan for the Richmond Curling Club. Not eligible for multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant has not received a City Grant for the same purpose for the past five consecutive years. A portion of the application request cannot be considered as operating deficits, and building construction and repairs are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2020 Grant Program Guidelines.

**Staff Comments /  
Conditions:**

None

**Society:** Sea Island Community Association  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$750  
**Proposal Title:** Burkeville Daze 2020  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** End Date (if applicable):  
**Number To Be Served:** 1,000  
**Richmond Residents:** 1,000

**Grant Request Summary:**

This annual event provides a much needed opportunity for community socialization and education regarding City services and programs.

**Richmond Services Received by Your Organization:**

Use of Sea Island Community Hall and the support of City Staff both at Sea Island and at Thompson Community Centre.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$100,100.91	\$5,863.30
<b>Total Expenses:</b>	\$82,710.52	\$4,439.42
<b>Annual Surplus or (Deficit):</b>	\$17,390.39	\$1,423.88
<b>Accumulated Surplus or (Deficit):</b>	\$103,927.21	\$88,356.80

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

**Last Complete Year:**

Our Association had a surplus in 2017/18 as a result of increased registration and new program offerings in conjunction with careful spending. Our current City Staff are experimenting with new ideas and the Centre is busier.

**Current Year:**

There are many expenses yet to be paid as we are only in third month of our new fiscal year. Any remaining surplus will be used to fund those program areas which do not produce a surplus such as Youth and Seniors programs.

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

**CNCL - 209**

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$103,000.00, These funds will be used in the event of a less successful year, or to continue to offer programs and services which do not produce a surplus. We may need to replace old equipment to purchase new items.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$800.00	Parks, Rec and Community Events
2018	\$800.00	Parks, Rec and Community Events
2017	\$750.00	Parks, Rec and Community Events

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

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$0.00</b>
<b>Consultant Services</b>	<b>\$0.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$0.00</b>
<b>Office Rent or Mortgage</b>	<b>\$0.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$750.00</b>
<b>Equipment</b>	<b>\$0.00</b>
<b>Photocopying</b>	<b>\$0.00</b>
<b>Program Materials</b>	<b>\$0.00</b>
<b>Local Travel</b>	<b>\$0.00</b>
<b>Other</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b><u>\$750.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Vancouver Airport Authority	<b>Amount</b>	<b>\$3,000.00</b>
<b>Funder 2 Name</b>		<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>		<b>Amount</b>	<b>\$0.00</b>

**Amount Your Society will Provide:** **\$1,000.00**

**Total Proposed Budget:** **\$4,750.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$750

**Recommendation:**

A (single year) grant is recommended to assist with supplies for the annual Burkeville Daze community event at Burkeville Park.
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**Staff Comments /  
Conditions:**

None
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**Society:                Sharing Farm Society****Grant Type:           Over \$5000        Multi Year - Year 3****Grant Request:       \$30,000****Proposal Title:       The Sharing Farm****Number Served:    9,615                    Richmond Residents:   8,615****Grant Request Summary:**

This City of Richmond grant application will, if approved, enable The Sharing Farm to maintain our impact by growing 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 since 2002, donating our fresh produce to the Food Bank, Community Meals and other organizations distributing food to vulnerable people.

As well as our donations to the food bank, The Sharing Farm aims to provide the Richmond community with the opportunity to connect with and learn about local agriculture. We had over 550 volunteers work at the farm in 2019, plus 258 people attending our workshops; a neighbourhood celebration evening with 50 attendees and, of course the Garlic Festival, which attracted 6000 visitors.

Our target groups include all demographics in Richmond. Between the recipients of our produce, the volunteers and our program attendees, we have people from children to seniors, and a wide variety of cultural and economic backgrounds.

**Community Benefits:**

In 2019 we were able to donate over 26,000 lbs of fresh produce, our most successful year to date. We also had 6924 visitors to the farm through our volunteering programs, workshops and events. These visitors benefit by learning about how food is grown, the importance of food security and local agriculture, sustainable practises in agriculture, healthy eating and healthy cooking. They also benefit from a chance to socialize with other community members, the chance to do physical exercise in a beautiful, outdoor setting and the chance to make a meaningful contribution to their community through volunteering.

**CNCL - 212**

Changes that will impact grant use:

n/a

## FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$248,629.00	\$278,124.00
Total Expenses:	\$239,221.00	\$283,343.00
Annual Surplus or (Deficit):	\$9,408.00	(\$5,219.00)
Accumulated Surplus or (Deficit):	\$128,469.00	\$123,250.00

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

**Last Complete Year:**

Near break even after restricting a small surplus for contingencies.

**Current Year:**

Near break even after restricting a small surplus for contingencies.

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

Accumulated surplus invested in farm assets (net of amortization) plus a small working capital balance to carry in to 2020 to start the season.

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$19,000	Parks, Rec and Community Events
2018	\$19,000	Parks, Rec and Community Events
2017	\$18,000	Parks, Rec and Community Events

## GRANT RECOMMENDATIONS

**Recommended**

**Amount:** \$19,000

**Recommendation:**

A (Year 3 of 3) grant is recommended to assist with operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.

**CNCL - 213**

**Staff Comments /**  
**Conditions:**

None

**Society:** **Steveston Community Society - Richmond Summer Project**

**Grant Type:** **Over \$5000      Multi Year - Year 3**

**Grant Request:** **\$50,000**

**Proposal Title:** **Richmond Summer Project**

**Number Served:** **7,000**                      **Richmond Residents:** **7,000**

**Grant Request Summary:**

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2020. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners provide equitable summer day camp programs and services to City of Richmond residents. Funds would be distributed between 12 facilities citywide. The City Grant enables low or no cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers.

One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre.

In 2019, 275 staff and volunteers attended City-Wide training the weekend of June 22, 2019. A well-organized, informative and inspiring training day ensures that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component to providing safe, creative and joyful summer day camp experiences for Richmond children.

Steveston Community Society is submitting the grant application for Summer 2020 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.

**Changes that will impact grant use:**

Richmond Summer Project requests \$50,000 in order to increase our city-wide availability of Roving Support Leaders. In summer 2019 with the increase in funds for the support worker positions, the Richmond Summer Project was able to fund 2 Roving Support Leaders, who supported a number of children at various centres throughout the summer. Children receiving Roving Support are eligible for 1 week of support each summer. The Richmond Summer Project was also able to provide funds to cover additional staffing costs to centres that brought in additional staff within their own teams to help support children with additional needs when there was no Roving Support Leader available.

With increased support from the grant, the Richmond Summer Project would be able to continue to provide 2-3 Roving Support Leaders, as was funded in summer 2019, enabling the Richmond Summer Project to support more children through the summer have a successful day camp experience. If the Richmond Summer Project was funded to provide 945 hours of Roving Support through the summer, this would enable as many as 27 Richmond children who might not otherwise be able to access summer day camps, the opportunity to participate in a meaningful and inclusive way.

Roving Support Leaders are a key component to the Richmond Summer Project being able to continue to offer equitable and inclusive city-wide summer programming.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$215,834.44	\$228,326.72
<b>CNCL - 216</b>		

**Parks, Recreation & Community Events 2020**      **Over \$5000**      **Multi Year - Year 3**  
**Steveston Community Society - Richmond Summer Project**      **Summary Page 3**

<b>Total Expenses:</b>	\$208,076.19	\$221,708.06
<b>Annual Surplus or (Deficit):</b>	\$7,758.25	\$6,618.66
<b>Accumulated Surplus or (Deficit):</b>	(\$17,605.39)	(\$11,090.85)

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

**Last Complete Year:**

The Richmond Summer Project continues to research and purchase equipment for children's summer programs and events that can be utilized Citywide. The Richmond Summer Project will also continue to support our partners with Children's Outreach opportunities in their community.

**Current Year:**

Numbers shown are complete to October 25/19 and our fiscal year is Dec 31/19.

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

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to 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 received HRDC funding until July/August.

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$35,000	Parks, Rec and Community Events
2018	\$27,500	Parks, Rec and Community Events
2017	\$27,500	Parks, Rec and Community Events

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$32,000

**Recommendation:**

A (Year 3 of 3) grant is recommended to assist with personnel and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.

**Staff Comments /**

**Conditions:**

None

**CNCL - 217**

**2020 Parks, Recreation and Community Events Grants – Application Scoring Criteria**

<b>Scoring</b>		
	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
<b>Eligibility</b>		
1	The applicant is a non-profit society and its Board of Directors approved the grant application.	
2	The applicant is requesting a grant for: <ul style="list-style-type: none"> <li>operating assistance;</li> <li>a community service program or project for Richmond residents; or</li> <li>a neighbourhood or community-based event for Richmond residents.</li> </ul>	
3	The applicant has not received another grant from the City this year for the proposed project or service.	
4	If the applicant received a grant last year, it <ul style="list-style-type: none"> <li>submitted a grant use report; and</li> <li>used the full grant amount for the stated purpose or returned the remaining funds to the City.</li> </ul>	
5	If the applicant applied for multi-year grant, the current application is for the same purpose as previous years.	

<b>Scoring</b>									
<input type="checkbox"/>									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
<b>Applicant</b>									
6	The applicant has a reputation for: <ul style="list-style-type: none"> <li>high quality;</li> <li>credible;</li> <li>efficient;</li> <li>effective; and</li> <li>stable;</li> </ul> operations and programs (e.g. accreditation, licenses).								
7	The applicant demonstrates efficiency and effectiveness.								
8	The applicant has sufficient organizational capacity to deliver the proposed project or service.								
9	The applicant is self-sufficient and does not rely largely on City funding, assistance, programs or services for its operations.								

<b>Impact on Community and Engagement</b>		
10	The grant will be used to improve quality of life for Richmond residents, build community or improve the applicant's organizational capacity.	
11	The proposed project or service: <ul style="list-style-type: none"> <li>• is inclusive; and</li> <li>• will reach a large number of Richmond residents or a vulnerable population.</li> </ul>	
12	Primarily Richmond residents will be served.	
13	There is a demonstrated community need for the proposed project or service.	
14	The proposed project or service is unique (a similar project or service is not currently offered).	
15	The proposed project or service will engage a large number of volunteers.	
16	Partnerships and/or collaborative relationships with other organizations have been established.	

<b>Financials</b>		
17	The applicant submitted: <ul style="list-style-type: none"> <li>• financial statements;</li> <li>• an operating budget for the current fiscal year; and</li> <li>• a budget for the proposed project or service.</li> </ul>	
18	The applicant has sought funding from sources other than the City for the proposed project or service.	
19	The applicant requires financial assistance to implement the proposed project or service.	
20	The applicant is working towards not being dependent on City funding or assistance for the project or service.	
21	The budget is reasonable and realistic for the proposed project or service.	
22	The applicant applied the "user pay" principle where appropriate.	

<b>Quality of Application</b>		
23	The application is complete and provides detailed explanations.	
24	Information is presented in a clear, coherent and convincing manner.	

**City of Richmond**

**2020 Grant Program Guidelines**

**For**

**Health, Social & Safety**

**and**

**Parks, Recreation & Community Events**

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## 1. Overview

### (i) City Grant Policy

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

### (ii) Purpose

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

### (iii) Principles

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

### (iv) Goal

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

### (v) Objectives

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

## 2. Program Funding

### (i) Base Program Funding

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

### (ii) Annual Cost of Living Increase

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

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are returned to the City's General Revenue Account.

### 3. Definitions

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

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

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

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

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

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

### 4. Eligibility

#### (i) Who is Eligible

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

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

**(iv) Items Eligible For Funding**

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

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

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

The following items will not be funded:

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

**(vi) Grant Limitations**

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

## **5. Application Assessment Criteria**

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

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

**(ii) Assessment Considerations**

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

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

**(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

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

**(iv) Financial Statements**

Applicants must submit:

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

**(v) User Pay Principle**

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

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

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

## 6. The Grant Review Process

### (i) The Grant Review Process

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

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

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

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

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

### (iii) Application Deadline

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

### (iv) Late Applications

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

### (v) Staff Review

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

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

### (vi) General Purposes Committee Review

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

## 7. Awarding of Grants

### (i) Council Decision

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

### (ii) Grant Disbursement

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

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

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

### (iv) Recuperation of Grant

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

### (v) No Appeal

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

## 8. Further Information

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

**City Grant Policy**

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

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the three City Grant Programs will receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Re:** 2020 Health, Social and Safety Grants

**Date:** December 19, 2019  
**File:** 03-1085-01/2019-Vol  
01

### Staff Recommendation

That the 2020 Health, Social and Safety Grants be awarded for the recommended amounts and funding cycles, and cheques be disbursed for a total of \$593,133 as per the staff report titled "2020 Health, Social and Safety Grants", dated December 19, 2019, from the Director, Community Social Development.

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

Att. 3

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

## **Staff Report**

### **Origin**

This report supports Council's Strategic Plan 2018-2022 Strategic Focus Area #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.4 Foster a safe, caring and resilient environment.*

This report supports Council's Strategic Plan 2018-2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

This report also supports the Social Development Strategy Action 39:

*Administer, monitor and enhance the City Grant Program, undertaking reviews as required to ensure that the program continues to have adequate resources, targets priority community needs and makes efficient use of staff resources.*

### **Findings of Fact**

#### **2020 Health, Social and Safety Grant Budget**

The 2020 Health, Social and Safety (HSS) Grant Budget is \$626,970. This total includes a two per cent Cost of Living increase over last year's budget, as per the City Grant Policy (No. 3712).

#### **Notice Given and Applications Received**

In August 2019, a call for applications for the City's 2020 Health, Social and Safety Grants was promoted through social media channels and the Community Services newsletter. The notice was circulated to the Richmond Community Services Advisory Committee as well as by request to other non-profit societies.

In the HSS category, a total of 24 applications were received for a total request of \$737,394. A table outlining requests and recommended 2020 allocations is provided in Attachment 1. A summary of each application, generated directly from information submitted by applicants to the web-based system, is provided in Attachment 2. As summary contents are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are also included in the summary.

As indicated in the HSS Grant Program Guidelines, all proposals must demonstrate that primarily Richmond residents will be served by the proposed grant use (Attachment 3). While some applicants serve wider geographic areas (e.g. Family Services of Greater Vancouver, Canadian Mental Health Association – Vancouver-Burnaby Branch), all recommended grants support primarily Richmond residents.

#### Late Applications

As the City Grant Policy indicates that no late applications will be accepted, the web-based system is usually closed to submissions after the deadline. However, due to technical difficulties, the system was kept open for an additional week this year for organizations starting their applications prior to the deadline. No post-deadline requests to submit were received.

#### New Applications

Only one (1) application was received from an organization that had not previously applied to the Health, Social and Safety Grant Program.

#### Application Review Process

A HSS Grant Review Committee, consisting of Community Social Development staff, reviewed the applications. Assessment criteria outlined in the HSS Grant Program Guidelines, Sections 4 (Eligibility) and 5 (Application Assessment Criteria), were used to guide the recommendation considerations (Attachment 3). Recommended allocations were determined by the committee rather than individual reviewers.

#### **Analysis**

The following analysis provides information about the HSS Grant Program, specifically regarding multi-year funding; the difference between minor and major grant requests; and the rationale for partial or no funding recommendations. Information is also provided about recent grant application trends as well as 2020 applications.

#### Minor/Major Grant Requests

Two application streams are available for HSS grants; one for minor grant requests (\$5,000 or less) and one for major grant requests (over \$5,000). Minor grant requests have fewer sections to complete, while a more comprehensive application is required for major grants. In the Health, Social and Safety category, seven (7) organizations applied for grants of \$5,000 or less (minor), while 17 applied for grants over \$5,000 (major).

### Multi-Year Funding Request

Applicants receiving grants for the same purpose for a minimum of five consecutive years have the opportunity to apply for a three-year funding cycle. In the first year of a cycle, the comprehensive application form is required, while for the following two years, a briefer application is required. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

### Reasons for Partial or No Funding

Most recommendations (54 per cent) are for partial rather than full funding. The 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 by organizations exceeds the recommended City Grant budget; providing some assistance to many organizations is considered preferable to providing full assistance to only a few organizations.

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;
- other forms of City support to the organization; and
- quality, including completeness, of the application.

### Health, Social and Safety Grant Application Information 2018–2020

The following table provides information about applications received, as well as allocations, over a three-year period, including this year's applications and recommendations.

	2018	2019	2020 (Recommended)
Total number of applications	32	35	24
New applicants	2	4	1
Late applications	0	0	0
Grants denied (did not meet criteria)	2	4	2
Partial amount of request recommended	20	21	13
Full amount of request recommended	10	10	9
Minor request (\$5,000 or less)	13	10	7
Total amount requested	\$774,832	\$1,089,095	\$737,394
Total budget available	\$601,444	\$614,676	\$626,970
Total HSS allocated	\$598,464	\$614,590	\$593,133*

\*Subject to Council approval

### 2020 Considerations

Some notable differences are apparent with the 2020 HSS Grant Program applications compared with previous years. While the number of applicants has ranged from 32 to 35 for the past five years, this year 24 applications were received. Compared with 2019, this is 11 fewer applications, with reasons including that:

- Four applicants denied in 2019 did not re-apply;
- Three agencies had significant staff turnover that prevented them from applying this year, however, they intend to apply next year;
- One organization lacks a non-profit host this year, however, it is seeking non-profit status and intends to apply next year; and
- The remaining three organizations did not communicate a reason for not applying.

Six of the 11 organizations are regular applicants to the HSS Grant Program and four have indicated their intention to apply for a 2021 HSS Grant. As staff anticipate allocations to these organizations in the 2021 cycle, staff are not recommending full expenditure of the 2020 budget. Rather, staff recommend transferring the balance to the Grant Provision Account for future distribution. This will ensure that sufficient funds are available to recommend 2021 grants for these applicants without having to reduce 2021 allocations to other agencies.

### **Financial Impact**

The 2020 HSS Grant Program budget is \$626,970. A total of \$593,133 is recommended for disbursement. The remaining balance of \$33,837 will be transferred to the Grant Provision Account for future distribution.

## Conclusion

The City's HSS 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. These grants support the work of non-profit social service agencies whose mandates align with the City's Social Development Strategy goals of social equity and inclusion; citizen engagement; and building on social assets and community capacity. Staff recommend that 2020 HSS Grants be allocated as indicated to the many societies dedicated to supporting the well-being of Richmond residents.



Lesley Sherlock  
Social Planner

- Att. 1: Health, Social and Safety Services Grant Recommendations - 2020  
2: 2020 Grant Application Summary Sheets  
3: 2020 Health, Social and Safety Grant Program Guidelines

## 2020 Health, Social and Safety Grant Recommendations

APPLICANT NAME	2019 GRANT	2020 REQUEST	RESIDENTS TO BE SERVED	2020 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Amyotrophic Lateral Sclerosis Society of British Columbia	\$2,500	\$4,000	10	\$4,000		This grant will be used to purchase a low air-loss mattress for pain relief for a Richmond resident with ALS. There are currently 10 such residents. This recommendation is for an increased level.	1
Boys and Girls Clubs of South Coast BC	\$5,115	\$10,000	65	\$6,500		This grant will support an after school program at Mitchell Elementary in East Richmond reaching 65 children aged 6 to 12 years, ensuring accessibility to those who cannot afford to pay. This recommendation is for an increased level.	4
Canadian Mental Health Association, Vancouver-Fraser Branch	\$8,500	\$30,500	72	\$8,670		This grant will support staff costs of the Super Fun Group Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for the same level as last year, plus a cost of living increase.	7
Chimo Community Services	\$50,000	\$50,000	9451	\$50,000	3	This Multi-Year (Year 3) grant is to support the delivery and expansion of Chimo Community Service's Crisis Line, Outreach & Advocacy, and Community Engagement programs. The Crisis Line and Outreach & Advocacy programs provide immediate emotional support to residents in crisis by providing referrals to supportive services and other assistance regarding poverty, family, immigration and civil matters. The recommendation is for the full amount requested.	10
Community Mental Wellness Association of Canada	\$10,000	\$42,000	12000	\$10,200	2	This Multi-Year (Year 2) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase.	12
Family Services of Greater Vancouver	\$48,007	\$48,007	27	\$48,007	3	This Multi-Year (Year 3) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the full amount requested.	14
Heart of Richmond AIDS Society	\$12,000	\$16,500	1150	\$12,740	2	This Multi-Year (Year 2) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for an increased level to assist with the equipment replacement.	16
Minoru Seniors Society	\$5,000	\$5,000	140	\$5,000		This grant will support the Wellness Connections outreach program for frail, at-risk and isolated seniors aged 55+ years to reconnect them with their community, increase independence and improve their health through social, recreational and leisure programming. The recommendation is for the full amount requested.	18
Multicultural Helping House Society	\$9,161	\$15,000	1500	\$0	2	This request is to support recreation and wellness programs to maintain health and increase social well-being for older adults and live-in caregivers. Financial statements were requested twice and not provided. Furthermore, MHHS is experiencing considerable administrative instability. Denial is recommended.	22

## 2020 Health, Social and Safety Grant Recommendations

APPLICANT NAME	2019 GRANT	2020 REQUEST	RESIDENTS TO BE SERVED	2020 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Muscular Dystrophy	\$0	\$5,000	10	\$0		This request is for equipment purchase although no description of the items or associated costs are provided. The City is asked for \$5,000 although other funders are only asked for \$500 for the same purpose. No Richmond partners are identified. Therefore, denial is recommended.	24
Pacific Post Partum Support Society	\$2,500	\$3,000	25	\$3,000		This grant will contribute to the provision of on-site child minding for mothers who attend the weekly support group for women experiencing postpartum depression or anxiety. Offering child minding for this group reduces barriers for mothers to access help. The recommendation is for the full amount requested.	28
Parish of St. Alban's (Richmond)	\$15,000	\$30,000	1000	\$15,300		This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal program, shower program, and information and referral services. The recommendation includes a cost of living increase.	31
Pathways Clubhouse	\$35,027	\$35,027	400	\$35,027	3	This Multi-Year (Year 3) grant is to support the Pathway Clubhouse meal program, which provides the opportunities for members on fixed-incomes to eat healthy meals at affordable prices. The program also provides opportunities for social connection and for members to learn employment skills related to working in the restaurant industry. The recommendation is for the full amount requested.	34
PLEA Community Services of BC (now includes Children of the Street)	\$5,000	\$5,000	3000	\$5,000		This request is to fund workshops to educate children and youth about sexual exploitation (previously operated by Children of the Street). The workshops will reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested.	36
Richmond Addiction Services Society	\$222,411	\$226,860	5000	\$226,860	3	This Multi-Year (Year 3) grant will support programming that prevents the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors. The recommendation is for the full amount requested.	40
Richmond Cares, Richmond Gives	\$41,798	\$50,000	180000	\$42,634	3	This Multi-Year (Year 3) grant will support the information and volunteer centre which supports Richmond residents seeking information on community resources and the free Community Services Directory. The recommendation is for the same level plus a cost of living increase.	42
Richmond Family Place Society	\$28,000	\$50,000	6950	\$38,560	1	This Multi-Year (Year 1) grant is for family support programs, including a new inter-generational program, and other preventative services for families with children up to 12 years. The recommendation is for an increased level to support new and existing programs.	45

## 2020 Health, Social and Safety Grant Recommendations

APPLICANT NAME	2019 GRANT	2020 REQUEST	RESIDENTS TO BE SERVED	2020 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Richmond Mental Health Consumer and Friends Society	\$5,250	\$10,000	78	\$5,355		This Multi-Year (Year 3) grant is to support the operations of a Peer Support Social Group, which aims to empower and re-integrate people who struggle with mental health into the community through volunteer work, social activities, education, and leadership opportunities. The recommendation is for the same level, plus a Cost of Living increase.	48
Richmond Multicultural Community Services	\$12,500	\$20,000	4000	\$12,750	3	This Multi-Year (Year 3) grant will support administrative positions and support the core funding of programs to support immigrant and refugee communities in Richmond and assist newcomers with settlement and integration to become contributing members of the community. This recommendation is for the same level plus the cost of living increase.	51
Richmond Society for Community Living	\$15,500	\$15,500	5000	\$15,500	2	This Multi-Year (Year 2) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.	53
Richmond Stroke Recovery Centre	\$1,500	\$5,000	1000	\$2,030		This grant request is to support a weekly support group for Stroke survivors for education workshops, instructors, recreation programs to maintain their level of independence for as long as possible. This recommendation is for an increased level.	55
Richmond Women's Resource Centre	\$25,000	\$41,000	7000	\$26,000	2	This Multi-Year (Year 2) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.	58
Touchstone Family Association	\$5,000	\$5,000	40	\$5,000		This grant will support the Street Smarts Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.	61
Turning Point Recovery Society	\$8,500	\$15,000	200	\$15,000	3	This Multi-Year (Year 3) request is to support and enhance the current operations of the Drop-in Centre. The purpose of the Drop-in Centre is to provide a safe and supportive meeting place for Richmond residents who may be experiencing homelessness and to meet their essential needs including food, day-time shelter and social connection. In addition, on-site outreach workers provide referrals to other supportive programs. The recommendation is for the full amount requested.	64
<b>Totals</b>	<b>\$573,269</b>	<b>\$737,394</b>		<b>\$593,133</b>			
<b>Total Available</b>	<b>\$614,676</b>	<b>\$626,970</b>		<b>\$626,970</b>			
<b>Remaining</b>	<b>\$41,407</b>	<b>-\$110,424</b>		<b>\$33,837</b>			
<b>Bold = New Applicant</b>							



## Grant Application Summary for 2020 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:** \$4,000

**Proposal Title:** Equipment Loan Program

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 352 ALS patients and their families

**Richmond Residents:** 10 patients and their families

### Grant Request Summary:

The Equipment Loan Program of the ALS Society of BC is designed to help people cope with the daily challenges of decreasing mobility and independence through obtaining basic and essential assistive equipment. This includes mobility equipment, lift equipment, beds and accessories, communication devices and bathroom aids. All equipment loaned is available at no charge to registered ALS patients in British Columbia. The equipment loan program is one of the principal objectives of the ALS Society of BC and has been in existence since 1981. It is the best essential care that can be provided not only to the patients but also to their families and caregivers.

The grant will be used to purchase 1 Quartz Diamond System with a value of \$4,330.

### Richmond Services Received by Your Organization:

The ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond in June. This walk is the biggest ALS Walk in British Columbia. The Richmond Walk raises an average revenue of \$100,000 for patient services and research. The presence of the city mayor and MLAs to this event is immeasurable as it provides prestige to our event and the same time an assurance to the ALS community that they have the support of the city government in their journey. The society also gets help from various corporations in Richmond by sending volunteers to the office for office support and to help with fundraising events.

### FINANCIAL INFORMATION

#### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	3,374,793.00	1,837,705.00

**Health, Social & Safety 2020****\$5,000 or Less Single Year****Amyotrophic Lateral Sclerosis Society of British Columbia****Summary Page 2**

<b>Total Expenses:</b>		946,709.00
<b>Annual Surplus or (Deficit):</b>	1,003,152.00	685,058.00
<b>Accumulated Surplus or (Deficit):</b>	3,953,225.00	636,068.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

As mentioned, in our previous grant application the society's goal is to raise 5 million for the ALS Centre of Excellence in BC, to improve support services given to patients in BC and to offer clinical trials which are currently not available for ALS Patients in BC. In 2018, 1 million was set aside under an externally managed funds to build up the funds required for the centre. Another goal of society is to increase the Operating Reserve of society to 750K. 20K was transferred in 2018 making the reserve 182K (from 162K). Note that the Total Revenue includes gift-in-kind donations with a value of 196,500 in 2018 and 188,787 in the current year. The expense includes the value of amortization and write-down equipment but it did not include the purchase of capitalized equipment with the value of 99,862 for the current year and 78,000 in 2018.

**Current Year:**

As of the 2nd quarter, the financial statements reflect a surplus of 600K. We are hoping for another surplus this year so that we could transfer additional monies to the ALS Centre of Excellence funds (goal is 5 million, the current balance is 1 million) and Operating Reserve/rainy day funds for 6 months (goal is 750K, currently at 182K).

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

The accumulated surplus is to build funds for the society's ALS Centre of Excellence – Target Goal is 5 million (current is 1 million) to start the project and increase the 6-month rainy fund of the society to 750K (current balance is 182K).

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$2,500.00	Health, Social & Safety
2018	\$2,000.00	Health, Social & Safety
2017	\$700.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$0.00
<b>Consultant Services</b>	\$0.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$0.00

**Health, Social & Safety 2020****\$5,000 or Less Single Year****Amyotrophic Lateral Sclerosis Society of British Columbia****Summary Page 3**

Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$4,330.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$4,330.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	BC Gaming Community Grant	<b>Amount</b>	<b>\$100,000.00</b>
<b>Funder 2 Name</b>	Aqueduct Foundation	<b>Amount</b>	<b>100000.00</b>
<b>Funder 3 Name</b>	Central Okanagan Foundation	<b>Amount</b>	<b>5000.00</b>

**Amount Your Society will Provide:** **\$330.00****Total Proposed Budget:** **\$4,330.00****GRANT RECOMMENDATIONS****Recommended  
Amount:** \$4,000**Recommendation:**

This grant will be used to purchase a low air-loss mattress for pain relief for a Richmond resident with ALS. There are currently 10 such residents. This recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2020  
Health, Social & Safety Program**

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

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

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

**Grant Request:** \$10,000

**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:** 65

**Richmond Residents:** 65

**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. The drop-in program is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. All children and families can access our programs, regardless of their financial situation. Fees are negotiable, and payment plans are available to meet every family's needs. 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 \$5,115 City Grant in 2019, 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>
<b>Total Revenue:</b>	11,453,307.00	10,634,000.00
<b>Total Expenses:</b>	11,420,483.00	10,551,400.00
<b>Annual Surplus or (Deficit):</b>	32,824.00	82,600.00

**Health, Social & Safety 2020**  
**Boys and Girls Clubs of South Coast BC**

**Over \$5000      Single Year**  
**Summary Page 2**

Accumulated Surplus or (Deficit):                      1,623,554.00                      1,706,154.00

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

**Last Complete Year:**

The surplus for last year was very small (0.28%). BGC strives to maintain a balanced year-end position for operations.

**Current Year:**

The surplus forecast for the current year is also small (0.78%). BGC strives to maintain a balanced year-end position for operations.

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

Sound financial management over the last 80 years.

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

Year	Amount	Grant Program
2019	\$5,115	Health, Social & Safety
2018	\$5,000	Health, Social & Safety
2017	\$5,000	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$68,130.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,000.00
Utilities and Telephone	\$195.00
Supplies	\$40.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,110.00
Local Travel	\$860.00
Other	\$9,790.00

Insurance: \$1,644

Food: \$1,390

Allocation for Central Administration: \$6,756

TOTAL      \$87,125.00

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	United Way of the Lower Mainland	\$30,000
Funder 2 Name	Province of BC - Gaming	\$4,800
Funder 3 Name	Membership Fees	\$25,000

Amount Your Society will Provide:      \$17,325.00

Total Proposed Budget:      \$87,125.00

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**      \$6,500

**Recommendation:**

This grant will support an after school program at Mitchell Elementary in East Richmond reaching 65 children aged 6 to 12 years and ensure accessibility to those who cannot afford to pay. This recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2020  
Health, Social & Safety Program**

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

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

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

**Grant Request:** \$30,500

**Proposal Title:** Super Fun Group

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 72

**Richmond Residents:** 72

**Grant Request Summary:**

Our grant request is to fund one of the two Super Fun Groups that we operate in Richmond. Super Fun Groups provide long-term support for children of parents living with a serious mental illness or addiction. All program participants are residents of Richmond aged 8-15. Over 90% of our participants are from families with low incomes. To ensure families who need this service can access it, barriers to access have been minimized (income, transportation, food security, etc.) and the program is provided at no cost to the families. Once a month, the program provides participants with a full day of recreational or leisure activities (i.e.: Beach Day, Waterslides, Aquarium, Urban Safari, hiking, Playland, Christmas events and snowboarding). These group activities enable them to have fun, participate in sports and special events, build social skills, and establish strong friendships with other kids in the program who have similar situations in their life. They develop healthy attachments to non-related adults. As well, the program also provides parents with respite to attend to their own mental health needs while knowing that their kids are well cared for by trained staff.

**Richmond Services Received by Your Organization:**

Richmond Super Fun Groups do not receive any services from the City of Richmond. The City of Richmond does support CMHA's annual bike ride fundraiser (Ride Don't Hide) by offering support in event application process, route design, water station logistics and event day route support on the portion of the route that goes through Richmond.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	7,089,668.00	7,810,862.00
<b>Total Expenses:</b>	7,107,567.00	7,821,679.00
<b>Annual Surplus or (Deficit):</b>	(17,899.00)	(10,817.00)

**Health, Social & Safety 2020****Canadian Mental Health Association, Vancouver-Fraser Branch****Over \$5000****Single Year****Summary Page 2**

Accumulated Surplus or (Deficit):	90,393.00	100,000.00
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**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

Thrift Store and fee for service workshop sales were higher than expected.
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**Current Year:**

Thrift Store and fee for service workshop sales are higher than anticipated.
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**Explanation for Accumulated Surplus or (Deficit):**

We are building a prudent reserve fund to ensure the organization can pay wind up costs if required and/or survive significant changes to contract revenue. The Accumulated Surplus will be transferred to a prudent reserve fund once there are sufficient funds to do so.
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**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$8,500	Health, Social & Safety
2018	\$8,000	Health, Social & Safety
2017	\$6,329	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$33,000.00
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	\$9,600.00
Local Travel	\$7,400.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$61,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver Coastal Health	\$17,000
Funder 2 Name	CMHA Contributions	\$13,500
Funder 3 Name		

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**Amount Your Society will Provide:****\$13,500.00****Total Proposed Budget:****\$61,000.00****GRANT RECOMMENDATIONS****Recommended****Amount:** \$8,670**Recommendation:**

This grant will support staff costs of the Super Fun Group Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for the same level as last year, plus a cost of living increase.

**Staff Comments /****Conditions:**

None



## Multi-Year Grant Application for 2020 Health, Social & Safety Program

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

**Society:** Chimo Community Services  
**Grant Type:** Over \$5000 Multi Year - Year 3  
**Grant Request:** \$50,000  
**Proposal Title:** 2019 Health, Social and Safety Grant  
**Number Served:** 16,110 **Richmond Residents:** 9,451

### 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. Annually, these services support approximately 16,110 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.

### Changes that will impact grant use:

No changes

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	2,115,508.00	2,217,185.00
<b>Total Expenses:</b>	2,088,194.00	2,217,185.00
<b>Annual Surplus or (Deficit):</b>	90,858.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	136,990.00	0.00

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

#### Last Complete Year:

The surplus reflects the savings in some program expenses and the contribution from funder for renovations at Nova Transition House.

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is due to a transfer in 2014/2015 of 62,000 from Chimo's own Innovation and Development Fund and an adjustment of our contingency reserve in the amount of 24,286.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$50,000	Health, Social & Safety
2018	\$50,000	Health, Social & Safety
2017	\$49,392	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$50,000

Recommendation:

This Multi-Year (Year 3) grant is to support the delivery and expansion of Chimo Community Service's Crisis Line, Outreach & Advocacy, and Community Engagement programs. The Crisis Line and Outreach & Advocacy programs provide immediate emotional support to residents in crisis by providing referrals to supportive services and other assistance regarding poverty, family, immigration and civil matters. The recommendation is for the full amount requested.

Staff Comments /

Conditions:

None

**Society: Community Mental Wellness Association of Canada**
**Grant Type: Over \$5000 Multi Year - Year 2**
**Grant Request: \$42,000**
**Proposal Title: CMWAC Community Services Delivery**
**Number Served: 15,000 Richmond Residents: 12,000**
**Grant Request Summary:**

The grant is requested to cover partial administrative costs of multiple ongoing programs and activities at CMWAC throughout the year - public events, monthly mental health education presentations promoting psychosocial wellness and recovery and removing stigma, English conversation classes, support groups, field trips, walking club and gardening with seniors, individual and family counselling in Mandarin and Cantonese, volunteer training and engagement, youth ambassador program to train youth in mental health awareness and resourcefulness, organized group activities including karaoke, dancing, knitting, choir and arts and crafts making. Target groups include newcomers, adults, youths and seniors of multicultural backgrounds living in Richmond and beyond seeking information, support and referrals for issues related to mental health. The benefits of such programs and activities are manyfold - greater awareness about mental health and wellness in the community, removal of stigma, accessible information and resources for mental health diagnosis, treatment and support - all of which address and enhance the social determinants of mental health.

**Changes that will impact grant use:**

Our budgeting for 2019/20 was impacted with the decline of one of our major grants from the Federal Government/New Horizons grant and delay of our awarding of the BC Gaming grant due to an audit, we did get the funding in July instead of the spring. The gaming grant continues until March 31/20.

**FINANCIAL INFORMATION**
**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	134,206.00	40,357.00
<b>Total Expenses:</b>	111,300.00	38,594.00
<b>Annual Surplus or (Deficit):</b>	22,904.00	1,763.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

**Explanation for Annual Surplus or (Deficit):**
**Last Complete Year:**

20189/19 ending March 31/19

See Notes for Year end financials

**Current Year:**

our year end is March 31.

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

We were under an audit for BC Gaming, once that was completed we received our Gaming funds late, ( July 2019)

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$10,000	Health, Social & Safety
2018	\$9,739	Health, Social & Safety
2017	\$9,548	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$10,200

**Recommendation:**

This Multi-Year (Year 2) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase.

**Staff Comments /**

**Conditions:**

None



**Multi-Year Grant Application for 2020  
Health, Social & Safety Program**

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

**Society:** Family Services of Greater Vancouver

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$48,007

**Proposal Title:** Richmond Counselling, Support and Therapeutic Education Program

**Number Served:** 220 **Richmond Residents:** 200

**Grant Request Summary:**

The 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 36 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 prioritized 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 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. Our staff team collectively has the capacity to offer a wide variety of therapeutic counselling methods. 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.

**Changes that will impact grant use:**

We do not anticipate any changes that will impact grant use. FSGV has implemented a small wage increase for long time staff in this program. To cover this increased expense, FSGV may reduce the counselling hours of paid staff by approximately 3 hours per week, which may be offset by increasing counselling hours delivered by qualified counselling interns. Additionally, FSGV will seek additional grants and donations to maintain the service level of this vital community service in Richmond.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	27,761,047.00	

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Total Expenses:	28,015,538.00	26,329,029.00
Annual Surplus or (Deficit):	254,491.00	103,158.00
Accumulated Surplus or (Deficit):	212,078.00	108,920.00

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

**Last Complete Year:**

The annual deficit is 254,491 due to investment spending on the development of programs and fundraising.

**Current Year:**

The projected annual deficit is planned to be offset by accumulated surplus.

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

Accumulated surplus is the net total of the accumulated surpluses & deficits of all FSGV's programs.

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$48,007	Health, Social & Safety
2019	\$3,477	Child Care Capital
2018	\$48,007	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$48,007

**Recommendation:**

This Multi-Year (Year 3) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the full amount requested.

**Staff Comments /**

**Conditions:** None

**Society:** Heart of Richmond AIDS Society

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$16,500

**Proposal Title:** Office and Administrative Operations

**Number Served:** 1,250 **Richmond Residents:** 1,150

**Grant Request Summary:**

The office is the hub for our operations which 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 850 students in all Richmond high schools.

This funding will cover some of the costs of the office space and the staff who manage it.

The direct benefits include, 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:**

Please note we have experienced the rising cost of building expenses even though we have recently downsized in office space. Some office equipment is older and needing of being replaced.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	137,169.88	156,000.00
<b>Total Expenses:</b>	110,196.04	157,000.00
<b>Annual Surplus or (Deficit):</b>	26,973.84	(1,000.00)

<b>Accumulated Surplus or (Deficit):</b>	27,727.25	0.00
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**Explanation for Annual Surplus or (Deficit):**

**Last Complete Year:**

had one staff leave and another start but there was a time lapse in time between the old and new staff...

**Current Year:**

more members need nutritional support in the way of SHF (supplementary health fund)

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

staff salaries not used due the rehiring process of a new person

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$12,000	Health, Social & Safety
2018	\$11,500	Health, Social & Safety
2017	\$11,500	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$12,740

**Recommendation:**

This Multi-Year (Year 2) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for an increased level to assist with the equipment replacement.

**Staff Comments /**

**Conditions:**

None



## Grant Application Summary for 2020 Health, Social & Safety Program

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

**Society:** Minoru Seniors Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** 55+ Wellness Connections  
**Grant Purpose:** Community Service / Program / Event - Ongoing

<b>Start Date (if applicable):</b>	<b>End Date (if applicable):</b>
<b>Number To Be Served:</b> 140	
<b>Richmond Residents:</b> 140	

### Grant Request Summary:

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated seniors 55+ to reconnect with their community and increase independence through participation in social, leisure and recreational programs. The program reduces social isolation and improves the health of Richmond residents 55+ by removing barriers to participation such as lack of transportation and low income. Wellness Connections fills a gap in services for those not yet needing supervised health services but not able to independently access community centre programs. Clients are bused to and from their homes to the Seniors Centre at Minoru Centre for Active Living to enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. The program utilizes volunteers to assist in its delivery and is offered four times a year, in 8 week sessions with both a Chinese and an English speaking program option. Clients and their families receive one-on-one leisure counselling and information referral to health and community services. The Wellness Connections program involves extensive partnerships and collaboration between the City of Richmond, Vancouver Coastal Health (VCH), Minoru Seniors Society and other Community Partners. Since the program lost its core funding from VCH four years ago, Minoru Seniors Society has continued to operate the program on a user-fee model. In the Fall of 2016 the Society increased the cost of the program to \$240 per session as it was no longer able to subsidize the program. This increased cost created a barrier to participation. The Society received a City Grant in 2017 to offset the program costs, which allowed more people to participate and registration subsequently began to increase. The Wellness Connections program supports the Seniors' Services Plan 2016-2020 as well as the Social Development Strategy directions to reduce barriers for isolated seniors and address the needs of an aging population.

### Richmond Services Received by Your Organization:

Minoru Seniors Society is located at the Seniors Centre at Minoru Centre for Active Living where funding for core staff and building is provided by the City. Estimate at 1,015,700 for

the City portion of operations

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	557,495.98	877,850.00
Total Expenses:	594,587.13	875,200.00
Annual Surplus or (Deficit):	(37,091.15)	2,650.00
Accumulated Surplus or (Deficit):	308,526.00	308,526.00

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

#### Last Complete Year:

The last complete year numbers are for 2018 as the Society has not yet received the Statement of Financial Position for the 2018/19 Fiscal Year, as this application is due earlier than in previous years. The Society will receive the Statement of Financial Position within the next two weeks in order to be ready for the AGM on Nov 27. The Current Year numbers are from the Current Operating Budget for 2019/20.

The Seniors Centre moved to the Minoru Centre for Active Living in March 2019. To prepare for and support this move to the new facility the Society invested in increased staffing positions to support the transition.

#### Current Year:

Projected revenue has increased based on anticipated Food Service, Program and CLT increases, although the full Food Services program (Bistro) has not yet opened within the facility.

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

Accumulation in preparation for move to new facility, many of the funds have been spent in this past 2019 year in order to support the opening of the new Seniors Centre at Minoru Centre for Active Living. The updated Statement of Financial Position will be received from the accountant within the next two weeks to be ready for the AGM November 27, 2019.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$5,000.00	Health, Social & Safety
2018	\$5,000.00	Health, Social & Safety

2017	\$5,000.00	Health, Social & Safety
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**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$2,000.00
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	\$3,000.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$5,000.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	United Way Active Aging Grant	<b>Amount</b>	<b>\$40,000.00</b>
<b>Funder 2 Name</b>	VCH One-Time-Only Grants	<b>Amount</b>	<b>5000.00</b>
<b>Funder 3 Name</b>	United Way - Therapeutic Activation Program for Seniors	<b>Amount</b>	<b>200000.00</b>

<b>Amount Your Society will Provide:</b>	<b><u>\$5,000.00</u></b>
<b>Total Proposed Budget:</b>	<b><u>\$55,000.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,000

**Recommendation:**

This grant will support the Wellness Connections outreach program for frail, at-risk and isolated seniors aged 55+ years to reconnect them with their community, increase independence and improve their health through social, recreational and leisure programming. The recommendation is for the full amount requested.

**Staff Comments /**  
**Conditions:**

None

**Society:** Multicultural Helping House Society

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$15,000

**Proposal Title:** MHHS Community Service Programming

**Number Served:** 1,800 **Richmond Residents:** 1,500

**Grant Request Summary:**

Our 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 fit-plus cooking.

We will continue our innovative Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. We will include activities and programs 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.

**Changes that will impact grant use:**

We will maintain same workshops and regular programming, with intent on increasing community awareness, diversity, inclusion, and safety through more education, outreach and partnerships.

**FINANCIAL INFORMATION**
**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	606,476.00	593,233.00
<b>Total Expenses:</b>	574,708.00	593,233.00
<b>Annual Surplus or (Deficit):</b>	21,433.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

Last Complete Year:

Minimal surplus. Some expenses have not been included.

**Current Year:**

We anticipate zero surplus/deficit at the end of the year

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

Post audit, we anticipate zero surplus (deficit). 2018 MHHS financial audit not yet complete due to transactions that occurred in years prior to term of incumbent board members.

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$9,161	Health, Social & Safety
2018	\$8,956	Health, Social & Safety
2017	\$8,780	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$0

**Recommendation:**

This request is to support recreation and wellness programs to maintain health and increase social well-being for older adults and live-in caregivers. Financial statements were requested twice and not provided. Furthermore, MHHS is experiencing considerable administrative instability. Denial is recommended.

**Staff Comments /**

**Conditions:** None



## Grant Application Summary for 2020 Health, Social & Safety Program

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

**Society:** Muscular Dystrophy Canada  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Richmond Equipment Program  
**Grant Purpose:** Community Service / Program / Event - Ongoing

Start Date (if applicable):	End Date (if applicable):
Number To Be Served: 147	
Richmond Residents: 147	

### Grant Request Summary:

Muscular Dystrophy Canada (MDC)'s longstanding equipment program has assisted thousands of individuals impacted obtain the equipment needed to enhance their quality of life by improving access to school and vocational goals, improving mobility, increasing independence, and creating more opportunities to engage in the community. There are often extraordinary financial expenses for individuals impacted, such as costly equipment that is not fully covered through private health insurance or the government. Whenever possible, MDC acts in partnership with government and private health insurance but does not replace this funding. Our Service Specialists work with other funders to secure the maximum amount of funding available for our clients, to stretch our dollars as far as possible. Most importantly, the equipment program provides critical funding when all other funding resources are exhausted. And, as the funder of last resort, this ensures our clients are receiving the essential support and services they need to fully participate in the community. There are tremendous psychosocial factors that affect individuals impacted, their family members, and the broader community. Receiving a piece of equipment reduces social isolation and stigmas, reduces occurrences of mental illness, breaks down barriers to gainful employment/educational opportunities, and also prevents unnecessary additional complex healthcare issues. Individuals also experience increased mobility, more engagement with their peers, increased self-esteem, and more confidence. Furthermore, it reduces emotional, physical, and financial strain. In Richmond, there are 44 individuals impacted by a neuromuscular disorder, 87 family members and caregivers, and 16 healthcare professionals who are currently registered with MDC. Last year, MDC funded ten (10) equipment requests in Richmond for a total investment of \$19,321. The accumulative value for this equipment was \$127,773.

### Richmond Services Received by Your Organization:

N/A

### FINANCIAL INFORMATION

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	1,115,474.00	1,001,190.00
<b>Total Expenses:</b>	903,158.00	1,186,490.00
<b>Annual Surplus or (Deficit):</b>	212,316.00	(185,300.00)
<b>Accumulated Surplus or (Deficit):</b>	0.00	27,016.00

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

**Last Complete Year:**

Muscular Dystrophy Canada has been working to increase our mission spend to ensure more donor dollars are being dedicated to our vital programs and services. There was a vacancy in our Service Specialist role in BC for part of last fiscal year, which was filled at the end of that fiscal year (Fiscal Year: April 1, 2018 - March 31, 2019).

**Current Year:**

Muscular Dystrophy Canada works with donors, funders and like-minded organizations, to ensure the sustainability of our programs and services. However, Muscular Dystrophy Canada receives less than 1% of our funding from government sources and over the years, has seen a significant decline in funding from a longstanding partner. The increased competition in the charitable sector and the funding decline from our partner has meant a greater need to secure support through donations, corporations, foundations, and sponsorship.

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

A small surplus ensures revenue lines that may come in below budget, unexpected events that may affect the fundraising industry (like a natural disaster) or a recession. It also ensures extra funding for core mission activities like MDC's equipment program that may experience a higher than projected level of need for individuals impacted by neuromuscular disorders in Richmond.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
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**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$9,983.00</b>
<b>Consultant Services</b>	<b>\$0.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$0.00</b>
<b>Office Rent or Mortgage</b>	<b>\$3,060.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$0.00</b>

**Health, Social & Safety 2020**  
**Muscular Dystrophy Canada**

**\$5,000 or Less Single Year**  
**Summary Page 3**

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$16,315.00

Equipment Program Funding - \$13,505.00

Information support - \$1,825.00

Programs and services - \$55.00

Education - \$730.00

Research and advocacy - \$200.00

**TOTAL      \$29,358.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Other Foundations	Amount	\$500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

**Amount Your Society will Provide:      \$8,005.00**

**Total Proposed Budget:      \$13,505.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**      \$0

**Recommendation:**

While this request is for equipment purchase, no description of the items or associated costs are provided. The City is asked for \$5,000 although other funders are only asked for \$500 for the same purpose. No Richmond partners are identified. Therefore, denial is recommended.

Staff Comments /  
Conditions:

None



## Grant Application Summary for 2020 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:** \$3,000  
**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 would provide for on-site childcare for mothers who attend the weekly Richmond facilitated support group for women experiencing postpartum depression or anxiety (PPD/A). Offering childcare for this group increases attendance and reduces barriers for mothers to access help. 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. Many of these mothers are having difficulty getting well, as they have no opportunities for breaks. 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 mothers experiencing postpartum depression and anxiety struggle to leave their infants with anyone, as it increases their anxiety; on-site childcare enables these mothers to both attend group and receive care for their children. Often this childcare is the first break the mother has had since the birth of the child, and this break can be a huge factor in her recovery. The mothers feel comfortable knowing their children are near, and they can temporarily leave the group meeting to nurse or settle their children. Without support and treatment, PPD/A can negatively affect the quality of life and health outcomes for parent and child, including serious consequences such as marital breakdown, child neglect and abuse, and suicide. PPD/A risk is close to 50% higher for new immigrants in urban areas, a group that includes many Richmond families.

### Richmond Services Received by Your Organization:

We receive free use of two 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>
<b>Total Revenue:</b>	392,510.00	390,210.00

**Health, Social & Safety 2020**  
**Pacific Post Partum Support Society**

**\$5,000 or Less Single Year**  
**Summary Page 2**

<b>Total Expenses:</b>	387,355.00	390,210.00
<b>Annual Surplus or (Deficit):</b>	5,155.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	121,264.00	121,264.00

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

**Last Complete Year:**

We try to achieve a modest surplus annually to ensure that we have a healthy contingency fund.

**Current Year:**

Every year, we budget for a net zero accumulation with the understanding that expected funding, and in turn expenses, may increase/decrease.

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

Our goal is to have a minimum of 3-6 months worth of projected expenditures on hand along with a small amount of extra funds available for special projects, capital projects and book/manual publishing.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$2,500.00	Health, Social & Safety
2018	\$2,000.00	Health, Social & Safety
2016	\$1,550.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$7,085.00
<b>Consultant Services</b>	\$0.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$0.00
<b>Office Rent or Mortgage</b>	\$0.00
<b>Utilities and Telephone</b>	\$0.00
<b>Supplies</b>	\$0.00
<b>Equipment</b>	\$0.00
<b>Photocopying</b>	\$0.00
<b>Program Materials</b>	\$0.00
<b>Local Travel</b>	\$0.00
<b>Other</b>	\$645.00

Payroll processing fees

	<b>TOTAL</b>	<b><u>\$7,730.00</u></b>
<b>Financial Assistance from Other Sources (if applicable)</b>		
<b>Funder 1 Name</b> Vancouver Coastal Health - Richmond	<b>Amount</b>	<b>\$26,871.00</b>
<b>Funder 2 Name</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Amount Your Society will Provide:</b>		<b><u>\$4,730.00</u></b>
<b>Total Proposed Budget:</b>		<b><u>\$7,730.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,000

**Recommendation:** This grant will contribute to the provision of on-site child minding for mothers who attend the weekly support group for women experiencing postpartum depression or anxiety. Offering child minding for this group reduces barriers for mothers to access help. The recommendation is for the full amount requested.

**Staff Comments / Conditions:**

None

**Society:** Parish of St. Alban's (Richmond)

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

**Grant Request:** \$30,000

**Proposal Title:** Extreme Weather Shelter, Hospitality Meal Distribution, Friday Lunch,

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 15,630

**Richmond Residents:** 10,000

**Grant Request Summary:**

We provide nutritious meals, showers, food, clothes, and a safe and welcome place for people who might feel unwelcome in other places. The community benefits include a reduction in potential crime, break ins and theft from people who are looking for clothes and warmth. We also has professionals who come to the various programs to offer things we might take for granted like foot care and hair cuts, to nurses and medical professionals who provide medical/dental care, mental health assessments and services that are essential to addressing those issues. We have also, this year, had a number of high schools approach us who are interested in educating students about homelessness, addictions, and societal issues that many in our community struggle with.

**Richmond Services Received by Your Organization:**

We had been using Brighthouse Park for our Friday lunch, but have recently moved back to St. Albans. We've had to move tables around to accommodate our guests because our roof is leaking in a number of places. This has proven even more difficult for the community meal with the number of guests increasing, space is becoming an issue. As far as 'utilities' from our city are concerned, because of the nature of some of our clients, we have had to have RCMP come and assess the situations needing to be dealt with. We have had a number of councillors come by for various occasions, showing their support for our community and the services we offer.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	0.00	0.00
<b>Total Expenses:</b>	0.00	194,773.31
<b>Annual Surplus or (Deficit):</b>	0.00	(73,519.31)
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

Please see attached

**Current Year:**

Please see attached

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

The number of people we have been serving through our various programs has increased quite a bit. It should be noted that some of the expenses are included in the parish operating budget, but it is made clear in the attachment where the money has been allocated.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$15,000	Health, Social & Safety
2018	\$15,000	Health, Social & Safety
2017	\$15,315	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$16,640.00
<b>Consultant Services</b>	\$0.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$0.00
<b>Office Rent or Mortgage</b>	\$7,800.00
<b>Utilities and Telephone</b>	\$0.00
<b>Supplies</b>	\$1,520.00
<b>Equipment</b>	\$0.00
<b>Photocopying</b>	\$0.00
<b>Program Materials</b>	\$0.00
<b>Local Travel</b>	\$2,400.00
<b>Other</b>	\$2,600.00

The Richmond Food Bank plays a huge part in the services we provide, in that most of our menus are planned around their inventory. We have other community partners who also donate food to us, but we do end up having to buy staples like condiments, cheeses, etc. Several of our volunteers are in on the assistance and are committed to the responsibility of the weekly programs that we try our best to offer a \$25 stipend weekly to show our appreciation and

recognize their dedication and work in our community. This has a big impact on their self esteem and self worth.

**TOTAL                      \$30,960.00**

**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:    \$30,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:                      \$15,300**

**Recommendation:** This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal program, shower program, and information and referral services. The recommendation includes a cost of living increase.

**Staff Comments /  
Conditions:** None



**Multi-Year Grant Application for 2020  
Health, Social & Safety Program**

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

**Society:** Pathways Clubhouse  
**Grant Type:** Over \$5000 Multi Year - Year 3  
**Grant Request:** \$35,027  
**Proposal Title:** Pathways Clubhouse  
**Number Served:** 400 **Richmond Residents:** 385

**Grant Request Summary:**

The major portion of the grant is to subsidize our meal program.

**Changes that will impact grant use:**

No changes

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	2,295,660.00	2,176,721.00
<b>Total Expenses:</b>	2,152,231.00	2,196,920.00
<b>Annual Surplus or (Deficit):</b>	143,429.00	(20,599.00)
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

123,201 transferred to our operations as our building campaign came to an end

**Current Year:**

This is our amortization

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

n/a

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$35,027	Health, Social & Safety
2018	\$35,027	Health, Social & Safety
2017	\$34,340	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$35,027

**Recommendation:**

This Multi-Year (Year 3) grant is to support the Pathway Clubhouse meal program, which provides the opportunities for members on fixed-incomes to eat healthy meals at affordable prices. The program also provides opportunities for social connection and for members to learn employment skills related to working in the restaurant industry. The recommendation is for the full amount requested.

**Staff Comments /**

**Conditions:**

None



## Grant Application Summary for 2020 Health, Social & Safety Program

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

**Society:** PLEA Community Services Society of British Columbia

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** Taking Care of Ourselves, Taking Care of Others

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 25,000

**Richmond Residents:** 3,000

### Grant Request Summary:

The primary goal of our Taking Care of Ourselves, Taking Care of Others (TCO<sup>2</sup>) workshops is to give children and youth the information and practical tools they need to keep themselves and their friends safe from all forms of sexual exploitation.

TCO<sup>2</sup> workshops are unique, interactive and empowering. Our workshops are designed and delivered by young adults who use monologues, role-plays and other engaging activities to interact with children aged 10-18.

Our workshop presenters involve kids in meaningful discussions about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers. They engage kids in discussions around healthy relationships, sexual consent, and the risk factors for sexual exploitation (substance use, gang involvement etc). Workshop participants will also learn about the permanence of online activities and how to be a responsible digital citizen.

Our workshops reach young people in elementary, middle, secondary, and alternative school settings. We also provide workshops for youth groups, and youth in care or custody. Over the past few years, the Richmond School District has asked us to present our workshops to ALL schools in the city. This past year, we reached 3,669 kids through 55 workshops.

As we are the only organization in BC offering free prevention workshops, it's important to note that our workshops are the primary way we reach those who have already been sexually exploited. This past school year, disclosures increased by almost 20% over the previous school year. When we receive a disclosure, we ensure the youth receives the support/services they need to move forward.

**Richmond Services Received by Your Organization:**

N/A

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	28,685,722.00	31,590,487.00
<b>Total Expenses:</b>	27,328,508.00	31,034,751.00
<b>Annual Surplus or (Deficit):</b>	1,357,214.00	555,736.00
<b>Accumulated Surplus or (Deficit):</b>	2,888,637.00	3,444,373.00

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

**Last Complete Year:**

Last year PLEA Community Services Society of BC operated at a 5% surplus as a result of efficiencies realized through our administration budget. This surplus was planned in order to cushion against (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in exceeding our fundraising projections.

**Current Year:**

For our current fiscal year, we are budgeting a 2% surplus. This surplus is also a cushion to protect against fluctuations in contract utilization and potential shortfalls in fundraising projections.

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

PLEA pursues a strategy of asset/property ownership for long term business sustainability, as opposed to leasing and expensing all expenditures incurred annually. This leads to a large portion of our annual expenses being related to amortization, which is significantly lower than if we had 100% expensed all our purchases. The lower rate of amortization with a lot of our annual expenditures, results in an annual surplus from an accounting perspective. Our annual surplus and accumulated surplus does not properly reflect our cash/funding needs to operate our programs annually.

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

Year	Amount	Grant Program
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#### PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$4,797.00
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	\$203.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$5,000.00</u></b>

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

<b>Funder 1 Name</b>	Provincial Grants (Gaming & Civil Forfeiture)	<b>Amount</b>	<b>\$105,000.00</b>
<b>Funder 2 Name</b>	Municipal Grants	<b>Amount</b>	<b>33200.00</b>
<b>Funder 3 Name</b>	Private Foundations	<b>Amount</b>	<b>100000.00</b>

**Amount Your Society will Provide:** **\$10,452.00**

**Total Proposed Budget:** **\$359,477.00**

#### GRANT RECOMMENDATIONS

**Recommended Amount:** \$5,000

**Recommendation:**

This request is to fund workshops to educate children and youth about sexual exploitation (previously operated by Children of the Street). The workshops will reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested.

**Staff Comments /**  
**Conditions:**

None
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**Multi-Year Grant Application for 2020**  
**Health, Social & Safety Program**

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

**Society:** Richmond Addiction Services Society

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$226,860

**Proposal Title:** Centre of Excellence in the Prevention of Substance Use, Misuse, Problem

**Number Served:** 5,000 **Richmond Residents:** 5,000

**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. We aim to delay the onset of first use by increasing the developmental assets of our community members by supporting the development of positive coping skills, decision making skills through the workshops, training sessions and awareness events in Richmond. Our collaborative programming and overall community level prevention strategies go beyond teaching coping and decision making skills as we create partnerships with other agencies to help build the social connectedness in our city. Funding from the city supports RASS to operate a professional, highly regarded and accredited set of 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. Examples of our collaborative and creative prevention programs are seen at the Richmond Youth Media Program at the City of Richmond Media Lab, Supporting Families Affected by Parental Mental Health and Substance Use, Overdose Prevention and Education Network which led to the Community Action Team work as well as Recovery Day Booth in 2019. Importantly, in the most recent Adolescent Health Survey in 2018 completed by McCreary Centre Society, it was reported that "students in Richmond were generally less likely to have used substances than their peers across BC. Local students who did use substances waited longer to first try tobacco or marijuana than their peers in previous years, and were less likely to engage in binge drinking."

**Changes that will impact grant use:**

There have been no material changes to the outcomes however, for the last 2 years we have been working with a specific elementary school in Richmond (Blundell Elementary) to support Leadership and Resiliency development in an "after school program." This move to a more "identified population based" focus is called secondary prevention and it has created excellent results in the short term. We will be continuing this work in 2020.

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,881,549.00	1,608,538.00
Total Expenses:	1,881,549.00	1,608,220.00
Annual Surplus or (Deficit):	0.00	318.00
Accumulated Surplus or (Deficit):	47,327.00	47,645.00

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

#### Last Complete Year:

Balanced budget

#### Current Year:

Small surplus - not material

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

Surplus carried over from previous years.

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$222,411	Health, Social & Safety
2018	\$217,727	Health, Social & Safety
2017	\$213,458	Health, Social & Safety

## GRANT RECOMMENDATIONS

### Recommended

Amount: \$226,860

### Recommendation:

This Multi-Year (Year 3) grant will support programming that prevents the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors. The recommendation is for the full amount requested.

### Staff Comments /

#### Conditions:

None

**Society:** Richmond Cares Richmond Gives

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$50,000

**Proposal Title:** Core Operating Funding for Richmond Cares, Richmond Gives (RCRG)

**Number Served:** 180,000 **Richmond Residents:** 180,000

**Grant Request Summary:**

We're seeking core funding to support the operation of our Information & Volunteer Centre.

The provision of community information is one of our organization's key activities. Richmond residents seeking information on community resources can contact us for a free referral, whether in-person, over the phone, or via e-mail. If they come to our office, they can browse through our extensive brochure library, featuring materials from hundreds of government and non-profit agencies. On our website, meanwhile, we maintain Richmond's largest online Community Services Directory, with nearly 600 listings in over 40 categories. It also includes two major sub-directories, highlighting services for seniors and services for low-income residents, respectively.

We regularly attend community events, like the Richmond World Festival, to provide the public with community information. We produce print materials as well, such as the Annual Richmond Seniors Directory, which we publish in partnership with the Richmond News.

As Richmond's Volunteer Centre, our activities focus on encouraging and facilitating volunteerism. We do it through our website, which is home to Richmond's most comprehensive Volunteer Opportunities Database, featuring more than 60 positions from 50+ organizations. We also offer a free Volunteer Match service, where trained Advisors – volunteers themselves – meet one-on-one with Richmond residents, and help them find a volunteer opportunity that matches their skills, interests, and schedule.

Our Information & Volunteer Centre has a broad target audience; indeed, everyone in

Richmond is a potential client. That's because everyone can volunteer, and everyone needs to access community services. Our role is to be a hub for community engagement – a place that connects Richmond residents with volunteer opportunities and community resources. It's important work with far-reaching benefits, as a community becomes stronger when more people are actively involved.

**Changes that will impact grant use:**

Please see attached for our Year 3 grant application updates.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	1,293,683.00	1,572,454.00
<b>Total Expenses:</b>	1,290,917.00	1,554,539.00
<b>Annual Surplus or (Deficit):</b>	2,766.00	17,915.00
<b>Accumulated Surplus or (Deficit):</b>	60,519.00	78,434.00

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

**Last Complete Year:**

For 2018-19, the organization, with help from its funders and donors, was able to meet its projected budget with a small surplus.

**Current Year:**

For 2019-20, the organization's budget is very favourable due to a large, single-year funding increase from the Ministry of Children & Family Development and a few small one-time grants.

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

An accumulated surplus is necessary for stability and sustainability, due to the uncertainty and timing of funding and other revenue.

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$41,798	Health, Social & Safety
2019	\$3,000	Professional and Program Development
2018	\$40,862	Health, Social & Safety

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**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$42,634

**Recommendation:**

This Multi-Year (Year 3) grant will support the information and volunteer centre which supports Richmond residents seeking information on community resources and the free Community Services Directory. The recommendation is for the same level plus a cost of living increase.

**Staff Comments /  
Conditions:**

None

**Society:** Richmond Family Place Society

**Grant Type:** Over \$5000      Multi Year - Year 1

**Grant Request:     \$50,000**

**Proposal Title: Strong and Healthy Families**

**Grant Purpose:**     **Operating Assistance**

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served: 7,050**

**Richmond Residents: 6,950**

### Grant Request Summary:

Richmond Family Place Society (RFP) is seeking funding to support operating costs. RFP provides a wide array of preventative family support services & programs to Richmond families with children birth to 12 years. In 2019 we provided an additional new inter-generational program bringing families with young children together with isolated seniors. All programs are delivered by qualified Early Childhood Educators & Pre-Teen Workers at 14 different sites throughout Richmond. The essence of RFP is to promote community initiatives, enhance parenting skills of caregivers, provide children opportunities to learn skills they need to be successful in school & beyond, & to support the whole family, including community resource information.

Participating in RFP programs, parents feel less isolated, develop important social networks, establish a sense of belonging to their community & acquire greater level of self confidence & self-esteem. Also the addition of Inter-generational programs in 2019 have alleviated the growing divide between generations providing opportunities for young & old to learn from one another. We recognize our basic human need to connect with others plus tremendous benefits inter-generational interaction can have on whole communities. Programs bring isolated, vulnerable families (many of whom have no family Canada ) together to connect (including seniors), build connections supporting their integration into the community. Enabling participants programs to play a more active role in community; be more willing to be involved, participate in problem solving, participate in community building initiatives, care for & look after one another & have greater level of commitment to improving the community they live in.

Additionally space at Debeck is made available & accessible to other community serving agencies that benefit the health and well-being of families.

We believe strong and healthy families build strong and healthy communities.

**Richmond Services Received by Your Organization:**

In kind space for programming at the following locations:

Cambie, Steveston and Brighthouse Libraries

City Centre, Lang, Southarm and Hamilton Community Centres

Subsidized rent of Debeck House

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	873,384.00	858,942.00
<b>Total Expenses:</b>	865,949.00	852,403.00
<b>Annual Surplus or (Deficit):</b>	7,435.00	6,539.00
<b>Accumulated Surplus or (Deficit):</b>	199,475.00	206,014.00

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

**Last Complete Year:**

The surplus for the last complete year is due to the vacancy of the program staff while exhaustive searches were in place. It remains challenging to find qualified candidates to interview for these positions.

**Current Year:**

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

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

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$28,000	Health, Social & Safety
2018	\$27,000	Health, Social & Safety

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2017	\$25,825	Health, Social & Safety
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#### PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$44,900.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,100.00
Supplies	\$0.00
Equipment	\$1,900.00
Photocopying	\$0.00
Program Materials	\$800.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$50,000.00</u></b>

#### Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Ministry for Children and Family Development	\$412,414
Funder 2 Name	BC Gaming	\$69,000
Funder 3 Name	Immigration, refugees and citizenship Canada	\$170,000

Amount Your Society will Provide: **\$65,000.00**  
Total Proposed Budget: **\$862,414.00**

#### GRANT RECOMMENDATIONS

Recommended  
Amount: \$38,560

**Recommendation:** This Multi-Year (Year 1) grant is for family support programs, including a new inter-generational program, and other preventative services for families with children up to 12 years. The recommendation is for an increased level to support new and existing programs.

Staff Comments /  
Conditions:

None
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**Society: Richmond Mental Health Consumer and Friends Society**
**Grant Type: Over \$5000 Multi Year - Year 3**
**Grant Request: \$10,000**
**Proposal Title: Funding for Richmond Mental Health Consumer & Friends Society (RCFC)**
**Number Served: 78 Richmond Residents: 76**
**Grant Request Summary:**

The Peer Support Social Group (PSSG) has been working towards empowering and re-integrating mental health consumers into the community through volunteer work, social activities, education, and leadership. The group is open to all Richmond-based mental health consumers, who are 19 years old and over, with a specific target of mental health consumers in various stages of recovery. The group is offered in Mandarin, Cantonese, and English. Unfortunately, mental health consumers often feel isolated and shunned, and as a result withdraw from the community. With this grant we offer social and volunteer activities, and encouraging consumers to participate and help in the planning of community outings, such as going out for lunch, cooking, singing karaoke, participating in board games, watching funny videos, and going to the gym. The responsibilities of leading activities, shopping for supplies, and preparing refreshments are rotated throughout the group to promote leadership. The main goal of the program is the promotion of healthy lifestyles by participants learning to support, share, and help one another. They have been actively contributing to the City of Richmond community in a number of ways. The PSSG participates in a garden plot and donates a large part of the crop to the Richmond Food Bank. This group has helped the RCFC with its monthly mail outs and other administrative tasks. Also, the group has helped Vancouver Coastal Health's Anne Vogel Clinic by preparing harm reduction kits and assisting with other tasks. This group runs weekly, in-house and in the community. On Monday afternoons, from the Richmond Public library, the group learns computer literacy. On Wednesdays, the group runs as social activity club. On Fridays, the group runs a gardening group during the warmer months and a cooking group during the rest of the year. Together the group plans all the following month's activities and then publishes the monthly calendar. The Peer Support Social Group has given many consumers a chance to thrive in the City of Richmond by offering hope, resources, and support. The group has is run by a trained Mental Health Peer Support Worker, who works 8 hours a week for \$17.50 per hour and some volunteer support. The rest of the grant has gone directly to client services and expenses, including some small honorariums of recognition provided to participants who take on leadership and organization roles in the running of the group.

**Changes that will impact grant use:**

Over years the Richmond Mental Health Consumer and Friends Society (RCFC) has worked hard to identify and respond to the needs of our community. The Peer Support Social Group (PSSG) was originally thought to be an opportunity for our organization to

provide some much needed programming to Chinese speaking mental health consumers and a few others that needed a group to belong to. However, as the group's popularity has grown rapidly. Its unique client user base has more than double over the past few years. It has demonstrated the need for mixed use programming that allows participants to learn, volunteer, and socialize together. It has provided opportunities for group regulars to take on more responsibilities and to help run the group. On the advice of our Consumer Advisory Committee we have decided not to cap or wait list the group. If an aged 19 and older Richmond based mental health consumer wants to take part in any of the groups activities, we want them to have the opportunity join the group. However, this has led to capacity issues with our group leader only provided 8 hour of paid time, but working many unpaid hours to run the group. Cost of activities, refreshments, and program supplies have also increased greatly with increased program users. We have not been able to provide enough hours to our one paid staff. Nor are we able to provide more honorariums of recognition to participants who have stepped up to help run this group. This has been distressing to the RCFC. We proudly advocate for paid opportunities for people with lived experience of mental health issues. Yet our own staff and volunteers are not getting properly rewarded for their time and efforts. With a small amount of added funding, this highly successful group could have a much greater impact. The PSSG can provide a greater continuum of opportunities for growth and development to Richmond based mental health consumers. And also allow the group participants to become more connected to the Richmond community as a whole.

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	308,938.16	317,994.00
<b>Total Expenses:</b>	287,546.98	317,994.00
<b>Annual Surplus or (Deficit):</b>	21,391.18	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

#### Last Complete Year:

The surplus occurred in our Therapeutic Recreation Program. The program was without a coordinator for a number of months as we recruited a new one.

#### Current Year:

None expected

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

Staff changes and difficulty in staff recruitment.

## MOST RECENT PREVIOUS GRANT(S)

**Health, Social & Safety 2020****Over \$5000****Multi Year - Year 3****Richmond Mental Health Consumer and Friends Society****Summary Page 3**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$5,250	Health, Social & Safety
2018	\$5,000	Health, Social & Safety
2017	\$3,841	Health, Social & Safety

**GRANT RECOMMENDATIONS****Recommended****Amount:** \$5,355**Recommendation:**

This Multi-Year (Year 3) grant is to support the operations of a Peer Support Social Group, which aims to empower and re-integrate people who struggle with mental health into the community through volunteer work, social activities, education, and leadership opportunities. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /****Conditions:**

None



**Multi-Year Grant Application for 2020**  
**Health, Social & Safety Program**

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

**Society:** Richmond Multicultural Community Services

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$20,000

**Proposal Title:** Multicultural Richmond

**Number Served:** 5,000 **Richmond Residents:** 4,000

**Grant Request Summary:**

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to:

identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada"

**Changes that will impact grant use:**

n/a

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	614,073.00	520,475.00
Total Expenses:	736,605.00	500,475.00
Annual Surplus or (Deficit):	122,532.00	20,000.00
Accumulated Surplus or (Deficit):	(22,617.00)	(2,617.00)

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

**Last Complete Year:**

we have had a change in funding structure that led to this deficit and we anticipate it balancing out within the year.

**Current Year:**

we anticipate balancing last year's deficit.

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

we have had a change in funding structure that led to this deficit as well as a lease that ended 6 months after its funding ended. We anticipate it balancing out within the year.

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$12,500	Health, Social & Safety
2018	\$12,000	Health, Social & Safety
2017	\$10,976	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$12,750

**Recommendation:**

This Multi-Year (Year 3) grant will support administrative positions and support the core funding of programs to support immigrant and refugee communities in Richmond and assist newcomers with settlement and integration to become contributing members of the community. This recommendation is for the same level plus the cost of living increase.

**Staff Comments /**

**Conditions:**

None

**Society:** Richmond Society for Community Living

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$15,500

**Proposal Title:** Family Resource Program

**Number Served:** 5,000 **Richmond Residents:** 5,000

**Grant Request Summary:**

Richmond Society for Community Living (RSCL) is the largest provider of services for people with developmental disabilities in the City of Richmond. RSCL programs and services support more than 1000 infants with special needs, and children and adults with developmental disabilities to participate and contribute fully as valued members in the community. RSCL offers supports for their families to navigate a complicated system of funding and care. RSCL offers awareness initiatives to schools, community groups and local businesses which help to create a more inclusive community and improve everyday life for everybody in Richmond.

The Family Resource Program provides information, resources and support to individuals and families who currently receive services. 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 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 individual and the improved well-being of the family unit.

The Family Resource Program responds to requests from the community including inquiries from residents who are new to the community. Workshops, information sessions, and special events such as the annual Family Picnic and the Children's Holiday party allow families to connect and create natural support networks.

Through the program health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate connection for families to specialized and generic services and supports. This creates efficiency in the referral process among organizations and consistency for families who require multiple forms of support.

**Changes that will impact grant use:**

There are no changes to grant funds use.

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	17,033,471.62	16,407,057.47
Total Expenses:	16,932,553.54	16,407,057.47
Annual Surplus or (Deficit):	100,918.08	0.00
Accumulated Surplus or (Deficit):	247,770.00	247,770.00

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

#### Last Complete Year:

The annual surplus was related to the sale of property and will be held in capital reserves for future investment.

#### Current Year:

There is no anticipated surplus/deficit for the current year.

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

Accumulated surplus is being held in capital reserves in anticipation of future expenditures including renovations for program space, vehicle purchases and building repairs or purchase.

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$15,500	Health, Social & Safety
2019	\$3,500	Child Care Capital
2019	\$5,000	Child Care Capital

## GRANT RECOMMENDATIONS

### Recommended

Amount: \$15,500

### Recommendation:

This Multi-Year (Year 2) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.

### Staff Comments /

### Conditions:

None

**Society:** Richmond Stroke Recovery Centre  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Richmond Stroke Recovery Centre - Grant Application  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 6,500  
**Richmond Residents:** 1,000

**Grant Request Summary:**

We want to reach out to stroke survivors in Richmond. Our group meets every week and we offer mobility exercise, yoga exercise, speech and music therapy sessions. We hope that the participants can maintain their level of independence as long and as much as possible. Also their quality of life can be enhanced through socializing with other stroke survivors. We invite professional instructors to our group and each session can cost close to \$100, if not more.

**Richmond Services Received by Your Organization:**

We rent a room at South Arm Community Centre at \$5/member annually. A lot of the members use HandyDart services to get to our centre.

**FINANCIAL INFORMATION**
**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	6,073.13	6,593.49
<b>Total Expenses:</b>	5,650.62	5,063.83
<b>Annual Surplus or (Deficit):</b>	422.51	1,529.66
<b>Accumulated Surplus or (Deficit):</b>	13,653.37	14,418.75

**Explanation for Annual Surplus or (Deficit):**
**Last Complete Year:**

Variances in revenue and expense resulted in net surplus.

**Current Year:**

Mainly savings in expenses resulted in net surplus.

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

N/A

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

Year	Amount	Grant Program
2019	\$1,500.00	Health, Social & Safety
2017	\$500.00	Health, Social & Safety
2016	\$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)	\$500.00
Office Rent or Mortgage	\$220.00
Utilities and Telephone	\$84.00
Supplies	\$145.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$201.00
Other	\$3,850.00

speech therapy	880
physical therapy	910
music therapy	630
yoga therapy	1430
volunteer appreciation	500

**TOTAL \$5,000.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	CIBC	Amount	\$1,000.00
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**Health, Social & Safety 2020**  
**Richmond Stroke Recovery Centre**

**\$5,000 or Less Single Year**  
**Summary Page 3**

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<b>Funder 2 Name</b>	Richmond Firefighters Society	<b>Amount</b>	1000.00
<b>Funder 3 Name</b>		<b>Amount</b>	\$0.00
<b>Amount Your Society will Provide:</b>			<b><u>\$2,500.00</u></b>
<b>Total Proposed Budget:</b>			<b><u>\$9,500.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$2,030

**Recommendation:**

This grant request is to support a weekly support group for Stoke survivors for education workshops, instructors, recreation programs to maintain their level of independence for as long as possible. This recommendation is for an increased level.
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**Staff Comments /**  
**Conditions:**

None
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**Society: Richmond Women's Resource Centre**
**Grant Type: Over \$5000 Multi Year - Year 2**
**Grant Request: \$41,000**
**Proposal Title: Richmond Women's Resource Centre - Women Support Services Program**
**Number Served: 7,000 Richmond Residents: 7,000**
**Grant Request Summary:**

Richmond Women's Resource Centre 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."

**Deliveries:** The Centre offers programs and services such as English conversation and English Writing, Single Mothers Support Group, Computer Training, Peer Support, Information and Referral services, French-speaking Women's Group, Community Volunteer Income Tax Program, Grandmothers Support Group, Hot Ink Creative Writing for Girls, Work Ready and Richmond Shares. Some of these services take place daily, some weekly, bi-weekly, monthly, or only at certain times of the year, for example, the Community Volunteer Income Tax Program takes place during the tax season every year.

**Activities:** Each program has activities tailored to achieve specific goals, to meet the needs of certain groups of women. There are classes, workshops, meetings, one-on-one tutorials, appointments, drop-ins and field-trips. They all aim to provide a safe, comfortable environment for women to learn, to improve their skills, to share experiences, and to find support so that they can better function in the community.

**Community benefit:** Empowering women by providing information and referral services, encouragement, education, and training so they are better equipped to make decisions in their own lives; provide a safe place for women to come and share their experiences and celebrate their achievements; work with other organizations in the community to provide services and address issues for women. The program is open to all women regardless of age, ability, ethnicity, religion, income, or sexual orientation. Our Centre and classrooms are wheelchair accessible.

**Changes that will impact grant use:**

The general grant use will remain the same.

**FINANCIAL INFORMATION**
**Your Society's Budget:**

		<u>Proposed Year</u>
Total Revenue:	143,098.00	158,700.00
Total Expenses:	146,698.00	158,700.00
Annual Surplus or (Deficit):	(3,600.00)	0.00
Accumulated Surplus or (Deficit):	36,583.00	0.00

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

**Last Complete Year:**

The deficit was caused by a delay in receiving a donation due to some technical difficulties on electronic funds transfer.

**Current Year:**

We budgeted a balanced budget for the current year.

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

The accumulated surplus is the result of the following endeavor: the Board continues to work diligently to organize fundraising events such as the annual International Women's Day Breakfast Fundraiser which was well-attended. Also, as a cost cutting measure, the Board made the difficult decision to close the Centre during summer months. An accumulated surplus is desirable for stability due to uncertainty in funding and revenue.

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2019	\$25,000	Health, Social & Safety
2018	\$24,000	Health, Social & Safety
2017	\$20,420	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$26,000

**Recommendation:**

This Multi-Year (Year 2) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.

Staff Comments /

Conditions:

None

**Society:** Touchstone Family Association

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** Street Smarts Program

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 40

**Richmond Residents:** 40

**Grant Request Summary:**

A community based program for at risk youth called "StreetSmarts" was established in the community of Richmond in 2008. Many of the youth connected to the program self-identified as having peripheral involvement or being vulnerable to gangs. The aim of the program is to support youth to develop protective factors by providing mentorship through one to one services as well as small group work in order to build resiliency and increase positive leadership attributes.

**Richmond Services Received by Your Organization:**

Touchstone operates the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$95,000.00 per year.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	3,651,069.00	3,619,259.00
<b>Total Expenses:</b>	3,539,136.00	3,577,806.00
<b>Annual Surplus or (Deficit):</b>	111,933.00	41,453.00
<b>Accumulated Surplus or (Deficit):</b>	411,484.00	534,706.00

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

**Last Complete Year:**

The surplus was in wages do to multiple staff being on maternity leave.

**Current Year:**

The expectation is for a balanced budged with a small surplus

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

Real Estate disposal
----------------------

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

Year	Amount	Grant Program
2019	\$5,000.00	Health, Social & Safety
2018	\$5,000.00	Health, Social & Safety
2017	\$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
<b>TOTAL</b>	<b><u>\$5,000.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Betty Averbach Foundation	Amount	\$10,000.00
Funder 2 Name	Coast Capitol	Amount	\$30,000.00
Funder 3 Name	Ministry of Justice	Amount	\$40,000.00

**Amount Your Society will Provide:** **\$15,000.00**

**Total Proposed Budget:** **\$100,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$5,000

**Recommendation:**

This grant will support the Street Smarts Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None

**Society:** Turning Point Recovery Society

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$15,000

**Proposal Title:** Turning Point Drop-in Center and Continuing Care Program

**Number Served:** 150 to 200 **Richmond Residents:** 150 to 200

**Grant Request Summary:**

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations at Richmond's only Drop-in Centre and Resource Hub. In May 2016, Turning Point received year-end funding from the BC Ministry of Health to secure a new permanent location for a Drop-in Centre in Richmond following the announcement that St. Albans would be closing. The grant provided \$200K for the expansion of our Outreach Counselling program and \$300K for the relocation of the Drop-in Centre. We received additional funding from the Ministry of Health in 2017 to further expand the mandate of the Drop-in Center so that we could provide additional supports for our patrons, including those that have since moved into Storeys. We are continuing to operate the Drop-in Center at the Salvation Army on Gilbert Road while we work with the City and other community partners to secure a more permanent location. Funding from the City grant this year will support Drop-in Center guests as well as those that will be residing in Storeys with Outreach Support and after care as well as the regular patrons of the centre.

A Drop-in Centre is critical to addressing the essential needs of everyone: food, shelter and community. In Richmond, these needs often go unmet for a significant percentage of our citizens. This is based on information and statistics from several sources including the 2016 Metro Vancouver Homeless Count, reports from the Richmond Food Bank and the Community Meal Program. According to the Food Bank, over 500 family's line up for groceries each week. It is critical that we have a site in Richmond where people who are struggling in our community can find the help and support they need. The primary goal of the Drop-in Centre is to provide a safe and supportive meeting place for our city's most vulnerable citizens; the poor, the unemployed, the marginalized and the isolated individuals in our city.

We are requesting an increase in funding this year to offset increasing costs due to numbers served and need for additional programming and services at the center.

**Changes that will impact grant use:**

There have been no significant changes to operations at the Drop-in/Resource Centre

with the exception that we exceeded our expected number of visitors projected in our grant last year - serving 150 vs 100. Of the 150 served, all were Richmond residents, clearly indicating the continued need for this critical social service.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	3,205,594.00	3,126,303.00
<b>Total Expenses:</b>	3,023,626.00	3,367,622.00
<b>Annual Surplus or (Deficit):</b>	181,968.00	(241,319.00)
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

Turning Point received subsidy funding at the end of 2017-18 that was deferred. In 2018 -19, this funding was actualized on our financial statements which resulted in a misleading surplus. This was not representative of our cash position at FYE.

**Current Year:**

At the beginning of the FY Turning Point projected a deficit budget due to the need to increase staffing levels in our residential programs to meet the needs of our increasingly complex clients and to respond to the opioid crisis. It is anticipated that through fundraising efforts and continuing discussions with our funding partners, that we should have a balanced statement at the end of the FY.

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

Turning Point does not carry accumulated deficits or surpluses.

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2019	\$8,500	Health, Social & Safety
2018	\$7,000	Health, Social & Safety
2017	\$6,000	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**                \$15,000

**Recommendation:**

This Multi-Year (Year 3) request is to support and enhance the current operations of the Drop-in Centre. The purpose of the Drop-in Centre is to provide a safe and supportive meeting place for Richmond residents who may be experiencing homelessness and to meet their essential needs including food, day-time shelter and social connection. In addition, on-site outreach workers provide referrals to other supportive programs. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None

**City of Richmond**

**2020 Grant Program Guidelines**

**For**

**Health, Social & Safety**

**and**

**Parks, Recreation & Community Events**

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## 1. Overview

### (i) City Grant Policy

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

### (ii) Purpose

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

### (iii) Principles

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

### (iv) Goal

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

### (v) Objectives

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

## 2. Program Funding

### (i) Base Program Funding

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

### (ii) Annual Cost of Living Increase

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

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are returned to the City's General Revenue Account.

### 3. Definitions

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

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

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

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

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

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

### 4. Eligibility

#### (i) Who is Eligible

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

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

**(iv) Items Eligible For Funding**

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

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

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

The following items will not be funded:

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

**(vi) Grant Limitations**

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

## **5. Application Assessment Criteria**

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

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

**(ii) Assessment Considerations**

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

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

**(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

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

**(iv) Financial Statements**

Applicants must submit:

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

**(v) User Pay Principle**

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

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

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

## 6. The Grant Review Process

### (i) The Grant Review Process

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

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

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

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

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

### (iii) Application Deadline

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

### (iv) Late Applications

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

### (v) Staff Review

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

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

### (vi) General Purposes Committee Review

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

## 7. Awarding of Grants

### (i) Council Decision

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

### (ii) Grant Disbursement

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

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

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

### (iv) Recuperation of Grant

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

### (v) No Appeal

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

## 8. Further Information

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

**City Grant Policy**

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

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the three City Grant Programs will receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Re:** 2020 Child Care Grants

**Date:** December 11, 2019  
**File:** 07-3070-01/2019-Vol  
01

### Staff Recommendation

That, as per the staff report titled "2020 Child Care Grants," dated December 11, 2019, from the Director, Community Social Development:

1. The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and
2. The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.

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

Att. 4

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

## Staff Report

### Origin

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

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

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

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

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

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

### Findings of Fact

#### 2020 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used as a source of funding for the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2020 Capital Budget, a request was made to City Council to approve an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2020 Child

Care Capital Grants and an expenditure of \$10,000 from the Child Care Operating Reserve to be used for the 2020 Child Care Professional and Program Development Grants.

#### Notice Given and Applications Received

On August 20, 2019, a call for applications for the 2020 Child Care Grants was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was October 28, 2019. Due to technical issues with the grant system a one week extension was given for applications that were in process at the time of the original deadline. The revised deadline for submission was November 4, 2019. A total of nine applications were received of which eight were for Child Care Capital Grants and one was for Child Care Professional and Program Development Grants.

#### **Analysis**

##### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2020 Child Care Grant applications and supporting materials. The Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner met with the subcommittee on November 18, 2019 to prepare recommendations for consideration by the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Guidelines (Attachment 2).

The Child Care Grants Subcommittee summarized their review of the 2020 Child Care Grants applications received and outlined their recommendations to the CCDAC. The CCDAC approved the recommendations of the subcommittee which is reflected in the meeting minutes of December 4, 2019. The total requests for the 2020 Child Care Grants amount to \$57,778.64 and the grant allocations recommended amount to \$54,000.00.

The Developmental Disabilities Association of Vancouver - Richmond, La Societe de la Garderie et de la Prematernelle les Moussaillons, Little Wings Daycare Society, Richmond Society for Community Living – Treehouse Early Learning Centre, Richmond Society for Community Living – Youth Connections, the Society of Richmond Children's Centres – Gardens Children's Centre, the Society of Richmond Children's Centres – West Cambie Children's Centre and Thompson Community Association are seeking funding for playground equipment, facility renovations, program equipment and furnishings. All eight applicants deliver licensed child care programs offering a range of services including Group Care Under 36 Months, Group Care 30 Months to School Age and Group Care School Age. The eight Capital Grant requests amount to \$53,778.64. The CCDAC is recommending that the eight Child Care Capital Grants applicants, as outlined in Table 1, be funded for a total amount of \$50,000.

**Table 1: 2020 Child Care Capital Grant Applicants and Requests**

<b>2020 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Capital Grant Applicants and Requests</b>			
1.	Developmental Disabilities Association of Vancouver - Richmond	\$8,000.00	\$8,000.00
2.	La Societe de la Garderie et de la Prematernelle les Moussaillons	\$9,978.00	\$9,978.00
3.	Little Wings Daycare Society	\$5,001.44	\$4,514.00
4.	Richmond Society for Community Living – Treehouse	\$5,000.00	\$5,000.00
5.	Richmond Society for Community Living – Youth Connections	\$7,500.00	\$7,500.00
6.	Society of Richmond Children’s Centres – Gardens	\$4,149.60	\$3,877.00
7.	Society of Richmond Children’s Centres - West Cambie	\$4,149.60	\$3,877.00
8.	Thompson Community Association	\$10,000.00	\$7,254.00
<b>Total Amount Requested for Capital Grants</b>		<b>\$53,778.64</b>	<b>\$50,000.00</b>

The one Professional and Program Development Grant requests amount to \$4,000. The Child Care Training and Professional Development Society of Richmond, is seeking funding to provide professional development for educators through the provision of the Circles of Caring Conference 2020. The Child Care Professional and Program Development Grant requested by the Child Care Training and Professional Development Society of Richmond, is also recommended for the amount outlined in Table 2 totalling \$4,000.

**Table 2: 2020 Child Care Professional and Program Development Applicants and Requests**

<b>2020 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Professional and Program Development Grants</b>			
1.	Child Care Training and Professional Development Society of Richmond	\$4,000.00	\$4,000.00

<b>Total Amount Requested for Professional and Program Grants</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
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Staff support the CCDAC recommendations as proposed in the attached list of 2020 Child Care Grants (Attachment 3). For reference, summaries of the 2020 Child Care Grant applications are included with this report (Attachment 4). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

### **Financial Impact**

The 2020 Child Care Grants budget of \$60,000 was requested as part of the City's 2020 Capital Budget and is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$54,000 in allocations is being recommended for the 2020 Child Care Grants, subject to City Council's approval.

### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy. Child care is an important service that supports Richmond's children, families and employees.

Staff recommend approval of the proposed recommendations for the City's 2020 Child Care Grants totaling to \$54,000 with \$50,000 allocated to the eight Child Care Capital Grant requests and \$4,000 allocated to the Child Care Professional and Program Development Grant request.



Chris Duggan  
Program Manager, Child Care  
(604-204-8621)

- Att. 1: Child Care Development Policy 4017  
2: Child Care Grants Program Guidelines  
3: 2020 Child Care Grants  
4: 2020 Child Care Grants Summary Reports



Page 1 of 5

Adopted by Council: January 24, 2006  
 Amended by Council: April 10, 2012; December 8, 2014; September 14, 2015, November 18, 2019

**Policy 4017**

File Ref: 3070

**Child Care Development Policy****POLICY 4017:**

It is Council policy that:

**1. GENERAL**

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

**2. PLANNING**

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

**3. PARTNERSHIPS**

- 3.1 The City of Richmond is committed to:

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

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

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

**CNCL - 318**



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

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

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

**5. CHILD CARE RESERVE FUNDS**

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

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

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

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



Page 3 of 5	Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012; December 8, 2014; September 14, 2015, November 18, 2019	Policy 4017
File Ref: 3070	<b>Child Care Development Policy</b>	
<ul style="list-style-type: none"><li>• Grants to non-profit societies to support child care professional and program development within the City;</li><li>• Studies, research and production of reports and other information in relation to child care issues within the City; and</li><li>• Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.</li></ul> <p>5.2 Developer cash contributions and child care density bonus contributions to the City’s Child Care Reserve Funds will be allocated as follows:</p> <p>(a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and</p> <p>(b) 30% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer’s payment, in which case the payment will be deposited as directed by Council.</p> <p>5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.</p> <p><b>6. DEVELOPMENT OF CHILD CARE FACILITIES</b></p> <p>6.1 To facilitate consistent, transparent and sound planning, the City will:</p> <p>(a) Undertake periodic child care needs assessments to update its child care strategy.</p> <p>(b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.</p> <p>(c) Prepare Child Care Design Guidelines which articulate the City’s expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.</p> <p>(d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.</p>		
6353944	<b>CNCL - 320</b>	



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

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

- 7.1 Through City child care grants, support child care:

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

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

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

## **9. POLICY REVIEWS**

- 9.1 From time to time, the City will:

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



**10. INFORMATION**

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

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

**11. PROMOTION**

11.1 The City will:

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



# **Child Care Grants Program Guidelines**

*Child Care Grant Information Session:*

*Tuesday September 10, 2019 at 6:00pm*

*Location: M.1.002 Meeting House at City Hall*

City of Richmond - Community Services  
Community Social Development  
August 2019

# Child Care Grants - Program Guidelines

## Introduction

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

## Eligibility

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

Applicants may be either:

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

## Purpose

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

### (1) Capital Grants

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

### (2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and of benefit to the broader child care community in Richmond, rather than to a few specific individuals or centres. The need for and benefit to the child care community must be demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

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

- *Child Care Operating Funding- to assist with the day-to-day costs of running a licensed child care facility. To learn more about operating funding opportunities, visit the Provincial Government- Child Care Operating Funding website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading. To learn more about funding opportunities, visit <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/recruitment-retention-strategy> or Westcoast Child Care Resource Centre at <https://www.wstcoast.org/pd-funding-2019-2020>*

### **Priorities**

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

- support infant/toddler and school-age care, identified as priorities in the 2017 – 2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit (formerly Child Care Subsidy) and, if eligible, participate in the Child Care Fee Reduction Initiative.

### **Grant Application Process**

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

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

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;
- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;

- Itemized project budget, including quotes (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

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

### **Applications must include the following:**

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

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

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

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or

- If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, Prototype Funding, other grants, fundraising).
- a) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

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

The following items are required:

#### Capital Grant Requests

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

#### Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.
- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).

- g) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
- dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

#### Supporting Documents

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

#### Additional Documentation to Support your Application (optional)

- b) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- c) Letters of support from parents, community partners or others.

### **Terms and Conditions**

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

- Funds must be used by successful applicants within one year of approval.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

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

### **Review Process and Approval Process**

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

### **Application Deadlines and Decisions**

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

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

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

## CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Developmental Disabilities Association	Child Care Capital Grant	<b>Washroom and Kitchen Upgrade</b> Riverside's recent BC CC Maintenance fund application covered the replacement of the counter and sinks in the children's washroom. There are other washroom and kitchen repairs that are needed which no longer fall within the Province's grant criteria.	\$8,000.00	\$8,000.00		1
La Societe de la Garderie et de la Prematernelle les Moussaillons	Child Care Capital Grant	<b>Playground Improvements</b> The purpose is to build a new playground structure for the younger children enrolled at Les Moussaillons. A playground was recently installed for the school age children.	\$9,978.00	\$9,978.00	<b>Conditional on:</b> receipt of BC Gaming Grant or other confirmed funding  <b>Conditional on:</b> Submission of completed grant use report from 2017	3
Little Wings	Child Care Capital Grant	<b>Furnishings and Equipment - Infant/Toddler Program</b> The purpose of this grant is to purchase new equipment and furnishings required for our Infant and Toddler programs. These new items will replace much needed furnishings that are old and starting to break down.	\$5,001.44	\$4,514.00	<b>Conditional on:</b> previously funded fence installation being completed, updated grant use report submitted.  <b>Funding Considerations</b> <b>Ineligible items:</b> toys <b>Change from requested:</b> Funding lesser quote for drying rack.	5
Richmond Society for Community Living - Treehouse	Child Care Capital Grant	<b>Facility Upgrades- Treehouse</b> The purpose of this grant is to make capital refurbishments and repairs to Treehouse Early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to continue to make needed health and safety upgrades to the centre. Following recent completion of Phase 1 of the project replaced counter tops, sinks and faucets in the kitchen, art area and bathrooms, Phase 2 will include a minor upgrade to electrical and installation of new cabinet doors in all areas of the centre. This project will improve safety and the overall appearance of a centre.	\$5,000.00	\$5,000.00	<b>Conditional on:</b> grant funding is allocated towards capital costs.	7
Richmond Society for Community Living - Youth Connections	Child Care Capital Grant	<b>Furnishings- Youth Connections</b> Grant funds will be used to improve accessibility and safety of the kitchen located in our Youth Connections out of school program.	\$7,500.00	\$7,500.00	<b>Conditional on:</b> grant funding is allocated towards capital costs..	9

## CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Society of Richmond Children's Centres - Gardens	Child Care Capital Grant	<b>Furnishings and Equipment- Gardens</b> The Gardens infant room is in need of a) some more challenging equipment for infants to climb and b) more cozy space. The Natural Pod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.	\$4,149.60	\$3,877.00	<b>Change from requested:</b> Revised budget amount submitted by applicant \$3889.60	11
Society of Richmond Children's Centres- West Cambie	Child Care Capital Grant	<b>Furnishings and Equipment- West Cambie</b> The West Cambie infant room is in need of a) some more challenging equipment for the infants to climb and b) more cozy space. The Natural Pod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.	\$4,149.60	\$3,877.00	<b>Change from requested:</b> Revised budget amount submitted by applicant \$3889.60	12
Thompson Community Association	Child Care Capital Grant	<b>Playground Improvements</b> Grant funds will be used to purchase a mud kitchen, benches, an arbor and water play table.	\$10,000.00	\$7,254.00	<b>Funding Considerations</b> <b>Ineligible items:</b> garden tools and accessories. <b>Not funding:</b> one mud kitchen. <b>Change from requested:</b> will be funding lower quotes.	13
<b>Child Care Capital Grant Request Total</b>			<b>\$53,778.64</b>	<b>\$50,000.00</b>		
Child Care Training and Professional Development Society of Richmond	Professional and Program Development Grant	<b>Administer Workshop/Conference</b> Grant funds will support the costs of a professional development conference for child care providers and early childhood educators in Richmond and help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low.	\$4,000.00	\$4,000.00	<b>Conditional on:</b> providing an updated budget form that is clear and accurate.	15
<b>Child Care Professional and Program Development Grant Request Total</b>			<b>\$4,000.00</b>	<b>\$4,000.00</b>		

## CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Professional & Program Development Grant Request/Recommended Total			\$4,000.00	\$4,000.00		
Child Care Capital Grant Requests/Recommended Total			\$53,778.64	\$50,000.00		
TOTAL 2019 CHILD CARE GRANTS REQUESTS & RECOMMENDED			\$57,778.64	\$54,000.00		
2020 Child Care Grants Program Budget:		Amount Available	Requests	Recommended	Balance remaining	
Capital Grants		\$50,000.00	\$53,778.64	\$50,000.00	\$0.00	
Prof & Prog Dev't Grants		\$10,000.00	\$4,000	\$4,000.00	\$6,000.00	
Total		\$60,000.00	\$57,778.64	\$54,000.00	\$6,000.00	



## Capital Assistance Application for 2020 Childcare Grants Program

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

**Society:** Developmental Disabilities Association of Vancouver-Richmond

**Title:** Riverside Washroom/Kitchen upgrade

**Amount:** \$8,000.00

**Purpose:** Furnishings

Riverside's recent BC CC Maintenance fund application covered the replacement of the counter and sinks in the children's washroom. There are other washroom and kitchen repairs that are needed which no longer fall within the Province's grant criteria.

**Service Delivery Benefits:**

The kitchen counter and microwave shelf are in disrepair and cannot be properly sanitized due to wearing and cracks. The children's washroom cupboard doors are broken and the inside of the cabinets have water damage. The surfaces are buckled and were showing signs of mold. The sinks and counter were replaced so the water is no longer a problem but the resulting damage creates an unhealthy environment.

**Beneficiaries:**

The children and staff will have clean and healthy kitchen and washroom spaces, allowing for proper cleaning and pride in their environment.

**Partners (if applicable):**

Previously received \$2152.50 from MCFD for the children's washroom counter and sinks/taps. This work is noted on attached quote from Solid General Contractors.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$10000.00	Child Care Capital
2017	\$2500.00	Child Care Capital
2016	\$4900.00	Child Care Capital

### GRANT RECOMMENDATIONS

## Capital Assistance for 2020

Developmental Disabilities Association of Vancouver-Richmond

Summary Page 2

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

**Recommendation:** That the Developmental Disabilities Association of Vancouver-Richmond be funded for a total amount of \$8,000.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Subject to the City of Richmond's (as landlord) review and approval of the materials to be used in this project.

**Society: LA SOCIETE DE LA GARDERIE ET DE LA PREMATERNELLE LES****Title: Construction of a New Playground Structure****Amount: \$9,978.00****Purpose: Playground**

The purpose is to build a new playground structure for the youngest children enrolled at Les Moussaillons.

**Service Delivery Benefits:**

This is an issue of accessibility and safety of the children. The elementary school (Ecole Des Navigateurs) in which Les Moussaillons is located has just built a new playground structure for its students. Les Moussaillons also uses this playground, however, the equipment is not age appropriate for some of our smaller children.

These funds will be used to help build a new small playground structure to complement the larger playground structure that has already been built by the school in order to give the smaller children a safer, more age appropriate, playground for them to play on. Currently the youngest children at Les Moussaillons are unable to safely use the playground currently at the school.

**Beneficiaries:**

At least 18 children between the ages of 30 months and 5 years old enrolled at Les Moussaillons will directly benefit from the new playground equipment.

Furthermore, the playground will also benefit the children in the surrounding community who use the playground equipment during evenings and on weekends when school is not in session. Exact numbers are not known but it is estimated that these children number between 25 to 50.

**Partners (if applicable):**

Ecole Des Navigateurs (part of District 93), who is leasing the school from the Richmond School District (District 38), is providing Les Moussaillons the space on which to build its playground.

## Capital Assistance for 2020

We are also applying for funding from the Province of BC through their Community Gaming Grants program. We have received this funding in the past (2017) and we will be applying for it again this year.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$6712.00	Child Care Capital

### GRANT RECOMMENDATIONS

**Recommended  
Amount:** \$9,978.00

**Recommendation:** That La Societe de la Garderie et de la Prematernelle les Moussaillons be funded for a total amount of \$9,978.00 for a Child Care Capital Grant.

#### Staff Comments/Conditions:

Conditional on receipt of BC Gaming Grant or other funding sufficient to complete project and conditional on the completed 2017 Grant Use Report being submitted.



**Capital Assistance Application for 2020  
Childcare Grants Program**

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

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

**Title:** Infant Toddler Upgrades

**Amount:** \$5,001.44

**Purpose:** Furnishings

The purpose of this grant is to purchase new equipment and furnishings required for our Infant and Toddler programs. These new items will replace much needed furnishings that are old and starting to break down.

**Service Delivery Benefits:**

These child care funds will be used to enhance child care service delivery by providing quality furnishings that meet the needs of daily use in our Infant and Toddler programs. With the purchase of solid and well-built equipment, the children will have opportunities to play and explore their environment that will encourage social interactions as well as allow for parallel play. The addition of 3 new cribs for our infant nap room will ensure that the children have an appropriate space to rest each day.

**Beneficiaries:**

By providing new durable furnishings, as well as some sensory toys, this grant will directly benefit 12 infants and 12 toddlers as well as 8 educators. Forty-eight parents will be happy knowing their children are in an environment that is safe and nurturing and that their development needs and size requirements are being met.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2019	\$17687.00	Child Care Capital
2019	\$5734.00	Child Care Capital
2018	\$5297.00	Child Care Capital

**GRANT RECOMMENDATIONS**

## Capital Assistance for 2020

Little Wings Day Care Centre Society

Summary Page 2

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**Recommended**

**Amount:** \$4,514.00

**Recommendation:**

That Little Wings Daycare Society be funded for a total amount of \$4,514.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

That the Little Wings Daycare Society submits and updated grant use report for their 2019 Child Care Capital Grant and confirms that all previously funded grants are complete.

**Society:** Richmond Society for Community Living**Title:** Treehouse early Learning Centre Refurbishment**Amount:** \$5,000.00**Purpose:** Other

The purpose of this grant is to make capital refurbishments and repairs to Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to continue to make needed health and safety upgrade to the centre. Following recent completion of Phase 1 of the project which saw replaced counter tops, sinks and faucets in the kitchen, art area and bathrooms, Phase 2 will include a minor upgrade to electrical and installation of new cabinet doors in all areas of the centre.

This project will improve safety and the overall appearance of a centre that has received no major renovations in the past two decades.

**Service Delivery Benefits:**

Treehouse early Learning Centre was built more than 20 years ago. The playground area has no grounded electrical outlets and the staff currently run an extension cord from the utility closet to the play areas to power equipment. In addition to posing a tripping hazard for the children and staff, there is a risk of overload to the outlet with multiple items plugged in at one time.

In addition, wear and tear on the cabinets throughout the centre has resulted in loose hardware, with cabinet hinges/pulls completely broken in some areas. Laminate coating on some doors has degraded completely, leaving the doors with sharp edges and discoloured. New cabinet doors will include upgraded hardware to ensure safety and a uniform appearance throughout the centre.

**Beneficiaries:**

Beneficiaries of this grant will be the children currently enrolled at Treehouse early Learning Centre and their families, as well as those who will attend the program in the future. Treehouse is a community child care centre with dedicated spots for children with disabilities or additional support needs.

**Partners (if applicable):**

## Capital Assistance for 2020

Richmond Society for Community Living

Summary Page 2

Ability - to off-set the costs of this project

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$15500.00	Health, Social & Safety
2019	\$3500.00	Child Care Capital
2019	\$5000.00	Child Care Capital

### GRANT RECOMMENDATIONS

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

**Recommendation:** That the Richmond Society for Community Living be funded for a total amount of \$5,000.00 for a Child Care Capital Grant.

#### Staff Comments/Conditions:

Subject to the City of Richmond's (as the landlord) review and approval of the proposed materials to be used in the project and that the grant funding is used towards capital costs.



**Capital Assistance Application for 2020  
Childcare Grants Program**

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

**Society:** Richmond Society for Community Living

**Title:** Youth Connections Kitchen Renovation

**Amount:** \$7,500.00

**Purpose:** Other

Grant funds will be used to improve accessibility and safety of the kitchen located in our Youth Connections out of school program.

**Service Delivery Benefits:**

Located in Richmond Caring Place, Youth Connections ensures that youth with developmental disabilities receive supervision and support while their parents are at work. Each individual is encouraged to set goals, and program staff work to plan activities and outings to support participants to achieve their goals.

Achieving and maintaining a healthy lifestyle is often a focus. Good nutrition and healthy eating is an important component of the program that is reinforced in a variety of ways. Youth Connections maintains a garden plot at Terra Nova Community Gardens and also grows produce in their yard. Cooking classes where participants are supported to learn skills to contribute to their own health and well-being.

The current Youth Connections kitchen is not adequate for this purpose. The facility lacks a proper cook top/oven and participants and staff rely on a counter top convection oven and microwave for cooking. Additionally, the area of the kitchen is very small, restricting access for those who use wheelchairs for mobility.

A renovation to the space would see the space widened by moving the peninsula counter top and creating a dual height surface to accommodate those who use wheelchairs. In addition, we will undertake to install a proper

## Capital Assistance for 2020

Richmond Society for Community Living

Summary Page 2

stove/oven appliance which will require moving plumbing and upgrading electrical. These improvements will provide greater accessibility and safety of the space, allowing for more program participants to benefit.

### Beneficiaries:

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities aged five to nineteen. Operating after school weekdays during the school year and for full days during the summer, spring, and winter breaks, the program offers school-aged children and teens the opportunity for social interaction and recreation. Therapeutic recreation offered through Youth Connections allows participants to expand their independence skills and improves overall quality of life. With a focus on adventure, excitement, friendship, and fun, Youth Connections is living proof that some of life's greatest lessons are taught in a recreational setting.

### Partners (if applicable):

RSCL will submit a grant application to BC Maintenance Fund in support of this project. In addition, RSCL will direct funds received from fundraising activities and MCFD one time only funding to this project.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$15500.00	Health, Social & Safety
2019	\$3500.00	Child Care Capital
2019	\$5000.00	Child Care Capital

### GRANT RECOMMENDATIONS

**Recommended Amount:** \$7,500.00

**Recommendation:** That the Richmond Society for Community Living be funded for a total amount of \$7,500.00 for a Child Care Capital Grant.

### Staff Comments/Conditions:

The grant funding is to be used towards capital costs.

**Society:** Society of Richmond Children's Centres

**Title:** Infant Loft - Gardens IT

**Amount:** \$4,149.60

**Purpose:** Equipment

The purpose is to add this climbing equipment to add play value for the infants and toddlers at Gardens Infant/Toddler Program.

**Service Delivery Benefits:**

We have found this room with it's slanting glass walls to be very tricky to arrange in a way that is safe and challenging for the children. This loft which we have used in our other infant/toddler classrooms will be free standing and allow for more exploration and challenge in this classroom.

**Beneficiaries:**

All the children using the services at Garden's Children's Centre

**Partners (if applicable):**

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

Year	Amount	Grant Program
2019	\$12000.00	Child Care Capital
2019	\$4000.00	Professional and Program Development
2019	\$1880.00	Child Care Capital

## GRANT RECOMMENDATIONS

**Recommended  
Amount:** \$3,877.00

**Recommendation:** That the Society of Richmond Children's Centres be funded for a total amount of \$3,877.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:** None.



**Capital Assistance Application for 2020  
Childcare Grants Program**

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

**Society:** Society of Richmond Children's Centres

**Title:** Infant Loft - West Cambie

**Amount:** \$4,149.60

**Purpose:** Equipment

The West Cambie infant room is in need of a) some more challenge for the climbing infants and b) more cozy space. The NaturalPod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.

**Service Delivery Benefits:**

The loft would add an important element to the classroom and give the infants more play value in their physical space.

**Beneficiaries:**

All the infant children and families using West Cambie Children's Centre now and for years to come.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2019	\$12000.00	Child Care Capital
2019	\$4000.00	Professional and Program Development
2019	\$1880.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$3,877.00

**Recommendation:** That the Society of Richmond Children's Centres be funded for a total amount of \$3,877.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

None.



**Capital Assistance Application for 2020  
Childcare Grants Program**

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

**Society:** Thompson Community Association

**Title:** Playground enhancement project

**Amount:** \$10,000.00

**Purpose:** Playground

While the playground underwent a major improvement in 2017, the teaching staff have recommended improvements that will enhance play and active learning experiences for the children. These are specifically around the outdoor mud kitchen, which would benefit from more play space, stainless steel equipment, storage, and enhanced facilities. As we increase the focus exploring food - where it comes from, how to grow and care for it and the land - we also include in our application an arbor, which will create a cozy quiet place for children's reflection, and serve as a frame for growing runner beans or sweet peas to surround them. Lastly we envision a water activity table as a vehicle to enhance sensory exploration and the science found in everyday play.

**Service Delivery Benefits:**

These funds will enhance the quality of play experience for the Rompers students, by improving upon the outdoor play elements. With the success and popularity of the Terra Nova Nature School (another preschool program overseen by Thompson Community association), we recognize the intrinsic value realized when a robust active outdoor environment is provided, and the teachers are actively engaged in building a curriculum around it.

**Beneficiaries:**

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

**Partners (if applicable):**

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

## Capital Assistance for 2020

Thompson Community Association

Summary Page 2

Year	Amount	Grant Program
2019	\$5733.00	Child Care Capital
2017	\$8600.00	Child Care Capital
2015	\$10000.00	Child Care Capital

### GRANT RECOMMENDATIONS

**Recommended**

**Amount:** \$7,254.00

**Recommendation:**

That the Thompson Community Association be funded for a total amount of \$7,254.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Funding to be allocated to the lower priced quotes for capital items only.



**Program and Professional Development  
Child Care Grants Program 2020**

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

**Society:** Child Care Training and Professional Development Society of Richmond

**Title:** Circles of Caring Conference 2020

**Amount:** \$4,000.00

**Purpose:**

Provide a low cost but high quality conference for ECE and School Age providers in Richmond.

**Service Delivery Benefits:**

- provide high quality workshop presenters and be able to host a large amount of people in one venue

**Beneficiaries:**

- Early Childhood Educators and School Age providers in Richmond, BC

**Partners (if applicable):**

City Association Coordinators - set-up/take down, meet and greet

Richmond High Students - set-up/take down

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

Year	Amount	Grant Program
2019	\$4000.00	Professional and Program Development
2018	\$6000.00	Professional and Program Development
2017	\$5500.00	Professional and Program Development

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$4,000.00

**Recommendation:**

That the Child Care Training and Professional Development Society of Richmond be funded for a total amount of \$4,000.00 for a Child Care Professional and Program

## Program and Professional Development Assistance for 2020

Child Care Training and Professional Development Society of

Summary Page 2

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Development Grant.
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**Staff Comments/Conditions:**

None
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# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 6, 2020

**From:** Claudia Jesson  
Director, City Clerk's Office

**File:** 12-8060-20-010124

**Re:** Amendments to the Council Procedure Bylaw In Relation to Agenda  
Preparation and Distribution

### Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.

Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

As a result of the Council resolution adopted on December 18, 2019 in relation to Council and Committee agenda distribution, amendments are required to the *Council Procedure Bylaw* to update various deadlines and to authorize the necessary administrative changes.

### Analysis

The following amendments to the *Council Procedure Bylaw* are recommended in order to bring effect to the recently adopted resolution on agenda distribution:

- The proposed amendment to Section 3.3.1 provides for Council and Committee agenda distribution to Council members. For practical purposes, Council agenda distribution is planned to occur on the Wednesday (3 business days in advance) of the week immediately preceding the meeting. For Committees and Public Hearings, agenda distribution will be on Thursdays (seven business days in advance) preceding the meetings.

It should be noted that the recent adjustments to the agenda distribution have not affected the deadline for non-agenda delegation requests and/or submission of reports by members. The deadline for receipt of reports/non-agenda delegation requests is 5:00 pm Wednesday, prior to the issuance of agendas the following week.

It should also be noted that the recent changes do not affect the issuance of supplemental agendas, as this additional material will be distributed to Council members and the public as soon as practical. Similarly, agenda material of a sensitive nature, for example, personnel or time-sensitive matters, will most likely be distributed to Council members as a supplemental agenda closer to the actual meeting date, given the advance distribution of all other agenda material.

### Financial Impact

None.

### Conclusion

Amendments to the *Council Procedure Bylaw* as recommended will align the Bylaw with recent Council direction in relation to the new agenda distribution schedule.



Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)



**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3.1 and replacing it with the following:

"3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – three business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – seven business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – seven business days preceding each such meeting; and
- (d) **Special Council Meetings** – three business days preceding each such meeting, if possible, or in accordance with the *Community Charter*."

2. This Bylaw is cited as "**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**".

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept. <i>CJ</i>
APPROVED for legality by Solicitor <i>AC</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 9, 2020

**From:** Claudia Jesson  
Director City Clerk's Office

**File:** 05-1400-01/2020-Vol  
01

**Re:** Appointment of Acting Corporate Officer

### Staff Recommendation

That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).

Claudia Jesson  
Director City Clerk's Office  
(604-276-4006)

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

## **Staff Report**

### **Origin**

Traditionally, the Manager, Legislative Services has also been appointed as an Acting Corporate Officer for the City of Richmond in order to ensure appropriate continuity of City business, to maintain customer service and to provide proper coverage in the City Clerk's Office in the absence of, or as directed by, the Corporate Officer / Director, City Clerk's Office.

The appointment of an Acting Corporate Officer, which is a common practice in municipalities, facilitates a more efficient approach to a variety of required administrative work including the execution of agreements, contracts and land title documents, the acceptance of notices served on the City as required by statute, the certification of bylaws, meeting minutes and other City records and attendance at City Council meetings and Public Hearings as a (Acting) Corporate Officer.

The position of Manager, Legislative Services was recently filled by Matt O'Halloran who comes to the City of Richmond with eleven years experience in municipal government, with eight of those years focussed specifically in Legislative Services/Administration. Mr. O'Halloran's appointment as an Acting Corporate Officer should be considered in order to maintain appropriate service levels.

### **Financial Impact**

None.

### **Conclusion**

The appointment of Matt O'Halloran as an Acting Corporate Officer will provide the City Clerk's Office with an appropriate level of service and coverage and will ensure continuity of key business processes.



Claudia Jesson  
Director City Clerk's Office  
(604-276-4006)



# City of Richmond

## Report to Committee

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**To:** Planning Committee **Date:** December 17, 2019  
**From:** Kim Somerville **File:** 01-0100-30-RCSA1-  
Director, Community Social Development 01/2019-Vol 01  
**Re:** **Richmond Community Services Advisory Committee (RCSAC) 2019 Annual  
Report and 2020 Work Plan**

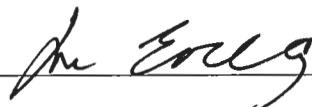

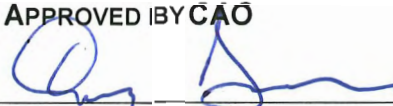
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### Staff Recommendation

That the staff report titled "Richmond Community Services Advisory Committee (RCSAC) 2019 Annual Report and 2020 Work Plan", dated December 17, 2019, from the Director, Community Social Development, be approved.

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

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	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 supports Council's Strategic Plan 2018-2022 Focus Area #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.4 Foster a safe, caring and resilient environment.*

This report supports Council's Strategic Plan 2018-2022 Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

*4.2 Ensure infrastructure meets changing community needs, current trends and best practices.*

This report also supports Social Development Strategy (2013-2022) Action 38:

*Nurture and enhance existing communication channels and networks with community agencies (e.g. through staff support to the Richmond Community Services Advisory Committee, participation in networking groups).*

This report presents the RCSAC 2019 Annual Report (Attachment 1) and proposed 2020 Work Plan (Attachment 2).

### **Analysis**

#### **RCSAC Charter**

As indicated in the RCSAC Charter (Attachment 3), the mission of this advisory committee is "to encourage and promote those social policies and community services which contribute to the

general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity”. Their mandate is described in the attached Charter as:

### ***Section A***

*The RCSAC shall advise Richmond City Council and may, in consultation with City Council, make representations to other policy-making bodies on the following:*

- 1. Policies that encourage cooperative planning and delivery of community services to ensure optimum efficiency and effectiveness;*
- 2. Social issues/concerns that have an impact on community services, special needs groups and the quality of life in the community;*
- 3. Community impact of governmental changes to policies and/or programs affecting Richmond’s community services; and*
- 4. Any other matters that may be referred by Richmond City Council, RCSAC member groups and the community at large.*

### ***Section B***

- 1. Coordination of activities and information sharing between the voluntary and public sector.*

The RCSAC also has separate “Operating Policies and Procedures” describing membership, structure and procedures.

### **2019 Annual Report**

The 2019 RCSAC Annual Report, based on a number of Council Strategic Plan 2018-2022 focus areas (Attachment 1), includes the following highlights:

- The Non-Profit Social Purpose Space Needs Review, including the results of a space needs survey of Richmond-serving non-profit social service agencies (NPOs), was presented to Planning Committee in the 1<sup>st</sup> Quarter of 2019. This review was funded by the City and the Richmond Community Foundation based on background information provided in the RCSAC’s “Richmond Non-Profit Space Review, Phase 1” report previously presented to Council (3<sup>rd</sup> Quarter of 2017);
- Members provided agency-specific space needs information to staff for consideration by Planning Committee and Council in the 4<sup>th</sup> Quarter of 2019;
- The RCSAC and member agencies participated in the Community Action Team, led by Vancouver Coastal Health with a grant from the provincial government to address the opioid overdose crisis. This initiative included significant involvement of those with lived experience, who worked with peers and service providers to raise awareness and reduce stigma; and
- The inventory of community-based tables and committees relevant to social services was updated (Attachment 3).

### 2020 Work Plan

The RCSAC's 2020 Work Plan includes building on previous undertakings as well as new initiatives:

- Continuing work on social service space needs by participating in the "Rent-Lease-Own" survey of NPO space needs conducted by the Social Purpose Real Estate Collaborative (SPRE), of which the City is a member. Results will be analyzed by municipality, as well as regionally, and shared with City Council in the 3<sup>rd</sup> Quarter of 2020;
- Participating in a SPRE-sponsored workshop about real estate fundamentals for social purpose organizations to increase sector capacity;
- Conducting the Jennifer Larsen Gains and Losses Survey about non-profit finances and related service impacts, particularly the impact of Federal and Provincial policy and funding decisions on Richmond services;
- Supporting service providers by bringing in guest speakers about Compassion Fatigue; and
- Continuing to apprise Council of matters affecting community agencies and Richmond residents.

As indicated, this work program will be revised as necessary, based on emerging issues as well as future Council priorities.

### **Financial Impact**

There is no financial impact.

### **Conclusion**

The RCSAC 2020 Work Plan is designed to reflect the Council Strategic Plan (2018–2022) and to advance Social Development Strategy (2013–2022) actions by strengthening social infrastructure and addressing emerging issues impacting the community. Through its annual work plans, the RCSAC continues to play a vital role in sustaining and enhancing the social services sector, and thereby the social well-being and quality of life of Richmond residents.



Lesley Sherlock  
Social Planner  
(604-276-4220)

- Att. 1: RCSAC 2019 Final Annual Report  
2: RCSAC 2020 Work Plan and Budget  
3: RCSAC Community Table/Committees Inventory  
4: RCSAC Charter



**RCSAC** | **Richmond Community Services  
Advisory Committee**

## **2019 Final Report**

## **2019 RCSAC Executive Committee Report**

### **2019 Executive Committee Membership:**

Sarah Louie, Atira Women's Resources Society	Co-Chair
Calum Scott, Family Services of Greater Vancouver	Co-Chair
Rick Dubras, Richmond Addiction Services Society	Treasurer
Janice Lambert, Richmond Family Place	Member-at-Large
Ling Chu, SUCCESS	Member-at-Large
Kathie Chiu, The Salvation Army	Member-at-Large
Councillor Michael Wolfe	City Council Liaison
Lesley Sherlock	City Staff Liaison

### **Results of Executive Elections at the November 14, 2019 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. The results of the elections were:

Co-Chair	Rick Dubras, Richmond Addiction Services Society
Co-Chair	Sarah Louie, Atira Women's Resources Society
Treasurer	Janice Lambert, Richmond Family Place
Member-at-Large	Kathie Chu, Salvation Army
Member-at-Large	Ling Chu, SUCCESS
Member-at-Large	Tabitha Geraghty, Chimo Community Services

Cllr. Bill McNulty was welcomed as the new City Council Liaison to the RCSAC.

### **Executive Committee Summary of 2019 Activities:**

#### Membership

- Membership numbers increased in 2019
- New members in 2019: Parampal Sharma (WorkBC), Rachel Ling (Citizen Appointee), Neelu Kang Dhaliwal (Individual Member) and Kim Adamson (YMCA of Greater Vancouver)

#### RCSAC Action Groups

The RCSAC does not have standing sub-committees, but rather has ad hoc, time-limited action groups to address specific concerns or accomplish specific tasks. The following action groups were active in 2019:

- Addictions and Mental Health
- NPO Space Needs
- RCSAC Website

Additionally, the RCSAC receives semi-regular reports from the City of Richmond's Affordable Housing team to keep the RCSAC informed on housing and homelessness issues.

### Action Group Reports

#### **RCSAC Addictions and Mental Health Task Group**

Membership: Brenda Plant (Chair), Belinda Boyd, Kathie Chiu, Rick Dubras, Heather Hall, Jamie Smulders (on leave), Claire Pitcher, Una Mulhall (left during the year), Kiran Toor, Stasa Pasic (stepped down during the year), Ling Chu, Morgan Meloche, Sean Spear, Shannon Guiboche.

Mandate: To support the RCSAC's advisory capacity to the City of Richmond on issues related to Addictions and Mental Health (AMH); to enhance the continuum of AMH services in Richmond; and to develop partnerships and identify funding sources for the implementation of AMH working group initiatives.

#### Activities:

Many of the initiatives of the AMH Working Group during the year were informed by the work being done in our community through the Richmond Community Action Team (CAT) to address the current opioid crisis and the impacts this is having on Richmond's most vulnerable citizens and the community at large.

Activities of the CAT Team included hosting a series of "Belonging Matters" dialogue sessions, the creation of a visual legacy (poster project) highlighting peer's voices, holding "How to Tell Your Story" workshops and Health Champion Conversations; convening peer meetings and hosting the final event held in October. The final event celebrated the success of the initiative by supporting participants and those with lived-experience to tell their stories and express their unique voices.

Other highlights during the year included continuing to advocate and support the development of the Foundry Youth Services Centre; the opening of the temporary Modular Housing in Richmond in April, and ensuring local agencies have access to Naloxone training and supplies.

The Resource Guide for Richmond was updated by the OARS program with a final version completed in October. Over 500 copies were produced and have been circulated. The Richmond Addiction and Mental Health Resources Wallet Card has also been updated, printed and circulated. A revised version is under consideration.

Of note: Vancouver Coastal Health - Richmond has released a new Mental Health and Substance Use one number access line (604-204-1111).

## NPO Space Needs

### Membership:

Janice Barr, Rick Dubras, Janice Lambert, Sandy McIntosh, Judy Valsonis

### Mandate:

To explore the space needs of Richmond's NPOs and find collaborative solutions to report back to the RCSAC on those needs.

### Activities:

The final phase of the NPO Space Needs survey and report has been completed. The results of the Phase 2 Richmond Non-Profit Social Purpose Space Needs Review report was presented to the RCSAC in September.

### Report:

2019 has been a busy year for the NPO Space Needs Committee. On April 25, 2019 City Staff submitted a report on the Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review to Planning Committee. A delegation from the NPO Space Needs Committee attended the Planning Committee meeting and spoke to the issue. The report included two recommendations:

- 1. That support be extended for the RCSAC to develop a database on space needs of non-profit social service agencies, to be updated and maintained biannually through surveys of agencies; and*
- 2. That staff investigate potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations and report back.*

These recommendations were endorsed at the May 27, 2019 Richmond City Council meeting.

On October 8, 2019 City Staff returned to Planning Committee with the agency-specific information report, "Non-Profit Social Service Agency Current and Future Space Needs". This report included agency specific information regarding space needs and further recommendations. A delegation from the NPO Space Needs Committee attended the Planning Committee meeting and spoke to the issue. The report included three recommendations:

- 1. That non-profit social service agency space needs be communicated and a letter be sent to key stakeholders, including the Premier, the Minister of Municipal Affairs and Housing, the Minister of Social Development and Poverty Reduction, the Minister of Health and Addictions, the Leader of the Opposition and Shadow Ministries, the Richmond Members of the Legislative Assembly (MLAs), the Richmond Members of Parliament (MPs) and appropriate Federal ministers, the Richmond School District, Vancouver Coastal Health, and the Urban Development Institute, to encourage collaboration in addressing the concerns of social service agencies;*
- 2. That the City and key stakeholders seek immediate opportunities to prevent the loss of at-risk, high priority social service agencies in Richmond as described in the staff report titled "Non-Profit Social Service Agency Current and Future Space Needs", dated September 20, 2019 from the Director, Community Social Development; and*

3. *That options to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations be identified.*

These final recommendations were endorsed by City Council on October 15, 2019. A delegation from the NPO Space Needs Committee attended this City Council meeting.

The NPO Space Needs Committee looks forward to the final report produced by City Staff on the potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations in spring 2020.

In addition to the reports and recommendations to the Planning Committee and City Council, a delegation of the NPO Space Needs Committee has met with City Councillors to discuss the NPO Space needs issues in Richmond. These Councillors include:

- Councillor Bill McNulty
- Councillor Linda McPhail
- Councillor Michael Wolfe

Respectfully Submitted by Janice Barr, NPO Space Needs Committee, Chair

### **RCSAC Website**

**Membership:**

Rick Dubras (RASS), Jennifer Dieckmann (RCSAC)

**Mandate:**

To update the RCSAC website and integrate an Addictions services calendar into it.

**Activities:**

Ongoing updates to make the RCSAC website a useful tool for members to showcase events and activities, share contact information and provide a centralized location to share ongoing calendared addiction services events and activities. The website also stores ongoing RCSAC minutes, reports and member information.

### Community Tables/Committee Inventory

As per our 2019 Work Plan, the RCSAC keeps the Richmond Community Table/Committee Inventory. Please see the attached table for a current list of committees operating in Richmond.

## Presentations

Community organizations presented to the RCSAC at almost every meeting on issues and topics vital to Richmond's community services. The organizations and topics include:

- **January** Smart Cities Challenge: Lisa Fedoruk, City of Richmond
- **February** Richmond Family Place Society (RFPS): Ruth Taverner, RFPS
- **March** Committee Working Groups on Hot Topics
- **April** Turning Point Recovery Society (TPRS): Morgan Meloche, TPRS
- **May** Community Action Team (CAT): Jessie Sutherland, Intercultural Strategies
- **June** Homelessness Strategy Update : Cody Spencer, City of Richmond
- **September** Truth and Reconciliation: Terry Point, Richmond School District;  
Cultural Harmony Plan: Dorothy Jo, City of Richmond
- **October** SUCCESS: New Programs and Services: Ling Chu, SUCCESS;  
Library Services and At-Risk Youth: Susan Walters and Anne Bechard,  
Richmond Public Library
- **November** AGM Items
- **December** Task groups to discuss hot topics

## Financial

A 2019 financial report and proposed 2020 budget was drafted by the Treasurer and approved by the membership at the RCSAC's November AGM.

The RCSAC has continued to operate without an increase to the City Grant. Membership has held steady at 41 members with slight changes in organizations leaving and joining throughout the year. For 2019, the RCSAC has continued to track and manage expenses effectively.

The 2020 Work Plan was approved at the November 14, 2019 RCSAC AGM as a working document that will be revisited throughout the year and revised as necessary.

## **RCSAC 2019 Membership**

<b>Organization</b>	<b>Representative(s)</b>
<b>Voting Members</b>	
Atira Women's Resource Society	Sarah Louie, Janice Abbott
BC Responsible and Problem Gambling	Phyllis Chan
Boys and Girls Club of South Coast BC	Jason Lee, Letah Addison
Chimo Community Services	Tabitha Geraghty
Citizen Appointee (EX)	Rachel Ling

Coast Foundation Society (Coast Mental Health)	Darell Burnham, Tamara Speiran, Gary Jimenez
Community Living BC	George Sartori
Connections Community Services Society	Jane Reed
Developmental Disabilities Association	Donna Cain, Tasia Alexis
Family Services of Greater Vancouver	Patricia Steiner
Pacific Autism Family Centre Society	Dawn McKenna
Pathways Clubhouse Richmond	Tanya Wheatley
RCMP Richmond Detachment Mental Health Liaison	Constable Heather Hall
Richmond Addiction Services Society	Rick Dubras, Clarence Chan
Richmond Cares, Richmond Gives	Jocelyn Wong, Carol Dickson
Richmond Caring Place Society	Sandy McIntosh
Richmond Centre for Disability	Ella Huang, Eileen Kalshoven
Richmond Children First	Helen Davidson, Kerry Watts
Richmond Division of Family Practice	Denise Ralph, Sherry Wang
Richmond Family and Youth Court Committee	Judith Nixon
Richmond Family Place Society	Janice Lambert, Ruth Taverner
Richmond Food Bank Society	Hajira Hussain
Richmond Food Security Society	Ian Lai
Richmond Mental Health Consumer & Friends Society	Cory Tymich
Richmond Multicultural Community Services	Parm Grewal, Ashok Rattan
Richmond Poverty Response Committee	De Whalen, Theresa Head
Richmond Seniors Advisory Committee	Sandra Gebhardt, Diane Couser
Richmond Society for Community Living	Janice Barr, Sue Graf
Richmond Women's Resource Centre	Florence Yau, Shireen Gregorius, Tammi Belfer
S.U.C.C.E.S.S. Richmond Region	Ling Chu, Jill Lee, Jenna Park
School District No. 38 (Richmond)	Braunwyn Thompson

The Heart of Richmond AIDS Society	Carl Bailey
The Salvation Army (Richmond Community Church)	Kathy Chiu (Major) Executive Director
Touchstone Family Services	Judy Valsonis, Janice Kostiuk
Turning Point Recovery Society	Morgan Meloche, Brenda Plant, Donna Colpitts
Individual Member	Neelu Kang Dhaliwal
Vancouver Coastal Health – Richmond (Public Health & Primary Care)	Carole Gillam, Nellie Hariri
WorkBC	Parampal Sharma, Alejandro Iompietro, David Lee
YMCA of Greater Vancouver	Kim Anderson
Metro Vancouver Transit Police	Inspector Bruce Shipley, Cst. Miles Teitelbaum
<b>Non-Voting Members</b>	
City Council Liaison	Cllr. Michael Wolfe
City Staff Liaison	Lesley Sherlock, Social Planner

## **2019 RCSAC Work Plan Results**

For the 2019 year, the RCSAC continued to link its annual work plan initiatives to the Richmond City Council Term Goals. Within this goal statement, the RCSAC focused on providing advice on Council's following priorities.

The RCSAC also highlighted several other areas to work towards in 2019 to ensure committee stability and to improve community agency engagement.

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### **Goal 1: A Safe Community**

#### **1.4 Effective interagency relationships and partnerships**

##### **Objectives**

- To respond to Council requests for advice regarding community safety matters
- To provide a forum for Social Service Providers, the City Council Liaison, the City Staff Liaison, Citizen Appointees and Individual Members to collaborate, share, network and learn from one another as well as from City and community guest presenters
- To identify, advise and provide recommendations to City Council and staff of trends, gaps and needs of our community

##### **2019 Activities**

- Non-Profit Space Needs Phase 2 Report, "Richmond Non-Profit Social Purpose Space Needs Review" presented to Planning Committee (January 2019)
- RCSAC members provided agency-specific space needs information to City staff for presentation to Planning Committee and Council (October 2019)

### **Goal 2: A Vibrant, Active, and Connected City**

#### **2.2 Effective social service networks**

##### **Objectives**

- To increase connections within the RCSAC membership
- To increase information and opportunities for RCSAC members 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

## **2019 Activities**

- Increased RCSAC website utilization and webpage hits.
- Increased number of events and program information posted to the RCSAC website
- Additional social and community service organizations joining the RCSAC
- Report on successful outcomes completed and included in the RCSAC 2019 Annual Report

## **Goal 3: A Well-Planned Community**

### **3.4 Diversity of housing stock**

#### **Objective**

- Continue to support the implementation of the Affordable Housing Strategy
- Advise Council regarding the Affordable Housing Strategy Update proposed 2019 actions
- Consult agencies working with homelessness and housing, and the City, to identify and highlight affordable and supportive housing needs and projects in Richmond
- Work collaboratively with Richmond social services and advocates to draft regular communication, highlighting housing needs and projects, to City Council and City staff

## **2019 Activities**

- Regular updates presented to RCSAC General Committee meeting by member organizations on the state of housing and homelessness in Richmond and the updated Affordable Housing Strategy

## **Goal 4: Leadership in Sustainability**

### **4.2 Innovative projects and initiatives to advance sustainability**

#### **Objectives**

- Explore 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 Richmond

## **2019 Activities**

- Food security updates were presented to the RCSAC General Committee by member organizations

## **Goal 5: Partnerships and Collaboration**

### **5.1 Advancement of City priorities through strong intergovernmental relationships**

#### **Objectives**

- To provide City Council with information about the impact of provincial and federal funding decisions on social services agencies and Richmond residents

## **2019 Activities**

- Jennifer Larsen Gains and Losses survey completed and communication tool planned for 2020
- Successful actions completed and included in the RCSAC 2019 Annual Report

## **Goal 6: Quality Infrastructure Networks**

### **6.2. Infrastructure is reflective of and keeping pace with community need.**

#### **Objectives**

- Identify space needs for non-profit societies within Richmond
- Identify housing and community space needs of RCSAC clients and member agencies

## **2019 Activities**

- See Goal 1: 2019 Activities for Non-Profit Space Needs Action Group activities
- Successful actions completed and included in the RCSAC 2019 Annual Report

## **Goal 9: Well-Informed Citizenry**

### **9.2 Effective engagement strategies and tools.**

#### **Objectives**

- To share and promote information and engagement opportunities with clients of member agencies
- To stay apprised of results of engagement tools and how they are impacting our clients

## **2019 Activities**

- Presentations included in RCSAC meetings
- Information sharing included in meetings

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## **Additional RCSAC Work Plan Activities**

**The RCSAC worked to support its membership in the following ways.**

### **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 RCSAC and encourage organizations providing community and social services in the Richmond community to join
- To increase administrative efficiency for RCSAC

## **2019 Activities**

- Maintained the Community Committees and Tables Inventory
- Attracted new RCSAC members
- Encouraged and facilitated sub-committees and task forces to collaborate on projects outside the scope of the RCSAC
- Promoted information sharing amongst member organizations
- Encouraged and facilitated advocacy amongst member organizations
- Continued updating and maintaining the RCSAC website

## RCSAC 2019 Financial Statement

### RCSAC Draft Budget 2019

Balance brought Forward December 31, 2018	\$2930.71
Revenue	
City of Richmond	\$11,000.00
Membership Dues	\$2,000.00
Bank Interest	\$5.00
Sponsorship	\$0.00
Total Revenue	\$15,935.71
Expenses	
Admin Assistant	\$8541.81
Admin Expenses	\$202.44
Forums/Meetings	\$1127.01
Website + IT	\$235.20
Website Training/Calendar	\$771.55
Post Box Renewal	\$0.00
Volunteer Appreciation	\$50.00
Sub Committee/printing/events	\$250.00
	\$11,178.01
Total Balance	\$4,757.70



## **2020 Work Plan and Budget**

## **2020 RCSAC Work Plan**

The RCSAC will prioritize Council requests for advice as they arise throughout the year. The RCSAC will also continue to provide advice on social issues and community service matters that reflect Council's Strategic Plan 2018-2022 as outlined in the following proposed 2020 Work Plan.

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### **Goal 1: A Safe and Resilient City**

#### **1.4 Foster a safe, caring and resilient environment**

##### **Objectives**

- To respond to Council requests for advice regarding community safety matters
- To provide a forum for Social Service Providers, Council Liaisons and City Staff, Citizen Appointees and Individual Members to collaborate, share, network and learn from one another, as well as guest presenters from the City and community
- To identify, advise and provide recommendations to City Council and staff of trends, gaps and needs of our community

##### **Proposed 2020 Actions**

- Continuing to support the RCSAC's Jennifer Larsen Gains and Losses Survey, about non-profit finances and related service impacts, through the Let's Talk Richmond platform in partnership with the City
- Ensure that the Non-Profit Social Purpose Space Needs Survey initiative continues through participation in the Social Purpose Real Estate Collaborative's "Rent-Lease-Own" survey
- Invite guest presenters to educate the RCSAC on topics relevant to social service providers and their clients, including community safety
- Support initiatives that reduce barriers to accessing services in the community

##### **Outcomes/Indicators of Success**

- Completion of both the Space Needs Survey and the Gains & Losses Survey by following up with the City on the outcomes
- Establish a relationship between the Social Purpose Real Estate Collaborative and the RCSAC to ensure we remain informed of the broader space needs in the region
- Advice is provided to City Council regarding community safety issues
- Communication Tools are sent to City Council, monitored and reported out to the members as appropriate

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## **Goal 2: A Sustainable and Environmentally Conscious City**

### **2.3 Increase emphasis on local food systems urban agriculture and organic farming**

#### **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 and steering committee for the City of Richmond

#### **Proposed 2020 Actions**

- Consult with the Food Security and Agricultural Advisory Committee regarding food security initiatives
- Support the City of Richmond's partnership with Foodmesh which provides apps and services for food businesses and charities to safely divert surplus food to the highest end use

#### **Outcomes/Indicators of Success**

- Communication Tools to Council completed as appropriate
- 

## **Goal 3: One Community Together**

### **3.1 Foster community resiliency, neighbourhood identity, sense of belonging and intercultural harmony.**

### **3.3 Utilize an interagency and intercultural approach to service provision.**

#### **Objective**

- To increase connections within the RCSAC membership
- To increase information and opportunities for RCSAC members to plan and promote community 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 the RCSAC

### **Proposed 2020 Actions**

- Maintain the Community Table/Committee Inventory and provide an update to City Council in the RCSAC Annual Report
- Continue to develop a members-only log-in section on the RCSAC website so members can access minutes, agendas, reports etc.
- Support on-going updates to the RCSAC website
- Form an action team to review membership and invite organizations to learn more about the RCSAC
- Consider opportunities for the RCSAC to financially support community initiatives

### **Outcomes/Indicators of Success**

- Increased RCSAC website utilization and webpage hits
  - RCSAC website “Members-Only” log-in page is used
  - Increased number of events and program information posted to the RCSAC website
  - Additional social and community service organizations join the RCSAC
  - Report on successful outcomes completed and included in the RCSAC 2019 Annual Report
- 

## **Goal 4: An Active and Thriving Richmond**

**4.1 Robust, affordable, accessible sport, recreation, wellness and social programs for people of all ages and abilities.**

**4.2 Ensure infrastructure meets changing community needs, current trends and best practices.**

### **Objectives**

- Keep the community informed about Early Years (0-6) in order to spread the message and concerns to a larger group of people.
- RCSAC and member organizations embody mindfulness and self care practices in their policies and procedures. The RCSAC will continue to inform membership that compassion fatigue is a real issue that needs to be dealt with to avoid mental health issues.

### **Proposed 2020 Actions**

- In partnership with Richmond Children First, prepare communication tools regarding the early years
- Provide community resource connections to support Early Years such as translation services for immunization forms and other documents.

- Encourage membership to seek support for compassion fatigue through education and providing a toolkit to engage members in accessing the needed supports.

### **Outcomes/Indicators of Success**

- In consultation with Richmond Children First, consider bringing this table into the RCSAC.
  - Create a Compassion Fatigue Task Group that would bring in guest speakers to the RCSAC to educate the membership on this topic.
- 

## **Goal 8: An Engaged and Informed Community**

### **8.1 Increase opportunities for public engagement.**

### **8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.**

#### **Objectives**

- To share and promote information and engagement opportunities with member agency clients
- To stay apprised of the results of engagement tools and how they impact clients

#### **Proposed 2020 Actions**

- Provide an opportunity for presentations to the RCSAC from City staff and Community Partners on engagement strategies and tools
- Share and promote information and engagement opportunities with member agencies and clients

### **Outcomes/Indicators of Success**

- Communication Tools are sent to City Council as appropriate
- Presentations are included in the RCSAC meetings
- Information sharing is included in meetings

**RCSAC 2020 Proposed Budget**

<b>2020 - January 1 to December 31</b>	
<b>Balance Projected to be brought Forward from 2019</b>	<b>\$4,500.00</b>
<b>Revenue</b>	
City of Richmond	\$11,000.00
Membership Dues	\$450.00
Bank Interest	\$5.00
Sponsorship	\$0.00
<b>Total Revenue</b>	<b>\$15,955.00</b>
<b>Expenses</b>	
Admin Assistant	\$11,000.00
Admin Expenses	\$225.00
Forums/Meetings	\$1,100.00
Website + IT	\$1,400.00
Volunteer Appreciation	\$200.00
Task/Action Groups	\$2000.00
<b>Total Expenses</b>	<b>\$15925.00</b>
<b>Total Balance</b>	<b>\$30.00</b>

## RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Children
Richmond Autism Interagency Committee (RAIC)	A networking and information-sharing platform for professionals and community members working and/or living with children with Autism Spectrum Disorder.	RSCL Boardroom 12:30 - 2:00 p.m. 1st Tuesday of each month	Denise Abegg, RSCL	<a href="mailto:dabegg@rscl.org">dabegg@rscl.org</a>	Children
Richmond Child Care Development Advisory Committee (RCCDAC)	Provides advice and recommendations to Richmond City Council regarding the planning and development of quality child care.	City Hall 7:00 - 9:00 p.m., 2nd Wednesday of each month	Chris Duggan, City of Richmond	<a href="mailto:cduggan@richmond.ca">cduggan@richmond.ca</a>	Children
Richmond Child Care Training Committee (RCCTC)	Facilitates professional development opportunities for the child care community, works in partnership with the child care community to develop, facilitate and offer professional development opportunities for child care providers and, will provide leadership to organizations in Richmond seeking to provide professional development for the child care community.	South Arm Community Centre 1st Tuesday of each month	Carrie McLellan-Haqq SCDP Coordinator	<a href="mailto:cmclellan@rscl.org">cmclellan@rscl.org</a>	Children
Richmond Infant Development Program Local Advisory Committee	An advisory body established to guide and support the IDP agency and staff in the delivery of the Infant Development Program. The IDP is accountable to the community through its LAC.	Caring Place 3:30 - 5:00 p.m. 2-3 times per year	Elaine Kwok IDP Coordinator	<a href="mailto:ekwok@rscl.org">ekwok@rscl.org</a>	Children
Richmond Seniors Advisory Committee	Considers and evaluates issues affecting seniors referred by City Council, City staff and members of the community; initiates studies on matters of concern to seniors and submits information and advice to City Council.	City Hall 9:30 – 11:30 a.m., 2nd Wednesday of each month	Debbie Hertha, City of Richmond	<a href="mailto:dhertha@richmond.ca">dhertha@richmond.ca</a>	Seniors
Richmond Supported Child Development Program Local Advisory Committee	An advisory body established to guide and support the SCDP agency and staff in the delivery of the Supported Child Development Program. The SCDP is accountable to the community through its LAC.	Caring Place 9:30 - 11:30 a.m. Mondays 3-4 times per year	Karen Jensen-Haqq SCDP Coordinator	<a href="mailto:kjensen@rscl.org">kjensen@rscl.org</a>	Children
Richmond Learning and the Brain Conference Organizing Committee	To organize an annual educational event to the residents in Richmond School District.	Monthly	Sarah Loat, Richmond School District	604-233-0521 <a href="mailto:sloat@sd38.bc.ca">sloat@sd38.bc.ca</a>	Children, Youth
The Richmond Public Agency Partners Group, includes Vancouver Coastal Health Richmond; City of Richmond; Richmond School District; Ministry of Children and Family Development; and the RCMP.	Increase coherence amongst the five major public agencies in Richmond in promoting the physical, mental, social and emotional wellness of children and youth in our community. Commit to use an asset development philosophy. Support the PAPC to the children and youth of Richmond.	3 times per year	Dr. Meena Dawar, VCH	604-233-3170 <a href="mailto:meena.dawar@vch.ca">meena.dawar@vch.ca</a>	Children, Youth

## RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Supporting Families With Parental MH and/or Addictions Committee	The program aims ultimately to foster a family-centered approach to service delivery at Richmond Mental Health and Addictions. It aims to provide parents dealing with mental illness or addictions relevant insight into their condition, and tools and strategies for successful parenting. For children and youth, Supporting Families provides information on disorders, access to services and access to others going through the same thing. Rather than focusing on the disorder itself, Supporting Families functions as a resiliency-building program to help children and families cope with disorders.	Monthly 3rd Thursdays	Rebecca Sun, Supporting Families Coordinator	<a href="mailto:rebecca@supportingfamilies.ca">rebecca@supportingfamilies.ca</a>	Children, Youth and Families
Youth Concurrent Disorders Network	To build capacity across the system of services and supports in British Columbia to address youth and families affected by youth concurrent mental health and substance use problems.	Quarterly	Richard Dubras, RASS	604-270-9220 <a href="mailto:rick@richmondaddictions.ca">rick@richmondaddictions.ca</a>	Youth
Youth Network	Anyone who works with youth is welcome.	Every three months	Krista Germyn, City of Richmond	<a href="mailto:Kgermyn@richmond.ca">Kgermyn@richmond.ca</a>	Youth
Advisory Design Panel	City-appointed panel to look at universal accessibility and environmental features and all issues of urban designs in building permit applications.	Every second week on Wednesday at Richmond City Hall	Sara Badyal, City of Richmond	604-276-4282 <a href="mailto:sbadyal@richmond.ca">sbadyal@richmond.ca</a>	Disability
Community Living BC (CLBC) Community Council	To ensure self-advocates, families, community members and service providers play a major role in achieving CLBC's vision of fostering good lives in welcoming communities.	Monthly meeting at Richmond CLBC Office, usually on third Tuesday of the month	Chair: Ruth Shannon	<a href="mailto:prshannon@telus.net">prshannon@telus.net</a>	Health and Well-Being
Fetal Alcohol Syndrome FASD round table	A community initiative that builds FASD awareness through preventive education.	Touchstone Family Association 1:00 - 2:30 p.m. 3rd Thursday(4 times/year)	Cheryl Penner, Touchstone	<a href="mailto:cpenner@touchstone.ca">cpenner@touchstone.ca</a>	Health and Well-Being

## RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
RCSAC (Richmond Community Services Advisory Committee)	To advise City Council on social policies and community planning issues. To identify and address emerging concerns by: Educating the appropriate organizations, government bodies, and community members. Sharing information and providing networking opportunities. To create awareness of relevant issues, as appropriate, at the federal, provincial, and municipal levels of government. To support local, community-based initiatives.	RCSAC Executive Committee meets 1st Thursday monthly / RCSAC General Committee meets 2nd Thursday monthly	Karen Wighton, RCSAC Executive Secretary	<a href="mailto:admin@rcsac.ca">admin@rcsac.ca</a>	Social Concerns (All ages)
RCSAC AMH Task Group	To work in an advisory capacity to the City of Richmond on issues related to Addictions and Mental Health (AMH); to enhance the continuum of AMH services in Richmond, and to develop partnerships and identify funding sources for the implementation of AMH working group initiatives.	As required	Brenda Plant, Turning Point	<a href="mailto:bplant@turningpointrecovery.com">bplant@turningpointrecovery.com</a>	Health and Well-Being
Richmond Children First	A community early and middle years planning initiative bringing together organizations who share a common vision and collective responsibility for the health and well being of all Richmond children.	Every other month	Chris Salgado, VCH- Richmond	<a href="mailto:chris.salgado@vch.ca">chris.salgado@vch.ca</a>	Children
Richmond Falls Prevention Network	The Richmond Falls Prevention Network has membership from City of Richmond, Vancouver Coastal Health Richmond, Richmond Fire Rescue, community based organizations, that focus on identifying and preventing the cause of falls in our community. The Richmond Vial of Life sub committee came out of RFPN and once they implemented VoL in Richmond and have now come back under RFPN as a regular agenda item .	Monthly 3rd Tuesday 9:30 - 11:00 am	Rishma Dhalla, VCH- Richmond	604-233-3208 <a href="mailto:Rishma.dhalla@vch.ca">Rishma.dhalla@vch.ca</a>	Health and Well-Being
Richmond Intercultural Advisory Committee	To enhance intercultural harmony and strengthen intercultural co-operation in Richmond.	Monthly meeting at Richmond City Hall	Dorothy Jo, Inclusion Coordinator	<a href="mailto:djo@richmond.ca">djo@richmond.ca</a>	Health and Well-Being

## RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Richmond Literacy Now Committee	To discuss strategy and progress in our goals to connect the community to literacy initiatives. We aim to outreach to new immigrants, youth, seniors, and disadvantaged individuals. Through our goals, we assist them to be more active participants in society by developing competencies in a broad range of life skills.	Monthly	Marg Dixon, Richmond School District 604-668-6191	604-668-6191	Health and Well-Being
Affiliation of Multicultural Societies and Services Agencies in BC (AMSSA)	Provides support for immigrant serving agencies and their programs including settlement services, information on upcoming events such as the Multicultural Health Fair, AMSSA website provides settlement staff with useful information on community resources for the delivery of settlement servicesprovides a variety of publications and resources that are related to the delivery of settlement.	Monthly	Katie Rosenberger, Executive Director AMSSA	604-718-2780	Immigrant Services
Richmond Community Collaboration Table	Richmond 's Community Collaboration Table (CCT) is part of a nationwide initiative of Immigration, Refugees, Citizenship Canada to complemenet existing immigrant integration programs through commuity collaboration known as Local Immigration Partnerships (LIPS). The CCT engages commuity partners to participate in long term planning to create inclusive environments, both for the community of Richmond and for individual businesses. service organizations and institutions. The CCT believes in the capacity and ability of the community to influence and implement change through how policy is crafted and developed in the future. (Richmond Multicultural Community Services) Focused on conducting research, formulating an action plan, and implementing it with the intent to foster inclusion and reduce barriers for refugees and immigrants in feeling at home in Richmond.	Quarterly	Parm Grewal, RMCS	604-279-7160 <a href="mailto:parm@rmcs.bc.ca">parm@rmcs.bc.ca</a>	Immigrant Services
Settlement Workers In School Advisory Committee.	To provide advice to Richmond School Board on the delivery of SWIS program in the school district.	Twice/Year	Marilyn Turnbull, Principal, McKay Elementary	604-668-6470 <a href="mailto:mturnbull@sd38.bc.ca">mturnbull@sd38.bc.ca</a>	Immigrant Services

## RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Metro Vancouver Living Wage for Families Campaign	The Living Wage for Families Campaign raises awareness about the negative impact of low-wage poverty on families and communities in Metro Vancouver, advocating that the key solution to low-wage poverty is to pay families a living wage – enough to cover basic living expenses for a family of 4 (2 adults and 2 children) such as food, clothing, shelter, transportation and child care. The 2019 living wage rate for Metro Vancouver is \$19.50/hour per person in a 2 income household.	Varies	De Whalen, RPRC	<a href="mailto:de_whelen@hotmail.com">de_whelen@hotmail.com</a>	Poverty Reduction
Organizing Against Racism and Hate (OARH)	The Richmond Community Protocol is designed to help organizations, community members and all relevant stakeholders react promptly and effectively whenever critical incidents of discrimination, hate crime or related incidents occur. This protocol is designed to guide both how stakeholders work with each other to coordinate organizational approaches to dealing with hate crime, and also, how individual organizations and community members support victims of hate crime in day to day situations.	Quarterly	Parm Grewal, RMCS	604-279-7160 <a href="mailto:parm@rmcs.bc.ca">parm@rmcs.bc.ca</a>	Anti-Racism
Richmond Poverty Response Committee (PRC)	A coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education. Includes PRC Transportation Task Force, Housing Task Force and the Richmond Advocacy and Support Committee (RASC).	Varies	De Whalen, RPRC	<a href="mailto:info@richmondprc.org">info@richmondprc.org</a>	Poverty Reduction



## **Charter**

September 11, 2008

*Approved by Richmond City Council January 20, 2009*

**CNCL - 382**

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**I. MISSION STATEMENT OF THE RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE**

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

## II. HISTORY

The Richmond Community Services Advisory Committee, hereinafter referred to as “RCSAC”, received formal recognition as an advisory body to Richmond City Council and its appropriate Committees on May 25, 1987<sup>1</sup>.

It builds on the information gathering and sharing strengths of the Richmond Community Services Council, which served the community in a similar but less formal capacity from April, 1978 to its evolution as the RCSAC in September, 1987.

During several years of Community services as a voluntary collaborative of non-profit, government and private agencies and organizations in the field of social and related community services, the Richmond Community Services Council and its member organizations were instrumental in the development and establishment of:

- The municipally funded RCMP Youth Intervention Program;
- A municipal social planner position;
- Richmond Child Protection Network;
- Richmond Family Place;
- An open referral in-the-home parenting program (lost with others during the 1983 restraint measures imposed by major government funding sources);
- Collaboration in preparation of the report Preparing for a Livable Future: Recommendations by the City Center Steering Committee;
- Improved Municipal Grant application and appeal processes;
- The Child Care Advisory Committee;
- The Inventory of Social Services in Richmond
- The Richmond Intercultural Advisory Committee

An RCSAC Poverty Response Committee was established, and reports were submitted to Council. This has now become an independent committee.

Representatives from the RCSAC

- participated in the Community Parks, Recreational & Cultural Working Group to assist in providing City Council with a Master Plan;
- currently participate in the Substance Abuse Task Force; and
- the Richmond Intercultural Advisory Committee.

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<sup>1</sup> See Appendix I

### **III. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) IN BRIEF**

1. Advises Richmond City Council, and/or the appropriate Council Committee.
2. Makes representations to other policy-making bodies on social policy and community services matters.
3. Provides informed comment and advice to Richmond City Council on implications for policies and services being changed and introduced.
4. Undertakes its work at the request of Richmond City Council, the RCSAC membership, and the community at large.
5. Provides a strong and active role in overall social policy and community services decisions for community representatives and nonprofit society boards.

### **IV. RCSAC ROLES**

1. The Richmond Community Services Advisory Committee (RCSAC) is a forum for community service\* agencies to meet on a regular basis in order to share information and ideas about issues of common interest, and to identify emerging needs.  
**\*Community Services:** defined as those covering the general areas of health, social services, education, and other related service where the overall intent is to improve the quality of life for Richmond residents.
2. The RCSAC will foster the development of services, through an asset building<sup>2</sup> approach, to meet those needs.
3. The RCSAC will establish and monitor Task Forces to undertake activities deemed by the RCSAC to be necessary and consistent with the objectives of the RCSAC. All Task Forces will be time limited with both start and end dates, and will produce a written report.
4. The RCSAC may employ and hire such staff as deemed necessary to assist in the operation of the RCSAC, including all Task Forces. All employees will report directly to the Co-Chairs of the Executive Committee.
5. The RCSAC will provide a leadership and educational role in social issues affecting community services.
6. The RCSAC strives to work cooperatively and in a complementary manner with other City advisory committees.

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<sup>2</sup> See Appendix II

## **V. CITY LIAISON**

Liaison with the City of Richmond will be provided by:

- One (1) non-voting Richmond City Council Liaison, and
- One (1) non-voting City Staff Liaison, provided by the Policy Planning Department.

## **VI. MANDATE**

### **Section A**

The RCSAC shall advise Richmond City Council and may, in consultation with City Council, make representations to other policy-making bodies on the following:

1. Policies that encourage cooperative planning and delivery of community services to ensure optimum efficiency and effectiveness;
2. Social issues/concerns that have an impact community services, special needs groups and the quality of life in the community;
3. Community impact of governmental changes to policies and/or programs affecting Richmond's community services; and
4. Any other matters that may be referred by Richmond City Council, RCSAC member groups and the community at large.

### **Section B**

1. Coordination of activities and information sharing between the voluntary and public sector.

## **APPENDIX I**

### **An Oral History of RCSC, later to become RCSAC**

**(Delivered by Olive Bassett at the RCSAC General meeting of December 8, 2003)**

It is ten years since I have been associated with this advisory council, some of which I speak on today could be familiar to many of you but perhaps some of you are not familiar with the early history I hope it will be of interest to you. I was a member of RCSC for many years before becoming a school trustee then I was elected as their Rep. on the PAC (Policy Advisory Council) in 1990. Back in 1978, there was very little planning for social services, something had to be done, and the United Way was invited to set up some social planning for the community. There was no Social Planner at the municipal level at that time. The Child Services Committee, a committee of the United Way, was not representative enough; its mandate was services to children 12 & under. A newly formed Child Abuse Committee was attempting to educate the public on what was happening to children; the community health nurses and social workers were the only ones going into the homes of many abused children. But the climate of the times prevented anyone from speaking out especially about sexual abuse, this was a taboo topic, no one wanted to talk about it. And there were many turf problems, every one was working in isolation on their own particular issues and problems, this is mine that is yours, don't mix the two! Finally the United Way placed an arms length community person in as Chair of the Child Services Committee hoping to become more effective. Something was still needed; the committee was not representative of agencies working with families, children & youth. Palmer School had just gone up in smoke, at the hands of a teen-age girl who badly needed treatment. There were no services of the kind youth like her needed, but it was risking a teachers or a community health nurse's job to speak out on lack of services. It was so difficult to address so many social problems in the community but at that time, the thought of washing your linen in public was not to be tolerated. The School Board refused to put a family life program into the schools. The community was polarized. Many were demanding the program, just as many were in denial it was needed, and these felt the only place to teach this subject was in the home. Which was fine but those children needing the program did not come from homes where this kind of education was taught. It was a little later I believe the Richmond Youth Services Agency came into being to focus on the issues and problems facing the over 12's. And so, it was in this type of atmosphere that a major meeting was held with many of those delivering social services to families. Through this meeting, they got the endorsement needed to be something much broader than the Richmond Children's Committee. A Steering Committee was set up that met twice a month for a solid year and what came out of that was the framework for the Richmond Community Services Council. That was in 1978, and nine years later in '87, with the assistance of a municipal councilor, a social planner had finally been hired, RCSC was restructured and given the formal title of the Richmond Community Services Advisory Council, RCSAC, as it is known today. They would make recommendations for social service issues and report those issues & concerns directly to the Municipal Council through the Policy Advisory Council, who were elected from the Boards of the individual agencies to serve on PAC. They were the political arm of the RCSAC. And Council listened. In their eyes, it was no longer just staff driven. These were elected people making the recommendations. With the new structure, there was also the IAC, Inter Agency committee, made up the staff and the 'Hands On' people who worked in the field, and the Coordinating Committee overseeing both IAC & PAC. This is all in your charter, I found it very interesting to re-read, and it would be well worth your re-reading pages 20 to 24. In

1989, the RCSAC held a "Strategy Planning and Priority Setting Meeting". This was an extremely important meeting for RCSAC. Johnny Carline, Deputy Administrator, Strategic Planning for Richmond spoke on what Richmond could look like in the future, two questions he asked of the group: 1. "What are the priorities for service provision for all of the agencies in the next three years?" 2. "What suggestions do you have for the municipality to incorporate social issues into the growth management strategy?" A planning committee took all the suggestions, solutions, comments and concerns and brought in a final report in January 1990. Seven (7) recommendations came out of it and were presented to council, they may help you in your deliberations on the restructure process, I will leave it with Michael Then in 1994, RCSAC sent out an excellent questionnaire to member organizations, to see if the advisory council was meeting the needs of its membership by addressing gaps, identifying issues and resources to address them and then develop an action plan. The survey was divided into six major sections: Role & Function, Participation, Community issues, Strengths & Weaknesses, Suggestions for raising the profile of RCSAC and lastly the potential for sending out a newsletter. I will also leave a copy of this with Michael, as it may prove useful. I see you are now contemplating another re-structure, perhaps some questions that you may ask yourselves are: "What do you want to accomplish that you are not doing now?" "When was the last time your charter was brought up to date?" "How many agencies out there are not aware of what you do?" "How many agencies or groups out there doing a service for the community, are you not aware of?" In my opinion the reason RCSAC has survived while many others have not, is because community volunteers and staff have worked together for a common goal, this way everyone wins. The effectiveness of RCSAC has always been present to a greater or lesser degree. It is a tremendously important organization and the accomplishments you have gained have not come easy. It is an organization you can be proud to belong to. However, it must be supported by each and every social service organization in order to have the greatest impact for good.

Thank you.

M. Olive Bassett

## **APPENDIX II**

### **40 DEVELOPMENTAL ASSETS**

Search Institute has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.

#### **External Assets**

##### **Category Asset Name and Definition**

##### **Support**

1. Family Support-Family life provides high levels of love and support.
2. Positive Family Communication-Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents.
3. Other Adult Relationships-Young person receives support from three or more non-parent adults.
4. Caring Neighborhood-Young person experiences caring neighbors.
5. Caring School Climate-School provides a caring, encouraging environment.
6. Parent Involvement in Schooling-Parent(s) are actively involved in helping young person succeed in school.

##### **Empowerment**

7. Community Values Youth-Young person perceives that adults in the community value youth.
8. Youth as Resources-Young people are given useful roles in the community.
9. Service to Others-Young person serves in the community one hour or more per week.
10. Safety-Young person feels safe at home, school, and in the neighborhood.

##### **Boundaries and Expectations**

11. Family Boundaries-Family has clear rules and consequences and monitors the young person's whereabouts.
12. School Boundaries-School provides clear rules and consequences.
13. Neighborhood Boundaries-Neighbors take responsibility for monitoring young people's behavior.
14. Adult Role Models-Parent(s) and other adults model positive, responsible behavior.
15. Positive Peer Influence-Young person's best friends model responsible behavior.
16. High Expectations-Both parent(s) and teachers encourage the young person to do well.

##### **Constructive use of time**

17. Creative Activities-Young person spends three or more hours per week in lessons or practice in music, theatre, or other arts.
18. Youth Programs-Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community.
19. Religious Community-Young person spends one or more hours per week in activities in a religious institution.
20. Time at Home-Young person is out with friends "with nothing special to do" two or fewer nights per week

## **INTERNAL ASSETS**

##### **Category Asset Name and Definition**

##### **Commitment to Learning**

21. Achievement Motivation-Young person is motivated to do well in school.
22. School Engagement-Young person is actively engaged in learning.
23. Homework-Young person reports doing at least one hour of homework every school day.

- 24. Bonding to School-Young person cares about her or his school.
- 25. Reading for Pleasure-Young person reads for pleasure three or more hours per week.

### **Positive Values**

- 26. Caring-Young person places high value on helping other people.
- 27. Equality and Social Justice-Young person places high value on promoting equality and reducing hunger and poverty.
- 28. Integrity-Young person acts on convictions and stands up for her or his beliefs.
- 29. Honesty-Young person "tells the truth even when it is not easy."
- 30. Responsibility-Young person accepts and takes personal responsibility.
- 31. Restraint-Young person believes it is important not to be sexually active or to use alcohol or other drugs.

### **Social Competencies**

- 32. Planning and Decision Making-Young person knows how to plan ahead and make choices.
- 33. Interpersonal Competence-Young person has empathy, sensitivity, and friendship skills.
- 34. Cultural Competence-Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
- 35. Resistance Skills-Young person can resist negative peer pressure and dangerous situations.
- 36. Peaceful Conflict Resolution-Young person seeks to resolve conflict nonviolently.

### **Positive Identity**

- 37. Personal Power-Young person feels he or she has control over "things that happen to me."
- 38. Self-Esteem-Young person reports having a high self-esteem.
- 39. Sense of Purpose-Young person reports that "my life has a purpose."
- 40. Positive View of Personal Future-Young person is optimistic about her or his personal future.

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# City of Richmond

## Report to Committee

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**To:** Planning Committee **Date:** January 3, 2020  
**From:** Kim Somerville **File:** 07-3070-01/2020-Vol  
Director, Community Social Development 01  
**Re:** **Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program**

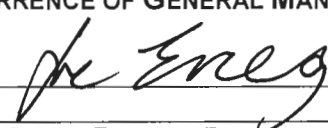

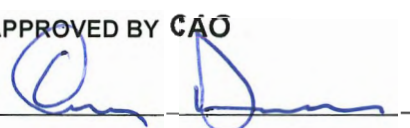
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### Staff Recommendation

That the Child Care Development Advisory Committee's 2019 Annual Report and 2020 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 3, 2020, from the Director, Community Social Development, be approved.

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

Att. 2

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

## **Staff Report**

### **Origin**

The City of Richmond recognizes that child care is an important service for its residents, and supports parents working or pursuing their education. The City is committed to promoting and maintaining a comprehensive system of child care to address these needs.

The Child Care Development Advisory Committee (CCDAC) was established to provide City Council with advice (e.g. information, options, analysis and recommendations) regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond. In addition, the CCDAC responds to Council requests as they arise.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

This report supports the City's Social Development Strategy's Strategic Direction 4:

*Help Richmond's Children, Youth and Families Thrive.*

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

*Action 22 - Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.*

### **Analysis**

The mandate of the CCDAC is to provide City Council with advice regarding the development of quality, affordable and accessible child care in Richmond. The City supports the CCDAC by providing an annual operating budget, a Council liaison and a staff liaison.

### **2019 Annual Report**

Below are activities undertaken by the CCDAC and described in the 2019 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback to staff throughout the year on new child care development proposals for future City-owned child care facilities as well as ideas for the future use and programming for the two City-owned Early Childhood Development Hubs currently in development.
- Planned and hosted an event for May Child Care Month titled, "Supporting Richmond's Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents."

- Monitored senior levels of government announcements regarding child care initiatives. This included the Provincial Child Care BC Plan and 2019 Provincial Budget to support the development of a comprehensive child care system in BC.
- Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
- Reviewed and made recommendations on the 2019 (second intake) and 2020 City Child Care Grants for inclusion in staff reports to the City Council.

### 2020 Work Program

The proposed 2020 Work Program (Attachment 2) was approved at the CCDAC meeting held December 4, 2019. This year the CCDAC will give priority to:

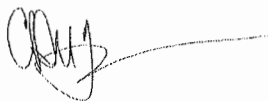
- Providing feedback to the City regarding the development of new City-owned child care centres and early childhood development hubs;
- Liaising with the Program Manager, Child Care (staff liaison) regarding issues in the community related to child care that need further attention, action or clarification;
- Participating in a review of the City's Child Care Grants program to ensure it meets the needs of non-profit child care operators; and
- Proposing activities for Child Care Month in May 2020.

### **Financial Impact**

There is no financial impact.

### **Conclusion**

Child care is an essential service for families who live, work and study in Richmond. The CCDAC plays an important role in supporting child care in Richmond. The Child Care Development Advisory Committee's 2019 Annual Report provides information on the activities undertaken by the Committee in the previous year and the 2020 Work Program outlines the Committee's intention to monitor and address emerging issues affecting child care services throughout the year. It is recommended that the Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program be approved.



Chris Duggan  
Program Manager, Child Care  
(604-204-8621)

- Att. 1: Child Care Development Advisory Committee 2019 Annual Report  
2: Child Care Development Advisory Committee 2020 Work Program

## **City of Richmond Child Care Development Advisory Committee 2019 Annual Report**

Highlights of the Child Care Development Advisory Committee (CCDAC) meetings and events are outlined below:

1. Provided feedback throughout the year on new child care development proposals for future City-owned child care facilities including ideas for the future use and programming for the two Early Childhood Development Hubs currently in development.
2. Planned and hosted an event for May Child Care Month. “Supporting Richmond’s Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents” included presentations by Dr. Vanessa LaPointe, Martin Guhn and Mariana Brusoni. Topics included Risk and Resiliency for Children, Social Determinants of Health and Risky Play.
3. Monitored senior levels of government announcements regarding child care initiatives. These included Provincial announcements about the implementation of the Child Care BC Plan and 2019 Provincial Budget and the numerous initiatives to support the development of a comprehensive child care system in BC.
4. Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
5. Reviewed the applications submitted for the City’s Child Care Grants for 2019 (second intake) and 2020. CCDAC made recommendations to City Council on awarding the grants.
6. Participated in the review of the City’s Child Care Grants program to ensure they are meeting non-profit child care operators’ needs (e.g. timing, number of grant cycles per year, budget). Review the Child Care Grant Program guidelines eligibility criteria for organizations and types of projects).

### **Members of The 2019 Child Care Development Advisory Committee**

Voting:

1. Kathy Moncalieri (Chair)
2. Jarrod Connolly (Vice Chair)
3. Maryam Bawa
4. Manvir Johal
5. Agnes Lee
6. Diana Ma
7. Gordon Surgeson
8. Rasika Aklujkar (January to June)
9. Heather Logan (January to June)

10. Aaron Manalo (January to June)
11. Ofra Sixto (January to March)
12. Sarah Louie (July to December)
13. Chantelle Pereira (July to December)
14. Elana van Veen (July to December)

Non-voting:

1. Jocelyn Wong (Richmond Child Care Resource and Referral)

Council Representative (Non-Voting)

1. Councillor Kelly Greene

School Board Liaison (Non-Voting)

1. Trustee Heather Larson

Staff Liaison (Non-Voting)

1. Chris Duggan, Program Manager, Child Care

Recording Secretary (Non-Voting)

1. Karlee Grant (October to December)

## 2019 CCDAC Budget

CCDAC received an operating budget of \$5,000 for 2019. The funds were allocated as follows:

Item	Cost
Recording Secretary Salary	\$2,400.00
Meeting and Miscellaneous Expenses	\$1,600.00
Child Care Month Event	\$ 500.00
Child Care Month Dinner	\$500.00
<b>Total</b>	<b>\$5000.00</b>

## Closing Comments

The Committee has a wide range of representation from both operators and providers of licensed child care; parents who use child care services in Richmond; teachers and service providers who support the provision of child care including Supported Child Development and Child Care Resource and Referral. The diversity of perspectives and experiences provided opportunities to problem solve, engage in debate and creatively identify ways to support the development of a comprehensive child care system in Richmond.

Committee members shared feedback on their experience as CCDAC members over the past year during the December meeting. All members present described their experience as positive. The following quotes are a sample of the overall comments about the role of the Committee and the member's involvement:

- “CCDAC is acting as a doorway between the families I work with and the City. CCDAC gives insight at the user level to steer direction for Richmond. It has a good pulse on the current situation in child care from all sectors in this area.”
- “CCDAC provides a view from many different perspectives on child care issues in Richmond. It shows that the City cares about child care and has a desire to ensure that families are taken care of.”
- “The table has provided me the opportunity to create partnerships with other individuals and agencies which allows us to fill in gaps in service.”
- “I am proud to be associated with such dedicated and hard working members and proud to relay to others that I serve on the CCDAC.”
- “The opportunity for everyone to share their knowledge and wisdom is valuable. As an individual I have learned what our City does when it comes to child care and it is very positive.”

The Committee benefitted from the participation and support of Councillor Kelly Greene and Trustee Heather Larson as the Council and School Board liaisons. Councillor Greene has regularly shared information and highlights on matters related to child care which were being dealt with by City Council. She also contributed valuable insights to discussions on child care issues, both from a professional perspective and as a parent of young children herself. It has been a great benefit to the Committee to have regular updates from the School Board particularly on the school district’s plans for long-range facility planning and proposed school boundary revisions.

Chris Duggan, staff liaison, was a respected resource for all committee members and her expertise and collaboration were appreciated. We value her hard work in shepherding the committee through 2019.

As Chair, I have felt honoured to be a part of a committee with such enthusiasm and dedication for improving the experiences of those who live and work in Richmond.

**Prepared by:**

*Kathy Moncalieri. Chair, Child Care Development Advisory Committee, December 2019*

### Child Care Development Advisory Committee's 2020 Work Program

The proposed 2020 Work Program is consistent with the Child Care Development Advisory Committee's mandate to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond.

The 2020 Work Program supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

The 2020 Work Program supports the City's Social Development Strategy's Strategic Direction 4:

- *Help Richmond's Children, Youth and Families Thrive.*

The 2020 Work Program also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

- *Strategic Direction - Collaboration and Partnership: Action 22. Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.*

### **2020 CCDAC Budget**

CCDAC annually receives an operating budget of \$5,000.

### **2020 CCDAC Work Program**

<b>Advocacy</b>	
<b>Initiative #1</b>	Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan (including funding, changing policies, and licensing issues for child care providers).
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Monitor child care issues and emerging trends;</li> <li>• Monitor senior government announcements and changes re: child care policy and funds for creating new child care spaces;</li> <li>• Discuss, consider roles, and summarize issues that come to the CCDAC's attention;</li> <li>• Pass motions or resolutions;</li> <li>• Prepare letters and briefs; and</li> <li>• Submit advice to City Council through Staff Liaison.</li> </ul>
<b>Expected Outcome</b>	Council will be informed about child care issues in the community that may be pursued with senior levels of government.

<b>Indicator of Success</b>	Improved funding, implementation of a new Provincial child care plan and child care licensing.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Child Care Licensing (VCH)</li> <li>• Federal Govt.</li> <li>• Provincial Govt.</li> </ul>
<b>Initiative #2</b>	Liaise with the Program Manager, Child Care regarding issues that need further attention, action or clarification.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• At monthly meetings, provide the Program Manager, Child Care with information and CCDAC's perspective on key child care issues impacting Richmond operators, providers and families;</li> <li>• Participate in actions noted in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that are identified as needing CCDAC involvement;</li> <li>• Provide advice on the future City of Richmond child care initiatives;</li> <li>• Provide ideas for communication materials that will assist child care operators and parents; and</li> <li>• Respond to Council referrals through the Program Manager, Child Care.</li> </ul>
<b>Expected Outcome</b>	The Program Manager, Child Care, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues.
<b>Indicator of Success</b>	<ul style="list-style-type: none"> <li>• The Program Manager, Child Care working under City Council's direction and with CCDAC's advice will address priority child care issues for Richmond; and</li> <li>• Liaising with CCDAC, assist the Child Care section to successfully address the City's objectives.</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>
<b>Initiative #3</b>	Participate in City consultations.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Continue to participate in discussions about the implementation of the actions with or related to child care in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy; and</li> <li>• Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Budget).</li> </ul>
<b>Expected Outcome</b>	<ul style="list-style-type: none"> <li>• Implementation of actions with or related to child care in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy incorporates CCDAC's perspective; and</li> <li>• CCDAC's advice is provided to City consultation processes that are relevant to its mandate.</li> </ul>
<b>Indicator of Success</b>	Plans for future growth of City services and amenities will address the need for quality, affordable childcare.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>
<b>Initiative #4</b>	Advise the City regarding the development of new child care centres and early childhood development hubs.

<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• CCDAC to be consulted at the earliest point possible in the development process; and</li> <li>• Review proposals for City-owned child care facilities and early childhood development hubs.</li> </ul>
<b>Expected Outcome</b>	CCDAC is consulted regarding the planning and development of new City-owned child care facilities secured through rezoning processes.
<b>Indicator of Success</b>	City-owned child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location, and programs offered.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• City Planners</li> <li>• Developers</li> <li>• Stakeholders</li> <li>• Childcare operators</li> </ul>
<b>Initiative #5</b>	Identify and provide information to CCDAC members on community advocacy initiatives that impact children and families.
<b>CCDAC Action/Steps</b>	At monthly meetings, or as relevant, share information with CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families.
<b>Expected Outcome</b>	CCDAC will be informed about community advocacy issues related to children and families.
<b>Indicator of Success</b>	CCDAC members have better access to information on advocacy initiatives related to child care, children and families.
<b>Partners</b>	Stakeholders.

<b>Child Care Grants</b>	
<b>Initiative</b>	Recommend Child Care Grant Allocations.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Review City child care grant applications; and</li> <li>• Make grant recommendations to Council.</li> </ul>
<b>Expected Outcome</b>	<ul style="list-style-type: none"> <li>• Council endorses grant recommendations and allocates grants to non-profit societies so these organizations will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space; and</li> <li>• Richmond's early childhood educators will receive training opportunities as a result of the City's allocation of Professional and Program Development Grants.</li> </ul>
<b>Indicator of Success</b>	The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care operators</li> </ul>

<b>Child Care Month</b>	
<b>Initiative</b>	Propose and implement activities for Child Care Month in May.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Plan for an annual event to occur in Richmond during May Child Care Month which will include professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work</li> </ul>

	<p>of Richmond's child care providers; and</p> <ul style="list-style-type: none"> <li>• Participate in the Annual Child Care Month Dinner.</li> </ul>
<b>Expected Outcome</b>	<ul style="list-style-type: none"> <li>• Richmond residents will learn about child care services in their community; and</li> <li>• Richmond child care providers will have an opportunity to receive useful information for professional development</li> </ul> <p>Richmond child care providers will be supported and celebrated for their work.</p>
<b>Indicator of Success</b>	May Child Care Month activities enhance the work of child care professionals in Richmond.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>

<b>2017 – 2022 Richmond Child Care Needs Assessment and Strategy - Implementation Actions</b>	
<b>Initiative</b>	Assist with the implementation of the following actions noted in the City's 2017-2022 Richmond Child Care Strategy.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Action 19 – with input from other organizations such as Vancouver Coastal Health, School District 38, Richmond Child Care Resource and Referral, Richmond Children First, etc. collaborate to improve availability of information to Richmond families on child care and family-related resources;</li> <li>• Action 22 – continue to support the CCDAC in building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators);</li> <li>• Action 23 – facilitate and promote the delivery of professional development training for those employed in licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond; and</li> <li>• Provide advice on other actions related to the Strategy as requested by the Program Manager, Child Care.</li> </ul>
<b>Expected Outcome</b>	Short term actions noted in the Strategy are completed; particularly those identified as involving the CCDAC.
<b>Indicator of Success</b>	<ul style="list-style-type: none"> <li>• The Child Care Grant Program is enhanced and better meets needs of applicants with clear eligibility criteria;</li> <li>• Richmond families have better access to information on child care and other family-related resources; and</li> <li>• Richmond early childhood educators have more professional development opportunities and the quality of child care programs in Richmond is enhanced.</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>• Council</li> <li>• Stakeholders</li> <li>• Child care operators, providers and early childhood educators</li> </ul>



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** January 22, 2020  
**File:** AG 19-863866

**Re:** **Application by Ecowaste Industries Ltd. for an Agricultural Land Reserve Non-Farm Use for the lands bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances**

### Staff Recommendation

That the Agricultural Land Reserve (ALR) Non-Farm Use Application (AG 19-863866) by Ecowaste Industries Ltd. to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:

- a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;
- b) add two new materials recovery facilities to the four facilities previously approved; and
- c) add 20 years to the previously approved term to allow landfill activities to continue until 2055;

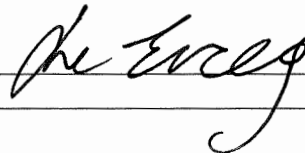
on the lots bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances be endorsed and forwarded to the Agricultural Land Commission.

  
Wayne Craig  
Director, Development

WC:sds  
Att. 9

### REPORT CONCURRENCE

#### CONCURRENCE OF GENERAL MANAGER



## Staff Report

### Origin

Ecowaste Industries Ltd. has submitted an Agricultural Land Reserve (ALR) Non-Farm Use Application on the following properties (subject site):

- Lot 1 Section 15 Block 4 North Range 5 West Plan LMP40687 – 132.5 acres (53.6 ha); and
- Lot 2 Section 15 Block 4 North Range 5 West Plan LMP40687 – 17.5 acres (7 ha).

The subject site is located in the Agricultural Land Reserve (ALR) bounded by the road allowances of Granville Avenue, No. 7 Road, Blundell Road and Savage Road and zoned “Agriculture (AG1)”. A location map and aerial photograph are provided in Attachment 1.

The subject site is currently occupied by an active landfill operated by Ecowaste Industries Ltd., operating under previous approvals from Council and the Agricultural Land Commission (ALC) for the landfill operation. Most recently, the following was endorsed by Council and approved by the ALC in 2015 (AG 14-654361):

- Continued operation of the existing landfill activities for a period of 20 years (ending in 2035) in order to comply with the Design, Operations and Closure Plan (DOCP) approved by the Ministry of Environment (with a final elevation of 18 m geodetic); and
- Four soil processing operations (materials recovery facilities) related to the landfill for a period of 20 years on the subject site (ending in 2035).

The purpose of the subject ALR Non-Farm Use Application is to revise the previous approval in order to:

- a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;
- b) add two new materials recovery facilities to the four facilities previously approved; and
- c) add 20 years to the previously approved term to allow landfill activities to continue until 2055.

The purpose of the materials recovery facilities (MRF) is to accept and process demolition, land clearing and construction (DLC) waste. The products are used for internal landfill activities (incl. filling and closure) or recycled and sold commercially. The primary function of the three MRFs previously approved is soil processing, used for landfill closure activities or sold commercially. The purpose of the new MRFs would be to recover and repurpose more DLC waste material (i.e. lumber, plastics, carpet, roofing and aggregates), currently going into the landfill.

No change to the finished site elevation of the landfill or waste stream is proposed. The proposal is consistent with Ministry of Environment approvals.

A site plan illustrating the previous approval and changes proposed through the subject application is provided in Attachment 2. If the subject application is endorsed by Council, the application will be forwarded to the Agricultural Land Commission (ALC) for consideration. Should the ALR Non-Farm Use Application be endorsed by Council and approved by the ALC, a subsequent Zoning Text Amendment application, subject to Council approval, would be required in order to allow the proposed materials recovery facilities.

### **Findings of Fact**

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

### **Surrounding Development**

- To the North: Across the Granville Avenue unopened road allowance, properties zoned “Agriculture (AG1)”, designated “Agriculture (AGR)” in the Official Community Plan (OCP) and located in the Agricultural Land Reserve (ALR), and a drainage canal designated RMA.
- To the South: Across Blundell Road, property zoned “Industrial (I)” and designated “Industrial (IND)” in the OCP, owned by Ecowaste Industries Ltd. A Development Permit (DP 11-566011) was issued in 2017 to permit a 65 ha (161 acres) Industrial Logistics Park (currently under construction). A Development Variance Permit application (DV 19-869780) is currently under staff review to increase the permitted building height.
- To the East: Across the No. 7 Road unopened road allowance, land zoned “Agriculture (AG1)” and designated “Industrial (IND)” in the OCP, and a drainage canal designated RMA. This area is under federal jurisdiction (Port Metro Vancouver).
- To the West: Across the Savage Road unopened road allowance, properties zoned “Golf Course (GC)” and “Agriculture (AG1)”, designated “Agriculture (AGR)” in the OCP and located in the ALR.

### **Related Policies & Studies**

#### Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Agriculture (AGR)”, which comprises of those areas of the City where the principal use is agriculture and food production, but may include other uses as permitted under the *Agricultural Land Commission Act* (ALCA), including non-farm uses approved by Council and the ALC. The proposed materials recovery facilities are temporary land uses and will be removed when the limits of the Ministry of Environment landfill operational certificate are reached and no later than the term associated with the non-farm use approval. The long term objective for the site is to be remediated in order to support agricultural uses. No amendments are required to the OCP.

### Environmentally Sensitive Area Designation

An area is designated Environmentally Sensitive Area (ESA) located within the Savage Road unopened road allowance along the west property line of the subject site. The proposed materials recovery facilities are not located within the designated ESA and will not be impacted by the proposal. No ESA Development Permit is required.

### Riparian Management Area Designation

A 15 m wide Riparian Management Area (RMA) exists along the subject site's north and east edges associated with a drainage canal along the Granville Avenue and No. 7 Road unopened road allowances. Environmental Sustainability staff have reviewed the proposal and confirm there is no encroachment into the RMA proposed and no additional approvals are required.

### Food Security and Agricultural Advisory Committee

The proposal was reviewed by the Food Security and Agricultural Advisory Committee (FSAAC) at the meeting on November 28, 2019. The Committee generally supported the proposal, but expressed concerns regarding the proposed extended timeframe to return to agriculture and ensuring the site will be actively farmed after the site is remediated. The Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the Non-Farm Use Application (AG 19-863866) to move forward to Council subject to the following considerations:*

- 1. Financial commitment towards the investment in farming infrastructure to benefit agriculture during the life of the proposal (e.g., funding for farm access, irrigation and drainage to no access parcels); and*
- 2. Ensuring the agricultural land is available and actively used for farming after the land is remediated for agriculture (e.g., legal agreement).*

An excerpt from the November 28, 2019 FSAAC meeting minutes is provided in Attachment 4. Staff note that should Council endorse the application to move forward to the ALC and the ALC approve the proposed non-farm use, the considerations recommended by the FSAAC will be reviewed through future development applications required for the proposal to proceed. More information regarding required future development applications is provided in the "Analysis" section of this report.

### **Background**

From 1971 to 1986, the company (then called Richmond Landfill Ltd.) operated a municipal solid waste landfill on the property to the east of the subject site. As this property was being filled, Ecowaste Industries Ltd. purchased the subject site and received approvals from Council, the ALC, the Ministry of Environment, and Metro Vancouver to operate a landfill for demolition, land clearing and construction (DLC) waste. Over the past 30 years Ecowaste has added recycling operations to its landfill operations, including conversion of yard waste into

compost, clean wood into biofuels, and concrete into aggregate. Landfill activities on-site that provide a benefit to agriculture include:

- harvesting plant biomass irrigated with treated leachate (as part of the leachate treatment process), used as soil and sediment control;
- composting operations to produce soil blends and site cover; and
- noxious weed management (i.e. Japanese knotweed).

#### Previous Approvals

In 1993, the ALC approved a non-farm use application for the landfill and a City of Richmond soil permit was issued for five years (Permit S-271). In 1998, Ecowaste applied to the City of Richmond and the ALC to extend the permit for a period of 10 years, which was approved. Ecowaste then started preparing for a comprehensive non-farm use application in consideration of the long-term industrial development on the property south of the subject site. In 2015, a Non-Farm Use Application (AG 14-654364) was endorsed by Council and approved by the ALC, which included allowing the continued operation of the landfill until 2035, filling the site consistent with the Design, Operations and Closure Plan (DOCP) approved by the Ministry of Environment (with a final elevation of 18 m geodetic), and four materials recovery facilities. A timeline related to the Ecowaste landfill approvals is provided in Attachment 5.

#### **Project Description**

##### Project Description – Landfill

Ecowaste Industries Ltd. currently operates an active landfill on the subject site. The site accepts demolition, land clearing and construction (DLC) waste. Based on the approved Ministry of Environment's DOCP and 2015 approval, the landfill will be filled to an ultimate finished elevation of 18 m geodetic at the highest elevation. The previous non-farm use approval also included permitting four materials recovery facilities (MRF) to assist in the processing of soils and associated landfill activities.

No changes are proposed to the ultimate elevation of the landfill through the subject application. Currently, the landfill on the subject site is approximately 70% filled based on the approved DOCP. This amount has remained unchanged from the previous approval in 2015, due to the continuing filling of Ecowaste's industrial site, south of the subject site. Once filling and closure of the landfill site for the industrial lands is completed, fill activities will resume on the subject site as per the previous approval.

##### Project Description – Materials Recovery Facilities

The primary function of the three MRFs previously approved is soil processing to either support landfill activities (incl. filling and closure) or to sell remediated products commercially. These MRFs consist of temporary structures and outdoor storage to support these activities. The purpose of the proposed new MRFs would be to recover and repurpose more DLC waste material (i.e. lumber, plastics, carpet, roofing and aggregates), currently going into the landfill, resulting in a diversion of DLC waste from the landfill. These types of facilities support the

City's Demolition Waste and Recyclable Materials Bylaw No. 9516, which aims to divert waste from disposal and promotes recycling of materials. The increased recycling capacity of the facility is expected to extend the life of the landfill until 2055. No change to the waste stream (DLC waste—no organics or green waste is accepted), source (primarily Lower Mainland), or final site elevation of the landfill is proposed.

One of the MRFs (previously approved to be operated by "Urban Wood Recyclers") is proposed to be replaced with a different operator (Ecowaste Industries Ltd.), with an increased footprint of 1.3 ha to 3.3 ha, and be able to process a broader range of waste than had been anticipated in 2015. This MRF would also consist of a large steel structure, unlike the other MRFs, but be designed to be disassembled when the facility is closed.

The proposed MRFs are temporary land uses and will be removed when the landfill is closed, as per the Ministry of Environment approval, and no later than the term associated with the non-farm use approval. The long term objective for the subject site is to be remediated in order to support agricultural uses after the landfill closure.

#### Project Description – Return to Agriculture

The conditions associated with the ALC approval (Resolutions #384/2015 and #385/2015) for non-farm use required that the MRFs be removed when the landfill closed and that the site be returned to agriculture. The final improved agricultural rating, with irrigation, is to be Class 2A. The 2015 approval included a Soil Survey Rehabilitation Assessment produced by a Professional Agrologist, which is provided in Attachment 6 for reference. A letter from the Project Agrologist was provided confirming the subject application would have no impact on the approved 2015 plan to return the site to agriculture (Attachment 7).

#### Provincial Permits and Licenses

All of Ecowaste's landfill activities are permitted and regulated through an operational certificate issued by the BC Ministry of Environment (Operational Certificate 4922). The current operational certificate regulates the current design, operations and closure plan (DOCP) approved by the Ministry. The revised DOCP submitted by Ecowaste in 2019 to the Ministry is consistent with the original operational certificate approved. A letter from the Ministry confirming this is provided in Attachment 8. The operational certificate does not specify an expiry date, however, it does require compliance with a specific closure plan for the landfill, including an ultimate elevation of 18 m. Ecowaste is permitted to accept up to 320,000 tonnes of demolition, land clearing and construction (DLC) waste per year at the landfill. No changes to the Ministry of Environment approvals are required. The landfill also holds licenses and permits from Metro Vancouver in relation to the landfill operation and composting activities (soils).

### **Analysis**

#### Agriculture (AG1) Zoning

The subject site is zoned "Agriculture (AG1)". The proposed materials recovery facilities (MRFs) will contribute to providing a portion of the necessary soils and fill materials required to remediate the closed landfill in order to support agricultural uses. The landfill and supporting

MRFs are temporary uses, and once closed and removed, will result in the site being capable of supporting land uses and activities that are consistent with the existing AG1 zoning.

Considering the longer time frame for landfill activities and the buildings required to support the proposed additional MRFs, a Zoning Text Amendment would be required to allow the construction of the proposed MRFs in the interim on the subject site only. Should Council endorse the application to move forward to the ALC and the ALC approve the non-farm use, a subsequent Zoning Text Amendment would be required in order for Building Permits to be issued for the proposed MRFs.

The landfill site operated by Ecowaste Ltd. and the proposed MRFs are all individual commercial businesses. As a result, each will be required to apply for and obtain the necessary business license(s) from the City if the application is supported by Council and approved by the ALC.

#### Transportation and Site Access

The subject site is bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances. Ecowaste Industries Ltd. owns the properties south of the subject site, extending south to Williams Road. The extension of Blundell Road, generally between No. 7 Road and Savage Road, recently completed construction as part of Ecowaste's industrial development to the south. Previously, access to the landfill was through Williams Road. Prior to closure of the south landfill, the main access route will be moved to Blundell Road. A wheel washing system will be installed to minimize debris on public roads.

A Traffic Impact Study (TIS) was submitted and reviewed by the City and Port Metro Vancouver through the industrial development to the south. The applicant has provided an updated TIS to address the changes proposed through the subject application, which indicated a minimal impact to the road network from the 2015 approval. Transportation staff reviewed the TIS and have no concerns.

#### Adjacency Impacts

The applicant has provided a list of controls and mitigation measures already in place to deal with adjacency concerns, including:

- Dust and mud control: the on-site roads are frequently watered during dry weather to limit dust from roads and working surfaces. Additionally a wheel-wash will also be installed to prevent any remaining dirt or mud from being transferred to public roads.
- Litter control: trucks are required to remain tarped until the vehicle is at its designated de-tarped area. There are also regular litter patrols and cleanup conducted on-site.
- Noise control: where the proposed MRFs are located is a significant distance from any adjacent neighbours. The MRFs will also be enclosed further reducing noise. Hours of operation will comply with both the City's Noise Bylaw and Metro Vancouver permit. No MRF will operate later than 8 pm.

- Odour control: there are no organics proposed for processing. DLC waste is inert, which does not generate odour.

### Sustainability

Should the application be endorsed by Council and approved by the ALC, it will enable the landfill operation to recycle 45 to 50% more DLC waste each year, recycle/recover more types of waste, and extend the life of the landfill to 2055 with no change to the ultimate elevation. The applicant has provided a letter regarding the Sustainability impacts provided in Attachment 9.

### **Financial Impact**

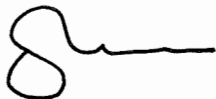
None.

### **Conclusion**

Ecowaste Industries Ltd. has submitted an Agricultural Land Reserve (ALR) Non-Farm Use Application to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:

- a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;
- b) add two new materials recovery facilities to the four facilities previously approved; and
- c) add 20 years to the previously approved term to allow landfill activities to continue until 2055.

It is recommended that the ALR Non-Farm Use Application be forwarded to the Agricultural Land Commission (ALC).



Steven De Sousa  
Planner 1

SDS:cas

Attachment 1: Location Map & Aerial Photo

Attachment 2: Site Plan

Attachment 3: Development Application Data Sheet

Attachment 4: Excerpt from the November 28, 2019 FSAAC Meeting Minutes

Attachment 5: Timeline of Approvals

Attachment 6: 2015 Soil Survey Rehabilitation Assessment

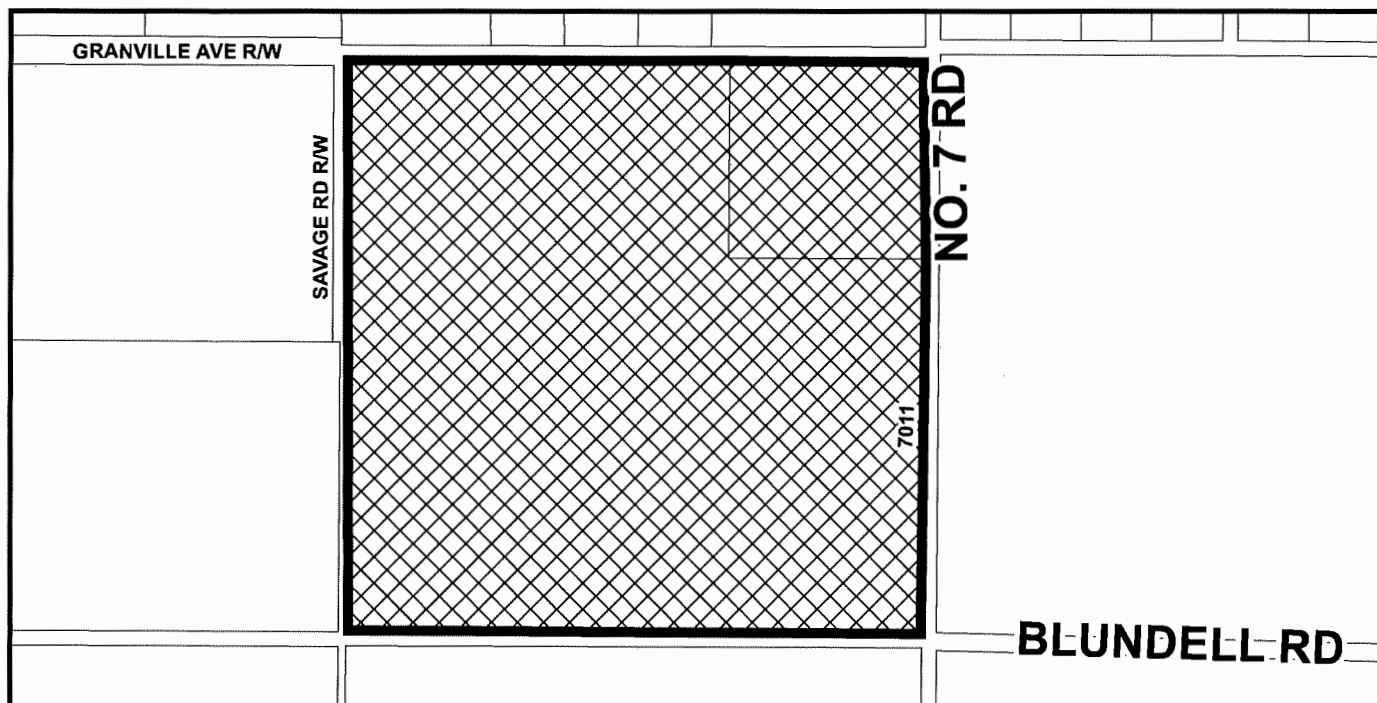
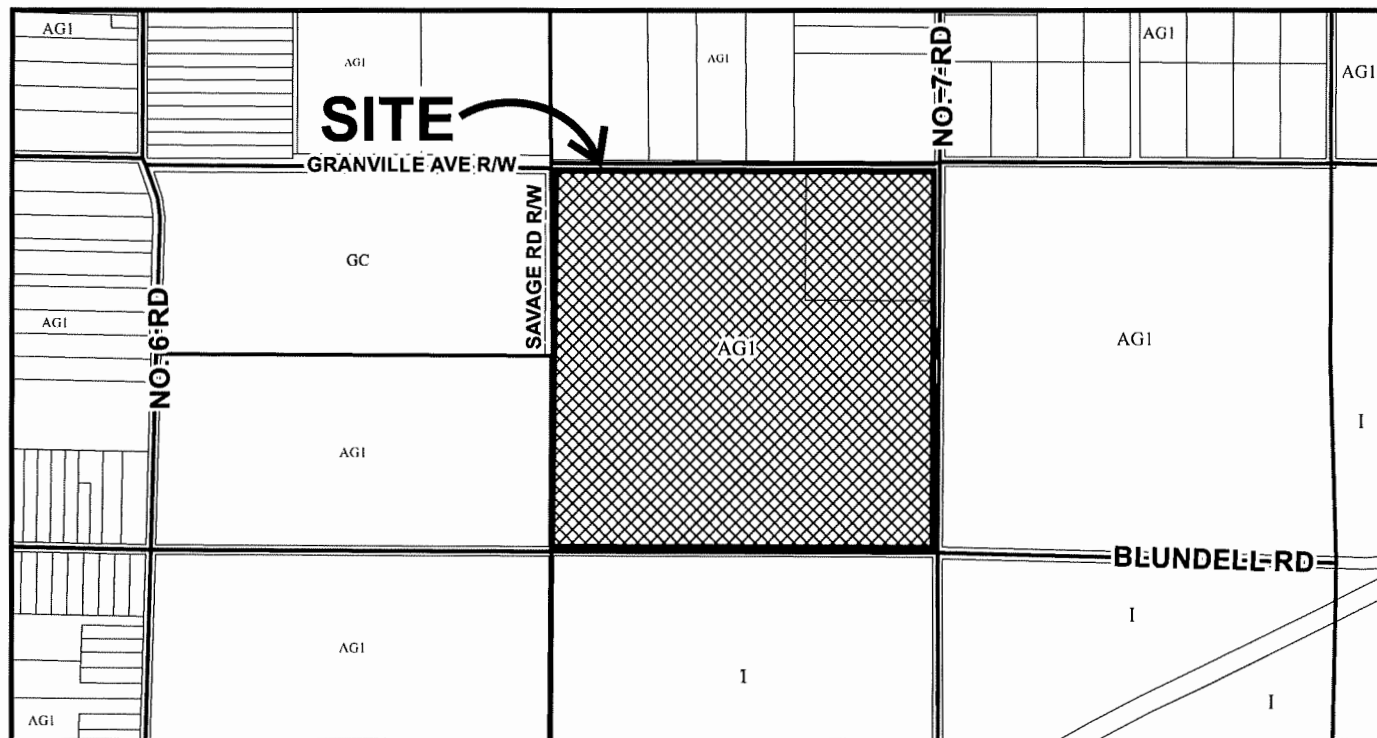
Attachment 7: Letter from the Professional Agrologist

Attachment 8: Letter from the Ministry of Environment & Climate Change Strategy

Attachment 9: Applicant's Sustainability Response



City of  
Richmond



AG 19-863866

CNCL - 410

Original Date: 06/20/19

Revision Date: 01/08/20

Note: Dimensions are in METRES



# City of Richmond



AG 19-863866

CNCL 411

Original Date: 06/21/19

Revision Date: 01/08/20

Note: Dimensions are in METRES



**Previous application:**

- MRF #1-4 approved by Council and ALC in 2015
- Continued operation of the landfill for 20 years (ending in 2035)

**Subject application:**

- Replace operator and increase size of MRF #4
- Add two additional MRFs (#5 & 6)
- Add 20 years to the previously approved term (ending in 2055)

MRF #4 original area

**CNCL - 412**

**Ecowaste Industries**  
Application to  
Agricultural Land Reserve

Updated to June 3, 2019

**ECOWASTE INDUSTRIES LTD**

100 – 3031 Viking Way  
Richmond BC, V6V 1W1

**GNH Consulting Ltd**  
Landfill Management  
11413 88a Ave  
Delta, B.C. V4C3E3  
604-307-5159  
604-250-4817



**AG 19-863866**

**Attachment 3**

Address: Land Reserve Non-Farm Use for the lands bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances

Applicant: Ecowaste Industries Ltd.

Planning Area(s): East Richmond

	Existing	Proposed
Owner:	Ecowaste Industries Ltd.	No change
Site Size:	<ul style="list-style-type: none"> <li>- Lot 1 Section 15 Block 4 North Range 5 West Plan LMP40687: 132.5 acres (53.6 ha)</li> <li>- Lot 2 Section 15 Block 4 North Range 5 West Plan LMP40687: 17.5 acres (7 ha)</li> <li>- Total: 150 acres (60.6 ha)</li> </ul>	No change
Land Uses:	Landfill activities and related uses with approvals until 2035 (including four materials recovery facilities).	<ul style="list-style-type: none"> <li>• replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 to 3.3 ha and processing capability of the facility;</li> <li>• add two new materials recovery facilities to the four facilities previously approved; and</li> <li>• add 20 years to the previously approved term to allow landfill activities to continue until 2055.</li> </ul>
OCP Designation:	Agriculture (AGR)	No change
Zoning:	Agriculture (AG1)	Should the ALR Non-Farm Use application be approved a Zoning Text Amendment would be required.
Agricultural Land Reserve:	The site is contained in the ALR	No change
Other Designations:	<ul style="list-style-type: none"> <li>• ESA outside of and along the west edge of the site.</li> <li>• 15 m RMA along the north and east edges of the site.</li> </ul>	Existing ESA and RMA designations will not be impacted.

**Excerpt from the Meeting Minutes of the  
Food Security and Agricultural Advisory Committee (FSAAC)**

**Thursday, November 28, 2019 – 7:00 p.m.  
Rm. M.2.002  
Richmond City Hall**

**Agricultural Land Reserve Non-Farm Use Application – Ecowaste**

Steven De Sousa, Planner 1, introduced the proposed non-farm use application and provided the following comments:

- The site is an existing landfill operation, which originally operated on the property south of the subject site, but was moved north as the property to the south was filled for industrial development;
- Landfill activities on the subject site were approved by Council and the ALC in the early 1990s;
- In 2015, a non-farm use application was approved by Council and the ALC for the following:
  - To allow the continued operation of the existing landfill activities for a period of 20 years (up to an ultimate elevation);
  - To locate four soil processing operations (material recovery facilities) related to the landfill for a period of 20 years.
- The purpose of the subject non-farm use application is for the following:
  - To replace the operator of one of the previously approved material recovery facilities and increase the size and processing capability of the facility;
  - To add two new material recovery facilities to the four facilities previously approved; and
  - To add 20 years to the previously approved term to allow the landfill activities to continue until 2055.
- The purpose of the material recovery facilities is to increase the recycling capacity of the facility to address the increasing amounts of demolition land clear (DLC) waste arriving each year; and
- Ultimately, the material recovery facilities will be removed and the site will be remediated to support agricultural uses.

Tom Land, President & CEO of Ecowaste, provided the following additional comments regarding the proposal:

- Ecowaste is investing over \$500 million in redevelopment of the former landfill south of Blundell into a distribution warehouse hub and \$50 million in construction and

demolition waste management capacity to extend the life of the existing landfill on the subject site;

- There are a number of current agricultural activities on-site including soil bioremediation, harvesting of crops (forage) from leachate treatment for biofuels and sediment control, compost from yard waste and mulch from wood processing;
- The Vancouver Landfill in Delta is proposed to be closed in 2028, Ecowaste will be the only landfill in the region;
- In order to address the increasing amount of DLC waste being generated by the region every year, the proposed material recovery facilities will increase the recycling capability of the facility and prolong the life of the landfill until 2055;
- There are no proposed changes to waste stream, source of waste, or final site elevation; and
- Benefits to agriculture include generating more topsoil and ground wood for farmers, providing a landfill for DCL waste, and rehabilitating the site for agriculture after closure.

Discussion ensued regarding traffic impacts, the industrial development to the south of the subject site, and origins of the landfill.

In response to questions from the Committee, the Applicant noted that when the landfill closes and the site is remediated for agriculture, the intention is to enter into land leases with farmers to farm the land.

The Committee expressed concerns regarding the proposed extended timeframe for the subject site to return to agriculture and ensuring the site will be actively farmed after the site is remediated.

As a result of the discussion, the Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the Non-Farm Use Application (AG 19-863866) to move forward to Council subject to the following considerations:*

- 1. Financial commitment towards the investment in farming infrastructure to benefit agriculture during the life of the proposal (e.g. funding for farm access, irrigation and drainage to no access parcels); and*
- 2. Ensuring the agricultural land is available and actively used for farming after the land is remediated for agriculture (e.g. legal agreement).*

*Carried*  
*Abstained: Doug Wright*

Timeline – Ecowaste Landfill Activities in the ALR

- 1993: Approval to allow the applicant to operate a landfill in the ALR under the Soil Conservation Act (Permit S-271).
- 1999: Approval for a 10 year renewal to Permit S-271 to allow the continued operation of the landfill in the ALR.
- 2002: Repeal of the Soil Conservation Act resulting in soil removal and filling in the ALR being regulated and permitted through the ALC Act and related regulations (i.e. non-farm use application).
- 2009-2011: Exploration and development planning by Ecowaste for a large scale phased industrial development proposed for the portions of the landfill site south of Blundell Road (outside of the ALR, zoned and designated in the OCP for industry), which resulted in the following:
  - Ecowaste obtained appropriate amendments to the operational certificate by the Ministry of Environment (Operational Certificate 4922) to facilitate re-opening and vertical expansion to the landfill outside of the ALR and modify the closure plan to accommodate a suitable grade and structural base to support the industrial development; and
  - Focus on landfill and site modification on Ecowaste industrial lands. When filling and closure of the landfill site for the industrial lands is completed, fill activities will resume on the ALR portion of the landfill site north of Blundell Road (subject site). Currently, active filling on the ALR portion of the landfill site is not being undertaken as the site to the south is filled.
- December 19, 2011: Council granted authorization to open a number of un-built road allowances to allow construction of future public roads to facilitate Ecowaste's development of their industrial land, including Blundell Road between No. 7 Road and Savage Road, in coordination with Ecowaste's redevelopment of their industrial zoned and designated lands to the south of the subject site.
- 2015: endorsement by Council and approval by the ALC for a Non-Farm Use application (AG 14-654361) on the ALR property (subject site) to achieve the following:
  - Continued operation of the existing landfill activities for a period of 20 years (ending in 2035) in order to comply with the Design, Operations and Closure Plan (DOCP) approved by the Ministry of Environment (with a final elevation of 18 m geodetic); and
  - Four soil processing operations (materials recovery facilities) related to the landfill for a period of 20 years on the subject site (ending in 2035).
- January 23, 2017: Development Permit (DP 11-566011) for the industrial land south of Blundell Road was issued by Council to permit a 65 ha (161 acres) Industrial Logistics Park (currently under construction).

## **Agricultural Capability and Suitability on Completion of Project**

**Ecowaste Landfill  
7011 No. 7 Road  
Richmond, BC**



Prepared for:  
**Ecowaste Industries Ltd.**  
200 – 10991 Shellbridge Way  
Richmond, BC  
V6X 3C6

Prepared by:  
**Pottinger Gaherty Environmental Consultants Ltd.**  
#1200 – 1185 West Georgia Street  
Vancouver, BC  
V6E 4E6

PGL File: 079-04.02

December 2014



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## 1.0 INTRODUCTION

Ecowaste Industries Ltd. (Ecowaste) asked Pottinger Gaherty Environmental Consultants Ltd. (PGL) to provide a short report discussing the agricultural capability and suitability of their landfill following completion of closure and reclamation.

Our report includes a description of the site, a description of the historical and current Site soils, and an assessment of the Site's future agricultural capability/suitability.

## 2.0 SITE DESCRIPTION

The Site is located in the City of Richmond (Figure 1) and is part of the Ecowaste landfill operated by Ecowaste at 15111 Williams Road in Richmond, BC. The Ecowaste Landfill is comprised of 118ha located between No. 6 and No. 7 Roads and between Granville Avenue and Williams Road. Of the 118ha, a 61ha parcel consisting of two lots are located within the Agricultural Land Reserve (ALR) (ALR site). The remainder is located on a 57ha non-ALR parcel (Industrial Site).

The Ecowaste landfill, including the non-ALR portion, accepts the disposal of inert waste primarily from construction and demolition activities. The landfill also accommodates several related industries as tenants, including yard waste composting facilities, wood processing facilities, and two soil remediation facilities all of which will operate on the ALR portion of the site for the next period of operation.

Following placement of the solid waste, the completed landfill will be improved by placement of a soil cover suitable for agriculture. Soils placed on the ALR-zoned portions of the property are required to meet the BC Contaminated Sites Regulation's Agricultural Land Use Standards and will be designed to enable a wide range of soil bound agricultural uses.

The surrounding area is characterized by:

- North: ALR Agricultural Land Use;
- West: ALR agricultural with a mix of non-farm uses including a golf course/driving range and as well as farm uses;
- South: Non-ALR Ecowaste land fill which will be developed as a logistics-based industrial park once filling is complete; and
- East: Non-ALR Industrial land use operated by Port Metro Vancouver and developed for port-related industrial purposes.

All of the surrounding uses would be compatible with future use of the Site for agriculture.

## 3.0 BACKGROUND

PGL conducted site investigations and reviewed existing historical reports, maps, and aerial photographs of the Site, pertinent documents at the Agricultural Land Commission (ALC), developing a detailed soil sampling plan, and conducting a Site visit to describe soils.

The entire property has been disturbed from original conditions due to peat extraction and subsequent waste filling activities. Soils vary across the site depending on the state of filling and typically fall into three categories: road network, areas undergoing filling and filled/rehabilitated areas.

This ALR portion of the site will have four sub-contracted operators who will support and enhance Ecowaste's landfill operation. The operators include Tervita Corporation, Quantum Murray, Urban Wood Waste Recyclers and Yardworks/Arrow. Yardworks/Arrow is already located on the site while the remaining three operations are currently located on Ecowaste's industrial property.

#### **4.0 1993 ALC APPROVAL CONDITIONS**

The 1993 ALC Resolution #173/93 allowed peat extraction and the deposition of fill to be undertaken on the Ecowaste property subject to Rehabilitation of the Filled Area, and installation of irrigation and drainage. The plan was to reclaim the site to Class 2 agricultural capability with only minor limitations to soil bound agriculture.

#### **4.1 Final Site Preparation and Filling Procedures**

Once the final closure elevation has been achieved the Site will be covered with 2m of soils which meet the BC Contaminated Sites Regulations standards for Agricultural Land Use. The final 0.5m of the subgrade will consist of free draining, permeable soil, sand or gravel, while the overlying topsoil will be clean with a coarse fragment content less than 5% with no texture finer than silty clay loam and no coarser than sandy loam. The topsoil will also be placed evenly over the surface to the finish grade.

#### **4.2 Rehabilitation of the Filled Area Procedures**

The original approval for fill/rehabilitation as approved by the ALC by resolution #173/93 required that the final improved agricultural capability rating, with irrigation is to be Class 2A. To meet the improved classification, the resolution also required that rehabilitation of the filled area:

- Upon completion of filling , the fill is to be capped with a minimum of 1.0m of medium-textured glacial till material;
- Upon completion of spreading and compacting the capping, a minimum of 0.8m of medium-textured sands are to be placed over the capping;
- The final upper 0.3m is to be loamy sand;
- Encouraging backhauling of good quality agricultural soil for rehabilitation purposes;
- Application of suitable organic matter to the upper 0.3m of reclaimed soil; and
- Preparation of a seedbed if no immediate agricultural use is planned.

Following rehabilitation, the rehabilitated site will be maintained in a high state of agricultural management for a period of no less than five years following completion. Already rehabilitated areas have been either seeded with a forage crop or used for agro-forestry.

#### **4.3 Drainage Control and Drainage System Installation**

Drainage control and drainage system installation is detailed in Ecowaste's January 2013 Design, Operations and Closure Plan Submission which is included in Ecowaste's Application for Non-Farm Use and Soil Permit Renewal.

Stormwater and runoff from the site are managed through a storm water drainage and collection system. The leachate that percolates through the cap is managed in a separate leachate collection system. It then undergoes additional treatment via an aeration pond and passage through a constructed wetland before ultimately being discharged to the No. 7 Canal via the Granville Avenue ditch. If appropriate, this leachate could be used for irrigation post closure. If not, irrigation water will be sourced from the local agricultural drainage and irrigation ditches.

#### **4.4 Irrigation Installation**

In 2006, Ecowaste retained SYLVIS to design and construct a soil-plant system for use as an irrigation-based leachate treatment option. In 2007, SYLVIS began fabricating topsoil using combinations of sand, biosolids, recycled paper fines and wood waste. These fabricated topsoils were used in the establishment of three treatment plots covering capped portions of the landfill and planted with fast-growing hybrid poplar trees (in 2007), coppicing willows (planted between 2008 and 2010) and forage grasses (seeded in 2010). The soil-plant treatment plots are irrigated with leachate which has undergone treatment in the aeration pond, providing additional leachate treatment capacity, leachate quality improvement, and harvestable biomass. This system also satisfies the agricultural zoning requirement of the site and provides Ecowaste with a biomass crop for harvest and use.

By the end of 2012, the soil plant system was irrigated with a total leachate volume of 4,225mm (308,422m<sup>3</sup>) in both woodlots combined and 10,359mm (321,141m<sup>3</sup>) in the grass lot. The poplars, willows, and grasses are in their active phase of establishment, and should continue to increase in their capacity to assimilate leachate and leachate constituents over the near-term.

#### **4.5 Reporting and Monitoring**

Monitoring will include preparation of semi-annual reports by a reclamation specialist to ensure compliance with the conditions of the Commission's approval.

#### **5.0 CONCLUSION**

On completion of landfilling, the ALR portion of the site will be covered with 2m of soils which will meet the BC Contaminated Sites Regulations standards for Agricultural Land Use as well as provide a Class 2A agricultural capability.

In addition to improving agricultural capability following peat extraction, Ecowaste has continued to meet the conditions of the 1993 ALC Resolution #173/93.

PGL's report established baseline conditions for the portion of the site still undergoing filling activities as proposed in the non-farm use application. This area is proposed for four sub-contracted operators who will support and enhance Ecowaste's landfill operation. The site is primarily composed of three land uses: areas undergoing filling, rehabilitated areas, and road access.

The ongoing filling and rehabilitation works will benefit agriculture through improvements to the agricultural capability and suitability of the ALR site. Filling and subsequent rehabilitation will increase the agricultural capability from 100% 4W in the western portion of the property and 100% Ø5WP in the eastern portion of the property to and agricultural capability of 2A.

On completion of reclamation and preparing the soils for agricultural, the site will be capable of growing a wide range of soil bound agricultural crops. The types of crops and the agricultural systems would be difficult, but the site will be in an area with compatible uses and enough separation from non-farm uses to allow for a wide range of choices.

Respectfully submitted,

**POTTINGER GAHERTY ENVIRONMENTAL CONSULTANTS LTD.**

Per:



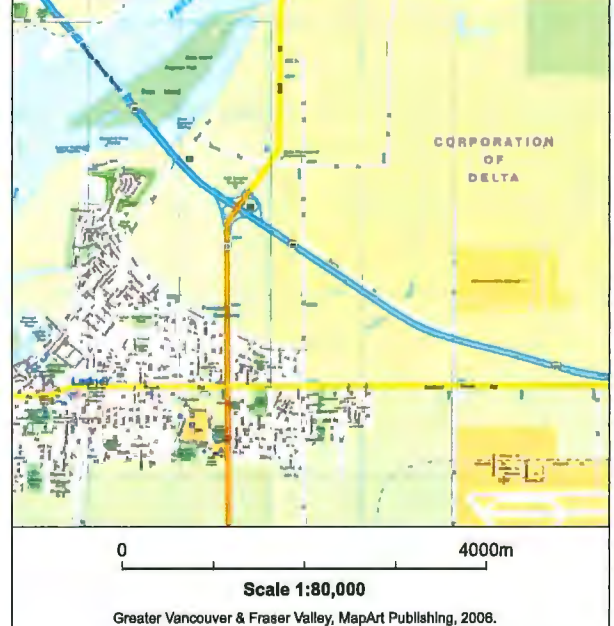
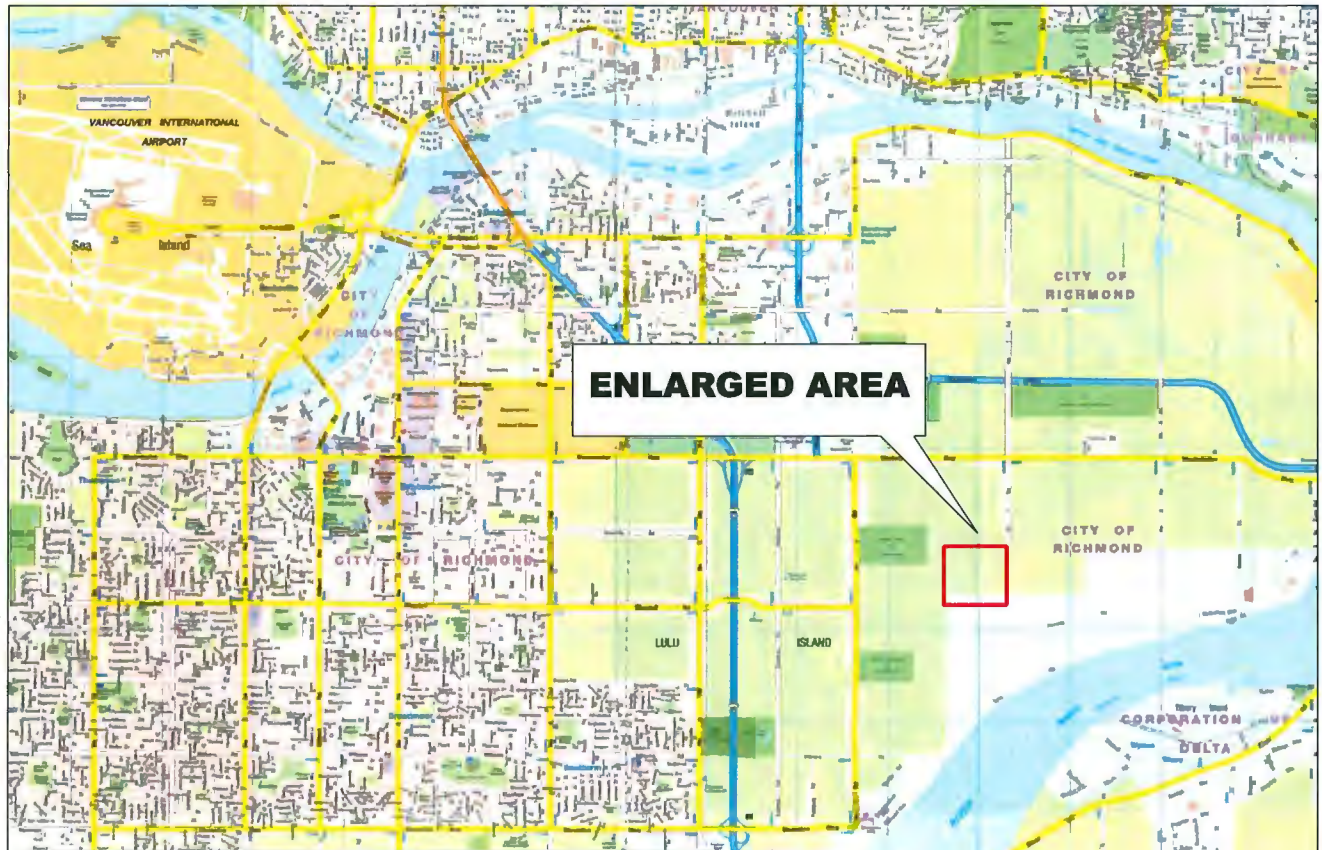
E.L. (Ned) Pottinger, M.Sc., P.Geo., P.Ag.  
Senior Consultant and Principal




Stewart Brown, M.Sc., P.Ag., R.P.Bio.  
Senior Environmental Scientist

ELP/CSB/slr  
r-079-04-02-Dec14-Final.doc

**Figure**



<b>SITE LOCATION</b>		<div>N</div> 	
7011 No. 7 Road, Richmond, BC			File No.: 0079-04.01
<b>Ecowaste Industries Ltd.</b>			Date: JULY 2013
			Dwg No.: F1.1
		Drawn by: IRB	
 <b>PGL</b>   Pottinger Gaherty ENVIRONMENTAL CONSULTANTS		<b>FIGURE</b> <b>1</b>	

CNCL - 424

ORIGINAL IN COLOUR



1500 - 1185 West Georgia Street  
 Vancouver, BC V6E 4E6  
 604 682 3707  
**pggroup.com**

May 28, 2019  
 PGL File: 0079-04.06

**Via E-mail:**     **tland@ecowaste.com**

Ecowaste Industries Ltd.  
 100-3031 Viking Way  
 Richmond, BC  
 V6V 1W1

**Attention:**     **Tom Land**

**RE:     REHABILITATION PLAN REVIEW, ECOWASTE LANDFILL, RICHMOND, BC**

PGL Environmental Consultants (PGL) has prepared this letter in support of Ecowaste Industries Ltd.'s (Ecowaste) updated non-farm use application adding new uses and a 20-year extension. In September 2013, PGL completed a *Soil Survey & Rehabilitation Assessment* for Ecowaste's landfill in Richmond. This letter confirms that the original rehabilitation plan will accomplish the same result with the addition of three new materials recovery facilities and 20-year extension to the original approval.

In 1993, Ecowaste received approval under the *Soil Conservation Act* from the Agricultural Land Commission (ALC) to remove any remaining peat from the Agricultural Land Reserve Site, and then use the Site as part of its landfill operation. In 2015, the ALC approved the application to locate four recycling operations (known as Tervita, Quantum Murray, Yardworks-Arrow, and Urban Wood Recyclers) as an adjunct to the existing landfill on the Site. Additionally, a 20-year extension to continue operating the existing landfill was activated, and an increase to the final elevation at the Site was also approved.

The approval for fill/rehabilitation as approved by the ALC and City of Richmond required that the final improved agricultural capability rating, with irrigation, is to be Class 2A. To meet the improved classification, the resolution also required rehabilitation of the filled area, including:

- Upon completion of filling, capping the fill with a minimum of 1.0m of medium-textured glacial till material;
- Upon completion of spreading and compacting the capping, placing a minimum of 0.8m of medium-textured sands over the capping;
- The final upper 0.3m is to be loamy sand;
- Encouraging backhauling of good-quality agricultural soil for reclamation purposes;
- Applying suitable organic matter to the upper 0.3m of reclaimed soil; and
- Preparing a seedbed if no immediate agricultural use is planned.

With the addition of three more materials recovery facilities and an extra 20 years in the term, but with no changes in the waste stream or final elevations, PGL did not identify a need to make any changes to the 2013 rehabilitation plan to meet the conditions of ALC Resolution #173/93.

## LIMITATIONS

This report is accurate at a high level for reasonably foreseeable conditions. The limitations of the work are not always obvious, and the best way to understand them is discussion with the authors in the context of your intended use. This work is a snapshot in time, so any use must consider that conclusions may change materially because of changes in site condition or regulatory context.

Only the addressee, our client, and their agents may rely on this report for the stated purpose. We warrant only that the work was done as described and is similar to the work that would be done by other qualified consultants in this area. Our contract includes limitations on liability related to professional errors and omissions.

## CLOSING

We trust that this meets your needs. If you have any questions or require clarification, please contact Stewart Brown or Ned Pottinger at 604-895-7612 and 604-895-7600, respectively.

## PGL ENVIRONMENTAL CONSULTANTS

Per:



Stewart Brown, M.Sc., P.Ag., R.P.Bio.  
Lead Consultant



E.L. (Ned) Pottinger, M.Sc., P.Geo., P.Ag.  
Senior Consultant & Chairman

CSB/ELP/nlo  
\\pgl-van-file1\Project Files\000-099\079 - Ecowaste Industries Ltd\04-06\\_Client Docs\I-0079-04-06-Rehabilitation Review-May19.docx



August 27, 2019

File: 4922

VIA EMAIL: [tland@ecowaste.com](mailto:tland@ecowaste.com)

Ecowaste Industries Ltd.  
100 – 3031 Viking Way  
Richmond BC, V6V 1W1

Attention: Tom Land, President & CEO

**RE: Design, Operations and Closure Plan Update, December 2018**

Ecowaste Industries Ltd. (Ecowaste) submitted to the Ministry of Environment and Climate Change Strategy (ENV) the document titled “Ecowaste Landfill 4922 Design, Operations and Closure Plan (DOCP) Update” on January 9, 2019. The DOCP improves upon previously submitted plans and reflects requirements set forth in operational certificate (OC) 4922, last amended on September 6, 2017.

It is noted that the DOCP was certified by Tyler Huculak, ASCT of GNH Consulting Ltd. The submitted DOCP supersedes all previous Design and Operations Plans and/or Closure Plans for the Ecowaste Landfill. Should there be any inconsistency between the DOCP and OC 4922, the OC must take precedence unless otherwise agreed in writing by the director.

If you have any questions, please contact Cam Webster at (604) 582-5371.

Sincerely,

Cam Webster, M.Sc., P.Ag.  
A/Section Head, Solid Waste Section, Authorizations-South  
Environmental Protection Division

### In Support of Sustainability

We applaud Richmond Council for its *Strategic Plan 2018-2022*. It focuses on many of the same priorities as Ecowaste does for its landfill: our unique ecology, our contributions to the agricultural sector and our protection of the environment.

Ecowaste believes its request for the City's approval of an expanded Materials Recycling Facility ("MRF") and two additional MRFs on the landfill will make the landfill even more sustainable while directly supporting several of Richmond Council's key strategic focus areas, including:

#### A Sustainable and Environmentally Conscious City

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

##### Priorities include:

1. Continued leadership in **addressing climate change** and promoting circular economic principles.
2. Policies and practices **support Richmond's sustainability goals**.
3. Increase emphasis on **local food systems, urban agriculture and organic farming**.
4. Increase opportunities that encourage daily access to nature and open spaces and that **allow the community to make more sustainable choices**.

#### A Supported Economic Sector

Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.

##### Priorities include:

1. Demonstrate leadership through **strategic partnerships, collaborations and exploring innovative and emerging economic practices and technical advancements**.
2. Encourage a **strong, diversified economic base while preserving agricultural land** and maximizing the use of industrial land.
3. **Attract businesses** to locate in Richmond and **support employment and training opportunities** in Richmond as we grow.
4. **Inspire the farming and fishing cultures of tomorrow**.

Like the City Ecowaste is attempting to be flexible and responsive to new opportunities, issues and circumstances. And one of the most threatening – both globally and locally – is the climate emergency. One cause of that emergency is how much waste we generate as a society and how poorly that waste is treated at the end of its intended purpose. Ecowaste wants to do its small part to improve this situation by recovering and repurposing more of the demolition, construction and land clearing waste generated in Greater Vancouver every year and which has no other place to go. To do so Ecowaste needs to enlarge the MRF approved in 2015 ("MRF #4") and prepare for 2 new MRFs ("MRF #5" and "MRF #6"). We need Council's support, both for Ecowaste's Non-farm Use Application and for its Development Permit application

What is the waste emergency locally? In Metro Vancouver's November 2017 **"Biennial/5-Year Progress Report on the Integrated Solid Waste & Resource Management Plan"** the amount of construction and demolition waste disposed of at the Vancouver Landfill and by private DLC landfills (including Ecowaste's) grew from 306,065 tonnes in 2010 to 351,076 tonnes in 2016:

The total figure increased to 371,521 tonnes in 2017 [see MV's **"2017 Recycling and Solid Waste Management Summary"**] and to 420,000 tonnes in 2018. With the recent closure of two other private landfills in the region Ecowaste is having to accept a growing share. In 2010 we accepted 86,000 tonnes of DLC waste; this grew to 190,000 tonnes in 2014 and to 220,000 tonnes in 2018. When the Vancouver Landfill closes in 2028 this number will increase significantly. Partly as a reflection of the crisis, BC's Ministry of Environment increased the amount of waste that Ecowaste can accept annually to 320,000 tonnes.

Governments have not only mandated less DLC waste be generated, some like Richmond have required that more of it be recovered and repurposed. Technology has been developed to make that possible and Ecowaste wishes to employ that technology on its landfill in Richmond. It is offering to do so with no public dollars.

The three MRFs – one of which was approved in 2015 but has since been increased in size and scope – will extend the life of Ecowaste's landfill and recover/repurpose more waste. They will:

- be governed by Ecowaste's Operating Certificate issued by the Ministry of Environment and will be subject to the Closure Plan approved by the ministry;
- enable the region to recover/repurpose 45% to 50% more demolition, construction and land clearing waste from the region each year;
- recover or repurpose more types of waste;
- only increase building footprints from 2.7 ha to 6.0 ha of the 60 ha site;
- be removed at the end of the term and rehabilitated for agricultural use.

Approving the three MRFs will mean sufficient DLC waste can be recovered or repurposed to enable the landfill to continue until 2055. This will give the region more time to address the long-term waste crisis and plan for an eventual replacement of Ecowaste's landfill.

NB:

1. There will be no change to the content of the waste stream coming to the landfill – it will continue to be demolition, construction and land clearing waste.
2. There will be no change to the source of this waste, i.e. it will remain primarily the Lower Mainland.
3. There will be no change to the final site elevation of the landfill (18 m) which was approved in 2015.
4. As now, there will be no organics or "green waste" accepted

Ecowaste's plans are also supportive of Metro's **Integrated Solid Waste & Resource Management Plan**, more specifically such sustainability strategies and actions as:

- Strategy 2.4 Target demolition, land clearing and construction (DLC) sector for increased reuse and recycling
- Action 2.4.2 Implement waste reduction strategies directed toward diverting DLC waste from disposal while supporting opportunities for beneficial use.
- Action 2.4.3 Review existing DLC recycling and processing capacity, project future needs and develop a strategy to address any identified gaps.
- Strategy 2.7 Target wood for reuse, recycle and energy recovery
- Action 2.7.3 Encourage highest and best use for wood following waste management hierarchy in the following priority: (a) reuse..., (b) recycle... (c) compost... (d) ...produce biofuels, (e) process wood as a fuel...
- Strategy 4.2 Ensure a disposal site is available for DLC waste
- Action 4.2.1 Assess long-term disposal of DLC waste remaining after recycling in collaboration with the private sector
- Action 4.2.2 Identify disposal sites for DLC waste remaining after recycling that will be available when existing disposal facilities reach their capacity

Beyond the general sustainability benefits to the City and region afforded by Ecowaste's landfill and proposed MRFs as noted above, our landfill is likely to become an emergency assembly point for debris resulting from a natural disaster. Depending on the severity of the flooding, seismic event, fire, hurricane or other disaster, Ecowaste's landfill could thus become full much sooner than currently planned. The risks of that happening may be small but the larger MRF #4 and the additional MRFs #5 and #6 would become even more crucial in the event of such a disaster.



Tom Land, President & CEO  
Ecowaste Industries Ltd.



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** January 21, 2020

**From:** Wayne Craig  
Director, Development

**File:** TU 20-891050

**Re:** Application by DA Architects & Planners for a Temporary Commercial Use Permit at 8991 Charles Street

### Staff Recommendation

That the application by DA Architects & Planners for a Temporary Commercial Use Permit for the property at 8991 Charles Street be considered at Public Hearing to be held March 16, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use for a period of three years.”

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

WC:na  
Att. 5

### REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

## **Staff Report**

### **Origin**

DA Architects & Planners has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use at 8991 Charles Street (Attachment 1). The subject site is zoned “Light Industrial (IL)” and the TCUP will allow for the outdoor storage of rental vehicles associated with the primary site of the Routes Car Rental business at 9231 Beckwith Road. No new buildings are proposed and a survey of the subject property and existing condition is provided in Attachment 2.

If approved, the TCUP would be valid for a period of up to three years from the date of issuance, at which time an application for an extension of the Permit may be made and issued for up to three additional years. Only one extension is permitted, after which a new application is required. The Local Government Act allows Council to consider TCUP issuance on its own merits and does not limit the number of TCUP issuances allowed on a site.

### **Findings of Fact**

There are no existing buildings or structures on the subject property. A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

### **Surrounding Development**

The subject site is located in the City Centre planning area. Development immediately surrounding the subject site is as follows:

- To the North: The Bridgeport Canada Line Station and bus loop on property zoned “Auto Oriented Commercial (CA)”.
- To the South: Across Charles Street, office and warehouse buildings with parking and unoccupied lots on property zoned “Light Industrial (IL)”.
- To the East: Across Great Canadian Way, unoccupied property zoned “Light Industrial (IL)”.
- To the West: The Bridgeport Canada Line Station and bus loop on property zoned “Auto Oriented Commercial (CA)”.

### **Existing Legal Encumbrances**

Two Statutory Right-of-Ways (SRWs) are registered on Title that limits the placement of buildings or structures on the subject site. The following SRWs are found on the subject property but do not impact the proposed use:

- A 3.0 m wide by approximately 65.0 m in length City Utility Works SRW oriented along the majority of the south property line of the site (SRW Plan 53564).

- A 3.0 m wide by approximately 45.0 m in length City Utility Works SRW oriented along the majority of the east property line of the site (SRW Plan BCP13282).

### **Related Policies & Studies**

#### Official Community Plan/City Centre Area Plan & Bridgeport Village Sub-Area Plan

The Official Community Plan (OCP) land use designation for the subject site is “Commercial (COM)” and the City Centre Area Plan designation for the subject site is “Urban Centre T5 (45m)” and permits a range of uses including commercial, retail and service uses (Attachment 4). The Temporary Use Permit proposal is consistent with these designations as well as the Bridgeport Village (2031) land uses. It is anticipated that the proposed use will not have a long-term impact on future mixed-use redevelopment of the property given the restrictive nature of the Permit.

### **Richmond Zoning Bylaw 8500**

The subject site is zoned “Light Industrial (IL),” which allows for a range of industrial and commercial uses. Richmond Zoning Bylaw 8500 defines “Vehicle Rental, Convenience” as the rental of new or used automobiles and light trucks and utility vehicles with a gross vehicle rating of 1,815.0 kg or less, and includes those establishments that are not strictly office in nature, but form integral parts of the main operation, such as a facility for minor vehicle servicing, storing facility, fuelling facility or a car wash. The attached Temporary Commercial Use Permit would limit the proposed use to the storage of rental vehicles and for access to be by operators only.

### **Local Government Act**

The *Local Government Act* states that TCUPs are valid for a period of up to three years from the date of issue, and that an application for one extension to the Permit may be made and issued for up to three additional years. A new TCUP application is required after one extension.

### **Public Consultation**

Should the Planning Committee endorse this application and Council resolve to move the staff recommendation, the application will be forwarded to the March 16, 2020 Public Hearing where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

## **Analysis**

### **Proposed Use**

The subject site is currently zoned “Light Industrial (IL)”, which permits “commercial vehicle parking and storage” and “fleet service” as permitted uses, but does not permit “vehicle rental, convenience”. The proposed “vehicle rental, convenience” use would recognize the storage component of the rental car business as a secondary operation to the primary business office located at 9231 Beckwith Road. It is anticipated that approximately 130 to 150 cars may be stored within the fenced area of the subject site.

The current tenant “Routes Car Rental” has been using 8991 Charles Street as a secondary site, with the permission of the land owner, as a fully fenced and secured location for storing rental cars to compliment the office location at 9231 Beckwith Road where interactions with the public take place. To address any non-conformity with City Zoning an application was made to ensure compliance for the business use. No additional commercial services, buildings or structures, aside from fencing, are proposed at the subject site and access to the fenced area is to be restricted to operators only and no public access.

### **Existing Site Context**

An existing chain link fence is the current extent of any type of structure on the subject property and is anticipated to accommodate the proposed additional vehicles being stored on site. The existing site consists primarily of crushed gravel with low lying grasses and vegetation.

Vehicular access to the subject site is currently provided via the existing pavement and gravel crossing off of Charles Street and immediately adjacent to the intersection of Charles Street and Great Canadian Way.

### **Site Planning and Landscaping**

A copy of the proposed site plan and landscape plans are provided as Attachment 5. No changes are proposed to the site aside from relocating the fence and landscaping improvements along the sites road frontages and the north property line. The relocation of the chain link fence is proposed to comply with the City of Richmond Zoning Bylaw 8500 setback requirements of 3.0 m between vehicle parking and the abutting Charles Street and Great Canadian Way frontages. Relocating the fence will also ensure the improvements to the landscaping is kept outside of the fencing so that vegetation is not damaged by vehicles.

Landscaping improvements are proposed to include low lying shrubs that will be planted and maintained. A high efficiency irrigation system within the required landscape areas along Charles Street, Great Canadian Way and the northern property line frontage is also proposed. Prior to adoption, the applicant is required to provide to the City a Letter of Credit for landscaping in the amount of \$52,731.72 (inclusive of a 10% contingency), as estimated by the project’s landscape architect to ensure that on-site landscape features are implemented.

### Transportation and Site Access

Access to the site is to be restricted to employees only, as provided in the Permit itself. Site access is proposed to be altered and moved westward to improve safety, vehicle movement in and out the site, and to create minimal impact on congestion at the intersection of Charles Street and Great Canadian Way. The new driveway crossing over the existing ditch has been strategically placed between two existing power poles and will require a separate watercourse crossing application after issuance of the TCUP. Vehicles entering the site would have clear sightline to enter and exit and there is sufficient space for deceleration after the intersection and before the driveway. Transportation Department staff have reviewed the access alterations and have no objection to the proposed driveway location.

### Frontage Improvements

Improvements to the Charles Street frontage will include a new curb and a 2.0 m pathway extension from the northwest sidewalk intersection of Charles Street and Great Canadian Way to the edge of the proposed driveway. The extension of the pathway will also allow for alignment with the Smith Street pedestrian crossing. For ease of access by employees, an operator gate is proposed in the south east corner of the site adjacent to the sidewalk and intersection of Charles Street and Great Canadian Way for access only when the operators need to leave or enter the site by foot.

Prior to issuance, the applicant is required to enter into, at their sole cost, a City Work Order for minor frontage improvements. These improvements include upgrading the proposed driveway access to the site and sidewalk at the northwest corner of the Great Canadian Way and Charles Street intersection are to be done as per current design standards.

### **Financial Impact**

None.

### **Conclusion**

The purpose of this Temporary Commercial Use Permit application is to allow the "Vehicle Rental, Convenience" limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use on the property at 8991 Charles Street.

The proposed use at the subject property is acceptable to staff, on the basis it is consistent with the land use designations in the Official Community Plan and is temporary in nature. If endorsed by Council, the applicant is required to submit the securities, and enter into a City Work Order for frontage improvements described in the attached Temporary Commercial Use Permit prior to consideration at the March 16, 2020 Public Hearing.

Staff recommend that the attached Temporary Commercial Use Permit be issued to the applicant to allow "Vehicle Rental, Convenience", limited to the storage of rental vehicles only with no associated buildings and no public access at 8991 Charles Street for a period of three years.



Nathan Andrews  
Planning Technician  
(604-276-4911)

NA:blg

Attachments:

- Attachment 1: Location Map
- Attachment 2: Survey Plan and Existing Condition
- Attachment 3: Development Application Data Sheet
- Attachment 4: Bridgeport Village Sub-Area Plan
- Attachment 5: Site Plan and Landscape Plan

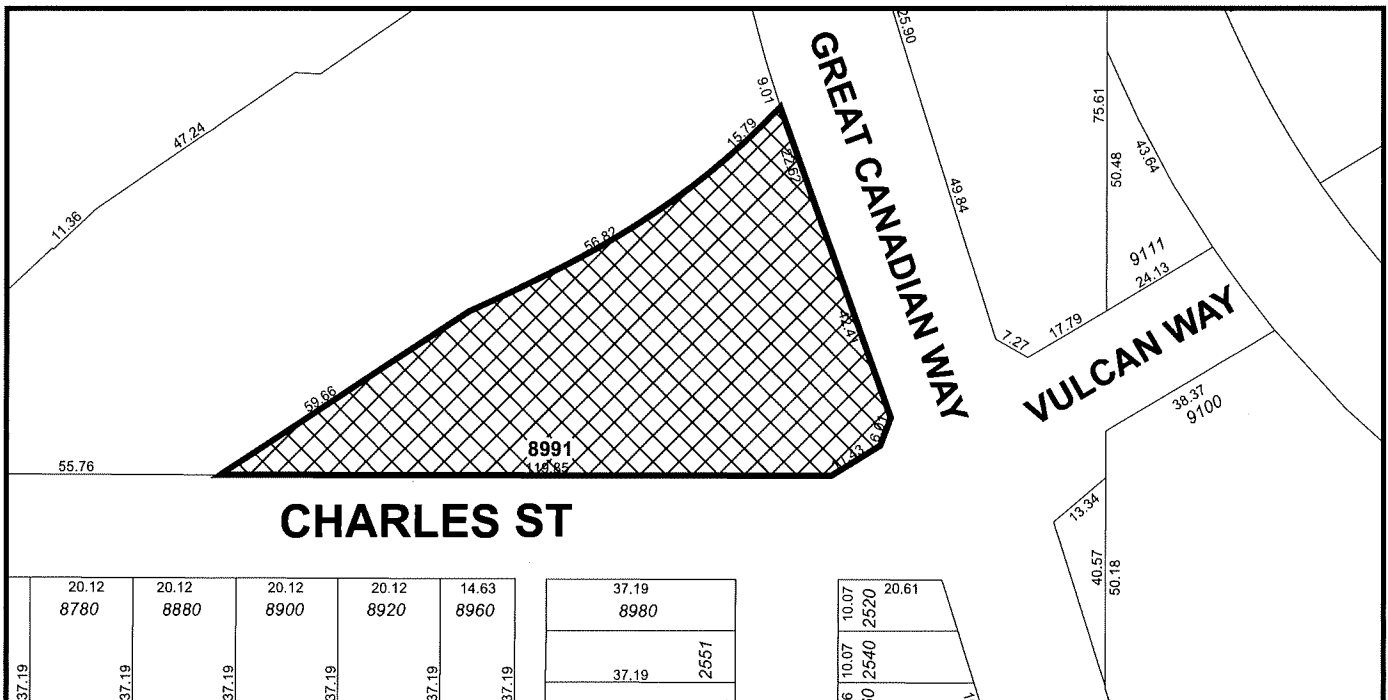
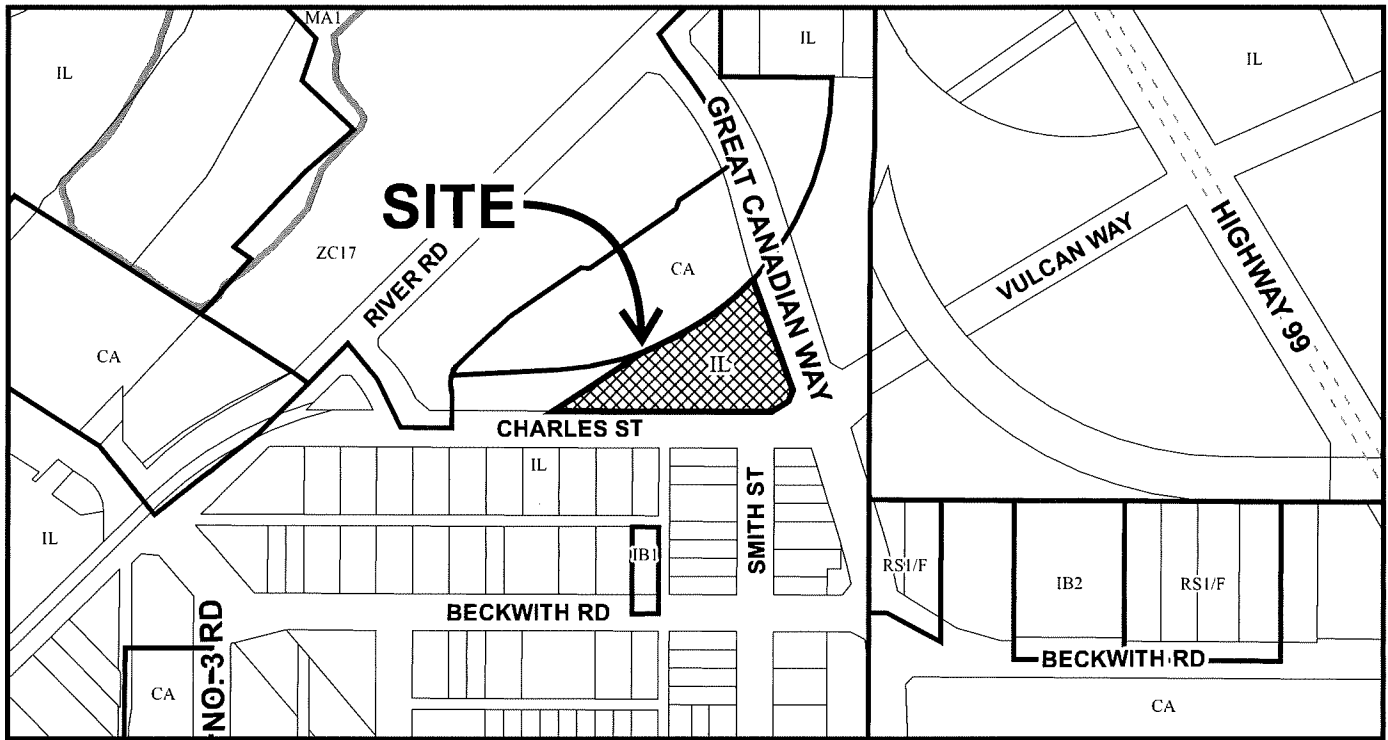
Prior to Council issuance of the Temporary Use Permit, the following requirements must be completed:

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs and a 10% contingency (i.e. \$52,731.72).
2. Enter into an agreement for frontage improvements via a City Work Order at the developer's sole cost prior to Permit issuance.



# City of Richmond

ATTACHMENT 1



## TU 20-891050

Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES

CNCL - 437



City of  
Richmond



TU 20-891050

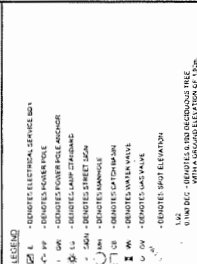
Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES

CNCL - 438

CITY OF RICHMOND  
INTEGRATED SURVEY AREA #15  
CIVIC ADDRESS: 5991 CHARLES STREET  
PID: 0256-016-117



**DELIVER**

MEMBERS ARE TO GET 60 MINUTES OF SERVICE DURING THE WEEK. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES.

**PROVIDENT**

PROVIDENT MEMBERS SHOULD BE SERVED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES.

**GENERAL**

THE MEMBER SHOULD BE SERVED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES. THE SERVICE SHOULD BE PROVIDED BY THE MEMBER'S OWN PERSONAL SKILLS AND ABILITIES.

 **bennett**  
LAND SURVEYING LTD.  
100 LAND SURVEY TOWNS  
4001 - 275 FELL AVENUE NORTH VANCOUVER, BC V5P 3M4

0-11	BY
FEB-2-19	CCAM
RAMONA IV. COUNTESS CURRIE LINDOVA DETAL	CCAM
	✓

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CERTIFIED CORRECT

**MICHAEL**  
**SEITZ YZ2KZA**

Digitally signed by  
MICHAEL SEITZ YZ2KZA  
Date: 2019.03.15  
10:06:29 -0700

FIELD SURVEY COMPLETED ON FEBRUARY 20, 2012.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED  
ON DIGITALLY CERTIFIED.

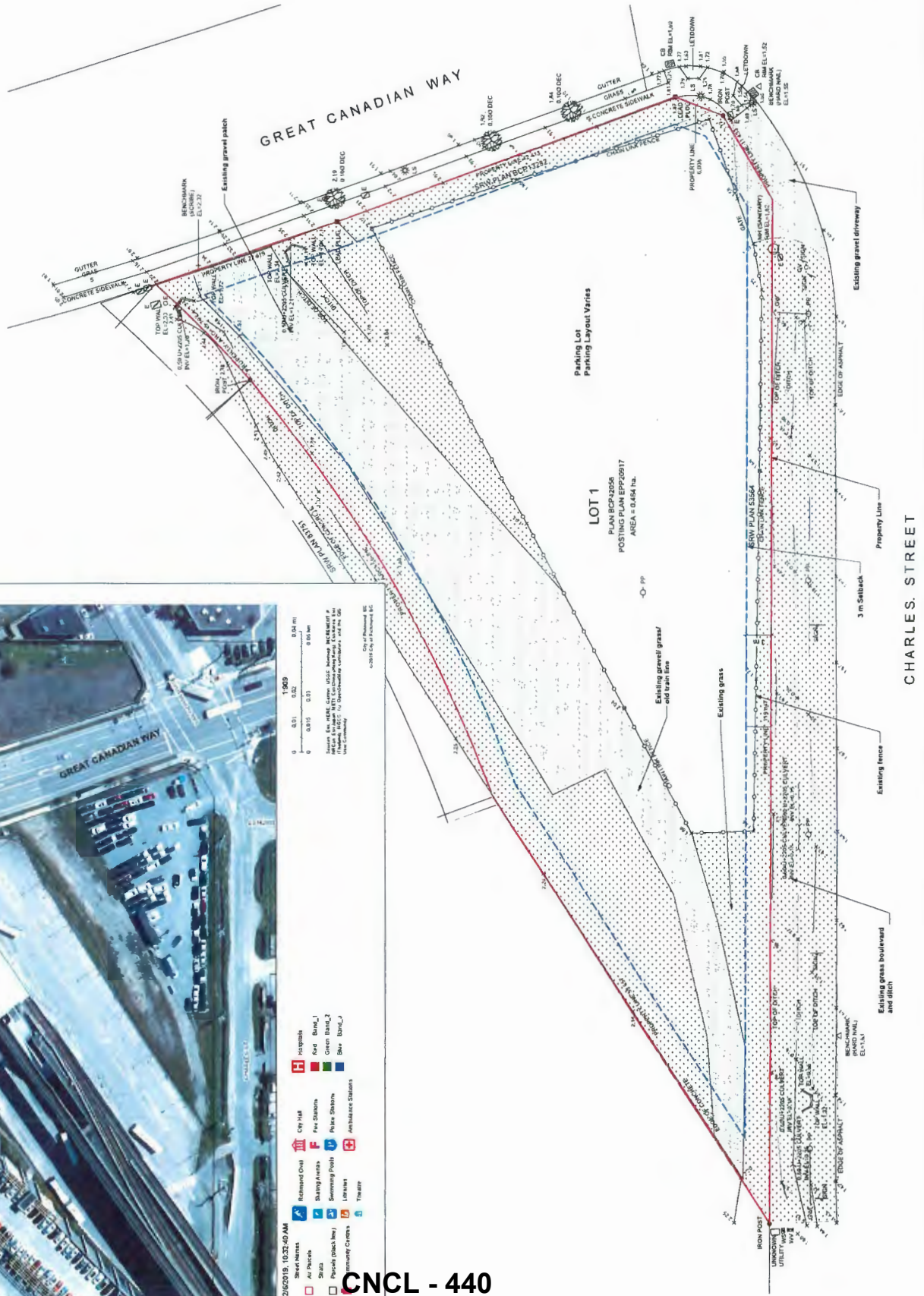
FD-208 (7-2) (MAY 2004)





1/26/2018, 10:32:40 AM  
 Street Names  
 Air Photo  
 Parcel (dark grey)  
 Property Lines  
 City Hall  
 Fire Stations  
 Police Stations  
 Ambulance Stations  
 Transit  
 Legend  
 0 0.01 0.02 0.03 0.04 0.05 0.06 0.07 0.08 0.09 0.10 km  
 0 0.01 0.02 0.03 0.04 0.05 0.06 0.07 0.08 0.09 0.10 mi  
 Legend  
 Original  
 Red Band\_1  
 Red Band\_2  
 Green Band\_1  
 Green Band\_2  
 Blue Band\_1  
 Blue Band\_2  
 City of Richmond BC  
 © 2018 City of Richmond BC

CNCL - 440



<p>Project with Municipal Council                  Approved for A2                  Approved for Client Review                  Date: 1/26/2018</p>		<p>Prospect &amp; Refuge                  LANDSCAPE ARCHITECTS                  1000-1010 10th Avenue S.E.                  Suite 100                  Vancouver, BC V6A 1A1                  Tel: 604-271-1111                  Fax: 604-271-1112                  Email: info@prospectandrefuge.com</p>	
<p>Project Name: Prospect &amp; Refuge                  Project No: 2018-01                  Date: 1/26/2018</p>		<p>Scale: 1:200                  Sheet No: L1                  Date: 1/26/2018</p>	



# City of Richmond

## Development Application Data Sheet

Development Applications Department

**TU 20-891050**

**Attachment 3**

Address: 8991 Charles Street

Applicant: DA Architects & Planners

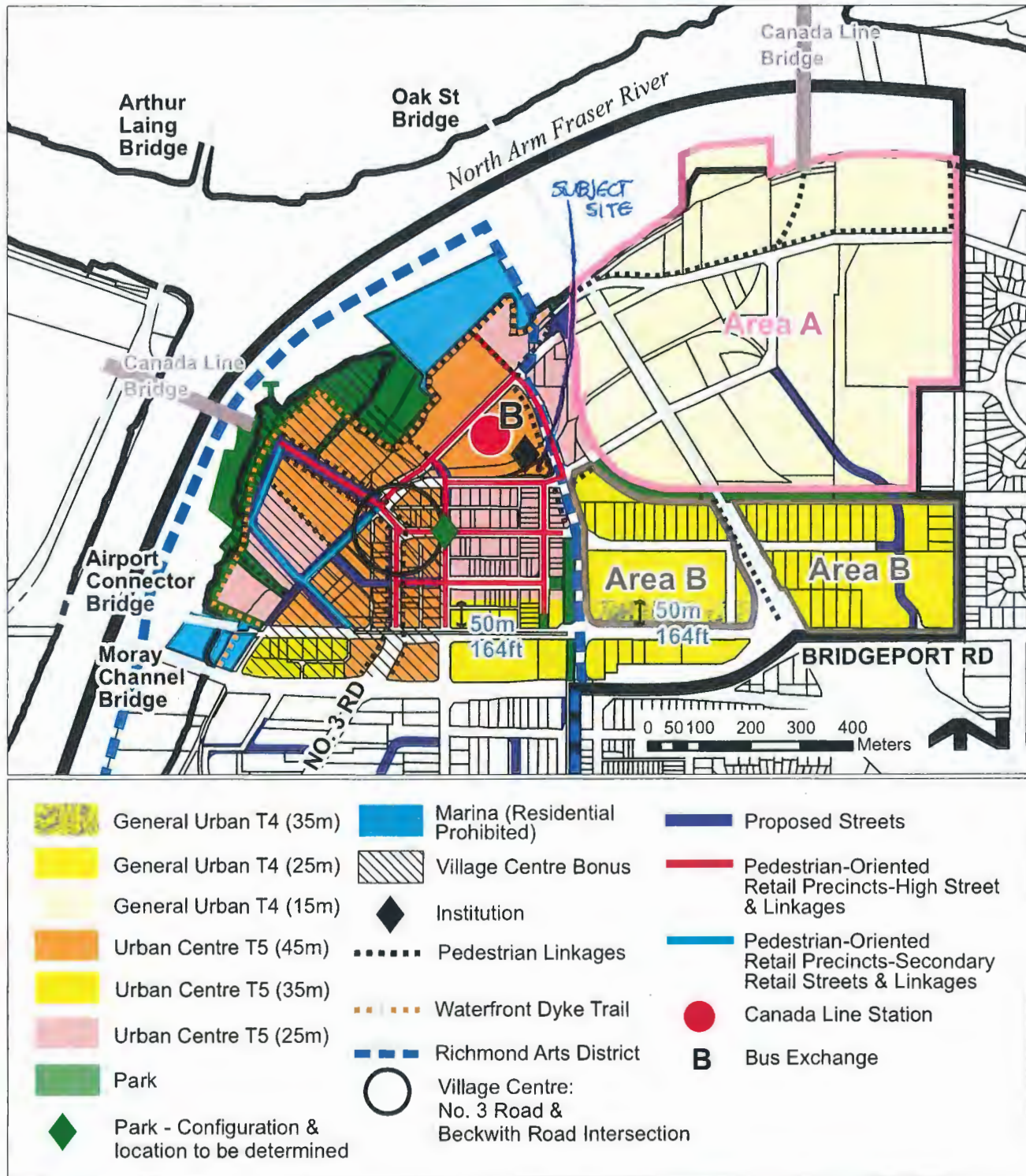
Planning Area(s): City Centre Area Plan; Bridgeport Village Sub-Area Plan

	Existing	Proposed
<b>Owner:</b>	Great Canadian Gaming Corp.	No change
<b>Site Size (m<sup>2</sup>):</b>	4,640 m <sup>2</sup>	4,640 m <sup>2</sup>
<b>Land Uses:</b>	Light Industrial (IL)	Light Industrial (IL) & "Vehicle Rental, Convenience" specific to 8991 Charles Street
<b>OCP Designation:</b>	Commercial	No change
<b>Area Plan Designation:</b>	City Centre Area Plan – Urban Centre T5 (45m)	No change
<b>Zoning:</b>	Light Industrial (IL)	Light Industrial (IL) & "Vehicle Rental, Convenience" specific to 8991 Charles Street

	Bylaw Requirement	Proposed	Variance
Lot Coverage (% of lot area):	Building: Max. 60% Non-porous Surfaces: n/a	Building: n/a Non-porous Surfaces: n/a	none
Lot Size:	4,640 m <sup>2</sup>	4,640 m <sup>2</sup>	none
Setbacks (m):	Front (South): Min. 3.0 m Rear (North): Min. 0.0 m Side (West): Min. 0.0 m Exterior Side (East): Min. 3.0 m	Front (South): Min. 3.0 m Rear (North): Min. 0.0 m Side (West): Min. 0.0 m Exterior Side (East): Min. 3.0 m	No change

City of Richmond

# Specific Land Use Map: Bridgeport Village (2031)

 Bylaw 9041  
2016/07/25

 Bylaw 10020  
2019/05/21

Maximum building height may be subject to established Airport Zoning Regulations in certain areas.







# City of Richmond

## Temporary Commercial Use Permit

---

**No. TU 20-891050**

To the Holder: DA ARCHITECTS & PLANNERS  
Property Address: 8991 CHARLES STREET  
Address: C/O RANDY KNILL  
DA ARCHITECTS & PLANNERS  
200 – 1014 HOMER STREET  
VANCOUVER, BC V6B 2W9

---

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial uses:  

Vehicle Rental, Convenience; limited to the storage of rental vehicles only with no associated buildings and no public access.
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the development permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "B" attached hereto, the security shall be returned to the Holder.

There is filed accordingly:

An Irrevocable Letter of Credit in the amount of \$2,000.00.

To the Holder: DA ARCHITECTS & PLANNERS

Property Address: 8991 CHARLES STREET

Address: C/O RANDY KNILL  
DA ARCHITECTS & PLANNERS  
200 – 1014 HOMER STREET  
VANCOUVER, BC V6B 2W9

---

6. As a condition of the issuance of this Permit, the City is holding a Landscape Security in the amount of \$52,731.72 for the landscape works described in Schedule "C". The City will release 90% of the security upon inspection, and 10% of the security will be released one year after the inspection to ensure that the agreed upon planting has survived.
7. As a condition of the issuance of this Permit, enter into an agreement for frontage improvements via a City Work Order at the developer's sole cost.
8. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
9. If the Holder does not commence the construction permitted by this Permit within 24 months of the date of this Permit, this Permit shall lapse and the security shall be returned in full.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.  
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

---

MAYOR

---

CORPORATE OFFICER



## Schedule "B"

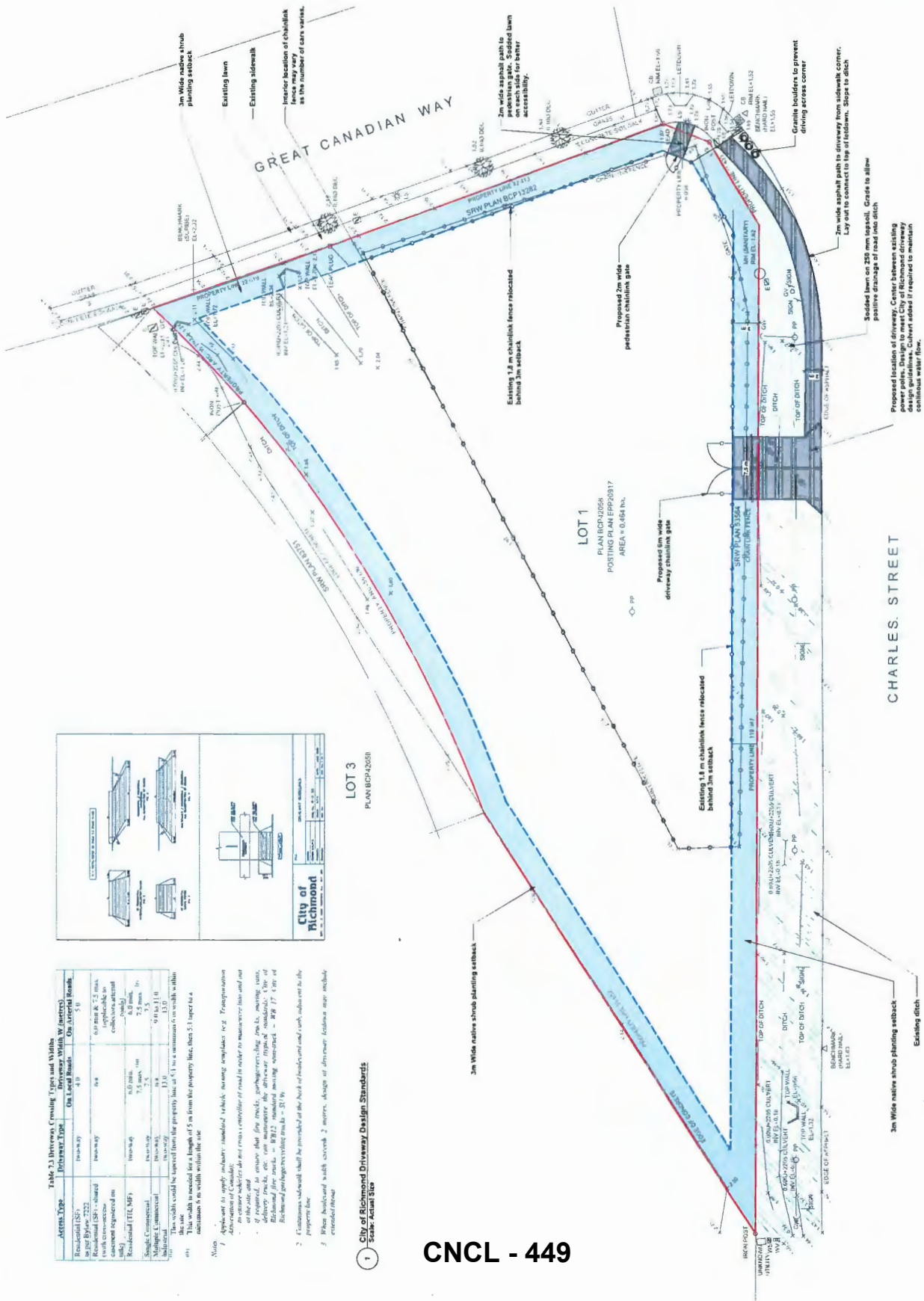
### Undertaking

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

DA Architects & Planners  
by its authorized signatory

  
\_\_\_\_\_  
ARCHITECT AIBC

- [illegible]

[illegible]



## **Resolution from Cllr Carol Day Birth Tourism**

### Resolution:

That Richmond City Council write a letter to the Federal Minister of Immigration, Refugees and Citizenship, with copies to the Prime Minister and Richmond's Members of Parliament, requesting permanent changes to the Canadian immigration laws which would end automatic Canadian citizenship being bestowed on babies born in Canada to non-resident parents who are not citizens of Canada.

### Rationale:

A recent report on CBC's W5 program documented the abuses relating to Birth Tourism (see attached graphs):

- In 2018/19 – Richmond Hospital delivered 458 newborns (23.1% of all births) to non-resident parents;
- Two doctors at Richmond Hospital delivered a combined 1,300 babies between 2014 to 2019;
- The demand for birthing services has created an unregulated shadow industry that includes food, medical, transportation services, counseling, etc.;
- Richmond Hospital has over \$2.0 million in unpaid bills since 2017;
- There are times that people living Richmond are unable to get the services they need at Richmond Hospital; and
- The current immigration policy is unfair to the citizens of Canada and immigrants who legally navigate the existing system.

## From W5 Story on Passport Babies

Passport babies: Secrets behind birth tourism - The Fifth Estate

fiscal year	total number of newborns of non-residents born at RH	percentage of newborns of non-resident parents
2011/12	63	3.9%
2012/13	59	3.0%
2013/14	146	7.4%
2014/15	337	15.4%
2015/16	299	15.5%
2016/17	383	17.2%
2017/18	474	22.1%
2018/19	458	23.1%
Total	1951	18.6%

2:41 / 20:06

January 1, 2014 – August 22, 2019 Discharges

2014	2015	2016	2017	2018	Jan 1 - Aug 22, 2019	TOTAL
90	86	96	149	132	101	654
		1				1
8	8	17	8	10	7	58
2						2
97	76	115	96	153	109	646
1	1		1	2	1	6
2		3				5
307	304	371	439	453	332	2206

8:35 / 20:06

Passport babies: Secrets behind birth tourism - The Fifth Estate

Hello Everyone,

I wanted to let you know that there is a news company, The Fifth Estate with CBC, who is trying to do a story on Birth Tourism. Some of our staff have been contacted directly via social media for interviews and questions and I thought this would be a good opportunity to review the VCH Media Policy in the event you too are contacted.

**Some key points from the policy that you should be aware of are:**

- All requests for media access to VCH facilities must be coordinated through the VCH Communications and Public Affairs Department.
- All requests for interviews pertaining to VCH patients, services, staff, facilities, or administration are to be referred to Communications, prior to the interview.
- All media inquiries and requests for interviews pertaining to VCH patients, services, staff, facilities, or administration are to be referred to Communications (preferably a Regional Communications Liaison).

5:46 / 20:06



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 22, 2020

**From:** Todd Gross  
Director, Parks Services

**File:** 11-7400-01/2020-Vol  
01

**Re:** Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training

### Staff Recommendation

1. That a delegation be sent to Japan in April 2020 to pursue recruitment of the Kaiwo Maru as outlined in the staff report titled “Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training,” dated January 22, 2020, from the Director, Parks Services; and
2. That delegation travel costs of up to \$40,000 be funded from the Council Contingency account.

Todd Gross  
Director, Parks Services  
(604-244-1275)

Att. 1

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

## Staff Report

### Origin

At the General Purposes Committee meeting held on December 16, 2019, staff received the following referral:

*That the City make plans to pursue having the Japanese ship Kaiwo Maru as part of the ship recruitment plan for future events.*

The purpose of this report is to respond to this referral.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.2 Enhance arts and cultural programs and activities.*

*3.4 Celebrate Richmond's unique and diverse history and heritage.*

### Analysis

The Kaiwo Maru is a sail training vessel operated by the Japanese Agency of Maritime Education and Training for Seafarers (JMETs), a government organization that trains future navigators and engineers. Its home port is the National Institute for Sea Training located in Yokohama, Japan. At 361-feet long, 182-feet high, and with 36 sails totalling nearly 30,000 square feet, the Kaiwo Maru is one of the largest tall ships in the world (Attachment 1).

The Kaiwo Maru's complement is comprised of approximately 200 people, including 106 cadets. The voyage takes one month to transit across the Pacific Ocean from Japan to Richmond. Richmond hosted this vessel in 2005 and then again in 2017 as part of the City's Canada 150 celebrations, where an estimated 75,000 people visited the Ships to Shore – *King of the Sea* Festival over three days.

### Proposed Recruitment Strategy

The past visits of the Kaiwo Maru were successfully secured as a result of in-person meetings held between City officials and naval officers from JMETs at the Japanese National Institute for Sea Training, which is where decisions about ship travel and scheduling are made. Given the relationship-based nature of conducting business in Japan and the success of the past strategy, it is proposed that the City once again send a delegation to Japan to persuade the Kaiwo Maru to visit Richmond in 2023. As Class A tall ship vessels typically book their itineraries at least two years out, it is suggested that the Kaiwo Maru be invited to visit Richmond in 2023 to coincide with the 50th anniversary of Richmond's Sister City relationship with Wakayama, Japan.

In addition to meeting with officials from JMETS at the Japanese National Institute for Sea Training in Yokohama, it is proposed that the delegation attend the Nagasaki Tall Ships Festival (April 16-20, 2020), to which the City has received an invitation in commemoration of the event's 20th year anniversary milestone. As the Kaiwo Maru is one of the festival's signature vessels, the event poses a unique and timely opportunity to meet with the ship's captain and crew to ensure clear communication and to coordinate logistics and planning. The event also poses an opportunity to meet with other international tall ships, which could potentially result in the recruitment of additional Class A vessels to visit Richmond in the future.

While in Nagasaki, it is proposed that the delegation make a short visit to Kuchinotsu, the birth place of Manzo Nagano, who was a prominent salmon fisherman on the Fraser River and the first known Japanese immigrant to Canada.

#### Wakayama Sister City 50<sup>th</sup> Anniversary

In 2023, Richmond will commemorate the 50th anniversary of its Sister City relationship with Wakayama, Japan. While in Japan, it is proposed that the delegation meet with the appropriate Wakayama officials to commence discussions regarding potential future anniversary celebrations in both Richmond and in Japan. Being in Wakayama will also present an opportunity for the delegation to meet with the Mayor of Wakayama to pay respects on behalf of Richmond City Council.

As part of the visit to Wakayama, it is proposed that the delegation visit the Canada Museum in Mio, a small fishing village in the Wakayama prefecture, which has strong historical connections to Richmond. The late 19th century saw the migration of many Mio residents to Steveston, beginning with Gihei Kuno in 1887, after whom the Kuno Garden at Garry Point Park is named. Kuno's fishing success was a catalyst for many other immigrants from Wakayama coming to Steveston to fish the large salmon runs. The Canada Museum houses many artefacts from early Steveston pioneers.

#### Proposed Delegation and Travel Expenses

The proposed delegation is comprised of three to four people, including:

- 1 to 2 members of Council;
- A translator; and
- A City staff member (as assigned by the CAO).

The total estimated travel budget is \$30,000 to \$40,000, depending on the size of the delegation, which includes flights, accommodations, per diems, ground transportation, ceremonial gifting, and translator fees.

### Proposed Itinerary

The proposed itinerary is based upon the City's attendance at the Nagasaki Tall Ships Festival, in which many prominent international vessels will be participating from April 16 to 20, 2020.

<b>Date</b>	<b>Proposed Itinerary</b>
April 11	Depart YVR.
April 12	Arrive in Tokyo.
April 13	Travel to Yokohama – Meet with JMETS at National Institute for Sea Training.
April 14	Travel to Wakayama – Meet with the Mayor of Wakayama (Sister City).
April 15	Visit Canada Museum in Mio, Wakayama. Travel to Nagasaki.
April 16	Attend Nagasaki Tall Ships Opening Ceremony. Meet with captain and crew of the Kaiwo Maru. Meet with international vessels (Japan, Korea, Russia).
April 17	Visit Kuchinotsu, Nagasaki (hometown of Manzo Nagano). Travel to Tokyo.
April 18	Depart Tokyo. Arrive in YVR.

### **Financial Impact**

The total estimated travel budget for the delegation is \$30,000 to \$40,000, depending on the size of the delegation. This includes flights, accommodations, per diems, ground transportation, ceremonial gifting, and translator fees.

It is proposed that the delegation costs of up to \$40,000 be funded from the Council Contingency account.

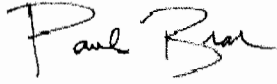
### **Conclusion**

The Kaiwo Maru drew tens of thousands of visitors to Steveston in 2005 and 2017. The successful recruitment of the Kaiwo Maru, one of the world's largest Class A tall ships, would result in another signature maritime event in Richmond's history. As preparations for the month long trans-Pacific navigation from Japan to Richmond require at least two year's planning, it is proposed that the City send a delegation to meet with officials at the Japanese National Institute for Sea Training to persuade the Kaiwo Maru to visit Richmond in 2023.

January 22, 2020

- 5 -

While in Japan, it is proposed that the delegation attend the Nagasaki Tall Ships Festival to coordinate logistics with the captain of the Kaiwo Maru, meet with captains of other international vessels, and also meet with officials from Wakayama to begin planning for the 50th anniversary of the Sister City relationship in 2023.

A handwritten signature in black ink that reads "Paul Brar". The signature is written in a cursive, flowing style.

Paul Brar  
Manager, Parks Programs  
(604-244-1275)

Att. 1: Kaiwo Maru

# KAIWO MARU: KING OF THE SEA



CNCL - 458



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** January 10, 2020  
**File:** 08-4100-01/2019-Vol 01

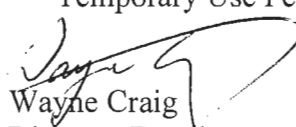
**Re: Council Referral on Signage Improvements for Rezoning and Development Projects – Revised Report**

### Staff Recommendation

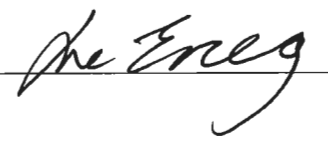

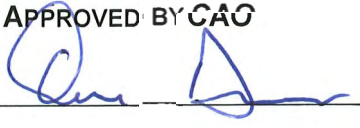
1. That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;
2. That Bylaw 10125, having been considered in conjunction with:
  - the City's Financial Plan and Capital Program; and
  - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*.

3. That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.
4. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and
5. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.

  
Wayne Craig  
Director, Development  
(604-247-4628)

WC:ss  
Att. 2

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

## **Staff Report**

### **Origin**

At the April 17, 2018 Planning Committee Meeting, the following referral motion was passed:

*That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.*

A Staff Report dated April 10, 2019 was prepared in response to the referral (Attachment A), providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards.

The Staff Report was considered at the May 7, 2019 Planning Committee Meeting and the following motion was passed:

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and*

*That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.*

The Staff Report was subsequently considered at the May 13, 2019 Council Meeting where following motion was passed:

*That the Staff Report titled "Signage Improvements for Rezoning and Development Projects" from the Director, Development dated April 10, 2019 be referred back to staff to further refine the proposed sign specifications.*

Discussion centered around additional modifications including the use of more general language on the signs for project descriptions, adjusting the font size in some locations (City contact information), incorporating renderings of the project where possible, the use of additional colours and further highlighting the information regarding when the project will be considered at Public Hearing.

A revised set of signage responding to these comments has been prepared and is attached to this Staff Report (Attachment B).

Related Reports, outlining amendments to the Heritage Procedures Bylaw (including signage improvements) and changes to notification requirements for developments (City Clerk's department) will be considered in separate reports.

This Staff Report supports Council's Strategic Plan 2018-2022 Goal #6 Strategic and Well-Planned Growth and Strategy #8 – An Engaged and Informed Community:

*6.1 Ensure an effective OCP and ensure development aligns with it; and*

*8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.*

### **Findings of Fact**

As outlined in the Staff Report dated April 10, 2019 (Attachment A), the City of Richmond has established signage requirements for most development application types through the adoption of measures in the Zoning Bylaw No. 8500, in accordance with the provisions of the *Local Government Act*. In the past, these signage requirements were not applied to all types of development applications through bylaws although common for signs to be installed at staffs' request. This Report includes recommendations to entrench standards through the introduction of bylaw requirements for signage across all development application categories. This requires amendments to the Zoning Bylaw No. 8500, the Official Community Plan No. 9000 and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

Heritage related sign requirements will be addressed in a related Staff Report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this Staff Report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

### **Analysis**

The main purpose of the application sign is to inform members of the public that an application has been made.

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following:

- The City's project file number.
- The project address.
- The present zone.
- The proposed new zone.
- A general description of the proposed development project.
- The applicant's name.
- The appropriate phone number of a City contact for further information.
- A location map.

With these requirements, the signs provide basic information about the application.

The applicant is responsible for the cost and installation of the sign or signs on the site.

### Signage Improvements

The improvements envisioned for the City's development application signage aim to improve the appearance of the signs as well as the accessibility of information on current applications under consideration. The signs include all of the new information outlined in the Staff Report dated April 10, 2019 (Attachment A) including the addition of a rendering on Development Permit signs.

A rendering is included only on Development Permit signs for a number of reasons. Certain applications cannot be represented by an image e.g. a Development Variance Permit to reduce parking requirements or a Zoning Amendment application to add an additional use. Bylaw requirements are not discretionary and as such it is not possible to require a rendering for certain applications and not for others. Furthermore, the Development Permit stage is the stage when the detailed design of the development is confirmed. Including an image prior to this stage would risk confusion for members of the public should there be any changes to the design prior to Development Permit.

Further enhancements to the signs presented here include; additional changes to the format, colour, font size, language used; and the addition of the City webpage and logo on the signs.

An effort has been made to ensure the signage appears more current and easy to read while retaining elements of the existing signage (including some blue and red colours) so that community members will continue to recognize the signs.

#### *Content*

The new signage would include:

- The City's project file number.
- The project address.
- The present zone (reference removed).
- The proposed new zone (reference removed).
- A general description of the proposed development project (simplified).
- The applicant's name.
- The applicant's contact information (NEW).
- The appropriate phone number of a City contact for further information.
- Project Milestones (NEW).
- Information on public input opportunities (NEW).
- City website (NEW).
- City logo (NEW).
- A location map.
- A rendering (image) of the proposed development at Development Permit stage (NEW).

#### *Image/Colour*

The design of the sign has been modernized without losing some familiar design elements (base colour). The revised sign provides the larger font for the title, file number and City website. This provides higher visibility for those passing by quickly.

Information on opportunities for public input into the process is included on the right hand side of the sign for those looking to review the sign in more detail. In this section, the spaces designated for future information on Public Hearing or Development Permit Panel date/time will be added inside a blue or red box as the information becomes available (more information on this is in Attachment A). The addition of colour in this section will ensure the new information (blue or red box added with date/time when available) stands out on the sign. Yellow circles are also used to highlight opportunities during the project milestones for public input.

#### *Language*

The language to be used in the description on future signage will be more general and easier for community members to understand. Where previously an application was described on the sign as rezoning from one zone to another, the new approach will focus on describing the intent of the application in more simple terms.

#### *Revised Text*

Changes have been made to the location and size of City contact information. In this manner the application description is paired with the applicant contact information on the left hand side of the sign and the City contact information is grouped with the information on input opportunities on the right hand side.

#### *City Logo and Website*

The City's logo is included on the revised signage. The majority of applications involve private property and are not City initiated amendments. However the inclusion of the logo could be seen as a signal that the changes are being considered by Richmond City Council and may help prompt community members to contact staff for information or provide input on the application.

The signage also includes the City's website address.

#### Improved Access to Information

The City website address is included on the sign as a prompt to find more information on developments on the City website. While information on in-stream development applications is currently available on the website, plans are in place to look at enhancements to improve the accessibility of the information.

#### Next Steps

In order to implement the above revisions, amendments to Richmond Zoning Bylaw No. 8500, Official Community Plan Bylaw 9000 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Amendments to the Zoning and Official Community Plan Bylaws require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose coordinating the consideration of final adoption for all three amendment bylaws. This would see the consideration of final adoption to follow the conclusion of the Public Hearing and its associated readings.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

**Financial Impact**

None.

**Conclusion**

This Staff Report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to formalize the existing process and implement improvements. It is recommended that Richmond Official Community Plan No. 9000, Amendment Bylaw 10125, Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 be introduced and given first reading.



Suzanne Smith  
Program Coordinator, Development  
(604-276-4138)

SS:blg

Attachments:

Attachment A: Staff Report: Signage Improvements for Rezoning and Development Projects  
Attachment B: Updated Sign Specifications



# City of Richmond

## Report to Committee

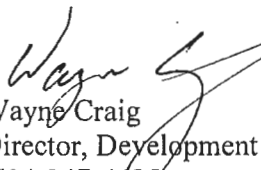
**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** April 10, 2019  
**File:** 08-4100-01/2019-Vol 01

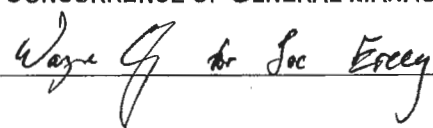


**Re:** Signage Improvements for Rezoning and Development Projects

### Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given First Reading; and
2. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given First Reading.

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

WC:ss  
Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  City Clerk Customer Service Law	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  	<b>APPROVED BY CAO</b>  

## **Staff Report**

### **Origin**

At the April 17, 2018 Planning Committee meeting, the following referral motion was passed:

*That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.*

This report responds to the referral by providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards. These changes are anticipated to improve communication on development projects and better engage local residents. A related report on development application notification requirements is being brought forward by the City Clerk's Office.

### **Findings of Fact**

In accordance with provisions in the *Local Government Act*, the City of Richmond has established signage requirements for different development application types through the adoption of measures in the Zoning Bylaw 8500, and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

While there are currently no formal bylaw-based signage requirements for Official Community Plan (OCP) Amendment and Temporary Use Permit (TUP) applications, a consistent process is employed for these types of applications. Historically, signs have been required for Official Community Plan Amendment applications and signs for Temporary Use Permit applications have been considered on a case by case basis. This report includes recommendations to update this process with the introduction of bylaw requirements for signage across these categories. Heritage Alteration Permit (HAP) sign requirements will be addressed in a future staff report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

### **Current Procedures for Signage**

The current process for rezoning (including text amendments) and development applications begins with receipt of the application followed by an acknowledgement letter from City staff. The letter contains the required wording for the signage to be posted on the property. If a development site has multiple street frontages, signs will be posted on each road frontage. The applicant is required to install the sign or signs on the development site and maintain the signage throughout the application review process. Applicants are required to provide staff with verification that the signage has been installed.

The main purpose of the application sign is to inform members of the public that an application has been made. Contact information is included on the sign so that any interested party can access additional information and provide input into the process. Staff document any correspondence received (emails, letters) in reports to Council for the Planning Committee and the Development Permit Panel, respectively. The public also has the ability to delegate at Planning Committee, Council and the Public Hearing for rezoning, OCP Amendment and Temporary Use Permit applications or at the Development Permit Panel Meeting for Development Permits and Development Variance Permits.

## **Analysis**

### Current Signage Requirements

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following: the City's project file number, the project address, the present zone, the proposed new zone, a general description of the proposed development project, the applicant's name, the appropriate phone number of a City contact for further information, and a location map. The applicant is responsible for the cost and installation of the sign or signs on the site.

With these requirements, the signs provide basic information about the application. Due to the consistent use of background colors of red and blue, the signs are easily recognizable by the public as a being associated with a development project. Including the City's contact information also allows people to provide input and ask questions about proposed developments.

### Signage Requirement Research

In considering improvements to the development application signage, staff conducted an environmental scan of signage requirements in other municipalities in Metro Vancouver and compared them with the City's signage requirements and processes (Attachment 1). The results of the scan determined that:

- Most municipalities require applicants to produce the signs.
- A limited number of signs in Metro Vancouver municipalities include a Public Hearing date.
- Most signs include both the municipality and the applicant's contact information.
- Most signs are 4 ft. x 8 ft. in size.
- Some municipalities require a rendering of the proposed development, and all require a location map.
- All municipalities require a sign on each road frontage.
- The timeframe within which a sign has to be posted varies across the municipalities, but is typically at least 14 days prior to a Public Hearing or Council date.

### Recommendations

Based on the review of signage procedures and requirements and internal discussion of the pros and cons of different approaches, staff have identified a few specific changes to improve the quality of development application signs in the City which would lead to better communication and engagement with citizens.

The proposed changes to development application signs include:

- 1) ***Signs to include project milestones.*** The sign template has been modified to include a section highlighting key project milestones for the application.
  - All development application sign types to include the date the application was received.
  - Rezoning (including Text Amendments), OCP Amendment and Development Permit application signs to include the ability to add details regarding a Public Information Meeting where applicable. This meeting type is employed for early input on large, complex and/or controversial projects.
  - Rezoning (including Text Amendments) and OCP amendment application signs to include the date of the Public Hearing once assigned.
  - Temporary Use Permit application signs to include the date of the Public Hearing.
  - Development Permit and Development Variance Permit application signs to include the Development Permit Panel meeting date.
- 2) ***Signs to include public input opportunities.*** The proposed new template includes wording regarding opportunities for public input throughout the process as well as meetings that are open to public input:
  - Information to residents about opportunities to provide input and when decisions will be made.
  - Note: each sign will need to be updated by the applicant with the date, time and location of any upcoming meetings a minimum of 14 days prior to the meeting. Provision for this change is included in the new template. Staff have been in contact with a number of sign companies in Richmond to confirm that this process is achievable. This approach has been used elsewhere in the region. The applicant is to provide staff with verification of the updated sign once completed.
- 3) ***Signs to include renderings, where appropriate.*** Renderings are proposed to be required and included on Development Permit application signs as they address the form and character of planned developments. Renderings are coloured, perspective drawings of the proposed development in context. Staff will advise the applicant which rendering to include on the sign.

- Renderings add a visual element that may encourage people to read the signs and see what the proposed development may look like.

**4) Signs to include applicant contact information.**

- In addition to having a staff contact on the sign, the public would also have direct contact with the applicant for any questions regarding the development.

The City process for ensuring development application signage on sites will remain largely the same as the current process with the exception of confirming the update of pertinent meeting information on the signs. The information posted on signs will continue to be reviewed and approved by staff prior to being posted on-site. The proposed changes will result in both reinforcing the existing signage process and better highlighting the opportunities for public input on development applications.

The updated signage templates incorporating the above noted enhancements for Rezoning, Development Permit, and Development Variance Permit applications and formalized sign specifications for Temporary Use Permit and Official Community Plan (OCP) Amendment applications are included in Attachment 2.

It is worthwhile to note the proposed new signage will continue to feature a solid red (Rezoning, OCP amendment, Temporary Use Permit) or blue (Development Permit, Development Variance Permit) background as the current signs do which will ensure they are easily recognizable to community members.

**Next Steps**

In order to implement the above revisions, amendments to Richmond Zoning Bylaw 8500 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Staff propose concurrent adoption of the two amendment bylaws. Amendments to the Zoning Bylaw 8500 require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose holding final adoption of the Procedure Bylaw so both bylaws could be considered for adoption at the first Council Meeting following the Public Hearing.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

**Financial Impact**

None.

April 10, 2019

- 6 -

### **Conclusion**

This report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to both formalize the existing process and make those improvements. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 both be introduced and given First Reading.



Suzanne Smith  
Program Coordinator, Development  
(604-276-4138)

SS/NC:blg/rg

### Attachments:

Attachment 1: Summary Table of Signage Requirements in Other Municipalities

Attachment 2: Updated Sign Specifications.

Jurisdiction	Type of Application*	Produced by City or Applicant		Public Hearing Date is Included	Contact Information Listed on Sign			Signage Size	Development Rendering is Included	One Sign is Posted on Each Frontage	Location Map is Included	When Sign is Posted
		City	Applicant		City	Applicant	Both					
Richmond (current)	DP, DVP, RZ		•		•			•		•	•	Within 3 weeks of receiving acknowledgement letter
Richmond (proposed)	DP, DVP, HAP, OCP amendment, RZ, TUP		•	•			•	•	•	•	•	Within 3 weeks of receiving acknowledgement letter. It is updated with Public Hearing date a minimum of 14 days before Public Hearing
Burnaby	RZ		•	•			•	•		•	•	10 days before Public Hearing
Coquitlam	LUC discharge, OCP amendment, RZ		•			•		•	•	•	•	No later than 2 weeks before scheduled Council Date.
Delta	DP, DVP, HAP, LUC and OCP amendments, RZ, SD, TUP		•				•	4x6 ft		•	•	Not more than 10 days after submitting an application
City of Langley	RZ	• Approx. \$600		•			•	•		•	•	Prior to Public Hearing. After 2 <sup>nd</sup> reading of zoning amendment
Township of Langley	LUC discharge or amendment of HRA that includes land use change, RZ		•				•	•		•	•	At least 14 days prior to proceeding to a Public Hearing
New Westminster	RZ		•		•			•	•	•	•	At least 14 days prior to Advisory Planning Commission meeting date
North Vancouver	DP, LUC amendment and discharge, RZ, SD, TUP		•				•	•	•	•	•	Maximum of 20 days following submission of application
Surrey	DP, LUC amendment and discharge, NCP amendment, OCP amendment of RZ, SD, TUP		•				•	•		•	•	At least 2 weeks prior to application being forwarded to Council
Vancouver	DP, RZ		•	•			•	•	•	•	•	No later than 14 days prior to a City-hosted rezoning open house for the project

\*Acronyms of Application Types

DP: Development Permit

NCP: Neighbourhood Concept Plan

DVP: Development Variance Permit

OCP: Official Community Plan

HAP: Heritage Alteration Permit

RZ: Rezoning

HRA: Heritage Revitalization Agreements

SD: Subdivision

LUC: Land Use Contract

TUP: Temporary Use Permit

# REZONING APPLICATION

## Application No. <number>

### Address

<Name of applicant> has applied to the City of Richmond for permission to <outline description of project>

<Name of applicant>

<Phone number of applicant>

For more information please contact:  
Planning and Development Department  
Richmond City Hall, 6911 No. 3 Road  
604-276-4395 | DevApps@richmond.ca

### Subject Property Map

### PUBLIC INPUT:

Input on the application may be received throughout the process up to and including the Public Hearing.

### PROJECT MILESTONES

Application Received: DATE

Staff Review: DATE

Public Information Meeting\*  
TBD or Date, Time  
Location

Public Hearing  
TBD or Date, Time  
Location

100mm

1125mm

50mm

500mm

50mm

525mm

100mm

2450mm

100mm

50mm

200mm

50mm

750mm

1200mm

Arial Bold  
All Caps  
100pt

Arial Regular  
80pt

Circle  
diameters:  
70mm

Arial Bold  
80pt

Arial Regular  
80pt

\*Public Information Meeting details to be included only - applicable

## SPECIFICATION

4. Red background (Warm Red) with white Helvetica Medium lettering.
5. Site map will have white background with red lines.
6. The map will show the project location, adjoining roads and properties.

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

Arial Bold  
100pt rule

Arial Bold  
200pt

Arial Regular  
130pt

Arial Bold  
100pt

Arial Regular  
80pt

PLN - 171  
CNCL - 473

Arial Bold  
130pt

Arial Bold  
100pt

Arial Regular  
100pt

Arial Regular  
100pt

**OFFICIAL COMMUNITY PLAN AMENDMENT**  
Application No. <number>

**Address**  
<Name of applicant> has applied to the City of  
Richmond for permission to <outline description of  
project>

**Applicant:** <Name of applicant>  
**Contact:** <Phone number of applicant>

For more information please contact:  
Planning and Development Department  
Richmond City Hall, 6911 No. 3 Road  
604-276-4395 | DevApps@richmond.ca

**Subject  
Property  
Map**

**PUBLIC INPUT:**  
Input on the application may be received  
throughout the process up to and  
including the Public Hearing.

**PROJECT MILESTONES**  
Application Received:  
Date

Staff Review

Public Information Meeting\*  
TBD or Date, Time  
Location

Public Hearing  
TBD or Date, Time  
Location

Circle  
diameters:  
70mm  
Arial Bold  
80pt  
Arial Regular  
80pt

100mm 1125mm 50mm 500mm 525mm 100mm 2450mm

100mm 750mm 100mm 200mm 50mm 1200mm

\*Public Information Meeting details to be included only as applicable.

## SPECIFICATION

7. Red background (Warm Red) with white Helvetica Medium lettering.
8. Site map will have white background with red lines.
9. The map will show the project location, adjoining roads and properties, address and north arrow.

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt  
10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

PLN - 172  
CNCL - 474

Arial Bold  
130pt

Arial Bold  
100pt  
Arial Regular  
100pt

**TEMPORARY USE PERMIT APPLICATION**  
Application No. <number>

**Address**  
<Name of applicant> has applied to the City of  
Richmond for permission to <outline description of  
project>

**Applicant:** <Name of applicant>  
**Contact:** <Phone number of applicant>

**For more information please contact:**  
Planning and Development Department  
Richmond City Hall, 6911 No. 3 Road  
604-276-4395 | DevApps@richmond.ca

**Subject  
Property  
Map**

**PUBLIC INPUT:**  
Input on the application may be received  
throughout the process up to and  
including the Public Hearing.

**PROJECT MILESTONES**  
Application Received:  
Date \_\_\_\_\_ Staff Review  
Public Hearing  
TBD or Date, Time  
Location

Circle  
diameters:  
70mm  
Arial Bold  
80pt  
Arial Regular  
80pt

100mm 100mm 50mm 500mm 525mm 100mm  
1200mm  
100mm 200mm 50mm 750mm

100mm 1125mm 50mm 500mm 525mm 100mm  
2450mm

## SPECIFICATION

1. Red background (Warm Red) with white Helvetica Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

PLN - 173  
CNCL - 475

Arial Bold  
130pt

Arial Bold  
100pt  
Arial Regular  
100pt

DEVELOPMENT PERMIT APPLICATION	
Application No. <number>	
<b>Address</b> <Name of applicant> has applied to the City of Richmond for permission to <outline description of project>	
<b>Applicant:</b> <Name of applicant> <b>Contact:</b> <Phone number of applicant>  For more information please contact: Planning and Development Department Richmond City Hall, 6911 No. 3 Road 604-276-4395   DevApps@richmond.ca	
<b>Rendering</b>	<b>PUBLIC INPUT:</b> Input on the application may be received throughout the process up to and including the Development Permit Panel.
<b>Subject Property Map</b>	<b>PROJECT MILESTONES</b> Application Received: Date Staff Review Public Information Meeting* TBD or Date, Time Location Development Permit Panel TBD or Date, Time Location

### SPECIFICATION

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

\*Public Information Meeting details to be included only as applicable.

**Arial Bold**  
**All Caps**  
**250pt**

**Arial Bold**  
**200pt**

**10pt rule**

**Arial Bold**  
**200pt**

**130pt**

**17** Arial Bold  
130pt

130pt

Antal Bold 100pt  
Antal Regular 100pt

**130pt**

Input on the application may be received throughout the process up to and including the Public Hearing.

Application Received: \_\_\_\_\_  
Date: \_\_\_\_\_

N

**Arial Bold**  
**130pt**

Black  
Pantone Reflex Blue C  
Pantone Red 032 C  
Pantone Yellow C

# Rezoning Application

## Application No. <number>

## Address

The City of Richmond has received and application to  
<outline description of project>

**Applicant:** <Name of applicant>  
**Contact:** <Phone number of applicant>

richmond.ca



## Subject Property Map

### Public input:

Input on the application may be received throughout the process up to and including the Public Hearing.

## Project milestones

Application Received: \_\_\_\_\_  
Date \_\_\_\_\_

## Staff Review

Public Information Meeting  
TBD or Date, Time

Location

Public Hearing  
TBD or Date, Time

Location

**For more information  
please contact:**

Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

Colours:

Black  
Pantone Reflex Blue C  
Pantone Red 032 C  
Pantone Yellow C

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

Arial Bold  
130pt

Arial Bold  
160pt

# Official Community Plan Amendment

## Application No. <number>

### Address

The City of Richmond has received and application to  
<outline description of project>

Subject  
Property  
Map

Applicant: <Name of applicant>  
Contact: <Phone number of applicant>

richmond.ca



**Public input:**  
Input on the application may be  
received throughout the process  
up to and including the Public  
Hearing.

### Project milestones

Application Received:

Date  
Staff Review

Public  
Input

Public Information Meeting\*

TBD or Date, Time  
Location

Public  
Input

Public Hearing  
TBD or Date, Time  
Location

Public  
Input

**For more information  
please contact:**

Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

\*Public Information Meeting details to be included only as applicable.

**Colours:**

Black  
Pantone Reflex Blue C  
Pantone Red 032 C  
Pantone Yellow C

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

Arial Bold  
130pt

Arial Bold  
160pt

Arial Bold  
120pt  
Arial Regular  
80pt

Arial Bold  
All Caps  
120pt

Arial Bold  
80pt  
Arial Regular  
80pt

Circle  
diameters:  
70mm

Arial Bold  
100pt  
Arial Regular  
68pt

# Development Permit Application

## Application No. <number>

### Address

The City of Richmond has received and application to  
<outline description of project> \_\_\_\_\_

Applicant: <Name of applicant>  
Contact: <Phone number of applicant>

richmond.ca



### Rendering

### Subject Property Map

**Public input:**  
Input on the application may  
be received throughout the  
process up to and including the  
Development Permit Panel.

### Project milestones

Application Received:

Date  
Staff Review



Development Permit Panel

TBD or Date, Time  
Location



### For more information please contact:

Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

\*Public Information Meeting details to be included only as applicable.

Colours:

Black  
Pantone Reflex Blue C  
Pantone Red 032 C  
Pantone Yellow C

Arial Bold  
All Caps  
240pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

Arial Bold  
130pt

Arial Bold  
160pt

# Development Variance Permit Application

## Application No. <number>

### Address

The City of Richmond has received and application to  
<outline description of project> \_\_\_\_\_

Subject  
Property  
Map

Applicant: <Name of applicant>

Contact: <Phone number of applicant>

richmond.ca



**Public input:**  
Input on the application may  
be received throughout the  
process up to and including the  
Development Permit Panel.

### Project milestones

Application Received:  
Date \_\_\_\_\_

Staff Review

Development Permit Panel  
TBD or Date, Time \_\_\_\_\_

Location \_\_\_\_\_

### For more information please contact:

Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

**Colours:**

Black  
Pantone Reflex Blue C  
Pantone Red 032 C  
Pantone Yellow C

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

Arial Bold  
130pt

Arial Bold  
160pt

# Temporary Use Permit Application

## Application No. <number>

### Address

The City of Richmond has received and application to  
<outline description of project> \_\_\_\_\_

Applicant: <Name of applicant>  
Contact: <Phone number of applicant>

richmond.ca



### Subject Property Map

**Public input:**  
Input on the application may be received throughout the process up to and including the Public Hearing.

### Project milestones

Application Received: Date	Public Input
Staff Review	
Public Hearing TBD or Date, Time Location	Public Input

**For more information  
please contact:**  
Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

100mm

200mm

50mm

750mm

1200mm

50mm

100mm

525mm

100mm

50mm

100mm

500mm

50mm

1125mm

2450mm



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10004 (Signage Improvements)**


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

1. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting Section 2.4 [Notification Signs] in its entirety and replacing it with the following, in numerical order:

**“2.4 Notification Signs**

- 2.4.1 The applicant for rezoning amendment shall post a notification sign(s) on the **site** which must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application.
- 2.4.2 All required notification signs for rezoning applications must comply with the specifications shown in Section 2.4.8.
- 2.4.3 The sign must indicate the project address, the **City’s** project file number, a general description of the **uses** which could be developed under the proposed **zone**, the applicant’s name and contact number, the **City’s** website address, the **City’s** logo, a location map, information on public input opportunities, and a **City** contact for further information.
- 2.4.4 When the **City** advises the applicant that the sign required is deficient, including new information on meeting dates that involve public input, all corrections and modifications to such signage must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the Public Hearing.
- 2.4.5 In every case, a sign shall be located on the **site** near the **front lot line**. A sign must be placed so as to be clearly visible from the fronting **road** but must not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from **roads, lanes** or driveways.
- 2.4.6 Where the **site** also **abuts** a separate unconnected improved public **road**, a second sign shall be located **adjacent** to the second **road** as determined by the Director of Development or the Director’s designate.
- 2.4.7 A notification sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner. A notification sign shall remain in place until **Council’s** final decision or the rezoning is abandoned. All signs shall be removed within 21 days of the completion of **Council’s** final decision or if the rezoning amendment application is abandoned.

#### 2.4.8 Rezoning Sign

<p><b>Colours:</b>          Black          Pantone Reflex Blue C          Pantone Red 032 C          Pantone Yellow C</p>	<div data-bbox="443 1205 532 1682"> <h1>Rezoning Application</h1> <h2>Application No. &lt;number&gt;</h2> </div> <div data-bbox="566 1528 607 1682"> <h3>Address</h3> <p>The City of Richmond has received and application to          &lt;outline description of project&gt;</p> <hr/> <hr/> <hr/> <hr/> </div> <div data-bbox="836 1251 893 1682"> <p>Applicant: &lt;Name of applicant&gt;          Contact: &lt;Phone number of applicant&gt;</p> </div> <div data-bbox="933 1497 966 1682"> <p>richmond.ca</p> </div> <div data-bbox="917 1081 966 1234">  </div> <div data-bbox="623 882 712 989"> <h3>Subject Property Map</h3> </div> <div data-bbox="443 512 992 743"> <div data-bbox="443 512 532 743"> <p><b>Public Input:</b>              Input on the application may be received throughout the process up to and including the Public Hearing.</p> </div> <div data-bbox="550 512 812 743"> <p><b>Project milestones</b></p> <table border="1"> <tr> <td>Application Received: Date</td> <td>Public Input</td> </tr> <tr> <td>Staff Review</td> <td></td> </tr> <tr> <td>Public Information Meeting* TBD or Date, Time</td> <td>Public Input</td> </tr> <tr> <td>Public Hearing TBD or Date, Time</td> <td>Public Input</td> </tr> </table> </div> <div data-bbox="828 512 992 743"> <p><b>For more information please contact:</b>              Planning and Development              Department              Richmond City Hall              6911 No. 3 Road              604-276-4395              DevApps@richmond.ca</p> </div> </div>	Application Received: Date	Public Input	Staff Review		Public Information Meeting* TBD or Date, Time	Public Input	Public Hearing TBD or Date, Time	Public Input	<p>100mm 1125mm 500mm 500mm 100mm 100mm 525mm 100mm</p> <p>2450mm</p>
Application Received: Date	Public Input									
Staff Review										
Public Information Meeting* TBD or Date, Time	Public Input									
Public Hearing TBD or Date, Time	Public Input									

*\*Public Information Meeting details to be included only as applicable.*

**Specification:**

1. Red background (Red 032) with white Helvetica, Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

- 2.4.9 Notwithstanding Section 2.4.1, a notification sign is not required for **City-**initiated rezoning or text amendments.”
2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10004”**.



FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**Development Permit, Development Variance Permit and Temporary  
Commercial and Industrial Use Permit Procedure Bylaw No. 7273  
Amendment Bylaw 10005 (Signage Improvements)**

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

1. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Section 1.2 [Sign Posting Requirements – Development Permits and Development Variance Permits] in its entirety and replacing it with the following, in numerical order:

**“1.2 Sign Posting Requirements – Development Permits, Development Variance Permits, and Temporary Use Permits**

- 1.2.1 After having complied with the requirements of the applicable provisions of section 1.1, an **applicant** for a **development permit**, a **development variance permit**, or a **temporary use permit** must:

- (a) post a clearly visible sign on the subject site indicating the intent of the **development permit**, **development variance permit**, or **temporary use permit**, whichever is applicable, within three weeks of being notified of the sign requirements by the **Director, Development**;
- (b) send a digital copy of the sign to the **Director, Development** for review and approval prior to posting on site;
- (c) inform the **Director, Development** when such sign has been posted, before the **development permit** application, **development variance permit** application, or **temporary use permit** application, whichever is applicable, will be presented to the Development Permit Panel; and
- (d) update the sign when informed of the meeting dates that involve public input as soon as possible, and notify the **Director, Development** for approval when such updates have been made prior to the Development Permit Panel.

- 1.2.2 The sign required under the provisions of clauses (a) and (b) of subsection 1.2.1:

- (a) must comply with the specifications shown on Schedule A, Schedule B, or Schedule C, whichever is applicable, all of which are attached and form a part of this bylaw including the project address, the **City’s**

project file number, a general description of the proposed development, the applicant's name and contact number, the **City's** website address, the **City's** logo, a location map, a rendering image for **development permits**, information on public input opportunities, and a **City** contact for further information; and

(b) does not apply to **development permit** applications for a **granny flat** or a **coach house**."



2. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Schedule A and Schedule B in their entirety and replacing them with Schedule A attached hereto.
3. This Bylaw may be cited as "**Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____	CITY OF RICHMOND
_____	
_____	APPROVED by 
_____	APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 7273

Colours:  
Black  
Pantone Reflex Blue C  
Pantone Red 032 C  
Pantone Yellow C

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt


Arial Regular  
130pt

**Development Permit Application**  
**Application No. <number>**

**Address**  
The City of Richmond has received and application to  
<outline description of project>

**Applicant: <Name of applicant>**  
**Contact: <Phone number of applicant>**

**richmond.ca**



**Rendering**

**Subject  
Property  
Map**

**Public input:**  
Input on the application may  
be received throughout the  
process up to and including the  
Development Permit Panel.

**Project milestones**

**Application Received:**  
Date

**Start Review**

**Development Permit Panel**  
TBD or Date, Time  
Location

**For more information  
please contact:**  
Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

Arial Bold  
120pt  
Arial Regular  
80pt

Arial Bold  
All Caps  
120pt

Arial Bold  
80pt  
Arial Regular  
80pt

Circle  
diameters:  
70mm

Arial Bold  
100pt  
Arial Regular  
69pt

100mm

200mm

50mm

750mm

50mm

1200mm

100mm

50mm

100mm

50mm

50mm

500mm

50mm

100mm

525mm


100mm

2450mm

\*Public Information Meeting details to be included only as applicable.

- Specification:
- 1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
  - 2. Site map will have white background with blue lines.
  - 3. The map will show the project location, adjoining roads and properties, address and north arrow.

**SCHEDULE B to BYLAW NO. 7273**

<p><b>Colours:</b></p> <ul style="list-style-type: none"> <li>Black</li> <li>Pantone Reflex Blue C</li> <li>Pantone Red 032 C</li> <li>Pantone Yellow C</li> </ul>	<div style="background-color: #003366; color: white; padding: 10px;"> <h1 style="text-align: center;">Development Variance Permit Application</h1> <h2 style="text-align: center;">Application No. &lt;number&gt;</h2> <hr/> <h3 style="text-align: center;">Address</h3> <p>The City of Richmond has received and application to &lt;outline description of project&gt; _____ _____ _____ _____</p> <div style="text-align: right;">  <p><b>richmond.ca</b></p> </div> <p style="text-align: right;"><b>Applicant:</b> &lt;Name of applicant&gt; <b>Contact:</b> &lt;Phone number of applicant&gt;</p> </div> <div style="background-color: #003366; color: white; padding: 10px; margin-top: 10px;"> <div style="float: left; width: 40%;"> <p><b>Public input:</b> Input on the application may be received throughout the process up to and including the Development Permit Panel.</p> </div> <div style="float: right; width: 60%;"> <p><b>Project milestones</b></p> <table border="1" style="width: 100%; background-color: #003366; color: white;"> <tr> <th style="background-color: yellow;">Public Input</th> </tr> <tr> <td> <b>Application Received:</b> Date _____ Staff Review _____         </td> </tr> <tr> <td> <b>Development Permit Panel</b> TBD or Date, Time _____ Location _____         </td> </tr> </table> </div> </div> <div style="clear: both;"></div> <div style="margin-top: 10px;"> <p><b>For more information please contact:</b> Planning and Development Department Richmond City Hall 6911 No. 3 Road 604-276-4395 DevApps@richmond.ca</p> </div>	Public Input	<b>Application Received:</b> Date _____ Staff Review _____	<b>Development Permit Panel</b> TBD or Date, Time _____ Location _____	<p>Arial Bold 120pt Arial Regular 80pt</p> <p>Arial Bold All Caps 120pt</p> <p>Arial Bold 80pt Arial Regular 80pt</p> <p>Circle diameters: 70mm</p> <p>Arial Bold 100pt Arial Regular 60pt</p>
Public Input					
<b>Application Received:</b> Date _____ Staff Review _____					
<b>Development Permit Panel</b> TBD or Date, Time _____ Location _____					
<p>Arial Bold All Caps 240pt Arial Bold 200pt 10pt rule Arial Bold 200pt Arial Regular 130pt</p>	<p>1200mm</p>	<p>50mm 750mm 50mm 50mm 100mm 50mm 500mm 50mm 100mm 525mm 100mm</p>			

**Specification:**

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

**SCHEDULE C to BYLAW NO. 7273**

<p>Colours:</p> <ul style="list-style-type: none"> <li>Black</li> <li>Pantone Reflex Blue C</li> <li>Pantone Red 032 C</li> <li>Pantone Yellow C</li> </ul>	<h1>Temporary Use Permit Application</h1> <h2>Application No. &lt;number&gt;</h2>	<h3>Address</h3> <p>The City of Richmond has received and application to &lt;outline description of project&gt;</p> <hr/> <hr/> <hr/> <hr/>	<h3>Subject Property Map</h3>	<h3>Public input:</h3> <p>Input on the application may be received throughout the process up to and including the Public Hearing.</p> <h3>Project milestones</h3> <table border="1"> <tr> <td>Application Received: Date</td> <td>Public input</td> </tr> <tr> <td>Staff Review</td> <td></td> </tr> <tr> <td>Public Hearing TBD or Date, Time Location</td> <td>Public input</td> </tr> </table>	Application Received: Date	Public input	Staff Review		Public Hearing TBD or Date, Time Location	Public input	<h3>For more information please contact:</h3> <p>Planning and Development Department Richmond City Hall 6911 No. 3 Road 604-276-4395 DevApps@richmond.ca</p>
Application Received: Date	Public input										
Staff Review											
Public Hearing TBD or Date, Time Location	Public input										

**Specification:**

1. Red background (Red 032) with white Helvetica. Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.



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**Richmond Official Community Plan Bylaw 9000,  
Amendment Bylaw 10125 (Signage Improvements)**

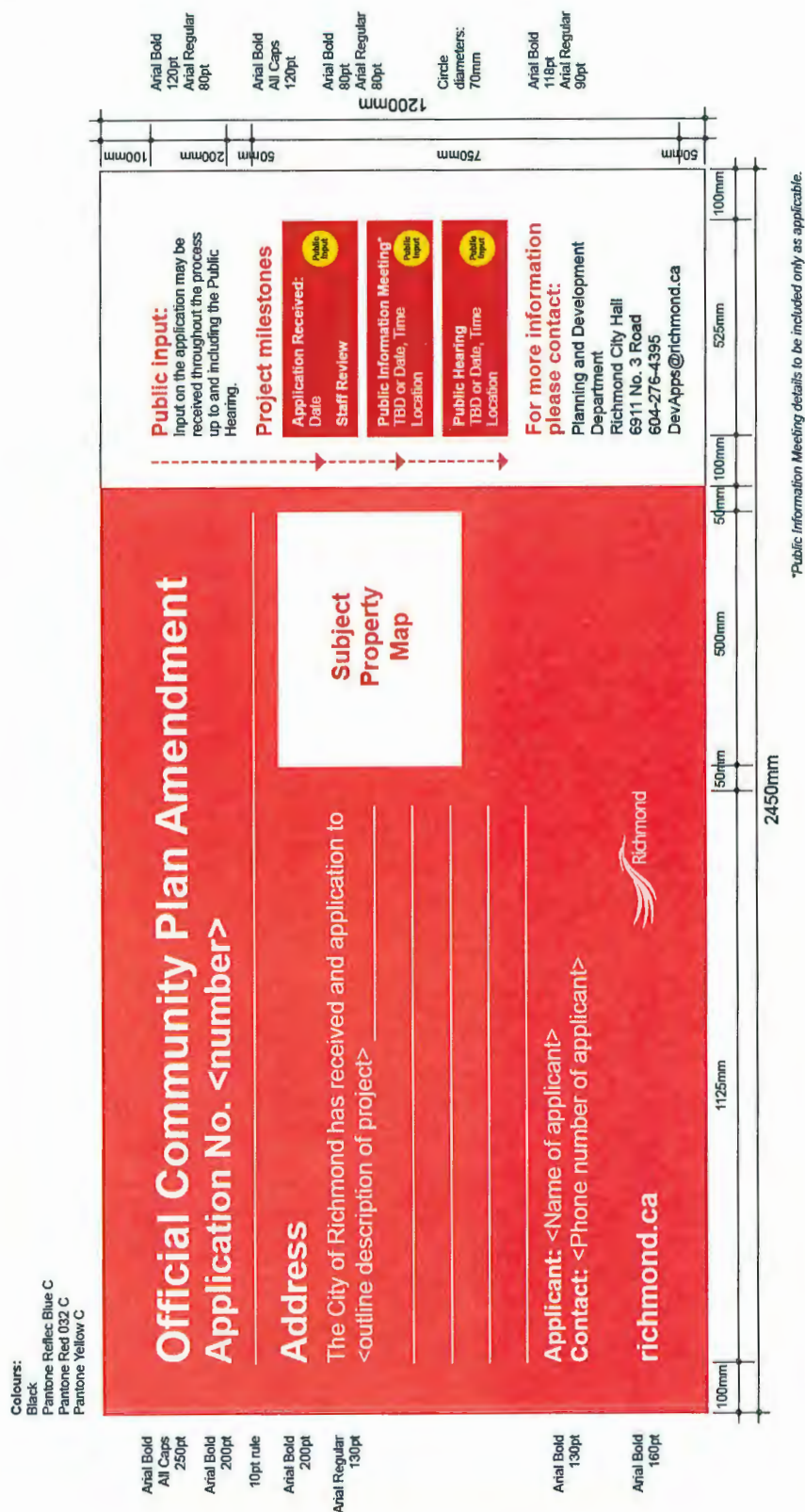
The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Bylaw 9000, as amended, is further amended by adding under Section 13.1.4 [OCP Monitoring, Review and Amendments] the following:

“c) notification signs are required when an application is made to amend the OCP:

- an applicant for an amendment to the OCP must post a notification sign(s) on the site;
- sign must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application;
- sign must remain in place until City Council’s final decision or the OCP amendment application is abandoned;
- all signs must be removed within 21 days of the completion of Council’s final decision or if the OCP amendment application is abandoned;
- sign must indicate the project address, the City’s project file number, a general description of the purpose of the OCP amendment, the applicant’s name and contact number, the City’s website address, the City’s logo, a location map, information on public input opportunities, and a City contact for further information;
- all required notification signs for rezoning applications must comply with the specifications shown in the figure below:

## OCP Amendment Notification Sign Specifications



**Specification:**

1. Red background (Red 032) with white Helvetica. Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

- if the City advises the applicant that the sign is deficient, including new information on meeting dates that involve public input, all corrections and modifications must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the public hearing in respect of the OCP amendment application;
- sign must be located on the site near the front lot line, and be placed so as to be clearly visible from the fronting road, but not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from roads, lanes or driveways;
- where the site also abuts a separate unconnected improved public road, a second sign must be located adjacent to the second road as determined by the Director of Development or the Director's designate;
- sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner; and
- notwithstanding the above, a notification sign is not required for City-initiated OCP amendments.”.

2. This Bylaw may be cited as “**Richmond Official Community Bylaw 9000, Amendment Bylaw 10125**”.



FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by

APPROVED by Director or Solicitor


\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER