



## City Council

Council Chambers, City Hall  
6911 No. 3 Road

Tuesday, February 11, 2014  
7:00 p.m.

Pg. #      ITEM

### MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on Monday, February 27, 2014* (distributed previously);
- (2) *receive for information the Metro Vancouver 'Board in Brief' dated Friday, January 24, 2014.*

CNCL-10



### 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.*



## RATIFICATION OF COMMITTEE ACTION

## CONSENT AGENDA

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

## CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- 5 Year Financial Plan (2014 – 2018) Bylaw 9100
- 2014 Arts and Culture Grant Program
- 2014 Health, Social and Safety Grants
- 2014 Child Care Capital Grants
- 2014 Parks, Recreation and Community Events Grants
- Sister City Advisory Committee – Wakayama 40<sup>th</sup> Anniversary Book Initiative
- Trans Mountain Pipeline Project NEB Review Update
- 2014 Maritime Themed Summer Festivals
- Land use application for first reading (to be further considered at the Public Hearing on Monday, March 17, 2014):
  - 5111 Williams Road – Rezone from RS1/E to RS2/C (Liang (Lance) Hui – applicant)
- Land use application for first reading (to be further considered at the Special Public Hearing on Tuesday, February 25, 2014):
  - Official Community Plan Amendment – Hamilton Area Plan (City of Richmond – applicant)

5. *Motion to adopt Items 6 through 16 by general consent.*



6. **COMMITTEE MINUTES**

*That the minutes of:*

## Council Agenda – Tuesday, February 11, 2014

Pg. #	ITEM
CNCL-12	(1) the <b>Finance Committee</b> meeting held on Monday, February 3, 2014;
CNCL-15	(2) the <b>General Purposes Committee</b> meeting held on Monday, February 3, 2014;
CNCL-23	(3) the <b>Parks, Recreation &amp; Cultural Services Committee</b> meeting held on Tuesday, January 28, 2014; and
CNCL-28	(4) the <b>Planning Committee</b> meeting held on Tuesday, February 4, 2014; be received for information.

☐

Consent  
Agenda  
Item

7. **5 YEAR FINANCIAL PLAN (2014 - 2018) BYLAW 9100**  
(File Ref. No. 03-0970-20-01) (REDMS No. 4125913)

CNCL-38

See Page CNCL-38 for full report

### FINANCE COMMITTEE RECOMMENDATION

- (1) That the 5 Year Financial Plan (2014 –2018) be approved as presented by the Director, Finance;
- (2) That the 5 Year Financial Plan (2014 –2018) Bylaw No. 9100 be introduced and given first, second, and third readings; and
- (3) That staff undertake a process of public consultation as required in Section 166 of the Community Charter.

☐

Consent  
Agenda  
Item

8. **2014 ARTS AND CULTURE GRANT PROGRAM**  
(File Ref. No. 11-7000-01/2014) (REDMS No. 4124560)

CNCL-108

See Page CNCL-108 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the 2014 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$104,040 as outlined in the staff report dated January 14, 2014 from the Director, Arts, Culture and Heritage Services.*

☐

9. **2014 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No.:(REDMS No. 4118537)

CNCL-179

See Page CNCL-179 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That, as per the staff report from the General Manager, Community Services, dated January 2, 2014:*

- (1) *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$556,455;*
- (2) *the following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
  - (a) *Big Brothers of Greater Vancouver;*
  - (b) *Big Sisters of BC Lower Mainland;*
  - (c) *Turning Point Recovery Society;*
- (3) *the following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
  - (a) *Chinese Mental Wellness Association of Canada;*
  - (b) *Heart of Richmond AIDS Society;*
  - (c) *Richmond Mental Health Consumer and Friends Society;*
  - (d) *Richmond Society for Community Living;*
  - (e) *Richmond Women's Resource Centre; and*
- (4) *the following applicants be approved for the third year of a three-year funding cycle:*
  - (a) *Canadian Mental Health Association, Richmond Branch;*
  - (b) *Chimo Community Services;*
  - (c) *Family Services of Greater Vancouver;*
  - (d) *Richmond Addiction Services Society;*
  - (e) *Richmond Family Place Society;*
  - (f) *Richmond Multicultural Community Services;*
  - (g) *Richmond Youth Service Agency;*
  - (h) *Volunteer Richmond Information Services Society.*





Pg. # ITEM

Consent  
Agenda  
Item

10. **2014 CHILD CARE CAPITAL GRANTS**

(File Ref. No.) (REDMS No. 4064209 v.2)

CNCL-303

See Page CNCL-303 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$26,869, as outlined in the staff report from the General Manager, Community Services, dated January 13, 2014.*



Consent  
Agenda  
Item

11. **2014 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 03-1085-01/2013) (REDMS No. 4112859 v.2)

CNCL-309

See Page CNCL-309 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That:*

- (1) *Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$99,250 as identified in Attachment 1 of the staff report titled 2014 Parks, Recreation and Community Events City Grants dated January 15, 2014, from the Senior Manager, Parks and the Senior Manager, Recreation and Sport Services;*
- (2) *Richmond Summer Programs be recommended for the third year of a three-year funding cycle;*
- (3) *Hamilton Community Association be recommended for the first year of a three-year funding cycle based on Council approval of each subsequent year of funding; and*
- (4) *an additional \$500.00 each be given to the Sharing Farm Society and Kidsports grant allocations.*



Consent  
Agenda  
Item

12. **TRANS MOUNTAIN PIPELINE PROJECT NEB REVIEW UPDATE**

(File Ref. No. 10-6125-30-001) (REDMS No. 4130253 V.3)

CNCL-364

See Page CNCL-364 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the staff report titled Trans Mountain Pipeline Project NEB Review Update from the Director, Engineering, providing details on the Kinder Morgan-led pipeline expansion project and National Energy Board review process, be received for information; and*
- (2) *That staff be directed to apply for Intervener status, or Commenter status in the alternative, in the National Energy Board Review process for the Trans Mountain Pipeline Project.*



Consent  
Agenda  
Item

13. **SISTER CITY ADVISORY COMMITTEE - WAKAYAMA 40<sup>TH</sup> ANNIVERSARY BOOK INITIATIVE**  
(File Ref. No. 01-0100-30-SCIT1) (REDMS No. 4131323)

CNCL-370

See Page CNCL-370 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Council consider a request from the Sister City Advisory Committee to partner with the Wakayama Sister City Affiliation Committee in the creation of a 40<sup>th</sup> Anniversary Commemorative book.*



Consent  
Agenda  
Item

14. **2014 MARITIME THEMED SUMMER FESTIVALS**  
(File Ref. No. 11-7000-01) (REDMS No. 4124153)

CNCL-377

See Page CNCL-377 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the transfer of \$430,000 be authorized from the Major Events Provisional Fund to support Ships to Shore 2014, Maritime Festival 2014 and Richmond Days of Summer promotional campaign to provide funding support as outlined in the staff report from the Director, Arts, Culture and Heritage Services and the Senior Manager, Parks dated January 8, 2014;*
- (2) *That any revenues realized from sponsorship for Ships to Shore and public sail trips be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development;*

- (3) *That any grants awarded to the Maritime Festival 2014 be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development; and*
- (4) *That the City's budget for Ships to Shore 2014, Maritime Festival 2014 and Richmond Days of Summer be included in the 5 Year Financial Plan (2014-2018).*



Consent  
Agenda  
Item

15. **APPLICATION BY LIANG (LANCE) HUI FOR REZONING AT 5111 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/C)**

(File Ref. No. 12-8060-20-009098, RZ 13-647357) (REDMS No. 4131580)

CNCL-390

See Page CNCL-390 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9098, for the rezoning of 5111 Williams Road from "Single Detached (RS1/E)" to "Single Detached (RS2/C)", be introduced and given first reading.*



Consent  
Agenda  
Item

16. **HAMILTON AREA PLAN UPDATE**

(File Ref. No. 08-4045-20-14/2013) (REDMS No. 4120246 v.4)

CNCL-404

See Page CNCL-404 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, that replaces Schedule 14 of the Hamilton Area Plan be introduced and given first reading and be referred to a Special Council meeting for a Public Hearing to be held on Tuesday, February 25, 2014 at 7:00 pm in the Council Chambers at Richmond City Hall;*
- (2) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, having been considered in conjunction with:*
  - (a) *the City's Financial Plan and Capital Program;*
  - (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 882(3) (a) of the Local Government Act;*

- (3) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the Agricultural Land Commission for comment for the Public Hearing, in accordance with Section 882(3) (c) of the Local Government Act;*
- (4) *That, in accordance with section 879 (2) (b) of the Local Government Act and OCP Bylaw Preparation Consultation Policy 5043, Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the following bodies for comment for the Public Hearing:*
  - (a) *the Council of the City of New Westminster, and*
  - (b) *the Board of Education of School District No. 38 (Richmond);*
- (5) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the Urban Development Institute (Richmond Branch) for comment for the Public Hearing; and*
- (6) *That staff bring forward amendments to Development Cost Charges Imposition Bylaw 8024, no later than 2015 in order to add Hamilton Area Plan DCCs to the City-wide DCC review process.*



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## CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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## PUBLIC ANNOUNCEMENTS AND EVENTS

## NEW BUSINESS

## BYLAWS FOR ADOPTION

CNCL-530

**Certification of Alternative Approval Process** – Cambie Field – Sale of Park Bylaw 8927 – Sexsmith Road

## Council Agenda – Tuesday, February 11, 2014

Pg. #	ITEM	
CNCL-532	Cambie Field – Sale of Park <b>Bylaw No. 8927</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.	<input type="checkbox"/>
CNCL-534	Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 9083</b> (11580 Cambie Road, ZT 13-630050) Opposed at 1 <sup>st</sup> Reading – Cllr. Au. Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.	<input type="checkbox"/>
CNCL-536	Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 9089</b> (16540 River Road, ZT 13-636744) Opposed at 1 <sup>st</sup> Reading – None. Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Barnes and Cllr. Steves.	<input type="checkbox"/>
	ADJOURNMENT	<input type="checkbox"/>



**For Metro Vancouver meetings on Friday, January 24, 2014**

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

*For more information, please contact either:*

*Bill Morrell, 604-451-6107, [Bill.Morrell@metrovanancouver.org](mailto:Bill.Morrell@metrovanancouver.org) or*

*Glenn Bohn, 604-451-6697, [Glenn.Bohn@metrovanancouver.org](mailto:Glenn.Bohn@metrovanancouver.org)*

## **Greater Vancouver Regional District**

### **Metro Vancouver Appointments to External Agencies - 2014**

**Approved**

The Board appointed Metro Vancouver representatives to a number of external agencies. These appointments will ensure that legislative requirements are met (where applicable), and that inter-agency relations are sustained.

### **City of Richmond – “Greater Vancouver Regional District Security Issuing Bylaw No. 1199, 2014”**

**Approved**

Under legislation, member municipal borrowing requests must be approved by the respective council, then by the GVRD Board in the form of a GVRD Security Issuing Bylaw, with final approval granted by the Municipal Finance Authority. All debt of the GVRD is a joint and several liability of the member municipalities.

The Board approved a bylaw that allows the City of Richmond to borrow \$50,815,000 and forwarded the request to the Municipal Finance Authority for consideration.

### **District of North Vancouver – “Greater Vancouver Regional District Security Issuing Bylaw No. 1200, 2014”**

**Approved**

Under legislation, member municipal borrowing requests must be approved by the respective council, then by the GVRD Board in the form of a GVRD Security Issuing Bylaw, with final approval granted by the Municipal Finance Authority. All debt of the GVRD is a joint and several liability of the member municipalities.

The Board approved a bylaw that allows the District of North Vancouver to borrow \$4,600,000 and forwarded the request to the Municipal Finance Authority for consideration.

### **Notice of Motion – TransLink Referendum**

Director Lois Jackson from the Corporation of Delta tabled a Notice of Motion for consideration at the next Board meeting, that a region-wide survey be conducted about the TransLink referendum. Specifically, the Notice of Motion suggests:



1. That, through the auspices of the Metro Vancouver Mayors Committee, a region-wide survey be conducted, encouraging each person and each company to convey their present experiences and thoughts for the future planning, governance, funding, and operation of the current system;
2. that all CAO's, planning and engineering directors from each community, in consultation with their councils, discuss the possible wording and recommendations for a referendum or referendum questions in an attempt to advance a solution;
3. Following this exercise, a meeting of the CAO's of the region be called to analyse the survey results and collectively resolve to submit their professional opinions and recommendations to the Metro Mayor's Committee
4. Once the mayors have agreed to the recommendations, that Premier Christie Clark and Minister Todd Sloan be informed of the suggestions for their consideration.



## Finance Committee

Date: Monday, February 3, 2014

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 5:07 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on Monday, December 2, 2013, be adopted as circulated.*

**CARRIED**

### FINANCE AND CORPORATE SERVICES DEPARTMENT

1. **5 YEAR FINANCIAL PLAN (2014 - 2018) BYLAW 9100**  
(File Ref. No. 03-0970-20-01) (REDMS No. 4125913)

Jerry Chong, Director, Finance, gave a brief summary of the 5 Year Financial Plan (2014-2018), noting that the Plan includes the 2014 Operating, Capital, and Utility budgets previously approved by Council. Additionally, the Plan includes: (i) the previously approved one-time expenditures, (ii) capital items valued at approximately \$7 million, (iii) information on the transfer to reserves, (iv) the use of casino revenues, and (v) a breakdown of services.

1.



**Finance Committee**  
**Monday, February 3, 2014**

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In response to a query regarding the average increase in tax rates in the Greater Vancouver Area, Mr. Chong advised that Chart 2 of the staff report indicates that over the past five years Richmond's tax rate has remained steady, averaging a three percent increase per year. He noted that this includes the one percent transfer to reserves, while other regional municipalities have had significant fluctuations in tax rates.

Discussion ensued regarding the \$5 million marked for land acquisitions to which Mr. Chong noted that the \$5 million is an additional amount; thus, bringing the total funds available for future land acquisitions to \$10 million.

Mr. Chong advised that the buildings recommended for construction and renovation under the 2015-2018 Capital projects reoccur annually. He further advised that the \$3.9 million designated for Affordable Housing, as per page 68 of the staff report, is for new opportunities that may arise. Discussion ensued with respect to increased demand for affordable housing needs in light of the aging population and staff were advised to explore options for enhancing the affordable housing component of the 5 Year Financial Plan.

In reply to queries regarding the figures on Table 1 of the staff report, Mr. Chong stated that the Operating budget impact from the Major Capital Facilities Program would be undergoing further review and that the current estimates are phased into the 5 Year Financial Plan.

Committee commended staff on the report and queried how the information would be presented to the public.

Melissa Shiau, Acting Manager, Financial Planning and Analysis, advised that staff is working with the corporate communication division to utilize Let's Talk Richmond, an online community engagement site, and to prepare a newspaper wrap for an upcoming publication in a local newspaper. Also, she noted that other forms of social media would be utilized as communication tools with regard to the information contained in the 5 Year Financial Plan.

It was moved and seconded

- (1) *That the 5 Year Financial Plan (2014 –2018) be approved as presented by the Director, Finance;*
- (2) *That the 5 Year Financial Plan (2014 –2018) Bylaw No. 9100 be introduced and given first, second, and third readings; and*
- (3) *That staff undertake a process of public consultation as required in Section 166 of the Community Charter.*

**CARRIED**

**Finance Committee**  
**Monday, February 3, 2014**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:24 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Finance  
Committee of the Council of the City of  
Richmond held on Monday, February 3,  
2014.

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Mayor Malcolm D. Brodie  
Chair

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Heather Howey  
Committee Clerk



## General Purposes Committee

Date: Monday, February 3, 2014

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, January 20, 2014, be adopted as circulated.*

**CARRIED**

### COMMUNITY SERVICES DEPARTMENT

1. **2014 ARTS AND CULTURE GRANT PROGRAM**  
(File Ref. No. 11-7000-01/2014) (REDMS No. 4124560)

**General Purposes Committee**  
**Monday, February 3, 2014**

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It was moved and seconded

*That the 2014 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$104,040 as outlined in the staff report dated January 14, 2014 from the Director, Arts, Culture and Heritage Services.*

The question on the motion was not called as Committee commended staff for their efforts throughout the grant process. In response to a query regarding the scoring method, Liesl Jauk, Manager, Community Cultural Development, advised that staff developed the scoring method based on models implemented by senior and local levels of government.

Discussion ensued regarding community needs and evaluating the successfulness of the programs and organizations previously supported. Ms. Jauk stated that successful grant applicants are required to complete a final report that indicates how the funds were used, the success of the program, and whether the programming changed from its original intent. She also stated that staff met with the individual applicants during the summer to obtain feedback on their programming.

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

**2. 2014 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No.) (REDMS No. 4118537)

It was moved and seconded

*That, as per the staff report from the General Manager, Community Services, dated January 2, 2014:*

- (1) Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$556,455;*
- (2) the following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
  - (a) Big Brothers of Greater Vancouver;*
  - (b) Big Sisters of BC Lower Mainland;*
  - (c) Turning Point Recovery Society;*
- (3) the following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
  - (a) Chinese Mental Wellness Association of Canada;*

**General Purposes Committee**  
**Monday, February 3, 2014**

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- (b) *Heart of Richmond AIDS Society;*
- (c) *Richmond Mental Health Consumer and Friends Society;*
- (d) *Richmond Society for Community Living;*
- (e) *Richmond Women's Resource Centre; and*
- (4) *the following applicants be approved for the third year of a three-year funding cycle:*
  - (a) *Canadian Mental Health Association, Richmond Branch;*
  - (b) *Chimo Community Services;*
  - (c) *Family Services of Greater Vancouver;*
  - (d) *Richmond Addiction Services Society;*
  - (e) *Richmond Family Place Society;*
  - (f) *Richmond Multicultural Community Services;*
  - (g) *Richmond Youth Service Agency;*
  - (h) *Volunteer Richmond Information Services Society.*

The question on the motion was not called as discussion ensued regarding the service provided to the community by these organizations and that the grant program is under funded by approximately \$300,000. Committee acknowledged the need for other levels of government to contribute towards such grant to meet the needs of various groups.

In reply to a query regarding the multi-year funding cycle, Lesley Sherlock, Social Planner, stated that the funding system works well, particularly for organizations that are re-applying, as the information from the original application is retained from year to year with only new or changes to the programming being submitted when re-applying. Staff had received positive feedback on the significant time saved by the multi-year application process and on the newly implemented on-line application process. Organizations that have completed their third year of funding are eligible to apply for multi-year funding at the end of the term. The first year requires that the full application be completed and, should funding be approved for it, the short form application need only be filled for the subsequent years. Further, Ms. Sherlock advised that any organization that serves a larger area than Richmond is evaluated based on the organization's needs, its history, and the number of people served. She noted that large organizations have specialized skill sets and can provide unique services to the community that may not be offered by local organizations. The Social Services Strategy encourages the support of local organizations as much as possible; however, other groups are funded when the service is deemed critical to the local community.

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

**General Purposes Committee**  
**Monday, February 3, 2014**

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3. **2014 CHILD CARE CAPITAL GRANTS**

(File Ref. No.) (REDMS No. 4064209 v.2)

It was moved and seconded

*That the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$26,869, as outlined in the staff report from the General Manager, Community Services, dated January 13, 2014.*

**CARRIED**

4. **2014 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 03-1085-01/2013) (REDMS No. 4112859 v.2)

It was moved and seconded

*That:*

- (1) Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$99,250 as identified in Attachment 1 of the staff report titled 2014 Parks, Recreation and Community Events City Grants dated January 15, 2014, from the Senior Manager, Parks and the Senior Manager, Recreation and Sport Services;*
- (2) Richmond Summer Programs be recommended for the third year of a three-year funding cycle; and*
- (3) Hamilton Community Association be recommended for the first year of a three-year funding cycle based on Council approval of each subsequent year of funding.*

The question on the motion was not called as discussion ensued regarding amending the grant allocation for Kidsport - Richmond Chapter. It was noted that Kidsport assists families in financial need to ensure their children are able to participate in sports. In 2013, over 1,000 support grants were paid directly to local sport organizations on behalf of families in the community. As a result of the discussion, Committee requested that the grant to Kidsport – Richmond Chapter be increased by \$500.00.

Further discussion took place regarding the inadequate grant allocation for the Sharing Farm Society's project to grow food to feed vulnerable Richmond families through donations to the Food Bank, Community Meals and other organizations distributing food to vulnerable people.

## General Purposes Committee

### Monday, February 3, 2014

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In reply to a query with respect to the Sharing Farm Society's application not being included in the Health, Social, and Safety Grant budget, Serena Lusk, Senior Manager, Recreation and Sport Services, advised that the Parks Division works directly with the Sharing Farm Society and that the Parks, Recreation and Community Events grant provided the best opportunity and flexibility for farm related applications. Also, Ms. Lusk advised that applicants are aware of Council's preference for awarding partial amounts in order to support as many applicants as possible with the grant funds available. Staff was directed to monitor the number of vulnerable families needing this type of food service. Also, Ms. Lusk clarified that, in order to be eligible for multi-year funding, an applicant had to have received funding for the past five years.

At the conclusion of the discussion the following **amendment** was introduced:

It was moved and seconded

*That an additional \$500.00 each be given to the Sharing Farm Society and Kidsports grant allocations.*

**CARRIED**

Committee expressed their gratitude to each of the organizations and recognized all their efforts in maximizing the grant funding.

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

## ENGINEERING & PUBLIC WORKS DEPARTMENT

### 5. TRANS MOUNTAIN PIPELINE PROJECT NEB REVIEW UPDATE (File Ref. No. 10-6125-30-001) (REDMS No. 4130253 V.3)

Peter Russell, Senior Manager, Sustainability and District Energy, advised that Metro Vancouver and municipalities around the Burrard Inlet have demonstrated that they will apply for Intervener status in the National Energy Board Review. An application for Commenter status would be prepared for the February 12, 2014 deadline; however, an application for Intervener status could be considered by Council.

Discussion ensued regarding whether an application for Intervener status would be preferable to the Commenter status. Mr. Russell advised that the Commenter status would allow the City to share its views and concerns with the Board directly. Should the application not be accepted, the City may provide comments through a Metro Vancouver staff advisory committee.

Discussion continued on the benefits of applying for Intervener status. Committee expressed the importance of being at the meetings to protect Richmond's interests.

## **General Purposes Committee**

### **Monday, February 3, 2014**

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In reply to a query concerning the staff commitment for the Intervener status, Mr. Russell noted that the City of Vancouver estimated that approximately of 500 hours of staff time would be required in order to participate in such a capacity. He further noted that significant infrastructure is in place for the proposed pipeline expansion and alternate routes were not included in the public consultation process. Should the proposed pipeline be moved to Richmond, the applicant would be required to submit a new application for the project.

It was moved and seconded

*That the staff report titled Trans Mountain Pipeline Project NEB Review Update from the Director, Engineering, providing details on the Kinder Morgan-led pipeline expansion project and National Energy Board review process, be received for information.*

**CARRIED**

It was moved and seconded

*That staff be directed to apply for commenter status in the National Energy Board Review process for the Trans Mountain Pipeline Project.*

The question on the motion was not called as clarification was requested regarding the Intervener status application. Mr. Russell advised that with the Intervener status the City has the ability to submit evidence which can be challenged and questioned during the hearing process.

Discussion continued regarding concerns that, should the proposed expansion receive significant opposition, a route along the South Arm of the Fraser River may be proposed and that City's interests would be best protected by pursuing the Intervener status.

Patrick Johnstone, Environmental Coordinator, advised that the process allows for any Intervener to challenge any comments made by any other Intervener at the table. He also noted that the process does not allow an applicant to apply for both Intervener and Commenter status. The rationale for applying as an Intervener appears to be based on the project having an active footprint in the municipality.

Committee discussed the commitment level and obligations related to participating as an Intervener. Committee expressed the importance of the City's presence at the meetings throughout the process in order to provide comment on issues related to the route and land requirements, as well as safety and security during the construction and operation of the project, including emergency response planning and third-party damage prevention.



## General Purposes Committee

### Monday, February 3, 2014

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Committee indicated that it be clear that the City is seeking Intervener status and that, if that is not possible, Commenter status be granted. It was noted that the City has an obligation to look at the long-term vision including the Province's plans to replace the George Massey Tunnel.

At the conclusion of the discussion, there was agreement to amend the motion to read as follows:

*"That staff be directed to apply for Intervener status, or Commenter status in the alternative, in the National Energy Board Review process for the Trans Mountain Pipeline Project."*

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

## LAW & COMMUNITY SAFETY DEPARTMENT

### 6. **SISTER CITY ADVISORY COMMITTEE - WAKAYAMA 40<sup>TH</sup> ANNIVERSARY BOOK INITIATIVE** (File Ref. No. 01-0100-30-SCIT1) (REDMS No. 4131323)

It was moved and seconded

*That Council consider a request from the Sister City Advisory Committee to partner with the Wakayama Sister City Affiliation Committee in the creation of a 40<sup>th</sup> Anniversary Commemorative book.*

The question on the motion was not called as in reply to a query from Committee on costs, discussion ensued with regard to costs, Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit, stated that the Sister City Advisory Committee (SCAC) supports reallocating funds from one of the items in its 2014 Activity Plan. He noted that it was premature to know which element from the 2014 Activity Plan would be impacted by the proposed Wakayama 40<sup>th</sup> Anniversary Book project. It was suggested by a Committee member that the costs come out of the City's contingency fund.

Mr. Rattan advised that the anticipated partnership in the creation of a 40<sup>th</sup> Anniversary Commemorative book was an initiative of the Wakayama Sister City Affiliation Committee. The book would be similar in layout to the Wakayama Bakersfield book. He further advised that the book would include a full documentation of the Wakayama-Richmond relationship over the past 40 years and the finished product would be incorporated into the SCAC's interactive display initiative.

Committee expressed support for the project noting that there were sufficient funds within the SCAC budget to support it.

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

**General Purposes Committee**  
**Monday, February 3, 2014**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:06 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, 2014.

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Mayor Malcolm D. Brodie  
Chair

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Heather Howey  
Committee Clerk



## Parks, Recreation & Cultural Services Committee

Date: Tuesday, January 28, 2014

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Ken Johnston  
Councillor Linda Barnes  
Councillor Evelina Halsey-Brandt  
Councillor Bill McNulty

Also Present: Councillor Linda McPhail

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on Tuesday, October 29, 2013, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Tuesday, February 25, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2014**

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**COMMUNITY SERVICES DEPARTMENT**

**1. 2014 MARITIME THEMED SUMMER FESTIVALS**

(File Ref. No. 11-7000-01) (REDMS No. 4124153)

In response to queries regarding grant funding and the festival budgets, Jane Fernyhough, Director, Arts, Culture and Heritage Services, advised that the City received grant funding in 2012; however, the application in 2013 was not submitted in time to be considered. It is anticipated that the City will be successful in receiving grant funding for 2014. Ms. Fernyhough noted that there had been no increase to the Richmond Maritime Festival budget from the 2013 figures.

Mike Redpath, Senior Manager, Parks, advised that the Ship to Shore budget was increased by approximately \$20,000 in order to ensure adequate funding for the program and ship equipment. Any excess revenues would be returned to the Major Events Provisional Fund. Mr. Redpath noted that staff had received preliminary commitments from several Class B and C vessels, including a Coastal Patrol Vessel; however, final commitments are pending the approval of the project.

The Chair spoke regarding the City considering celebrating British Columbia's 150<sup>th</sup> Birthday in 2016 with a bigger and better "Tall Ship" event and directed that staff review the matter.

It was moved and seconded

- (1) *That the transfer of \$430,000 be authorized from the Major Events Provisional Fund to support Ships to Shore 2014, Maritime Festival 2014 and Richmond Days of Summer promotional campaign to provide funding support as outlined in the staff report from the Director, Arts, Culture and Heritage Services and the Senior Manager, Parks dated January 8, 2014;*
- (2) *That any revenues realized from sponsorship for Ships to Shore and public sail trips be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development;*
- (3) *That any grants awarded to the Maritime Festival 2014 be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development; and*
- (4) *That the City's budget for Ships to Shore 2014, Maritime Festival 2014 and Richmond Days of Summer be included in the 5 Year Financial Plan (2014-2018).*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2014**

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**1A. MARITIME AND HERITAGE VENUES**

(File Ref. No.)

Committee raised a concern related to opportunities for Council to attend heritage and maritime venues and the following **referral** was introduced:

It was moved and seconded

*That the matter of Maritime and Heritage venues be referred to staff to investigate and bring a report for information on best practices in Maritime and Heritage themed destinations and governance models.*

The question on the referral was not called as discussion ensued regarding opportunities to attend Canadian and American destinations, such as Mystic, Connecticut. In terms of future plans for Steveston and the Britannia Shipyard, discussion ensued regarding the need for a policy concerning heritage and maritime venues, including funding avenues, government models, ship recruitment, volunteer recruitment, and management.

At the conclusion of the discussion, the question on the referral was then called and it was **CARRIED**.

**1B. RESCHEDULING PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE MEETING FOR MAY 27, 2014**

(File Ref. No.)

Committee directed that the City Clerk reschedule the May 27, 2014 Parks, Recreation and Cultural Services Committee meeting due to the Federation of Canadian Municipalities Conference in Ontario.

**1C. MINORU AQUATIC FACILITY**

(File Ref. No.)

Committee questioned when staff would be bringing forward a report on the status of the Minoru Aquatic Facility project. Cathryn Volkering Carlile, General Manager, Community Services, advised that advertising and information regarding membership to the Advisory Committee will be going out shortly and staff is looking at different architectural elements. Specific details on the facility are not available at this time. A community consultation process will take place in order to examine the needs and constraints in the current programming.

Serena Lusk, Senior Manager, Recreation and Sport Services, noted that the consultation process is anticipated to be completed in the fall of 2014. Based on the information provided through the Advisory Committee and consultation process, the Architects will formulate the design of the facility.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2014**

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2. **MANAGER'S REPORT**

*(i) Community Services Department Updates*

Ms. Fernyhough advised that the Children's Arts Festival, held in conjunction with Family Day on February 10, 2014, includes programming and events throughout Richmond Community Centres, pools and arenas for family swim, skating and photo booth events. Staff has put together a variety of free or low cost programs to give families an opportunity to participate in yoga, dance, gym time and art classes. Also, she noted that the next Art Gallery Show opens on Saturday, February 8, 2014 titled "Time Travellers Children's Trilogy." PechaKucha Night with the theme "What's your story?" will be held on Thursday, February 20, 2014.

Elizabeth Ayers, Manager, Community Recreation Services, noted that Wednesday, February 26, 2014 is Anti-bullying Day. It is an opportunity to work with the Richmond School District, RCMP, and Richmond Fire-Rescue to create awareness for ongoing friendly and safe environments for people throughout the City. T-Shirts and buttons would be available as a fund raising opportunity. Also, staff is asking that the Mayor proclaim February 26<sup>th</sup> as Anti-Bullying Day.

Liesl Jauk, Manager, Community Cultural Development, stated that staff are accepting nominations for the Richmond Art Awards with a deadline of March 17, 2014. The deadline for Writer-in-Residency applications was yesterday with thirteen submissions received. The applications are being reviewed by Richmond Arts Centre, Minoru Place Activity Centre, and Richmond Library staff in advance of interviews to select a candidate by the end of February. The residency will take place in the fall, with an opening event during Culture Days at the end of September. The Lulu Series: Art in the City kicks off with Cath Brunner speaking on the subject of "Public Art in Public Works Buildings and Infrastructure" on Thursday, March 13, 2014. On Thursday, April 10, 2014, Richard Tetrault will speak on the use of murals to explore cultural identity and origin. Charles Montgomery rounds out the series speaking on "Transforming Our Lives Through Urban Design" on Thursday, May 15, 2014.

*(ii) Branscombe House*

In response to a query regarding uses for the Branscombe House, Ms. Fernyhough stated that an Expression of Interest is being prepared and staff is researching the Artist in Residence use and anticipates bringing forward a report for Council's consideration in the near future.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2014**

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**(iii) *Railway Avenue Greenway Trail***

In response to a query regarding landscaping along the greenway trail, Mr. Redpath noted that there is a significant replanting program associated with the trail reconstruction and the first phase of the planting is underway with a mix of evergreen and deciduous plantings. Also, he noted that benches are planned to be installed along the trail.

The proposal for constructing a small station stop at each end of the historical trail was discussed. Mr. Redpath advised that the bus stops along the trail would be upgraded as funds were available. The interpretation program has yet to be rolled out which uses signage to tell the story of the rail line, the tram, and the stations. As well, thermal plastic anti-slip stencils replicating the tram schedule and the original tickets will be placed along the route. Committee suggested that the tram station buttons produced during the public consultation process be made available to the public.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:36 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Parks,  
Recreation & Cultural Services Committee  
of the Council of the City of Richmond  
held on Tuesday, January 28, 2014.

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Councillor Harold Steves  
Chair

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Heather Howey  
Committee Clerk



## Planning Committee

Date: Tuesday, February 4, 2014

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Evelina Halsey-Brandt  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Harold Steves  
Mayor Malcolm Brodie

Also Present: Councillor Linda McPhail

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on Tuesday, January 21, 2014, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Tuesday, February 18, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

The Chair referenced correspondence received from a Richmond resident dated February 3, 2014 (copy on file, City Clerk's Office), regarding concerns of a potential violation against the City's Tree Protection Bylaw 8057.



**Planning Committee**  
**Tuesday, February 4, 2014**

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

It was moved and seconded

*That staff investigate the concerns raised in correspondence dated February 3, 2014 from a Richmond resident and report back.*

**CARRIED**

## **PLANNING & DEVELOPMENT DEPARTMENT**

1. **APPLICATION BY LIANG (LANCE) HUI FOR REZONING AT 5111 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/C)**

(File Ref. No. 12-8060-20-009098, RZ 13-647357) (REDMS No. 4131580)

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9098, for the rezoning of 5111 Williams Road from "Single Detached (RS1/E)" to "Single Detached (RS2/C)", be introduced and given first reading.*

**CARRIED**

2. **HAMILTON AREA PLAN UPDATE**

(File Ref. No. 08-4045-20-14/2013) (REDMS No. 4120246 v.4)

With the aid of various artist renderings, Terry Crowe, Manager Policy Planning, provided background information and highlighted the following information in regards to the proposed Hamilton Area Plan:

- the preceding phases of community consultation included several open houses, which indicated that the community supports an increase in density in the area;
- the current population of the area is approximately 5,000 people; however, the proposed Plan enables an estimated population of approximately 12,000 people;
- an increase in density supports more retail amenities and housing choices;
- the Plan includes improvements to road, sewer, and water infrastructure, as well as improvements to cycling and pedestrian realms;
- aesthetic and functional improvements, along Westminster Highway and at the intersection of Westminster Highway and Gilley Road, are anticipated to act as focal points for the area;
- there will be no changes to the established single-family and industrial areas;

2.

## Planning Committee

### Tuesday, February 4, 2014

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- there are proposed cycling and pedestrian improvements to the existing Highway 91A overpass, as well as improvements to cycling and pedestrian access to the Queensborough area; and
- there are provisions for a small police office, additional indoor recreational space, and an improved public library.

In reply to queries from the Chair, Mr. Crowe commented on the proposed new parklands and improvements to existing parklands, noting that such works will be primarily funded by development cost charges. Also, he spoke of concerns regarding the proposed new waterfront park, noting that the Parks division corresponded with adjacent property owners advising that there are no immediate plans to expropriate said lands; however, should the development of the proposed waterfront park proceed in the future, affected properties would be appraised at current market value.

Discussion ensued regarding row homes and in reply to queries from Committee, Joe Erceg, General Manager, Planning and Development, advised that the proposed Plan does not explicitly encourage such housing; however, it could be considered.

In reply to queries from Committee, Mr. Crowe provided the following information:

- 85% of the approximate \$22 million net land lift will be allocated towards a range of community amenities;
- land lift calculations will be based on current market values and could be adjusted to reflect current market conditions;
- other lower mainland municipalities utilize a similar approach with regard to land lift contributions; and
- the proposed increase in density supports the development of new retail amenities; moreover, an increase in density in the City of New Westminster's Queensborough Plan further supports the development of such amenities.

In response to queries from Committee, Donna Chan, Manager Transportation Planning, advised that TransLink is supportive of the proposed Plan and that staff are working with TransLink to create transit plan for the area. Also, she stated that the proposed increase in density will support an increase in transit services for the area.

## Planning Committee

### Tuesday, February 4, 2014

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Mr. Crowe advised that staff reviewed the City of New Westminster's Queensborough Plan and found it to be complementary to the proposed Hamilton Area Plan. He stated that the proposed Plan enables an estimated population of approximately 12,000 people, which supports the development of new retail amenities; however, such retail amenities would have to be developed by the private sector. Also, Mr. Crowe spoke of various transportation improvements, noting that streets, pathways, bus stops, and pedestrian access points will be upgraded.

Dana Westermarck, representing the Urban Development Institute's (UDI) Liaison Committee – Richmond, referenced a letter dated February 4, 2014 from the UDI (attached to and forming part of these Minutes as Schedule 1), and stated the following:

- the proposed financial framework may delay or hinder development in the area;
- new development would fund many of the proposed new amenities;
- the proposed land lift framework is concerning as there are additional miscellaneous expenses; however, these costs are not defined;
- the amenity charges levied to developers should be reviewed regularly and be based on the needs of the community; and
- there are concerns that revenues collected as part of development in the Hamilton Area would be used in other areas of Richmond.

Discussion ensued regarding: (i) the methodologies used to calculate developer contributions, (ii) defining the miscellaneous costs associated with the said contributions, and (iii) reviewing the Development Cost Charge Program periodically to adjust costs as necessary.

In reply to queries from Committee, Mr. Erceg noted that revenue collected as part of development in a particular area is not bound to remain in the same area that the development took place.

Mr. Westermarck, representing Oris Consulting Ltd., spoke of the proposed Plan and the following was noted:

- following a study on the viability of commercial expansion in the area, it was found that the proposed increase in population supports the demand for more retail amenities;
- appropriate retail for the area consists of smaller retail stores as opposed to large retail chains;
- it is likely that Queensborough community members will utilize the amenities anticipated for the area; and
- there is concern with the methodologies used to calculate developer contributions to help fund future amenities.

## Planning Committee

### Tuesday, February 4, 2014

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In reply to queries from Committee, Mr. Westermarck commented on the initial phases of the proposed Plan, noting that retail development, ranging from 10,000 to 12,000 square feet in size, would be concentrated on the north west corner of Gilley Road, and that businesses in the existing mall would relocate to this location. Also, he was of the opinion that there is an expectation that a seniors home be constructed nearby, which would make other retail opportunities, such as a pharmacy, more viable.

Mr. Westermarck then commented on later phases of the proposed Plan, noting that retail spaces would expand to other areas along Gilley Road; however, such retailers would be smaller in size but would address the day-to-day needs of local residents.

Heather Hicks and Craig Surmik, 23171 Westminster Highway, raised concern with regard to parts of the proposed Plan. Mr. Surmik presented Committee with a petition (attached to and forming part of these Minutes as Schedule 2) signed by affected residents, citing concerns with the proposed waterfront park and the extension of Willet Avenue through to River Road. It was noted that residents are concerned regarding (i) the potential loss of property value, (ii) possible challenges with remortgaging affected properties, (iii) possible negative impacts to the surround environment, including damage to the wildlife habitat, (iv) an increase in traffic and the corresponding increase in pollution, and (v) the potential solicitation by developers.

Discussion ensued and in reply to queries from Committee, Mr. Erceg noted that the City is not proposing to rezone the properties affected by the future waterfront park and the expansion of Willet Avenue. The proposed designations however should not affect an owner's ability to remortgage his or her property. Also, he stated that the City's Land Acquisition Strategy is based on the future growth in the area and that the City acquires land as it becomes available.

*Mayor Brodie left the meeting (5:18 p.m.) and returned (5:19 p.m.).*

Walloce Sohl, 22760 River Road, expressed his support for the proposed Plan and suggested that the City develop well designed parks in an effort to attract visitors. Also, he suggested that other attractions such as a pier be constructed for recreational fishing.

Linda Reid, 8040 Garden City Road, spoke in favour of the proposed Plan, and in particular the future development of amenities such as the expansion of the public library. Ms. Reid was of the opinion that redevelopment of this area would ameliorate the Hamilton community's connection with the rest of Richmond. Also, she noted that future redevelopment of the area would generate employment opportunities for local residents.

Discussion ensued regarding the importance of collaboration with other levels of government in an effort to improve neighbourhoods like Hamilton.

**Planning Committee**  
**Tuesday, February 4, 2014**

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Discussion further ensued related to the potential expansion of schools in the area, and in particular, the potential for a new high school that would serve both the Hamilton and Queensborough neighbourhoods.

It was moved and seconded

- (1) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, that replaces Schedule 14 of the Hamilton Area Plan be introduced and given first reading and be referred to a Special Council meeting for a Public Hearing to be held on Tuesday, February 25, 2014 at 7:00 pm in the Council Chambers at Richmond City Hall;*
- (2) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, having been considered in conjunction with:*
  - (a) *the City's Financial Plan and Capital Program;*
  - (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 882(3) (a) of the Local Government Act;*
- (3) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the Agricultural Land Commission for comment for the Public Hearing, in accordance with Section 882(3) (c) of the Local Government Act;*
- (4) *That, in accordance with section 879 (2) (b) of the Local Government Act and OCP Bylaw Preparation Consultation Policy 5043, Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the following bodies for comment for the Public Hearing:*
  - (a) *the Council of the City of New Westminster, and*
  - (b) *the Board of Education of School District No. 38 (Richmond);*
- (5) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the Urban Development Institute (Richmond Branch) for comment for the Public Hearing; and*
- (6) *That staff bring forward amendments to Development Cost Charges Imposition Bylaw 8024, no later than 2015 in order to add Hamilton Area Plan DCCs to the City-wide DCC review process.*

The question on the motion was not called as discussion ensued regarding the proposed financial framework in relation to the miscellaneous costs.

Staff advised that there are different manners in which amenity contribution rates can be reviewed, and that historically, there have been instances when rates have been adjusted to reflect current market conditions.

**Planning Committee**  
**Tuesday, February 4, 2014**

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Committee expressed their support for the proposed Plan, noting that the Plan be adopted in a timely manner.

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

3. **MANAGER'S REPORT**

*(a) Railway Avenue Rezoning Application*

Wayne Craig, Director, Development, advised that the applicant anticipates conducting a second round of public consultation towards the end of February 2014.

*(b) Duck Island*

Mr. Craig advised that Duck Island proponents have engaged a First Nations consultant and are preparing a public consultation plan. The proponents have indicated that their first point of contact will be with the Musqueam Indian Band and Tsawwassen Nations.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:53 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, 2014.

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Councillor Bill McNulty  
Chair

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Evangel Biason  
Auxiliary Committee Clerk



**URBAN DEVELOPMENT INSTITUTE – PACIFIC REGION**

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Vancouver, British Columbia V6B 1P2 Canada  
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[www.udl.bc.ca](http://www.udl.bc.ca)

February 4, 2014

Councillor Bill McNulty  
Chair of the Richmond Planning Committee  
and members of the Committee  
City of Richmond  
6911 No. 3 Road  
Richmond, British Columbia V6Y 2C1

Dear Chair and Planning Committee Members:

***Re: Development Financing for the Proposed Hamilton Area Plan***

The Urban Development Institute (UDI) is supportive of Council's efforts to develop an Area Plan for the Hamilton community. As the Lower Mainland's population increases, more infill development in existing neighbourhoods is needed, if we are going to grow sustainably. The proposed *Hamilton Area Plan* represents a positive step in this direction.

We do, however, believe more discussion is needed regarding the proposed development financing in the *Plan*. We have been seeking a meeting with staff on this matter, and would like to meet with them in advance of the proposed *Plan* going to Public Hearing in a few weeks.

In the *Hamilton Area Plan*, Richmond is proposing to increase what is funded by new development projects - libraries, police stations and community centres. UDI has always supported the principle that growth must pay for itself, however, we have concerns (detailed below) that under the proposals, new development could be paying for more than this.

We also ask that land vendors be consulted on the implications of the proposed fee increases on their property values. Staff note in their Report that they are "... *balancing City, community, and developer interests,*" but little mention is made of land owner interests. The argument put forward by local governments is that vendors pay for development charges. If that is the case, land owners should understand what the implications of the proposed charges are on their property values.

UDI is supportive of some of the elements in the development financing proposals:

- Richmond has prioritized what community facilities it would like in the Hamilton area (a police station, library and expanded community centre);
- The City is using legitimate financing tools in the *Local Government Act*, such as Development Cost Charges (DCCs) and density bonusing; and

- Staff have established actual dollar figures for the density bonusing charges on a per square foot basis, so developers can more easily assess what they should pay for sites.

We have several questions and concerns that we would like to discuss with staff before the Public Hearing, including:

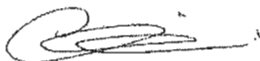
- The potential **impact the charges may have on delaying or hindering development** in the area.
- **New growth is paying for many of the new facilities** that will be used by current residents.

**Richmond is using a land lift approach**, which has nothing to do with the actual costs of the facilities.

- The City of Richmond already extracts funds for public art, childcare and affordable housing from new development. **There may not be the financial capacity to fund community facilities as well as the "Miscellaneous" items proposed by the City.**
- **A clause should be added that density bonusing charges can be changed over time**, so the proposed "Miscellaneous" items in the staff report can be removed.
- **We are concerned that some of the revenue collected in the Hamilton Area will be used outside of the neighbourhood.**

UDI is very supportive of the positive changes being proposed in the Hamilton Area by the City. However, we would like to meet with staff to discuss the implications of the development financing provisions in the draft *Plan* that could undermine its success. They should also be discussed with land owners in the area. We look forward to working with Council and staff as the *Hamilton Area Plan* moves forward.

Yours Truly

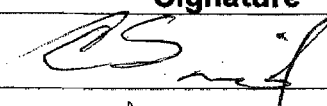
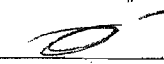
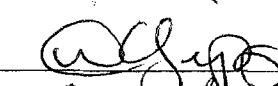
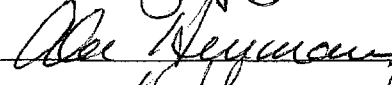


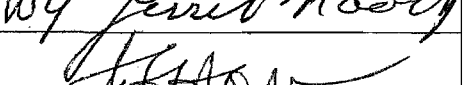
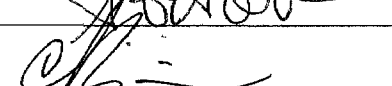
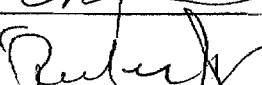
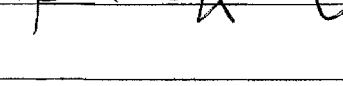


Anne McMullin  
President and CEO  
Urban Development Institute



I am the owner of a residential property that the City of Richmond proposes and/or intends to rezone as a new Waterfront Park and the extension of the roadway for Willett Ave at Westminster Hwy. through to River Road. I was not informed by mail or otherwise by the City of Richmond regarding any of these 'Hamilton Planning Concept' meetings.

I am against the rezoning of my property for the personal, professional, or monetary gain of others. I am also against my neighbors having input into deciding the future use of my land during meetings, through surveys, or by any alternate means.

Printed Name	Address	Signature
CHARLES SURTIK	23171 WESTMINSTER HWY	
Rocky SO	23220 RIVER RD. RICH BC.	
DAVID Y. AP	23260 RIVER RD RICHMOND BC	
Alec HERRMANN	23280 River Rd Richmond BC	
TED LEUNG W.S.	23271 WESTMINSTER HWY RICHMOND BC	
Small / 1st 2nd	23191 Westminster Hwy. RICH BC	
GEORGE + HENDERIKA NOORT	23251 WESTMINSTER HWY	
Shirley Chow	23200 River Road	
Cathy Kuchera	2270 River Rd.	
KAVINDER PORWAL	23151 Westminster Hwy.	

Schedule 2 to the Minutes of the Planning Committee meeting held on Tuesday, February 4, 2014.





# City of Richmond

## Report to Committee

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**To:** Finance Committee

**Date:** January 13, 2014

**From:** Jerry Chong, CA  
Director, Finance

**File:** 03-0970-20-01/2014-  
Vol 01

**Re:** 5 Year Financial Plan (2014 - 2018) Bylaw 9100



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### Staff Recommendation

That:

1. The 5 Year Financial Plan (2014 –2018) be approved as presented by the Director, Finance.
2. The 5 Year Financial Plan (2014 –2018) Bylaw No. 9100 be introduced and given first, second, and third readings.
3. Staff undertake a process of public consultation as required in Section 166 of the Community Charter.

Jerry Chong, CA  
Director, Finance  
(604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	
Information Technology	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Affordable Housing	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Engineering Department	<input checked="" type="checkbox"/>	
Sewerage & Drainage	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Water Services	<input checked="" type="checkbox"/>	
Law & Community Safety Administration	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT /</b> <b>AGENDA REVIEW SUBCOMMITTEE</b>	INITIALS: DW	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

In subsection 165(l) of the Community Charter, it requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw on or before May 15th of each year. However early adoption is encouraged in order for all users to be aware of the bylaws and rates in place. Included in the 5 Year Financial Plan are the 2014 Operating, Capital and Utility Budgets and estimates for the remainder of the five-year program. The 2014 5YFP Bylaw provides the City with the authority to proceed with spending to the limits as outlined in the bylaw. The following figure outlines the process and timeline behind the 2014 – 2018 Financial Plan:

Timeline	Operating	Capital	Utility
June 2013	<ul style="list-style-type: none"> <li>Research assumptions for the 2014 Budget</li> </ul>	<ul style="list-style-type: none"> <li>Review Budget Process and identify focus areas</li> <li>Publish guidelines for the preparation of Capital Submissions</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with external agencies for external input (Metro Vancouver)</li> </ul>
July - August 2013	<ul style="list-style-type: none"> <li>Council endorses 2014 Budget assumptions</li> <li>Reviews commence with individual departments</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and submit capital submissions and Operating Budget Impact for Capital Projects</li> </ul>	<ul style="list-style-type: none"> <li>Prepare the Budget based on initial assumptions received from Agencies</li> </ul>
September 2013	<ul style="list-style-type: none"> <li>Budget reviews continue with individual departments</li> </ul>	<ul style="list-style-type: none"> <li>Rank 2014-2018 Capital Submissions</li> <li>Review by Corporate Directors Leadership Group</li> </ul>	<ul style="list-style-type: none"> <li>Continue Budget preparation</li> </ul>
October 2013	<ul style="list-style-type: none"> <li>SMT Budget reviews</li> </ul>	<ul style="list-style-type: none"> <li>Present preliminary 2014 Capital Budget to SMT for review and direction</li> </ul>	<ul style="list-style-type: none"> <li>Obtain finalized rates from agencies and finalize the Budget</li> <li>Finance review of the Budget</li> </ul>
November 2013	<ul style="list-style-type: none"> <li>CAO/SMT Budget review</li> </ul>	<ul style="list-style-type: none"> <li>CAO/SMT Budget review</li> </ul>	<ul style="list-style-type: none"> <li>Present the 2014 Budget to General Purpose Committee and Council</li> </ul>
December 2013	<ul style="list-style-type: none"> <li>Present 2014 Budget to Finance Committee and Council</li> </ul>	<ul style="list-style-type: none"> <li>Present 2014 Capital Budget to Finance Committee and Council</li> </ul>	
January 2014	<ul style="list-style-type: none"> <li>Consolidate 2014 Capital, Operating and Utility Budgets</li> <li>Prepare Financial Plan 2014 - 2018 for presentation to Council</li> </ul>		

### Analysis

The key inputs into the 5YFP (2014-2018) are the Operating, Capital and Utility budgets. Each of these key components were approved by Council as follows:

- 2014 Capital Budget approved on December 9, 2013
- 2014 Utility Budget approved on November 25, 2013

- 2014 Operating Budget approved on December 9, 2013
- 2014 One-Time Expenditures approved on December 9, 2013

Under the City's Long Term Financial Management Strategy (LTFMS), the City is committed to financial planning that maintains existing levels of service to the community and provides for the future needs of the community, while limiting the impact on property taxes.

A number of major trends were reviewed to determine the assumptions to apply in forming the 5YFP. The situational analysis is included in Attachment 1 and a summary of the assumptions gathered based on this analysis are summarized in Table 1.

Table 1 – 5 Year Financial Plan (2014-2018) Assumptions

	2014	2015	2016	2017	2018
Consumer Price Index	2.0% <sup>1</sup>	2.0% <sup>1</sup>	2.0% <sup>1</sup>	2.0% <sup>1</sup>	2.0% <sup>2</sup>
Municipal Price Index (For comparative purposes only)	3.1%	3.2%	3.0%	3.1%	3.1%
Business Licences	2.0%	2.0%	2.0%	2.0%	2.0%
User Fees	2.0%	2.0%	2.0%	2.0%	2.0%
Growth (tax base)	1.3%	1.0%	0.9%	0.8%	0.8%
Metro Vancouver Rates:					
Water	4.0%	8.1%	7.9%	8.6%	4.9%
Liquid Waste	8.0%	8.0%	8.0%	8.0%	8.0%
Solid Waste	1.0%	10.0%	15.0%	10.0%	4.0%
RCMP contract increases	3.5%	2.0%	1.5%	2.1%	2.3%
Natural gas expense	0.0%	1.0%	3.0%	3.0%	3.0%
Electricity Expense	7.0% <sup>3</sup>	6.7% <sup>3</sup>	4.9% <sup>3</sup>	3.7% <sup>3</sup>	3.2% <sup>3</sup>
Material and Supplies	2.0%	2.0%	2.0%	2.0%	2.0%
Fuel Costs	6.0%	6.0%	6.0%	6.0%	6.0%
Insurance Expense	3.0%	3.0%	3.0%	3.0%	3.0%
Casino Funding Assumptions (in '000s):					
Oval	\$5,000	-	-	-	-
Debt Servicing	-	\$5,000	\$5,000	\$5,000	\$5,000
Revolving Fund	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239
Industrial Use Reserve	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Capital	\$600	\$600	\$600	\$600	\$600
Capital Building Infrastructure	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777
Grants	\$763	\$778	\$794	\$810	\$826
Physical Plant	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
Operating (RCMP)	\$628	\$641	\$650	\$664	\$679
Operating Budget Impact of Capital Budget (OBI) in '000s					
Utility Budget	\$20	\$101	\$89	\$94	\$94
Operating Budget (includes phase in)	\$600	\$938	\$789	\$852	\$723

<sup>1</sup> The CPI Rate is estimated based on TD Economics, RBC, BMO, and Central 1; <sup>2</sup> Estimated rate of CPI for the period 2018 based on continuation of 2017 projection. <sup>3</sup> Energy Manager. City of Richmond



Table 2 – 5 Year Financial Plan (2014 – 2018)

	2014	2015	2016	2017	2018
<b>Revenues</b>					
Property Taxes	\$183,822	\$191,101	\$198,414	\$205,865	\$213,675
Transfer from Capital Equity	44,812	45,028	45,113	45,642	48,882
Utilities	94,505	98,470	102,977	107,832	111,882
Transfer from Capital Equity	6,621	6,653	6,666	6,744	7,222
Fees and Charges	27,517	27,930	28,326	28,736	29,189
Investment Income	16,197	16,278	16,360	16,441	16,524
Grants in Lieu of Taxes	13,473	13,647	13,823	14,001	14,182
Gaming Revenue	14,908	14,946	14,983	15,020	15,058
Grants	4,580	4,608	4,637	4,666	4,695
Penalties and Interest on Taxes	1,015	1,025	1,036	1,046	1,056
Miscellaneous Fiscal Earnings	23,735	20,776	21,548	22,128	21,606
Proceeds from Borrowing	50,815	-	-	-	-
<b>Capital Plan</b>					
Transfer from DCC Reserve	19,675	14,452	11,471	11,449	13,589
Transfer from Other Funds and Reserves	171,767	51,986	49,688	49,269	43,826
External Contributions	680	230	175	575	175
Carryforward Prior Years	200,679	136,713	93,699	47,286	36,016
<b>TOTAL REVENUES</b>	<b>\$874,801</b>	<b>\$643,843</b>	<b>\$608,916</b>	<b>\$576,700</b>	<b>\$577,577</b>
<b>Expenditures</b>					
Utilities	\$79,505	\$83,502	\$88,022	\$92,955	\$97,483
Transfer to Drainage Improvement Replacement Reserve	9,765	9,765	9,765	9,765	9,765
Transfer to Watermain Replacement Reserve	7,500	7,500	7,500	7,500	7,500
Transfer to Sanitary Sewer Reserve	4,256	4,256	4,256	4,256	4,256
Transfer to Equipment Replacement Reserve	100	100	100	100	100
Law and Community Safety	87,417	89,625	91,677	93,708	96,115
Transfer to Equipment Replacement Reserve	983	983	983	983	983
Engineering and Public Works	67,596	67,967	69,101	70,699	71,764
Transfer to Equipment Replacement Reserve	1,675	1,675	1,675	1,675	1,675
Community Services	62,980	63,403	65,872	68,206	72,699
Transfer to Capital Building & Infrastructure Reserve	252	252	252	252	252
Finance and Corporate Services	24,927	25,105	25,516	25,936	26,374
Planning and Development	12,806	13,011	13,240	13,474	13,722
Corporate Administration	7,180	7,251	7,371	7,493	7,620
Fiscal	24,676	25,028	25,546	26,071	26,499
Transfer to Capital Building & Infrastructure Reserve	11,866	13,704	15,615	17,599	19,658
Transfer to Capital Reserve	59,890	9,890	9,890	9,890	9,890
Transfer to Accumulated Surplus	5,000	-	-	-	-
Transfer Investment Income to Statutory Reserves	11,250	11,306	11,363	11,420	11,477
<b>Municipal Debt</b>					
Debt Interest	1,366	1,906	1,906	1,906	1,906
Debt Principal	1,010	4,233	4,233	4,233	4,233
<b>Capital Plan</b>					
Current Year Capital Expenditures	192,122	66,668	61,334	61,293	57,590
Carryforward Prior Years	200,679	136,713	93,699	47,286	36,016
<b>TOTAL EXPENDITURES</b>	<b>\$874,801</b>	<b>\$643,843</b>	<b>\$608,916</b>	<b>\$576,700</b>	<b>\$577,577</b>
<b>Proposed Property Tax Increase</b>	<b>2.96%</b>	<b>2.96%</b>	<b>2.98%</b>	<b>2.96%</b>	<b>2.99%</b>

Note: Including 1% levy for transfer to reserves for capital and infrastructure replacements

Table 2 summarizes the impact of applying these assumptions to revenues, expenditures and includes a summary of the projected tax increases for 2014-2018. The projected tax increases meet Council's policy of keeping property tax increases to Vancouver's CPI rate and adheres to the LTFMS by including a 1% levy for future capital and infrastructure replacement.

The remainder of this report discusses:

1. Highlights of some of the major city services included in the 5YFP along with the major cost drivers for these services.
2. Operating Budget Funding Sources
3. Capital Budget Highlights

## 1. Major City Service Highlights – Operating and Utility Budgets:

### A. Utilities

The utility rates need to be established by December 31<sup>st</sup> every year in order to facilitate charging for the next calendar year. Home owners in the City are issued a utility bill annually or quarterly. The operating expenditure covers services for water supply, sewage collection and treatment, drainage, dike, solid waste, recycling, flood protection, grease management and environmental programs. Table 3 outlines the distance coverage for drainage, sewer, and water in Richmond.

The major cost drivers are salaries, regional water rates, regional waste disposal tipping fee increases, regional operating costs for sewer treatment, contracts and new programs related to solid waste and recycling collection services. Metro Vancouver forecasted expense increases for Water, Liquid Waste and Solid Waste are summarized in Table 1.

Table 3 Infrastructure – Drainage, Sanitary Sewer and Watermains (km)

Year	2009	2010	2011	2012	2013
Drainage	613	613	620	622	625
Sewer	563	563	565	565	567
Water	624	624	630	630	630

### B. Law and Community Safety

#### i. RCMP

The RCMP is committed to working in partnership with the citizens of Richmond to achieve the goal of "Safe Homes and Safe Communities". Through a consultative process with Council and other Stakeholders, the RCMP establishes policing priorities on an annual basis. In the period between 2009-2012, the City of Richmond has lower provincial rates per each of the categories monitored as presented in Table 4, except for the Controlled Drugs and Substances Act ("CDSA") offences, due to the fact that controlled substances seizures are executed at Vancouver International Airport, which is under the City's jurisdiction.



Table 4— Average Crime Rates City of Richmond vs. BC

2009 - 2012 Average Crime Rates (per'000 people)	Richmond Average	BC Average
Violent Crime Rates	8.6	15.2
Controlled Drugs and Substances Act Crime Rates	5.8	5.7
Property Crime Rate	40.2	50.2
Total Crime Code Offences Rate	59.8	82.7

Source: RCMP Crime Analyst

Consultation with the public through the strategic planning external survey and internal assessment of crime reports have identified a number community concerns for the upcoming fiscal year. The following Community Objectives were selected by Council as priorities for the RCMP fiscal year 2013/14:

- Pedestrian Safety – with a focus on reducing fatalities and severe bodily injuries;
- Commercial/Residential Break and Enters – with a focus on prolific offenders; and
- Personal Thefts/Robberies in the Downtown Core – with a focus on increasing police visibility.

The major cost driver for RCMP within the Law and Community Safety budget is the RCMP contract. Forecasted increases for 2014 to 2018 are included in Table 1.

## ii. Fire Rescue

Richmond Fire-Rescue continues to provide services to the community in the areas of prevention, education and emergency response. In 2014, a focus will be placed on construction of Fire Halls 1 and 3, developing and implementing Prevention and Public Education plans and services that align with community risk.

A study to look at Richmond's Fire and Rescue services (RFR) and community risk is being conducted in 2014 with completion in 2015. The goal is to ensure that RFR has resources, at the right event and time with the right amount of staff now and into the foreseeable future. The City's new Official Community Plan (OCP) to 2041 and the City Centre Area Plan to 2031 are key documents that will be used. The prevention and education initiatives outlined and being implemented in the Fire-Rescue Plan (2012-2015) are intended to help manage the future demand for RFR emergency response services.

The major cost driver for Fire Rescue services within the Law and Community Safety budget is salaries. Forecasted increases for 2014 to 2018 are based on estimates as the collective agreement is yet to be negotiated.

## C. Engineering and Public Works

Engineering and Public Works continues to provide services including the installation, maintenance and replacement of the City's infrastructure including roads, water, sewer, drainage, dikes and civic buildings. In addition, the department leads the City's sustainability efforts, including the district energy program. Roads and construction provide various services and street infrastructure for citizens of Richmond. These services are required for



public safety and include many areas such as: snow and ice control, street cleaning, asphalt maintenance of roads, inspections and maintenance of bridges, maintenance of street lights and maintenance of dikes.

The major cost driver for Engineering and Public Works is union salaries which are based on collective agreement rates set at 1.75% for 2014 and 2% for 2015. Increases for 2016 through 2018 are based on estimates.

**D. Community Services (Includes Community Social Development; Arts, Culture and Heritage; Parks and Recreation; Richmond Public Library)**

Community Services continues to work in partnership with the community to provide a variety of programs, services, places, spaces and other amenities which greatly enhance the quality of life for both current and future generations.

There will be continued emphasis on park development and programs, aquatic and arena services, recreation services for all ages, health and wellness programs as well as arts, culture and heritage programs and services.

There will also be an emphasis on pursuing implementation of the Richmond Social Development Strategy: a strategy which identifies social development priorities requiring City attention over the next ten years. Services and initiatives related to our aging population, cultural diversity, child care and affordable housing are among the priorities.

The Richmond Public Library is committed to working with Council, City staff, community partners and generous donors to achieve five strategic goals:

- Support reading in our community
- Use technology to connect readers
- Develop collections to meet popular demand
- Offer programs that inform and inspire
- Create friendly, welcoming facilities

The Library will continue to provide items to satisfy public demand for its services.

The major cost driver for Community Services include union salaries, natural gas, and electricity expenses. Union salaries are based on collective agreement rates set at 1.75% for 2014 and 2% for 2015. Increases for 2016 through 2018 are based on estimates. Assumptions for natural gas and electricity are summarized in Table 1.

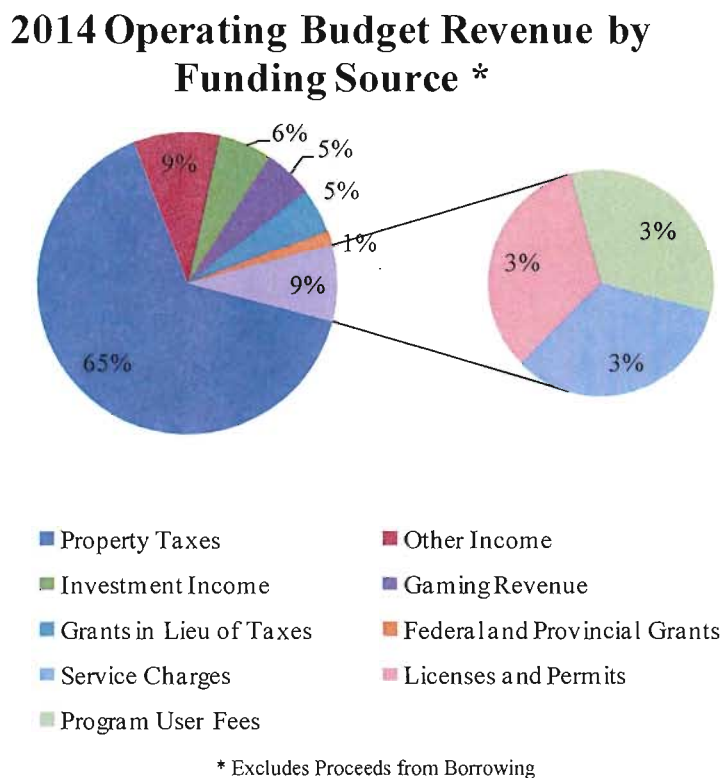
For 2014, Attachment 2 shows the breakdown of where each tax dollar is spent by the City. The biggest areas are the services provided by the City to its citizens (e.g. Police, Fire, Parks and Recreations). The City of Richmond provides significant value to taxpayers by offering excellent services while maintaining moderate tax increases.

## 2. Operating Budget Funding Sources

In accordance with the Community Charter Section 165 (5) the City is required to propose a balanced budget, with no projection of a deficit. The projected increase in expenditures need to be offset with increases from funding sources. To prevent overburdening the taxpayers, Council has directed user fees increase by the CPI (summarized in Table 1) and has encouraged staff to find alternative funding sources for increased levels of service or to reduce the tax rate.

The main operating budget funding received by the City is outlined by source in Chart 1. As shown, the largest funding source for the City is property taxes. The next largest portion of funding is received from user fees and charges.

Chart 1– 2014 Operating Budget Revenue by Funding Source (excluding Utilities and Capital)



The cost of non-discretionary City expenditures has increased at a higher rate than the CPI (such as RCMP contract costs and collective bargaining agreements). Therefore, non-tax revenue growth is not keeping up with costs and plant/population growth.

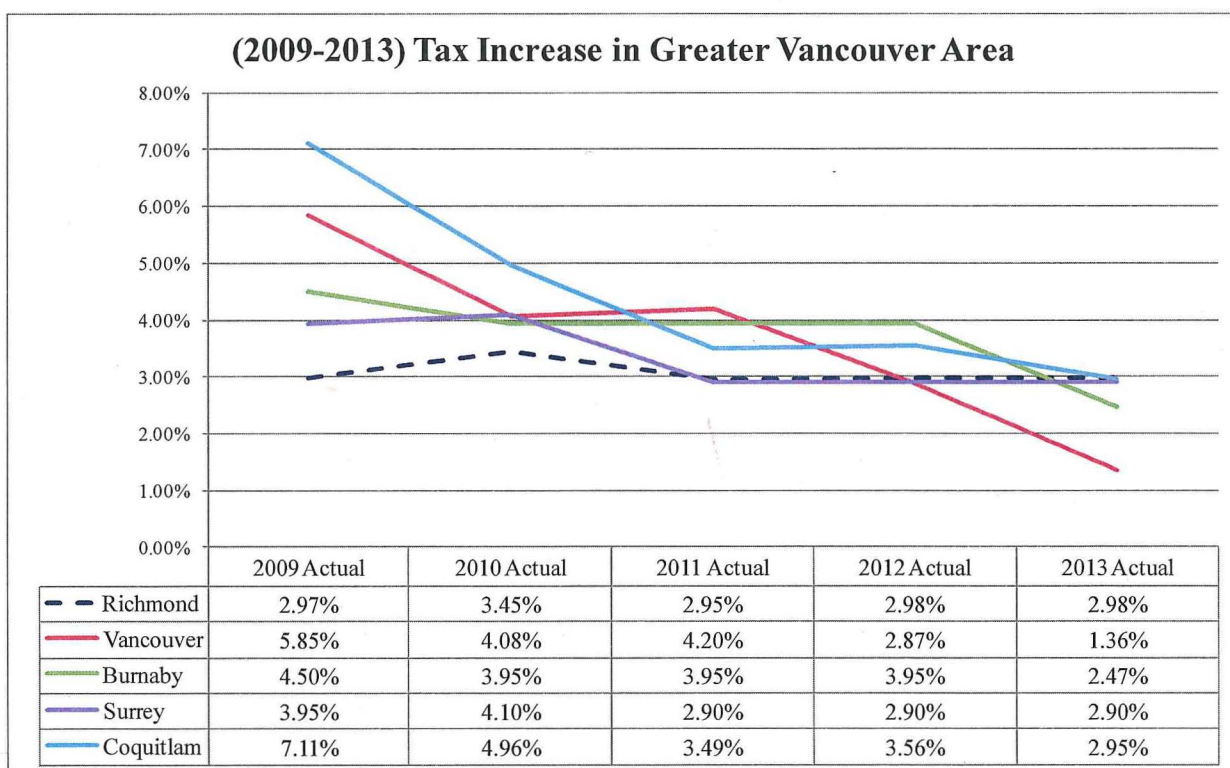
The remaining expenditures in excess of forecasted funding sources results in the required tax levy. The average tax increase is calculated by taking the year over year change in the required tax levy less any projected growth in the tax base. The average tax rate increase is then determined by dividing this resulting increase by the prior year's tax base. The

assumptions for tax growth are summarized in Table 1 and the estimated property tax increases are summarized in Table 2.

Chart 2 demonstrates the trends of tax increases in top cities within the Greater Vancouver area for the period 2009-2013. As seen from Chart 2, the City of Richmond has one of the lowest average rates with 3.07% average annual increase for the period 2009-2013.

Revenue from property tax is collected from multiple classes of properties. The largest two contributors to property tax are the residential and business classes. Please see the Attachment 2 for more details.

Chart 2 - Average increase in tax rates in Greater Vancouver Area (2009-2013)



*Source of Data: Finance Department and Internet sites of the aforementioned GVA municipalities*

Based on the proposed 5YFP (2014-2018), Table 5 shows the average tax (\$) increase and the corresponding average tax rate (%) increases are as follows:

Table 5– Tax Rate Increases

(in S'000s)	2014	2015	2016	2017	2018
Same Level of Service Increase Before Growth	\$4,983	\$4,203	\$4,312	\$4,316	\$4,828
OBI (includes Phase-in)*	\$600	\$938	\$789	\$852	\$723
Additional Expenditures	\$155	\$300	\$300	\$300	\$200
Total Funding Increase Required Before Growth	\$5,738	\$5,441	\$5,401	\$5,468	\$5,751
Estimated Growth	(\$2,300)	(\$1,838)	(\$1,624)	(\$1,588)	(\$1,647)
Proposed Property Tax Impact (\$)	<b>\$3,438</b>	<b>\$3,603</b>	<b>\$3,777</b>	<b>\$3,880</b>	<b>\$4,104</b>
Proposed Property Tax Impact (%)	<b>1.96%</b>	<b>1.96%</b>	<b>1.98%</b>	<b>1.96%</b>	<b>1.99%</b>
Additional 1% Transfer to Reserves	\$1,748	\$1,838	\$1,911	\$1,984	\$2,059
Net Budget Increase	<b>\$5,186</b>	<b>\$5,441</b>	<b>\$5,688</b>	<b>\$5,864</b>	<b>\$6,163</b>
Total Proposed Property Tax and Levy Impact (%)	<b>2.96%</b>	<b>2.96%</b>	<b>2.98%</b>	<b>2.96%</b>	<b>2.99%</b>

\* Operating Budget Impact (OBI)

The 5YFP incorporates the OBI phase-in plan as discussed in the 2014 Capital Budget report. This preliminary operating budget impact estimate of \$3.56 million for the Corporate Facilities Implementation Plan – Phase 1 will be subject to further review and analysis before the details of programming and service levels are presented to Council for approval.

The proposed 5YFP (2014-2018) includes an additional 1% levy each year in accordance with the Long Term Financial Management Strategy. This funding strategy was implemented to bridge the funding gap between aging infrastructure funding requirements and funding availability. The Long Term Financial Management Strategy will be reviewed in conjunction with the aging infrastructure requirements in the future to determine when the optimum level of annual funding is achieved.

### 3. Capital Budget

The 2014-2018 5-Year Capital Plan considers Richmond's aging infrastructure and rapid infrastructure expansion related to urban growth. The projects in the 2014-2018 Capital Budget maintain, improve and advance the City of Richmond's infrastructure inventory, provide the basic necessities for urban living and help fulfill Council's strategic goals for the City.

Under Council's direction and in accordance with Council Term Goals, the following are a summary of recommended projects to be undertaken for the next 5 years:

- Building the major facilities including the integrated Older Adults Centre/ Minoru Aquatic Centre, Fire Hall No.1 and City Centre Community Centre
- Invest on active transportation modes, enhance traffic efficiency and safety
- Laneway drainage and pavement improvements for better access for residents
- Extensive water, drainage and sanitary sewer upgrades to maintain quality service.
- Upgrade and construct pump stations to ensure reliable service



- Continued development of the City's trail and park systems, and replacement of playground equipment to create safe and engaging recreational environments
- Increased public art to ensure the City's continued development as a vibrant cultural city
- Development of childcare facilities that will provide much needed childcare to Richmond residents
- Funding for affordable housing projects and initiatives to ensure affordable rental housing to Richmond residents

The capital projects for years 2015-2018 are recommended based on existing priorities and current funding estimates. The projects and estimates for each of these successive years will be updated as more current and accurate information becomes available.

### i. Capital Program

On December 9, 2013 the 2014 Capital Budget was approved by Council. The 2014-2018 5 Year Financial Capital Plan by Program is summarized in Table 6. Program and funding details are included in Attachment 3. The Capital Program consolidates the 2014 Capital Budget, the capital projects approved by Council through 2014 One-Time Expenditures and other staff reports presented to Council subsequent to the 2014 Capital Budget report. Also included is a \$5 million increase to the strategic land acquisitions program in order for the City to act on opportunities in a timely manner; Council's approval is required prior to any funds being spent from this program.

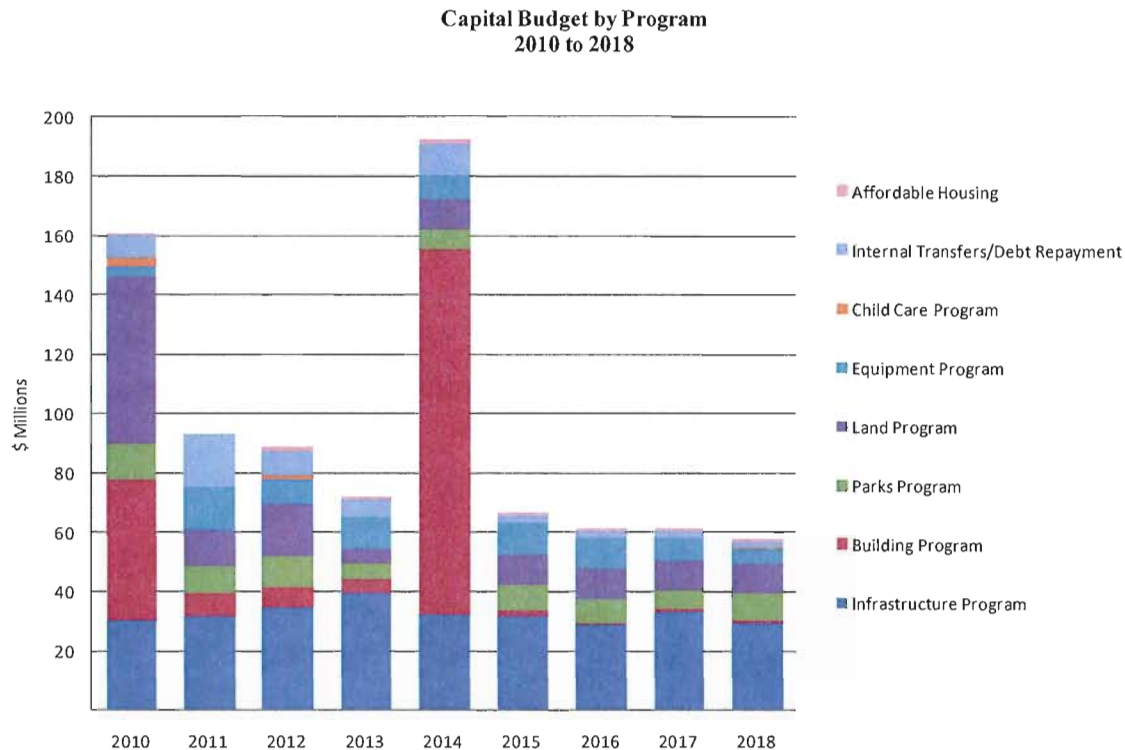
Highlights of the recommended 2015-2018 program are included in Attachment 4. Chart 3 shows that the 2015-2018 Capital Plan represents an annual basic capital program relative to previous years to reflect the current economic trends. The significant increase in 2010 is due to the RCMP building and strategic land acquisition. The significant increase in the 2014 program is due to the major facilities including the integrated Older Adults Centre/Minoru Aquatic Centre, and Fire Hall No.1.

Table 6 – Capital Program (2014-2018)

(in \$000's)	2014	2015	2016	2017	2018
Infrastructure Program	\$32,239	\$31,640	\$28,695	\$33,015	\$29,226
Building Program	123,092	1,980	650	870	1,010
Parks Program	6,595	8,550	8,250	6,303	9,228
Land Program <sup>1</sup>	10,000	10,000	10,000	10,000	10,000
Affordable Housing Program <sup>1</sup>	1,032	975	975	975	975
Equipment Program	8,135	11,326	10,567	7,933	4,954
Child Care Program <sup>1</sup>	50	50	50	50	50
Internal Transfers/Debt Payment	10,979	2,147	2,147	2,147	2,147
<b>TOTAL CAPITAL PROGRAM</b>	<b>\$192,122</b>	<b>\$66,668</b>	<b>\$61,334</b>	<b>\$61,293</b>	<b>\$57,590</b>

<sup>1</sup> The availability of funding for these programs is based on external factors such as contributions from development or proceeds on land disposition. The future programs are estimated based on forecasted market conditions.

**Chart 3 Capital Budget by Program (2010-2018)**



## ii. Capital Budget Funding Sources

The capital budget uses a variety of funding sources which include:

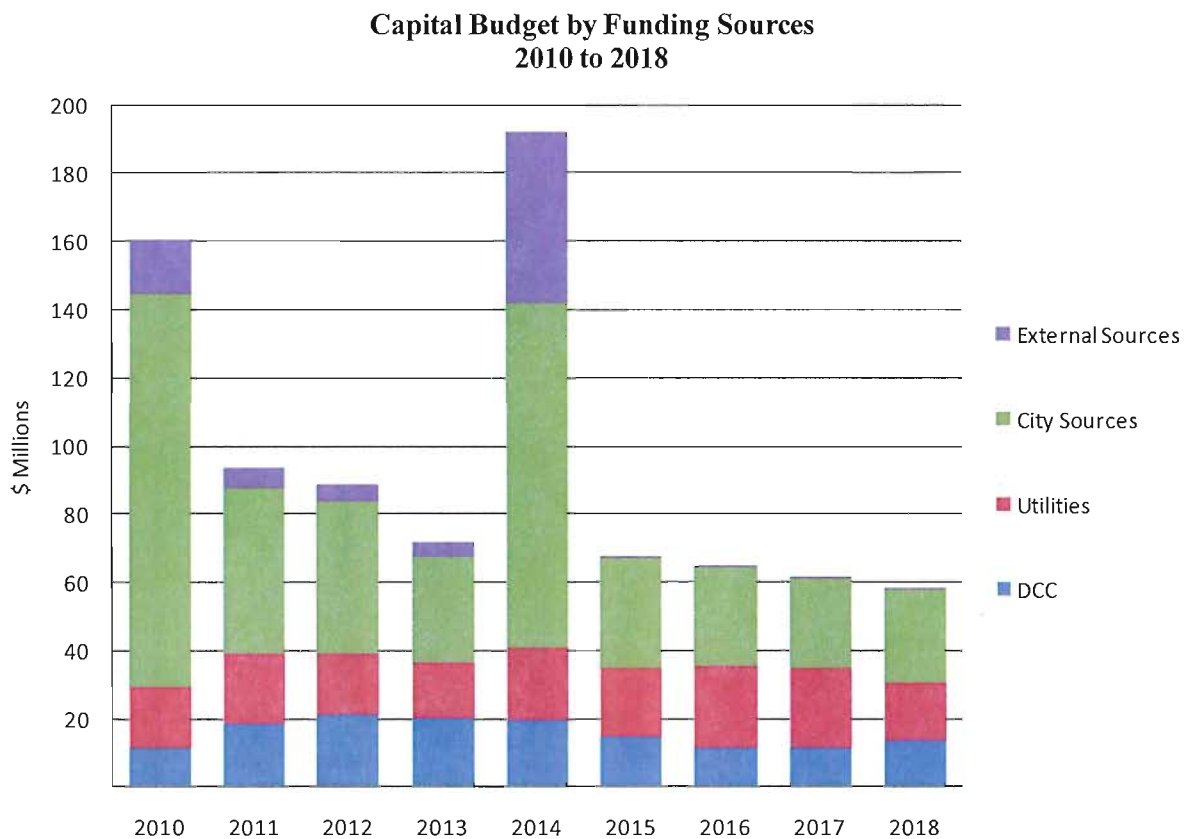
- Development Cost Charges (DCC) – these contributions are made through development and are used for growth related projects
- External Sources – these include grants awarded from Provincial and Federal Governments, developer cash contributions (other than DCCs) and other non-City related sources including debt
- Utilities – these are funds collected through the utility bills and are specified for waterworks, sanitary sewer and drainage
- City Sources – this includes all other sources of City funding such as statutory reserves, appropriated surplus (provisions) and general surplus

The capital funding sources correspond to the nature of expenditure where external sources are the most restricted and City sources the most general. Council can direct the use of City Reserve funds in compliance with the Community Charter section 189.

As highlighted in previous staff reports, the 2014 Capital Budget report includes \$50 million debt from Municipal Finance Authority to fund the Integrated Older Adults / Minoru Aquatic Centre. Although the City is taking on new debt to take advantage of low interest rates, it is important to emphasize that funding to service this debt is coming from existing funding sources and there is no tax increase as a direct result of this new debt. This is due to the timing of existing debt payments being completely repaid just before payments on the new debt begin.

Chart 4 summarizes funding sources for the 5 Year Financial Capital Plan (2014-2018) in comparison to previous years. A summary of the 5 Year Capital Funding Sources are located in Attachment 3.

Chart 4 Capital Budget by Funding Sources (2010-2018):



### Financial Impact

Table 7 summarizes the Council approved 2014 tax increases of 1.96% plus 1% levy for capital and infrastructure replacement for a total of 2.96%. The proposed estimated tax increase for 2015 through 2018 is expected to be consistent with 2014 and includes a 1% levy for capital and infrastructure replacement, in accordance with Council's Long Term Financial Management Strategy.

Table 7 – Tax Rate Increases

Year	Proposed Property Tax Impact (in \$000's)	Proposed Property Tax Impact (%)	1% Infrastructure Replacement Levy (\$)	Net Budget Increase (\$)	Total Proposed Property Tax and Levy Impact %
2014	\$3,438	1.96%	\$1,748	\$5,186	2.96%
2015	\$3,603	1.96%	\$1,838	\$5,441	2.96%
2016	\$3,777	1.98%	\$1,911	\$5,688	2.98%
2017	\$3,880	1.96%	\$1,984	\$5,864	2.96%
2018	\$4,104	1.99%	\$2,059	\$6,163	2.99%

### Conclusion

The 5YFP outlines the 2014 budget and provides projections for future years. It should be emphasized that beyond 2014, the 5YFP will change as more information is made available to update each successive year accordingly. Richmond is competitive in its municipal tax levy when compared with other municipalities in Metro Vancouver and continues to be a leader in providing quality services to its residents.

The City is required to undertake a process of public consultation in accordance with Section 166 of the Community Charter. Staff will use the Let's Talk Richmond online discussion tool to enhance the public consultation process. This will provide greater opportunity for the public to access information about the 5YFP, pose questions to staff and provide feedback.



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## Attachments

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## Situational Analysis

### 1. Key Economic Drivers

Overall, Richmond is performing well in consideration of national and provincial economic trends. Gaming revenue and Development Cost Charges are increasing, and overall statistics indicate continuing strength in the Richmond economy.

Table 8 – Key Economic Drivers British Columbia and Canada

Key Economic Indicators	2012 Actual	2013 (forecast)	2014 (forecast)	2015 (forecast)	2016 (forecast)	2017 (forecast)
<b>British Columbia:</b>						
Real GDP (% Change)	1.9	2.2	2.7	3.3	3.9	3.9
Employment (% Change)	1.7	1.3	1.7	2.2	2.5	2.9
Unemployment Rate (%)	6.8	6.5	6.0	5.4	4.7	4.0
Housing Starts ('000)	27.5	24.8	26.6	30.0	33.8	37.6
<b>Canada:</b>						
Vancouver Consumer Price Index (%)	1.2	1.0	2.0	2.0	2.0	2.0
3-month Government of Canada T-Bill (%)	0.9	1.00	0.95	1.20	1.85	2.80
10-year-Government of Canada Bond Yield (%)	1.85	2.35	2.95	3.40	3.90	4.30

Sources: Central 1 Economic Analysis of BC September 2013 issue, TD Bank Long-Term Economic Forecast December 2013 issue, and TD Provincial Economic Forecast January 2014 issue.

It is expected that the BC economy will continue to gain momentum as shown in Table 8, based on the economic indicators and researched articles.

In 2013, the Canadian CPI charted a low 1.0% due to lower gasoline and natural gas prices as well as downward pressures as a result of switching back to the PST. The CPI forecast in years 2014 to 2017 is projected to rise to 2% or above with the expectation that higher energy and commodity prices will prevail while labour markets tighten. Personal disposable income growth is expected to lift higher than the CPI with forecasted rates increasing from 2.7% in year 2013 to 6.5% in year 2017 due to projection of wage growth, higher investment income (higher interest rates), and higher consumer spending.

The assumptions for the 5 Year Financial Plan are contained in Table 1.

### 2. Population

Richmond has been growing at an average of 1.5% per year since 2008, following a period of rapid growth over the last 30 years during which the population doubled in size. It is projected

that Richmond's population will grow to 280,000 by 2041, an increase of approximately 75,000 from 2013.

Past trends reveal the actual population growth in the City Centre accounted for more than half the growth with the City. The Richmond City Centre is seeing increasing levels of development activity and is expected to have significant growth rates in coming years. The following chart illustrates the population growth from 2008 to 2013 and the projection for the next five years:

Table 9 – Richmond Population

Population Growth	2009	2010	2011	2012	2013
Number of People	193,505	196,858	199,141	201,471	205,133
% Change	2.3%	1.7%	1.1%	1.2%	1.8%

Population Forecast (in '000s)	2014 (forecast)	2015 (forecast)	2016 (forecast)	2017 (forecast)	2018 (forecast)
Number of People	209,388	213,891	218,401	222,945	227,406
% Change	2.0%	2.2%	2.1%	2.1%	2.0%

Sources: Urban Futures Inc. with City of Richmond Projections

With a population that is growing at an average of 1.5% per year, including many newcomers to Canada from all over the world, the City faces challenges in creating the appropriate service mix to offer its residents.

### 3. Demand for City Services

The demand for City services has increased annually and this is reflected in the following statistics:

Table 10 – Demand for City Services

	2009	2010	2011	2012	2013
Budgeted Capital Construction Costs (\$mil) <sup>1</sup>	63,901	148,136	75,536	80,287	71,768
Registration <sup>2</sup>	113,396	128,622	122,784	129,526	126,410
Fire Rescue Responses <sup>3</sup>	9,240	9,048	9,141	9,164	9,710
Public Works Calls for Services <sup>4</sup>	12,554	13,664	13,332	13,800	12,927

Source: <sup>1</sup>City of Richmond Capital Model, <sup>2</sup>City of Richmond Class Registration System

<sup>3</sup>Richmond Fire Rescue, <sup>4</sup>City of Richmond Hansen System

The demand for City Services for the period 2014-2018 will be projected at the existing service level to be conservative and any projects impacting the demand for City Services will be brought forward to Council.

#### **4. Aging Population and Workforce**

Similar to most communities, Richmond will experience an aging population which means increased demand for policies and services to improve aging-in-place, affordable housing accessibility and healthy communities.

Likewise, the demographic profile of the Canadian workforce will undergo a substantial shift as a larger number of older workers will be joined by relatively few new entrants to the labour force. As an increasing number of employees will be eligible to retire within the next five years, a systematic method for projecting critical resource gaps will be combined with effective hiring, development, and retention programs to fill these critical roles.

#### **5. Employment Estimates**

Approximately 34% of all jobs in Richmond are in the transportation, warehousing, logistics, wholesale and manufacturing sectors. Tourism jobs make up an additional 7% of the total, meaning that the movement of goods and people is the largest economic driver in Richmond. Business sectors with growth prospects include these, as well as the technology, retail, agriculture, health care and post secondary education sectors.

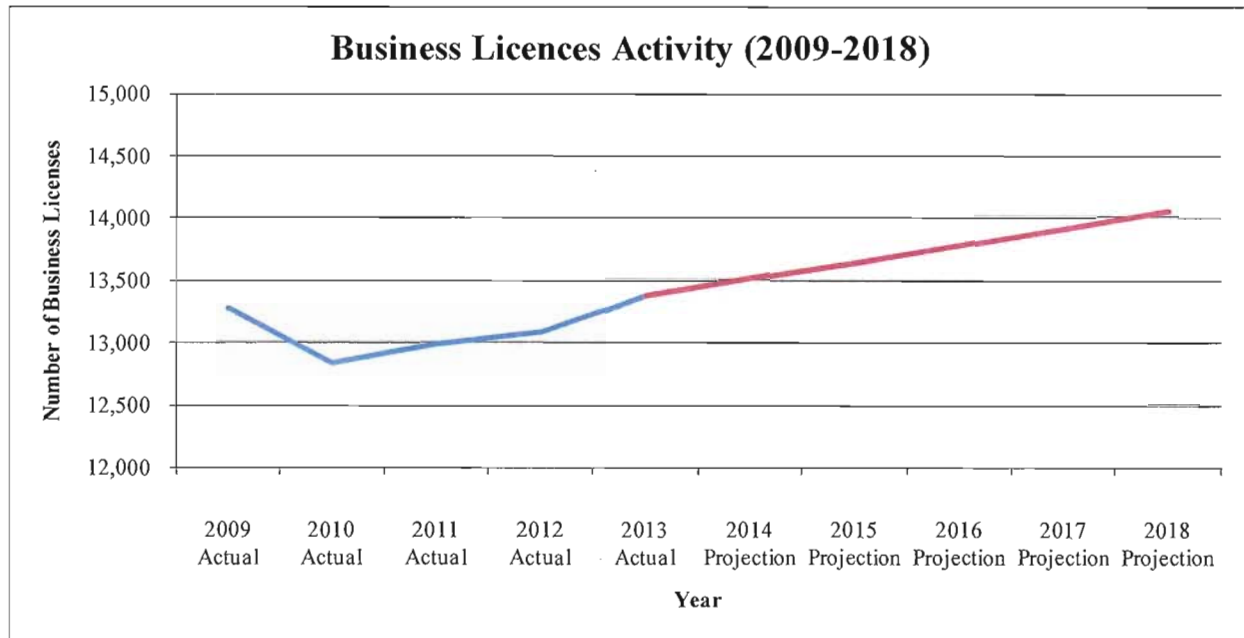
Employment in Richmond is forecasted to grow by about 1,300 new jobs per year, or an average annual growth rate of about 0.9% per year from 2011 to 2041 as per Urban Futures Institute projections.

#### **6. Business Licences**

The total number of valid business licenses in Richmond is stable as businesses winding up are replaced by new business, approximately 1,600 per year on average. Chart 5 below shows a trend line of actual and projected business licence activity in Richmond.

The recent introduction of an Inter Municipal Business Licence (IMBL) for construction related trades will reduce the total number of licenses over the next two years however any income reduction is expected to be offset by the fee of a Richmond IMBL.

Chart 5 – Business Licences Activity (2009 – 2018)



Source: City Finance Department

## 7. Housing and Development

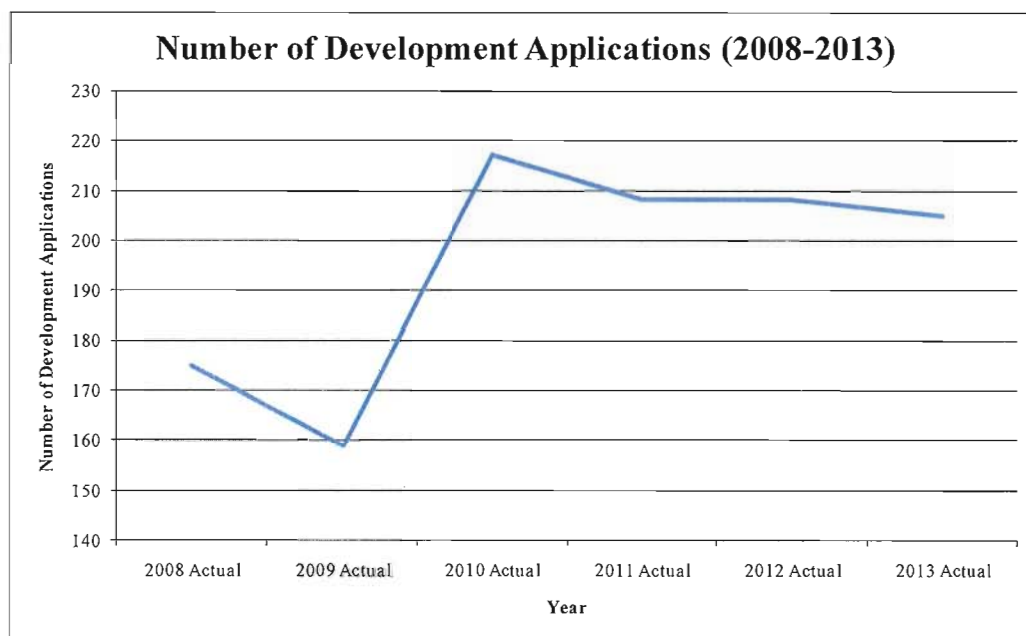
Richmond's residential assessment values are projected to stabilize in 2014 with an average residential assessment value decreasing slightly by 0.15% as opposed to approximately 2% decrease as seen in the previous year.

In the longer term, BC's housing starts are projected to churn a cyclical upturn pushing up demand and housing starts above 30,000 units annually in 2015 and continuing to rise through to 2017 alongside projected interest rate increases.

Chart 6 shows the development activity in the City had a significant decrease from 2008 to 2009 as development reached historically high levels in the mid 2000s prior to the economic recession in 2008. However, in the period 2010-2011, there was a recovery and development stabilized in 2012 and 2013 at approximately 200 development applications annually.



Chart 6 – Number of Development Applications



Source: City Planning and Development Department

## 8. Salaries

Salary increases for all employee groups have been based on information currently available as summarized in Table 11. The City of Richmond Council ratified the collective agreement with the Richmond Firefighters Association (RFFA) Local 1286 on September 10, 2012 for a four year term commencing January 1, 2010 through December 31, 2013. Forecasted increases for 2014 to 2018 are based on estimates as the collective agreement is yet to be negotiated.

Table 11 – City of Richmond Local 718 and 394 Salary Increase Per Year:

Salary Increase %	2012	2013	2014	2015
City of Richmond CUPE Local 718 <sup>1</sup>	1.25%	1.75%	1.75%	2.00%
City of Richmond CUPE Local 394 <sup>2</sup>	1.25%	1.75%	1.75%	2.00%

Source: <sup>1</sup>City of Richmond and CUPE Local 718 2012 Collective Bargaining Agreement, <sup>2</sup>City of Richmond and CUPE 394 2012 Collective Bargaining Agreement

## 9. Climate Change Action

Increasing greenhouse gas (GHG) emissions from human activities are identified as major contributors to climate change and the resulting impacts, such as sea level rise, increased probability of extreme weather events, changes in agricultural viability, reduced energy and natural resources availability, adverse public health issues (e.g. extreme heat days) and other socio-economic effects, are likely to pose challenges now and into the future. In Richmond, approximately 53% of community-wide GHG emissions are transportation-related, 43% from energy use in buildings with emissions from solid waste accounting for 3% of GHGs.

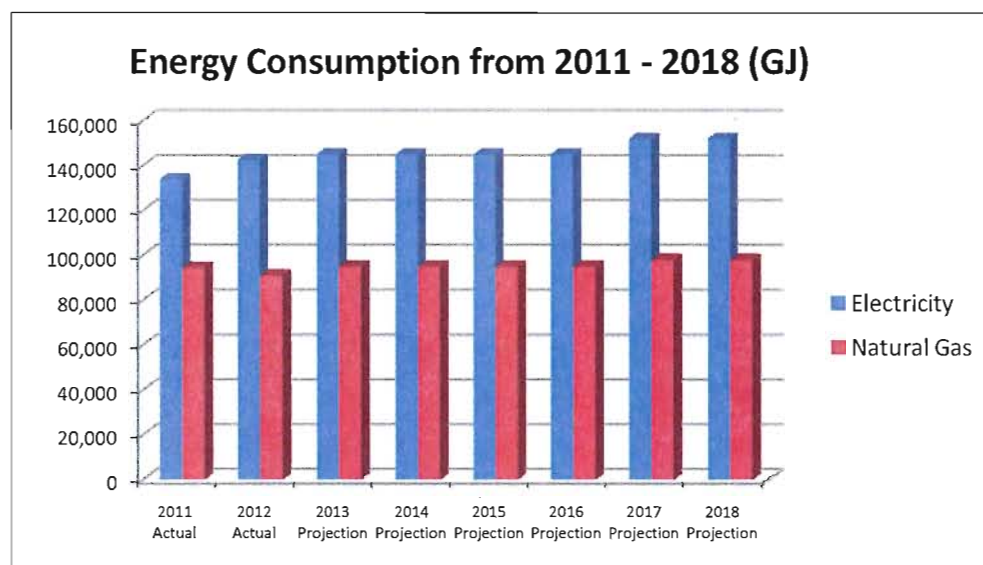
To address these concerns, the City signed the Climate Action Charter, a collaborative initiative among local BC municipalities, the Union of British Columbia Municipalities (UBCM) and the

Province of BC, to reduce GHG emissions and achieve carbon neutrality in corporate operations. For making this commitment, the City receives a refund on carbon taxes it pays for fuel purchases through the Climate Action Revenue Incentive Program and these funds are reinvested into corporate and community projects. Regarding emissions from corporate sources, the City measures and reports on GHG emissions and energy consumption and has been investing in initiatives to reduce both since the 1990s. Major corporate investments relate to greening the City's fleet and building and managing energy efficient buildings. In 2014, the City will launch a pilot program to purchase community-based carbon offsets as a means to neutralize any remaining corporate GHGs. Regarding emissions from community sources, the City identified specific targets in the Official Community Plan to reduce GHG emissions by 33% by 2020 and 80% by 2050, as compared to 2007 emissions. A Community Energy and Emissions Plan (CEEP) further identifies actions and policies for meeting these targets. Community investments support district energy systems, green building requirements for new construction, recycling and composting programs, and land use policies and infrastructure investments that promote walkable, mixed use neighbourhoods.

## 10. Energy Cost

The most recent BC Hydro rate application was reviewed by the BC Utility Commission (BCUC) and annualized increases of 7.0% in 2014, 6.7% in 2015, 4.9% in 2016, 3.7% in 2017, and 3.2% in 2018 have been approved, for a total increase of 25.6% over the next five years. Chart 7 below illustrates the 2011 to 2012 actual and projected energy consumption in Gigajoules (GJ) for electricity and natural gas.

Chart 7 – Energy Consumption from 2011 – 2018



Source: City Engineering and Public Works Department

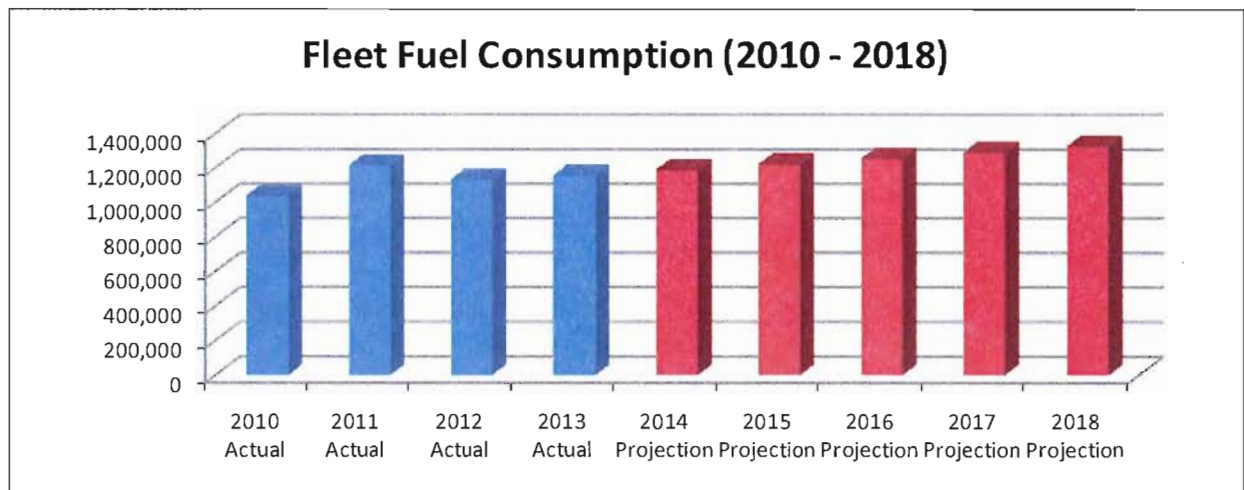
As for corporate natural gas costs, the top 11 natural gas consuming buildings were locked into a supply contract for a fixed price which ended November 2013. Currently these top consuming buildings are paying an index price for natural gas. For 2014 and 2015 it is expected that natural gas costs will remain flat, with 0% and 1.0% projections respectively, for 2016-2018 a 3.0%

projection was used for contingency purposes with multiple facilities potentially coming on line over that time.

Through the continued effective integration of energy efficiency within the organization, the minimum goal of the Energy Management Program will be to keep corporate energy costs relatively stable even with the projected increase in civic infrastructure. This can potentially be achieved through building energy retrofits, increased use of passive design techniques in new buildings, upgrading equipment for energy use, and incorporation of more renewable energy sources within our energy system.

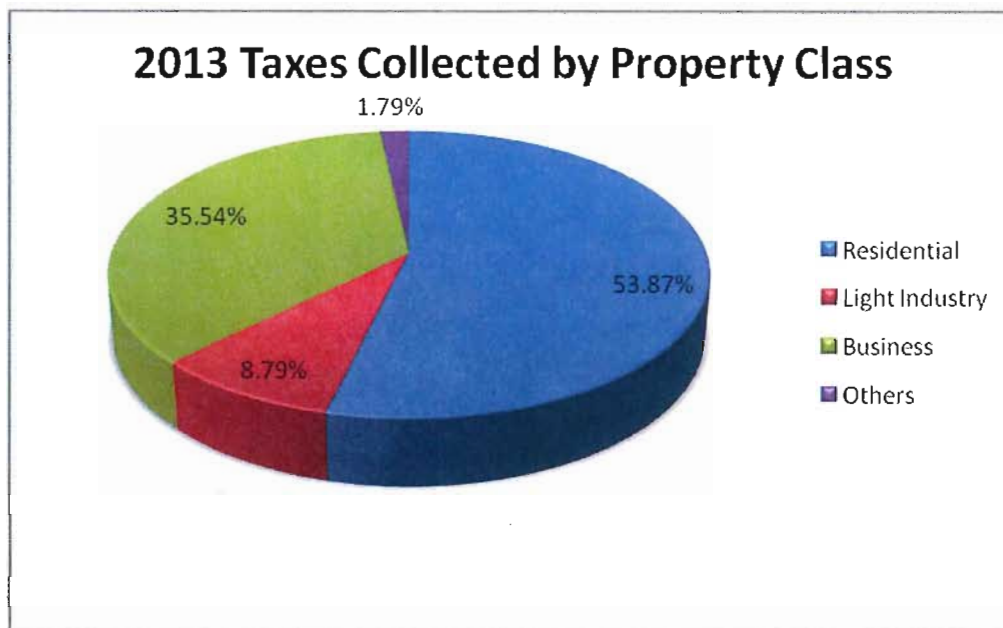
Chart 8 provides the trendline and forecast for the City's usage increase of gasoline, marked diesel and bio diesel. The estimated consumption is an average increase of 2.8% per annum or total of 14% in the 2014-2018 period. In the same period, the cost of fuel is estimated to be increasing at a rate of 6% per annum based on an adjusted increasing trend of fuel prices experienced in the last 5 years as suggested by the Public Works Department.

Chart 8 – Fuel Consumption City Fleet



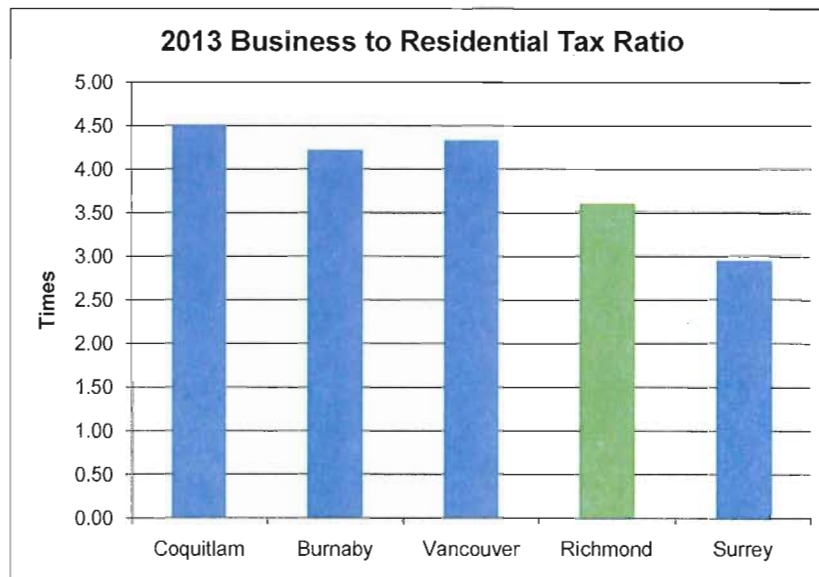
Source: City Engineering and Public Works Department



**Tax Distribution**Chart 9–2013 Distribution of Property Tax by Class

In terms of property taxes, finding the right balance to ensure fairness and equity for all taxpayers, including small business has been Council's objective. To this end, Council has directed staff to regularly review and analyze the City's business to residential tax ratio, to ensure that it remains competitive and fair.

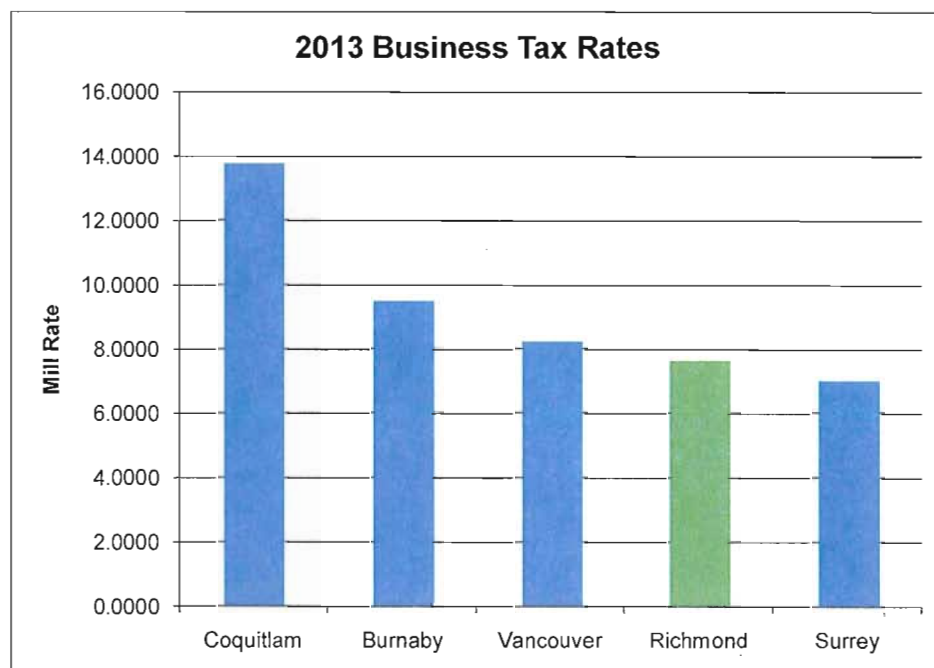
Chart 10 – 2013 Business to Residential Tax Ratio Greater Vancouver Area



Source: Info received from municipalities in Greater Vancouver Area

Chart 10 shows that Richmond has the 2nd lowest business property tax rate amongst comparative cities in the lower mainland and Chart 11 shows the 2013 business tax rate comparisons in the Greater Vancouver area.

Chart 11 – 2013 Business Tax Rate Greater Vancouver Area



Source: Info received from municipalities in Greater Vancouver Area

Council continues to develop policies in support of businesses, such as the creation of two commercial business districts as part of our City Centre Area Plan and ongoing protection of industrial lands. Further, through its Economic Development Office, the City continues to invest in programs that both support the growth and expansion of existing businesses and attract new businesses to the community.

Council continues to fund improvements to our transportation network, such as the Nelson Road/Highway 91 Interchange, to ensure access for businesses in the strategically important trade sector. Regulation through our Business License Bylaw ensures businesses are treated in an equitable manner. Council continues to contribute significant funding towards community safety, thus providing a secure environment in which businesses can operate.

Chart 12 illustrates the breakdown of how a municipal dollar is spent by services provided.

Chart 12 – 2014 Breakdown of Municipal Tax



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PROGRAM (2014-2018)**  
(In \$000's)

	2014	2015	2016	2017	2018
<b>Infrastructure Program</b>					
Roads	\$5,652	\$6,082	\$4,955	\$6,815	\$5,296
Drainage	8,540	8,420	8,030	10,650	10,060
Watermain Replacement	9,650	9,810	8,620	9,900	9,810
Sanitary Sewer	6,430	5,660	5,680	4,090	2,580
Infrastructure Advanced Design	1,742	1,418	1,160	1,310	1,230
Minor Public Works	225	250	250	250	250
<b>Total Infrastructure Program</b>	<b>\$32,239</b>	<b>\$31,640</b>	<b>\$28,695</b>	<b>\$33,015</b>	<b>\$29,226</b>
<b>Building Program</b>					
Major Building	\$122,986	\$250	\$250	\$500	-
Minor Building	106	1,730	400	370	1,010
<b>Total Building Program</b>	<b>\$123,092</b>	<b>\$1,980</b>	<b>\$650</b>	<b>\$870</b>	<b>\$1,010</b>
<b>Parks Program</b>					
Major Parks/Streetscapes	\$5,280	\$3,900	\$3,450	\$1,503	\$4,350
Minor Parks	625	550	700	700	500
Parkland Acquisition	-	4,000	4,000	4,000	4,000
Public Art	690	100	100	100	378
<b>Total Parks Program</b>	<b>\$6,595</b>	<b>\$8,550</b>	<b>\$8,250</b>	<b>\$6,303</b>	<b>\$9,228</b>
<b>Land Program</b>					
Land Acquisition	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Land Program</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Affordable Housing Project</b>					
Affordable Housing Project	\$1,032	\$975	\$975	\$975	\$975
<b>Total Affordable Housing Project</b>	<b>\$1,032</b>	<b>\$975</b>	<b>\$975</b>	<b>\$975</b>	<b>\$975</b>
<b>Equipment Program</b>					
Annual Fleet Replacement	\$1,980	\$4,889	\$2,689	\$1,972	\$2,468
Computer Capital	1,176	462	330	330	330
Law and Community Safety Dept Vehicles	1,310	952	1,435	968	992
Miscellaneous Equipment	1,163	1,163	3,663	3,663	1,164
Technology	2,506	3,860	2,450	1,000	-
<b>Total Equipment Program</b>	<b>\$8,135</b>	<b>\$11,326</b>	<b>\$10,567</b>	<b>\$7,933</b>	<b>\$4,954</b>
<b>Child Care Program</b>					
Child Care Program	\$50	\$50	\$50	\$50	\$50
<b>Total Child Care Program</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>
<b>Internal Transfers/Debt Payment</b>					
Internal Transfers/Debt Payment	\$10,979	\$2,147	\$2,147	\$2,147	\$2,147
<b>Total Internal Transfers/Debt Payment</b>	<b>\$10,979</b>	<b>\$2,147</b>	<b>\$2,147</b>	<b>\$2,147</b>	<b>\$2,147</b>
<b>Total Capital Program</b>	<b>\$192,122</b>	<b>\$66,668</b>	<b>\$61,334</b>	<b>\$61,293</b>	<b>\$57,590</b>

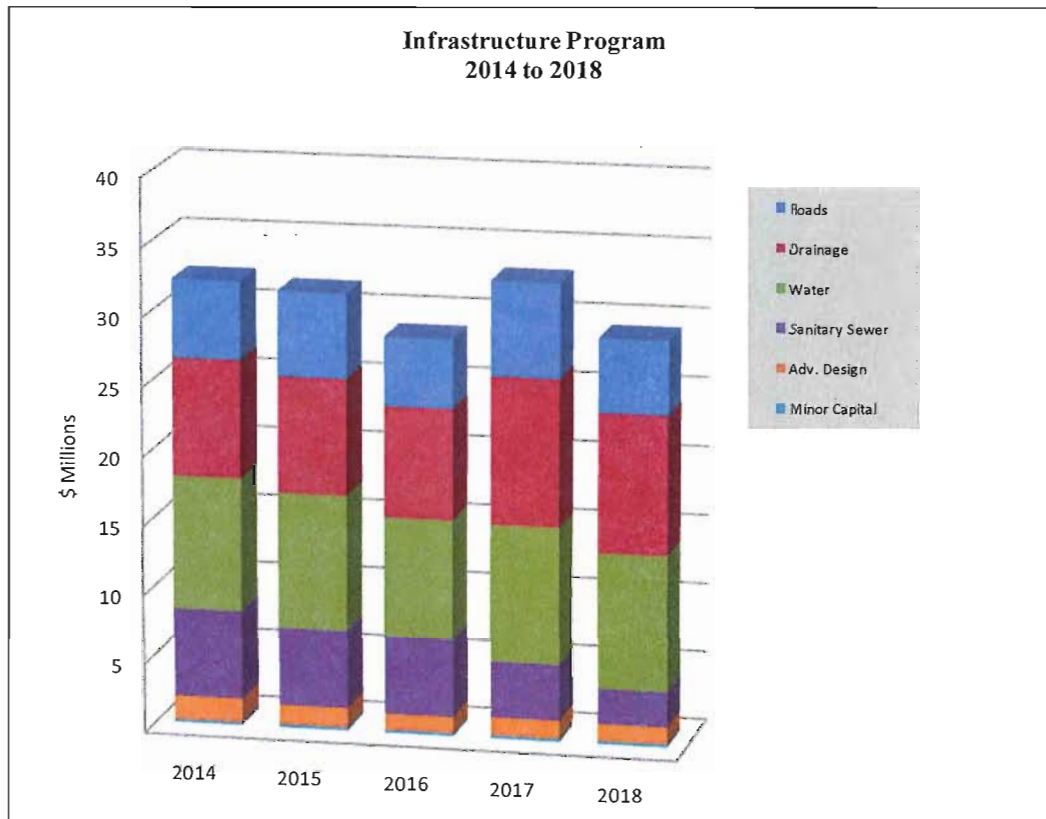


**CITY OF RICHMOND**  
**5 YEAR CAPITAL FUNDING SOURCES**  
**(2014 – 2018)**  
(In \$000's)

	2014	2015	2016	2017	2018
<b>DCC Reserves</b>					
Drainage	\$162	\$644	\$-	\$644	\$3,411
Parks Acquisition	8,653	3,762	3,762	3,762	3,762
Parks Development	3,621	3,715	1,740	1,661	2,022
Roads	4,211	4,309	3,238	3,238	3,689
Sanitary Sewer	2,450	1,425	1,337	1,354	-
Water	578	597	1,394	790	705
<b>Total DCC Reserves</b>	<b>\$19,675</b>	<b>\$14,452</b>	<b>\$11,471</b>	<b>\$11,449</b>	<b>\$13,589</b>
<b>Statutory Reserves</b>					
Affordable Housing Reserve Fund	\$1,032	\$975	\$975	\$975	\$975
Arts, Culture, & Heritage Reserve Fund	106	-	-	-	-
Capital Building and Infrastructure Reserve Fund	29,400	-	600	-	1,800
Capital Reserve Fund	99,697	8,606	7,975	8,655	7,585
Child Care Development Reserve Fund	50	50	50	50	50
Drainage Improvement Reserve Fund	9,198	8,012	8,055	10,172	6,694
Equipment Replacement Reserve Fund	4,055	4,511	3,849	2,465	3,272
Leisure Facilities Reserve Fund	171	50	-	-	-
Neighbourhood Improvement Reserve Fund	267	-	-	-	-
Public Art Program Reserve Fund	690	100	100	100	100
Sanitary Sewer Reserve Fund	4,250	4,505	4,621	3,006	2,843
Waterfront Improvement Reserve Fund	-	-	250	-	250
Watermain Replacement Reserve Fund	7,472	7,643	8,156	10,040	7,535
<b>Total Statutory Reserves</b>	<b>\$156,388</b>	<b>\$34,452</b>	<b>\$34,631</b>	<b>\$35,463</b>	<b>\$31,104</b>
<b>Other Sources</b>					
Appropriated Surplus	\$11,297	\$12,181	\$11,169	\$10,168	\$9,370
Enterprise	895	860	450	-	-
Utility Levy	704	1,330	275	475	189
Library Provision	1,163	1,163	1,163	1,163	1,163
Water Metering Provision	1,320	2,000	2,000	2,000	2,000
Grant, Developer and Comm. Contributions	680	230	175	575	175
<b>Total Other Sources</b>	<b>\$16,059</b>	<b>\$17,764</b>	<b>\$15,232</b>	<b>\$14,381</b>	<b>\$12,897</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$192,122</b>	<b>\$66,668</b>	<b>\$61,334</b>	<b>\$61,293</b>	<b>\$57,590</b>

## i) Infrastructure Program 2014-2018

The City's Infrastructure Program assets include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains.



### 2014 Approved Infrastructure Roads Program

Approved Project Name	Year
<b>Roads</b>	<b>2014</b>
Active Transportation Improvement Program	325,000
Annual Asphalt Re-Paving Program - MRN	831,000
Annual Asphalt Re-Paving Program - Non-MRN	2,105,460
Crosswalk Improvement Program	250,000
Functional and Preliminary Design (Transportation)	25,000
Neighbourhood Traffic Safety Program	550,000
New Traffic Signal Installation at Cambie Road / Stolberg Street	175,000
Pedestrian and Roadway Program	400,000
Roads Minor Capital	250,000
Street Light Security and Wire Theft Prevention - Phase 3 of 5	140,000
Traffic Signal Program	600,000
<b>Total 2014 Roads</b>	<b>\$ 5,651,460</b>

Note: \*Approved 2014 One-Time Expenditures included in the Capital Program



**2015 – 2018 Recommended Infrastructure Road Program**

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
Roads	2015	2016	2017	2018	
Active Transportation Improvement Program	325,000	170,000	170,000	170,000	
Annual Asphalt Re-Paving Program - MRN	831,000	831,000	831,000	831,000	
Annual Asphalt Re-Paving Program - Non-MRN	2,458,600	2,458,600	2,458,600	2,460,000	
Crosswalk Improvement Program	250,000	135,000	135,000	135,000	
Functional and Preliminary Design (Transportation)	27,000	12,000	12,000	12,000	
Interim CP Road Construction- Gilbert Road to Leslie Road	-	-	-	480,000	1
Neighbourhood Traffic Safety Program	680,000	188,000	188,000	188,000	
Pedestrian and Roadway Program	400,000	250,000	250,000	250,000	
Roads Minor Capital	250,000	250,000	250,000	250,000	
Street Light Pole Replacement - Seafair & Richmond Gardens - Phase 2 to 5	120,000	120,000	120,000	120,000	2
Street Light Security and Wire Theft Prevention - Phase 4 and 5	140,000	140,000			3
Traffic Signal Program	600,000	400,000	400,000	400,000	
Undergrounding - Lansdowne Rd	-	-	2,000,000	-	4
<b>Total 2015 to 2018 Roads</b>	<b>\$ 6,081,600</b>	<b>\$ 4,954,600</b>	<b>\$ 6,814,600</b>	<b>\$ 5,296,000</b>	

Refer to the 2014 Capital Budget Report and the 2014 One-Time Expenditures approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 infrastructure roads program include:

**1. Interim CP Construction Gilbert Rd to Leslie Rd – \$480,000 for 2018**

This project involves the construction of an interim two-lane road along the former CPR rail right-of-way, between Gilbert Road and Leslie Road. The purpose of the project is to provide a new north/south transportation corridor in the City Centre, intended to enhance the City Centre transportation network. This phase is the first year of the project and intended to complete the functional and detailed design works.

**2. Seafair & Richmond Gardens - \$480,000 for years 2015 - 2018**

This project is to replace approximately 200 streetlight poles that were installed approximately 34 years ago in the Seafair & Richmond Gardens sub-divisions. Poles were not raised off the bases with levelling nuts to allow a free draining environment. Consequently the poles are experiencing significant base plate corrosion that is creating leads to structural failure and a serious risk of falling poles.

**3. Street Light Security and Wire Theft Prevention - \$280,000 – for the years 2015 - 2016**

The project includes removing approximately 2,000 existing street light access covers per year for five years and replacing them with reinforced access covers.

**4. Undergrounding – \$2,000,000 for 2017**

This project is the continuation of the council approved annual undergrounding / beautification 10 year program aimed at ultimately eliminating all poles, overhead electrical and communication wires within the OCP City Centre area.

The scope of this program includes the removal of poles, overhead cables/wires and the placement of kiosks in rights-of-way at the following locations:

- 2017 – Lansdowne Rd from Alderbridge Way to Minoru Blvd



**2014 Approved Infrastructure Drainage Program**

Approved Project Name	Year
<b>Drainage</b>	<b>2014</b>
ALR Drainage System Upgrades - South Sidaway Area - Phase 1 to 3	300,000
Canal Stabilization - No. 3 Road and No. 8 Road Phase 3, 4, and 5	300,000
Development Coordinated Works in Capital	400,000
Dike Upgrades	1,000,000
Drainage Pump Station Generator Upgrade - No 8 Road North	120,000
Drainage Pump Station Upgrade - No 2 Road North	4,400,000
Laneway Drainage and Asphalt Upgrade - 11000 Blk Williams Rd	270,000
Laneway Drainage and Asphalt Upgrade - Dennis Crescent (East)	550,000
Williams Rd Storm Sewer Upgrades	1,200,000
<b>Total 2014 Drainage</b>	<b>\$ 8,540,000</b>

**2015-2018 Recommended Infrastructure Drainage Program**

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
<b>Drainage</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	
ALR Drainage System Upgrades - South Sidaway Area - Phase 1 to 3	300,000	300,000	-	-	
Canal Stabilization - No. 3 Road and No. 8 Road Phase 3, 4, and 5	300,000	300,000	-	-	
Dennis Crescent West Laneway Drainage and Pavement Upgrade	-	490,000	-	-	1
Development Coordinated Works in Capital	500,000	500,000	500,000	100,000	
Dike Upgrades	1,500,000	1,500,000	1,500,000	1,500,000	
Drainage Minor Capital	300,000	300,000	300,000	300,000	2
Horseshoe Slough Pump Station Rebuild	4,000,000	-	-	-	3
Laneway Drainage and Asphalt Upgrade - 10,000 Blk No. 4 Road	-	320,000	-	-	1
Laneway Drainage and Asphalt Upgrade - Aintree Crescent (East)	-	-	490,000	-	1
Laneway Drainage and Asphalt Upgrade - Dennis Crescent (West)	430,000	-	-	-	1
Laneway Drainage and Asphalt Upgrade - Seabrook Crescent (East)	-	-	340,000	-	1
Laneway Drainage and Asphalt Upgrade - Seacote Road (East)	-	-	-	170,000	1
Laneway Drainage and Asphalt Upgrade - Seamount Road (East)	-	-	-	740,000	1
Laneway Drainage and Asphalt Upgrade - Swinton Cr (East)	400,000	-	-	-	1
Long Shaft Pump Replacement Program	450,000	-	-	-	4
Miller Road Pump Station Generator Upgrade	-	120,000	-	-	5
Nelson Road South Pump Station Generator	120,000	-	-	-	5
No 2 Road South Pump Station Upgrade	-	-	7,400,000	-	3
No 6 Road South Pump Station Generator	-	-	120,000	-	5
No 7 Road South Pump Station Upgrade	-	4,200,000	-	-	3
Queens Road North Pump Station Generator	120,000	-	-	-	5
Shell Road North Pump Station Upgrade	-	-	-	3,900,000	3
Williams Road 3000 Block Drainage Pipe Upgrade	-	-	-	3,350,000	6
<b>Total 2015 to 2018 Drainage</b>	<b>\$ 8,420,000</b>	<b>\$ 8,030,000</b>	<b>\$ 10,650,000</b>	<b>\$ 10,060,000</b>	

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 infrastructure drainage program include:

**1. Laneway Drainage & Pavement/Asphalt Upgrade - \$3,380,000 for years 2015 – 2018**

These laneway drainage and pavement projects will resolve laneway drainage issues for residents living in specific locations and will improve access to the rear of each property. The scope will consist of drainage installation and pavement upgrade along the existing laneway. It does not include the addition of street lighting, curbs or gutters.

**2. Drainage Minor Capital - \$1,200,000 for the years 2015 - 2018**

This project funds the requests that staff receive from the public every year for minor, local and contingency-type projects related to drainage. Minor drainage infrastructure upgrade type work can include: minor upgrades to pump stations, improved operational efficiencies, changes to safety requirements, minor repairs to manholes or valve boxes, testing of new technologies to improve efficiencies, minor main repairs and response to resident complaints that require site specific repairs.

**3. Pump Station Upgrade - \$19,500,000 for the years 2015 - 2018**

These pump station project upgrades will increase the capacity and effectiveness of various existing drainage pump stations. This requirement was identified by the 2041 OCP Drainage Model. These projects address the stations aging infrastructure replacement requirements as mechanical and electrical equipment are nearing the end of their useful service life. The Horseshoe Slough, No. 7 Road South, No. 2 Road North, Shell Road North, and No. 2 Road south existing pump stations will be demolished and rebuilt to a modern standard thereby increasing pumping capacity.

**4. Long Shaft Pump Replacement Program - \$450,000 for 2015**

To increase the reliability and efficiency of drainage pump stations by replacing aging long shaft pumps with new submersible pumps. Compared to submersible pumps, long shaft pumps are costly to maintain and challenging to service, especially in the event of blockage or failure.

**5. Pump Station Generator - \$360,000 for the years 2015 - 2017**

The project will provide a back-up power source for various pump stations to prevent flooding during a local BC Hydro power failure through the construction of a concrete pad with fenced surround and the purchase and installation of a generator and connection via an existing transfer switch. All drainage pump stations that do not have back-up power are vulnerable to power failure. This project is part of a larger strategy to add back-up generators to pump stations all around Lulu Island.

**6. Williams Road 3000 Block Drainage Pipe Upgrade - \$3,350,000 for 2018**

This project will install 960m of 1200 mm diameter pipe to provide additional drainage capacity between the new Williams Road drainage pump station and the No. 1 Road box culvert. Installing one pipe eliminates the need to install various small pipes in this area.



### 2014 Approved Infrastructure Water Program

Approved Project Name	Year
<b>Water</b>	<b>2014</b>
Bulk Water Meter Installations - Boundary Road Area	400,000
Development Coordinated Works in Capital	500,000
Lockhart Road Watermain, Drainage and Neighbourhood Improvement	1,950,000
Minor Capital Waterworks Program	300,000
Residential Water Metering	1,920,000
Watermain Replacement - Colbeck Road Area	2,810,000
Watermain Replacement - Ledway Area	960,000
Watermain Replacement - Ryan Road Area	810,000
<b>Total 2014 Water</b>	<b>\$ 9,650,000</b>

### 2015-2018 Recommended Infrastructure Water Program

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
<b>Water</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	
Development Coordinated Works in Capital	100,000	100,000	100,000	100,000	
Minor Capital Waterworks Program	300,000	300,000	300,000	300,000	
Residential Water Metering	2,000,000	2,000,000	2,000,000	2,000,000	
Watermain Replacement - Lulu Island North Area	-	6,220,000	-	-	2
Watermain Replacement - Brown Rd Area	-	-	1,940,000	-	2
Watermain Replacement - Cantley Rd Area	-	-	2,440,000	-	1
Watermain Replacement - Lulu Island East Area	3,390,000	-	-	-	3
Watermain Replacement - Lulu Island North Area	1,440,000	-	-	-	2
Watermain Replacement - Lulu Island West Area	2,580,000	-	-	7,410,000	1
Watermain Replacement - Sealord Rd Area	-	-	1,660,000	-	1
Watermain Replacement - Webster Rd Area	-	-	1,460,000	-	1
<b>Total 2015 to 2018 Water</b>	<b>\$ 9,810,000</b>	<b>\$ 8,620,000</b>	<b>\$ 9,900,000</b>	<b>\$ 9,810,000</b>	

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 infrastructure water program include:

#### 1. Watermain Replacement: West - \$15,550,000 for the years 2015 - 2018

This project will replace a certain amount of aging watermain infrastructure in the Lulu West Waterworks area which is at the end of its service life and improve fire protection. This project is required to minimize operating costs due to watermain breaks. The waterworks capital program is developed based on the City's long range infrastructure replacement strategy, watermain break history, 2041 OCP Water Modelling Study and the proposed road paving program.

**2. Watermain Replacement: North - \$9,600,000 for the years 2015 and 2017**

This project will replace a certain amount of aging watermain infrastructure in the Lulu North Waterworks area which is at the end of its service life and improve fire protection. This project is required to minimize operating costs due to watermain breaks. The waterworks capital program is developed based on the City's long range infrastructure replacement strategy, watermain break history, 2041 OCP Water Modelling Study and the proposed road paving program.

**3. Watermain Replacement: East - \$3,390,000 for 2015**

This project will replace a certain amount of aging watermain infrastructure in the Lulu East Waterworks area which is at the end of its service life, improve fire protection, and coordinate watermain replacement with road paving program. This project is required to minimize operating costs due to watermain breaks and to optimize resource utilization through coordinating watermain replacement with paving programs. The waterworks capital program is developed based on the City's long range infrastructure replacement strategy, watermain break history, 2041 OCP Water Modelling Study and the proposed road paving program.

### 2014 Approved Infrastructure Sanitary Sewer Program

Approved Project Name	Year
<b>Sanitary Sewer</b>	<b>2014</b>
Buswell St. Gravity Sewer Installation	2,190,000
Development Coordinated Works in Capital	100,000
Eckersley B Pump Station Replacement	1,350,000
Hamilton Sanitary Sewer Phase 2 and 3	1,520,000
Leslie Pump Station Forcemain Replacement	560,000
Public Works Minor Capital - Sanitary	300,000
Sanitary Sewer Assessment	410,000
<b>Total 2014 Sanitary Sewer</b>	<b>\$ 6,430,000</b>

### 2015 – 2018 Recommended Infrastructure Sanitary Sewer Program

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref#
<b>Sanitary Sewer</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	
City Centre Sanitary Sewer Rehabilitation - Phase 1 & 2	1,160,000	-	-	-	1
Development Coordinated Works in Capital	100,000	100,000	500,000	500,000	
Forcemain Replacements	-	-	-	780,000	2
Gravity Sanitary Sewer Upgrade on River Rd / Beckwith Rd / Charles St	-	2,500,000	-	-	3
Gravity Sewer Replacement - Shelmont Sanitary Area	-	-	140,000	-	3
Hamilton Sanitary Sewer Phase 2 and 3	1,520,000	-	-	-	
Leslie Pump Station Replacement	-	-	2,150,000	-	4
Miscellaneous SCADA System Improvements	250,000	-	250,000	250,000	5
Public Works Minor Capital - Sanitary	300,000	300,000	300,000	300,000	
Pump Station and Forcemain Assessment and Upgrade	750,000	-	750,000	750,000	6
Steveston Sanitary Sewer Rehabilitation	410,000	-	-	-	1
Van Horne Pump Station Upgrade	-	2,780,000	-	-	4
Vulcan Way Forcemain Replacement	1,170,000	-	-	-	2
<b>Total 2015 to 2018 Sanitary Sewer</b>	<b>\$ 5,660,000</b>	<b>\$ 5,680,000</b>	<b>\$ 4,090,000</b>	<b>\$ 2,580,000</b>	

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 infrastructure sanitary sewer program include:

#### 1. Sanitary Sewer Rehabilitation and Upgrade - \$1,570,000 for 2015

- **City Centre Sanitary Sewer Rehabilitation** – \$1,160,000 for 2015

This project includes the rehabilitation of sanitary sewer mains and service connections in various locations of City Centre sanitary sewer area.

- **Steveston SSA Rehabilitation and Upgrade** - \$410,000 for 2015

This project includes the rehabilitation and replacement of sanitary sewer mains at various locations in the Steveston sanitary area.

## **2. Force Main Replacement - \$1,950,000 for years 2015 and 2018**

- 2015: Vulcan Way force main replacement. This project involves the replacement of the aging sanitary force main, which is at the end of its service life. This project reduces the risk of sanitary sewer overflows due to force main breaks. This project includes 1300 meters of 450mm diameter force main construction to replace the existing force main which is at the end of its useful life.
- 2018: As pressurized fibreglass force mains age they become brittle and have an increased risk of failure. This project will replace the following:
  - 485 meters of 300mm diameter forcemain and 30 meters of 500mm on Richmond St. from Steveston pump station to Garry St
  - 160 meters of 250mm diameter forcemain on Fentiman Pl. From Garry pump station to Garry St.;
  - 285 meters of 300mm diameter forcemain on Francis Road from #7260 Francis Rd. to Foster Rd.

### Major Cost Components:

- Force main pipe work
- Tie-ins to the existing sanitary infrastructure.

## **3. Gravity Sewer Replacement/ Upgrade - \$2,640,000 for the years 2016 - 2017**

These projects are required to:

- Replace aging infrastructure at the end of its service life
  - Minimize risk of pipe failure
  - Minimize maintenance cost due to an increased number of service requests
  - Upgrade the existing sanitary sewer as identified by the 2041 OCP Sanitary Model.
- **Gravity Sanitary Sewer Upgrade on River Rd/ Beckwith Rd/ Charges St - \$2,500,000 for 2016**

The new sanitary sewer will be designed to service the projected 2041 OCP population in the area, which is currently undergoing rapid high-density re-development.

This project includes construction of 210 meters of 300mm diameter gravity sewer and 470 meters of 375mm diameter gravity sewer.

- **Gravity Sanitary Sewer Replacement – Shellmont Sanitary Area - \$140,000 for 2017**

This project includes construction of 210 meters of 250mm diameter gravity sewer.



**4. Sanitary Pump Station - \$4,930,000 for years 2017 – 2018**

- **Leslie Pump Station Replacement** - \$2,150,000 for 2017

This project includes construction of a new pump station complete with wet well, VFD pumps, electrical kiosk, 350 meters of 350/450mm diameter gravity pipe and 430 meters of 400mm force main. This project may require land acquisition.

- **Van Horne Pump Station Upgrade** - \$2,780,000 for 2018

This project includes construction of a new pump station including wet well, VFD pumps, electrical kiosk, 50 meters of 650mm diameter gravity pipe and 320 meters of 400mm force main. This project will require land acquisition.

**5. SCADA System Improvements - \$750,000 for the years 2015 – 2018**

This project is required to upgrade and rehabilitate the existing Supervisory Control and Data Acquisition (SCADA) system to improve the operation of the sanitary sewer service in the area. In order to effectively monitor over two hundred sites within the City, continuous upgrades are required to maintain and upgrade the SCADA system to provide accurate information. This project will allow the City to remain current with emerging technologies and to react appropriately to security threats.

**6. Assessment and Upgrade - \$2,250,000 for years 2015 – 2018**

This project will perform an assessment of sanitary pump stations and force mains and implement improvements based on the assessments. A critical part of the assessments will be a quantification of Fats, Oils and Grease (FOG) issues in the force main system and a review FOG mitigation measures. Improvements will likely include:

- Installation of pressure monitors
- Installation of force main bypass and inspection assemblies
- Upgrade electrical, control and telemetry kiosks
- Improved pump station access and safety.

**2014 – 2018 Approved (2014) and Recommended (2015-2018) Public Works Infrastructure Advanced Design**

Approved Project Name	Year
<b>Infrastructure Advanced Design</b>	<b>2014</b>
City Centre District Energy Utility	300,000
PW Infrastructure Advanced Design	1,442,000
<b>Total 2014 Infrastructure Advanced Design</b>	<b>\$ 1,742,000</b>

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year
<b>Infrastructure Advanced Design</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
PW Infrastructure Advanced Design	1,418,000	1,160,000	1,310,000	1,230,000
<b>Total 2015-2018 Infrastructure Advanced Design</b>	<b>\$ 1,418,000</b>	<b>\$ 1,160,000</b>	<b>\$ 1,310,000</b>	<b>\$ 1,230,000</b>

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

**Attachment 4 – Capital Program Details** - 41 -  
Infrastructure Program – Minor Capital – Traffic Program

**2014 - 2018 Approved (2014) and Recommended (2015-2018) Infrastructure Public Works  
Minor Capital - Traffic Program**

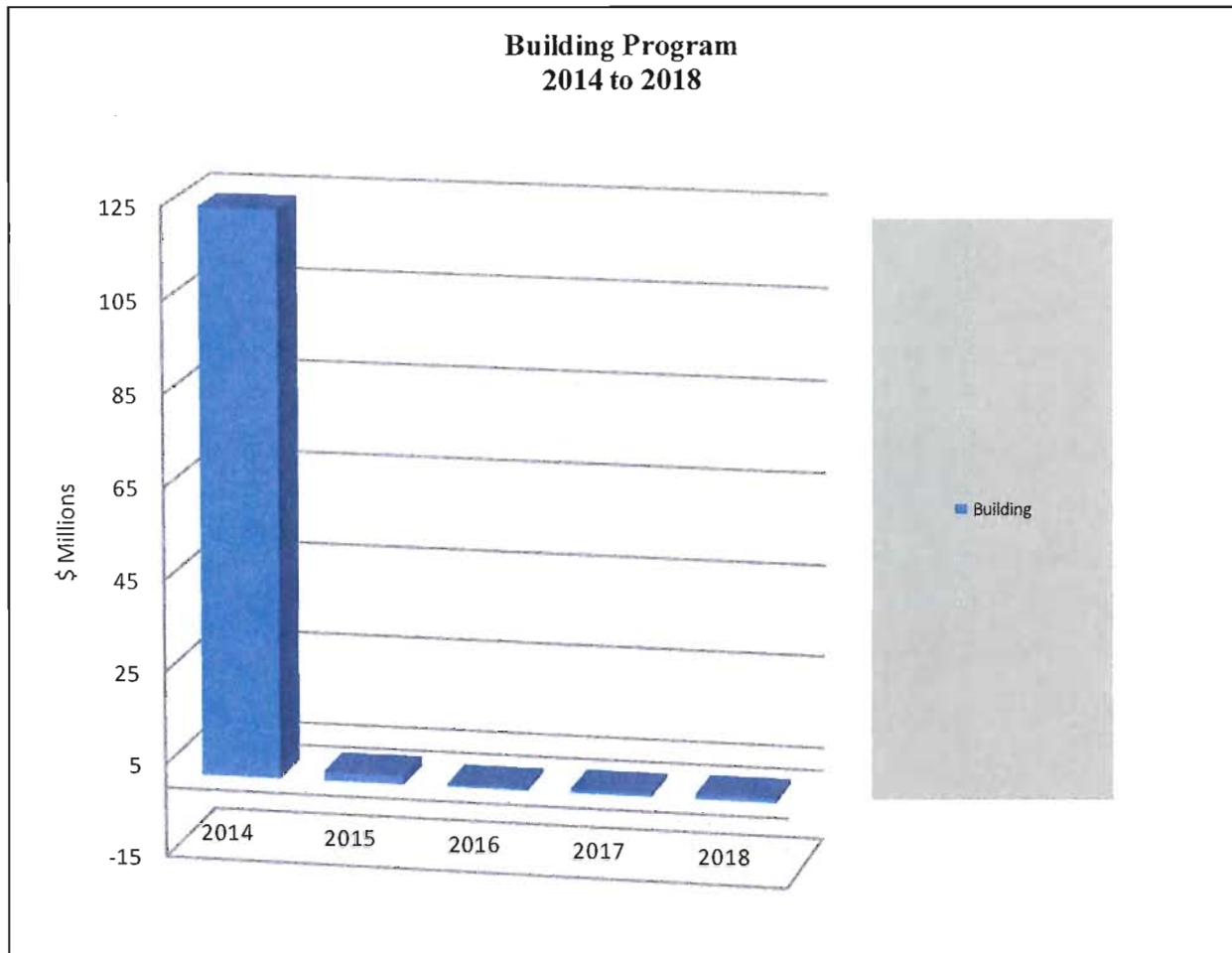
Approved Project Name	Year
<b>Minor Public Works</b>	<b>2014</b>
PW Minor Capital - Traffic	225,000
<b>Total 2014 Minor Public Works</b>	<b>\$ 225,000</b>

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year
<b>Minor Public Works</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
PW Minor Capital - Traffic	250,000	250,000	250,000	250,000
<b>Total 2015-2018 Minor Public Works</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

## ii) Building Program 2014-2018

The building program includes major building construction and renovation projects as well as minor facility upgrades and repairs. The City's building assets include: arenas, pools, community centres, libraries, heritage buildings, police stations, fire halls and other government facilities.



Significant items from the major facilities replacements have been included in the 2014-2018 Capital Budget. The Corporate Facilities Implementation Plan – Phase 1 (CFIP - Phase 1) endorsed by Council on November 12, 2013 is to build a co-located Older Adults Centre and Minoru Aquatic Centre at Minoru 2 Field in Minoru Park, build a new Fire Hall No. 1 and new City Centre Community Centre. The total amount approved by Council for Phase 1 is \$123.7 million. These projects are funded by a combination of internal City funding sources and \$50 million debt financing from Municipal Finance Authority.



### 2014 Approved Building Program

Approved Project Name	Year
<b>Building</b>	<b>2014</b>
Branscombe House Phase 2	105,500
City Centre Community Centre	6,700,000
Fire Hall No. 1	21,500,000
Japanese FBS Building Exhibit Development	171,000
Major Facilities Phase I Multi Project Contingency and Construction Escalation Contingency	15,000,000
Middle Arm Gathering Place Design	150,000
Minoru Aquatic Centre/Older Adults Centre	76,900,000
Minoru Chapel Restoration and Rehabilitation	625,000
Richmond Ice Centre - Chiller Replacements	550,000
Richmond Ice Centre - HVAC/Refrigeration Equipment	440,000
Watermania Air Handling Units	495,000
Watermania - HVAC	455,000
<b>Total 2014 Building</b>	<b>\$ 123,091,500</b>

Note: \*Approved 2014 One-Time Expenditures to be included in the Capital Program

### Total 2015 - 2018 Recommended Buildings

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
<b>Building</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	
Brighthouse Park Fieldhouse & Caretaker Facility	-	-	370,000	-	1
Garratt Wellness Centre Upgrades	-	-	-	360,000	2
Gateway Theatre Renewals & Upgrade	700,000	-	-	-	3
Project Development Advanced Design	250,000	250,000	250,000	-	4
Richmond Public Courthouse Renewals of Interior Finishes	-	-	-	650,000	5
Sea Island Community Hall	-	-	250,000	-	6
South Arm Community Centre Renewals & Upgrades	880,000	-	-	-	7
South Arm Community Hall Upgrades	150,000	-	-	-	8
Thompson Community Hall Renewals & Upgrades	-	400,000	-	-	9
<b>Total 2015-2018 Building</b>	<b>\$ 1,980,000</b>	<b>\$ 650,000</b>	<b>\$ 870,000</b>	<b>\$ 1,010,000</b>	

Refer to the 2014 Capital Budget Report and the 2014 One-Time Expenditures approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 building program include:

**1. Brighthouse Park Fieldhouse & Caretaker Facility – \$370,000 for 2017**

Brighthouse Park is a 7.8 acres sports oriented park located in the busy City Centre. The fieldhouse and caretaker facility is currently nearing the end of its useful life. The project includes updating the exterior and interior walls, roof replacement, flooring, plumbing, mechanical, electrical and lighting.

**2. Garratt Wellness Centre Upgrades – \$360,000 for 2018**

Garratt Wellness Centre offers specialized programs, education and resources to help Richmond residents manage their chronic conditions and improve the quality of their lives. The facility is currently nearing the end of its useful life. The project includes updating the exterior walls and doors, roof replacement, flooring, signage, mechanical, electrical, and lighting.

**3. Gateway Theatre Renewals and Upgrades – \$700,000 for 2015**

Gateway Theatre is a professional theatre company, home to Gateway Academy for the Performing Arts, and is a popular rental venue. The facility is currently nearing the end of its useful life. The project includes updating the interior walls, mechanical, electrical, and lighting.

**4. Project Development Advanced Design - \$750,000 for the years 2015-2017**

Advanced design of projects is required to ensure that each project is well managed in regards to scope of work, costs and schedule. Engage the appropriate experts (i.e. architects, engineers, designers) for a variety of proposed facility projects to determine the feasibility of each project. The experts would develop conceptual plans and provide preliminary estimates and schedule for each proposed project.

**5. Richmond Public Courthouse - \$650,000 for 2018**

The Richmond Public Courthouse facility is currently nearing the end of its useful life. The project includes upgrades to renew acoustic ceiling tiles and repair and refinish interior walls.

**6. Sea Island Community Hall - \$250,000 for 2017**

The Sea Island Community Hall facility is currently nearing the end of its useful life. This project includes renewing the roof, the exterior openings and stairs, updating the interior finishes, electrical service and distribution, renewing the terminal and packaged units, and updating the emergency lighting.

**7. South Arm Community Centre - \$880,000 for 2015**

The South Arm Community Centre project includes renewal of exterior and interior walls, replacing the roof, and updating the electrical and lighting.

**8. South Arm Community Hall - \$150,000 for 2015**

The South Arm Community Hall project includes renewing interior walls and floor finishes, and updating exterior windows.

**9. Thompson Community Hall - \$400,000 for 2016**

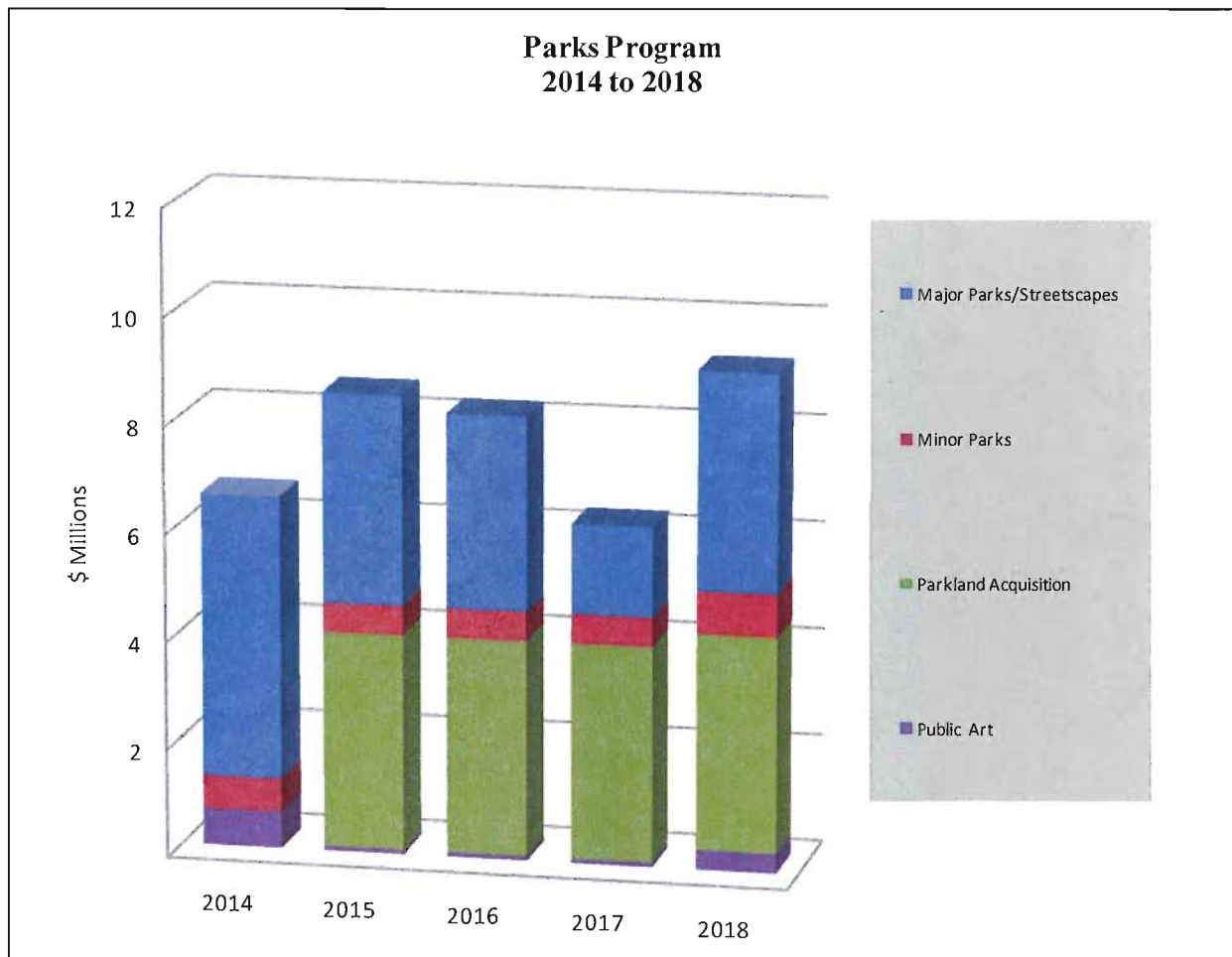
The Thompson Community Hall project includes renewal of interior walls and floor finishes, replacing the roof, and updating the electrical and lighting.



## Parks Program

## iii) Parks Program 2014-2018

Richmond is renowned for its high quality parks and recreation facilities. The City's park system has over 90 parks that total approximately 1,400 acres. Parks are unique places designed and developed for the enjoyment of all city residents as well as visitors to Richmond. These sites usually contain a wide variety of recreational and sports facilities, play equipment and other specialized facilities. In addition to parks, Richmond has a 200-acre recreational trail system.



## 2014 Approved Parks Program

Approved Project Name	Year
<b>Parks</b>	<b>2014</b>
Cambie Mueller Park	\$ 1,500,000
City Tree Planting Program	150,000
Minoru Artificial Turf - Minoru 2 field	600,000
Minoru Park - Track Resurfacing	450,000
ORA Development - Park OBI	1

Approved Project Name	Year
<b>Parks</b>	<b>2014</b>
Parks Advance Planning & Design	350,000
Parks Aging Infrastructure Retrofit/Upgrade/Replacement Program	75,000
Parks General Development	250,000
Playground Improvement Program	300,000
Public Art Program	690,324
Railway Greenway Phase 2 & 3	330,000
Railway Greenway Washrooms at Branscombe House - OBI	1
Terra Nova Play Environment Washroom & Landscaping	650,000
The Gardens Agricultural Park	850,000
Trails	250,000
Tree Planting/Urban Forest Advance Design Program	150,000
<b>Total 2014 Parks</b>	<b>\$ 6,595,326</b>

### 2015-2018 Recommended Parks Program

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
<b>Parks</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	
Cambie Mueller Park	-	-	-	750,000	
Characterization - Neighbourhood Parks	100,000	100,000	100,000	100,000	1
City Centre Middle Arm Waterfront Park	-	-	500,000	400,000	1
City Tree Planting Program	150,000	150,000	150,000	150,000	
Grauer Lands - Trails and Boardwalks	500,000	-	-	-	1
Hollybridge Pier	500,000	-	-	-	1
Hugh Boyd Artificial Turf Sports Fields	-	-	-	1,800,000	2
Kawaki Development	-	1	-	-	
Lang Park Redevelopment - Park Characterization	400,000	-	-	-	1
Minoru Lakes Development	-	1,000,000	-	-	1
Oval East Waterfront Park	-	-	1	-	
Oval Precinct Public Art Program	-	-	-	278,000	3
Parkland Acquisition	4,000,000	4,000,000	4,000,000	4,000,000	4
Parks Advance Planning & Design	250,000	250,000	250,000	400,000	
Parks Aging Infrastructure Retrofit/Upgrade/Replacement Program	100,000	100,000	100,000	200,000	
Parks General Development	250,000	250,000	250,000	300,000	
Parks Identity Signage Program	350,000	-	-	-	1
Playground Improvement Program	200,000	200,000	200,000	300,000	
Public Art Program	100,000	100,000	100,000	100,000	
Railway Greenway Phase 2 & 3	500,000	-	-	-	
Richmond High Artificial Turf Field Replacement	-	600,000	-	-	5
River Green Village - Park OBI	-	1	-	-	
Tait Elementary School Community Amenity Space	50,000	-	-	-	1
The Gardens Agricultural Park	1,000,000	900,000	403,300	-	
Trails	100,000	100,000	250,000	200,000	
Waterfront Improvement Program	-	250,000	-	250,000	1
West Cambie Park	-	250,000	-	-	1
West Park – Oris Development/River Drive Development	1	-	-	-	
<b>Total 2015 to 2018 Parks</b>	<b>\$ 8,550,001</b>	<b>\$ 8,250,002</b>	<b>\$ 6,303,301</b>	<b>\$ 9,228,000</b>	

Note that project costs of \$1 represent assets that the City takes ownership or responsibility of that have an associated operating budget impact.

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 parks program include:

**1. Identified Following Parks \$4,850,000 for the years 2015-2018**

- **Characterization – Neighbourhood Parks** - \$400,000 for the years 2015-2018

The purpose of this program is to strengthen the overall function and character of existing neighbourhood parks within the City's Park and Open Space system. Designs are prepared and implemented in response to Community driven requests and concerns. The preliminary projects include:

- 2015 - Odlin Neighbourhood Park, Hamilton Neighbourhood Park.
- 2016 - Wowk Neighbourhood Park, Talmey Neighbourhood Park.
- 2017 – Ferris School/Neighbourhood Park, Terra Nova Neighbourhood Park.
- 2018 – Burkeville Neighbourhood Park.

- **City Centre Middle Arm Waterfront Park** - \$900,000 for years 2017-2018

City Centre Middle Arm Waterfront Park is a pivotal park in the City Centre Area Plan that will become the City's living room, adjacent to the Fraser Room, supporting water-based recreation, cultural events, formal & informal recreation, environmental features, heritage interpretation. These phases are to begin placing funds in a reserve account towards the construction of the park which, tentatively, is to commence in 2022.

- **Grauer Lands** - \$500,000 for 2015

The City of Richmond purchased the Grauer Lands in 2012 to preserve, conserve, maintain and enhance the natural state of the Lands and its amenities in perpetuity as habitat for waterfowl, fish, and wildlife. They are a key part of an internationally recognized wildlife area that provides essential food sources and shelter to fish and migratory waterfowl, and other shorebirds. By 2015 it is expected the excavated material will have settled sufficiently to allow new trails and boardwalks to be constructed on top of it.

- **Hollybridge Pier** - \$500,000 for 2015

The Hollybridge Pier is an integral part of the parks and open space plan that Council approved in 2013 as part of ASPAC's River Green development. This is the estimated cost of designing and constructing the pier.

- **Lang Park Redevelopment - Park Characterization - \$400,000 for 2015**

Lang Park is well used by numerous people, however there are several improvements required to ensure residents can continue to use and enjoy the park.

For 2015, the scope of work will include:

- A consultation process that engages nearby residents, Lang Centre staff and program participants in workshops to identify priorities.
- Develop preliminary design ideas and cost estimates for review and discussion.
- Develop construction documentation and cost estimates.
- Finalize design and cost estimates for Council review.

- **Minoru Lakes - \$1,000,000 for 2016**

This project is the redevelopment of the Minoru lakes and surrounding areas. This includes the retrofit construction of the lakes that may include a storm water retention option (similar to Garden City Lakes) and other landscape features.

- **Parks Identity Signage - \$350,000 for 2015**

Many of the City's park sites do not have signage to inform the public the name of the park they are visiting or to find a specific park during special events. In order to adequately provide both park identity and wayfinding for the public and community, a comprehensive planning, design and signage fabrication & installation program needs to be established to have a coordinated approach to site identity.

- **Tait Elementary School – Community Amenity Space - \$50,000 for the 2015**

In order to address the lack of community facilities in the area, the developer has worked together with Planning and Parks, Recreation and Culture Services to address the needs of residents in the area.

- **Waterfront Improvement Program - \$500,000 for 2016 and 2018**

In 2009, City Council adopted the Waterfront Strategy. Several of the City's best open space amenities are located along the waterfront edge such as Terra Nova, Garry Point Park, Middle Arm & the Oval, and the south & west dyke trails. This program assists in the funding of opportunistic waterfront improvements and the continuation of implementing the waterfront strategy.

- 2016: Development of a new pier structure at Garry Point Park. Planning and preparation would start in 2015 for the conceptual design and cost estimates to confirm the feasibility of the project.



- 2018: TBD. To assist in funding opportunistic waterfront improvements and development of an overall waterfront strategy.
- **West Cambie Park - \$250,000 for 2016**

Construction will include demolishing old structures (on acquired properties); clearing and grubbing of parts of the land; grading and seeding of new landscaped areas; installing storm drainage; rejuvenating and enhancing existing stands of vegetation; constructing pathways and installing site furniture.

Funding for this project will come from the West Cambie Local Area DCC's

Future phases will be designed and implemented as the City continues to acquire adjacent properties.

## **2. Hugh Boyd Artificial Turf Sports Fields – \$1,800,000 for 2018**

Hugh Boyd Artificial Turf Sports Fields was constructed in 2006 as part of the planning and design of the City's Sports Strategy with the Sports Council. It was then one of the largest single synthetic sports field built in Canada with the equivalent area of over 3 full size soccer fields. The facility now hosts major soccer tournaments such as the Nations Cup and has become one of Richmond's premier fields for training and tournaments. This project includes the removal and disposal of the existing turf layer, installation of the new turf layer, and drainage and sub base preparation costs.

## **3. Oval Precinct Public Art – \$278,000 for years 2018**

Phase 4 consists of 2 additional opportunities identified in the Oval Precinct Public Art Plan. One of these opportunities is proposed for 2018.

2018 Opportunity: Canadian Artists for long term and temporary artworks.

Post 2018 Potential Opportunity: Construction of the signature art piece in the Riverside Gathering (north side Festival Plaza) to support the activation strategy for the Plaza.

## **4. Parkland Acquisition - \$16,000,000 for the years 2015-2018**

The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections as per the OCP and Council approved 2022 Parks and Open Space Strategy.

## **5. Richmond High Artificial Turf Field Replacement – \$600,000 for 2016**

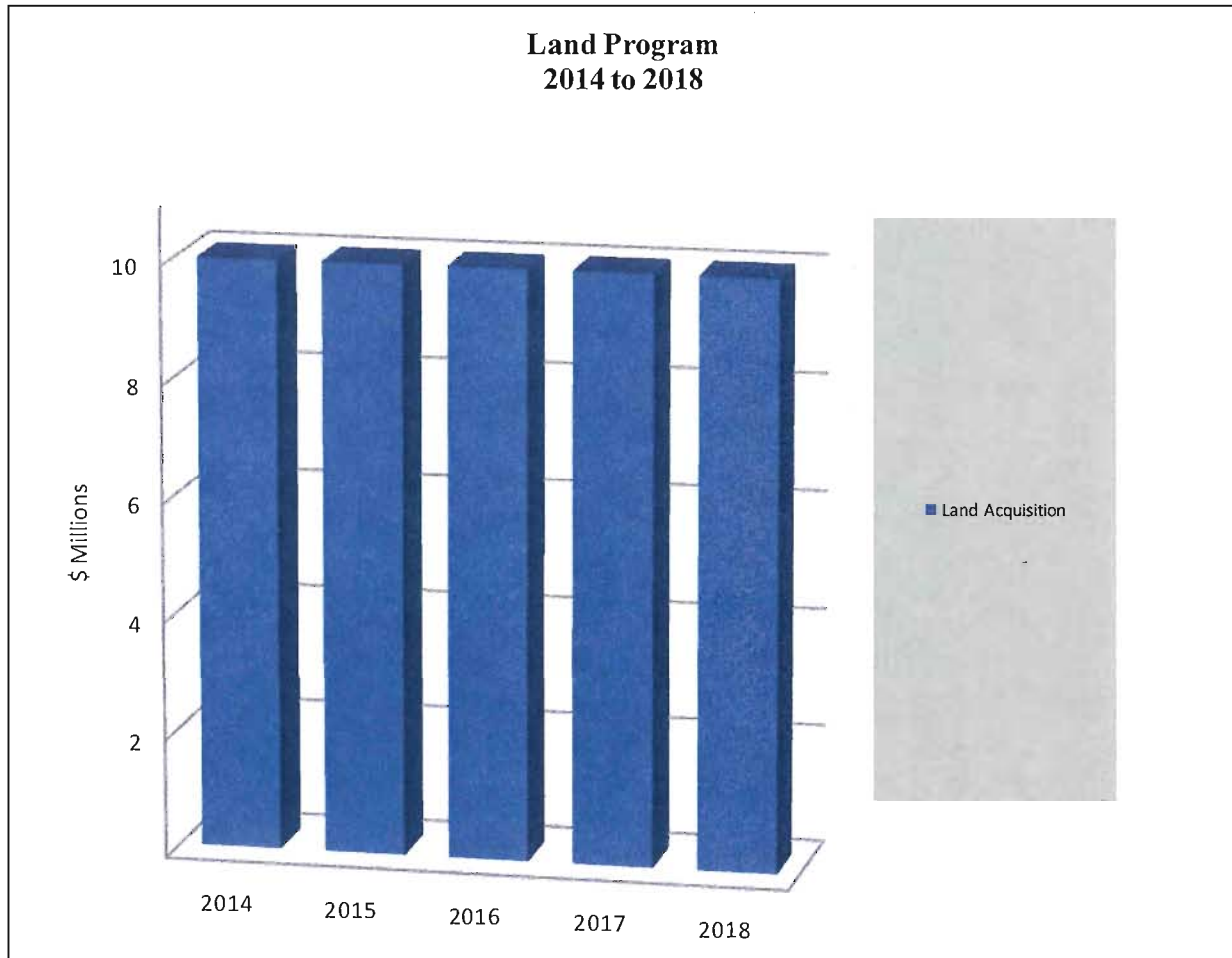
Richmond High Artificial turf field was constructed in 2005 as a joint effort between the School District and the City. Since the field serves as the only "green space" for the

school, it is used for all purposes and activities during school hours including sports, gathering areas and special events. After hours, the fields are consistently booked for programmed use. This project includes the removal and disposal of the existing turf layer, installation of the new turf layer, and design and base preparation costs.



#### iv) Land Program 2014-2018

The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council, for a variety of Council approved acquisitions.



#### 2014 Approved Land Program

Approved Project Name	Year
<b>Land</b>	<b>2014</b>
Strategic Land Acquisition	10,000,000
<b>Total 2014 Land</b>	<b>\$ 10,000,000</b>

#### Total 2015-2018 Recommended Land Program

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year
<b>Land</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Strategic Land Acquisition	10,000,000	10,000,000	10,000,000	10,000,000
<b>Total 2015-2018 Land</b>	<b>\$ 10,000,000</b>	<b>\$ 10,000,000</b>	<b>\$ 10,000,000</b>	<b>\$ 10,000,000</b>

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 project and recurring projects. The program is increased by \$5 million in order for the City to act on opportunities in a timely manner; Council approval is required prior to any funds being spent from this program.

## v) Affordable Housing Program 2014-2018

The Affordable Housing Division is responsible for coordinating the implementation of the Richmond Affordable Housing Strategy. This Strategy was adopted in 2007 and contains recommendations, policies, directions, priorities, definitions and annual targets for affordable housing in the City. The City is working with other levels of government, the non-profit sector, the private sector, local groups and the community in pursuit of the Strategy's goals.



### 2014 Approved Affordable Housing Program

Approved Project Name		Year
<b>Affordable Housing</b>		<b>2014</b>
Affordable Housing Projects - City Wide		857,000
Affordable Housing Projects - Legal		175,000
<b>Total 2014 Affordable Housing</b>		<b>\$ 1,032,000</b>

### 2015 – 2018 Recommended Affordable Housing Program

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
Affordable Housing	2015	2016	2017	2018	
Affordable Housing Projects - City Wide	750,000	750,000	750,000	\$ 750,000	1
Affordable Housing Projects - West Cambie	225,000	225,000	225,000	\$ 225,000	1
<b>Total 2015-2018 Affordable Housing</b>	<b>\$ 975,000</b>	<b>\$ 975,000</b>	<b>\$ 975,000</b>	<b>\$ 975,000</b>	

The City's Affordable Housing Strategy focuses on:

- Leveraging monies collected in the City's Affordable Housing Reserve Fund primarily for subsidized housing, and
- Meeting the affordable housing needs of Richmond's diverse population by the City managing its resources in partnerships with the private sector, local groups, agencies and other levels of government.

In the absence of consistent Senior Government funding, subsidized rental housing is the most financially challenging to develop. The challenge for non-profit housing providers is to cover the construction costs and carry a mortgage at a level that is sustainable to maintain operating costs and delivery of affordable rents to very low-income households.

The City has approved two Affordable Housing Special Development Circumstance (AHSDC) projects for subsidized rental housing. The City has committed significant financial contributions to these projects through the Affordable Housing Reserve Fund and policy mechanisms that provide for voluntary developer contributions to be utilized towards the constructions costs for AHSDC projects, which includes Council approval of the:

- Kiwanis project for development of 296 senior subsidized rental units to receive a total of up to \$24,243,078 towards construction costs and permit fees (i.e. Affordable Housing Value Transfer of \$18,690,406; Affordable Housing Reserve Fund contribution for subsidized rental housing provision of \$2,147,204; and DCC, Service Cost, and Permit fee coverage of \$3,305,468).
- 8111 Granville Avenue/8080 Anderson Road development of 129 subsidized rental units with complementary programmed space to support tenant self-sufficiency to receive a total of up to \$19,861,021 towards the construction costs and permit fees (i.e. Affordable Housing Value Transfer of \$14,142,228; DCC, Service Cost and Permit fee coverage of up to \$2,718,793; and Interim funding of \$3M to support delivery of subsidized rents).

Both projects total \$44,104,099 in City contributions through the Affordable Housing Reserve Fund and City policies to leverage monies received through voluntary developer contributions towards the delivery of affordable housing without impact to Richmond taxpayers.

Highlights of the 2015 – 2018 affordable housing program include:

**1. Affordable Housing \$3,900,000 for the years 2015-2018**

This funding is for the development of affordable housing which helps to ensure that Richmond is liveable and appealing. By investing in strategic land acquisition and related affordable housing development, the City will be able to effectively implement its Affordable Housing Strategy, and contribute to being a well-managed city.

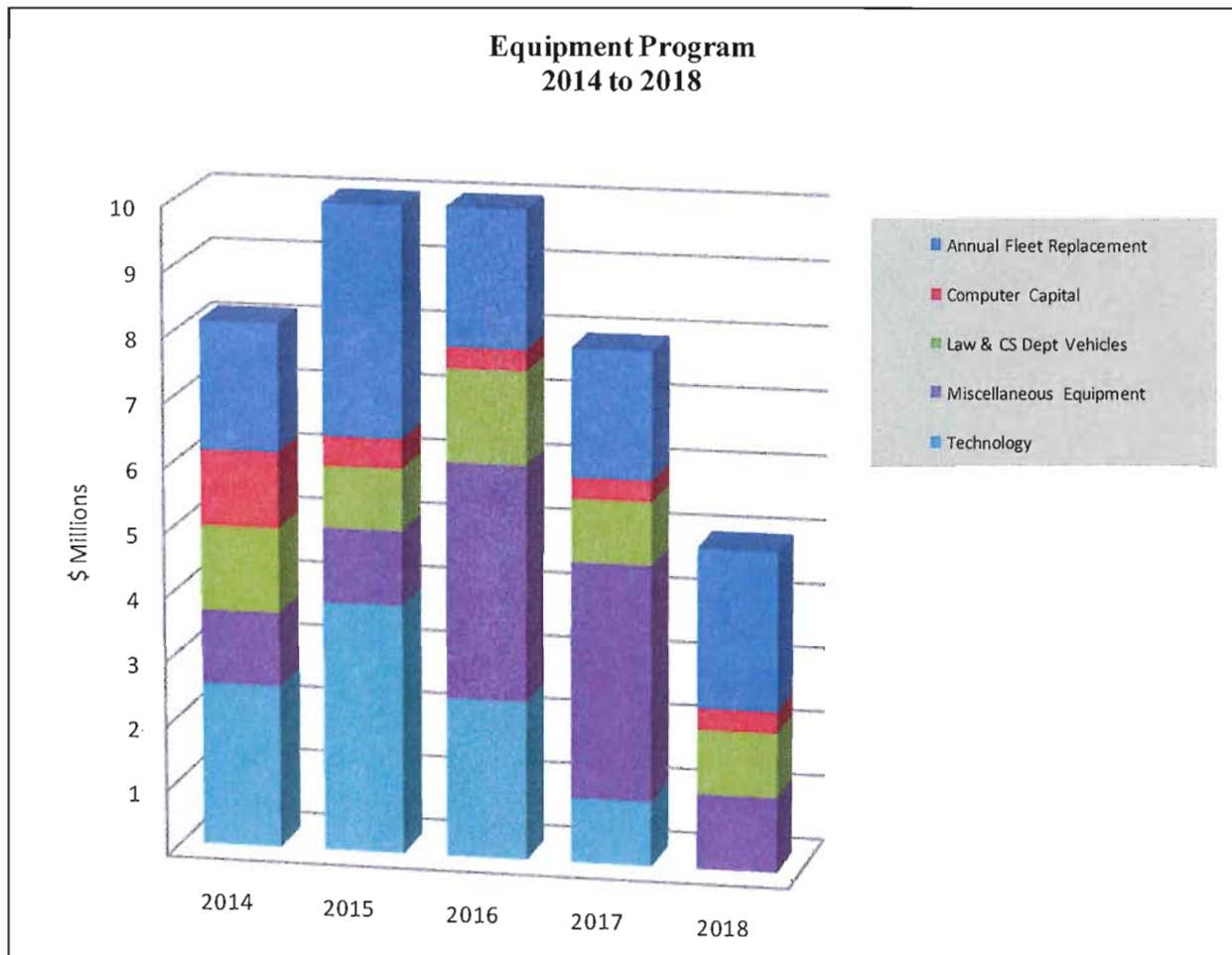
The timing of the projects is dependent upon land acquisition opportunities as they arise and the receipt of affordable housing development proposals. Any expenditures are subject to Council's approval.

Development activity funds the Affordable Housing Reserve Fund.



## vi) Equipment Program 2014-2018

The equipment program includes machinery and vehicles for Public Works and Fire Rescue Services, computer hardware, software, library materials, and other miscellaneous equipment.



### 2014 Approved Equipment Program

Approved Project Name	Year
Equipment	2014
2014 Server Replacements	232,000
Amanda Mobile 6.0 Upgrade Implementation	97,555
Energy Management - 2014 Projects	645,000
Existing Operational Desktop Computer Hardware Funding	330,000
Fibre Optic Cabling to City Facilities - Phase 8b	120,000
Fibre Optic Cabling to City Facilities - Phase 9/10	130,000
Fire Equipment Replacement	318,182
Fire Vehicle Replacement Reserve Purchases	886,641



Approved Project Name	Year
<b>Equipment</b>	<b>2014</b>
Hansen Upgrade	1,175,500
Library Material Purchases	1,162,900
Mobile Middleware Framework	200,000
PeopleSoft 9.2 Enhancements and Business Intelligence Tools	450,000
Richmond Fire Mobile In Apparatus Computers (Evergreen)	150,000
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	1,980,000
Vehicles for RCMP Detachment Leadership Team	105,000
WorkSafeBC Claims/Incident Management System	151,200
<b>Total 2014 Equipment</b>	<b>\$ 8,133,978</b>

### 2015-2018 Recommended Equipment Program

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year	Ref #
<b>Equipment</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	
2015 Equipment Lease Payments	12,153	-	-	-	
Alexandra District Energy Utility Expansion	-	2,500,000	2,500,000	-	1
Digital Strategy	3,000,000	2,000,000	1,000,000	-	2
Energy Management	260,000	-	-	-	
Energy Management - Energy Audits and Building Optimization	400,000	450,000	-	-	3
Energy Management - Infrastructure Energy Efficiency Upgrade Funding	200,000	-	-	-	4
Existing Operational Desktop Computer Hardware Funding	330,000	330,000	330,000	330,000	
Fire Equipment Replacement	16,396	16,765	16,892	17,230	
Fire Vehicle Replacement Reserve Purchases	935,106	1,418,176	951,245	975,142	5
IT Infrastructure Replacement	120,000	-	-	-	
Library Material Purchases	1,162,900	1,162,900	1,162,900	1,162,900	
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	4,889,400	2,688,944	1,972,120	2,467,826	6
<b>Total 2015-2018 Equipment</b>	<b>\$ 11,325,955</b>	<b>\$ 10,566,785</b>	<b>\$ 7,933,157</b>	<b>\$ 4,953,098</b>	

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.

Highlights of the 2015 – 2018 equipment program include:

#### 1. Alexandra District Energy Utility Expansion \$5,000,000 for years 2016-2017

Expand the energy capacity and distribution network of the existing ADEU to meet the needs of development in the service area. As the developments in the area occur, additional boilers, fluid coolers and/or renewable energy sources, as well as the distribution piping will have to be supplied and installed to service these new developments.

#### 2. Digital Strategy - \$6,000,000 for the years 2015-2017

The purpose of this program is to transform the City to embrace digitalization in all aspects of running the business of the City. This includes the automation of the

development and planning process, implementation of mobile capabilities, the integration of the City computing systems to facilitate the creation of the ‘smart city’ with real time monitoring and publication of information and transformation of all services to be provided online using a standard shopping-cart approach. A new customer-centric portal service will be created providing citizens and business developers a simple, one-stop website that provides information and services to them in a personalized and comprehensive manner.

**3. Energy Management - Energy Audits and Building Optimization - \$850,000 for the years 2015-2016**

The purpose of this program is to reduce the energy used at City assets, through optimization of existing systems or incorporation of new technologies. This will involve conducting detailed energy audits at five selected City assets, each year, and implementing the recommended improvements that provide the best energy performance, maximizes the reduction of GHG emissions, and which can deliver the best return on investment.

**4. Energy Management – Infrastructure Energy Efficiency \$200,000 for 2015**

This project will provide general funding to support the increased energy efficiency upgrades to a building’s energy using systems during project development. Projects will be chosen that are aligned with the work already being carried out by Project Development, and the highest priority will be given to the projects with the strongest business cases.

**5. Fire Vehicle Replacement and Equipment \$4,280,000 for the years 2015-2018**

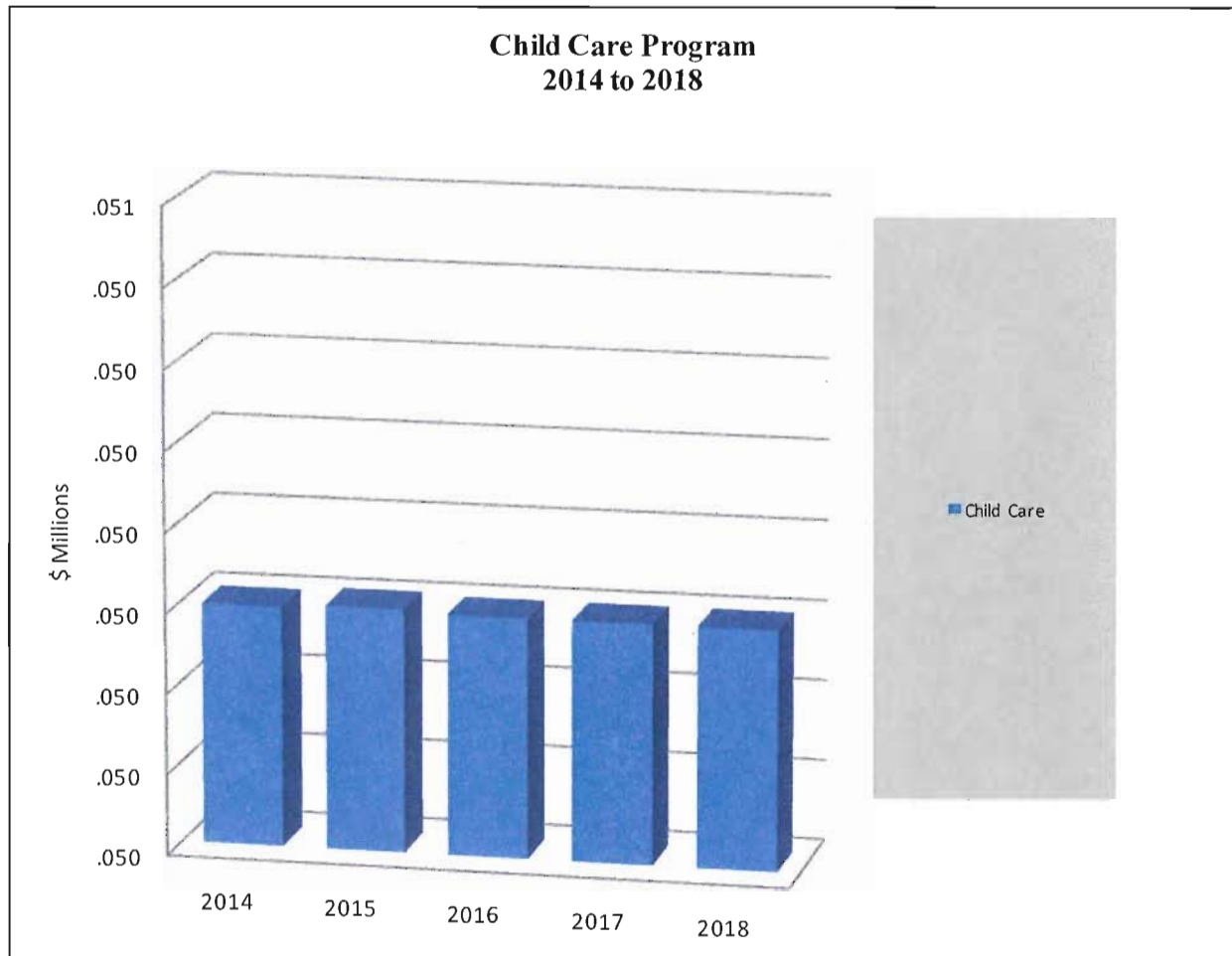
- 2015 – Replacement of Pumper and fire fighting hose.
- 2016 – The construction and delivery of a fire ladder and fire hose.
- 2017 – Replacement of Pumper and fire fighting hose.
- 2018 – Replacement of Pumper and fire fighting hose.

**6. Vehicle & Equipment Reserve Purchases – \$12,018,000 for years 2015-2018**

Item replacement due to vehicles reaching the end of their useful life cycle and increasing maintenance costs associated with their current condition. Vehicles/equipment which present safety concerns are also include in the project costs.

## vii) Child Care Program 2014-2018

To address child care need, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care including facilities and spaces.



### 2014 Approved Child Care Program

Approved Project Name		Year
Child Care		2014
Child Care Projects - City Wide		50,000
Total 2014 Child Care		\$ 50,000

**2015-2018 Recommended Child Care Program**

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year
Child Care	2015	2016	2017	2018
Bridgeport - Child Care Facility	1	-	-	-
Child Care Projects - City Wide	50,000	50,000	50,000	50,000
Cressey Cadence Child Care Facility	1	-	-	-
River Green - Child Care Facility	1	-	-	-
The Gardens - Child Care Facility	1	-	-	-
<b>Total 2015-2018 Child Care</b>	<b>\$ 50,004</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

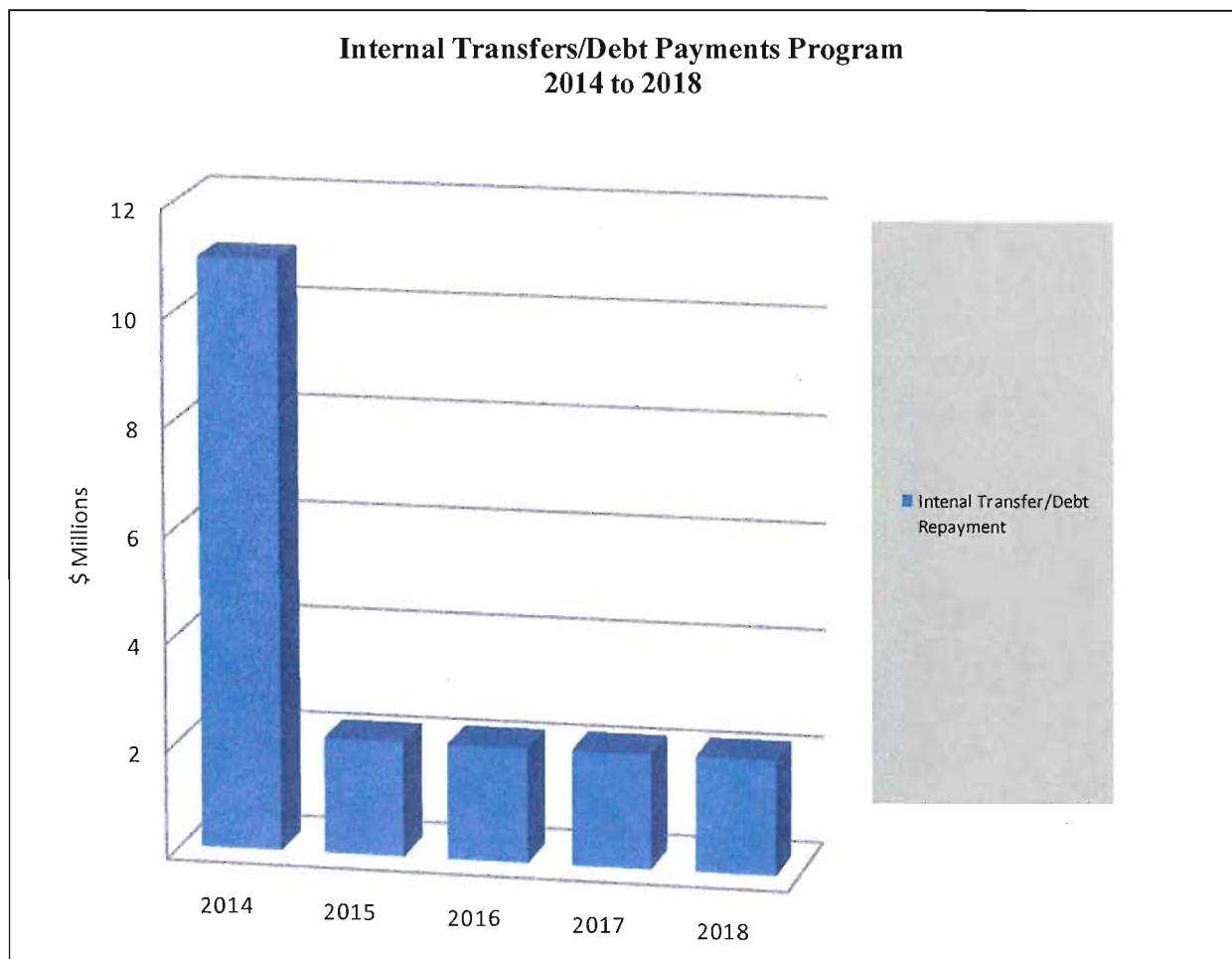
Note that project costs of \$1 represent assets that the City takes ownership or responsibility of that have an associated operating budget impact.

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.



### viii) Internal Transfers/Debt Program 2014-2018

The internal transfers/debt program relates to the use of capital funding for items that do not result in tangible capital assets. This includes: the repayment of capital funds borrowed from other internal sources of funding, external debt repayment and transfers to the operating budget for items that do not meet the asset capitalization criteria.



#### 2014 Approved Internal Transfer/Debt Program

Approved Project Name	Year
<b>Internal Transfers/Debt Payment</b>	<b>2014</b>
Nelson Road Interchange Repayment	385,098
Parkland Acquisition City Wide	8,000,000
Parkland Acquisition West Cambie	1,200,000
River Rd/North Loop (2005) Repayment	1,317,000
Shovel - Ready Grant (2009) Repayment Lansdowne Rd Extension	77,263
<b>Total 2014 Internal Transfers/Debt Payment</b>	<b>\$10,979,361</b>

**Attachment 4 – Capital Program Details**      - 63 -  
Internal Transfers / Debt Program

**2015-2018 Recommended Internal Transfer/Debt Program**

Recommended Project Name	Projected Year	Projected Year	Projected Year	Projected Year
Internal Transfers/Debt Payment	2015	2016	2017	2018
Nelson Road Interchange Repayment	385,098	385,098	385,098	385,098
River Rd/North Loop (2005) Repayment	1,685,056	1,685,056	1,685,056	1,685,056
Shovel - Ready Grant (2009) Repayment Lansdowne Rd Extension	77,263	77,263	77,263	77,263
<b>Total 2015-2018 Internal Transfers/Debt Payment</b>	<b>\$ 2,147,417</b>	<b>\$ 2,147,417</b>	<b>\$ 2,147,417</b>	<b>\$ 2,147,417</b>

Refer to the 2014 Capital Budget Report approved at the December 9, 2013 Council meeting for more details on the approved 2014 projects and recurring projects.



**City of Richmond  
2014-2018 Financial Plan  
Statement of Policies and Objectives**

**Revenue Proportions By Funding Source**

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

**Objective:**

- Maintain revenue proportion from property taxes at current level or lower

**Policies:**

- Tax increases will be at CPI + 1%.
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce tax rate.

Table 1:

<b>Revenue Source</b>	<b>% of Total Revenue*</b>
Property Taxes	43.0%
User Fees & Charges	27.9%
Proceeds From Borrowing	11.9%
Investment Income	3.9%
Gaming Revenue	3.5%
Grants in Lieu of Taxes	3.2%
Grants	1.1%
Other Sources	5.5%
Total	100.0%

Table 1 shows the proportion of total general revenue proposed to be raised from each funding source in 2014.

### **Distribution of Property Taxes**

Table 2 provides the estimated 2014 distribution of property tax revenue among the property classes.

#### **Objective:**

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

#### **Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.
- Continue economic development initiatives to attract businesses to the City of Richmond.

Table 2: (Estimated based on the 2014 Completed Roll figures)

<b>Property Class</b>	<b>% of Tax Burden</b>
Residential (1)	56.8%
Business (6)	33.5%
Light Industry (5)	7.9%
Others (2,4,8 & 9)	1.8%
Total	100.0%

### **Permissive Tax Exemptions**

#### **Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

#### **Policy:**

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the Community Charter.



**5 Year Financial Plan (2014-2018) Bylaw 9100**  
**Bylaw 9100**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" which are attached and form part of this bylaw, are adopted as the 5 Year Financial Plan (2014-2018).
2. 5 Year Financial Plan (2013 – 2017) Bylaw 8990 and all associated amendments are repealed.
3. This Bylaw is cited as "**5 Year Financial Plan (2014 - 2018) Bylaw 9100**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. JC
APPROVED for legality by Solicitor B

**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN (2014 – 2018)**  
(in 000's)

	2014	2015	2016	2017	2018
<b>Revenues</b>					
Property Taxes	\$183,822	\$191,101	\$198,414	\$205,865	\$213,675
Transfer from Capital Equity	44,812	45,028	45,113	45,642	48,882
Utilities	94,505	98,470	102,977	107,832	111,882
Transfer from Capital Equity	6,621	6,653	6,666	6,744	7,222
Fees and Charges	27,517	27,930	28,326	28,736	29,189
Investment Income	16,197	16,278	16,360	16,441	16,524
Grants in Lieu of Taxes	13,473	13,647	13,823	14,001	14,182
Gaming Revenue	14,908	14,946	14,983	15,020	15,058
Grants	4,580	4,608	4,637	4,666	4,695
Penalties and Interest on Taxes	1,015	1,025	1,036	1,046	1,056
Miscellaneous Fiscal Earnings	23,735	20,776	21,548	22,128	21,606
Proceeds from Borrowing	50,815	-	-	-	-
<b>Capital Plan</b>					
Transfer from DCC Reserve	19,675	14,452	11,471	11,449	13,589
Transfer from Other Funds and Reserves	171,767	51,986	49,688	49,269	43,826
External Contributions	680	230	175	575	175
Carryforward Prior Years	200,679	136,713	93,699	47,286	36,016
<b>TOTAL REVENUES</b>	<b>\$874,801</b>	<b>\$643,843</b>	<b>\$608,916</b>	<b>\$576,700</b>	<b>\$577,577</b>
<b>Expenditures</b>					
Utilities	\$79,505	\$83,502	\$88,022	\$92,955	\$97,483
Transfer to Drainage Improvement Replacement Reserve	9,765	9,765	9,765	9,765	9,765
Transfer to Watermain Replacement Reserve	7,500	7,500	7,500	7,500	7,500
Transfer to Sanitary Sewer Reserve	4,256	4,256	4,256	4,256	4,256
Transfer to Equipment Replacement Reserve	100	100	100	100	100
Law and Community Safety	87,417	89,625	91,677	93,708	96,115
Transfer to Equipment Replacement Reserve	983	983	983	983	983
Engineering and Public Works	67,596	67,967	69,101	70,699	71,764
Transfer to Equipment Replacement Reserve	1,675	1,675	1,675	1,675	1,675
Community Services	62,980	63,403	65,872	68,206	72,699
Transfer to Capital Building & Infrastructure Reserve	252	252	252	252	252
Finance and Corporate Services	24,927	25,105	25,516	25,936	26,374
Planning and Development	12,806	13,011	13,240	13,474	13,722
Corporate Administration	7,180	7,251	7,371	7,493	7,620
Fiscal	24,676	25,028	25,546	26,071	26,499
Transfer to Capital Building & Infrastructure Reserve	11,866	13,704	15,615	17,599	19,658
Transfer to Capital Reserve	59,890	9,890	9,890	9,890	9,890
Transfer to Accumulated Surplus	5,000	-	-	-	-
Transfer Investment Income to Statutory Reserves	11,250	11,306	11,363	11,420	11,477
<b>Municipal Debt</b>					
Debt Interest	1,366	1,906	1,906	1,906	1,906
Debt Principal	1,010	4,233	4,233	4,233	4,233
<b>Capital Plan</b>					
Current Year Capital Expenditures	192,122	66,668	61,334	61,293	57,590
Carryforward Prior Years	200,679	136,713	93,699	47,286	36,016
<b>TOTAL EXPENDITURES</b>	<b>\$874,801</b>	<b>\$643,843</b>	<b>\$608,916</b>	<b>\$576,700</b>	<b>\$577,577</b>
<b>Proposed Property Tax Increase</b>	<b>2.96%</b>	<b>2.96%</b>	<b>2.98%</b>	<b>2.96%</b>	<b>2.99%</b>



**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN**  
**FUNDING SOURCES (2014 - 2018)**  
(In 000's)

	2014	2015	2016	2017	2018
<b>DCC Reserves</b>					
Drainage	\$162	\$644	\$-	\$644	\$3,411
Parks Acquisition	8,653	3,762	3,762	3,762	3,762
Parks Development	3,621	3,715	1,740	1,661	2,022
Roads	4,211	4,309	3,238	3,238	3,689
Sanitary Sewer	2,450	1,425	1,337	1,354	-
Water	578	597	1,394	790	705
<b>Total DCC Reserves</b>	<b>\$19,675</b>	<b>\$14,452</b>	<b>\$11,471</b>	<b>\$11,449</b>	<b>\$13,589</b>
<b>Statutory Reserves</b>					
Affordable Housing Reserve Fund	\$1,032	\$975	\$975	\$975	\$975
Arts, Culture, & Heritage Reserve Fund	106	-	-	-	-
Capital Building and Infrastructure Reserve Fund	29,400	-	600	-	1,800
Capital Reserve Fund	99,697	8,606	7,975	8,655	7,585
Child Care Development Reserve Fund	50	50	50	50	50
Drainage Improvement Reserve Fund	9,198	8,012	8,055	10,172	6,694
Equipment Replacement Reserve Fund	4,055	4,511	3,849	2,465	3,272
Leisure Facilities Reserve Fund	171	50	-	-	-
Neighbourhood Improvement Reserve Fund	267	-	-	-	-
Public Art Program Reserve Fund	690	100	100	100	100
Sanitary Sewer Reserve Fund	4,250	4,505	4,621	3,006	2,843
Waterfront Improvement Reserve Fund	-	-	250	-	250
Watermain Replacement Reserve Fund	7,472	7,643	8,156	10,040	7,535
<b>Total Statutory Reserves</b>	<b>\$156,388</b>	<b>\$34,452</b>	<b>\$34,631</b>	<b>\$35,463</b>	<b>\$31,104</b>
<b>Other Sources</b>					
Appropriated Surplus	\$11,297	\$12,181	\$11,169	\$10,168	\$9,370
Enterprise	895	860	450	-	-
Utility Levy	704	1,330	275	475	189
Library Provision	1,163	1,163	1,163	1,163	1,163
Water Metering Provision	1,320	2,000	2,000	2,000	2,000
Grant, Developer and Comm. Contributions	680	230	175	575	175
<b>Total Other Sources</b>	<b>\$16,059</b>	<b>\$17,764</b>	<b>\$15,232</b>	<b>\$14,381</b>	<b>\$12,897</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$192,122</b>	<b>\$66,668</b>	<b>\$61,334</b>	<b>\$61,293</b>	<b>\$57,590</b>

**City of Richmond  
2014-2018 Financial Plan  
Statement of Policies and Objectives**

**Revenue Proportions By Funding Source**

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

**Objective:**

- Maintain revenue proportion from property taxes at current level or lower

**Policies:**

- Tax increases will be at CPI + 1%
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce tax rate.

Table 1:

<b>Revenue Source</b>	<b>% of Total Revenue*</b>
Property Taxes	43.0%
User Fees & Charges	27.9%
Proceeds From Borrowing	11.9%
Investment Income	3.9%
Gaming Revenue	3.5%
Grants in Lieu of Taxes	3.2%
Grants	1.1%
Other Sources	5.5%
Total	100.0%

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2014.



### **Distribution of Property Taxes**

Table 2 provides the estimated 2014 distribution of property tax revenue among the property classes.

#### **Objective:**

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

#### **Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.
- Continue economic development initiatives to attract businesses to the City of Richmond.

Table 2: (Estimated based on the 2014 Completed Roll figures)

<b>Property Class</b>	<b>% of Tax Burden</b>
Residential (1)	56.8%
Business (6)	33.5%
Light Industry (5)	7.9%
Others (2,4,8 & 9)	1.8%
Total	100.0%

### **Permissive Tax Exemptions**

#### **Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

#### **Policy:**

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the Community Charter.



# City of Richmond

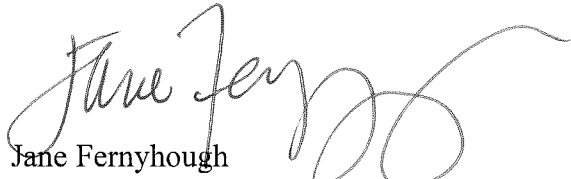
## Report to Committee

**To:** General Purposes Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Re:** 2014 Arts and Culture Grant Program



• **Date:** January 14, 2014  
**File:** 11-7000-01/2014

### Staff Recommendation

That the 2014 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$104,040 as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 14, 2014.

  
Jane Fernyhough  
Director, Arts, Culture and Heritage Services

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Division	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> DW	<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 2014 Arts and Culture Grant Program, now in its third year.

The 2014 Arts and Culture Grant Program supports Council Term Goal #9:

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

### **Findings of Fact**

#### **1. 2014 Arts and Culture Grant Budget**

The 2014 Arts and Culture Grant Budget is \$104,040, as per the City Grant Policy. The program offers two types of grants:

- Operating Assistance Grants are provided to support the annual programming and operating activities of eligible organizations, and are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.
- Project Assistance Grants are provided to support organizations working on a project basis or undertaking a special initiative outside the scope of their normal operations, and are awarded up to a maximum of 50% of the total project budget, to a maximum request of \$5,000.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November of 2013, advising the community that applications were being accepted for 2014 City Grant Programs until November 22, 2013. It also notified the community that a Web-based Application System had been created to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 300 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind of deadlines. On the City website on both the “City Grant

Program” and the “Artists’ Opportunities” pages, downloadable Guideline documents were available with links to the online form.

One free grant writing workshop was offered on November 5, attracting 13 participants. All previous grant recipients were met with individually over the summer to touch base, review their 2013 application and offer recommendations where appropriate, as well as inform them of the new online system.

For Operating Assistance, 9 applications were received and 14 were received for Project Assistance, for a total combined request of \$137,336. Tables outlining requests and recommended allocations for the 2014 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. Staff recommendations and comments are included in the Summary Sheets.

### **3. Late Applications**

No applications were received after the November 22, 2013 deadline. The City Grant Policy indicates that late applications will not be accepted.

### **4. New Applications**

Five applications (total) were received from organizations that had not previously applied for a City Grant:

- Writers International Network Canada Society
- Greater Vancouver Historical Performance Society of BC
- Delta Symphony Society
- Canadian YC Chinese Orchestra Association
- Tickle Me Pickle Theatre Sports Improv Society

### **5. Application Review Process**

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

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

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

## Analysis

### 1. 2014 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

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

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

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

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

\*16 were received, but one Operating Assistance applicant (for the Children's Arts Festival, was added to this category)



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

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

In the third year, Staff have noted an improvement in the quality of grant applications and foresee increased competition for approval in the future as more organizations apply. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves.

## **2. Reasons for Partial or No Funding**

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

Due to the increased number of eligible and worthy applications that totalled requests over the \$104,040 budget, none of the applicants this year were recommended for the full amount requested.

## **Financial Impact**

The 2014 Arts and Culture Grant Program has a proposed budget of \$104,040. The 2014 allocations itemized in Attachments 1 and 2 are recommended.

Project Assistance	\$ 41,870
Operating Assistance	<u>\$ 62,170</u>
Total	<u>\$ 104,040</u>
Remaining	\$ 0

## **Conclusion**

The 2014 Arts and Culture Grant Program is a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff recommend that the 2014 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.

A handwritten signature in black ink, appearing to read 'L. Jauk', is positioned above the printed name.

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

# 2014 Arts and Culture Grants - Recommendations

ATTACHMENT 1

## OPERATING ASSISTANCE

Name of Organization	Most Recent City Grant	2014 Request	2014 Recom	Comments	Page
BC Children's Arts and Literacy Centre	\$10,000 (2013)	10,000	9,300	Operating Assistance is recommended for this organization that continues to grow and succeed with the Children's Arts Festival by providing unique, accessible and creative programming for children of all ages to work directly with professional artists. They are encouraged to continue their strong community partnerships.	1
Cinevolution Media Arts Society	\$10,000 (2013)	10,000	8,790	Operating Assistance is recommended for this vibrant society that presents Your Kontinent as well as a range of year-round forward-thinking and high quality programs that engage professional artists and the community at-large including youth, new immigrants and emerging artists. They have a strong volunteer base, impressive partnerships and healthy self-assessments.	3
Richmond Community Band Society	\$3,600 (2013)	3,600	2,900	Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant continues to address challenges with regard to its membership base and may benefit by collaborating with other cultural organizations.	5
Richmond Community Orchestra & Chorus Assoc.	\$10,000 (2013)	10,000	8,790	Operating Assistance is recommended for this well-established organization that serves a diverse range of music artists and audiences while maintaining a healthy organizational structure as exemplified in their commitment to strategic planning and strengthening of capacity.	7
Richmond Music School Society	\$10,00 (2013)	10,000	7,200	Operating Assistance is recommended for this strong organization that serves high calibre music education for young people and strives to be accessible for all income levels. Due to grant budget constraints, the amount allotted is proportional to the relative percentage of the overall budget.	9
Richmond Potters' Club	\$3000 (2013)	10,000	5,200	Operating Assistance is recommended to be increased to \$5,000 from \$3,000 last year, for this well-established organization that provides pottery programs and exhibits in the community. The applicant is encouraged to broaden its audience and practice, potentially to attract a younger demographic, and to continue to advance pottery as an art form.	11
Richmond Youth Choral Society	\$9,000 (2013)	10,000	8,790	Operating Assistance is recommended for this organization whose progress-to-date is impressive, and shows growth and development (for example the potential to start a choir for younger children) while looking forward with a clear recognition of challenges. While the applicant demonstrates a clear and realistic self-awareness, it might benefit from paid staff in future to avoid burn-out.	13

Textile Arts Guild of Richmond Society	\$5,600 (2013)	4,000	3,500	Operating Assistance is recommended for this long-standing organization that advances textile arts as a means of creative expression, community engagement and social good. The applicant continues to show a great willingness to partner with others and pursue innovative projects and their self-assessment indicates a clear recognition of challenges with committees in place to address them.	15
The Community Arts Council of Richmond	\$9,100 (2013)	10,000	7,700	Operating Assistance is recommended to this long-standing organization that provides valuable opportunities for local artists to display their art in public settings, and have demonstrated an eagerness to work with partners (such as the Steveston Grand Prix of Art) and engage in community outreach. The society has addressed the deficit issue of last year and rose to the challenge of no exhibition space. The applicant is encouraged to broaden its programming scope to include non-traditional and/or innovative	17
<b>OPERATING ASSISTANCE SUBTOTAL</b>		<b>77,600</b>	<b>62,170</b>		

## 2014 Arts and Culture Grants - Recommendations

### PROJECT ASSISTANCE

Name of Organization + Project	Most Recent City Grant	2014 Request	2014 Recom	Comments	Page
Canada YC Chinese Orchestra Summer Concert 2014	N/A	\$5,000	4,160	Project Assistance is recommended for this high-quality Chinese musical performance that engages new immigrants and a range of ages, notably youth. This concert involves a much larger venue than previous events, and while the applicant has strategies in place to ensure ticket sales, they are encouraged to invest in some promotional strategies to raise their profile.	19
Cinevolution Media Arts Society: LADY JUSTICE: at the Library	N/A	\$4,000	3,640	Project Assistance is recommended for this professional, contemporary and community engaged work that stretches artistic boundaries. Cinevolution has also applied for provincial and federal funding for this project and while the organization already receives Operating Assistance, this Project falls outside of normal operations.	22
Delta Symphony Society: Outreach Concert and Instrument Petting Zoo at Richmond Gateway Theatre	N/A	\$3,875	2,860	Project Assistance is recommended for this well-established youth orchestra's outreach program for families, children and youth.	24
Philippine Cultural Arts Society of BC: Showcasing Philippine Dance & Music to the City of Richmond	\$2,100 \$2,000 \$1,000 (2013)	\$5,000	3,120	Project Assistance is recommended for this project that will engage different age groups while they are introduced to arts and culture from the Philippines, and provides performance opportunities for participants. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.	26
Richmond Art Gallery Association: Meet the Artist Videos	\$5,000	\$5,000	4,680	Project Assistance is recommended for this high quality program that provides the public, particularly youth, exposure to and learning from professional and highly respected artists.	28
Richmond Arts Coalition Outreach program	\$3,600 (2013)	\$5,000	3,750	Project Assistance is recommended in order to support the increased capacity of this organization and their project to reach out to the business community to form partnerships with the arts including new exhibition spaces.	30

Richmond Weavers' and Spinners' Guild Society: Weaving with Richmond's Natural Abundance: Using local plants to engage community in environmentally sustainable crafts	\$1,900	\$5,000	3,850	Project Assistance is recommended for this innovative project that builds on their established collaboration with a professional artist and incorporates Richmond parks and natural materials. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.	32
The Greater Vancouver Historical Performance Soc of BC: The Compleat Courtier Richmond	N/A	\$3,050	2,080	Project Assistance is recommended for this unique partnership with the Richmond Music Teacher's Association, their students and families to promote historic performing arts.	34
The Richmond Singers Spring 2014 Concert Program	\$1,500	\$5,761	2,600	Project Assistance is recommended for the Spring concert series of this long standing organization that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to work on improving the presentation of their budget.	37
Tickle Me Pickle Theatre Sports Improv Society: Improv Season	N/A	\$5,000	4,160	Project Assistance is recommended for this young, Arts Award winning group that engages youth and families by providing accesible theatrical experiences. Funding is recommended for the Performance Series component of the grant only.	39
Vancouver Cantonese Opera: Multicultural Heritage Festival	\$3,000 (2013)	\$5,000	3,850	Project Assistance is recommended for this second annual multi-cultural celebration in Richmond. The applicant has a strong programming history and track record working effectively with local artists and cultural groups and is proactive with its community engagement activities. A significant percentage of the budget goes directly to artists.	42
Vancouver Tagore Society: West Coast Tagore Festival 2014	N/A	\$5,250	3,120	Project Assistance is recommended for this now established cultural event that has expanded to two days of eclectic multidisciplinary programming with a healthy mix of community and professional level activities. The applicant is highly encouraged to place higher scrutiny on their budget presentation, particularly their in-kind allocations and to seek diversified sources of revenue.	45
Vancouver Tagore Society: An Afternoon of Bengali Poetry	N/A	\$1,450	0	While this new initiative on the Rooftop Garden would provide a unique opportunity for Richmond residents to experience Bengali art forms, because of concerns about the capacity of the organization, particularly as reflected in their budget presentation, combined with the relatively low community impact, Project Assistance is not recommended for this project at this time; however, it is recommended for this applicant's other project, West Coast Tagore Festival.	47
Writers International Network Canada Society: Third WIN Literary Festival	N/A	\$1,350	0	While this intercultural and multidisciplinary showcase shows merit, it was unclear if there were any Richmond-based artists involved. As well, there were a number of errors in the application raising questions about the capacity of the organization. Project Assistance is not recommended for this year given budget constraints.	49
<b>PROJECT ASSISTANCE SUBTOTAL</b>		<b>1,350</b>	<b>6,970</b>		

<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>77,600</b>	<b>62,170</b>
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>59,736</b>	<b>41,870</b>
<b>COMBINED TOTAL</b>	<b>137,336</b>	<b>104,040</b>
TOTAL AVAILABLE		104,040
Balance Remaining		0

## 2014 Arts and Culture Grants - Recommendations

<b>OPERATING ASSISTANCE</b>	
<b>Name of Organization</b>	<b>2014 Recom</b>
BC Children's Arts and Literacy Centre	9,300
Cinevolution Media Arts Society	8,790
The Community Arts Council of Richmond	7,700
Richmond Community Band Society	2,900
Richmond Community Orchestra & Chorus Assoc.	8,790
Richmond Music School Society	7,200
Richmond Potters' Club	5,200
Richmond Youth Choral Society	8,790
Textile Arts Guild of Richmond Society	3,500
<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>62,170</b>

<b>PROJECT ASSISTANCE</b>	
<b>Name of Organization + Project</b>	<b>2014 Recom</b>
Vancouver Cantonese Opera: Multicultural Heritage Festival	3,850
Writers International Network Canada Society: Third WIN Literary Festival	0
Richmond Arts Coalition Outreach program	3,750
Cinevolution Media Arts Society: LADY JUSTICE: at the Library	3,640
Philippine Cultural Arts Society of BC: Showcasing Philippine Dance & Music	3,120
The Richmond Singers Spring 2014 Concert Program	2,600
The Greater Vancouver Historical Performance Soc of BC: The Compleat Courtier Richmond	2,080
Delta Symphony Society: Outreach Concert and Instrument Petting Zoo	2,860
Richmond Weavers' and Spinners' Guild Society: Weaving with Natural Abundance	3,850
Canada YC Chinese Orchestra Summer Concert 2014	4,160
Richmond Art Gallery Association: Meet the Artist Videos	4,680
Tickle Me Pickle Theatre Sports Improv Society: Improv Season	4,160
Vancouver Tagore Society: West Coast Tagore Festival 2014	3,120
Vancouver Tagore Society: An Afternoon of Bengali Poetry	0
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>41,870</b>
<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>62,170</b>
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>41,870</b>
<b>COMBINED TOTAL</b>	<b>104,040</b>





## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

**Society: BC Children's Arts and Literacy Centre Society**

### Society Mandate Summary:

To develop, facilitate, and promote programs that engage British Columbian children, youth, and adults in the enjoyment of art for its own sake as well as a means of enhancing literacy and learning.

### Society History:

What began as two days of field trips for two hundred students to the Richmond Cultural Centre expanded, in 5 years, to over 9000 people participating in workshops and activities in the Richmond Library, Arts Centre, Art Gallery, Media Lab, Museum, Aquatics Centre and Skating Arena, as well as outreach programs in several schools. The history outlined here describes the journey towards the vision for "the Centre" that resulted in the birth of the Children's Arts Festival and the role we play in the community of Richmond.

The Festival's story began 8 years ago with a small piece of paper, a pen that didn't work and an idea that was very timely, given the cuts to arts education and the call for a more literate society. Armed with some of the best leaders in the field of education and a founder whose tenacity and energy, simply put, is contagious, the BC Children's Arts and Literacy Centre registered as an incorporated nonprofit society in September 2006. Over the next two years, successful programs included: workshops for teachers with hands on practical ideas for drama and visual arts education, all with a focus on literacy, the participation of over 6,000 children in the making of the book, "The House that Max Built" by Maxwell Newhouse, and several arts and literacy workshops for underprivileged children.

In 2009, the Centre launched the first Children's Arts Festival (The Festival) with 2 school field trip days and 240 participants. By 2013 the Festival grew to 4 school field trip days, 1 public day, and outreach programs with over 9000 participants. Additionally, the Festival became a major public event and focal point for the first ever BC Family Day holiday. The BC Children's Arts and Literacy Centre, through the Richmond Arts Awards, was recognized for contribution to the advancement of arts education, particularly through the Children's Arts Festival.

### GRANT REQUEST

<b>Requested Amount:</b>	\$10,000
<b>Society</b>	
<b>Operating Budget:</b>	\$102,260

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

# Operating Assistance Application for 2014

BC Children's Arts and Literacy Centre

Summary Page 2

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$102,296	\$143,500
Total Expenses:	\$102,926	\$143,500
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$1
Other Funders:	BC Arts Council \$20,000	

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$9,300

Aggregate  
Score: 47.8

Recommendation:

Operating Assistance is recommended for this organization that continues to grow and succeed with the Children's Arts Festival by providing unique, accessible and creative programming for children of all ages to work directly with professional artists. They are encouraged to continue their strong community partnerships.

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

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

**Society History:**

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

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

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

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society</b>	
<b>Operating Budget:</b>	<b>\$205,546</b>

# Operating Assistance Application for 2014

Cinevolution Media Arts Society

Summary Page 2

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$44,209	\$125,450
Total Expenses:	\$40,675	\$125,449
Surplus:	\$3,534	\$1
Accumulated Surplus:	\$3,534	\$1
Other Funders:	BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000, Canadian Heritage \$36,900	

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$8,790

Aggregate  
Score: 49.3

Recommendation:

Operating Assistance is recommended for this vibrant society that presents Your Kontinent as well as a range of year-round forward-thinking and high quality programs that engage professional artists and the community at-large including youth, new immigrants and emerging artists. They have a strong volunteer base, impressive partnerships and healthy self-assessments.



## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

**Society: Richmond Community Band Society**

### Society Mandate Summary:

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

### Society History:

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

Our role in Richmond is to rehearse and thereby hone the musical skills of our members, most of whom are seniors resident in Richmond. as a result of these rehearsals we are able to provide at least 12 public musical performances, mostly in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 27 consecutive years) ticketed concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

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

### GRANT REQUEST

Requested Amount:	\$3,600
Society	
Operating Budget:	\$12,515

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$3,600	Operating Assistance

### FINANCIAL SUMMARY

# Operating Assistance Application for 2014

Richmond Community Band Society

Summary Page 2

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## Most Recently Completed Year

## Proposed Year

Total Revenue:	\$15,050	\$14,150
Total Expenses:	\$11,622	\$12,450
Surplus:	\$3,428	\$1,700
Accumulated Surplus:	\$11,585.89	\$13,285.89
Other Funders:		

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,900

Aggregate  
Score: 44.3

Recommendation:

Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant continues to address challenges with regard to its membership base and may benefit by collaborating with other cultural organizations.





## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

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

### **Society Mandate Summary:**

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

### **Society History:**

In 1986 a small group of Richmond musicians came together to make music in their community. The impetus came from local music teacher, George Austin, who approached Richmond Leisure Services with the idea for a local orchestra and chorus. The result was the establishment of the Richmond Community Orchestra and Chorus Association with an orchestra and a chorus under one administration. The two groups rehearse and perform both separately and together, and present up to six formal concerts per year.

The chorus has had only two conductors since its inaugural year: Len Lythgoe and currently Brigid Coult. Orchestra conductors have included Peter Rohloff, Charles Willett, Wallace Leung, Lorraine Grescoe and Chris Robertson. James Malmberg is the current conductor.

Special performances have included singing at the opening of the new International Terminal at YVR, performances on the Main Stage and Captain's Ball of the Tall Ships Festival 2002. March 2006, the Chorus sang at New York's famed Carnegie Hall and in October 2009 sang with the Xiamen Philharmonic Orchestra under the direction of Zheng Xiaoying which was arranged by Richmond's Sister City Committee. In 2010 the chorus had the privilege of singing the official Olympic Torch Anthem as part of the ceremonies at the O-Zone and in 2011 sang for the Richmond Library's Lest We Forget. Trumpeter Brandon Ridenour, of the world famous Canadian Brass, performed with our orchestra at the first concert of our 2012/2013 season. The chorus's Christmas concert, Carols and Lullabies of the Southwest, will be enhanced by the presence of three well-known local professional musicians featuring Ed Henderson. This year the orchestra had the honour of accompanying Chantal Kreviazuk at the Richmond Hospital Foundations 15th Annual Gala. 2012 also saw the launching of the orchestra's educational outreach program where we bring the music to the schools along with a lesson program provided to them prior to the performance to allow the students a better overall experience. The orchestra is also constantly working to mentor young musicians through its "Rising Stars" program.

### **GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society</b>	
<b>Operating Budget:</b>	<b>\$112,300</b>

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

# Operating Assistance Application for 2014

Richmond Community Orchestra and

Summary Page 2

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

### Most Recently Completed Year

Total Revenue: \$99,088

Total Expenses: \$103,168

Surplus: (\$4,080)

Accumulated Surplus: \$53,361

Other Funders: BC Gaming \$25,000

### Proposed Year

\$113,450

\$113,450

\$0

\$0

## GRANT RECOMMENDATIONS

### Recommended

Amount: \$8,790

### Aggregate

Score: 46.0

### Recommendation:

Operating Assistance is recommended for this well-established organization that serves a diverse range of music artists and audiences while maintaining a healthy organizational structure as exemplified in their commitment to strategic and planning and strengthening of capacity.



## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

**Society: Richmond Music School Society**

### Society Mandate Summary:

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

### Society History:

The Richmond Music School was established in February, 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time it has come to enjoy a leadership position through Metro Vancouver for its many student performances and innovative programs. There are 22 teachers employed at the school as well as 5 advanced Junior teachers, 6 Junior teachers and 6 apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for RCM and ABRSM examinations, master classes, below-cost group violin classes, a free children's orchestra, and professional development experiences for its apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. Over 350 public performances are presented by students and faculty in Richmond and Metro Vancouver each year. The school continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children to get involved in music whose parents may find otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background.

### GRANT REQUEST

Requested Amount: \$10,000  
Society  
Operating Budget: \$412,788.94

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$565,725	\$425,172.6
Total Expenses:	\$523,878	\$425,172.6
Surplus:	\$41,847	\$0

## Operating Assistance Application for 2014

Richmond Music School Society

Summary Page 2

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Accumulated Surplus:	\$0	\$0
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Other Funders:	Outreach Violin Program \$44,290
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### GRANT RECOMMENDATIONS

Recommended  
Amount: \$7,200

Aggregate  
Score: 46.8

Recommendation:

Operating Assistance is recommended for this strong organization that serves high calibre music education for young people and strives to be accessible for all income levels. Due to grant budget constraints, the amount allotted is proportional to the relative percentage of the overall budget.

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

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

**Society History:**

The Richmond Potters' Club was formed in 1969. Since then the RPC has , as volunteers, organized, administered and provided adult classes. The RPC offers workshops to members and the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows, exhibition opportunities and workshops elsewhere, puts on 2 sales/year, rents the studio for members, maintains a website and takes part in Community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of equipment and materials. It has a large library and subscribes to pottery periodicals. Members have about 23 hours/week studio time to do their clay work and the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries and share our joy in the creative process. We inform parents about City classes for children. The Richmond public looks forward to our twice yearly Sales which now include the Spinners and Weavers. Sales give us another chance to talk pots with the public. The Club awards a prize of a semester of classes, clay and tools to a graduating Richmond high school student. Each year the Club adopts a charity. Last year the members supplied mugs for the Richmond Art Gallery's Tea With the Curator program. The RPC displays and demonstrates at City events showcasing the Arts: Doors Open, The Resident Artist's Showcase, Culture Days, and the Maritime Festival. Highlights this year included a 10 day juried exhibition in the Performance Hall sponsored by a grant from the Community Arts Council of Richmond, a 2 1/2 day, hands on workshop with B.C. artist Mary Fox, a Raku firing at the Shadbolt Centre where new techniques were learned. The RPC hopes to convey to the public its passion for clay work and the joy that comes from creating something beautiful, functional, striking or whimsical from an amorphous piece of clay.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society</b>	
<b>Operating Budget:</b>	<b>\$43,900</b>

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

Year	Amount	Grant Program
2013	\$3,000	Operating Assistance

# Operating Assistance Application for 2014

Richmond Potters' Club

Summary Page 2

## FINANCIAL SUMMARY

### Most Recently Completed Year

Total Revenue: \$46,974  
Total Expenses: \$41,762  
Surplus: \$5,211  
Accumulated Surplus: \$0

### Proposed Year

\$47,235  
\$47,235  
\$0  
\$5,211

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$5,200

Aggregate  
Score: 41.0

Recommendation:

Operating Assistance is recommended to be increased to \$5,000 from \$3,000 last year, for this well-established organization that provides pottery programs and exhibits in the community. The applicant is encouraged to broaden its audience and practice, potentially to attract a younger demographic, and to continue to advance pottery as an art form.





## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

**Society: Richmond Youth Choral Society**

### Society Mandate Summary:

To provide children of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them through music to become proud community contributors and builders in our city's multicultural atmosphere.

### Society History:

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig, and Lyn Wilkenson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Coral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city. Now in our 12th season, we have launched a 3rd choir, "Prelude" to serve children aged 5-7 years. Performance highlights include: 2010 Olympic Performances (4); Performance for the Emperor and Empress of Japan; joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China; World Senior Badminton Championships; the Vancouver Symphony Orchestra; repeated performances at "Richmond Sings" to benefit the Richmond Food Bank; our own commissioned work, "Listen to the Music" with the Vancouver Youth Symphony Orchestra in 2013; Joint concert with the visiting Wakayama Children's Choir from our sister city in Japan also in 2013. Current invitations include: Richmond Singers, Richmond Chorus and Orchestra, Schmeckfest, and joint concert with Westgate Collegiate visiting from Winnipeg, just to name a few! Parents, the Board of Directors, staff and members of the community continue to volunteer to make this choir successful!

### GRANT REQUEST

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society</b>	
<b>Operating Budget:</b>	<b>\$53,209</b>

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$9,900	Operating Assistance

### FINANCIAL SUMMARY

## Operating Assistance Application for 2014

Richmond Youth Choral Society

Summary Page 2

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### Most Recently Completed Year

### Proposed Year

Total Revenue:	\$54,405	\$55,300
Total Expenses:	\$53,209	\$54,695
Surplus:	\$1,196	\$605
Accumulated Surplus:	\$1,196	\$605
Other Funders:	BC Gaming \$4,200	

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$8,790

Aggregate  
Score: 46.3

Recommendation:

Operating Assistance is recommended for this organization that continues to meet its ambitious goals, grow and expand its programs. The applicant has well-organized plans in place and a healthy self-assessment.



## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

**Society: Textile Arts Guild of Richmond**

### Society Mandate Summary:

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

### Society History:

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

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

As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, we 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. We were given rent-free days by the Arts Centre to support this work. We created a special Millennium Quilt in 2000 and created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In 2009 we became a registered non-profit society. In December 2010 the TAGOR website was launched. Also in December 2010, 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 from TAGOR members. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor. In October 2013 TAGOR won a People First Award from the Vancouver Coastal Health Authority for its 100 Quilt Challenge Project.

### GRANT REQUEST

Requested Amount: \$4,000

Society

Operating Budget: \$19,078

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5,600	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$17,788	\$13,601
Total Expenses:	\$16,487	\$13,600
Surplus:	\$1,301	\$1
Accumulated Surplus:	\$9,861	\$8,000
Other Funders:		

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$3,500

Aggregate  
Score: 45.3

Recommendation:

Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, community engagement and social good. The applicant continues to show a great willingness to partner with others and pursue innovative projects and their self-assessment indicates a clear recognition of challenges with committees in place to address them.



## Operating Assistance Application for 2014 Arts & Culture Grants Program

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

**Society: THE COMMUNITY ARTS COUNCIL OF RICHMOND**

### Society Mandate Summary:

To support, increase and broaden the opportunities for Artists & Artisans in the creative arts and to take the necessary steps to do this while expanding the opportunities for Richmond Citizens to enjoy the Arts.

### Society History:

Over the past 43 years we: raised funds helping to issue grants & scholarships, offered classes of all types of the creative arts, and lobbied for better access to funding for the Arts. We hold a variety of events, exhibitions and programs every year, all of which are free to the public to attend, and at no or very little costs to the participants. Have created partnerships with other art groups and clubs, met with City Staff on various matters and have been open to suggestions of how to do our work more effectively. Operate a website which has a public calendar of events that anyone producing an event may list on free of charge.

### GRANT REQUEST

Requested Amount:	\$10,000
Society	
Operating Budget:	\$55,676

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$9,100	Operating Assistance

### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$55,676	\$66,131
Total Expenses:	\$42,191	\$66,131
Surplus:	\$13,485	\$1,200
Accumulated Surplus:	(\$6,800)	(\$5,600)
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

### GRANT RECOMMENDATIONS

## Operating Assistance Application for 2014

THE COMMUNITY ARTS COUNCIL OF

Summary Page 2

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**Recommended**

**Amount:** \$7,700

**Aggregate**

**Score:** 39.8

**Recommendation:**

Operating Assistance is recommended for this long serving organization and their initiative to strengthen arts participation in the community. The applicant is encouraged to find ways to continue to work with established artists and arts groups such as the recent collaboration with other organizations in the 'Pots and Paints' event and, as mentioned previously, to broaden the programming scope to include innovative and non-traditional programming practices.



**Society:** Canadian YC Chinese Orchestra Association**Project Name:** Canada YC Chinese Orchestra Summer Concert 2014**Dates:** June 22, 2014**Project Summary:**

In partnership with Mr. Harold Ma, a baritone soloist, the Canada YC Chinese Orchestra will host a concert on June 22, 2014 at the Richmond Gateway Theatre. It features a unique blend of golden traditional melodies in China and Hong Kong. The repertoires include orchestra, vocal and instrumental solo chosen to entertain our favorite music lovers.

**Society Mission/Mandate:**

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

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

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

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

The Orchestra is deeply rooted in the Chinese cultural heritage. Its performance format and repertoire include both traditional Chinese and contemporary music. It also explores new frontiers in music through playing music from different countries (e.g. Canada, USA, Russia as well as many others).

**Society History:**

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

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

Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre. The performance had a full house and as a result, another show was added (in about 6 months). In June this year, we participated the first time for the 2013 Multicultural Heritage Festival and we arranged and performed "O Canada" with our own instruments, and which was welcome by the audiences as well as Government officials.

For the last 3 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, cultural events, festivals, and celebrations across our community.

As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In June 2013, we performed for the Richmond Multicultural Heritage Festival. In September 2013, we sent more than 10 of our best members of our orchestra to demonstrate and perform for the Richmond Cultural day. On May 8, we were invited to perform for the Richmond Arts Awards ceremony and on October 9, we were again invited to perform for the Business Appreciate Event of the City of Richmond. While it is both our pleasure and honor to perform for our community, it also demonstrated our association has become an important element in the cultural area of the City of Richmond.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$5,000</b>
<b>Project Budget:</b>	<b>\$17,400</b>
<b>Society</b>	
<b>Operating Budget:</b>	<b>\$17,900</b>

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

# Project Assistance Application for 2014

Canadian YC Chinese Orchestra Association

Summary Page 3

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

## FINANCIAL SUMMARY

### Most Recently Completed Year

Total Revenue: \$8,355  
Total Expenses: \$8,093  
Surplus: (\$489)  
Accumulated Surplus: (\$489)

### Proposed Year

\$18,000  
\$17,900  
\$100  
(\$389)

Other Funders:

## GRANT RECOMMENDATIONS

### Recommended

Amount: \$4,160

### Aggregate

Score: 43.8

### Recommendation:

Project Assistance is recommended for this high-quality Chinese musical performance that engages new immigrants and a range of ages, notably youth. This concert involves a much larger venue than previous events, and while the applicant has strategies in place to ensure ticket sales, they are encouraged to invest in some promotional strategies to raise their profile.

**Society:** Cinevolution Media Arts Society**Project Name:** LADY JUSTICE: at the Library**Dates:** April 15, 2014 - December 30, 2014**Project Summary:**

LADY JUSTICE: at the Library is a community-based, durational and collaborative performance art-aktion and video by Margaret Dragu aka Lady Justice in collaboration with Cinevolution Media Arts. The performance brings Lady Justice and her 7 Vices/Virtues to engage with Richmond Female Older/Younger Duos to create a work about languages of word and body; babble/Babel and (mis) communication; multi-lingual idiomatic expression, injury and healing; it explores notions of mentoring and education of girls as an instrument for social change.

**Society Mission/Mandate:**

The mission of Cinevolution Media Arts Society is "to strive to engage, educate and empower diverse communities to enhance their capacity for intercultural understanding and global awareness by employing film and media art as a starting point for discourse and personal discovery." Our vision is to be recognized in our field as an incubator for hybrid art forms and new thinking on multiculturalism and global interconnectedness.

**Society History:**

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

-Your Kontinent, a yearly International Film and Media Arts Festival, presenting media art and film presentations of local and international artists in unique settings;

-DocuAsia Forum showcasing media art and film on the global implications of Asian cultural and economic development, bringing together filmmakers, artists, academics, community representatives, and the public;

-Media Cafe, a monthly modern day salon for cinema lovers, digital media users and armchair philosophers;

-Ongoing Community Workshops on animation, after effects, seniors computing and digital storytelling.

**GRANT REQUEST****Requested Amount:** \$4,000**Project Budget:** \$8,300

# Project Assistance Application for 2014

Cinevolution Media Arts Society

Summary Page 2

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Society  
Operating Budget: \$266,850

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$44,209	\$125,450
Total Expenses:	\$40,675	\$125,450
Surplus:	\$3,534	\$1
Accumulated Surplus:	\$3,534	\$1

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

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,640

Aggregate  
Score: 46.3

Recommendation: 

Project Assistance is recommended for this professional, contemporary and community engaged work that stretches artistic boundaries. Cinevolution has also applied for provincial and federal funding for this project and while the organization already receives Operating Assistance, this Project falls outside of normal operations.
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**Society:** Delta Symphony Society**Project Name:** Outreach Concert and Instrument Petting Zoo at Richmond Gateway**Dates:** November 2014**Project Summary:**

The Outreach Concert and Instrument Petting Zoo will showcase the talents of our young musicians, through a performance of a musical program aimed at children and families. Following the concert, children will have the opportunity to touch and try out instruments at our Instrument Petting Zoo. We hope to foster an interest in music and performance. The event will be informal and hands-on.

**Society Mission/Mandate:**

## Our Mission Statement

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

**Society History:**

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

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

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

Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2012) at

# Project Assistance Application for 2014

Delta Symphony Society

Summary Page 2

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

## GRANT REQUEST

Requested Amount: \$3,875  
Project Budget: \$7,750  
Society  
Operating Budget: \$102,820

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
1993	\$500	Parks, Rec and Community Events

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$102,030.35	\$102,820
Total Expenses:	\$101,828.76	\$102,650
Surplus:	\$201.86	\$170
Accumulated Surplus:	(\$1)	(\$1)

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,860

Aggregate  
Score: 42.8

Recommendation: Project Assistance is recommended for this well-established youth orchestra's outreach program for families, children and youth.



**Society:** PHILIPPINE CULTURAL ARTS SOCIETY OF BC**Project Name:** Showcasing Philippine Dance & Music to the City of Richmond**Dates:** January 2014 - September 2014**Project Summary:**

Our vision is to showcase Philippine dance & music to the City of Richmond by holding performances in various communities. Inclusive in these performances, will be a meet & greet booth where we invite people to learn about PhilCAS and the Philippine culture. We are also encouraging children, teens & adults to learn about traditional dance and music through workshops that we will provide. These cultural Philippine dances & music will be taught along with the history and meaning of each dance. Upon completion, the participants will showcase what they've learned during the Richmond tour.

**Society Mission/Mandate:**

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

**Society History:**

PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to 'introducing Philippine tradition and culture through dance and music. The society started off as a small group of 10 young Filipino-Canadians using the backyard of Antoinette & Honesimo's house whose main interests were to discover their roots. Today, the society has grown to 65 members who will take this knowledge and eventually propagate these traditions to their peers. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community.

PhilCAS annually receives invites to perform at various community events throughout Richmond and the lower mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry, or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS role in Richmond is geared towards providing awareness to Richmond residents the richness of multiculturalism through various art forms.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$11,486
<b>Society</b>	

Operating Budget: \$384.25

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$2,100	Project Assistance
2013	\$2,000	Project Assistance
2013	\$1,000	Project Assistance

**FINANCIAL SUMMARY**

**Most Recently Completed Year**

**Total Revenue:** \$21,514.5  
**Total Expenses:** \$17,875.52  
**Surplus:** (\$361.02)  
**Accumulated Surplus:** \$647.75

**Proposed Year**

\$19,020.25  
\$18,372  
\$648.25  
\$1,296

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$3,120

**Aggregate**

**Score:** 37.8

**Recommendation:**

Project Assistance is recommended for this project that will engage different age groups while they are introduced to arts and culture from the Phillipines, and provides performance opportunities for participants. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Richmond Art Gallery Association

**Project Name:** Meet the Artist Videos

**Dates:** March - December 2014

**Project Summary:**

The Gallery will produce a separate series of artist interviews specifically designed for use by Secondary and Elementary teachers in their classrooms, and during tours of the Gallery by visiting students. Videos will feature interviews with regional artists talking about their artwork, ideas, and creative process, and the steps they took to become artists. The objectives of the project are to provide resources on regional contemporary art and artists to teachers, and to give students insight into the artistic process and the opportunity to hear directly from the artist.

**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 1496 exhibitions of contemporary art. The gallery is open free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, Family Sunday Program, Artist Talks and Tours, and Artist workshops. A corps of volunteer guides offer tours in English and Mandarin, while Gallery attendants welcome and orient visitors to the current exhibitions daily. The School Studio Art Program is led by a professional artist and BC Certified teacher who adapts all tours and workshops to the grade level and BC School Curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 28,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,000
<b>Society Operating Budget:</b>	\$183,931

# Project Assistance Application for 2014

Richmond Art Gallery Association

Summary Page 2

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5,000	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$160,920	\$183,931
Total Expenses:	\$167,518	\$181,032
Surplus:	(\$6,598)	\$2,634
Accumulated Surplus:	(\$6,598)	\$2,634

Other Funders: Metro Vancouver \$5,000

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$4,680

Aggregate  
Score: 49.3

Recommendation: Project Assistance is recommended for this high quality program that provides the public, particularly youth, exposure to and learning from professional and highly respected artists.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Richmond Arts Coalition

**Project Name:** RAC Outreach

**Dates:** March - December 2014

**Project Summary:**

To create partnerships in the community that support the Arts through continued outreach to artists and the Richmond community as identified by the surveys completed in 2013. This will be accomplished by encouraging businesses and community organizations to provide exhibition and performance spaces and other support for artists.

**Society Mission/Mandate:**

To be a welcoming and inclusive member-driven association that will support and celebrate culture and arts activity in Richmond. To create support for a diversity of cultural and arts experiences by ensuring that artists, arts organizations and arts supporters can contribute to the quality of life in Richmond, as expressed in the following ways:

- a. Advocate for arts and culture to all levels of government;
- b. Work with other coalitions for arts and culture;
- c. Provide a communications platform for culture and the arts;
- d. Advocate for a new cultural and performing arts facility in Richmond;
- e. Ensure that Richmond arts and culture are represented at major events in Richmond.

**Society History:**

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,000
<b>Society</b>	
<b>Operating Budget:</b>	\$11,500

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

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

# Project Assistance Application for 2014

Richmond Arts Coalition

Summary Page 2

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$9,517.23	\$11,500
Total Expenses:	\$9,448	\$11,000
Surplus:	\$69.23	\$500
Accumulated Surplus:	\$3,625.87	\$2,125.87

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,750

Aggregate  
Score: 39.3

Recommendation:

Project Assistance is recommended in order to support the increased capacity of this organization and their project to reach out to the business community to form partnerships with the arts including new exhibition spaces.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Richmond Weavers' and Spinners' Guild Society

**Project Name:** Weaving with Richmond's Natural Abundance: Using local plants to

**Dates:** April - October, 2014

**Project Summary:**

We will host 6 monthly workshops, 5 with local artist Marina Szijarto. These include a gathering workshop, which gives an overview of plants used for weaving plus how to harvest and prepare them; three one-day beginner weaving workshops; and one two-day advanced workshop for anyone who attended a beginner workshop. We will also facilitate a community sculpture, which the public will weave for temporary installation in the Richmond Cultural Centre's Rooftop Garden. This project will build on skills learned and knowledge developed in the first year, and bring this out into the wider community.

**Society Mission/Mandate:**

The Richmond Weavers' and Spinners' Guild aims to:

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

**Society History:**

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

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$22,532



**Project Assistance Application for 2014**  
**Richmond Weavers' and Spinners' Guild Society**

**Summary Page 2**

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Society  
Operating Budget: \$8,052

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$1,900	Project Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
Total Revenue:	\$5,722	\$2,130
Total Expenses:	\$8,734	\$3,365
Surplus:	(\$3,012)	(\$1,235)
Accumulated Surplus:	\$8,052	\$6,817

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$3,850

Aggregate  
Score: 40.8

Recommendation: 

Project Assistance is recommended for this innovative project that builds on their established collaboration with a professional artist and incorporates Richmond parks and natural materials. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.
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**Society:** The Greater Vancouver Historical Performance Soc of BC

**Project Name:** The Compleat Courtier Richmond

**Dates:** January - June, 2014

**Project Summary:**

Brief Project Summary:

The Compleat Courtier in Richmond: Participatory Workshops and Soirée/Performance for Richmond Music Teachers, their students and their families plus general public. The preparation required for these – including some costume building and rehearsal.

**Society Mission/Mandate:**

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

Our mandate includes:

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

**Society History:**

Historical Performance Ensemble (HPE)

- Historical Performance Ensemble (HPE) is one of a handful of companies worldwide dedicated to accurately recreated arts of the past

## Project Assistance Application for 2014

The Greater Vancouver Historical Performance Soc of BC

Summary Page 2

- HPE is the professional company hosted by Charitable Society GVHPS, founded 1989
- GVHPS has operated for 24 years, always on budget, never in debt
- Artists are hired on a professional contract basis and paid at professional rates.
- The company consists of highly trained specialists - 4 dancer/actors, 2 musicians

Services include:

- Historically-researched Original &/or Reconstructed Productions, Consultations, Contracted Entertainments, Instruction

Most Recent Family Events:

- "Go 4 Baroque" Baroque theatrical dance, music, commedia (Apr 13 Dance Ctr, John Oliver SS)
- "Ladies' Aires and Dances" (2009-10 GVRD & tour)
- "Voices of the Fraser" (2006 -10 GVRD).
- "The Compleat Courtier" (offered since 1989. Given title in 2009)

### GRANT REQUEST

Requested Amount:	\$3,050
Project Budget:	\$6,450
Society	
Operating Budget:	\$39,600

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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### FINANCIAL SUMMARY

Most Recently Completed Year

## Project Assistance Application for 2014

The Greater Vancouver Historical Performance Soc of BC

Summary Page 3

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		<u>Proposed Year</u>
Total Revenue:	\$15,006.28	\$39,600
Total Expenses:	\$11,902.66	\$39,600
Surplus:	\$3,186.72	\$1
Accumulated Surplus:	\$4,898.07	\$1

Other Funders:

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,080

Aggregate  
Score: 39

Recommendation:

Project Assistance is recommended for this unique partnership with the Richmond Music Teacher's Association, their students and families to promote historic performing arts.
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**Society:** The Richmond Singers**Project Name:** The Richmond Singers Spring 2014 Concert Program**Dates:** April 12 and 26, 2014, May 31, 2014**Project Summary:**

We have three major concerts in our Spring 2014 Program. We have a cultural exchange with the Village Voices of Qualicum Beach on Vancouver Island. They will travel here April 12th to perform a joint charity concert with us and we will travel to Vancouver Island April 26, 2014 for a joint concert with them.

We also have our May 31st concert at Broadmoor Baptist Church in Richmond.

**Society Mission/Mandate:**

THE RICHMOND SINGERS is a 55 voice women's choir and began performances in 1971. For the past 40 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

**Society History:**

THE RICHMOND SINGERS is an adult ladies choir with 55 active members and 3 associates who have provided a choral presence in the community for over 40 years. The choir produces two major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our major concerts and we are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 15-member Richmond Singers Ensemble "sing out" over 25 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice within our choir. Our members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, spiritual to modern.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,761
<b>Project Budget:</b>	\$16,261
<b>Society</b>	
<b>Operating Budget:</b>	\$38,055

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

# Project Assistance Application for 2014

The Richmond Singers

Summary Page 2

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Year	Amount	Grant Program
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## FINANCIAL SUMMARY

### Most Recently Completed Year

### Proposed Year

Total Revenue:	\$54,961.84	\$28,185
Total Expenses:	\$48,888.18	\$38,055
Surplus:	\$6,073.66	(\$9,870)
Accumulated Surplus:	\$48,327.62	\$38,457.62

Other Funders:

## GRANT RECOMMENDATIONS

Recommended

Amount: \$2,600

Aggregate

Score: 38.0

Recommendation:

Project Assistance is recommended for the Spring concert series of this long standing organization that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to work on improving the presentation of their budget.

**Society:** Tickle Me Pickle Theatre Sports Improv Society**Project Name:** TMP Improv Season**Dates:** September 2014-Aug 2015**Project Summary:**

The TMP Season includes weekly skill and team development practices, performances at the Performance Hall at the Richmond Cultural Centre, a youth and young adult troupe that is open to aspiring improv artists, a yearly charity improv show, "Laughter is the Best Medicine", which raises money for different local non-profits, workshops for the Richmond School District and various collaborations with Richmond organizations and individuals.

**Society Mission/Mandate:**

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

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

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

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

**Society History:**

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



## Project Assistance Application for 2014

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, an eight year old annual charity event of our own entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows.

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

### GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$11,500
Society	
Operating Budget:	\$11,500

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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### FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$3,937	\$11,500
Total Expenses:	\$3,591.34	\$11,500
Surplus:	\$345.66	\$510.91
Accumulated Surplus:	\$510.91	\$510.91

Other Funders:

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$4,160

Aggregate  
Score: 41.3

Recommendation: Project Assistance is recommended for this young, Arts Award winning group that engages youth and families by providing accesible theatrical

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experiences.
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**Society: Vancouver Cantonese Opera****Project Name: Multicultural Heritage Festival****Dates: June.28th, 2014 (Saturday)****Project Summary:**

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

**Society Mission/Mandate:**

The mission of Vancouver Cantonese Opera is to present the unique traditional art of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We also strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives.

**OUR ARTISTIC VISION & ORGANIZATIONZAL OBJECTIVES**

- 1) Artistic excellence – creates high quality works; maintain high standards and creative excellence from all performers.
- 2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation and understanding of Cantonese opera.
- 3) Accessible, affordable & entertaining performances for the public
- 4) Provide employment opportunities to Cantonese opera artists, musicians and technicians.

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

**Society History:**

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

## Project Assistance Application for 2014

Vancouver Cantonese Opera

Summary Page 2

For the past 12 years, the Vancouver Cantonese Opera has collaborated with international and local artists to create high calibre and engaging Cantonese opera works that have reached audiences in Vancouver, Richmond and Surrey. As we grow artistically and organizationally we continually offer a range of outreach and audience building activities that have included singing/performance technique classes, free singing sessions with seniors and children/youth opera classes and workshops on how to appreciate and understand the art form of Chinese opera. In addition to our annual performances, we have performed at numerous community festivals, multicultural events as well as being one of the official selected partners of the Vancouver Cultural Olympiad. We are a supported company of the Canada Council's Stand firm Network. Plus we collaborate with many stakeholders and local partners as we strive to promote Cantonese Opera and Chinese Canadian heritage throughout the Lower Mainland.

Vancouver Cantonese Opera has been offering Cantonese Opera singing and performance technique classes in Richmond since 2005, and participated in various multicultural events in Richmond community and senior homes. Most recently, we participated in the 2012/2013 Culture Days by offering two Cantonese opera workshops at the Richmond Cultural Centre, and we were invited to perform at the Minoru Chapel Opera Series on October 3rd, 2012.

On June 29th, 2013, we presented our annual "Multicultural Heritage - Music & Movement" Festival at the Richmond Cultural Arts Centre, with an estimated attendance of 800 people. We celebrated cultures from China, Japan, India and Ukraine.

### GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$30,000
Society	
Operating Budget:	\$146,417

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

### FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$143,086	\$146,417
Total Expenses:	\$112,792	\$146,417
Surplus:	\$30,294	\$0

## Project Assistance Application for 2014

Vancouver Cantonese Opera

Summary Page 3

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Accumulated Surplus:	\$62,782	\$62,782
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Other Funders: Canadian Heritage \$5,000, BC Gaming \$5,000

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,850

Aggregate  
Score: 43.8

Recommendation:

Project Assistance is recommended for this second annual multi-cultural celebration in Richmond. The applicant has a strong programming history and track record working effectively with local artists and cultural groups and is proactive with its community engagement activities. A significant percentage of the budget goes directly to artists.

**Society:** Vancouver Tagore Society**Project Name:** West Coast Tagore Festival 2014**Dates:** September 5 and 6, 2014**Project Summary:**

West Coast Tagore Festival is an annual event in its fourth year. The Festival, held at the Richmond Cultural Center 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, colorfully, vibrant and engaging way but also making them readily appreciable and assimilable by audience of different backgrounds.

**Society Mission/Mandate:**

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

**Society History:**

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, the Society has organized a number of events, all but one of those were in the City of Richmond and engaging many Richmond artists. On July 28 2012, the Society with support from City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. On November 17 2012, it organized the "West Coast Tagore Festival 2012" in the same structure and format of the September 2011 event. This event was also supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr. Sanzida Habib and others, took part in the event along with other performers of various ethnic background. The third installment of this now-annual festival was held on September 13 and 14, 2013 with in-kind supports and \$3000 through the City's Arts and Culture Grant. (Please see the attached report on last year's project.) The Richmond artists were Dr. Sanzida Habib, Mayeesha Haque, Mazhar Haque, Keya Ghosh, Fred Gordo, Alan Hill, etc. While the 2012 Festival was inaugurated by Councillor Linda McPhail, this year's Festival was inaugurated by His Worship the Mayor

# Project Assistance Application for 2014

Vancouver Tagore Society

Summary Page 2

Malcolm Brodie. In addition to organizing events in Richmond, the Society has participated as contrubuting partner in events held in Richmond, including the International Peace Festival, Muticultural Mothers Day celebration, Autumn Dance Poetry, Annual Literay Festival by WIN Canada, etc. The Society is exploring new partnerships with Richmond artists and groups, and have initiated collaboration with Richmond Multucultural Society, Vancouver Cantonese Opera, etc.

## GRANT REQUEST

Requested Amount: \$5,250  
Project Budget: \$38,360  
Society  
Operating Budget: \$71,470.08

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$20,832	\$71,470.08
Total Expenses:	\$20,821.92	\$71,435
Surplus:	\$10.08	\$35.08
Accumulated Surplus:	\$10.08	\$35.08

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,120

Aggregate  
Score: 38.5

Recommendation:

Project Assistance is recommended for this now established cultural event that has expanded to two days of eclectic multidisciplinary programming with a healthy mix of community and professional level activies. The applicant is highly encouraged to place higher scrutiny on their budget presentation, particularly their in-kind allocations and to seek diversified sources of revenue.



**Society:** Vancouver Tagore Society  
**Project Name:** An Afternoon of Bengali Poetry  
**Dates:** Saturday in May 2014

**Project Summary:**

An Afternoon of Bengali Poetry is a 2-hour program that presents an anthology of Bengali poetry in a culturally entertaining way. This main segment is preceded by a keynote speech in English on Bengali poetry, and a presentation of a Bengali poem in many different languages. The program is hosted in English. The poetry in the main segment are presented with live background music and some with dances and expressive acting. The event is concluded with a social interaction among the audience engaged in literary and cultural discussion over refreshments.

**Society Mission/Mandate:**

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

**Society History:**

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, the Society has organized a number of events, all but one of those were in the City of Richmond and engaging many Richmond artists. On July 28 2012, the Society with support from City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. On November 17 2012, it organized the "West Coast Tagore Festival 2012" in the same structure and format of the September 2011 event. This event was also supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr. Sanzida Habib and others, took part in the event along with other performers of various ethnic background. The third installment of this now-annual festival was held on September 13 and 14, 2013 with in-kind supports and \$3000 through the City's Arts and Culture Grant. (Please see the attached report on last year's project.) The Richmond artists were Dr. Sanzida Habib, Mayeesha Haque, Mazhar Haque, Keya Ghosh, Fred Gordo, Alan Hill, etc. While the 2012 Festival was inaugurated by Councillor Linda McPhail, this year's Festival was inaugurated by His Worship the Mayor Malcolm Brodie. In addition to organizing events in Richmond, the Society has participated as

## Project Assistance Application for 2014

Vancouver Tagore Society

Summary Page 2

contributing partner in events held in Richmond, including the International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry, Annual Literay Festival by WIN Canada, etc. The Society is exploring new partnerships with Richmond artists and groups, and have initiated collaboration with Richmond Multicultural Society, Vancouver Cantonese Opera, etc.

### GRANT REQUEST

Requested Amount: \$1,450  
Project Budget: \$9,050  
Society  
Operating Budget: \$71,470.08

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

### FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$20,832	\$71,470.08
Total Expenses:	\$20,821.92	\$71,435
Surplus:	\$10.08	\$35.08
Accumulated Surplus:	\$10.08	\$35.08

Other Funders:

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$0

Aggregate  
Score: 19.3

Recommendation:

While this new initiative on the Rooftop Garden would provide a unique opportunity for Richmond residents to experience Bengali art forms, because of concerns about the capacity of the organization, particularly as reflected in their budget presentation, combined with the relatively low community impact, Project Assistance is not recommended for this project at this time; however, it is recommended for this applicant's other project, West Coast Tagore Festival.

**Society: Writers International Network Canada Society****Project Name: Third WIN Literary Festival****Dates: June 13 and 14, 2014****Project Summary:**

Third Literary Festival 2014, will provide an opportunity to local writers, artists and dancers to showcase their creativity and to promote intercultural understanding to make Richmond a better place to live. This festival supports and promotes achievements of every artist and writer and recognizes their accomplishments by empowering them. It's main focus is to make school children and adults aware of diversity in arts around them and inculcate in them appreciation of other literary cultures and arts.

**Society Mission/Mandate:**

The main mission of Writers International Network Canada Society (WIN) is to promote art, culture and literature by:

- Fostering talent through award and recognition
- Encouraging and promoting cultural activities to inspire arts & Creative Writing
- Promote writers by creating networking opportunities among different communities
- Inspiring writers & artists by mentoring.

WIN is founded to discover, nourish, recognize, celebrate and promote poets, writers and artists, dancers of diverse cultural backgrounds & assist them to connect with the community at large.

**Society History:**

WIN was established in 2012. Its brief history is provided by outlining the events held so far:

(1) - Writers International Network Canada Society held its First Literary Festival at Richmond Culture Centre in 2012. It was a full day event attended by 175 people. Poetry reading and story telling were presented to public. Cultural dances of China, India and Bangladesh were presented. Regional finger food snacks were served. Ten writers and poets were recognized for their creative writings and six dancers were awarded also. Day long activities provided lot of networking opportunities to young and old artists and writers of different cultural communities.

(2) Autumn Dance Poetry Festival - was held in October 2012 at Council Chambers, Richmond City Hall. Approximately 55 people attended the event. This was a venue to promote poetry and ethnic dances.

(3) Second Literary Festival – was held at Richmond Culture Centre in March 2013. Dances of Philippines and Nepal were presented. Full day attendance was approximately 180. Ten writers and poets, six dancers and five Community Ambassadors were awarded. Tremendous good will

## Project Assistance Application for 2014

Writers International Network Canada Society

Summary Page 2

was generated through networking opportunities throughout the day.

(4) Second Autumn Dance Poetry Festival - was held in October 2013 at Council Chambers, Richmond City Hall. Approximately 65 people attended the event. This was a venue to promote poetry and ethnic dances.

### GRANT REQUEST

Requested Amount:	\$1,350
Project Budget:	\$2,700
Society	
Operating Budget:	\$2,700

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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### FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$0.01	\$1,350
Total Expenses:	\$0.01	\$2,750
Surplus:	(\$0.01)	(\$1,350)
Accumulated Surplus:	(\$0.01)	(\$0.01)

Other Funders:

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$0

Aggregate  
Score: 36.0

Recommendation:

While this intercultural and multidisciplinary showcase shows merit, it was unclear if there were any Richmond-based artists involved. As well, there were a number of errors in the application raising questions about the capacity of the organization. Project Assistance is not recommended for this year given budget constraints.

## City of Richmond Arts and Culture Grants Program Operating Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@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).

### Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations receiving Operating Assistance may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

### Application Forms

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

- The application form is available online at [www.richmond.ca/artists](http://www.richmond.ca/artists).
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

## **Operating Assistance Eligibility Criteria**

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least 2 years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide.
- Applicants must be an independent organization with a clear mandate, which includes the provision of public programs and services with an arts and culture focus. Applicant must produce or present work 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 revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- Social Service, Religious, Political or Sports organizations
- Clubs

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

## Multiple Applications for Operating and Project Grants

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

### Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities as well as proposed ones are taken into consideration when assessing an application.

#### Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports their organization's mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

#### Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

#### Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

### Assessment and Awarding of Grants

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

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.



Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## **Conditions of Assistance**

Please note that if your organization receives a City Grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City
- The City of Richmond requires organizations receiving a City grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e. brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years
- Receipt of a grant does not guarantee funding in the following fiscal year
- Successful applicants will provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

## **Use of Funds**

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
  - Fees and related expenses for artists, musicians, programming staff, cultural workers

- Volunteer expenses (recruiting, training, support, etc.)
- Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
- Marketing, community outreach and promotional expenses
- Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
  - Deficit reduction
  - Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)
  - Organizations that forecast a deficit budget are not eligible for support

## **Confidentiality**

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for the recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

## City of Richmond Arts and Culture Grants Program

**Project Assistance Guidelines**

The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@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).

**Arts & Culture Grants Program Objectives and Description**

The Arts & Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary and community-based arts, reflecting different historic cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are, however, eligible for Project Assistance if their project is outside the scope of their normal operations.

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

**Application Forms**

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at [www.richmond.ca/artists](http://www.richmond.ca/artists)
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

## **Project Assistance Eligibility Criteria**

- Project Assistance is available for new and/or developing arts and culture organizations, or arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](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 revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

## **Examples of Eligible Activity**

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Artisanal projects that include manual work of a high standard to create items that may be functional and/or decorative, including furniture, clothing, jewellery, watercraft, etc.
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Special requests for audio recordings, publications, film, video or web-based unique initiatives (for Operating applicants, this must be outside of regular operations.)

- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below.

### **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations
- Clubs

### **Ineligible Activities**

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

### **Artistic Residencies**

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
  - is recognized as such by peers; and
  - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
  - host a residency, or
  - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

## **Artistic Residencies (cont'd)**

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

## **Assessment and Awarding of Grants**

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## **Conditions of Assistance**

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years

## **Conditions of Assistance (cont'd)**

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

## **Confidentiality**

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.





**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Re:** **2014 Health, Social and Safety Grants**

**Date:** January 2, 2014

**File:**

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**Staff Recommendation**

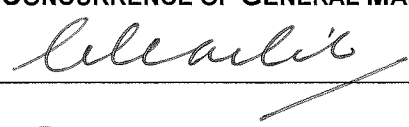
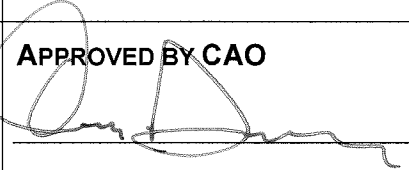
That, as per the report from the General Manager of Community Services, dated January 2, 2014:

1. Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$556,455.
2. The following applicants be approved for the **first** year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:
  - Big Brothers of Greater Vancouver
  - Big Sisters of BC Lower Mainland
  - Turning Point Recovery Society
3. The following applicants be approved for the **second** year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:
  - Chinese Mental Wellness Association of Canada
  - Heart of Richmond AIDS Society
  - Richmond Mental Health Consumer and Friends Society
  - Richmond Society for Community Living
  - Richmond Women's Resource Centre
4. The following applicants be approved for the **third** year of a three-year funding cycle:
  - Canadian Mental Health Association, Richmond Branch
  - Chimo Community Services
  - Family Services of Greater Vancouver
  - Richmond Addiction Services Society
  - Richmond Family Place Society
  - Richmond Multicultural Community Services
  - Richmond Youth Service Agency
  - Volunteer Richmond Information Services Society



Cathryn Volkering Carlile  
General Manager, Community Services

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Division Information Technology	<b>CONCURRENCE</b>  <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>  DW	<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.

The City Grant Policy and Programs support the following 2011 – 2014 Council Term Goal:

#### **2. Community Social Services:**

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

This report provides information and recommendations pertaining to the 2014 Health, Social and Safety Grant Program.

### **Findings of Fact**

#### **1. 2014 Health, Social and Safety Grant Budget**

The 2014 Health, Social and Safety (HSS) Grant Budget is \$558,402, including a 2% Cost of Living increase over last year's budget, as per the City Grant Policy.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November, 2013 advising the community that applications were being accepted for 2014 City Grant Programs until November 22nd, 2013. It also notified the community that a Web-based Application System had been created to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system. A Grant Application User Guide, HSS Program Guidelines and the Social Development Strategy were also posted on the City website and circulated to the RCSAC, as well as by request.

In the HSS category, a total of 35 applications were received for a total request of \$834,631. A table outlining requests and recommended 2014 allocations is provided in Attachment 1. Grant Application Summary Sheets, generated from applicant information provided in the web-based system are found in Attachment 2, as well as staff recommendations and comments.

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

### 3. Late Applications

No HSS applications were received after the November 22, 2013 deadline. The City Grant Policy indicates that late applications will not be accepted.

### 4. New Applications

Three applications were received from organizations that had not previously applied for a City Grant: Canadian Liver Foundation, Children of the Street Society and PLEA Community Services Society of BC.

### 5. Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Services Department, reviewed the 2014 Health, Social & Safety applications. Recommended allocations were determined by committee rather than individual reviewers.

## Analysis

### 1. Health, Social & Safety Grant Application Information, 2012 – 2014

Numbers of applications, allocations (2012/2013) and recommendations (2014) are:

Previous HSS Applications, Allocations (2012/13) and Recommendations (2014)*			
	2012	2013	2014
Total number of applications	29	35	35
New applicants	2	3	3
Late applications	0	0	0
Grants denied (did not meet criteria)	0	1	2
Partial amount of request recommended	23	24	25
Full amount of request recommended	6	10	8
Minor request (\$5,000 or less)	4	11	11
Total amount requested	\$855,471	\$997,903	\$834,631
Total budget	\$536,719	\$547,453	\$558,402
Total HSS allocated	\$530,637	\$546,054	TBD**

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

\*\*subject to Council approval

## **2. Reasons for Partial or No Funding**

Most applicants (70%) are recommended for partial rather than full funding. Principal reasons for partial funding are: (1) the City supports, but is not a primary funder, of non-profit organizations, whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations and fundraising efforts, and (2) the total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

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

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

## **3. Minor/Major Grant Requests**

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

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

- ALS Society of BC
- Boys & Girls Clubs of South Coast BC
- Canadian Red Cross Society
- Mennonite Brethren Church (previously applied as Richmond Bethel Church)
- Minoru Seniors Society
- Pacific Post Partum Support Society
- Richmond Amateur Radio Club
- Richmond Carefree Society
- Richmond Mental Health Consumer and Friends Society
- Richmond Poverty Response Society
- Touchstone Family Association

#### **4. Multi-Year Funding Request**

As part of the City Grant Policy, adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years, for the same purpose, have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than assured, for three-year cycles; Council reviews recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years, fewer questions must be completed, plus required documents and signatures attached.

The number of three-year cycles initiated each year has been staggered to balance yearly intake of full applications. In 2012, nine applicants were approved to begin the cycle; in 2013, five were approved, and in 2014, staff recommend that the following three applicants begin the cycle:

- Big Brothers of Greater Vancouver
- Big Sisters of BC Lower Mainland
- Turning Point Recovery Society

#### **5. On-line Application System**

In adopting the City Grant Policy in 2011, Council also requested that:

*Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

The Web-based City Grant Application system was launched in September, 2013 to receive on-line applications for 2014 City Grant Programs (Arts & Culture; Child Care; Health, Social & Safety; and Parks, Recreation & Community Events). Prior to launch, the system was tested by community groups that had previously received City Grants; response was positive, and several revisions were made based on user feedback.

The on-line grant system is still under development as refinements will be necessary after the first year of implementation, based on both applicant and administrator experience. For the 2014 Grant Programs, Information Technology staff assisted applicants with web-based challenges encountered. Some processes presenting difficulties were corrected as they arose, while others will be rectified for the 2015 Grant Programs. The administrators' functions will also be fully developed for 2015.

Feedback was generally very positive, both for the IT staff support received and the web-based system itself. One applicant indicated that it was by far the best on-line application system he had experienced. Several others remarked that it was a considerable time-saver, and this aspect of the system will be more noteworthy for 2015 applications as applicant information will already be saved into the system, requiring updates only.

### **Financial Impact**

The 2014 Health, Social and Safety Grant Program budget is \$558,402. A total of \$556,445 is recommended for disbursement (Attachment 1).

### **Conclusion**

The Health, Social and Safety Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. A Web-based Application System was successfully implemented and will be further refined for the 2015 process, resulting in considerable advantages for applicants, as well as administrators. Staff recommend that 2014 Health, Social and Safety Grants be allocated as indicated (Attachment 1) for the benefit of Richmond residents.



Lesley Sherlock  
Social Planner  
(604-276-4220)

LS:ls

Health Social and Safety Services - Recommended Grant Allocations - 2014						
APPLICANT NAME	2013 GRANT	2014 REQUEST	2014 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
Alzheimer Society of B.C.	\$2,040	\$15,000	\$2,081	Single Year	This request is to fund the Richmond resource centre and for educational programs for the Chinese community.	1
Amyotrophic Lateral Sclerosis Society of British Columbia*	n/a	\$5,000	\$3,000	Single Year	This grant would provide the cost of a wheelchair for use by Richmond residents.	5
Big Brothers of Greater Vancouver	\$4,500	\$10,000	\$4,590	Multi Year - Year 1	Same level as last year with CoL increase to support matches of Big and Little Sisters.	10
Big Sisters of BC Lower Mainland	\$4,500	\$8,000	\$4,590	Multi Year - Year 1	Same level as last year with CoL increase to support matches of Big and Little Sisters.	14
Boys and Girls Clubs of South Coast BC	\$2,500	\$5,000	\$2,550	Single Year	Same level as last year with CoL increase for new preteen program.	20
Canadian Liver Foundation*	n/a	\$40,000	\$0	Single Year	The application indicated that the full amount was required to implement the proposal.	23
Canadian Mental Health Association, Richmond Branch	\$34,000	\$34,000	\$34,000	Multi Year - Year 3	Same level as last year, for the full amount requested, for the Meal Program as well as some assistance with operating expenses due to rental increase.	26
Canadian Mental Health Association, Vancouver-Burnaby Branch	\$5,000	\$12,000	\$6,000	Single Year	Increased level to support staff costs of the Super Saturday Club for children of parents with serious and persistent mental illness or addictions.	29
Canadian Red Cross Society	\$4,400	\$4,000	\$4,000	Single Year	This grant would provide wages for a technician to maintain equipment purchased with last year's City Grant.	32
Children of the Street Society*	n/a	\$7,500	\$1,000	Single Year	Funding would provide program materials for 26 Richmond workshops preventing sexual exploitation of youth.	37
Chimo Community Services	\$47,000	\$50,000	\$47,940	Multi Year - Year 3	Same level as last year with CoL increase for Crisis Response Services as well as Community Engagement/Education Services.	43
Family Services of Greater Vancouver	\$46,600	\$46,600	\$46,600	Multi Year - Year 3	Same level as last year for the full amount requested, for individual, family and group counselling services.	45
Mennonite Brethren Church of British Columbia (Rmd Bethel Church)	\$2,500	\$5,000	\$2,550	Single Year	Same as last year with cost of living increase to fund a community meal program.	47
Minoru Seniors Society	\$2,500	\$5,000	\$3,500	Single Year	Increased level to support Program Costs of the Intergenerational Greenhouse Social Project. Other Grants to support the project must be sought to remain eligible.	50
Multicultural Helping House Society	\$8,160	\$51,808	\$8,323	Single Year	Same level as last year with CoL increase to support the Health & Wellness Program for seniors and live-in caregivers. Other Grants must also be sought to remain eligible.	53
Pacific Post Partum Support Society	n/a	\$4,800	\$1,500	Single Year	This grant would assist with childminding to enable those with post partum depression to access support services.	56



## Health Social and Safety Services - Recommended Grant Allocations - 2014

APPLICANT NAME	2013 GRANT	2014 REQUEST	2014 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
PLEA Community Services Society of BC*	n/a	\$10,000	\$0	Single Year	Request declined due to insufficient partnerships and demonstration of need in Richmond, and PLEA provides funds to Children of the Street Society (above).	59
Richmond Addiction Services Society	\$198,377	\$210,856	\$202,345	Multi Year - Year 3	Same level as last year with a CoL increase to be equally allocated to (1) problem gambling prevention and (2) substance misuse and other addictive behaviour prevention.	65
Richmond Amateur Radio Club	\$1,500	\$3,000	\$1,530	Single Year	Same level as last year with a CoL Increase for equipment repair and replacement as well as volunteer expenses.	67
Richmond Carefree Society	\$5,000	\$5,000	\$5,000	Single Year	Same level as last year for twice weekly playgroup for local families with special needs.	70
Richmond Family Place Society	\$24,000	\$30,000	\$24,480	Multi Year - Year 3	Same level as last year with a CoL increase for preventative services and support programs for families with children birth to 12 years.	73
Richmond Poverty Response Committee	n/a	\$5,000	\$5,000	Single Year	Same level as last year, for the full amount requested, to raise awareness on the cause and impact of poverty/homlessness and operate the rental connect project.	75
Richmond Food Security Society	\$4,080	\$15,000	\$5,000	Single Year	Increased level to assist with the Stir It Up Youth Kitchen, plus the Good Food Access Program.	80
Richmond Hospice Association	\$7,000	\$20,000	\$7,140	Single Year	Same as last year with cost of living increase to assist with funding support workers for palliative care volunteers	83
Richmond Mental Health Consumer and Friends Society	\$3,570	\$5,000	\$3,641	Multi Year - Year 2	Same level as last year with CoL increase for operating expenses of Volunteer Program, to provided supported employment.	86
Richmond Multicultural Community Services	\$10,200	\$15,000	\$10,404	Multi Year - Year 3	Same level as last year with CoL increase for operating expenses to support immigrant, refugee and welcoming community programs.	88
Richmond Society for Community Living	\$14,280	\$14,280	\$14,280	Multi Year - Year 2	Same level as last year, for the full amount requested, to support the Family Resource Program to support families of those with developmental disabilities.	90
Richmond Women's Resource Centre	\$15,300	\$53,000	\$15,606	Multi Year - Year 2	Same level as last year with CoL increase to support women's programs and services including skills training and support groups.	93
Richmond Youth Service Agency	\$12,500	\$12,500	\$12,500	Multi Year - Year 3	Same level as last year for the full amount requested to support the Richmond Youth Centre Activities Worker position.	95
The Chinese Mental Wellness Association of Canada	\$8,874	\$38,924	\$9,051	Multi Year - Year 2	Same level as last year with CoL increase to support operating expenses for mental wellness social activities and referrals to other community services.	97

### Health Social and Safety Services - Recommended Grant Allocations - 2014

APPLICANT NAME	2013 GRANT	2014 REQUEST	2014 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
The Heart of Richmond AIDS Society	\$10,200	\$16,000	\$10,404	Multi Year - Year 2	Same level as last year with CoL increase for operating expenses to support programs for those with HIV/AIDS and families, as well as education/prevention services.	99
The Parish of St. Alban's Anglican Church	\$9,000	\$20,863	\$10,000	Single Year	Increased level to support the running of an extreme weather shelter, community meals and homeless drop-in centre.	101
Touchstone Family Association	\$4,000	\$4,000	\$4,000	Single Year	Same level as last year, for the full amount requested, to support the Street Smarts program for at-risk-youth.	104
Turning Point Recovery Society	\$5,750	\$12,500	\$5,865	Multi Year - Year 1	Same level as last year with CoL increase to support the Domestic Violence Substance Abuse Program offered to residents of Turning Point Richmond facilities.	107
Volunteer Richmond Information Services Society	\$37,230	\$40,000	\$37,975	Multi Year - Year 3	Same level as last year with CoL increase to support volunteer, charitable and information programs.	111
2013 Applicants Not Reapplying	\$11,493	\$0	\$0			
<b>Totals</b>	<b>\$546,054</b>	<b>\$834,631</b>	<b>\$556,445</b>			
<b>Total Available</b>		<b>\$558,402</b>	<b>\$558,402</b>			
<b>Remaining</b>		<b>-\$276,229</b>	<b>\$1,957</b>			

\* New Applicant



**Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Alzheimer Society of BC

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

**Grant Request:** \$15,000

**Proposal Title:** Richmond Regional Resource Centre

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 2000

**Richmond Residents:** 1800

**Grant Request Summary:**

We are requesting funding for our Richmond Resource Centre and Richmond Chinese Resource Centre. The Richmond Resource Centre is located at 305 – 6411 Buswell Street and the Richmond Chinese Resource Centre is located in Richmond Caring Place at 290 – 7000 Minoru Boulevard.

Through these resource centres we provide support and education services to people diagnosed with Alzheimer's disease and other dementias, family caregivers caring for someone with dementia, and the general public. The two centres combined provide people with access information printed in English, Mandarin and Cantonese; and one-to-one support available in English, Mandarin and Cantonese. The staff at the centres also facilitate dementia education sessions and support groups which are accessible to people speaking English, Mandarin and Cantonese; and coordinate Minds in Motion® (offered in English and Cantonese), a fitness & social program for people experiencing early stage memory loss due to Alzheimer's disease or another dementia and a care partner.

Last year, the Richmond Resource Centre and Richmond Chinese Resource Centre staff and volunteers delivered approximately 6,968 contact hours serving people who have Alzheimer's disease and other dementias and family caregivers, through providing one-to-one support (both proactively to people referred through First Link® and to people who connected with us on their own), facilitating support groups and education sessions, and delivering Minds in Motion®.

\*Note: Client Contact Hours are the number of hours of service delivery multiplied by the number of people served.

The staff and volunteers:

- answered 1,515 phone calls, delivering 255 hours of one-to-one support over the phone.
- delivered education events and presentations in both Chinese and English.

Chinese: 6 workshops/series to 276 participants \*may not be unique individuals

English: 36 workshops/series to 783 participants \*may not be unique individuals

- facilitated support groups in both English and Chinese for family caregivers and for people diagnosed with the early stages of Alzheimer's disease or other dementias. The support groups meet 1-2 times per month.

Chinese: 3 Family Caregiver Support Groups with 7 – 15 people and 4 Early Stage Support Groups with 10 – 15 people.

English: 2 Family Caregiver Support Groups with 8-20 participants; 1 Early Stages Support Group with 10 -15 participants.

- coordinated 15 Minds in Motion® programs (1,646 total Minds in Motion Client Contact Hours). Each 8 week program offers recreation and exercise classes once a week. In 2014 we will continue to deliver these programs and services for Richmond residents through the Richmond Resource Centre and the Richmond Chinese Resource Centre.

**Richmond Services Received by Your Organization:**

The staff and volunteers deliver dementia education and facilitate support groups in community centres in Richmond. Specifically, the Minoru Place Seniors Activity Centre, South Arm Community Centre, Cambie Community Centre, and Thompson Community Centre provide rooms free of charge, for us to deliver our programs and services to people living in Richmond.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	6,822,901.00	7,003,156.00
<b>Total Expenses:</b>	6,717,959.00	7,337,407.00
<b>Annual Surplus or (Deficit):</b>	104,942.00	

Accumulated Surplus or (Deficit):                      2,400,000.00                      2,300,000.00

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

**Last Complete Year:**

At the end of the 2012-13 fiscal years we achieved a surplus of 105,000 compared to a budgeted deficit of 473,000. The major reason for the difference is attributed to bequests exceeding budgeted along with some under spending in operating costs.

**Current Year:**

For 2013-14 fiscal year we are budgeting for a deficit of 334,000. The main reason of the deficit is due to increased spending on operations and only modest revenue growth compared to last years budget.

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

The Board requires a minimum of 3 months operations expenses be kept in reserve, which would be 1.2 million. We have 6 months of operating costs in reserve.

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

Year	Amount	Grant Program
2013	\$2,040	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$13,125.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$300.00
Supplies	\$275.00
Equipment	\$500.00
Photocopying	\$500.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$15,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name    Provincial Gaming Grant                      \$4,800  
Funder 2 Name  
Funder 3 Name

Amount Your Society will Provide:	<u>\$59,884.00</u>
Total Proposed Budget:	<u>\$79,684.00</u>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**              \$2,081

**Recommendation:** Same level as last year with CoL increase for the Richmond Resource Centre and educational programs for the Chinese community.

**Staff Comments /  
Conditions:** None



**Grant Application Summary for 2014**  
**Health, Social & Safety Program**

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

**Society:** Amyotrophic Lateral Sclerosis Society of British Columbia

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** Equipment Loan Program

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

**Start Date (if applicable):** January 1, 2014 **End Date (if applicable):** December 31, 2014

**Number To Be Served:** 300 ALS patients and their families

**Richmond Residents:** 15 patients and their families

**Grant Request Summary:**

The equipment loan program of the society provides equipment (from mobility equipment such as wheelchair to communication aid) at no cost to people living with ALS.

The impact of ALS on affected families is powerful. As they struggle to cope with the prospect of advancing disability, it consumes their emotional and financial reserves.

- The program relieves the patients and their families, the concern of raising funds to purchase the medical equipment required, to support the patients' mobility while living with ALS. The program helps affected families to focus on other issues of the disease such as counseling and caregiving.

- The equipment loan program is important and instrumental, in the improvement of the quality of life of people dealing with ALS. The equipment is delivered to patients within 48 hours upon receipt of equipment prescription form as time is of great essence to ALS patients.

- The program releases the patients and their families of stress, of finding the right equipment and of disposing and acquiring new equipment as the disease progresses.

Our society has successfully developed a mechanism on how to serve the ALS patients on their equipment needs. We plan to use the following approach which has been proven effective for the past years:

- To continuously coordinate with ALS Centre Team at GF Strong Clinic and Community Health Care Professionals to identify the proper equipment loaned to ALS patients

- To continuously connect with Assistive Technology at GF Strong Clinic in order to have an updated technology for equipment inventory and to have the best equipment available

for ALS patients to improve their quality of life.

- To schedule a quarterly equipment inventory, to ensure that there is a complete inventory at all times so that turn-around time of 48 hours delivery is met.
- To ensure that the equipment loan program of the society is communicated to BC healthcare professionals and family doctors so that all ALS patients in BC can avail of this service

The grant request of the ALS Society of BC will be used to purchase the following equipment:

1 tilt wheelchair - \$3,000,

2 wheelchair head rest - @1,000 each,

The total 2014 annual budget of the program is over \$429,906.

In Canada, with a population of 32.5 million, 2 to 3 Canadians die every day of ALS. Approximately 3,000 Canadians have ALS. In BC, there are over 300 people living with ALS, 15 patients are from Richmond. It is a steady number because as one patient is diagnosed another one passes away. The ALS community has a smaller voice compared to other diseases. The society needs all the support that it could get from different sources and communities to raise the required annual funds to run the program. The support that will be provided by the ALS Society of BC and the City of Richmond will make the families aware that they are not alone in their ALS journey; they have the support of the Richmond community.

**Richmond Services Received by Your Organization:**

Every month of June, the ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond. This walk is the biggest Walk for ALS in British Columbia. The Walk for ALS in Richmond raises an annual revenue of \$100,000 for patient services and research.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	1,925,505.00	1,834,500.00
<b>Total Expenses:</b>	1,860,298.00	1,925,482.00
<b>Annual Surplus or (Deficit):</b>	65,207.00	(90,982.00)
<b>Accumulated Surplus or (Deficit):</b>	1,036,624.00	



1,036,624.00

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

**Last Complete Year:**

The total revenue includes the following: Gift in Kind donation revenue (equipment donation for our equipment loan program) in the amount of 226,826 and endowed fund contribution of 36,888. The total expense includes the loss of write-off equipment of 9,816 and amortization of 277,214. It does not include the amount of 145,185 spent for capitalized equipment (for equipment loan program) as this is reflected in the investing activities under cash flow. Based on the audited financial statement, the society has a surplus of 65,207.

The society on an annual basis sends additional contribution to ALS research after the audited financial statement has been approved by its membership. The society sent an additional contribution of 50,000 to research in May 2013.

Cash flow wise, the society was short of 56,662 on the 2012 income statement.

**Current Year:**

The total budget revenue includes 203,000 budget for Gift In Kind donation (equipment). The total budget expense includes 280,000 for amortization expense. The total expense does not reflect the budget of 105,719 for patient equipment purchase. Cash flow wise, the society is short of 119,701 on the forecast budget. When budget is created, the forecast is based on the track record of revenue accounts for the last 3 years and 3rd party fundraising events w/out track record are not included on the forecast budget. Normally, whatever is the budget deficit, this is addressed by additional 3rd party fundraising during the course of the year. A mid-year review is done by the Finance Committee, to see if the budget can be balanced, the objective is to source for more revenue and see if there are other expenses that can be adjusted on the budget. The additional revenue for endowment funds and expenses of write-off equipment are computed during the year-end audit.

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

The 1,036,624 represents the endowed and reserve funds of the society. The endowed funds are externally restricted donations receive by the society where the endowed principal is invested. The investment income generated from these endowed funds remains in the fund. The society ensures that all funds received with a restricted purpose are expended for the purpose for which they were provided. The annual disbursement from the Endowment Funds is calculated as 4% of the respective fund's average at the end of the fiscal year. The average of each endowed fund is calculated by summing and averaging the ending market values of the portfolio in each of the preceding 18 months. No payout can occur when the average as calculated is less than the opening balance for the current fiscal year.

The Operating Reserve fund represents funds that have been allocated internally for the purpose of supporting the society's activities in the event of a cash flow decline.

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

Year	Amount	Grant Program
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**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$5,000.00
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	KPMG Foundation	Amount	\$10,000
Funder 2 Name	BC Gaming Grant Application	Amount	\$75,000
Funder 3 Name	City of Surrey	Amount	\$9,600

Amount Your Society will Provide: **\$150,000.00**

Total Proposed Budget: **\$429,906.00**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,000

**Recommendation:** This grant will fund the cost of a wheelchair for use by Richmond ALS patients.

**Staff Comments / Conditions:**

None





**Society:** Big Brothers of Greater Vancouver

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$10,000

**Proposal Title:** 2014 Big Brothers of Greater Vancouver Proposal

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 1155

**Richmond Residents:** 74

**Grant Request Summary:**

**Grant Proposal**

The vision of Big Brothers of Greater Vancouver (BBGV) is to put a mentor in the life of every child who needs one. We believe that by changing the course of young lives we can in turn be changing the course of an entire community's future.

BBGV delivers two mentoring programs in the City of Richmond:

The traditional Big Brothers Mentoring Program matches responsible and caring adult male volunteer mentors one-to-one with at risk boys (age 7-14) who are lacking a positive male role model. Big and Little Brothers spend 2-4 hours per week together doing their choice of fun based activities and just hanging out.

The Teen Mentoring Program works in partnership with Richmond secondary and elementary schools where the Teen "Buddy" mentors a younger child in a one-on-one friendship. Children with Teen Mentors know that someone outside their families cares about them and as such they enjoy greater stability and confidence. This program also gives Teens an opportunity to contribute to their own community, creating connections and increasing empathy for those around them.

The impacts our programs have on the community are widespread. Each Mentoring match serves the "Little", the "Big" and the family. The child receives the many benefits of a mentoring relationship, including improved self-esteem, reduced risk behaviours, more positive attitude toward school, improved relationships, better grades and reduced

absenteeism. The mentors and families experience many positive benefits as well.

A recent high profile Mentoring Study conducted by the Centre for Addiction and Mental Health (CAMH) concluded that:

- Boys with Big Brothers are three times less likely to suffer peer pressure related anxiety
- Mentored boys are two times more likely to believe that school is fun and that doing well academically is important.
- Mentored boys are also two times less likely to develop negative conducts like bullying, fighting, lying, cheating, and losing their temper.

Our goals and objectives for the Richmond region include:

- maintaining the level of quality of our programs
- increasing the number of children and youth served in Richmond
- sharing the benefits of mentoring with the larger community
- liaising with other organizations to ensure our programs are as effective as possible
- increased promotion and recruitment of more volunteers for our programs
- ensuring accessibility, flexibility, and diversity to accommodate special needs of the families

**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>	1,768,106.00	2,039,000.00
<b>Total Expenses:</b>	1,756,717.00	2,037,100.00
<b>Annual Surplus or (Deficit):</b>	11,389.00	1,900.00

**Health, Social & Safety 2014**  
**Big Brothers of Greater Vancouver**

**Over \$5000      Multi Year - Year 1**  
**Summary Page 3**

Accumulated Surplus or (Deficit):                      94,349.00                      98,653.00

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

**Last Complete Year:**

Less than 1 month expenses

**Current Year:**

Less than 1 month expenses

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

Less than 1 month expenses

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

Year	Amount	Grant Program
2013	\$4,500	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$7,800.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$1,100.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$400.00
Local Travel	\$200.00
Other	\$300.00

Family & volunteer recruitment

**TOTAL                      \$10,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	United Way	\$7,957
Funder 2 Name	Community Gaming Grant	\$15,135
Funder 3 Name	Big Brothers of Greater Vancouver Foundation	\$73,798

**Amount Your Society will Provide:                      \$10,000.00**

**Total Proposed Budget:                      \$30,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**                      \$4,590

**Recommendation:**

Same level as last year with CoL increase to support matches of Big and Little Brothers. Recommending Year 1 of 3-year Cycle.
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**Staff Comments /  
Conditions:**

None
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**Society: Big Sisters of BC Lower Mainland**
**Grant Type: Over \$5000 Multi Year - Year 1**
**Grant Request: \$8,000**
**Proposal Title: Big Sisters Mentoring Programs in the City of Richmond**
**Grant Purpose: Operating Assistance**
**Start Date (if applicable):**
**End Date (if applicable):**
**Number To Be Served: 21**
**Richmond Residents: 21**
**Grant Request Summary:**

Big Sister Mentoring Program: matches girls (ages 7-17) with a volunteer Big Sister in a one-to-one mentoring relationship. Each match meets once a week for 2 to 4 hours for a minimum of one year. We request a minimum one year commitment from our matches; our average match length is 2.5 years which demonstrates the importance of this relationship for not only the Little Sister, but the Big Sister as well. The Big Sisters Mentoring Program is one of Big Sisters' core programs and as such is an ongoing program. From January - September 2013 we have served 12 girls from the City of Richmond in the Big Sisters Mentoring Program.

**Big Sister Mentoring Program Timeline**
**January 2014 ~ December 2014**

- To market the Big Sister program for the purpose of recruiting Big Sister volunteers, with particular attention to culturally diverse groups.
- To screen and assess potential Big Sister volunteers to determine if they are appropriate for the program.
- To train and provide counseling, resources and workshops to Big Sister volunteers to enable them to be effective mentors.
- To assess Little Sisters and their families to determine specific needs in order to match with an appropriate mentor.
- To provide Child Safety training to volunteers, Little Sisters and their parents/guardians



- To make, maintain and monitor each match to ensure child safety and that matches reach, at minimum, their initial commitment.
- To provide counseling and support to each Big Sister match (volunteer, Little Sister, parent/guardian) to ensure successful, healthy relationships.
- To provide fun, educational, multicultural, and community-orientated group activities to enrich the mentoring relationships of our Big and Little Sisters.

**Key Program Objectives:**

- Increasing self-esteem
- Increasing confidence
- Encouraging positive and healthy behavior
- Encouraging girls to reach their full potential
- Facilitate girls to effectively communicate their feelings
- Improving well-being
- To provide a supportive mentor for every girls who needs on in the Lower Mainland

Study Buddy Program: provides girls (ages 7-17); with the educational support and friendly guidance they need to succeed through a one-to-one mentoring relationship with a female volunteer tutor. Study Buddies meet for one hour each week, after school or on weekends, for a minimum of six months. They work together to set and achieve educational goals for the Little Sister Study Buddy.

The Study Buddy Program is open to girls, who need academic support and cannot access other one-to-one tutoring services due to financial constraints. This program helps girls who do not have the benefit of home resources or the academic support they need. These are girls who struggle in class and with their homework assignments. They are likely not participating in other activities at school and are suffering from absenteeism, lack

of interest in school work and social insecurity. These girls are not realizing their full potential and often suffer from low self - esteem. They need extra assistance beyond that offered in class. From January - September 2013 we have served 9 girls from the City of Richmond in the Study Buddy Program.

#### Study Buddy Timeline

January 2014 ~ December 2014

- To market the Study Buddy program for the purpose of recruiting Study Buddy volunteers, with particular attention to culturally diverse groups
- To screen and assess potential Study Buddy volunteers to determine if they are appropriate for the program
- To train and provide counselling and resources to Study Buddy volunteers to enable them to be effective mentors
- To assess Little Sister Study Buddies and their families to determine specific needs in order to match with an appropriate mentor
- To provide Child Safety training to volunteers, Little Sisters and their parents/guardians
- To make, maintain and monitor each match to ensure child safety and that matches reach at minimum their initial commitment
- To provide educational, multicultural, and community-orientated group activities to enrich the mentoring relationships of our Big and Little Sisters.
- To provide counseling and support to each Study Buddy match (volunteer, Little Sister Study Buddy, parent/guardian) to ensure successful, healthy relationships that meet the goals of the Little Sister Study Buddy and the Study Buddy Program

#### Study Buddy Program Key Program Objectives:

- To provide an academic role model to girls and young women (ages 7-17)

#### Study Buddy Program Key Program Objectives:

- To provide an academic role model to girls and young women (ages 7-17)

- Increasing self-esteem
- Increasing educational performance
- Increasing school attendance and engagement
- Decreasing disruptive behavior in school
- Enhancing educational goal setting
- Facilitate girls to effectively communicate their feelings
- Stronger peer relationships
- Promoting the importance of staying in school

**Richmond Services Received by Your Organization:**

none

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,161,088.00	1,234,371.00
Total Expenses:	1,180,404.00	1,257,302.00
Annual Surplus or (Deficit):	(19,316.00)	(22,931.00)
Accumulated Surplus or (Deficit):	219,265.00	196,333.00

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

**Last Complete Year:**

Deficits of (19,316) will be covered by accumulated surpluses from prior years. Deficit in 2012 created partly by unexpected increase in audit fees of 6,500.

**Current Year:**

Deficit of(22,932) will be covered by accumulated surpluses from prior years

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

Big Sisters' house is more than 110 years old and some of the accumulated surplus is reserved for major house repairs. Our Financial Policies also require a Prudent Reserve of two to three months' operating expenses to be available in case of significant interruptions in funding.

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

Year	Amount	Grant Program
2013	\$4,500	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$8,000.00
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>\$8,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	United Way United In Change Grant	\$3,619
Funder 2 Name	BC Gaming Community Gaming Grant	\$7,212
Funder 3 Name	Donor Options (United Way)	\$1,180

Amount Your Society will Provide:	<b><u>\$8,000.00</u></b>
Total Proposed Budget:	<b><u>\$24,000.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$4,590

**Recommendation:** Same level as last year with a CoL increase to support matches between Big and Little Sisters. Recommending Year 1 of 3-year cycle.

Staff Comments /  
Conditions:

None



**Grant Application Summary for 2014  
Health, Social & Safety Program**

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

**Society:** Boys and Girls Clubs of South Coast BC  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Boys and Girls Club Services at Mitchell Elementary  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 90  
**Richmond Residents:** 90

**Grant Request Summary:**

We are seeking support from the City of Richmond to support the after-school program offered by Boys and Girls Clubs at Mitchell Elementary School in East Richmond. Programs are currently offered 4 days per week for students aged 6 through 12, and starting in January 2014, a program for preteens will be offered once a week in the evening. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. At BGC, no one is ever turned away due to an inability to pay, ensuring that all children and families can access our programs.

Club members benefit, as they are supported to become engaged in positive, constructive activity during their out-of-school time. The parents and/or caregivers of the participants benefit from accessing affordable, high quality after-school programming for their children. In the long term, the neighbourhood will be safer and healthier as a result of the positive impacts the Club programs have on community members.

**Richmond Services Received by Your Organization:**

We received a \$2,500 City Grant in 2013, 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>	10,079,937.00	10,196,808.00

**Health, Social & Safety 2014**  
**Boys and Girls Clubs of South Coast BC**

**\$5,000 or Less Single Year**  
**Summary Page 2**

Total Expenses:	10,129,320.00	10,265,756.00
Annual Surplus or (Deficit):	(49,383.00)	(68,948.00)
Accumulated Surplus or (Deficit):	2,130,672.00	2,061,724.00

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

**Last Complete Year:**

Actual operations resulted in a surplus. The deficit only arose when non-cash items (e.g., amortization of property and equipment) was taken into account.

**Current Year:**

Actual operations are again anticipated to result in a surplus, with a deficit forecast when non-cash items are taken into account.

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

Sound fiscal management for over 75 years.

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

Year	Amount	Grant Program
2013	\$2,500	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$99,850.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,500.00
Utilities and Telephone	\$2,000.00
Supplies	\$3,000.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,800.00
Local Travel	\$1,200.00
Other	\$14,150.00

Staff Training - \$750

Insurance - \$1,600

Program Administration, including Evaluation - \$11,800

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**TOTAL    \$130,000.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	United Way of the Lower Mainland	<b>Amount</b>	<b>\$60,000.00</b>
<b>Funder 2 Name</b>	Boys and Girls Clubs Foundation of South Coast BC	<b>Amount</b>	<b>\$58,500</b>
<b>Funder 3 Name</b>	Province of BC - Gaming	<b>Amount</b>	<b>\$5,000</b>

**Amount Your Society will Provide:** **\$60,000.00**

**Total Proposed Budget:** **\$130,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$2,550

**Recommendation:** Same level as last year with CoL increase for new preteen program.

**Staff Comments /  
Conditions:**

None





**Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Canadian Liver Foundation

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

**Grant Request:** \$40,000

**Proposal Title:** "Love Your Liver" Lecture Series

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 4000

**Richmond Residents:** 1500

**Grant Request Summary:**

The CLF will use this grant to deliver the 'Love Your Liver' Lecture Series. Liver disease affects anyone at any age, gender and ethnic background. It is a series session for liver disease patients, their family, friends, caregivers, and for those who are at-risk of developing one of more than 100 forms of liver diseases. We aim to expand liver health knowledge and awareness to work with Governments, Senior Centres, Community Centres, Health Fairs/Forums, GP Offices, Medical Clinics, Hospitals, Community Groups, Businesses, Corporations, Schools, Universities and Colleges. Expert speakers like hepatologists, nutritionists, psychologists and physiologists will present. The community will benefit from info on nutrition, exercise, medication management, and how to cope with liver illness.

**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>	227,562.00	487,600.00
<b>Total Expenses:</b>	320,469.00	290,487.00
<b>Annual Surplus or (Deficit):</b>	(92,907.00)	197,113.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

Our operating expenses exceeded the revenue generated therefore we had a short fall.

Current Year:

n/a

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)	\$12,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$2,000.00
Office Rent or Mortgage	\$5,000.00
Utilities and Telephone	\$1,500.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$2,000.00
Other	\$17,000.00

Refreshments, program material translation, printing,  
marketing and promotion.

**TOTAL      \$40,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Pacific Blue Cross	\$20,000
Funder 2 Name	Merck Canada	\$4,000
Funder 3 Name	Foundations (KPMG, Wolrige Foundation, Adera)	\$39,240

**Amount Your Society will Provide:      \$5,000.00**

**Total Proposed Budget:      \$84,240.00**

**GRANT RECOMMENDATIONS**

Recommended  
Amount:      \$0

Recommendation:

The applicant indicated that the full amount  
is required to implement the proposal.

**Staff Comments /**  
**Conditions:**

None



**Multi-Year Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Canadian Mental Health Association, Richmond Branch

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$34,000

**Number To Be Served:** 375

**Proposal Title:** Pathways Clubhouse

**Richmond Residents:** 360

**Grant Request Summary:**

The City of Richmond Grant would be used to deliver direct services to the members of CMHA-Pathways Clubhouse. Specifically, the majority of the grant would help to fund our Meal Program, an essential service that has experienced cost increases this year. A smaller amount is also requested to assist in funding rent and day to day operational costs.

**Meal Program - \$22,000**

The Clubhouse provides accessible, affordable, nutritious meals to members every day of the week, plus 2 evenings, and all statutory holidays.

**Target Group:** For the majority of our members, eating at the Clubhouse is their main/and or only meal or the day. Due to our members being on disability benefits, many live on low incomes and some lack the skills to prepare meals for themselves. For the physical well-being of our members, it is crucial that the Clubhouse provide meals are accessible, affordable and nutritious. Unfortunately, due to the rising cost of food, our meal program had to increase the cost of meals this past month \$.50 each. This will be a hardship for our members since their disability pensions have not increased.

**Community Benefit:** This past year, over 18,000 meals were served. A meal program evaluation survey showed that 99% of our members were satisfied with the meal program, with 100% finding it affordable (before the price increase). 49% of survey participants eat at Pathways 4-5 times a week, and 92% eat here at least once a week.

**Operations, including Rent, Light, Telephone - \$12,000**

The rest of the grant would assist in operations which include rent, hydro, and telephone service.

**Target Group:** Many of our members are completely reliant on public transportation,

which requires us to lease and operate a location close to the City Centre. As a result, we require assistance for operational costs, including rent, light, telephone. We have been at our present location for 10 years and our rent will increase \$20,000 this next fiscal year.

Community Benefit: Accessible direct services available to the members of the Clubhouse.

**Changes that will impact grant use (if applicable):**

There have been no changes to our application. Although food costs have gone up, we were able to receive a 1 year grant from a foundation to keep the price charged to members the same.

**FINANCIAL INFORMATION**
**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,639,796.00	2,729,201.00
Total Expenses:	2,654,082.00	2,745,725.00
Annual Surplus or (Deficit):	(14,286.00)	(16,524.00)
Accumulated Surplus or (Deficit):	0.00	0.00

**Explanation for Annual Surplus or (Deficit):**
**Last Complete Year:**

Matches depreciation

**Current Year:**

Matches depreciation

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

na

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

Year	Amount	Grant Program
2013	\$34,000	Health, Social & Safety

**GRANT RECOMMENDATIONS**

Recommended

**Amount:** \$34,000

**Recommendation:**

Same level as last year, for the full amount requested, to support the Meal Program as well as operating expenses due to a rental increase.

**Staff Comments /**

**Conditions:**

None

**Society:** Canadian Mental Health Association, Vancouver-**Grant Type:** Over \$5000 Single Year**Grant Request:** \$12,000**Proposal Title:** Super Saturday Club Kids Program-serving families in Richmond**Grant Purpose:** Community Service / Program / Event - Ongoing**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 36**Richmond Residents:** 36**Grant Request Summary:**

Our grant request is for partial funding for one of the three groups of the Super Saturday Club Kids Program we serve in Richmond. It is part of the Child and Youth Program of the Canadian Mental Health Association. Super Saturday Club supports 36 kids of parents with serious and persistent mental illness or addiction problems. This is a long-term, recreation-based program. They are all residents of Richmond, ages 8-14. The majority of the kids are from immigrant families with very low income.

There are absolutely no barriers and no cost for the children to participate in the Super Saturday Club Kids Program. Once a month, the program provides the kids with a full day of activities (such as: Splash Down Park, Horseback Riding, PNE Playland, Indoor Trampoline Park, Movies, Snowboarding at Cypress). These group activities enable them to have fun, to participate in sports and special events, to build social skills and to establish strong friendships with other kids in the program who have similar situations in their home life.

While the kids are on their activities, it provides parents with respite time to attend to their own self-care and to relax knowing that their kids are well cared for.

Children of parents with mental illness often miss out on many opportunities and they have many challenges. They are also at higher risk of developing mental illness or other emotional problems; the situation is more serious for the families with limited financial resources. Super Saturday Club Kids Program is a preventive approach that focuses on early intervention that builds resilience in children and it supports both the kids and their parents.

Our program creates positive childhood experiences that will serve as a protective factor from developing mental illness in adult years. Our up-stream prevention strategy in treating mental health related illness is proven to be effective that saves health dollars. Given that the program reduces the risk of these vulnerable kids in developing mental

health issues, thus enable them to have a better chance to reach their potential.

#### Richmond Services Received by Your Organization:

The Super Saturday Club Kids program serving Richmond does not receive any services from the City of Richmond at this time. However, City of Richmond supports the Canadian Mental Health annual bike ride by offering pre-event preparation support, staff offers recommendations in route designs and road safety.

### FINANCIAL INFORMATION

#### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,857,136.00	3,282,381.00
Total Expenses:	2,905,373.00	3,282,381.00
Annual Surplus or (Deficit):	(48,237.00)	0.00
Accumulated Surplus or (Deficit):	269,996.00	269,996.00

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

##### Last Complete Year:

Un-budgeted recruitment cost for new Executive Director. Previous Executive Director resigned (38K).

Reduction in allowable Administration Fees - Health Authorities, due to less than budgeted expenditures (10K).

##### Current Year:

Not available at time.

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

The accumulated surplus is "Fees for Services" for delivery of corporate education workshops. The fund is reserved for development and delivery of future education programs.

#### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5,000	Health, Social & Safety

#### PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$6,900.00
Consultant Services	\$0.00



**Health, Social & Safety 2014****Over \$5000****Single Year****Canadian Mental Health Association, Vancouver-Burnaby Branch****Summary Page 3**

Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$1,500.00
Other	\$3,600.00

Activity fees, event admissions, meals and snacks.
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**TOTAL****\$12,000.00****Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	CKNW Orphans' Fund	\$850
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Funder 2 Name	CMHA Vancouver-Burnaby Branch	\$5,850
	Fundraising Dollars	

Funder 3 Name	
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**Amount Your Society will Provide:****\$5,850.00****Total Proposed Budget:****\$18,700.00****GRANT RECOMMENDATIONS****Recommended****Amount:** \$6,000**Recommendation:**

Increased level to support staff costs of the super Saturday Club for children of parents with serious and persistent mental illness and/or addictions.
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**Staff Comments /****Conditions:**

None
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**Grant Application Summary for 2014  
Health, Social & Safety Program**

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

**Society:** Canadian Red Cross Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$4,000  
**Proposal Title:** Richmond Health Equipment Loans Depot  
**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 2266

**Richmond Residents:** 90%+ will be Richmond residents

**Grant Request Summary:**

The Canadian Red Cross is seeking \$4000.00 that will fund the cost of a half-day of work for an Equipment Technician at the Richmond Health Equipment Loan (HELP) Depot. The short-term HELP loan Depot services the Richmond community by providing by-donation loans of vital medical equipment to community members recovering from injury or illness, transitioning to a permanent dependency on a mobility device, or receiving palliative care in the home. This includes all community members that may experience a sudden injury or illness, and palliative patients who need to be safely cared for in their home. Once injured, even a healthy person can be left feeling helpless in a home or community built for the able-bodied. Vulnerability to fall and re-injury is dramatically heightened. For many in Richmond, purchasing a wheel-chair for the short-term is not only inefficient but unaffordable. For many low-income seniors or single-parent families, the Depot provides a lifeline to equipment that would be otherwise unaffordable. The funds will pay for a technician to work with the volunteers one day per week, as the Richmond Depot relocates in the coming months to expand the size of the facility by 900%. The technician will oversee the cleaning and repair of short-term loan equipment, assist with cleaning and maintenance, ensure hygiene standards are met, and ensure the maintenance of stock parts.

\*\*\*\*\* Target

Groups

\*\*\*\*\*

\_\_\_\_\_ All  
members of the community

\_\_\_\_\_ Few  
people will be lucky enough not to experience a sudden injury or illness in their lifetime. Whilst in perfect health it can be difficult for someone to accept they may one day be in need of a wheelchair, a walker or a raised toilet seat, until suddenly and unpredictably they are. Teenagers can be hurt playing sport, workplace injuries are common, and we

are all vulnerable to motor-vehicle accidents. Once injured, even a healthy person can be left feeling helpless in a home or community built for the able-bodied. Vulnerability to fall and re-injury is dramatically heightened.

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#### Palliative Patients

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Palliative patients, who have chosen to spend their final days at home, cared for by friends and family, are greatly impacted by HELP services. HELP short-term medical equipment loans benefit not only the patients in their final days, but also family members and caregivers who are able to safely assist their father, mother or grandparent to spend that time in comfort and safety with dignity.

The HELP short-term loan Depot imposes no time limitations for palliative patients who borrow medical equipment.

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#### Seniors

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The members of the community that benefit the most from the HELP short-term loan Depot are its seniors. A May 2011 survey showed that on average, 70% of those who borrow equipment from HELP short-term loan Depots are seniors. Falls are the most common form of injury for seniors, with one-third of those aged 65+ typically falling at least once a year. Research shows that seniors who fall are 2-3 times more likely to fall again.

Following a broken bone, hip or knee surgery, or the onset of debilitating disease, a senior's life can quickly change from one of active community living, to one of isolation, which can often lead to deterioration in health both physically and mentally. Even a simple fall can result in an injury which can lead to an escalating fear of movement and a loss of confidence. Nothing can protect seniors from falling better than the availability of specialized equipment specifically designed to keep them safe.

Recent statistics show the current population of the City of Richmond to be nearly 200,000. Of this population, 26,000 (13%) of the community members are over the age of 65. Another 12,700 are aged 60-64. The senior population is growing in Richmond, in fact recent statistics produced for BC project that the number of seniors will increase an average of 95.2% across the province by 2036, and with it will grow the need for HELP medical equipment. The HELP short-term loan Depot creates a vital component in a wide-ranging effort by government, health authorities, and seniors' organizations aimed at reducing falls in those over 65 years.

For those seniors that have suffered an injury that permanently affects their mobility, there

may be an interlude between when they are discharged and when they are able (or willing) to locate a permanent mobility device. HELP is able to fill a clearly defined unmet need during this time by creating a "bridge" through this difficult period of transition. The loan period for equipment, typically three months, is usually sufficient time for recovery from most illnesses, injuries and surgeries. With the exception of palliative patients, it is expected that those who require a piece of medical equipment for long-term use will purchase their own within the 3 month loan period.

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**The Richmond HELP Depot**

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The current HELP short-term loan Depot facility provides 1200 square feet of space, at a cost of \$1200 per month. The Depot has been regularly serving thousands of Richmond community members every year. The demand has placed a strain on the ability of the Depot at its current size, to provide the best possible service for the community. For this reason, the Red Cross has been working diligently over the last year to secure new premises, at which a larger space will be allocated to the Richmond HELP short-term loan Depot. In February 2014, the plan is to move the short-term loan Depot about half a kilometer to a new facility, where the Depot will occupy 10,800 square foot, at a cost of \$10,700 per month. At the new facility, in addition to the HELP short term loan service, a HELP Plus program will be located. The HELP Plus program in B.C.'s Fraser and Vancouver Island regions has been created from a partnership between the Vancouver Coastal Health Authority and the Canadian Red Cross. The HELP Plus service provides advanced equipment loans, and includes targeted delivery to enhance the currently running HELP Short Term Loan basic equipment service in two ways: HELP Plus provides access to more specialized and costly equipment, and provides delivery and installation for most of the advanced equipment. Clients can use the equipment for up to 6 months based on the client's needs. The members of the Richmond community, in particular the many seniors in need, will benefit greatly from the improvements to both the HELP short-term loan and HELP Plus services, which will enable the service to run even more efficiently, exponentially expanding the health service provided.

**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>	979,065.00	997,300.00
<b>Total Expenses:</b>	979,065.00	997,300.00

**Health, Social & Safety 2014**  
**Canadian Red Cross Society**

**\$5,000 or Less Single Year**  
**Summary Page 4**

Annual Surplus or (Deficit):	0.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

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

**Last Complete Year:**

We have included above the figures for the 12 HELP Depots in the Lower Mainland. These differ from the Red Cross Society countrywide financial figures found in the audited accounts attached below. We felt the above figures would be more relevant to the program for which we are asking funding.

**Current Year:**

N/A

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

N/A

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

Year	Amount	Grant Program
2013	\$4,400	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$4,000.00
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>\$4,000.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

**Amount Your Society will Provide:**

**\$0.00**

**Total Proposed Budget:**

**\$4,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$4,000

**Recommendation:**

Fully funded request for a technician to maintain equipment (44 four-wheeled walkers) purchased with previous City grants.

**Staff Comments /**

**Conditions:**

None

**Society: Children of the Street Society****Grant Type: Over \$5000 Single Year****Grant Request: \$7,500****Proposal Title: Taking Care of Ourselves, Taking Care of Others (TCO<sup>2</sup>)****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 25000****Richmond Residents: 750****Grant Request Summary:**

**DESCRIPTION** -- TCO<sup>2</sup> stands for Taking Care of Ourselves, Taking Care of Others and is a unique workshop designed to prevent the sexual exploitation of children and youth by empowering them with knowledge and tools to keep themselves and their peers safe. Using monologues, skits, and role-plays, a group of two young-adult Workshop Facilitators (one male, one female) engage youth participants in a meaningful and interactive examination of what sexual exploitation is, who is involved, and how to prevent it from happening. The workshop is highly customized in size, material, and length to meet the needs of each group and address the specific issues affecting each community. Topics covered include: recruitment tactics, warning signs of exploitation, human trafficking, violence and drugs in the sex trade, exploitation over the Internet, non-commercial forms of exploitation, males in the sex trade, barriers to exiting the sex trade, community resources, and how to get help.

**TARGET GROUPS** -- TCO<sup>2</sup> is presented free of charge to children and youth ages 10-18 (grades 6-12) throughout the province with the bulk of workshops are facilitated in the Lower Mainland, including Richmond. We facilitate to such an age group because research has shown that 13 is the average age that children reported their first experience of being sexually exploited through the sex trade. In the 2012/2013 school year, TCO<sup>2</sup> facilitated 626 workshops with 24,696 children and youth in British Columbia—a 16% increase in workshops from the previous school year. This is an all-time high since the inception of Children of the Street Society in 1995. In Richmond alone, we provided 26 workshops with 1,182 youth (double the previous school year!) during the 2012/2013 school year. Richmond workshops included Bridge Elementary School, Henry Anderson Elementary School, Horizons Alternate Program, Hugh McRoberts Secondary School, Maple Lane Elementary School, Matthew McNair Secondary School, RM Grauer Elementary School, Station Stretch Alternate Program, Steveston London Secondary School, and the Streetsmarts Program.

The workshops are facilitated mainly in public school classrooms, but have since evolved to include youth in many venues. It is a priority to facilitate workshops with high-risk and at-risk youth, including those in Alternate classrooms, English as a Second Language classrooms, Aboriginal communities, drug treatment centres, girl groups, custody centres, and youth in government care. In fact, during the 2012 / 2013 school year, 20% of our workshops were provided for high-risk youth who were exhibiting warning signs of sexual exploitation or who were already engaged in a sexually exploitive situation. The secondary target audience for TCO<sup>2</sup> is various adult audiences including school administrators, educators, service providers and community organizers, who are generally involved as a result of hosting a workshop. As well, the workshop is at times presented to government, service providers and law enforcement at conferences and community events. For example, we presented to over 75 service providers last year (City of Richmond staff, SD39 school counsellors, Richmond RCMP, and youth workers) in partnership with the Richmond Community Action Team. The RCAT meets bi-monthly to discuss current issues and trends affecting youth in the Richmond community, and we are seen as a leader on child/youth sexual exploitation and human trafficking. Our involvement with the Richmond Community Action Team has increased our profile in the Richmond community, resulting in overwhelming requests for workshops in Richmond especially from elementary schools.

COMMUNITY BENEFIT -- Sexual exploitation is an issue currently affecting all B.C. communities, including Richmond, that has long-term negative consequences not only on the lives of children and youth that are exploited, but also their families and the entire community. Children and youth are being actively recruited into the sex trade by both male and female pimps, gang members, and other individuals, including their own peers.

TCO<sup>2</sup> builds community capacity by teaching empathy, social responsibility, health and wellness among young people. Participants learn about the barriers that are faced by a sexually exploited person, and that it is not a choice to be exploited. Because sexual exploitation is also facilitated mostly by males, we teach males empathy and social responsibility so that they can resist becoming exploiters.

TCO<sup>2</sup> also builds community capacity because young people are raising awareness beyond the classrooms by talking about it with their family and friends. The workshop acts as a springboard of discussion among young people, with their peers, siblings and



families, and teaches young people to take care of themselves and others. Since school staff (teachers, principals, youth workers, etc.) also benefit from TCO<sup>2</sup> through simply being present in the classrooms while we're presenting, it is not uncommon for educators to continue the dialogue about the issue of sexual exploitation with their students following a workshop. The knowledge, resources and referrals provided in our workshops and through our support give the community tangible tools to deal with sexual exploitation.

Children of the Street Society is the leading organization in British Columbia addressing the prevention of sexual exploitation. With 18 years of experience delivering effective prevention, awareness, and early intervention programs we have built a strong reputation in the community. Due to our strong partnerships with schools and groups working with high-risk youth and the insight we have gained over the years, we are well positioned to provide this type of programming. Each year, our Facilitators participate in an intensive and in-depth six week training period prior to delivering workshops. Among other activities such as research and group discussions, the primary education tool is meeting with individuals and groups in the community who have additional experience and expertise on the issue of sexual exploitation. For the current 2013/2014 school year, Facilitators met with the following guest speakers, who are instrumental in creating a strong foundation of knowledge and training for the Workshop Facilitators:

- Experiential voices (adults that were sexually exploited as youth);
- Family Services of Greater Vancouver, Youth Detox Program;
- Health Initiative for Men, Hustle Program;
- Ministry of Justice;
- Office to Combat Trafficking in Persons;
- PLEA Onyx Program;
- Purpose Society;
- RCMP Human Trafficking Unit;
- RCMP Internet Child Exploitation (ICE) Unit;
- Salvation Army Deborah's Gate;

- Vancouver Police Department Counter Exploitation Unit (CEU);
- Vancouver Police Department Gang Crime Unit;
- Yankee 20 (Vancouver Police High Risk Youth Car);
- Training also includes a large variety of educational videos, reading materials and online training including Aboriginal Cultural Competency Training.

Children of the Street Society also works with a variety of community partners who host our workshops, including School Districts, schools, youth centres, custody centres, drug treatment centres, Aboriginal communities, Victim Services, law enforcement, local and provincial conferences, Community Action Teams, and other groups who receive our workshops. We are currently active members of the Vancouver Community Action Team, City of Vancouver Youth Task Force, Ridge Meadows Community Action Team, Richmond Community Action Team, Tri-Cities Safe Schools Task Force, and the Lower Mainland Sexual Exploitation of Youth (SEY) Committee.

**Richmond Services Received by Your Organization:**

N/A

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	512,117.00	488,656.00
<b>Total Expenses:</b>	499,182.00	488,656.00
<b>Annual Surplus or (Deficit):</b>	12,935.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

The accounts of Children of the Street Society are maintained on an accrual basis. The surplus in FY12 will be accrued to FY13, as these funds are restricted by our funders and are to be used for a specific purpose.

**Current Year:**

N/A

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

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

Year	Amount	Grant Program
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**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$210,500.00
Consultant Services	\$1,350.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$13,750.00
Utilities and Telephone	\$4,750.00
Supplies	\$0.00
Equipment	\$4,000.00
Photocopying	\$3,250.00
Program Materials	\$5,000.00
Local Travel	\$3,000.00
Other	\$37,400.00

Special Events (\$2,000)
Honorarium (\$1,700)
Training/Professional Development (\$1,000)
Promotions & Printing (\$1,500)
Automobile for 2 vehicles (\$2,200)
Postage & Courier (\$700)
Insurance (\$8,150)
Overhead Recovery Costs (\$20,150)

**TOTAL      \$283,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	PLEA Community Services Society of BC	\$70,000
Funder 2 Name	The SpencerCreo Foundation	\$50,000
Funder 3 Name	Ministry of Justice	\$42,500

**Amount Your Society will Provide:      \$7,500.00**

Total Proposed Budget:

\$22,500.00

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$1,000

**Recommendation:**

This grant is for program materials to deliver workshops about preventing the sexual exploitation of youth. In 2012/13, 26 workshops were delivered in Richmond schools.

**Staff Comments /**

**Conditions:**

None



**Multi-Year Grant Application for 2014  
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

**Number To Be Served: 17,000+**

**Richmond Residents: 13,000+**

**Proposal Title:** Strengthening Crisis Prevention and Response: Building Knowledge, Skills,

**Grant Request Summary:**

This grant will support the delivery and continued expansion of Chimo's Crisis Response and Community Engagement/Education Services, all of which are delivered by professionally trained and supervised volunteers and practicum students. Annually, these services collectively support over 17,000 people.

Crisis Response Services help individuals and families in Richmond navigate their way through wide-ranging life crises. Services is provided in 20 languages. Providing: immediate emotional support; help with problem identification, clarification and resolution; strong linkages to key public and community resources; give practical assistance with poverty, administrative, family, immigration and civil legal matters; and intervene in life threatening situations. As a result, individuals and families are supported, people are able to resolve their issues and move forward with greater clarity, capacity, robustness and readiness to address future life challenges.

Community Engagement/Education Services help children, youth, parents, newcomers and families to become more knowledgeable about social concerns and understand how to address them in healthy and effective ways. They provide important information to newcomers and help them adjust to life in Canada. Social and emotional learning activities strengthen family and community communications and build resiliency for meeting life challenges and addressing them effectively. These services are delivered in all Richmond Secondary schools as well as to newcomers, parents and others in the broader community.

**Changes that will impact grant use (if applicable):**

There are no changes that will impact grant use.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	2,092,866.00	2,137,390.00
<b>Total Expenses:</b>	2,044,688.00	2,137,390.00

**Health, Social & Safety 2014**  
**Chimo Community Services**

**Over \$5000**

**Multi Year - Year 3**  
**Summary Page 2**

<b>Annual Surplus or (Deficit):</b>	19,561.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	(17,677.00)	0.00

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

**Last Complete Year:**

Accumulated deficit from previous years.

**Current Year:**

Balanced budget

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

Unable to hire the number of Settlement Workers budgeted for under our Settlement and Integration Program. Those workers have all been hired to date.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$47,000	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$47,940

**Recommendation:**

Same level as last year with a CoL increase for Crisis Response Services as well as Community Engagement/Education.

**Staff Comments /**

**Conditions:**

None



**Multi-Year Grant Application for 2014  
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:** \$46,600

**Number To Be Served: 243  
Richmond Residents: 181**

**Proposal Title:** Richmond Counselling, Support and Therapeutic Education Program

**Grant Request Summary:**

This current grant 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 33 years. This program offers individual, couples, family and group counselling and is fully accredited by CARF International. This FSGV program serves clients of all ages, family configurations and income groups addressing a wide spectrum of concerns including parenting issues, emotional and behaviour difficulties in children and youth, relationship difficulties, settlement, loss and grief. This program prioritizes and works in partnership with other Richmond agencies. It is accessible to people who cannot afford private counselling services and do not qualify for other specific services in the community.

**Changes that will impact grant use (if applicable):**

No changes from Year 1 application

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	23,530,137.00	24,676,479.00
Total Expenses:	23,490,522.00	24,676,201.00
Annual Surplus or (Deficit):	39,615.00	277.00
Accumulated Surplus or (Deficit):	0.00	0.00

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

**Last Complete Year:**

The surplus last year was to balance out the large deficit from the previous year of 201,157.00

**Current Year:**

The projected surplus for the current year is immaterial 277.00

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

There is no accumulated deficit as it has been balanced by net assets of the agency as demonstrated in audited financial statements.



**Multi-Year Grant Application for 2014  
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:** \$46,600

**Proposal Title:** Richmond Counselling, Support and Therapeutic Education Program

**Grant Request Summary:**

This current grant 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 33 years. This program offers individual, couples, family and group counselling and is fully accredited by CARF International. This FSGV program serves clients of all ages, family configurations and income groups addressing a wide spectrum of concerns including parenting issues, emotional and behaviour difficulties in children and youth, relationship difficulties, settlement, loss and grief. This program prioritizes and works in partnership with other Richmond agencies. It is accessible to people who cannot afford private counselling services and do not qualify for other specific services in the community.

**Changes that will impact grant use (if applicable):**

No changes from Year 1 application

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	23,530,137.00	24,676,479.00
<b>Total Expenses:</b>	23,490,522.00	24,676,201.00
<b>Annual Surplus or (Deficit):</b>	39,615.00	277.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

The surplus last year was to balance out the large deficit from the previous year of 201,157.00

**Current Year:**

The projected surplus for the current year is immaterial 277.00

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

There is no accumulated deficit as it has been balanced by net assets of the agency as demonstrated in audited financial statements.



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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$46,600	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**                \$46,600

**Recommendation:**    Same level as last year, for the full amount requested, for individual, family and group counselling services.

**Staff Comments /  
Conditions:**            None



**Grant Application Summary for 2014  
Health, Social & Safety Program**

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

**Society:** Mennonite Brethren Church of British Columbia

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** Food For Life community meal

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 210

**Richmond Residents:** 200

**Grant Request Summary:**

Food For Life is a free community meal offered every Wednesday from September to June. Richmond Bethel Church hosts this service with its volunteers who prepare and serve the meals.

Although the meal service is open to anyone who comes, we find that our outside guests fall primarily into 3 groups - the disadvantaged, new immigrants, and the elderly. They come in growing numbers not only for the free hot meal, but also for the camaraderie and social interaction that they might not otherwise receive.

We at Richmond Bethel Church believe that this meal service helps to build a greater sense of community in Richmond by bringing a varied group of people together on a regular basis.

**Richmond Services Received by Your Organization:**

As a religious organization, Richmond Bethel Church receives property tax relief from the city of Richmond.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	383,591.00	252,236.00
<b>Total Expenses:</b>	348,442.00	240,246.00
<b>Annual Surplus or (Deficit):</b>	35,149.00	11,990.00
<b>Accumulated Surplus or (Deficit):</b>	(68,357.00)	(63,409.00)

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

**Last Complete Year:**

1. Extraordinarily high weekly offerings throughout the year
2. Unplanned rental revenues
3. Reduced salary expenditures

Operating surpluses are used towards paying down existing debt.

**Current Year:**

Figures are current to Oct. 31, 2013 only.

1. Property insurance has not yet been paid (will be in Nov)
2. Monthly expenditures slightly lower than planned up to Oct.

We anticipate that a slight deficit is likely by yearend when all annual expenditures are accounted for.

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

Upgrading the kitchen in 2012 to meet requirements for our weekly community meal was a large capital outlay which required a loan, and this is expressed as our accumulated deficit.

**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	\$5,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00

**Health, Social & Safety 2014**  
**Mennonite Brethren Church of British Columbia**

**\$5,000 or Less Single Year**  
**Summary Page 3**

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	Dream Auction	Amount	\$6,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$9,000.00**

Total Proposed Budget: **\$20,000.00**

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$2,550

Recommendation: Same level as last year with CoL increase to fund a community meal program.

Staff Comments /  
Conditions:

None



## Multi-Year Grant Application for 2014

### Health, Social & Safety Program

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

**Society:** Minoru Seniors Society

**Grant Type:** \$5,000 or Less Multi Year - Year 2

**Grant Request:** \$5,000

**Number To Be Served:** 220

**Proposal Title:** Greenhouse Social

**Richmond Residents:** 220

#### Grant Request Summary:

Proposed activity: Intergenerational opportunity for seniors and youth to grow and harvest healthy produce to be donated to the local Food Bank. The work includes seeding, transplanting and harvesting in raised and accessible garden beds as well as a social component at the end of each session with refreshments and sharing of stories and ideas.

Transportation is provided to and from the Sharing Farm from allocated community centres. The sessions have an emphasis on sharing and socializing between generations with an agri-education component.

Community benefits: strengthens communications, maximizes resources, expands service, increases cultural exchange, stimulates learning, increases socialization and social skills, increases emotional support and enhances community interactions.

Strategic direction # 2 from the Older Adult Service Plan, Providing Relevant and Appropriate Services encourages the expansion of intergenerational programming for the benefit of seniors and youth, which this program is able to fulfill.

#### Changes that will impact grant use (if applicable):

Year one of the program was extremely successful with buses running at near capacity each week. There was a great mix of seniors and youth working on the farm followed by a social where stories and ideas were shared. As successful as the program was, the Society only received half the amount requested (\$2500), which meant the program budget had to be adjusted from the original grant outline. The intent was to hire two leaders, but only one was contracted. The large venue and the varied needs and abilities of the participants were impaired as the program lacked the individual attention required. As a consequence the participants couldn't rotate through a variety of activities during their sessions.

In addition, reduced funding meant less supplies were purchased for the participants, i.e. low stools for the seniors to sit on while weeding and ergonomically correct hand tools. A planned social including coffee, tea and healthy snacks were to be provided after each session, however this option was also reduced. Additional funding would provide for an end of season social wrap-up allowing participants to cement the connections made over the summer.

As a result of feedback provided from the first summer, the program could be expanded to include an educational component, inviting guest speakers and providing cooking demonstrations or using the wood fired kiln on site.

#### FINANCIAL INFORMATION

##### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	392,763.00	428,708.00
Total Expenses:	371,462.00	409,654.00
Annual Surplus or (Deficit):	21,301.00	19,054.71
Accumulated Surplus or (Deficit):	270,631.00	296,474.72

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

###### Last Complete Year:

Surplus is negligible for an operation this size.

###### Current Year:

Surplus is negligible for an operation this size.

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

Surplus is negligible for an operation this size.

#### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$2,500	Health, Social & Safety

#### GRANT RECOMMENDATIONS

**Recommended  
Amount:** \$3,500

**Recommendation:**

Increased level to support  
the Greenhouse Social intergenerational program.

**Staff Comments /  
Conditions:**

Other Grants to support the project must be sought to  
remain eligible.



**Grant Application for 2014  
Health, Social & Safety Program**

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

**Society: Multicultural Helping House Society**

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

**Grant Request: \$51,808**

**Proposal Title: Health & Wellness Program**

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served: 1900**

**Richmond Residents: 150**

**Grant Request Summary:**

MHHS seeks funding for an innovative Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. It aims to include activities that assists live-in caregivers and seniors in Richmond to

become informed on healthy lifestyles, become socially adjusted and engaged.

This program will provide health information and learning resources to them. Group activities will provide an opportunity for seniors and live-in caregivers to work together to support and encourage healthier lifestyles. Moreover, this program intends to encourage volunteerism and engagement, reduce social loneliness and isolation and improve, restore, promote and maintain optimal health. This program will likely lead in the reduction of seniors and live-in caregivers being hospitalized. It will also decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada.

Proposed activities include Fitness through Dance and Meditation in Motion, Mind Games, Healthy Food Information Sessions, Health Education, Networking and Experience-sharing and fitplus cooking.

**Richmond Services Received by Your Organization:**

Previously, in exchange for every member registered, the Minoru Seniors Society provided the club one of the facility rooms for use.

**FINANCIAL INFORMATION**

**Your Society's Budget:**



**Health, Social & Safety 2014**  
**Multicultural Helping House Society**

**Over \$5000      Single Year**  
**Summary Page 2**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	638,310.00	527,945.00
Total Expenses:	618,891.00	511,927.00
Annual Surplus or (Deficit):	19,419.00	16,018.00
Accumulated Surplus or (Deficit):	153,263.26	0.00

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

**Last Complete Year:**

due to revenue derived from facility rent

**Current Year:**

n/a

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

fundraising and membership fees

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$8,160	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$36,561.72
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$2,496.00
Utilities and Telephone	\$1,000.00
Supplies	\$1,200.00
Equipment	\$1,500.00
Photocopying	\$550.00
Program Materials	\$4,500.00
Local Travel	\$1,000.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$51,807.72</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Richmond Seniors Network	\$7,875
Funder 2 Name	Times Telecom	\$3,000
Funder 3 Name		

**Amount Your Society will Provide:** **\$10,000.00**

Total Proposed Budget:

\$72,683.00

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**              \$8,323

**Recommendation:**

Same level as last year with CoL increase to support the Health & Wellness Program for seniors and live-in caregivers.

**Staff Comments /  
Conditions:**

Other grants to support the program must also be sought to remain eligible.



## Grant Application Summary for 2014 Health, Social & Safety Program

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

**Society:** Pacific Post Partum Support Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$4,800  
**Proposal Title:** Childminding at our Richmond Postpartum Support Group  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 30  
**Richmond Residents:** 30

### Grant Request Summary:

This grant provides for on-site childcare for mothers who attend the weekly Richmond facilitated support group for women experiencing postpartum depression or anxiety. Offering childcare for this group increases attendance and therefore group impact dramatically. The group now usually operates at capacity: 8 women, most of whom bring one or more children.

Furthermore, the childcare provided by trained and experienced childminders is an important component in mothers' recoveries. The professional child care workers staff a clean, spacious and welcoming child care room at Richmond Garratt Wellness Centre and provide some immediate practical relief for mothers. Many depressed or anxious mothers do not want to leave their infants; on-site childcare enables these mothers to both attend group and care for their children. Often this childcare is the first break the mother has had since the birth of the child. The mothers feel comfortable knowing their children are near, and they can temporarily leave the group meeting to nurse or settle their children.

### Richmond Services Received by Your Organization:

We receive free use of rooms at Richmond Garratt Wellness Centre for our support group and for the childcare for the group, weekly (ongoing).

### FINANCIAL INFORMATION

#### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	325,918.00	349,729.00
Total Expenses:	355,026.00	349,729.00
Annual Surplus or (Deficit):	29,108.00	0.00

Accumulated Surplus or (Deficit): 0.00 0.00

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

**Last Complete Year:**

Last year we changed our Gaming funds calendar to "push forward" instead of utilizing funds in that same month received. We had wanted to do this for quite some time but needed a surplus year to do so. From this change, we had zero Gaming funds last year compared to 67,000. We actually had a great year last year.

**Current Year:**

We expect to balance our budget by cutting services that we added last year (extended phone support, additional staff hours) as we did not receive the same funding this year as the last. This is quite frustrating as we are receiving more calls than last year, yet cutting staff hours.

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

n/a

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

Year	Amount	Grant Program
2008	\$2,500.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$4,800.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$4,800.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Vancouver Coastal Health - Richmond	<b>Amount</b>	26,871.00
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**Health, Social & Safety 2014**  
**Pacific Post Partum Support Society**

**\$5,000 or Less Single Year**  
**Summary Page 3**

Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00
Amount Your Society will Provide:		<u>\$112.00</u>
Total Proposed Budget:		<u>\$6,912.00</u>

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$1,500

**Recommendation:** To assist with child-minding expenses to enable those with postpartum depression to access support services.

**Staff Comments /**  
**Conditions:** None

**Society: PLEA Community Services Society of BC****Grant Type: Over \$5000 Single Year****Grant Request: \$10,000****Proposal Title: KidStart Mentoring Program****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 300****Richmond Residents: 20****Grant Request Summary:**

KidStart is an award winning, prevention and diversion program for kids age 6+ that provides carefully screened and selected adult volunteers to mentor vulnerable children and youth. The program has been operating for more than twenty eight years.

KidStart is constantly trying to alleviate a growing waitlist of children waiting for mentors. KidStart kids are experiencing difficulties in their lives which make them vulnerable to crime, gang activity, addiction and exploitation. They may be struggling at school, have a learning difficulty, be children living in poverty, children of the working poor or children of Landed Immigrants. Due to their diverse circumstances, these children may not be eligible for other mentoring programs such as Big Brothers. In many cases, the KidStart volunteer mentor is the most significant role model in their lives and provides the stability they need to make good choices, finish school, and develop positive life skills.

**Program Description: Providing Positive Role Models and Community**

-KidStart supports marginalized children and youth by providing the time of supported volunteers to build their skills and knowledge to help reduce barriers to success.

- KidStart services are delivered one-to-one, by volunteers who are carefully selected and supported by our professional Coordinators of Volunteers who have backgrounds in addictions treatment, youth development, criminology and family studies.

- The goal of our volunteer mentors is to develop a positive relationship with the young person and engage kids in activities that promote success and achievement. They encourage kids to develop their own interests, support learning and education opportunities, self reliance and skill-building, and open doors to community life.

- Mentors model positive attitudes and values. They enhance the capacity of marginalized young people to create opportunities for themselves by encouraging and supporting them through role modeling and advocacy. Many of our mentors set examples with their own work and education accomplishments. Promoting education opportunities for youth has always been a KidStart objective.

- KidStart volunteers are a culturally diverse group with 50% of volunteers speaking one of twenty languages. They represent the diverse population of families we service.

**Short Term Measurable Goals and Expected Results in 2013/2014:**

- To connect vulnerable children and youth with caring volunteer mentors and provide continuing support to those ongoing relationships. Approximately 40 applicants complete the application procedure each month and approximately 36 applicants, or 90%, come for an interview. Approximately 10-12 become new volunteer mentors per month with a total of 132 per year. Our goal for 2013/2014 is to increase our monthly totals to 13-14 per month or approximately 160 new volunteers per year.

-Continue to provide volunteers with opportunities to attend training and workshops to develop the skills they need to fulfill their mentoring responsibilities. This year we are providing workshops on Crisis Intervention and Suicide Prevention, Developing Sensitivity in Our Communications with Youth, Working with Expectations, Building Relationships, Preventing the Sexual Exploitation of Children and Youth, Verbal De-escalation, Bullying, Duty to Report as well as opportunities to complete First Aid and CPR training. We are also soliciting feedback from volunteers on about the topics they would like more training in. We follow best practices and ensure that roundtable meetings and training are held

every four to six weeks.

-Provide free or subsidized tickets (sporting events/concerts/activities) to volunteer mentors to share with KidStart kids. This gives vulnerable children and youth the opportunity to try activities and go to events the same as any other young person their age. This is made possible thanks to our partners Kids Up Front and other generous donors.

-We will develop and re-design our KidStart website to increase our ability to recruit volunteers, provide resources and reporting features for current mentors, acknowledge our partners and funders and information for families. We will continue to enhance our online presence through social media and the new Volunteer Mentor Blog that we are launching this summer.

-Publicize the benefits of mentoring. Marketing efforts help us recruit volunteers and generate awareness about our programs.

-Provide more than 60 vulnerable children and youth with an opportunity to attend summer camp and day camps.



**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>	20,921,422.00	21,342,331.00
<b>Total Expenses:</b>	20,696,432.00	21,297,330.00
<b>Annual Surplus or (Deficit):</b>	224,990.00	45,001.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

PLEA has been able to subsidize the operations of KidStart through savings realized in administration costs however with reduced government and private sector funding; many services are experiencing a forced reduction in services. In 2013, we experienced an increase in costs for the program and will be actively seeking support from our funders to assist us in meeting this need.

PLEA recognizes that due to the current economic climate, donations and grants have reduced over time in all of our program areas. PLEA will continue to contribute to KidStart in order to continue to meet the needs of the children and families accessing our waitlists.

**Current Year:**

PLEA has been able to subsidize the operations of KidStart through savings realized in administration costs however with reduced government and private sector funding; many services are experiencing a forced reduction in services. In 2013, we experienced an increase in costs for the program and will be actively seeking support from our funders to assist us in meeting this need.

PLEA recognizes that due to the current economic climate, donations and grants have reduced over time in all of our program areas. PLEA will continue to contribute to KidStart in order to continue to meet the needs of the children and families accessing our waitlists.

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

N/A

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

Year	Amount	Grant Program
<b>PROPOSED CITY GRANT USE</b>		
Personnel (Salaries and Benefits)		\$342,363.00
Consultant Services		\$5,000.00
Volunteer Support (e.g. expenses, recognition)		\$79,490.00
Office Rent or Mortgage		\$44,291.00
Utilities and Telephone		\$2,800.00
Supplies		\$7,362.00
Equipment		\$6,762.00
Photocopying		\$7,150.00
Program Materials		\$6,600.00
Local Travel		\$28,421.00
Other		\$59,042.00
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Memberships (for volunteer recruitment and fundraising) and Staff Training   Website Costs   Marketing and Fundraising Costs   Administration Costs </div>		
<b>TOTAL</b>		<b><u>\$589,281.00</u></b>
<b>Financial Assistance from Other Sources (if applicable):</b>		
Funder 1 Name	BC Gaming - Direct Grant	\$85,000
Funder 2 Name	RBC Foundation	\$40,000
Funder 3 Name	City of Vancouver	\$35,000
<b>Amount Your Society will Provide:</b>		<b><u>\$189,881.00</u></b>
<b>Total Proposed Budget:</b>		<b><u>\$589,281.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$0

**Recommendation:** Declined due to insufficient partnerships and demonstration of need in Richmond, and this organizations provides funds to Children of the Street

Society (above).

**Staff Comments /**  
**Conditions:**

None



## Multi-Year Grant Application for 2014

### 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:** \$210,856

**Number To Be Served:** 5500

**Richmond Residents:** 5500

**Proposal Title:** The Centre of Excellence for the Prevention of Problem Gambling, Substance

#### Grant Request Summary:

The City grant enables Richmond Addiction Services Society (RASS) to offer the continuum of prevention services in the City of Richmond including substance use, gambling and other addictive behaviours. This work occurs within the city, community centres, schools and within other agencies. We aim to delay onset of first use and reduce the harm of current use for the individual, family and community. We raise the awareness in the community regarding the consequences of problematic substance use, gambling and other addictive behaviours such as the overuse of the computer or the internet. Increasing awareness in parents, children, grandparents and adults enables the community to learn how to communicate about these issues in safe ways where people can ask for help and support. In addition to community members, we aim to build the capacity in other professionals and community partners allowing our community to help and support its citizens holding true that "every door is the right door" when asking for help.

#### Changes that will impact grant use (if applicable):

The only changes are in the amount requested due to recent changes in the Collective Bargaining Agreement and yearly increases for unionized staff members.

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	1,084,658.00	1,211,527.00
<b>Total Expenses:</b>	1,079,763.00	1,211,527.00
<b>Annual Surplus or (Deficit):</b>	4,895.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	117,950.00	117,950.00

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

##### Last Complete Year:

Small surplus due to additional grants received.

##### Current Year:

No surplus or deficit budgeted.

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

Accumulated surplus derived from other funding sources over the years.

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

Year	Amount	Grant Program
2013	\$198,377	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$202,345

**Recommendation:**

Same level as last year with CoL increase to be equally allocated to (1) problem gambling prevention and (2) substance misuse and other addictive behaviour prevention.

**Staff Comments /  
Conditions:**

None



**Grant Application Summary for 2014**  
**Health, Social & Safety Program**

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

**Society:** Richmond Amateur Radio Club  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$3,000  
**Proposal Title:** Emergency Communications and Community Event Support  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** Population of Richmond  
**Richmond Residents:** All

**Grant Request Summary:**

For the Richmond Amateur Radio Club (the club) to effectively carry out its Emergency Communications and Community Support programs, additional funding is required for communications collateral, safety equipment and volunteer support expenses. This will allow the club necessary resources to maintain its role in providing emergency communications support at local community events in Richmond (e.g. Steveston Salmon Festival, Canada Day Parade, Terry Fox Run, SOS Children's Villages Run) and educating the general public about Amateur radio in emergency communications at local community events (e.g. presentations at CCM Safety & Secure Living Fair, BC Science Teachers' Association Conference, City of Richmond Works Yard Open House). By supporting local community activities, and contributing to the overall safety of those events, the club will be more experienced and better prepared to carry out its role in emergency communications support for the City of Richmond through its affiliation with the city's Emergency Social Services (ESS), and as a member of the Provincial Emergency Program (PEP).

**Richmond Services Received by Your Organization:**

Use of meeting room at Steveston Community Centre for club meeting and radio courses and use of City Works Yard for parking of emergency communications trailer. These are in-kind exchange of services for the club's volunteer services to the City of Richmond and Steveston Community Society without any economic value.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	4,605.22	1,941.00
<b>Total Expenses:</b>	4,939.04	1,940.00
<b>Annual Surplus or (Deficit):</b>	(333.82)	1.00

**Health, Social & Safety 2014**  
**Richmond Amateur Radio Club**

**\$5,000 or Less Single Year**  
**Summary Page 2**

**Accumulated Surplus or (Deficit):** (424.73) (423.73)

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

**Last Complete Year:**

Purchase of necessary antenna equipment for Intl. Space Contact program with local high school.

**Current Year:**

n/a

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

Annual deficit absorbed by bank account balance of retained surplus from previous years.

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

Year	Amount	Grant Program
2013	\$1,500	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$800.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,600.00
Local Travel	\$0.00
Other	\$600.00

Safety equipment (e.g. hard hats, visible T-shirts),  
emergency equipment for communications trailer (e.  
g. fire extinguisher, spare tire), training equipment

**TOTAL** **\$3,000.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Province BC Community Gaming Grant	<b>Amount</b>	<b>\$6000</b>
<b>Funder 2 Name</b>		<b>Amount</b>	<b>\$0.00</b>

**Health, Social & Safety 2014**  
**Richmond Amateur Radio Club**

**\$5,000 or Less Single Year**  
**Summary Page 3**

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<b>Funder 3 Name</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Amount Your Society will Provide:</b>		<b><u>\$1,900.00</u></b>
<b>Total Proposed Budget:</b>		<b><u>\$10,900.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$1,530

**Recommendation:**

Same level as last year with a CoL increase for equipment repair and replacement as well as volunteer expenses.
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**Staff Comments /  
Conditions:**

None
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**Grant Application Summary for 2014**  
**Health, Social & Safety Program**

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

**Society:** Richmond Carefree Society

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** Richmond Carefree Society Children's Playgroup

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 16

**Richmond Residents:** All

**Grant Request Summary:**

Richmond Carefree Society provides support for local families with special needs by providing a twice weekly playgroup for children ages one to three years. Committed to helping Richmond families who may be at risk, the Children's Playgroup provides social stimulation, age appropriate activities and weekly music therapy for infants and toddlers who have a special need, or have a family member that needs extra support. This may include parents of multiples or families with a member with health concerns or mental health challenges. Operating since 1969 with the loving care of volunteers, Richmond Carefree Society provides children with a safe and friendly environment to grow and learn, while allowing their parents a much-needed break. In order to ensure that all qualifying families are able to participate, Richmond Carefree Society provides safe transportation for the children to and from the program for those requiring the service.

**Richmond Services Received by Your Organization:**

Use of East Richmond Hall at no cost

Transportation and music therapy subsidy

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	12,479.00	14,900.00
Total Expenses:	12,545.00	14,840.00
Annual Surplus or (Deficit):	(66.00)	60.00
Accumulated Surplus or (Deficit):	9,673.14	0.00

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

**Last Complete Year:**

Insufficient grant funding

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus will address the funding gap between our fiscal year end of August 2013 and the pending notification of funding for 2014.

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

Year	Amount	Grant Program
2013	\$5,000	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,500.00

Insurance - \$1,400.00

Music Therapy - \$1,100.00

**TOTAL** **\$5,000.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Gaming Grant	Amount	\$5,000
Funder 2 Name	Variety Club	Amount	\$5,000.00
Funder 3 Name		Amount	\$0.00

**Amount Your Society will Provide:** **\$1,500.00**

**Total Proposed Budget:** **\$16,500.00**

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**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,000

**Recommendation:** Same level as last year, for the full amount requested, for twice weekly playgroup for local families with children with special needs.

**Staff Comments /  
Conditions:** None



**Multi-Year Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Richmond Family Place Society  
**Grant Type:** Over \$5000 Multi Year - Year 3  
**Grant Request:** \$30,000  
**Proposal Title:** Richmond Family Place Programs

**Number To Be Served: 8800**  
**Richmond Residents: 99%**

**Grant Request Summary:**

Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP provides a wide array of preventative services and support programs to families with children birth to 12 years of age living in Richmond. These programs are delivered by qualified Early Childhood Educators and Pre-Teen Workers at 14 different sites throughout Richmond. The essence of a Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need, and to support the family as a whole. By participating in Family Place programming, parents feel less isolated, develop important social networks, establish a sense of belonging to their community and acquire a greater level of self confidence and self-esteem. This enables them to play a more active role in the community; they are more willing to be involved, to participate in problem solving efforts, to participate in community building initiatives, to care for and look after one another and to have a greater level of commitment to improving the community they live in. Families are given information about other community resources.

In addition to this, space at Debeck is made readily available and accessible to other community serving agencies for the purpose of providing programs that benefit the health and well-being of families, and therefore communities. Strong and healthy families build strong and healthy communities

**Changes that will impact grant use (if applicable):**

No significant changes will impact grant use from year one application.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	734,277.00	896,377.00
<b>Total Expenses:</b>	739,933.00	892,527.00
<b>Annual Surplus or (Deficit):</b>	(5,656.00)	3,850.00
<b>Accumulated Surplus or (Deficit):</b>	56,642.00	60,492.00

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

**Last Complete Year:**

Small deficit due to delayed and decreased funding from The United Way of the Lower Mainland.

**Current Year:**

Small surplus to offset deficit from previous year

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

Solid financial management ensures a reserve fund to deal with emerging maintenance and equipment needs and any short fall in funding revenues.

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

Year	Amount	Grant Program
2013	\$24,000	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$24,480

**Recommendation:**

Same level as last year with CoL increase for preventative services and support programs for families with children birth to 12 years.

**Staff Comments /**

**Conditions:**

None



**Grant Application Summary for 2014**  
**Health, Social & Safety Program**

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

**Society:** Richmond Food Bank Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Richmond Poverty Response/Richmond Rental Connect  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 200  
**Richmond Residents:** all

**Grant Request Summary:**

**Richmond Poverty Response Committee and Richmond Rental Connect Project**

Richmond Poverty Response Committee has an objective to raise awareness and educate the community to the impacts of poverty and factors to help alleviate the effects of poverty. PRC has launched a project called "Richmond Rental Connect" that offers a free service that connects secondary suite landlords with tenants seeking affordable rental housing.

**Target groups**

Current affordable rental stock in Richmond is insufficient for peoples' needs. A typical Richmond two-bedroom apartment is \$1200 per month so a person needs to make \$48,000 per year to make it affordable (30% of income). The current rental crunch will be exacerbated between 2014 and 2019 as federal affordable housing funding is set to expire. Richmond Rental Connect assists low-income individuals and families (especially seniors, disabled, women and children) to find safe and affordable housing through a free matching service where landlords with secondary suites find suitable tenants and offer rents below-market. Both parties will take a mandatory workshop on building successful relationships (rights and responsibilities under the Residential Tenancy Act) before they can access the Registry. Both parties then possess the same information before entering into a tenancy agreement. Tenants become equal partners and their low-income does not make them targets for unscrupulous landlords. Landlords that apply want to contribute to the community and help where they can. Because the workshops, as well as the on-line registry, are free this acts as a recruitment tool for landlords that may not otherwise consider participating in the affordable rental market.

Community benefits

- Increase community understanding the characteristics and challenges of low income residents
- Increase access to affordable housing through the housing registry by helping individuals and families move out of poverty
- Promote an appropriate range of affordable rents to reduce the cost of living for low income households

Richmond Rental Connect Proposed Activities

On-going

Monitor and administer the access and postings to the site <http://www.richmondrentalconnect.ca>

Administer, monitor, evaluate and troubleshoot Rental-Connect website operations

Administer listings of accommodations and tenant needs and ensure up to date listings are also available.

Hold Bi-monthly workshops - Building Successful Tenant Landlord Relations

Develop and conduct follow up workshops on financial literacy, landlord mentoring and other topics identified by participants

Recruit volunteer professionals to facilitate workshops and recruit and train volunteers to assist in leafleting, workshop logistics and other tasks as they arise

Increasing participation in housing registry

Assist agencies and housing coordinators to access appropriate rental listings for clients

Work with Housing Coordinators in a range of Richmond agencies\* to ensure the registry balances the needs of tenants and landlords and the project becomes sustainable

Develop new partnerships for outreach to homeowners and landlords

Communications Strategy to inform and educate community members about poverty and affordable housing

Poverty Response Committee – [www.richmondprc.org](http://www.richmondprc.org)

Develop and implement a communications strategy that contributes to community dialogue to increase the understanding of the characteristics and challenges of low income residents and the dynamics of the affordable housing crunch

Strategies to include: Bi-annual newsletter, participation in community consultations, community events, awareness campaigns, presentations, media releases, use of social media, face book/twitter, etc.

Communications Strategy for Richmond Rental Connect

Develop and implement a communications strategy for increasing participation in housing registry by homeowners, landlords and tenants in the housing registry.

Strategy to include: Posters, leaflets, e-notices for promoting workshops, social media, print media, presentations, etc.

**Richmond Services Received by Your Organization:**

City of Richmond, Social Planning Departments, expertise of Affordable Housing Coordinator on affordable housing and relevant Richmond bylaws.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	9,071.00	27,902.35
<b>Total Expenses:</b>	19,149.00	11,831.35
<b>Annual Surplus or (Deficit):</b>	(10,078.00)	16,071.00



Accumulated Surplus or (Deficit):	0.00	0.00
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**Explanation for Annual Surplus or (Deficit):**

**Last Complete Year:**

Richmond Poverty Response Committee operates on a project basis with project terms overlapping with financial year of Richmond Food Bank. In the 2012 audited statement there was a fund balance at beginning of year of 13,729 yielding a fund balance of 3,651.00 at year end.

**Current Year:**

Total expenses represent January to October 2013, current fiscal year. The surplus includes expenses yet to be paid for November and December, with the remainder representing projects funds to be carried over for used in 2014.

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

none

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

Year	Amount	Grant Program
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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)**

Funder 1 Name Vancity	Amount	\$7,500.00
Funder 2 Name TD Canada Trust	Amount	\$5,000
Funder 3 Name	Amount	\$0.00

**Amount Your Society will Provide:**

**\$5,000.00**

**Total Proposed Budget:**

**\$22,500.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$5,000

**Recommendation:**

Same level as last year, for the full amount requested, to raise awareness of causes and impacts of poverty/homelessness and to operate the rental connect project supporting tenants and landlords.

**Staff Comments /**

**Conditions:**

None



**Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Richmond Food Security Society

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

**Grant Request:** \$15,000

**Proposal Title:** Building a Food Secure Richmond

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5000

**Richmond Residents:** 5000

**Grant Request Summary:**

Proposed activities covered under this grant include operating expenses for administrative costs, printing, telephone, food supplies and consulting fees for workshops and other programs (e.g. Youth at Risk Community Kitchen, Good Food Access Program, Food skills and Gardening Workshops).

Target population includes: youth at risk, seniors, new immigrants, and low-income individuals and families.

Community benefits of the proposal include: that individuals, families, youth and children have better and consistent access to healthy foods. In addition, these populations also have greater control over the food through the ability to grow, process, and make healthy, informed food choices. Many of our programs have the additional benefit of reducing social isolation among seniors and youth while building stronger networks of peer support.

We work to provide services that enhance individual and community food security, to foster education and engagement around food issues, and to build capacity for local self-reliance.

**Richmond Services Received by Your Organization:**

Nova Rural Park. Printing of the Richmond Local Food Guide. Staff supports organizing events, workshops, and forums. Garden supports through soil and compost amendments.

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	104,596.00	106,100.00
Total Expenses:	95,843.00	143,250.00
Annual Surplus or (Deficit):	8,753.00	(37,150.00)
Accumulated Surplus or (Deficit):	55,024.00	17,874.00

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

#### Last Complete Year:

Surplus dollars were internally restricted to the community garden program and externally restricted to the Richmond Food land asset Report and to the Richmond Incubator Farm Pilot Project.

#### Current Year:

Deficit occurred due to additional expenses allocated from the previous year for the Richmond Incubator Farm and for the Richmond Food Land Asset Report/land inventory study.

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

Accumulated surplus is intended for the Richmond Incubator Farm Program for the 2014 season Vancity Envirofund Grant deliverables.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$4,080	Health, Social & Safety

### PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$3,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$1,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$800.00
Program Materials	\$0.00

**Health, Social & Safety 2014**  
**Richmond Food Security Society**

**Over \$5000**      **Single Year**  
**Summary Page 3**

Local Travel	\$200.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$15,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver Coastal Health	\$37,400
Funder 2 Name	Vancouver City Savings Credit Union	\$30,000
Funder 3 Name		

Amount Your Society will Provide:	<b><u>\$15,000.00</u></b>
Total Proposed Budget:	<b><u>\$45,000.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:**              \$5,000

**Recommendation:** Increased level to assist with the Stir It Up Youth Kitchen and the Good Food Access Program.

**Staff Comments /**  
**Conditions:**

None



**Grant Application for 2014  
Health, Social & Safety Program**

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

**Society: Richmond Hospice Association**

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

**Grant Request: \$20,000**

**Proposal Title: Hospice Palliative Support Programs and Resources for Richmond residents**

**Grant Purpose: Operating Assistance**

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served: 200**

**Richmond Residents: 200**

**Grant Request Summary:**

Fund 2 part time staff positions at risk of being lost which are critical to the delivery of hospice palliative support in the city. Our services are available to all Richmond residents. These positions provide volunteer management, scheduling in all settings as well as support and recognition of volunteers, hospice palliative volunteer training programs (2 thirty hour programs annually). We provide the only training program for hospice palliative volunteers in Richmond. Also included are group facilitation of all of our group programs which are as follows 5, six week grief support groups annually, 3 ongoing monthly drop in groups, weekly walking and relaxation groups, community education and awareness programs at local community centres and our library program. All of our programs are free of charge in keeping with the mandate of the Canadian Hospice Palliative Care Association. Referrals are received from medical professionals, other social service agencies and by word of mouth. Last year our volunteers gave over 5000 hours to 600 Richmond residents.

**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>	84,262.00	90,000.00
<b>Total Expenses:</b>	85,369.00	90,660.00
<b>Annual Surplus or (Deficit):</b>	(1,107.00)	660.00
<b>Accumulated Surplus or (Deficit):</b>	(1,107.00)	(660.00)

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

**Last Complete Year:**

**Health, Social & Safety 2014**  
**Richmond Hospice Association**

**Over \$5000      Single Year**  
**Summary Page 2**

RHA is almost on target to have a balanced budget. Funding for programs is key to our success.

**Current Year:**

We have planned a balanced budget for this year. We are planning to bring our budget into line with our new social enterprise, the Hospice Flower Cart. This seasonal cart is a pilot project with the city of Richmond.

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

See above

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

Year	Amount	Grant Program
2013	\$7,000	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$16,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$1,500.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$500.00
Program Materials	\$500.00
Local Travel	\$0.00
Other	\$500.00

Snacks and refreshments for our programs

**TOTAL      \$20,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	BritishColumbia Gaming Commission	\$50,000
Funder 2 Name		
Funder 3 Name		

**Amount Your Society will Provide:      \$20,000.00**

**Total Proposed Budget:      \$60,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**                \$7,140

**Recommendation:** Same level as last year with CoL increase to assist with funding support workers for palliative care volunteers.

**Staff Comments /  
Conditions:** None





**Multi-Year Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Richmond Mental Health Consumer and Friends Society

**Grant Type:** \$5,000 or Less Multi Year - Year 2

**Grant Request:** \$5,000

**Number To Be Served:** 200

**Proposal Title:** Infra-Structure Building for Volunteer Program

**Richmond Residents:** 190

**Grant Request Summary:**

The target group for the proposal is mental health consumers who are volunteers with our organization.

Our purpose is to encourage the group to move ahead in their lives by acquiring skills that may help them in daily living or in the workplace.

In order to facilitate this process we would like to hire, on a part time basis, and administrative support staff who is currently a volunteer.

**Changes that will impact grant use (if applicable):**

No changes.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	512,240.02	509,901.00
<b>Total Expenses:</b>	503,833.77	509,901.00
<b>Annual Surplus or (Deficit):</b>	8,406.25	0.00
<b>Accumulated Surplus or (Deficit):</b>	8,406.25	0.00

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

**Last Complete Year:**

Housing subsidy surplus.

**Current Year:**

Not allocated yet.

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

n/a

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$3,570	Health, Social & Safety

**GRANT RECOMMENDATIONS****Recommended****Amount:** \$3,641**Recommendation:**

Same level as last year with CoL increase for operating expenses of the Volunteer Program, providing a supported employment opportunity.

**Staff Comments /****Conditions:**

None



**Multi-Year Grant Application for 2014  
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:** \$15,000

**Number To Be Served:** 6000

**Proposal Title:** RMCS Capacity Building

**Richmond Residents:** 5500

**Grant Request Summary:**

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to: identify and meet the unique needs of the growing immigrants and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and, provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada."

**Changes that will impact grant use (if applicable):**

There are no changes that will impact grant use. All funds will be used towards administrative salaries and benefits.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	1,194,000.00	765,433.00
<b>Total Expenses:</b>	1,154,000.00	765,433.00
<b>Annual Surplus or (Deficit):</b>	40,000.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	106,855.00	160,855.00

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

**Last Complete Year:**

The 40,000 surplus is from our Employment Services Centre Contract. 15,890 is invested in capital assets and 28,656 in unrestricted funds.

**Current Year:**

We do not foresee a surplus this year.

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

Our funding model requires that we have cash reserves to cover a minimum of 3 months of service delivery costs. Currently, our monthly service delivery costs are approximately 120,000 per month.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$10,200	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$10,404

**Recommendation:** Same level as last year with CoL increase for operating expenses to support immigrant, refugee and welcoming community programs.

**Staff Comments /  
Conditions:** None



**Multi-Year Grant Application for 2014  
Health, Social & Safety Program**

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

**Society:** Richmond Society for Community Living

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$14,280

**Number To Be Served:** 1027

**Proposal Title:** Family resource Program

**Richmond Residents:** 1027

**Grant Request Summary:**

The RSCL Family Resource Program provides information, resources and support to families that face the extraordinary circumstances that come with having a loved one who has a developmental disability. The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the Family Resource Program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individuals and the improved well-being of the family unit.

The Family Resource Coordinator also supports adults living with developmental disabilities by coordinating a Self-Advocates group which meets regularly to offer an opportunity for individuals to socialize and to participate in workshops designed to improve life skills and sense of belonging. Topics include nutrition, safety in the community and online and other health-related topics. In Spring of 2012, the Family Resource Coordinator broadened this program to include a weekly Peer Social Group which provides the opportunity for young adults with autism spectrum disorder to ease the transition from high school by creating a social network in the community.

The Family Support Coordinator provides information about supports and services available locally and provincially; and aids families and individuals during significant transitions. The Family Support Program aims to assist families through periods of transition that are not limited to times of crisis. The program provides family-to-family networking, training and information sessions for family members and individuals with a developmental disability in the community, as well as opportunities for parents to share their experiences and important information with others.

Through the Family Resource Program, health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate the connections for families with other specialized and generic services and supports. This creates efficiency in the referral process between organizations and consistency for

families who require multiple forms of support. In addition, the Family Resource Program promotes the partnership of other like-minded organizations through a series of workshops which provide information on a range of disability-related topics.

**Changes that will impact grant use (if applicable):**

There are no significant changes anticipated for the Family Resource Program that will impact grant use.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	10,423,706.00	10,569,891.44
<b>Total Expenses:</b>	10,321,899.00	10,514,345.18
<b>Annual Surplus or (Deficit):</b>	101,807.00	55,546.26
<b>Accumulated Surplus or (Deficit):</b>	132,807.00	188,353.56

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

**Last Complete Year:**

Surplus is being held in reserve in anticipation of capital expenses including van replacement and equipment and supplies purchased in support of a new adult day program site.

**Current Year:**

Accumulated surplus is being held in reserve in anticipation of 3% salary increases for union staff resulting from recent collective bargaining.

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

Accumulated surplus is being held in reserve in anticipation of the above expenses.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$5,892.4899 oooooooo	Child Care Capital
2013	\$5,000	Professional and Program Development
2013	\$14,280	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$14,280

**Recommendation:**

Same level as last year, for the full amount requested, to support the Family Resource Program to support families of those with developmental disabilities.

**Staff Comments /**

**Conditions:**

None



## Multi-Year Grant Application for 2014

### Health, Social & Safety Program

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

**Society:** Richmond Women's Resource Centre

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$53,000

**Number To Be Served:** 6141

**Richmond Residents:** 6141

**Proposal Title:** City Grant for Richmond Women's Resource Center

#### Grant Request Summary:

The RWRC is the only women's centre in Richmond. Our mission statement is: "To provide a supportive environment in which all women are supported and encouraged to achieve their fullest potential." We provide support and programs that empower women.

Our primary role is to enable women to obtain assistance they need, which increases their well-being and the well-being of their families. Many women we help come back to volunteer and help other women, thus giving back to the community.

The RWRC acts as an advocate speaking out on issues that affect women disproportionately, such as violence, poverty, child care, affordable housing and access to legal services.

#### Changes that will impact grant use (if applicable):

There has been no change from Year 1.

#### FINANCIAL INFORMATION

##### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	236,726.00	167,150.00
<b>Total Expenses:</b>	242,429.00	167,150.00
<b>Annual Surplus or (Deficit):</b>	(5,703.00)	0.00
<b>Accumulated Surplus or (Deficit):</b>	26,478.00	0.00

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

##### Last Complete Year:

The center was opened for additional hours for year 2013.

##### Current Year:



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

We have received additional funding from other sources during year 2011 and thus was accumulated.
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**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$15,300	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$15,606

**Recommendation:** Same level as last year, with CoL increase to support women's programs and services including skills training and support groups.

**Staff Comments /  
Conditions:** None



## Multi-Year Grant Application for 2014

### Health, Social & Safety Program

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

**Society:** Richmond Youth Service Agency

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$12,500

**Number To Be Served: 1635**

**Richmond Residents: 1635**

**Proposal Title:** Richmond Youth Centre Programs and Activities

#### Grant Request Summary:

The grant will be used to support a portion of the Richmond Youth Centre (RYC) Youth Activities Worker position that will operate the centre, organize activities, and work towards the recreational, inter-generational, learning, leadership and volunteer goals and activities of the centre. The benefits of this grant will include increased positive out of school activities, opportunities for social learning for children and youth, increased recreational opportunities, promotion of health and wellness for kids involved, opportunities for skill development for youth, support for career and life exploration, increased community connection, increased awareness for youth about social issues and supporting success for children and youth at school. In addition the grant will support volunteer driven activities by youth that impact their community at large. This will include the development of volunteer tutors, community improvement activities, a community based online magazine for youth, home work clubs and various community events including a Youth Forum which will engage and inform community members about the services, supports, opportunities for youth and families in Richmond.

#### Changes that will impact grant use (if applicable):

No significant changes have been made regarding the use or impact of this grant. There have been some minor activity changes, for example instead of a Community and Career Fair which happened in year 1, we held a Youth Forum in year 2 and due to its success will be doing this again in Year 3. Another new activity is a Breakfast Program that we are running in partnership with Blundell Elementary, which is another opportunity for youth volunteering and leadership.

#### FINANCIAL INFORMATION

##### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	1,378,103.00	1,288,458.00
<b>Total Expenses:</b>	1,378,103.00	1,288,458.00
<b>Annual Surplus or (Deficit):</b>	0.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

Last Complete Year:

**Health, Social & Safety 2014**  
**Richmond Youth Service Agency**

**Over \$5000**

**Multi Year - Year 3**  
**Summary Page 2**

n/a

**Current Year:**

n/a

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

n/a

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$12,500	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$12,500

**Recommendation:**

Same level as last year, for the full amount requested, to support the Richmond Youth Centre Activities Worker position.

**Staff Comments /**

**Conditions:**

None



## Multi-Year Grant Application for 2014

### Health, Social & Safety Program

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

**Society:** The Chinese Mental Wellness Association of Canada

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$38,924

**Number To Be Served:** 9500

**Richmond Residents:** 9500

**Proposal Title:** 2014 Promotion of Community Mental Wellness

#### Grant Request Summary:

Maintain funding toward support activities that promote psycho-social recovery and health promotion services. Monthly mental health education presentations, karaoke, dancing, tea groups, support groups, field trips, festival events, outreach support. English conversation class, knitting, mental health information events, choir, emotional support and networking, individual and family counselling in Mandarin & Cantonese, workplace skills training for family member volunteers and seniors impacted by mental issues. Target groups include the residents of Richmond and Chinese/English speaking individuals seeking help, information or support services for mental issues and referrals. The community benefit of CMWAC participants is huge, Individuals affected by depression can attend a 2 -3 week recovery workshop with Cognitive Behavior Treatment based healing strategies. Group/individual counselling offered by professional counselling team. CMWAC operating and service delivery supplement will benefit the Richmond residents while maximizing program benefits in assisting with overhead costs, promoting cost sharing with partner organizations, i.e. Richmond Library, Multicultural Helping House, Mood Disorders Asso. of BC, CMHA in Richmond, Richmond Chinese, Community Society, Richmond Women Resources Centre and Lions Clubs and Alliances of amateur opera and karaoke singers. It also assists in maintaining our active volunteer programs for individuals and family members with mental health issues while training interested volunteers in the field.

#### Changes that will impact grant use (if applicable):

N/A

#### FINANCIAL INFORMATION

##### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	93,662.00	119,084.00
Total Expenses:	84,670.00	114,560.00
Annual Surplus or (Deficit):	8,992.00	4,524.00
Accumulated Surplus or (Deficit):	0.00	0.00

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

Last Complete Year:

Unrestricted operating fund and operating cashflow carry forward.

**Current Year:**

Operating cashflow carry forward.

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

n/a

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

Year	Amount	Grant Program
2013	\$8,874	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$9,051

**Recommendation:**

Same level as last year with CoL increase to support operating expenses for mental wellness social activities and referrals to other community services.

**Staff Comments /**

**Conditions:**

None



## Multi-Year Grant Application for 2014

### Health, Social & Safety Program

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

**Society:** The Heart of Richmond AIDS Society

**Grant Type:** Over \$5000 Multi Year - Year 2

**Grant Request:** \$16,000

**Number To Be Served:** 1900

**Proposal Title:** Office and Administrative Operations

**Richmond Residents:** 1870

#### Grant Request Summary:

The office is the base for our operations and provides specific services to persons with HIV/AIDS, their friends, families and caregivers. These include: a group meeting place; location for individual guidance and advice; free computer facilities; information centre; distribution point for food and food vouchers; planning centre for our HIV 101 Education and Prevention Program which is presented annually to over 1,500 students in all Richmond high schools. This funding will cover some of the costs of this facility and the staff who manage it. The direct benefits are better, healthier lives for those living with HIV/AIDS, reducing the impact on health and community services. The indirect benefits of Education and Prevention are the avoidance of infection with HIV/AIDS along with the huge associated life changes and increased healthcare costs.

#### Changes that will impact grant use (if applicable):

Year 1 was successful, the client numbers increased. Services were maintained despite a number of difficulties, particularly the very serious illness suffered by our Outreach Worker. A combination of temporary staff and volunteers helped us through this period. Some of our equipment, particularly computer and associated items some of which were used/donated initially, are in need of replacement or upgrade. We have asked for an increase in funding to enable this to happen and to increase the functionality and efficiency of this facility..

#### FINANCIAL INFORMATION

##### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	143,373.42	164,000.00
Total Expenses:	142,845.42	164,000.00
Annual Surplus or (Deficit):	528.00	0.00
Accumulated Surplus or (Deficit):	7,545.22	7,545.22

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

##### Last Complete Year:

The accumulated surplus over the past 17 years has been minimal.

##### Current Year:

No surplus or deficit is anticipated in the current year so that no change in the accumulated surplus is anticipated.

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

NA

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

Year	Amount	Grant Program
2013	\$10,200	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$10,404

**Recommendation:**

Same level as last year with CoL increase for operating expenses to support programs for those with HIV/AIDS and their families, as well as education/prevention services.

**Staff Comments /  
Conditions:**

None

**Society:** The Parish of St. Alban's (Richmond)

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

**Grant Request:** \$20,863

**Proposal Title:** St. Alban's Extreme Weather Shelter, Drop In Centre, & Community Meal

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

**Start Date (if applicable):**
**End Date (if applicable):**
**Number To Be Served:** 700

**Richmond Residents:** 665

**Grant Request Summary:**

1. Extreme Weather Shelter - the only shelter in Richmond offering shelter and meals to the city's neediest women, children and men. Our mandate is to save lives, by opening on the coldest night of the year, but we offer more: dignity, companionship and service referrals. Over the years, we have helped several of our shelter guests secure jobs, get into rehabilitation programs, find housing, and reconnect with families. This not only helps the individuals, but it helps our community by reducing the number of people on the streets and reducing crime associated with homelessness.

2. Drop-In Centre - This initiative commenced in October 2012 and is open weekdays. This drop-in centre was identified as one of the top priorities for the City of Richmond by the Richmond Homelessness Coalition. The drop-in centre targets the poor, the marginalized and the isolated individuals in our city, including new Canadians (a large population in Richmond), people with mental health issues and those who are underemployed or unemployed. They may be some of the people who attend the St. Alban community meal each week, the close to 100 homeless individuals identified by the RCMP and local service providers, the 500 families fed by the Richmond Food Bank each week or the 36 people who were given shelter at the Extreme Weather Shelter last year. The purpose is to provide our guests with a place where they can be supported, re-engage with the community and be directed to counselling, health care information and employment services. Our aim is to help them become better equipped to sustain relationships and become more aware of community resources. In addition, our goal is to reduce the number of homeless people and those at-risk-of homelessness in our community as well as provide gainful employment for those currently unemployed or underemployed.



3. Community Meal - We serve a hot, nourishing meal to 140 - 175 people every Tuesday from September to June. We served 7,268 meals to men, women, children including seniors, families, new immigrants, the isolated and the poor. We also offer volunteer services.

**Richmond Services Received by Your Organization:**

The City has agreed to install a shower for use by the clients of the Shelter.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	147,501.00	158,275.00
Total Expenses:	231,440.00	240,335.00
Annual Surplus or (Deficit):	(83,938.00)	(82,060.00)
Accumulated Surplus or (Deficit):	0.00	0.00

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

**Last Complete Year:**

An increase in expenses along with a decrease in donations.

**Current Year:**

An increase in expenses along with a decrease in donations.

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

An increase in expenses along with a decrease in donations.

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

Year	Amount	Grant Program
2013	\$9,000	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$8,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00

**Health, Social & Safety 2014**  
**The Parish of St. Alban's (Richmond)**

**Over \$5000      Single Year**  
**Summary Page 3**

Other		\$2,862.00
	<div>Food</div>	
	<b>TOTAL</b>	<b><u>\$20,862.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	BC Housing	\$19,825
Funder 2 Name		
Funder 3 Name		

Amount Your Society will Provide:	<b><u>\$20,863.00</u></b>
Total Proposed Budget:	<b><u>\$62,589.00</u></b>

**GRANT RECOMMENDATIONS**

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

**Recommendation:**

Slight increase to support the extreme weather shelter, community meal and drop-in centre programs

**Staff Comments /  
Conditions:**

None



**Grant Application Summary for 2014  
Health, Social & Safety Program**

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

**Society:** Touchstone Family Association  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$4,000  
**Proposal Title:** Street Smarts  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 40  
**Richmond Residents:** All

**Grant Request Summary:**

A community based program for at-risk-youth called "Street Smarts" was established in the community of Richmond in 2008 in response to a growing concern for street level gang violence amongst youth in the community. Many of the youth connected to Street Smarts have self-identified as having direct or peripheral involvement with street gangs. The aim of the program is to support youth to deconstruct the gang lifestyle and to offer support in transitioning from a "gang" oriented image and lifestyle to a self-image that is a reflection of their vision and higher goals that they have for themselves. The Street Smarts group runs twice a year, once in the fall/winter and once in the fall/spring. It also has a summer recreation component that provides recreational opportunities to troubled youth during the summer helping to keep them busy as well as connecting them to community.

**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>	2,943,309.00	2,722,775.00
<b>Total Expenses:</b>	2,930,085.00	2,861,242.00
<b>Annual Surplus or (Deficit):</b>	13,224.00	(138,467.00)
<b>Accumulated Surplus or (Deficit):</b>	602,988.00	454,421.00

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

**Last Complete Year:**

MCFD made a one time only lump sum payment to cover back operating deficits.

Current Year:

MCFD has been unable to annualize the operating deficits into current contract

Explanation for Accumulated Surplus or (Deficit):

Endowment Funds and Real estate disposal.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$4,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	\$2,000.00

Bus tickets for youth, food, and recreation.

**TOTAL** **\$4,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Ministry of Justice - Civil Forfeiture	Amount	\$70,000.00
Funder 2 Name	Service Canada	Amount	\$2,300.00
Funder 3 Name	Coast Capitol	Amount	\$15,000.00

Amount Your Society will Provide: **\$4,000.00**

Total Proposed Budget: **\$95,300.00**

GRANT RECOMMENDATIONS

Recommended

**Amount:** \$4,000

**Recommendation:** Same level as last year, for the full amount requested, to support the Street Smarts program for at-risk-youth.

**Staff Comments /  
Conditions:**

None

**Society:**                    **Turning Point Recovery Society**

**Grant Type:**            **Over \$5000      Multi Year - Year 1**

**Grant Request:**        **\$12,500**

**Proposal Title:**        **Domestic Violence Substance Abuse (DVSA) Program**

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:**                    **150**

**Richmond Residents:**                    **75**

**Grant Request Summary:**

Turning Point Recovery Society is proposing to continue the delivery of our innovative Domestic Violence Substance Abuse (DVSA) counselling program to individuals in our residential addictions recovery programs in Richmond who have experienced trauma, domestic abuse and addiction. Turning Point will continue to partner with non-profit organizations in Richmond that specialize in the provision of domestic violence and family counselling services including Family Services of Greater Vancouver, Richmond Addiction Services, Touchstone Family Association, Vancouver Coastal Health Authority-Richmond Transitions Program, and Chimo Community Services.

The DVSA program addresses one of the biggest obstacles (unresolved trauma) for longer term recovery. Services offered will assist our clients in increasing personal capacity by improving their coping skills and overall functioning. The program will provide individual and group counselling services including interventions for victims and offenders of abuse (where indicated) with a focus on how substance abuse, trauma and anger affects behaviour and impacts the family. Turning Point's DVSA program meets the priorities of the Council Term Goals of Community Wellness, Community Safety and Community Social Services

Approximately 100-150 individuals will receive services through this grant and will acquire skills to aid in reducing recidivism and maintaining abstinence. Requested funds will help to provide approximately 50 counselling groups per site and 25 individual counselling sessions during the fiscal year. Although Turning Point provides the DVSA program at all of our sites, funds requested in this proposal are for the Richmond sites only.

The DVSA program enhances treatment outcomes and reduces recidivism by providing clients with skills and education to assist them in living violence free and safe in recovery. By helping to eradicate familial abuse the DVSA program reduces the burden on the criminal justice system, policing, and health and social services - goals that are aligned with the City's recently released Social Development Strategy Strategic Direction 9: "To

Facilitate Strong and Safe Neighbourhoods" through Action 52 by collaborating with local police and community partners to promote Richmond as a safe and livable community.

Community benefits of Turning Point's addiction programs include lower social and economic costs of addiction through reduced policing, corrections and social services costs; reduced emergency room visits; reduced hospital bed use and length of stay; and improved health outcomes for individuals, families and communities.

Turning Point will continue to work with our service partners through the RCSAC and the Richmond Family Violence Prevention Network to raise the profile of domestic violence in our community in an effort to break down the barriers that are often connected to spousal or familial abuse. The DVSA program is not offered elsewhere in Richmond or the Lower Mainland at this time.

**Richmond Services Received by Your Organization:**

Turning Point currently leases a home from the City of Richmond located at 10191 No. 2 Road for the purposes of operating our Richmond Women's Support Recovery program. We have recently been granted a 50% reduction in rent and an extension of our lease for up to 2 years.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	1,089,844.00	1,189,695.00
<b>Total Expenses:</b>	1,158,430.00	1,229,695.00
<b>Annual Surplus or (Deficit):</b>	(68,586.00)	(40,000.00)
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

We completed significant repairs to our Vancouver sites last year that we chose not to amortize. We also received funds to support our operations just prior to the end of the fiscal year that we chose to defer resulting in the deficit as indicated by our audit - attached.

**Current Year:**

At the time we projected our FY 2013-14 budget we anticipated a 40,000 deficit; however 7 months into our fiscal year as the result of significant fundraising efforts, we are currently forecasting ending the year with neither a deficit or surplus.

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

Turning Point does not carry accumulated deficits or surpluses year to year.

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

Year	Amount	Grant Program
2013	\$5,750	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$3,500.00
Consultant Services	\$4,800.00
Volunteer Support (e.g. expenses, recognition)	\$700.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$500.00
Supplies	\$700.00
Equipment	\$1,000.00
Photocopying	\$350.00
Program Materials	\$950.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$12,500.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver Coastal Health - Richmond	\$10,000
Funder 2 Name	Face the World Foundation	\$15,000
Funder 3 Name	Richmond Community Foundation	\$5,000

Amount Your Society will Provide:	<b><u>\$12,500.00</u></b>
Total Proposed Budget:	<b><u>\$37,500.00</u></b>

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$5,865

Recommendation: Same level as last year with CoL to support the Domestic Violence Substance Abuse Program for residents of mens' and womens' facilities.

Staff Comments /  
Conditions: None







## Multi-Year Grant Application for 2014

### Health, Social & Safety Program

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

**Society:** Volunteer Richmond Information Services Society

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$40,000

**Number To Be Served:** Entire community  
**Richmond Residents:** Entire community

**Proposal Title:** Volunteer Richmond Information Services Society Core Funding

#### Grant Request Summary:

Volunteer Richmond Information Services (VRIS) is a non-profit charitable society that has been operating in Richmond since 1972.

For over 40 years, Volunteer Richmond Information Services has been a leader in Richmond, "bringing people and services together through community information and volunteerism." VRIS contributes to an enhanced quality of life by: (1) Promoting the spirit of volunteerism in the community and coordinating the recruitment of volunteers, (2) Providing information and referral services to connect people with community services, and (3) Planning and implementing specific programs to meet identified needs in a changing community.

We are requesting the City of Richmond grant to support operating expenses and staff costs. The grant will support program development, enhancement and instruction expenses involved with running the community Volunteer Centre and Information Services, and the administrative service costs essential to our organization's charitable work.

The result of this support is our ability to continue, enhance and maximize the quality and delivery of programs and services to the Richmond community, and to non-profit organizations in the form of volunteer recruitment and referral, training programs and resource materials. It allows us to build community capacity by promoting volunteerism and providing the community at large with information about available resources, thus connecting people with community services through quality information and referral programs.

Services are available at our office in the Caring Place, by phone, on-line, through our

ambassadors at Richmond Centre Mall and community events, and through our training and workshops.

**Changes that will impact grant use (if applicable):**

There are no changes to the use of the grant from our Year 1 application.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,125,039.00	1,337,683.00
Total Expenses:	1,115,418.00	1,337,683.00
Annual Surplus or (Deficit):	9,621.00	0.00
Accumulated Surplus or (Deficit):	54,834.00	54,834.00

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

**Last Complete Year:**

Higher earned revenue than anticipated.

**Current Year:**

None planned.

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

A surplus is desirable for stability, as funding and revenue are uncertain, as is the timing of their arrival.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$10,000	Professional and Program Development
2013	\$37,230	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$37,975

**Recommendation:**

Same level as last year with CoL increase to support volunteer, charitable and information programs.

**Staff Comments /**  
**Conditions:**

None



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Re:** 2014 Child Care Capital Grants

**Date:** January 13, 2014  
**File:** 99-Community  
Services/2013-Vol 01

### Staff Recommendation

That, as outlined in this report from the General Manager of Community Services, dated January 13, 2014, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$26,869.

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

Att. 2

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

## **Staff Report**

### **Origin**

The purpose of this report is to recommend the expenditure of \$26,869.00 for Child Care Grants.

The report supports the following Council Term Goal:

#### *2. Community Social Services*

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

### **Findings of Fact**

The City has established two Child Care Reserve Funds:

- The Child Care Development Reserve Fund, established in 1994 for capital expenses including providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground development, and;
- The Child Care Operating Reserve Fund, established in April 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within the City of Richmond.

Council had previously approved the expenditure of \$50,000 from the Child Care Development Reserve Fund for Capital Grants in the 2014 Capital Budget. However, insufficient funding has accumulated in the Child Care Operating Reserve Fund to enable professional and program development grants to be offered in 2014. As a result, only the Child Care Capital Grants were made available for the 2014 Child Care Grants program.

In October 2013, a call for applications was posted on the City Page and City Website. A notice about the grants availability was also sent to the Richmond Child Care Resource and Referral Centre, and Vancouver Coastal Health Child Care Licensing for sharing with their child care operator contacts. The deadline for submissions was November 22, 2013. A total of five applications were submitted through the City's new online web based grant application system (Attachment 1).

### **Analysis**

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

- Developmental Disabilities Association;

- Richmond Society for Community Living;
- Richmond Society of Children's Centres; and
- Thompson Community Centre Association

The proposed capital grant projects included: installing a security system for a front entrance, constructing a sandbox shelter, replacing a dishwasher, and purchasing furniture and play equipment.

The subcommittee recommended grants be allocated for amounts based on the applicants' requests. Staff supports the recommendations and rationale for funding as proposed by CCDAC (Attachment 2).

### **Financial Impact**

The expenditure of \$26,869 is approved from within the existing 2014 Child Care Capital Projects which are funded from the Child Care Development Reserve.

### **Conclusion**

Staff recommends CCDAC's proposed expenditure of \$26,869 for 2014 Child Care Capital Grants. Funding is available from the 2014 Capital Budget to support these grants which will enhance the provision of quality, affordable and accessible child care throughout Richmond.



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

CEC:cec

## ATTACHMENT 1

**2014 Child Care Capital Grants**

<b>Applicant</b>	<b>Program</b>	<b>Purpose</b>	<b>Request</b>	<b>Recommendation</b>
Developmental Disabilities Association (Riverside Child Development Centre)	25 licensed spaces Group Care 30 months – School age	Install a security system to provide controlled entry at the front door	\$4,201.00	\$4,201.00
Richmond Society for Community Living (Treehouse Early Learning Centre)	25 licensed spaces Group Care 30 months – School age	Install a sandbox shelter to provide all year round weather protection	\$2,161.00	\$2,161.00
Richmond Society for Community Living (Youth Connection Program)	17 licensed spaces Group Care School Age	Purchase new dishwasher	\$828.00	\$828.00
Society of Richmond Children's Centres (West Cambie Children's Centre)	18 licensed spaces Group Care Under 36 months 24 Group Care 30 months to School Age (+ 20 spaces of Preschool to be added on 2 <sup>nd</sup> level in 2014)	Purchase equipment and furnishings	\$9,639.00	\$9,639.00
The Thompson Community Centre Association (Rompers Preschool)	36 licensed spaces Preschool (+ 15 spaces to be provided in a new classroom in 2014)	Purchase tables, chairs and play equipment to enable preschool expansion	\$10,040.00	\$10,040.00
<b>TOTAL</b>			<b>\$26,869.00</b>	<b>\$26,869.00</b>



ATTACHMENT 2

**2014 Child Care Capital Grants  
Child Care Development Advisory Committee's Recommended Allocations**

Background

The Child Care Development Advisory Committee (CCDAC) Grants Sub-Committee reviewed the applications received in response to the 2013 call for Child Care Capital Grant applications. There were five applications requesting a total amount of \$26,869.

Recommendations

There is \$50,000 allocated for capital requests for the 2014 Child Care Grants. The submitted applications all contained the required support materials. The CCDAC Grants Sub-Committee evaluated the applications based on the principle that the city's children would be at the centre of their decision making.

At this time, CCDAC recommends that the City of Richmond release a total of \$26,869 of the \$50,000 allotted for the Child Care Capital Grants Program to support the five grant applications.

**Capital Requests**

1. Developmental Disabilities Association - Riverside Child Development Centre

*Requested Funds:* \$4,201.00

*Grant Purpose:* To install a security system to provide controlled entry at the front door.

*Recommended Allocation:* \$4,201.00

*Rationale:* We have chosen to support this application as a secure and controlled entry is an important safety feature for a child care facility. Also, enhancing security for this City owned facility would be desirable. A security system to control the front door offers protection for the children and staff, and it reduces the opportunity for visitors to enter the facility unannounced. Another important consideration is it will help ensure children do not leave the centre unaccompanied by an adult.

2. Richmond Society for Community Living - Treehouse Early Learning Centre

*Requested Funds:* \$2,161.00

*Grant Purpose:* To install a sandbox shelter to provide all year round weather protection.

*Recommended Allocation:* \$2,161.00

*Rationale:* We have chosen to support this application because weather protection in outdoor play environments enhances children's use of the outdoors. This capital improvement will enhance a City owned child care facility. Taking the children into account, a sandbox shelter will offer protection from rain in the winter months and sun in the summer.

3. Richmond Society for Community Living -Youth Connection Program

*Requested Funds:* \$828.00

*Grant Purpose:* To Purchase a new dishwasher.

*Recommended Allocation:* \$828.00

*Rationale:* The current dishwasher for this licensed child care program serving children and young teens with developmental disabilities is not functioning properly. We support its replacement as this is an important health consideration.

4. Society of Richmond Children's Centres - West Cambie Children's Centre

*Requested Funds:* \$9,639.00

*Recommended Allocation:* \$9,639.00

*Grant Purpose:* To purchase equipment and furnishings for this new child care program.

*Rationale:* Creating a well furnished and equipped child care program is both a provincial licensing requirement and important in developing a welcoming environment for children. This is a relatively new child care service being delivered in a City owned facility. We support the application recognizing that outfitting an entire building in the first year of operation is costly.

5. The Thompson Community Centre Association - Rompers Preschool

*Requested Funds:* \$10,040

*Recommended Allocation:* \$10,040

*Grant Purpose:* To purchase tables, chairs and play equipment to enable a preschool expansion.

*Rationale:* We support the application recognizing that the preschool expansion at the Thompson Community Centre will require the purchase of equipment and furnishings in order to create a quality environment for the children.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 15, 2014

**From:** Mike Redpath  
Senior Manager, Parks

**File:** 03-1085-01/2013-Vol  
01

Serena Lusk  
Senior Manager, Recreation and Sport Services

**Re:** 2014 Parks, Recreation and Community Events Grants

### Staff Recommendation

That:

1. Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$99,250 as identified in Attachment 1 of the report, 2014 Parks, Recreation and Community Events City Grants dated January 15, 2014, from the Senior Manager, Parks and the Senior Manager, Recreation and Sport Services.
2. Richmond Summer Programs be recommended for the third year of a three-year funding cycle.
3. Hamilton Community Association be recommended for the first year of a three-year funding cycle based on Council approval of each subsequent year of funding.

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

Serena Lusk  
Senior Manager, Recreation and Sport Services  
(604-233-3344)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Division	<b>CONCURRENCE</b>  <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**

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

The City Grant Policy and programs support the following Council Term Goal 2.

Community Social Services:

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

Development of clear policies around the City's role in social services and the grant processes, and corresponding clear communications with the public on these roles and policies.

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant program.

### **Findings of Fact**

#### **1. 2014 Parks, Recreation and Community Events Grant Budget**

The 2014 Parks, Recreation and Community Events Grant budget is \$100,489. This includes a 2% cost of living increase over the 2013 budget as per the City Grant Policy.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November 2013 advising the community that applications were being accepted for 2014 City Grant Programs until November 22, 2013. It also notified the community that a Web-based Application System had been created to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system. A Grant Application User Guide and Parks, Recreation and Community Events (PRCE) Program Guidelines were also posted on the City website. Previous award applicants were also notified directly that the program was open for 2014 award submissions.

In the PRCE category, a total of 17 applications were received for a total request of \$257,997. A table outlining requests and recommended 2014 allocations is provided in Attachment 1. Grant Application Summary Sheets, generated from applicant information provided in the web-based system are found in Attachment 2, as well as staff recommendations and comments.

As indicated in the PRCE Grant Program guidelines, all proposals must demonstrate that primarily Richmond residents will be served to be considered eligible. While some applicants serve wider geographic areas, all requests were to support operations and programs serving primarily Richmond residents.

### 3. Late Applications

No applications were received after the November 22, 2013 deadline. The City Grant Policy indicates that late applications will not be accepted, and the new online grants software system 'closes' the ability to apply after the deadline.

### 4. New Applications

One new application was received in the Parks, Recreation and Community Events Category from the Richmond Schoolyard Society.

### 5. Application Review Process

A PRCE Grant Review Committee consisting of staff from the Community Services Department reviewed the 2014 applications. Recommended allocations were determined by committee rather than individual reviewers.

## Analysis

### 1. Parks, Recreation and Community Events Grant Application Information 2012 – 2014

Table 1: Number of applications, allocations and recommendations

Previous Applications, Allocations (2012/13) and Recommendations (2014)*			
	2012	2013	2014
Total number of applications	11	16	17
New applicants	1	1	1
Late applications	0	0	0
Grants denied (did not meet criteria)	0	2	2
Partial amount of request recommended	8	13	15
Full amount of request recommended	3	1	0
Minor request (\$5,000 or less)	4	9	7
Total amount requested	\$94,765	\$194,860	\$259,972
Total budget	\$96,587	\$98,519	\$100,489
Total PRCE allocated	\$94,765	\$98,500	TBD

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

## **Financial Impact**

All applicants are recommended for partial funding. Principal reasons for partial funding are:

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

Other reasons for recommending partial 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;
- 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.

In 2014, it is recommended that two grant applications be denied. The Richmond Nature Park Society submitted an application for an ineligible type of expense – a capital expense for playground development. This organization has been referred to the Parks Department for further discussions about opportunities and phasing for future playground development.

Steveston Community Society applied for a grant for operating expenses. As the City and the Society have an existing operating agreement, it is more appropriate for this agreement to be addressed rather than awarding a grant for this purpose.

The 2014 Parks, Recreation and Community Events Grants budget is \$100,489.00. A total of \$99,250.00 is recommended for disbursement (Attachment 1).

### **1. Minor/Major Grant Requests**

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

In the Parks, Recreation and Community Events category, seven organizations applied for grants of \$5,000 or less:

- East Richmond Community Association
- Thompson Community Association
- Gulf of Georgia Cannery Society
- Richmond Museum Society
- Sea Island Community Association
- Hamilton Community Association
- The Kehila Society

## **2. Multi-Year Funding Request**

As part of the City Grant Policy adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years, for the same purpose, have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than assured, for three-year cycles; Council reviews recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years, fewer questions must be completed, plus required documents and signatures attached.

In 2012, the Richmond Summer Program (subsidy for summer programs for needy children and families) was approved for the first year of a three-year funding cycle. It was again approved for funding in year in 2013. It is recommended that this project be approved for year 3 of this funding in 2014.

Three organizations – Sea Island Community Association, Hamilton Community Association and the Richmond Agricultural and Industrial Society – each applied for multi-year funding in 2014. Only the Hamilton Community Association meets the criteria of receiving funding in each of the five previous years.

It is recommended that the Hamilton Community Association be approved for year 1 of a multi-year funding cycle.

## **3. On-line Application System**

In adopting the City Grant Policy 3712 in 2011, Council also requested that:

*Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

The Web-based City Grant Application system was launched in September, 2013 to receive on-line applications for 2014 City Grant Programs (Arts & Culture; Child Care; Health, Social & Safety; and Parks, Recreation & Community Events). Prior to launch, the system was tested by

community groups that had previously received City Grants; response was positive, and several revisions were made based on user feedback.

The first year of implementation is still a stage in the final development of the system, knowing that refinements would be necessary after the initial year, based on both applicant and administrator experience. For the 2014 Grant Programs, Information Technology (IT) staff were available to assist applicants with any web-based challenges they encountered. Some processes presenting difficulties were corrected as they arose, while others will be in place for the 2015 Grant Programs. The administrators' functions will also be fully developed for 2015.

Feedback was generally very positive, both for the IT staff support received and the web-based system itself. One applicant indicated that it was by far the best on-line application system he had experienced. Several others remarked that it was a considerable time-saver, and this aspect of the system will be more noteworthy for 2015 applications as applicant information will already be saved into the system, requiring updates only.

### **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 livable community. Staff recommend that 2014 Parks, Recreation and Community Events Grants be allocated as indicated (Attachment 1) for the benefit of Richmond residents.



Serena Lusk  
Senior Manager, Recreation and Sport Services  
(604-233-3344)



<b>Parks, Recreation and Community Events - Recommended Grant Allocations - 2014</b>						
<b>Applicant Name</b>	<b>2013 GRANT</b>	<b>2014 REQUEST</b>	<b>2014 RECOM.</b>	<b>MULTI YEAR RECOM.</b>	<b>COMMENT SUMMARY</b>	<b>SEE ATT 2 PAGE NO.</b>
East Richmond Community Association	\$1,000	\$1,500	\$500.00	Single Year	To support Summer Fun Nights 2014. Recommended award amount is consistent across events of similar size and community benefit.	1
Gulf of Georgia Cannery Society	\$1,000	\$3,500	\$500.00	Single Year	To support Best Catch Sustainable Seafood Festival. Recommended award amount is consistent across events of similar size and community benefit.	4
Hamilton Community Association	\$1,000	\$1,500	\$500.00	Multi Year - Year 1	To support Hamilton Night Out event. Recommended award amount is consistent across events of similar size and community benefit.	7
Kidsport - Richmond Chapter	\$9,700	\$15,000	\$10,500.00	Single Year	To support grants to sport organizations for registrations for needy children and families.	10
Richmond Agricultural and Industrial Society	\$11,000	\$15,670	\$11,000.00	Single Year	To support the Salmon Festival and Steveston Farmer's and Artisan's Market events.	13
Richmond Chinese Community Society	\$3,000	\$33,900	\$3,000.00	Single Year	To support delivery of recreation programs to the Chinese Community.	16
Richmond City Centre Community Association	\$10,700	\$14,900	\$10,500.00	Single Year	To support delivery of asset development programs for Children in Central Richmond.	18
Richmond Fitness and Wellness Association	\$7,000	\$15,000	\$8,000.00	Single Year	Increase to support expanded programming. Additional partnerships are encouraged.	21
Richmond Museum Society	\$1,600	\$5,000	\$1,500.00	Single Year	To support the Doors Open 2014 event.	24
Richmond Nature Park Society	n/a	\$13,000	\$0.00	Single Year	Application for ineligible expense. Further discussion with the Parks Dept. Required regarding this request for a capital expense.	27
Richmond Schoolyard Society*	n/a	\$16,825	\$6,000.00	Single Year	To support operating expenses for healthy food programs for school-aged children in Richmond.	30
Sea Island Community Association	\$1,000	\$1,500	\$500.00	Single Year	To support Burkeville Daze event. Recommended award amount is consistent across events of similar size and community benefit.	33
Steveston Community Society	0	\$35,187	\$0.00	Single Year	To support operating expenses; No award is recommended as City and Society have existing operating agreement.	36
Steveston Community Society - Richmond Summer Project	\$50,000	\$50,000	\$40,000.00	Multi Year - Year 3	Summer Registration Subsidy for children and families in need; Reduction made in consultation with staff and will not affect subsidy levels.	38
The Kehila Society	\$500	\$2,975	\$250.00		To support annual Jewish Film Festival. Recommended reduction in award from 2013 in order to be consistent with other event-related award amounts.	40
The Sharing Farm Society	\$1,000	\$30,000	\$6,000.00	Single Year	To support the growing and distribution of food to the food bank and community meal programs.	42
The Thompson Community Association	n/a	\$4,515	\$500.00	Single Year	To support the Lantern Festival event. Recommended award amount is consistent across events of similar size and community benefit.	45
<b>Totals</b>	<b>\$98,500</b>	<b>\$259,972</b>	<b>\$99,250</b>			
<b>Total Available</b>		<b>\$100,489</b>	<b>\$100,489</b>			
<b>Remaining</b>		<b>-\$159,483</b>	<b>-\$1,239</b>			

\* New Applicant



## Grant Application Summary for 2014 Parks, Recreation & Community Events Program

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

**Society:** East Richmond Community Association

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$1,500

**Proposal Title:** Summer Fun Nights 2014

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** July 29, 2014      **End Date (if applicable):** August 19, 2014

**Number To Be Served:** 850

**Richmond Residents:** 700

### Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to its fifth annual Summer Fun Nights series in the Summer of 2014. The event series will run for four nights Tuesday, August 29, Friday, August 8, Tuesday, August 12 (Outdoor Movie Night), and Tuesday August 19. At these events guests will have a relaxing and fun summer experience that includes grassroots family activities and games, program demonstrations, community booths, fitness testings and participatory entertainment. One night is dedicated to showing a free outdoor movie. On this evening the community will come together to enjoy a g-rated film under a twinkling canopy of stars and discover new friendships. The Summer Fun Nights series is an entertaining and easy-going event series where community members can connect in an activity-filled outdoor environment.

Our Summer Fun Nights series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. This event provides the community with the opportunity to learn more about their Community Centre and how they can become involved within their community. An affordable and inclusive event, it is attended by a broad cross-section of Richmond residents though the majority will be from East Richmond. It provides a fun, interactive, social and educational experience. Summer Fun Nights promotes partnerships with businesses in East Richmond and strengthens the partnership between ERCA and Cambie Secondary, whose Recreation Leadership group regularly volunteer their time to organize and run the games and activities. These youth will build on their developmental assets through teamwork, constructive use of time, planning and decision making.

### Richmond Services Received by Your Organization:

Subsidized space, heat and light, Community Centre staffing, maintenance on a percentage basis w/City of Richmond and Richmond School District. Estimated value \$728,500.

**Parks, Recreation & Community Events 2014**  
**East Richmond Community Association**

**\$5,000 or Less Single Year**  
**Summary Page 2**

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$867,872.00	\$904,054.00
<b>Total Expenses:</b>	\$827,416.00	\$890,034.00
<b>Annual Surplus or (Deficit):</b>	\$40,456.00	\$14,020.00
<b>Accumulated Surplus or (Deficit):</b>	\$101,432.00	\$115,452.00

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

**Last Complete Year:**

Program registration increased over what was projected.

**Current Year:**

A decrease in expenses over what was projected with an increase in registration in some areas.

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

For projects and community initiatives in progress

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$5,723.1999 ooooooooo	Child Care Capital
2013	\$1,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$1,500.00
<b>Consultant Services</b>	\$0.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$200.00
<b>Office Rent or Mortgage</b>	\$0.00
<b>Utilities and Telephone</b>	\$0.00
<b>Supplies</b>	\$610.00
<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>	4320.00

Fees (SOCAN, Re:sound, insurance) = \$640

**Parks, Recreation & Community Events 2014**  
**East Richmond Community Association**

**\$5,000 or Less Single Year**  
**Summary Page 3**

Entertainment = \$750

Promotions = \$535

Movie = \$2395

**TOTAL      \$6,630.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Coast Capital Savings	<b>Amount</b>	<b>2000.00</b>
<b>Funder 2 Name</b>	Richmond Funeral Home	<b>Amount</b>	<b>600</b>
<b>Funder 3 Name</b>	Popcorn Sales	<b>Amount</b>	<b>175.00</b>

**Amount Your Society will Provide:      \$2,400.00**

**Total Proposed Budget:      \$6,675.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:**      \$500

**Recommendation:**

**Staff Comments /**  
**Conditions:**

None



**Grant Application Summary for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** GULF OF GEORGIA CANNERY SOCIETY  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$3,500  
**Proposal Title:** Best Catch Sustainable Seafood Festival  
**Grant Purpose:** Community Service / Program / Event - One-time Activity  
**Start Date (if applicable):** September 19, 2014      **End Date (if applicable):** September 21, 2014  
**Number To Be Served:** 2500  
**Richmond Residents:** 1800

**Grant Request Summary:**

Best Catch Sustainable Seafood Festival is one such event. This year the event will take place on Saturday, Sept. 20th and Sunday Set. 21st. It is free to the public and we anticipate an attendance of approximately 2500 people.

The event includes a variety of activities which fulfill our mission of preserving, presenting and promoting the history of the West Coast fishing industry. It features traditional aboriginal practices as well as new sustainable fishing technologies. It gives visitors a unique opportunity to learn about BC producers and empower these consumers to make more sustainable choices. Feature activities include:

- Mouth-watering seafood tastings made from a variety of BC seafood products
- Demonstrations on the preparation of seafood dishes by premier local chefs
- Personal interaction with a variety of seafood producers from the BC coast
- Engagement with organizations which teach about benefits of sustainable seafood practices
- \*Interactive activities for all ages which teach about the importance of seafood and its conservation
- \*Local musicians and performers

**Richmond Services Received by Your Organization:**

**Parks, Recreation & Community Events 2014**  
**GULF OF GEORGIA CANNERY SOCIETY**

**\$5,000 or Less Single Year**  
**Summary Page 2**

The City of Richmond provides some trash and recycling services at our site for a total annual value of \$300.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$889,620.00	\$927,000.00
Total Expenses:	\$724,561.00	\$926,140.00
Annual Surplus or (Deficit):	\$40,390.00	\$860.00
Accumulated Surplus or (Deficit):	\$310,820.00	\$285,000.00

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

**Last Complete Year:**

Surpluses in the 2012 year are mainly attributed to increases in gift shop sales and in site rentals.

**Current Year:**

n/a

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

Surplus funds are allocated to future specific projects. Please refer to the 2012 statements for a list of restricted net assets.

Accumulated surplus for the 2013 year is projected and will be restricted to specific projects as in 2012.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$1,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00

**Parks, Recreation & Community Events 2014**  
**GULF OF GEORGIA CANNERY SOCIETY**

**\$5,000 or Less Single Year**  
**Summary Page 3**

Program Materials	\$100.00
Local Travel	\$0.00
Other	\$3,300.00

Event set-up and equipment rental - \$1500 (tent, a/v system, stage)

Food preparation - \$1500 (food testing, kitchen supplies, food)

Event signage - \$300

**TOTAL      \$3,500.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	VanCity	Amount	\$2500.00
Funder 2 Name	Building Community Through Arts and Heritage	Amount	\$4000.00
Funder 3 Name		Amount	\$0.00

**Amount Your Society will Provide:      \$5,000.00**

**Total Proposed Budget:      \$16,000.00**

**GRANT RECOMMENDATIONS**

**Recommended Amount:**      \$500

**Recommendation:**      To support the Best Catch Sustainable Seafood Festival

**Staff Comments /**

**Conditions:**      None



**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Hamilton Community Association

**Grant Type:** \$5,000 or Less Multi Year - Year 1

**Grant Request:** \$1,500

**Proposal Title:** Hamilton Night Out

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** 2014-06-27

**End Date (if applicable):** 2014-06-28

**Number To Be Served:** 500

**Richmond Residents:** 500

**Grant Request Summary:**

The grant will assist the Hamilton Community Association in putting on the Hamilton Night Out, which is the annual community special event. This one day event consists of entertainment, rides, games, exhibitors, community group demonstrations, fund raising booths, public safety service displays, volunteer opportunities, food booths, social interaction and the recognition of outstanding volunteers.

**Richmond Services Received by Your Organization:**

As with other community associations, the City of Richmond provides the Hamilton Community Association with office space, equipment and staffing.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$560,904.09	\$603,251.95
<b>Total Expenses:</b>	\$533,144.25	\$585,499.68
<b>Annual Surplus or (Deficit):</b>	\$27,759.84	\$17,752.27
<b>Accumulated Surplus or (Deficit):</b>	\$188,307.50	\$206,059.77

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

**Last Complete Year:**

Savings for future capital purchases.

**Current Year:**

Savings for future capital purchases.

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



Savings for future capital purchases.

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

Year	Amount	Grant Program
2013	\$20,000	Child Care Capital
2013	\$1,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$1,500.00

entertainment and equipment

**TOTAL** **\$1,500.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name Lafarge Cement \$5,000

Funder 2 Name

Funder 3 Name

**Amount Your Society will Provide:** **\$2,000.00**

**Total Proposed Budget:** **\$8,500.00**

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$500

Recommendation: To support Hamilton Night Out community event.

Staff Comments /

Conditions:

None



**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Kidsport - Richmond Chapter

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

**Grant Request:** \$15,000

**Proposal Title:** KidSport™ Grant

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 250

**Richmond Residents:** 250

**Grant Request Summary:**

Social and economic obstacles can prevent some young people from participating in organized sport. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - Children up to 18 years of age; - Application form must be completed reviewed and verified by an appropriate financial verifier who would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to \$250/applicant/year may be granted, can be applied only to registration fees during the season the sport is in session. Grants are paid directly to the local sport organization and not the family or child.

**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>	\$39,614.41	\$55,000.00
<b>Total Expenses:</b>	\$52,429.84	\$55,000.00
<b>Annual Surplus or (Deficit):</b>	(\$12,815.43)	\$0.00
<b>Accumulated Surplus or (Deficit):</b>	\$2,353.56	\$3,000.00

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

**Last Complete Year:**

An accumulated surplus from 2011 was applied to 2012 to allow a disbursements without entering a deficit situation.

**Current Year:**

There is no surplus or deficit projected for 2013.

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

A small surplus is carried from year to year to cover with timing issues for cash flow.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$9,700	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$15,000.00

Provide partial sport registration fees for needy children to participate in community sports.

**TOTAL** **\$15,000.00**

**Financial Assistance from Other Sources (if applicable):**

<b>Funder 1 Name</b>	<b>Coast Capital Savings Credit Union</b>	<b>\$5,000</b>
	<b>Community Investment Fund</b>	
<b>Funder 2 Name</b>	<b>BC Government</b>	<b>\$8,000</b>
<b>Funder 3 Name</b>	<b>Hyundai Hockey</b>	<b>\$3,750</b>

**Amount Your Society will Provide:** **\$10,000.00**

**Total Proposed Budget:** **\$59,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$10,500

**Recommendation:**

To support grants to sport organizations for registrations for needy children and families.

**Staff Comments /**

**Conditions:**

Continued exploration of additional partnerships.



**Grant Application for 2014**  
**Parks, Recreation & Community Events Program**

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

**Society:** Richmond Agricultural and Industrial Society

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$15,670

**Proposal Title:** Steveston Salmon Festival and Steveston Farmers & Artisans Market

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 100000

**Richmond Residents:** 30000

**Grant Request Summary:**

1. Steveston Farmers & Artisans Market: operating assistance for on-going activity; target all members of the community and surrounding municipalities; community benefit: local/regional tourism, promote sustainable, local agriculture and arts, healthy food choices, economic stimulation for area merchants, community gathering place, community partnerships.

2. Steveston Salmon Festival: Richmond's largest annual community event; target groups: all members of the community and surrounding municipalities. community benefit: local/regional tourism; immeasurable economic benefits; celebration of Canadian pride; "Canada's biggest little birthday party since 1945"; Parade, children/youth festivals, cultural displays/demos; 2 stages, salmon bbq; food, craft, trade, art shows; carnival.

**Richmond Services Received by Your Organization:**

facility use; staff support; in-kind services, equipment and supplies

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$186,116.39	\$185,285.00
<b>Total Expenses:</b>	\$140,406.48	\$185,285.00
<b>Annual Surplus or (Deficit):</b>	\$45,709.91	\$0.00
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$0.00

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

**Last Complete Year:**

any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community

Centre

**Current Year:**

any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre

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

any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre

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

Year	Amount	Grant Program
2013	\$11,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$6,860.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,920.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$600.00
Supplies	\$970.00
Equipment	\$3,320.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$0.00
Other	\$1,500.00

\$1500 Security

**TOTAL** **\$15,670.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Government of Canada, Department of Canadian Heritage	\$5,000
Funder 2 Name	River Rock Casino Resort	\$5,000
Funder 3 Name	Blundell Centre (Conway Richmond)	\$5,000

**Amount Your Society will Provide:** **\$139,115.00**

**Total Proposed Budget:** **\$185,285.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$11,000

**Recommendation:**

To support the Salmon Festival and Farmer's and Artisan's Market.
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**Staff Comments /  
Conditions:**

None
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**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Richmond Chinese Community Society

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

**Grant Request:** \$33,900

**Proposal Title:** Office Operating Assistance

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 6000

**Richmond Residents:** 5000

**Grant Request Summary:**

Our grant proposal is for helping our office operating assistance including programs and activities. We provide programs and activities to Richmond residents, service groups and organizations and to help building a strong and healthy community. Our programs and services welcome everyone from different ethnic backgrounds. Our leadership in promoting volunteerism, healthy living and wellness showcases the City of Richmond's commitment to the benefits of active living and community involvement. If approved, RCCS programs and services could assist the City's issue of demands for particular programs & services from the general public.

**Richmond Services Received by Your Organization:**

N/A

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$313,000.00	\$315,000.00
<b>Total Expenses:</b>	\$313,000.00	\$315,000.00
<b>Annual Surplus or (Deficit):</b>	\$313,000.00	\$315,000.00
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$0.00

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

**Last Complete Year:**

N/A

**Current Year:**

N/A

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

N/A

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$3,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$15,000.00
Consultant Services	\$5,000.00
Volunteer Support (e.g. expenses, recognition)	\$1,800.00
Office Rent or Mortgage	\$10,000.00
Utilities and Telephone	\$0.00
Supplies	\$2,100.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$33,900.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

<b>Funder 1 Name</b>	<b>Direct Access Grant from Victoria</b>	<b>\$58,700</b>
<b>Funder 2 Name</b>		
<b>Funder 3 Name</b>		

**Amount Your Society will Provide:** **\$222,400.00**

**Total Proposed Budget:** **\$315,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$3,000

**Recommendation:** For general operating assistance for recreational programs to the Chinese Community. Award consistent with 2013 award amount.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Richmond City Centre Community Association

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

**Grant Request:** \$14,900

**Proposal Title:** Asset Development for Children in Central Richmond

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 390

**Richmond Residents:** 390

**Grant Request Summary:**

To run a community based asset development programs for high need and at-risk children who attend City Centre inner-city schools - Anderson, Cook and General Currie Elementary schols. These are children who would otherwise be on their own with inadequate care on the schools early dismissal day and after school. This asset development program will seek support and work with the Boys and Girls Club and the schools. This program is based on an earlier pilot project which showed the effectiveness of this type of asset development in inner-city children. Please see the attached "Appendix" Asset proposal Outline" for program details and community benefits.

In addition to these early dismissal programs City Centre would like to continue to offer a low cost after school program in General Currie based on physical literacy initiatives - introducing children to fundamental movement skills that will contribute to healthy active lifestyles starting at a young age.

**Richmond Services Received by Your Organization:**

N/A

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$439,508.00	\$389,610.12
<b>Total Expenses:</b>	\$417,920.00	\$385,136.20
<b>Annual Surplus or (Deficit):</b>	\$21,588.00	\$4,473.92
<b>Accumulated Surplus or (Deficit):</b>	\$129,650.00	\$0.00

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

**Last Complete Year:**

The surplus last year was the result of a timing issue for recognition of grant income over a series of years. In reality the surplus was closer to 6000

**Current Year:**

This reflects a realistic assessment of expenditures and revenues. Demand is increasing for services that have lower fees.

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

The surplus is to be used for outfitting the new City Centre Community Centre and implementing new programs to serve the broader City Centre Community.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$10,700	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$8,780.00</b>
<b>Consultant Services</b>	<b>\$0.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$500.00</b>
<b>Office Rent or Mortgage</b>	<b>\$0.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$1,450.00</b>
<b>Equipment</b>	<b>\$1,150.00</b>
<b>Photocopying</b>	<b>\$40.00</b>
<b>Program Materials</b>	<b>\$1,450.00</b>
<b>Local Travel</b>	<b>\$30.00</b>
<b>Other</b>	<b>\$1,500.00</b>

Boys & Girls Club (\$1500)

**TOTAL** **\$14,900.00**

**Financial Assistance from Other Sources (if applicable):**

**Funder 1 Name**

**Funder 2 Name**

**Funder 3 Name**

**Amount Your Society will Provide:** **\$14,900.00**

**Total Proposed Budget:**

**\$44,700.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$10,500

**Recommendation:**

To support asset development programming for children in central richmond.

**Staff Comments /  
Conditions:**

Continued exploration of additional partnerships to support this program.



**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society: Richmond Fitness and Wellness Association**

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

**Grant Request: \$15,000**

**Proposal Title: Walk Richmond Outreach Program**

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served: 3000**

**Richmond Residents: 3000**

**Grant Request Summary:**

The RFWA submits its proposal to support walking opportunities in Richmond through expanding on the successful Walk Richmond model. The funding will be used to encourage and support the formation of community and workplace walking groups based upon best practices from the Walk Richmond program, which have been developed over the past several years.

This will be accomplished through the development and delivery of outreach 'activation' walking workshops to target less connected communities and organizations as identified in the Healthy Richmond 2012 report.

The RFWA will provide ongoing support to the groups in the form of marketing; resource development; volunteer training and the facilitation of an annual moderation session. In addition, the RFWA will continue to build social assets and community capacity through a strong and expanded volunteer base for the program.

The aim of the RFWA is to minimize barriers for Richmond residents to experience a sense of belonging and connectedness to their community by providing walking opportunities at no cost. Therefore, the funding will be used to develop a sustainability strategy including exploring funding and sponsorship opportunities to support this initiative into the future.

**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>	\$10,891.43	\$17,070.11
<b>Total Expenses:</b>	\$18,144.52	\$19,571.33
<b>Annual Surplus or (Deficit):</b>	(\$7,253.09)	(\$2,501.22)
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$0.00

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

**Last Complete Year:**

All of the programs the RFWA offers are at no cost to the public and therefore runs a deficit every year.

**Current Year:**

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income and continuing to fund and grow the walk Richmond program as planned will deplete remaining funds if grant funding is not received.

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

The "surplus" on the balance sheet should be viewed as a contingency fund that can be drawn upon when funding is not at 100%. The RFWA has no other assets to borrow against and must maintain financial viability to ensure the success and longevity of the Walk Richmond program.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$7,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$0.00
<b>Consultant Services</b>	\$10,000.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$1,500.00
<b>Office Rent or Mortgage</b>	\$0.00
<b>Utilities and Telephone</b>	\$0.00
<b>Supplies</b>	\$500.00
<b>Equipment</b>	\$1,500.00
<b>Photocopying</b>	\$0.00

**Parks, Recreation & Community Events 2014**  
**Richmond Fitness and Wellness Association**

**Over \$5000**

**Single Year**  
**Summary Page 3**

Program Materials	\$1,500.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$15,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name BC Recreation and Parks Association \$300

Funder 2 Name

Funder 3 Name

**Amount Your Society will Provide:** **\$18,500.00**

**Total Proposed Budget:** **\$33,800.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$8,000

**Recommendation:** To support the Walk Richmond Outreach Program.

**Staff Comments /**  
**Conditions:** That the Society continue to seek out partnerships and volunteers to offset costs for these programs.





**Multi-Year Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Richmond Museum Society  
**Grant Type:** \$5,000 or Less Multi Year - Year 2  
**Grant Request:** \$5,000  
**Proposal Title:** Doors Open Richmond 2014

**Grant Request Summary:**

Doors Open 2014, Richmond's 7th annual intercultural arts, culture and heritage festival, will contribute to the livability and appeal of Richmond by providing an entertaining and educational city-wide celebration scheduled from 10am to 4pm on Saturday and Sunday, June 7-8. On Friday, June 6, a public reception will kick-off the weekend with live cultural performances at a City of Richmond heritage site. Doors Open Richmond will engage local residents, visitors and tourists in exploring Richmond's diverse community and its history through arts, culture and heritage programs and tours. Up to fifty cultural destinations, from national historic sites, museums, places of worship, artists' studios and galleries, parks, specialty businesses and City sites, will open their doors to the general public by providing free, culturally rich, unique and inclusive experiences for visitors to discover. Doors Open will instil pride and appreciation for our identity as a multicultural City. Visitors to Doors Open sites will walk away more informed and connected to their community and neighbouring institutions. They will discover new knowledge about their neighbours and new understanding of unfamiliar cultural traditions, language and customs. As such, the program will build bridges between communities, foster an informed citizenry, enhance civic memory, civic pride and respect through an increased understanding of our multicultural past, its dynamic present, and the rich potential of our future. A Doors Open guide and website, plus a Richmond Review pull-out, will allow visitors to plan their weekend in advance. Doors Open Richmond will engage participants and volunteers in a program that connects people of different cultures, while fostering community learning, cross-cultural understanding and community pride. Doors Open Richmond is a proven model that has grown over the last six years, attracting over 25,000 site visits last year alone. Along with the diverse local community, Doors Open Richmond will continue to reach out to Metro Vancouver residents, especially new immigrants and ethnic communities, through a media campaign that targets culturally diverse groups with news releases in five languages. Bus tour service will also make some of the less accessible sites available to visitors with limited transportation options. With funding of \$5,000 from this grant to support the program we will ensure its continued success.

**Changes that will impact grant use (if applicable):**

Doors Open will face new opportunities and challenges in planning for 2014 as it continues to grow. However, we are committed to maintaining the high standards of organization and planning the program has enjoyed over the last six years. The Society has anticipated that there will be some Federal funding reductions this year due to

scheduling changes to the Building Community through Arts & Heritage Grant. This has been managed by deferring to 2014 some of the Doors Open 2013 funds which were received late in 2013. As well, the Richmond Museum Society has been actively seeking to diversify funding through additional grants and sponsorships to support financial needs as identified in year one of the City Grant. In February 2014, staff changes due to retirement will affect planning for Doors Open 2014. However, to ensure a smooth transition for new staff the Society has applied for a Citizen and Immigration Canada's Inter-Action grant to help fund a student position to assist with planning. This position will provide a student with an opportunity to learn about event planning and cultural resource management in the context of a Museum. As this will be a time of change the Board and staff have been carefully planning exhibit and program schedules to accommodate the changeover in staff and are evaluating current staffing structure.

## **FINANCIAL INFORMATION**

### **Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$96,131.00	\$104,802.00
<b>Total Expenses:</b>	\$92,461.00	\$104,802.00
<b>Annual Surplus or (Deficit):</b>	\$3,670.00	\$0.00
<b>Accumulated Surplus or (Deficit):</b>	\$42,626.00	\$42,626.00

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

#### **Last Complete Year:**

Normal fluctuations in revenue and spending.

#### **Current Year:**

None expected.

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

\$20,281.53 GIC investment for future fundraising plans.

\$10,000.00 Restricted for 2014 exhibits.

Remaining restricted for 2014 Heritage Fair, Doors Open and Education Program Facilitator.

### **MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$1,600	Parks, Rec and Community Events

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**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$1,500

**Recommendation:**

**Staff Comments /  
Conditions:**



**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Richmond Nature Park Society

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

**Grant Request:** \$13,000

**Proposal Title:** Nature Playground Development- Richmond Nature Park

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** 2014-04-07

**End Date (if applicable):** 2014-06-06

**Number To Be Served:** 75000

**Richmond Residents:** 45000

**Grant Request Summary:**

Richmond Nature Park Society proposes the purchase of two play elements to be installed in the natural play area currently under redevelopment by Richmond Parks. Over 75000 visitors come to the Nature Park each year. 60% of these visitors are Richmond Residents.

**Richmond Services Received by Your Organization:**

Use of Richmond Nature Park and Nature House for educational programs, events and exhibits. Staff assistance with program planning and delivery and clerical support.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$57,702.00	\$54,830.00
<b>Total Expenses:</b>	\$54,384.00	\$50,500.00
<b>Annual Surplus or (Deficit):</b>	\$3,318.00	\$4,330.00
<b>Accumulated Surplus or (Deficit):</b>	\$3,318.00	\$4,330.00

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

**Last Complete Year:**

Surplus due to increased casual donations and an increase in gift shop revenue.

**Current Year:**

Surplus due to increased casual donations and an increase in gift shop revenue.

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

N/A

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$1,000	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>
<b>Local Travel</b>	<b>\$0.00</b>
<b>Other</b>	<b>\$13,000.00</b>

Playground equipment:

"Ribbit The Frog" = \$3799

"Mushroom Steppers" = \$6468

Delivery (estimate) = \$2000

Sundry (estimate) = \$733

**TOTAL** **\$13,000.00**

**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:** **\$13,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$0

**Recommendation:**

No award as it is for ineligible expense.

**Staff Comments /**

**Conditions:**

None



**Grant Application for 2014**  
**Parks, Recreation & Community Events Program**

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

**Society: Richmond Schoolyard Society**

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

**Grant Request: \$16,825**

**Proposal Title: Richmond Schoolyard Society**

**Grant Purpose: Operating Assistance**

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served: 1500**

**Richmond Residents: 1350**

**Grant Request Summary:**

Richmond Schoolyard Society (RSS) works on a lean budget every year that is dependent on grants, fundraising efforts, donations, and volunteer hours to sustain our programs. We would be utilizing funding granted to continue the ability to teach up to 1500 students annually. Our curriculum is developed with Kindergarten to Grade 7 elementary school children in mind.

Our programs are designed to help children and youth in the city understand the importance of nature, its impact on the food cycle, and when properly cared for, the benefits on the environment and on the sustainability of our food systems. It engages participants at an influential age with skills to plant, nurture, cook, and share their harvests with the community.

Our goal is to provide participants with key skills needed to preserve and enhance the environment. By encouraging students to embrace their natural surroundings, we expect that they will be excited and proud to share 'best practices' with their social circle including family, friends, classmates, and neighbours. Completion of our program could also motivate them to start their own urban garden in their backyard or community.

We expect that exposure to our programs will also influence decisions made by participants that positively impact the environment, as they grow older.

Environmental goal:

Our proposal incorporates 10+ crops and pollinators across 73 garden beds in 8 elementary schools from the Lower Mainland. This will greatly enhance the habitat for insects and birds and generate a bio-diverse urban garden for all to enjoy and share.

**Richmond Services Received by Your Organization:**

- Land (\$500)
- Office Space and Water/Utilities (\$5000)
- Use of Barn (\$52,000)

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$94,900.06	\$21,906.30
<b>Total Expenses:</b>	\$65,593.72	\$35,875.57
<b>Annual Surplus or (Deficit):</b>	\$29,306.89	(\$13,969.27)
<b>Accumulated Surplus or (Deficit):</b>	\$29,306.89	\$15,337.62

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

**Last Complete Year:**

Money was allocated to Mitchell & Cook to run their outdoor classroom program and food program for 1 year. The cost of these programs per school amount to \$10,000 each. The remaining \$9,306.89 is banked to pay for overhead and salary expenses.

**Current Year:**

The deficit is reflective of fundraising that did not occur due to the cancellation of our Annual Golf Tournament in Sept 2013.

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

The surplus amount is the balance of the funding allocated towards Cook & Mitchell's Outdoor Classroom and Healthy Snack Program

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2009	\$4,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**



**Parks, Recreation & Community Events 2014**  
**Richmond Schoolyard Society**

**Over \$5000**

**Single Year**  
**Summary Page 3**

Personnel (Salaries and Benefits)	\$30,768.00
Consultant Services	\$36,750.00
Volunteer Support (e.g. expenses, recognition)	\$750.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$1,030.00
Supplies	\$3,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$0.00
Other	\$2,345.00

Overhead & Insurance

**TOTAL**

**\$75,643.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Lush	\$12,000
Funder 2 Name	Royal Bank Canada	\$1,500
Funder 3 Name		

**Amount Your Society will Provide:** **\$20,000.00**

**Total Proposed Budget:** **\$50,325.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$6,000

**Recommendation:**

To provide operating assistance for nature-based healthy food programs to school-age children in Richmond.

**Staff Comments /**  
**Conditions:**

Continued work towards additional partnerships to support these programs.



**Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Sea Island Community Association

**Grant Type:** \$5,000 or Less Multi Year - Year 1

**Grant Request:** \$1,500

**Proposal Title:** Burkeville Daze Grant

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 3000

**Richmond Residents:** 3000

**Grant Request Summary:**

This grant would assist the Sea Island Community Association to present our annual Community celebration: Burkeville Daze. This one day event consists of a parade, community group demonstrations, heritage group displays, fund-raising booths, public safety service displays, games, petting zoo, volunteer opportunities, program registration, food and social interaction.

**Richmond Services Received by Your Organization:**

City facility upkeep

City Staff

Utilities

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$120,243.00	\$102,222.10
<b>Total Expenses:</b>	\$113,682.00	\$101,157.68
<b>Annual Surplus or (Deficit):</b>	\$6,560.00	\$1,064.42
<b>Accumulated Surplus or (Deficit):</b>	\$23,169.00	\$24,233.42

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

**Last Complete Year:**

The Sea Island Community Association had a surplus of \$6,560.00 at year end Aug 31/12 because of larger than expected summer program revenues.

**Current Year:**

**Parks, Recreation & Community Events 2014**  
**Sea Island Community Association**

**\$5,000 or Less Multi Year - Year 1**  
**Summary Page 2**

Currently, the Association has a very small surplus of just over \$1,000.00 this is very close to budget with slightly lower expenses than expected.

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

This is the accumulation of over thirty years of surplus. We hope to have some funds ready for a poor year, or to fund programs and events that will not have offsetting revenues such as Seniors.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$1,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$4,300.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$4,500.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver International Airport (YVR)	\$1,500
Funder 2 Name		
Funder 3 Name		

**Amount Your Society will Provide:** **\$1,500.00**

**Total Proposed Budget:** **\$4,500.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$500

**Recommendation:**

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To support Burkeville Daze.

**Staff Comments /**  
**Conditions:**

None



**Grant Application for 2014**  
**Parks, Recreation & Community Events Program**

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

**Society:** Steveston Community Society

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

**Grant Request:** \$35,187

**Proposal Title:** Steveston Community Centre

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 30000

**Richmond Residents:** 30000

**Grant Request Summary:**

offset wage costs for low revenue programs (Youth, Older Adult, General, Events & Volunteers), target group general Steveston neighbourhood and City-at-large. Benefit: will enable community centre to retain excellent program staff and provide awesome programs that may not otherwise be able to operate due to funding levels.

**Richmond Services Received by Your Organization:**

facility; staff; equipment and supplies. value unknown.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$1,352,098.00	\$1,290,192.00
<b>Total Expenses:</b>	\$1,234,398.00	\$1,247,100.00
<b>Annual Surplus or (Deficit):</b>	\$117,700.00	\$43,092.00
<b>Accumulated Surplus or (Deficit):</b>	\$146,205.00	\$0.00

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

**Last Complete Year:**

equip. replace fund; deferred revenue; capital asset amortization etc.

**Current Year:**

still TBD; undergoing audit at time of grant application. Surplus will be similar or less; same reasons.

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

future capital projects; capital asset replacements etc.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$50,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$35,187.00
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>\$35,187.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Province of BC - Community Gaming	\$25,000
Funder 2 Name	Steveston Rotary Club	\$1,000
Funder 3 Name		

Amount Your Society will Provide:	<b><u>\$35,187.00</u></b>
Total Proposed Budget:	<b><u>\$105,561.00</u></b>

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$0

Recommendation: for general operating assistance.

Staff Comments /  
Conditions: None



**Multi-Year Grant Application for 2014  
Parks, Recreation & Community Events Program**

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

**Society:** Steveston Community Society - Richmond Summer Project

**Grant Type:** Over \$5000 Multi Year - Year 3

**Grant Request:** \$50,000

**Proposal Title:** Richmond Summer Project

**Grant Request Summary:**

Funds would be contributing to the overall Summer Project, 2014 grant dollars would be distributed between 13 facilities citywide. The City Grant would enable low cost/no cost services to be offered to Richmond residents by offsetting staff salaries, general expenses, and training expenses for staff and volunteers. The grant also allows children that require extra support to participate in our summer programs. Steveston Community Society is submitting the grant application for Summer 2014 on behalf of the following City of Richmond partners in Park, 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 (if applicable):**

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$217,545.16	\$210,440.63
<b>Total Expenses:</b>	\$209,108.43	\$209,964.31
<b>Annual Surplus or (Deficit):</b>	\$8,436.43	\$476.32
<b>Accumulated Surplus or (Deficit):</b>	\$20,253.49	\$20,729.81

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

**Last Complete Year:**

We are continuing to research and purchase equipment for children's summer programs and events that can be utilized Citywide. We will also continue to support our partners with Children's Outreach opportunities in their community.

**Current Year:**

N/A

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

We carry some money over for start up costs as the Summer Administrator job starts prior funds received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not receive our HRDC funding until July/August.

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

Year	Amount	Grant Program
2013	\$50,000	Parks, Rec and Community Events

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**      \$40,000

**Recommendation:**      Summer registration subsidy for children and families in need.

**Staff Comments /  
Conditions:**      None





**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Kehila Society of Richmond

**Project Name:** Jewish Film Festival

**Dates:** February 2013

**Project Summary:**

Requesting funding to assist with the costs of the "Richmond Jewish Film Series". We plan to screen three films during 2013, which will have Jewish themes, at Richmond Jewish Day School and Beth Tikvah Synagogue.

**Society Mission/Mandate:**

Our mission statement is "connecting people to the Jewish Community"

**Society History:**

We started on January 7th, 1992, we are a grass roots organizations that plans programs and cultural events in Richmond for the greater and Jewish community. We also coordinate with other organization in Richmond so that we don't duplicate services. We work with Synagogues, The Caring Place and the Seniors Network of Richmond to provide many of our programs.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$2,975
<b>Project Budget:</b>	\$5,950
<b>Society</b>	
<b>Operating Budget:</b>	\$80,618.27

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$500	Parks, Rec and Community Events

**FINANCIAL SUMMARY**

**Most Recently Completed Year**

<b>Total Revenue:</b>	\$65,129.69
<b>Total Expenses:</b>	\$65,853.23
<b>Surplus:</b>	(\$660.54)
<b>Accumulated Surplus:</b>	(\$660.54)

**Proposed Year**

\$82,350
\$80,618.27
\$1,731.73
\$1,071.19

**Other Funders:**

**GRANT RECOMMENDATIONS**

## **Project Assistance Application for 2014**

**Kehila Society of Richmond**

**Summary Page 2**

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**Recommended  
Amount:**

**Aggregate  
Score:**

**Recommendation:**



**Grant Application for 2014**  
**Parks, Recreation & Community Events Program**

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

**Society:** The Sharing Farm Society  
**Grant Type:** Over \$5000 Single Year

**Grant Request:** \$30,000

**Proposal Title:** Continuing the Sharing

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 2900

**Richmond Residents:** 2500

**Grant Request Summary:**

The proposed project will grow food to feed vulnerable Richmond families. The Sharing Farm is run by community members for community members, and is dedicated to providing fresh, healthy, local produce to our neighbours in need. The Sharing Farm has successfully put fresh vegetables on people's plates for many years, donating 80% of our yearly harvest to the Food Bank, Community Meals and other organizations distributing food to vulnerable people. While we operate on a tiny budget and enjoy the support of a large group of volunteers, funding has always been a challenge. In 2013, we have initiated several activities to improve the sustainability of our operation in the long run. These will take time to mature. Grants remain indispensable for the Sharing Farm to continue our work in 2014.

The provided number of people to be served includes recipients of our produce and the volunteers who receive education and significant opportunities for community building. While all of our donated food goes to Richmond residents, some of our volunteers travel from outside the municipality to participate in the unique work we do here.

**Richmond Services Received by Your Organization:**

Use of land in the Terra Nova Park (5 acres at est. \$2000/year per acre = \$10,000); use of water in the summer (est. at \$.0044/gallon x 170,000 gallons = \$748/year); Rental of Buemann house (\$1,400/month x 12 months = \$16,800/year - utilities included)

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$123,538.00	\$177,000.00
<b>Total Expenses:</b>	\$121,571.00	\$177,000.00

**Parks, Recreation & Community Events 2014**  
**The Sharing Farm Society**

**Over \$5000      Single Year**  
**Summary Page 2**

Annual Surplus or (Deficit):	\$1,967.00	\$0.00
Accumulated Surplus or (Deficit):	\$13,772.00	\$13,772.00

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

**Last Complete Year:**

There was a correction to reverse a cheque written in 2011 as it was a duplicate payment. This resulted in a 2,000 improvement to 2012's bottom line.

**Current Year:**

We anticipate no significant surplus or deficit this year.

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

At the end of 2009, there was no accumulated surplus. In 2010, the grants received were sufficient to cover that year's expenses. The 13k surplus resulted from the extra revenue from donations and other fundraising activities.

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

Year	Amount	Grant Program
2013	\$1,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$101,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$300.00
Supplies	\$9,000.00
Equipment	\$5,000.00
Photocopying	\$500.00
Program Materials	\$200.00
Local Travel	\$0.00
Other	\$12,000.00

Insurance (truck, trailer, liability), special event, staff training, office use, bank charges, repair and maintenance, amortization of greenhouse costs.

**TOTAL      \$129,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	New Horizons Program	\$20,000
Funder 2 Name	Hamber Foundation	\$4,500

**Parks, Recreation & Community Events 2014**  
**The Sharing Farm Society**

**Over \$5000**

**Single Year**  
**Summary Page 3**

**Funder 3 Name Vancity Community Projects**

**\$10,000**

**Amount Your Society will Provide:**

**\$30,000.00**

**Total Proposed Budget:**

**\$90,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount: \$6,000**

**Recommendation:**

To provide operating assistance for farm operations to grow food for the Richmond Food Bank and community meal programs.

**Staff Comments /**

**Conditions:**

Continued exploration of additional partnerships.



## Grant Application Summary for 2014 Parks, Recreation & Community Events Program

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

**Society:** The Thompson Community Association  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$4,515  
**Proposal Title:** Lantern Festival - Community Event  
**Grant Purpose:** Community Service / Program / Event - One-time Activity  
**Start Date (if applicable):** September 20, 2014      **End Date (if applicable):** September 20, 2014  
**Number To Be Served:** 750  
**Richmond Residents:** 750

### Grant Request Summary:

Thompson Community Association is hoping to expand our Lantern Festival to ensure it is a signature annual event in our community. The Lantern Festival provides a platform for Richmond/Thompson residents to strengthen an overall feeling of well being and belonging to the community by attending the event. The project seeks to engage the community by bringing everyone together to celebrate the cultural diversity of Richmond with an emphasis on the Asian fall Harvest Festival. This event is open and accessible to all ages. Activities that we intend to provide are as follows:

- Lantern-making
- Community Lantern Display
- Interactive drumming circle
- Community Partners Booths
- Interactive Lantern Procession through Burnett/Thompson Community Park
- Performance by Tetsu Taiko Drummers
- Lion Dance Performance
- Roving Fire dancers and Fire Dance Performance

### Richmond Services Received by Your Organization:

Thompson Community Association works in partnership with the City of Richmond to provide quality recreation opportunities. Examples of the City of Richmond services that

Thompson Community Association receives include:

Use of facility (Thompson Community Centre),

Registration Process,

Marketing Leisure guide,

Marketing with advertising for newspaper article,

Programming (City liaison),

Staff- on the TCA special events committee

For further information, please see the Thompson Community Association/City of Richmond Operating Agreement.

## **FINANCIAL INFORMATION**

### **Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$1,170,325.00	\$1,157,092.00
<b>Total Expenses:</b>	\$1,059,485.00	\$1,109,991.00
<b>Annual Surplus or (Deficit):</b>	\$110,840.00	\$47,101.00
<b>Accumulated Surplus or (Deficit):</b>	\$682,919.00	\$793,760.00

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

#### **Last Complete Year:**

In the last complete year, Thompson saw higher than expected revenue in fitness and programs.

#### **Current Year:**

During the current year, Thompson met expected revenue in both programs and fitness.

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

Thompson has consistently experienced a surplus in the areas of fitness, programs, and preschool. The surplus is reinvested into the centre through upgrades such as new fitness equipment or the Thompson Skate Park.

**Parks, Recreation & Community Events 2014**  
**The Thompson Community Association**

**\$5,000 or Less Single Year**  
**Summary Page 3**

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2008	\$50,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$300.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$900.00
Equipment	\$0.00
Photocopying	\$100.00
Program Materials	\$700.00
Local Travel	\$0.00
Other	2215.00

Entertainment (Drum Circle and Performance, Fire Dancers) - \$1750, Advertising - \$250, Insurance - \$215

**TOTAL      \$4,515.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

**Amount Your Society will Provide:      \$1,400.00**

**Total Proposed Budget:      \$5,915.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**      \$500

**Recommendation:**      To support the fall Lantern Festival.

**Staff Comments /  
Conditions:**      None







# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 20, 2014

**From:** John Irving, P. Eng, MPA  
Director, Engineering

**File:** 10-6125-30-001/Vol 01

**Re:** Trans Mountain Pipeline Project NEB Review Update

### Staff Recommendations

That the attached staff report "Trans Mountain Pipeline Project NEB Review Update" from the Director, Engineering, providing details on the Kinder Morgan-led pipeline expansion project and National Energy Board review process, be received for information.

John Irving, P.Eng. MPA  
Director, Engineering

(604-276-4140)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Emergency Programs	<input checked="" type="checkbox"/>	
Richmond Fire-Rescue	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> DW	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

Kinder Morgan is proposing to expand the Trans Mountain Pipeline system, including twinning the existing pipeline, enlarging the Westridge Marine Terminal, and expanding the storage capacity on Burnaby Mountain, to facilitate a tripling of capacity to move refined products and crude oil, primarily for export. On January 15, 2014, the National Energy Board (NEB) provided an update on project status and began receiving applications for persons or groups interested in participating in the Public Hearing phase of the NEB review.

In a memo dated July 15, 2013, Staff provided an update to Council relating to the Trans Mountain Expansion (TME) project and how it relates to other projects undergoing review (at that time, the Fraser Surrey Docks coal terminal project). This informational memo provides an update on the TME project review process.

### Background

On December 16, 2013, Kinder Morgan filed a *Facilities Application* with the NEB for the Trans Mountain Expansion (TME) project. Kinder Morgan is proposing to expand the current Trans Mountain pipeline from Alberta to their terminal in Burnaby, BC. If approved, the expansion would twin the existing pipeline, and would increase the nominal capacity of the system from 300,000 barrels per day to 890,000 barrels per day. Attachment 1 shows the proposed alignment of the project in relation to other regional projects undergoing major environmental reviews.

The pipeline currently carries both refined products (gasoline, diesel, jet fuel) for the Greater Vancouver market and refined products and synthetic crude oils for export through the Westridge Marine Terminal on Burrard Inlet in Burnaby. The pipeline expansion will increase capacity, and add the ability to carry heavier crude oils (such as diluted bitumen, "dilbit") for export through an expanded Westridge terminal. This would see operations at the terminal increase from the current 5 tankers per month to at least 34 Panamax- to Afrimax-sized tankers per month.

The TME project will require a *Certificate of Public Convenience and Necessity* (CPCN), pursuant to Section 52 of the *National Energy Board Act*, which must include an Environmental and Socio-Economic Impact Assessment (ESA), and a Public Hearing. The December 16 filing by Kinder Morgan included the application for a CPCN, an ESA, preliminary risk assessment, and an overview of Aboriginal and stakeholder engagement activities. The filing also addressed the information required under section 19(1) of the *Canadian Environmental Assessment Act, 2012* (CEAA2012). Further, Kinder Morgan is participating in Transport Canada's voluntary *Technical Review Process of Marine Terminal Systems and Transshipment Sites* (TERMPOL) to address the increase in marine traffic required to support the Project. This review process is led by a committee of federal agencies, and is tasked with measuring the navigational risks associated with the location and operation of the marine terminals for large oil tankers, with the intent of mitigating risks to the environment related to accidents or malfunctions in Canadian waters.

The NEB review process will take approximately 18 months to complete from filing, with Public Hearings anticipated for third or fourth quarter of 2014.

The entirety of the TME project is located outside of Richmond, and is not directly related to the existing Vancouver International Airport jet fuel supply pipeline also operated by Kinder Morgan. The TME, as proposed, would pass through the Fraser Valley and cross the Fraser River well upstream of Richmond, connecting to existing storage and distribution terminals on Burnaby Mountain and Burrard Inlet.

### Current Status

On January 15, 2014, the NEB provided an update on the TME project status, and began receiving applications for persons or groups interested in participating in the Public Hearing phase of the review. The opportunity to apply to be a Participant ends on February 12, 2014.

According to *Section 55.2* of the *NEB Act* (amended in 2012), the ability to participate in the hearings is limited to “*person(s) who, in the Board’s opinion, [are] directly affected by the granting or refusing of the application, and... any person who... has relevant information or expertise.*” The NEB clearly states that Participation in the process is limited to persons with “*a specific and detailed interest, rather than a general public interest*”<sup>1</sup>. The NEB will also decide if an applicant may participate based on whether their concern or evidence relates directly to one or more of the 12 points they have set out as the scope of the review. Those 12 points are listed on Attachment 2.

Individuals and groups may participate in the process through one of the following ways:

- **Intervenor:** Intervenor status provides individuals or groups the opportunity to actively participate in the hearings. An Intervenor has the right to receive all documents filed during the hearing process, present written evidence during the hearing, question others on their written evidence, cross-examine other witnesses at the oral portion of the hearing, and give final a argument. An Intervenor may also be questioned on any evidence that they present.
- **Commenter:** A Letter of Comment allows the sharing of views with the Board, but will not be considered sworn evidence and will not be subject to questioning. Although Letters of Comment become public documents once they have been submitted and are able to be viewed on the public registry, they may not be given the same weight as sworn evidence that has been tested through questioning in a hearing. Commenters must apply to be a participant for a letter to be accepted, and Commenters do not have the opportunity to question the proponent or of other participants’ evidence, nor are they permitted a final argument.

Some local municipal governments (e.g. the City of Vancouver), have declared their intent to participate in the hearings by seeking Intervenor status, while others (e.g. the District of West Vancouver) have indicated they will not seek Intervenor status at this time. Some Lower Mainland municipalities (City of Vancouver, City of Burnaby, District of West Vancouver) have passed motions opposing or expressing concerns regarding the TME project. Metro Vancouver has also indicated its intent to apply for Intervenor status, and will be reporting on potential

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<sup>1</sup> National Energy Board website, retrieved January 17, 2014  
<http://www.neb-one.gc.ca/clf-nsi/rthnb/pblcprtctpn/pblchrng/pblchrng-eng.html>

impacts to marine life, air quality, land use, and the local economy. Therefore, municipalities may provide comments through the Metro Vancouver staff advisory committees.

### **Analysis**

The project's footprint is well outside of Richmond. The project is one of several large regional projects either just completing (VAFD project), undergoing (FSD coal Port), or soon to enter (Massey Tunnel Replacement project) environmental assessments of some type, and the City has raised concerns related to the cumulative impacts of these projects.

Metro Vancouver and some municipalities around the Burrard Inlet have demonstrated that they will apply for Intervenor status in the NEB review, and works do not directly impact Richmond. Staff can participate and comment through Metro Vancouver should major concerns for the City of Richmond arise. Given the size of the application, it will be likely that significant time for attendance at the hearings would be required.

However, as opportunities to provide input to the process are limited to those who apply as an Intervenor or Commenter, staff will complete an application for the latter before the February 12, 2014 deadline, in anticipation that one or more Letters of Comment will be sent to the NEB review committee on behalf of the City. Along with reiterating the aforementioned City concerns, this may also provide an opportunity to advocate to senior levels of government for the implementation of the numerous recommendations arising from recent marine spill response studies.

### **Financial Impact**

None.

### **Conclusions**

The project's footprint is well outside of Richmond, however some risks related to the project may impact Richmond's marine and estuarine foreshores. As opportunities to provide input to the process are limited to those who apply as a Participant prior to the deadline, Staff will complete an application in anticipation that one or more Letters of Comment will be sent to the NEB review committee on behalf of the City.

Staff will monitor the project and provide updates to Council as it proceeds.



Peter Russell  
Senior Manager, Sustainability and District Energy

(604-276-4130)

Att. 2  
PR:pj



## Locations of Projects and Transportation Corridors



### Legend

- Vancouver Airport Fuel Delivery Project. (VAFD)      — Fraser Surrey Docks Coal Terminal Project. (FSD)
- Trans Mountain Pipeline Expansion Project. (KM)      — Robert Bank Terminal 2 Project. (T2)

Solid line = Land transport corridor

Dotted line = Marine corridor

1: Route information sourced from review documents provided by project proponent, and may reflect preliminary designs;

2: Routes shown only reflect those considered as part of the EA or alternate review process, and do not necessarily reflect all traffic or emissions impacts.

**Trans Mountain Expansion Project – List of Issues\***

The National Energy Board has decided on a list of 12 issues it will consider during the hearing process for the Kinder Morgan Trans Mountain Pipeline Expansion Project:

1. The need for the proposed project.
2. The economic feasibility of the proposed project.
3. The potential commercial impacts of the proposed project.
4. The potential environmental and socio-economic effects of the proposed project, including any cumulative environmental effects that are likely to result from the project, including those required to be considered by the NEB's Filing Manual.
5. The potential environmental and socio-economic effects of marine shipping activities that would result from the proposed Project, including the potential effects of accidents or malfunctions that may occur.
6. The appropriateness of the general route and land requirements for the proposed project.
7. The suitability of the design of the proposed project.
8. The terms and conditions to be included in any approval the Board may issue.
9. Potential impacts of the project on Aboriginal interests.
10. Potential impacts of the project on landowners and land use.
11. Contingency planning for spills, accidents or malfunctions, during construction and operation of the project.
12. Safety and security during construction of the proposed project and operation of the project, including emergency response planning and third-party damage prevention.

The Board does not intend to consider the environmental and socio-economic effects associated with upstream activities, the development of oil sands, or the downstream use of the oil transported by the pipeline.

*\* Source: NEB Website, retrieved January 16, 2014: <http://www.neb-one.gc.ca/clf-nsi/rthnb/pplctnsbfrthnb/trnsmntnxpnsn/trnsmntnxpnsn-eng.html>*



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol Unit  
**Date:** January 16, 2014  
**File:** 01-0100-30-SCIT1-02/2014-Vol 0  
**Re:** Sister City Advisory Committee - Wakayama 40<sup>th</sup> Anniversary Book Initiative

### Staff Recommendation

That Council considers a request from the Sister City Advisory Committee to partner with the Wakayama Sister City Affiliation Committee in the creation of a 40<sup>th</sup> Anniversary Commemorative book.

Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol Unit  
(604-247-4686)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	



## **Staff Report**

### **Origin**

This report is support of Council Term Goal 6.6 – “Development of protocols, role definitions and communication approached with our Friendship and Sister Cities.”

The purpose of this report is to seek Council approval for the Sister City Advisory Committee (SCAC) to proceed with the creation of a book commemorating the 40<sup>th</sup> Anniversary of the sister city relationship with Wakayama, Japan.

### **Analysis**

At the January 9, 2014 monthly meeting, the SCAC voted unanimously, subject to Council approval, to partner with the Wakayama Sister City Affiliation Committee in producing a book commemorating the 40<sup>th</sup> Anniversary of the sister city relationship with Wakayama.

The Committee proposed to contribute \$8,000 toward the total \$24,000 cost of producing the publication. The City of Wakayama and the Wakayama Sister City Affiliation Committee are also contributing \$8,000 each toward the publication costs of the book.

In 2011, Wakayama and Bakersfield (USA) partnered on a book to mark their 50 Year Anniversary as sister cities and the format of this book will be used as a template for the proposed Wakayama-Richmond book. (Attachment 1)

The publication of ‘Wakayama-Richmond: Celebrating 40 Years of Sister City Relationship’ is tentatively planned for October 2014 with approximately 1,000 copies to be printed. The book would be in Japanese and English and contain greeting letters from the Mayors and Sister City Committee Chairs of each City. As well, a written and pictorial history of the sister city relationship would include highlights of official delegation visits (14 from Richmond and 15 from Wakayama) and various educational, sport and cultural activities between the two Cities.

City staff will review the working groups draft prior to submission to Wakayama for publication. Staff will also work with the SCAC to develop a list of community partners and organizations who would receive the 300 – 500 Richmond copies of the book.

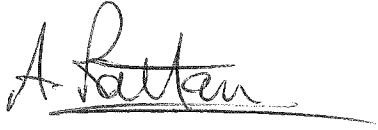
Vice Chair, Jim Kojima also proposed that a working group comprised of himself, Francis Turmeau, Kevin Lainchbury, and members of the community, compile the Richmond related portion of the book.

### **Financial Impact**

The funds required for the proposed book would be taken from another budgeted SCAC initiative. The SCAC three year budget has \$25,000 allocated for its social media, website, and interactive display initiative, and, the Committee voted in favour of reducing this by \$8,000 to facilitate the book publication.

## **Conclusion**

The Sister City Advisory Committee is seeking Council's approval to proceed with the creation of a book commemorating the 40<sup>th</sup> Anniversary of the Sister City relationship with Wakayama, Japan. This commemorative book will be a useful resource to the SCAC and community groups.

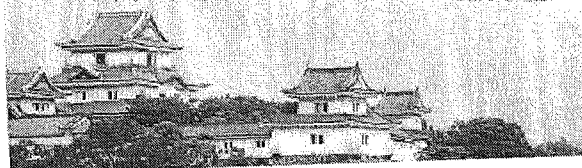
A handwritten signature in black ink, appearing to read "A. Rattan", with a horizontal line underneath.

Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol Unit  
(604-247-4686)

AR:ar



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AMERSFIELD



カナダ国リッチモンド市長  
Mayor, City of Richmond, Canada

マルコム・D・ブローディー  
Malcolm D. Brodie

It gives me great pleasure to send greetings from the City of Richmond on the occasion of the 50th Anniversary of the Sister City relationship between Bakersfield, U.S.A. and Wakayama City.

Established in July 1961, the relationship between the two cities has flourished through many cooperative activities. Formed in 1962 to help promote and implement sister city exchanges, the Wakayama Sister City Affiliation Committee and the Bakersfield People to People Steering Committee have been providing leadership for sister city relations throughout the years.

As you celebrate this 50th Anniversary, I am sure you will reflect on past celebrations of your friendship. Children and youth have figured prominently in these celebratory events over the past fifty years, reflecting the focus on student exchanges that have been so important in promoting international understanding between people from different countries and backgrounds.

As a fellow sister city, we are delighted to congratulate the City of Wakayama and Bakersfield, and wish you many more happy anniversaries.

ベिकासフィールド市と和歌山市の姉妹都市提携50周年を迎えるにあたり、リッチモンド市からごあいさつをお送りすることは、私にとって大きな喜びであります。

1961年7月に始まったこの両市の友好交流は、多くの共同事業を通して、実り多いものとなりました。姉妹都市交流を促進させ、また交流を支えるために1962年に設立された、和歌山国際姉妹都市親善協会とベिकासフィールド姉妹都市委員会、姉妹都市交流の指導的存在であり続けてまいりました。

皆様がこの50周年をお祝いする中で、これまでの数々の友好交流事業のことを思い起こされていると確信しています。出身国や環境の違う人々にとって国際理解の促進に大変重要である学生交流に焦点を合わせて振り返りますと、子どもたちや青少年たちの交流は、過去50年間の行事の中で、とても重要な事業であったことでしょう。

同じ姉妹都市として、私たちは、和歌山市とベिकासフィールド市の皆様にお礼を申し上げることを嬉しく思いますとともに、皆様が、これからもこのすばらしい記念日を重ねられますことをお祈り申し上げます。



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**Date:** January 8, 2014


**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
Mike Redpath  
Senior Manager, Parks  
**File:** 11-7000-01/2014-Vol 01

**Re:** 2014 Maritime Themed Summer Festivals

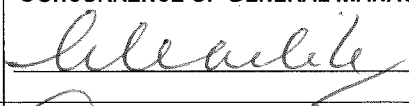

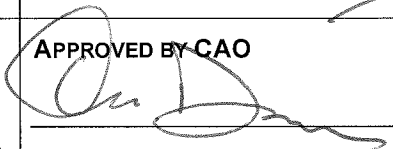
### Staff Recommendations

1. That the transfer of \$430,000 be authorized from the Major Events Provisional Fund to support Ships to Shore 2014, Maritime Festival 2014 and Richmond Days of Summer promotional campaign to provide funding support as outlined in the report from the Director, Arts, Culture and Heritage and the Senior Manager, Parks dated January 8, 2014;
2. That any revenues realized from sponsorship for Ships to Shore and public sail trips be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development;
3. That any grants awarded to the Maritime Festival 2014 be used to offset the City's contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development; and
4. That the City's budget for Ships to Shore 2014, Maritime Festival 2014 and Richmond Days of Summer be included in the 5 Year Financial Plan (2014-2018).

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

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

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Communications Finance Division Corporate Partnerships	<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> 

CNCL - 377

## **Staff Report**

### **Origin**

In 2013 Council approved funding for three events from the Major Events Provisional Fund: Hockey Day in Canada, Ships to Shore and Richmond Maritime Festival. In addition, upon direction from Council, an umbrella marketing program, “Richmond Days of Summer”, was re-launched to promote the broad array of seasonal community events happening in Richmond as a summer-long series. This report summarizes the three events held in 2013 funded in part from the Major Event Provisional Fund and Richmond Days of Summer and recommends events to be supported in 2014.

These events advance several Council Term Goals:

#3 – Economic Development: 3.8: develop a “stay-cation” appeal for the City and region;

#9 – Arts and Culture: support the development of a thriving, resilient and diverse cultural sector and related initiatives in creating a vibrant healthy and sustainable City. 9.5: Promote existing cultural resources and activities to increase public awareness, enhance quality of place and engage citizens across generations; and,

#12 – Waterfront Enhancement: 12.1: enhance boating and sailing skill development opportunities.

### **Analysis**

In June 2010, City Council approved the Major Events Provisional Fund. Formerly the Olympic Opportunities Provisional Account, the Major Events Provisional Fund was created to support the delivery of future events. This Fund ensures financial support for major events, allowing Council to continue supporting major festivals and events that are unique to Richmond without impacting the City’s operating budget. Without this unique funding scenario, the City’s annual operating budget would have to be increased or the events would cease to continue.

### 2013 Overview

#### *Hockey Day in Canada*

This one day event held at the Richmond Olympic Oval celebrated all things hockey. Highlights from 2013 include:

- Event Celebrity Host: Guy Lafleur
- Canucks Alumni Game and autograph session
- Ball Hockey Celebrity Game
- 250 volunteers
- An estimated 7,500 visits

Due to the fact that CBC has moved Hockey Day in Canada to January 18, 2014 because of the Winter Olympic Games, it was determined that the Oval would not host Hockey Day in Canada in 2014.

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### *Maritime themed Festivals*

The two maritime-themed summer festivals provided many benefits to the community and generated a high level of excitement from participants and sponsors. Highlights from 2013 include:

- An estimated 60,000 visits
- Over 280 volunteers contributed over 3964 hours
- 25 vessels over the two festivals provided viewing and ship boarding
- Involvement of over 200 local Richmond artists, artisans and performers
- Collaboration with many local community organizations
- Over \$118,000 in cash sponsorship and \$11,500 in in-kind sponsorship (non-media)
- 200 summer day camp children and youth were hosted at Maritime Festival on the Friday
- Maritime Festival diverted 85% of the waste from the landfill (international waste from vessels must be bagged separately and incinerated affecting percentage)
- Major media coverage, both local and national, with earned media coverage estimated at \$241,000

### *Richmond Days of Summer*

- An umbrella brand and marketing campaign to promote the broad array of seasonal community events
- Positions the City as a destination of choice for residents and visitors seeking fun, free or low cost, family oriented events with the goal of increasing awareness and attendance for all events
- Thirty-five community events registered and were listed on the website
- Funded internally in 2013 due to timing of request from Council
- Estimated cumulative earned media value for combined campaigns exceeded \$500,000
- Achieved national live coverage promoting Ships to Shore and the Steveston Salmon Festival on the Weather Network
- Many events reported increased awareness and attendance due to expanded promotional support.

More detailed information about each of the events can be found in **Attachment 1** (Ships to Shore), **2** (Maritime Festival), and **3** (Richmond Days of Summer).

### Proposed for 2014

#### *Ships to Shore*

Given the success of Ships to Shore 2013, and based on discussion with vessel owners and coordination with other ports in B.C. and Washington, it is proposed that a 2014 Ships to Shore event be held at Imperial Landing June 29, 2014 to July 1, 2014 in conjunction with the Steveston Salmon Festival.

Hosting an event at Imperial Landing in 2014 would achieve the following:

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- Adds value and a waterfront element to the existing Steveston Salmon Festival;

- Continues to establish Richmond as a programmed maritime port on the West Coast;
- Reduces financial implications versus hosting an event at Garry Point (no need to move the floats or the critical mass of attendees from the Salmon Festival on site nearby);
- Continues to build on the established volunteer base from the 2011 - 2013 Ships to Shore events, and engages and maintains trained volunteers for future ship related events;
- Supports the 2010 Waterfront Strategy and 2007-2012 Major Event Strategy goals of programming the new waterfront infrastructure and creating a dynamic and destination waterfront; and
- Increases awareness and program opportunities at Britannia Heritage Shipyard.

Staff have been in contact with ship owners to attend a June 29 to July 1, 2014 Ships to Shore Event and have received positive interest from an exciting mix of vessels. Subject to Council approval, staff will confirm ship appearances and prepare and execute a marketing program similar to the 2013 Ships to Shore event.

Staff are proposing the Ships to Shore 2014 event be integrated into a broader “Summer of Sail” program. The “Summer of Sail” program will invite vessels that are not available to attend the Ships to Shore event to visit Richmond at Imperial Landing and Britannia Heritage Shipyard throughout the summer. This will provide an opportunity for Richmond residents and visitors to enjoy additional maritime experiences throughout the summer months in Steveston. In addition to vessel visits, Britannia Heritage Shipyard is considering offering a sail-training program. This program is designed to spark imagination and foster an interest in science, leadership and the environment while on board a ship or tall ship. Funding for these ship visits will be covered from the ship recruitment funding requested for Ships to Shore. Should a sail-training program be developed it would be funded through the existing operating budget for Britannia programming.

The budget for the events has been estimated at \$180,000 which includes ship recruitment for the proposed “Summer of Sail”. Funds of up to \$180,000 from the Major Events Provisional Fund are requested to ensure that project planning can proceed. Any sponsorship or day-sail trip revenue will be returned to the Major Event Provisional Fund, thereby reducing the City’s contribution. See **Attachment 4** for a budget overview.

### *Maritime Festival*

Given the success and growth of the Maritime Festival it is proposed that the 11<sup>th</sup> Annual Richmond Maritime Festival be held at Britannia, August 8<sup>th</sup> to 10<sup>th</sup>, 2014. The 2014 event will build on the elements that have made it a success such as the engagement of many Richmond artists, artisans and performers, hands-on activities for all ages, partnerships with heritage, community and cultural organizations, the integration of sponsor activation into the festival programming, and engaging children and youth through the summer day camps participation.

The benefits of hosting this event are:

- Continues a popular and growing event in the summer which engages all ages;
- Showcases local artists, artisans, performers and heritage organizations and provides opportunities for them to display, promote and sell creative products;
- Engages over 180 volunteers;
- Provides an opportunity for the public to view and board heritage vessels of all kinds and interact with the owners and crews;

- Animates the waterfront with arts and crafts hands-on activities, demonstrations, performances, storytelling and ships of all types; and
- Supports the 2010 Waterfront Strategy; the 2007-2012 Major Event Strategy; the 2012 Arts Strategy; and the Council term goals of promoting existing cultural activities and programming the waterfront thereby creating a dynamic destination waterfront.

Through the Richmond Arts Coalition a Building Communities Through Arts and Heritage Grant (Department of Canadian Heritage) has been applied for. The funding request for the 2014 festival is for \$88,500. Certain expenditures are not eligible for grant funding and City funding is required should the grant be awarded. Notification on the outcome of this application is not anticipated until March or April 2014.

The budget for the Richmond Maritime Festival is estimated at \$345,000 plus in-kind media coverage. It is proposed that Council authorize spending up to \$200,000 from the Major Events Provisional Fund (the total of requested City funding plus the amount of the grant request) in the event the grant application is not successful. Should the whole grant request or a portion thereof be awarded the City contribution will be reduced accordingly. See **Attachment 4** for a budget overview.

#### *Richmond Days of Summer*

The Richmond Days of Summer promotional campaign proposes to build on the success it garnered in 2013 in promoting the broad array of community events happening in Richmond as a summer long series. This supports the two major City events as well as helping to grow other existing community events to increase awareness and attendance.

With an increase in funding over 2013, community outreach will be started earlier and more effort will be put into contacting all community groups that might have events that qualify to be part of the program. In 2013 thirty-five events were accepted as Richmond Days of Summer events. The website will be updated and through pooling of budgets under a banner brand, greater volume discounts for advertising and maximizing negotiable value-in-kind benefits from media partners can be realized. Additional funding would ensure the outreach to community groups is more comprehensive and further enhance marketing efforts.

#### **Financial Impact**

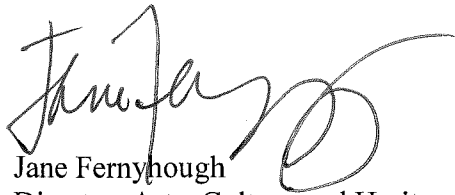
The estimated financial cost for Ships to Shore, Richmond Maritime Festival and Richmond Days of Summer is up to \$180,000, \$200,000 and \$50,000 respectively. The total combined financial cost to the City will not exceed \$430,000. Funding to cover the requested City contribution is available in the Major Events Provisional Fund. The City's 2014 Operating Budget for the above events will be included in the 5 Year Financial Plan (2014-2018).

Any Ships to Shore revenue from ship day-sail trips and sponsorship would be returned to the Major Events Provisional Fund. Any grant funding received in support of the Maritime Festival would be used to offset the total requested from the Major Event Provisional Fund.

## **Conclusion**

Given the popularity and growth of the Ships to Shore event and the Richmond Maritime Festival over the past three years, it is recommended that they be supported again in 2014. The two events have been identified as signature summertime destinations that attract residents and visitors, showcase Richmond's arts, culture and heritage, and create an active, vibrant Steveston waterfront.

In addition, the Richmond Days of Summer promotional campaign increased awareness and attendance of many of the community events taking place in Richmond further positioning the City as a destination for both residents and visitors for fun, free or low cost family oriented events. Based on the success of the 2013 campaign and interest from corporate sponsors, an expanded program is recommended for 2014. Additional funding would ensure the outreach to community groups is more comprehensive and further enhance marketing efforts.



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

## Attachment 1

### 2013 Event Overview Ships to Shore

June 29 to July 1, 2013  
Imperial Landing, Steveston

#### ***Event Overview:***

Ships to Shore Steveston 2013 took place at Imperial Landing in Steveston Village from June 29, 2013 to July 1, 2013. This event occurred in conjunction with the Steveston Salmon Festival. Twelve ships attended the event at the invitation of the City: the *Adventuress*, *HMCS Oriole*, *Grail Dancer*, *Mycia*, *Gaia*, *P-619*, the Steveston Lifeboat, *Western Star*, *San Marino*, *Crystal S* and two Royal Canadian Marine Search & Rescue Society boats. An additional tall ship, the *Lady Washington* was originally scheduled to attend the Ships to Shore event but due to the opening of the new Grey's Harbour docks, visited Steveston Harbour later in the summer and participated in the 2013 Maritime Festival in August as part of the Summer of Sail program.

Roving entertainment kept the public entertained while waiting in lines or viewing ships from land. Steveston Ferry provided 360 ferry rides for the public between the docks at Britannia Heritage Shipyard and Imperial Landing and 1,000 passengers utilized the community shuttle bus on July 1<sup>st</sup>.

#### ***Event Coordination:***

Both City staff and volunteers from Ships to Shore 2013, Britannia Heritage Shipyard Society and the Steveston Salmon Festival jointly undertook event management. This included working collectively with the Britannia Heritage Shipyard Society and Steveston Community Society to develop joint marketing signage, advertisements and an extensive emergency plan. This organizational structure to co-manage both events was successful in engaging the Steveston community and village, provided additional resources for both events and will serve as a good operating and safety-security model for future City events. Significant contributions to the event were provided in partnership by the Steveston Community Society, the Gulf of Georgia Cannery, Britannia Heritage Shipyard Society and local restaurants and merchants.

#### ***Volunteer Work Force:***

The volunteer work force was a partnership between the Britannia Heritage Shipyard Society and the City of Richmond. Over 100 new and returning volunteers were recruited, trained and managed for the Ships to Shore event and the Britannia Heritage Shipyard site and contributed 1,474 hours. Volunteers attended a training session and worked a minimum of two four-hour shifts. The volunteer force provided the community with outstanding customer service, safety around the water and services to the ships outside of event hours. There are now 30 new volunteers trained with the resources and knowledge to lead and develop future water-based events.

***Marketing and Communication Plan:***

The event was marketed through the combined efforts of the City, the Steveston Salmon Festival and Tourism Richmond. Media sponsorship agreements were developed with the Richmond Review, 24 Hours, Shaw/Global TV, and QM/FM. Additional advertising was secured through The Province, Richmond News and the Tourism Richmond Visitor's Guide. The City invested roughly \$25,000 in advertising and promotion for the event (\$15,000 from the Ships to Shore budget, augmented by funding from other marketing accounts including the Richmond Days of Summer program). Pre-event media coverage included news releases and event site visits by media outlets including QM/FM, Shaw TV/Global, 24 Hours, News 1130, CKNW and Fairchild Radio. Additional published coverage occurred in the Richmond Review and the Richmond News, on the City's website and facebook page and posters distributed throughout Richmond.

Through the Richmond Days of Summer program, additional marketing and communications funds were used to leverage co-promotion for Ships to Shore, the Steveston Salmon Festival and other Canada Day activities in Steveston Village as a strategy to boost overall attendance for all events. This included significant specific promotion for the Salmon Festival on Shaw/Global TV as well as joint advertising with other media partners. The final earned media value was estimated to be \$91,000.

***Safety and Security:***

The event safety and security plan was developed jointly by the event coordinating committee, Steveston Community Society (Salmon Festival), Britannia Heritage Shipyard Society, Richmond RCMP, Richmond Fire-Rescue, TransLink, Royal Canadian Marine Search and Rescue Society, BC Ambulance, First Aid Responders and the City of Richmond Transportation, Emergency Services and Community Services. One plan was developed for both the Steveston Salmon Festival and the Ships to Shore events. This allowed for maximizing resources required to cover both events to provide the community with a safe environment for those in attendance and working the events. The RCMP secured the RCMP boat for the event, which was located in the water by the float. As well, members of the Auxiliary Coast Guard were positioned at the Salmon Festival, Imperial Landing and Steveston Village. This year the event was able to achieve last year's recommendation to have one safety plan developed for both land and water side.

***Final Budget and Sponsorship:***

The Ships to Shore 2013 event was funded from the Major Events Provisional Fund for a total of \$145,000. A successful sponsorship package was developed for the event, which was used to secure \$14,000 in cash and \$3,150 in value-in-kind. Sponsors for the event included: RE/MAX, ONNI Group, Coast Capital Savings, Save-On-Foods, Peller Estate, Russell Brewing, Canfisco-Gold Seal, Van Houtte Coffee and several media outlets.

Through a combination of sponsorship and value-in-kind contributions, the event was under budget and \$19,500 will be returned to the Major Events Provisional Fund as per the February 2013 Council referral for any surplus funds to be used towards future ship events and recruitment.

## Attachment 2

### 2013 Event Overview Maritime Festival

August 9<sup>th</sup> to 11<sup>th</sup>, 2014  
Britannia Heritage Shipyard

#### ***Event Overview:***

The 10<sup>th</sup> annual Richmond Maritime Festival was held from August 9<sup>th</sup> through 11<sup>th</sup> at the Britannia Heritage Shipyard and drew over 40,000 visitors over the three days of programming. The festival celebrates Steveston and Richmond's maritime and cultural heritage through a variety of land and seaside activities, animating the Britannia site and docks. Over 200 Richmond summer day camp participants attended the festival as a scheduled field trip.

A successful Guinness World Record attempt was undertaken on the festival's opening day. This world record was awarded for "The Most People Singing in a Nursery Rhyme Relay".

A comprehensive exit survey was conducted for the first time. The findings were overwhelmingly positive with 80% of attendees said that they would attend again next year and 99.5% said they would recommend the event to others.

#### ***Programming:***

The event programming included over 200 Richmond painters, wood carvers, potters, stilters, puppeteers, storytellers, dancers, musicians and other performers, artists and exhibitors. Site animation included interactive activities, demonstrations from the Richmond Sharing Farm, the Richmond Pottery Guild, Richmond Weavers' and Spinners' Guild showcasing their project weaving baskets from invasive plants, and the Richmond Carvers, and performances by local youth and emerging actors.

Thirteen vessels were featured at the docks – *Eva*, *Gusty 11*, *BR Hastings*, *Crystal S*, *Western Star*, *Brown Shoes*, the Steveston Lifeboat, *Juanita*, the RCMP Patrol Boat *Fraser Guardian*, the *Lady Washington*, Marine Search and Rescue boat, *Iona*, and *Silver Ann* as well as the "Once Upon a Time" set boat, the *Jolly Roger*.

#### ***Volunteer Workforce:***

A total of 188 volunteers provided 2,490 hours of service in order to ensure that the event was successful. Volunteers included the Britannia Heritage Shipyard Society, the Richmond Arts Coalition, local merchants, residents and representatives from a variety of maritime-themed community groups.

***Environment and Sustainability:***

It is part of the event vision to enhance, not alter, the heritage site and due caution is taken to not use materials that are harmful to the environment or the artefacts. The festival undertakes an extensive recycling program and this year diverted 85% of the event waste. This percentage was somewhat lowered by the mandatory “international garbage” procedures requiring that the *Lady Washington*’s waste be maintained in a separate bin and burned. By working with exhibitors and food vendors the goal is to reach 95% waste diversion by 2015.

***Marketing and Communication Plan:***

In addition to media print and online coverage, the Maritime Festival’s dedicated website was updated and an intensive social media program was undertaken. The Maritime Festival received additional exposure through the Richmond Days of Summer website and advertising program. Posters and rack cards, a limited number of bus shelter ads and the indoor and outdoor screens at the Richmond Olympic Oval added to the robust Marketing Plan.

The marketing plan was further bolstered by significant publicity earned for the festival’s successful attempt to set a Guinness World Record for nursery rhyme relay singing of *Row, Row, Row Your Boat*. The festival visit of the popular *Lady Washington* tall ship also bolstered marketing efforts.

For 2013, marketing funds for the Richmond Maritime Festival were pooled with other available even marketing funding through the Richmond Days of Summer program, in order to leverage additional sponsorships, advertising and promotional benefits for all events through joint media sponsorship agreements and bulk advertising buy discounts. The total value of earned media coverage for Maritime Festival is estimated in excess of \$150,000.

***Sponsorship:***

Sponsors contributed \$104,000 in cash and \$8,350 in budget relief in-kind to the 2014 Maritime Festival. The event drew 13 sponsors: Port Metro Vancouver (Presenting Sponsor), Vancouver Airport Authority, Canadian Western Bank, Coast Capital Savings, RE/MAX Westcoast, SHAW Communications, ONNI Group, FortisBC, River Rock Casino Resort, Creekside Foods / PB Bakery, Peller Estates, Costco Richmond and Granville Island Brewing. There were four media sponsors – CTV, QM-FM, 24 Hours and the Richmond Review.

Sponsors were extremely pleased with the festival and the attendance. The Festival organizers and creative team worked with the high level sponsors to make their activation more integrated into the festival programming and site decor. Sponsorship innovation included an expanded hands-on area for Port Metro, the festival’s Presenting Sponsor. Decorative re-usable “sails” were branded with the YVR logo to enhance the YVR Community Stage.



## **Attachment 3**

### **2013 Event Overview Richmond Days of Summer**

Richmond Days of Summer was originally launched in 2011 in response to Council direction to extend promotion of summertime community events beyond just those directly produced by the City. After a year hiatus, the program was re-launched in 2013 on an expanded basis with a \$35,000 budget provided from Community Services program accounts.

The program uses an umbrella brand and marketing campaign to promote the broad array of seasonal community events happening in Richmond as a summer-long series. The campaign positions the city as a destination of choice for both residents and visitors seeking fun, free or low cost, family-oriented events, with goals of increasing awareness and attendance for all events.

The Richmond Days of Summer marketing campaign also creates opportunities to enhance marketing efforts for the individual events within the series. Marketing funds for Richmond Days of Summer are pooled with other marketing funds for other City events, including the Richmond Maritime Festival and Ships to Shore. This larger funding pool allows the City to collectively achieve greater volume discounts for paid advertising and increased value-in-kind promotional benefits when negotiating media partnerships.

The primary focal point for the campaign is the Richmond Days of Summer website. Community event producers are invited to submit their event information for listing on the website. In 2013, more than 40 community events were listed on the website. Generally, the program is intended to support non-commercial, community-based events. Events must be open to the public and are usually free although some paid events are featured. To qualify, events must also have a level of appeal to a broad community and/or visitor audience.

An extensive multi-media campaign including print, radio, TV, outdoor and social media promotion as well as a concentrated media relations campaign supported the program by driving people to the website and/or directly promoting featured Richmond Days of Summer events. Thirty five events were accepted as Richmond Days of Summer events including the Steveston Salmon Festival, Your Kontinent Film and Media Arts Festival, Multicultural Heritage Celebration, Nations Cup, Dolphin Basketball Classic, Salmon Row, Steveston Dragon Boat Festival, Richmond Garlic Festival, RCMP Musical Ride and Culture Days. Each of these events was specifically featured in Richmond Days of Summer advertisements, to help augment the organizer's own marketing initiatives. The pooling of funds also allowed the City to secure significant increased levels of advertising and promotion for its own marquee summer events.

The combined advertising programs for Richmond Days of Summer and our anchor events resulted in more than 230 radio commercials and promotional spots, more than 500 television commercials and promotional spots and more than 100 print advertisements, as well as significant online advertising and social media promotion. Of note, the City was able to support the Steveston Community Society to develop an extensive television advertising campaign for

the Steveston Salmon Festival that co-promoted the festival with other Canada Day weekend activities in Steveston, including Ships to Shore.

The estimated cumulative earned media value for combined campaigns exceeded \$500,000. A highlight included achieving national live coverage promoting Ships to Shore and the Steveston Salmon Festival on the Weather Network.

While Richmond Days of Summer originally focussed on using pooled funds to develop enhanced media sponsorships, it has proven to be attractive to other corporate sponsors as well. In 2013, additional sponsor recognition benefits made possible through the Richmond Days of Summer campaign was used to leverage increased funding from one corporate sponsor for the Steveston Salmon Festival, Ships to Shore and Richmond Maritime Festival.

The Richmond Days of Summer has received very positive support from many of the community event producers that received support. Many reported that the additional promotional support they received helped drive attendance and increase awareness of their events. The City's own events supported through the program all set new attendance records.

Due to resource limitations, the community outreach part of the program was launched later than hoped and was not as intensive as originally planned. While repeated attempts were made to contact all community event producers, some groups did not respond in a timely manner with a result that there events received limited or no promotion through the campaign, although they would have qualified for support.

Based on the success of the 2013 campaign and interest from corporate sponsors, an expanded program is recommended for 2014. Additional funding would ensure the outreach to community groups is more comprehensive and further enhance marketing efforts.

**Attachment 4**

**Proposed 2014 Budgets  
Ships to Shore and Maritime Festival**

**2014 Ships to Shore**

<b>Revenue Sources</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
City *	\$180,000		
<b>Total</b>			<b>\$180,000</b>

<b>Expenses</b>	
Program	\$ 25,000
Marketing	\$ 15,000
Site Overlay	\$ 20,000
Ships recruitment & management (Ships to Shore and Summer of Sail)	\$ 100,000
Safety and Security	\$ 20,000
<b>Projected Expenses:</b>	<b>\$ 180,000</b>

\* Any revenue realized from sponsorship will offset the City contribution

**2014 Maritime Festival**

<b>Revenue Sources</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
Sponsors (non-media)	\$ 100,000	\$10,000	
City	\$ 111,500	\$35,000	
Building Communities Through Arts and Heritage grant**	\$ 88,500 (unconfirmed)		
<b>Total</b>	<b>\$300,000</b>	<b>\$45,000</b>	
<b>TOTAL Cash &amp; In-Kind</b>			<b>\$345,000</b>

<b>Expenses</b>	
Program	\$ 136,500
Marketing & Promotion	\$ 43,500
Site Overlay & Production	\$ 165,000
<b>TOTAL</b>	<b>\$ 345,000</b>

\*\* Federal grant applied for. It is proposed that Council authorize spending up to \$200,000 from the Major Events Provisional Fund in the event that the grant application is not successful. Should the whole grant or a portion thereof be awarded the City contribution would be reduced accordingly.



# City of Richmond

## Report to Committee Fast Track Application Planning and Development Department

To: Planning Committee

Date: January 23, 2014

From: Wayne Craig  
Director of Development

File: RZ 13-647357

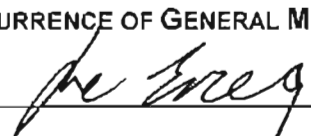
Re: Application by Liang (Lance) Hui for Rezoning at 5111 Williams Road from Single Detached (RS1/E) to Single Detached (RS2/C)

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9098, for the rezoning of 5111 Williams Road from "Single Detached (RS1/E)" to "Single Detached (RS2/C)", be introduced and given first reading.

  
Wayne Craig  
Director of Development

CL:btg  
Att.

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

**Staff Report**

Item	Details	
Applicant	Liang (Lance) Hui	
Location	5111 Williams Road ( <b>Attachment 1</b> )	
Development Application Data Sheet	See <b>Attachment 2</b>	
Zoning	Existing: Single Detached (RS1/E)	
	Proposed: Single Detached (RS2/C)	
OCP Designation	Neighbourhood Residential (NRES)	Complies <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Affordable Housing Strategy Response	Consistent with the Affordable Housing Strategy for single-family rezoning applications, the applicant proposes to build a legal secondary suite within the principal dwelling on one (1) of the two (2) proposed lots.	Complies <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Flood Management	Registration of a flood indemnity covenant on title is required prior to final adoption of the rezoning bylaw.	
Surrounding Development	North: Two (2) dwellings on medium-sized lots zoned "Single Detached (RS1/B)", fronting Mytko Crescent.	
	South: Two (2) dwellings on large lots zoned "Single Detached (RS1/E)", directly across Williams Road.	
	East: A vacant lot which was rezoned in September 2013 to "Single Detached (RS2/C)", and which is the subject of a subdivision application to create two (2) lots (SD 13-627574).	
	West: A duplex on a large lot zoned "Two-Unit Dwellings (RD1)".	
Rezoning Considerations	See <b>Attachment 3</b>	

**Staff Comments**Background

The proposed rezoning would enable the creation of two (2) smaller lots from an existing large lot on the north side of Williams Road, east of Railway Avenue. Each new lot would be approximately 14 m wide and 700 m<sup>2</sup> in area, with a single shared driveway crossing to the lots. The proposed subdivision plan is provided in **Attachment 4**.

The north side of this block of Williams Road, between Railway Avenue and Haddon Drive, has undergone similar redevelopment through rezoning and subdivision since the late 1980's. The subject application is consistent with the pattern of redevelopment already established in the immediate surrounding area. Potential exists for other large-sized lots on the north side of this block of Williams Road to redevelop in the same manner.

Trees & Landscaping

A Tree Survey and a Certified Arborist's Report were submitted by the applicant, which identify and provide recommendations on tree retention and removal relative to the proposed development. The Tree Survey identifies three (3) bylaw-sized trees on-site, one (1) undersized tree on the neighbouring lot to the north at 5491 Mytko Crescent, and one (1) bylaw-sized tree on City-owned property in the boulevard that is in close proximity to the east property line of the subject site. A list of tree species assessed in the Arborist's Report is included on the Tree Management Drawing (**Attachment 5**).

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, has conducted on-site visual tree assessment, and concurs with the recommendations to:

- Remove the bylaw-sized Apple tree from the front yard (Tag # 489) due to poor condition and presence of structural defects. The tree has been previously topped with multiple leaders and has historic pruning wounds throughout.
- Remove the bylaw-sized London Plane tree from the site (Tag # 491) due to poor structure and conflict with the building envelope. Two leaders have formed at 4 m, with bark inclusion, resulting in weak structural form. The tree is located within the building envelope and removal is required to accommodate the proposed building footprint.
- Protect the bylaw-sized Birch tree on-site (Tag # 490) because it is in good condition and should be retained and protected a minimum of 4 m out from the base of the tree in all directions. In order to successfully retain this tree, the proposed building should be pushed forward to the minimum front yard setback of 9.0 m. In addition, the depth of the covered deck in the rear yard should be reduced in depth by 50%. Existing grades must be maintained within the tree protection zone. Note: The Arborist's report noted an electrical cord embedded in the tree – the cord is only embedded in 30% of the tree's circumference and will have little impact on the tree's long term viability.
- Protect the off-site Plum tree (Tag A) at 5491 Mytko Crescent and the Japanese Maple (Tag B) on City-owned property in the boulevard, with special measures taken at future development stage (i.e. root pruning of both trees at the property lines, and specialized hedge removal within the tree protection zone of the Japanese Maple).

To ensure protection of the Birch tree (Tag # 490), the off-site Plum tree (Tag A) at 5491 Mytko Crescent and the Japanese Maple (Tag B) on City-owned property in the boulevard, the applicant is required to:

- a. submit a contract with a Certified Arborist for supervision of any works conducted within close proximity to Tree Protection Zones. The contract must include the scope of work to be undertaken, including:
  - The proposed number of site monitoring inspections (at specified stages of construction).
  - Supervision of root pruning at property lines prior to perimeter drainage installation.
  - Supervision of stump removal of the hedge growing within the Tree Protection Zone of the off-site Japanese Maple (Tag B) with a stump grinder.
  - A provision for the Arborist to submit a post-construction impact assessment report to the City for review.

- b. submit a security to the City in the amount of \$1,000 for the survival of the Birch tree (Tag # 490). Following completion of construction and landscaping on the subject site, a landscaping inspection will be conducted to verify tree survival and 50% of the security will be released. The remaining 50% of the security will be released one year after the initial landscaping inspection if the trees have survived.

Tree protection fencing must be installed to City standard on-site around the Birch tree (Tag # 490), the Plum tree (Tag A) and Japanese Maple (Tag B) in accordance with the City's Tree Protection Bulletin (TREE-03). Tree protection fencing must be installed prior to demolition of the existing dwelling and must remain in place until construction and landscaping on the proposed lots is completed.

Consistent with the 2:1 replacement ratio in the Official Community Plan (OCP), the applicant proposes to plant and maintain four (4) replacement trees on the proposed lots, with the following minimum sizes:

# Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	8 cm		4 m
2	11 cm		6 m

Prior to rezoning bylaw adoption, the applicant is required to submit a Landscape Plan for the front yard, prepared by a Registered Landscape Architect, along with a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect (including fencing, paving, and installation costs).

#### Existing Bus Stop

There is an existing Coast Mountain Bus Company bus stop identification pole and accessible concrete pad on Williams Road in front of the subject site. As part of the review of this rezoning application, staff in the City's Transportation Division has communicated with Coast Mountain Bus Company who has indicated that the bus stop identification pole is to be relocated to the east at 1.5 m from the flare of the proposed shared driveway along the proposed common property line. Coast Mountain Bus Company has indicated that they will determine if future works are required to shift the accessible concrete pad to the east of the new pole location after they review a detailed site plan at Building Permit stage. If works are required to shift the accessible concrete pad, the applicant will be required to pay for the works through a work order at development stage.

#### Site Servicing & Vehicle Access

There are no servicing concerns with rezoning.

At Building Permit stage, the existing sanitary sewer connection along east property line is to be capped, and a new inspection chamber is to be installed along the new common property line to service the two (2) new lots and is to be connected to the existing manhole at the southwest corner of 5511 Mytko Crescent (SMH3413).

Vehicle access to the proposed lots is to be via a single shared driveway crossing from Williams Road. Prior to rezoning, the applicant is required to register a restrictive covenant on Title to ensure that, upon subdivision of the property:

- Vehicle access to the site is via a single shared driveway crossing (6 m wide at the back of the sidewalk and 9 m wide at the curb) centered on the proposed shared property line.
- The buildings and driveway on the proposed lots be designed to accommodate on-site vehicle turn-around capability to prevent vehicles from reversing onto Williams Road.

#### Subdivision

At future subdivision stage, the developer will be required to:

- Pay Development Cost Charges (City and GVS&DD), School Site Acquisition Charge, Address Assignment Fee, and Servicing Costs;
- Pay any work orders associated with required City off-site works (i.e. driveway removal/installation, and relocation of the accessible concrete bus pad).
- Register a cross-access easement over the shared driveway (6 m wide at the front lot line and 9 m long), centered on the proposed shared property line.

#### **Conclusion**

This rezoning application to permit subdivision of an existing large lot into two (2) smaller lots complies with applicable policies and land use designations contained within the OCP, and is consistent with the established pattern of redevelopment on the north side of this block of Williams Road.

The list of rezoning considerations is included in **Attachment 3**, which has been agreed to by the applicant (signed concurrence on file).

On this basis, staff recommends support for the application. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9098 be introduced and given first reading.

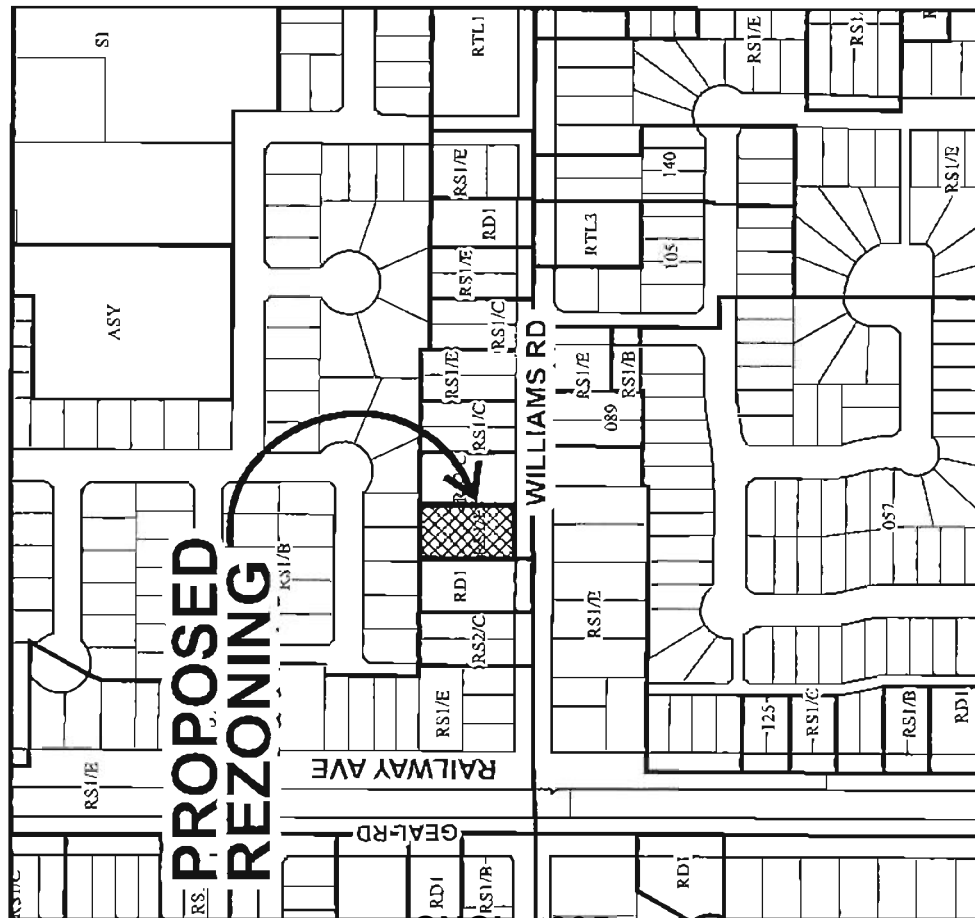


Cynthia Lussier  
Planning Technician  
(604-276-4108)

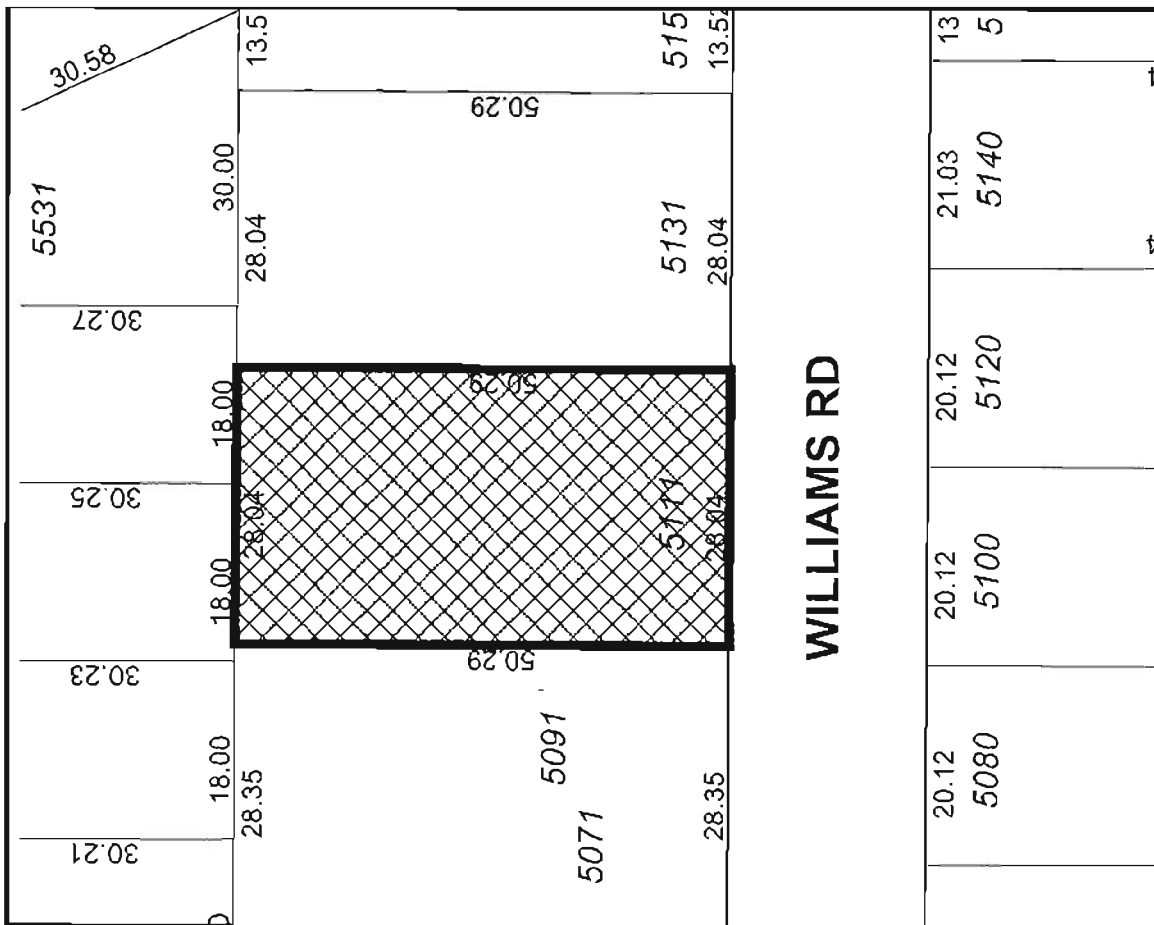
CL:blg

Attachment 1: Location Map/Aerial Photo  
Attachment 2: Development Application Data Sheet  
Attachment 3: Rezoning Considerations  
Attachment 4: Proposed Subdivision Plan  
Attachment 5: Tree Management Drawing





**CNCL - 395**



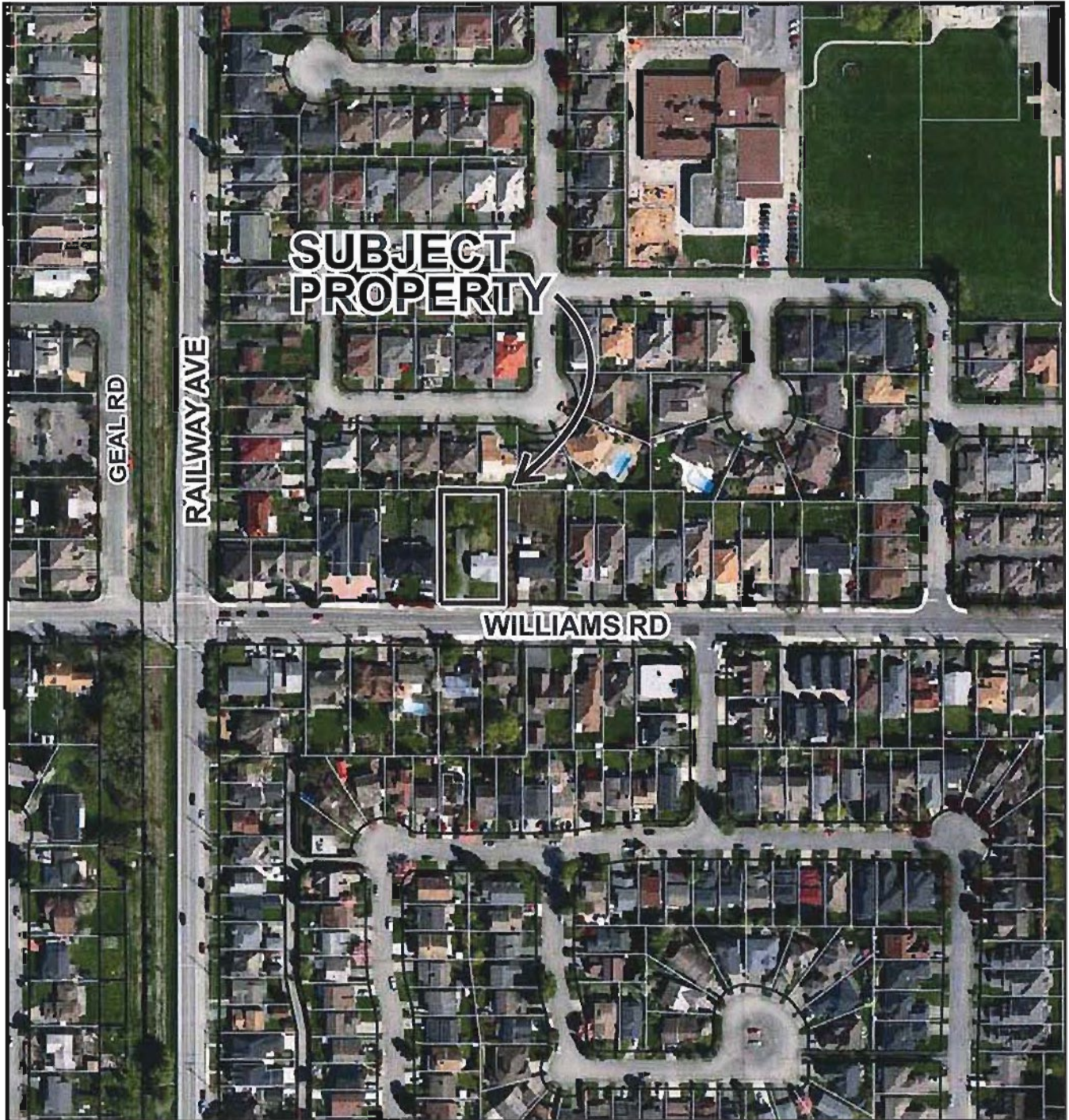
Note: Dimensions are in METRES

RZ 13-647357





City of  
Richmond



RZ 13-647357

Original Date: 10/15/13

Revision Date:

Note: Dimensions are in METRES

CNCL - 396



**RZ 13-647357**

**Attachment 2**

Address: 5111 Williams Road

Applicant: Liang (Lance) Hui

Date Received: October 4, 2013 Fast Track Compliance: November 1, 2013

	Existing	Proposed
Owner	Liang Hui	To be determined
Site Size (m <sup>2</sup> )	1,410 m <sup>2</sup> (15,177 ft <sup>2</sup> )	Two (2) lots – each approximately 705 m <sup>2</sup> (7,588 ft <sup>2</sup> )
Land Uses	One (1) single detached dwelling	Two (2) medium-sized lots
Zoning	Single Detached (RS1/E)	Single Detached (RS2/C)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building	Max. 45%	Max. 45%	none
Lot Coverage – Building, structures, and non-porous	Max. 70%	Max. 70%	none
Lot Coverage – Landscaping	Min. 25%	Min. 25%	none
Setback – Front Yard (m)	Min. 9 m	Min. 9 m	none
Setback – Rear Yard (m)	Min. 6 m	Min. 6 m	none
Setback – Side Yard (m)	Min. 1.2 m	Min. 1.2 m	none
Height (m)	2 ½ storeys	2 ½ storeys	none
Minimum Lot Size	Min. 360 m <sup>2</sup>	Min. 705 m <sup>2</sup>	none
Minimum Lot Width	Min. 13.5 m	Min. 14.025 m	none

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



# City of Richmond

## Rezoning Considerations

Development Applications Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Address:** 5111 Williams Road

**File No.:** RZ 13-647357

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9098, the applicant is required to complete the following:**

1. Submission of a Landscape Plan for the front yard, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect (including fencing, paving, and installation costs). The Landscape Plan must:
  - Comply with the guidelines of the OCP's Arterial Road Policy and must not include hedges along the front property line.
  - Include a mix of coniferous and deciduous trees.
  - Include the dimensions of tree protection fencing as required by the City's Tree Protection Bulletin TREE-03.
  - Include four (4) required replacement trees with the following minimum sizes:

# Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	8 cm		4 m
2	11 cm		6 m

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$500/tree to the City's Tree Compensation Fund for off-site planting is required.

2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within close proximity to the Tree Protection Zones of the on-site Birch tree (Tag # 490), the off-site Plum tree (Tag A) at 5491 Mytko Crescent and the off-site Japanese Maple (Tag B) on City-owned property in the boulevard. The Contract must include the scope of work to be undertaken, including:
  - The proposed number of site monitoring inspections (at specified stages of construction).
  - Supervision of root pruning at property lines prior to perimeter drainage installation.
  - Supervision of stump removal of the hedge growing within the Tree Protection Zone of the off-site Japanese Maple (Tag B) with a stump grinder.
  - A provision for the Arborist to submit a post-construction impact assessment report to the City for review.
3. Submission of a security to the City in the amount of \$1,000 for the survival of the Birch tree (Tag # 490). Following completion of construction and landscaping on the subject site, a landscaping inspection will be conducted to verify tree survival and 50% of the security will be released. The remaining 50% of the security will be released one year after the initial landscaping inspection if the trees have survived.



4. Registration of a restrictive covenant on Title to ensure that, upon subdivision of the property:
  - Vehicle access to the site is via a single shared driveway crossing (6 m wide at the back of the sidewalk and 9 m wide at the curb) centered on the proposed shared property line.
  - The buildings and driveway on the proposed lots be designed to accommodate on-site vehicle turn-around capability to prevent vehicles from reversing onto Williams Road.
5. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
 

**Note:** Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$7,053.00) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on title to secure a secondary suite.
6. Registration of a flood indemnity covenant on Title.

**At Demolition\* stage, the following is required:**

- Installation of tree protection fencing on-site to City standard around the Birch tree (Tag # 490), the Plum tree (Tag A) at 5491 Mytko Crescent and the Japanese Maple (Tag B) on City-owned property in the boulevard in accordance with the City's Tree Protection Bulletin (TREE-03). Tree protection fencing must be installed prior to demolition of the existing dwelling and must remain in place until construction and landscaping on the proposed lots is completed.

**At Subdivision\* stage, the following is required:**

- Payment of Development Cost Charges (City and GVS&DD), School Site Acquisition Charge, Address Assignment Fee, and Servicing Costs.
- Payment of any work orders associated with required City off-site works (i.e. driveway removal/installation, and relocation of the accessible concrete bus pad).
- Registration of a cross-access easement over the shared driveway (6 m wide at the front lot line and 9 m long), centered on the proposed shared property line.

**At Building Permit\* stage, the following is required:**

- Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. The Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

**Note:**

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

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in

the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

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

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

[Signed original on file]

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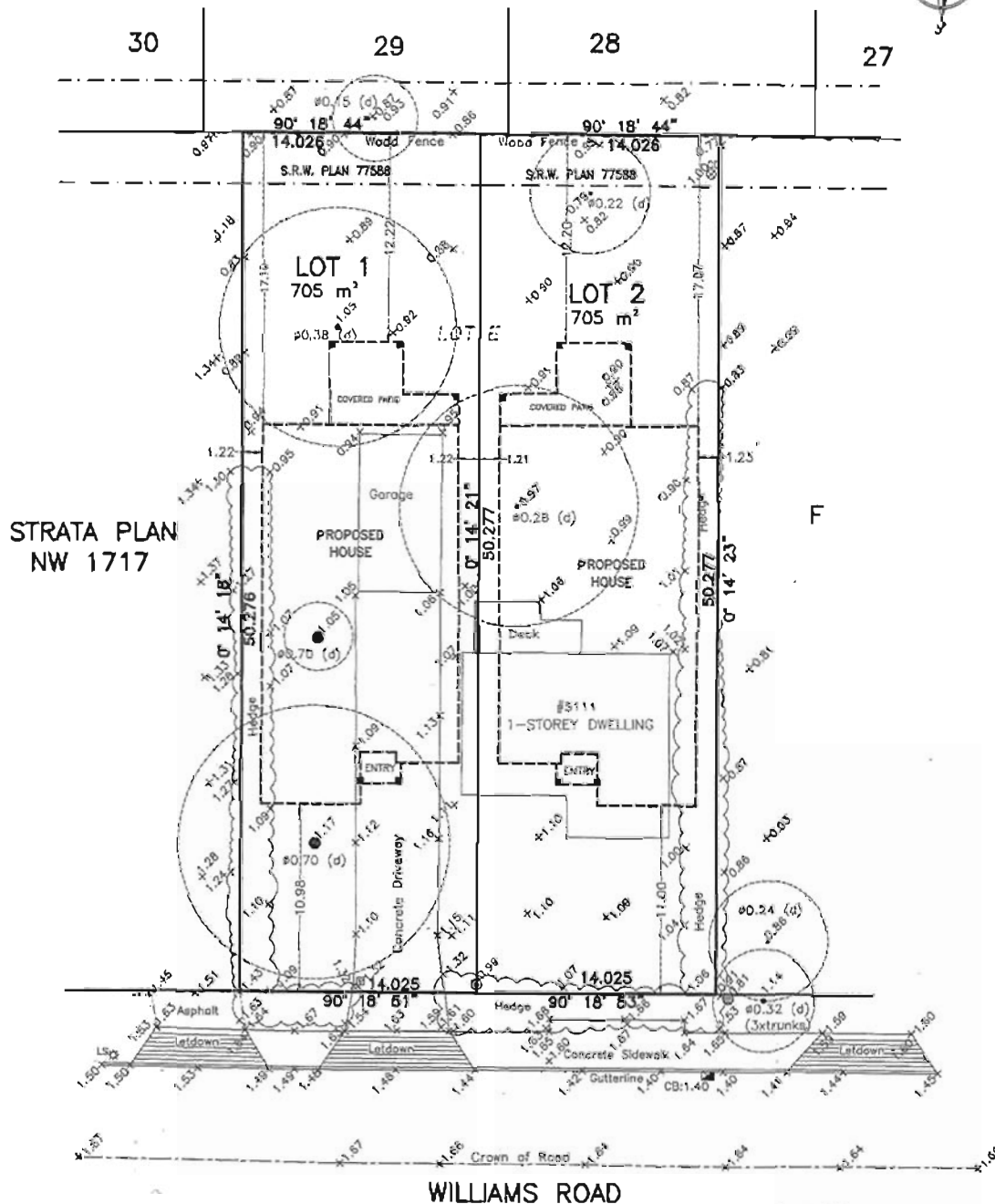
Signed

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Date

# TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT E SECTION 25 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 8920

#5111 WILLIAMS ROAD.  
RICHMOND, B.C.  
P.I.D. 011-344-652



© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 5250  
FB-229, P154-755  
Drawn by: RM

**LEGEND:**  
● denotes round catch basin  
■ denotes catch basin  
■ denotes water meter  
/d denotes deciduous  
co denotes cleanout  
LS denotes lamp standard

**NOTE:**  
Elevations shown are based on City of Richmond HPM Benchmark network.  
Benchmark: HPM #205.  
Control Monument 77H4827  
Located at CL Railway Ave & Garry St  
Elevation = 1.044 metres

**CERTIFIED CORRECT:**  
LOT DIMENSIONS ACCORDING TO  
FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S.

AUGUST 9th, 2013

DWG No. 5250-TOPO

CNCL - 401

NTS

wood 1.2m x 1.2m







Richmond Zoning Bylaw 8500  
Amendment Bylaw 9098 (RZ 13-647357)  
5111 Williams Road

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "**SINGLE DETACHED (RS2/C)**".

P.I.D. 011-344-652

Lot "E" Section 25 Block 4 North Range 7 West New Westminster District Plan 8920

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9098**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



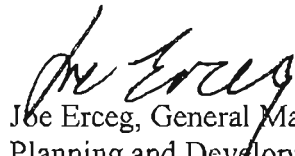
**To:** Planning Committee  
**From:** Joe Erceg, General Manager,  
Planning and Development Department  
**Re:** Hamilton Area Plan Update

**Date:** January 28, 2014  
**File:** 08-4045-20-14/2013-Vol 01

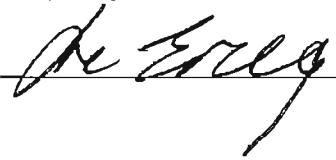


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**Staff Recommendation**

1. That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, that replaces Schedule 14 of the Hamilton Area Plan be introduced and given first reading and be referred to a Special Council Meeting for a Public Hearing to be held on Tuesday, February 25, 2014 at 7:00 pm in the Council Chambers at Richmond City Hall.
2. That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, having been considered in conjunction with:
  - a) the City's Financial Plan and Capital Program;
  - 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 882(3) (a) of the *Local Government Act*.
3. That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the Agricultural Land Commission for comment for the Public Hearing, in accordance with Section 882(3) (c) of the *Local Government Act*.
4. That, in accordance with section 879 (2) (b) of the *Local Government Act* and OCP Bylaw Preparation Consultation Policy 5043, Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the following bodies for comment for the Public Hearing:
  - a) The Council of the City of New Westminster, and
  - b) The Board of Education of School District No. 38 (Richmond).
5. That Official Community Plan Bylaw 9000, Amendment Bylaw 9078, be referred to the Urban Development Institute (Richmond Branch) for comment for the Public Hearing.
6. That staff bring forward amendments to Development Cost Charges Imposition Bylaw 8024, no later than 2015 in order to add Hamilton Area Plan DCCs to the City-wide DCC review process.

  
 Joe Erceg, General Manager,  
 Planning and Development Department

MM:kt  
 Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Division	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Library Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Law & Community Safety Administration	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Economic Development	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The purpose of this staff report is to provide:

- The findings of the third Public Survey and Open House for the Hamilton Area Plan Update held on June 27, 2013 for which Council approved a Plan Concept for consideration.
- An analysis of the Public Survey findings.
- The proposed Hamilton Area Plan.
- Official Community Plan Bylaw 9000, Amendment Bylaw 9078.
- The proposed DCC Bylaw Amendment Process.

### Findings of Fact

#### Council Approved Work Plan Summary

In January, 2012, Council endorsed the planning process to update the Hamilton Area Plan (Area Plan). The highlights of the Area Plan process include:

- Phase 1: Host 1<sup>st</sup> Open House on March 13, 2012 and a public survey.
- Phase 2: Analyze Phase 1 survey findings, prepare three policy options and hold 2<sup>nd</sup> Open House on June 26, 2012 and public survey.
- Phase 3: Analyse Phase 2 public survey findings, evaluate the proposed options further, and recommend an Option 4 Concept.
- Phase 4: Host 3<sup>rd</sup> June 27, 2013 Open House and public survey on the Option 4 Concept.
- Phase 5: Analyse the Phase 4 public survey findings, refine the Concept as necessary, prepare the Area Plan update and recommend a process with consultation to amend the DCC Bylaw (e.g., Urban Development Institute).

#### Third Open House and Public Survey Findings - June 2013

The third Open House was held at the Hamilton Community Centre on June 27, 2013.

Invitations were sent through bulk mail to households and businesses in the Hamilton area.

Notification of the Open House was also provided on the City of Richmond and PlaceSpeak websites, in two (2) issues both of the Richmond Review and Richmond News, and posted inside and outside of the Hamilton Community Centre during the two weeks before the Open House.

At the third Open House, the Option 4 Concept (Concept), as shown in Attachments 1 & 2, was presented for consideration, followed by a drop-in style question and answer session attended by approximately 125 residents who signed-in. City staff from Policy Planning, Development Applications, Engineering and Parks Divisions were present, as well as Oris Consulting Ltd. staff.

To facilitate public input after the Open House, the Public Survey and Open House display boards were available on the City's website ([www.richmond.ca](http://www.richmond.ca)) and the PlaceSpeak website ([www.placespeak.com/hamiltonareaplan](http://www.placespeak.com/hamiltonareaplan)). Residents were asked to complete and return the

Public Survey forms (one per household) by July 10, 2013 (Attachment 2). Paper and PDF versions of the Public Survey could be either, filled in online and e-mailed to the City, or printed, completed and mailed, faxed or dropped off at the Hamilton Community Centre.

### **Related Policies & Studies**

The proposed Hamilton Area Plan was prepared with reference to the:

- Official Community Plan Bylaw 9000
- Richmond Agricultural Viability Strategy
- Richmond Affordable Housing Strategy
- City of Richmond 2022 Parks and Open Space Strategy
- Richmond Employment Lands Strategy
- TransLink Richmond Area Transit Plan
- The New Westminster's Draft Queensborough Official Community Plan Bylaw 7643, 2013
- OCP Bylaw Preparation Consultation Policy 5043
- The Development Cost Charges Best Practices Guide

### **Agency Consultation**

#### *Richmond School Board and Staff Consultation*

The School District No. 38 Board is responsible for addressing public school needs. During the preparation of the Area Plan, staff met several times with the Board, Board staff and the Council School Board Liaison Committee to update them on the Area Plan's progress, as per the City's OCP Bylaw Preparation Consultation Policy 5043. According to Policy 5043, which was adopted by Council and agreed to by the School District, OCP amendments involving residential developments, which have the potential to generate 50 or more school aged children, are to be referred to the Board of Education (e.g., typically around 295 multiple-family housing units).

When the Area Plan Concept was originally referred to the School District in May 2013, staff indicated that there were approximately 1,565 existing dwellings units (DU) in Hamilton, while the existing 195 Area Plan allows a total of 3,543 (DU). While the 2013 Area Plan Concept was estimated to generate a total of 4,116 dwelling units, after review, the proposed Area Plan now proposes an estimated 4,093 dwelling units. With this information, Board staff have been examining the implications for the current Hamilton Elementary School which is overcrowded.

To assist the Board, the proposed Area Plan states the following: "Objective 9: Public Schools, Policies: (a) accommodate the existing elementary school in the School designation on the Land Use Map; (b) as the Board clarifies long-term elementary school site needs in Hamilton, the City will co-operate to help find a suitable site; and (c) improve safe pedestrian access for elementary school children within the community.

#### *City of New Westminster Staff Consultation*

Staff have also consulted with staff from the City of New Westminster who are in the process of the adopting the Queensborough Official Community Plan for the area immediately to the east of Hamilton. Staff from both cities have reviewed each other's draft Plans and find them to be complementary.

### *Agricultural Land Commission (ALC) Consultation*

During the preparation of the Area Plan update, City and Agricultural Land Commission (ALC) staff discussed the importance of continuing to preserve the Agricultural Land Reserve (ALR) lands in Hamilton.

### *TransLink Consultation*

Staff also discussed the proposed Area Plan with TransLink regarding proposed road, transit and safety improvements.

### *Further Consultations*

It is proposed that the Area Plan be referred to the Richmond School Board, City of New Westminster Council, Agricultural Land Commission (ALC) and Urban Development Institute (Richmond Branch) with an invitation to comment before it goes to the Public Hearing.

## **Analysis**

### *1. Overview of Public Survey Findings*

#### *a) General*

The eighty nine (89) written responses to the June 2013 Public Survey indicate that there is significant support for the proposed Concept, upon which the Area Plan is based. The public survey indicates majority of respondents want Hamilton: to grow, have improved community services, have safe vehicular transportation, pedestrian and bicycling routes, and more housing choice, especially for seniors. See Attachment 2 for the detailed Summary of Survey Results.

#### *b) What Residents “Most Liked” About the Proposed Concept:*

As outlined in the following table, residents “Most Liked” the following aspects of the Proposed Concept: Land Use and Density (56%), Community Amenities (53%), Parks and Greenways (58%). For each of these three (3) questions, there were also a significant number of respondents with no comments. For the fourth question on Transportation Improvements, 34% of respondents had positive comments and 53% had no comments. There was a small percentage that only provided negative comments for each of the above questions.

Q1 - In the Proposed Concept, please share what you <b>Most Like</b> about:				
Land Use and Density	Community Amenities	Parks and Greenways	Transportation Improvements	Other (Top 3 Responses)
50 With <i>Positive</i> Comments (56%)	48 With <i>Positive</i> Comments (53%)	51 With <i>Positive</i> Comments (58%)	30 With <i>Positive</i> Comments (34%)	6 - More commercial / retail (7%)
24 With <i>No</i> Comments (27%)	39 With <i>No</i> Comments (44%)	33 With <i>No</i> Comments (37%)	47 With <i>No</i> Comments (53%)	4 - More amenities (4%)
12 With <i>Negative</i> Comments (13%)	2 With <i>Negative</i> Comments (2%)	4 With <i>Negative</i> Comments (4%)	6 With <i>Negative</i> Comments (7%)	3 - Better pedestrian/bike routes (3%)
3 Other General Comments (3%)	1 Other General Comments (1%)	1 Other General Comments (1%)	6 Other General Comments (7%)	

Note: Percentages Rounded

c) What Residents “Least Liked” About the Proposed Concept:

As outlined in the following table, residents “Least Liked” the following aspects of the Proposed Concept: Land Use and Density (45%), Community Amenities (11%), Parks and Greenways (29%). For each of these three (3) questions, there were also a significant number of respondents with no comments. Again, for the fourth question on Transportation Improvements, 29% of respondents had positive comments and 53% had no comments. There was a small percentage that only provided positive comments for each of the above questions.

Q2 - In the Proposed Concept, please indicate what you <u>Least Like</u> about:				
Land Use and Density	Community Amenities	Parks and Greenways	Transportation Improvements	Other (Top 3 Responses)
40 With <i>Negative</i> Comments (45%)	10 With <i>Negative</i> Comments (11%)	26 With <i>Negative</i> Comments (29%)	26 With <i>Negative</i> Comments (29%)	4 - Need more seniors housing (4%)
41 With <i>No</i> Comments (46%)	62 With <i>No</i> Comments (70%)	51 With <i>No</i> Comments (57%)	47 With <i>No</i> Comments (53%)	4 - No high school (4%)
4 <i>Positive</i> Comments (4%)	8 With <i>Positive</i> Comments (9%)	4 With <i>Positive</i> Comments (4%)	5 With <i>Positive</i> Comments (5%)	4- Slow dev. time frame (2%)
4 Other General Comments (4%)	8 Other General Comments (9%)	8 Other General Comments (9%)	11 Other General Comments (12%)	

Note: Percentages Rounded

d) Areas Where Either Single Family or Townhouse Use May be Considered

To provide residents with more housing option, the Public Survey included a third question to determine if there was public interest in maintaining single-family residential uses in four (4) specific areas (A, B, C, D) that the Concept proposed to be designated for townhouse use shown in the following table and Figure 1. The survey findings indicate that for these areas, the public generally preferred townhouses over single family homes.

Q3 - In the Proposed Concept, please indicate which of the <u>following uses you would like</u> to permit in the shaded areas shown on the attached map.			
A) Small Lots on south side of Gilley Road	B) Small Lots on north side of Gilley Road	C) Along Boundary Road in Area 2	D) Small Lots on East Side of Smith Drive in Area 3
20 SFD (22%)	29 SFD (32%)	14 SFD (16%)	21 SFD (23%)
27 SFD & T/H (30%)	21 SFD & T/H (23%)	24 SFD & T/H (27%)	24 SFD & T/H (27%)
30 T/H Only (33%)	33 T/H Only (37%)	36 T/H Only (40%)	41 T/H Only (45%)
12 No Reply (12%)	6 No Reply (8%)	15 No Reply (16%)	3 No Reply (4%)
Staff Recommendation			
T/H on Gilley & SFD on Rathburn to promote land use compatibility	SFD only to promote land use compatibility	T/H only to promote land use compatibility	T/H Only to promote land use compatibility

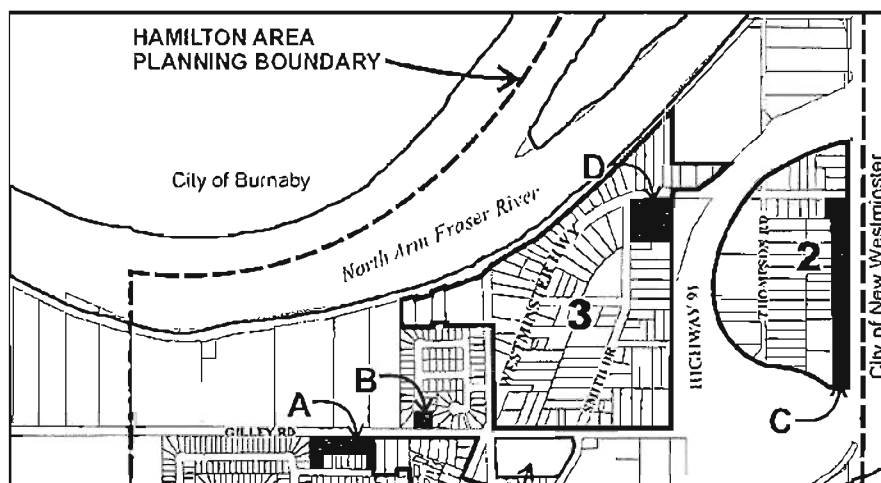


Figure 1: Areas Where Either Single Family or Townhouse Use Could Be Considered

The proposed Area Plan designates:

- Area A as *Neighbourhood Residential (Townhouse 0.55 FAR)* which allows for lower density townhouse developments than currently allowed 0.6 FAR), given this Area's small size and its proximity to single family homes to the south,
- Area B as *Neighbourhood Residential (Single Family 0.55 FAR)*, given the small site size which is surrounded by single-family homes, and
- Areas C and D as *Neighbourhood Residential (Townhouse 0.75 FAR)*.

Area Between Area D and Highway 91:

The proposed Area Plan includes a refinement to the Concept for the triangular piece of land located between Area D and Highway 91 (Figure 1). The current 2041 OCP *Neighbourhood Residential* designation that was included in the Concept provides too many land use options (e.g., single family, two-family and multiple family housing and did not specify a density). To provide greater certainty, the revised Area Plan designates this area as *Neighbourhood Residential (Townhouse 0.75 FAR)*.

## 2. The Proposed Waterfront Park

At the Open House, on June 27, 2013 and in the public survey, the proposed Waterfront Park along the North Arm of the Fraser River raised the most concern, as 22% of the respondents thought that it may adversely affect their properties and there may not be safe access to it. There was lesser concern regarding the proposed Willett Avenue extension (see Figure 2 below).



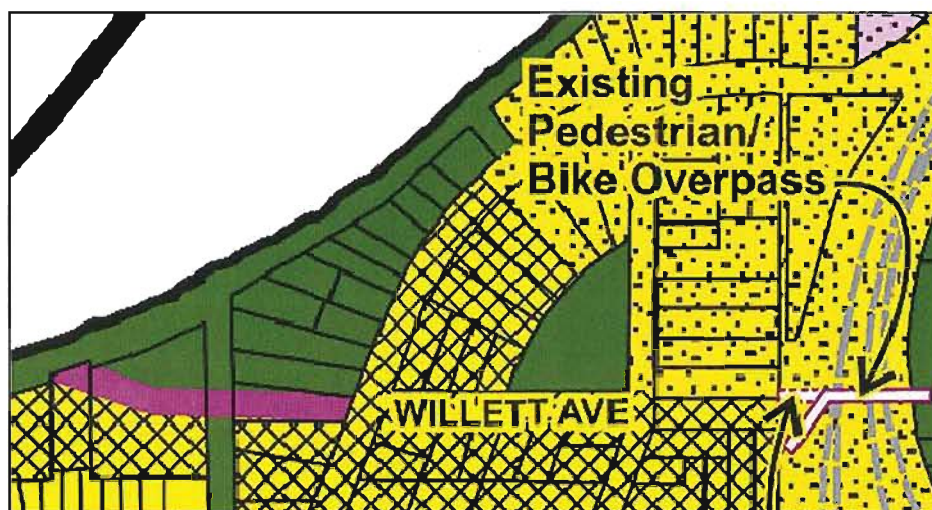


Figure 2: Waterfront Park & Willett Avenue Extension

The proposed Area Plan continues to include the Waterfront Park, as it is necessary to provide additional open space to the residents of Hamilton, create additional waterfront access in the City and extend the City's dyke trail network. As well, the proposed Willett Avenue extension will provide access to the proposed park and a safer, more direct connection from Westminster Highway to River Road.

As some property owners affected by the proposed Waterfront Park and Willett Avenue extension may not have been notified of the June 27, 2013 Open House, City Parks staff sent a registered letter to the affected 15 property owners (Attachment 3), indicating the following customary considerations upon which the proposed Waterfront Park would be established:

- The park will not be needed for a long time (e.g., until 2041).
- Affected owners can continue to renovate, rebuild and sell their properties.
- No owners will be required to sell their properties for the proposed park.
- No properties will be rezoned from their current zoning, RS1/F (Residential-single detached housing).
- The timing of park acquisition is affected by Council priorities and budgets.
- If a property owner agrees to sell their land to City, the City will purchase the land at fair market value at the time of acquisition based on the current zoning.
- Property owners are free to contact the City if they wish to discuss selling their property to the City.

3. Overview of the Proposed Hamilton Area Plan (see OCP Bylaw 9078 at end of this report)

The proposed Area Plan has been prepared with refinements to the Concept based on a review of the third Open House public survey results and further City-led engineering, transportation and urban design studies. The Area Plan highlights include:

a) *Population Growth*

Hamilton currently has 5,100 people and 1,565 dwelling units (DU) (2011 Census). The existing 1995 Hamilton Area Plan allows an estimated the population of 9,800 people and 3,543 dwelling units by 2034. These estimates are based mainly on Areas 2 and 3 being redeveloped into ground-oriented townhouses. The proposed Area Plan enables an estimated population of 12,000 people and 4,093 dwelling units by 2034 (see Figure 3).

Figure 3

Potential Build-Out under <u>Current</u> Hamilton Area Plan			
Item	Current (2011)	Net New Population & Dwelling Units (includes some existing units removed)	Total Estimates
Total Population	5,100	4,764	9,800 (rounded)
Total Dwelling Units (DU)	1,565	1,978	3,543

Potential Build-Out under the <u>Proposed</u> Area Plan			
Item	Current (2011)	Net New Population & Dwelling Units (includes some existing units removed)	Total Estimates
Total Population	5,100	6,919	12,000 (rounded)
Total Dwelling Units (DU)	1,565	2,528	4,093

b) *Vision and Goals*

The Hamilton Area Plan Vision and Goals are as follows:

*Vision:*

"Hamilton is a connected community where residents, employees and visitors have access to local services and amenities at a neighbourhood service centre that has an aspirational contemporary feel. The community is interconnected with an open space program that respects the agricultural legacy, celebrates its location on the Fraser River and includes key activity nodes, gateways and paths."

*Goals:*

1. "Encourage a sustainable approach to Hamilton development and infrastructure servicing.
2. Encourage a mix of residential, retail and office uses in buildings (e.g., up to four (4) stories within the Village Centre with a "High Street").
3. Protect and maintain existing employment lands outside of the redevelopment areas (e.g., along both sides of the Fraser River).
4. Maintain the newer, compact single family residential areas to west of Westminster Highway and south of Gilley Road over the long-term to maintain a full range of housing choices.
5. Enable other existing single family sites to remain, as long as each property owner wishes.
6. Encourage walking, cycling, rolling (wheelchairs, scooters) and public transit;
7. Implement the City's OCP Ecological Network Concept.

8. Celebrate the environmental and cultural significance of the Fraser River.
9. Facilitate market-driven Plan implementation with infrastructure and amenities paid for by developers.”

c) *Land Use and Density Policies within the Proposed Area Plan*

The proposed Area Plan supports a traditional, compact “Village form” with a Neighbourhood Village Centre along both sides of a Gilley Road “High Street”, east of Westminster Highway which accommodates the highest density with four (4) storey mixed-use buildings. Moderate density stacked townhouses and townhouses are accommodated north of the Gilley “High Street” and immediately east of Highway 91A near Queensborough. The compact single family areas to the south and west accommodate lower densities. Lower density, open space and ALR agricultural uses to the west and along the North Arm of the Fraser River are accommodated.

More specifically, the proposed Area Plan enables the following land uses:

i. *The Established Single-Family Area, West of Westminster Highway*

- The proposed Area Plan continues the existing single-family, townhouse and park areas, with new *Neighbourhood Residential (Townhouse 0.75 FAR)* designations for developable lots with the exception of a small area fronting the south side of Gilley Road that is designated as *Neighbourhood Residential (Townhouse 0.55 FAR)* as discussed above.

ii. *East of Highway 91A*

- This area is proposed for ground-oriented *Neighbourhood Residential (Townhouse 0.75 FAR)* use.
- The existing 2.9 ha. (7.2 acre) Hamilton Highway Park is kept and improved.
- Improved access on either side of Highway 91A and to the neighbouring New Westminster community of Queensborough.

iii. *Between Highway 91A, Westminster Highway and River Road*

The proposed Area Plan enables Gilley Road to be a vibrant “High Street” to create a strong core for the Hamilton community with a mix of street-oriented retail uses to provide more local shopping and service opportunities which involves:

- A *Neighbourhood Village Centre* which includes:
  - *Retail and Office Area with Residential Above (4-storey 1.5 FAR)* which includes street-oriented retail and a possible grocery store.
  - *Residential Area (4-storey 1.5 FAR)* that enables a range of assisted living and seniors housing.
- Areas for *Neighbourhood Residential (Townhouse 0.75 FAR)* and *(Stacked Townhouse 1.0 FAR)*.
- A new Waterfront Park 2.72 ha. (6.72 acres between River Road and Westminster Highway).

iv. *The Industrial / Residential Area along the South Arm of the Fraser River*

The proposed Area Plan enables minor changes to the existing Area Plan’s *Mixed Use Water Oriented Industrial / Residential Area* designation, as follows:

- Where there are only existing industrial uses, the proposed *Industrial* designation protects existing industrial uses and zoned properties.

- Where there are both existing residential and industrial uses and zoning, a new *Marine Industrial / Residential* designation (e.g., townhouse, single family, float homes) is proposed to protect properties with both existing residential and industrial uses and zoning.

*d) Proposed Community Amenities*

As Hamilton residents would like a small library, policing office and City indoor recreation space, the Area Plan includes policies for developer making community amenity contributions for density bonusing for new multi-family and mixed-use projects. To achieve this approach, the proposed Area Plan provides a base multi-family density of 0.40 Floor Area Ratio (FAR) for each of the re-developable land use designations that may be increased to the given maximum net FAR provided that:

- i. Affordable Housing: Developers meet the City's Affordable Housing Strategy policies (e.g., affordable housing units provided as 5% of the gross residential floor area of apartment and mixed-use buildings with over 80 units, or cash contributions in accordance with the Strategy).
- ii. City Public Library Space, Indoor Recreational Space, Community Policing Office Space And Other Community Amenities: Developers provide the proposed Area Plan community amenity density bonusing contributions for City public library space, City indoor recreational space and City community policing office space and other City community amenities as discussed below under the Development Financing section.
- iii. Public Art: Public art installations or contributions would be provided by developers in accordance with the City's current Public Art Program.

*e) Child Care:*

Currently, Hamilton has approximately 165 child care spaces, including a 33-space City owned facility, on lands donated by TransLink. It is noted that there are additional child care facilities in nearby Queensborough. The Area Plan indicates that staff will monitor child care needs in Hamilton and advise Council if additional spaces are needed and how developers may contribute to providing them.

*f) Additional City Indoor Recreation Space*

The Hamilton Community Centre was expanded in 2011 and now has 8,600 ft<sup>2</sup> (800 m<sup>2</sup>) of dedicated indoor recreation space. It was designed for a population of approximately 9,000 people and may be expanded to the east, if necessary. As the proposed Area Plan involves an estimated total population of 12,000 at build out, additional City indoor recreation space of at least 4,000 sq. ft. (372 m<sup>2</sup>) including furnishings and equipment is needed. This space is to be provided by developers through community amenity contributions under the Area Plan density bonus policies. The City prefers cash contributions to be able to build the proposed City-owned indoor recreation space, when and where it chooses (e.g., adjacent or near the community centre or elsewhere, as determined by Council).

*g) Public Library Space*

The public survey findings indicate that Hamilton residents would like an improved library with similar services as provided in other branches. To address this preference, the Area Plan proposes that either: developers provide monetary contributions, or a developer construct the

library space (including computers, furnishings and equipment) of up to 5,000 sq. ft. (465m<sup>2</sup>) through the Area Plan density bonus policies. The Area Plan indicates that the new library space is to be located, as determined by Council, either:

- 1<sup>st</sup> Choice Location: In or near the re-developed shopping center (e.g., as there may be better open hours, visitability, and more people served), or
- 2<sup>nd</sup> Choice Location: In or near the existing Community Centre.

Any new library service will be determined by Council, after the City's Library Strategic Plan is completed and approved by Council. There are currently no additional operating funds available for any increase in library service, so if the space is secured before operating funds become available, Council will determine how the space will be used.

#### *h) Community Police Office Space*

The Area Plan includes policies to provide a Community Policing Office (CPO) space to improve community safety. It is proposed that through the Area Plan density bonus policies either, developers provide monetary contributions to the City to provide approximately 1,400 sq. ft. (130 m<sup>2</sup>) of City space including space, furnishings, or a developer would construct the space and fund the furnishings. The Area Plan indicates that the new police office space is to be located, as determined by Council, either:

- 1<sup>st</sup> Choice Location: In or near the community centre (e.g., as police can better participate with the community and youth to promote good citizenship), or
- 2<sup>nd</sup> Choice Location: in or near the redeveloped shopping centre.

Currently, there are no additional operating funds available for any increase in police service, so if the space is secured before operating funds become available, Council will determine how the space will be used.

#### *i) Mobility and Access*

The Area Plan includes a range of transportation improvements. In preparing the Area Plan, City staff worked with a consultant to prepare detailed road network and road cross-sections for Westminster Highway, the proposed Gilley Road "High Street" and other collector and local roads. Given the importance of the relationship of streets to buildings, conceptual versions of these cross-sections are included within the Area Plan Development Permit Area Design Guidelines (discussed below) in the Staff Report. The Area Plan major transportation policies aim to:

- Provide for a finer grain of streets and lanes that encourage convenient and safe access for walking, cycling and rolling trips throughout the community
- Establish a cycling network which includes off-street paths, marked on-street lanes, and possible shared use routes where cyclists, rollers and vehicles share the same road space.
- Promote an improved walking and rolling network (e.g., personal low-powered travel modes such as scooters, biking)
- Enhance the existing pedestrian and bike overpass over Highway 91A
- Enhance a section of Westminster Highway within the context of the Major Road Network (MRN) which will include a landscaped median for traffic calming and safety enhancements, on-street cycling lanes and a separate bi-directional cycling path, boulevards and sidewalks and with rolling (wheelchair, scooter) access

- Enhance Gilley Road as a “High Street” to create a unique and attractive neighbourhood centre streetscape
- Extend Willett Avenue to provide access to the proposed Waterfront Park and a safer, more direct connection from Westminster Highway to River Road
- Create new and retrofitted existing streets with features to mitigate speeding and cut-through traffic to enhance neighbourhood liveability
- Enable transit infrastructure (e.g., bus shelters, benches) and promote continued working with TransLink to support transit as a viable mode of transportation

New and upgraded City transportation infrastructure is to be paid for by developers, either through the DCC Program, or as part of developers’ off-site and on-site works.

*j) Ecological Network and Environment Policies*

The Area Plan implements the 2041 OCP Ecological Network Concept by better connecting ecological hubs, sites and the foreshore through a series of ecological corridors as follows:

- Protect and enhance a variety of inter-connected natural and semi-natural areas.
- Protect and enhance the Fraser River foreshore, as well as Environmentally Sensitive Areas (ESAs) and Riparian Management Areas (RMAs) as set out in the 2041 OCP.
- Strategically connect and restore the ecological value of key components of public lands (e.g., the two arms of the Fraser River, the canals, RMAs, ESAs, City parks) with naturalized corridors and restored ecosystems.
- Includes policies that minimize ecological impacts and the need for compensation.

It should be noted that the City’s 2041 OCP existing Riparian Management Area (RMA) Policy, and Environmentally Sensitive Areas (ESA) policies and Development Permit Area guidelines will apply to development in the same manner as they apply throughout the City, and as augmented by the Area Plan policies.

*k) Open Space and Public Realm*

In preparing the 2041, OCP Richmond residents gave a high priority to retaining and having more parks as parks promote healthy lifestyles, foster community cohesiveness, support a healthy city environment and contribute to economic development. The Area Plan provides an important, needed opportunity to: retain and improve all existing Hamilton parks (e.g., the Hamilton Highway Park, Hamilton Veterans’ Land Act [VLA] Park, Hamilton School and Community Centre Park, MacLean Park), provide more parkland to meet City parkland provision standards, better meet the recreational space and programming needs of planned City and community population growth, and enhance new and existing parks and trails. As well, the suite of proposed parks and trails and improvements better meets the recreational and connectivity needs of the growing community, City and region (e.g., Queensborough). More specifically, the proposed Area Plan:

- Establishes a new destination Waterfront Park at the north end of the Queen Canal. This new park is approximately 2.72 ha. (6.72 acres) and would serve as a large new green space, allowing residents to both reconnect with the water and create a significant community amenity. This park is made possible by a proposed new extension of Willett Ave. west of Westminster Highway to connect to River Rd., allowing for the closure of



part of River Road and opening up approximately 400 metres (¼ mile) of direct riverfront access along the park's north edge.

- Improves the new and existing parks and trails to enable a greater diversity of park activities (e.g. more activities for seniors and youth), including improving accessibility along both arms of the Fraser River and along the canals and the linkages between them.
- Re-develops Gilley Road into a “High Street” that provides amenities and substantial pedestrian space which connects to an enhanced pedestrian crossing at the intersection of Gilley Road and Westminster Highway (the “Crossing Plaza”).

The proposed Area Plan would result in a total of approximately 20.0 ha. (49.36 acres) of City park and open space as follows:

- Hamilton Highway Park (2.9 ha. [7.2 acres]) east of Highway 91A.
- The new Waterfront Park (2.72 ha. [6.72 acre]) to the north and west of Westminster Highway.
- The VLA Park (0.60 ha. [1.50 acres]), the Hamilton School and Community Centre Park 5.1 ha. [12.5 acres], and MacLean Park 4.3 ha. [10.7 acres].
- Other Open Spaces totalling 4.35 ha. (10.76 acres).

The above parks total 20.0 ha. (49.36 acres) are shown on the Area Plan Land Use Map. It is proposed that the new parkland acquisition, and existing and new park improvements would be mainly financed by development DCCs and the proposed public realm features (e.g., strollways, pathways) would be mainly financed by development on-site and off-site improvements, as discussed in the Development Financing section below.

#### *l) Neighbourhood Energy and Emissions Performance*

The proposed Area Plan assists in meeting the City's 2041 OCP GHG emission and energy reductions targets and current examples include:

- The new December 2012 BC Building Code (BCBC) requires that new residential development (greater than four storeys) and most industrial, commercial and institutional developments are to now required to meet either: the ASHRAE 90.1-2010 requirements to achieve an estimated 30% reduction in energy costs compared to the previous requirement in the BC Building Code, or the 2011 National Energy Code for Buildings (NECB) requirements to achieve an estimated 25% improvement, over the previous standard.
- To better ensure that the ASHRAE or the NECB approach is actually being used, the City now requires a new Energy Efficiency Design Verification requirement at the Building Permit stage. Richmond, North Vancouver and Vancouver are currently the only municipalities in BC to implement these verification requirements.
- The 2041 OCP requires the following electric vehicle charging infrastructure in new multi-family residential developments: a minimum of 20% of parking stalls are to be provided with a 120 volt receptacle to accommodate electric vehicle charging equipment, and an additional 25% of parking stalls are to be constructed to accommodate the installation of future electric vehicle charging equipment (e.g., pre-ducted for future wiring) and a minimum of one 120 volt receptacle to accommodate electric charging equipment for every 10 Class 1 bicycle parking spaces.

To improve upon these current requirements, the City received \$20,000 from BC Hydro to undertake a Hamilton Neighbourhood Energy Study to review how Richmond's Community Energy and Emissions Plan (CEEP) could be advanced by identifying opportunities for building energy conservation, renewable energy generation, district energy and waste-heat recovery. As a result, the proposed Area Plan includes energy and emissions policies which encourage staff and developers to explore how to reduce energy and emissions in new developments (e.g., geothermal exchange).

m) New Development Permit Area Design Guidelines

The Area Plan includes new land-use policies and Development Permit Area (DPA) Design Guidelines to ensure attractive, functional, accessible and serviceable development and sites, for example, the Guidelines:

- Limit the size of development parcels to encourage a variety of building types and elements
- Require publically-accessible, on-site "Strollways" and "Shared Streets" to break up building mass and improve accessibility
- Include cross-sections of the re-built City streets, as well as the on-site Shared Streets and Strollways, based on transportation and engineering studies done for the City which establish the ultimate street grade and streetscape guidelines
- Establish setbacks for buildings from the above streets, Shared Streets and Strollways to achieve a good relationship between buildings and the public realm
- Establish minimum lot sizes for redevelopment, to ensure that sites can be efficiently redeveloped, accessed and serviced, and so as to avoid any "orphaned" lots which are difficult to redevelop
- Encourage buildings that animate the street and ensure that adjoining public spaces become formal and informal gathering spaces appropriate for the land use(s)
- Encourage appropriate transitions between buildings of different densities by "stepping" down building heights smoothly
- Require articulation of buildings to provide visual interest and reflect a pedestrian scale

4. Development Financing

a) *General Approach*

Establishing development financing policies involves balancing City, community and developer interests. The proposed Area Plan is based on a "Developer Pay" approach to avoid having taxpayers pay for needed new parks, park improvements, infrastructure and community amenities as a result of new development. Since the June 27, 2013 Open House, City staff, with the assistance of independent economic, engineering and landscape architecture consultants have undertaken more detailed financial analyses. This analysis assisted in preparing the following proposed community amenity contribution policy within the Area Plan.

Area Plan implementation requires developers to pay a percentage of the net land lift as a community amenity contribution through density bonusing, on-site and off-site works, and additional City wide DCC Program contributions for additional Hamilton related growth improvements (e.g., new Waterfront Park, other park and trail improvements, and significant improvements to Westminster Highway).



*b) Community Amenity Options and Contributions*

In the past, Richmond has required between 50% to 100% of the land lift. For the July 2013 Area Plan Concept, the City indicated that it would require approximately 65% (estimated minimum) of the land lift to have developers provide the community amenities (indoor recreation, library and police office space). Lower Mainland municipalities typically take between 70% to 100% of the land lift value. For example, Surrey's policy is to take 75 % of land lift, Vancouver typically takes 75% and in some instances 100% of it, and Burnaby takes 100% of the land lift in Metrotown.

In addition, City staff considered that, as the City and Hamilton community grow, the estimated costs and the size of amenity spaces may increase due to the long build out period (e.g., to 2041). As well, as building standards may increase and other amenities may become desired by Hamilton residents (e.g., an aging population), funds should be set aside to assist in meeting those needs. Some amenities which Hamilton residents use are located elsewhere in the City, therefore consideration could be given to providing funds to assist in improving those amenities (e.g., swimming pools, ice arenas, art galleries, museums). With these considerations in mind, the following community amenity contributions options are outlined in Figure 4 below.

*Figure 4*

Percentage of Net Land Lift	Total Amount of Amenity Contribution In Dollars	Type of Amenity and Amount
Option 1 - 62.5% of lift	\$14.2 Million	1. Additional Community Centre Space of 4,000 sq. ft.: \$3.6 Million 2. Public Library Space of 5,000 sq. ft.: ..... \$5.5 Million 3. Community Policing Office Space of 1,400 sq ft: \$1.3 Million 4. Miscellaneous (e.g. for additional construction cost escalation, increases in building standards, increased rate of amenity provision over time, other possible community amenities, etc) \$3.8 Million
Option 2 - 85% of Lift Recommended	\$19.2 Million	1. Additional Community Centre Space of 4,000 sq. ft.: \$3.6 Million 2. Public Library Space of 5,000 sq. ft.: ..... \$5.5 Million 3. Community Policing Office Space of 1,400 sq ft: \$1.3Million 4. Miscellaneous (as above): ..... \$8.8 Million
Option 3 - 100% of Lift	\$22.6 Million	1. Additional Community Centre Space of 4,000 sq. ft.: \$3.6 Million 2. Public Library Space of 5,000 sq. ft.: ..... \$5.5 Million 3. Community Policing Office Space of 1,400 sq ft: \$1.3Million 4. Miscellaneous (as above):.....;..... \$12.2 Million

As discussed above, it can be argued that there are strong reasons for the City to require 100% of the land lift including increasing amenity costs, space requirements and community needs in Hamilton and elsewhere in the City. Also, other municipalities have already set a precedent of requiring 100% of the land lift.

Staff recommend Option 2 (85% of the net land lift), as it is a reasonable approach to address Hamilton's growing community amenity needs. It is noted that in calculating, the net land lift (which is a result of rezoning of the land) staff have deducted 15% developer profit and additional off site servicing and fill costs. As a result, the net land lift which the community amenity contribution is based on is considerably less than the gross land lift.

It is noted that in addition to providing for 15% developer profit on land lift calculations, developers will continue to receive profit on overall project construction costs.

It is estimated that City will receive developers' community amenity contributions totalling an estimated \$19.2 Million (subject to review once the site, timing and details are clarified). The amenities include additional City indoor recreation space, a small public library space and a community policing office space (includes furnishings and equipment), and other community amenities as may be determined by Council, as follows:

- \$5.5 Million for City Public Library space of at least 5,000 sq. ft.
- \$3.6 Million for Additional City Indoor Recreation space of at least 4,000 sq. ft.
- \$1.3 Million for a City Community Policing Office space of at least 1,400 sq. ft.

In addition, some funds will be available for miscellaneous costs (e.g. for additional construction cost escalation, increases in building standards, increases rate of amenity provision over time, other possible community amenities, etc), as it is necessary to adequately budget for community amenities over the long term and with flexibility to meet changing requirements and circumstances. Possible other community amenities in Hamilton, or elsewhere in the City that benefit Hamilton residents, as determined by Council may include more indoor recreation space, ice arena, swimming pool, museum, art gallery facilities.

The following contribution rates are based on the estimated \$19.2 Million of the total \$22.6 Million net land lift being distributed over the total build-out floor area possible under the Area Plan. The rates are then weighted based on 3.0 people per townhouse unit and 2.1 people per apartment unit. The proposed rates are payable on the total residential density (FAR) of developments as follows:

- \$6.55 per square foot for townhouse and stacked townhouse developments, and
- \$4.60 per square foot for apartment and mixed-use developments.

Staff suggest that the community amenities may be prioritized as follows: (1) the police office space as safety is important, (2) the library, as the community desires improved facilities and services, and (3) the indoor recreation space as the existing community centre is adequate in the short term. The City may expend collected developer amenity contributions on the above amenities in any order or manner approved by Council for freehold space including furnishing, equipment and books.

Alternatively, Council could require Option 3 in Figure 4 above which involves 100% of the land lift to better address growing community amenity needs as discussed above.

*c) Development Cost Charges*

City staff, based on estimates by its consultants, propose that the current Development Cost Charges program be reviewed in order to accommodate an additional \$22.95 Million for the following elements:

- \$11.17 Million for Parks Acquisition DCCs for the Waterfront Park lands.

- \$4.66 Million for Parks Development DCCs which includes the development of the Waterfront Park, VLA Park, Hamilton Highway Park, the Queen Canal and other trails and greenway elements.
- \$7.12 Million for Roads DCCs for new Westminster Highway improvements in addition to the current DCC Program for Westminster Highway and the new Willett Avenue extension and bridge.

The Province's Development Cost Charge (DCC) Best Practices Guide, which was prepared by the provincial Development Finance Review Committee and included provincial, local government and development community representatives, provides guidance in managing DCC's. Local governments who choose to follow the Guide's recommended best practices can expect an expedited process for provincial approval of their development cost charge bylaws. The Guide states the following:

*DCCs are implemented by bylaw. Council initiates the bylaw process by instructing staff to develop a DCC bylaw or amend an existing DCC bylaw. Staff develop the bylaw with input from the elected body and stakeholders, then forwards the bylaw to council for first reading. After first reading, more consultation with stakeholders is undertaken to obtain input and to determine if amendments are required. Council then gives the bylaw second and third reading.*

*After third reading, the City forwards the bylaw and all supporting information to the Ministry of Community Services, for the review of the Inspector of Municipalities, who is required under the Local Government Act to review and give approval to the bylaw before fourth reading. The bylaw and supporting documents are reviewed to ensure that:*

- *the methodology used to determine the rates is sound and complies with all legislative requirements;*
- *stakeholders have been consulted; and,*
- *the impacts of the rates on development have been considered.*

*If there are no issues with the bylaw, the Inspector of Municipalities grants statutory approval and returns it to the City. Council gives fourth reading to the bylaw, after which it is ready to be implemented.*

Staff propose the following DCC Program amendment options to address Hamilton DCC costs:

- *Option 1 - Establish A Local Area DCC Program In 2014* - The costs for the additional parks and roads could be included and assessed through a Local Area DCC (similar to West Cambie). However, the consequences would include the high incremental costs, the time it would take to collect sufficient funds in order to begin the projects, the additional DCC costs could reduce the amounts available for community amenities, and the fact that some of the DCC projects would have benefit City wide.
- *Option 2 - Add Proposed Hamilton DCC Costs To The Existing City-Wide DCC Program In 2014* - The consequences with this approach are that the current City-wide program is over four years old and should be reviewed in its entirety. The Province

could reject the submission as they may view the application as being incomplete and there may be concern if the City plans to update the City-wide DCC again within the next year in 2015.

- *Option 3 - Include The Hamilton DCC Costs As Part Of An Amended City-Wide DCC Program (Recommended)*

In 2014, staff would begin reviewing the current City wide DCC program and updating the information for all programs which would not be completed until late 2014. In 2015, the proposed DCC changes would be presented to Council and discussed with the Urban Development Institute (UDI) and Richmond local developers before final consideration by Council. The Province must first approve DCC Program changes before final approval by Council in 2015. The positive consequence in selecting this option is that it provides an opportunity to update the City-wide program in an orderly manner while complying with the Province's requirements and consulting with UDI and local developers.

d) *Procedure To Review Development Cost Charges Imposition Bylaw 8024*

Based on the Provincial DCC Best Practices Guide, the Finance Division, with Policy Planning Division assistance, recommends the following process to review the DCC Program :

- February 4, 2014: The proposed Area Plan Bylaw 9078 and procedure to review the Development Cost Charges Program are considered by Planning Committee.
- February 11, 2014: Council considers the documents and, if acceptable, gives first reading to proposed Area Plan Bylaw 9078.
- February 11, 2014: As per Recommended Option 3 above, Council would direct that the whole City wide DCC Program be updated including the proposed Hamilton DCC costs with consultations (e.g., UDI) to occur in 2015.
- February 25, 2014: A special Public Hearing for the proposed Area Plan Bylaw 9078 is held and, if acceptable, the Area Plan is approved.
- In 2015, TBD: Staff present a draft City wide DCC bylaw and recommend consultation with the Urban Development Institute (UDI) and local Richmond developers. Once the consultation is completed, staff recommend to Council first, second and third bylaw readings. If Council accepts the recommendation then, unless Council directs further amendments and consultation, Council gives the proposed bylaw first, second and third readings. After third reading, the City will send the proposed amendments to the existing DCC Bylaw 8024 to the Province for approval (this may take several months and City staff will endeavour to shorten this time). Once the Province approves the proposed amendments to the existing DCC Bylaw 8024, staff will bring it forward for approval.

## 5. Community Comments

From the July 10, 2013 public survey return date to January 24, 2014, the City received some correspondence from several Hamilton residents (Attachment 4). Some comments on the 2013 Area Plan Concept included: there may be too much density, the shopping centre should be densified, a safe community and managing traffic impacts are important, developers should provide community amenities, encourage a community park like setting, more youth recreation

facilities and the elementary school expansion need to be addressed, and the timing of when the Area Plan will come forward (Attachment 4).

Staff suggest that the proposed Area Plan addresses many of the above concerns. For example, the Area Plan proposes: a low population increase to 12,000 people (not 17,000 people), the densification of the shopping centre, a new park, park improvements, developer funded community amenities (e.g., indoor recreation space, a small library space, a police office space), safer streets and pedestrian access, and improved infrastructure. The Area Plan states that the City will continue to co-operate with the School Board, as it clarifies long-term elementary school site needs in Hamilton and to improve safe pedestrian access for elementary school children. In these ways, it is suggested that the Area Plan addresses many of these concerns.

### Financial Impact

Area Plan implementation is based on a "Developer Pay" approach. It is recommended that Hamilton developers provide required on and off site improvements, a range of community amenities through density bonusing based on 85% of the net land lift. An option to require 100% of net land lift is presented should Council prefer to do so. As well, staff recommend a process to review and amend the City - wide DCC bylaw ending in 2015 based on the Province's *DCC Best Practices Guide*.

### Conclusion

In 2012, Council authorized the Hamilton Area Plan Update. The proposed Area Plan has been prepared after three (3) Open Houses and public surveys. There is significant support for the proposed market and development-driven Area Plan, as it enables growth and provides for requested community improvements (e.g., a small library, police office, indoor recreation space), more seniors housing opportunities; and road, pedestrian, infrastructure and park improvements). Staff recommend that the proposed updated Hamilton Area Plan be approved along with a developer focussed financial implementation program which includes a process to amend the City wide DCC Bylaw. The Area Plan enables Hamilton to improve socially, economically, environmentally and sustainably to better meet requested community needs.



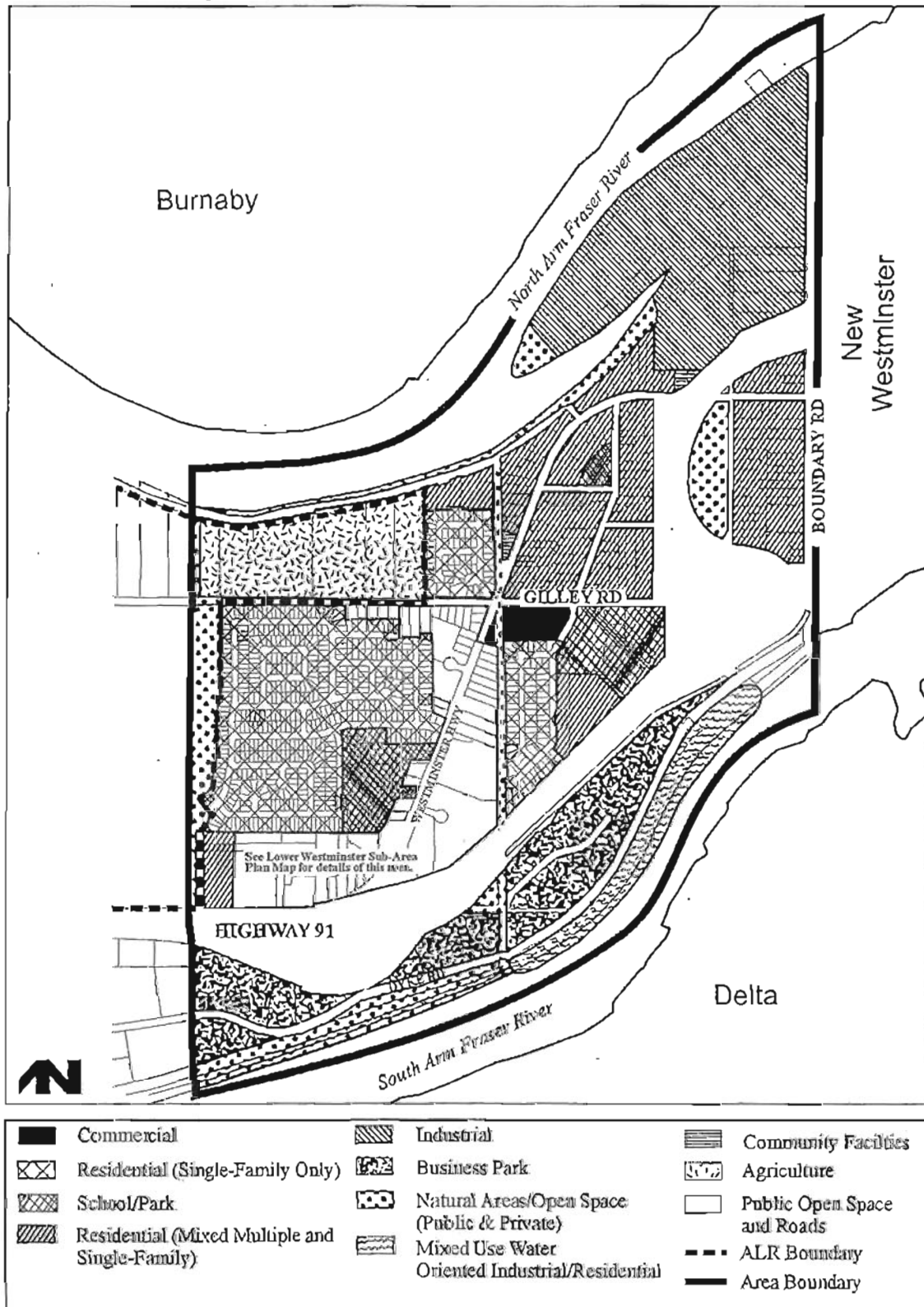
Mark McMullen  
Senior Coordinator-Major Projects  
MM:kt



Terry Crowe, Manager,  
Policy Planning

Attachment 1	Existing Hamilton Area Plan and Hamilton Area Land Use Concept Maps
Attachment 2	3 <sup>rd</sup> Public Survey and Summary of Findings on the City Concept - June to July, 2013
Attachment 3	City Park's October 29, 2013 Letter to Owners of Land Within the Proposed Waterfront Park
Attachment 4	Correspondence from Hamilton residents regarding the proposed 2013 Area Plan Concept up to Friday January 24, 2014
OCP Bylaw 9078	The proposed Bylaw 9078 which includes the Hamilton Area Plan as Schedule A

## Existing Hamilton Area Plan and Hamilton Area Land Use Concept Maps

Land Use Map Bylaw 8880  
2012/11/26



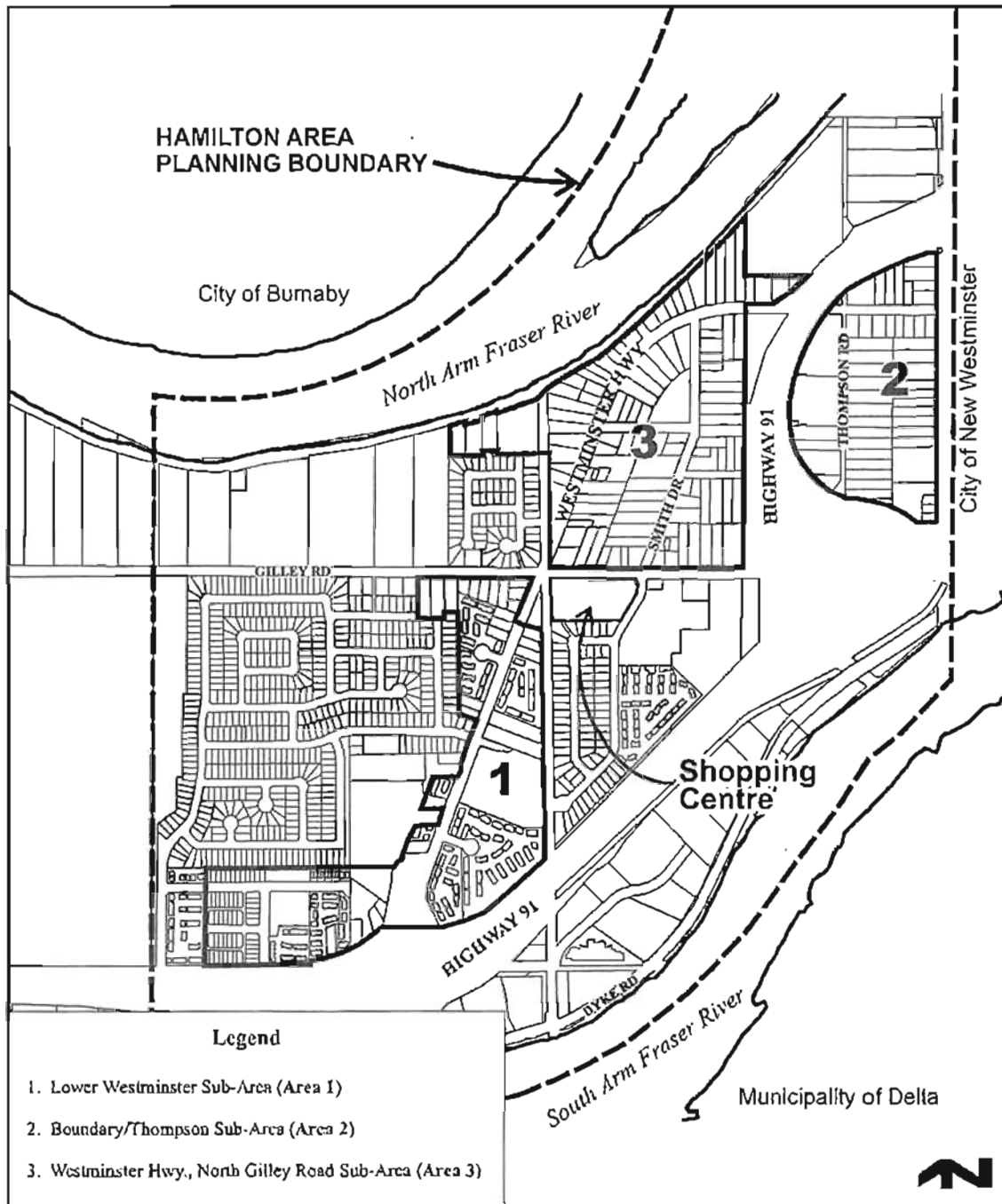
# Lower Westminster Sub-Area Land Use Map

Bylaw 7561  
2007/06/25



# Hamilton Neighbourhood Plan Update

## Planning Areas Hamilton Area Plan

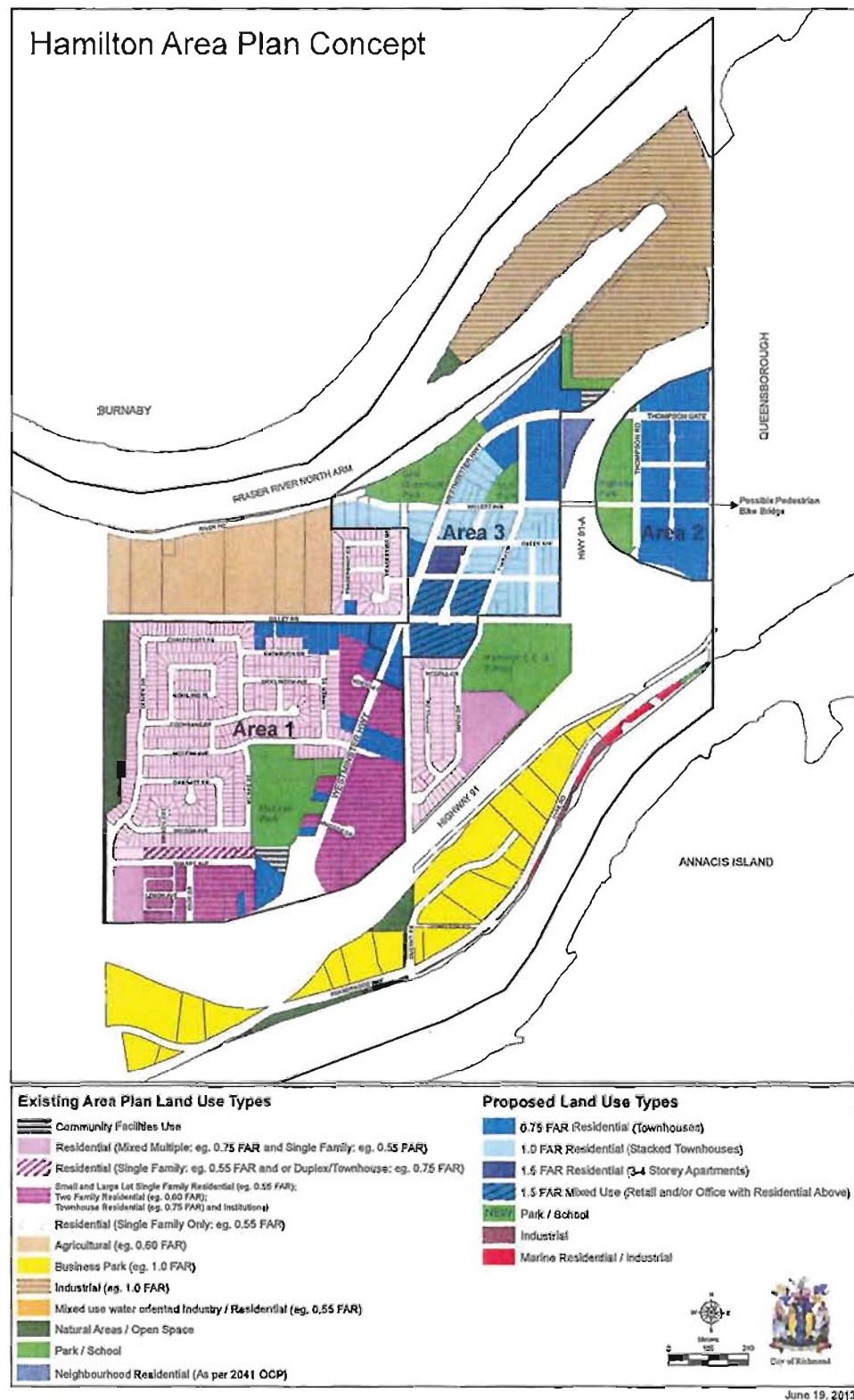


### Caution To Property Owners, Developers and Public:

Until the Area Plan is finalized, Hamilton property owners and developers are strongly advised not to speculate or make assumptions about the final allowed Area Plan land uses or densities, as they may change from the proposed Concept—this cannot be emphasized enough.



# Hamilton Neighbourhood Plan Update



## Caution To Property Owners, Developers and Public:

Until the Area Plan is finalized, Hamilton property owners and developers are strongly advised not to speculate or make assumptions about the final allowed Area Plan land uses or densities, as they may change from the proposed Concept—this cannot be emphasized enough.

# Hamilton Neighbourhood Plan Update



## Caution To Property Owners, Developers and Public:

Until the Area Plan is finalized, Hamilton property owners and developers are strongly advised not to speculate or make assumptions about the final allowed Area Plan land uses or densities, as they may change from the proposed Concept—this cannot be emphasized enough.



**City of  
Richmond**

**Public Survey—Hamilton Area Plan Update**  
 Third Public Survey—Proposed Concept  
 for the Hamilton Area Plan Update  
 6911 No. 3 Road, Richmond, BC V6Y 2C1

**Purpose:**

The purpose of this survey is to invite you to comment on how the 1995 Hamilton Area Plan may be updated, particularly regarding Areas 2 and 3 (see attached map).

- This survey is the third of several surveys that will be undertaken as the Hamilton Area Plan is updated.
- This Third Public Survey asks for your opinions regarding the proposed Option 4 Concept.
- Please only complete one survey per household and return by **July 10, 2013**.

**Background:**

In December 2011, City Council approved a process to update the 1995 Hamilton Area Plan to better reflect community trends and preferences.

Public input received from the First and Second Open Houses has been considered in preparing the Option 4 Concept.

The Third Open House information and this Third Public Survey can be accessed through [www.richmond.ca](http://www.richmond.ca) or [www.placespeak.com/hamiltonareaplan](http://www.placespeak.com/hamiltonareaplan).

**Request:**

- Please take a few moments (one survey per household, please) to respond to the following questions.
- You will need to refer to the Display Boards at the June 27, 2013 Third Open House or on the above-noted websites to answer this survey.
- The Third Public Survey can be completed until **July 10, 2013**.
- Your views will be considered by Council in updating the Hamilton Area Plan.

**Q.1** In the **Proposed Concept**, please share what you **most like** about

- Land Use and Density \_\_\_\_\_
- Community Amenities (e.g. Library, Community Centre, Police Service Space) \_\_\_\_\_
- Parks and Greenways \_\_\_\_\_
- Transportation Improvements \_\_\_\_\_
- Other \_\_\_\_\_

**Q.2** In the **Proposed Concept**, please indicate what you **least like** about

- Land Use and Density \_\_\_\_\_
- Community Amenities (e.g. Library, Community Centre, Police Service Space) \_\_\_\_\_
- Parks and Greenways \_\_\_\_\_
- Transportation Improvements \_\_\_\_\_
- Other \_\_\_\_\_

Q.3 In the **Proposed Concept**, please indicate which of the following uses you would like to permit in the shaded areas shown on the **attached map** (Please Check One).

- A - Small Lots on south side of Gilley Road, west of Area 1:

Single-Family Only \_\_\_ Single-Family & Townhouses \_\_\_ Townhouses Only \_\_\_

- B - Small Lot on north side of Gilley Road, north of Area 1:

Single-Family Only \_\_\_ Single-Family & Townhouses \_\_\_ Townhouses Only \_\_\_

- C - Along Boundary Road in Area 2:

Single-Family Only \_\_\_ Single-Family & Townhouses \_\_\_ Townhouses Only \_\_\_

- D - Small Lots on East Side of Smith Drive in Area 3:

Single-Family Only \_\_\_ Single-Family & Townhouses \_\_\_ Townhouses Only \_\_\_

- Other \_\_\_\_\_

Q.4 **My general comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for your time!**

---

Please complete and return the survey by **July 10, 2013**.

1. Fill out your survey and submit at the **Third Public Consultation Meeting on June 27, 2013**.  
OR
2. Download the survey from [www.richmond.ca](http://www.richmond.ca) or from [www.placespeak.com/hamiltonareaplan](http://www.placespeak.com/hamiltonareaplan) and email to [hamiltonplan@richmond.ca](mailto:hamiltonplan@richmond.ca).  
OR
3. Pick-up /drop-off a paper copy of your survey off at the Hamilton Community Centre or City Hall.  
OR
4. **Fax** it to 604-276-4052.  
OR
5. **Mail to:** Hamilton Public Survey  
Richmond City Hall  
6911 No. 3 Road, Richmond, BC V6Y 2C1



# Hamilton Area Plan Open House No. 3 on Hamilton Concept – June 27, 2013 Summary of Survey Results (89 Replies)

Q1 - In the Proposed Concept, please share what you most like about:

Land Use and Density	Community Amenities (e.g. Library, Community Centre, Police Space)	Parks and Greenways	Transportation Improvements	Other (Top 3 Responses)
<p><u>50 With Positive Comments (56%)</u></p> <p>15 Like Higher density provided (17%)</p> <p>7 Like Lower density provided (8%)</p> <p>8 Like Generally it as presented (9%)</p> <p>8 Like Mixed use (9%)</p> <p>11 Like High Street / commercial areas (12%)</p> <p>4 Like other specific elements (4%)</p>	<p><u>48 With Positive Comments (53%)</u></p> <p>25 Like generally (28%)</p> <p>8 Like Library specifically (9%)</p> <p>8 Like Commercial specifically (9%)</p> <p>5 Like Police Office specifically (6%)</p> <p>2 Like More generally (1%)</p> <p>1 Likes Community centre specifically (1%)</p>	<p><u>51 With Positive Comments (58%)</u></p> <p>21 Like Generally (23%)</p> <p>11 Like Pedestrian routes (12%)</p> <p>9 Like Waterfront Park (10%)</p> <p>7 Like Enhanced existing parks (8%)</p> <p>3 Like Community Gardens (3%)</p>	<p><u>30 With Positive Comments (34%)</u></p> <p>13 Like pedestrian improvements (15%)</p> <p>6 Like New road improvements (7%)</p> <p>3 Like Traffic Calming (3%)</p>	<p>More commercial / retail (6)</p> <p>More amenities (4)</p> <p>Better pedestrian/bike routes (3)</p>
<p><u>24 With No Comments (27%)</u></p>	<p><u>39 With No Comments (44%)</u></p>	<p><u>33 With No Comments (37%)</u></p>	<p><u>47 With No Comments (53%)</u></p>	
<p><u>12 With Negative Comments (13%)</u></p>	<p><u>2 With Negative Comments (2%)</u></p>	<p><u>4 With Negative Comments (4%)</u></p> <p>3 Don't like Waterfront Park (3%)</p> <p>1 Doesn't like anything (1%)</p>	<p><u>6 With Negative Comments (7%)</u></p> <p>2 Not Enough Improvement (2%)</p> <p>1 Increased traffic (1%)</p>	
<p><u>3 Other General Comments (3%)</u></p>	<p><u>1 Other General Comments (1%)</u></p>	<p><u>1 Other General Comments (1%)</u></p>	<p><u>6 Other General Comments (7%)</u></p>	

Q2 - In the Proposed Concept, please indicate what you least like about:

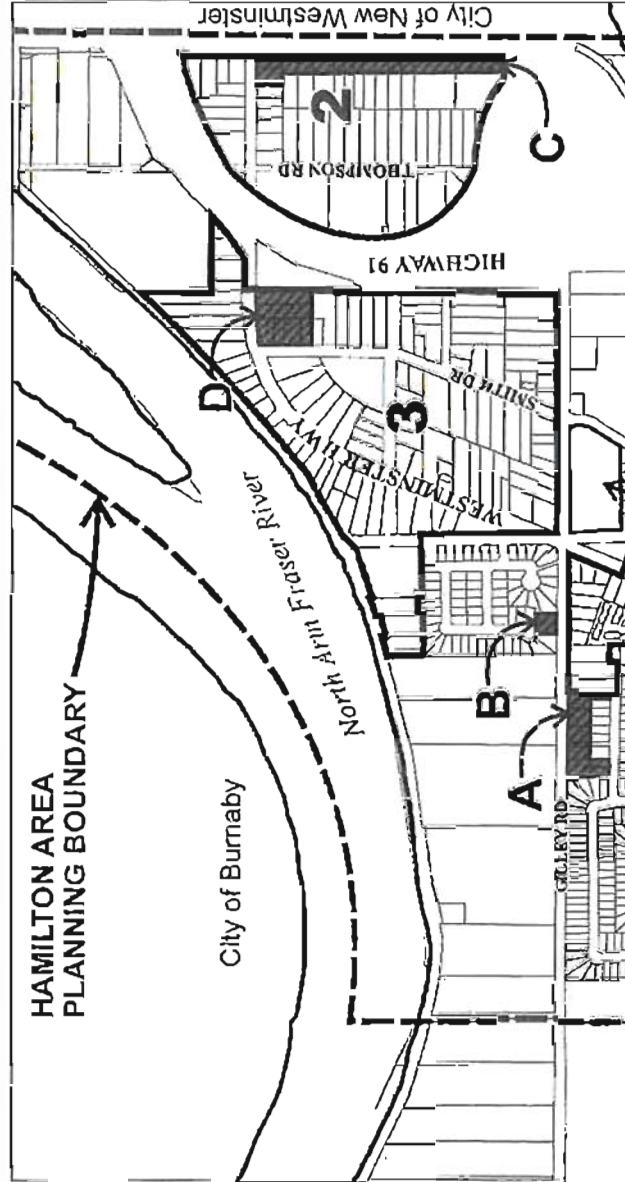
Land Use and Density	Community Amenities (e.g. Library, Community Centre, Police Space)	Parks and Greenways	Transportation Improvements	Other (Top 3 Responses)
<p><u>40 With Negative Comments (45%)</u></p> <p>21 Dislike higher density provided (24%)</p> <p>6 Dislike lower density provided (7%)</p> <p>3 Dislike generally as presented (3%)</p> <p>10 Dislike other various elements (16%)</p>	<p><u>10 With Negative Comments (11%)</u></p> <p>2 Dislike Small Community Centre (2%)</p> <p>2 Dislike Library being proposed (2%)</p> <p>6 Dislike other various elements (7%)</p>	<p><u>26 With Negative Comments (29%)</u></p> <p>20 Dislike Waterfront Park (22%)</p> <p>2 Dislike too little park proposed (2%)</p> <p>4 Dislike other various elements (5%)</p>	<p><u>26 With Negative Comments (29%)</u></p> <p>7 Dislike possible worse traffic (8%)</p> <p>6 Dislike new roads being proposed (7%)</p> <p>4 Dislike New Willett Ave extension (4%)</p> <p>2 Dislike Westminster Boul. (2%)</p> <p>7 Dislike other various elements (8%)</p>	<p>Need more seniors housing (4)</p> <p>No high school (4)</p> <p>Slow development time frame(2)</p>
<p><u>41 With No Comments (46%)</u></p>	<p><u>62 With No Comments (70%)</u></p>	<p><u>51 With No Comments (57%)</u></p>	<p><u>47 With No Comments (53%)</u></p>	
<p><u>4 Positive Comments (4%)</u></p>	<p><u>8 With Positive Comments (9%)</u></p>	<p><u>4 With Positive Comments (4%)</u></p>	<p><u>5 With Positive Comments (5%)</u></p>	
<p><u>4 Other General Comments (4%)</u></p>	<p><u>8 Other General Comments (9%)</u></p>	<p><u>8 Other General Comments (9%)</u></p>	<p><u>11 Other General Comments (12%)</u></p>	

**Hamilton Area Plan**  
**Open House No. 3 on Hamilton Concept – June 27, 2013**  
**Summary of Survey Results (89 Replies)**

Q3) In the Proposed Concept, please indicate which of the following uses you would like to permit in the shaded areas shown on the attached map.

A) Small Lots on south side of Gilley Road, west of Area 1	B) Small Lots on north side of Gilley Road, north of Area 1	C) Along Boundary Road in Area 2	D) Small Lots on East Side of Smith Drive in Area 3
20 SFD (22%)	29 SFD (32%)	14 SFD (16%)	21 SFD (23%)
27 SFD & T/H (30%)	21 SFD & T/H (23%)	24 SFD & T/H (27%)	24 SFD & T/H (27%)
30 T/H Only (33%)	33 T/H Only (37%)	36 T/H Only (40%)	41 T/H Only (46%)
12 No Reply (13%)	6 No Reply (8%)	15 No Reply (15%)	3 No Reply (4%)
T/H on Gilley and SFD Facing Rathburn Recommended	SFD Only Recommended	T/H Only Recommended	T/H Only Recommended

CNCL - 432



## City Park's October 29, 2013 Letter to Owners of Land Within the Proposed Waterfront Park

October 29, 2013  
File: 06-2345-03/2013-Vol 01

Community Services Department  
Parks Services  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Telephone: 604-244-1208  
Fax: 604-244-1242

<address>

Dear <salutation> :

**Re: Proposed Hamilton Park**

This letter is being sent to property owners who may be affected by a proposed new waterfront park in the north part of Hamilton. The purpose of this letter is to clarify how a proposed new park in Hamilton may be established.

The idea of a new park in Hamilton arose during community discussions to update the Hamilton Area Plan. The Hamilton Area planning process began in late 2011 when Richmond City Council authorized that the 1995 Hamilton Area Plan be updated. Since then, three open houses have been held in Hamilton: the last one was held on June 27, 2013 in Hamilton where a draft Concept was discussed.

The draft Concept (Attachment 1) involves the following ideas:

- A proposed new waterfront park on the Fraser River North Arm.
- Enhancing existing parks.
- A densified shopping centre area.
- Apartments and townhomes to the north of the shopping centre.
- Maintaining the current densities in most of the south west residential area.
- Maintaining current permitted uses along the Fraser River South Arm.
- Possible community amenities (e.g., a small library, more indoor recreation space, a small police office).

For more information about the draft Concept, please see the City Web Site:  
[www.richmond.ca/plandev/planning2/projects/hapu.htm](http://www.richmond.ca/plandev/planning2/projects/hapu.htm).

### **Proposed Park**

The new waterfront park is proposed to be located to the north of the shopping centre. It would provide additional open space to the residents of Hamilton, create additional waterfront access in the City and extend the City's dyke trail network.

If the new park is approved, the following circumstances will affect how it becomes established:

- The park will not be needed for a long time (e.g., until 2041).
- Affected owners can continue to renovate, rebuild and sell their properties.
- No owners will be required to sell their properties for the proposed park.
- No properties will be rezoned from their current zoning, RS1/F (Residential–single detached housing).
- Property owners are free to contact the City if they wish to discuss selling their property to the City.
- The timing of park acquisition is affected by Council priorities and budgets.
- If a property owner agrees to sell their land to City, the City will purchase the land at fair market value at the time of acquisition and based on the current zoning.

Council will consider the proposed waterfront park when the Hamilton Area Plan update is considered for approval (date to be determined). Should you require further information about the proposed waterfront park in Hamilton, please contact Jamie Esko, Park Planner at 604-233-3341.

Yours truly,

Mike Redpath  
*Senior Manager, Parks*  
604-247-4942

Att. 2

pc: Dave Semple, General Manager, Community Services  
Cathryn Volkering Carlile, General Manager, Community Services  
Jamie Esko, Park Planner  
Mark McMullen, Senior Coordinator-Major Projects  
Terry Crowe, Manager, Policy Planning



**Community Comments**

**From The July 10, 2013 Public Survey Return Date To January 24, 2014,**

## Hamiltonplan

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**From:** Ryoko Nomura [ryoko.nomura@yahoo.ca]  
**Sent:** Wednesday, 17 July 2013 10:44  
**To:** Hamiltonplan  
**Subject:** Re: Updated Information

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

I was on vacation and missed the third open house and the deadline for the survey. Is there any way to still complete the survey?

From what I can see, the new proposal (option 4) is to keep most of the amenities/services in option 3, but not have such a big of a population growth as in option 3. What amenities /services would not be included in the new option proposed. that were included in option 3? My only concern is that the growth is large (12,000), but not considered large enough to support certain amenities/services (i.e. a full scale grocery store). If it means more and better amenities I would still support more people (option 3 - 17,000). Please clarify the difference in amenities/services between option 3 and 4.

Thank you,  
Ryoko Nomura Campbell

**From:** Hamiltonplan <[Hamiltonplan@richmond.ca](mailto:Hamiltonplan@richmond.ca)>  
**To:** Hamiltonplan <[Hamiltonplan@richmond.ca](mailto:Hamiltonplan@richmond.ca)>; 'Ryoko Nomura' <[ryoko.nomura@yahoo.ca](mailto:ryoko.nomura@yahoo.ca)>  
**Sent:** Wednesday, June 19, 2013 4:59:05 PM  
**Subject:** RE: Updated Information

Further to your previous email, I am writing to advise that the Third Open House on the proposed Hamilton Area Plan Concept is now confirmed for June 27 at 6:30pm at the Hamilton Community Centre at 5140 Smith Drive.

You are encouraged to attend the Open House and complete the survey at the Open House on June 27 or afterwards from the City's website.

Please open the attached link for more information  
<http://www.richmond.ca/plandev/planning2/projects/hapu.htm> or call 604-276-4196.

Sincerely,

Mark McMullen  
Senior Coordinator - Major Projects  
City of Richmond

---

**From:** Hamiltonplan  
**Sent:** Tuesday, 15 January 2013 15:33

To: 'Ryoko Nomura'; Hamiltonplan  
Cc: Crowe, Terry  
Subject: RE: Updated Information

Dear Royoko:

Staff are working on a report to City Planning Committee which summarizes the survey findings on the 3 options presented at the second Open House and includes a Recommended Concept to take to the third Open House.

No date will be set for the Open House until Planning Committee reviews the draft Recommended Concept. Once a date is set, the third Open House will be well advertised.

Please email or call me if you should have any further questions in the meantime.

Best regards,

Mark

Mark McMullen  
Senior Coordinator - Major Projects  
City of Richmond  
phone: 604-276-4173 / fax: 604-276-4052  
[www.richmond.ca](http://www.richmond.ca)

---

From: Ryoko Nomura [<mailto:ryoko.nomura@yahoo.ca>]  
Sent: Sunday, 13 January 2013 22:41  
To: Hamiltonplan  
Subject: Updated Information

Hi there,

I am a resident in Hamilton, Richmond and I have been following all the development information. I have not heard much in the last several months about future steps and what happens next. What is the next step in the process and when should we see this taking place?

Thanks,  
Ryoko Nomura Campbell

## Hamiltonplan

---

**From:** Dave Pengilly [Dave.Pengilly@metrovancover.org]  
**Sent:** Thursday, 31 October 2013 12:09  
**To:** Hamiltonplan  
**Subject:** Hamilton Plan Meeting

Will there be another public meeting this year regarding the Hamilton area redevelopment? Thank you.

Dave Pengilly  
Instrument Foreman  
Air Quality Instrument Shop  
Metro Vancouver  
604-522-2839 (office)  
604-908-8400 (cell)

## Hamiltonplan

---

**From:** carmeli [carmeli@shaw.ca]  
**Sent:** Sunday, 24 November 2013 13:35  
**To:** Hamiltonplan  
**Subject:** seeking information

Hi.

I am interested to know how many high schools and elementary schools there are in the Hamilton area?also can you let me know what is the size of the neighbourhood in Acres ?

Thank you  
Sam Carmeli  
contact information:cell phone:604-657-1927.  
E-mail:carmeli@shaw.ca

## Hamiltonplan

---

**From:** Bob Shoker [bob@imperialsecurity.ca]  
**Sent:** Monday, 06 January 2014 09:03  
**To:** Hamiltonplan  
**Subject:** Hamilton Area Plan

Good Morning,

When is Planning Committee expected to meet and go over the staff report on the Hamilton Area Plan. Will this be happening tomorrow Jan 7<sup>th</sup>?

Thanks

**Bob Shoker**

## January 8 and 13, 2014 Letters from Ms. Betty Carr

Re Hamilton Area Plan Update

The Idea of high density in Hamilton does not work. What was done in Steveston works because Steveston is an established village with shops, restaurants, pool, high school, sport fields, large community centre, Gary point, fishing docks, location on the river and more than one road in and out.

Hamilton has one elementary school which is full, one restaurant, small fitness centre, one church, Hamilton is a hamlet, and it has nothing to offer high density or medium density.

The only difference between your proposal for option 1, 2, or 3 is the type of plants and asphalts used.

You didn't bring anything to the table other than more residents. In all the options shown none of the beautiful trees along Westminster Highway and through-out Hamilton were incorporated in the plans. The trees cut down the noise from highway 91A, keep the dust down and give us the country feel. Perhaps you could re-think your approach and make your plans into more of a park like setting around the trees, a few condo's, a village street with shops with living space above, or keep the shopping center we have now and get some tenants into the empty shops.

What impact study has been done as to how Richmond can cope with another 12,000 residents from Hamilton? Can the school system, ice rinks, swimming pools, sport fields, health care, restaurants, fitness centres, library, shopping centres handle the increase. With Hamilton having nothing to offer its residents the traffic back and forth into Richmond will be a nightmare getting the kids to their entire practices, nice carbon footprint you are adding. What about the youth of Hamilton nothing was addressed in the plan, where are they to hang out????

I hope you aren't planning on Queensborough to handle Richmond's mistakes for inadequate planning.

Betty Carr

At every meeting the developer promotes the more density the better chance of having more shops and possibility of a restaurant, but also said that there was no guarantee the shops would be rented. I believe the residents only hear what they want to hear, that if we allow this densification to go thru we could end up giving away the farm and getting nothing in return. The developer hasn't committed to an amenities other than a few shops which may or may not be rented, a boulevard and a varlation of plants and trees depending on how dense the city approves. The developer hasn't given the community anything to keep the residents to stay and shop in Hamilton. Everyone still has to drive their children into Richmond if they want to be involved in any type of sports or appointments, banking, dry cleaning, shopping for clothes and groceries, library, entertainment of any kind. To increase density anywhere between 4000-7000 is not practical. With higher tolls on the Port Mann Bridge a lot of commuters will be taking the new Perimeter Road by choosing the Alex Fraser Bridge causing added stress on the East West Connector plus the nightmare you are adding by the medium to high density to Hamilton, a more realistic approach would be an increase for maybe 1000 to 1500 new residents.

The subject of schooling also came up at every meeting. It was acknowledge the present school is a capacity but no solution as to where the new residents would send their children. In the Richmond New on Oct25,2013 with the sale of Steveston Secondary the school districts five year capital plan was submitted to the Ministry of Education to include a new elementary school for Hamilton. I was curious to find out where a new school would be built as the developer didn't incorporate a school in the plan. A call to Mark McMullen at city hall was surprised to hear about a new school in Hamilton and that the city hadn't set aside any land or planned for a new school yet was willing to allow the high density without any infrastructure what so ever to accommodate the increase. Can the city actually look after the increase in all areas of Richmond safely when they opt to set aside funds for the Sister City instead of filling vacancies in the RCMP and Richmond Fire-Rescue.

The residents pay for council to make the right decisions for each community yet when the residents of Hamilton were told the 35unit Townhouse complex being built on Gilley Road would not have Gilley Road as it main access. City hall caves to the developer and allows him to use Gilley road instead of Turner Road which was in the original plan without advising the residents of the change or realizing the impact and error that City hall has made. Because of this I don't have the confidence or trust in City Council, but I really encourage you to make the right decision on approving the density plan for Hamilton, think of the impact it will have on the rest of Richmond having to accommodate the increase as once again Hamilton has nothing to offer.



How the City of Richmond would increase the density of Hamilton by 7,209 based on only 76 surveys from a possible 1,565 households in Hamilton. What happened to green house gas.....think about it. The City is ok with increasing the traffic between Hamilton and Richmond center for everything as Hamilton DOESN'T have any amenities to offer. We don't have a swimming pool, ice rink, restaurants, theatre, high school, medical, hospital, sport fields, shopping, banking, etc. hopefully you get the picture. The only thing the City of Richmond is looking at is the taxes they will receive not how the increase will affect the lives of the long term residents in Hamilton.

---

Monday, 13 January 2014

To city Planning Staff;

At every meeting the developer for Hamilton promotes the more density the better chance of having more shops and possibility of a restaurant, but also said that there was no guarantee the shops would be rented. I believe the residents only hear what they want to hear, that if we allow this densification to go thru we could end up giving away the farm and getting nothing in return. The developer hasn't committed to amenities other than a few shops which may or may not be rented, a boulevard and a variation of plants and trees depending on how dense the city approves. The developer hasn't given the community anything to keep the residents to stay and shop in Hamilton. Everyone still has to drive their children into Richmond if they want to be involved in any type of sports or appointments, banking, dry cleaning, shopping for clothes and groceries, library, entertainment of any kind. To increase density anywhere between 4000-7000 is not practical. With higher tolls on the Port Mann Bridge a lot of commuters will be taking the new Perimeter Road by choosing the Alex Fraser Bridge causing added stress on the East West Connector, plus the nightmare you are adding by the medium to high density to Hamilton, a more realistic approach would be an increase for maybe 1000 to 1500 new residents tops.

The subject of schooling also comes up at every meeting. It was acknowledged the present school is at capacity but there was no solution as to where the new residents would send their children. In the Richmond News on Oct25,2013 with the sale of Steveston Secondary the school districts five year capital plan was submitted to the Ministry of Education to include a new elementary school for Hamilton. I was curious to find out where a new school would be built as the developer didn't incorporate a school in the plan. I called Mark McMullen at City Hall who was surprised to hear about a new school for Hamilton. The City hadn't set aside any land or planned for a new school yet was willing to allow the high density without any infrastructure what so ever to accommodate the increase. Can the City actually look after the increase in all areas of Richmond safely when they opt to set aside funds for the Sister City instead of filling vacancies in the RCMP and Richmond Fire-Rescue? According to Mayor Brodie in the Richmond News April 24, 2013 "Mayor Brodie lists community safety as one of Richmond's top priorities." What happened between April and December 13, 2013 in the Richmond News "As with previous years, the majority of the predicted surplus has come from unfilled vacancies in the RCMP (2.7million) and Richmond Fire-Rescue (1.17 million)"? As a Richmond taxpayer safety and fire service is a top priority and affects all residents.

The residents pay for council to make the right decisions for each community yet when the residents of Hamilton were told the 35 unit Townhouse complex being built on Gilley Road would not have Gilley Road as it main access. City Hall caves to the developer and allows him to use Gilley road instead of Turner Road which was in the original plan. City Hall made a huge error by allowing this change. Because of this I don't have the confidence or trust in City Council, but I really encourage you to make the right decision on reducing the density plan for Hamilton. Think of the impact it will have on the rest of Richmond having to accommodate the increase in all areas (sports, schools, hospital, restaurants, library, shopping). Does the City have the infrastructure in place for this possible proposed increase,

and not to mention the traffic nightmare? What carbon foot print are we showing the rest of the lower mainland?

Betty Carr, taxpayer and resident of Hamilton

## Hamiltonplan

---

**From:** Bob Shoker [bob@imperialsecurity.ca]  
**Sent:** Friday, 17 January 2014 17:48  
**To:** Hamiltonplan  
**Subject:** Re: Hamilton Area Plan

Appreciate the follow up Mark

Have a good weekend

Thanks,  
Bob Shoker  
Imperial Security Services

Sent from my iPhone

On Jan 17, 2014, at 5:45 PM, "Hamiltonplan" <[Hamiltonplan@richmond.ca](mailto:Hamiltonplan@richmond.ca)> wrote:

Hello Bob:

In follow-up to your last email, further staff review late this week lead to us missing the January 21 Planning Committee target.

The next target date is the Tuesday, February 4 Planning Committee meeting.

Please email during January 27 to 30 to confirm this February 4 meeting.

Regards,

Mark McMullen  
Senior Coordinator - Major Projects  
City of Richmond  
phone: 604-276-4173 / fax: 604-276-4052  
[mmcmullen@richmond.ca](mailto:mmcmullen@richmond.ca)  
[www.richmond.ca](http://www.richmond.ca)

---

**From:** Bob Shoker [<mailto:bob@imperialsecurity.ca>]  
**Sent:** Friday, 10 January 2014 19:11  
**To:** Hamiltonplan  
**Subject:** Re: Hamilton Area Plan

Thanks Mark. Can you give me an update mid next week once you get some more info? Please and thanks

Have a good weekend

Thanks,  
Bob Shoker  
Imperial Security Services

Sent from my iPhone

On Jan 10, 2014, at 5:52 PM, "Hamiltonplan" <[Hamiltonplan@richmond.ca](mailto:Hamiltonplan@richmond.ca)> wrote:

<image002.gif>

Hello Bob:

Staff is targeting the Tuesday, January 21 Planning Committee for the Hamilton Plan.

I will be able advise by the middle of next week if we have made this January 21 meeting date or if it will be the next meeting.

Regards,

Mark McMullen  
Senior Coordinator - Major Projects  
City of Richmond  
phone: 604-276-4173 / fax: 604-276-4052  
[mmcmullen@richmond.ca](mailto:mmcmullen@richmond.ca)  
[www.richmond.ca](http://www.richmond.ca)

---

**From:** Bob Shoker [<mailto:bob@imperialsecurity.ca>]

**Sent:** Monday, 06 January 2014 09:03

**To:** Hamiltonplan

**Subject:** Hamilton Area Plan

Good Morning,

When is Planning Committee expected to meet and go over the staff report on the Hamilton Area Plan. Will this be happening tomorrow Jan 7<sup>th</sup>?

Thanks

Bob Shoker



**Richmond Official Community Plan Bylaw 9000  
Amendment Bylaw 9078  
(Hamilton Area Plan Update)**

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

1. Richmond Official Community Plan Bylaw 9000 is amended by repealing the existing "Schedule 2.14 - Hamilton Area Plan" and replacing it with a new "Schedule 2.14 - Hamilton Area Plan" included as "Schedule A attached to and forming part of Bylaw 9078".
2. This Bylaw may be cited as **"Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9078"**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by <i>TE</i>
APPROVED by Manager or Solicitor <i>ul</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



City of  
Richmond

Schedule A attached to and forming part of Bylaw 9078  
(text to be removed when consolidated with Bylaw 9000)

# Official Community Plan (OCP)

## Hamilton Area Plan

Bylaw 9000 Schedule 2.14

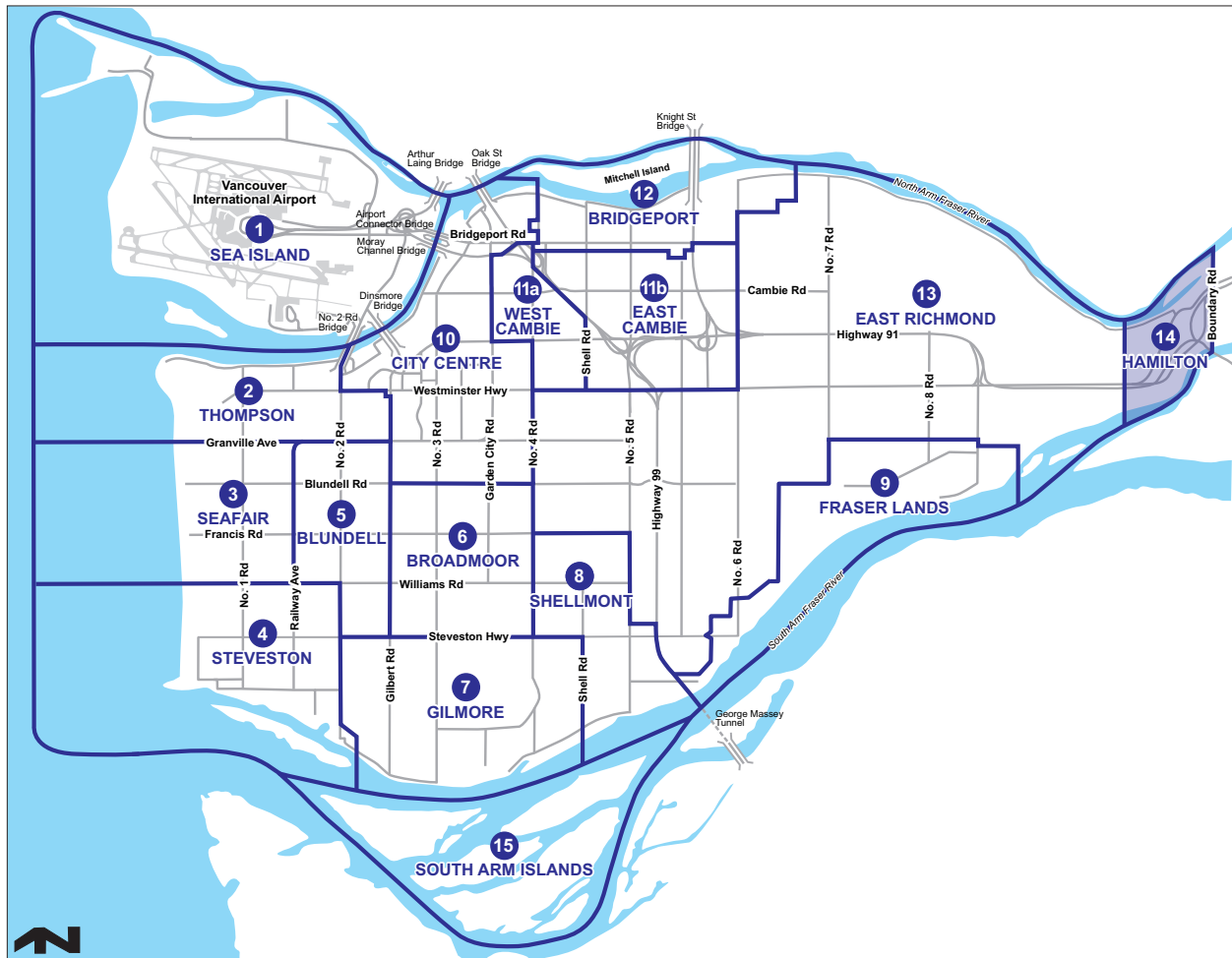


Original Adoption: June 19, 1995

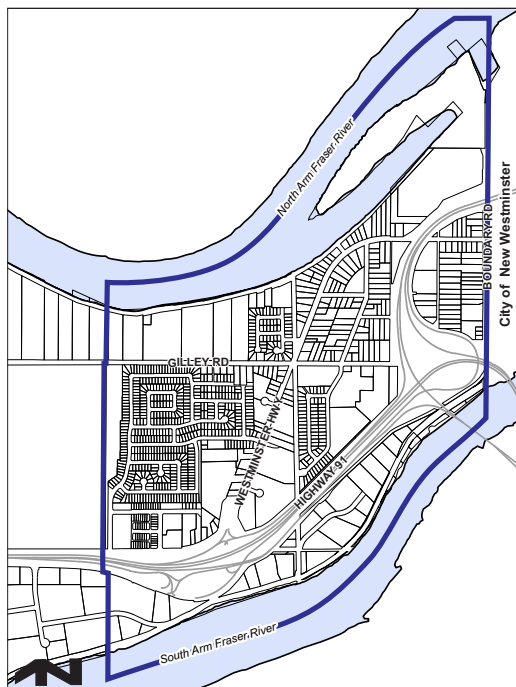
Plan Adoption: (to be filled in once adopted)



## Planning Area Boundaries Map



## Hamilton Area Plan Boundary Map



**CNCL - 450**



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## Plan Interpretation

### **What is the Official Community Plan (OCP)?**

The Official Community Plan (OCP) is a legal community planning document which guides Council, the community and developers in managing long-term-wide sustainability, social, economic, land use, transportation, park, infrastructure, community amenity and environmental needs and interests. It sets out a 2041 vision, goals, objectives, and policies that reflect overall community values which have been determined through a public consultation process.

### **How is the Plan organized?**

The 2041 OCP (Bylaw 9000) is comprised of:

1. Schedule 1: the overall 2014 OCP;
2. Schedule 2: Area Plans and Sub-Area Plans.

The Area Plans and Sub-Area Plans help manage certain neighborhoods by providing more detailed policies and land use designations (see Key Maps on page 1-1).

### **Plan Precedence**

If there is a conflict between an 2041 OCP Land Use Map (Schedule 1) designation and an Area Plan or Sub-Area Land Use Map designation (Schedule 2), the Area Plan or Sub-Area Plan Land Use Map designation shall take precedence, with the exception of 2041 OCP Conservation Area designated sites, in which case the 2041 OCP Schedule 1 land use designation shall take precedence, notwithstanding any conflicting information which may be shown in Schedule 2.

### **Environmentally Sensitive Areas (ESA)**

The OCP ESA policies, land use designations and Development Permit Guidelines in the 2041 OCP (Schedule 1, Attachment 2) supersede any ESA policies and designations shown in Area Plans or Sub-Area Plans (Schedule 2).

### **Changes to this Document**

Council may amend Area Plans and Sub-Area Plans, from time to time, to better meet community needs.

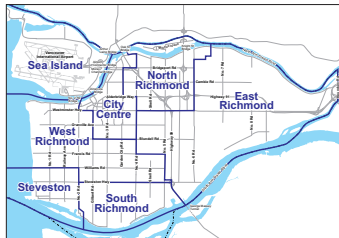
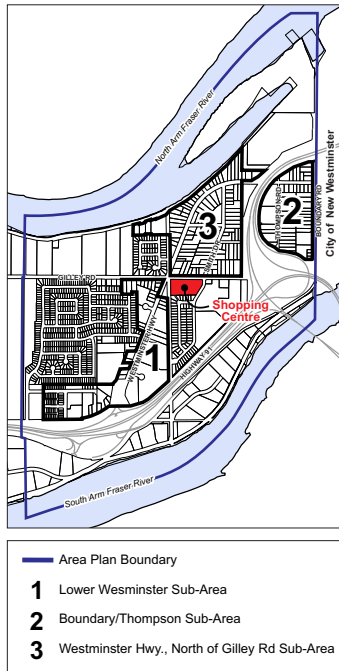
Please check with the City's Policy Planning Division to make sure that the Area Plan which you are using is up-to-date and contains all adopted amendments.

### **Definitions**

The 2041 OCP Schedule 1 Definitions apply to the entire OCP. The Area Plan and Sub-Area Plan Definitions in Appendix 1 only apply in their respective Area Plans.



## Hamilton Area Planning Sub-Areas Map



# 1.0 Towards a Sustainable Community

## 1.1 The Current Context

### General

Since the first Hamilton Area Plan was adopted in 1986, Hamilton residents have wanted to responsibly grow to be a more complete community where people of all ages can Live, Work and Play in a unique, caring, diverse and family-oriented community.

### 2041 City-wide Growth Context

Hamilton's future development is shaped by the following 2041 City-wide growth estimates:

- population:
  - current: 205,000 people;
  - 2041 estimate: 280,000 people;
- employment:
  - current: 140,000 jobs;
  - 2041 estimate: 170,000 jobs.

### 2041 Hamilton Growth Context

The Hamilton's future development context is shaped by the following estimates:

- population:
  - current: 5,100 people;
  - 2041 estimate: 12,000 people;
- access to East Richmond Employment Opportunities:
  - current: 15,000 jobs;
  - 2041 estimate: 17,000 jobs.

### 2041 Development Considerations

The factors shaping Hamilton's development include:

- the 1995 Area Plan which stated that more detailed development, servicing planning and public consultation were required, prior to approving any more development in the following three sub-areas:
  - Area 1: Lower Westminster Sub-Area;
  - Area 2: Boundary/Thompson Road Sub-Area;
  - Area 3: Westminster Highway, north of Gilley Road Sub-Area;
- the lack of an agreed upon 2041 Community Vision;
- poor soils in the Hamilton area.

## 1.2 2041 Hamilton Planning Directions

The purpose of the 2041 Hamilton Area Plan (Plan) is to establish a long-term community Vision and decision-making framework (e.g., goals, objectives, policies, development guidelines, financial tools), to guide Council, residents and developers in making decisions to implement the Plan.

While the Plan does not commit Council to approve development applications or paying for services; Council cannot endorse any actions which are contrary to the Plan.

## 1.3 2041 Hamilton Vision

The 2041 Vision is:

*"Hamilton is a connected community where residents, employees and visitors have access to local services and amenities in a village centre that has a contemporary yet comfortable feeling. The community is interconnected with an open space program that respects the agricultural legacy, celebrates its location on the Fraser River and includes key activity nodes, gateways and paths."*

## 1.4 Goals

The nine Plan goals which support the Vision are:

1. encourage a sustainable approach to Hamilton development and infrastructure servicing;
2. encourage a mix of residential, retail and office uses in buildings (e.g., up to four stories within the Village Centre with a "High Street");
3. protect and maintain existing employment lands outside of the redevelopment areas (e.g., along both sides of the Fraser River);
4. maintain the newer, compact single family residential areas to west of Westminster Highway and south of Gilley Road over the long-term to maintain a full range of housing choices;
5. enable other existing single family sites to remain, as long as each property owner wishes;
6. encourage walking, cycling, rolling (wheelchairs, scooters) and public transit;
7. implement the City's Official Community Plan Ecological Network Concept;
8. celebrate the environmental and cultural significance of the Fraser River;
9. facilitate market-driven Plan implementation with infrastructure and amenities paid for by developers.

## 1.5 Inter-municipal Co-operation

The City will explore inter-municipal co-operation opportunities with New Westminster and other municipalities, as they arise, for the benefit of the community.

## 2.0 Climate Change Response

1. City-wide, Council has established 2041 OCP policies and other corporate strategies and policies to strategically respond to Climate Change, reduce greenhouse gas (GHG) emissions and energy reduction initiatives.
2. The Plan policies support larger City-wide initiatives; for example, Chapter 3, GHG reductions and Chapter 11, District Energy System.





## 3.0 Connected Community and Special Places

### 3.1 Promoting Healthy and Connected Neighbourhoods

#### OVERVIEW:

As Hamilton is at the eastern end of Richmond, it can take advantage of the fact that its geographically near the centre of Metro Vancouver's projected 2040 population growth and major employment centres (e.g., Richmond, New Westminster, Surrey, Vancouver and Burnaby).

It is anticipated that Hamilton will continue to grow, due to the community's willingness to develop, relatively affordable land prices, good road accessibility, expandable infrastructure and redevelopable land.

These characteristics provide an opportunity for Hamilton to create a more complete, unique, compact and sustainable community.

### 3.2 Neighbourhood Character and Sense of Place

#### OVERVIEW:

Hamilton is shaped by the North and South Arms of the Fraser River, Boundary Canal and New Westminster's Queensborough community to the east and farms within the Agriculture Land Reserve (ALR) to the west. These natural features help Hamilton to continue to develop with a distinct separate village centre. Thus, the Plan focuses on reflecting the River, a compact urban design and the agricultural context.

Residents have retained their strong community spirit by co-operating to satisfy common needs and would like a more complete range of community amenities.

While there are development constraints (e.g., soils), the Plan aims to increase Hamilton's population, employment opportunities and social cohesion. Developers are to fund new library space, community policing office space, more public indoor recreation space, a new North Arm Waterfront Park, roads, and pedestrian, bike and rolling routes.

Developers of new multi-family and mixed-use developments will be required to contribute to or construct these improvements.

#### 3.2.1 Diverse Range of Housing Types, Affordability and Accessible Housing

#### OVERVIEW:

Hamilton has traditionally been a family-oriented community and recent trends confirm this character. Since Hamilton has some of the City's more affordable residential land prices, it should continue to attract young family home buyers over the next few years, as well as young working couples without children. In addition, Census figures indicate the existence of a significant number of households with adult children living at home and households with adults approaching their senior years.



This diversity of existing household types, together with the concept of enabling people to “age in-place”, suggests that consideration should be given to meeting the housing needs of a growing diversity of household types, age groups and income levels in Hamilton. This means that the traditional emphasis on single family dwellings needs to be balanced by the building of more multi-family dwellings, particularly townhouses.

### **OBJECTIVE 1:**

**Provide a range of housing types and tenures to accommodate various household types, age and income levels.**

### **POLICIES:**

- a) permit a variety of housing forms in Hamilton, including large and small lot single family dwellings and multi-family building forms, including townhouses, and apartment buildings up to four stories;
- b) encourage a mix of market and non-profit affordable housing for families and seniors, by permitting such forms of housing within all multi-family land use designations shown on the Land Use Map;
- c) obtain affordable housing contributions or secure units provided in accordance with the City's Affordable Housing Strategy, as amended by City Council;
- d) consider undertaking a public planning process to include coach houses in certain single family areas through amendments to the Zoning Bylaw.

### **OBJECTIVE 2:**

**To ensure that a variety of forms of Accessible Housing are provided within developments.**

### **POLICIES:**

- a) that Universal Housing, Adaptable Housing, and housing with Aging-in-Place elements be provided in each development following the current 2041 OCP policies, Zoning Bylaw provisions and other policies of the City.

## **3.3 Specific Neighbourhood Land Use Policies**

### **OVERVIEW: CREATING A SPECIAL VILLAGE CENTRE**

The redevelopment of parts of Hamilton with townhouses and apartments provides for a population increase, from the current population of 5,100, to an envisioned 2041 build out population of approximately 12,000. This scale of population and relatively small physical area provides an ideal situation to create a Village Centre focused on a pedestrian-friendly High Street located on Gilley Road.

The Plan supports a traditional, compact “village form” with a Neighbourhood Village Centre along the Gilley “High Street” which accommodates the highest density with 4 storey mixed-use buildings. The compact single family areas to the south and west accommodate lower density housing types. Moderate density stacked townhouses and townhouses are accommodated north of the Gilley “High Street”. Lower density open space and ALR agricultural uses to the west and along the north arm of the Fraser River are accommodated.



## **OBJECTIVE 1: LAND USE, DENSITY AND URBAN DESIGN**

To ensure that all new development within the Plan is consistent with the Plan land use and urban design policies of this Plan and the 2041 OCP.

### **POLICIES:**

- a) all rezoning applications are to be consistent with the Land Use Map designations and policies of the Plan, and applicable 2041 OCP policies;
- b) the stated land use densities in the Plan are maximums;
- c) all rezoning and Development Permit applications are to be consistent with the applicable Development Permit Area Guidelines within Section 13 of this Plan and the 2041 OCP;
- d) the Strollways, Shared Streets and Plazas, as generally shown on the Circulation Map are to be secured for public access through the development application process with their size and design being generally consistent with the Development Permit Area Guidelines in Section 13.

## **OBJECTIVE 2: NEIGHBOURHOOD VILLAGE CENTRE**

To support the increased Hamilton population with a higher density, mixed use retail, service and residential Neighbourhood Village Centre with medium density residential development within walking distance of the Gilley High Street.

### **POLICIES:**

- a) allow for the redevelopment of the current shopping mall and other properties designated as *Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)* on the Land Use Map, as follows:
  - retail, restaurant, office, personal service, business, arts, culture, entertainment, recreational, institutional and community facility uses, at a minimum, will be required on the ground floor while residential apartments may be included on the upper three floors of buildings;
  - the a base density of 0.40 FAR may be increased to a maximum 1.5 FAR with the provision of amenities or amenity contributions as required under Objective 12;
  - the maximum height is 4 storeys and 17.0 m (55.8 ft.) above the adjacent street grade;
  - building setbacks from property lines are to be generally a minimum of 6.0 m (19.7 ft.) on Westminster Highway, averaging 2.0 m (6.6 ft.) on the Gilley High Street and between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) on other streets;
- b) allow for the redevelopment of the properties designated as *Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)* on the Land Use Map, as follows:
  - residential apartments and a range of assisted living residential uses are permitted;



- the a base density of 0.40 FAR may be increased to a maximum 1.5 FAR with the provision of amenities or amenity contributions as required under Objective 12;
- the maximum height is 4 storeys and 16.0 m (52.5 ft.) above adjacent street grade;
- building setbacks from property lines are to be generally a minimum of 6.0 m (19.7 ft.) on Westminster Highway and between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) on other streets.

### **OBJECTIVE 3: NORTH OF THE NEIGHBOURHOOD VILLAGE CENTRE**

To redevelop this area to include townhouses and stacked townhouses within easy walking distance of the Neighbourhood Village Centre, the proposed Waterfront Park and extension of the dike trail along the North Arm of the Fraser.

#### **POLICIES:**

- a) allow for the redevelopment of the properties designated as *Neighbourhood Residential (Stacked Townhouse 1.00 FAR)* on the Land Use Map, as follows:
  - stacked townhouse residential uses are permitted;
  - the base density is of 0.40 FAR may be increased to a maximum 1.0 FAR with the provision of amenities or amenity contributions as required under Objective 12;
  - the maximum height is 3 storeys (above the parking level) and 13.0 m (42.7 ft.) above adjacent street grade;
  - building setbacks from property lines are to be generally a minimum of 6.0 m (19.7 ft.) on Westminster Highway and between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) are provided on other streets;
- b) allow for the redevelopment of the properties designated as *Neighbourhood Residential (Townhouse 0.75 FAR)* on the Land Use Map, as follows:
  - townhouse residential uses are permitted;
  - the base density of 0.40 FAR may be increased to a maximum 0.75 FAR with the provision of amenities or amenity contributions as required under Objective 12;
  - the maximum height is 3 storeys (inclusive of the parking level) and 12 m (39.4 ft.) above adjacent street grade;
  - building setbacks from property lines are to be generally a minimum of 6.0 m (19.7 ft.) on Westminster Highway, between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) on other streets, and, at least, 7.5 m (24.6 ft.) is to be provided from the dike right-of-way and as otherwise required under other City bylaws.



#### **OBJECTIVE 4: SOUTH AND WEST OF THE NEIGHBOURHOOD VILLAGE CENTRE**

To preserve the existing compact single family neighbourhoods and townhouse areas to the west of Westminster Highway and south of Gilley Road and allow redevelopment of single family lots in accordance with the following policies.

##### **POLICIES:**

- a) allow the residential uses as shown on the Land Use Map and described by the following land use designations with the following maximum densities in brackets:
  - *Neighbourhood Residential (Single Family 0.55 FAR);*
  - *Neighbourhood Residential (Single Family 0.60 FAR);*
  - *Neighbourhood Residential (Single Family with Coach Houses 0.60 FAR);*
  - *Neighbourhood Residential (Single Family or Duplex 0.75 FAR);*
- b) allow for the redevelopment of the properties designated as *Neighbourhood Residential (Townhouse 0.75 FAR)* on the Land Use Map, as follows:
  - townhouse residential uses are permitted;
  - the base density of 0.40 FAR may be increased to a maximum 0.75 FAR with the provision of amenities or amenity contributions as required under Objective 12;
  - the maximum height is 3 storeys (inclusive of the parking level) and 12.0 m (39.4 ft) above adjacent street grade;
  - building setbacks from property lines are to be generally a minimum of 6.0 m (19.7 ft.) on Westminster Highway, between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) on other streets;
- c) consider allowing secondary suites as accessory uses to single family residential uses in the land use designations identified in policy a). This initiative may be undertaken after the Plan is approved.

#### **OBJECTIVE 5: THOMPSON-BOUNDARY ROAD IN THE EAST**

Allow townhouse redevelopment and enhance connections to the east across Boundary Canal to Queensborough and with improvements to the existing Provincially owned Highway 91A pedestrian/bicycle bridge, to better connect this area to the Village Centre.

##### **POLICIES:**

- a) allow for the redevelopment of the properties designated as *Neighbourhood Residential (Townhouse 0.75 FAR)* on the Land Use Map, as follows:
  - townhouse residential uses are permitted;



- the base density of 0.40 FAR may be increased to a maximum 0.75 FAR with the provision of amenities or amenity contributions as required under Objective 12;
- the maximum height is 3 storeys (inclusive of the parking level) and 12.0 m (39.4 ft.) above adjacent street grade;
- building setbacks from property lines are generally to be between 4.5 m to 6.0 m (14.8 ft. to 19.7 ft.) on Boundary Road and between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) on other streets.

## **OBJECTIVE 6: NORTH AND SOUTH ARM INDUSTRIAL AREAS**

Continue to promote the further development of the industrial and business park areas to provide employment for Hamilton and a viable tax base for the City.

### **POLICIES:**

- a) accommodate industrial uses on the *Industrial* designated lands along the North Arm of the Fraser River as shown on the Land Use Map.
- b) accommodate mixed employment uses on lands designated *Mixed Employment* along the South Arm of the Fraser River, as shown on the Land Use Map;
- c) accommodate industrial uses in areas designated *Industrial* along the South Arm of the Fraser River as shown on the Land Use Map, subject to being limited to a density of 1.0 FAR and maximum height of 12.0 m (39.4 ft.) above the grade of Dyke Road;
- d) within the *Marine Residential/Industrial* land use designation along the South Arm of the Fraser River as shown on the Land Use Map, allow for:
  - single family, townhouse and waterborne housing residential uses with a density of up to 0.55 FAR and a maximum height of 3 storeys and 12.0 m (39.4 ft.) above street grade or 9.0 m (29.5 ft.) above the high water mark of the Fraser River for waterborne housing;
  - marine-related industrial uses dependent upon water access, marina uses including retail sales limited to boats, boating supplies and equipment, and related facilities and services for pleasure boating and the general public;
- e) ensure that all development is consistent with the City's environmental, diking, flood protection, and engineering policies and bylaws, as well as all related Federal and Provincial legislation.

## **OBJECTIVE 7: PARKS AND MAJOR TRAILS/GREENWAYS**

*Park and Major Trails/Greenway* corridors as shown on the Land Use Map are intended to include the parks, major trails, greenways and other public outdoor recreation uses.

### **POLICIES:**

- a) accommodate parks, and major trails and greenways in lands designated *Park and Major Trails/Greenway corridors* on the Land Use Map;





- b) until the City acquires the private properties designated as *Park and Major Trails/Greenway corridors* through voluntary purchase, the current single family residential zoning will apply to these properties.

## **OBJECTIVE 8: COMMUNITY INSTITUTIONAL**

To ensure that properties intended for institutional uses are designated in this Plan and zoned for such uses.

### **POLICIES:**

- a) accommodate community institutional uses in the *Community Institutional* designation, as shown on the Land Use Map.

## **OBJECTIVE 9: PUBLIC SCHOOLS**

As the Richmond School District No 38 Board of Education Board (Board) is responsible for public schools, the City will continue to work with the Board to meet Hamilton's public school needs.

### **POLICIES:**

- a) accommodate the existing elementary school in the *School* designation on the Land Use Map;
- b) as the Board clarifies long-term elementary school site needs in Hamilton, the City will co-operate to help find a suitable site;
- c) improve safe pedestrian access for elementary school children within the community.

## **OBJECTIVE 10: CONSERVATION AREA**

Protect and enhance natural areas and ecosystems which are under City or other public agency ownership in accordance with the policies of this Plan and the 2041 OCP.

### **POLICIES:**

- a) accommodate conservation uses on lands designated *Conservation Area* on the Land Use Map.

## **OBJECTIVE 11: AGRICULTURAL**

To protect and enhance agricultural viability in Agricultural Land Reserve lands.

### **POLICIES:**

- a) accommodate farm and nonfarm uses on lands designated *Agricultural* on the Land Use Map, subject to Agricultural Land Commission (ALC) requirements;
- b) ensure that development proposals in *Agricultural* designated areas meet the requirements of the ALC and the Plan both within the ALR and outside of the ALR boundary.

**Shared Streets**

A local, small-scale street which vehicles and pedestrians share the same travel surface with use of traffic calming measures within a statutory right-of-way (SRW) for public use within a private development.

**OBJECTIVE 12: DENSITY BONUSING AND COMMUNITY AMENITIES**

As Hamilton residents would like a small library, police station office and public indoor recreation space, these spaces are to be either, paid for, or provided by new multi-family and mixed-use developments.

**POLICIES:****Provision of Community Amenities**

- a) the base density of 0.40 Floor Area Ratio (FAR) for each land use designation under Objectives 2, 3, 4 and 5 within Section 3.3 may be increased to the given maximum FAR provided that:
  - affordable Housing units and contributions are to be provided according to City's *Affordable Housing Strategy* (e.g., affordable housing units provided as 5% of the gross residential floor area of apartment and mixed-use developments with over 80 units, or cash contributions as determined by the City;
  - community amenity contributions for amenity space are made to the City on the total residential floor area of each development on the basis of:
    - \$70.50 per m<sup>2</sup> (\$6.55 per ft<sup>2</sup>) for townhouse and stacked townhouse developments;
    - \$49.50 per m<sup>2</sup> (\$4.60 per ft<sup>2</sup>) for apartment and mixed use developments;
  - through rezoning considerations for a development, the developer and City may agree to build the above-specified community amenity space provided within a development;
- b) community amenity space under policy a) above includes, but is not limited to a public library, additional indoor recreation space and community policing office space;
- c) public art installations and contributions will be provided by developers as part of the rezoning considerations for developments in accordance with the City's current *Public Art Program* policy.

**OBJECTIVE 13: DEVELOPMENT PARCEL SIZE AND SHAPE**

To ensure that the design of multi-family developments is compatible with the character and scale of the surrounding neighbourhood and future planned developments as provided by the Plan.

**POLICIES:**

- a) new multi-family developments with sufficient site assembly size and road frontage to support high-quality development are to be provided, generally as follows:
  - along Westminster Highway, incorporate a minimum frontage width of 50.0 m (164.0 ft.) between public roads and Shared Streets, and have a minimum lot area of 6,000 m<sup>2</sup> (1.5 ac.);



**Strollway**

A local, pedestrian pathway that provides connections between private developments within a SRW for public use within a private development.

- along public local and collector roads, or Shared Streets, incorporate a minimum frontage width of 40.0 m (131.0 ft.) between these public roads, Shared Streets and Strollways, and have a minimum lot area of 4,000 m<sup>2</sup> (1.0 ac.);
- do not exceed a maximum frontage width of 60.0 m (197.0 ft.) between any public roads, Shared Streets and Strollways, and have a maximum lot area of 10,000 m<sup>2</sup> (2.5 ac.);
- when redeveloping, avoid creating orphaned sites which are difficult to develop by requiring minimum frontages and lots with areas less than required by the Plan;
- consider flexibility, as determined by Council from the required minimum site size where:
  - after an applicant has tried to meet the required minimum site size, an existing site remains potentially isolated (orphaned) and is not able to be consolidated with adjacent properties (e.g., surrounding lots recently developed in accordance with Plan land use designation);
  - it can be demonstrated that high quality development can be achieved on the remaining site in full compliance with Plan policies and Development Permit Area Guidelines;
  - a development on a remaining site will promote a high quality and safe pedestrian environment along the fronting street;
  - a proposed development on a remaining site can provide stand-alone vehicle access to an existing public road (or co-ordinated easements/statutory rights of way on a phased or parcel assembly development); to the satisfaction of the City's Transportation Division;
  - a proposed development on a remaining site can achieve the orderly and timely completion of the road and pathway network generally shown on the Circulation Map;
  - a proposed development on a remaining site can provide a recognizable benefit to the area, such as enhanced access or tree retention.

### 3.4 Child Care

At present, Hamilton is served by approximately 165 child care spaces, including a 33-space City-owned facility, on lands donated by Translink. It is noted that there are also child care facilities in the Queensborough area of New Westminster.

#### **POLICIES:**

- a) the City will monitor child care space needs on an ongoing basis and, if Council so authorizes, it may enter into agreements with developers to contribute to additional child care space.





## 4.0 A Vibrant Community

### 4.1 Arts, Culture, Heritage and Recreation

#### OVERVIEW:

Hamilton has a separate sense of place and distinct identity and in keeping with development in the rest of Richmond, it welcomes and encourages creativity and participation among its residents regarding its arts, culture, heritage and recreation.

Community facilities and services play an important role in improving and building an area's livability, and the relationship between residents and their community. The design and location of community facilities contributes to the community's overall physical identity, and to residents' sense of place. Community facilities also foster social networking and the concept of neighbouring by creating a social focal point.

#### OBJECTIVE 1:

Increase the level of community facilities, services and programming in Hamilton to meet resident's needs.

#### POLICIES:

a) ensure that new community facilities:

- are designed in consultation with the community;
- planned for multi-purpose use;
- are visibly located, universally accessible and user-friendly;
- are located in the Neighbourhood Village Centre create a vital node of both community and commercial activity centred on the Gilley High Street.

### 4.2 Public Library

#### OVERVIEW:

The current Hamilton library service involves limited library resources in the Community Centre which are made accessible once per week and include a library kiosk computer to request materials. Residents can also access Queensborough's small library and all other Metro Vancouver libraries. Hamilton residents have stated that they would like a new, small branch library with improved services.

#### OBJECTIVE 1:

To build a new small City-owned library to meet the demands of residents and which can be supported by the larger population forecasted under the Plan.

#### POLICIES:

- a) to support a new, small library of at least 465 m<sup>2</sup> (5,000 ft<sup>2</sup>) (includes furnishings, books and equipment), that is funded by developer density bonusing community amenity contributions, as identified in Section 3.3 of the Plan and, as Council determines, either by:



- constructed a developer within a new development; or
- constructed by the City with developer financial community amenity contributions;

b) any new library service will be determined by Council after the City's Library Strategic Plan is completed and approved by City Council. Council may determine any interim use of the space.

## 4.3 Recreation and Community Wellness

Recreation services provide opportunities for residents to be physically active and healthy, feel connected to their community and contribute to their overall level of wellness. The 2012 Healthy Richmond Survey indicates that Hamilton residents generally may have a lower wellness score than those in the rest of Richmond. Factors that contribute to this wellness score include levels of physical activity, sustainable commuting and self-evaluated physical health. These results suggest that a continued City commitment to delivering a diversity of quality recreation programs and services is essential in assisting current and future Hamilton residents in being healthy.

The Hamilton Community Centre was expanded in 2011 and now has 800 m<sup>2</sup> (8,600 ft<sup>2</sup>) of dedicated indoor recreation space, sufficient to deliver a diversity and quality of required recreation programs and services. This space was designed for a population of 9,000 people and can be expanded, as necessary.

The Hamilton Elementary School gymnasium is also heavily used for programs and contributes to the availability of recreation space in the community. As well, the neighbouring New Westminster community of Queensborough has recently expanded its recreation space which is available for use by Hamilton residents and is less than 2 km away. Over time, however, there will be a need for increased City-owned indoor community recreation space, the timing of which will be dependent on the rate of Hamilton development and the population increases.

### OBJECTIVE 1:

Increase City indoor recreation space as the area's population increases.

### POLICIES:

- a) as determined by Council, the City will build at least 370 m<sup>2</sup> (4,000 ft<sup>2</sup>) of additional City-owned indoor recreation space (includes furnishings, equipment) at or near the Community Centre, using developer density bonusing community amenity contributions, as identified in Section 3.3 of the Plan, to the City's Leisure Facilities Reserve Fund.

### OBJECTIVE 2:

Continue to work towards the 2041 OCP Recreation and Community Wellness objectives.

### POLICIES:

- a) increase the diversity and quality of recreation programs in Hamilton in a manner consistent with the 2041 OCP recreation and community wellness objectives.



## 5.0 Community Safety

### OVERVIEW:

Hamilton's isolated location poses challenges that are being met by the City in providing community safety services in the context of the entire City. Within this context, the City directly provides fire protection and funds policing of the City by the RCMP.

### OBJECTIVE 1:

To promote a strategic City-wide approach to managing fire and police services in Hamilton.

## 5.1 Fire Services

### OVERVIEW:

In 2006, the City constructed 752 m<sup>2</sup> (8,100 ft<sup>2</sup>) Hamilton Fire Hall No. 5 to replace the former 60 year old "No. 5" Fire Hall" located on a site at Westminster Highway at Gilley Road which now remains vacant.

The 2006 City Fire Hall is a LEED Gold building which goes beyond a typical fire hall by including a public meeting room and a public art display.

### OBJECTIVE 1:

Continue to monitor the fire and rescue needs of the Hamilton community in the context of the whole City.

### POLICIES:

- a) provide effective fire safety prevention and safety services, as determined by Council;
- b) investigate the possible sale of the former Fire Hall site for private development consistent with the Plan land use designation.

## 5.2 Police Services

### OVERVIEW:

Residents have indicated that they would like a permanent local policing presence in Hamilton, given the distance of the RCMP Detachment from Hamilton.

### OBJECTIVE 1:

To provide space for a Community Policing Office (CPO), to promote improved community safety.

### POLICIES:

- a) provide approximately 130 m<sup>2</sup> (1,400 ft<sup>2</sup>) of CPO space (includes furnishings, security, wiring, storage), through developer density bonusing community amenity contributions, as identified in Section 3.3 of the Plan, which is to be located preferably in or adjacent to the community centre, although Council may specify another location;

- b) until City Council determines the level of any improved police service in Hamilton, the acquired CPO space may be used for other City purposes, as determined by Council;
- c) the CPO space is to meet the City's security, wiring and storage requirements.

## 6.0 Resilient Economy

### OVERVIEW:

Due to its location on the East/West Highway 91 corridor, Hamilton is an economic generator for both the broader community of Richmond and for the Metro Vancouver region. Hamilton accommodates a wide range of employment uses and opportunities including light industrial, office, river-oriented business and community oriented retail uses. The Plan includes policies and land use designations to ensure that employment lands are retained and not developed for other uses. Business activities contribute to a livable community, providing both well paid jobs and services for residents.

The four distinct Plan drivers to promote economic activity in Hamilton are:

1. retention of large business park and industrial areas between Highway 91 and the South Arm of the Fraser River;
2. allowance for private redevelopment of the shopping centre and areas on both sides of Gilley Road to the east of Westminster Highway, to accommodate increased needs for local retail and services as a result of population growth and community densification;
3. retention of existing industrial uses along Dyke Road, while protecting the natural environment;
4. retention of the large industrial area along the North Arm of the Fraser River.

### OBJECTIVE 1:

Strengthen Hamilton's economic base by protecting and intensifying uses within the *Industrial*, *Mixed Employment* and *Neighbourhood Village Centre* land use designations as shown on the Land Use Map.

### POLICIES:

- a) retain Hamilton's existing employment lands outside of the redevelopment areas;
- b) recognize Hamilton's role as a key East Richmond employment generator for both Richmond and the region, ensuring sufficient employment growth to maintain Richmond's share of regional employment (target at 10% community-wide);
- c) provide opportunities for viable commercial retail development within privately redeveloped Neighbourhood Village Centre to serve the day-to-day needs of the area residents and workers;
- d) maintain the share of jobs greater than share of population, maintaining Hamilton's role as a net job generator for the broader community.







## 7.0 Agriculture and Food

As outlined in the 2041 OCP, the City is committed to protecting the supply of agricultural lands and to ensuring the viability of farm operations.

Hamilton has an Agricultural Land Reserve (ALR) area along the west boundary which functions as a buffer between single family development in Hamilton and more intensively farmed areas further west.

Another larger ALR area is located between Gilley Road and River Road, east of the Fraserbank Place residential subdivision.

In keeping with the 2041 OCP's agriculture and sustainability goals, the City does not support the removal of land from the ALR. The last area of land removed from the ALR in Hamilton occurred in the 1980s and required the creation of the large ALR Buffer along the western Plan boundary to protect the adjacent farms within the ALR.

### OBJECTIVE 1:

**Promote agricultural viability within the Agricultural Land Reserve.**

### POLICIES:

- a) continue to work with the Provincial Agricultural Land Commission (ALC) in the protecting the ALR and promoting agricultural use;
- b) employ fences, trees and berms to reinforce the boundary between agricultural and other uses;
- c) maintain the forested character of the ALR buffer to the west of Oliver Drive;
- d) ensure that the 2041 OCP Agriculture and Food policies and Development Permit Area guidelines for agriculture, including those for agricultural buffers for adjacent developments, are implemented for areas within and adjacent to the ALR.





## 8.0 Mobility and Access

### OVERVIEW:

Mobility is an important element of community livability as residents, businesses and visitors need safe and convenient access to homes, employment, goods and services, recreation and other community amenities. As Hamilton grows, this Plan seeks to enhance and manage the community's mobility needs through the creation of compact, walkable, rolling (wheel chair, scooter) and bikeable neighbourhoods that foster a range of low environmental impact travel modes and transit, rather than promoting vehicular travel modes.

The community's desire for greater connectivity between and permeability through neighbourhoods marries well with Hamilton's flat topography and short distances among its destinations to support a safe, efficient and integrated mobility system.

### 8.1 Road Network

#### OBJECTIVE 1:

To accommodate community densification consistent with the Plan which promotes a reduced level of automobile use, refines the road network to improve neighbourhood connectivity and establishes streetscape features that foster a greater use of non-vehicular transportation modes consistent with the Plan Circulation Map.

#### POLICIES:

- a) increase connections between and within neighbourhoods;
- b) work with the Ministry of Transportation and Infrastructure to review highway signage to improve wayfinding to Hamilton;
- c) provide a finer grain of streets and lanes that encourage convenient and safe access for walking, cycling and rolling trips throughout the community;
- d) implement street design measures that improve the safety and experience of active modes of transportation and effectively controls vehicle speed;
- e) create new and retrofitted existing streets within residential neighbourhoods which mitigate speeding and cut-through traffic to enhance neighbourhood livability, and the efficiency and safety of major arterials;
- f) while respecting its role and function as part of the region's Major Road Network, enhance Westminister Highway as a non highway-like roadway between Gilley Road and Smith Road, to minimize truck and speeding traffic impacts to the area, which will include a landscaped centre median, a combination of cycling lanes and safe walking-rolling (wheelchair, scooter) paths, and boulevards and sidewalks with universal accessibility;

- g) create an enhanced pedestrian crossing (the “Crossing”), at the intersection of Gilley Road and Westminster Highway that will be a unique and attractive focal point for the neighbourhood;
- h) through redevelopment, extend Willett Avenue west of Westminster Highway to connect to River Road;
- i) close River Road east of the new Willett Avenue intersection to enable the creation of a new Waterfront Park;
- j) protect the integrity of the float home communities and industrial uses along the south Dyke Road by considering requiring the construction of a bypass road when properties between Dyke Road and Highway 91 are developed for business park/industrial use.

## 8.2 Transit

Hamilton has frequent and reliable transit service along the Westminster Highway corridor that links the community to the rest of Richmond and provides access to regional transit systems.

### OBJECTIVE 1:

**Support improved local bus routes tailored to meet the mobility needs of the community.**

### POLICIES:

- a) continue to work with TransLink to improve the provision of public transit services to Hamilton residents, including multi-destination services accessible to mobility challenged users;
- b) provide transit passenger amenities (e.g., bus shelters, benches) at bus stops to enhance the transit experience;
- c) in collaboration with TransLink, explore the potential and viability of water-based public transit services.

## 8.3 Walking

### OBJECTIVE 1:

**Encourage more walking through an expanded and enhanced pedestrian network which provides improved connections to and permeability through neighbourhoods, as generally shown on the Plan Circulation Map.**

### POLICIES:

- a) establish a more complete, integrated and accessible network of sidewalks, walkways and shared use walking-rolling-cycling paths through the community with direct connections to key destinations;
- b) improve pedestrian crossings of roadways, particularly along Westminster Highway;
- c) create a safe and appealing streetscape that invites walking with features such as wider sidewalks along the Gilley High Street, gathering and resting areas, and landscaped boulevards and street trees;

- d) enhance the existing pedestrian-bike bridge over Highway 91A;
- e) consider, in co-operation with the City of New Westminster, constructing a new pedestrian-bike bridge across the Boundary Road canal.

## 8.4 Cycling and Rolling

### OBJECTIVE 1:

Increase the number of trips by bike and other rolling travel modes through an improved, safe and continuous cycling and pathway network that better connects key local and regional destinations, secure end-of-trip bike parking and seamlessly integrates with transit to support longer trips, as generally shown on the Circulation Map.

### POLICIES:

- a) expand the cycling and multi-use pathway network within the community with a variety of design treatments to support users of all ages and abilities including:
  - markings for on-street lanes;
  - shared off-street paths;
  - the possible shared use routes where cyclists, rollers and vehicles share the same road space;
- b) improve cycling access from Hamilton to other Richmond and regional destinations;
- c) provide sufficient, high quality and secure bike parking at all neighbourhood destinations;
- d) ensure convenient cycling and rolling access to and integration with transit services.





## 9.0 Ecological Network

### 9.1 Ecological Network

#### OVERVIEW:

The 2041 OCP identifies an Ecological Network (EN) which is an inter-connected system of natural areas across Richmond's landscape. The EN is a strategy that encompasses all green spaces, regardless of jurisdiction at a city-wide scale and is supported by the Green Infrastructure Network (GIN) which includes: features of the natural and built environment that provide current and future ecosystem services including drainage, water filtration and habitat.

The Plan provides significant opportunities to protect, showcase and implement the EN and its key component—ecological connectivity. As the City's only neighbourhood in which the North and South arms of the Fraser River are connected via canal, enhancing Hamilton's EN connectivity elements contribute to livability and ecological health.

Redevelopment in Hamilton provides a unique opportunity to strengthen and showcase the EN through ecological improvements to the foreshore of the Fraser River and the Queen Canal to better facilitate the movement of wildlife, enhancement of pollinators (e.g., honey bees, butterflies, hummingbirds), plants and water, as well as people via public trail linkages and green amenities.

Retaining and enhancing existing parks and Environmentally Sensitive Areas (ESAs) will also significantly contribute to creating a resilient EN which connects throughout Hamilton and beyond.

#### OBJECTIVE 1:

To maintain and enhance the Ecological Network.

#### POLICIES:

- a) redevelop Hamilton in a way that results in a net improvement to the connectivity, quality and area of the EN by protecting and enhancing the EN within Hamilton and between Hamilton and adjoining neighbourhoods;
- b) incorporate green infrastructure elements into all new developments in the built and natural environment;
- c) create public amenities which provide EN connectivity, and educational and stewardship opportunities in conjunction with City parks development as provided in Section 10;
- d) protect, enhance and better connect 2041 OCP Riparian Management Areas and Environmentally Sensitive Areas (ESAs);
- e) enhance and restore the ecological connectivity along the Queen Canal and include green amenities for public use;
- f) enhance and restore continuous ecological connectivity along the foreshore of the Fraser River.

## 9.2 Riparian Management Areas

### OVERVIEW:

Riparian Management Areas (RMAs) are City designated setbacks from designated watercourses, designed to comply with the *Provincial Riparian Areas Regulation* while maintaining a healthy and functional drainage infrastructure. Many Hamilton RMAs have been significantly negatively affected by historical development and afford significant opportunities for improvement. Development activities are restricted in RMAs, as they are to meet specified setbacks, as determined with the assistance of a Qualified Environmental Professional (QEP) and an associated offsetting habitat enhancement plan.

Hamilton RMAs offer both significant aquatic habitat and community amenity value (e.g., they support resilient drainage infrastructure and green amenities).

Along the Queen Canal 15.0 m (49.2 ft.) RMA setback is required, and along the smaller open watercourses along Gilley Road and at the north end of Queen Canal, a 5.0 m (16.4 ft.) setback is required. Development along Gilley Road may result in the need to relocate or alter the RMAs in this area. Although the current habitat value of the Gilley Road RMAs is low, the watercourses provide important stormwater filtration and detention capacity particularly as they connect directly to Queen Canal.

The existing north-south trail corridor along Queen Canal from Smith Drive to the north arm of the Fraser River presents an excellent opportunity for habitat enhancement and a significant community amenity. A revitalized Queen Canal RMA will be an important focal point for the new community. It should be clear that maintaining and improving habitat values along Queen Canal is to be regarded as compatible with and complementary to amenity improvements.

### OBJECTIVE 1:

To protect and enhance Hamilton's RMAs, by seeking improvements to provide higher value habitat and improved community amenities.

### POLICIES:

- a) the redevelopment of the Hamilton neighbourhood shall result in a net improvement to RMA habitat values;
- b) open watercourses are to be retained, unless no other reasonable option exists, as determined by Council;
- c) regarding the Gilley Road RMAs:
  - retain the stormwater detention and filtration value of the Gilley Road watercourses;
  - replace any unavoidable losses of RMA watercourses along the Gilley High Street with open, functional and innovative stormwater management structures;



d) regarding the Queen Canal RMAs:

- preserve, enhance and increase the ecological and habitat values of the north Queen Canal wetland through park development and/or RMA enhancement and compensation requirements, while accommodating amenity improvements;
- create park and amenity features at the northern end of Queen Canal that protect and interpret foreshore habitat values;
- offset RMA losses by enhancing and expanding the wetland complex at the north terminus of Queen Canal;
- ensure that road improvements in the Queen Canal area do not decrease habitat values or conveyance capacity;
- incorporate habitat improvements to the Queen Canal corridor (e.g., trails).

## 9.3 Fraser River Foreshore

### OVERVIEW:

The Fraser River foreshore is a critically important habitat for a range of species, in particular a large number of migrating juvenile salmon. The City has prioritized the protection and enhancement of the Fraser River foreshore in the 2041 OCP. Habitat values in the Fraser River adjacent to the Plan area are significant, with the foreshore classified Red (Highest Value) habitat throughout the redevelopment areas.

### OBJECTIVE 1:

To protect and enhance the Fraser River foreshore and associated habitats upland of the dike.

### POLICIES:

- a) accommodate future dike upgrades on the upland side of the dike;
- b) retain and enhance habitat values in the Fraser River foreshore Environmentally Sensitive Areas (ESA);
- c) ensure that road realignments and associated infrastructure do not negatively impact the foreshore ESA;
- d) retain significant vegetation and ecological features in the foreshore ESA.

## 9.4 Stormwater Management, Tree Retention, Food and Pollinator Resources

### OVERVIEW:

The Plan supports the City's ecological health and resiliency objectives, and the City's emerging Integrated Rainwater Resource Management Strategy (IRRMS) which emphasizes effective water management on Lulu Island and redevelopment solutions which improve habitat conditions while decreasing drainage infrastructure loads.

As well, the Plan supports the City's tree policies and bylaws during redevelopment by requiring the retention and replacement of significant trees including replacing the habitat value of mature trees, particularly in the Fraser River foreshore, where significant the careful management of woody vegetation is required for dike maintenance.

**OBJECTIVE 1:**

Retain and replace significant trees during redevelopment.

**POLICIES:**

- a) whenever possible, development should retain significant trees, especially in the Fraser foreshore area;
- b) private redevelopment and City projects are to incorporate innovative stormwater management solutions that support the IRRMS;
- c) redevelopment applications are to include a comprehensive significant tree survey;
- d) meet the Integrated Liquid Waste and Resource Management Plan (ILWRMP) objectives using strategies that are relevant to Lulu Island's topographic and land use characteristics;
- e) Development Permits and Servicing Agreements are to incorporate built components, as recommended in the City's IRRMS (e.g., better managed urban and agricultural rainwater runoff and water use);
- f) the City and developers are encouraged to accommodate pollinator attractants (e.g., birds, bees, community gardens, fruiting trees and shrubs), in their developments, as both community amenities and habitat features.



## 10.0 Open Space and Public Realm

### OVERVIEW:

In Hamilton, and across the City, the open space and park system contributes to the quality of life and vibrancy of the community. It provides opportunities for residents to connect with each other, engage in healthy activities, support a healthy environment and positively contribute to the local economy through improved property values, business attraction and retention, and tourism.

Hamilton currently enjoys a parks and open space system which includes significant park spaces with strong connections between them. However, results from the 2012 Healthy Richmond Survey indicate that Hamilton residents are below the Richmond average in meeting physical activity guidelines, walking more than 30 minutes per day and commuting with sustainable transportation modes. These results suggest that improvements in neighbourhood parks and linkages among community amenities could further improve the quality of life in Hamilton.

There are currently 16.45 ha (40.62 ac.) of open space across three neighbourhood parks and trails. There is an opportunity in Hamilton to focus the parks and open space system on the community's proximity to the Fraser River and its adjacency to the farmland of East Richmond and neighbouring communities. An enhanced open space and park system should celebrate the environmental and cultural significance of the Fraser River and create stronger physical connections throughout the community.

In particular, the following opportunities exist:

1. to redefine Veteran's Land Administration (VLA) Park. The central position of VLA Park in a higher density area shifts its role from a quiet neighbourhood park to a more vibrant neighbourhood gathering place offering a greater choice of activities;
2. to create a new Waterfront Park. The creation of a new destination waterfront park at the north end of the Queen Canal provides opportunities for residents to better enjoy and connect with the North Fraser Arm. It would create a unique condition at the terminus of Queen Canal, a significant new open space for the community and would add significantly to the dike trail system city-wide;
3. to improve pedestrian, rolling and cycling linkages throughout the community as shown on the Circulation Map. This includes better connecting existing and new parks spaces, community amenities, and residential areas through improved street frontages, new trail connections and the creation of a strong linear corridor along the Queen Canal.

The development and ongoing management of the City's parks and open space system is guided by the following seven focus areas of the Richmond's 2022 Parks and Open Space Strategy:

1. Health and Wellness
2. Great Spaces and Experiences
3. Connectivity



4. Green Network
5. Blue Network
6. Diversity and Multi-functionality
7. Resource Management

These focus areas provide direction to improve the parks and open space system in Hamilton.

#### **OBJECTIVE 1:**

Create linkages throughout the community as generally shown on the Circulation Map.

#### **POLICIES:**

- a) develop a Gilley High Street that provides substantial pedestrian space;
- b) create an urban Greenway/Trail and Neighbourhood Link system to improve pedestrian movement throughout the community;
- c) expand the Greenway/Trail network to provide better connections among all community amenities and to create continuous trail loops;
- d) develop a continuous east-west recreational corridor from Boundary Road in the east, to River Road at Willett Avenue in the west, for improved walking, rolling and cycling;
- e) develop a strong linear north-south corridor along the Queen Canal that functions as an improved mixed-use, multi-modal connection.

#### **OBJECTIVE 2:**

Increase the diversity and quality of park amenities.

#### **POLICIES:**

- a) ensure that park amenities are distributed throughout the community;
- b) ensure that park amenities are sufficient to accommodate increased use for all ages and abilities;
- c) enhance the VLA Park by adding amenities, such as broad walkways, plaza space for both large and small gatherings, enhanced and enlarged play space and lawns for informal recreational use;
- d) enhance Hamilton Highway Park with improved amenities, such as a treed buffer along the highway edge, improved trails, a fenced, off-leash area, seating and play areas for children.

#### **OBJECTIVE 3:**

Expand and enhance access to and the experience of the waterfront and waterways (both the Fraser River and the canals) that are a significant part of the landscape character of Hamilton.

#### **POLICIES:**

- a) create a new destination Waterfront Park at the north end of Queen Canal, as shown on the Land Use Map which includes opportunities to interact with the Fraser River and view points to enjoy the natural beauty of the area;

- b) expand the City's dike trail network to connect with the new Waterfront Park;
- c) create and/or enhance significant water-based environmental features such as canals, wetlands and native habitat that will provide a community amenity, learning opportunities and environmental value.





## 11.0 Sustainable Infrastructure

### 11.1 Development Servicing Approach

#### OVERVIEW:

Infrastructure includes water, sanitary sewer, stormwater and drainage systems. They play an important role in residents' quality of life. Hamilton's water system is adequate for potable water supply and fire protection, now and in the future. However, improvements to the sanitary sewer and stormwater systems are required with several issues and constraints influencing timing.

The Plan requires that redevelopments will incorporate water system, sanitary sewer and stormwater drainage improvements. These areas include the existing shopping centre site, and the older, large-lot areas north to the Fraser River, immediately west of Westminster Highway and to the east of Highway 91A.

City infrastructure servicing primarily involves the following as summarized below:

- *Water System:* The City's water system adequately meets all of Hamilton's potable water and fire protection needs now. The water system will require maintenance and upgrades by new developments and the City to continue to provide the necessary domestic and fire flows for a larger population.
- *Sanitary Sewer System:* Hamilton's unstable soils make providing infrastructure more costly than in other parts of Richmond. The older, large-lot residential areas designated for new multi-family and mixed-use development still rely on septic systems, which is an effective sanitary sewer solution for current low density residential areas. While some residents on lots with septic tanks wish to have sanitary sewers installed, without large-scale redevelopment, the investment would not be cost-effective. Because the Plan proposes redevelopment in most of these current large-lot residential areas, new sanitary sewer improvements will be introduced into these areas as redevelopment occurs.

New sanitary sewers will require extra pumping stations. To date, some sanitary sewer improvements have been provided by recent developments and the City which installed a pump station on Thompson Gate Road.

- *Stormwater Drainage System:* Storm runoff in Hamilton has traditionally been managed through a system of drainage ditches and canals. The system has worked well and is to remain in place in the community's older neighbourhoods, until they are redeveloped. Certain drainage system improvements have occurred in recent years (e.g., along Westminster Highway and in the newer small-lot residential subdivisions). As with sanitary sewers, the upgrading of ditches in the older, large-lot residential areas is not cost effective and often not necessary until redevelopment occurs.

### **OBJECTIVE 1:**

To enhance community livability and facilitate new development which will provide the necessary improved water, sanitary and storm drainage systems, in a cost-effective, environmentally sound manner.

### **POLICIES:**

- a) construct new, or upgrade, existing services, on a phased, as required basis, in accordance with good engineering practice, as development occurs;
- b) consider the area's poor soil conditions when building and servicing land;
- c) provide an appropriate interface between existing and proposed grades in the design of new developments landscape and buildings at associated flood construction levels;
- d) ensure that storm water quality is maintained, and where practical, reduce the impact of development on the drainage system by utilizing integrated stormwater management approaches that support enhancement of the Ecological Network, including Riparian Management Areas, as provided for under Section 9 of the Plan;
- e) ensure that major canals (e.g., Queen Canal, Boundary Road Canal) remain as integral, effective functioning parts of Hamilton's drainage system, supporting natural habitat and the passive outdoor recreation objectives under Section 10 of the Plan.

## **11.2 Addressing Flood Risk**

### **OVERVIEW:**

The Hamilton Area is located on the Fraser River floodplain. To minimize flood risk and subsequent damage, dike upgrades, building setbacks from dikes and flood construction levels for new buildings are required.

### **OBJECTIVE 1:**

Protect life and property from potential flooding.

### **POLICIES:**

- a) continue to implement the City's Floodplain Management Strategy policies, Flood Plain Protection and Designation Bylaw, and agreements to ensure that, wherever possible, new development is adequately protected from flooding;
- b) design and construct dike improvements to ensure that the dike is adaptive to climate change, sea level rise and future dike requirements.



## 11.3 Addressing Soils

### OVERVIEW:

As much of Hamilton is characterized by deep peat soils which are unstable for building foundations, specialized soil preparation is required before construction. New developments will need to obtain detailed geotechnical and structural engineering advice and reports prepared by qualified professionals to the City's satisfaction, before the design and construction of buildings and structures is commenced. (See Section 13—Appendix 1 for guidelines.)

### OBJECTIVE 1:

Ensure safe foundation conditions.

### POLICIES:

- a) require that developers provide, for all new developments, detailed geotechnical and structural engineering reports and designs as required by the City for Building Permit and Servicing Agreement approvals.

## 11.4 Neighbourhood Energy and Emissions Performance

### OVERVIEW:

The City of Richmond is a leader in energy conservation, greenhouse gas (GHG) emissions reduction, and renewable energy generation. Almost half of community GHG emissions are attributable to buildings through the consumption of natural gas and electricity.

The City's 2041 Official Community Plan (2041 OCP) identifies the following community-wide energy and emissions targets:

- GHG emissions reduction targets of 33% below 2007 levels by 2020, and 80% below 2007 levels by 2050;
- energy use reduction target of 10% below 2007 levels by 2020.

The 2041 OCP also includes policies relating to Climate Change Response, and Sustainable Infrastructure and Resources. In order to continue the City's progress towards these targets, Richmond's Community Energy and Emissions Plan (CEEP) identifies relevant strategies and actions including:

- Strategy 2: Increase Energy Efficiency in New Developments (e.g., when redeveloping, through the new BC Building Code energy requirements);
- Strategy 3: Improve the Performance of Existing Building Stock (e.g., through outreach and education, retrofit incentives).

## **OBJECTIVE 1: LAND USE AND DEVELOPMENT**

To maximize the benefits of new growth by considering improved building energy performance and energy systems by both developers and the City on individual and joint projects. In doing so, the following objectives will guide the City's policy and regulatory tool choices which may be implemented over time:

- improve the energy performance of existing buildings;
- advance the energy performance of new buildings;
- incorporate renewable energy design principles and technologies into new buildings;
- establish a district energy centre that serves the highest energy demand buildings with affordable, renewable energy.

### **POLICIES:**

- a) encourage energy efficiencies and the use of renewable energy in projects where feasible;
- b) consider augmenting the Development Permit Area Guidelines to encourage passive solar orientation and on-site renewable energy (e.g., air-source heat pumps, geo-exchange, solar hot water heaters, solar photovoltaic panels);
- c) consider ways to achieve better-than-code energy efficiencies (e.g., energy audits);
- d) consider preparing a Sustainable Development Checklist to better achieve energy efficiencies and renewable energy uses;
- e) consider better integrating City GHG and energy reduction requirements with other programs (e.g., BC Hydro Power Smart for New Homes and Commercial New Construction, the Canada Green Building Council [CaGBC] LEED, The Building Owners and Managers Association of Canada, Building Environmental Standards [BOMA BEST]).

## **OBJECTIVE 2: INCENTIVE PROGRAMS AND EDUCATION**

To promote and educate developers and property owners regarding the benefits of retrofitting existing buildings to be more energy efficient.

### **POLICIES:**

- a) the City will evaluate, and where feasible, may implement some or all of the following initiatives:
  - an incentive program to promote the increased uptake of Federal, Provincial and utility-led energy efficiency program (e.g., BC Hydro's Power Smart for New Homes and Commercial New Construction);
  - a Hamilton-focused energy efficiency program to work with stakeholders (e.g., the City, developers, School Board) to prepare educational programs, local awards and enhanced access to home energy audits in partnership with utility-sponsored outreach teams.

### **OBJECTIVE 3: DISTRICT ENERGY SYSTEM AND INFRASTRUCTURE INVESTMENT**

To consider establishing a District Energy Utility (DEU) System in Hamilton to reduce building energy use and GHG emissions with a neighbourhood-scaled system that could potentially encompass new residential, civic and institutional and existing large commercial buildings.

#### **POLICIES**

- a) the City will evaluate, and where feasible, may implement some or all of the following policy and regulatory initiatives:
  - undertake a DEU System and renewable energy feasibility study;
  - investigate having the City and developers provide energy-efficient street lighting and other municipal infrastructure to reduce operational costs;
  - investigate having more high performance energy standards in municipal buildings.
- b) the City will encourage the private sector to implement district energy systems including building-scale renewable energy systems (e.g., geo-exchange).



## 12.0 Implementation Strategy

### OVERVIEW:

The Province of British Columbia requires all municipalities to adopt an Official Community Plan (OCP) under the Local Government Act.

All City-enacted bylaws and works undertaken by Council must be consistent with the 2041 OCP; however, the City's existing Zoning Bylaw continues to apply and may be amended in conformity with the 2041 OCP and Plan.

The Plan establishes the City's vision, goals, objectives and policies for Hamilton. More specifically, the Plan aims to support the development of a more complete community with a greater range of housing types (e.g., small-lot single family houses, low-rise apartments, stacked townhouses), with a densified, mixed-use Neighbourhood Village Centre and Gilley "High Street". New developments will need to construct the transportation, infrastructure, services and parks that front their developments and beyond where necessary.

The Plan provides a decision-making blueprint to guide and manage development and change in Hamilton. Once adopted, the Plan Bylaw may only be changed through a bylaw amendment process that includes public notification to affected area residents about the proposed changes and a Public Hearing to allow residents an opportunity to present their views, prior to Council making a decision.

The Strategy identifies City and developer roles, mechanisms, and funding sources to achieve the Plan. The Strategy is to be adopted by Council resolution at the time of adoption of the Plan Bylaw.

### OBJECTIVE 1:

The Plan is to be implemented mainly by developer-funded works and Council-approved City initiatives.

### POLICIES:

- a) private development is responsible for financing the implementation of the Plan including the majority of required works and services;
- b) developers are required to either, provide or secure required major off-site upgrades, prior to the adoption of a rezoning bylaw and/or the issuance of final building permits granting occupancy as determined by the City.

### OVERVIEW:

The implementation of the Plan will require a range of developer-financing tools in order to achieve timely growth in a fair manner.

### OBJECTIVE 2:

Development costs, contributions and charges must address the actual servicing costs of new development.

### POLICIES:

- a) General:
  - the City will not borrow to front-end infrastructure costs;

- the City will work with the development community to consider a range of tools permitted under the Local Government Act for development financing;
- b) Local/Collector Roads and Servicing Improvements: developers will be required to construct all necessary works and services, consistent with this Plan and the Servicing Bylaw at their sole cost under a Servicing Agreement, including:
- all of the local and collector roads (e.g., roadway, curb and gutter, sidewalk bike lanes, grass and treed boulevard, street lighting);
  - traffic calming and intersection improvements;
  - sanitary sewerage collection systems, stormwater collection systems, and water systems;
  - electrical, telephone, cable, and gas distribution systems;
  - all Greenway/Trails, Neighbourhood Links, Strollways, Shared Streets and Plazas described within the Plan and as shown on the Circulation Map;
- c) Major Sanitary and Drainage Improvements:
- the City or developers, as required by the City, will be required to construct:
    - required sanitary sewer pump stations and force mains;
    - upgrades to the area-wide (external) storm drainage system to meet capacity demands;
  - the financing arrangements for these works and services must be in place prior to rezoning approval, with the actual works and services to be completed under a Servicing Agreement;
- d) Major Transportation Improvements:
- as determined by the City, either the City or developers will be required to construct improvements to:
    - Westminster Highway (City-wide DCC Program);
    - Willett Avenue, west of Westminster Highway (City-wide DCC Program);
    - the bike/pedestrian bridge over Highway 91A (City-wide DCC Program);
- e) Parks:
- as determined by the City, either the City or developers will be required to construct the local park improvements or those within the City-wide DCC Program;
- f) No DCC Credits Unless Within a DCC Program:
- other than for those works included in the City-wide DCC Program, developers will be responsible for construction of all servicing, transportation and parks works without DCC credits;
  - developers may only be eligible for City-wide DCC credits (as determined by the City) if they construct DCC Program improvements, in which case they receive credits from the DCC Program to the lesser of their DCC payments, the actual cost of construction or the verified value of the specific improvements in the DCC Program.

### **OVERVIEW:**

The redevelopment of Hamilton will require a range of community amenities to create a high quality, livable public realm to meet the needs of residents with a range of incomes.

### **OBJECTIVE 3:**

Development needs to provide, either by contributing financially and/or constructing, several major community amenities that are needed to implement the Plan (e.g., affordable housing, a small library, indoor recreational space, a small community police office space).

### **POLICIES:**

a) Affordable Housing:

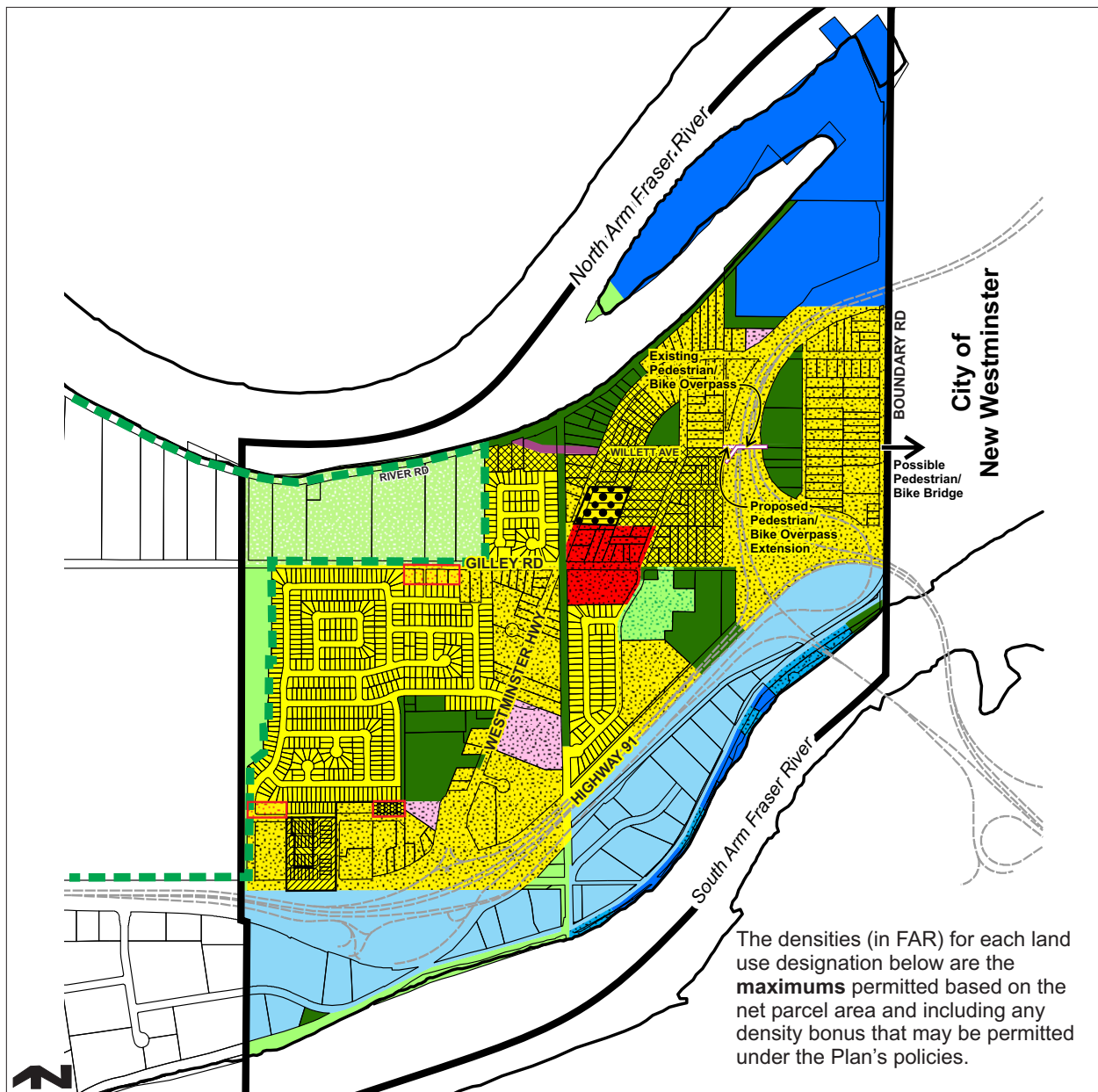
- developers are to provide affordable housing in accordance with the City's current *Affordable Housing Strategy*, as amended by Council and as set out in the Plan;

b) Developer Contributions to Major Community Amenity Space:

- the City may accept community amenity contributions or the construction of the actual community amenity space (e.g., a small public library, a small community policing office space or other amenities), as determined by City Council and as set out in this Plan;
- the City prefers developer cash contributions to construct the indoor recreation space and a community policing office;
- a developer may be requested to contribute to other community amenities through other funding arrangements as agreed to by Council and the developer;

c) to implement the Plan, the City may establish specific bylaws, policies and guidelines, as necessary to clarify City and developer responsibilities, roles and financing arrangements.

## Land Use Map

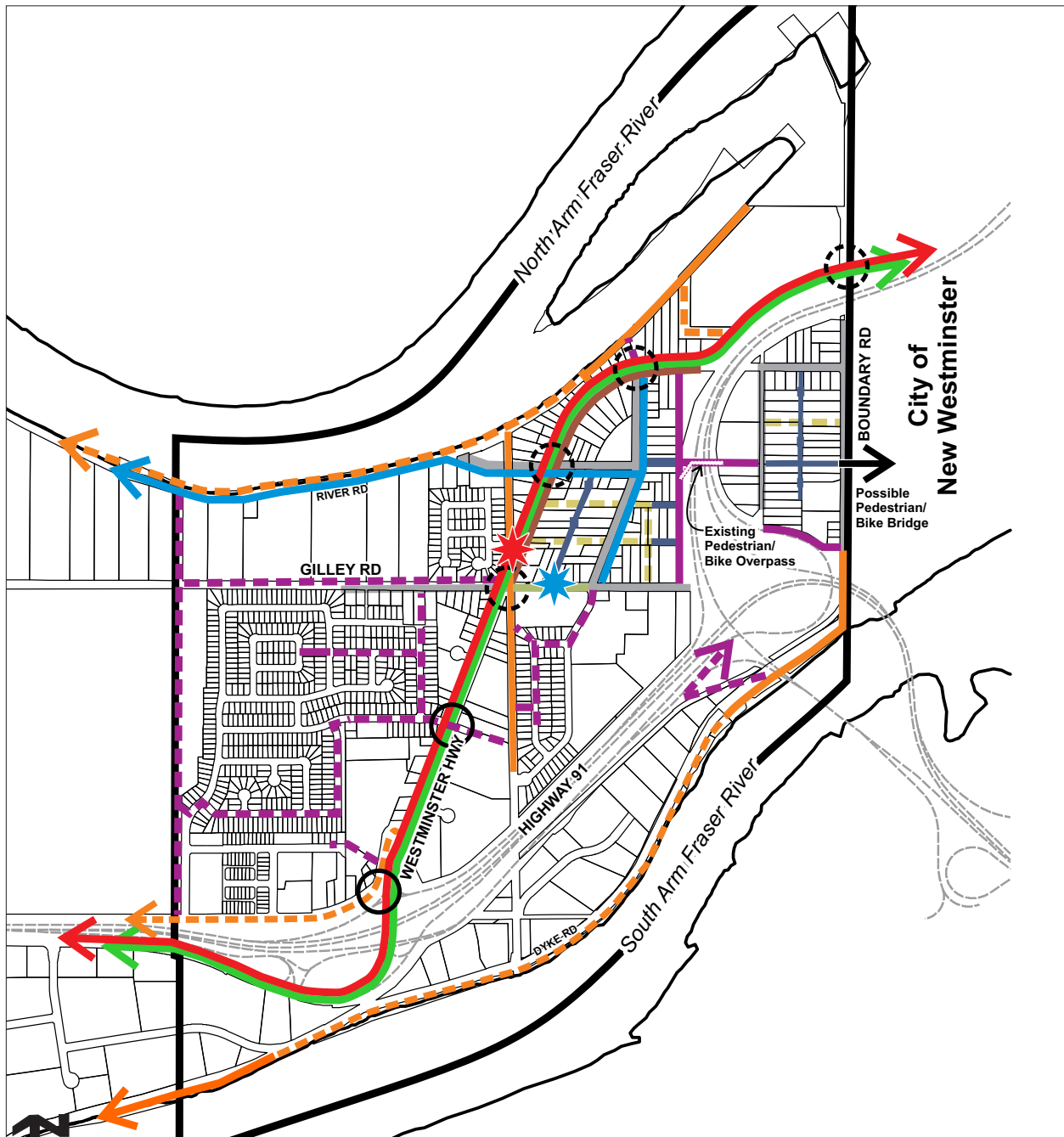


- |  |   |
|--|---|
| Area Plan Boundary   | Neighbourhood Residential (Single Family or Duplex 0.75 FAR)                              |
| ALR Boundary   | Neighbourhood Residential (Townhouse 0.55 FAR)  |
| Agriculture  | Neighbourhood Residential (Townhouse 0.75 FAR)  |
| Community Institutional  | Neighbourhood Residential (Stacked Townhouse 1.00 FAR)                                    |
| Conservation Area  | Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)                              |
| Industrial   | Neighbourhood Village Centre (Retail and Office with Residential above 4 Storey 1.50 FAR) |
| Marine Residential/Industrial  | Park and Major Trail/Greenway Corridors   |
| Mixed Employment   | Proposed Streets  |
| Neighbourhood Residential (Single Family 0.55 FAR)                   | School  |
| Neighbourhood Residential (Single Family 0.60 FAR)                   |   |
| Neighbourhood Residential (Single Family with Coach Houses 0.60 FAR) |   |

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## Circulation Map



- |   |  |
|---|--|
| Area Plan Boundary  | Westminister Hwy - Boulevard Treatment |
| Existing Major Street Bike Route                          | Gilley High Street                     |
| Existing Greenway/Trail                                   | Major Arterial                         |
| Future Greenway/Trail                                     | Collector                              |
| Existing Neighbourhood Link - enhanced                    | Crossing Plaza                         |
| Future Neighbourhood Link - unenhanced                    | High Street Plaza                      |
| New/Reconstructed Public Streets with Neighbourhood Links | Existing Full Signal                   |
| Future Neighbourhood Links - Strollways                   | Proposed Full Signal                   |
| Future Shared Streets                                     |  |

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High Street Plaza and Strollway

## 13.0 Development Permit Area Guidelines

### 13.1 General Guidelines

#### 13.1.1 Application and Intent

The intent of these Development Permit Area (DPA) Guidelines is to support the goals, objectives and policies of the Hamilton Area Plan. Through these means, these DPA Guidelines seek to enhance successful and valued elements of the community's physical structure and to introduce new elements considered appropriate to the development of:

- a) a Neighbourhood Village Centre for Hamilton;
- b) liveable, yet affordable residential developments;
- c) sustainability, including Leadership in Energy and Environmental Design (LEED) Silver equivalency;
- d) a high-quality public realm; including public streets and lanes, parks and other open spaces and the publicly accessible areas within developments.

These DPA Guidelines supplement the city-wide Development Permit Guidelines contained within Schedule 1 of the 2041 OCP with specific guidelines aimed at supporting a special character within Hamilton, particularly with regards to the public realm.

Exemptions to the Development Permit process can be found in Schedule 1 to the 2041 OCP.

These Development Permit Area Guidelines shall be applied to both new private and public developments, and new public realm improvements (streetscape, public open space, and parks) consistent with other City transportation and engineering requirements.

The overall intent of these guidelines is to support the long-term vision for Hamilton that will maintain its unique identity and establish it as a walkable, affordable, mixed-use community.

#### 13.1.2 Development Permit Area Designation and Justification

This section contains Development Permit Area (DPA) Guidelines which apply to lands designated for multi-family and commercial uses within the Hamilton Area Plan.

It is the objective of these guidelines to promote a co-ordinated approach to multi-family housing and commercial development in order to fulfil the Plan's goals, objectives and policies.

#### 13.1.3 Overall Character

Hamilton's public realm and open space will address a landscape character that is reflective of the Fraser River context and the surrounding agricultural landscapes while developing a contemporary, urban character at the Neighbourhood Village Centre. Objectives for achieving these goals will relate to the Plan and will strive to create a socially and environmentally interconnected network throughout the Hamilton area.



This interconnected network will be achieved:

- a) through a network of Greenway/Trails and Neighbourhood Links, Strollways and Shared Streets as shown on the Parks, Public Realm and Open Space Map;
- b) an interconnected Ecological Network with a focus on enhanced trail and canal corridors and innovative rainwater management;
- c) a landscape character that is sympathetic to the context of the Fraser River and the surrounding agricultural landscapes with a contemporary, urban character at the Neighbourhood Village Centre.

Hamilton is in a unique location at the eastern edge of Richmond with a close proximity to the Agricultural Land Reserve, the Fraser River and existing canals that transect the area. These features will play an important role in shaping these Development Permit Area Guidelines, while striving to meet the objectives of the Plan and City-wide 2041 OCP.

## 13.2 Sustainability and the Ecological Network

The following guidelines support and are intended to be applied to new development in conjunction with the policies under Section 9–Ecological Network within the Plan.

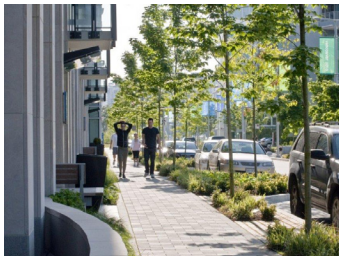
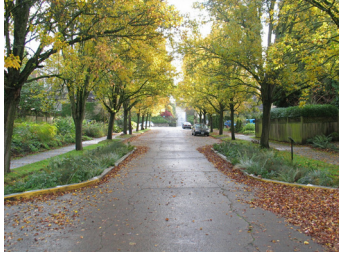
The intent is to incorporate innovative approaches for green infrastructure and green buildings that flexibly address on-site rainwater management, energy efficiency and renewable energy production, potable water conservation and waste minimization. Buildings and site infrastructure will be designed so that, at a minimum, they will achieve LEED Silver Certification or equivalency.

Sustainability measures will also encourage low impact developments that use sustainable approaches and systems such as recycled materials, drought tolerant landscapes, less impervious surfaces, and extensive stormwater management systems suited to the Lower Mainland climate and the specific topography, soil conditions and drainage systems of the Hamilton area.

### 13.2.1 Ecological Network

Co-ordinate building and site design with the other policies included within the Plan and the 2041 OCP that will:

- a) follow the 2041 OCP Ecological Network concept that focuses on connecting ecological hubs, sites and the foreshore;
- b) integrate the management of the Ecological Network with other City services, such as environmentally friendly stormwater management (e.g., changes beyond a net gain to improve habitat, water quality and native vegetation), and other green infrastructure opportunities;
- c) follow the City's "Eco-plus" approach as defined in the 2041 OCP;
- d) preserve and improve an Ecological Network of connected natural and semi-natural areas;
- e) apply the City's Environmentally Sensitive Areas (ESA) Management policies and Development Permit Area guidelines from the 2041 OCP and Riparian Management Area (RMA) Strategy to enhance ecological connectivity across the landscape;



- f) protect ESAs and RMAs and offset any unavoidable losses with appropriate compensation;
- g) strategically connect and restore the ecological value of key parts of public lands (e.g., the two arms of the Fraser River and the canals) with naturalized corridors, green infrastructure, and restored ecosystems;
- h) ensure usage and implementation of the significant ecological enhancement opportunities provided by the ESAs and RMAs;
- i) adopt a net balance or gain approach for offsetting any potential RMA losses;
- j) encourage residents to experience biodiversity and ecological benefits.

## 13.3 Streetscape Guidelines

### 13.3.1 Intent

Higher residential densities inherently support more local services and higher levels of transit service, with more people within walking distance of these services / routes.

It is desired to create an interconnected and permeable circulation network throughout Hamilton, that is safe and prioritizes people over cars as described in Section 8–Mobility and Access of the Plan.

A transportation-related urban design goal will be to establish a network that:

- a) provides for a finer grain of streets and lanes that encourage interesting, convenient and safe access for walking, cycling and rolling trips throughout the community;
- b) establishes an improved network of sidewalks and shared-use walking/ cycling/rolling routes;
- c) establishes a bicycle network with a hierarchy of design treatments, including off-street paths and marked on-street lanes; and that considers shared-use routes where cyclists and vehicles share the same road space.

### 13.3.2 Overall Character

Implement street design measures that improve the experience for active modes of transportation and effectively control vehicle travel speeds. Measures supporting Section 8–Mobility and Access include:

- a) constraining narrow streets to better control vehicle traffic and reduce pedestrian crossing distances;
- b) introducing curb-side parking to encourage slower vehicle speeds and create a buffer between vehicles and pedestrian, cycling and rolling activity;
- c) integrating adequate lighting and street furniture to facilitate a safe and comfortable experience;
- d) improving traffic capacity on the road network to minimize vehicle congestion and queuing which does not interfere with the movement of pedestrians, cyclists, rollers and transit vehicles throughout the community.





### 13.3.3 Major Bike Routes

Major bike routes will be accommodated along Westminster Highway and by two-way, off-road bike paths on Smith Crescent and Gilley Road. They will be separated and protected to allow for easy flow and quick movement of bicycle traffic. Major routes will facilitate pedestrian and cycling movement throughout the neighbourhood and create spines with active connections.

Both Smith Crescent and Willet Avenue will have two-way bike lanes to allow for cycling connections through the neighbourhood. These bike lanes will be in addition to pedestrian connections.

Smaller trails and connections will be provided with shared space for both bicycles and pedestrians. These will be connections designed for more passive use, with slower travel speeds and stronger natural links and features. These will support the major bike routes and collector streets to create a complete pedestrian and bike network throughout the neighbourhood.

### 13.3.4 Street Design

The following sections are intended to provide general guidance for development and street design which represents typical situations. (Also see the Parks, Public Realm and Open Space Map.)

#### 13.3.4.1 Westminster Highway

To signal passage through and arrival in Hamilton, Westminster Highway will be enhanced into a boulevard configuration including features to accommodate local and through traffic volumes, including a high number of trucks.

Design solutions to accommodate this will include:

- a) a central planted median from Gilley Road to Smith Crescent;
- b) dedicated bicycle lanes separated by painted buffer strips for added space and protection for cyclists;
- c) possible rain gardens in the centre median.

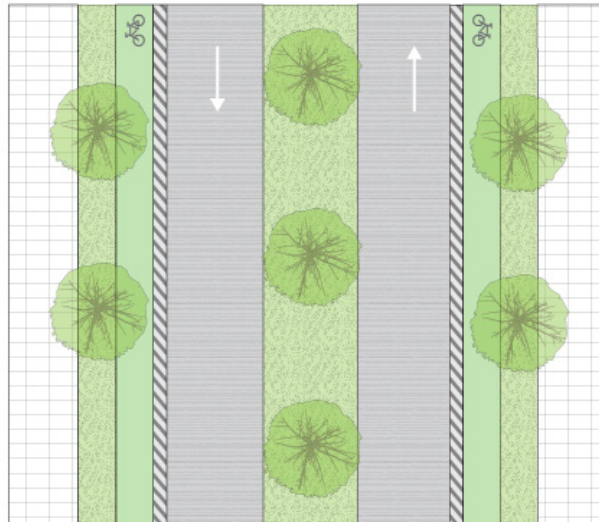
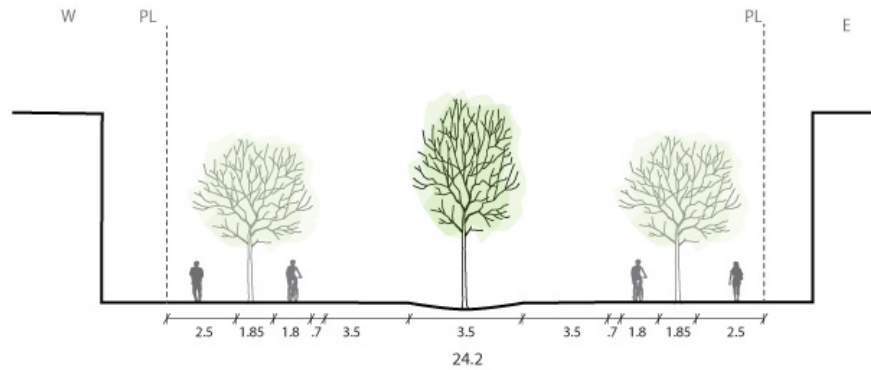




Gilley High Street Gateway—This rendering is conceptual and the details and materials of the building and streetscape may be subject to change during the City's development approval process.



Gilley High Street—This rendering is conceptual and the details and materials of the building and streetscape may be subject to change during the City's development approval process.



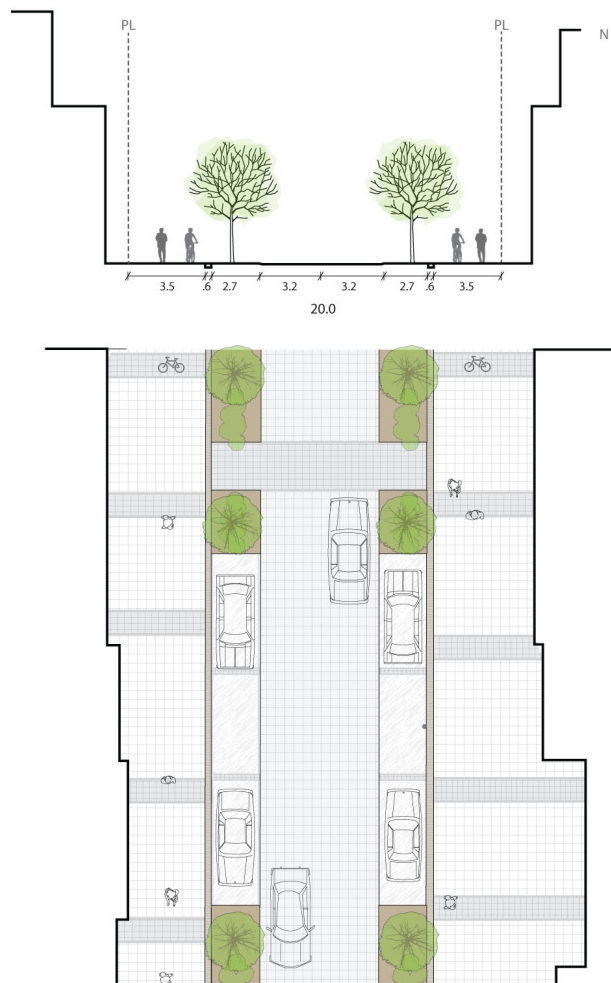
Typical Cross Section Gilley Road to Smith Crescent

#### 13.3.4.2 Gilley High Street

The Gilley High Street provides a pedestrian-oriented public realm to support local shops and services. The vision for the Gilley High Street includes:

- on-street parallel parking with high turnover for these prime spots encouraged through duration of stay limits;
- shared vehicle and bicycle space in the street that will be achieved by designing the street so as to encourage low vehicle speeds. Factors such as pavement materials, landscaping, on-street parking and narrow travel lanes will all help contribute towards this;
- property line setbacks on north side of the street that accommodate better sun exposure and encourage community use;
- building setbacks with a cumulative average of 2.0 m (6.6 ft.) from the property lines while allowing larger or smaller setbacks in individual locations;
- maximize parking while maintaining an equal or greater amount of the frontage as landscaped pockets including rain gardens and street trees to be planted at 7.0 m (23.0 ft.) on centre where possible;
- a road cross-section that has been kept as narrow as possible while providing an attractive environment for pedestrians and cyclists, and opportunities for vehicles to park;

- g) a High Street Plaza located on the north side of Gilley of approximately 300.0 m<sup>2</sup> (3,200 ft<sup>2</sup>) that accommodates cafe space, outdoor seating and small programming opportunities.
- h) site furnishings to encourage seating, gathering, eating, shopping;
- i) bike parking;
- j) parking and landscaping pockets alternating with connecting open drainage channels adjacent to the sidewalk providing a visual understanding of stormwater management;
- k) wide sidewalks incorporating mini plazas and other features via variation in setbacks with special pavement treatments;
- l) a 3.0 m (9.8 ft.) sidewalk plus appropriate townhouse setbacks is to be provided west of Westminster Highway.



High Street Cross Section

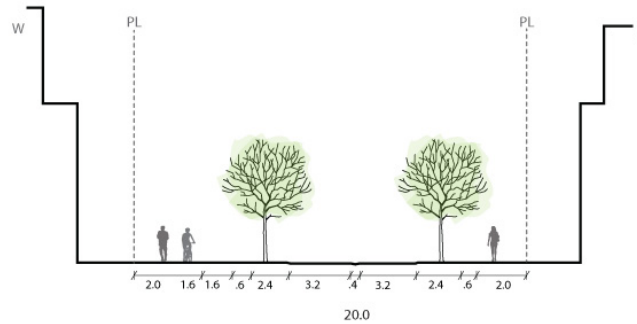
**Shared Streets**

A local, small-scale street which vehicles and pedestrians share the same travel surface with use of traffic calming measures within a statutory right-of-way (SRW) for public use within a private development.

**13.3.4.3 Smith Crescent**

This centrally located north-south street serving local, mainly residential travel needs, will feature:

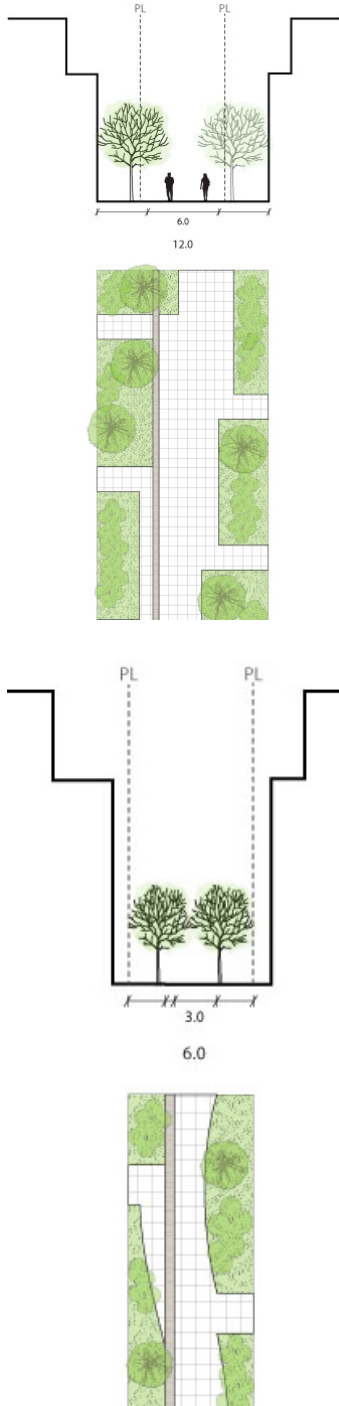
- separated off-street, two-way bicycle lanes to provide safe and attractive cycling options for all ability levels;
- maximize parking while maintaining an equal or greater amount of the frontage as landscaped pockets that include rain gardens and street trees;
- a cohesive character is expected for each one of the pedestrian and vehicular corridors in the neighbourhood, including only changes in character along the extent of these corridors if necessary.



Typical Cross Section

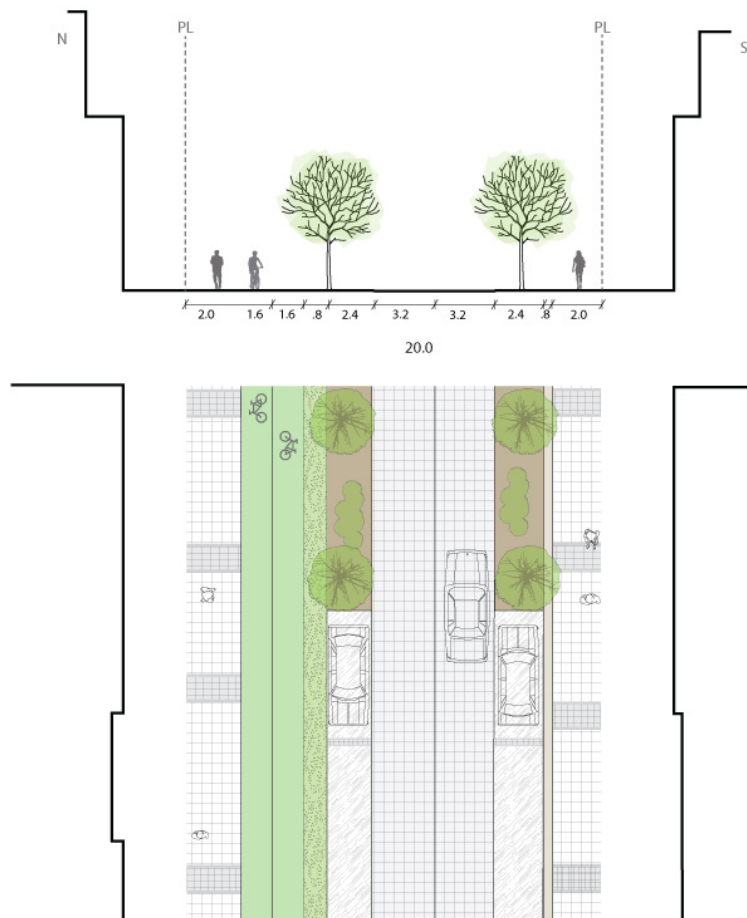
**Strollway**

A local, pedestrian pathway that provides connections between private developments within a SRW for public use within a private development.

**13.3.4.4 Willett Avenue**

This key east-west neighbourhood axis that will connect the eastern portion of Hamilton with the riverfront to the north-west with:

- the eastern most end connecting to a pedestrian overpass crossing Highway 91A. This connection will be elevated and incorporated into the building design of the adjacent ground-oriented and stacked townhouses allowing a Strollway to meet the bridge grade. This will reduce the need for bridge on-ramps and will allow for a more integrated connection to this critical link;
- the western extension of Willett Avenue, joining River Road and adjacent to the Waterfront Park, promoting a slower travel speed and a more pedestrian-focused space;
- emphasis on promotion of active transportation modes to provide a healthy, sustainable, safe and attractive route from the neighbourhood to the river front;
- a dedicated, separated two-way bicycle lane on north side of the street linking conveniently with the riverfront trail;
- opportunities for on-street parking and future transit use being provided.



Typical Willett Street Cross Section



### Greenways

Significant city-wide pedestrian, rolling and cycling linear corridors following road rights-of-way that link multiple destinations such as parks, natural areas, historic sites, community facilities and amenities, residential, and commercial areas. Greenways have a higher standard of amenity such as wider sidewalks, landscaped boulevards, unique paving materials, designated cycling lanes or wide paths shared with pedestrians, gathering/rest areas and special features (e.g., gateways, public art). Greenways, in some cases, may also function as ecological corridors.

### Trails

City-wide recreational corridors that accommodate a wide variety of pedestrian, rolling, cycling and other non-motorized uses (e.g., equestrian) that are typically off-road and provide access to, or are in proximity to the City's major natural areas (e.g., the waterfront and natural areas like the Richmond Nature Park). With restoration and enhancement, some of the corridors have the potential to function as ecological corridors, linking natural areas in Richmond's Ecological Network.

### Neighbourhood Links

Neighbourhood pedestrian and cycling routes along local streets and off-street pathways that provide safe and convenient physical connection to local destinations such as schools, parks, community facilities or neighbourhood shopping centres. Enhanced neighbourhood links have pedestrian facilities (e.g., path or sidewalk) on at least one side of the street, pavement markings and wayfinding signage for cyclists, and wider off-street pathways that are shared between pedestrians and cyclists. Unenhanced neighbourhood links do not have any enhanced treatments for pedestrians and cyclists, do not have pavement markings and wayfinding signage for cyclists, may or may not have pedestrian facilities (e.g., path or sidewalk), and have substandard off-street pathways (e.g., narrow width).

## 13.4 Public Realm & Open Space Guidelines

### 13.4.1 Intent

The public realm and the public open spaces in Hamilton will be designed to promote greater connectivity together with improved community well-being and ecological health. The Public Realm is comprised of the pedestrian space along streets, both on private property and within the road right-of-way, and publicly accessible spaces within developments such as Shared Streets, Strollways and Plazas. Public open space includes Parks, Trails/Greenways, and city-owned sites dedicated to public use as shown on the Parks, Public Realm and Open Space Map. Development and enhancement of these aspects of the community will promote:

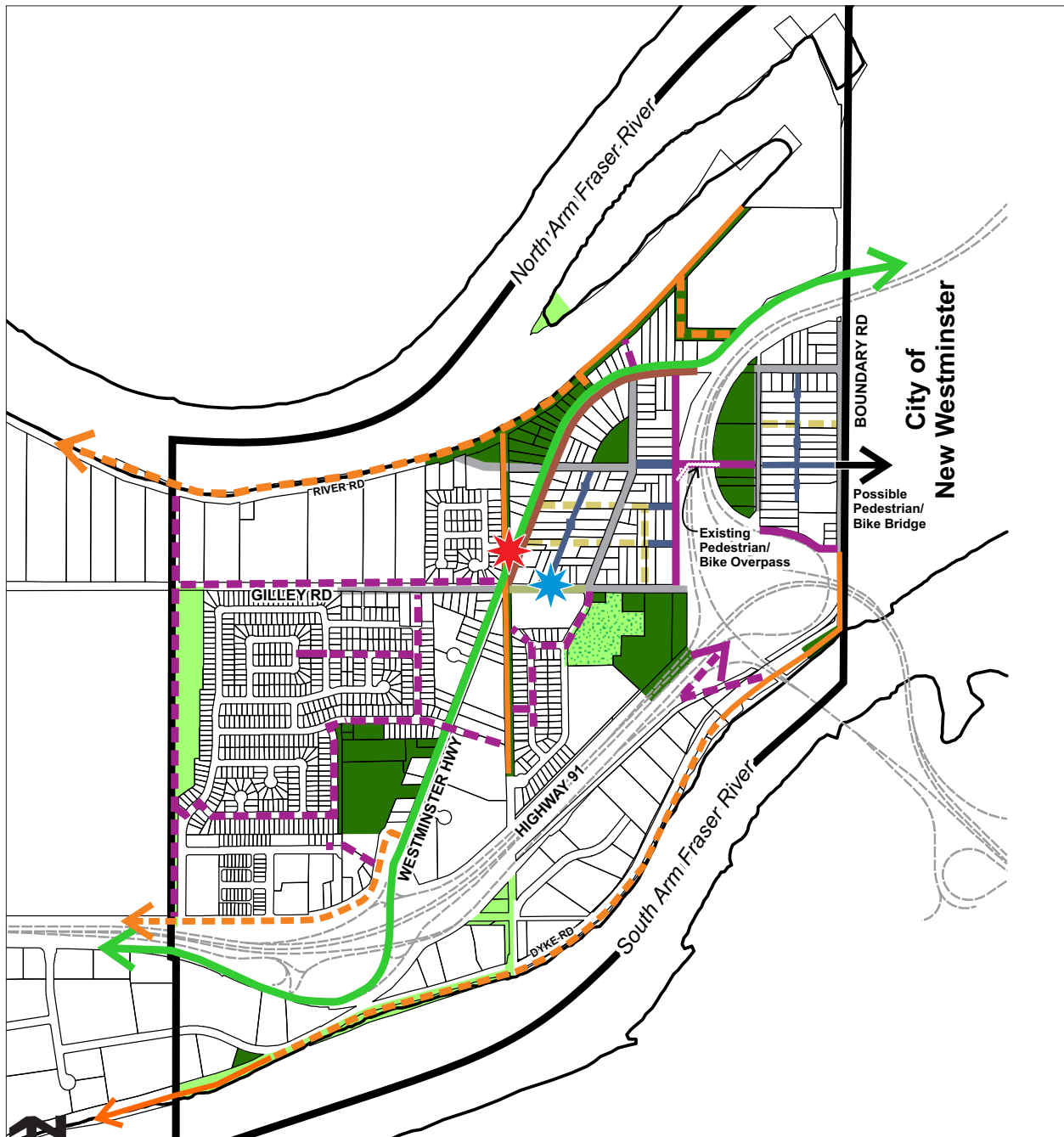
- a) additional public open space to accommodate growth;
- b) integration of sustainability measures and ecosystem services;
- c) a distinct neighbourhood character;
- d) greater access to the Fraser River shoreline;
- e) maximizing the benefits derived from the existing open water courses.

### 13.4.2 Overall Character

The Fraser River and the surrounding agricultural landscape are key references in informing the function and design of the public realm and public open spaces. The distinct context of the Hamilton Area will be reflected through design, materials, public art and interpretive features. Together, these will provide a seamless, cohesive experience between private and public realms and across the sub-areas that comprise the Hamilton area.

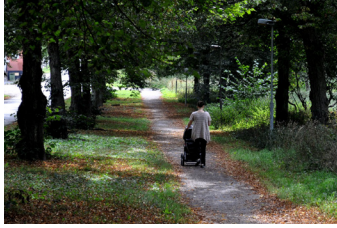


## Parks, Public Realm and Open Space Map



- |   |   |
|---|---|
| Area Plan Boundary  | Westminster Hwy - Boulevard Treatment   |
| Existing Major Street Bike Route                          | Gilley High Street                      |
| Existing Greenway/Trail                                   | Crossing Plaza                          |
| Future Greenway/Trail                                     | High Street Plaza                       |
| Existing Neighbourhood Link - enhanced                    | Conservation Area                       |
| Future Neighbourhood Link - unenhanced                    | Park and Major Trail/Greenway Corridors |
| New/Reconstructed Public Streets with Neighbourhood Links | School                                  |
| Future Neighbourhood Links - Strollways                   |   |
| Future Shared Streets                                     |   |

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### 13.4.3 Greenways, Trails and Neighbourhood Links

Greenways, Trails and Neighbourhood Links will be important features within Hamilton, creating a hierarchy of connections allowing for a pedestrian friendly environment and reducing the need for vehicle use within the community. Existing trails will be maintained and enhanced over time, while new linkages will be created to facilitate connections within higher density areas. See Parks, Public Realm and Open Space Map.

#### Queen Canal



Queen Canal south of Gilley High Street

An enhanced Queen Canal corridor will increasingly become a central spine in the community with enhanced mobility, recreational and ecological function. It will provide an alternative route to access the services on the Gilley High Street and it will be a primary access to the new waterfront park. It will also provide the community with opportunities to view and interact with water and the habitat along the canal. The canal corridor north of Gilley Rd. overlaps with adjacent townhouse developments and therefore the watercourse and adjacent landscape must reflect a character to include:



- a) planting schemes that contribute to habitat creation and restoration;
- b) simple surfaces and paving materials;
- c) views to the north and south;
- d) consideration of stormwater runoff and proximity to canal habitat;
- e) opportunities for the community to interact with the watercourse;
- f) seating components along the length of the canal that offer areas for rest and opportunities for views;
- g) appropriate lighting (in coordination with public space lighting) to provide safety and promote evening use;
- h) accessible design to allow for easy access for adjacent developments along the length of the corridor.



### 13.4.4 Rainwater Management Landscape Elements

Rainwater management and appropriate planting will provide Hamilton with an opportunity to have an adaptive landscape, suited to the West Coast climate. The potential to offer water quality improvement through rain gardens, natural filtration and sedimentation methods are to be emphasized.

Best Management Practices (BMP), to maintain water quality and reduce the impact of development, such as biofiltration, infiltration, and separation of clean and dirty runoff should be implemented. The high water table and characteristics of the native soils limit the measures that may be implemented except where substantial new fill is placed as part of the development process.

Local development Stormwater Management Plans (SWMP) will need to be developed working in close collaboration with developers' environmental consultants and following the City's ESA Management Strategy. Compensation for RMA removal and disturbance will also need to be addressed following City policies as outlined elsewhere in the Plan.





The City of Richmond's Integrated Rainwater Resource Management Strategy will be followed in preparing SWMP for developments that will:

- a) provide educational opportunities and components;
- b) create a new network of stormwater management, integrated into all public and private realms;
- c) create continuous water channels and swales wherever possible;
- d) improve water quality and reduce sedimentation of the canals;
- e) manage rainwater on-site as much as possible and encourage use of the Water Balance Model for on-site rainwater modelling;
- f) wherever possible, protect the interflow zone to ensure that rainwater seeps into the soils and makes its way slowly to canals and streams picking up dissolved nutrients, which provide a food source in aquatic habitats;
- g) encourage and support integrated rainwater management options, such as use of rain gardens, reduced road widths, use of permeable surfaces, and roadside swales;
- h) identify areas with a high risk of sediment movement and erosion potential and prepare and implement site-specific erosion and sediment control plans;
- i) ensure that development in one part of the community does not cause downstream impacts such as bank slumping due to erosion or sediment build-up and accumulation;
- j) encourage the use of native tree and shrub species in landscaped areas inside and outside of ESAs and RMAs (i.e., Eco-plus approach);
- k) select species that are adapted to local conditions;
- l) ensure stormwater is filtered through rain gardens when possible and discharged into the stormwater system improving overall quality, reducing peak discharge and providing a visual understanding of stormwater movement on site;
- m) explore the option to capture stormwater from sidewalks through overland flow;
- n) explore the option to capture drive aisle stormwater through catch basins that would be directed to planting beds to filtrate through the growing medium back to the stormwater system (improved stormwater quality);
- o) explore the potential of creating shared stormwater planters to accept both street and building rooftop runoff.





### 13.4.5 Public Realm Elements

#### Neighbourhood Gateways and Local Landmarks

Gateways will mark significant entrance points to Hamilton along Westminister Highway at Boundary Road and at the old Westminister Highway intersection as shown on the Parks, Public Realm and Open Space Map. These will be located at the north and south segments of Westminister Highway as well as at the crossing of Gilley Road and Westminister Highway. These gateways will signify an arrival and a change of character along the major routes into and out of the neighbourhood. The Crossing Plaza will signify a sense of arrival into the heart of the community and will be an important marker in forming the identity of Hamilton. These visual landmarks should reflect and convey the neighbourhood history, character and identity and will align with the overarching Development Permit Area Guidelines for the public realm.

Local landmarks will be located within the neighbourhood and will mark significant terminus points as well as environmental features. Landmarks will be located at the east and west ends of the Gilley High Street, as well as at the north and south ends of the Queen Canal.

These neighbourhood gateways and local landmarks will be constructed by adjacent developments.

#### Strollways and Plazas

Strollways are Neighbourhood Links between residential and commercial buildings that increase accessibility and walkability within the neighbourhood. The adjacency of both Strollways and Plazas to apartments, townhouses and retail spaces provides a level of vibrancy and safety. They also provide for an engaged pedestrian environment and accommodate casual encounters between neighbours.

#### High Street Plaza

The High Street Plaza will be a key neighbourhood gathering space. It will be provided along the north side of the Gilley High Street and will include a hard-surfaced, finer grain character to match the adjacent Gilley High Street and associated Strollway.

This main plaza will function as the heart of the Neighbourhood Village Centre to provide a space for daily life, gathering, mingling and small scale events. Located at the centre of the north side of the Gilley High Street block and at the terminus of the central Strollway, it will act as a key point of pedestrian movement.

The High Street Plaza will feature:

- a) an area of approximately 300.0 m<sup>2</sup> (3,230 ft<sup>2</sup>);
- b) outdoor seating and small cultural programming opportunities;
- c) distinctive, fine-grained paving;
- d) ornamental trees;
- e) a mixture of planting beds that are seasonal and suited to a high traffic area as well as include native, year-round species;
- f) seating areas for cafés and adjacent uses;
- g) high quality site furnishings positioned to allow for interaction and views of the plaza.



### 13.4.6 Landscape Design Elements

The public realm in any successful urban setting is furnished with high quality landscape design elements. New furnishings, infrastructure and plantings should reflect contemporary architectural design and construction techniques, and current urban design best practices. Furnishings and hard landscape materials should be robust, durable, and simple rather than ornate, to subtly recall (but not replicate) a utilitarian, agricultural aesthetic.

Colour will play an important role in defining the Hamilton identity. Colours shall be selected to integrate with or complement the surrounding built context and the natural landscape. In general, softer colours are recommended to establish a uniform background.

#### Paving Materials

- a) use high quality paving to delineate places of special importance such as the Gilley High Street and other neighbourhood destinations;
- b) stone or unit pavers can be used as dominant materials or as accents. It is not recommended that stone paving and concrete pavers be directly adjoining, but that they are separated by a band of cast in place (CIP) concrete;
- c) colours should be kept cool and the walking surface should be slip resistant;
- d) sandblasted, saw-cut natural colour concrete is preferred over broom-finish, tooled concrete and tinted concrete;
- e) wood can be used as an accent along pedestrian paths as boardwalk structures, but should not be used as the primary material along pedestrian pathways.

#### Seating

- a) provide a diversity of seating opportunities, including various sizes of benches, seats and seatwalls, both fixed and movable, arranged linearly along the streetscape and in groupings at important feature locations;
- b) place and orient seating to take advantage of views, sun, and shelter from wind and rain;
- c) ensure the different seating components belong to a family of consistent forms, colours and materials;
- d) standard seating may be of the off-the-shelf variety, but seating at feature locations should be custom-designed.

#### Tables

- a) locate tables in feature locations, and provide table surfaces to complement seating.

#### Bollards

- a) use a high-quality, powder-coated or stainless steel bollards;
- b) ensure both removable and permanent bollards are within the same design family;
- c) use bollards sparingly and only as necessary to prevent vehicle/pedestrian conflicts;
- d) choose bollards that fit in with the public realm and may include lighting as an additional way finding technique but that will not be architecturally intrusive in size or design;



- e) employ bollards in Shared Streets and driveways as a means to separate loading/waste disposal areas from vehicular and pedestrian circulation routes.

#### **Bicycle Racks**

- a) use high-quality, powder-coated or stainless steel bicycle racks;
- b) ensure bicycle racks are designed or specified to maximize ease of use and are integrated into the landscape design;
- c) discreetly locate racks at prominent locations near doors, entries and public realm focal points.

#### **Trash and Recycling Receptacles**

- a) install high-quality, powder-coated or stainless steel receptacles of the same family for trash and for recycling.

#### **Tree Grates**

- a) tree grates are to be weathered steel, with a consistent appearance;
- b) incorporate public art into tree grate designs in feature locations following City public art requirements.

#### **Drainage Grates**

- a) trench drains, catch basin covers, gutter drains, manhole covers and miscellaneous utility covers should be weathered steel, with a consistent appearance, and wherever possible and should visually highlight how stormwater management systems convey water throughout the area.

#### **Planters**

- a) use planters that are appropriately scaled to their surroundings;
- b) use durable, permanent materials such as stone, smooth-finished concrete and metal;
- c) avoid the use of ceramic, plastic, wood and exposed aggregate concrete planters.

#### **Pedestrian Lighting**

- a) ensure all new fixtures are of full cutoff design and are compliant to dark-sky standards;
- b) ensure luminaire types use sustainable technology such as LED lamps;
- c) visually co-ordinate on-site light standards with traffic and street lighting infrastructure as much as possible;
- d) complement pedestrian light standards with bollards, steps and use in-ground lighting at key pedestrian gathering points.

### **13.4.7 Street Trees and Other Soft Landscape Elements**

Trees serve multiple purposes and should be considered throughout the public realm. Tree planting will need to be appropriate in form and character for Hamilton, while resistant enough to withstand seasonal water inundation and high water tables.

Street trees provide linkages to the Ecological Network, contribute to a healthy environment for residents, and to the aesthetic beautification of Hamilton's streets and public open spaces.



**Key considerations for street trees include:**

- a) tree preservation according to the City's Tree Protection Bylaw 8057;
- b) creating a continuous tree canopy where appropriate;
- c) using a mix of deciduous and coniferous trees;
- d) considering locations that will allow for and accommodate seasonal inundation;
- e) allowing for appropriate soil volumes and utilizing soil cells wherever possible in accordance with BCSLA standards.

**Key considerations for soft landscape include:**

- a) using native plants where appropriate;
- b) providing plantings that are suitable and adaptable;
- c) contributing to the continuation and expansion of ecological corridors;
- d) selecting plants that offer seasonal variation and interest;
- e) plant selection to define different spaces within the public realm;
- f) stormwater being filtered through rain gardens when possible and discharged into the stormwater system improving the overall quality, reducing peak discharge and providing a visual understanding of stormwater movement;
- g) the option to capture stormwater from sidewalks through overland flow being considered;
- h) introducing a visually continuous landscape element that acts as a stormwater spine connecting through the neighbourhood, through streets whenever possible;
- i) planting groups emphasizing changes in texture and variation in colour. Plantings should layer species that vary in height and form.

**Plant material considerations include:**

- a) concentrating new planted areas in boulevards on each side of a given street, close to pedestrian areas, where they can offer environmental services such as shade, wind protection, air purification as well as visual appeal;
- b) providing a balance of deciduous and evergreen plant material, with an overall year-round appeal;
- c) all plant material being chosen for hardiness, ability to filter pollutants and ease of maintenance;
- d) the majority of plant species used being native to the Lower Mainland;
- e) avoiding the use of hanging baskets;
- f) plants that support local pollinators being incorporated into the landscape as much as possible;
- g) plants and trees that serve the habitat needs of local wildlife species (songbirds, owls) being incorporated into the landscape in a contiguous manner;
- h) minimizing the use of sod.

**Planting infrastructure considerations include:**

- a) implementing BCSLA best practices for street tree plantings, including continuous tree trenches in boulevards, minimum recommended soil volumes, and soil cells and/or structural soil where trees are located in paved areas;
- b) providing high-efficiency automatic irrigation for all planted areas to ensure long-term viability of plant health and to minimize maintenance;
- c) providing areas of contiguous and connected soft landscaping that incorporate complex and layered assemblages of native species;
- d) irrigation systems that are to be located on private property.

### 13.4.8 Signage and Wayfinding

Signs in the public realm will develop a language of wayfinding and mark significant gateways, public buildings, destinations and civic functions.

Wayfinding signage will be integrated throughout the neighbourhood and will provide a system of orientation and information for those visiting the community. Techniques include themed signs marking various components of the neighbourhood, and include directional signs, maps and other interpretive elements as part of private developments.

Banners will form an additional component of wayfinding. Banners on light poles are encouraged to identify specific areas within Hamilton. Areas could include, but are not limited to: the Gilley High Street, the Crossing Plaza, and Westminster Highway.

The size, scale, siting and style of commercial signage should be oriented to pedestrians, not to drivers and should reflect the nature of the Hamilton area.

The following signage types are acceptable and encouraged:

- a) signs that are integrated with the overall architectural form of the building;
- b) blade signs that add dimension to the building and address the pedestrian realm;
- c) signs made of durable, sustainable materials;
- d) signs that utilize natural and regionally relevant materials;
- e) signs applied to windows that offer transparency and do not cover or obscure building interiors.

Exterior sign types that are **not** acceptable include:

- a) signs that contain movement, flashing or moving lights;
- b) signs that are located on the roof of the building;
- c) signs hanging over sidewalks with less than a 2.6 m (8.5 ft.) vertical clearance;
- d) signs that are located above the first floor of a building frontage;
- e) light box signage of any form;
- f) opaque window signs;
- g) advertising banners or signage boards.



### 13.4.9 Mitigating Parking Structures

Parking structures are to be covered by landscape and not visible from the public realm with emphasis on the following:

- a) ensure that parking entrances, loading bays and garbage and recycling receptacles do not have a prominent visual impact on the public realm;
- b) loading, unloading, surface parking and services must be treated with architectural materials and be screened with doors or similar materials to adjacent buildings;
- c) where parking structures are below the exterior public realm space their design should accommodate proper soil depths for at-grade plantings;
- d) above-grade projections from parking structures into the public realm within the development should be minimized;
- e) parking structures will not encroach inside the City road allowances, parks or the Queen Canal corridor;
- f) all grade changes required to accommodate parking structures along the Queen Canal must take place outside the 20.0 m (65.6 ft.) right-of-way and must be planted to support habitat along the canal corridor consistent with the Development Permit Area Guidelines and policies regarding the Ecological Network.

## 13.5 Built Form General

### 13.5.1 Application

Developments in the Hamilton Area are to comply with the Development Permit Area Guidelines in the 2041 OCP, in addition to the specific Development Permit Area Guidelines in this document that are focused on achieving the unique character of this Hamilton Area Plan.

### 13.5.2 Form and Character

Since Hamilton is situated on delta lands, being relatively open and flat, the plan encourages an emphasis on horizontal lines through building form. Development will occur on a grid pattern establishing a hierarchy of streets and paths that allow for smaller blocks within the neighbourhood and establish mid-block access points for pedestrian movement.

Within this grid the following guidelines apply:

- a) large buildings will be visually broken down both vertically and horizontally to maintain pedestrian scale and friendly streetscapes;
- b) buildings should be broken into a maximum width of eight units to provide for variation and visual breaks;
- c) varied setbacks should be provided for each block of units;
- d) no repetitive or featureless facades are permitted;
- e) streetscapes will be consistent with an urban character.

### 13.5.3 Siting

Buildings will be sited to prioritize the pedestrian environment over the vehicular. Smaller blocks, with a hierarchy of shared streets, Strollways, Plazas, Trails and Pedestrian Links will create an urban form that is at an appropriate neighbourhood scale. Where the building frontage facing the above elements is composed of residential units at grade the, buildings will:

- a) have entry courts and semi-private outdoor spaces that include patios and balconies;
- b) allow for steps and changes in grade, fences, gates, low walls, hedges and other plantings.

### 13.5.4 Materials

Materials should be selected from a high quality urban palette, including concrete, brick, stone masonry, accent acrylic stucco, glass, and steel and other metal panels. Wood and other natural materials may be considered if they contribute to the contemporary character of a development subject to the following guidelines:

- a) local, sustainable and renewable materials are used;
- b) no artificial materials such as cultured stone, imitation wood, metal cladding made to look like wood, vinyl siding products are permitted with the exception of cement board cladding being acceptable.

### 13.5.5 Surface Parking Areas

Surface parking areas should be treated with a fine grain of paving types where possible, and soft landscaping, to reduce visual impact and better integrate parking into the pedestrian environment guidelines to include:

- a) using adjacent soft landscaped areas to drain parking areas;
- b) using tree spacings to help delineate parking stalls;
- c) creating an overlook onto common areas and the public realm, providing 'eyes on the street' where possible.

## 13.6 Gilley High Street Commercial Precinct

### 13.6.1 Overall Character

Buildings at the core of Hamilton establish an identity and create its heart. The design approach should be warm, interesting, and animated to create a comfortable urban village Gilley High Street. It should encourage engagement, community interaction and lingering for people of all abilities and ages. Materials must be of particularly good quality and be durable. In creating an attractive experiential interaction between the shops and services, and the pedestrian environment, development should:

- a) animate the Gilley High Street with mini plazas, balconies, canopies, planters, colour, articulation or recesses in the buildings to distinguish the retail and the commercial from the upper residential levels;
- b) adhere to, and work in coordination, with streetscape standards identified in Section 13.3.4.2–Gilley High Street.



### 13.6.2 Building Siting

Guidelines include:

- a) building setbacks will average 2.0 m (6.6 ft.) from the front property line to take advantage of sunshine along the Gilley High Street and create intimate pocket plazas;
- b) provide ease of access for the disabled and self-propelled wheeled modes of travel;
- c) provide pedestrian linkages to the Strollways and on-site walkways and plazas;
- d) commercial uses will be permitted to wrap onto Smith Crescent and Westminster Highway for up to 25.0 m (28.0 ft.) broken into sections of not more than 6.0 m (19.7 ft.);
- e) well-lit and landscaped plazas and Strollways to create inviting spaces are to be emphasized;
- f) weather protection over entries that accents the architectural form and responds to a consistent material palette;
- g) streets are to be animated with well-defined edges adjacent to Strollways and plazas, terraces, patios; balconies, canopies, planters with variation in texture and colour, or recesses in the buildings at all levels;
- h) buildings setbacks will vary to take advantage of sunshine exposure and to create pockets of interest at a pedestrian level adjacent to streets, Strollways and plazas;
- i) well-lit and landscaped exteriors and conforming to the Crime Prevention through Environmental Design (CPTED) principles in the 2041 OCP Development Permit Area guidelines are to be followed.

### 13.6.3 Building Design

Guidelines include:

- a) provide solid canopies over portions of the usable outdoor plaza areas facing the public streets, Shared Streets and Strollways, averaging 2.0 m (6.6 ft.) in depth to promote sufficient coverage for pedestrians;
- b) retail storefront canopies should be substantive and appear permanent and well-integrated;
- c) near the High Street Plaza and generally on the north side of street, provide terraces or patios that are at grade with a usable depth of at least 2.0 m (6.6 ft.);
- d) provide entrances for individual units or shared residential entry doors that are separate from commercial entries;
- e) create a smaller scale rhythm for the storefronts along the Gilley High Street by:
  - i) designing commercial storefronts with a maximum linear frontage of 6.0 m (19.7 ft.), even if the commercial space behind is larger. Exceptions may be considered for a grocer, pharmacy, or recreation facility, but will require additional articulation along the frontages and sidewalls;
  - ii) incorporating strong building bases, columns, recesses and bays to provide increased texture and articulation;





- iii) integrating landscape walls, built-in seating, planters, signage and other streetscape features to provide visual interest;
- f) provide a separation between the first floor retail units and the residential units above through setbacks of the upper floors, and use of canopies and colonnades, awnings and/or other design elements;
- g) establish a maximum of four storeys in height including retail and no higher than 17.0 m (55.8 ft.) in height above finished grade;
- h) provide outdoor patios or balconies for residential units meeting the 2041 OCP Development Permit Area size requirements;
- i) for upper level residential units, recess at least half of the balcony behind the outermost adjacent residential wall, and provide a solid balcony wall of at least 0.6 m (2.0 ft.) high to provide privacy;
- j) provide generous roof overhangs; soffits must be compatible with other visually accessible building materials;
- k) acoustically separate and visually screen mechanical units;
- l) retail units at the ground floor must have storefront glazing and be able to be visually and physically accessible from the public sidewalk for at least 80% of their frontage;
- m) larger-format retail spaces must animate the streetscapes along the Gilley High Street, Smith Crescent and Westminster Highway through wall articulation, windows that are animated with product and views into the units, not with signage or opaque glass;
- n) runs of solid walls larger than 3.0 m (9.8 ft.) will not be permitted, except for side walls facing Westminster Highway and Smith Crescent; solid walls will be permitted for lengths up to 6.0 m (19.7 ft.) on these streets with a preference for 4.0 m (13.1 ft.) lengths and there may use opaque finish or signage in those glazed sections;
- o) buildings should be architecturally broken down into smaller street retail blocks with varied frontages that are further broken with recessed sections or height changes and projections;
- p) retail units should be differentiated from residential uses by vertical scale and horizontal articulation.

### 13.6.4 Materials

Use high quality materials in high visibility locations on three or four sides of buildings.

The permitted high quality materials for buildings adjoining the Gilley High Street are restricted to the following:

- smooth cut stone;
- wood that is stained, varnished or painted;
- wood composite or concrete composite siding and panels;
- clear, coloured or textured glass cladding;
- high-quality, architectural metal cladding;
- contemporary style brick;
- concrete up to a maximum 0.60 m (2.0 ft.) in height from grade;



- stucco used as an accent material only;
- stone or other natural materials at the base of buildings and/or for significant columns or corners;
- urban yet natural materials for landscape walls at vertical changes of grade;
- planting, planter boxes and planters using materials that are durable and complement the architectural form of building;
- textured asphalt, cedar shingle and metal roofs;
- other materials that are similar to the above and which offer durable finishes.

Vinyl or similar siding materials will not be permitted.

Use durable, but architecturally appealing materials consistent with the overall built character for loading and refuse areas. Loading areas are to be finished with the same materials as the building and should be integrated into the building design.

In general, use one colour on similar elements such as window frames to show that they are all part of the same facade. Reserve brighter colours for special accents, but that relate to the building and surrounding landscape.

### 13.6.5 Signage Guidelines

In addition to the general signage guidelines, the Gilley High Street signage can include front lit or ambient lit signage. Back-lit signage or sign boxes of any kind will not be permitted. The signage shall stay consistent with the form and character of the neighbourhood and the building design.

A comprehensive signage and exterior way-finding design package will be required at the time of the Development Permit application for any building or grouping of buildings. The design package will specify:

- a) signs are to be front lit;
- b) no sign cans, plastic signs, full backlit signs or neon lighting are permitted;
- c) illuminated signage must be full cut-off to prevent light pollution to residential units;
- d) wall, fascia-mounted and awning signage is to be relatively small in proportion to its context.

### 13.6.6 Commercial Lighting

Individual developments will be responsible for lighting within their own property. There is to be sufficient and suitable lighting to provide:

- a) safe pedestrian access to building entrances in the dark;
- b) subtle lighting to promote safe and comfortable walking or cycling in and through commercial areas, plazas and Strollways.
- c) parking structure lighting that is improved with all surfaces (including structural beams and mechanical systems) painted a light colour conforming to CPTED principles;
- d) outdoor lighting that allows for night use of outdoor commercial terraces but does not cast light upwards beyond the first floor;
- e) avoid lighting that shines onto a neighbouring buildings.



### 13.6.7 Parking, Loading and Garbage

Most commercial and residential parking is to be located within the building envelope, under a terraced public or private pedestrian space.

Parking areas shall include bike lock-ups and electric car or scooter power connections to promote alternative means of transportation following 2041 OCP Policies and the 2041 OCP Development Permit Area Guidelines.

Limited surface parking for convenience parking for retail uses and limited visitor parking be allowed provided that it:

- a) be located to the rear of buildings;
- b) be organized in small clusters with landscaped islands;
- c) provide safe and accessible landscaped access/egress to retail uses, plazas and Strollways;
- d) provide perimeter landscaping areas with fencing and screening as appropriate to limit its visual prominence;
- e) only include garbage and recycling that are enclosed, gated and landscaped.

## 13.7 Multiple Family Housing Development

### 13.7.1 General Considerations

A finer grain street organization of new developments is preferred with smaller blocks and an emphasis on a regular street pattern, a succession of formally-arranged urban spaces, and strong building street walls which face both municipal and the Shared Streets.

Setback dimensions are intended to create an intimate street presence and the need for a healthy separation between public, semi-private, and private spaces. Some relaxations to prescribed zoning setbacks may be considered by the City on a site by site basis where built design achieves the intent of the setbacks. Setbacks will vary along the following specific character streets and will require special attention to the following minimum setback guidelines:

- a) Westminster Highway: 6.0 m (19.7 ft.);
- b) Smith Crescent: 3.0 m – 6.0 m (9.8 ft. – 19.7 ft.);
- c) Willet Avenue: 3.0 m – 6.0 m (9.8 ft. – 19.7 ft.);
- d) Thompson and Thompson Gate: 3.0 m – 6.0 m (9.8 ft. – 19.7 ft.);
- e) Boundary Road: 4.5 m – 6.0 m (14.8 ft. – 19.7 ft.).

The specific setback within the above ranges will be determined so that buildings are placed so that they relate well to open spaces and other adjacent buildings. Placement of buildings must also respond to the street edge and contribute to the definition of the street grid.



### 13.7.2 Architectural Expression

Although individual building designs may vary as each phase of a project proceeds, a common theme should unify the ground plane and first storey throughout. This can be achieved through the use of building design elements, choice of materials, lighting, street entrances, fencing or other elements as outlined elsewhere in Section 13. As an example, the buildings in the Neighbourhood Village Centre should exhibit a higher degree of finish and greater amount of hard landscape.

Roof articulation, finishes, or colours should provide a coherent design vocabulary throughout each development site.

The unifying theme should respond to Hamilton being an urban village within the context of a semi-rural setting with a strong emphasis on and recognition of the importance of water elements. The creative use of storm-water to be captured, cleaned and used for down-stream benefits is one of the defining features of developments. The design of individual developments should find ways to incorporate water into the landscaping and building.

Hamilton is situated on delta lands, which are relatively open and flat. Therefore an emphasis on horizontal lines is encouraged.

Materials should be selected from a high quality urban palette, including concrete, brick or stone masonry, acrylic stucco, glass, high quality architectural steel and metal panels. Wood and more natural materials may be used at areas of lower building density away from the Gilley High Street. Differentiation of buildings will be, in part, based on proportions of materials used.

### 13.7.3 Townhouses, Stacked Townhouses and Row Housing

The individuality of units should be clearly discernible through architectural expression by use of the following:

- a) individual units shall have articulated and clearly identified entries;
- b) all ground-oriented homes should include private outdoor space;
- c) variation in building height is encouraged in conjunction with use of vertical elements which add to the richness of the rooflines and streetscape;
- d) physical variation in number of storeys and increased upper floor setbacks are encouraged.

### 13.7.4 Townhouse Areas Requiring Special Elevation Treatments

Townhouses adjacent to the Willet Strollway and Highway 91A overpass connection will require special grade considerations to allow the Strollway to transition to the pedestrian bridge deck elevation. This transition should be integrated into the built form of the adjacent buildings. This grade change may take place over parking structures, but should relate directly to the building frontages onto the Strollway.

Townhouses fronting onto Boundary Road will require further articulation in building height and varied materiality as they will be a prominent feature

adjacent to the Boundary Canal and Queensborough to the east.

Townhouse clusters fronting onto the Strollways and onto Westminster Highway will require variations in setbacks, be unique in character and have a higher level of articulation.

### **13.7.5 Low to Mid-Rise Apartment Style Housing**

Emphasis should be placed on coherent design which uses design features and materials to offset building bulk. Building lengths should be varied through varied vertical expression, varied setbacks, roof-line changes, changes in materials and other means. Blocks should be broken into lengths with a maximum of 6 to 8 units facing any street frontage to provide for variation and visual breaks. Articulation should also be provided between blocks.

Developments should take advantage of site depth to vary massing distribution and the creation of internal open spaces. Variation in building heights, vertical façade elements, articulated roof heights will add to the richness of the skyline and streetscape.

### **13.7.6 Transition to Existing Single Family Neighbourhoods**

Where multi-family projects occur adjacent to existing single family homes, the impact of overlook and shadowing is to be considered. This consideration should include strategic stepping back of the building mass at upper floor levels and the use of at-grade individual entries for the ground oriented units. There should be a minimum setback of 6 m to property lines adjacent to areas designated also for single family dwellings in the Plan.

## Appendix 1

### Construction, Phasing and Interim Design Measures

#### Transitions to Existing Grade: Temporary and Permanent

The following need to be addressed where a new development is elevated above existing grades:

- address grade changes;
- address horizontal transitions;
- address half road requirements;
- maintain road access to adjacent properties as required;
- maintain satisfactory operation of Westminster Highway;
- design services and buildings to accommodate anticipated settlement and satisfactory long-term performance of structures and pavement;
- address drainage onto adjacent properties.

#### Servicing and Phasing

Mitigation of development impacts will be required wherever possible to the satisfaction of all governing agencies. Geotechnical and civil engineering reports are to be submitted to address; but are not limited to:

- site preparation and preload;
- protection of existing services;
- drainage management;
- maintaining services and access to neighbouring properties;
- long-term performance of roads and utilities; predicted settlement and a long-term maintenance program;
- preparing a construction staging and phasing plan outlining acceptable methodology for construction of all utilities (new and existing); road works; and neighbourhood accessibility;
- addressing all other mitigation for short and long-term impacts as may be required by the City of Richmond, the applicant's geotechnical and/or civil engineer, and any such other governing agencies having jurisdiction;
- liaison with utility providers such as Metro Vancouver, Fortis Gas, and BC Hydro;
- addressing drainage onto adjacent properties with regards to flooding and functioning of septic systems;
- addressing sanitary servicing in a manner that provides sanitary service to adjacent existing residential properties when necessary.



## Underground Utilities

Over time, public and private utilities such as hydro, telephone, cable and gas, will be located underground in road or other rights-of-way in the Hamilton Area. At grade works such as kiosks, manholes, etc. should be located to minimize impact to open space and the public realm (e.g., sidewalks, greenways, etc.). Where it is not feasible to relocate overhead services to underground at the time of development, then the developer should provide works to facilitate future undergrounding such as pre-ducting.

## Retaining Walls

The following retaining methods will be deployed:

- short-term temporary retaining walls (retention of pre-load) to be lock block;
- long-term temporary retaining walls to meet aesthetic requirements particularly adjacent to existing residential properties;
- permanent retaining wall types to be chosen to meet aesthetic requirements to accommodate long-term anticipated settlement.

## Flood Protection and Mitigation

Flood construction levels and building setbacks from dikes must meet the City's Flood Plain Designation and Protection Bylaw 8204.

Dike upgrades must meet current City standards that include provisions for future dike raising.

Dikes upgrades must be approved under the Dike Maintenance Act by the Provincial Inspector of Dikes (Ministry of Forests, Lands and Natural Resource Operations). Refer to the 2041 OCP Development Permit Area Guidelines for further requirements.



# City of Richmond

## Memorandum Finance and Corporate Services Department City Clerk's Office

**To:** Mayor & Councillors  
**From:** Michelle Jansson  
Acting Director, City Clerk's Office  
**Date:** February 06, 2014  
**File:** 12-8060-20-008927  
**Re:** **Results of the Alternative Approval Process (AAP) for Cambie Field – Sale of Park Bylaw 8927**

Polygon Development 192 Ltd. made a proposal, as part of a rezoning application, for a proposed development to relocate the current Cambie Field Park, located at 3651 Sexsmith Road, to a larger park parcel in the immediate vicinity.

On December 18, 2012, the first reading was given to Cambie Field – Sale of Park Bylaw 8927.

A public consultation was conducted by the Community Services Department on May 18, 2013 and the results were reported to Parks, Recreation and Cultural Services Committee on September 24, 2013.

On October 15, 2013, Council approved the AAP Process, and Parks, Recreation and Cultural Services Committee's recommendation to proceed.

On November 18, 2013, Bylaw 8927 was considered at Public Hearing and was given second and third reading. In accordance with the *Community Charter*, statutory advertisements (full page and in color) were published in the Richmond Review; in addition, a News Release was issued and Elector Response forms were available to the public for eight weeks.

The deadline of January 17, 2014 has now passed to receive Electoral Response forms from Richmond property electors. A certification of the Alternative Approval Process is attached for your information.

Michelle Jansson  
Acting Director, City Clerk's Office

Enc. (1)





# City of Richmond

## **CERTIFICATION OF ALTERNATIVE APPROVAL PROCESS Cambie Field – Sale of Park Bylaw 8927 - Sexsmith Road**

Richmond City Council considered a proposal to relocate the current Cambie Field Park, located at 3651 Sexsmith Road, to a larger park parcel in the immediate vicinity. As part of a rezoning application for the proposed development, Polygon Development 192 Ltd. would purchase the current park land, while simultaneously selling an equal area of land to the City, subdivided from 8331, 8351 and 8371 Cambie Road. Pursuant to Section 86 of the *Community Charter*, the City of Richmond proposed to seek elector approval by alternative approval process.

Given that:

1. the number of valid Elector Response Forms required from at least 10% of the electors of the City of Richmond is Thirteen Thousand, One Hundred and Eight (13,108); and,
2. the number of valid Elector Response Forms received by the Corporate Officer for the City of Richmond before the deadline of 5:00pm on Friday, January 17, 2014 was one (1).

I, Michelle Jansson, Acting Corporate Officer for the City of Richmond, hereby declare that the approval of the electors has been obtained.

Michelle Jansson, Acting Corporate Officer

February 6, 2014

Date



**Cambie Field - Sale of Park Bylaw 8927**

The Council of the City of Richmond enacts as follows:

1. Subject to compliance with Section 27(1) of the Community Charter, S.B.C., 2003, c.26, that Lot "A" Section 28 Block 5 North Range 6 New Westminster District Plan 23659 (PID 009-247-904) as outlined in bold on the attached plan (Schedule A) be sold to Polygon Development 192 Ltd. or its designate for \$14,428,889 (the purchase price).
2. This Bylaw is cited as "**Cambie Field - Sale of Park Bylaw 8927**".

FIRST READING

DEC 18 2012

SECOND READING

NOV 18 2013

PUBLIC NOTICE GIVEN

JAN 31 2014

FEB 05 2014

THIRD READING

NOV 18 2013

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

# CNCL - 533



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9083 (ZT 13-630050)  
11580 Cambie Road**

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 10.2.11 (Other Regulations) and substituting the following:
  - "1. **Religious assembly** is limited to:
    - a) only one **religious assembly** on one property, which must have a minimum **lot area** of 4,000.0 m<sup>2</sup>; and
    - b) 300 seats and a **gross floor area** of 700.0 m<sup>2</sup>.
  2. A **retail liquor 2** store is only permitted on the following listed **sites**:
    - a) 8040 Garden City Road  
P.I.D. 018-400-232  
Lot A Block 13 Section 22 Block 4 North Range 6 West  
New Westminster District Plan LMP1840
    - b) 8120 No. 2 Road  
P.I.D. 004-947-614  
Parcel A Section 19 Block 4 North Range 6 West  
New Westminster District Reference Plan 72706
    - c) 11580 Cambie Road  
P.I.D. 018-844-456  
Lot C Except: Part Dedicated Road on Plan BCP14207; Section 36 Block 5 North Range 6 West New Westminster District Plan LMP17749"
  3. In the case of Section 10.2.11.2.b), the **retail liquor 2** store at 8120 No. 2 Road shall have a **gross floor area** not exceeding 560.0 m<sup>2</sup>.
  4. In the case of Section 10.2.11.2.c), the **retail liquor 2** store at 11580 Cambie Road shall have a **gross floor area** not exceeding 147.0 m<sup>2</sup>.
  5. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations of Section 5.0 apply."

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9083**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

ADOPTED

DEC 9 2013

JAN 20 2014

JAN 20 2014

JAN 20 2014

JAN 23 2014



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9089 (ZT 13-636744)  
16540 River Road**

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

1. Richmond Zoning Bylaw 8500 is amended by repealing Section 12.2.11.3 in the "Light Industrial (IL)" zone and replacing it with the following:

**"Outdoor storage** shall only be permitted at the following **sites** and subject to the restrictions in Sections 12.2.11.4 and 12.2.11.5

16360 River Road  
P.I.D. 023-325-178

Parcel D Section 14 Block 5 North Range 5 West New Westminster District Plan LMP  
26319

16540 River Road  
P.I.D. 028-709-632

Lot 1 Section 14 Block 5 North Range 5 West New Westminster District Plan BCP 49491"

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9089"**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

DEC 17 2013

JAN 20 2014

JAN 20 2014

JAN 20 2014

N/A



MAYOR

CORPORATE OFFICER