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**City Council**

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

**Tuesday, February 13, 2018  
7:00 p.m.**

Pg. #      ITEM

MINUTES

1. *Motion to adopt the minutes of the Regular Council meeting held on January 29, 2018* (distributed previously).

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AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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

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3. Delegations from the floor on Agenda items.

**PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 23.**

4. *Motion to rise and report.*

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## RATIFICATION OF COMMITTEE ACTION

## CONSENT AGENDA

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

## CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Hugh Boyd Field House Feasibility Study
- Filming Regulation Bylaw and Policy 1000
- Public Art Community Mural Program
- Tait Waterfront Park Public Art Project
- Pinnacle Capstan Village Park Public Art Concept Proposal
- 2018 Child Care Grants
- 2018 Health, Social and Safety Grants
- 2018 Arts and Culture Grants Program
- 2018 Parcel Tax Roll Review Panel for Local Area Services
- Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800
- Richmond Seniors Advisory Committee 2017 Annual Report and 2018 Work Program
- Naming Of Child Care Facility – 10380 No. 2 Road
- Land use applications for first reading (to be further considered at the Public Hearing on March 19, 2018):
  - 4360 Garry Street – Amend the 2041 Official Community Plan Land Use Map (Schedule 1) to Designate the Rear Portion of the Site to Apartment Residential; Amend the Steveston Area Plan Land Use Map (Schedule 2.4) to Designate the Rear Portion of the Site to Multiple Family; and Rezone from ASY to ZR12 (Steveston Buddhist Temple – applicant)
  - 5220/5240 Merganser Drive – Rezone from RD1 to RS2/B (0983101 B.C. Ltd. – applicant)
- Agricultural Land Reserve Appeal Application by Core Concept Consulting Ltd. for Subdivision at 11200 Westminster Highway



## Council Agenda – Tuesday, February 13, 2018

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5. *Motion to adopt Items No. 6 through No. 21 by general consent.*

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Consent  
Agenda  
Item

6. **COMMITTEE MINUTES**

*That the minutes of:*

- CNCL-12 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on January 30, 2018;
- CNCL-36 (2) the **General Purposes Committee** meeting held on February 5, 2018;
- CNCL-41 (3) the **Finance Committee** meeting held on February 5, 2018;
- CNCL-44 (4) the **Planning Committee** meeting held on February 6, 2018;
- CNCL-51 (5) the **Council/School Board Liaison Committee** meeting held on January 17, 2018;

*be received for information.*

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Consent  
Agenda  
Item

7. **HUGH BOYD FIELD HOUSE FEASIBILITY STUDY**

(File Ref. No. 11-7000-10-01) (REDMS No. 5313941 v.13)

CNCL-63

**See Page CNCL-63 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That a community facility of up to ten thousand square feet which would incorporate a soccer field house be added as a prioritized major facility project for 2016-2026.*

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Consent  
Agenda  
Item

8. **FILMING REGULATION BYLAW AND POLICY 1000**

(File Ref. No. 08-4150-09-01) (REDMS No. 5727201)

CNCL-67

**See Page CNCL-67 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

- (1) *That Filming Regulation Bylaw No. 8708 be introduced and given first, second and third readings;*

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- (2) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9826 be introduced and given first, second and third readings; and*
- (3) *That Policy No. 1000, Filming on Location in Richmond, be amended as shown in Attachment four.*

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Consent  
Agenda  
Item

9. **PUBLIC ART COMMUNITY MURAL PROGRAM**  
(File Ref. No. 11-7000-09-20-255) (REDMS No. 5695462 v.4)

CNCL-83

See Page **CNCL-83** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the program to integrate murals on private and civic buildings, as presented in the report titled “Public Art Community Mural Program,” dated January 5, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed.*

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Consent  
Agenda  
Item

10. **TAIT WATERFRONT PARK PUBLIC ART PROJECT**  
(File Ref. No. 11-7000-09-20-129) (REDMS No. 5666635)

CNCL-93

See Page **CNCL-93** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the staff report titled, “Tait Waterfront Park Public Art Project,” dated December 18, 2017, from the Director, Arts, Culture and Heritage Services, to implement the Tait Waterfront Park Public Art Project, be endorsed.*

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Consent  
Agenda  
Item

11. **PINNACLE CAPSTAN VILLAGE PARK PUBLIC ART CONCEPT PROPOSAL**

(File Ref. No. 11-7000-09-20-121) (REDMS No. 5665170 v.3)

CNCL-101

See Page **CNCL-101** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

- (1) *That the concept proposal for the proposed public artwork for the Capstan Village Park, titled “We Three” by artist Dan Bergeron, as presented in the report from the Director, Arts, Culture and Heritage Services, titled “Pinnacle Capstan Village Park Public Art Project Concept Proposal,” dated January 5, 2018, be endorsed; and*
- (2) *That the transfer of ownership of the public artwork, titled “We Three” by artist Dan Bergeron, from Pinnacle Living (Capstan Village) Lands Inc. to the City of Richmond, be approved.*



Consent  
Agenda  
Item

12. **2018 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 5689642 v. 5)

CNCL-118

See Page **CNCL-118** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That, as outlined in the report titled “2018 Child Care Grants,” dated January 18, 2018, from the Manager of Community Social Development, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$31,093; and*
- (2) *That, as outlined in the report, the Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$9,000.*



Consent  
Agenda  
Item

13. **2018 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 07-3040-01) (REDMS No. 5691462 v. 2)

CNCL-147

See Page CNCL-147 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That, as per the report titled “2018 Health, Social and Safety Grants,” dated January 17, 2018, from the Manager of Community Social Development:*

- (1) Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$598,464;*
- (2) The following applicants be approved for the first year of a three-year funding cycle:*
  - (a) Chimo Community Services;*
  - (b) Family Services of Greater Vancouver;*
  - (c) Pathways Clubhouse;*
  - (d) Richmond Addiction Services;*
  - (e) Richmond Family Place Society;*
  - (f) Richmond Mental Health Consumer and Friends Society;*
  - (g) Richmond Multicultural Services Society;*
  - (h) Richmond Youth Service Agency;*
  - (i) Volunteer Richmond Information Services Society;*
- (3) The following applicants be approved for the second year of a three-year funding cycle:*
  - (a) Big Brothers of Greater Vancouver; and*
- (4) The following applicants be approved for the third year of a three-year funding cycle:*
  - (a) Community Mental Wellness Association of Canada;*
  - (b) Heart of Richmond AIDS Society;*
  - (c) Richmond Society for Community Living; and*
  - (d) Richmond Women’s Resource Centre.*



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Consent  
Agenda  
Item

14. **2018 ARTS AND CULTURE GRANTS PROGRAM**  
(File Ref. No. 11-7000-01) (REDMS No. 5698072)

CNCL-261

See Page CNCL-261 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the 2018 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$112,059, as outlined in the report dated January 3, 2018, from the Director, Arts, Culture and Heritage Services.*

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Consent  
Agenda  
Item

15. **2018 PARCEL TAX ROLL REVIEW PANEL FOR LOCAL AREA SERVICES**  
(File Ref. No. 03-1240-01) (REDMS No. 5693638)

CNCL-322

See Page CNCL-322 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the meeting of the 2018 Parcel Tax Roll Review Panel be scheduled for Wednesday, March 21, 2018 at 4:00 p.m. in the Anderson Room (M 2.001) at Richmond City Hall.*

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Consent  
Agenda  
Item

16. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022) BYLAW NO. 9800**  
(File Ref. No. 03-0985-01) (REDMS No. 5684896)

CNCL-332

See Page CNCL-332 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800 be introduced and given first, second, and third readings; and*
- (2) *That staff undertake a process of public consultation as required in Section 166 of the Community Charter.*

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Consent  
Agenda  
Item

17. **RICHMOND SENIORS ADVISORY COMMITTEE 2017 ANNUAL REPORT AND 2018 WORK PROGRAM**

(File Ref. No. 07-3400-01) (REDMS No. 5679464)

CNCL-349

See Page CNCL-349 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the staff report titled “Richmond Seniors Advisory Committee 2017 Annual Report and 2018 Work Program,” dated January 17, 2018, from the Manager, Community Social Development, be approved.*



Consent  
Agenda  
Item

18. **NAMING OF CHILD CARE FACILITY – 10380 NO. 2 ROAD**

(File Ref. No. 07-3070-20-012) (REDMS No. 5687830 v. 5)

CNCL-360

See Page CNCL-360 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the City’s child care facility being constructed at 10380 No. 2 Road (Kingsley Estates) be named Seasong Child Care Centre.*



Consent  
Agenda  
Item

19. **APPLICATION BY STEVESTON BUDDHIST TEMPLE AT 4360 GARRY STREET TO: AMEND THE 2041 OFFICIAL COMMUNITY PLAN LAND USE MAP (SCHEDULE 1) TO DESIGNATE THE REAR PORTION OF THE SITE TO APARTMENT RESIDENTIAL; AMEND THE STEVESTON AREA PLAN LAND USE MAP (SCHEDULE 2.4) TO DESIGNATE THE REAR PORTION OF THE SITE TO MULTIPLE FAMILY; AND REZONE THE SUBJECT SITE FROM THE “ASSEMBLY (ASY)” ZONE TO THE “ASSEMBLY AND CONGREGATE HOUSING – GARRY STREET (STEVESTON) (ZR12)” ZONE**

(File Ref. No. 12-8060-20-009813/9814; RZ 16-737146) (REDMS No. 5734838; 5733489; 5733491)

CNCL-366

See Page CNCL-366 for full report

PLANNING COMMITTEE RECOMMENDATION

(1) *That Official Community Plan (OCP) Bylaw 9000 and Bylaw 7100, Amendment Bylaw 9813, to designate approximately the south half of 4360 Garry Street from “Community Institutional” to “Apartment Residential” in the 2041 OCP Land Use Map to Schedule 1 of the OCP and from “Institutional” to “Multiple-Family” in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan) of the OCP, be introduced and given first reading;*

- (2) *That Bylaw 9813, having been considered in conjunction with:*
- (a) *The City’s Financial Plan and Capital Program; and*
  - (b) *The Greater Vancouver Regional District Solid Waste and Liquid Management Plans;*
- is hereby found to be consistent with said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act;*
- (3) *That Bylaw 9813, having been considered with accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9814, to create the “Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)” zone and to rezone 4360 Garry Street from “Assembly (ASY)” to “Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)”, be introduced and given first reading.*



Consent  
Agenda  
Item

20. **APPLICATION BY 0983101 B.C. LTD. FOR REZONING AT 5220/5240 MERGANSER DRIVE FROM THE “TWO-UNIT DWELLINGS (RD1)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**  
(File Ref. No. 12-8060-20-009828; RZ 16-721172) (REDMS No. 5718459; 5721126)

CNCL-491

See Page CNCL-491 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9828, for the rezoning of 5220/5240 Merganser Drive from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)”, be introduced and given first reading.*



Consent  
Agenda  
Item

21. **AGRICULTURAL LAND RESERVE APPEAL APPLICATION BY CORE CONCEPT CONSULTING LTD. FOR SUBDIVISION AT 11200 WESTMINSTER HIGHWAY**  
(File Ref. No. AG 17-766906) (REDMS No. 5736460)

CNCL-506

See Page CNCL-506 for full report

PLANNING COMMITTEE RECOMMENDATION

*That authorization for Core Concept Consulting Ltd. to make a non-farm use application to the Agricultural Land Commission to subdivide the property at 11200 Westminster Highway into two lots be denied.*



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

\*\*\*\*\*

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

22. **2018 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 11-7000-01) (REDMS No. 5719655 v. 5)

CNCL-520

See Page **CNCL-520** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the 2018 Parks, Recreation and Community Events Grants be allocated, and cheques disbursed for a total of \$106,600, as identified in Attachment 1 of the staff report titled “2018 Parks, Recreation and Community Events Grants,” dated January 16, 2018, from the Interim Director, Parks and Recreation;*
- (2) *That the Sharing Farm be approved for the first year of a three-year funding cycle; and*
- (3) *That Steveston Community Society – Richmond Summer Project be approved for the first year of a three-year funding cycle.*



PUBLIC ANNOUNCEMENTS AND EVENTS



## NEW BUSINESS

## BYLAWS FOR ADOPTION

- CNCL-587**      Business Regulation Bylaw No. 7538, Amendment **Bylaw No. 9798**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-588**      Boulevard and Roadway Protection and Regulation Bylaw No. 6366,  
Amendment **Bylaw No. 9817**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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## DEVELOPMENT PERMIT PANEL

### 23. RECOMMENDATION

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

- CNCL-589**      (1)    *That the **minutes** of the Development Permit Panel meeting held on January 31, 2018, and the **Chair's report** for the Development Permit Panel meeting held on May 24, 2018, be received for information; and*
- CNCL-594**      (2)    *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 15-694616) for a portion of the property at 10199 River Drive be endorsed, and the Permit so issued.*

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## ADJOURNMENT

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## Parks, Recreation and Cultural Services Committee

Date: Tuesday, January 30, 2018

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Ken Johnston  
Councillor Carol Day  
Councillor Bill McNulty  
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 December 20, 2017, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

February 27, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

### DELEGATION

1. With the aid of a PowerPoint presentation (attached to and forming part of these Minutes as Schedule 1), Mathew Robson provided the following information:
  - the Marpole Rail Bridge is located west of the Oak Street Bridge;
  - it would be beneficial to revert the Bridge into a pier as it could become a tourist attraction;

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 30, 2018**

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- the railway was built in 1902 by Canadian Pacific Railway and was later taken over by BC Electric;
- the Rail Bridge was utilized for freight transport after BC Electric became BC Hydro; and
- in 2014, a fire damaged the Bridge and in 2016, the swing span was damaged and the Bridge was rendered inoperative.

Mr. Robson noted that the Rail Bridge is owned by Canadian Pacific Railway (CPR); however he has not contacted them for additional information. He wished to see the Bridge repurposed as a Pier, and was of the opinion that the City would be preserving over a hundred years of Richmond heritage.

In reply to queries from Committee, Mr. Robson advised that the condition of the Bridge is unknown as public access is restricted. Also, he noted that discussions with the City of Vancouver have not yet taken place with regard to repairing the portion of the Bridge on the Vancouver side.

Discussion ensued with regard to (i) a potential joint venture with the City of Vancouver, (ii) determining the ownership of the water lots, (iii) liaising with CPR with regards to the potential of donating the Rail Bridge to the City; and (iv) examining the current condition of the Bridge.

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

It was moved and seconded

*That staff investigate the feasibility of the bridge ends becoming a linear park on the North Arm of the Fraser River.*

**CARRIED**

## COMMUNITY SERVICES DIVISION

**2. HUGH BOYD FIELD HOUSE FEASIBILITY STUDY**

(File Ref. No. 11-7000-10-01) (REDMS No. 5313941 v.13)

Discussion took place on the feasibility of incorporating a community facility, which would serve other users in an effort to offset some of the cost of the Field House.

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

It was moved and seconded

*That a community facility of up to ten thousand square feet which would incorporate a soccer field house be added as a prioritized major facility project for 2016-2026.*

**Parks, Recreation & Cultural Services Committee**  
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The question on the motion was not called as discussion took place on the various amenities that could be included in the proposed community facility. Also it was noted that the proposed community facility be considered in the 2016-2026 major facilities project plan in an effort to address current community needs.

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

**3. FILMING REGULATION BYLAW & POLICY 1000**

(File Ref. No. 08-4150-09-01) (REDMS No. 5727201)

It was moved and seconded

- (1) *That Filming Regulation Bylaw No. 8708 be introduced and given first, second and third readings;*
- (2) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9826 be introduced and given first, second and third readings; and*
- (3) *That Policy No. 1000, Filming on Location in Richmond, be amended as shown in attachment four.*

**CARRIED**

**4. PUBLIC ART COMMUNITY MURAL PROGRAM**

(File Ref. No. 11-7000-09-20-255) (REDMS No. 5695462 v.4)

Discussion took place on past uses of mural paintings as commercial advertising on the sides of buildings and it was noted that in an effort to preserve some of Richmond's heritage, commercial advertising should be considered in future mural projects.

In reply to queries from Committee, Eric Fiss, Public Art Planner, noted that Richmond artists are given priority to be a part of the mural roster, which is a list of pre-qualified artists that work with community groups, businesses, property owners, schools or developers when proposing murals on their buildings. Also, he advised that all community organizations are contacted prior to murals being painted. Committee requested that the Richmond School District be advised of the City's Public Art Community Mural Program and be included on the next Council/School Board Liaison agenda.

It was moved and seconded

*That the program to integrate murals on private and civic buildings, as presented in the report titled "Public Art Community Mural Program," dated January 5, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 30, 2018**

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**5. TAIT WATERFRONT PARK PUBLIC ART PROJECT**  
(File Ref. No. 11-7000-09-20-129) (REDMS No. 5666635)

It was moved and seconded

*That the staff report titled, "Tait Waterfront Park Public Art Project," dated December 18, 2017, from the Director, Arts, Culture and Heritage Services, to implement the Tait Waterfront Park Public Art Project, be endorsed.*

**CARRIED**

**6. PINNACLE CAPSTAN VILLAGE PARK PUBLIC ART CONCEPT PROPOSAL**  
(File Ref. No. 11-7000-09-20-121) (REDMS No. 5665170 v.3)

It was moved and seconded

(1) *That the concept proposal for the proposed public artwork for the Capstan Village Park, titled "We Three" by artist Dan Bergeron, as presented in the report from the Director, Arts, Culture and Heritage Services, titled "Pinnacle Capstan Village Park Public Art Project Concept Proposal," dated January 5, 2018, be endorsed; and*

(2) *That the transfer of ownership of the public artwork, titled "We Three" by artist Dan Bergeron, from Pinnacle Living (Capstan Village) Lands Inc. to the City of Richmond, be approved.*

**CARRIED**

**6A. FIRST NATIONS NAMES ON STEVESTON WATERFRONT**  
(File Ref. No.)

The Chair distributed materials (attached to and forming part of these Minutes as Schedule 2) and spoke on the history of the Steveston Waterfront and in particular of the First Nations' settlements. Also, it was noted that it would be of value to discuss this matter with the Tsawassen First Nations and the Musqueam First Nations.

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

It was moved and seconded

*That staff examine re-naming the Imperial Pier to Kwlhayam, in recognition of their settlement and report back.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 30, 2018**

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**6B. HOUSE POSTS AT THE FIRST NATIONS BUNKHOUSE**  
(File Ref. No.)

The Chair distributed materials (attached to and forming part of these Minutes as Schedule 3), and spoke on the Longhouse in Duncan on Vancouver Island, and noted that house posts, at the entrance to the First Nations Bunkhouse at Britannia Shipyards National Historic Site would lend itself in keeping with Coast Salish traditions.

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

It was moved and seconded

*That staff examine the potential to incorporate First Nations' house posts at the entrance of the First Nations Bunkhouse at Britannia Shipyards National Historic Site and report back.*

**CARRIED**

**6C. POINT HOUSE**  
(File Ref. No.)

The Chair spoke on the First Nations Bunkhouse noting that during its restoration it would be of value to utilize the Point House at Britannia Shipyards National Historic Site as a display for First Nations stories and exhibits.

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

It was moved and seconded

*That staff examine removing the caretaker suite from Point House at Britannia Shipyards National Historic Site and install exhibits and display First Nations' stories and report back.*

**CARRIED**

**6D. TALL SHIPS**  
(File Ref. No.)

The Chair spoke on the Tall Ships event hosted by the City and noted that it would be of value to extend an invitation to Mexico with regard to bringing their vessels to celebrate Richmond's 140<sup>th</sup> anniversary.

It was moved and seconded

*That staff examine the potential of hosting a Mexican tall ship for a 2019 Tall Ships event in celebration of Richmond's 140<sup>th</sup> anniversary and report back.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 30, 2018**

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**6E. MEMORIAL TREE, BENCH AND PICNIC TABLE**

(File Ref. No.)

Discussion took place on the need for additional locations for memorial plaques and in reply to queries from Committee, Serena Lusk, Interim Director, Parks and Recreation, advised that a staff report regarding memorial plaques on trees, benches and picnic tables is forthcoming.

**6F. MINORU PLACE ACTIVITY CENTRE USAGE**

(File Ref. No.)

Discussion took place regarding a letter dated January 23, 2018 from the Multicultural Helping House Society Newcomer Resource Centre (copy on file, City Clerk's Office) requesting office space and community space for workshops in the existing building of the Minoru Place Activity Centre.

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

It was moved and seconded

*That the Multicultural Helping House Society Newcomer Resource Centre's request for space in the existing Minoru Place Activity Centre be added to the list for consideration.*

**CARRIED**

**6G. CONCERT HALL/PERFORMANCE SPACE FOR RICHMOND ORCHESTRA AND CHORUS**

(File Ref. No.)

Discussion took place regarding a letter dated January 23, 2018 from the Richmond Orchestra and Chorus (copy on file, City Clerk's Office) requesting that a concert hall or performance space be built to accommodate performances. In reply to queries from Committee, Jane Fernyhough, Director, Arts, Culture and Heritage Services, advised that a Cultural Facilities Needs Assessment is currently underway in conjunction with the Arts Strategy Update and the Richmond Orchestra and Chorus will be notified of any future consultations regarding community space needs.

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

It was moved and seconded

*That the Richmond Orchestra and Chorus be considered for future community space needs.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 30, 2018**

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**7. MANAGER'S REPORT**

**(i) *Family Day Weekend Activities***

David Ince, Manager, Community Recreation Services, highlighted all the activities taking place from February 10<sup>th</sup> to February 12<sup>th</sup>, and it was noted that a complete list of activities will be provided to Committee for information.

**(ii) *South Arm Community Centre Fitness Centre***

Mr. Ince spoke on the renovation of the Fitness Centre at South Arm Community Centre noting that there has been an increase in the number of fitness passes purchased since last year.

**ADJOURNMENT**

It was moved and seconded

***That the meeting adjourn (4:48 p.m.).***

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, January 30, 2018.

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Councillor Harold Steves  
Chair

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Sarah Kurian  
Legislative Services Coordinator



# ***Preserving the Marpole Rail Bridge***

Schedule 1 to the Minutes of the  
Parks, Recreation & Cultural  
Services Committee meeting of  
Richmond City Council held on  
Tuesday, January 30, 2018.











# Vancouver fire crews douse CP Rail trestle bridge fire

BRIAN MORTON, VANCOUVER SUN 07.10.2014 |



Vancouver fire crews are battling a blaze at the CP Rail trestle bridge next to Oak Street Bridge. *IVAN KIKBOC / TWITTE*













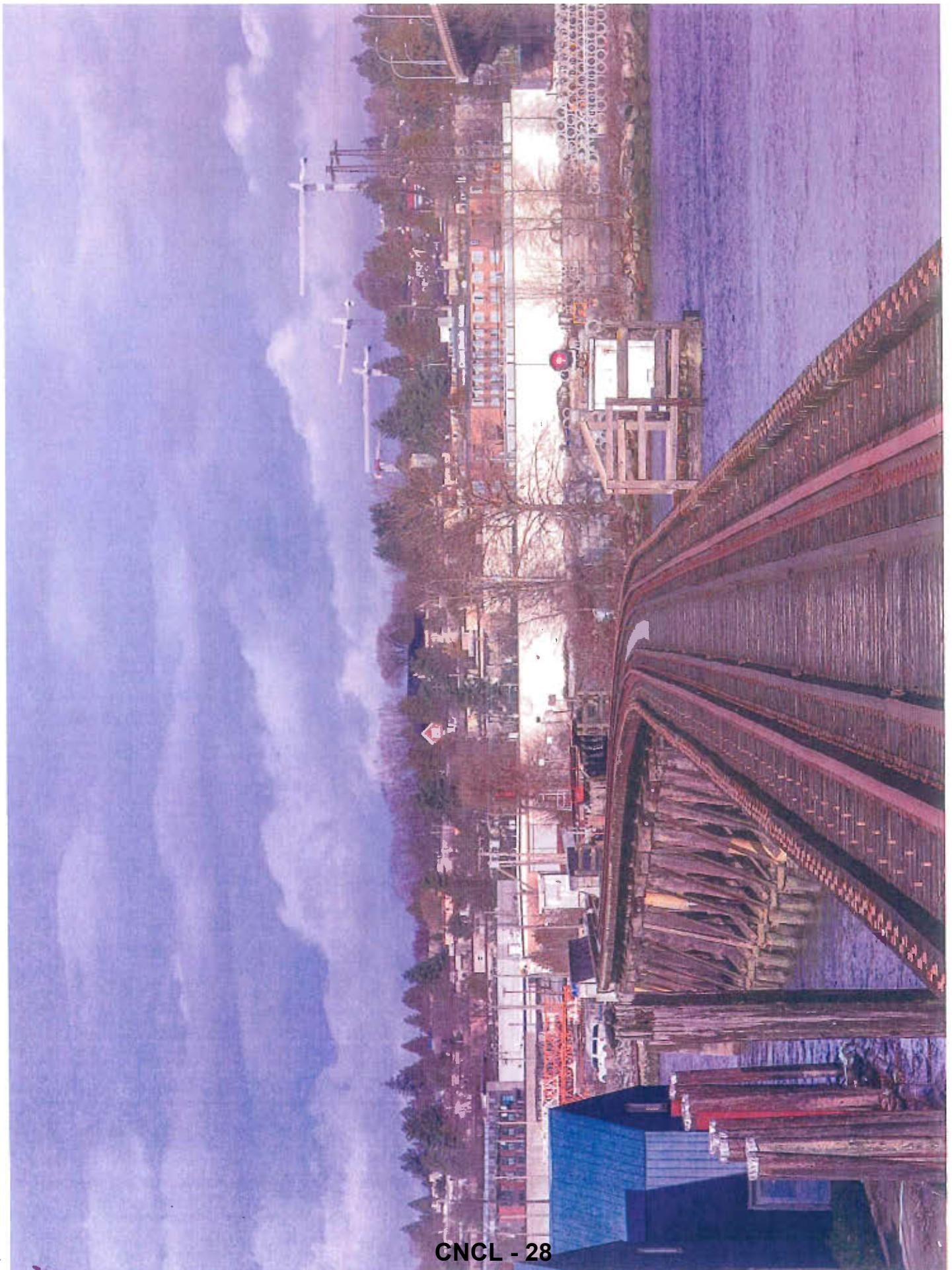












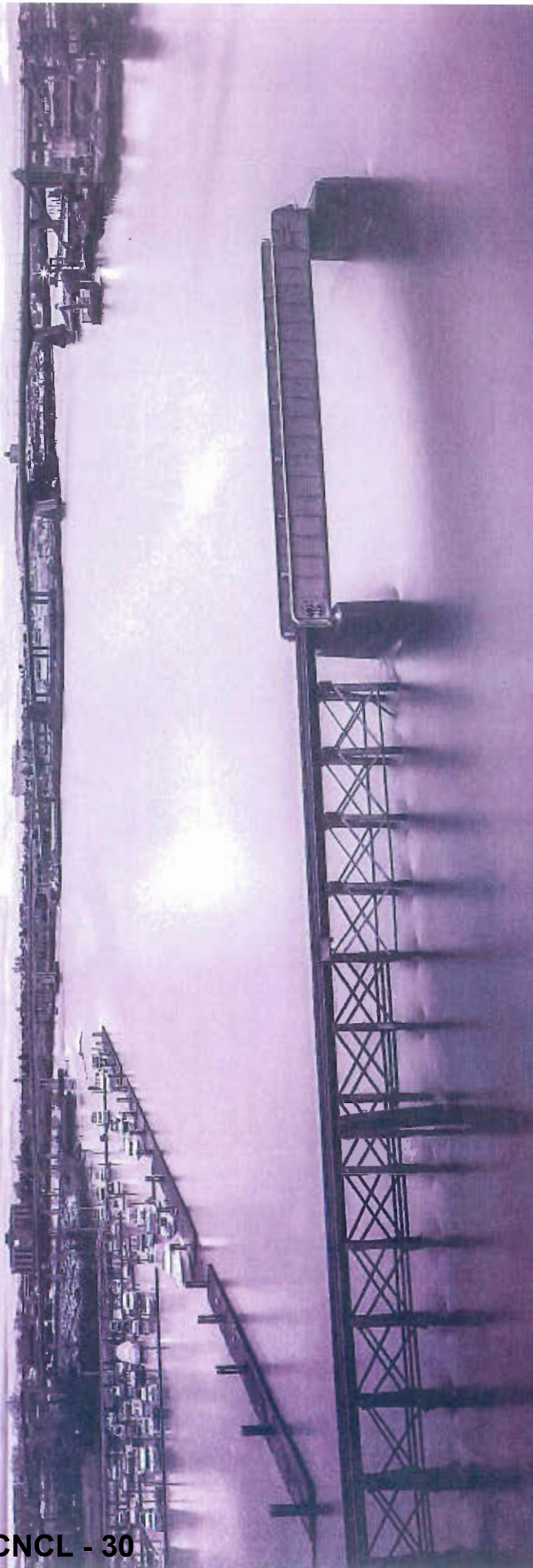






## In Conclusion...

- Preserving 100+ year old bridge and its heritage, which contributed to Richmond's growth.
- Creating and utilizing a unique and beautiful space for residents and tourists alike to enjoy.



## BEFORE 1880

Lulu Island and Sea Island separate the Fraser River into three channels, called the North Arm, the Middle Arm and the much larger South Arm. Before settlers came, numerous sloughs emptied into these channels, supporting runs of coho, pink and chum salmon.

Before 1880 a crabapple ridge containing wild Pacific crabapple trees, wild roses, bitter cherry and Indian plum formed a natural sea berm across the west end of Lulu Island. A tall spruce tree at Garry Point on the south west corner of the island served as a landmark for seafarers. For two miles east of Garry Point the south side of Lulu Island was mainly low, flat treeless prairie except for one patch of spruce trees. Further east, about a quarter of a mile inland, a mixed forest of spruce, cedar, hemlock, alder and yew, bordered by cottonwood, crabapple and elderberry, covered the upstream half of the island except for a central peat bog of shore pine.

### Native Settlements

There were two Native settlements at the southwest corner of Lulu Island. "Kwayo7xw" (KWAY-ah-wh), meaning "bubbling water", was a village located at the end of the crabapple ridge at Garry Point. "Kwlhayam" (Kwi-THAY-um), meaning "place having driftwood logs on the beach", was located near the mouth of the "Little Slough" in the vicinity of the Imperial Cannery. An 1885 chart showed a steep clay bank there, and 1893 maps placed the mouth of the little slough between the Brunswick and Imperial Canneries.

Ida Steves, who arrived in 1878, recalled Garry Point as "the place where the Indians lived". She also remembered that the Steves family once tied up their boat "at the Indian Ranch" near the mouth of the Little Slough and moved it up the slough when a

wind was coming up.

Ida Steves said that the Indians told them that "the Indian houses broke away from Garry Point" when a large chunk of land had fallen into the river and been swept away. An 1871 map of the Imperial Cannery site showed 48 more acres of foreshore land than the 1893 maps. This foreshore land may have been eroded away by a changing river channel, or split off by an earthquake registering 7.4 on the Richter Scale in 1872. While the exact village locations have not been found, a few Native artifacts have been unearthed along the river shore.

The Natives built wood houses by covering pole frames with cedar planks on mainland sites. These houses were frequently built in long rows to accommodate extended families, but sometimes as single buildings. The Natives also covered pole lean-to frames with woven bulrush mats. They used these mat shelters on short excursions for sturgeon and eulachon in spring, sockeye salmon and berries in summer and coho and chum salmon and bulrushes in fall. In spring the men also

An old Native couple in front of their summer bulrush mat shelter. (ca. 1900) (HS)



The Years of Discovery - Before 1880 - 1

Schedule 2 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, January 30, 2018.

hunted deer and beaver, as well as the large herds of seals and sea lions attracted to the eulachon runs.

While the Native men were catching fish and hunting game, the women cleaned, dried, smoked and stored the fish. They rendered eulachons into oil, a staple in their diet, and continually checked the stored fish to prevent spoilage. The Native women and children dug clams and cockles, gathered salmonberries and gooseberries, and dug young horsetail shoots and roots of silverweed and clover.

#### Native Fishing

For sturgeon fishing in winter, the Native men crewed a canoe about twenty feet long. One man probed the river bottom with a forked harpoon on a pole up to fifty feet long. When he located a fish, he quickly plunged the harpoon points, with a strong cord attached, into the sturgeon. A sturgeon could be ten feet long and weigh over 600 pounds. A large sturgeon would drag the canoe behind it at a rapid pace. Sometimes the men used a heavy stone on a cedar bark rope as an anchor to help slow the canoe down. When the fish eventually tired, they brought it close to the canoe, and struck it on the head. The fish dove, the first man slowly retrieved it on the line, and another man dealt another blow. This continued until the completely exhausted fish lay beside the canoe. They leaned over until the gunwale was at the water level, and flipped the fish into the canoe. Then they stepped back to right the canoe. Before the sturgeon began to thrash about, one man stabbed a sharp knife into the nape of its head to sever the spinal cord. They brought the fish to land, cut it up and distributed part among the tribe to be eaten fresh. Then they smoked and stored the rest of the fish. In summer sturgeon could be caught in sloughs with nets and weirs and shorter harpoons usually used for spearing seals.

The Natives fished for eulachons with dipnets, bagnets and herring rakes. A herring rake was a narrow cedar pole about ten feet long, flattened to make one end about two inches wide and a half inch thick. Originally, it was fitted along one edge with sharp teeth

made from bone splinters. Later nails were driven with their heads filed to sharp points. One Native stood or knelt near the bow with the rake, and another sat at the stern, paddling to keep the canoe on a steady course. The fisherman swished the rake up through the water, and shook the impaled fish into the canoe behind him with a sharp knock on the gunwale.

The Natives also used weirs and traps to harvest salmon from the summer freshet until late autumn. They built weirs along the riverbanks of main channels and across many sloughs on the island. To build the weirs they drove pilings into the river bed at regular intervals and lashed latticeworks of branches to the pilings. These weirs were especially effective in diverting coho, pink and chum salmon into latticework traps, where the men impaled the salmon with spears and gaffs.

In the fall more Coast Salish Natives arrived to catch, smoke and dry pink and chum salmon, their principal winter food. At the end of November they loaded their dugout canoes, and returned to their winter residences.





### Duncan Longhouse:

The Duncan Longhouse  
had a Welcoming Totem  
at the central door and  
four more along the front.



Archaeologist Len Ham discovered that the Longhouse at Britannia Shipyard  
had one single central door similar to the Duncan Longhouse



Duncan

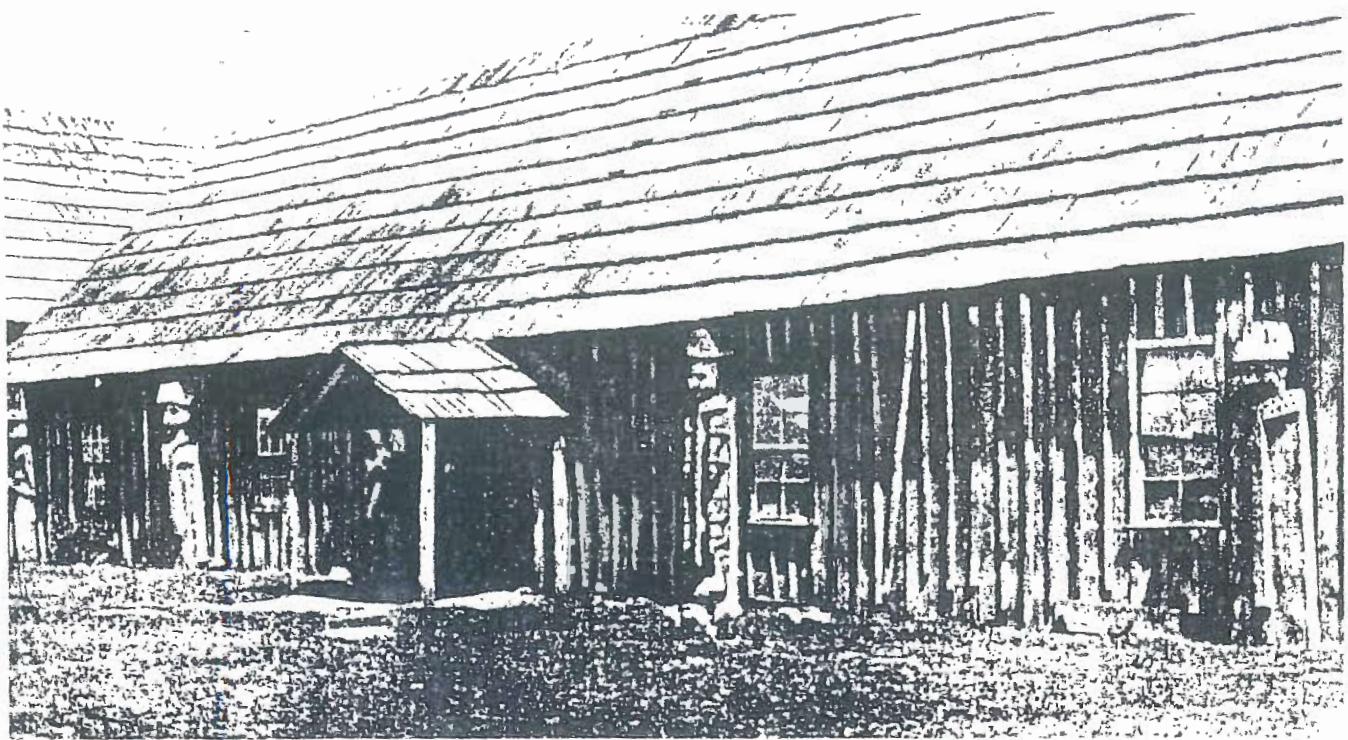
Potlach



H Steves  
collection







A Salish long house early in this century. Although modifications had been made in the form of building by adding windows and a gabled roof, the carvings were similar to those seen by Simon Fraser a century before

tively small in regional terms (usually between fifty and sixty feet long, a little less wide, and between twelve and fourteen feet to the ridge pole); but they made up for this compactness in the splendour of their decoration, which among the Haida, who added massive carved portal and corner posts and wall paintings, became the Coast Indian equivalents of Gothic or baroque church facades, except that they were dedicated not to the glory of God (the Coast peoples had no temples as such or the kind of worship for which they might be necessary) but rather to the glory of the resident chiefs and their ancestors and through them to the glory of the clan they headed.

The southern type of house, which existed in a modified form among the more southerly groups of the Nootka and which appears to have

been the older pattern, used frameworks of dressed timber but differed from the northern form in a number of basic features. Instead of the gabled roof, it had a simple shed roof (supported on poles) that sloped almost imperceptibly downward — because the frame at the front of the house was a foot or so higher than that at the back. The walls of the northern houses consisted of upright planks which fitted into slotted sills; those of the Salish houses consisted of overlapping horizontal planks lashed to upright poles, which actually formed a kind of outer shell separate from the framework that supported the roof, which also was made of overlapping cedar planks.

But the great difference lay in the dimensions and the divisions of the house. The Salish houses were far larger than anything built in the north-

*E.S. Curtis - print at Special Collections UBC*

135

*from George Woodcock. (1977). Peoples of the Coast. Indiana University Press*



## General Purposes Committee

Date: Monday, February 5, 2018

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Ken Johnston

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

### ADDITIONS AND DELETIONS

It was moved and seconded

*That "Status Report on the Optimal Deployment Study for Richmond Fire-Rescue" be added to the agenda as Item No. 6.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meetings of the General Purposes Committee held on January 8, 2018 and January 15, 2018, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Monday, February 5, 2018**

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**COMMUNITY SERVICES DIVISION**

**1. 2018 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 5689642 v. 5)

In response to questions from Committee, Coralys Cuthbert, Child Care Coordinator, advised that (i) Atira Women's Resource Society grant request falls under the Professional and Program Development Grants, which has a total budget of \$10,000 and cannot be funded out of the Child Care Capital Grants, (ii) the unspent funds of \$19,907 recommended to carry over would allow for a more substantial budget for 2019 as opposed to re-advertising for applications to distribute the remaining funds, and (iii) there may be additional requests for Child Care Capital Grants in 2019 as two new facilities will be opening in 2018 and would be well positioned to apply for next year.

Direction was given to staff to work with Atira Women's Resource Society regarding qualifications for a future Professional and Program Development Grant, provided that the application requirements are met.

It was moved and seconded

- (1) *That, as outlined in the report titled "2018 Child Care Grants," dated January 18, 2018, from the Manager of Community Social Development, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$31,093; and*
- (2) *That, as outlined in the report, the Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$9,000.*

**CARRIED**

**2. 2018 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 07-3040-01) (REDMS No. 5691462 v. 2)

It was moved and seconded

*That, as per the report titled "2018 Health, Social and Safety Grants," dated January 17, 2018, from the Manager of Community Social Development:*

- (1) *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$598,464;*
- (2) *The following applicants be approved for the first year of a three-year funding cycle:*
  - (a) *Chimo Community Services;*
  - (b) *Family Services of Greater Vancouver;*

**General Purposes Committee**  
**Monday, February 5, 2018**

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

**CARRIED**

**3. 2018 ARTS AND CULTURE GRANTS PROGRAM**  
(File Ref. No. 11-7000-01) (REDMS No. 5698072)

It was moved and seconded

*That the 2018 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$112,059, as outlined in the report dated January 3, 2018 from the Director, Arts, Culture and Heritage Services.*

**CARRIED**

In accordance with Section 100 of the *Community Charter*, Councillor Alexa Loo declared to be in a conflict of interest as she is on the Board of KidSport, one of the recommended recipients of the 2018 Parks, Recreation and Community Events Grants, and left the meeting – 4:09 p.m.

**4. 2018 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 11-7000-01) (REDMS No. 5719655 v. 5)

In response to questions from Committee, it was requested that staff provide further information prior to the next Council meeting regarding:

3.

**General Purposes Committee**  
**Monday, February 5, 2018**

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- the recommended grant to the Richmond Agricultural and Industrial Society for the Steveston Salmon Festival and the potential for additional funding; and
- the grant request from KidSport (Richmond Chapter) and if there are any limitations on expenditures of funds from KidSport, in terms of only funding sport organizations that are affiliated with Sport BC.

It was moved and seconded

- (1) *That the 2018 Parks, Recreation and Community Events Grants be allocated, and cheques disbursed for a total of \$106,600, as identified in Attachment 1 of the staff report titled "2018 Parks, Recreation and Community Events Grants," dated January 16, 2018, from the Interim Director, Parks and Recreation;*
- (2) *That the Sharing Farm be approved for the first year of a three-year funding cycle; and*
- (3) *That Steveston Community Society – Richmond Summer Project be approved for the first year of a three-year funding cycle.*

**CARRIED**

Councillor Loo returned to the meeting – 4:17 p.m.

**FINANCE AND CORPORATE SERVICES DIVISION**

**5. 2018 PARCEL TAX ROLL REVIEW PANEL FOR LOCAL AREA SERVICES**

(File Ref. No. 03-1240-01) (REDMS No. 5693638)

It was moved and seconded

*That the meeting of the 2018 Parcel Tax Roll Review Panel be scheduled for Wednesday, March 21, 2018 at 4:00 p.m. in the Anderson Room (M 2.001) at Richmond City Hall.*

In response to queries from Committee, Claudia Jesson, Acting Director, City Clerk's Office, noted that notices for the Parcel Tax Roll Review Panel meeting would be sent out in early March to affected property owners.

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

**COMMUNITY SAFETY DIVISION**

**General Purposes Committee**  
**Monday, February 5, 2018**

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**6. STATUS REPORT ON THE OPTIMAL DEPLOYMENT STUDY FOR RICHMOND FIRE-RESCUE**

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

In response to questions from Committee regarding the status of the full Optimal Deployment Study for Richmond Fire-Rescue, Cecilia Achiam, General Manager, Community Safety, advised that a draft of the report has been sent back to the consultant as the scope of work is still being completed and that it is anticipated that it will come to Council in March.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:21 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 5, 2018.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Legislative Services Coordinator



## Finance Committee

Date: Monday, February 5, 2018

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Ken Johnston

Call to Order: The Chair called the meeting to order at 4:22 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on January 8, 2018, be adopted as circulated.*

**CARRIED**

### OLYMPIC OVAL CORPORATION

1. **RICHMOND OLYMPIC OVAL – 2018 ANNUAL OPERATING AND CAPITAL BUDGETS**

(File Ref. No.) (REDMS No. 5734527)

Rick Dusanj, Controller, Richmond Olympic Oval Corporation, noted that the Operating and Capital budgets have been approved by the Richmond Olympic Oval Corporation Board of Directors and are presented to Committee for information.



**Finance Committee**  
**Monday, February 5, 2018**

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It was moved and seconded

*That the report on the 2018 Annual Operating and Capital budgets for the Richmond Olympic Oval Corporation from the Controller of the Richmond Olympic Oval Corporation be received for information.*

The question on the motion was not called as, in response to a query from Committee regarding marketing expenses, Mr. Dusanj commented that it is difficult to attribute marketing costs directly to revenue and that the marketing budget has decreased for 2018 and will be re-evaluated for 2019.

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

## FINANCE AND CORPORATE SERVICES DIVISION

**2. CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022) BYLAW NO. 9800**

(File Ref. No. 03-0985-01) (REDMS No. 5684896)

Jerry Chong, Director, Finance and Mike Ching, Manager, Financial Planning and Analysis, in response to questions from Committee, noted that (i) typically staff address any questions from residents prior to the Consolidated 5 Year Financial Plan Bylaw being passed by Council through Let's Talk Richmond or direct email, (ii) the bulk of the \$27 million budgeted in 2018 for Roads under the Infrastructure Program in the 2018 5 Year Capital Plan Summary is for River Road and the continuation of the program in 2019-2022 will be evaluated each year and any additional funding requests at that time would be brought forward, (iii) the increase in budget projected for 2019 for Fire Department Vehicles and Equipment would be for an additional Quint (fire apparatus), and (iv) the 2018 tax dollar breakdown featured in attachment 3 of the staff report is comparable to 2017.

It was moved and seconded

- (1) That the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800 be introduced and given first, second, and third readings; and*
- (2) That staff undertake a process of public consultation as required in Section 166 of the Community Charter.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:28 p.m.).*

**CARRIED**

2.



**Finance Committee**  
**Monday, February 5, 2018**

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Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, February 5, 2018.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Legislative Services Coordinator



## Planning Committee

Date: Tuesday, February 6, 2018

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Chair  
Councillor Chak Au  
Councillor Alexa Loo  
Councillor Harold Steves

Absent: Councillor Bill McNulty

Also Present: Councillor Carol Day (entered at 4:03 p.m.)

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on January 23, 2018, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

February 20, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

### COMMUNITY SERVICES DIVISION

1. **RICHMOND SENIORS ADVISORY COMMITTEE 2017 ANNUAL REPORT AND 2018 WORK PROGRAM**  
(File Ref. No. 07-3400-01) (REDMS No. 5679464)

Committee commended the Richmond Seniors Advisory Committee for their work in the community.

**Planning Committee**  
**Tuesday, February 6, 2018**

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It was moved and seconded

*That the staff report titled "Richmond Seniors Advisory Committee 2017 Annual Report and 2018 Work Program," dated January 17, 2018, from the Manager, Community Social Development, be approved.*

**CARRIED**

**2. NAMING OF CHILD CARE FACILITY – 10380 NO. 2 ROAD**

(File Ref. No. 07-3070-20-012) (REDMS No. 5687830 v. 5)

Staff noted that program registration information will be posted on YMCA's website.

It was moved and seconded

*That the City's child care facility being constructed at 10380 No. 2 Road (Kingsley Estates) be named Seasong Child Care Centre.*

**CARRIED**

**PLANNING AND DEVELOPMENT DIVISION**

**3. APPLICATION BY STEVESTON BUDDHIST TEMPLE AT 4360 GARRY STREET TO: AMEND THE 2041 OFFICIAL COMMUNITY PLAN LAND USE MAP (SCHEDULE 1) TO DESIGNATE THE REAR PORTION OF THE SITE TO APARTMENT RESIDENTIAL; AMEND THE STEVESTON AREA PLAN LAND USE MAP (SCHEDULE 2.4) TO DESIGNATE THE REAR PORTION OF THE SITE TO MULTIPLE FAMILY; AND REZONE THE SUBJECT SITE FROM THE "ASSEMBLY (ASY)" ZONE TO THE "ASSEMBLY AND CONGREGATE HOUSING – GARRY STREET (STEVESTON) (ZR12)" ZONE**

(File Ref. No. 12-8060-20-009813/9814; RZ 16-737146) (REDMS No. 5734838; 5733489; 5733491)

*Cllr. Day entered the meeting (4:03 p.m.).*

Kevin Eng, Planner 2, reviewed the application, noting that (i) the proposed development will retain the existing temple building and add 107 congregate housing units for seniors, (ii) the proposed height and massing of the congregate housing facility was reduced for portions adjacent to the townhouse complex to the east, (iii) Transportation staff have advised that the existing road network can accommodate the proposed development, (iv) a Development Permit application will be required, and (v) there are no proposed child care facilities for the site.

**Planning Committee**  
**Tuesday, February 6, 2018**

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Jack Clerkson, representing the applicant, spoke on the application, noting that rental of the units will be open to the public and that as a result of public feedback, the proposed building height and massing will be reduced without a reduction in the number of proposed units. He added that the existing on-site gymnasium will be demolished and a new activity space for the temple will be available in the proposed facility.

*Cllr. Day left the meeting (4:09 p.m.).*

It was moved and seconded

- (1) *That Official Community Plan (OCP) Bylaw 9000 and Bylaw 7100, Amendment Bylaw 9813, to designate approximately the south half of 4360 Garry Street from "Community Institutional" to "Apartment Residential" in the 2041 OCP Land Use Map to Schedule 1 of the OCP and from "Institutional" to "Multiple-Family" in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan) of the OCP, be introduced and given first reading;*
- (2) *That Bylaw 9813, having been considered in conjunction with:*
  - (a) *The City's Financial Plan and Capital Program; and*
  - (b) *The Greater Vancouver Regional District Solid Waste and Liquid Management Plans;**is hereby found to be consistent with said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act;*
- (3) *That Bylaw 9813, having been considered with accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9814, to create the "Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)" zone and to rezone 4360 Garry Street from "Assembly (ASY)" to "Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)", be introduced and given first reading.*

**CARRIED**

**4. APPLICATION BY 0983101 B.C. LTD. FOR REZONING AT 5220/5240 MERGANSER DRIVE FROM THE "TWO-UNIT DWELLINGS (RD1)" ZONE TO THE "SINGLE DETACHED (RS2/B)" ZONE**

(File Ref. No. 12-8060-20-009828; RZ 16-721172) (REDMS No. 5718459; 5721126)

Steven De Sousa, Planning Technician – Design, reviewed the application, noting that the proposed development will include one secondary suite and a cash contribution to the City's Affordable Housing Reserve Fund.

**Planning Committee**  
**Tuesday, February 6, 2018**

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It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9828, for the rezoning of 5220/5240 Merganser Drive from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)", be introduced and given first reading.*

**CARRIED**

5. **AGRICULTURAL LAND RESERVE APPEAL APPLICATION BY CORE CONCEPT CONSULTING LTD. FOR SUBDIVISION AT 11200 WESTMINSTER HIGHWAY**

(File Ref. No. AG 17-766906) (REDMS No. 5736460)

Mr. Craig and John Hopkins, Planner 3, briefed Committee on the application, noting that (i) staff are recommending that the application be denied since the application is not consistent with the Official Community Plan and the City's Agriculture Viability Strategy, (ii) the application was not supported by the Agricultural Advisory Committee (AAC), and (iii) the application did not include a farm plan and may set a precedent for the subdivision of agricultural lots, should it proceed.

Discussion ensued with regard to past subdivision of lots along Westminster Highway and access to the rear farm lots.

In response to queries from Committee, staff noted that the applicant would have been able to construct a larger house under the previous farm land house size regulations; however since the existing house was constructed, the bylaws have been amended to reduce the allowable house size. A rezoning would be required should Council and the ALC endorse the subdivision given the existing house size. Also, staff expressed that consideration by the AAC concluded that the proposal would not be beneficial to farming.

*Cllr. Day returned to the meeting (4:21 p.m.).*

It was moved and seconded

*That authorization for Core Concept Consulting Ltd. to make a non-farm use application to the Agricultural Land Commission to subdivide the property at 11200 Westminster Highway into two lots be denied.*

The question on the motion was not called as discussion ensued with regard to the farming on-site.

David Kozak, Core Concepts Consulting Ltd., spoke on behalf of the applicant, noting that the applicant intends to construct two homes on the subject site in order to care for a family member and that adjacent properties have already been subdivided. Also, he expressed that once subdivided, the parcels may not be viable for farming; however the rear land-locked property may benefit from the proposed farm access and neighbouring properties have not objected to the application.

**Planning Committee**  
**Tuesday, February 6, 2018**

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Kal Rangi, Richmond resident, spoke in favour of the application, noting that the proposed subdivision and construction of the two homes would assist in the care of the applicant's elderly family member and that farming on the proposed subdivided lot would not be viable due to its size. He added that neighbouring properties have already been subdivided.

In reply to queries from Committee, Kal Grewal, the owner of the rear property, noted that the lot was previously farmed; however he has no intention of farming the site and there has been no interest from farmers to lease the site. Also, he added he has no objection to the application.

Amarjit Nahal, applicant, expressed that the application was brought forward for the purposes of building a house that would accommodate extended family members. He expressed that the proposed subdivision would be consistent with the adjacent properties that have been subdivided.

Discussion ensued with regard to the potential subdivision of other agricultural lots and the viability of farming the rear property and the subject site.

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

**6. DECISION OF THE AGRICULTURAL LAND COMMISSION TO  
RECONSIDER THE AGRICULTURAL LAND RESERVE  
APPLICATION FOR NON-FARM USE BY SANSTOR FARMS LTD.  
AT 14671 WILLIAMS ROAD**

(File Ref. No. AG 16-734186) (REDMS No. 5738387)

Mr. Craig noted that the Agricultural Land Commission (ALC) Chair has referred the application by Sanstor Farms Ltd. to the ALC Executive Committee for reconsideration. He added staff will advise Council of the outcome of the reconsideration.

It was moved and seconded

*That the staff memorandum titled "Decision of the Agricultural Land Commission to Reconsider the Agricultural Land Reserve Application for Non-Farm Use by Sanstor Farms Ltd. at 14671 Williams Road", dated February 1, 2018, be received for information.*

**CARRIED**

**Planning Committee**  
**Tuesday, February 6, 2018**

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**7. MANAGER'S REPORT**

**(i) *Public Information Sessions on Proposed House Size Regulations on Agricultural Lots***

Barry Konkin, Manager, Policy Planning, noted that public information sessions on the proposed house size regulations on agricultural lots will be taking place on February 7 and 8, 2018 in Richmond City Hall and February 15, 2018 in the East Richmond Community Hall.

**(ii) *Agricultural Land Commission Site Visit to the No. 5 Rd Backlands***

Mr. Konkin noted that staff participated in a site visit to the No. 5 Road Backlands by the ALC Executive on February 6, 2018 and that staff provided information on Backland agricultural activity. He added that the ALC Executive wanted to view the area of the City's Agricultural Backlands Policy as they have expressed some concerns regarding the extent of agricultural activity. It was noted that staff will provide more information on the matter when available.

In reply to queries from Committee regarding the non-farm use application for the former Mylora site, staff noted that the new owners of the site would have to submit a new application to the ALC to consider any non-farm use.

In response to queries from Committee, Mr. Konkin noted that the Province is seeking feedback on the Agricultural Land Reserve (ALR) and that staff will be attending a meeting hosted by the Province on February 21, 2018 in Abbotsford, BC. He added that staff will provide Council with the feedback submission deadlines.

**(iii) *Consultation for Affordable Housing Strategy***

Kim Somerville, Manager, Community Social Development, noted that the public consultation on the City's Affordable Housing Strategy has concluded and that staff will be reviewing the feedback and will provide a report to Council in March 2018.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:52 p.m.).*

**CARRIED**

**Planning Committee**  
**Tuesday, February 6, 2018**

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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 6, 2018.

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Councillor Linda McPhail  
Chair

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Evangel Biason  
Legislative Services Coordinator





## Council/School Board Liaison Committee

Date: January 17, 2018

Place: Anderson Room  
Richmond City Hall

Present: Councillor Alexa Loo, Chair  
Councillor Linda McPhail  
Trustee Donna Sargent  
Trustee Debbie Tablotney (entered at 9:07 a.m.)  
Trustee Alice Wong

Absent: Trustee Ken Hamaguchi

Call to Order: The Chair called the meeting to order at 9:00 a.m.

### AGENDA ADDITIONS

The Chair advised that Adolescent Mental Health Support in Richmond will be considered as Item No. 7A, High School Concert Series as Item No. 7B, Draft Affordable Housing Strategy as Item No. 7C, and Cannabis Regulation within the City of Richmond as Item No. 7D.

It was moved and seconded

*That the Council/School Board Liaison Committee agenda for the meeting of January 17, 2018, be adopted as amended.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Council/School Board Liaison Committee held on November 8, 2017, be adopted as circulated.*

**CARRIED**

# Council/School Board Liaison Committee

January 17, 2018

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## STANDING ITEMS

### 1. TRAFFIC SAFETY ADVISORY COMMITTEE

Donna Chan, Manager, Transportation Planning, COR, noted that the school's principal is the primary contact to communicate traffic safety concerns in the school. It was further noted that a response can be made directly to the Richmond District Parents' Association (RDPA) regarding broad traffic safety concerns; however traffic concerns related to a specific school should be directed to the school's principal.

It was moved and seconded

*That the update on the Traffic Safety Advisory Committee be received for information.*

**CARRIED**

## BUSINESS ARISING & NEW BUSINESS

*Trustee Tablotney entered the meeting (9:07 a.m.).*

### 2. CHILDCARE SERVICES ADVOCACY

Coralys Cuthbert, Child Care Coordinator, COR, spoke on new and proposed childcare facilities in the city, including facilities on the Cadence development near the Richmond Olympic Oval, the Fantasy Gardens site in the Ironwood Area, and the former Steveston High School site.

Concern was raised regarding challenges to staff childcare facilities and the potential loss of childcare space to redevelopment. Ms. Cuthbert noted that the City is in consultation with the Province to support child care programs and that once census data is received, the City will be updating childcare demand and supply information.

It was moved and seconded

*That the update on the Childcare Services Advocacy be received for information.*

**CARRIED**

### 3. CULTURAL HARMONY PLAN: GUIDING PRINCIPLES

Kim Somerville, Manager, Community Social Development, COR, reviewed the proposed Cultural Harmony Plan Guiding Principles, noting that recommendations will be drafted following examination of best practices and existing services levels. She added that the School District and other multicultural organizations were consulted on the proposed plan.

# Council/School Board Liaison Committee

January 17, 2018

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It was moved and seconded

*That the update on Cultural Harmony Plan: Guiding Principles be received for information.*

**CARRIED**

4. **CITY OF RICHMOND – TRANSLINK TRAVELSMART PARTNERSHIP – COMPLETION OF PILOT PROGRAM**

Ms. Chan reviewed the City of Richmond TransLink Travelsmart Partnership Pilot Program, noting that (i) the Program is a TransLink initiative with involvement from the City and the School District, (ii) the Program is a pilot project that involves creating customized travel plans for three schools, (iii) the plans in the Program includes information that encourages walking and cycling, (iv) stakeholders such as ICBC, the Richmond RCMP, HUB Cycling, the schools' principals, and the schools' PAC provided input on the Program (v) the City's area of responsibility includes pedestrian infrastructure improvements, parking restrictions and traffic calming measures, and (vi) City staff will conduct detailed reviews on the proposed measures.

Discussion ensued with regard to (i) working with ICBC, the School District and the RDPA to re-establish walking and cycling programs, (ii) coordinating with TransLink to improve east-west bus routes and service to the Hamilton area, (iii) expanding the City's cycling lane network, (iv) identifying available cycling lanes near schools, and (v) coordinating with TransLink to continue the Travelsmart program.

It was moved and seconded

*That the update on City of Richmond – Translink Travelsmart Partnership – Completion of Pilot Program be received for information.*

**CARRIED**

5. **TRAFFIC SAFETY CONCERNS AT HOMMA ELEMENTARY SCHOOL**

Ms. Chan noted that City staff has scheduled a meeting with Homma Elementary School's principal to discuss traffic safety concerns.

It was moved and seconded

*That the update on Traffic Safety Concerns at Homma Elementary School be received for information.*

**CARRIED**

## **Council/School Board Liaison Committee**

**January 17, 2018**

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### **6. ELECTION RESERVE AND ADVANCE PLANNING FOR THE 2018 ELECTION**

David Weber, Director, City Clerk's Office, COR, briefed Committee on the Election Reserve and Advance Planning for the 2018 Civic Election, noting that the 2018 Civic Election will be divisional based and the City will coordinate with the School District on utilizing school facilities. He added that the City will examine potential adjustments to divisional boundaries based on population changes in the city.

Discussion ensued with regard to community and student engagement in the 2018 Civic Election. It was noted that CIVIX, a non-profit organization promoting the Student Vote Program, approached the Lower Mainland local election officers planning group. It was suggested that CIVIX be invited to present to the Committee at a future Council/School Board Committee meeting.

In reply to queries from Committee, Mr. Weber noted that (i) candidate resources will be available on the City's website and will be included in the nomination packages, (ii) election guides will be available to the public and are available in English, French, Chinese and Punjabi, and (iii) electors are permitted to bring a translator to the polling place.

Discussion then ensued with regard to updating the newcomer's guide and collaborating with community organizations to encourage election engagement.

It was moved and seconded

*That the update on Election Reserve and Advance Planning for the 2018 Election be received for information.*

**CARRIED**

### **7. AMENDMENTS TO LOCAL ELECTION CAMPAIGN FINANCING LEGISLATION**

Mr. Weber noted that Elections BC is working to update their online guides and that Elections BC is able to respond to queries related to the amendments.

It was moved and seconded

*That the update on Amendments to Local Election Campaign Financing Legislation be received for information.*

**CARRIED**

## **Council/School Board Liaison Committee**

**January 17, 2018**

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### **7A. ADOLESCENT MENTAL HEALTH SUPPORT IN RICHMOND**

With the aid of presentation notes (attached to and forming part of these minutes as Schedule 1), Richard Steward, Director of Instruction – Learning Services, SD 38, spoke on Adolescent Mental Health Support in Richmond, noting that (i) mental illnesses are underreported which can lead to underfunding of mental health programs, (ii) the severity of mental illnesses is growing and impacts students of all ages, (iii) School District staff will be trained to identify mental health issues, and (iv) mental health will be part of the school curriculum.

*Cllr. McPhail left the meeting (10:29 a.m.) and returned (10:31 a.m.).*

Discussion ensued with regard to (i) online resources for information on mental health, (ii) supporting initiatives to increase mental health awareness, and (iii) organizing a coordinated approach with senior levels of government and community groups to target resources supporting mental health programs.

It was moved and seconded

*That the presentation on Adolescent Mental Health Support in Richmond be received for information.*

**CARRIED**

### **7B. HIGH SCHOOL CONCERT SERIES**

Background information on the High School Concert Series was distributed (attached to and forming part of these minutes as Schedule 2).

The Chair spoke on the 2017 High School Concert Series that took place as part of the Canada 150 celebrations, noting that there is interest to continue the event in 2018.

It was moved and seconded

*That the Council/School Board Liaison Committee supports in principle the continuation of the High School Concert Series for 2018.*

**CARRIED**

### **7B. DRAFT AFFORDABLE HOUSING STRATEGY**

Ms. Somerville noted that consultation for the draft Affordable Housing Strategy will commence in January 2018 and an online survey will be available on Let's Talk Richmond. She added that the staff report can be distributed to the School Board and that City staff can present the Affordable Housing Strategy at a future School Board meeting.

It was moved and seconded

*That the update on the City of Richmond's Affordable Housing Strategy be received for information.*

**CARRIED**

## Council/School Board Liaison Committee

January 17, 2018

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### 7B. CANNABIS REGULATION WITHIN THE CITY OF RICHMOND

The Chair noted that the City provided feedback to Health Canada expressing that the cultivation and production of cannabis should be restricted to industrial zones and that the use of cannabis should be limited to those who are of legal age. It was noted that the City is working with Vancouver Coastal Health to gather information on potential health issues that may arise from the proposed legalization of cannabis.

Discussion ensued with regard to advocating the Province to address concerns related to cannabis education and how the proposed cannabis regulations may impact the School District.

It was moved and seconded

*That the update on Cannabis Regulation Within the City of Richmond be received for information.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

March 7, 2018 (tentative date) at 9:00 a.m. in the Anderson Room.

### ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (10:57 a.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the City of Richmond Council/School Board Liaison Committee held on January 17, 2018.

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Councillor Alexa Loo  
Chair

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Evangel Biason  
Legislative Services Coordinator  
City Clerk's Office

## Adolescent Mental Health Support In Richmond

Presentation to the  
Council/School Board Liaison Committee  
January 17, 2018

Richard Steward  
Director of Instruction – Learning Services  
Richmond School District



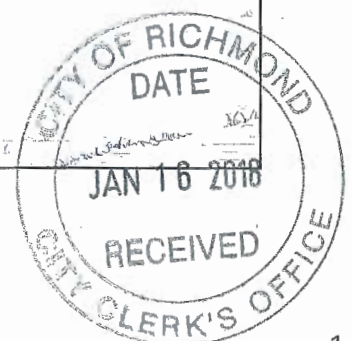
## PREVALENCE OF MENTAL DISORDERS IN YOUNG PEOPLE: WHO IS IN YOUR CLASSROOM?

### Population Prevalence

Depression (4-6%)  
Psychosis (0.5-1.0%)  
Anxiety Disorders (6-10%)  
ADHD (4-6%)  
Anorexia Nervosa (0.1-0.2%)  
Total (15 – 20%)  
**SUICIDE: 4-7/100,000**

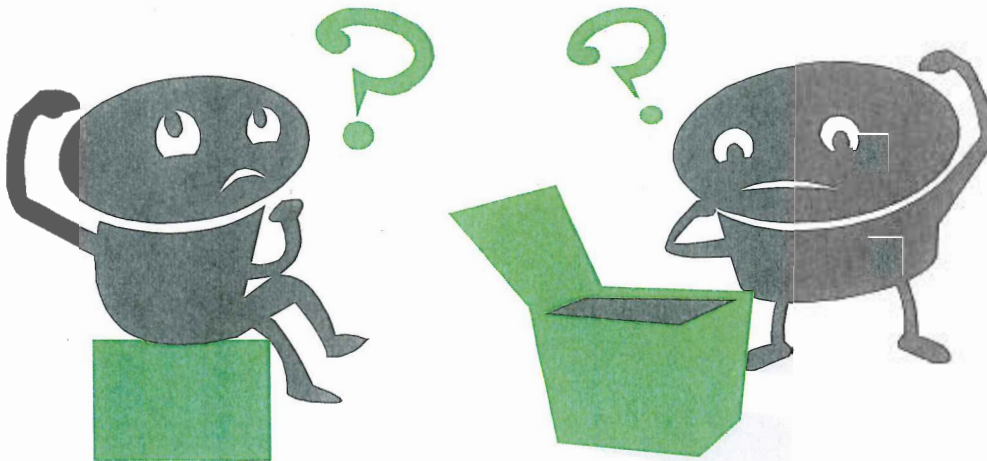
### Translation to the “average” Classroom

Depression ( 1 - 2)  
Psychosis (rare)  
Anxiety Disorders (1 - 3)  
ADHD (1-3)  
Anorexia Nervosa (rare)  
Total (3 – 5)  
**SUICIDE: RARE**





## WHAT IS MENTAL HEALTH LITERACY



## MENTAL HEALTH LITERACY: the **FOUR** components

- Understand how to obtain and maintain good mental health
- Understand and identify mental disorders and their treatments
- Decrease stigma
- Enhance help-seeking efficacy: know where to go; know when to go; know what to expect when you get there; know how to increase likelihood of “best available care” (skills and tools)

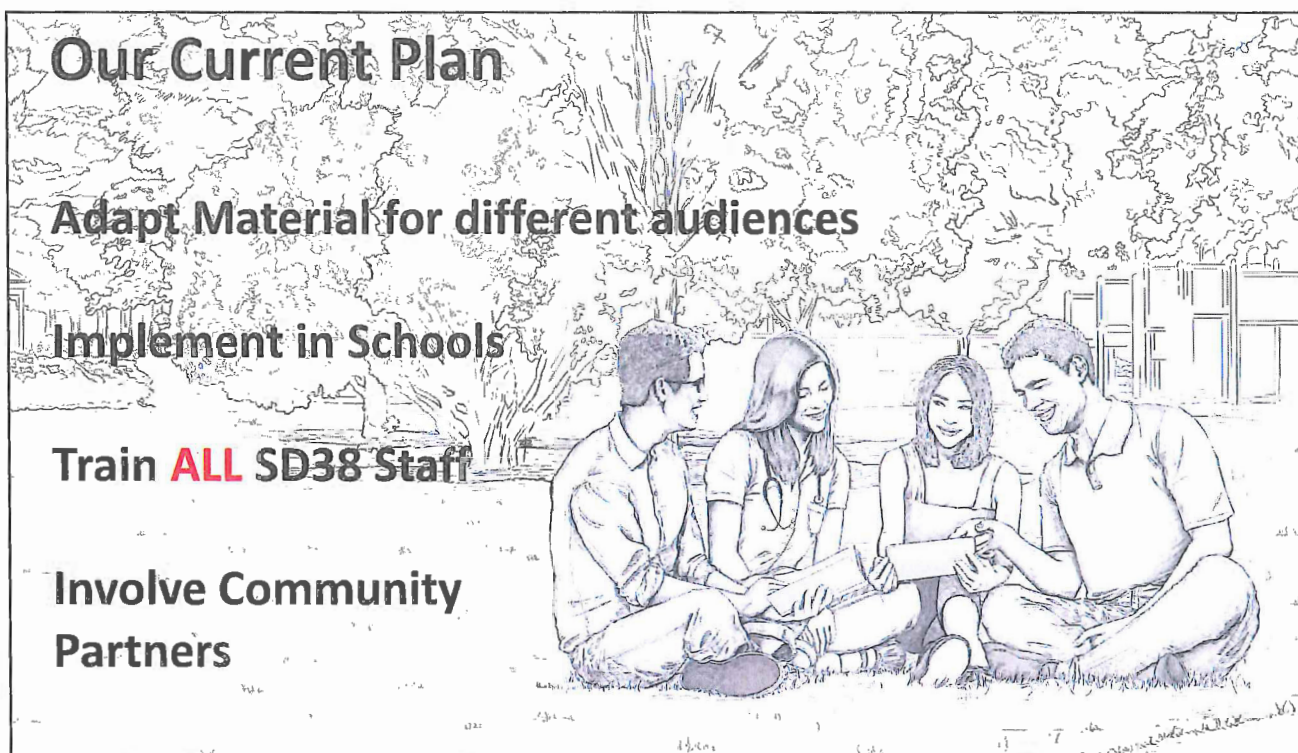


## MENTAL HEALTH LITERACY IS...

- Component of health literacy – very strong independent factor improving health outcomes of populations and people
- Foundation for health promotion, prevention and ongoing care
- Able to be taught (to teachers and students alike)
- Ideally taught in schools (that is what schools do)
- A life-long skill that can be used for self, family, friends, others

## PURPOSE OF THE TRAINING

- Understanding the basics about mental health literacy (knowledge, attitudes/stigma, help-seeking efficacy)
- Assist those who work with adolescents in identification, triage, support and referral of students who may be experiencing a mental disorder.



## **Involving Our Community**

### **PROPOSED Spring 2018 Sessions with Dr. Stan Kutcher**

- 1. Full day session on Mental Health Literacy for those directly supporting youth in Richmond.**
- 2. Two day 'train the trainer' training on Adolescent Mental Health curriculum**
- 3. Executive briefing for senior leaders**



teen  
mental  
health  
.org

 TeenMentalHealth.org  
 teenmentalhealth1  
 @TMentalHealth  
 info@TeenMentalHealth.org



Any questions,  
comments or  
suggestions?



**Biason, Evangel**

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**From:** Loo, Alexa  
**Sent:** Tuesday, 16 January 2018 11:52  
**To:** Biason, Evangel  
**Subject:** High School Concert Series

The High School Concert Series (HSCS) was a program of the Canada 150. It was funded by the federal government through a grant. The program appeared to be very successful in engaging students and building event production and volunteer capacity in our youth.

The HSCS went to nine of the ten schools with Richmond High opting out. We went to Hugh Boyd twice (because they had a rainy day for their Spring concert).

The budget averaged \$4000 per show and for a total overall budget of \$40,000 (federally funded). Staffing costs were on top of that amount (covered by the Canada 150 budget). Most of the budget went to hiring the band, DJ, yoyo performer, and/or hip hop crew. Costs were also incurred to rent the audio equipment and/or pay for the audio tech.

Council passed a motion to look at funding a HSCS in 2018. Should the School Board be supportive of continuing this program, we can move forward together to determine scope and funding.

Sent from my iPad





# City of Richmond

## Report to Committee

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

**From:** Serena Lusk  
Interim Director, Parks and Recreation

**Re:** **Hugh Boyd Field House Feasibility Study**

**Date:** January 5, 2018


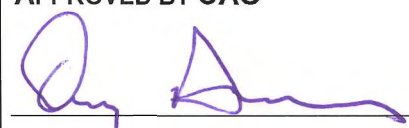
**File:** 11-7000-10-01/2017-  
Vol 01

### Staff Recommendation

That a field house at Hugh Boyd Park be considered in any future review of City of Richmond major facility projects and after the completion of Phase 2 projects.

*Serena*

Serena Lusk  
Interim Director, Parks and Recreation  
(604-233-3344)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Project Development	<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>  <i>CS</i>	<b>APPROVED BY CAO</b>  



## Staff Report

### Origin

At the October 28, 2014, PRCS Committee meeting, representatives from Richmond Youth Soccer provided an update on their continued interest in a field house at Hugh Boyd Park. Following their presentation, staff received the following referral:

*That staff examine concepts for upgrading sports facilities at Hugh Boyd Community Park including the field and clubhouse, in partnership with community soccer associations and the Richmond Sports Council and report back.*

The purpose of this report is to respond to the referral by providing information on the outcome of a feasibility study for a field house at Hugh Boyd Park.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

2.1. *Strong neighbourhoods.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

### Analysis

#### Background

In early 2015, staff met with soccer representatives to begin the process of responding to the referral. At that time, it was agreed that Richmond Youth Soccer would fund a feasibility study for a field house at Hugh Boyd Park at a cost of approximately \$20,000 to the organization.

Staff identified a scope of work for the project as well as the required consultation, and was responsible for the selection and hiring of the architectural team for the feasibility study.

#### Process

A working committee was struck for the project in the fall of 2015 with representatives from the following organizations:

- |                           |                                       |
|---------------------------|---------------------------------------|
| • Richmond Boys Soccer    | • West Richmond Community Association |
| • Richmond Girls Soccer   | • Richmond Sport Hosting              |
| • Richmond Men's Soccer   | • Richmond School Board               |
| • Richmond Chinese Soccer | • Richmond Sports Council             |



The committee initially met with the architects four times over a period of four months to identify the programming priorities of the group. These priorities were determined to include the following spaces:

- Change rooms
- Public washrooms
- Multipurpose space for event and community use
- Concession space
- Served to support the multisport space and concession
- Elevated viewing deck similar to the Minoru Pavilion
- Storage
- Administration space
- Mechanical space to support the building

The committee also reviewed location options and concept designs related to the layout of the current artificial turf fields and natural grass fields at Hugh Boyd Park.

#### Facility Scope and Cost

The initial concept developed by the committee was approximately 7,200 ft<sup>2</sup> in size and met each of the programming criteria. The initial design was estimated to cost approximately \$7,000,000 in 2016 funds.

Staff then requested the committee work together with the architect to rationalize the concept to ensure the design was efficient and cost effective. This work happened during the summer of 2017. By simplifying the concept and looking for efficiencies related to layout, design and proposed construction materials, the architects reduced the concept size to approximately 6,300 ft<sup>2</sup> and the total concept level cost estimate for the facility to \$5,300,000 while still addressing the program needs. This estimate includes a contingency as well as cost allowance for LEED certification per Council policy.

Staff also requested that the design accommodate the future addition of community space (such as space for expanded community centre initiatives) or a caretaker suite should that be a priority for the City in the future.

#### Phase 2 Facilities Plan

The referral which originated this feasibility study was received by staff in 2014 and work began with the community in 2015. Subsequent to the referral and the start of the work with the community, on December 12, 2016, Council approved the following major facilities projects as priorities for the City from 2016 – 2026:

1. City Centre Community Centre North (developer funded);
2. Steveston Community Centre and Branch Library;
3. Lawn Bowling Clubhouse;
4. Britannia Shipyards National Historic Site and Phoenix Netloft; and
5. Richmond Animal Shelter.

The Hugh Boyd field house was not one of the five priority facility projects identified for 2016–2026 and has not been submitted in the 5 year Capital Plan.

However, as the feasibility study has now been completed, the project could be considered when the prioritized major facilities for 2016 – 2026 are complete. At that time, additional work would need to be undertaken to ensure the facility concept and design meet comprehensive community needs for the West Richmond area.

#### Financial Implications

The updated concept design level cost estimate for design and construction of a new Hugh Boyd Field House, based on the proposed program space, is \$5,300,000 (2018 dollars).

The Richmond Youth Soccer Association currently has identified \$150,000 for the project of which approximately \$20,000 was spent on the feasibility study. At this time, no other funding has been identified although stakeholders have expressed an interest in fundraising for this project.

#### **Financial Impact**

None.

#### **Conclusion**

The successful completion of the feasibility study has helped advance the concept of a field house at Hugh Boyd Park. With the work done by the committee there is a better understanding of the desired amenities from field sport groups and the associated costs related to the project which will provide for future consideration.

As a field house is not one of Council's priority projects for 2016 – 2026, it is recommended that it be considered in future phases of major facilities development.



Gregg Wheeler  
Manager, Sport and Community Events  
(604-244-1274)



# City of Richmond

## Report to Committee

*TO PRCs JAN 30, 2018*

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

**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services

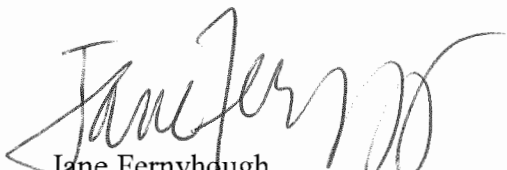
**Re:** Filming Regulation Bylaw & Policy 1000

**Date:** January 8, 2018

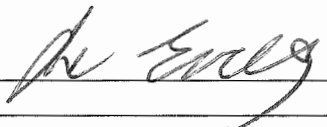

**File:** 08-4150-09-01/2017-  
Vol 01

### Staff Recommendation

1. That Filming Regulation Bylaw No. 8708 be introduced and given first, second and third readings.
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9826 be introduced and given first, second and third readings.
3. That Policy No. 1000, Filming on Location in Richmond, be amended as shown in attachment Four.

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

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Law	<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>  CS	<b>APPROVED BY CAO</b>  

## **Staff Report**

### **Origin**

On March 19, 2012 a report containing proposed amendments to the Filming Application and Fees Bylaw No. 8172 and the Consolidated Fees Bylaw No. 8636 were brought to the General Purposes Committee.

After receiving feedback from the public and the BC Civil Liberties Association expressing concerns that the bylaw could be interpreted as applying to filming for personal use, it was determined that further review of the bylaw was necessary in order to provide clarity on its original intention: which is to regulate large scale, commercial filming productions in Richmond.

The purpose of this report is to repeal the Filming Application Fees Bylaw No. 8172 (Attachment 1) and replace it with the Filming Regulation Bylaw No. 8708 (Attachment 2), as well as to amend the Consolidated Fees Bylaw No. 8636 to reflect the new Filming Regulation Bylaw number (Attachment 3). This report also proposes updates to Policy No. 1000, Filming on Location in Richmond. (Attachment 4)

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*2.4. Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #8 Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

*8.1. Richmond's policies, programs, and processes are business-friendly.*

### **Analysis**

Filming is a major economic contributor to the Province and the City of Richmond. British Columbia is the third-largest overall film and television production centre in North America behind Los Angeles and New York. The filming industry is predicted to have spent \$2.7 billion in BC in 2017. In 2016 (the latest data available), Richmond residents employed in the film sector earned a collective \$275 million in wages.

Since the creation of the Richmond Film Office (RFO) in 2007, there has been a steady volume of filming requests in the City. In 2016, the RFO generated approximately \$500,000 in fees and cost recovery from film productions within the City.

Staff have conducted a review of the Filming Application and Fees Bylaw No. 8172 and propose a new bylaw, Film Regulation Bylaw No. 8708. Updates to Council Policy 1000, Filming on Location in Richmond are also proposed.



Any film production working within Richmond is required to adhere to all bylaws, as well as any applicable provincial and federal regulations. The new Film Regulation Bylaw No. 8708 is deliberately compact, addressing matters specific to the film industry in Richmond. Productions filming in the Province are required to adhere to high standards, with compliance to regulations being just one of their requirements. Industry groups, unions, and studios each have requirements best described as “good neighbour” policies. The Creative BC (formerly BC Film Commission) code of conduct (Attachment 4) is a minimum expectation for productions in BC. There are also a variety of avenues that unions and studios can use internally if performance issues with production companies arise. Generally productions in Richmond have operated professionally with a minimal number of negative incidents.

Notable changes in the new bylaw include:

1. Removal of all fees from the body of the bylaw. Fees related to this bylaw will be included in the Consolidated Fees Bylaw No. 8636, similar to other City bylaws. The Consolidated Fees Bylaw is updated on an annual basis; inserting the filming fees into the Consolidated Fees Bylaw means that the Film Regulation Bylaw will not require annual amendments for cost of living updates. This change also prevents the potential of conflicting fees information in different bylaws.
2. Updates to current job titles with authority under this bylaw, including a change from “General Manager, Business & Financial Services” to “General Manager, Community Services; and
3. A clause, which addresses concerns from the BC Civil Liberties Association that specifically excludes any filming for personal use, including personal social media use, from being affected by the new bylaw.

Council Policy 1000, Filming on Location in Richmond, was adopted by Richmond City Council in 1989. Since that time the Richmond Film Office has adapted to meet the needs of the filming community as they have inevitably changed over the past two decades. While none of the information in the policy is incorrect, staff have updated the policy to reflect more current times. Notable changes in this policy include:

1. Formal statement by Richmond City Council that acknowledges the economic and social benefits filming brings to the City.
2. Reordering the policy statements so that the promotion of Richmond as a centre for filming is given higher priority.
3. Inclusion of a statement that filming requests on public property will be permitted where reasonably possible.
4. Increased clarity on the type of insurance that productions must provide when filming in Richmond.

### **Financial Impact**

None.

January 8, 2018

- 4 -

## **Conclusion**

Film Regulation Bylaw No. 8708 is a concise bylaw, specific to filming productions within Richmond. In addition to this bylaw, film productions must ensure compliance with other municipal, provincial and federal legislation. Film productions in the City have been overwhelmingly compliant with all requirements, and have left neighborhoods in as good, or better condition, at completion of filming.



Jodie Shebib  
Film and Major Events Liaison  
(604-247-4689)

- Att. 1: Filming Application and Fees Bylaw No. 8172  
2: Filming Film Regulation Bylaw No. 8708  
3: Consolidate Fees Bylaw No. 8636, Amendment Bylaw No. 9826  
4: Council Policy 1000, Filming on Location in Richmond  
5: Creative BC Code of Conduct



CITY OF RICHMOND

***FILMING APPLICATION AND FEE***

**BYLAW NO. 8172**

EFFECTIVE DATE – FEBRUARY 12, 2007



City of Richmond

Bylaw 8172

## Filming Application and Fees Bylaw No 8172

The Council of the City of Richmond enacts as follows:

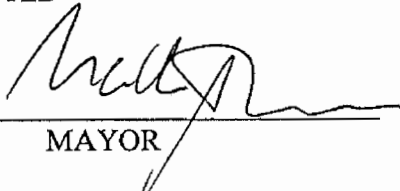
1. No person may use or affect the use of real or personal property, facilities or equipment owned, held by or in the possession of the City, including, without limitation, lands, roads, sidewalks, boulevards, buildings and vehicles for the purpose of film production without first applying to the City for permission.
2. If, on reviewing an application by a person under section 1, the City considers that a film agreement is necessary or advisable, a person intending to carry out activities related to film production shall enter into a filming agreement with the City in relation to the proposed film production use, activity and purpose.
3. In addition to obligations established in and agreed to in a filming agreement with the City, a person using property or services of the City for the purpose of film production shall pay the fees established in Schedule A attached to and forming part of this bylaw.
4. Applicable fees must be submitted to the City at least one business day prior to a person undertaking film production.
5. A person holding the position of General Manager, Business & Financial Services, or the Designate, is authorized to negotiate and enter filming agreements on behalf of the City.
6. This Bylaw is cited as "Filming Application and Fees Bylaw 8172"

FIRST READING

SECOND READING

THIRD READING

ADOPTED

  
MAYOR

JAN 22 2007

JAN 22 2007

JAN 22 2007

FEB 12 2007

  
CORPORATE OFFICER

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

CNCL - 72



**SCHEDULE A****RICHMOND FILMING FEES****Administration Fees**

Application for Filming Agreement	\$200.00
Production Office Business Licence	\$150.00
Street Use Fee 100 feet / per day	\$100.00

**City Parks & Heritage Sites**

<b>Major Park</b>		
Per Day	\$	750.00
Per 1/2 Day	\$	500.00

<b>Neighbourhood Park</b>		
Per Day	\$	500.00
Per 1/2 Day	\$	300.00

<b>Britannia Shipyard</b>		
Filming / per day	\$	2,000.00
Preparation & Wrap / per day	\$	1,000.00
Per Holding Day	\$	500.00
City Employee / per regular working hour	\$	35.00
City Employee / per hour after 8 hrs	\$	52.50

<b>Minoru Chapel</b>		
Filming / per day October through June	\$	2,500.00
Filming / per day July through September	\$	3,000.00
Preparation & Wrap Day	\$	1,000.00
Holding Day	\$	500.00
City Employee / per regular working hour	\$	35.00

City Employee / per hour after 8 hrs	\$	52.50
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**Nature Park**

Filming Per Day	\$	1,000.00
Preparation & Wrap Day	\$	500.00
City Employee / per regular working hour	\$	20.00
City Employee / per hour after 8 hours	\$	30.00

**Gateway Theatre**

Filming Per Day	\$	2,500.00
Preparation & Wrap Day	\$	1,000.00
City Employee / per regular working hour	\$	33.00
City Employee / per hour after 8 hrs	\$	50.00

**City Hall**

Filming / per day	\$	2,000.00
Preparation & Wrap Day	\$	1,000.00
City Employee / per regular working hour	\$	20.00
City Employee / per hour after 8 hrs	\$	30.00

**Other Fees**

RCMP: 4-hour minimum Per person / per hour	\$	101.75
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**Fire and Rescue Services:  
4- hour minimum**

Fire Engine	\$	125.00
Fire Captain	\$	75.48
Firefighter: Minimum 3 firefighters	\$	61.86

Use of Special Effects per day	\$	100.00
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Use of Fire Hydrant first day	\$	195.00
each additional day	\$	65.00



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**Filming Regulation Bylaw No. 8708**

The Council of the City of Richmond enacts as follows:

**PART ONE: GENERAL PROVISIONS****1.1 Prohibitions**

- 1.1.1 No person may use, or **affect the use of City property** for the purpose of **film production**, except in accordance with this bylaw and a **permit** issued pursuant to this bylaw.
- 1.1.2 The provisions of this bylaw do not apply to the professional or personal production of photography, or to audiovisual works produced exclusively for personal and private consumption, including photography or audiovisual works published on personal social media accounts.

**1.2 Authorizations**

- 1.2.1 The **General Manager, Community Services** or the **Film and Major Event Liaison** is authorized to issue **permits** and establish a fee structure to use, or affect the use of, **City property** for **film production**.
- 1.2.2 The **General Manager, Community Services** is authorized to negotiate and enter into **film agreements** with **applicants** to permit the use of, or to permit impact to the use of, **City property** for **film production**.

**PART TWO: PERMITS****2.1 Permit Application & Issuance**

- 2.1.1 Every **applicant** for a **permit** to use, or **affect the use of, City property** for **film production** must:
  - a) complete an application form in the form provided by, and containing such information as required by, the **Film and Major Event Liaison**;
  - b) deliver such application to the **Film and Major Event Liaison**, signed by the **applicant** or by an individual who has the legal authority to bind the **applicant**;

- c) deliver to the **Film and Major Event Liaison** written confirmation of insurance coverage in the form specified by the City and to the satisfaction of the **Film and Major Event Liaison**;
- d) deliver to the **Film and Major Event Liaison** the application fee specified in the *Consolidated Fees Bylaw No. 8636*, as amended from time to time; and
- e) deliver to the **Film and Major Event Liaison** the applicable administrative, and location fees specified in the *Consolidated Fees Bylaw No. 8636*, as amended from time to time.

2.1.2 If an **applicant** or **permit** holder intends to use and/or uses the services of **City** employees, **RCMP** employees, contractors provided by the **City**, and/or equipment, vehicles, materials and supplies provided by the **City** for the purpose of **film production**, the **applicant** or **permit** holder must deliver to the **Film and Major Event Liaison** the applicable fees specified in the *Consolidated Fees Bylaw No. 8636*, as amended from time to time.

2.1.3 If, upon reviewing an application, the **Film and Major Event Liaison** determines, in their sole discretion, that a **film agreement** is required for the proposed **film production**, the **applicant** must negotiate and enter into a **film agreement** with the City on terms and conditions satisfactory to the **General Manager, Community Services**.

### **PART THREE: OFFENCES, PENALTIES AND ENFORCEMENT**

3.1 Any person who:

- a) violates or who causes or allows any of the provisions of this bylaw, or any **permit** issued under this bylaw, to be violated;
- b) fails to comply with any of the provisions of this bylaw, or any **permit** issued under this bylaw;
- c) neglects or refrains from doing anything required under the provisions of this bylaw, or any **permit** issued under this bylaw; or
- d) makes any false or misleading statement in connection with this bylaw, or any **permit** issued under this bylaw,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

3.2 Every **permit** holder must comply with the requirements of this, or any other bylaw of the **City**, which governs or regulates **film production**, must carry out the **film**



**production** for which the **permit** was issued in compliance with all applicable statutes, regulations, rules, codes and orders of all federal, provincial or municipal authorities having jurisdiction, and any person failing to comply with the requirements of this Section commits an offence and, upon conviction, is liable for the penalties specified.

- 3.3 In addition to Section 3.2 above, where the **City** has determined that a **permit** holder and/or a **film production** is in contravention of the **permit** conditions and/or any applicable municipal, provincial or federal legislation, the **General Manager, Community Services** or the **Film and Major Event Liaison** may suspend, revoke or cancel the applicable **permit**.

#### **PART FOUR: INTERPRETATION**

##### **4.1 Definitions**

4.1.1 In this bylaw, unless the context otherwise requires:

**AFFECT THE USE  
OF CITY PROPERTY**

refers to **film production** occurring on or near **City property** that will impact the use of the **City property** by members of the public not affiliated with the **film production**.

**APPLICANT**

means a person applying for a **permit** to use, or **affect the use of, City property** for **film production**.

**CITY**

means the **City** of Richmond as a corporate entity.

**CITY OF RICHMOND**

means the **City** of Richmond as a geographic area.

**CITY PROPERTY**

means real or personal property, facilities or equipment owned, held by, leased, or in the possession of the **City**, including, without limitation, lands, roads, sidewalks, boulevards, buildings and vehicles.

**COMMERCIAL**

means an advertisement that is intended for widespread distribution, screening or showing.

**COUNCIL**

means the Council of the **City**.

**FILM AGREEMENT**

means an agreement between the **City** and an **applicant** to permit the use of **City property** for **film production** setting out the parties' respective rights and obligations, in the form and content as determined by the **General Manager, Community Services**.

**FILM AND MAJOR  
EVENT LIASON**

means the person employed by the **City** in the position of Film and Major Event Liaison, and includes their designate.

**FILM PRODUCTION**

means the photographing, filming, creation and production of a **Commercial** or **Motion Picture** and includes all preparation activities, set-up, dismantling, removal or restoration activities in connection therewith.

**GENERAL MANAGER,  
COMMUNITY SERVICES**

means the person appointed by **Council** to the position of General Manager of Community Services or those positions or persons designated by **Council** to act under this bylaw in the place of the general manager.

**MOTION PICTURE**

means a photoplay, film, movie or other audiovisual work produced by recording photographic images with cameras, or by creating images using animation techniques or visual effects, preserved on a recording medium and capable of being viewed with or without sound, but excludes a photoplay, film, movie or other audiovisual works produced exclusively for personal and private consumption.

**PERMIT**

means a permit issued pursuant to this bylaw, including:

- a) a film application accepted and signed by the **Film and Major Event Liaison** or designate,
- b) a student film application accepted and signed by the **Film and Major Event Liaison** or designate, or
- c) a fully signed **film agreement**.

**PART FIVE: PREVIOUS BYLAW REPEAL**

**5.1** Filming Application and Fees Bylaw No. 8172 is repealed.

**PART SIX: SEVERABILITY AND CITATION**

**6.1** If any part, section, sub-section, clause or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

6.2 This bylaw is cited as “**Filming Regulation Bylaw No. 8708**”.

**PART SEVEN: CONSOLIDATED FEES BYLAW**

7.1 The *Consolidated Fees Bylaw No. 8636*, as may be amended from time to time, applies to this bylaw.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

\_\_\_\_\_  
MAYOR

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



City of  
Richmond

## Bylaw 9826

### Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9826

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting all references to "**Filming Application and Fees Bylaw No. 8172**" and replacing them with reference to "**Filming Regulation Bylaw No. 8708**".
2. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting from the SCHEDULE – FILMING APPLICATION AND FEES the words and numbers "Section 3" and replacing them with "Section 2.1.1 and 2.1.2".
3. This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9826**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED for content by originating dept. <i>AD</i>
APPROVED for legality by Solicitor <i>MA</i>



### **POLICY 1000:**

Council acknowledges that film productions bring economic and social benefits to the City. Therefore it is Council policy that:

1. Richmond is promoted as a centre for motion picture production and an appropriate environment for filming.
2. Richmond encourages the establishment of business, industry and expertise to support and complement the motion picture industry.
3. A centralized and efficient procedure for obtaining City approvals for filming on location in Richmond is provided.
4. Requests to use public property for film activities will be permitted wherever reasonably possible.
5. Film activity on City property should occur with a minimum of inconvenience to the public and that no essential City service will be impaired by film activity.
6. Filming on location will ensure the safety and well-being of the general public.
7. The City will recover all costs for services rendered by the City in association with filming on location, while remaining regionally competitive.
8. Filming on location will not cause any damage to public or private property and that in the event of any damage, the film company will be financially responsible for any repairs.
9. Film productions working in Richmond shall, at their expense, for the duration of filming, carry commercial general liability insurance which adds the City as an additional insured, with a minimum limit of \$5,000,000 per occurrence with a cross liability clause.
10. Film productions on City property are contractually obligated to adhere to local, provincial and federal legislation.

(Major Events and Film Office)



## ATTACHMENT 5

### Creative BC Code of Conduct:

When filming anywhere the general public may be affected by production activities, proper notification is to be provided to those directly affected.

### GENERAL COURTESIES

- Producers, cast and crew will follow the provisions of their motion picture production permit, a copy of which must be on location at all times.
- Filming only takes place during the times listed on the permit unless extensions are granted.
- Pedestrians should always be treated with courtesy and not be obstructed at any time unless stipulated in the permit.
- All cables and similar items are to be channeled neatly and safely.
- Producers must notify the public in writing whenever production activities may directly affect or disrupt their daily lives. The notice must include the name of the company, working title of the project, production type (e.g. feature, MOW, TV series) and a brief description of the activity. It also must include a clear account of the date and time of disruption.
- All catering, construction, strike and personal trash must be removed from the location.
- Locations must be left in original condition.
- Removing or cutting signs or plants from any public or private location is not allowed.

### VEHICLES

- Production vehicles must not arrive before the time stipulated on the permit, should arrive one at a time, and should turn their engines off as soon as possible.
- Cast and crew vehicles are not covered by the location-filming permit and must use designated parking areas only.
- Production vehicles shall not block driveways or gated access without permission.
- Vehicles shall not display signs, posters or pictures that the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
- Crew cannot move a private vehicle to accommodate filming or parking, without permission of the owner. If a vehicle is parked in a restricted area, the appropriate authority will remove it.

### CAST AND CREW

- Cannot trespass on private property. They must remain within the boundaries of the property that has been permitted for filming.
- Cannot drink alcohol on public property.
- Must be served their meals, and eat, in the designated areas.
- Must follow smoking restrictions and always leave cigarettes butts in the appropriate containers.
- Shall keep noise as low as possible at all times and refrain from using lewd or improper language.
- Shall wear appropriate clothing – for example, T-shirts with offensive slogans are not acceptable – and comply with appropriate employee safety regulations.
- Will wear a production pass, as required.
- Will not bring guests or pets to the location, without advance permission.
- Failure to comply can result in disciplinary action by the government authority, production company, union, guild or association.

Thank you for honouring this Code of Conduct.



# City of Richmond

## Report to Committee

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

**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services

**Re:** Public Art Community Mural Program

**Date:** January 5, 2018

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

### Staff Recommendation

That the program to integrate murals on private and civic buildings, as presented in the report titled "Public Art Community Mural Program," dated January 5, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed.

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department Development Applications Legal Services Business Licenses	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  CJ	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

On July 27, 2010, Council endorsed the Public Art Program Policy 8703, which identifies strategies to fully integrate artwork into the public realm, including building facades.

On June 27, 2017, at the Parks, Recreation and Cultural Services Committee meeting, Council considered a request from the Canadian Fishing Company (Canfisco), requesting that the City consider contributing funds for the new painting signage on the Canfisco building in Steveston.

The following referral motion was introduced and endorsed by Council:

***That staff explore funding options for the mural proposed by the Canadian Fishing Company, and report back.***

The Richmond Community Public Art Program recently supported two murals as pilot projects:

1. *St. Alban's Peace Labyrinth* mural unveiled on September 15, 2016.
2. *Arrival of the S.V. Titania* unveiled on October 1, 2017 during Culture Days. The commemorative outdoor wall mural on the Steveston Hotel, based on the painting by John M. Horton, was commissioned by the City through the Canada 150 Celebrations Public Art Plan to celebrate Richmond's history and diversity.

Based on experience with these two pilot-project murals, as well as best practices from other civic mural programs, staff developed definitions, procedures, and guidelines for an ongoing community mural program. As well, these guidelines provide direction in addressing the funding of the painting on the Canfisco building.

The purpose of this report is to provide Council with information regarding the proposed terms of reference for the Public Art Community Mural Program to commission artists to create public murals in the community.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

- 2.1. *Strong neighbourhoods.*
- 2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*
- 2.4. *Vibrant arts, culture and heritage opportunities.*

## Analysis

### Background

Many blank building facades exist throughout the City, many in highly visible public locations, adjacent to sidewalks in urban areas, or in natural settings beside trails and in parks. At a modest cost, murals can be applied, improving the appearance of these walls. Murals are also effective in reducing graffiti. By incorporating art into the design of buildings, there is an opportunity to transform these ordinary surfaces into a unique source of beauty and civic pride.

Outdoor mural projects have been completed throughout the City on an ad-hoc basis—both by private property owners and through the Public Art Program—as there is no formal program currently in place. Several murals are located on commercial buildings and warehouses in Steveston Village. Other murals have been painted by school and community groups at local community facilities (Attachment 1).

Based on discussions regarding opportunities for two-dimensional art, as well as a lack of guidelines for mural projects throughout the City, staff developed guidelines for an ongoing Mural Program.

The Richmond Public Art Advisory Committee has been consulted on this program and recommends it be supported.

### Richmond Public Art Community Mural Program Intent

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

The public art terms of reference for the Richmond Public Art Community Mural Program, as presented in this report, describe the art opportunity, entry requirements, selection process, and project themes.

Community mural projects on privately owned sites will be initiated in two stages:

1. Identifying locations
2. Selecting artists for the commissions

### Implementation

The initial focus of the program will be to install murals in high visibility locations in pedestrian oriented areas throughout the City, including City Centre and Steveston Village. The goal is to commission two to three murals per year. The Public Art Program will:

- **Issue an annual call to private property owners to apply for a mural on their property.** Property owners will be required to sign a Mural Art Agreement with the City.



- **Issue a Call to Artists to implement the mural(s).** This will form a Muralist Roster, to be updated biannually, providing a list of pre-qualified artists to work with community groups, business or property owners, schools, or private developers proposing murals on their buildings. The roster will include artists with a range of artistic styles, mediums, and approaches.
- **Facilitate artist selection and implementation.** Each artist will enter into a tri-party agreement for services with the City and the property owner. The City will manage the project and fund the work, and the property owner will provide permission and access to the wall for installing the mural.

#### Terms:

- For the purposes of the program, a **mural** is defined as either a painting on a wall surface, a digitally produced image printed on a substrate, a mosaic or a bas relief that is applied directly to a wall and that is visible from the public right-of-way.
- Murals must not be considered a **sign**, as regulated by the City of Richmond Sign Regulation Bylaw No. 9700. Murals are not to display information for the purpose of advertising, promotion of a business, product, activity, service or idea, or of providing direction, identification or other information.
- Murals must be placed in locations that are visually accessible to the general public, typically on exterior wall surfaces.
- Murals on private single family residences/properties are not eligible for the program.
- Murals may be placed in indoor locations which are accessible to the general public.

#### Mural Location Selection Process

1. Following an annual Public Art Community Mural Program call to private property owners to apply for a mural on their property, a five-person interdepartmental staff Mural Committee will convene to review the property owners' applications. This committee will include representatives as appropriate from Engineering, Parks, Planning, Transportation and Arts, Culture & Heritage. The applications will be ranked based on a point system, as detailed on the application form. The application form will include specific eligibility criteria, including:
  - public visibility of the location;
  - condition of the wall surface;
  - potential impact on adjacent properties;
  - community impact;
  - provision of additional funding;
  - providing opportunities for murals throughout the City; and



- providing evidence of support from the building tenants (if different than the building owner), as well as neighborhood associations and/or adjacent neighbors (e.g., email or letter of support).
- 2. The owner will agree to retain the mural for a period of five years, subject to mutual agreement to terminate the agreement at an earlier date due to change of ownership, building renovations, or the condition of the mural.
- 3. All murals on designated heritage resources, or within the Steveston Village Heritage Conservation Area (HCA), will need to be approved by City Council and may require a Heritage Alteration Permit. Any murals on Heritage buildings/structures or within the Steveston HCA will also be reviewed by the Heritage Commission.
- 4. Community mural projects on civic owned sites will be reviewed on a case-by-case basis with the City staff committee to approve building locations.

### Muralist Roster

A Muralist Roster will be established to pre-qualify artists for mural commissions. The Public Art Program has successfully used an Artist Roster with the Utility Kiosk Wrap Program to generate interest from artists, as well as to reduce administrative costs and processing times.

Proposed muralists will be selected through an arms-length open selection process, consistent with the *Public Art Program Policy* and *Public Art Program Administrative Procedures Manual*. A Muralist Roster Call to Artists will be issued bi-annually. A five-person selection panel will convene to review the artist applications, following the administrative procedures for artist selection for public art projects. Selection panels will be composed of artists, arts professionals, arts advocates, other creative professionals, as well as community representatives from local tourism, business, and neighbourhood committees.

It is intended that up to thirty (30) artists will be recommended by the selection panel for the Muralist Roster. The selection panel may designate artists for specific themes, i.e., heritage, nature, culture, or general to identify appropriate artists for specific locations and settings. Placement on the roster does not guarantee that an artist will be selected for a mural project.

### Matching Artists to Locations

After the mural locations have been determined, the Mural Committee, in consultation with the selected property owner, will review the Muralist Roster and match pre-qualified artists for each project opportunity. The Mural Committee will consider the themes and rankings established by the Public Art Selection Panel, the goals of Public Art Area Plans, and neighbourhood identities. The artists will be selected based on best fit for each project.

The Mural Committee will also review proposed civic owned buildings for suitability and assign artists for the commissions. For civic sites, the intent is to select artists from the Muralist Roster, however, for larger or more significant locations, a separate Call to Artists may be initiated.

Artists selected will be required to prepare a concept proposal, to be reviewed and approved by the property owner, prior to proceeding with detailed design and implementation.

### Themes

The designs for the murals will be as diverse as their locations; artists will need to consider the historical, geographical and cultural heritage of each specific site. For buildings located within natural areas, artists should consider themes related to the environment, and support the City-wide Ecological Network.

### Canfisco Mural Proposal

The new painting on the Canfisco building in Steveston displays information for the purpose of advertising (Attachment 2). As such, it would be considered a sign, as regulated by the City of Richmond Sign Regulation Bylaw No. 9700, and would not meet the criteria under the Community Mural Program.

### **Financial Impact**

The total project is estimated to cost up to \$30,000 per year, and is to be funded from the Public Art Program Capital Budget. This will include selection panel honorariums, artist fees and installation costs. Funding for 2018 is available in the 2018 Public Art Capital Budget. As only the 2018 program has been funded, the ongoing \$30,000 per year cost will need to be committed in budgets from 2019 onwards, with funds from the Public Art Reserve.

Any maintenance or repairs required for the artwork would be the responsibility of the Public Art Program. The property owner would be responsible for repairs to the actual wall. City funds would be allocated out of the Public Art Program's annual operating budget.

### **Conclusion**

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



Eric Fiss  
Public Art Planner  
(604-247-4612)

- Att. 1: Examples of Murals in Richmond  
2: Sign on Canfisco Building, Steveston



## EXAMPLES OF MURALS IN RICHMOND



*Orca Mural, Steveston, BC, Panoramio.com*



*Canadian Flag, 12223 First Avenue, Steveston*



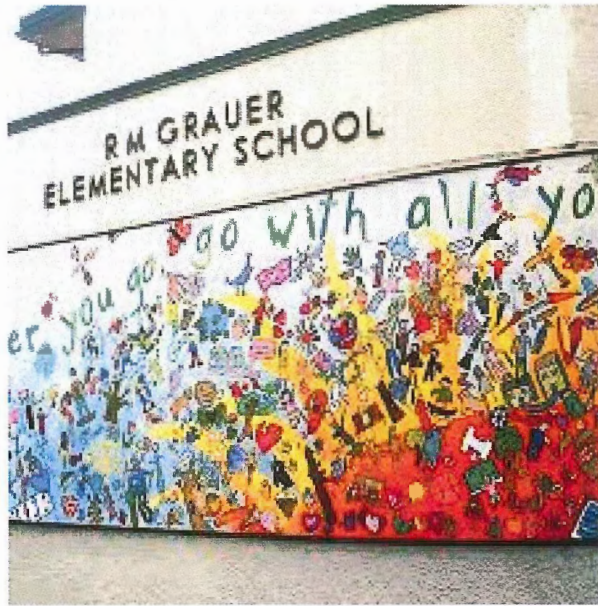


*Safe Haven*, Richmond Hospital, Michael Tickner, 2008



*St. Alban's Peace Labyrinth Mural*, Joey Mallett, 2016





*R. M. Grauer Elementary School Mural*



*Arrival of the S.V. Titania, Dean and Christina Lauze, 2017*



**SIGN ON CANFISCO BUILDING, STEVESTON**



*British Columbia Wild Salmon, Canfisco Building, Steveston, 2017*



# City of Richmond

## Report to Committee

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

**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services

**Re:** Tait Waterfront Park Public Art Project

**Date:** December 18, 2017

**File:** 11-7000-09-20-129/Vol  
01

### Staff Recommendation

That the staff report titled, "Tait Waterfront Park Public Art Project," dated December 18, 2017, from the Director, Arts, Culture and Heritage Services, to implement the Tait Waterfront Park Public Art Project, be endorsed.

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

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Department Parks & Recreation Services	<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>  CS	<b>APPROVED BY CAO</b>  

## Staff Report

### Origin

In 2011, *Water #10* by Jun Ren, located at the Cambie Drainage Pump Station along the Middle Arm Greenway, was purchased by the developer, David Chung (Dava), for the Parc Riviera development at 10071 River Drive. It was proposed that the artwork be relocated to this new development project in 2013, subject to the pace of development at the site.

On October 7, 2015, the developer (Dava) proposed allowing the artwork *Water #10* to remain at its present location adjacent to the Cambie Pump Station. The Public Art Advisory Committee reviewed this proposal and supported this location, which is consistent with the criteria for public locations identified in the City Centre Public Art Plan.

On April 11, 2016, Council endorsed the transfer of ownership of the artwork *Water #10* to the City of Richmond, to remain at its location at the Cambie Road Drainage Pump Station Plaza. As a condition of the approval, the developer agreed to transfer the remaining balance of their total public art contribution to the City for a new artwork to be integrated with the Tait Waterfront Park, at the direction of the City.

This report brings forward the public art project and artist terms of reference for a civic public art work to be located at Tait Waterfront Park.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

2.1. *Strong neighbourhoods.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

### Analysis

#### Background

The Tait residential neighbourhood covers an area of 68 ha (168 ac.) and is located south of the North Arm of the Fraser to Bridgeport Road, between Shell and No.4 Road. The neighbourhood is characterized by single family homes south of River Drive and multi-family housing closer to the river. It is in close proximity to the Bridgeport Canada Line station (Attachment 1).

#### Tait Waterfront Park Design

On July 27, 2015 Council endorsed the Tait Waterfront Park concept plan. The design for the park is inspired by its location at the edge of the Fraser River. Paving patterns and stampings, distinctive play structures and landscape plantings will combine to emphasize the natural

character of the site. The plan proposes a variety of uses and features in various zones, including an open lawn, basketball/multi-use hard surface courts and a play-scape environment. Pathways will provide multiple access points from River Drive and the dyke. Walking pathways will be accessible and barrier-free, and secondary pathways will connect together the various features of the park. To provide shade during the summer weather, deciduous shade trees of various types will be strategically placed around the park. Other plantings will be used to increase biodiversity and create habitat for wildlife (Attachment 2).

### Public Art Opportunities

The new Tait Waterfront Park will offer an artist or artist team the opportunity to design, fabricate and install an open-air sculptural pavilion to function as a picnic shelter and be suitable for outdoor group activities such as tai-chi, yoga and other types of fitness and community activities. The sculptural pavilion will provide an opportunity for nearby Cambie Community Centre to activate the space with daytime programming from spring to fall. City staff will engage in exploratory discussions with community organizations to determine interest and feasibility for satellite programming opportunities.

The sculptural pavilion will be located close to the park entrance at McLennan Avenue and River Drive, and will act as a gateway landmark and prominent gathering space for this new residential community.

### Artist Selection Process

A two-stage artist selection process will be implemented and follow the guidelines as outlined in the Public Art Program Administrative Procedures Manual. A five-person selection panel composed of professional artists, arts professionals, arts educators and community representatives will review and evaluate artist submissions and concept proposals. Staff, technical consultants and an observer from the Richmond Public Art Advisory Committee will support the panel as part of the adjudication meetings.

The Public Art Advisory Committee has reviewed and endorsed the artist terms of reference for the Tait Waterfront Park Public Art Project. Following the selection of an artist or artist team, the artist concept proposal will be brought forward to Council for endorsement, in order to proceed with the artwork.

Attachment 3 provides further information about the artist terms of reference and artist selection process for the Tait Waterfront public art project.

### **Financial Impact**

The proposed project budget will be funded from the 2015 Public Art Capital Budget. The budget of up to \$130,000, is provided to the artists and consultants for the design, fabrication and installation of the artwork, including all related artist expenses. The ongoing maintenance for this artwork will be the responsibility of the Public Art Program, from existing funds set aside for maintenance.



## **Conclusion**

The Tait Waterfront Park public art project will provide an opportunity to support community place making initiatives and contribute to creating a culturally rich environment in a rapidly growing vibrant and sustainable city.

A handwritten signature in dark ink, appearing to read 'E. Fiss', with a stylized, sweeping line extending from the end.

Eric Fiss  
Public Art Planner  
(604-247-4612)

- Att. 1: Tait Waterfront Park Public Art Project, Location and Site Plan  
2: Tait Waterfront Park Design  
3: Tait Waterfront Park Public Art Project Artist Terms of Reference

# Tait Waterfront Park Location and Site Plan

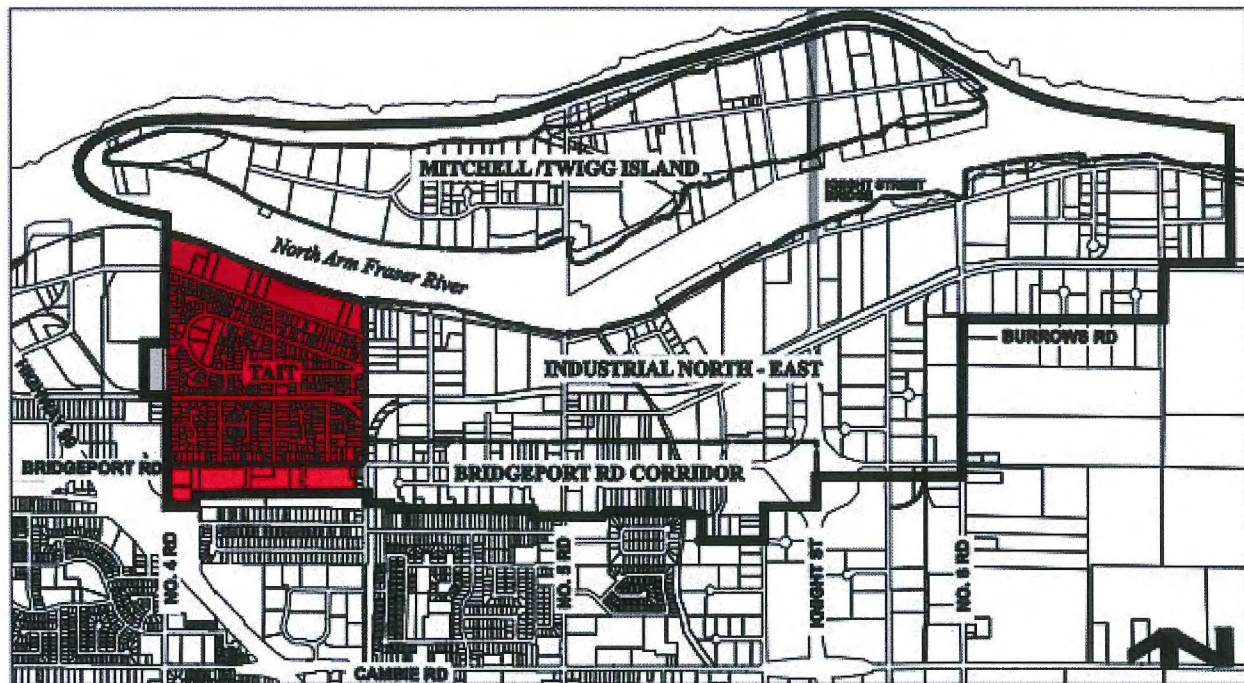


Figure 1. Tait Neighbourhood highlighted within Bridgeport Area Plan



Figure 2. Tait Waterfront Park location plan: 1. Tait Waterfront Park, 2. Future Town Homes, 3. West Park, 4. Tait Elementary School, 5. Future Development



Tait Waterfront Park Design



Figure 3. Tait Waterfront Park Design by PMG Landscape Architects Ltd.

## Tait Waterfront Park Public Art Project Artist Terms of Reference

### 1. Project Background

Tait residential neighbourhood covers an area of 68 ha (168 ac.) and is located south of the North Arm of the Fraser River to Bridgeport Road, between Shell and No.4 Road. The neighbourhood is characterized by single family homes close to Bridgeport Road and multi-family housing closer to the river and is in close proximity to Bridgeport Canada Line station.

Much of the land was originally subdivided in the mid-1940s under the Veterans Land Act to house servicemen and women returning from World War II. The Veterans Land Act (VLA), established in 1942, provided housing and provisions of small holdings for part-time farmers. There were a number of VLA subdivisions in Richmond including Thompson, Cora Brown, Tait, Gray and Grauer. The Tait, Gray and Grauer subdivisions were built in 1945 by the Bennett & White Construction Company. Today, most of these areas have had their density increased by infill housing, although the occasional large lot is still in existence. These early, low-density subdivisions were the precursor to Richmond's urban sprawl of the 1950's. The area is also impacted by aircraft noise due to its proximity to YVR International Airport.

The new Tait Waterfront Park will enhance the liveability of the community and contribute to the provision of amenities including Tait School and park, Cambie Community Centre and a new child care centre as part of the residential development located east of the park.

### 2. Opportunity

An artist or artist team will be contracted to design, fabricate and install an open-air sculptural pavilion that will function as a picnic shelter and be suitable for group activities such as tai-chi, yoga and other types of fitness and community activities. The sculptural pavilion will provide an opportunity for nearby Cambie Community Centre to activate the space with daytime programming during spring to fall. City staff will engage in exploratory discussions with the above organizations to determine interest and feasibility for satellite programming opportunities.

### 3. Location

The open-air pavilion will be located close to the park entrance at the end of McLennan Avenue, at 10211 River Road, to provide opportunities for the public artwork to act as a gateway, landmark and prominent gathering space for the new residential community surrounding Tait Waterfront Park.

### 4. Budget: \$130,000 is provided to the artists for the design, fabrication and installation of the artwork, including all related artist expenses.

### 5. Selection Panel Composition for Selection of Artist

- a) A five-person selection panel composed of professional artists, arts professionals, arts educators and community representatives will review and evaluate artist submissions and concept proposals. An observer from the Richmond Public Art Advisory Committee and City staff advisors including representatives from Parks Services will support the panel.



## 6. Artist Selection Process

A two-stage open call selection process will be used to select and engage an Artist or Artist Team to develop a Concept Proposal and, upon Council approval, fabrication and installation of the artwork.

- a) A Selection Panel will review artist submissions and invite three to five artists to present concept proposals and engage in an interview with the selection panel and staff.

The Stage 1 artist selection criteria for short-listing three to five artists to include the following:

- Artistic merit of the concept proposal
- Qualifications demonstrated by creativity, quality and skill of previous work
- Potential for making engaging artwork, suitable for multiple audiences
- Understanding of the relevance of the site and its histories
- Capacity to work with other design professionals and the community

- b) The Stage 2 artist selection criteria for final selection of an artist to include the following:

- Artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of Artist Statement of Intent and Conceptual Artist Sketch in response to project theme and goals.
- Artist response to any feedback and follow-up questions from Selection Panel regarding ability of the artwork to respond to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics of the location.
- Artist response to any feedback and follow-up questions from Selection Panel regarding appropriateness of the proposal to the Public Art Program goals: [www.richmond.ca/culture/publicart/plans/policy](http://www.richmond.ca/culture/publicart/plans/policy).
- Detailed project budget including, but not limited to: artist fees, materials, fabrication, administration, insurance, installation, documentation, permits and consultant fees.
- 3D artist visualizations and/or models to communicate how the artwork will respond to the site including scale, colour, material, texture, content, construction and installation method and the physical characteristics of the location.
- Artwork sensitivity to environmental concerns with respect to artwork materials and method of fabrication and installation.

At the end of the Stage 2 Selection Panel meeting, the Panel will recommend one artist or artist team for the commission.

## 7. Timing Schedule

2018-2019 To be determined working with City Development Services and Parks Services.



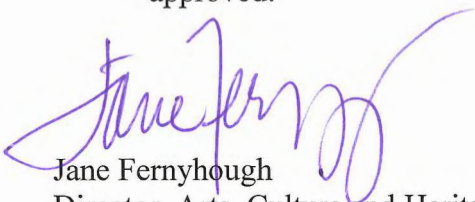
# City of Richmond

## Report to Committee

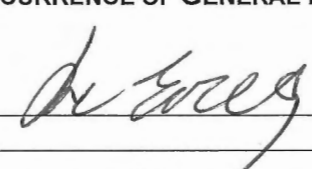

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Date:** January 5, 2018  
**File:** 11-7000-09-20-121/Vol 01  
**Re:** Pinnacle Capstan Village Park Public Art Concept Proposal

### Staff Recommendation

1. That the concept proposal for the proposed public artwork for the Capstan Village Park, titled "We Three" by artist Dan Bergeron, as presented in the report from the Director, Arts, Culture and Heritage Services, titled "Pinnacle Capstan Village Park Public Art Project Concept Proposal," dated January 5, 2018, be endorsed; and
2. That the transfer of ownership of the public artwork, titled "We Three" by artist Dan Bergeron, from Pinnacle Living (Capstan Village) Lands Inc. to the City of Richmond, be approved.

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

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Parks Services Planning and Development	<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>  CJ	<b>APPROVED BY CAO</b>  

## Staff Report

### Origin

As part of the Pinnacle Living (Capstan Village) Lands Inc. development, located at 8688 Hazelbridge Way (RZ 12-610011), the developer proposes the creation of a public artwork, titled *We Three* by artist Dan Bergeron, for integration with the Capstan Village neighbourhood park on City Lands, and the transfer of ownership of this public artwork to the City. The artwork was commissioned by the developer under the terms of the developer's commitment to contribute to public art through the development process.

This report presents for Council's consideration the public art plan, artist selection process, location and the proposed integrated public artwork.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

2.1. *Strong neighbourhoods.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

### Analysis

#### Richmond Public Art Program

The Richmond Public Art Program sets a framework for creating opportunities for people to experience art in everyday life, encouraging citizens to take pride in public cultural expression, and to complement the character of Richmond's diverse neighbourhoods through the creation of distinctive public spaces. Private development contributions of artwork are an important part of Richmond's growing Public Art Registry.

#### Development Proposal

Pinnacle Living at Capstan Village is a multi-phased residential and commercial project currently under construction. It is located in the Capstan Village of the City Centre in the area bounded by No. 3 Road, Sea Island Way, Sexsmith Road and Capstan Way (Attachment 1).

Phase 1 of the development consists of three mid/high-rise apartment buildings containing 372 market units, 11 affordable housing units, and 17 Artist Residential Tenancy Studio (ARTS) units (i.e. affordable housing secured by a Housing Agreement for professional artists).

Council approved the development's rezoning application (RZ 12- 610011) and the Development Permit (DP 14-667322) on December 17, 2014. In addition, the developer entered into a Servicing Agreement (SA 14-671777) for the design and construction of a new neighbourhood park which includes a children's playground, plaza, seating, tree protection, invasive species removal, and public art.

#### Pinnacle Public Art Plan

On June 6, 2014, the Richmond Public Art Advisory Committee (RPAAC) reviewed the Pinnacle Living at Capstan Village overall Public Art Master Plan and supported the overall Public Art Master Plan.

On November 18, 2014, the RPAAC considered the Pinnacle Living at Capstan Village Phase 1 Detailed Public Art Plan. The proposed public art opportunities are apportioned between two private locations and one public location:

- the mid-block trail plaza (private);
- the corner of Sexsmith Road and Hazelbridge Way (private); and
- the first phase of the neighbourhood park (public).

It was noted that the artist for the neighbourhood park opportunity will work with the park design team to integrate their work into the park.

RPAAC recommended that the call be open to all Canadian artists and that an expanded budget for the park location would appeal to more qualified artists. RPAAC endorsed the following:

***That the Richmond Public Art Advisory Committee supports this project with the recommendation that a higher budget be considered for the neighbourhood park, that the call be opened to artists across Canada, that staff help the art consultant identify community representatives for the panel, and that the design team member act as an advisor on the panel, and not a voting member.***

Attachment 2 provides further information on the Pinnacle Living at Capstan Village Phase 1 Detailed Public Art Plan, as revised to address the RPAAC recommendations.

#### Proposed Location

In accordance with the guidelines for the Public Art Program, private development should support the Program either by contributing to the Public Art Reserve, and/or by providing public artwork which meets the terms of the *Richmond Public Art Program Policy, Administrative Procedures Manual and Plans*, either on site, or at a location acceptable to the City.

As part of the Servicing Agreement (SA 14-671777), the developer agreed to integrate public art with the new neighbourhood park, located at 3311 Carscallen Road. The artwork will be located in the southeast corner of the park, in close proximity to the children's adventure playground and across the street from the Early Childhood Development Centre, to be constructed with Phase 2 of the Pinnacle Living development (Attachment 3).



The artwork will act as high-visibility way-finding for local residents. Final installation and foundation design for the artwork will be coordinated by Durante Kreuk Ltd. with the site contractor for Pinnacle Living (Capstan Village) Lands Inc.

### Artist Call

The Call to Artists, titled *Art + Play*, prepared by public art consultant Durante Kreuk, describes the art opportunity, site description, theme, budget, schedule, artist selection process, and submission criteria. An open, national call to artists for submissions was issued on June 1, 2015, with a deadline of July 15, 2015.

### Public Art Selection Process

Following the administrative procedures for artist selection of public artworks, an arm's length selection panel was engaged in a two stage artist selection process. The five-member selection panel included:

- Richard Tam, Pinnacle International, Developer's Representative;
- Karen Kazmer, Artist;
- Janice Cheung, Artist and Art Teacher at 4Cats Arts Studio, Richmond;
- Mia Weinberg, Artist; and
- John Bingham, Bingham and Hill Architects, Project Architect.

Observers at the meeting, providing project background and technical advice, included:

- Alain Lamontagne, Durante Kreuk Ltd., Project Landscape Architect;
- Eric Fiss, City of Richmond (second meeting, only); and
- Emily Nixon, Durante Kreuk Ltd., Public Art Consultant.

On August 14, 2015, the selection panel met to review the submissions from the open call, recommending that three artists be shortlisted, and invited to prepare presentations for a second stage interview process; the selection panel received an honorarium of \$500 each.

On August 21, 2015, the panel met to review the three short-listed artist submissions and engaged in a question-and-answer period with the shortlisted artists. Following the interviews, the selection panel unanimously recommended Daniel Bergeron, of Toronto, for the commission.

### Proposed Artwork

The artist, Dan Bergeron, was contracted in early 2016 to prepare a concept proposal for the artwork in the neighbourhood park.

*We Three* is a public sculpture comprised of three S-shaped I-beams arranged in close relationship to one another. Like a traditional sculpture, it is intended to function as an object of visual interest, but is also designed to be interactive. The work invites children to climb, straddle, slide, and play within the space it creates.

The artist Dan Bergeron describes the intent of the artwork as follows:

*"We Three* is intended to break down barriers in our public spaces. It bridges the divide between traditional public sculpture and utilitarian infrastructures, by joining beauty with functionality. It disrupts the separation between building materials and art materials. And it questions the gap between children and adults by offering young people a challenging and aesthetically pleasing public place in which to play."

Attachment 4 provides additional information on the artwork concept proposal.

#### Staff Comments on Proposed Artwork Transfer of Ownership to the City

The initial conceptual design for *We Three* was reviewed by City staff and the Richmond Public Art Advisory Committee. Concerns were raised about safety issues. The proposal has also been reviewed by Playscape Inspection and Consulting Services Inc. of Picton, Ontario, who have provided recommendations in a report dated September 15, 2017, in order to meet the requirements of the applicable Canadian Safety Standard, CAN/CSA Z614-2014 Standard for Children's Playspaces and Equipment. These include:

- No angles or curves in the sculpture that are less than 30 degrees;
- The addition of handholds and footholds to assist users' access;
- Requirement for a protective surfacing that must absorb impact from falls surrounding the entire sculpture and extending a minimum of 1.8 m in all directions, from all extremities; and
- Installation of signage visible from the playspace including manufacturer contact, date of manufacture and that the play sculpture is intended for users 5 to 12 years of age and that adult supervision is recommended.

The artist has refined the design proposal to address these concerns and to comply with the Canadian Standards for Public Safety. Following installation, a certified playground inspector will be retained to confirm compliance with the above noted Standard. Acceptance of the artwork by the City will be contingent upon receipt of a Statement of Compliance.

As the work is proposed to be located on City lands, Planning, Parks, and Arts Services staff reviewed the proposed location in terms of urban design, maintenance, and pedestrian safety. The issues which were identified have been addressed by the artist and design team and City staff has no concerns.

#### Cost of the Artwork

The total budget for the artwork *We Three* is \$100,000, including artist fees, fabrication, installation, engineering, foundations and signage. The developer has provided a Public Art voluntary contribution of \$272,468 in the rezoning phase as follows:

Amount	Description
\$100,000	Public art for the neighbourhood park (Total budget for <i>We Three</i> )
\$13,623	Public Art Provision for City Administration fee (5%)
\$27,247	Public Art Consultant fee (10%)
\$11,000	Administrative expenses for the private and public projects' selection processes
\$120,598	Creation of artwork on private lands associated with this phase of development
<b>\$272,468</b>	<b>Total public art voluntary contribution</b>

As per Administrative Procedures, a tax receipt for the transfer of ownership will not be issued. The proposed artwork is provided through the commitment made by the developer to a voluntary contribution for public art through the development approvals process.

### Financial Impact

The artwork will require minimal periodic washing and maintenance, at an estimated cost of \$250.00 per cleaning annually. City funds will be allocated out of the Public Art Program's annual operating budget for this purpose.

### Conclusion

Funding of the proposed artwork, *We Three* by Dan Bergeron, signifies a continuing show of support by developers of the importance of public art to Richmond neighbourhoods and the City. The inclusion of public art within the Capstan Neighbourhood Park will enhance the integration of City amenities within a publicly accessible open space, and support the establishment of Capstan Village as a high-amenity, pedestrian-oriented urban community.

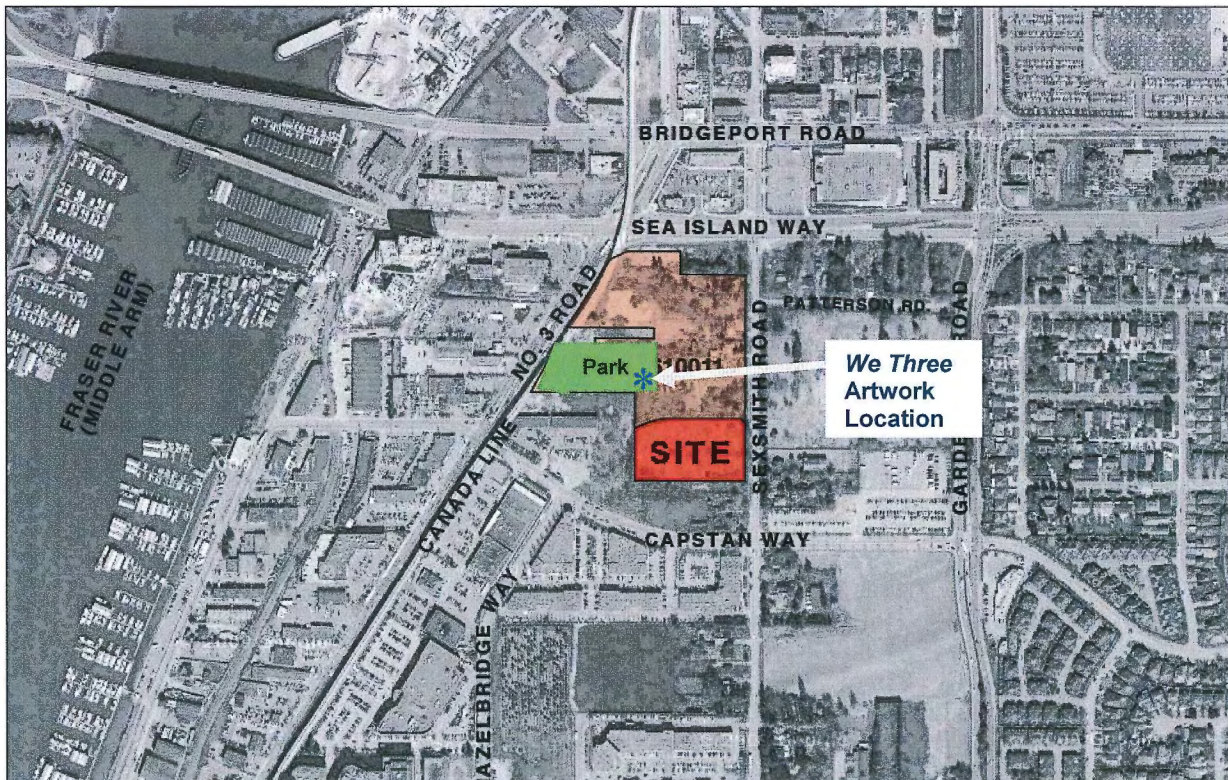


Eric Fiss, Architect AIBC, MCIP, LEED AP  
Public Art Planner  
(604-247-4612)

- Att. 1: *We Three* Location Plan  
 2: Pinnacle Living at Capstan Village Phase 1 Detailed Public Art Plan  
 3: Location of Artwork *We Three* in southeast corner of the Park  
 4: Artist Statement, *We Three*, by Dan Bergeron



## We Three Location Plan



Location of artwork, *We Three*, in southeast corner of the Capstan Village neighbourhood Park, to be constructed with the Pinnacle Living at Capstan Village Phase 1 development site.



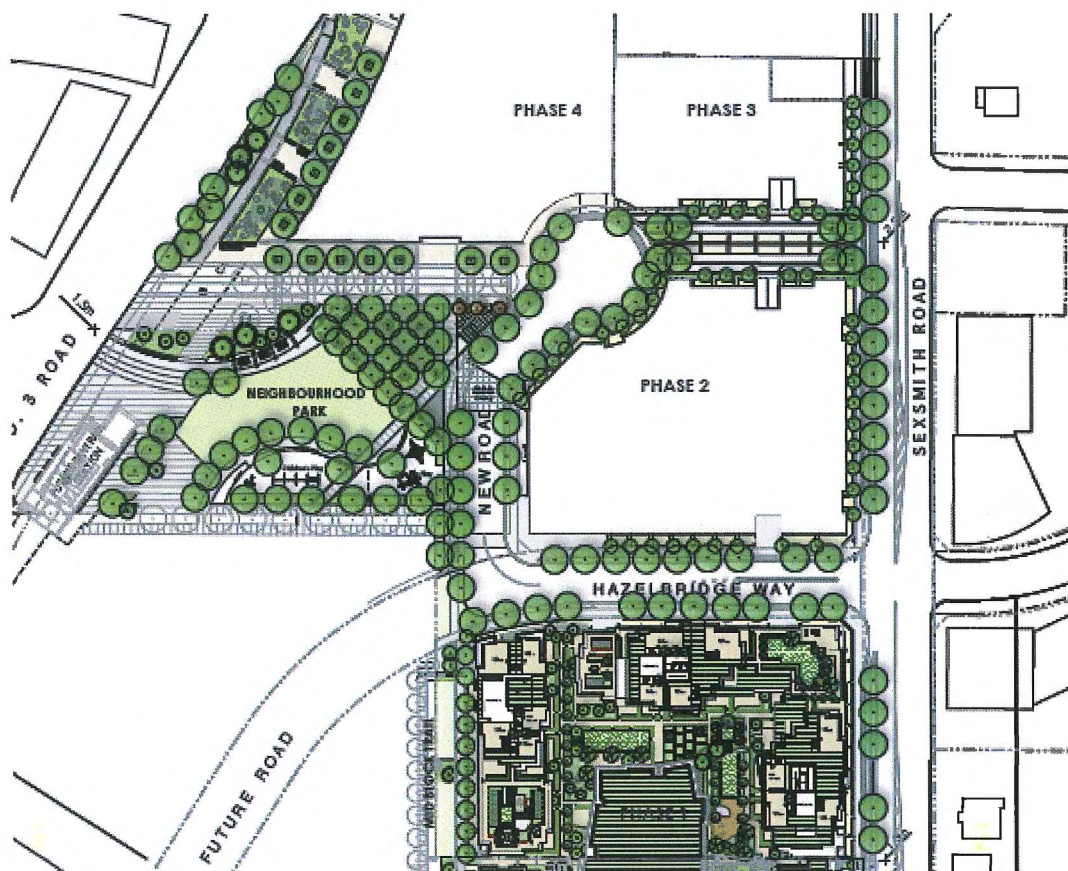
*Excerpts from*

**Pinnacle Living at Capstan Village Phase 1 Detailed Public Art Plan**

## DETAILED PUBLIC ART PLAN FOR

# PINNACLE LIVING AT CAPSTAN VILLAGE

## PHASE 1 Richmond, BC



Prepared For:

Pinnacle International

Date: Nov. 17, 2014 Revised: Dec. 08, 2014

Job# 14035





## 1. INTRODUCTION

This Detailed Art Plan describes the selection of public art for Phase 1 of the planned development known as Pinnacle Living at Capstan Village. Phase 1 will include a residential development and the first phase of a neighbourhood park. Two processes are proposed that will result in the selection of two artists. One will integrate artwork into two sites on private residential land, and the other will be selected to work with the design team on integrating artwork into the park. This document describes the character of the landscape and the architecture, the sites selected for the artworks, the budget breakdown, the selection process and a rough timeline.



### 1.1 Site Location

## 2. SITE AND CONTEXT

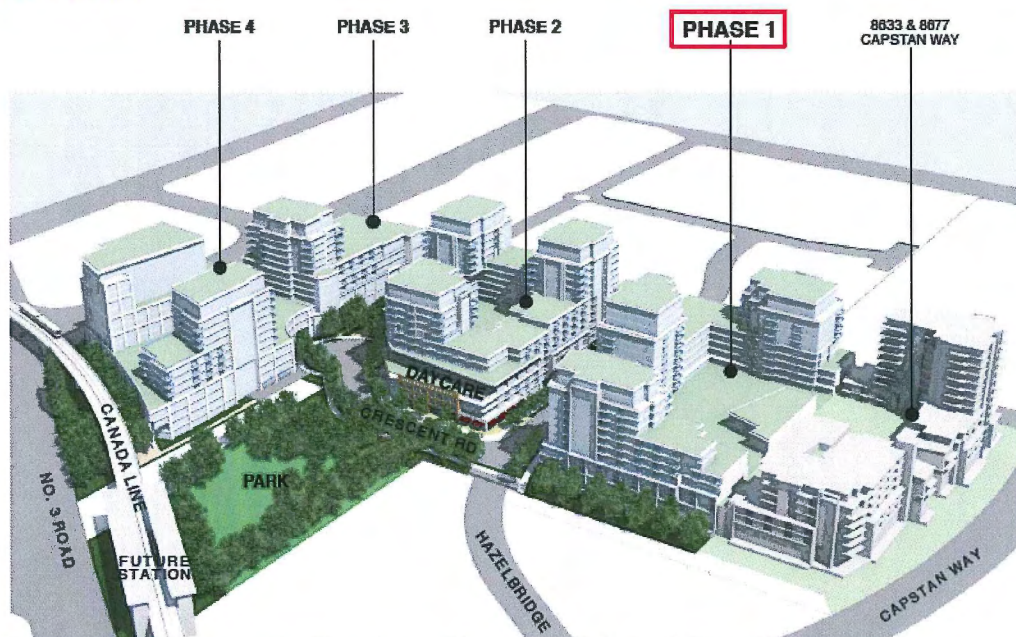
### 2.1 Location

This development will be located in Richmond's City Centre, and will be a part of a four phase development known as Pinnacle Living at Capstan Village. The total development, once built out, and including an earlier, separate phase, will be bordered by Sea Island Way to the north, Sexsmith Road to the east, Capstan Way to the south, and No. 3 Road to the west.



## 2.2 Development and Planning Context

Pinnacle Living at Capstan Village will be located in an area that the Richmond City Centre Area Plan (CCAP) has identified as Arts District. The objective described in the CCAP is to "provide a framework for the City Centre as a 'thriving and creative community' that is empowered, engaged and diverse, where arts, culture and heritage are inextricably linked". Public art will contribute to the legibility of the neighbourhood as a supportive place for arts and culture.



2.2.2 Total Development Massing - Pinnacle Living at Capstan Village

## 2.3 Architecture

The architecture of Phase 1 will include residential townhouses and ARTS units at the ground level with residential entries to the street. The architectural facades will form a strong "streetwall" along the west Mid-Block Trail, Hazelbridge Way and Sexsmith Road, contributing to an inviting pedestrian environment. Phase 1 includes 3 towers with heights ranging between 13 and 14 stories. Building materials include painted concrete, coloured spandrel glass and aluminum and glass window systems.

At the ground level, the building's public interface will consist of residential townhouses and ARTS units. Separation and privacy is created through elevation changes and through the addition of street trees and planting. The contemporary expression of the building includes glazed, retractable doors at the ARTS units to allow in ample amounts of natural light and create a sense of openness. The ARTS units are fronted and connected by a continuous terrace.



## 2.4 Landscape

### Neighbourhood Park - Public Land

The majority of the public open space to serve the four development phases is located in the Neighbourhood Park, most of which will be constructed with the Phase 1 development. The park will contain a variety of spaces to accommodate groups of different scales and support diverse activities. Key features include an adventure based kid's play area, a great lawn, and an urban plaza with ample seating and shade from a grid of trees. Art is to play a significant role in the character of the park, through the incorporation of temporary art works, artwork integrated into the design elements, and a large scale, free-standing piece. At this stage, it is proposed that funding is put towards hiring an artist to work with the design team, for integrating artwork into the park.

#### 2.4.2 Phase 1 Capstan Village Neighbourhood Park



Artwork integrated into the park construction. Dashed, red line indicates areas eligible for integrated artworks. (location 3.3)

### 3.3 Integrated Artwork in the Neighbourhood Park

Art can serve as an additional interpretive layer to a place. An artist will be selected to work alongside and consult with the design team to create custom, site-based artworks that will enrich the park. This approach could create many results, from an artist appropriating site furniture or design elements and integrating their function into their artworks, to artists embellishing common materials such as paving, plantings, wood and metal, with art. Art pieces could be distributed throughout the park in this manner, or perhaps the art could be focused on one element of the park, retaining its function yet transforming its perception. Artists could also contribute to the children's play area through the addition of playful design elements. Artists will be interviewed and brought into the design process at an early stage so that they may collaborate with the design team.



#### 4. PUBLIC ART VISION AND GOALS

Public art should engage the senses and create intrigue in public spaces. It contributes to the identity of a place by adding experiences that are unique. The primary vision for the public art in Capstan Village is to contribute to its identity as an Arts District. An Art Plan for Capstan Village is currently being developed that will identify historical themes and narratives. This document will serve as the conceptual directive for the artists and it will be referred to in the development of Artist Calls.

Other goals related to the neighbourhood and the arts community include:

- The creation of opportunities for artists to integrate their work with built elements in innovative ways
- To provide means for community interaction with the artwork
- To contribute shared assets to the neighbourhood through contributing art works that become, and remain, relevant community focal points
- To facilitate the development of projects that reflect the historical significance of the area, based on the Capstan Village Public Art Plan

##### Phase 1 Art Allocation

Total Allocation	<b>\$272,468.00</b>
City Administration Fee 5%	\$13,623.40
Public Art Consultant Fee (10%)	\$27,246.80
<b>Project Administration Costs (for both processes)</b>	
Selection Panel and Artist Honoraria for both selection processes	\$7,000.00
Travel costs and disbursements	\$2,500.00
Interview Honoraria	\$1,500.00

<b>Total Available for Art in Phase 1</b>	<b>\$220,597.80</b>
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##### Public Land

<b>Artwork integrated with the design in the Neighbourhood Park: 45%</b>	<b>\$100,000.00</b>
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##### Private Land

<b>Two artworks by one or two artists resulting from one process 55%</b>	<b>\$120,597.80</b>
Allocation for artwork at Sexsmith Rd. and Hazelbridge Way: 40% of subtotal	<b>\$72,358.68</b>
Allocation for artwork at Mid-Block Trail and Hazelbridge Way: 25% of subtotal	<b>\$48,239.12</b>

#### 6. SELECTION PROCESSES

Two different approaches are proposed for the integration of artworks into the development as referred to in Section 3. An artist selected to develop artwork within the private lands of Phase 1 will be chosen through an invited call process, while the artist selected to work with the design team in the development of the park on public land will be selected through an open call process.

## **6.2 Neighbourhood Park (location 3.3) – Open Call**

1. Information from this Detailed Art Plan will be incorporated into a Call for Artists and this will be circulated throughout Canada. The Call will invite artists to submit applications to the Public Art Consultant.
2. A Selection Panel will be assembled to review the applications, and will create a shortlist of artists to be considered for the project.
3. The Selection Panel will conduct an interview process to select the artist.

## **7. THE SELECTION PANEL**

Three art professionals will comprise the majority of the Selection Panel. As members they will have knowledge of contemporary art practice and an understanding of issues surrounding art in the public realm. The fourth member of the Panel will be a community representative and the fifth will be an owner's representative. Project designers will play an advisory role to the Panel. Panel members will have to commit to 4 to 5 meetings over a period of 2-3 months.

## **8. ARTISTS**

The Artists nominated for each commission will have public art experience. Artists awarded a Public Art Contract will be responsible for the following:

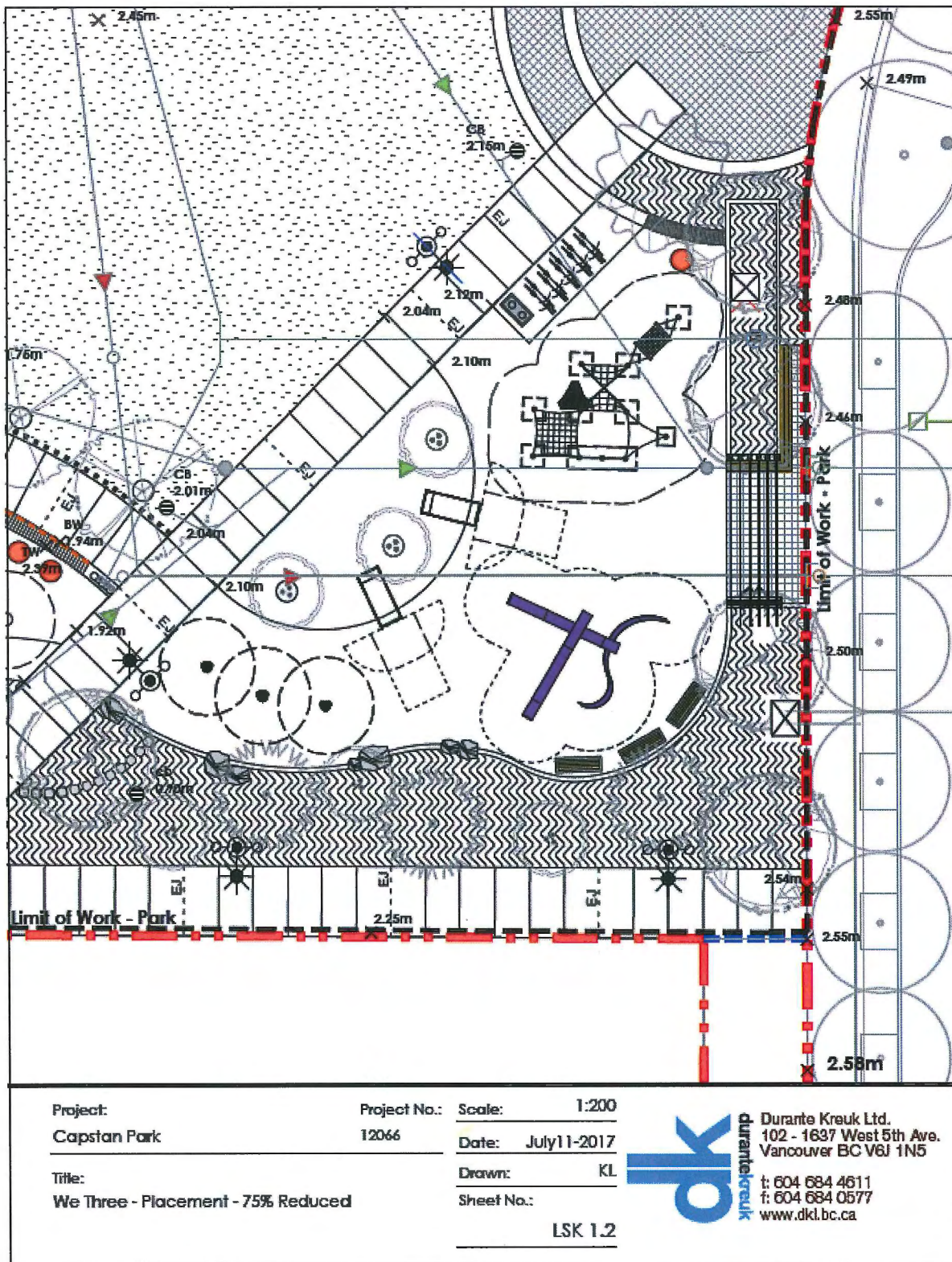
- Creating a budget for the artwork including all project costs
- Developing a timeline for artwork fabrication
- Meeting with project team members to discuss progress at important milestones
- Oversee the fabrication and installation of their work
- Provide drawings and project documentation as needed
- Create a maintenance manual for the City or Strata corporation to use in the artwork's care

## **9. THE PUBLIC ART CONSULTANT**

The Public Art Consultant is responsible for all aspects of managing the public art project from the initial stage of the project through to the transfer of responsibility of the artwork to the owner and submission of final documentation to the City of Richmond. Responsibilities of the Consultant include development of this Plan, facilitation of the artist selection process, coordination of artist with the project architects, landscape architects (and other team consultants as and if required), and facilitation of artwork installation. The consulting team will work with the developer and City to secure all necessary approvals for the proposed artwork. In addition, they will develop an artwork commission contract for use by the developer, and will manage the contract during the fabrication phase of the artworks.



# Location of Artwork *We Three* in Southeast corner of the Park



***We Three***  
**A Public Art Installation for Capstan Village**  
**By Dan Bergeron**

**Artist Statement**

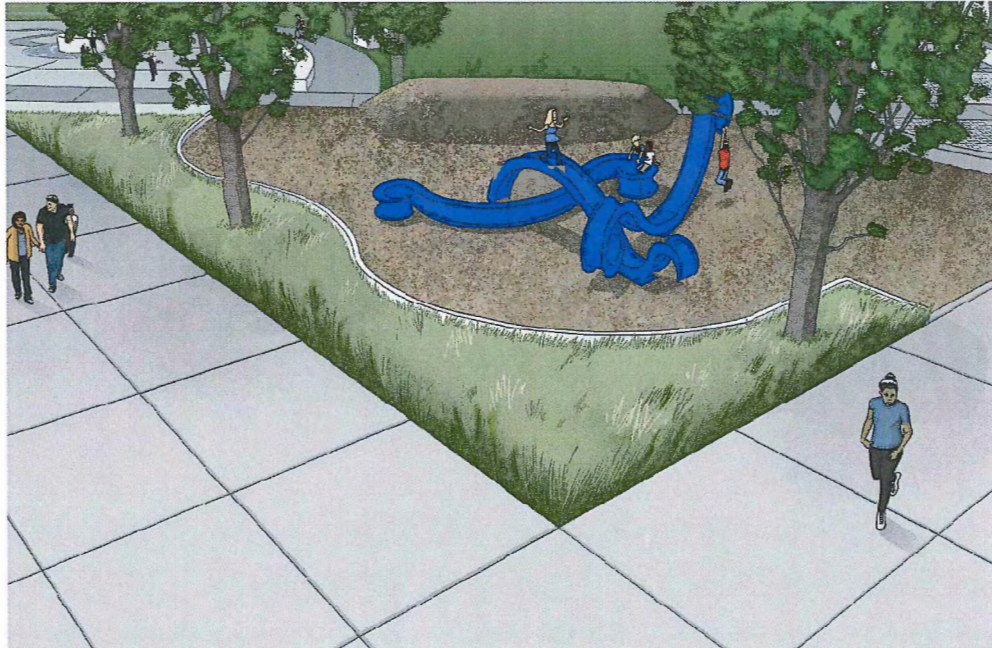
*We Three* is a public sculpture comprised of three S-shaped, curved I-Beams arranged in close relationship to one another. Like a traditional sculpture, it is intended to function as an object of visual interest, but it is also designed to be interactive. The work invites users to climb, straddle, slide and play within the space it carves out.

*We Three* marries the industrial I-Beam with the curves of the natural world. It transforms building materials that are installed at 90-degree angles with the contours more typical of rocks, rivers or parts of the human body. This union speaks to the inter-relationship of the natural and the built environments and, particularly, between humans and the structures with which they interact.

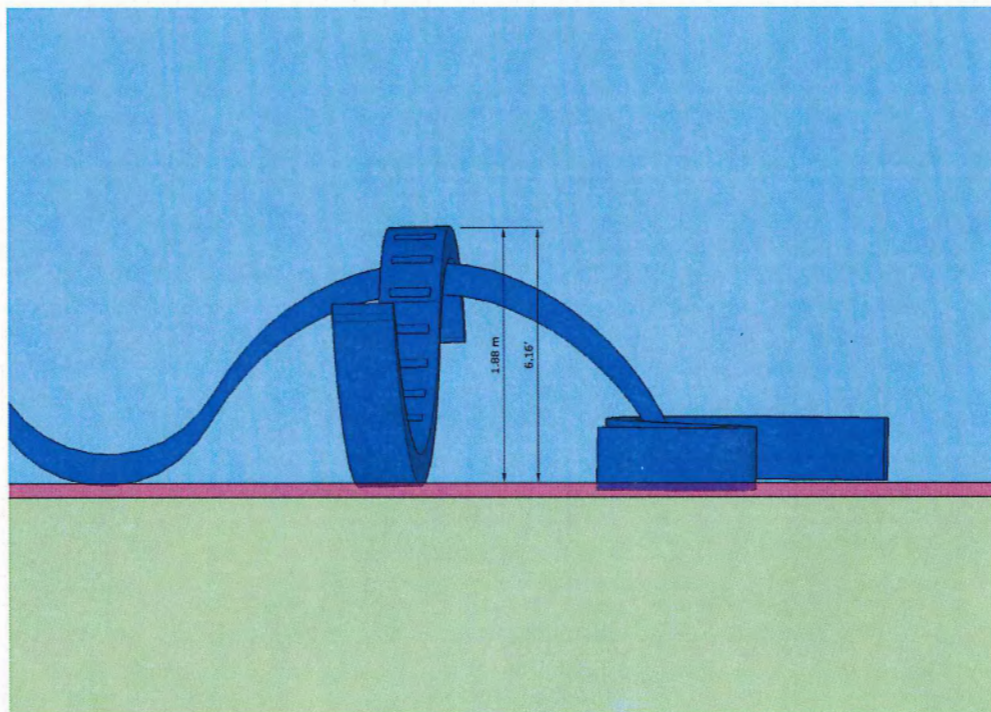
This makes *We Three* an apt object to support children's play. Unlike traditional playground equipment with set functions, this sculpture challenges users to interact with it in non-pre-determined ways. The I-Beam itself supports climbing, hanging, resting, and the passage of objects. The curves add motion and resistance to these activities. The space between the beams allows for movement from one piece to the next with room to explore in between. As metal bent into arcs, the very physical existence of this sculpture suggests the stretching of all possibilities. In these ways, *We Three* invites innovative, creative and playful responses from its users.

*We Three* is also intended to break down barriers in our public spaces. It bridges the divide between traditional public sculpture and utilitarian infrastructures, by joining beauty with functionality. It disrupts the separation between building materials and art materials. And it questions the gap between children and adults by offering young people a challenging and aesthetically pleasing public place in which to play.



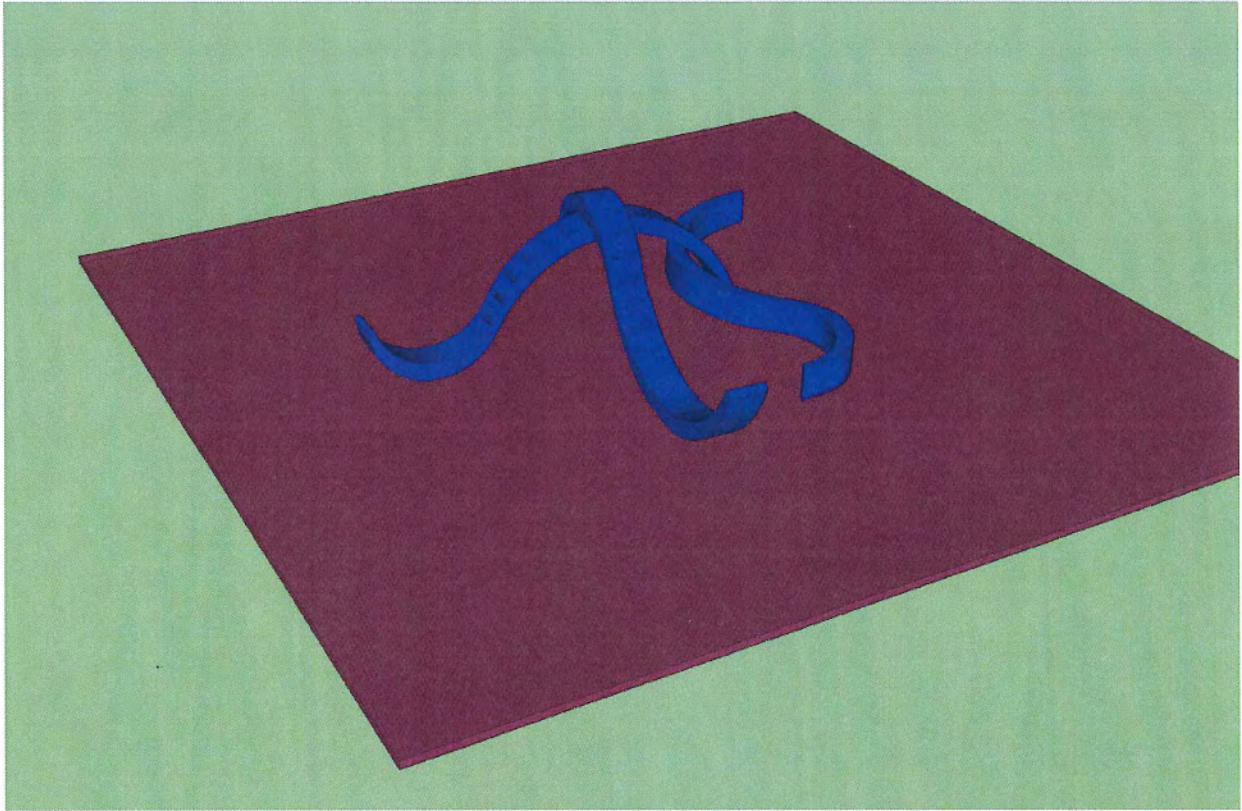


*Preliminary concept version*



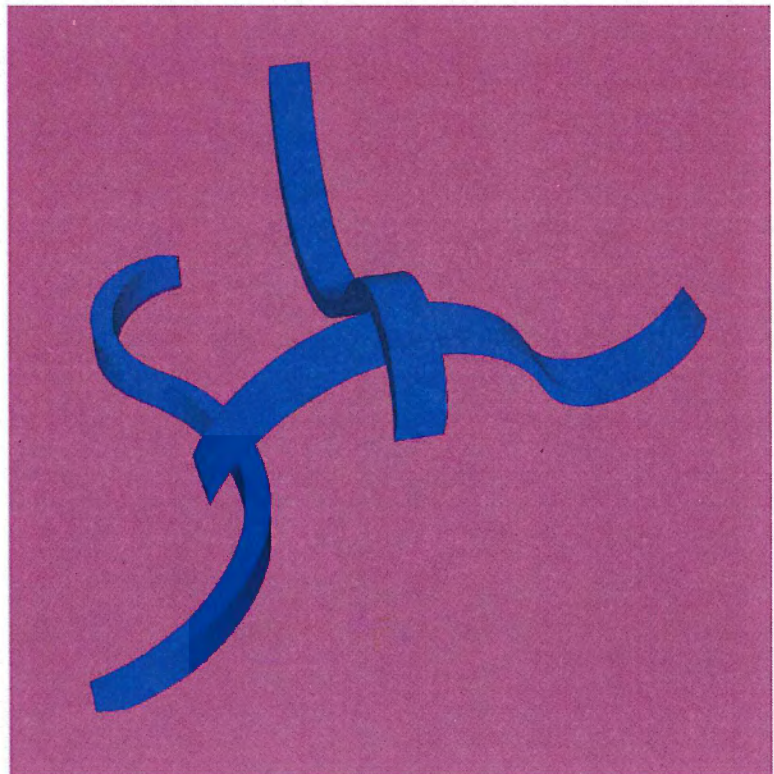
*Final concept refined to address safety requirements*





#### **Protective Surfacing**

- There will be a protective surfacing, marked by the red square in the diagram, that will extend 3m in all directions and beyond all extremities of the sculpture.
- This surfacing will have a GMAX not exceeding 200 and a HIC not exceeding 1000 when tested for the defined fall height.





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Manager, Community Social Development  
**Re:** 2018 Child Care Grants

**Date:** January 18, 2018  
**File:** 07-3070-01/2017-Vol  
01

### Staff Recommendation

1. That, as outlined in the report titled "2018 Child Care Grants," dated January 18, 2018, from the Manager of Community Social Development, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$31,093; and
2. That, as outlined in the report, the Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$9,000.

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

Att. 4

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

## Staff Report

### Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 3) which acknowledges that child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including: facilities, spaces, programming, equipment, and support resources. The Child Care Development Statutory Reserve and the Child Care Operating Statutory Reserve were established to financially assist non-profit societies with providing child care grants for minor capital improvements and support resources for child care providers.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

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

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

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

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

### Findings of Fact

#### 2018 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used as a source of funding for the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and



- The Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

On December 11, 2017 as part of the 2018 Capital Budget, City Council approved an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2018 Child Care Capital Grants. On the same date, an expenditure of \$10,000 was also approved from the Child Care Operating Reserve to provide a budget for the 2018 Child Care Professional and Program Development Grants.

#### Notice Given and Applications Received

On October 10, 2017, a call for applications for the 2018 Child Care Grants was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was November 20, 2017.. A total of five applications were received of which two were for Child Care Capital Grants and three were for Professional and Program Development Grants.

### **Analysis**

#### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2018 Child Care Grant applications and supporting materials. The subcommittee met on December 6, 2017 with the Child Care Coordinator (CCDAC staff liaison) and Child Care Planner to prepare recommendations for consideration by the CCDAC voting members. The subcommittee assessed each application for compliance with the Child Care Grant Guidelines (Attachment 3) and used a rating sheet (Attachment 4) to score the applications from the following organizations:

2018 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
<b>Capital Grant Applicants and Requests</b>			
1.	Little Wings Day Care Society	\$5,297.30	\$5,297.00
2.	Society of Richmond Children's Centres	\$25,796.60	\$25,796.00
<b>Total Amount Requested for Capital Grants</b>		<b>\$31,093.90</b>	<b>\$31,093.00</b>

<b>Professional and Program Development Grants</b>			
3.	Atira Women's Resource Society	\$10,000.00	\$0.00
4.	Child Care Training and Professional Development Society of Richmond	\$6,000.00	\$6,000.00
5.	Volunteer Richmond Information Services Society	\$3,000.00	\$3,000.00
<b>Total Amount Requested for Professional and Program</b>		<b>\$19,000.00</b>	<b>\$9,000.00</b>
<b>Total Amount of Requests for 2018 Child Care Grants</b>		<b>\$50,093.90</b>	<b>\$40,093.00</b>

On December 6, 2017, the CCDAC received a report from its Child Care Grants Subcommittee about the 2018 Child Care Grant applications. The total requests for the 2018 Child Care Grants amounted to \$50,093.90 and the grant allocations recommended amounted to \$40,093.00.

The two Capital Grant requests amounted to \$31,093.90. Little Wings Daycare Society and the Society of Richmond Children's Centres were seeking funding for equipment and furnishings. Both applicants deliver licensed child care programs offering Group Care Under 36 Months. This type of licensed child care is identified in the Child Care Grant Guidelines and the 2017-2022 Child Care Needs Assessment and Strategy as a high priority. The Society of Richmond Children's Centres is Council's selected operator for the Gardens Children's Centre and is requesting funding to assist with outfitting the new facility.

The three Professional and Program Development Grant requests amounted to \$19,000. The three applicants are: Atira Women's Resource Society; Child Care Training and Professional Development Society of Richmond; and Volunteer Richmond Information Services Society. All three applicants are seeking funding to provide professional development opportunities for Richmond early childhood educators. The Child Care Training and Professional Development Society of Richmond is seeking funding for a Circles of Caring Conference 2018 and the Volunteer Richmond Information Services Society is requesting a grant to provide a series of workshops on tools and strategies to use to encourage the social and emotional well-being of children. Atira is seeking funding for an educational series on trauma-informed practice for ECEs working with children who have complex behaviours. Unfortunately, Atira's application is missing a current and proposed year operating budget. Therefore, their application is incomplete and ineligible for funding consideration.

The CCDAC is recommending that the two Child Care Capital Grants applicants, Little Wings Daycare Society and the Richmond Society of Children's Centres be funded as requested for a total amount rounded of \$31,093. The Child Care Professional and Program Development Grant requests exceed the available budget of \$10,000, but given that one organization is not eligible the remaining two applications are recommended for the requested amounts totalling \$9,000.

Staff support the CCDAC recommendations as proposed in the attached list of 2018 Child Care Grants (Attachment 1).

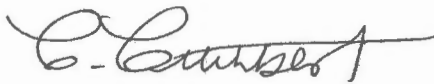
For reference, summaries of the 2018 Child Care Grant applications are included with this report (Attachment 2). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

### **Financial Impact**

The 2018 Child Care Grants budget of \$60,000 approved by City Council on December 11, 2017 as part of the 2018 Capital Budget is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$40,093 in allocations is being recommended for the 2018 Child Care Grants, subject to City Council's approval. Staff will carry forward the remaining unspent funds of \$19,907 to supplement the 2019 Child Care Grants budgets.

### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017-2022 Richmond Child Care Needs and Assessment Strategy. Staff recommend approval of the proposed CCDAC's recommendations for the 2018 Child Care Grants amounting to \$40,093 with \$31,093 allocated to the two Child Care Capital Grant requests and \$9,000 allocated to two of the Child Care Professional and Program Development Grant requests.



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

- Att. 1. 2018 Child Care Grants  
2. 2018 Child Care Grants Summary Reports  
3. Child Care Grants Program Guidelines & Child Care Development Policy 4017  
4. Child Care Development Advisory Committee Grant Review Rating Form

## 2018 CHILD CARE GRANTS

Applicant	Program	Purpose	Request	Recommended Amount	Comments/ Conditions	Att. 2 Page
<b>Child Care Capital Grants</b>						
Little Wings Day Care Society	Child Care Capital Grants	To purchase furnishing and equipment for the Little Wings Day Care	\$5,297.30	\$5,297.00		1
Society of Richmond Children's Centres	Child Care Capital Grants	To purchase furnishing and equipment for the Gardens Children's Centre	\$25,796.60	\$25,796.00		3
<b>Total Requested/ Recommended</b>			<b>\$31,093.90</b>	<b>\$31,093.00</b>		
<b>Total Available</b>				<b>\$50,000.00</b>		
<b>Total Remaining</b>				<b>\$18,907.00*</b>	<b>*The unspent funds will be carried forward to supplement the 2019 Child Care Capital Grants budget</b>	
<b>Child Care Professional and Program Development Grants</b>						
Atira Women's Resource Society	Professional and Program Development Grant	The purpose of the grant is to fund a 4-part educational series for the Richmond ECE community in trauma-informed practice when working with children who have complex behaviours	\$10,000.00	\$0.00	Comments: The application is ineligible as it was not complete (e.g. missing the Current and Proposed Year Operating Budget). A future application would benefit from having a more detailed plan for the educational series (i.e. who are the key speakers, a plan for the workshops, a detailed project budget showing in-kind contributions and other sources of funding)	5
Child Care Training and Professional Development Society of	Professional and Program Development Grant	The purpose of the grant is to help with costs for the Circles of Caring Conference 2018	\$6,000.00	\$6,000.00		7



<b>Applicant</b>	<b>Program</b>	<b>Purpose</b>	<b>Request</b>	<b>Recommended Amount</b>	<b>Comments/ Conditions</b>	<b>Att. 2 Page</b>
Richmond		which provides professional development workshops for Richmond ECEs				
Volunteer Richmond Information Services Society	Professional and Program Development Grant	The purpose of the grant is to provide a workshop series for Richmond ECEs, Kindergarten teachers, parents and service providers on tools and strategies to support children's social and emotional well-being	\$3,000.00	\$3,000.00		9
<b>Total Requested/ Recommended</b>			<b>\$19,000.00</b>	<b>\$9,000.00</b>	<b>Grants budget</b>	
<b>Total Available</b>				<b>\$10,000.00</b>		
<b>Total Remaining</b>				<b>\$1,000.00</b>	<b>**The unspent funds will be carried forward to supplement the 2019 Professional and Program Development</b>	
<b>2018 Child Care Grants – Summary of Both Grants</b>						
<b>Total Requested/ Recommended</b>			<b>\$50,093.00</b>	<b>\$40,093.00</b>		
<b>Total Available</b>				<b>\$60,000.00</b>		
<b>Total Remaining</b>				<b>\$19,907.00</b>		

**Capital Assistance Application for 2018  
Childcare Grants Program**

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

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

**Title:** Little Wings Furnishing Replacements

**Amount:** \$5,297.30

**Purpose:** Furnishings

The purpose of this grant is to replace aging furniture and equipment in our Infant program. The tables, chairs and cribs have been at Little Wings for over 20 years and are showing signs of deterioration and need to be replaced.

**Service Delivery Benefits:**

The Child Care Grant funds from the City of Richmond will enhance the delivery of our programs by providing new and safe equipment to be used by the children. Daily routine activities that include eating, playing, sleeping and outdoor time require equipment and furnishings that are safe and appealing to use. We want to provide comfortable cribs and chairs for the infants to use while they rest or eat throughout the day. We take the children on walks every day which means our strollers get heavy use and eventually show signs of wear and tear. We share our runabout stroller with our toddler program and need to purchase a second stroller to accommodate the daily use of these strollers by two programs.

**Beneficiaries:**

Funds received from this grant will directly benefit 29 infant and toddler aged children as well as 8 Infant Toddler teachers. Current parents and future Richmond families will be pleased with the new and safe furnishings their children will be able to use on a daily basis.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2015	\$5000.00	Child Care Capital
2016	\$5103.22	Child Care Capital
2017	\$4836.62	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,297.00

**Recommendation:**

A grant is recommended to assist Little Wings Day Care with the purchase furnishings and equipment.
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**Staff Comments/Conditions:**

None
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**Capital Assistance Application for 2018  
Childcare Grants Program**

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

**Society:** Society of Richmond Children's Centres

**Title:** Gardens Furnishings

**Amount:** \$25,796.60

**Purpose:** Furnishings

To partly furnish Garden's Children's Centre with tables and benches and some program shelving from Naturalpod to match other SRCC centres and design aesthetic

**Service Delivery Benefits:**

These high quality, local, non-toxic and specifically designed pieces will create the conditions for the child care program to operate and will be in daily use for many years

**Beneficiaries:**

The children enrolled in Gardens Children's Centre and the staff and families.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital
2015	\$4000.00	Child Care Capital
2015	\$3000.00	Child Care Capital
2015	\$1000.00	Child Care Capital
2016	\$3308.30	Child Care Capital
2016	\$2965.50	Child Care Capital
2017	\$2837.00	Child Care Capital



**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$25,796.00

Recommendation: A grant is recommended to assist the Society of Richmond Children's Centres with the purchase of furnishings and equipment for the Gardens Children's Centre.

Staff Comments/Conditions:

None

**Society: Atira Women's Resource Society****Title: Atira Women's Resource Society and Vancouver Coastal Health 4-part educational series trauma-informed practice for ECE professionals****Amount: \$10,000.00****Purpose:**

Willow Early Care & Learning Centre is an integrated daycare located in Richmond City Centre. Willow provides support to families who live in the community as well as families who have been impacted by violence and are residing in Cadence Second Stage Housing. Since opening in September 2017 we have been working diligently to coordinate the support of the Public Health Unit, the PACE program and Supported Child Development. Repeatedly throughout this process we have been identified by local child care resources as Richmond's first highly vulnerable daycare.

Children who have been impacted by violence often display complex behaviors. These complex behaviors do not follow a predictable pattern. One day a skills, intervention, re-direction can work and the next it doesn't. Supporting children with complex behaviors takes a team approach, it takes education and training that is not offered in early childhood education necessarily. It takes a collaborative community response to support our most vulnerable children. This project will bring together local psychiatrists, educators, experts and consultants who will be able to provide best practices to ECE professionals who are going to be working front line with our most vulnerable children.

**Service Delivery Benefits:**

If we are successful with this application for funding it is our intention to provide a learning opportunity to the early childhood educators in Richmond. With the support of the local champions in Early Childhood Mental Health, the Blundell Alternate program and others, Atira Women's Resource Society in partnership with Vancouver Coastal Health, will develop a 4-part educational series on how to identify, support and adapt/enhance our local child care programs to view behaviors through a trauma-informed lens. We will provide education, take-away materials and an opportunity to network and relationship build within our ECE community.

**Beneficiaries:**

## Program and Professional Development Assistance for 2018

Atira Women's Resource Society

Summary Page 2

The ECE Educators as a community of professionals who are supporting the most vulnerable children in our Richmond daycares.

### Partners (if applicable):

Karen Barclay, Manager Addictions and Mental Health, Vancouver Coastal Health Authority.

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

Year	Amount	Grant Program
2017	\$25000.00	Child Care Capital Grant

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$0.00

#### Recommendation:

The purpose of this grant request is to fund a 4-part educational series on how to identify, support and adapt/enhance local child care programs to view behaviours through a trauma-informed lens. A grant is not recommended for the following reasons: the application is ineligible as the current and proposed year operating budget was not provided; the project can only proceed if the request is fully funded by the City as no other funding or in-kind contributions from other sources are shown; and a more fully developed project plan is required that demonstrates the project is ready to proceed. Staff will work with Atira to explore other funding options for this project that would allow it to advance this year or to be more fully developed for resubmission to the City in 2019.

#### Staff Comments/Conditions:

None



**Program and Professional Development  
Child Care Grants Program 2018**

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

**Society:** Child Care Training and Professional Development Society of Richmond

**Title:** Circles of Caring Conference 2018

**Amount:** \$6,000.00

**Purpose:**

The grant will help subsidize the cost for the keynote, workshop presenters, catering, parking and venue.

**Service Delivery Benefits:**

The grant funds will be dedicated to identify, assess, deliver, and facilitate professional development to the childcare community. This also allows us to pay the professionals presenting for their time accurately.

**Beneficiaries:**

With the grant, we can maintain a very affordable cost for delegates to attend the conference.

**Partners (if applicable):**

Richmond Child Care Training Committee - members volunteer their time at the conference

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

Year	Amount	Grant Program
2015	\$10000.00	Professional & Program Development
2017	\$5500.00	Professional & Program Development

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$6,000.00

**Recommendation:**

The purpose of the grant is to fund the Circles of Caring conference which offers professional development workshops to Richmond's early childhood educators. A grant is recommended with funding to be used to help subsidize the cost of a keynote speaker, workshop presenters, catering, venue, and parking expenses for participants.



## Program and Professional Development Assistance for 2018

Child Care Training and Professional Development Society of

Summary Page 2

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Staff Comments/Conditions:

None
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**Program and Professional Development  
Child Care Grants Program 2018**

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

**Society:** Volunteer Richmond Information Services Society

**Title:** Supporting Children's Social and Emotional Well-Being

**Amount:** \$3,000.00

**Purpose:**

To provide Kindergarten teachers, early childhood professionals, parents, and service providers the tools, strategies, understanding, and vocabulary to support children's social and emotional well-being.

**Service Delivery Benefits:**

Early childhood professionals, parents, kindergarten teachers, and service providers will explore how to set up the classroom to support the social and emotional well-being of the child. Participants will unpack the key elements of setting up a responsive room that nourishes children and supports the social aspects of learning and see actual examples of three unique settings- Strong Start, Kindergarten, and a school age studio.

**Beneficiaries:**

This workshop series of one full day (5 hours) and 2 - 2 hour workshops will provide Early Childhood professionals, and child care providers with 9 hours of professional development that can be used for recertification. Kindergarten teachers, parents, and service providers that attend will learn the value of creating a well-balanced environment that will benefit the children in their care. Participants will also learn about the Changing Results for Young Children project where the focus is on understanding what social and emotional learning looks like for young children.

**Partners (if applicable):**

School District 38 will provide in-kind space and custodial services for the full day workshop

## Program and Professional Development Assistance for 2018

Volunteer Richmond Information Services Society

Summary Page 2

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

Year	Amount	Grant Program
2015	\$5000.00	Professional & Program Development
2016	\$5000.00	Professional & Program Development
2017	\$2500.00	Professional & Program Development

### GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,000.00

Recommendation: A grant is recommended to fund a series of workshops for Richmond early childhood educators, parents, Kindergarten teachers and community service providers on tools, strategies and vocabulary to support children's social and emotional well-being.

Staff Comments/Conditions:

None



# **Child Care Grants Program Guidelines**

City of Richmond - Community Services  
Community Social Development  
September, 2015



# Child Care Grants - Program Guidelines

## Introduction

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

## Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible. Applicants may be either non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

## Purpose

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

### (1) Capital

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

### (2) Professional and Program Development

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

## **Priorities**

Priority will be given to applications supporting infant/toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment and Strategy.

## **Online Grant Application Process**

The City of Richmond has moved to an online grant application process. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site. The guide provides tips and illustrations for all sections of the grant application. In preparation for submitting an application, please have electronic documents in a location on your computer so they can be attached as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that you can use to provide information on licensed capacity, project budgets and project timelines. If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant. Here is a list of the items to have ready for attaching to your application:

- Society Incorporation Certificate, Contact List for the Society's Board of Directors, Officers and Executive Director, Most Recent Annual General Meeting Minutes, Provincial Child Care License(s), Last Year's Financial Statements or Audited Statement, Current Year Operating Budget, Itemized Project Budget, Project Timeline, and Support Letters; and
- If you received a grant in the previous year, you will need to submit a grant-use report documenting how the awarded funds were used and to what benefit. This is required in order to be eligible to apply for a grant in the current funding year.

## **Applications are to include the following:**

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

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

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

- a) Briefly outline the Society's history, mandate, goals and objectives of your organization.
- b) Describe the programs and services provided in the last 5 years.
- c) If the Society delivers licensed child care programs provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers, and Executive Director, including their addresses and contact information.
- f) Attach minutes of the most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
  - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year.

## **Step 3 - Grant Program:**

### **Capital Grants or Professional and Program Development Grants**

#### Capital Grants:

- a) Purpose of the grant - what is the intent of the proposed grant (e.g., for equipment, furnishings, playground improvements, other?). If you select "other" please provide a description of what capital project you wish to undertake.
- b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).
- c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

#### Professional and Program Development Grants:

- d) Purpose of the grant – Describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- e) Describe who will benefit from the grant, if received (e.g., child care educators).

For both Grants Programs:

- f) List any partners who will be assisting with the project (e.g., any other funders, volunteers, or companies who will be money, services, in-kind assistance or other contributions).
- g) Provide a dollar figure for the requested grant amount.

Supporting Documents:

- h) Provide supporting documents - you will be asked to attach copies of the following:
  - An itemized budget for how grant funds will be used;
  - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
  - Additional sources of funding or contributions that will be used to complete the grant project.
  - A timeline for completing the project and using the grant funds.
- i) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- j) Letters of support if applicable.

## **Terms and Conditions**

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

- Any grant applicant who has awarded funds previously by the City must, if not already provided, submit a report documenting use of those funds and describe the benefits received before their current application can be considered.
- Funds must be used within one year of receipt by successful applicants.
- All grant recipients must provide a photo (for capital grants only) and a report documenting the use of the funds and the benefits received, as soon as complete (at the latest, one year following receipt) to the Child Care Development Advisory Committee.
- In addition, the grant received should be mentioned in any newsletter published by the organization and the City of Richmond logo included in any related publicity.

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

## **Review Process and Approval Process**



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

### **Submit an Application**

The City of Richmond has an online web based grant application. The *Child Care Grants Program Guidelines* and the *Child Care Web-based System Grant Applicant User Guide* are useful resources to assist you with filing an online grant application. Only electronic applications will be accepted.

### **Application Deadlines and Decisions**

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

If you have questions about applying for a child care grant, please contact:

Coralys Cuthbert  
Child Care Coordinator  
City of Richmond – Community Social Development  
Phone: 604-204-8621  
E-mail: [ccuthbert@richmond.ca](mailto:ccuthbert@richmond.ca)



**POLICY 4017:**

It is Council policy that:

**1. GENERAL**

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

**2. PLANNING**

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

**3. PARTNERSHIPS**

- 3.1 The City of Richmond is committed to:

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

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

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



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

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

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

**5. CHILD CARE RESERVE FUNDS**

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

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

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

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



- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

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

- (a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

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

## 6. DEVELOPMENT OF CHILD CARE FACILITIES

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

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.
- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.





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

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

## 7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

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

## 8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

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

## 9. POLICY REVIEWS

9.1 From time to time, the City will:

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

## 10. AREA PLANS

10.1 The City will ensure that area plans contain effective child care policies.



**11. INFORMATION**

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

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

**12. PROMOTION**

12.1 The City will:

- (a) Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

Child Care Development Advisory Committee

\*input rating score in yellow box

**Child Care Professional and Program Development Grants Rating Sheet - 2018**

		Atira Women's Resource Society		Child Care Training and Professional Development Society of Richmond		Volunteer Richmond Information Services Society	
		Rating	Comments	Rating	Comments	Rating	Comments
<b>Eligibility</b>							
Grant use report for previous year submitted (City Grant Administrator to complete)	yes/no/na						
Applicant is a registered non-profit BC Society (Soc. #, certificate of incorporation, constitution and bylaws provided)	0-5						
Authorized Signatures of Board Executive Members submitted	0-5						
Application is complete (e.g. all sections are filled out and supporting documents provided)	0-5						
Delivers a licensed child care program (copies of current licenses included or an application for a license in process is provided)	0-5						
List of Society Board of Directors, Officers and Executive Directors provided	0-5						
Minutes of AGM attached	0-5						
Project will primarily serve Richmond residents	0-5						
<b>Eligibility rating</b>		<i>max pts = 35</i>	/35		/35		/35
<b>Purpose of Proposal</b>							
Grant request fits the grant guidelines eligibility criteria	0-5						
Demonstrated need for the proposal	0-5						
Information is provided on who will benefit (must benefit Richmond ECE's re: professional dev't.)	0-5						
A timeline for completing the project is included	0-5						
Supporting documents provided (e.g. quotes, letters of support)							
<b>Purpose of Proposal rating</b>		<i>max pts = 25</i>	/25		/25		/25
<b>Financial Criteria</b>							
Financial Statement for Last Year provided	0-5						
Current and proposed year Operating budget attached	0-5						
Project budget has been completed (e.g. revenue and expenses balance, some funding from other sources is shown)	0-5						
Society is financially stable (i.e. not showing significant deficits)	0-5						
Financial need for the project is demonstrated	0-5						
<b>Financial rating</b>		<i>max pts = 25</i>	/25		/25		/25
<b>FINAL RATING SCORE</b>		<i>max pts = 85</i>	/85		/85		/85

\* 0= Not sufficient/ ineligible

\* 5= Sufficient/ qualified



**To:** General Purposes Committee  
**From:** Kim Somerville  
Manager, Community Social Development  
**Re:** 2018 Health, Social and Safety Grants

**Date:** January 17, 2018  
**File:** 07-3040-01/2018-Vol  
01

### Staff Recommendation

That, as per the report titled "2018 Health, Social and Safety Grants," dated January 17, 2018, from the Manager of Community Social Development:

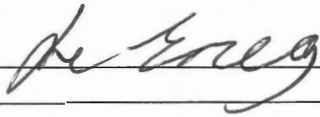

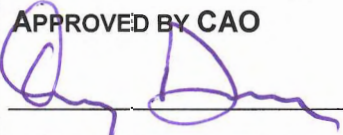
1. Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$598,464;
2. The following applicants be approved for the first year of a three-year funding cycle:
  - Chimo Community Services
  - Family Services of Greater Vancouver
  - Pathways Clubhouse
  - Richmond Addiction Services
  - Richmond Family Place Society
  - Richmond Mental Health Consumer and Friends Society
  - Richmond Multicultural Services Society
  - Richmond Youth Service Agency
  - Volunteer Richmond Information Services Society
3. The following applicants be approved for the second year of a three-year funding cycle:
  - Big Brothers of Greater Vancouver
4. The following applicants be approved for the third year of a three-year funding cycle:
  - Community Mental Wellness Association of Canada
  - Heart of Richmond AIDS Society
  - Richmond Society for Community Living
  - Richmond Women's Resource Centre





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

Att. 3

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

## **Staff Report**

### **Origin**

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

This report also supports the Social Development Strategy Action 39:

*Administer, monitor and enhance the City Grant Program, undertaking reviews as required to ensure that the program continues to have adequate resources, targets priority community needs and makes efficient use of staff resources.*

### **Findings of Fact**

#### **2018 Health, Social and Safety Grant Budget**

The 2018 Health, Social and Safety (HSS) Grant Budget is \$601,444. This total includes a 2.1% Cost of Living increase over last year's budget, as per the City Grant Policy (3712).

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

On October 10, 2017, a call for applications for the 2018 Health, Social and Safety Grants was posted on the City's website and promoted through social media channels and news releases. The notice was circulated to the Richmond Community Services Advisory Committee as well as by request to other non-profit societies.

In the HSS category, a total of 32 applications were received for a total request of \$774,832. A table outlining requests and recommended 2018 allocations is provided in Attachment 1. A summary of each application is provided in Attachment 2, generated directly from application information provided in the web-based system. As summary contents are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are also included in each summary.

As indicated in the HSS Grant Program Guidelines (Attachment 3), all proposals must demonstrate that primarily Richmond residents will be served by the proposed grant use. While some applicants serve wider geographic areas (e.g. Family Services of Greater Vancouver; Canadian Mental Health Association, Vancouver-Burnaby Branch), all recommended grants support primarily Richmond residents.

#### **Late Applications**

As the City Grant Policy indicates that no late applications will be accepted, the web-based system is closed to submissions after the deadline. No post-deadline requests to submit were received.

### New Applications

Two applications were received from organizations that had not previously applied for a Health, Social and Safety Grants: the Crisis Intervention and Suicide Prevention Centre of BC and the West Richmond Community Association (WRCA).

### Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Services Division, reviewed the 2018 HSS applications. Recommended allocations were determined by the committee rather than individual reviewers. Assessment criteria outlined in the HSS Grant Program Guidelines, Sections 4 (Eligibility) and 5 (Application Assessment Criteria) (Attachment 3) were used to determine eligibility and assess applications.

### **Analysis**

#### Health, Social & Safety Grant Application Information, 2016-2018

The following table provides information about applications received, as well as allocations, over a three-year period, including this year's applications and recommendations.

	2016	2017	2018 (Recommended)
Total number of applications	33	34	32
New applicants	4	1	2
Late applications	0	0	0
Grants denied (did not meet criteria)	4	1	2
Partial amount of request recommended	22	23	20
Full amount of request recommended	7	8	10
Minor request (\$5,000 or less)	11	12	13
Total amount requested	\$881,094	\$891,709	\$774,832
Total budget available	\$576,958	\$589,074	\$601,444
Total HSS allocated	\$566,570	\$586,095	\$598,464**

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

\*\*subject to Council approval

### Reasons for Partial or No Funding

Most applicants (70%) are recommended for partial rather than full funding. Principle reasons for partial funding are:

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

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

- programs previously funded by other levels of government;
- funding responsibility lies in other jurisdictions;
- other funding partners have not been sought;
- insufficient community benefit demonstrated;
- lack of partnerships;
- duplication of service;
- unaccounted surplus;
- fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- quality, including completeness, of the application.

#### Minor/Major Grant Requests

Two streams of applications have been established; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. A more comprehensive application is required for major grants (i.e. applications for minor grants have fewer sections to complete). In the Health, Social & Safety category, 13 organizations applied for grants of \$5,000 or less (minor), while 19 applied for grants over \$5,000 (major).

#### Multi-Year Funding Request

City Grant Policy 3712 allows applicants receiving City Grants for the same purpose, for a minimum of five of the most recent consecutive years, to apply for a three-year funding cycle. In the first year of a cycle, the comprehensive application form is required, while for the following two years, a briefer application is required. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

#### **Financial Impact**

The 2018 HSS Grant Program budget is \$601,444. A total of \$598,464 is recommended for disbursement (Attachment 1). The remaining balance of \$2,980 will be transferred to the Grant Provision account for future distribution.

#### **Conclusion**

The HSS Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. These grants support the work of non-profit social service agencies whose mandates align with the Social Development Strategy goals of social equity and inclusion; citizen engagement; and building on social assets and community capacity. Staff



January 17, 2018

- 6 -

recommend that 2018 HSS Grants be allocated as indicated to the many societies dedicated to supporting the well-being of Richmond residents.

A handwritten signature in cursive script, appearing to read "Lesley Sherlock".

Lesley Sherlock  
Social Planner  
(604-276-4220)

- Att. 1: Table of Applicant Requests and Recommendations
- 2: Grant Application Summary Sheets
- 3: Grant Application Guidelines

## Health, Social and Safety Services Recommendations - 2018

APPLICANT NAME	2017 GRANT	2018 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2018 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Amyotrophic Lateral Sclerosis Society of British Columbia	\$700	\$5,000	13	\$2,000	N/A	This grant will be used to purchase a Sit to Stand Lift and Sling, one of the most frequently required and requested pieces of equipment rented from the Society, for use by a Richmond resident. The recommendation is for an increased level.	1
Big Brothers of Greater Vancouver	\$4,843	\$10,000	42	\$6,000	2	This Multi-Year (Year 2) grant is to support matches of Big and Little Brothers in Richmond, as well as the Teen Mentoring Program matching "buddies" from elementary and high schools. The recommendation is for an increased level.	4
Big Sisters of BC Lower Mainland	\$4,843	\$10,000	30	\$6,000	N/A	This grant is to support matches of Big and Little Sisters in Richmond, as well as for the Study Buddy program matching older with younger students. The recommendation is for an increased level.	6
Boys and Girls Clubs of South Coast BC	\$5,000	\$5,000	75	\$5,000	N/A	This grant will support an after school program at Mitchell Elementary in East Richmond reaching 75 children aged 6 to 12 years and ensure accessibility to those who cannot afford to pay. This recommendation is for the full amount requested.	9
Canadian Mental Health Association, Vancouver-Fraser Branch	\$6,329	\$16,000	50	\$8,000	N/A	This grant will support staff costs of the Super Fun Groups Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for an increased level.	12
Canadian Red Cross Society	\$2,000	\$2,000	2,433	\$2,000	N/A	This grant is for the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office, where free and by-donation temporary loans are available to those with limited mobility. The recommendation is for the full amount requested.	15
Children of the Street Society	\$4,084	\$5,000	3,000	\$5,000	N/A	This request is to fund workshops to educate children and youth about sexual exploitation. The workshops will reach 750 children and youth through 25+ workshops delivered in Richmond. The recommendation is for the full amount requested.	18
Chimo Community Services	\$49,392	\$50,000	6,500	\$50,000	1	This Multi-Year (Year 1) grant will support crisis response services, community engagement and outreach and advocacy programs. The recommendation is for the full amount requested.	22
Community Mental Wellness Association of Canada	\$9,548	\$37,000	8,500	\$9,739	3	This Multi-Year (Year 3) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase.	25
Crisis Intervention and Suicide Prevention Centre of British Columbia*		\$5,000	718	\$0	N/A	This grant was requested to support the Volunteer Crisis Services Responders and the technical infrastructure required to operate the online chat service. The recommendation is to deny funding due to insufficient information about the benefit to Richmond residents.	27
Family Services of Greater Vancouver	\$47,066	\$51,856	220	\$48,007	1	This Multi-Year (Year 1) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommended level is the same as last year, plus a Cost of Living increase.	31
Heart of Richmond AIDS Society	\$11,500	\$11,500	1,610	\$11,500	3	This Multi-Year (Year 3) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for the full amount requested.	34
Minoru Seniors Society	\$5,000	\$5,000	100	\$5,000	N/A	This grant is to support an outreach program to assist at-risk frail and isolated seniors through social, recreation & leisure programs. The recommendation is for the full amount requested.	36
Multicultural Helping House Society	\$8,780	\$46,000	1,250	\$8,956	N/A	This grant is to support the Health & Wellness Program providing disease prevention workshops to both improve health and reduce social isolation for the 55+ Club and live-in caregivers in Richmond. The recommendation is for the same level, plus a Cost of Living increase.	39
Pacific Post Partum Support Society						This grant will contribute to the production of a brochure regarding post-partum depression and anxiety in a number of languages, designed to break down stigmas and barriers regarding PPD/A by increasing connections and supporting health and wellness.	42
			<b>CNCL - 153</b>				
		\$3,475	2,000	\$2,000	N/A		

## Health, Social and Safety Services Recommendations - 2018

APPLICANT NAME	2017 GRANT	2018 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2018 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Parish of St. Alban's (Richmond)	\$15,315	\$15,000	1,500	\$15,000	N/A	This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal, shower program and information and referral services. The recommendation is for the full amount requested.	45
Pathways Clubhouse	\$34,340	\$45,000	385	\$35,027	1	This Multi-Year (Year 1) grant will assist with the Meal Program and operating expenses, supporting those with serious and persistent mental illness. The same level is recommended, plus a Cost of Living increase.	48
PLEA Community Services Society of British Columbia		\$3,600	20	\$0	N/A	This grant was requested to support the KidStart mentoring program for children 6-12 years. The recommendation is to deny funding as the organization has a growing surplus and does not demonstrate financial need.	51
Richmond Addiction Services Society	\$213,458	\$226,201	5,300	\$217,727	1	This Multi-Year (Year 1) grant will be used to support RASS' Centre of Excellence in the prevention of substance use, misuse, problem gambling and other addictive behaviours. The same level is recommended, plus a Cost of Living increase.	55
Richmond Amateur Radio Club	\$1,614	\$2,200	All	\$1,646	N/A	This grant will assist with radio station renovations, volunteer support, training and education expenses for amateur radio operations for local community events. The same level is recommended, plus a Cost of Living increase.	58
Richmond Bethel Mennonite Brethren Church	\$2,690	\$5,000	220	\$3,000	N/A	This grant will assist with supplies for the weekly free Food for Life community meal program, serving primarily the disadvantaged, new immigrants and seniors. The recommendation is for an increased level.	61
Richmond Family Place Society	\$25,825	\$30,000	6,900	\$27,000	1	This Multi-Year (Year 1) grant is for family support programs and other preventative services for families with children up to 12 years. The recommendation is for an increased level.	64
Richmond Food Bank Society	\$5,000	\$5,000	250	\$5,000	N/A	This grant will support the Poverty Response Committee's Self-Advocacy Network project to build capacity in the community and address poverty in Richmond. The recommendation is for the full amount requested.	67
Richmond Mental Health Consumer and Friends Society	\$3,841	\$10,000	20	\$5,000	1	This Multi-Year (Year 1) operating grant will support the Mental Health Peer Social Group Program which offers social and volunteer activities for those with mental illness, as well as experience with program administration. The recommendation is for an increased level.	70
Richmond Multicultural Community Services	\$10,976	\$15,000	4,000	\$12,000	1	This Multi-Year (Year 1) grant will support the operating expenses of immigrant, refugee and welcoming community programs. The recommendation is for an increased level.	73
Richmond Society for Community Living	\$15,000	\$15,000	3,000	\$15,000	3	This Multi-Year (Year 3) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.	76
Richmond Women's Resource Centre	\$20,420	\$46,000	7,000	\$24,000	3	This Multi-Year (Year 3) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.	79
Richmond Youth Service Agency	\$13,186	\$19,000	1,800	\$14,000	1	This Multi-Year (Year 1) grant will support the Connections Youth Resource Centre's Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. The recommendation is for an increased level.	81
Touchstone Family Association	\$5,000	\$5,000	35	\$5,000	N/A	This grant is to support the Street Smart Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.	84
Turning Point Recovery Society	\$6,000	\$15,000	100	\$4,000	N/A	This grant is to support Drop-In Centre clients with outreach support and continuing after-care for those transitioning to housing at Storeys. The Centre, previously operated by St. Alban's, is temporarily located at the Salvation Army while TPRS seeks a permanent location. The recommendation is for an increased level.	87

# Health, Social and Safety Services Recommendations - 2018

APPLICANT NAME	2017 GRANT	2018 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2018 RECOM.	MULTI- YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Volunteer Richmond Information Services Society	\$40,061	\$50,000	17,500	\$40,862	1	This Multi-Year (Year 1) grant is to provide operating assistance for volunteer, charitable and information programs. The recommendation is for the same level, plus a Cost of Living increase.	90
West Richmond Community Association*		\$5,000	42	\$2,000	N/A	This program is delivered to a growing vulnerable section of the community, and will serve 42 seniors over the course of three ten-week programs. This program reduces isolation, provides healthy food, and supports emotional, mental and physical well-being.	95
<b>Totals</b>	<b>\$571,811</b>	<b>\$774,832</b>		<b>\$598,464</b>			
<b>Total Available</b>				<b>\$601,444</b>			
<b>Remaining</b>				<b>\$2,980</b>			
* New Applicant							



**Grant Application Summary for 2018****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:** 323 ALS patients and their families**Richmond Residents:** 13 patients and their families**Grant Request Summary:**

The ALS Society of BC's Equipment Loan Program supports ALS patients by providing the required equipment at any stage of their disease at no cost. The program ensures the patients' mobility and ability to communicate while allowing patients and their families to have the best quality of life possible while dealing with ALS. This program helps remove some of the financial burdens that ALS families will face and give them the opportunity to allocate their finances toward other needs of ALS patients. The program provides crucial mobility items such as walkers, scooters, manual and power tilt wheelchairs, and communications devices.

The grant request of the Society is in the amount of \$5,000 to purchase a Sit to Stand Lift with Sling.

**Richmond Services Received by Your Organization:**

Every month of May, 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 average revenue of \$100,000 for patient services and research. The presence of the city mayor and MLAs to this event is immeasurable as it provides prestige to our event and the same time an assurance to the ALS community that they have the support of the government in their ALS journey.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	1,700,599.00	1,427,466.15
<b>Total Expenses:</b>	1,804,222.00	1,189,636.00

**Health, Social & Safety 2018**  
**Amyotrophic Lateral Sclerosis Society of British Columbia**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

<b>Annual Surplus or (Deficit):</b>	(103,623.00)	237,829.00
<b>Accumulated Surplus or (Deficit):</b>	94,090.00	308,138.00

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

**Last Complete Year:**

The total general fund revenue does not include the gift-in-kind donations of 207,128. The total expense does not reflect the amortization expense of 341,562 and also the capitalized expense in the amount of 134,180. Capitalized equipment are equipment purchased over 1,000. Our fundraising revenue decreased by 11% compared to 2015. Our walks specifically have continuously declined since the 2014 ALS Ice Bucket Challenge. Although, the Society has made a lot of announcements that funds received were directed to ALS research, the Ice Bucket Challenge created a perception that Society received so many funds in 2014.

**Current Year:**

The total general fund revenue does not include the gift-in-kind donations of 205,000. The total expense does not reflect the amortization expense of 202,000 and also the capitalized expense in the amount of 15,000. Capitalized equipment are equipment purchased over 1,000. Our fundraising revenues continued to decline specifically the Walks for ALS and PGA Golfathon for ALS. We received a large bequest this year, which offset the revenue shortfall of the fundraising events. To address the shortfall of revenues, the Society trimmed down budget and expenses specifically the purchase of new capitalized equipment

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

Due to possible cash flow shortfall, the 2017 ALS Society of BC Budget that was approved in September 2016 was revised during the ALS Society of BC board meeting in April 2017. A number of expenses were trimmed down in the current 2017 approved budget.

\*Note that 183,000 on the deferred revenue in 2016 was from the BC Gaming Community Grant for projects in 2017.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$700.00	Health, Social & Safety
2015	\$3,030.00	Health, Social & Safety
2014	\$3,000.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

**Health, Social & Safety 2018****Amyotrophic Lateral Sclerosis Society of British Columbia**

ATTACHMENT 2

**\$5,000 or Less Single Year****Summary Page 3**

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	BC Gaming Community Grant	Amount	\$149,000.00
Funder 2 Name	Mr. & Mrs. Woodward Foundation	Amount	20000.00
Funder 3 Name	The Greygates Foundation	Amount	3000.00

**Amount Your Society will Provide:** **\$0.00****Total Proposed Budget:** **\$5,000.00****GRANT RECOMMENDATIONS****Recommended  
Amount:** \$2,000**Recommendation:**

This grant will be used to purchase a Sit to Stand Lift and Sling, one of the most frequently required and requested pieces of equipment rented from the Society, for use by a Richmond resident. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None

**Multi-Year Grant Application for 2018****Health, Social & Safety Program**

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

**Society:** Big Brothers of Greater Vancouver**Grant Type:** Over \$5000 Multi Year - Year 2**Grant Request:** \$10,000**Proposal Title:** Community and Teen Mentoring Programs**Number Served:** Richmond Residents:**Grant Request Summary:**

In our fast paced, technology obsessed world, children need stable positive influences more than ever. When our children are emotionally, socially and physically healthy, everyone in the community benefits. In the 2016 BC Provincial Health Officer's Annual report, one of the key messages states that "strong and supportive families as well as having caring adults outside the family are important protective factors in young peoples' lives". The Community Program matches adult male volunteers with boys aged 7-14 who have limited or no contact with a positive male role model in their lives. Big and Little Brothers spend 2-4 hours each week doing a wide range of low-cost fun activities together. We currently have 23 matches and 12 children in our waitpool to be matched. Children on our waitlist often wait up to 2 years before being matched with their mentors. BBGV is working on growing relationships with Chinese Culturally Student Clubs and creating targeted Facebook advertisements to Mandarin speaking individuals to address the need of new immigrant families. We hope to reduce the wait pool and match at least 9 more children in the Community program this year.

We run 1 Teen Mentoring Program in Richmond which matches 10 elementary school boys and girls (grades 1-7) with 10 teen "Buddy" mentors from the nearby high school. Big and Little Buddies spend one hour a week on school grounds engaging in fun non-academic activities. This program connects each child one-on-one with teen mentors, thereby increasing their network of support and enabling them to form a relationship with someone who is engaged in and cares about their life. The child experiences the many life-long benefits of a quality mentoring relationship, including higher self-esteem, reduced risky behavior, stronger relationships, and a more positive attitude toward school. The family benefits from the improved wellbeing of the child, and volunteer mentors report feeling immense personal reward.

**Changes that will impact grant use:**

No changes identified that will impact grant use.

**FINANCIAL INFORMATION****Your Society's Budget:**Last Complete YearProposed Year



**Health, Social & Safety 2018**  
**Big Brothers of Greater Vancouver**

**Over \$5000**

ATTACHMENT 2  
**Multi Year - Year 2**  
**Summary Page 2**

<b>Total Revenue:</b>		2,576,598.00
<b>Total Expenses:</b>	2,332,935.00	2,572,305.00
<b>Annual Surplus or (Deficit):</b>	(18,878.00)	4,293.00
<b>Accumulated Surplus or (Deficit):</b>	71,688.00	75,981.00

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

**Last Complete Year:**

None

**Current Year:**

Minimal

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

Less than one month's expenses

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$4,843	Health, Social & Safety
2016	\$4,743	Health, Social & Safety
2015	\$4,636	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$6,000

**Recommendation:**

This Multi-Year (Year 2) funding is to support matches of Big and Little Brothers in Richmond, as well as the Teen Mentoring Program matching "buddies" from elementary and high schools. The recommendation is for an increased level.

**Staff Comments /**  
**Conditions:**

None



**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

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

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

**Grant Request:** \$10,000

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

**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:**

Big Sisters Mentoring Program: Matches girls (ages 7-17) with a volunteer Big Sister in a one-to-one mentoring relationship, who meet once a week for 2 to 4 hours for a minimum of one year. Matches enjoy a wide range of activities that focus on building the confidence and life skills of the Little Sister. We supported more than 328 Big & Little Sister matches in 2016. Study Buddy Program: Matches girls (ages 7-17) with volunteers who offer them educational support and academic assistance. For a minimum of six months, Study Buddies meet for one hour a week outside of school to work on school subjects and study skills. With the support of a Study Buddy, Little Sisters are encouraged to improve their educational performance and meet their academic goals. We fostered approximately 151 Study Buddy matches in 2016. These impactful one-to-one mentorship relationships produce positive results, are preventative and contribute back to our community. We do more than just connect a girl with an adult friend; we offer multiple years of support from elementary school to university. We support families and help them find the resources they need to provide for their children and integrate into their communities. We provide volunteers with the support and skills they need to develop a supportive relationship with their Little Sister that will flourish. Big Sisters focuses on prevention versus intervention. These years are essential in determining later outcomes. Girls, aged 7-17, are referred to our agency by parents, school personnel, social workers and other helping professionals. Big Sisters BCLM serves an extremely vulnerable, socially disadvantaged population. Our Little Sisters face serious adversity and also come from growingly diverse backgrounds and communities.

**Richmond Services Received by Your Organization:**

Big Sisters' offices are in Vancouver and Surrey and therefore we don't currently use any City of Richmond services.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

**Health, Social & Safety 2018**  
**Big Sisters of BC Lower Mainland**

ATTACHMENT 2  
**Over \$5000      Single Year**  
**Summary Page 2**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,527,734.00	1,424,815.00
Total Expenses:	1,415,581.00	1,424,815.00
Annual Surplus or (Deficit):	112,153.00	0.00
Accumulated Surplus or (Deficit):	702,331.00	702,331.00

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

**Last Complete Year:**

We had a very successful year-end fundraiser in 2016 which resulted in a surplus late in the year. This was both carried forward or was put into the housing maintenance and contingency fund which was used in 2015 for a staffing and growth investment.

**Current Year:**

We are not expecting a surplus or deficit in 2017.

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

We are not expecting a surplus or deficit in 2017.

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

Year	Amount	Grant Program
2017	\$4,843	Health, Social & Safety
2016	\$4,743	Health, Social & Safety
2015	\$4,636	Health, Social & Safety
2014	\$4,590	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	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

**TOTAL      \$10,000.00**

**Health, Social & Safety 2018**  
**Big Sisters of BC Lower Mainland**

ATTACHMENT 2  
**Over \$5000      Single Year**  
**Summary Page 3**

**Financial Assistance from Other Sources (if applicable):**

<b>Funder 1 Name</b>	<b>BC Gaming</b>	<b>\$10,518</b>
<b>Funder 2 Name</b>	<b>United Way</b>	<b>\$5,479</b>
<b>Funder 3 Name</b>	<b>Service Contracts</b>	<b>\$1,952</b>

**Amount Your Society will Provide:** **\$53,236.00**

**Total Proposed Budget:** **\$81,185.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$6,000

**Recommendation:**

This funding is to support matches of Big and Little Sisters in Richmond, as well as for the Study Buddy program matching older with younger students. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None



## Grant Application Summary for 2018

## 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: 75**

**Richmond Residents: 75**

### Grant Request Summary:

We are seeking support from the City of Richmond to support the after-school program offered by Boys and Girls Clubs at Mitchell Elementary School in East Richmond. The drop-in program is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. 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 \$5,000 City Grant in 2017, but receive no other services from the City of Richmond.

## FINANCIAL INFORMATION

### Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	11,098,408.00	11,624,925.00
<b>Total Expenses:</b>	11,262,712.00	11,770,566.00
<b>Annual Surplus or (Deficit):</b>	(164,304.00)	(145,641.00)

**Health, Social & Safety 2018**  
**Boys and Girls Clubs of South Coast BC**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

**Accumulated Surplus or (Deficit):** 1,599,891.00 1,554,250.00

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

**Last Complete Year:**

Actual operations resulted in only a small deficit. The majority of the deficit appears when non-cash items (e.g., amortization of property and equipment) are taken into account.

**Current Year:**

A deficit budget was approved, but our current forecast indicates a balanced year-end position for operations.

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

Sound financial management over the last 80 years.

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

Year	Amount	Grant Program
2017	\$5,000.00	Health, Social & Safety
2016	\$5,000.00	Health, Social & Safety
2015	\$3,000.00	Health, Social & Safety
2014	\$2,550.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$70,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$3,700.00
Utilities and Telephone	\$500.00
Supplies	\$50.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,800.00
Local Travel	\$1,200.00
Other	\$10,500.00

Insurance: \$1,750

Food: \$1,800

Allocation for Central Administration: \$6,950

**Health, Social & Safety 2018**  
**Boys and Girls Clubs of South Coast BC**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

		<b>TOTAL</b>	<b><u>\$87,750.00</u></b>
<b>Financial Assistance from Other Sources (if applicable)</b>			
<b>Funder 1 Name</b>	United Way of the Lower Mainland	<b>Amount</b>	<b>\$60,000.00</b>
<b>Funder 2 Name</b>	Province of BC - Gaming	<b>Amount</b>	<b>4800.00</b>
<b>Funder 3 Name</b>	Membership Fees	<b>Amount</b>	<b>9950.00</b>
<b>Amount Your Society will Provide:</b>			<b><u>\$8,000.00</u></b>
<b>Total Proposed Budget:</b>			<b><u>\$87,750.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,000

**Recommendation:**

This grant will support an after school program at Mitchell Elementary in East Richmond reaching 75 residents aged 6 to 12 years and ensuring accessibility to those who cannot afford to pay. This recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018  
Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Canadian Mental Health Association, Vancouver-Fraser  
**Grant Type:** Over \$5000 Single Year  
**Grant Request:** \$16,000  
**Proposal Title:** Super Fun Groups (known as Super Saturday Club before) Program-serving families in Richmond  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 50  
**Richmond Residents:** 50

**Grant Request Summary:**

Our grant is to for partial funding for one of the two groups of the Super Fun Group Kids Program in Richmond. It is part of the Child and Youth Program of the Canadian Mental Health Association. Super Fun Groups currently support 22 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 8-15 (the age range is wider this year because there are no suitable programs for couple of the kids who are older than 12 and still desperately require the service) 21 kids out of 23 are from families with very low income.

There are absolutely no barriers and no cost for the kids to participate in the Program. Once a month, the program provides the kids with a full day of activities (such as: Playland, Beach Day, Waterslides, Aquarium, Urban Safari, in the winter - Movies, Christmas events and Snowboarding). 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 life.

While the kids are on their activities, it provides parents with respite to attend to their own self-care and to relax knowing that their kids are well cared for.

**Richmond Services Received by Your Organization:**

Our 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 Association annual bike ride fundraiser (Ride Don't Hide) by offering support in event application process, route design, water station logistic and event day route support in Richmond.



**FINANCIAL INFORMATION**

<b>Your Society's Budget</b>	<b>Last Complete Year</b>	<b>Proposed Year</b>
<b>Total Revenue:</b>	6,310,948.00	7,222,046.00
<b>Total Expenses:</b>	6,389,784.00	7,189,329.00
<b>Annual Surplus or (Deficit):</b>	(77,836.00)	32,717.00
<b>Accumulated Surplus or (Deficit):</b>	309,496.00	397,895.00

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

**Last Complete Year:**

Last year deficit was due to unexpected higher cost in program expenses and lower funding received in couple of the programs.

**Current Year:**

This year expected surplus ( at the 6 months mark) is a result of some cost savings in program expenses and a small increase in funding in one of the programs.

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

Accumulated surplus is reserved for contract cancellation contingencies and capital purchases

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2014	\$6000.00	Health, Social & Safety
2015	\$6060.00	Health, Social & Safety
2017	\$6329.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$11,172.00
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	\$1,500.00
Other	\$3,328.00

Local travel listed is for picking up and dropping off the kids at their homes. This other is for activities, event admissions and meals.

**TOTAL** **\$16,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Canadian Mental Health Association, Van-Fraser Branch Fundraising	\$12,860
Funder 2 Name	CKNW Orphans' Fund	\$1,000

**Amount Your Society will Provide:** **\$12,860.00**

**Total Proposed Budget:** **\$29,860.00**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$8,000

**Recommendation:**

This grant will support staff costs of the Super Fun Groups Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for an increased level.

**Staff Comments / Conditions:** None

**Grant Application Summary for 2018****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: \$2,000****Proposal Title: HELP Makes Homes Safe for Richmond Seniors****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 4983****Richmond Residents: 2433****Grant Request Summary:**

The Canadian Red Cross is seeking \$2000.00 towards the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office. The Richmond HELP program provides free, by-donation loans of basic and advanced medical equipment to community members recovering from injury or surgery, transitioning to a permanent dependency on a mobility device, or receiving palliative care in the home. Our data shows that 71% of HELP clients are seniors, 46% are elderly seniors over the age of 75, and the majority (33%) are recovering from hip or knee surgery.

The heart of the HELP program is prevention—specifically fall prevention. Statistics show that 1/3 of seniors fall once or more each year and they are never more vulnerable than in the period immediately after a disability. Furthermore, roughly 41% of HELP clients are low income (making less than \$20,000)—without this service, many could not access this equipment. With the number of Richmond seniors set to double by 2038, the HELP program fills a critical service gap for Richmond residents and provides excellent value to the local community.

For the fiscal year 16/17, the Richmond HELP office loaned out 10,721 pieces of medical equipment and received 4746 client visits, which represents a 7% increase in client visits over 15/16 and a 28% increase over the last two years. The Red Cross has scaled up its services to meet this increased demand, acquiring new equipment and increasing the volunteer team by four members over last year.

While much of the work at the Richmond HELP office is performed by volunteers, a qualified Equipment Technician is integral to ensuring that equipment is safe, hygienic, and available when it is needed most. The City of Richmond's funding ensures that every community member has access to the medical equipment they need and can recover in the comfort of their home rather than in the hospital.

**Richmond Services Received by Your Organization:**

NA

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	2,371,074.00	8,948,300.00
<b>Total Expenses:</b>	2,371,074.00	8,948,300.00
<b>Annual Surplus or (Deficit):</b>	0.0	0.00
	0	
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

NOTE: The 15/16 budget included only the basic HELP program. The 16/17 budget included both the HELP basic and HELP advanced programs. This explains the rather large jump in revenue and expenses from one year to the next.

**Current Year:**

NA

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

NA

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$2,000.00	Health, Social & Safety
2015	\$4,040.00	Health, Social & Safety
2014	\$4,000.00	Health, Social & Safety



**PROPOSED CITY GRANT USE**

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

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$2,000

**Recommendation:**

This grant is for the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office, where free and by-donation temporary equipment loans are available to those with limited mobility. The recommendation is for the full amount requested.

**Staff Comments / Conditions:**

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society:** Children of the Street Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Taking Care of our Ourselves and Taking Care of Others (TCO<sup>2</sup>)  
**Grant Purpose:** Community Service / Program / Event - Ongoing

<b>Start Date (if applicable):</b>	<b>End Date (if applicable):</b>
<b>Number To Be Served:</b> 25,000	
<b>Richmond Residents:</b> 3,000	

**Grant Request Summary:**

Taking Care of Ourselves and Taking Care of Others (TCO<sup>2</sup>) is a unique, interactive and empowering workshop for children and youth aged 10-18.

Our workshops are designed and delivered by young adults who use monologues, role-plays and other interactive activities.

TCO<sup>2</sup> workshop facilitators (one male, one female) involve kids in a meaningful discussion about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers.

While there are many organizations which offer support and services to children who have already been affected, we are the only organization in BC providing preventative programs and services to stop sexual exploitation before it ever begins.

At the conclusion of our workshop, children and teens attending our TCO<sup>2</sup> Workshop will be able to identify and describe what sexual exploitation and what human trafficking is, identify characteristics of exploiters, specifically, the tactics they use to find their victims, understand the link between gangs and all forms of sexual exploitation.

Our workshop also identifies the factors that put youth at great risk for exploitation such as drug/alcohol use, LGBTQ2, aboriginal heritage, currently in a youth agreement or foster care.

While sexual exploitation still happens on the streets, the vast majority of this criminal activity has moved online, which is why our workshops engage young people in discussion on the permanence of online content, and how to be a responsible digital citizen, identify components of an unhealthy versus healthy relationship (Online and Offline), and identify resources and services available for kids needing support or more information.

Our program's primary goal is to provide kids with information and practical tools to keep themselves safe from all forms of sexual exploitation. At the end of each workshop, participants are asked to fill out surveys. This allows us to measure and report on the impact of our program.

**Richmond Services Received by Your Organization:**

We do not currently receive City of Richmond Services.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	606,828.00	634,973.00
<b>Total Expenses:</b>	611,619.00	634,973.00
<b>Annual Surplus or (Deficit):</b>	(4,791.00 )	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

Our Fiscal year runs November 1st - October 31st. Donations and grants are received at various times throughout the year, resulting in surplus or deficits, depending on when the funds were received.

**Current Year:**

N/A

**Health, Social & Safety 2018**  
**Children of the Street Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

N/A

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$4,084.00	Health, Social & Safety
2016	\$4,000.00	Health, Social & Safety
2015	\$1,010.00	Health, Social & Safety
2014	\$1,000.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$175,410.00
<b>Consultant Services</b>	\$6,000.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$600.00
<b>Office Rent or Mortgage</b>	\$20,300.00
<b>Utilities and Telephone</b>	\$4,740.00
<b>Supplies</b>	\$2,500.00
<b>Equipment</b>	\$0.00
<b>Photocopying</b>	\$5,360.00
<b>Program Materials</b>	\$3,500.00
<b>Local Travel</b>	\$4,000.00
<b>Other</b>	\$41,595.00

Others include: Special Events, Postage & Courier,  
Communications & Printing, Bank Charges,  
Insurance, Licences & Membership, Administration  
Cost Allocation

**TOTAL** **\$264,005.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Provincial Grants - BC Gaming and Civil Forfeiture	<b>Amount</b>	<b>\$100,000.00</b>
<b>Funder 2 Name</b>	Municipal Grants	<b>Amount</b>	<b>29300.00</b>
<b>Funder 3 Name</b>	Private Foundations	<b>Amount</b>	<b>52000.00</b>

**Amount Your Society will Provide:** **\$705.00**

**Total Proposed Budget:** **\$264,005.00**



**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,000

**Recommendation:**

This request is to fund workshops to educate children and youth about sexual exploitation. The workshops will reach 750 children and youth through 25+ workshops delivered in Richmond. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Chimo Community Services

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$50,000

**Proposal Title:** 2018 Health, Social and Safety Grant

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 16000

**Richmond Residents:** 6500

**Grant Request Summary:**

This grant supports delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, and Community

Engagement programs, all of which are delivered by professionally-trained and supervised volunteers. Annually, these services support approximately 16,000 people. Our Crisis Line and Outreach & Advocacy programs provide immediate emotional support; help with problem identification, clarification, and resolution; provide strong linkages to community resources; give practical assistance with poverty, administrative, family, immigration, and civil matters; and intervene in life-threatening situations. As a result, individuals and families are supported, in some cases lives are saved, people are able to resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges. Our Community Engagement program offers eight educational workshops for Richmond secondary students. Topics include suicide awareness, bullying, body image, financial literacy, stress management, and teen relationship abuse prevention.

**Richmond Services Received by Your Organization:**

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

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	1,838,081.00	2,033,317.00
<b>Total Expenses:</b>	1,817,404.00	2,033,317.00
<b>Annual Surplus or (Deficit):</b>	1,989.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	33,943.00	0.00

**Health, Social & Safety 2018**  
**Chimo Community Services**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

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

**Last Complete Year:**

The surplus reflects the savings in some program expenses and the contribution from the funder for renovations at Nova Transition House.

**Current Year:**

n/a

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

The accumulated surplus is due to a transfer in 2014/2015 of 62,000 from Chimo's own Innovation and Development Fund and an adjustment of our contingency reserve in the amount of 24,286.

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

Year	Amount	Grant Program
2017	\$49,392	Health, Social & Safety
2016	\$48,903	Health, Social & Safety
2015	\$48,419	Health, Social & Safety
2014	\$47,940	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$30,170.00
Consultant Services	\$3,500.00
Volunteer Support (e.g. expenses, recognition)	\$3,000.00
Office Rent or Mortgage	\$4,365.00
Utilities and Telephone	\$1,200.00
Supplies	\$1,300.00
Equipment	\$700.00
Photocopying	\$450.00
Program Materials	\$950.00
Local Travel	\$150.00
Other	\$4,215.00

Administration costs

**TOTAL** **\$50,000.00**

**Health, Social & Safety 2018**  
**Chimo Community Services**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 3**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver Coastal Health	\$136,010
Funder 2 Name	Ministry of Justice	\$104,572
Funder 3 Name	BC Community Gaming Grant	\$90,000
Amount Your Society will Provide:		<u>\$0.00</u>
Total Proposed Budget:		<u>\$534,332.00</u>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$50,000

**Recommendation:**

This Multi-Year (Year 1) grant will support crisis response services, community engagement and outreach and advocacy programs. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None



**Multi-Year Grant Application for 2018****Health, Social & Safety Program**

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

**Society:** Community Mental Wellness Association of Canada**Grant Type:** Over \$5000 Multi Year - Year 3**Grant Request:** \$37,000**Proposal Title:** CMWAC Community Service Delivery**Number Served:** Richmond Residents:**Grant Request Summary:**

We hope to enhance our exposure on the awareness of mental illness in the community by hosting more public events, working with other organizations in support of removing the stigma, education and working with target groups to remove isolation and bring those with mental health challenges back into the community.

**Changes that will impact grant use:**

We hope to host a large public walk for mental health in the Richmond area during the month of May, a mental health week. With that we will ask for support from media, businesses and community. Our target is to make this an annual event, with support from Angels There for You (seniors programs), Richmond Chinese Community, and Multicultural Helping House.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	109,743.00	120,000.00
<b>Total Expenses:</b>	123,148.00	120,000.00
<b>Annual Surplus or (Deficit):</b>	(13,405.00)	0.00
<b>Accumulated Surplus or (Deficit):</b>	10,189.00	10,189.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

1. We ran more programs than the budget allotted for.
2. We received less donations in the year.

**Current Year:**

We will balance our expenses from the revenue that we receive.

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

The accumulated surplus is used to finance only non-anticipated expenses.

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$9,548	Health, Social & Safety
2016	\$9,352	Health, Social & Safety
2015	\$9,142	Health, Social & Safety
2014	\$9,051	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$9,739

**Recommendation:**

This Multi-Year (Year 3) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society:** Crisis Intervention and Suicide Prevention Centre of British Columbia

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** YouthInBC.com - Online Crisis Chat for Youth

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

**Start Date (if applicable):** **End Date (if applicable):**

**Number To Be Served:** 5129

**Richmond Residents:** 718

**Grant Request Summary:**

We are requesting \$5,000 to support the training development of Volunteer Crisis Services Responders and the technical infrastructure required to operate the chat service.

Suicide and suicidal behavior impact peers, families and communities. It is the 2nd leading cause of death among youth aged 15 to 19 in BC, Canada, and worldwide. Support and intervention are critical in preventing a crisis from escalating into a tragedy. The on-going work of Crisis Centre's youth services is increasingly important.

YouthInBC.com is a chat service that provides distressed youth, and those concerned about them, with an opportunity to receive private online chat support, and obtain information and resources from highly trained staff and volunteers from noon – 1AM daily. Chats are often about their complex lives, discovering hope, exploring options, obtaining help and receiving local resources for support.

The Crisis Centre fills a void when all other services are closed. Being a confidential and free service, youth feel empowered to open up about their thoughts and struggles and reach out for support.

The primary reasons youth utilize our chat service are:

- 42% - Mental Health Concerns
- 18% - Thoughts of Suicide
- 15% - Relationship Issues
- 10% - Stress

**Target Audience:**

- Youth (12 – 24 years old) who need a safe, respectful forum to access support and information, or just someone to listen without judgment.
- YouthInBC.com's "Learn More" and "Find Resources" sections are great for youth, parents and professionals who work with youth, to find topic-specific information and referrals for a number of issues such as alcohol and drug use, eating disorders, bullying, sexual health, etc.
- Youth who are in need of tools to help manage stress, pressure and crisis.

**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>	1,387,633.00	1,395,896.00
<b>Total Expenses:</b>	1,388,426.00	1,395,527.00
<b>Annual Surplus or (Deficit):</b>	(792.00)	369.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

We strive each year to achieve a break-even result in our financial operations. We do not grow our programs until we know we have the financial resources to allow it to happen.

**Current Year:**



**Health, Social & Safety 2018**  
**Crisis Intervention and Suicide Prevention Centre of British**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

We strive each year to achieve a break-even result in our financial operations. We do not grow our programs until we know we have the financial resources to allow it to happen.

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

As we are currently significantly growing the capacity of our programs and operations, we do not have an accumulated surplus or deficit.

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

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

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$3,000.00
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	\$2,000.00

Funding will be used to cover training staff and the technology infrastructure required to operate the service (internet service, chat software, offsite hosting and backups, etc.)

**TOTAL      \$5,000.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b> CKNW Orphans' Fund	<b>Amount</b>	
	<b>\$20,000.00</b>	<b>Funder 2</b>
<b>Name</b> Community Gaming Grant	<b>Amount</b>	<b>75000.00</b>
<b>Funder 3 Name</b> The Kelty Patrick Dennehy Foundation	<b>Amount</b>	<b>20000.00</b>

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$168,461.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$0

**Recommendation:**

This grant was requested to support the Volunteer Crisis Services Responders and the technical infrastructure required to operate the online chat service. The recommendation is to deny funding due to insufficient information about the benefit to Richmond residents.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018**  
**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 1

**Grant Request:** \$51,856

**Proposal Title:** Richmond Counselling, Support and Therapeutic Education Program

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 220

**Richmond Residents:** 220

**Grant Request Summary:**

The grant request will be used to continue the Counselling, Support and Therapeutic Education program that Family Services (FSGV) has provided in the City of Richmond for the last 35 years. This program offers individual, family and group counselling provided by masters level registered clinical counsellors and registered social workers and is fully accredited by CARF International. The FSGV Counselling, Support and Education program serves clients of all ages, family configurations and income groups, addressing a wide spectrum of concerns including parenting issues, emotional and behavioural difficulties in children and youth, family conflict, depression and anxiety, relationship difficulties, loss and grief etc. This program prioritized and works primarily with residents of Richmond. This program is preventative in nature, unique to Richmond, and works in partnership with other Richmond agencies. It is accessible to people who can't afford private counselling or other fee based services and/or who don't qualify for any other services. Services are provided in a variety of languages, including Cantonese and Mandarin to reflect the diverse and changing demographic of the Richmond population. All participants are given a thorough assessment at the time of intake and are actively involved in working with a clinician to set and achieve their counselling goals. On average, individuals or families are able to access 12 sessions of counselling, however, they are not limited to this number of sessions should they require further service because of the highly trained staff, this program is able to offer a wide variety of therapeutic modalities. This allows for service to be flexible to meet client needs. This program assists individuals to improve their coping skills, better deal with life's challenges, improve their quality of life and be active participants in their own lives and in society as a whole.

**Richmond Services Received by Your Organization:**

Property tax is waived for Richmond Caring Place (amount is not available to us).

**FINANCIAL INFORMATION**

**Your Society's Budget:**

**Health, Social & Safety 2018**  
**Family Services of Greater Vancouver**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	23,460,160.00	24,308,237.00
Total Expenses:	23,662,387.00	24,462,808.00
Annual Surplus or (Deficit):	(202,227.00)	(154,571.00)
Accumulated Surplus or (Deficit):	979,391.00	824,820.00

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

**Last Complete Year:**

The annual deficit is 202,227 and is in line with the budgeted deficit of 211,288.

**Current Year:**

The projected annual deficit will be offset by accumulated surplus.

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

Accumulated surplus is the net total of accumulated surplus (deficits) of over 100 programs to be offset by program deficits in the future.

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

Year	Amount	Grant Program
2017	\$47,066	Health, Social & Safety
2016	\$47,066	Health, Social & Safety
2015	\$47,066	Health, Social & Safety
2014	\$46,600	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$42,292.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$3,500.00
Utilities and Telephone	\$400.00
Supplies	\$350.00
Equipment	\$0.00
Photocopying	\$400.00
Program Materials	\$175.00
Local Travel	\$25.00
Other	\$4,714.00

It and Admin (including payroll, HR, Accounting)

**TOTAL      \$51,856.00**



**Health, Social & Safety 2018**  
**Family Services of Greater Vancouver**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 3**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	United Way	\$23,803
Funder 2 Name	Professional Counselling Fees	\$6,000
Funder 3 Name		

**Amount Your Society will Provide:** **\$8,000.00**

**Total Proposed Budget:** **\$89,659.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$48,007

**Recommendation:**

This Multi-Year (Year 1) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None

**Multi-Year Grant Application for 2018****Health, Social & Safety Program**

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

**Society:** Heart of Richmond AIDS Society**Grant Type:** Over \$5000 Multi Year - Year 3**Grant Request:** \$11,500**Proposal Title:** Office and Administrative Operations**Number Served:** Richmond Residents:**Grant Request Summary:**

The office is the base for our operations and provides specific services to persons with HIV/AIDS, their friends, families and caregivers. These include: a group meeting place; location for individual guidance and advice; free computer facilities; information centre; distribution point for food and food vouchers; planning centre for our HIV 101 Education and Prevention Program which is presented annually to over 1,500 students in all Richmond high schools. This funding will cover some of the costs of this facility and the staff who manage it. The direct benefits are better, healthier lives for those living with HIV/AIDS, reducing the impact on health and community services. The indirect benefits of Education and Prevention are the avoidance of infection with HIV/AIDS along with the huge associated life changes and increased healthcare costs.

**Changes that will impact grant use:**

The rent for our office is increasing rapidly and this was the reason for the increase since year 1. However, we are asking for the same amount we received last year (year 2).

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	163,046.46	175,000.00
<b>Total Expenses:</b>	162,638.00	175,000.00
<b>Annual Surplus or (Deficit):</b>	408.43	0.00
<b>Accumulated Surplus or (Deficit):</b>	7,474.90	0.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

The Surplus was small.

**Current Year:**

Expected to break even

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

The Accumulated Surplus is small but satisfactory

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$11,500	Health, Social & Safety
2016	\$10,750	Health, Social & Safety
2015	\$10,508	Health, Social & Safety
2014	\$10,404	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$11,500

**Recommendation:**

This Multi-Year (Year 3) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society:** Minoru Seniors Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Wellness Connections Program  
**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 100**Richmond Residents:** 100**Grant Request Summary:**

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated seniors 55+ to reconnect with their community and increase independence through participation in social, leisure and recreation programs. The program reduces social isolation and improves the health of Richmond residents 55+ by removing barriers to participation such as lack of transportation and low income. Wellness Connections fills a gap in services for those not yet needing supervised health services but not able to independently access community centre programs. Clients are bused to and from their homes to Minoru Place to enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. The program utilizes volunteers to assist in its delivery and is offered four times a year, in 8 week sessions with either a Chinese or English speaking option. Clients and their families receive one-on-one leisure counselling and information referral to health and community services. The Wellness Connections program involves extensive partnerships and collaboration between the City of Richmond, Vancouver Coastal Health (VCH), Minoru Seniors Society and other Community Partners. Since the program lost its core funding from VCH two years ago, Minoru Seniors Society continued to operate the program on a user-fee model. In the Fall of 2016 the Society increased the cost of the program to \$240 per session as it was no longer able to subsidize the program. This increased cost created a barrier to participation. The Society received a City Grant in 2017 to offset the program costs, this allowed more people to participate and registration increased to previous price-increase levels. The Wellness Connections program Supports Council Term Goal: A Vibrant, Active, Connected City as well as the Seniors Services Plan and Social Development Strategy directions to reduce barriers for isolated seniors and address the needs of an aging population.

**Richmond Services Received by Your Organization:**

Minoru Seniors Society is located in Minoru Place Activity Centre where funding for staff and building is provided by the City. Estimate at 1, 015,700 for the City portion of operations.



**Health, Social & Safety 2018**  
**Minoru Seniors Society**

ATTACHMENT 2  
**\$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>	520,488.00	614,200.00
<b>Total Expenses:</b>	498,121.00	613,650.00
<b>Annual Surplus or (Deficit):</b>	(49,457.00)	550.00
<b>Accumulated Surplus or (Deficit):</b>	354,354.00	303,804.00

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

**Last Complete Year:**

The Seniors Centre will be moving to the Minoru Centre for Active Living in 2018. To prepare for the new facility the Society invested in increased staffing positions to support the successful transition.

**Current Year:**

Projected revenue has increased based on anticipated Food Services increases.

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

The Society has been preparing to move to a new facility. Significant funds have been earmarked and fundraising is taking place, many of these funds will be used for purchases in advance of the move in 2018.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$5,000.00	Health, Social & Safety
2016	\$3,616.00	Health, Social & Safety
2015	\$3,535.00	Health, Social & Safety
2014	\$3,500.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$1,200.00</b>
<b>Consultant Services</b>	<b>\$0.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$380.00</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>

**Health, Social & Safety 2018**  
**Minoru Seniors Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

Equipment	\$150.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$1,650.00
Other	\$1,620.00

A hot nutritious lunch is an important component of the program as it not only ensures the participants have a healthy meal but also provides important time to connect and socialize.

**TOTAL** **\$5,000.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	United Way Lower Mainland	Amount	\$25,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

**Amount Your Society will Provide:** **\$5,000.00**

**Total Proposed Budget:** **\$15,000.00**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$5,000

**Recommendation:**

This grant is to support an outreach program to assist at-risk frail and isolated seniors through social, recreation & leisure programs. The recommendation is for the full amount requested.

**Staff Comments / Conditions:**

None



**Grant Application for 2018**  
**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:** \$46,000

**Proposal Title:** Health and Wellness Program

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 1500

**Richmond Residents:** 1250

**Grant Request Summary:**

The grant was used to provide a well-thought out program for the 55+ers, caregivers and newcomer youth in Richmond. Workshops that empowered the clients to attain the highest level of physical, mental, social and spiritual well-being, thereby reduced social isolation and loneliness. Regular activity workshops were delivered by certified instructors hired to adapt their teachings to the needs of the clients in the prevention of disease or illness rather than a cure. Educational workshops were tools that assisted clients to make smart wellness choices for themselves and their families. These workshops were presented in collaboration with non-profit organizations; the Richmond Public Library, Diabetes Canada, Garratt Wellness Centre, COSCO, etc. As well from a pro bono lawyer. The rental of a school bus for the annual field trip and outdoor activities strengthened the bond of the seniors and caregivers and enjoyed the guidance of the tour guide as they visited unfamiliar places. The change of scenery took them away from their daily routine. The rental of a truck for the Steveston Salmon Festival gave the elder seniors who have difficulty walking the parade an opportunity to get out of isolation, enjoy social interaction and community engagement. The grant assisted the seniors and the caregivers to accept invitations and volunteer at community events to share their artistic talents through dances and music. One thing to be noted is that for most part of the year, the program was overseen by dedicated volunteers, "core group", due to insufficient funding. The annual flag-raising event expenses this year was minimal as it was celebrated in conjunction with the Richmond Canada 150 event, "FUNtastic Canada 150" which the organization hosted.

The community benefits of this grant is phenomenal and is evaluated in several approaches.

**Richmond Services Received by Your Organization:**

**Health, Social & Safety 2018**  
**Multicultural Helping House Society**

ATTACHMENT 2  
**Over \$5000      Single Year**  
**Summary Page 2**

raising celebrations.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	687,428.00	619,371.00
<b>Total Expenses:</b>	721,111.00	615,751.00
<b>Annual Surplus or (Deficit):</b>	(33,683.00)	0.00
<b>Accumulated Surplus or (Deficit):</b>	297,036.00	0.00

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

**Last Complete Year:**

The resulting deficit was mainly due to the annual amortization expense and increase in salaries, professional fees and building maintenance expenses.

**Current Year:**

The current year surplus is minimal and negligible. It is reflective of strict adherence to budget

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

Last year's accumulated surplus reflects the organization's net worth. These are not liquid assets and includes capital assets.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$8,780	Health, Social & Safety
2016	\$8,599	Health, Social & Safety
2015	\$8,406	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$30,950.00</b>
<b>Consultant Services</b>	<b>\$3,120.00</b>
<b>Volunteer Support (e.g. expenses, recognition)</b>	<b>\$1,500.00</b>
<b>Office Rent or Mortgage</b>	<b>\$3,500.00</b>
<b>Utilities and Telephone</b>	<b>\$0.00</b>
<b>Supplies</b>	<b>\$1,500.00</b>
<b>Equipment</b>	<b>\$0.00</b>
<b>Photocopying</b>	<b>\$430.00</b>
<b>Program Materials</b>	<b>\$4,000.00</b>



**Health, Social & Safety 2018**  
**Multicultural Helping House Society**

ATTACHMENT 2  
**Over \$5000      Single Year**  
**Summary Page 3**

Local Travel	\$1,000.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$46,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	New Horizons (Federal)	\$4,000
Funder 2 Name		
Funder 3 Name		

Amount Your Society will Provide:	<b><u>\$2,000.00</u></b>
Total Proposed Budget:	<b><u>\$52,000.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$8,956

**Recommendation:**

This grant is to support the Health & Wellness Program providing disease prevention workshops to both improve health and reduce social isolation for the 55+ Club and live-in caregivers in Richmond. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society:** Pacific Post Partum Support Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$3,475  
**Proposal Title:** Multicultural Postpartum Support Brochures  
**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 6000**Richmond Residents:** 2000**Grant Request Summary:**

Without support and treatment, postpartum depression/anxiety (PPD/A) can negatively affect the quality of life and health outcomes for parent and child, including serious consequences such as marital breakdown, child neglect and abuse, and suicide. The importance of addressing stigma and barriers for support for immigrant mothers is vital, as we know the PPD/A risk is close to 50% higher for new immigrants.

This grant provides for the printing of 10,000 brochures regarding PPD/A in six languages (Punjabi, Simplified Chinese, Traditional Chinese, Hindi, Spanish, and Farsi). These brochures are a way that many clients and their referrers and care providers find out about our services. We print and distribute these multicultural brochures at the request of hospitals, physicians, midwives, counsellors, psychiatrists, family centres, etc.

We continue to increase the use of our multicultural counselling resources for families. Our brochures provide culturally relevant information in Chinese (traditional as well as simplified), Farsi, Punjabi, Hindi and Spanish. We have trained telephone support volunteers who speak other languages to support mothers in their first language if requested: Cantonese, Mandarin, Japanese, Russian, and Spanish (regular staff also offer Punjabi and Farsi).

We believe reducing barriers and providing support in other languages allows women to recover and be healthier in all aspects of their lives. The huge adjustment that occurs in becoming a mother is exaggerated by the isolation that concurs as a new immigrant, which therefore increases isolation and distress. Allowing new mothers to receive support and understanding in their first language and respecting their cultural values and beliefs diminishes barriers and enhances feelings of inclusivity. Our community benefits as a whole when cultures and traditions are valued.

**Richmond Services Received by Your Organization:**

**Health, Social & Safety 2018**  
**Pacific Post Partum Support Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

We receive free use of two rooms at Richmond Garratt Wellness Centre for our support group and for the childcare for the group, weekly (ongoing).

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	319,672.00	343,726.00
Total Expenses:	308,117.00	343,726.00
Annual Surplus or (Deficit):	11,555.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

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

**Last Complete Year:**

n/a

**Current Year:**

n/a

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

We strive to maintain an appropriate reserve of excess funds are available to ensure the continuation of current programs and activities as well as to plan for the future.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$1,550.00	Health, Social & Safety
2015	\$1,515.00	Health, Social & Safety
2014	\$1,500.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$40.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$3,477.60
Equipment	\$0.00
Photocopying	\$0.00

**Health, Social & Safety 2018**  
**Pacific Post Partum Support Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

Program Materials		\$0.00
Local Travel		\$0.00
Other		\$114.77
<hr/>		
Expense of postage/shipping (labour and packaging not included)		
	<hr/>	
	<b>TOTAL</b>	<b><u>\$3,632.37</u></b>
<b>Financial Assistance from Other Sources (if applicable)</b>		
Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00
<b>Amount Your Society will Provide:</b>		<b><u>\$171.91</u></b>
<b>Total Proposed Budget:</b>		<b><u>\$3,646.91</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$2,000

**Recommendation:**

This grant will contribute to the production of a brochure regarding post-partum depression and anxiety in a number of languages, designed to break down stigmas and barriers regarding PPD/A by increasing connections and supporting health and wellness.

**Staff Comments /  
Conditions:**

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**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Parish of St. Alban's (Richmond)

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

**Grant Request:** \$15,000

**Proposal Title:** Help those in Richmond

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 1500

**Richmond Residents:** 1500

**Grant Request Summary:**

Homeless people and those living close or below the poverty line who need a helping hand

**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>	142,185.00	143,470.00
<b>Total Expenses:</b>	251,012.00	182,088.00
<b>Annual Surplus or (Deficit):</b>	(38,619.00)	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

No money has come in and we have had to cancel or suspend current programs accordingly.

**Current Year:**

n/a

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

No money has come in and we have had to cancel or suspend current programs accordingly.

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

**Health, Social & Safety 2018**  
**Parish of St. Alban's (Richmond)**

ATTACHMENT 2  
**Over \$5000      Single Year**  
**Summary Page   2**

Year	Amount	Grant Program
2017	\$15,315	Health, Social & Safety
2016	\$15,000	Health, Social & Safety
2015	\$12,500	Health, Social & Safety
2014	\$10,000	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$50.00
Office Rent or Mortgage	\$7,800.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,500.00

The Richmond Food Bank plays a significant role in providing food for our services and a large part of our menus are based on what they have as far as inventory goes. There are often items they don't have for us, so we dip into our budget to help cover costs of the basics like cheese and dairy.

**TOTAL      \$11,850.00**

**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:** **\$15,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$15,000

**Recommendation:**

This grant is to support homeless people and those living close or below the poverty line who are in need of the community meal, shower program and information and referral services. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Pathways Clubhouse  
**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$45,000  
**Proposal Title:** Pathways Clubhouse  
**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 400  
**Richmond Residents:** 385

**Grant Request Summary:**

The grant will be used to subsidize our Meal Program, mortgage, and operating costs. Pathways Clubhouse, selected by Charity Intelligence Canada as a Top 10 Charity, is a community based rehabilitation program for adults living with a mental illness. With the majority of our members living on disability benefits, having an affordable and nutritional meal is essential for their physical and mental wellness. The majority of the grant would be used for subsidizing the Meal Program, with the remainder assisting with the mortgage, hydro and telephone costs.

**Richmond Services Received by Your Organization:**

Property Tax Relief - \$8,735

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	2,777,400.00	2,883,874.00
<b>Total Expenses:</b>	2,837,653.00	2,896,030.00
<b>Annual Surplus or (Deficit):</b>	(60,253.00)	(12,156.00)
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

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

**Last Complete Year:**

The deficit is due to BC Housing Rent adjustment and amortization. BC Housing adjusts their contribution every year.

**Current Year:**

It is our amortization.

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



**Health, Social & Safety 2018**  
**Pathways Clubhouse**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

n/a

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$34,340	Health, Social & Safety
2016	\$34,340	Health, Social & Safety
2015	\$34,340	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	\$10,000.00
Utilities and Telephone	\$5,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$30,000.00

Meal Program Subsidy

**TOTAL** **\$45,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Richmond Health Services	\$156,000
Funder 2 Name	Donations	\$2,200
Funder 3 Name		

**Amount Your Society will Provide:** **\$45,000.00**  
**Total Proposed Budget:** **\$268,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$35,027

**Recommendation:**

This Multi-Year (Year 1) grant will assist with the Meal Program and operating expenses, supporting those with serious and persistent mental illness. The same level is recommended, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society: PLEA Community Services Society of British Columbia****Grant Type: \$5,000 or Less Single Year****Grant Request: \$3,600****Proposal Title: KidStart Mentoring Program - 6-12s****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 200****Richmond Residents: 20****Grant Request Summary:**

KidStart is a life-changing mentorship program that provides vulnerable children aged 6 -12 years with a nurturing relationship, a chance to have fun and a sense of belonging.

The children we serve are difficult to engage due to complex life circumstances, such as family crisis, trauma, social isolation, mental illness, etc. This means that they are often not eligible for other mentoring programs and, unlike PLEA's other youth programs, their placements are not funded by the Ministry of Children & Family Development. We are looking to address this gap in services for these vulnerable children.

In providing this service, our goals are to:

- Provide a stable support system early in a child's life;
- Help children build resilience to their personal risk factors;
- Give disadvantaged children enriching experiences;
- Prevent vulnerable children from needing social services in the future.

Over the long-term, our goal is to contribute to safer and more sustainable cities as children are better equipped to handle their life challenges and make positive

contributions to their communities.

Our Coordinators recruit, screen, train and provide ongoing support to adult volunteers who mentor these children. They spend an average of 3 hrs/week for a minimum of one year participating in community activities that have the potential to create new interests, discover inherent talents and abilities, and reinforce strengths. We also provide training so mentors can identify trauma and mental illness, handle disclosures of abuse, or de-escalate tense situations.

With a grant of \$3600, we will be able to fund monthly activities (at \$30/month) for 10 children in Richmond this year.

Please note that in Step 4 we have listed only 2 community partners. We in fact rely on the support of many more partners for referrals, including Richmond Child and Family Services, Touchstone Family Association, and a number of schools.

**Richmond Services Received by Your Organization:**

We do not currently receive any Richmond services. We serve all of our participants out of our KidStart office located in Vancouver, including residents from Richmond, Vancouver, the North Shore, Burnaby, New Westminister, and Surrey.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	26,876,341.00	26,422,560.00
<b>Total Expenses:</b>	24,830,689.00	26,234,421.00
<b>Annual Surplus or (Deficit):</b>	2,045,652.00	188,139.00
<b>Accumulated Surplus or (Deficit):</b>	5,220,467.00	5,408,606.00

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

**Last Complete Year:**

Last year, PLEA Community Services Society of BC operated at an 8% surplus (2,045,652). 841,452 relates to a capital gain through the sale of one of our buildings. The remaining surplus (1,204,200) is as a result of efficiencies realized through our administration budget. This surplus is planned in order to cushion against the small but inevitable fluctuations we experience in contract utilization.



**Current Year:**

We have projected a revenue surplus of 188,139 over expenses for the current fiscal year.

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

Our accumulated retained earnings was 5,220,467 for the period of June 28, 1979 (PLEA's incorporation) to March 31, 2017. We project that our accumulated retained earnings at the end of the current fiscal year will be 5,408,606.

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

Year	Amount	Grant Program
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**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$288,948.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$68,596.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$909.00
Supplies	\$3,035.00
Equipment	\$11,935.00
Photocopying	\$2,697.00
Program Materials	\$1,459.00
Local Travel	\$17,848.00
Other	\$100,089.00

Promotion and community outreach (\$16,834)

Summer camps (\$40,000)

Direct administration (\$43,255)

**TOTAL \$495,516.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	BC Gaming	Amount	\$88,000.00
Funder 2 Name	RBC Foundation	Amount	40000.00
Funder 3 Name	City of Vancouver	Amount	31868.00

**Amount Your Society will Provide: \$43,255.00**

**Total Proposed Budget: \$495,516.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$0

**Recommendation:**

This grant was requested to support the KidStart mentoring program for children 6-12 years. The recommendation is to deny funding as the organization has a growing surplus and does not demonstrate financial need.

**Staff Comments /  
Conditions:**

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**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Addiction Services Society

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$226,201

**Proposal Title:** Centre of Excellence in the Prevention of Substance Use, Misuse, Problem Gambling and other Addictive Behaviours

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5300

**Richmond Residents:** 5300

**Grant Request Summary:**

RASS has received funding to support the City of Richmond to prevent the impacts and consequences of substance use, misuse and addiction as well as problem gambling and other addictive behaviours. In addition, we aim to delay the onset of first use by increasing the developmental assets of our community members by supporting the development of positive coping skills, decision making skills through the workshops, training sessions and awareness events in Richmond. Our collaborative programming and overall community level prevention strategies go beyond teaching coping and decision making skills as we create partnerships with other agencies to help build the social connectedness in our city. Funding from the city supports RASS to operate a professional, highly regarded and accredited set programs and services. The target groups are children, youth, parents and seniors with culturally appropriate interventions and programs to engage, and educate our community. The benefits of our programming are seen in falling substance use rates across the community, increased community engagement and service contacts with our agency. In addition the partnerships, collaborative projects and programs illustrate the many benefits our community receives from the work being done at RASS. Examples of our collaborative and creative prevention programs are seen at the Richmond Youth Media Program at the City of Richmond Media Lab, Supporting Families Affected by Parental Mental Health and Substance Use and our annual National (Aboriginal) Addiction Awareness Week event.

**Richmond Services Received by Your Organization:**

Throughout different times of the year, the City of Richmond offers RASS programs and events the use of City facilities when available. RASS and the City also partner in implementing the Richmond Youth Media Program at the Richmond Media Lab and collaborate in the Surf Sisters and Band of Brothers youth camping and recreational programs offered to vulnerable youth in Richmond. The dollar value of the donated space

**Health, Social & Safety 2018**  
**Richmond Addiction Services Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

has not been computed but the value to the City of the SMART funding is over \$25,000.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,112,589.00	1,359,391.00
Total Expenses:	1,112,589.00	1,359,391.00
Annual Surplus or (Deficit):	0.0 0	0.00
Accumulated Surplus or (Deficit):	57,642.00	57,642.00

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

**Last Complete Year:**

Budget was balanced.

**Current Year:**

Budget was balanced.

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

Small surplus from previous years.

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

Year	Amount	Grant Program
2017	\$213,458	Health, Social & Safety
2016	\$209,068	Health, Social & Safety
2015	\$204,368	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$197,450.00
Consultant Services	\$4,411.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$14,295.00
Utilities and Telephone	\$3,634.00
Supplies	\$1,960.00
Equipment	\$511.00
Photocopying	\$238.00
Program Materials	\$2,262.00
Local Travel	\$1,440.00
Other	\$0.00



**Financial Assistance from Other Sources (if applicable):**

<b>Funder 1 Name</b>	<b>Vancouver Coastal Health</b>	<b>\$183,820</b>
<b>Funder 2 Name</b>	<b>Community Action Initiative</b>	<b>\$15,000</b>
<b>Funder 3 Name</b>	<b>United Way of the Lower Mainland</b>	<b>\$60,000</b>

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$226,201.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** **\$217,727**

**Recommendation:**

This Multi-Year (Year 1) grant will be used to support RASS' Centre of Excellence in the prevention of substance use, misuse, problem gambling and other addictive behaviours. The same level is recommended, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society:** Richmond Amateur Radio Club  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$2,200  
**Proposal Title:** Emergency Communications and Community Event Support  
**Grant Purpose:** Community Service / Program / Event - Ongoing  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** Population of Richmond  
**Richmond Residents:** All

**Grant Request Summary:**

For the Richmond Amateur Radio Club (RARC) to effectively carry out its Emergency Communications and Community Support programs, additional funding is required for communications collateral (GOG radio station renovations), volunteer support, and training and education expenses. This will allow RARC the necessary resources to maintain its role in supporting emergency radio communications at local community events in Richmond (i.e. 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 public safety at those events, the RARC will be more experienced and better prepared to carry out its role in emergency radio communications support for the City of Richmond by supporting Richmond Emergency Programs' Emergency Social Services (ESS), and playing a role with Emergency Management BC (EMBC).

**Richmond Services Received by Your Organization:**

Use of City Works Yard for parking emergency communications trailer and locating the club's UHF/VHF repeater on the yard's radio tower. 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>	6,267.13	3,791.00
<b>Total Expenses:</b>	5,899.05	3,791.00
<b>Annual Surplus or (Deficit):</b>	368.08	0.00

**Health, Social & Safety 2018**  
**Richmond Amateur Radio Club**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

**Accumulated Surplus or (Deficit):** 2,196.27 2,196.27

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

**Last Complete Year:**

Grant amount approved in Feb. 2017 was not totally spent by fiscal year end on Apr. 30, 2017 and new members joining in spring 2017 chose to pay 1.5 time dues to sync their membership expiry to the regular annual date of Sept. 30. The extra dues received for the 2017-2018 membership is applied to the 2017-2018 budget.

**Current Year:**

Current year balanced budget does not account for expenses under pending grant approval.

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

Additional program spending (to reduce accumulated surplus) in the last completed year was replenished by net revenues of 930.05 from Apr. 2017 swap meet event. Accumulated surplus will be used to replace obsolete emergency radio equipment in the program.

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

Year	Amount	Grant Program
2017	\$1,614.00	Health, Social & Safety
2016	\$1,581.00	Health, Social & Safety
2015	\$1,545.00	Health, Social & Safety
2014	\$1,530.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$400.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$400.00
Equipment	\$700.00
Photocopying	\$200.00
Program Materials	\$200.00
Local Travel	\$0.00
Other	\$300.00

**Health, Social & Safety 2018**  
**Richmond Amateur Radio Club**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

tower maintenance)

**TOTAL** **\$2,200.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Funder 2 Name</b>	<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>	<b>Amount</b>	<b>\$0.00</b>

**Amount Your Society will Provide:** **\$1,500.00**

**Total Proposed Budget:** **\$3,700.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$1,646

**Recommendation:**

This grant will assist with radio station renovations, volunteer support, training and education expenses for amateur radio operations for local community events. The same level is recommended, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None



**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society: Richmond Bethel Mennonite Brethren Church****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: 230****Richmond Residents: 220****Grant Request Summary:**

Food For Life is a free community meal offered every Wednesday from September to June. Richmond Bethel Church hosts this service with its volunteers who prepare and serve the meals.

Although the meal service is open to anyone who comes, we find that our outside guests fall primarily into 3 groups - the disadvantaged, new immigrants, and the elderly. They come in growing numbers not only for the free hot meal, but also for the camaraderie and social interaction that they might not otherwise receive.

We at Richmond Bethel Church believe that this meal service helps to build a greater sense of community in Richmond by bringing a varied group of people together on a regular basis.

**Richmond Services Received by Your Organization:**

Richmond Bethel Church does not receive services from the city of Richmond but does receive property tax relief.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	335,658.66	0.00
<b>Total Expenses:</b>	293,083.48	0.00
<b>Annual Surplus or (Deficit):</b>	42,575.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

**Health, Social & Safety 2018**  
**Richmond Bethel Mennonite Brethren Church**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

we merged Richmond Bethel church with The Way and have now formed Church on Five.

**Current Year:**

no information available at this time

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

not info available at this time

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

Year	Amount	Grant Program
2017	\$2,690.00	Health, Social & Safety
2016	\$2,635.00	Health, Social & Safety
2015	\$2,576.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,000.00
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	Royal Bank of Cda	Amount	\$5,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

**Amount Your Society will Provide:** **\$10,000.00**

**Total Proposed Budget:** **\$20,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$3,000

**Recommendation:**

This grant will assist with supplies for the weekly free Food for Life community meal program, serving primarily the disadvantaged, new immigrants and seniors. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018  
Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Family Place Society  
**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$30,000

**Proposal Title:** Strong and Healthy Families

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 7000

**Richmond Residents:** 6900

**Grant Request Summary:**

Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP provides a wide array of preventative family support services and s programs to families with children birth to 12 years of age living in Richmond. These programs are delivered by qualified Early Childhood Educators and Pre-Teen Workers at 12 different sites throughout Richmond. The essence of Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need to be successful in school and beyond, and to support the family as a whole. Families are also given information about other community resources. By participating in Family Place programming, parents feel less isolated, develop important social networks, establish a sense of belonging to their community and acquire a greater level of self confidence and self-esteem. This enables them to play a more active role in the community; they are more willing to be involved, to participate in problem solving efforts, to participate in community building initiatives, to care for and look after one another and to have a greater level of commitment to improving the community they live in. In addition to this, space at Debeck is made readily available and accessible to other community serving agencies for the purpose of providing programs that benefit the health and well-being of families, and therefore communities. Strong and healthy families build strong and healthy communities.

**Richmond Services Received by Your Organization:**

Subsidized rent at Debeck House @ \$6,000 p month

Free rental space at Hamilton Community Centre \$17,500

Free rental space at Cambie Library, \$18,750

Free rental space at Brighthouse Library, \$12,500



**Health, Social & Safety 2018**  
**Richmond Family Place Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

Free rental space at Steveston Community Centre \$3,500

Free rental space at The Richmond Food Bank

Free rental space at City Centre Community Centre

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	849,425.00	723,493.00
<b>Total Expenses:</b>	824,808.00	714,761.00
<b>Annual Surplus or (Deficit):</b>	24,617.00	8,732.00
<b>Accumulated Surplus or (Deficit):</b>	148,095.00	156,827.00

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

**Last Complete Year:**

The surplus for the last complete year is due to the vacancy of the program staff while exhaustive searches were in place. It is increasingly challenging to find qualified candidates to interview for these positions.

**Current Year:**

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

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

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$25,825	Health, Social & Safety
2016	\$25,294	Health, Social & Safety
2015	\$24,725	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$24,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,100.00
Supplies	\$500.00
Equipment	\$1,900.00
Photocopying	\$0.00
Program Materials	\$700.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$30,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Ministry for Children and Family Development	\$160,935
Funder 2 Name	United Way of the Lower Mainland	\$168,352
Funder 3 Name	BC Gaming	\$59,000

Amount Your Society will Provide:	<u>\$76,230.00</u>
Total Proposed Budget:	<u>\$688,117.00</u>

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$27,000

Recommendation:

This Multi-Year (Year 1) grant is for family support programs and other preventative services for families with children up to 12 years. The recommendation is for an increased level.

Staff Comments /  
Conditions:

None

**Grant Application Summary for 2018****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:** Communities Mobilizing for Justice - Addressing Poverty through Dialogue to

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):** **End Date (if applicable):**

**Number To Be Served:** 250+

**Richmond Residents:** 250+

**Grant Request Summary:**

City of Richmond funds will be used exclusively for staff wages (1 part time project coordinator and 1 part time communications coordinator). The overall objective of

the project is to test the theory that establishing and supporting a self-advocacy network made up of individuals with lived experiences will meaningfully address poverty in Richmond.

Short term: Capacity Building - Network members will take advantage of training and education in literacy, leadership, advocacy, public speaking, handling the media, and knowledge of various acts, regulations and bylaws that affect them.

Medium term: Empowerment - Expected outcomes are that network members will increase their self-confidence and ability to speak out in public on issues that affect their everyday participation in civil society and will share their discoveries and findings with each other and wider audiences. Network members will inspire the need for a made-in-Richmond poverty reduction strategy.

Long term: Change at Many Levels- Specific objectives are that network members will join Richmond PRC task forces (Housing, Transportation, Food, etc) and lend their experience to the conversation that will inform future PRC advocacy activities. Network members will get 'plugged-in' to programs in the community that serve everybody, instead of being pushed only into services 'for the poor.' General public will learn about visible and invisible barriers in the community that prevent residents experiencing poverty from meaningful participation. The Network will become a driving force for systemic change in the community around issues that disproportionately affect people in poverty.

**Health, Social & Safety 2018**  
**Richmond Food Bank Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

**Richmond Services Received by Your Organization:**

Family Services of Greater Vancouver book space in the Caring Place for our monthly meetings, at no cost.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	7,480.00	27,317.00
Total Expenses:	20,176.00	16,377.00
Annual Surplus or (Deficit):	(12,696.00)	10,940.00
Accumulated Surplus or (Deficit):	4,400.00	15,340.00

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

**Last Complete Year:**

The deficit reflects expenses associated with starting up the Barriers project in September 2016, in advance of receiving all the funding streams.

**Current Year:**

The surplus is as of December 31, 2016. The funds were used for completing the Barriers project (Sept 2016-Sept 2017) and maintaining PRC steering committee operations until 2017 funding was received.

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

as above

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

Year	Amount	Grant Program
2017	\$5,000.00	Health, Social & Safety
2016	\$5,000.00	Health, Social & Safety
2015	\$5,000.00	Health, Social & Safety
2014	\$5,000.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00



**Health, Social & Safety 2018**  
**Richmond Food Bank Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

**TOTAL      \$5,000.00**

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Vancouver Foundation	Amount	\$30,000.00
Funder 2 Name	Richmond Community Foundation	Amount	2000.00
Funder 3 Name	Literacy Richmond	Amount	5000.00

**Amount Your Society will Provide:      \$8,000.00**

**Total Proposed Budget:      \$68,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**      \$5,000

**Recommendation:**

This grant will support the Poverty Response Committee's Self-Advocacy Network project to build capacity in the community and address poverty in Richmond. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Mental Health Consumer and Friends

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$10,000

**Proposal Title:** Funding for an RCFC Mental Health Peer Social Group Program

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 20

**Richmond Residents:** 20

**Grant Request Summary:**

This initiative will aim at empowering and re-integrating mental health consumers into the community through social and volunteer activities. This opportunity will be open to all Chinese-speaking and non-Chinese speaking MH consumers in the Richmond Community at large. The target is mental health consumers in various stages of recovery. MH consumers often feel isolated, not accepted and withdrawn from the community they have been born into. With this grant we will be offering social and volunteer activities, encouraging consumers to participate and help in the planning of community outings such as going out for lunch, cooking, karaoke, singing, board games, watching funny videos, and going to the gym at the nearby community centre. It will aim at the promotion of healthy lifestyles by learning to support, share and help each other. They will actively contribute to the City of Richmond community by participating in the Garden Plot and will share the proceeds among themselves and donate most of the produce to the Richmond Food Bank. This group of consumers will help the RCFC to do its monthly mail outs and other administrative tasks. This group will run-in-house on Wednesdays 1-3 pm every week, where they will plan their weekly activities. Continuing this RCFC Mental Health Peer Social Group Program would mean that this community of consumers would thrive in the City of Richmond because they have been given hope and friendships. The group will be run by a trained Mental Health Peer Support Worker, who will work 8 hours a week for \$16.00 per hour as well as a paid volunteer to help. The rest of the grant will go directly to client's services and expenses, with \$175.00 for accounting program contribution \$244.32 in Revenue Canada Benefits.

**Richmond Services Received by Your Organization:**

\$3,841.00 from City of Richmond Grant for 2017.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

Last Complete Year

Proposed Year

**Health, Social & Safety 2018****Richmond Mental Health Consumer and Friends Society****Over \$5000**

ATTACHMENT 2

**Multi Year - Year 1****Summary Page 2**

<b>Total Revenue:</b>	274,080.00	287,703.44
<b>Total Expenses:</b>	276,465.91	275,511.58
<b>Annual Surplus or (Deficit):</b>	(2,385.91)	12,191.86
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

The surplus is due to the retirement of the RCFC Executive Director in September 2016
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**Current Year:**

The surplus is due to the retirement of the RCFC Executive Director in September 2016
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**Explanation for Accumulated Surplus or (Deficit):**

The surplus is due to the retirement of the RCFC Executive Director in September 2016.
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**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$3,841	Health, Social & Safety
2016	\$3,762	Health, Social & Safety
2015	\$3,677	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	\$8,845.00
<b>Consultant Services</b>	\$186.00
<b>Volunteer Support (e.g. expenses, recognition)</b>	\$1,300.00
<b>Office Rent or Mortgage</b>	\$0.00
<b>Utilities and Telephone</b>	\$390.00
<b>Supplies</b>	\$0.00
<b>Equipment</b>	\$0.00
<b>Photocopying</b>	\$0.00
<b>Program Materials</b>	\$520.00
<b>Local Travel</b>	\$0.00
<b>Other</b>	\$2,600.00

Outings, activities, client expenses, and food.

<b>TOTAL</b>	<b><u>\$13,841.00</u></b>
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**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name .

**Health, Social & Safety 2018****Richmond Mental Health Consumer and Friends Society****Over \$5000**

ATTACHMENT 2

**Multi Year - Year 1****Summary Page 3**

Funder 2 Name

Funder 3 Name

**Amount Your Society will Provide:****\$0.00****Total Proposed Budget:****\$10,000.00****GRANT RECOMMENDATIONS****Recommended****Amount:****\$5,000****Recommendation:**

This Multi-Year (Year 1) operating grant will support the Mental Health Peer Social Group Program which offers social and volunteer activities for those with mental illness, as well as experience with program administrative tasks. The recommendation is for an increased level.

**Staff Comments /****Conditions:****None**





**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Multicultural Community Services

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$15,000

**Proposal Title:** Multicultural Richmond

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 5000

**Richmond Residents:** 4000

**Grant Request Summary:**

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to:

identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada

**Richmond Services Received by Your Organization:**

facility space weekly at Cambie Community Centre

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	839,815.00	718,603.00
<b>Total Expenses:</b>	1,017,882.00	718,603.00
<b>Annual Surplus or (Deficit):</b>	(178,067.00)	0.00
<b>Accumulated Surplus or (Deficit):</b>	167,391.00	167,391.00

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

**Last Complete Year:**

**Health, Social & Safety 2018**  
**Richmond Multicultural Community Services**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

to being reimbursed after expending the funds. As well, we have had a funding reduction. This has left us with a deficit this year

**Current Year:**

we anticipate a year without significant overages or underages

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

n/a

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

Year	Amount	Grant Program
2017	\$10,976	Health, Social & Safety
2016	\$10,750	Health, Social & Safety
2015	\$10,508	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$25,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$2,000.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$2,000.00
Photocopying	\$0.00
Program Materials	\$2,000.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$35,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	United Way of the Lower Mainland	\$15,000
Funder 2 Name	n/a	\$1
Funder 3 Name	n/a	\$1

**Amount Your Society will Provide:**

**\$5,000.00**

**Total Proposed Budget:**

**\$35,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$12,000

**Recommendation:**

This Multi-Year (Year 1) grant will support the operating expenses of immigrant, refugee and welcoming community programs. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None

**Multi-Year Grant Application for 2018****Health, Social & Safety Program**

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

**Society: Richmond Society for Community Living****Grant Type: Over \$5000 Multi Year - Year 3****Grant Request: \$15,000****Proposal Title: Family Resource Program****Number Served: Richmond Residents:****Grant Request Summary:**

Richmond Society for Community Living (RSCL) is the largest provider of services for people with developmental disabilities in the City of Richmond. Through the continuum of programs and support services that respond to the changing needs of the individual over their life-span, RSCL assists more than 1100 people with developmental disabilities to participate and contribute fully as valued members in the community. RSCL also offers supports for their families. Further, RSCL offers programs and awareness initiatives in the community which help to create a more inclusive community and improve everyday life for everybody in Richmond.

The Family Resource Program provides information, resources and support to individuals and families who currently receive services. It also responds to requests from the community including inquiries for service from residents who are new to the community and requests for presentations in the school system and community in order to improve awareness about the value of community inclusion.

The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individuals and the improved well-being of the family unit.

RSCL continues to see an increased demand for service, with little to no funding increases from government to respond to the demand. Waitlists are preventing children and adults from living their lives. The Family Resource Program supports individuals and families who have limited or no access to programs to advocate for increases to service to ensure that all residents of Richmond can live and participate in their community.

**Changes that will impact grant use:**



**Health, Social & Safety 2018**  
**Richmond Society for Community Living**

**Over \$5000**

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**Multi Year - Year 3**  
**Summary Page 2**

There have been no changes to the program that will impact grant use

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	13,631,725.00	13,876,891.00
<b>Total Expenses:</b>	13,631,814.00	13,861,965.00
<b>Annual Surplus or (Deficit):</b>	(89.00)	14,925.00
<b>Accumulated Surplus or (Deficit):</b>	(274,998.00)	(260,074.00)

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

**Last Complete Year:**

This is a negligible deficit resulting from managing multiple programs' expenses

**Current Year:**

Modest surplus planned to pay down accumulated deficit

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

The accumulated deficit is the result of amortized capital expenses

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$3,700	Child Care Capital
2017	\$15,000	Health, Social & Safety
2017	\$2,000	Child Care Professional & Program Development
2016	\$7,238.0500	Child Care Capital
2016	\$15,000	Health, Social & Safety
2015	\$14,280	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended Amount: \$15,000**

**Recommendation:**

This Multi-Year (Year 3) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.

**Staff Comments / Conditions:**

None

**Multi-Year Grant Application for 2018****Health, Social & Safety Program**

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

**Society:** Richmond Women's Resource Centre**Grant Type:** Over \$5000 Multi Year - Year 3**Grant Request:** \$46,000**Proposal Title:** City Grant for Richmond Women's Resource Centre**Number Served:** Richmond Residents:**Grant Request Summary:**

Richmond Women's Resource Centre is the only women's centre in Richmond. Our mission statement is: "To provide a supportive environment in which all women are supported and encouraged to achieve their fullest potential." We provide programs, services and support to 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. RWRC also works with other organizations to address issues affecting women such as violence, poverty, child care, affordable housing and access to legal services.

**Changes that will impact grant use:**

The general grant use will remain the same.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	135,705.00	192,600.00
<b>Total Expenses:</b>	127,323.00	192,600.00
<b>Annual Surplus or (Deficit):</b>	8,382.00	0.00
<b>Accumulated Surplus or (Deficit):</b>	48,049.00	0.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

The small surplus is a result of our successful International Women's Day fundraiser and our summer closure to reduce costs.

**Current Year:**

We budgeted a balanced budget for the current year.

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

An accumulated surplus is the result of the following endeavor in recent years. The Board worked diligently to organize a series of fundraising events including our annual

International Women's Day Breakfast fundraiser which was well-attended. There was an increase in donation as a result of our outreach for help to deal with our financial situation. To be financially responsible, the Board made the difficult decision to close the Centre during the summer months. An accumulated surplus is desirable for stability due to uncertainty in funding and revenue.

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$20,420	Health, Social & Safety
2016	\$20,000	Health, Social & Safety
2015	\$15,762	Health, Social & Safety
2014	\$15,606	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$24,000

**Recommendation:**

This Multi-Year (Year 3) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None





**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Youth Service Agency

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$19,000

**Proposal Title:** Connections Youth Resource Centre

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

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 2200

**Richmond Residents:** 1800

**Grant Request Summary:**

The grant will be used to support a portion of the Connections Youth Resource Centre (CYRC) Youth Activities Worker position that will operate the centre, organize activities, and work towards the recreational, inter-generational, learning, leadership and volunteer goals and activities of the centre. The benefits of this grant will include increased positive out of school activities, opportunities for social learning for children and youth, increased recreational opportunities, promotion of health and wellness for kids involved, opportunities for skill development for youth, support for career and life exploration, increased community connection, increased awareness for youth about social issues and supporting success for children and youth at school. In addition the grant will support volunteer driven activities by youth that impact their community at large. This will include the development of volunteer tutors, community improvement activities, a community based online magazine for youth, home work clubs and various community events which will engage and inform community members about the services, supports, opportunities for youth and families in Richmond. We will also be supporting youth in care with career and life skills supports.

**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>	1,127,467.00	1,198,000.00
<b>Total Expenses:</b>	1,247,162.00	1,198,000.00
<b>Annual Surplus or (Deficit):</b>	120,305.00	0.00
	0	
<b>Accumulated Surplus or (Deficit):</b>	0.00	0.00

**Health, Social & Safety 2018**  
**Richmond Youth Service Agency**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

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

**Last Complete Year:**

Unexpected repair costs on unit owned by the agency of 110,000.

**Current Year:**

NA

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

NA

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

Year	Amount	Grant Program
2017	\$13,186	Health, Social & Safety
2016	\$12,915	Health, Social & Safety
2016	\$5,000	Professional and Program Development
2015	\$12,625	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$19,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

**TOTAL** **\$19,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	RBC	\$110,000
Funder 2 Name	BC Gaming	\$30,000
Funder 3 Name	Vancity	\$10,000

**Amount Your Society will Provide:** **\$20,000.00**

**Total Proposed Budget:** **\$189,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$14,000

**Recommendation:**

This Multi-Year 1 grant will support the Connections Youth Resource Centre's Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****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:** \$5,000  
**Proposal Title:** Street Smarts Program  
**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 30-40**Richmond Residents:** All**Grant Request Summary:**

A community based program for at risk youth called "StreetSmarts" 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 StreetSmarts have self-identified as having direct or peripheral involvement with street gangs. The aim of the program is to support youth to develop protective factors by providing mentorship through one to one services as well as small group work in order to build resiliency and increase positive leadership attributes.

**Richmond Services Received by Your Organization:**

We operate the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$95,000.00 per year.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	3,486,412.00	3,591,367.17
<b>Total Expenses:</b>	3,459,943.00	3,608,999.93
<b>Annual Surplus or (Deficit):</b>	29,635.00	(17,634.76)
<b>Accumulated Surplus or (Deficit):</b>	388,212.00	370,577.24

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

MCFD provided one time only funding to manage a historical deficit

**Current Year:**

We are in a small deficit that we expect to be rectified by fiscal year end.

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



**Health, Social & Safety 2018**  
**Touchstone Family Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

Real estate disposal.
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**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2017	\$5,000.00	Health, Social & Safety
2016	\$5,000.00	Health, Social & Safety
2015	\$4,000.00	Health, Social & Safety
2014	\$4,000.00	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$5,000.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	Betty Averbach Foundation	Amount	\$14,000.00
Funder 2 Name	Coast Capitol	Amount	25000.00
Funder 3 Name	Ministry of Justice	Amount	60000.00

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$109,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Health, Social & Safety 2018**  
**Touchstone Family Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

**Amount:** \$5,000

**Recommendation:**

This grant is to support the Street Smart Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018**  
**Health, Social & Safety Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Turning Point Recovery Society

**Grant Type:** Over \$5000 Multi Year - Year 1

**Grant Request:** \$15,000

**Proposal Title:** Turning Point Drop-in Center and Continuing Care Program

**Grant Purpose:** Operating Assistance

**Start Date (if applicable):**

**End Date (if applicable):**

**Number To Be Served:** 100

**Richmond Residents:** 100

**Grant Request Summary:**

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations at Richmond's only Drop-in Centre and Resource Hub. In May 2016, Turning Point received year-end funding from the BC Ministry of Health to secure a new permanent location for a Drop-in Centre in Richmond following the announcement that St. Albans would be closing. The grant provided \$200K for the expansion of our Outreach Counselling program and \$300K for the relocation of the Drop-in Centre. We received an additional funding from the Ministry of Health in 2017 to further expand the mandate of the Drop-in Center so that we could provide additional supports for our patrons, including those that have since been referred as tenants in Storeys. We are continuing to operate the Drop-in Center at the Salvation Army on Gilbert Road while we work with the City and other community partners to secure a more permanent location. Funding from the City grant this year will be to support Drop-in Center clients that will be residing in Storeys with Outreach Support and after care

A Drop-in Centre is critical to addressing the essential needs of everyone: food, shelter and community. In Richmond, these needs often go unmet for a significant percentage of our citizens. This is based on information and statistics from several sources including the 2016 Metro Vancouver Homeless Count, reports from the Richmond Food Bank and the Community Meal Program. Over 150 children, women and men continue to attend the community meal programs at St. Albans alone and according to the Food Bank, over 500 family's line up for groceries each week. It is critical that we have a site in Richmond where people who are struggling in our community can find the help and support they need. The primary goal of the Drop-in Centre is to provide a safe and supportive meeting place for our city's most vulnerable citizens; the poor, the unemployed, the marginalized and the isolated individuals in our city, including our

**Richmond Services Received by Your Organization:**

Turning Point leases a residence at 10191 No. 2 Road at a reduced rate from the Richmond for the operation of our women's residential addiction recovery program. We are currently the lead proponent on a 14-story affordable and supportive housing development on City owned land at Granville and Anderson Road in the city center. Additionally, Turning Point in partnership with Western Recovery Foundation has received a property tax exemption for the site of our men's residential addiction recovery program on Odlin Road. Turning Point also regularly uses space at City hall to hold our monthly community outreach programs meeting.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,300,072.00	2,407,821.00
Total Expenses:	2,259,445.00	2,407,821.00
Annual Surplus or (Deficit):	40,627.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

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

**Last Complete Year:**

Surplus resulted when auditors capitalized some of the site repairs and fixed asset purchases that had occurred during the FY.

**Current Year:**

Fiscal deficit projected for FY end March 31 (although not budgeted) resulting from mandate by the Director of Licensing in BC to add overnight awake staff to our 5 residential sites where previously we had allowed our Live-in staff to sleep. There has been no funding increase from the Health Authority to cover this new expense.

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

Turning Point does not carry accumulated surplus or deficits

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

Year	Amount	Grant Program
2017	\$6,000	Health, Social & Safety
2015	\$5,924	Health, Social & Safety
2014	\$5,865	Health, Social & Safety

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$9,500.00
Consultant Services	\$0.00



**Health, Social & Safety 2018**  
**Turning Point Recovery Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 3**

Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$3,500.00
Utilities and Telephone	\$250.00
Supplies	\$500.00
Equipment	\$350.00
Photocopying	\$150.00
Program Materials	\$250.00
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 Ministry of Health	\$150,000
Funder 2 Name	Employment and Social Development Micro Grant	\$25,000
Funder 3 Name	Vancouver Coastal Health	\$10,000

**Amount Your Society will Provide:** **\$160,000.00**

**Total Proposed Budget:** **\$200,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$7,000

**Recommendation:**

This grant is to support Drop-In Center clients with outreach support and continuing after-care for those transitioning to housing at Storeys. The Centre, previously operated by St. Alban's, is temporarily located at the Salvation Army while TPRS seeks a permanent location. The recommendation is for an increased level.

**Staff Comments /  
Conditions:**

None



**Grant Application for 2018**  
**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 1  
**Grant Request:** \$50,000  
**Proposal Title:** Core Operating Funding for Richmond Cares, Richmond Gives (RCRG)  
**Grant Purpose:** Operating Assistance  
**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 175000  
**Richmond Residents:** 175000

**Grant Request Summary:**

We're seeking core funding to support the operation of our Information & Volunteer Centre.

The provision of community information is one of our organization's key activities. Richmond residents seeking information on community resources can contact us for a free referral, whether in-person, over the phone, or via e-mail. If they come to our office, they can browse through our extensive brochure library, featuring materials from hundreds of government and non-profit agencies. On our website, meanwhile, we maintain Richmond's largest online Community Services Directory, with nearly 600 listings in over 40 categories. It also includes two major sub-directories, highlighting services for seniors and services for low-income residents, respectively.

We regularly attend community events, like the Richmond World Festival, to provide the public with community information. We produce print materials as well, such as the Annual Richmond Seniors Directory, which we publish in partnership with the Richmond News.

As Richmond's Volunteer Centre, our activities focus on encouraging and facilitating volunteerism. We do it through our website, which is home to Richmond's most comprehensive Volunteer Opportunities Database, featuring more than 80 positions from 60+ organizations. We also offer a free Volunteer Match service, where trained Advisors – volunteers themselves – meet one-on-one with Richmond residents, and help them find a volunteer opportunity that matches their skills, interests, and schedule.

Our Information & Volunteer Centre has a broad target audience; indeed, everyone in Richmond is a potential client. That's because everyone can volunteer, and everyone needs to access community services. Our role is to be a hub for community engagement – a place that connects Richmond residents with volunteer opportunities and community resources. It's important work with far-reaching benefits, as a community becomes stronger when more people are actively involved.

**Richmond Services Received by Your Organization:**

As an in-kind donation, the City of Richmond allows us to use City Hall for our Leadership Richmond – Youth Now launch event, in September, and graduation ceremony, in April.

As well, from mid-November through December, the City lets us use the Brighthouse Pavilion to house the Richmond Christmas Fund Toy Room. Again, the space is provided as an in-kind donation.

Emergency Social Services provides six portable radios and accessories on loan from mid-November to mid-December, for use during Christmas Fund registration.

Finally, our Child Care Resource & Referral Centre regularly receives a Child Care Professional & Program Development Grant, ranging from \$2,500 to \$5,000 annually.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	1,463,105.00	1,449,447.00
<b>Total Expenses:</b>	1,483,243.00	1,477,460.00
<b>Annual Surplus or (Deficit):</b>	(20,138.00)	(28,013.00)
<b>Accumulated Surplus or (Deficit):</b>	64,377.00	36,364.00

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

**Last Complete Year:**

Expenses are budgeted to keep basic services available; revenue is uncertain and budgeted conservatively; last fiscal year, fundraising and donations offset the deficit.

**Health, Social & Safety 2018**  
**Volunteer Richmond Information Services Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 3**

**Current Year:**

Expenses are budgeted to maintain basic services; revenues are uncertain so they are kept conservative in anticipation that fundraising or other revenue will offset the deficit.

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

An accumulated surplus is necessary for stability and sustainability, due to the uncertainty of funding and revenue and the timing of their arrival.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$40,061	Health, Social & Safety
2017	\$2,500	Professional and Program Development
2016	\$39,237	Health, Social & Safety
2016	\$5,000	Professional and Program Development
2015	\$38,355	Health, Social & Safety



**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$39,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$1,250.00
Supplies	\$1,250.00
Equipment	\$0.00
Photocopying	\$1,000.00
Program Materials	\$1,500.00
Local Travel	\$500.00
Other	\$2,000.00

Computer Support

**TOTAL** **\$50,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	BC Gaming Policy and Enforcement Branch	\$100,000
Funder 2 Name	Port of Vancouver	\$10,000
Funder 3 Name	Vancity	\$10,000

**Health, Social & Safety 2018**  
**Volunteer Richmond Information Services Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 5**

<b>Amount Your Society will Provide:</b>	<b><u>\$100,000.00</u></b>
<b>Total Proposed Budget:</b>	<b><u>\$1,126,000.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$40,862

**Recommendation:**

This Multi-Year (Year 1) grant is to provide operating assistance for volunteer, charitable and information programs. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018****Health, Social & Safety Program**

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

**Society:** West Richmond Community Association

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$5,000

**Proposal Title:** Music Works - A Music-Based Wellness Program for Isolated and Vulnerable

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

**Start Date (if applicable):** **End Date (if applicable):**

**Number To Be Served:** 42

**Richmond Residents:** All will be Richmond Residents

**Grant Request Summary:**

The overall goal of Music Works is to decrease social isolation and increase inclusion, community connection; remove barriers to participation and improve the quality of life for seniors experiencing loss, loneliness and isolation. Music Works utilizes music, movement and social activities to increase community connection; stimulate cognitive function; reduce stress, anxiety and depression; and enhance quality of life through valuing memories, life experience, and life-long contributions. Participants may be experiencing one or more of the following: change in health status, chronic conditions, change in personal supports, loss of spouse or close caregiver, cognitive changes, depression or anxiety, and difficulty with accessing transportation. Each weekly session includes transportation; lunch and social time; Gentle Movement to Music or Music Therapy (5 sessions each per 10-week program); Ukulele or Drumming Circle (5 sessions each per 10-week program) with senior volunteer mentors from local Drumming and Ukulele Circles. Music Works relies heavily on the skills and expertise of volunteers bringing active and well-connected seniors together with more isolated and vulnerable seniors. Feedback from volunteers confirms that it's a mutually beneficial experience and provides a meaningful and satisfying opportunity for volunteers. Family members, friends and caregivers benefit knowing that their family members/friends are engaged in activities that have a positive impact on their mental, emotional, and physical wellbeing. The WRCA, community centre staff and project partners also benefit through an increased understanding of the experiences of more isolated vulnerable seniors and by developing a model to serve and support previously under-served seniors. The grant will assist with transitioning Music Works to a much needed ongoing outreach program serving isolated and vulnerable seniors in Richmond.

**Richmond Services Received by Your Organization:**

Facility use and staff support.

**FINANCIAL INFORMATION**

**Health, Social & Safety 2018**  
**West Richmond Community Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,472,482.00	1,412,450.00
Total Expenses:	1,456,659.00	1,406,317.00
Annual Surplus or (Deficit):	15,823.00	6,132.00
Accumulated Surplus or (Deficit):	3,030.00	10,000.00

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

**Last Complete Year:**

2016/2017 Budget Year. September 1, 2016 to August 31 2017.

Program and fitness revenue were slightly higher than forecasted

**Current Year:**

Small surplus projected through program and fitness fees.

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

Higher revenue through programs and fitness. All surplus is used to subsidized youth, seniors and community development programs.

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

Year	Amount	Grant Program
2015	\$5,000.00	Child Care Capital

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$7,600.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$4,400.00
Other	\$4,600.00

Food costs for the provision of lunch each week.

**TOTAL      \$16,600.00**



**Health, Social & Safety 2018**  
**West Richmond Community Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Gilmore Gardens and Courtyard Gardens Community Fund	<b>Amount</b>	<b>\$5,000.00</b>
<b>Funder 2 Name</b>		<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>		<b>Amount</b>	<b>\$0.00</b>

**Amount Your Society will Provide:** **\$6,600.00**

**Total Proposed Budget:** **\$16,600.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$2,000

**Recommendation:**

This program is delivered to a growing vulnerable section of the community, and will serve 42 seniors over the course of three ten-week programs. This program reduces isolation, provides healthy food, and supports emotional, mental and physical well-being.

**Staff Comments /  
Conditions:**

None

**City of Richmond**

**2018 Grant Program Guidelines**

**For**

**Health, Social & Safety**

**and**

**Parks, Recreation & Community Events**

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## 1. Overview

### (i) City Grant Policy

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

### (ii) Purpose

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

### (iii) Principles

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

### (iv) Goal

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

### (v) Objectives

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

## 2. Program Funding

### (i) Base Program Funding

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

### (ii) Annual Cost of Living Increase

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

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are returned to the City's General Revenue Account.



### 3. Definitions

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

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

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

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

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

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

### 4. Eligibility

#### (i) Who is Eligible

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

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

#### (iv) Items Eligible For Funding

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

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

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

The following items will not be funded:

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

**(vi) Grant Limitations**

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

## **5. Application Assessment Criteria**

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

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

**(ii) Assessment Considerations**

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

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

**(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

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

**(iv) Financial Statements**

Applicants must submit:

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

**(v) User Pay Principle**

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

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

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

## 6. The Grant Review Process

### (i) The Grant Review Process

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

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

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

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

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

### (iii) Application Deadline

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

### (iv) Late Applications

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

### (v) Staff Review

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

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

### (vi) General Purposes Committee Review

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



## 7. Awarding of Grants

### (i) Council Decision

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

### (ii) Grant Disbursement

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

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

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

### (iv) Recuperation of Grant

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

### (v) No Appeal

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

## 8. Further Information

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Re:** 2018 Arts and Culture Grants Program

**Date:** January 3, 2018  
**File:** 11-7000-01/2018-Vol  
01

### Staff Recommendation

That the 2018 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$112,059, as outlined in the report dated January 3, 2018 from the Director, Arts, Culture and Heritage Services.

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

Att.5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
<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.

This report provides information and recommendations pertaining to the 2018 Arts and Culture Grant Program, now in its seventh year.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

*2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

*2.4. Vibrant arts, culture and heritage opportunities.*

### **Finding of Facts**

#### **2018 Arts and Culture Grant Budget**

The 2018 Arts and Culture Grant Budget is \$112,059 including a 2.1% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

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

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

Notices were placed on the City Page/City Notice Board in the Richmond News and on the City website in October and November of 2017, advising the community that applications were being accepted for 2018 City Grant Programs until November 20, 2017. A link to the City website was provided for further information and to access the online application system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 400 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 upcoming deadlines. Downloadable guideline documents were available with links to the online form on both the “City Grant Program” and the “Artists’ Opportunities” pages on the City website.

A detailed, custom document for budget preparation was provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2017 application, discuss possible updates to their organization and project offerings and deliver recommendations where appropriate.

Eleven applications were received for Operating Assistance and seven for Project Assistance, for a total combined request of \$134,500. Tables outlining requests and recommended allocations for the 2018 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. As the contents of the Grant Application Summary Sheets are taken verbatim from the applicants’ submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are included in the Summary Sheets.

#### Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the November 20, 2017 deadline.

#### New Applications

No new applications were received from organizations that have not previously applied for a City Grant.

#### 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 aggregated score of each applicant.

## Analysis

### 2018 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

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

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

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

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

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

<b>COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2018)</b>							
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total number of applications	26	22	23	21	16	21	18
New applicants	n/a	5	6	2	0	1	0
Grants denied (did not meet criteria)	7	4	2	1	0	3	1
Partial amount of request recommended	18	9	21	18	4	18	17
Full amount of request recommended	8	13	0	3	12	0	0
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200	\$134,500
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059
Total amount allocated/ recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059

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

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

The Richmond Arts and Culture Grants Program, established in 2012, is understood not only as a source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but as an important opportunity for capacity building, including those who have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in many of the Grant Use reports relating to the previous year.

Staff noted continued improvement in the quality of grant applications and a slight decrease in the number of applications; from 21 total applications in 2017 to 18 applications in 2018. This year, there was one fewer Operating Application compared to last year as Richmond Community Band did not apply for funding in 2018.

In this seventh year of the Arts and Culture Grants Program, staff noted an increased self-awareness among many of the applicants regarding the value of professional administrative support and a desire to undertake professional development opportunities to increase their capacity. Many applicants also cited increased success in securing program funding from other sources. There is also a substantial increase in the development of partnerships and demonstrated efforts to undertake new collaborations.

**Reasons for Partial or No Funding**

The amount of requested funds was over the allocated budget of \$112,059 and none of the applicants were recommended for the full amount requested this year. However, since there were fewer applicants than last year, all organizations who received funding in 2017 will note an increase in their recommended funding over the previous year (with the exception of Richmond Orchestra and Choral Association, who requested a lesser amount in 2018).

All of the applications, except for one Vancouver-based organization, are recommended to receive funding in 2018.

**Financial Impact**

The 2018 Arts and Culture Grant Program has a budget of \$112,059. The 2018 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$22,900
Operating Assistance	<u>\$89,159</u>
Total	<u>\$112,059</u>
Remaining	\$0

**Conclusion**

The 2018 Arts and Culture Grant Program makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff is recommending that the 2018 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



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

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

## 2018 Arts and Culture Grant Recommendations

### OPERATING ASSISTANCE

Organization	Most Recent City Grant (2017)	2018 Request	2018 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	\$ 6,000	\$ 10,000	\$ 6,450	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music in Richmond. They are to be applauded for their well-attended performances and robust musical offerings and for making solid steps towards building new partnerships. Entering into their second year in the Operating Assistance stream, the society is encouraged to invest in their strategic and organizational development and administrative support to improve communications and plan for future growth.	1
Cinevolution Media Arts Society	\$ 9,500	\$ 10,000	\$ 9,875	Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and challenging programming in a range of popular and accessible locations. As the society continues to develop and extend their reach, it is recommended that they invest more in paid administrative support to help provide organizational stability and plan for long-term growth.	3



Organization	Most Recent City Grant (2017)	2018 Request	2018 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 9,200	\$ 10,000	\$ 9,300	Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. They are to be commended for their plans to expand their reach through digital communications to help increase participation in their programs. The organization is strongly encouraged to reflect on how to address the self-identified challenges of maintaining relevancy, avoiding board fatigue and increasing their dwindling membership.	5
Richmond Arts Coalition	\$ 9,200	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this service organization whose aim is to support and advocate for the arts in Richmond. The society is to be congratulated for hiring an executive director, thereby taking monumental strides in strengthening their administrative capacity, in addition to proactively seeking out new partnerships and new programming opportunities over the past year.	7
Richmond Community Orchestra and Chorus Association	\$ 9,200	\$ 9,200	\$ 9,200	Operating Assistance is recommended for this well-established organization that engages a wide range of choral and orchestral musicians. The society is to be commended for continuing to grow and reach diverse audiences while increasing ticket sales and the number of free school performances, providing local youth with low-cost exposure to classical music.	9

Organization	Most Recent City Grant (2017)	2018 Request	2018 Recommend	Comments	Pg
Richmond Delta Youth Orchestra	\$ 9,500	\$ 10,000	\$ 9,875	Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for their outreach work and for doubling their enrollment numbers. They are strongly encouraged to invest in administrative support to help manage its rapid growth and assist with fund development efforts.	11
Richmond Music School Society	\$ 9,000	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this popular musical organization that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be celebrated for adapting its programs to meet the community's needs and is encouraged to foster new partnerships and collaborations.	13
Richmond Potters' Club	\$ 5,900	\$ 7,500	\$ 6,000	Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for its innovative recycling program and for greatly expanding its membership. They are encouraged to seek out new ways to connect and engage with the community.	15

Organization	Most Recent City Grant (2017)	2018 Request	2018 Recommend	Comments	Pg
Richmond Singers	\$ 7,000	\$ 10,000	\$ 7,450	Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for their success in undertaking new fundraising initiatives and for introducing an online ticketing system. Entering into their second year in the Operating Assistance stream, the society is encouraged to continue to seek out new partnerships and continue their community outreach.	17
Richmond Youth Choral Society	\$ 9,500	\$ 10,000	\$ 9,659	Operating Assistance is recommended for this ambitious organization that provides unique experiences for Richmond youth to share their musical talents locally, nationally and internationally. The society is to be applauded for exceeding their performance and audience targets and for embarking on a major international concert exchange. They are encouraged to continue to seek out new sources of diversified funding to help them achieve their goal of compensating staff at industry rates and to streamline administrative and accounting procedures.	19
Textile Arts Guild of Richmond	\$ 2,750	\$ 2,800	\$ 2,750	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, charitable giving and social engagement. The society is commended for developing new partnerships and is encouraged to invest in marketing and communications initiatives to extend its reach and recruit new members.	21

**PROJECT ASSISTANCE**

<b>Organization</b>	<b>Most Recent City Grant (2017)</b>	<b>2018 Request</b>	<b>2018 Recommend</b>	<b>Comments</b>	<b>Pg</b>
Philippine Cultural Arts Society of BC	\$ 2,100	\$ 5,000.00	\$ 3,700	Project Assistance is recommended for this lively event that celebrates Filipino performing arts in Richmond. The society is commended for providing vital performance and volunteer opportunities for its dancers and for introducing youth to cultural dance and music that help them connect with their community. They are to be congratulated for improving administrative operations and accounting procedures and are encouraged to continue to seek out diversified funding sources.	23
Richmond Art Gallery Association	\$ 3,800	\$ 5,000.00	\$ 3,900	Project Assistance is recommended for this engaging and unique program that offers impactful mentorship and professional development opportunities for Richmond artists. The society is to be commended for undertaking this innovative project that helps to build and nurture the local creative and arts community and falls outside of the Gallery's normal operations.	25
Steveston Historical Society	n/a	\$ 5,000.00	\$ 2,900	Project Assistance is recommended for this immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The society is to be commended for creating a strong partnership with a local school, which provides students with unique professional development experience. Funding is recommended with the condition that performers be financially compensated.	27



Organization	Most Recent City Grant (2017)	2018 Request	2018 Recommend	Comments	Pg
Tickle Me Pickle Theatre Sports Improv Society	\$ 4,500	\$ 5,000.00	\$ 4,600	Project Assistance is recommended for this entertaining theatrical program that engages youth, adults and families. The society is to be commended for expanding its program offerings and is encouraged to continue to develop new projects and avenues to present their work.	29
Vancouver Cantonese Opera	\$ 3,800	\$ 5,000.00	\$ 3,900	Project Assistance is recommended for this local presentation of Chinese culture, that brings the unique traditional art form of Cantonese opera to Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Fest. The society has a strong track record of working with a diverse range of artists and cultural groups and is to be commended for contributing a significant portion of its budget towards creative fees which benefits local artists. They are also directed to improve their financial reporting.	31
Vancouver International Sculpture Biennale	\$ 0	\$ 5,000.00	\$ 0	Funding is not recommended for the project by this Vancouver-based organization. The society is to be congratulated for their ongoing educational endeavours across the Lower Mainland, but is encouraged to reflect on how their proposed pre-defined project could relate specifically to Richmond.	34
Vancouver Tagore Society	\$ 3,800	\$ 5,000.00	\$ 3,900	Project Assistance is recommended for this unique multicultural festival that continues to attract large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for expanding its fundraising efforts and is encouraged to improve its marketing efforts and continue seeking out diverse income streams to help support the society's stable, long-term growth and development.	36

**2018 Arts and Culture Grant Recommendations**

<b>OPERATING ASSISTANCE</b>	
<b>Society Name</b>	<b>2018 Recommend</b>
Canadian YC Chinese Orchestra Association	\$ 6,450
Cinevolution Media Arts Society	\$ 9,875
Community Arts Council of Richmond	\$ 9,300
Richmond Arts Coalition	\$ 9,400
Richmond Community Orchestra and Chorus Association	\$ 9,200
Richmond Delta Youth Orchestra	\$ 9,875
Richmond Music School Society	\$ 9,200
Richmond Potters' Club	\$ 6,000
Richmond Singers	\$ 7,450
Richmond Youth Choral Society	\$ 9,659
Textile Arts Guild of Richmond	\$ 2,750

<b>PROJECT ASSISTANCE</b>	
<b>Organization</b>	<b>2018 Recommend</b>
Philippine Cultural Arts Society of BC	\$ 3,700
Richmond Art Gallery Association	\$ 3,900
Steveston Historical Society	\$ 2,900
Tickle Me Pickle Theatre Sports Improv Society	\$ 4,600
Vancouver Cantonese Opera	\$ 3,900
Vancouver International Sculpture Biennale	\$ 0
Vancouver Tagore Society	\$ 3,900

<b>OPERATING ASSISTANCE SUBTOTAL</b>	\$ 89,159
<b>PROJECT ASSISTANCE SUBTOTAL</b>	\$ 22,900
<b>COMBINED TOTAL</b>	<b>\$ 112,059</b>



**Society: Canadian YC Chinese Orchestra Association**

**Society Mandate Summary:**

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

**Society History:**

Since inception, the association has had numerous performances by members in terms of main orchestra, smaller ensembles, as well as solo performances. Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Centre of City of Richmond. Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre (about 350 audiences capacity). The performance had a full house and as a result, another show was added (in about 6 months). Since 2013, we have been a partner of the Multicultural Heritage Festival held at each summer at the Richmond Cultural centre and our performance of "O Canada" with our own instruments was welcome by the audiences as well as Government officials. For the last 4 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, provide free performance for senior homes, local regional center, cultural events, festivals, and celebrations across our community. As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond at the performing Hall of the Richmond Art Center. With Cultural Grants from the City of Richmond in the last four years, we have been able to produce a large scale concert at The Richmond Gateway Theatre. 2014 "Ocean Home Town" concert at the Gateway Theatre. 2015 "Qiao's Grand Courtyard" concert at Gateway Theatre. 2016 "Festival Gala and Multicultural Art Festival" concert at Gateway Theatre. 2017 Rising stars Chinese instrumental music concert. In fact, the above four concerts were big success and we had full house of over 500 audiences each time.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$21,300

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$6,000	Project Assistance
2016	\$5,000	Project Assistance
2015	\$4,550	Project Assistance
2014	\$4,160	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$30,718	\$35,400
Total Expenses:	\$29,775	\$34,700
Surplus:	\$943	\$700
Accumulated Surplus:	\$943	\$1,643
Other Funders:		

**GRANT RECOMMENDATIONS**

Recommended Amount: \$6,450

Aggregate Score: 43.3

Recommendation:

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music in Richmond. They are to be applauded for their well-attended performances and robust musical offerings and for making solid steps towards building new partnerships. Entering into their second year in the Operating Assistance stream, the society is encouraged to invest in their strategic and organizational development and administrative support to improve communications and plan for future growth.





**Society: Cinevolution Media Arts Society**

**Society Mandate Summary:**

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

**Society History:**

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

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

1. Stimulating innovative creation and new ideas - As the only media arts organization in Richmond, for the past years, Cinevolution has not only introduced many new media artists and brought in cutting edge artwork and films, but has also created several signature events, such as Your Kontinent Digital Carnival, Media Cafe, DocuAsia Forum, Art in Containers, Screen Bites, Youth Media Fest, and the Featured Artist Program. These unique events strive to stimulate critical thought and artistic innovation, and contribute to putting Richmond on the map of the art scene in the Lower Mainland.
2. Engaging citizens across generations and cultures - All our signature events are intergenerational and multilingual, and have successfully engaged community members of all ages and cultures.
3. Fostering critical discourse and international cultural exchange by bringing international films and artists to the community.
4. Increasing the community's media literacy by making programs affordable, accessible and

**Operating Assistance Application for 2018**  
**Cinevolution Media Arts Society**

ATTACHMENT 3

Summary Page 2

educational to the general public.

**GRANT REQUEST**

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

**Society Operating Budget:** \$125,590

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,500	Operating Assistance
2016	\$10,000	Operating Assistance
2015	\$9,530	Operating Assistance
2014	\$8,790	Operating Assistance
2014	\$3,640	Project Assistance

**FINANCIAL SUMMARY**

**Most Recently Completed Year**

**Proposed Year**

**Total Revenue:** \$52,050 \$88,800

**Total Expenses:** \$52,040 \$88,799

**Surplus:** \$10 \$1

**Accumulated Surplus:** \$10 \$1

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

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,875

**Aggregate Score:** 46.5

**Recommendation:**

Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and challenging programming in a range of popular and accessible locations. As the society continues to develop and extend their reach, it is recommended that they invest more in paid administrative support to help provide organizational stability and plan for long-term growth.



**Society: Community Arts Council of Richmond**

**Society Mandate Summary:**

To provide & broaden opportunities for citizens of all ages to participate in, and benefit from the creative arts. Including, but not limited to, supporting & exploring new avenues to provide workshops, public events, classes, exhibitions, performances & special programs.

**Society History:**

An active advocate for the arts since 1970 we have many accomplishments including raising significant funds to build both the Gateway Theatre and the Richmond Cultural Centre. Over the many years we have held numerous classes, workshops, exhibitions, events and performances, given out scholarships & grants to other arts organization. As a federally & provincially registered Charity we are able to issue tax receipts for donations and use this fact to do fundraising for various events. When we began this odyssey of supporting and promoting the arts there were very few other groups that were registered as a society. In addition we were the only arts organization without a particular affiliation with a specific art discipline, rather we supported ALL types of the creative ARTS.

Times, needs and abilities change and we have changed too. Many groups are now better able to fend for themselves, however we still feel it is imperative that we "speak" for the arts and artists, encourage all to participate, use art to build bridges and overcome difficulties. We spend our funds frugally and choose programs and projects that we feel will benefit the highest number of the population including non-artists and artists alike. Our events are held in Richmond and wherever possible we do our best to invite Richmond artists first and the rest of Metro Vancouver and BC latterly. Richmond is our home base and we encourage everyone to come and experience the arts & culture in Richmond when we hold our events and on our website, which has two calendar of events, one for ourselves and one for any non profit to post their event at no cost.

In 2017 we were delighted to receive the Richmond Arts Award for Cultural Leadership. Having served Richmond for almost 50 years, this coveted award is the only award we have received and we treasure it.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$51,930</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,200	Operating Assistance
2016	\$9,750	Operating Assistance
2015	\$8,475	Operating Assistance
2014	\$7,700	Operating Assistance

**Operating Assistance Application for 2018**  
**Community Arts Council of Richmond**

ATTACHMENT 3

Summary Page 2

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**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$51,930	\$46,455
Total Expenses:	\$51,930	\$46,455
Surplus:	\$13	\$1
Accumulated Surplus:	\$356	\$357
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

**GRANT RECOMMENDATIONS**

Recommended Amount: \$9,300

Aggregate Score: 38.5

Recommendation:

Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. They are to be commended for their plans to expand their reach through digital communications to help increase participation in their programs. The organization is strongly encouraged to reflect on how to address the self-identified challenges of maintaining relevancy, avoiding board fatigue and increasing their dwindling membership.





ATTACHMENT 3  
**Operating Assistance Application for 2018**  
**Arts & Culture Grants Program**  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Arts Coalition**

**Society Mandate Summary:**

To promote, support, and advocate for the Arts in all their various forms within in Richmond, BC..

**Society History:**

In 2004, the City developed a formal plan to strengthen its arts community which resulted in the formation of the Richmond Arts Coalition (RAC). In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists & arts organizations together & leading in the development & advocacy of local community arts & culture. RAC has partnered with the City on the annual Arts Awards & on three Art Symposiums & provides substantial grants to the annual Maritime Festival to support hiring of local artists. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards & scholarships for Arts students. RAC compiles a monthly list of Arts Events for publication by the local papers & Tourism Richmond. The events are listed on the RAC website & social media & emailed to 430+ subscribers. A 2013 Outreach Project gathered surveys from the Arts & general public on Arts issues in Richmond, which was shared with the City. A 2014/15 Outreach Project gathered numerous ideas for promoting closer connections between Arts and Business. RAC hosted ArtRich 2015 at the Richmond Art Gallery in 2015, which showcased 49 local artists and brought 1627 visitors to the Gallery. RAC hosts a weekly "member feature" on its website and promotes its members through social media. RAC hired an Admin Assistant in 2016 and an Executive Director in 2017. The ED hosts networking sessions for members and actively reaches out for partnerships. Since its establishment, RAC has played an essential role to advocate for the importance of art in Richmond. Representatives of RAC regularly attend the meetings at the City Hall to present and speak. We have also actively outreached into other community groups to promote the importance of the arts.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$83,300

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,200	Operating Assistance
2016	\$9,950	Operating Assistance
2015	\$3,970	Operating Assistance
2014	\$3,750	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$61,749.82	\$71,400.00
Total Expenses:	\$55,994.75	\$71,400.00
Surplus:	\$5,755.07	\$0.01
Accumulated Surplus:	\$14,089.55	\$14,089.55
Other Funders:		

**GRANT RECOMMENDATIONS**

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

**Aggregate Score:** 42

**Recommendation:**

Operating Assistance is recommended for this service organization whose aim is to support and advocate for the arts in Richmond. The society is to be congratulated for hiring an executive director, thereby taking monumental strides in strengthening their administrative capacity, in addition to proactively seeking out new partnerships and new programming opportunities over the past year.



ATTACHMENT 3  
**Operating Assistance Application for 2018**  
**Arts & Culture Grants Program**

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

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

**Society Mandate Summary:**

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

**Society History:**

In 1986, George Austin and a group of like minded musicians perceived a gap in the cultural landscape of Richmond and so the Richmond Orchestra and Chorus Association was formed. Since then the organization has grown to almost a 100 members, all committed to providing an opportunity for musicians to share the joy of music in rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994-present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Bates "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the Richmond Hospital Foundation's 15th Starlight Gala (2013).

**GRANT REQUEST**

**Requested Amount:** \$9,200

**Society Operating Budget:** \$124,100

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,200	Operating Assistance
2016	\$10,000	Operating Assistance
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance

**Operating Assistance Application for 2018**  
**Richmond Community Orchestra and**

ATTACHMENT 3

**Summary Page 2**

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**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$112,056	\$122,500
Total Expenses:	\$102,477	\$122,500
Surplus:	\$9,579	\$9,579
Accumulated Surplus:	\$62,938	\$9,579
Other Funders:	BC Gaming \$25,000	

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,200

**Aggregate Score:** 45.3

**Recommendation:**

Operating Assistance is recommended for this well-established organization that engages a wide range of choral and orchestral musicians. The society is to be commended for continuing to grow and reach diverse audiences while increasing ticket sales and the number of free school performances, providing local youth with low-cost exposure to classical music.



ATTACHMENT 3  
**Operating Assistance Application for 2018**  
**Arts & Culture Grants Program**

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

**Society: Richmond Delta Youth Orchestra**

**Society Mandate Summary:**

The RDYO provides full-service orchestral preparation for young musicians aged 8 to 25.

**Society History:**

The Orchestra first began rehearsals in September, 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has almost doubled. The Orchestra currently includes 135 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2016) at Culture Days, the Richmond Art Gallery, the Richmond Cultural Centre, the annual Richmond Maritime Festival, the Salmon Festival, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$178,380

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,500	Operating Assistance
2016	\$10,000	Operating Assistance
2015	\$5,000	Project Assistance
2014	\$2,860	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$171,100.01	\$175,895
<b>Total Expenses:</b>	\$170,543.73	\$175,180
<b>Surplus:</b>	\$556.28	\$715



**Operating Assistance Application for 2018**  
**Richmond Delta Youth Orchestra**

ATTACHMENT 3

**Summary Page 2**

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<b>Accumulated Surplus:</b>	<b>\$33,440.28</b>	<b>\$34,155.28</b>
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**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,875

**Aggregate Score:** 46.3

**Recommendation:**

Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for their outreach work and for doubling their enrollment numbers. They are strongly encouraged to invest in administrative support to help manage its rapid growth and assist with fund development efforts.



ATTACHMENT 3  
**Operating Assistance Application for 2018**  
**Arts & Culture Grants Program**

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

**Society: Richmond Music School Society**

**Society Mandate Summary:**

To conduct a school of music and offer programs and instruction 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 23 teachers employed at the school as well as 13 Advanced, Junior teachers and Apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for Royal Conservatory and Associated Board of the Royal Schools of Music 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 200 public performances are presented by students and faculty in Richmond and Metro Vancouver each year, most of which are free to the public. The School continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children to get involved in music whose parents might otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background. Students and Faculty this year contributed 2,156 hours of volunteer service supporting their in-school performances and individual performances in the community. See attached In-Kind Donation Analysis below).

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$418,980

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,000	Operating Assistance
2016	\$10,000	Operating Assistance
2015	\$7,945	Operating Assistance
2014	\$7,200	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$401,211	\$425,126
<b>Total Expenses:</b>	\$405,662	\$425,126

**Operating Assistance Application for 2018**

ATTACHMENT 3

**Richmond Music School Society****Summary Page 2**

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<b>Surplus:</b>	(\$4,451)	\$0.01
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<b>Accumulated Surplus:</b>	\$11,842	\$0.01
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<b>Other Funders:</b>	Outreach Violin Program \$44,290
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**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,200**Aggregate Score:** 42.8**Recommendation:**

Operating Assistance is recommended for this popular musical organization that provides high-caliber and accessible educational opportunities for youth from all economic backgrounds. The society is to be celebrated for adapting its programs to meet the community's needs and is encouraged to foster new partnerships and collaborations.
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**Society: Richmond Potters' Club**

**Society Mandate Summary:**

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

**Society History:**

Formed in 1969 the RPC has, as volunteers, organized, administered & provided adult ceramic art classes. The RPC offers workshops/demonstrations to members & the public, provides in-house education in clay arts, publishes a newsletter, meets monthly, informs members of shows, exhibition & workshop opportunities, puts on 2 sales per year, maintains a website & takes part in Community/City events with demonstrations & displays. The RPC furnished the studio & currently owns about \$40,000 worth of equipment & materials. It has a large library. Members have studio access on average of about 27.2 hours/week throughout the year to create & do the many jobs needed to keep the Club and the studio operating. We welcome the public into the studio, answer their queries & share our joy gained thru a creative process. We support the children's classes offered by the City of Richmond, & work collaboratively with the instructors to ensure the studio is well kept and the groups work in harmony. Our well attended twice yearly sales include another artist group-the Richmond Spinners & Weavers Guild. Sales give us another chance to "talk pots" with the public, exposing them to the art, and support local artists. The Club offers a scholarship to a graduating Richmond high school student & supports local organizations with "gifts in kind" donations created by our members. For many years, the RPC has been a repeat participant & supporter of the City Richmond events (Doors Open, Culture Days, & the Maritime Festival) by providing displays & demonstrations. The Club has provided opportunities to enhance artists' creativity & education with workshops & demonstrations. As part of the artistic community, the RPC hopes to convey to and share with the public its passion for clay work & the delight in creating beautiful pieces of art.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$7,500</b>
<b>Society Operating Budget:</b>	<b>\$53,500</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2015	\$5,900	Operating Assistance
2015	\$5,700	Operating Assistance
2014	\$5,200	Operating Assistance
2013	\$3,000	Operating Assistance

**Operating Assistance Application for 2018**  
**Richmond Potters' Club**

ATTACHMENT 3

**Summary Page 2**

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**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$57,898	\$54,500
Total Expenses:	\$49,049	\$54,500
Surplus:	\$8,849	\$0.01
Accumulated Surplus:	\$8,849	\$0.01
Other Funders:		

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$6,000

**Aggregate Score:** 40.5

**Recommendation:**

Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for its innovative recycling program and for greatly expanding its membership. They are encouraged to seek out new ways to connect and engage with the community.





**Society: Richmond Singers**

**Society Mandate Summary:**

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

**Society History:**

In 1971 our founder Pam Hiensch placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet and a group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and our name was changed to The Richmond Singers. We now have 55 active members and 3 associates who have provided a choral presence in the community for over 46 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston and Natasha Neufeld who is in her 14th season with us. Our members range in age from 20s – 70 + and come from across Canada and the world with varied backgrounds and talents. The choir produces two to three major concerts per season, often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our concerts and are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 18-member Richmond Singers Ensemble "sing out" at over 45 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are very involved with our community and, by giving benefit concerts, have helped to raise funds for other organizations such as the Richmond Hospice Society, Canadian Cancer Foundation and Tim Horton's Kids Camps. We were very fortunate to be invited to represent BC at the July 1, 2003 "UNISONG" celebrations in Ottawa. In 2009, the Richmond Singers were proud to represent BC at Festival 500 in St John's, Newfoundland. In 2016 we joined 1000 singers from around the world in Powell River to sing at Kathaumixw.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$69,005

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$7,000	Operating Assistance
2016	\$5,000	Project Assistance
2015	\$4,240	Project Assistance
2014	\$2,600	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$62,128	\$65,333
Total Expenses:	\$53,574	\$65,333
Surplus:	\$8,554	\$1
Accumulated Surplus:	\$32,475	\$32,475
Other Funders:		

**GRANT RECOMMENDATIONS**

Recommended Amount: \$7,450

Aggregate Score: 41.8

Recommendation:

Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for their success in undertaking new fundraising initiatives and for introducing an online ticketing system. Entering into their second year in the Operating Assistance stream, the society is encouraged to continue to seek out new partnerships and continue their community outreach.



**Society: Richmond Youth Choral Society**

**Society Mandate Summary:**

To provide the 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 of our city's multicultural atmosphere.

**Society History:**

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, 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 Choral 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 2009-10 season of the RYHC, the choirs were recognized as a premiere group within our city. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China, performing with and hosting the Wakayama Children's Choir from our sister city, Wakayama, Japan and in 2015 we returned the visit to Wakayama. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. Since then we have worked with other composers like Larry Nickel and Iman Habibi. In 2015 we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we planned a year of celebration including a collaboration with the Richmond and Delta Youth Orchestra to premier another new commission partnering with Timothy Corlis called "We Will Sing You Home". We also represented Richmond and BC in Ottawa on July 1st from Canada 150. This year we collaborated in a professional Theater production called "The Ridiculous Darkness" with Alley theater. We are currently planning our first tour to Africa in July 2018!

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$140,878.36

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2017	\$9,500	Operating Assistance
2016	\$10,000	Operating Assistance
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$141,459.96	\$65,590
Total Expenses:	\$140,878.36	\$63,435
Surplus:	\$581.6	\$2,155
Accumulated Surplus:	\$5,000	\$2,155
Other Funders:	BC Gaming \$4,200	

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,659

**Aggregate Score:** 42.5

**Recommendation:**

Operating Assistance is recommended for this ambitious organization that provides unique experiences for Richmond youth to share their musical talents locally, nationally and internationally. The society is to be applauded for exceeding their performance and audience targets and for embarking on a major international concert exchange. They are encouraged to continue to seek out new sources of diversified funding to help them achieve their goal of compensating staff at industry rates and to streamline administrative and accounting procedures.



ATTACHMENT 3  
**Operating Assistance Application for 2018**  
**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 TAGOR members,
- 2) Creating items requested by community partners,
- 3) Maintaining an environment that provides artistic development and social support to TAGOR members.

**Society History:**

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

The early 1990's saw the Guild based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993. TAGOR hosted exhibitions in 2000, 2002, 2006 and 2008.

From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. We created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau.

In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, the YouTube Video "How to Make a Quick Caring Quilt" was created and TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners.

In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marked TAGOR's 40th year of operation. In 2016 TAGOR added Habitat for Humanity as a community partner and will be creating 12 quilts for the families moving into their Richmond Project houses in 2018. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$2,800</b>
<b>Society Operating Budget:</b>	<b>\$19,682</b>



**Operating Assistance Application for 2018**

ATTACHMENT 3

Textile Arts Guild of Richmond

Summary Page 2

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$2,750	Operating Assistance
2016	\$3,400	Operating Assistance
2015	\$3,710	Operating Assistance
2014	\$3,500	Operating Assistance

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

<b>Total Revenue:</b>	\$19,682	\$10,950
<b>Total Expenses:</b>	\$18,053	\$12,982
<b>Surplus:</b>	\$1,629	\$1,784
<b>Accumulated Surplus:</b>	\$14,766	\$0.01

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended Amount: \$2,750

Aggregate Score: 41.3

Recommendation:

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, charitable giving and social engagement. The society is commended for developing new partnerships and is encouraged to invest in marketing and communications initiatives to extend its reach and recruit new members.



**Society:** Philippine Cultural Arts Society of BC

**Project Name:** "Kalikasan" (The Elements of Nature)

**Dates:** November 3, 2018

**Project Summary:**

Our showcase, titled "Kalikasan" (The Elements of Nature), is a collection of traditions and celebrations from the Philippine culture. We will be presenting this Philippine story with a mosaic of dance and music at the Richmond Gateway Theatre on November 3, 2017. In preparation for this event, we encourage new participants of all ages to join current performers, to learn about traditional dance and music through workshops PhilCAS will lead. We invite residents of Richmond and the lower mainland to witness the beauty of Philippine culture through our workshops and in our showcase "Kalikasan."

**Society Mission/Mandate:**

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

**Society History:**

Tonette and Nes Gatus envisioned a niche for Filipino-Canadian youth that would give them the opportunity to discover their heritage through dance and music. In the year 2000, the couple shared with the local Richmond community the beauty of Filipino culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of British Columbia (PhilCAS of BC). The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette and Nes' house, to practice traditional Filipino folk dances. Tonette's pride in traditional folk dance that she had learned from the Philippines reverberated through her pupils and has since then been a source of pride. Her dancers were constantly motivated and inspired each time they were invited to perform at theatres, multicultural festivals, and private events. Over the years, PhilCAS has grown in the age and number of volunteer members. This is due to the passion and commitment of Tonette and Nes in providing Filipino youth the opportunity to learn their heritage. The society is larger than ever each sharing in the pride and passion that Tonette, Nes, and the rest of the rising leaders within the PhilCAS community continue to exhibit today. Today, both youth and adults make up the Board of Directors, but PhilCAS' success cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$18,105

**Project Assistance Application for 2018**  
**Philippine Cultural Arts Society of BC**

ATTACHMENT 3

Summary Page 2

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**Society Operating Budget:** \$21,680

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$2,100	Project Assistance
2016	\$4,447	Project Assistance
2015	\$2,970	Project Assistance
2014	\$3,120	Project Assistance

**FINANCIAL SUMMARY**

<u><b>Most Recently Completed Year</b></u>		<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$7,879.94	\$21,680
<b>Total Expenses:</b>	\$7,461.97	\$21,680
<b>Surplus:</b>	\$418.87	\$0.01
<b>Accumulated Surplus:</b>	\$1,969.42	\$1,969.42

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,700

**Aggregate Score:** 41.5

**Recommendation:**

Project Assistance is recommended for this lively event that celebrates Filipino performing arts in Richmond. The society is commended for providing vital performance and volunteer opportunities for its dancers and for introducing youth to cultural dance and music that help them connect with their community. They are to be congratulated for improving administrative operations and accounting procedures and are encouraged to continue to seek out diversified funding sources.



**Society:** Richmond Art Gallery Association

**Project Name:** Artist Salon 2018

**Dates:** February - December 2018

**Project Summary:**

RAGA proposes to evolve our support of Richmond artists. We seek funding towards Artist Salon, a professionalizing social group for local artists. Hosted at the Gallery on the first Thursday of each month, we invite guest speakers and facilitate workshops that foster connections among our community's diverse range of artists. This year we aim to expand our core group of participants and to develop new partnerships in order to connect artists with other services organizations in the City.

**Society Mission/Mandate:**

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

**Society History:**

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. The Gallery has 3,500 square feet of exhibition space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open and free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, Family Sunday Program, artist talks and tours, and artist workshops. A corps of volunteer guides offer tours in English and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Studio Art Program is led by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Richmond Art 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>	\$235,026

**MOST RECENT PREVIOUS GRANT(S)**

**Project Assistance Application for 2018**

ATTACHMENT 3

Richmond Art Gallery Association

Summary Page 2

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<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$3,800	Project Assistance
2016	\$4,000	Project Assistance
2015	\$5,000	Project Assistance
2014	\$4,680	Project Assistance

**FINANCIAL SUMMARY****Most Recently Completed Year****Proposed Year****Total Revenue:** \$165,548 \$235,026**Total Expenses:** \$145,521 \$231,344**Surplus:** \$20,027 \$3,682**Accumulated Surplus:** \$20,027 \$3,682**Other Funders:** Metro Vancouver \$5,000**GRANT RECOMMENDATIONS****Recommended Amount:** \$3,900**Aggregate Score:** 43.3**Recommendation:**

Project Assistance is recommended for this engaging and unique program that offers impactful mentorship and professional development opportunities for Richmond artists. The society is to be commended for undertaking this innovative project that helps to build and nurture the local creative and arts community and falls outside of the Gallery's normal operations.





**Society:** Steveston Historical Society

**Project Name:** Steveston Alive! Walking Tour Vignettes

**Dates:** November 2017 until August 2018 (performances occur in summer 2018)

**Project Summary:**

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

For 2018, we would like to remount the vignettes as "Steveston Alive! Walking Tour Vignettes".

**Society Mission/Mandate:**

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

**Society History:**

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

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

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

**Project Assistance Application for 2018**  
**Steveston Historical Society**

ATTACHMENT 3

**Summary Page 2**

**Recent projects include:**

- Nikkei Stories of Steveston: a 10-part documentary series that pays tribute to the strengths and successes of Japanese Canadian pioneers and their descendants. These videos can be viewed in the JFBS building or online at [www.nikkeistories.com/#videos](http://www.nikkeistories.com/#videos)
- The Fisherman's Park Mural: a 12-panel mural series celebrating Steveston's connection to the fishing industry.
- Walking Tour Vignettes: a five part theatrical performance along a walking tour of Steveston. Participants were taken back in time to the year 1917 where they will see drama students from Hugh McRoberts Secondary School perform stories of Steveston's shared triumphs and tragedies.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$5,000</b>
<b>Project Budget:</b>	<b>\$34,075</b>
<b>Society Operating Budget:</b>	<b>\$20,000</b>

**MOST RECENT PREVIOUS GRANT(S)**

N/A

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	<b>\$59,767.05</b>	<b>\$20,000</b>
<b>Total Expenses:</b>	<b>\$27,783.27</b>	<b>\$20,000</b>
<b>Surplus:</b>	<b>\$49,767.05</b>	<b>\$25,000</b>
<b>Accumulated Surplus:</b>	<b>\$31,983.78</b>	<b>\$40,000</b>

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$2,900  
**Aggregate Score:** 37.5

**Recommendation:**

Project Assistance is recommended for this immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The society is to be commended for creating a strong partnership with a local school, which provides students with unique professional development experience. Funding is recommended with the condition that performers be financially compensated.



**Society:** Tickle Me Pickle Theatre Sports Improv Society

**Project Name:** TMP Improv Season

**Dates:** July 2018-June 2019

**Project Summary:**

We wish to continue to provide Richmond with improv shows, improv workshops in schools classes, and improv team/club mentoring in schools for the 2018-2019 season. The TMP season includes regular skill and team development practices, professional development for our performing artists and performances, including the annual fundraising event entitled Laughter Is The Best Medicine.

**Society Mission/Mandate:**

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

**Society History:**

TMP officially became a not for profit society in 2013, but it's roots go back much further. 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 grew, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, a ten-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. Over the last few years, TMP has focussed on developing its expertise in improv by attending classes, participating in private workshops, researching, practicing regularly, and performing. Due to attrition of performers in the current main performance troupe, (as a result of moving away, career and family priorities), the next phase of TMP includes performer recruitment, and a renewed focus towards improv teaching and mentorship for youth and young adults, and new opportunities for individuals in Richmond to learn, practice, and teach improv. TMP aims to create new projects under its umbrella, reaching out to its network of past participants and network within the improv community. In sum, TMP's role in Richmond is to promote the art of improv, provide opportunities for the community to experience improv, and engage individuals in the learning of improv.

**GRANT REQUEST**

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

**Project Assistance Application for 2018**

ATTACHMENT 3

**Tickle Me Pickle Theatre Sports Improv Society****Summary Page 2**

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<b>Project Budget:</b>	<b>\$11,060</b>
<b>Society Operating Budget:</b>	<b>\$11,060</b>

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$4,500	Project Assistance
2016	\$5,000	Project Assistance
2015	\$5,000	Project Assistance
2014	\$4,160	Project Assistance

**FINANCIAL SUMMARY**

<u><b>Most Recently Completed Year</b></u>		<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$11,672	\$11,060
<b>Total Expenses:</b>	\$11,417.15	\$11,060
<b>Surplus:</b>	\$254.85	\$725.29
<b>Accumulated Surplus:</b>	\$725.29	\$725.29
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$4,600**Aggregate Score:** 42.0**Recommendation:**

Project Assistance is recommended for this entertaining theatrical program that engages youth, adults and families. The society is to be commended for expanding its program offerings and is encouraged to continue to develop new projects and avenues to present their work.
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**Society:** Vancouver Cantonese Opera

**Project Name:** The Bamboo Theatre

**Dates:** August 31 & September 1 (Friday & Saturday), 2018

**Project Summary:**

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

**Society Mission/Mandate:**

The mission of Vancouver Cantonese Opera is to present the unique traditional artform of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives.

OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES

- 1) Artistic excellence – creates high quality works; maintain high standards and creative excellence from all performers.
- 2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation and understanding of Cantonese opera.
- 3) Accessible, affordable & entertaining performances for the public
- 4) Provide employment opportunities to Cantonese opera artists, musicians and technicians.

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

**Society History:**

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

For the past 17 years, the Vancouver Cantonese Opera has collaborated with international and



**Project Assistance Application for 2018****Vancouver Cantonese Opera****Summary Page 2**

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

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

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

The first Multicultural Heritage Festival was launched in 2012. In 2013, we partnered with City of Richmond in the presentation "Multicultural Heritage" Festival and the event was renamed to Bamboo Theatre in 2016. The attendance in 2017 was 45,000 (a huge increase from 2016 of 25,000).

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$37,205
<b>Society Operating Budget:</b>	\$108,417

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$3,800	Project Assistance
2016	\$3,800	Project Assistance
2015	\$5,000	Project Assistance
2014	\$3,850	Project Assistance

**FINANCIAL SUMMARY**

**Project Assistance Application for 2018****Vancouver Cantonese Opera****Summary Page 3**


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<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$115,061	\$108,417
Total Expenses:	\$131,495	\$106,413
Surplus:	(\$16,434)	\$2,004
Accumulated Surplus:	\$26,033	\$28,037

**Other Funders:** Canadian Heritage \$5,000, BC Gaming \$5,000

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,900

**Aggregate Score:** 43.0

**Recommendation:**

Project Assistance is recommended for this local presentation of Chinese culture, that brings the unique traditional art form of Cantonese opera to Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Fest. The society has a strong track record of working with a diverse range of artists and cultural groups and is to be commended for contributing a significant portion of its budget towards creative fees which benefits local artists. They are also directed to improve their financial reporting.



**Society:** Vancouver International Sculpture Biennale

**Project Name:** BIG IDEAS Education Program in Richmond

**Dates:** February 2018 to June 2018

**Project Summary:**

Annually Richmond schools participate in the Vancouver Biennale BIG IDEAS program which brings local professional multi-disciplinary artists to schools helping learners develop creative and critical thinking skills essential to success in the workplace. Matching program grants are provided to schools. BIG IDEAS is a socially-inclusive program that connects all grades and schools. To date students from 43 Richmond classes (~1,000+ students) ranging from kindergarten to Grade 12 have benefited from the program.

**Society Mission/Mandate:**

The VANCOUVER BIENNALE is a non-profit community-based organization that celebrates art in public space by building community and transforming neighborhoods into an accessible OPEN AIR MUSEUM, where art is the catalyst for learning, community engagement, and social action. Our goal is to transform the urban landscape, creating globally inspired cultural experiences where people live, play, work, and transit. The Vancouver Biennale's artworks are located in high visibility public spaces that are free and accessible to everyone, via public transit, bike lanes or by car, showcasing the city as a vibrant international destination for the arts, which supports creativity and contributes to the local innovation economy. Our exhibitions integrate museum-calibre art into daily experience and bring a wide audience of people of all ages, cultural backgrounds, educational levels, and financial wherewithal together as a community to explore, learn, dialogue, and imagine. Our public outreach programs including lectures, talks, gatherings, school education programs, post-secondary learning resources, publications, and a strong online digital presence ensure a wide breadth of community engagement.

**Society History:**

The inaugural 2005-2007 Vancouver Biennale exhibition was an 18-month long exhibition featuring 24 international public art installations by 18 artists spread along oceanfront public parks throughout Vancouver and 16 public programs during the exhibition period. As a key exhibition partner of the Vancouver Biennale, Richmond hosted 7 art installations in 2009 – 2011. Richmond Art Gallery hosted 2 North American debut museum shows with community public programs. Aberdeen Centre Mall hosted an artist-in-residence and exhibited an art installation. Richmond also participated in the Bikennale which is a family-friendly bike ride across communities to explore public art installations. Water #10, installed at the River Road location as part of the 2009 -2011 exhibition, was subsequently purchased by Dava Development and donated the artwork to the City of Richmond. The Vancouver Biennale BIG DEAS Education Program provides a framework where public art is an inspiration for cross-curricular project-based learning. BIG IDEAS in-School provides a matching grant bringing local professional artists to schools. The number of participating Richmond schools steadily grew from 2 classes in 2013 to 3 classes in 2014 to 13 classes (6 schools) in 2015 to 15 classes (6 schools) in 2016. . In 2017 there were 10 Richmond classes participating.

**GRANT REQUEST**

**Project Assistance Application for 2018**  
**Vancouver International Sculpture Biennale**

ATTACHMENT 3

Summary Page 2

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Requested Amount:	\$5,000
Project Budget:	\$25,820
Society Operating Budget:	\$1,004,500

**MOST RECENT PREVIOUS GRANT(S)**

N/A

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$769,256
Total Expenses:	\$688,796
Surplus:	\$80,460
Accumulated Surplus:	\$148,612

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended Amount: \$0

Aggregate Score: 27.5

Recommendation:

Funding is not recommended for the project by this Vancouver-based organization. The society is to be congratulated for their ongoing educational endeavours across the Lower Mainland, but is encouraged to reflect on how their proposed pre-defined project could relate specifically to Richmond.



**Society:** Vancouver Tagore Society  
**Project Name:** West Coast Tagore Festival 2018  
**Dates:** August 24-25, 2018

**Project Summary:**

West Coast Tagore Festival is an annual event in its 8th year. The Festival, held at Richmond with generous support from the City of Richmond, brings creative works, philosophy, visions and ideals of Nobel-laureate poet and world cultural icon Rabindranath Tagore to culturally and ethnically diverse communities. Multicultural artists of different age-groups present his poetry, songs, dances, dramas, paintings, etc. not only professionally, 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, intercultural harmony and universalism, and to raise awareness of Eastern philosophies and cultures with special emphasis on and guided by universal humanism, transcendental spirituality, thoughts and philosophy of Rabindranath Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works. Additional mission includes engaging communities in intercultural interactions and development of artists versed in ethnic cultures and heritage, particularly Bengali and South Asian. Guided by Tagore's vision of "confluence of cultures", the Society strives to provide a broad platform for communities and artists/performers to gather together, reach across cultural boundaries and enrich local communities culturally and intellectually. The Society's mandate is to disseminate the profound message of peace, humanity and equality, and wonderfully rich creative works of Rabindranath Tagore to the communities in a way that is readily appreciable and assimilable.

**Society History:**

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. Over the last 7 years, VTS has organized 7 West Coast Tagore Festivals (4 of them 2-day events) at the Richmond Cultural Center annually from 2011 to 2016 and at the Richmond Gateway Theatre last year. In addition, the Society organized 2 Poetry Events (with music, dances, and refreshments) on the Rooftop Garden at the Cultural Center, and one International Women's Day program at the Councils Chambers. VTS has also participated as contributing partner in events held in Richmond, including the Richmond Multicultural Heritage Festival, International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. In all the events organized by VTS in Richmond, a number of Richmond artists, poets and volunteers are always involved. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once.

Outside of Richmond, the Society has organized the "Tagore Spring Festival", a multicultural performing event for the last 3 years, in Surrey with City of Surrey Cultural Grants; and 1 dance-



**Project Assistance Application for 2018**

ATTACHMENT 3

**Vancouver Tagore Society****Summary Page 2**

drama and 1 music program at the Roundhouse Community Center, both with paid admissions. The Society has also participated as content partners in programs around the Lower Mainland.

**GRANT REQUEST**

**Requested Amount:** \$5,000  
**Project Budget:** \$18,825  
**Society Operating Budget:** \$50,759

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$3,800	Project Assistance
2016	\$4,250	Project Assistance
2015	\$3,920	Project Assistance
2014	\$3,120	Project Assistance

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

<b>Total Revenue:</b>	\$47,767	\$50,759
<b>Total Expenses:</b>	\$40,578	\$50,271
<b>Surplus:</b>	\$4,362	\$489
<b>Accumulated Surplus:</b>	\$7,188	\$489

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$3,900**Aggregate Score:** 42.5**Recommendation:**

Project Assistance is recommended for this unique multicultural festival that continues to attract large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for expanding its fundraising efforts and is encouraged to improve its marketing efforts and continue seeking out diverse income streams to help support the society's stable, long-term growth and development.

City of Richmond Arts and Culture Grants Program  
**Operating Assistance Guidelines**



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Katie Varney, Manager, Community Cultural Development  
 TEL 604-247-4941 E-MAIL [kvarney@richmond.ca](mailto:kvarney@richmond.ca)

Grant information and other information about our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

## **2018: Arts and Culture Grants Program Objectives and Description**

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

## **Application Forms**

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

- The application form is available online at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

## **Operating Assistance Eligibility Criteria**

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least two (2) years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus. Presented work must be primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Organizations already receiving City funding that represents the equivalent of operating funds
- Social Service, Religious, Political or Sports organizations

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural

- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports their organization's mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

## **Assessment and Awarding of Grants**

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## **Conditions of Assistance**

Please note that if your organization receives a City Grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services 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 complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

## **Use of Funds**

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions.
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society.
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
  - Fees and related expenses for artists, musicians, programming staff, cultural workers
  - Volunteer expenses (recruiting, training, support, etc.)
  - Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
  - Marketing, community outreach and promotional expenses
  - Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
  - Deficit reduction



- Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)
- Organizations that forecast a deficit budget are not eligible for support.

### **Confidentiality**

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for the recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

## City of Richmond Arts and Culture Grants Program Project Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Katie Varney, Manager, Community Cultural Development  
TEL 604-247-4941 E-MAIL [kvarney@richmond.ca](mailto:kvarney@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### **2018: Arts and Culture Grants Program Objectives and Description**

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

### **Application Forms**

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

## **Project Assistance Eligibility Criteria**

- Project Assistance is available for new and/or developing arts and culture organizations, or established arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other cash revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

## **Examples of Eligible Activity**

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Artisanal projects that include manual work of a high standard to create items that may be functional and/or decorative, including furniture, clothing, jewellery, watercraft, etc.
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Special requests for audio recordings, publications, film, video or web-based unique initiatives.

- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below.

### **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations

### **Ineligible Activities**

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Activity that is not artistic or cultural
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

### **Artistic Residencies**

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
  - is recognized as such by peers; and
  - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
  - host a residency, or
  - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

## **Artistic Residencies (cont'd)**

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.



## Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

## **Confidentiality**

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 23, 2018

**From:** David Weber  
Director, City Clerk's Office

**File:** 03-1240-01/2018

**Re:** 2018 Parcel Tax Roll Review Panel for Local Area Services

### Staff Recommendation

That the meeting of the 2018 Parcel Tax Roll Review Panel be scheduled for Wednesday, March 21, 2018 at 4:00 p.m. in the Anderson Room (M 2.001) at Richmond City Hall.

David Weber  
Director, City Clerk's Office

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Revenue	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  A _____
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  CT	<b>APPROVED BY CAO</b>  

## Staff Report

### Origin

The *Community Charter* requires that the Parcel Tax Roll Review Panel meet in order to:

1. hear complaints regarding the amount of frontage on which new assessments are based;  
and
2. certify the taxable frontage as correct,

with regard to any local area services that have been completed and are being prepared in terms of applying the parcel taxes to the relevant properties. A Council resolution is required to establish the time and place for the sitting of the Panel.

The Local Area Service Project, which will be on the 2018 agenda is:

- Local Area Service Bylaw No. 9277 – North Side Donald Road from and including 6991 Donald Road to and including 7480 Grandy Road and South Side Donald Road from Gilbert Road to and including 6760 Donald Road

The authorizing Bylaw was adopted on February 9, 2016 and the work was completed in 2017. The Parcel Tax is to be applied for a period of 15 years commencing in 2018 in accordance with the authorizing Bylaw.

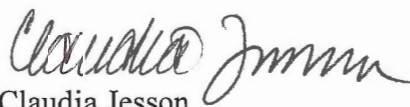
### Findings of Fact

At the December 11, 2017 Regular Council meeting, the members of the Public Works and Transportation Committee – Councillors Chak Au (Chair), Harold Steves, Derek Dang, Carol Day, and Alexa Loo – were appointed as the Parcel Tax Roll Review Panel for Local Area Services.

Council must establish the date, time and place for the sitting of the Parcel Tax Roll Review Panel early enough to allow for the statutory advertising and public notification that is required under the *Community Charter*.

### Conclusion

It is recommended that the sitting of the 2018 Parcel Tax Roll Review Panel be scheduled for Wednesday, March 21, 2018 at 4:00 p.m. in the Anderson Room (M 2.001) at Richmond City Hall, immediately preceding the scheduled Public Works and Transportation Committee meeting.

  
Claudia Jesson  
Manager, Legislative Services

Att. 1 – Staff report regarding Local Area Services Program – Bylaw No. 9277



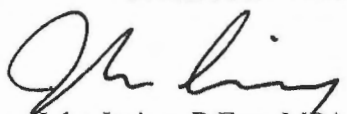
# City of Richmond

## Report to Committee

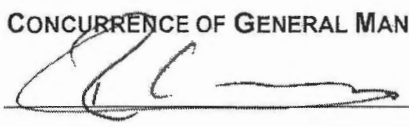

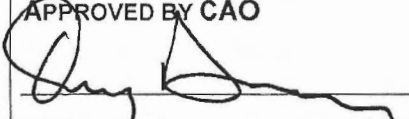
**To:** Public Works and Transportation Committee      **Date:** December 21, 2015  
**From:** John Irving, P.Eng. MPA      **File:** 10-6000-01/2015-Vol  
 Director, Engineering      01  
**Re:** **Local Area Services – North Side Donald Road from and including 6991 Donald Road to and including 7480 Grandy Road and South Side Donald Road from Gilbert Road to and including 6760 Donald Road - Bylaw No. 9277**

### Staff Recommendation

1. That the Local Area Services Program for roadway development to widen pavement, install curb, gutter, sidewalk, street lights and boulevard trees (where ditch has previously been eliminated on Donald Road), be adopted in accordance with Section 211 and 212 of the *Community Charter*; and
2. That Bylaw No. 9277, which authorizes local area services construction at Donald Road, be introduced and given first, second and third readings.

  
 John Irving, P.Eng. MPA  
 Director, Engineering  
 (604-276-4140)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Department Law	<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> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

The *Community Charter* requires that Council adopt a Bylaw to establish a Local Area Service after a LAS petition is successfully circulated and certified.

A Local Area Services Program petition was successfully circulated and certified as sufficient and valid on June 25, 2015 for roadway development to widen pavement, install curb, gutter, sidewalk, street lights and boulevard trees (where ditch has previously been eliminated) along the specific areas of Donald Road – Gilbert Road to Grandy Road as shown in attached Bylaw No. 9277 Plan to Schedule "A".

### Analysis

The Local Area Services Program petition has support of 64% of the subject properties. The minimum threshold requirement for public support according to the *Community Charter* is 50%.

In support of the Local Area Service Bylaw, this report confirms that:

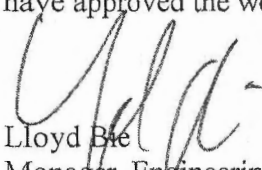
1. The estimated cost of the work is \$ 1,011,000.00;
2. The estimated share (100%) of the total cost which will be specially charged against the parcels benefiting from or abutting on the work is \$1,011,000.00 as a parcel tax based on taxable frontage through general taxation. A detailed listing of the cost per property is attached in Bylaw No. 9277;
3. The charge per taxable front metre against the various parcels is estimated to be \$1,729.21;
4. The number of instalments by which the special charges shall be made payable are 15.

### Financial Impact

The 2016 Capital Plan includes, for Council consideration, financial funding of \$1,011,000.00 for the Local Area Services Program projects funded from the Local Improvement Reserve. If approved, this project will fund the Donald Road Local Area Services Program. This value will be recovered from benefiting property owners over 15 years through a parcel tax identified in the proposed Bylaw No. 9277 included with this report.

### Conclusion

It is recommended that this project proceed as financing is in place and the benefiting residents have approved the work by petition in accordance with the *Community Charter*.

  
Lloyd Bie  
Manager, Engineering Planning  
(604-276-4075)

Att. 1: Local Area Service Bylaw No. 9277



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LOCAL AREA SERVICE BYLAW NO. 9277

WHEREAS:

- A. Section 211 of the *Community Charter* authorizes **Council** to, by bylaw, establish a local area service;
- B. **Council** has received a **Petition** requesting provision of the **Service**;
- C. The **Corporate Officer** has certified the sufficiency of the **Petition**; and
- D. Section 216 of the *Community Charter* provides that the costs of a **Service** may be recovered by a **Tax**.

The **Council** of the **City** enacts as follows:

**PART ONE: LOCAL AREA SERVICE**

**1. Service Cost**

1.1.1 The cost of the **Service** shall be the actual costs of construction of the **Service**.

**1.2. Service Recovery Cost**

1.1.2 The full cost of the **Service** shall be recovered by the **Tax**.

**1.3. Tax Allocation**

1.1.3 The **Tax** shall, as more particularly set-out in schedule A of this bylaw, be allocated amongst the **Parcels** on the basis of **Parcel** frontage area.

**1.4 Tax Repayment**

1.1.4 The **Tax** shall be imposed on the **Parcels** for a period of 15 years commencing the year after completion of the construction of the **Service**.

**PART TWO: INTERPRETATION**

**2.1** In this bylaw, unless the context requires otherwise:

**CITY** means the City of Richmond

**COMMUNITY CHARTER** means *Community Charter*, SBC 2003, c. 26, as amended or replaced from time to time

<b>CORPORATE OFFICER</b>	means the person appointed by <b>Council</b> pursuant to section 148 of the <i>Community Charter</i> as the Corporate Officer of the <b>City</b> , or his or her designate
<b>COUNCIL</b>	means the council of the <b>City</b>
<b>LOCAL SERVICE AREA</b>	means the area described in schedule A of this bylaw
<b>PARCELS</b>	means the parcels of land within the <b>Local Service Area</b>
<b>PETITION</b>	means a petition made pursuant to section 212 of the <i>Community Charter</i>
<b>SERVICE</b>	means the roadway development to widen pavement, install curb, gutter, sidewalk, street lights, and boulevard trees (where ditch has previously been eliminated) to be constructed within the <b>Local Service Area</b>
<b>TAX</b>	means the parcel tax to be imposed on the <b>Local Service Area</b> in accordance with this bylaw

### PART THREE: SEVERABILITY AND CITATION

3.1. If any part, section, subsection, clause, or sub clause of this bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.


This bylaw is cited as "**Local Area Service Bylaw No. 9277**"

FIRST READING

SECOND READING

THIRD READING

ADOPTED

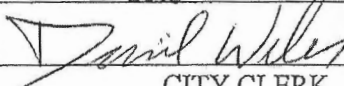
  
MAYOR



JAN 25 2016

JAN 25 2016

JAN 25 2016

FEB 09 2016

  
CITY CLERK

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor


**SCHEDULE "A"****Parcel Description and Tax Allocation**

<b>Civic Address/ Legal Description of Property</b>	<b>Estimated Taxable frontage (metres)</b>	<b>Estimated Annual Charge for 15-Year Period</b>	<b>Estimated Single Lump Sum Payment</b>
6988 DONALD RD LOT 233 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 61355	25.48	4,243.94	44,060.28
6986 DONALD RD LOT 235 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 61355	18.29	3,046.38	31,627.30
7480 GRANDY RD LOT 217 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 53364	15.24	2,538.37	26,353.17
6519 DONALD RD LOT 218 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 53364	25.92	4,317.23	44,821.17
6531 DONALD RD LOT 219 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 53364	20.42	3,401.15	35,310.49
6551 DONALD RD LOT 109 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617	20.42	3,401.15	35,310.49
6571 DONALD RD LOT 110 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617	20.42	3,401.15	35,310.49
6591 DONALD RD LOT 111 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617	20.42	3,401.15	35,310.49
6611 DONALD RD LOT 112 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617	20.42	3,401.15	35,310.49

Civic Address/ Legal Description of Property	Estimated Taxable frontage (metres)	Estimated Annual Charge for 15-Year Period	Estimated Single Lump Sum Payment
6631 DONALD RD	20.42	3,401.15	35,310.49
LOT 113 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6651 DONALD RD	20.42	3,401.15	35,310.49
LOT 114 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6911 DONALD RD	20.42	3,401.15	35,310.49
LOT 115 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6939 DONALD RD	20.42	3,401.15	35,310.49
LOT 116 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6951 DONALD RD	20.42	3,401.15	35,310.49
LOT 117 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6971 DONALD RD	20.42	3,401.15	35,310.49
LOT 118 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6991 DONALD RD	20.42	3,401.15	35,310.49
LOT 119 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6980 DONALD RD	20.62	3,434.46	35,656.32
LOT 120 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6960 DONALD RD	20.62	3,434.46	35,656.32
LOT 121 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6940 DONALD RD	20.62	3,434.46	35,656.32
LOT 122 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			



Civic Address/ Legal Description of Property	Estimated Taxable frontage (metres)	Estimated Annual Charge for 15-Year Period	Estimated Single Lump Sum Payment
6920 DONALD RD	20.62	3,434.46	35,656.32
LOT 123 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6900 DONALD RD	20.62	3,434.46	35,656.32
LOT 124 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6880 DONALD RD	20.62	3,434.46	35,656.32
LOT 125 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6860 DONALD RD	20.62	3,434.46	35,656.32
LOT 126 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6840 DONALD RD	20.62	3,434.46	35,656.32
LOT 127 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6820 DONALD RD	20.62	3,434.46	35,656.32
LOT 128 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6800 DONALD RD	20.62	3,434.46	35,656.32
LOT 129 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6780 DONALD RD	20.62	3,434.46	35,656.32
LOT 130 SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 14617			
6760 DONALD RD	27.87	4,642.02	48,193.12
LOT B SECTION 18 BLOCK 4N RANGE 6W NEW WESTMINSTER DISTRICT PLAN 21351			

[illegible]



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Andrew Nazareth  
General Manager, Finance and Corporate Services  
**Date:** January 5, 2018  
**File:** 03-0985-01/2016-Vol 01  
**Re:** Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800

### Staff Recommendation

1. That the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800 be introduced and given first, second, and third readings.
2. That staff undertake a process of public consultation as required in Section 166 of the Community Charter.

Andrew Nazareth  
General Manager, Finance and Corporate Services  
(604-276-4095)

Att. 4

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

## Staff Report

### Origin

Subsection 165(l) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 5YFP Bylaw provides the City with the authority to proceed with spending to the limits as outlined in the bylaw. The City is required under section 166 of the *Community Charter* to undertake a process of public consultation prior to adoption of the 5YFP.

The 5YFP Bylaw No. 9800 consolidates the budget decisions previously approved by Council including the Utility, Operating, Capital budgets and One-Time Expenditures. The key components were approved by Council as follows:

**Table 1 – Summary of Council Approval of the 2018 Budgets**

Budget Input	Council Approval Date
2018 Utility Budget	November 14, 2017
2018 Richmond Public Library Budget	November 14, 2017
2018 One-Time Expenditures	December 11, 2017
2018 Council Community Initiatives	December 11, 2017
2018 Capital Budget	December 11, 2017
2018 Operating Budget	December 11, 2017

The 2018 Utility rates were approved by Council on November 14, 2017 and the following bylaws were adopted as follows:

- Drainage, Dike and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9782 adopted on November 14, 2017.
- Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791 adopted on November 14, 2017.
- Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785 adopted on November 14, 2017.

The 5YFP includes the budget for the City's wholly owned subsidiary Richmond Olympic Oval Corporation which has been approved by its Board of Directors.

The operating budget for Lulu Island Energy Company (LIEC) which was approved by its Board of Directors was presented to Council on December 4, 2017 Finance Committee. The 5YFP excludes the 2018 budget for LIEC since LIEC has been classified as Government Business Enterprise and is required to apply International Financial Reporting Standards while the City is required to report under Public Sector Accounting Standards.

The 5YFP Bylaw includes estimates for 2019-2022 based on information currently available to staff and will be revised with the financial plan for each respective year. Inclusion in the financial plan for 2019 and beyond does not represent final approval for spending.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

*Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.*

- 7.1. Relevant and effective budget processes and policies.*
- 7.2. Well-informed and sustainable financial decision making.*
- 7.3. Transparent financial decisions that are appropriately communicated to the public.*
- 7.4. Strategic financial opportunities are optimized.*

## **Analysis**

The 2018 Budget present a same level of service budget, with only non-discretionary increases that can be clearly identified and supported. Enhanced or new levels of service has been identified separately as ongoing additional level request for Council's consideration.

This report summarizes the 2018 budgets that have been previously approved by Council into a consolidated financial plan to provide expenditure authorization, allowing the City to formally proceed with delivering services to the community. In addition, the 5YFP includes operating and capital carryforward amounts that have been approved in prior years, however, projects and programs are expected to be completed in 2018 and future years.

### Adjustments with No Impact on Rates

#### *Prior Year Capital Carryforwards*

The Capital Budget as presented in the 5YFP includes carryforward amounts for previously approved and funded projects that are still in progress as capital projects usually take several years to complete after Council approval. There is no tax impact of including these amounts.

#### *Prior Year Operating Carryforwards*

The 2018 Carryforwards are comprised of unspent amounts from 2017 and previously approved one-time expenditures that are required for programs and projects that were not completed in 2017 and hence carried into 2018. There is no tax impact of including these amounts.

#### *Developer Contributed Assets*

The 5YFP also includes an estimate for the value of developer contributed assets that the City will take ownership of as a result of rezoning approvals. This includes dedicated land under new road and infrastructure contributed by developers. There is no cost to the City for building the initial infrastructure; however it becomes part of the City's inventory of assets to maintain and eventually replace.



*2018 Operating Budget Impacts (OBI) for Utility Projects*

The approved Capital Budget includes Utility projects with OBI for water and sanitary sewer infrastructure. Since the approval of these Capital projects occurred subsequent to the setting of the utility rates, these additional operating costs are not factored into the 2018 utility rates. These additional costs will be incorporated into the 2019 rates, and for 2018 the OBI will be funded as needed by utility rate stabilization accounts.

2018 One-Time Expenditures

On December 11, 2017, Council approved \$1.75M in One-Time expenditures funded by the Rate Stabilization Account. These expenditures have been incorporated in the 5YFP and summarized in Table 2.

**Table 2 – 2018 One-Time Expenditures Summary**

<b>One-Time Expenditures</b>	<b>Amount (in \$ 000's)</b>
Replenishing Sanding and Salting Provision	\$800
Enhanced hours and programming for Steveston Heritage Sites	303
Parks Strategic Ageing Infrastructure Replacement Plan	225
Election Reserve	130
Recreation Fee Subsidy Program Administrative Support and Promotion	118
City's Industrial Land Intensification Study	100
Richmond Public Library – Book Vending Technology at Hamilton	77
<b>2018 One-Time Expenditures</b>	<b>\$1,753</b>

*Council Community Initiatives Account*

On December 11, 2017, Council approved funding in the amount of \$13,000 from the Council Community Initiatives Account for Richmond Community Services Advisory Community Space Review.

Capital Budget

On December 11, 2017, Council approved the 2018 Capital Budget of \$160.1M. The 2018 Capital Budget is summarized in Table 3 and presented in bylaw format in Attachments 1 and 2.

**Table 3 – Total 2018 Capital Budget**

<b>2018 Capital Budget</b>	<b>Amount (in \$ 000's)</b>
Infrastructure Program	\$71,645
Building Program	40,745
Parks Program	11,455
Equipment Program	10,542
Contingent External Grants	10,000
Land Program	10,000
Internal Transfer / Debt Payment	4,489
Affordable Housing Program	620
Public Art Program	348
Child Care Program	220
<b>Total 2018 Capital Budget - City</b>	<b>\$160,064</b>

Projects range from road, sewer, water and drainage services to new buildings and parks, child care and affordable housing projects, land and equipment purchase. Highlights of the 2018 Capital Budget include:

- Construction of the new River Parkway from Gilbert to Cambie along the former railway right-of-way (\$10.5 million);
- Reconstruction of No. 4 Road from Blundell to Granville (\$1.8 million);
- Construction of a new animal shelter (\$8.0 million) and lawn bowling club house (\$4.0 million);
- Closed circuit television monitoring at signalized intersections (\$2.2 million);
- Restoration of the Phoenix Net Loft at Britannia Shipyards National Historic Site (\$11.5 million)
- Funding for design of a new Canada Line station at Capstan Way (\$3.5 million)
- Diking and drainage improvements (\$14.0 million);
- Phase 3 park development of the Garden City Lands (\$1.62 million) and development of the New Aberdeen Park playground and garden (\$1.25 million)

### Operating Budget

The Operating Budget approved by Council on December 11, 2017 includes the Operating Budget Impacts from Capital, Additional Expenditures and additional transfer to reserves to form the new Ongoing Base Budget. The revised 2018 Municipal Tax Dollar Breakdown is presented in Attachment 3.

Table 4 presents a reconciliation of the Property Tax amount in the 2018 Budget.

**Table 4 – Total 2018 Property Tax**

2018 Property Tax	Amount (in \$ 000's)	
Same Level of Service		\$213,771
OBI and Additional Levels :		
2018 Capital Program OBI – Year 1 of 2	495	
2018 Developer Contributed Assets OBI	89	
OBI of Previously Approved 2017 One-Time Expenditures	35	
Additional 1% Transfer to Reserves	2,065	
Additional Levels:		
16 RCMP Officers and 3 Municipal Employees	2,277	
One-time capital costs - 16 RCMP Officers and 3 Municipal Employees	291	
Animal Shelter Operations	248	
Richmond Public Library Expanded Senior Services	203	
Emergency Program Neighbourhood Preparedness Program Assistant	100	
Rate Stabilization:		
16 RCMP Officers and 3 Municipal Employees	(2,277)	
One-time capital costs - 16 RCMP Officers and 3 Municipal Employees	(291)	
Richmond Public Library Expanded Senior Services	(203)	
Emergency Program Neighbourhood Preparedness Program Assistant	(100)	
Subtotal:		2,932
<b>Total 2018 Property Tax</b>		<b>\$216,703</b>

The 2018 Operating Budget includes 1% transfer to reserves in accordance with Council's Long Term Financial Management Strategy (LTFMS). At the Finance Committee held on December 4, 2017, Council referred back to staff to conduct an analysis on the LTFMS specifically examining the need for the 1% transfer to reserves. Staff has been working with various departments assessing the long-term building and infrastructure replacement needs and focusing on enhancing the City's economic well-being and report back to Council with the findings.

## Public Consultation

Section 166 of the *Community Charter* requires a process of public consultation prior to adoption of the 5YFP. In order to comply with this requirement, staff are working on a number of communication initiatives, which include:

- preparing a news release on the City website scheduled for Wednesday, February 14, 2018 with a link to the 5YFP.
- engaging a public forum on Let's Talk Richmond scheduled to launch on Wednesday, February 14, 2018.
- utilizing social media to raise awareness of the public consultation period through Facebook and Twitter accounts.
- having copies of the 2018-2022 Consolidated Financial Plan and the budget reports approved by Council available for pick-up by the public.
- advertising in the Richmond News as reminder of the ongoing public consultation.

Upon review of the legislation and discussions with Province, the format of the public consultation process is at the discretion of the municipality to determine the communication channel that best suits its local community. Last year, staff held 2 open houses and conducted consultation via Let's Talk Richmond that was advertised online, newspaper ads, and social media for last year's budget process.

The open houses held for the 2017 budget process to solicit feedback from the public were not well attended. Questions raised at the open houses were mainly focused on personal neighbourhood concerns and technical in nature which required representation from various departments (Engineering, Transportation, Parks) to provide a response. On the other hand, over 200 visitors and 100 comments were received from the public via Let's Talk Richmond which was advertised online and through newspaper ads and social media. In order to ensure that the 5YFP consultation is beneficial, effective and efficient, staff will conduct the process through Let's Talk Richmond and social media.

The public consultation period will end on Sunday, March 4, 2018 and staff will report the results to Council in advance of the meeting scheduled to give final reading to the 5YFP bylaw.

## Financial Impact


Table 5 summarizes the Council approved 2018 total tax increase of 3.30%, the proposed estimates for 2019 through 2022 to deliver the same level of service, and do not include additional levels, carryforwards, or one-time expenditures. The estimated tax increase for the 5YFP also includes 1% transfer to reserves in accordance with Council's Long Term Financial Management Strategy (LTFMS) for building and infrastructure replacement.

**Table 5 – 5YFP 2018-2022 Summary**

Year	Projected CPI	Tax Increase	Transfer to Reserves	Total Increase
2018 Approved Increase	2.30%	2.30%	1.00%	3.30%
2019 Proposed Increase	2.40%	1.99%	1.00%	2.99%
2020 Proposed Increase	2.00%	1.98%	1.00%	2.98%
2021 Proposed Increase	2.10%	1.95%	1.00%	2.95%
2022 Proposed Increase	2.10%	1.99%	1.00%	2.99%

## Conclusion

The 5YFP 2018-2022 has been prepared utilizing the 2018 budgets approved by Council to form the base of the financial plan. Staff recommend that the bylaw be given first through third readings and undertake the public consultation process.



Mike Ching, CPA, CMA  
Manager, Financial Planning and Analysis  
(604-276-4137)

MC:jh

- Att. 1: 5 Year Capital Plan by Program (2018-2022)  
 2: 5 Year Capital Plan by Funding Sources (2018-2022)  
 3: 2018 Municipal Tax Dollar  
 4: Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800



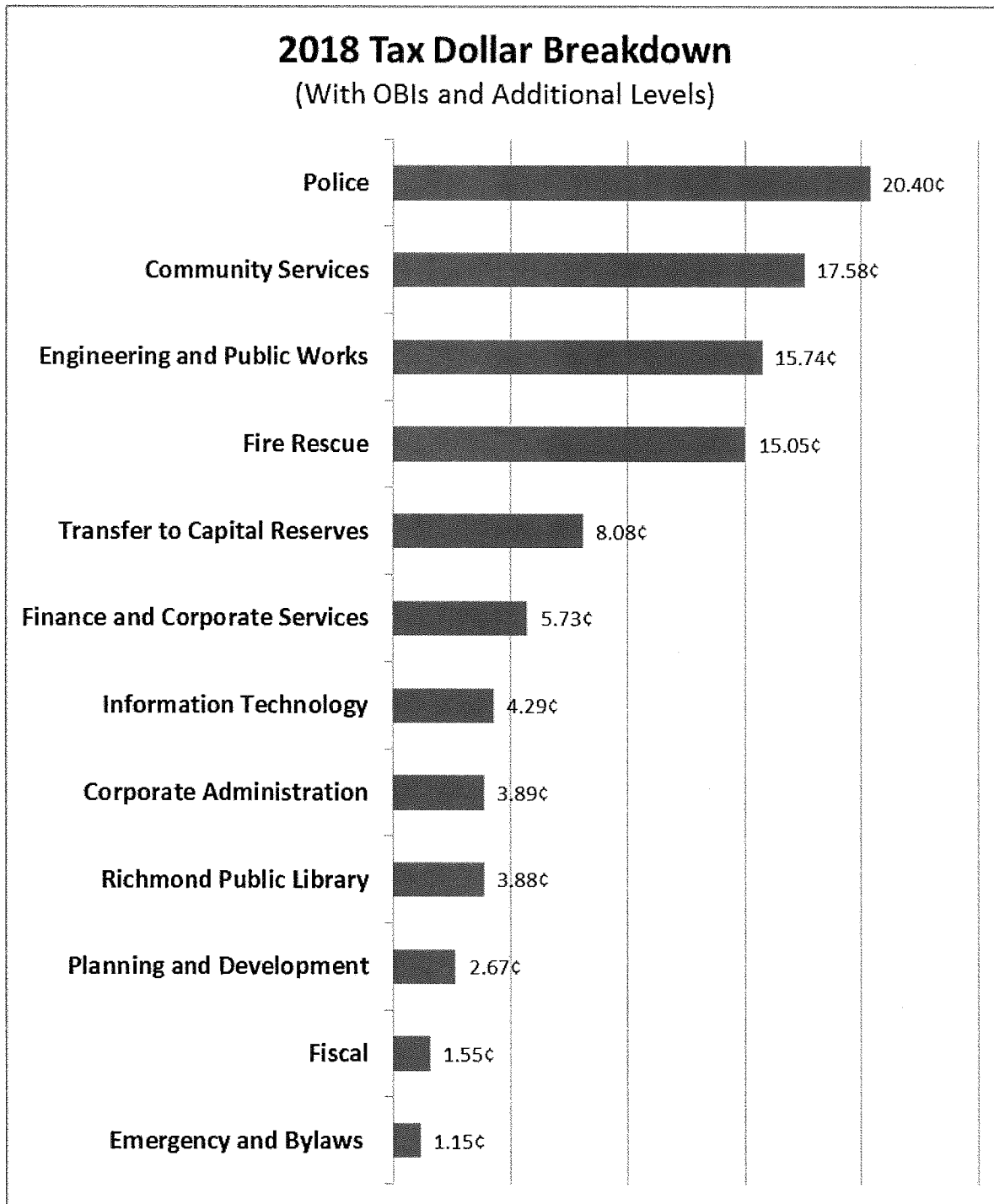
**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN SUMMARY (2018 – 2022)**  
(in \$000s)

	2018	2019	2020	2021	2022
<b>Infrastructure Program</b>					
Roads	27,002	15,504	17,861	12,289	12,759
Drainage	13,996	16,351	12,835	12,510	13,434
Water	14,327	10,793	9,520	10,139	12,309
Sanitary Sewer	12,190	7,200	5,670	7,350	4,570
Minor Capital	4,130	4,480	4,480	5,791	4,480
<b>Total Infrastructure Program</b>	<b>\$71,645</b>	<b>\$54,328</b>	<b>\$50,366</b>	<b>\$48,079</b>	<b>\$47,552</b>
<b>Building Program</b>					
Building	29,245	15,547	19,065	2,199	21,231
Heritage	11,500	-	-	-	-
<b>Total Building Program</b>	<b>\$40,745</b>	<b>\$15,547</b>	<b>\$19,065</b>	<b>\$2,199</b>	<b>\$21,231</b>
<b>Parks Program</b>					
Parkland	4,000	4,000	4,000	3,400	1,100
Parks	7,455	27,320	3,650	3,400	3,400
<b>Total Parks Program</b>	<b>\$11,455</b>	<b>\$31,320</b>	<b>\$7,650</b>	<b>\$6,800</b>	<b>\$4,500</b>
<b>Public Art Program</b>	<b>\$348</b>	<b>\$742</b>	<b>\$600</b>	<b>\$100</b>	<b>\$100</b>
<b>Land Program</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>
<b>Affordable Housing</b>	<b>\$620</b>	<b>\$625</b>	<b>\$625</b>	<b>\$625</b>	<b>\$625</b>
<b>Equipment Program</b>					
Annual Fleet Replacement	3,423	1,498	1,415	1,735	2,547
Fire Dept. Vehicles and Equipment	1,239	2,431	182	1,466	1,183
Information Technology	2,730	2,125	365	455	460
Equipment	3,150	550	550	550	550
<b>Total Equipment Program</b>	<b>\$10,542</b>	<b>\$6,604</b>	<b>\$2,512</b>	<b>\$4,206</b>	<b>\$4,740</b>
<b>Child Care Program</b>	<b>\$220</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>
<b>Internal Transfers/Debt Payment</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,061</b>	<b>\$4,061</b>	<b>\$3,676</b>
<b>Contingent External Contributions</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Total Capital Program</b>	<b>\$160,064</b>	<b>\$133,715</b>	<b>\$104,939</b>	<b>\$86,130</b>	<b>\$97,484</b>

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN  
CAPITAL FUNDING SOURCES (2018-2022)  
(In \$000's)**

	2018	2019	2020	2021	2022
<b>DCC Reserves</b>					
Drainage DCC	-	1,154	97	97	-
Park Development DCC	4,167	4,421	2,586	2,257	2,210
Park Land Acquisition DCC	5,964	5,964	5,964	5,400	3,237
Roads DCC	19,274	6,305	5,739	5,505	5,123
Sanitary DCC	588	1,223	103	1,436	150
Water DCC	1,645	708	498	900	1,710
<b>Total DCC</b>	<b>\$31,638</b>	<b>\$19,775</b>	<b>\$14,987</b>	<b>\$15,595</b>	<b>\$12,430</b>
<b>Statutory Reserves</b>					
Affordable Housing	620	625	625	625	625
Arts Culture Heritage	3,645	-	-	-	-
Capital Building and Infrastructure	28,351	1,000	-	1,311	-
Capital Reserve	19,924	52,162	39,262	17,061	31,470
Child Care	220	60	60	60	60
Drainage Improvement	16,753	16,213	14,538	14,213	15,234
Equipment Replacement	4,810	4,080	1,237	2,951	3,480
Neighbourhood Improvement	-	94	-	-	-
Public Art Program	348	464	100	100	100
Sanitary Sewer	10,530	6,697	6,367	6,634	5,140
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	11,792	10,385	8,632	8,849	10,209
<b>Total Statutory Reserves</b>	<b>\$96,993</b>	<b>\$92,780</b>	<b>\$70,821</b>	<b>\$51,804</b>	<b>\$66,318</b>
<b>Rate Stabilization</b>					
Rate Stabilization	8,049	-	-	-	-
<b>Total Rate Stabilization</b>	<b>\$8,049</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Sources</b>					
Enterprise Fund	100	550	550	550	550
Grant and Developer Contribution	11,275	11,825	11,125	11,125	11,125
Other Sources	8,878	6,835	5,556	5,186	5,191
Sewer Levy	643	-	-	-	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,188	1,650	1,600	1,570	1,570
<b>Total Other Sources</b>	<b>\$23,384</b>	<b>\$21,160</b>	<b>\$19,131</b>	<b>\$18,731</b>	<b>\$18,736</b>
<b>Total Capital Program</b>	<b>\$160,064</b>	<b>\$133,715</b>	<b>\$104,939</b>	<b>\$86,130</b>	<b>\$97,484</b>

2018 MUNICIPAL TAX DOLLAR





**Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" which are attached and form part of this bylaw, are adopted as the Consolidated 5 Year Financial Plan (2018-2022).
2. 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663 and all associated amendments are repealed.
3. This Bylaw is cited as **"Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF RICHMOND
APPROVED for content by originating dept. <i>W</i>
APPROVED for legality by Solicitor <i>SS</i>

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022)  
REVENUE AND EXPENSES  
(In \$000's)**

	2018 Budget *	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>Revenue:</b>					
Property Taxes	216,703	226,240	236,227	246,653	257,499
User Fees	100,786	104,224	107,693	111,350	115,168
Sales of Services	39,246	39,572	40,092	40,599	41,116
Gaming Revenue	16,500	16,500	16,500	16,500	16,500
Investment Income	14,694	15,103	15,420	16,326	17,574
Payments In Lieu Of Taxes	14,245	14,729	15,171	15,641	16,126
Other Revenue	10,921	11,208	11,506	11,814	12,132
Licenses And Permits	10,384	10,626	10,832	11,053	11,279
Grant Revenue	7,692	7,799	7,901	8,035	8,171
Developer Contributed Assets	47,410	33,360	33,360	33,360	33,360
Development Cost Charges	31,638	19,775	14,987	15,595	12,430
Other Capital Funding Sources	11,275	11,825	11,125	11,125	11,125
	<b>521,494</b>	<b>510,961</b>	<b>520,814</b>	<b>538,051</b>	<b>552,480</b>
<b>Expenses:</b>					
Community Safety	101,786	102,569	105,425	108,980	112,580
Engineering and Public Works	76,076	66,972	68,232	69,722	71,268
Community Services	66,159	63,298	65,966	68,627	70,641
Finance and Corporate Services	28,162	24,761	25,511	26,534	27,607
Fiscal	22,006	19,222	18,988	18,552	18,088
Debt Interest	1,679	1,677	1,677	1,677	1,677
Corporate Administration	9,950	10,149	10,433	10,791	11,162
Planning and Development Services	16,120	16,165	16,714	17,418	18,158
<b>Utility Budget</b>					
Water Utility	42,161	43,353	44,955	46,645	48,407
Sanitary Sewer Utility	31,930	33,105	34,700	36,415	38,227
Sanitation and Recycling	16,369	16,701	17,294	18,245	19,261
Richmond Public Library	10,758	10,900	11,175	11,523	11,885
Richmond Olympic Oval Corporation	16,211	16,535	16,866	17,203	17,547
	<b>439,367</b>	<b>425,407</b>	<b>437,936</b>	<b>452,332</b>	<b>466,508</b>
<b>Annual Surplus</b>	<b>82,127</b>	<b>85,554</b>	<b>82,878</b>	<b>85,719</b>	<b>85,972</b>



**SCHEDULE A (CONT'D):**

**CITY OF RICHMOND**  
**CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022)**  
**TRANSFERS**  
**(In \$000's)**

	2018 Budget *	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>Transfers:</b>					
Debt Principal	4,761	4,951	5,149	5,355	5,570
Transfer To (From) Reserves	66,999	69,700	71,963	74,325	76,792
Transfer To (From) Surplus	(34,116)	(3,551)	(1,871)	(1,807)	(1,076)
Capital Expenditures - Current Year	160,064	133,716	104,938	86,131	97,484
Capital Expenditures - Prior Years	257,680	224,878	179,784	137,746	104,968
Capital Expenditures - Developer Contributed Assets	47,410	33,360	33,360	33,360	33,360
Capital Expenditures - Richmond Public Library	892	892	892	892	892
Capital Expenditures - Richmond Olympic Oval Corporation	1,362	-	-	-	-
Capital Funding	(422,925)	(378,392)	(311,337)	(250,283)	(232,018)
<b>Transfers/Amortization offset:</b>	<b>82,127</b>	<b>85,554</b>	<b>82,878</b>	<b>85,719</b>	<b>85,972</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>3.30%</b>	<b>2.99%</b>	<b>2.98%</b>	<b>2.95%</b>	<b>2.99%</b>

\* 2018 Budget includes approved one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2019 through 2022 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.

**SCHEDULE B:**

**CITY OF RICHMOND**

**5 YEAR FINANCIAL PLAN**

**CAPITAL FUNDING SOURCES (2018-2022)**

**(In \$000's)**

	2018	2019	2020	2021	2022
<b>DCC Reserves</b>					
Drainage DCC	-	1,154	97	97	-
Park Development DCC	4,167	4,421	2,586	2,257	2,210
Park Land Acquisition DCC	5,964	5,964	5,964	5,400	3,237
Roads DCC	19,274	6,305	5,739	5,505	5,123
Sanitary DCC	588	1,223	103	1,436	150
Water DCC	1,645	708	498	900	1,710
<b>Total DCC</b>	<b>\$31,638</b>	<b>\$19,775</b>	<b>\$14,987</b>	<b>\$15,595</b>	<b>\$12,430</b>
<b>Statutory Reserves</b>					
Affordable Housing	620	625	625	625	625
Arts Culture Heritage	3,645	-	-	-	-
Capital Building and Infrastructure	28,351	1,000	-	1,311	-
Capital Reserve	19,924	52,162	39,262	17,061	31,470
Child Care	220	60	60	60	60
Drainage Improvement	16,753	16,213	14,538	14,213	15,234
Equipment Replacement	4,810	4,080	1,237	2,951	3,480
Neighbourhood Improvement	-	94	-	-	-
Public Art Program	348	464	100	100	100
Sanitary Sewer	10,530	6,697	6,367	6,634	5,140
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	11,792	10,385	8,632	8,849	10,209
<b>Total Statutory Reserves</b>	<b>\$96,993</b>	<b>\$92,780</b>	<b>\$70,821</b>	<b>\$51,804</b>	<b>\$66,318</b>
<b>Rate Stabilization</b>					
Rate Stabilization	8,049	-	-	-	-
<b>Total Rate Stabilization</b>	<b>\$8,049</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Sources</b>					
Enterprise Fund	100	550	550	550	550
Grant and Developer Contribution	11,275	11,825	11,125	11,125	11,125
Other Sources	8,878	6,835	5,556	5,186	5,191
Sewer Levy	643	-	-	-	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,188	1,650	1,600	1,570	1,570
<b>Total Other Sources</b>	<b>\$23,384</b>	<b>\$21,160</b>	<b>\$19,131</b>	<b>\$18,731</b>	<b>\$18,736</b>
<b>Total Capital Program</b>	<b>\$160,064</b>	<b>\$133,715</b>	<b>\$104,939</b>	<b>\$86,130</b>	<b>\$97,484</b>

**SCHEDULE C:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Revenue Proportions By Funding Source**

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

**Objective:**

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

**Policies:**

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

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018.

**Table 1:**

<b>Funding Source</b>	<b>% of Total Revenue</b>
Property Taxes	49.8%
User Fees	23.9%
Sales of Services	9.2%
Gaming Revenue	3.8%
Investment Income	3.4%
Payments in Lieu of Taxes	3.3%
Licenses and Permits	2.4%
Grants	1.8%
Other	2.4%
Total Operating and Utility Funding Sources	100.0%

**SCHEDULE C (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the 2017 distribution of property tax revenue among the property classes. 2018 estimated roll figures will be received in January 2018.

**Objective:**

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

**Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

**Table 2:** (Based on the 2017 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	56.28%
Business (6)	35.79%
Light Industry (5)	7.18%
Others (2,4,8 & 9)	0.75%
Total	100.00%

**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

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**To:** Planning Committee  
**From:** Kim Somerville  
Manager, Community Social Development  
**Date:** January 17, 2018  
**File:** 07-3400-01/2017-Vol  
01  
**Re:** **Richmond Seniors Advisory Committee 2017 Annual Report and  
2018 Work Program**

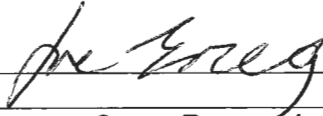


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### Staff Recommendation

That the staff report titled "Richmond Seniors Advisory Committee 2017 Annual Report and 2018 Work Program," dated January 17, 2018, from the Manager, Community Social Development, be approved.

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

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	



## Staff Report

### Origin

The Richmond Seniors Advisory Committee (RSAC) was formed in 1991 to advise Council regarding the concerns and future needs of Richmond seniors. The committee studies a range of matters of concern to seniors and submits information, options and recommendations to Council. The City supports the RSAC by providing an annual operating budget, a Council liaison and a staff liaison.

This report presents the RSAC 2017 Annual Report (Attachment 1) and proposed 2018 Work Program (Attachment 2).

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

- 1.4. Effective interagency relationships and partnerships.*

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

- 2.2. Effective social service networks.*
- 2.3. Outstanding places, programs and services that support active living, wellness and sense of belonging*

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

- 3.3. Effective transportation and mobility networks.*

This report supports the Social Development Strategy 2013-2022 Strategic Direction #3 Address the Needs of an Aging Population Action:

- 7.2 Expanding the volunteer base to serve the older adult population, as well as providing meaning volunteer opportunities for older adults.*

This report supports the Seniors Services Plan 2015-2020 Direction #2: Responsive and Relevant Services Action:

- 2.8 Continue to implement and expand civic engagement opportunities to orient seniors to City operations.*

This report also supports the Age Friendly Assessment and Action Plan 2015-2020 Action:

- 2.6 Civic Participation and Employment: Increasing opportunities to be involved in local government meetings and community matters.*

## **Analysis**

### **2017 Annual Report**

The RSAC 2017 Annual Report (Attachment 1) highlights the work of the committee during the past year. These highlights include:

- Members of the committee attended workshops and/or conferences throughout the year to gain insight into issues affecting seniors including SFU's Annual Gerontology Conference, HandyDART Stakeholder Update meeting and the Seniors Advocate Residential Care Facilities Update.
- The committee continued to address concerns raised by seniors working closely with both the City's Transportation Department and TransLink. On-going meetings and stakeholder consultations resulted in improvements to transportation services for seniors in Richmond including discussions of future improvements to HandyDART services, installation of new crossing lights, improvements to pedestrian crossings and sidewalks as well as improved signage on bus shelters.
- RSAC provided Council with a letter to thank the City for their efficient response to the inclement weather last winter and to offer suggestions to consider for future including a communication system to inform residents of their roles during times of inclement weather and a proposed bylaw to ensure home owners are responsible for clearing all snow and ice surrounding their property.
- Members of the promotions sub-committee connected with the public through several events and activities including distributed brochures at Richmond Hospital and hosting information display tables at Wellness Clinics, the Activate Wellness Fair 2017 and a Richmond Communities meeting at Steveston Community Centre.
- Members of RSAC continued to be actively involved with several groups in addition to participation at regular monthly RSAC meetings:
  - External committees: Community Health Advisory Committee, Council of Advisers for the BC Seniors Advocate, Council of Senior Citizens' Organizations of BC (COSCO), Falls Prevention Network and Minoru Seniors Society;
  - RSAC Sub-committees: Promotions, Transportation; and
  - Other Council appointed Advisory Committees including Richmond Intercultural Advisory Committee (RIAC) and Richmond Community Services Advisory Committee (RCSAC).

The connections with other external groups and committees allow the members to bring back vital information to share with other RSAC members.

### **2018 Work Program**

RSAC will continue to provide Council with suggestions and recommendations on matters affecting seniors in the community and will respond to Council's requests as they arise.

Highlights of the proposed RSAC 2018 Work Program (Attachment 2) include:

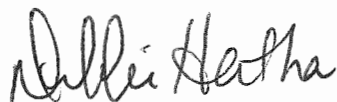
- Monitor, identify and address issues and concerns regarding housing, health and transportation for seniors.
- Continue to collaborate and be actively involved with other committees and groups in the community that work closely with and provide services to seniors including Vancouver Coastal Health (VCH) and TransLink.
- Engage in events and activities to connect with seniors in Richmond with a special emphasis on reaching seniors who are less connected through information tables at the Richmond Centre Mall and at other existing events targeting isolated seniors.
- Participate in the Richmond Dementia-Friendly Community Action Plan (UBCM 2018 Age-Friendly Community Grant) activities that may include participation on a stakeholder group, community engagement, marketing/publicity, and training and education.

### **Financial Impact**

The RSAC operating budget for 2018 is \$2,500.

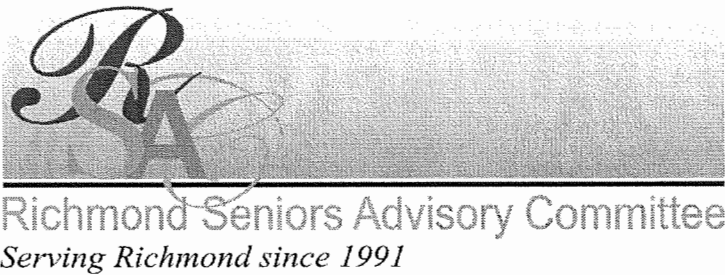
### **Conclusion**

The RSAC 2018 Work Program is designed to reflect a number of Council Term Goals (2014-2018) and supports several actions in the Social Development Strategy 2013-2022, Seniors Services Plan 2015-2020 and Age-Friendly Plan 2015-2020 in addition to addressing emerging issues impacting seniors in the community. The RSAC continues to advise Council on matters of concern to Richmond seniors and contributes to initiatives that aim to improve the quality of life for seniors in the city.



Debbie Hertha  
Seniors Coordinator  
(604-276-4175)

Att. 1: RSAC 2017 Annual Report  
2: RSAC 2018 Work Program



## Richmond Seniors Advisory Committee 2017 Annual Report

### 2017 Membership

Seemah Aaron, Yasmin Ali, Neil Bernbaum, Paul Cassidy, Peter Chan, Sandra Gebhardt, Mohinder Grewal, Hans Havas (Chair), Joan Haws, Shams Jilani, Sheila Rooney, Jackie Shell, Doug Symons, Daryl Whiting, Becky Wong (Vice-chair).

### City of Richmond Liaisons:

Cllr. Ken Johnston, Council Liaison

Heather Muter, Coordinator, Senior Services (Staff Liaison Jan to Aug, 2017)

Debbie Hertha, Seniors Coordinator (Staff Liaison Sept to Dec, 2017)

### Purpose:

The role of the Richmond Seniors Advisory Committee (RSAC) is to act as a resource and provide advice to City Council regarding senior's issues such as health, transportation and housing as they arise or are referred by City Council. The RSAC members help to identify concerns of seniors and work with various community organizations and agencies, including City staff, to obtain an understanding of the issues. Information, options and recommendations are then prepared and submitted to City Council for their consideration.

### Membership:

The Richmond Seniors Advisory Committee consists of 15 members. A majority of our members belong to one or more groups or organizations, and attend numerous forums and workshops throughout the year. Members also bring to the RSAC table additional information on a broad range of topics relevant to seniors, as illustrated in the attached report and work program.

### Meetings:

The Richmond Seniors Advisory Committee members meet 10 times a year on the second Wednesday of the month. All meetings are open to the public. Monthly guest speakers are primarily from non-profit organizations and representatives from the provincial or municipal governments. Presentations from the guest speakers provide committee members with insight into senior's issues as well as resources available to seniors and their families in the community.

In turn, guest speakers are provided with information about the Seniors Advisory Committee. Committee members would like to thank all guest presenters that took the time to provide us with a wealth of information about their organizations.

Meeting minutes and other information are posted on the RSAC web site by a volunteer web master who ensures the web site gives the public access to the committee's role as an advisory committee to Council. The website also lists RSAC's members, terms of reference as well as information on how to apply to be a member and how to contact the committee.

### **Sub-Committees and External Committees**

Members from our committee represented RSAC and volunteered for various external committees by speaking on behalf of seniors issues and reporting back to the committee on what has been discussed within the other committees. Members were able to raise many issues affecting seniors in our community to these groups and some were successful in having their concerns addressed with initiatives and improvements to programs and services for seniors.

External Committees included: COSCO, Seniors Advocate and Falls Prevention Network

RSAC Sub-Committees included: Multi-Cultural Issues, Promotions and Transportation

Council Appointed Advisory Committees included: Richmond Community Services Advisory (RCSAC) and Richmond Intercultural Advisory Committee (RIAC).

Issues addressed within the committees above included: Residential Care Improvements; Homelessness/Emergency Housing; Affordable Housing; Marijuana Legalization; Food Security; TransLink Bus Routes Expansion; HandyDART Improvement Initiatives; Falls Prevention Initiatives and City of Richmond improvements to walkways, street lighting, bus shelters and ramps.

The City's Coordinator, Seniors Services, attends the monthly meetings keeping members informed on programs and services offered at Minoru Place Activity Centre in addition to informing members on issues affecting seniors in the Richmond community.

### **Guest Speakers for 2017**

- January – Diversity in Richmond: Alan Hill, Cultural Diversity Coordinator, City of Richmond
- February – Advanced Care Planning: Paul Cassidy, RSAC Member
- March – Minoru Centre for Active Living Update: Elizabeth Ayers, Manager, Community Services Planning and Projects; Heather Muter, Coordinator, Seniors Services; and Mile Racic, Project Coordinator, City of Richmond
- April – Emergency Preparedness: Norman Koetze, Public Education Coordinator, Emergency Programs, City of Richmond



- May – Transportation: Donna Chan, Manager, Transportation Planning, City of Richmond
- June – Outreach Programming: Donna Wilson, Older Adults Coordinator, West Richmond Community Association; Roop Nagra, Community Leisure Transportation (CLT) Coordinator, Minoru Seniors Society; and Jose Mendoza, Older Adults Coordinator, Steveston Community Association.
- July & August – break
- September – Health of Seniors in Richmond: Dr. Meena Dewar, Chief Medical Officer, Vancouver Coastal Health
- October – Richmond Society for Community Living Programs and Services: Janice Barr, Executive Director
- November – Addiction Services and Seniors: Aurora Ballot & Estela Torres, Richmond Addiction Services Society (RASS)

**Correspondence Sent:**

- Letter to Mayor Brodie and Councillors regarding the City's response to the inclement weather during the winter
- An invitation sent July 2017 to the Seniors Advocate to speak at a forum hosted by the Committee attended by the general public and service providers in Richmond

**Correspondence Received:**

- An email response from the Office of the Seniors Advocate to the invitation sent was received in October 2017
- Monthly COSCO Minutes

**RSAC Member Participation in Forums and Conferences:**

- HandyDART Stakeholder Update Meetings – a series of three meetings were held in 2017 to discuss initiatives to improve HandyDART services (1 member attended)
- SFU's Annual Friesen Gerontology Conference, "Promoting Mental Health in Later Life: Mobilizing Knowledge into Practice " (3 members attended)
- TransLink Community Workshop – Transit Fair Review (1 member attended)
- Seniors Advocate Residential Care Facilities Survey Results – September 15, 2017 (7 members attended)

The Richmond Seniors Advisory Committee would like to thank Mayor Malcolm Brodie and Councillors for their continued and on-going support of our committee. The committee would also like to thank Council Liaison, Ken Johnston for keeping the committee members updated on issues arising at City Council.

Report submitted by:



Hans Havas, Chair  
Richmond Seniors Advisory Committee



**Richmond Seniors Advisory Committee**  
*Serving Richmond since 1991*

### **Richmond Seniors Advisory Committee 2018 Work Program**

In 2018, the RSAC will continue to provide Council with advice and recommendations on matters affecting seniors in the community and will respond to Council's requests as they arise.

This Work Program supports the following Council Term Goals (2014-2018):

- 1.2 – Program and service enhancements that improve community safety services in the City
- 1.4 – Effective interagency relationships and partnerships
- 2.2 – Effective social service networks
- 2.3 – Outstanding places, programs, and services that support active living, wellness and a sense of belonging
- 3.3 – Effective transportation and mobility networks.

#### **2018 Budget:**

Meeting Expenses	\$1,000
Memberships & website	\$ 450
Events, conferences and workshops	\$ 900
<u>Misc. Expenses (e.g. Name badges)</u>	<u>\$ 150</u>
<b>Total</b>	<b>\$2,500</b>

Topics monitored or addressed by the RSAC are outlined in the table below.

Richmond Seniors Advisory Committee (RSAC) 2018 Proposed Work Program		
Initiative	Actions	Outcome
<b>Housing</b>		
Increase RSAC's awareness and knowledge of affordable housing options for seniors.	<ul style="list-style-type: none"> <li>Schedule the City's Affordable Housing Coordinator for a presentation to RSAC on the Affordable Housing Strategy (AHS).</li> <li>Keep informed about the range of affordable housing options in Richmond through member sharing of research, media, meetings with providers and resources materials.</li> </ul>	RSAC knowledgeable and informed of the range of affordable housing options for seniors in Richmond and is able to inform the public as needed.
Inform the City and other groups addressing affordable housing for seniors of the role of RSAC to ensure on-going collaboration.	<ul style="list-style-type: none"> <li>Inform the City and other groups of RSAC's availability for input and consultation for any activities addressing affordable housing for seniors.</li> <li>Explore opportunities for members to participate on community groups addressing affordable housing options for seniors.</li> </ul>	RSAC consulted about issues regarding affordable housing for seniors in Richmond and will advise Council as necessary.
<b>Health</b>		
Partner and collaborate with groups to monitor seniors issues about health care services.	<ul style="list-style-type: none"> <li>Liaise with community groups and organizations providing health care programs and services.</li> <li>Schedule guest speakers on topics about health care services and programs available.</li> <li>Inform groups about the role of RSAC and our availability for on-going consultation.</li> </ul>	<p>RSAC informed of and consulted about health issues affecting seniors.</p> <p>Concerns about health care for seniors in Richmond are shared.</p>
Participate in Dementia-Friendly Community Action Plan activities (UBCM 2018 Age-Friendly Community Grant)	<ul style="list-style-type: none"> <li>Be available for opportunities to be involved with the Dementia-Friendly Community Action Plan Project.</li> </ul>	RSAC informed of and consulted about issues affecting those living with Dementia and their families in Richmond.

Richmond Seniors Advisory Committee (RSAC) 2018 Proposed Work Program		
Initiative	Actions	Outcome
<b>Transportation</b>		
Collaborate with groups to monitor, identify and address issues and concerns regarding transportation services for seniors in Richmond.	<ul style="list-style-type: none"> <li>Continue communication with the City's Transportation Department regarding transportation service issues affecting seniors.</li> <li>Continue to attend and be available for consultations regarding transportation services for seniors (HandyDART and TransLink).</li> </ul>	<p>RSAC aware of and consulted about issues regarding transportation for seniors in Richmond and will advise Council as necessary.</p> <p>RSAC is able to advocate on behalf of seniors in Richmond for more age-friendly transportation services in Richmond.</p>
<b>Advocacy, Community Partnerships and Information Sharing</b>		
Participate on external committees, other Council appointed advisory committees and RSAC sub-committees addressing issues affecting seniors.	<p>RSAC members will continue to participate on the following external committees:</p> <ul style="list-style-type: none"> <li>Community Health Advisory Committee</li> <li>Council of Advisers for the BC Seniors Advocate</li> <li>Council of Senior Citizens' Organizations of BC (COSCO)</li> <li>Falls Prevention Network</li> <li>Minoru Seniors Society</li> </ul> <p>Sub-Committees of RSAC:</p> <ul style="list-style-type: none"> <li>Promotions</li> <li>Transportation Committee</li> </ul> <p>Other Council appointed Advisory Committees:</p> <ul style="list-style-type: none"> <li>Richmond Intercultural Advisory Committee (RIAC) Liaison</li> <li>Richmond Community Services Advisory Committee (RCSAC)</li> </ul>	<p>Issues affecting seniors raised by RSAC will be shared with outside committees and groups.</p> <p>Members are in turn informed of other committees/groups activities and are able to report back to RSAC.</p>

Richmond Seniors Advisory Committee (RSAC) 2018 Proposed Work Program		
Initiative	Actions	Outcome
Act as a resource to the City and general public for issues affecting seniors.	<ul style="list-style-type: none"> <li>• Be available for consultation on City plans, updates, strategies, grants, projects, and new policies affecting seniors.</li> <li>• Engage in events and activities to connect with seniors in Richmond with an emphasis on reaching seniors who are less connected with others.</li> <li>• RSAC will respond to Council requests and will provide advice on issues that affect seniors in the community.</li> </ul>	Members will be able to identify issues raised by all seniors in the community and advise Council as needed.
Education and Awareness		
Monitor and keep informed of existing and emerging seniors issues.	<ul style="list-style-type: none"> <li>• Guest speakers will be scheduled each month to present on relevant topics related to seniors.</li> <li>• RSAC will attend conferences, forums and workshops on activities and issues affecting seniors.</li> <li>• RSAC members will circulate and share information about programs and services for seniors.</li> </ul>	<p>RSAC members will be well informed about issues affecting seniors as well as programs and services available to seniors in Richmond.</p> <p>RSAC members will be able to confidently speak to the public about seniors issues.</p>





# City of Richmond

## Report to Committee




**To:** Planning Committee  
**From:** Kim Somerville  
Manager, Community Social Development  
**Date:** January 17, 2018  
**File:** 07-3070-20-012/Vol 01  
**Re:** Naming of Child Care Facility – 10380 No. 2 Road

### Staff Recommendation

That the City's child care facility being constructed at 10380 No. 2 Road (Kingsley Estates) be named Seasong Child Care Centre.

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

A child care facility was negotiated as a community amenity to be constructed on a site provided by Polygon Kingsley Estates Ltd. (Polygon) and addressed as 10380 No. 2 Road. The child care facility is being provided in fulfillment of a rezoning condition for the Kingsley Estates development, located at 10440/10460 No. 2 Road (RZ 13-649524). The development includes 133 townhouse units, two greenways, a public plaza, park space and a 37 space child care facility of 465 m<sup>2</sup> (5,000 sq. ft.) of indoor space and 465 m<sup>2</sup> (5,000 sq. ft.) of outdoor space.

On January 15, 2018, the YMCA of Greater Vancouver was approved by City Council to be the future operator of the child care facility. Once the child care facility is completed it will be conveyed by Polygon to the City. As the child care facility will be a City asset, it will require a name in keeping with the City's Naming Public Buildings – Parks or Places Policy 2016.

This report supports Council's 2014 – 2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

This report supports the City's Social Development Strategy 2013-2022, Strategic Direction 4 Action 10:

*Support the establishment of high quality, safe child care services in Richmond through such means as: 10.3 Securing City-owned child care facilities from private developers through the rezoning process for lease at nominal rates to non-profit providers.*

This report also supports the 2017-2022 Richmond Child Care Needs Assessment and Strategy, Strategic Direction 2. Action 7:

*Continue to secure community amenity contributions through rezoning processes, focusing on the creation of early childhood development hubs.*

### Analysis

#### Naming Options for the Child Care Facility

During the planning and development of the child care amenity it has been informally referred to as the Kingsley Estates child care facility. As the child care facility is due to be substantially completed in the spring of 2018, staff are proposing that a different name be chosen to give the facility its own identity as a civic building.

Staff considered the following questions to help narrow the name selection to three options:

- 1) Will the name have historical or current relevance to the site?
- 2) Will it distinguish the child care facility from others in the Lower Mainland?
- 3) Will the name resonate with Steveston and Blundell Planning Area residents?

The suggested three name options for consideration are derived from flora and fauna as well as maritime tradition.

#### 1. Seasong Child Care Centre - Recommended

A seasong is a sailor's song, often sung to express the working day. The Fraser River is a common landmark along the south coast of Richmond and is in close proximity to the Kingsley Estates child care facility. It is also located near Steveston village, a historic fishing village where sailing ships from around the world continue to visit the harbour. Steveston and Blundell Planning Area residents would resonate with seasong as a reference to the long-standing fishing industry in the area.

#### 2. Firefly Child Care Centre

Firefly is the name of an insect known for its ability to light up or glow at night. They are declining in numbers and are now more readily found in the East Kootenay region of the province although there are small colonies found on the South Coast of British Columbia.

#### 3. Cedar Child Care Centre

Cedar trees are prevalent in Richmond. While this plant variety is not unique to the Steveston or Blundell Planning Areas, the western red cedar is British Columbia's official tree. The cedar tree grows at low to mid elevations along the coast of British Columbia and was historically used for dugout canoes, house planks, clothing, rope, baskets, and tools. It is sometimes called *arbor-vitae*, Latin for "tree of life".

The name recommendation put forward in the report is in keeping with the City's Naming Public Buildings – Parks and Places Policy 2016 (Attachment 1).

### **Financial Impact**

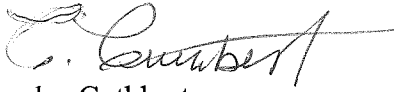
None.

### **Conclusion**

The City continues to support accessible and affordable child care spaces through obtaining child care amenities. This new child care facility will provide 37 child care spaces to families in the community. Staff are recommending that the child care facility currently under construction at 10380 No. 2 Road be named Seasong Child Care Centre.

January 17, 2018

- 4 -

A handwritten signature in black ink, appearing to read "C. Cuthbert", with a long horizontal flourish extending to the right.

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

Att. 1: Naming Public Buildings – Parks or Places



Page 1 of 2	<b>Naming Public Buildings – Parks or Places</b>	<b>Policy 2016</b>
	Adopted by Council: May 12, 1997	

## **POLICY 2016:**

It is Council policy that:

The naming of public buildings, parks or places within the City shall be undertaken to:

1. Honour or memorialize individuals, corporations, events, and places that have attained achievements of extraordinary and lasting distinction and contribution to the City, or
2. Pay tribute to an association with an activity or program which is specific to the use of the public building, park, or place.

In all cases, staff will review the proposals/submissions based on the following "Guidelines for Naming", prior to making a recommendation to City Council. The final decision rests with City Council by means of a resolution adopted by majority vote of Council. In the absence of a clear direction or decision from staff, the final decision will be made by Council.

After the final decision on the naming of public facilities, parks and spaces has been made, the City Clerk shall notify all parties affected by, or interested in, such new public buildings, parks or places.





Page 2 of 2	<b>Naming Public Buildings – Parks or Places</b> Adopted by Council: May 12, 1997	<b>Policy 2016</b>
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### GUIDELINES FOR NAMING

1. Proposals/submissions for naming a public building, park or place may be received from the public (including residents, community associations and organizations), staff, and corporations.
2. A proposal for naming a public building, park or place in honour of a person who has rendered outstanding service to the City, will be considered. Names of living individuals may be considered, but the use of individual names should be minimized.
3. A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:
  - an organization has had historical and exceptional ties to the City.
  - an event or date is significant in the City's history.
  - a place has significant meaning for, or ties to, the City.
  - a program, activity, or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.
4. In a proposal for naming "joint sites" between the City and School District, the park and school names should coincide through consultation between the two organizations.
5. A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.
6. A proposal for naming a "character area" such as a neighbourhood and/or open space should be designated by names linking persons, events, places or activities with appropriate references to location and activities to be conducted on the site or land form.
7. A proposal for naming a public building or park in recognition of a corporation which has made a significant gift or contribution to the City may be considered.
8. A named facility will retain that name as long as it exists. However, if a name is designated for a facility associated with a specific program or activity and that activity is subsequently changed, the name may be applied to a similarly-used facility, if possible, and if not, to another facility.



# City of Richmond

## Report to Committee Planning and Development Division

**To:** Planning Committee **Date:** January 26, 2018  
**From:** Wayne Craig  
Director, Development **File:** RZ 16-737146  
**Re:** **Application by Steveston Buddhist Temple at 4360 Garry Street to:**  
**Amend the 2041 Official Community Plan Land Use Map (Schedule 1) to**  
**designate the rear portion of the site to Apartment Residential;**  
**Amend the Steveston Area Plan Land Use Map (Schedule 2.4) to designate the**  
**rear portion of the site to Multiple Family; and**  
**Rezone the subject site from the "Assembly (ASY)" zone to the "Assembly and**  
**Congregate Housing – Garry Street (Steveston) (ZR12)" zone**

### Staff Recommendation

1. That Official Community Plan (OCP) Bylaw 9000 and Bylaw 7100, Amendment Bylaw 9813, to designate approximately the south half of 4360 Garry Street from "Community Institutional" to "Apartment Residential" in the 2041 OCP Land Use Map to Schedule 1 of the OCP and from "Institutional" to "Multiple-Family" in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan) of the OCP, be introduced and given first reading.
2. That Bylaw 9813, having been considered in conjunction with:
  - The City's Financial Plan and Capital Program; and
  - The Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

Is hereby found to be consistent with said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act.

3. That Bylaw 9813, having been considered with accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.
4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9814, to create the "Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)" zone and to rezone 4360 Garry Street from "Assembly (ASY)" to "Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)", be introduced and given first reading.

  
Wayne Craig  
Director, Development

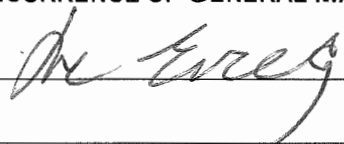
January 26, 2018

- 2 -

RZ 16-737146

WC:ke

Att. 9

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Steveston Buddhist Temple has applied to the City of Richmond for permission to rezone 4360 Garry Street from the “Assembly (ASY)” zone to a new site-specific “Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)” zone in order to retain the existing temple on the front (north) half of the site and develop a 107 unit congregate housing complex on the rear (south) half of the site. All vehicle access to the subject site will be from Garry Street (Attachment 1).

The proposed rezoning requires an Official Community Plan (OCP) amendment to:

- Retain the Community Institutional designation in the 2041 OCP Land Use Map to Schedule 1 of the OCP and Institutional designation in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan); and
- Re-designate the rear portion (southern 72 m) of the site to Apartment Residential in the 2041 OCP Land Use Map to Schedule 1 of the OCP and Multiple Family in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan).

### Project Description

The subject site is owned by the Steveston Buddhist Temple Society (the applicant) and contains an existing temple on the north portion of the site and supporting off-street parking. The project proposes to:

- Retain the existing temple (existing gymnasium will be demolished).
- Develop a new four-storey congregate housing complex containing 107 units (116 total beds) and accessory support services (communal dining and program areas; commercial kitchen).
- Reconfigure existing off-street parking and vehicle circulation areas to accommodate the existing temple and congregate housing complex (Attachment 2 – Conceptual Development Plans).

The congregate housing complex will be oriented to seniors (75 years plus) under an independent and semi-independent housing model for residents. A majority of the congregate housing are studio and one-bedroom units with kitchenettes. This project will have communal dining and meal service provided and will offer supporting services for residents as needed (medical support services/care; personal services). Indoor amenity space is provided in the facility for supportive resident programming and activities. The existing temple facility to be retained will continue to operate and offer religious services and support to the community.

Steveston Buddhist Temple Society will retain ownership of the site, establishing a separate non-profit housing society (Wisteria Seniors Health and Housing Society - WSHHS) for the purposes of the congregate housing facility. The applicant is also applying for provincial funding (through the BC Housing Investment in Affordable Housing Initiative) to assist with providing rents at below market rates to residents. Project funding from BC Housing is subject to the outcome of the rezoning application for the site.

## Findings of Fact

A development application data sheet providing details about the development proposal is contained in Attachment 3.

## Surrounding Development

The subject site contains a temple and gymnasium on the north half of the subject site. The remaining areas contain off-street parking and landscaped gardens and open spaces. The site does not currently contain any residential uses on the site

To the North: across Garry Street are single-family homes zoned “Single-Detached (RS1/E)”, “Single-Detached (RS1/B)” and “Single-Detached (RS1/A)”.

To the South: is Steveston Community Park zoned “School and Institutional Use (SI)”.

To the East: a single-family dwelling zoned “Single-Detached (RS1/A)” and a townhouse complex under Land Use Contract (LUC) 005.

To the West: across an existing lane are single-family homes zoned “Single-Detached (RS1/E)”, “Single-Detached (RS1/A)” and “Single-Detached Shrine (ZS5) – Steveston”.

## Related Policies & Studies

### Official Community Plan/Steveston Area Plan

The subject site is designated Community Institutional in the OCP Land Use Map and Institutional in the Steveston Area Plan. These existing OCP land use designations will remain on the front half of the site for the temple to be retained.

To account for the proposed development of the congregate housing complex, the rear portion (southern 72 m) of the subject site is proposed to be amended to Apartment Residential and Multiple-Family in the OCP (Schedule 1) and Steveston Area Plan (Schedule 2.4) Land Use Maps respectively. The proposed rezoning to retain the existing temple and develop a new congregate housing complex on the subject site is consistent with the proposed OCP amendment. Final Adoption of Official Community Plan Bylaw 9000 and Bylaw 7100, Amendment Bylaw 9813 is required prior to final adoption of the rezoning.

In addition, there is also an existing policy contained in the Schedule 1 of the OCP (Section 3.2 in Connected Neighbourhoods with Special Places) that states the following:

*“applications to re-designate from “Community Institutional” to other OCP designations and to rezone Assembly zoned land for the purpose of redevelopment will be considered on a case by case basis:*

- without the need to retain assembly uses;*
- subject to typical development requirements (e.g., access; parking; layout; tree preservation; child care; public art; Affordable Housing Strategy requirements; servicing upgrades; etc.).”*

This rezoning application complies with the above referenced OCP policy.



## **Floodplain Management Implementation Strategy**

The proposed development must comply with the requirements of the Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on title is required prior to final adoption of the rezoning bylaw.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Through the processing of the rezoning, 13 pieces of correspondence have been received by staff (Attachment 4) (Note – additional correspondence received through developer led consultation is summarized in a following section of this report). The following is a general summary of the comments/concerns in the correspondence directly received by the City (note – all of the correspondence received by staff and summarized below is from the townhouse complex to the east at 4460 Garry Street with the exception of a submitted petition that includes respondents from other addresses in Richmond):

- The height, density and massing of the proposed congregate housing complex does not fit with the character and scale of the surrounding residential development and adjacent Steveston Park to the south.
- Project impacts related to shadowing, decreased sunlight, privacy, limited air circulation and loss of views.
- Concerns about the amount of traffic this facility will generate (including traffic related noise and potential for disturbances from emergency vehicles) and the impact to Garry Street and off-street parking concerns related to the project.
- Concerns about the negative impacts to the townhouse complexes west facing units and open spaces, including the existing outdoor amenity area situated at the south west corner of the townhouse site.
- Concerns over potential nuisance impacts related to the noise/venting from facility service areas to nearby townhouse units.
- Request for sun-shadow diagrams to be provided later in the afternoon (i.e. 6 pm), particularly during the summer solstice.
- Potential impact in value of the townhouse units (directly to the east) as a result of the development.
- How the proposed development will impact the existing views to Steveston Park from the townhouse units to the east.
- One of the letters contained a submitted petition objecting to the proposal, with concerns noted about proposed building massing/height, precedence of development and traffic related concerns.

A following section in this report summarizes the applicant's/development proposal's response and staff comments on the correspondence received.

Staff have reviewed the proposed OCP amendment, with respect to the BC Local Government Act and the City's OCP Bylaw Consultation Policy No. 5043 requirements and recommend that this report does not require referral to external stakeholders.

OCP Consultation Summary

Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Co.	No referral necessary, as the proposed amendment does not apply to the Agricultural Land Reserve.
Richmond School Board	No referral necessary, as the proposed amendment does not involve adding school age children in residential units.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as the proposed amendment does not impact the regional growth strategy.
The Councils of adjacent Municipalities	No referral necessary, as adjacent municipalities are not impacted.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as the proposed amendment applies to the subject site only.
TransLink	No referral necessary, as no transportation road network changes are proposed.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary, as the proposed amendment does not impact Port land or operations.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as the proposed amendment applies to the subject site only and does not impact YVR operations.
Vancouver Coastal Health Authority	No referral necessary as the proposal will not require licensing approval from the Health Authority.
All relevant Federal and Provincial Government Agencies	No referral necessary, the proposed amendment does not impact any relevant Federal and Provincial Government agencies
Stakeholder	Referral Comment
Community Groups and Neighbours	Through the processing of the rezoning, two developer organized public information meetings were held.

Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 9813, having been considered in conjunction with OCP Bylaw Consultation Policy No. 5043, is hereby found to not require further consultation.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the Local Government Act. If the rezoning proceeds forward, a Development Permit application will be required that will focus on further design development of the project.

**Developer Led Public Consultation**

Two developer led public open houses were hosted by the applicant:

*First Public Open House – November 15, 2016*

This open house introduced the project to the community and was attended by approximately 65 people (see Attachment 5 for the applicant's public open house summary report and accompanying written submissions). From this meeting 17 written submissions were received

(Generally 10 positive submission in support of the project; 7 submissions noting concerns/objection to the project). The 7 submissions noting concerns/objection focussed on height/massing of the project, shadow impacts, loss of privacy, traffic and the proposed congregate use facility.

#### *Second Public Open House – April 25, 2017*

This open house presented a revised project to the community in response to feedback received from correspondence sent directly to City staff and from the first open house in November 2016 (Attachment 6 - applicant's public open house summary report). The redesigned project adjusted massing over the whole complex and reduced the number of storeys along the east side of the building (from 4 to 3 storeys) to reduce shadow impacts to neighbouring properties. The redesign also adjusted the internal space layout in response to neighbour concerns and advanced the design development of the project. The second open house was attended by approximately 39 people. From this meeting, 12 written submissions were received (Generally 10 positive submissions in support of the project; 2 comments noting continued concerns and objections).

The applicants were also invited by the Steveston 2020 group to present the project to their membership, which they did so in February 2017. The applicant indicated that their discussion with the Steveston 2020 group was generally positive.

#### **Project Responses to Public Consultation**

The following summarizes project responses to the comments received through the public consultation processes outlined in the previous sections of this report:

- The congregate housing complex has been redesigned to break up the overall massing of the facility, with emphasis on creating separate building masses designed to respond to neighbouring residential adjacencies.
- The height and massing of the congregate housing facility has been reduced from the originally proposed 4 storeys to 3 storeys adjacent to the townhouse complex to the east in response to resident concerns.
- Shadow diagrams have been submitted with additional diagrams provided for the dates and times requested through the correspondence (Attachment 7). The redesigned building, in conjunction with the reduction of massing from 4 to 3 storeys for the east elevation of the proposal has reduced the shadow impacts of the project to the townhouse units to the east during the afternoon period (during summer months).
- In response to a request from the townhouse complex to the east, the applicant provided a shadow diagram at 6 pm during the summer solstice, which showed shadowing across the backyard units adjacent to the proposed congregate housing project. It is noted that during this evening time period, shadow impacts are significant for all buildings (even one and two storey structures as demonstrated in the provided shadow diagrams)(See Attachment 7).
- Internal spaces in the facility have been reconfigured to relocate kitchen and supporting service areas away from adjacent residential uses due to concerns about noise and ventilation. The development will be required to comply with the City's Noise Regulation Bylaw 8856 and additional information from an acoustical consultant is

required to be submitted through the Development Permit application to demonstrate compliance with this Bylaw.

- Revisions to the interface of the project to Steveston Park provide an appropriate setback and transition to the park, including the incorporation of a terraced landscaped retaining wall with an accessible ramp and appropriate fence treatment.
- Within the 6 m setback along the east property line, landscaping will be integrated into stepped retaining wall to provide buffering and screening to the adjacent townhouse units.
- A Traffic Impact Assessment (TIA) was undertaken by a professional traffic consultant to review the impact of the proposal to the surrounding road network (including any recommended transportation related works). City Transportation staff concur with the TIA findings confirming that the existing road network can accommodate the proposal to retain the existing temple and develop a new congregate housing facility with no additional transportation related works/upgrades recommended. This project also proposes a reduction in the number of driveways to Garry Street, decreasing potential conflict points and organizing site access/egress and related on-site vehicle circulation. In addition, a shuttle bus for the congregate housing facility and end of trip facilities for employees is being secured through the rezoning application as transportation demand management measures to be implemented in this project.
- On-site vehicle parking has been provided for both the existing temple building and proposed new congregate housing facility in accordance with the City's Zoning Bylaw requirements.
- For temple special events, the applicant has experience with special events and the management of parking and traffic during these events. To address events where additional off-street parking spaces are needed, the applicant has had a previous arrangement with the nearby school (McMath Secondary) for additional off-street parking when necessary, which they advise would continue into the future. The Richmond Event Approval Coordination Team (REACT) is also an available resource to assist with the Temple's planning and traffic management for special events.

## **Analysis**

### **Site-Specific Zoning Approach**

A new site-specific zone, "Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)", is proposed to allow retention of the existing temple and development of the congregate housing complex on the subject site. Permitted and secondary uses are consistent with the activities of the proposal. The proposed zoning regulations on density, coverage, setback and building height in the new zone are supported on the following basis.

- The proposed density of 0.78 FAR and 40% lot coverage is consistent with the proposed OCP designations for the subject site and takes into account the retention of the existing temple and associated floor area.
- For the congregate housing facility, 6 m (20 ft.) setbacks to the park (south) and townhouses (east) are provided for level 1 of the complex only (structured parking and congregate housing amenity/communal areas). For Levels 2 through 4, the building is pulled back providing an increased setback of 9 m (29.5 ft.) for the east side yard

(townhouses) and 7 m (23 ft.) setback to the park (south). The proposed 14.5 m (47.6 ft.) setback on the west takes into account the space needed to accommodate the drive-aisle, row of parking and landscape area.

- The maximum 15 m (49 ft.) building height in the zone is for a mechanical enclosure along the west side of the congregate housing facility. The height to the top of the roof ridge of the remainder of the congregate building varies from approximately 13.7 m (45 ft.) to 14.2 m (46.6 ft.). The building has been designed to present reduced massing and height to the townhouse complex to the east and break up the building form into separate, distinctive masses.

### **Built Form and Architectural Character**

The presence and frontage of the existing temple building along Garry Street will remain with the site's redevelopment. The temple building's presence along Garry Street is being strengthened through the removal of two driveways along the site's Garry Street frontage and enhancements to existing ornamental/decorative gardens in the temple's front yard area. The overall exterior of the temple will remain, except the gymnasium, which will be removed.

The congregate housing complex is located on the rear (south) half of the subject site and generally consists of four storey massing along 3 elevations (south, west and north) and reduced to three storey massing along the east elevation in response to the existing neighbouring two storey townhouses. The congregate housing facility consists of a quadrangle design with an outdoor courtyard area located in the centre for resident use (located on Level 2). The ground level (Level 1) contains a majority of the communal programmed areas (dining, social areas, administrative and services) and enclosed parkade. Levels 2, 3 and 4 contain the congregate care units. Parkade access and general loading/service areas of the facility are proposed to be situated at the southwest corner of the site.

### **Transportation and Site Access**

The existing driveway access configuration to the temple site is proposed to be modified by providing a single driveway for access and egress at the north west portion of the site from Garry Street. The site access proposal results in a decrease in driveway accesses to the subject site from three (existing) to one proposed driveway, which is supported.

The off-street parking and vehicle circulation is arranged around a main north-south drive-aisle along the west edge of the site providing driveway access to the structured parkade area integrated with the congregate housing complex. On-site vehicle circulation in the surface parking lot area is designed to access the temple off-street parking areas and allow a vehicle turnaround located at the front of the temple adjacent to Garry Street for limousine vehicles to stage and manoeuvre on-site for specific ceremonies (i.e., funeral services).

A Traffic Impact Assessment (TIA) was undertaken by a professional traffic consultant to review the impact of the proposal to the surrounding road network (including any recommended transportation related works). City Transportation staff concur with the TIA findings confirming that the existing road network can accommodate the proposal to retain the existing temple and



develop a new congregate housing facility with minimal impacts and no additional transportation related works/upgrades recommended.

A total of 147 off-street parking stalls will be provided on the subject site (95 parking stalls for temple use and 52 parking stalls for the congregate housing facility) which meets City Zoning Bylaw requirements for the existing temple and proposed congregate housing uses. A legal agreement will be secured through the rezoning to ensure that all remaining on-site parking stalls, except for the parking stalls allocated to the congregate residential units (34 stalls), be shared and available for both assembly uses and employees of the congregate housing facility to ensure maximum flexibility and availability of on-site parking stalls.

Other legal agreements will also be secured for the purposes of:

- Sharing one loading space between the congregate housing complex and existing temple on the subject site;
- Providing a dedicated shuttle bus for use by the congregate housing facility (as a transportation demand management measure) for programming and operational purposes; and
- Provision of end of trip cycling facilities in the congregate housing facility.

For temple special events, the applicant has experience with special events and the management of parking and traffic during these events. To address events where additional off-street parking spaces are needed, the applicant has had a previous arrangement with the nearby school (McMath Secondary) for additional off-street parking when necessary, which they advise would continue into the future. The Richmond Event Approval Coordination Team (REACT) is also an available resource to assist with the Temple's planning and traffic management for special events.

### **Tree Retention and Replacement**

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The report assesses 23 bylaw-sized trees on the subject property and 24 street trees on City property (road and park).

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Trees to be retained on-site where development activity will be occurring is required to have tree protection fencing in accordance with the consulting arborist recommendations.
- Trees proposed to be relocated (i.e., Trees # 5; 6) require confirmation that a qualified tree moving company have been hired to undertake the work.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

#### *Tree Replacement*

The applicant wishes to remove 11 on-site trees (Trees #7; 10; 11; 43; 16; 17; 18; 19; 20; 21; 22). The 2:1 replacement ratio would require a total of 22 replacement trees. Based on a preliminary conceptual landscape plan, a total of 79 new trees are proposed to be planted on-site, which complies with and exceeds the 2:1 replacement ratio. The forthcoming Development Permit will

review the size and species of new proposed tree plantings over the entire site, including replacement trees in accordance with minimum sizing requirements as per Tree Protection Bylaw No. 8057 and summarized in the table below:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
8	6 cm	3.5 m
2	8 cm	4 m
12	9 cm	5 m

#### *Tree Retention and Protection – On-Site*

The applicant has submitted a plan showing the trees to be retained, removed and relocated (Attachment 8). To ensure that the trees identified for retention are protected at development stage and prior to any works related to development activity on the subject site (i.e., preload, construction staging etc.), the applicant is required to install tree protection zones, in accordance with the City's Tree Protection Information Bulletin Tree-03, around all trees to be retained.

#### *Tree Retention and Protection – City Land*

Parks staff have reviewed the project in relation to existing trees located on City property (i.e., trees in Steveston Park adjacent to the south property line and existing street trees along Garry Street) and have identified the following requirements.

- Tree protection fencing is required to protect the trees in Steveston Park and along Garry Street to City specifications.
- An ISA certified arborist is required to be engaged to review all on-site works to ensure City trees are not impacted and/or identify an appropriate management plan (in conjunction with and approval from the City) where development related works may impact City trees.
- One street tree along Garry Street (Tree # 2) will need to be removed and/or relocated/replaced as a result of the driveway modification on the west side of the subject site as per the direction of Parks staff through the review of the frontage works along Garry Street for this project.

#### **Steveston Park Interface**

The project has a direct interface with Steveston Park along the entire south property line of the subject site. A row of mature deciduous trees (approximately 10 total trees) located in the park is adjacent to the south property line. An asphalt pathway to the south of and parallel to this row of trees exists as part of a public pathway in the park. The existing pathway will continue to function as it currently exists, with a direct connection between the park and subject site being provided for congregate residents, employees and assembly users.

The transition from the congregate housing complex to the park is a stepped retaining wall proposed on-site between the grade level parkade structure (Level 1) and south property line adjacent to Steveston Park. This retaining wall has been designed to accommodate a universally accessible ramp with landscaping integrated in the structure and also provides screening to a majority of the grade level parkade structure. In addition to the accessible ramp, a staircase is proposed to be located generally in the middle of the subject site. The accessible ramp and

staircase provides access to the outdoor courtyard area for the congregate housing project located on Level 2. A wooden fence with a decorative trellis is proposed along portions of the south property line where there is no stepped retaining wall (west half of site and far east portion of site). This fence provides appropriate security to the congregate housing complex site and is designed to integrate well with the park. Parks staff support the proposed conceptual interface and landscape treatment adjacent to Steveston Park and will work to advance design development and landscape treatment through the Development Permit application.

### **Amenity Space**

Indoor amenity areas in the congregate housing complex are provided for resident use primarily on the ground Level 1 with communal space available for meals, lounge/seating areas and programming for resident activities.

Outdoor amenity areas are focussed around the courtyard space located in the centre of the congregate housing complex on the second level (above the parking structure). The preliminary landscape concept for the courtyard space proposes a landscaped space with multiple walking paths in conjunction with supporting structures and water features. In addition, an open space between the existing temple and proposed congregate housing complex will provide additional outdoor amenity space for both resident and temple uses.

### **Site Servicing and Frontage Improvements**

Frontage works will be required to close 2 existing driveways to the subject site and widen the existing west driveway as part of the redevelopment. A concrete sidewalk, boulevard (with street trees) and curb and gutter to match the existing frontage treatment along Garry Street will be implemented for the 2 driveways proposed to be closed.

The developer is also required to install new service connections (water, storm and sanitary) to the subject site (including metering infrastructure where appropriate) and cut and cap previous service connections to the satisfaction of Engineering staff.

The noted frontage works along Garry Street and site service will be completed through a City Servicing Agreement or other process (i.e. work order) prior to issuance of a building permit for the subject site as outlined in Attachment 9.

### **Design Review and Future Development Permit Application Considerations**

A Development Permit is required to be processed to the satisfaction of the Director of Development to ensure the external form and character of the project complies with applicable Development Permit Guidelines contained in the OCP and is sensitive to and addresses the surrounding local context of the site. Further design review and refinements through the processing of the Development Permit application will be undertaken to address the following:

- Rationalize the overall congregate housing complex's approach to urban design and architecture in relation to the local context.
- Further design development of the complex's architectural features, proposed cladding materials and specific responses to improve project adjacencies to surrounding land uses.

- Landscape plan development to:
  - Refine the planting treatment along the project's Steveston Park interface.
  - Design development of the landscaping and related features proposed in the interior courtyard of the congregate housing facility and open space between the temple and congregate housing building based on future programming and users.
  - Maximize opportunities for landscaping to be integrated in the off-street parking areas.
- Review the congregate housing project's relationship, presence and visibility to the fronting road (Garry Street) to determine the appropriate design and architectural response.
- Submission of a functional plan provided to confirm all traffic parking and vehicle circulation in accordance with transportation requirements for the site.
- Confirmation of the accessible and adaptable dwelling unit provisions being provided for in the congregate housing project.

### **Financial Impact or Economic Impact**

This rezoning results in insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street trees, street lights, and traffic signals).

### **Conclusion**

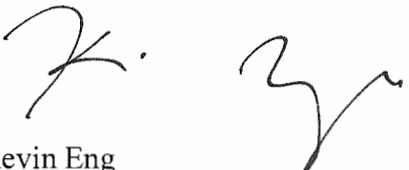
The applicant has applied to the City of Richmond for permission to rezone 4360 Garry Street from the "Assembly (ASY)" zone to a new site-specific "Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)" zone in order to retain the existing temple on the north half of the site and allow for a 107 unit congregate housing complex on the south half of the site.

The proposed rezoning also requires an amendment to the OCP to re-designate the rear portion (southern 72 m) of the site from:

- Community Institutional to Apartment Residential in the 2041 OCP Land Use Map to Schedule 1 of the OCP; and
- Institutional to Multiple Family in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan).

The proposal to retain the temple and develop a new congregate housing complex on the site complies with existing OCP policy applicable to redevelopment of Community Institutional designated land in the OCP.

It is recommended that OCP Bylaw 7100 and 9000, Amendment Bylaw 9813 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9814 be introduced and given first reading.



Kevin Eng  
Planner 2

KE:cas

Attachment 1: Location Map

Attachment 2: Conceptual Development Plans

Attachment 3: Development Application Data Sheet

Attachment 4: Public Correspondence

Attachment 5: Public Open House on November 15, 2016 – Developer Submitted Materials

Attachment 6: Public Open House on April 25, 2017 – Developer Submitted Materials

Attachment 7: Shadow Diagrams

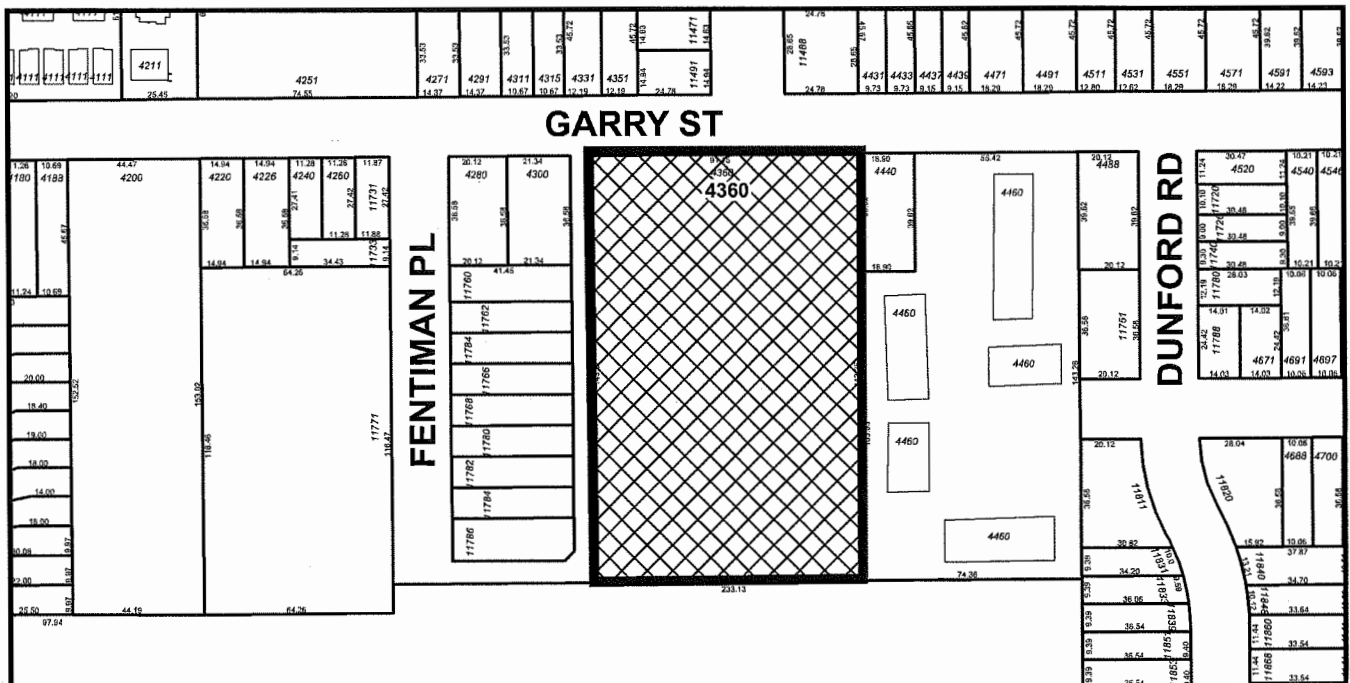
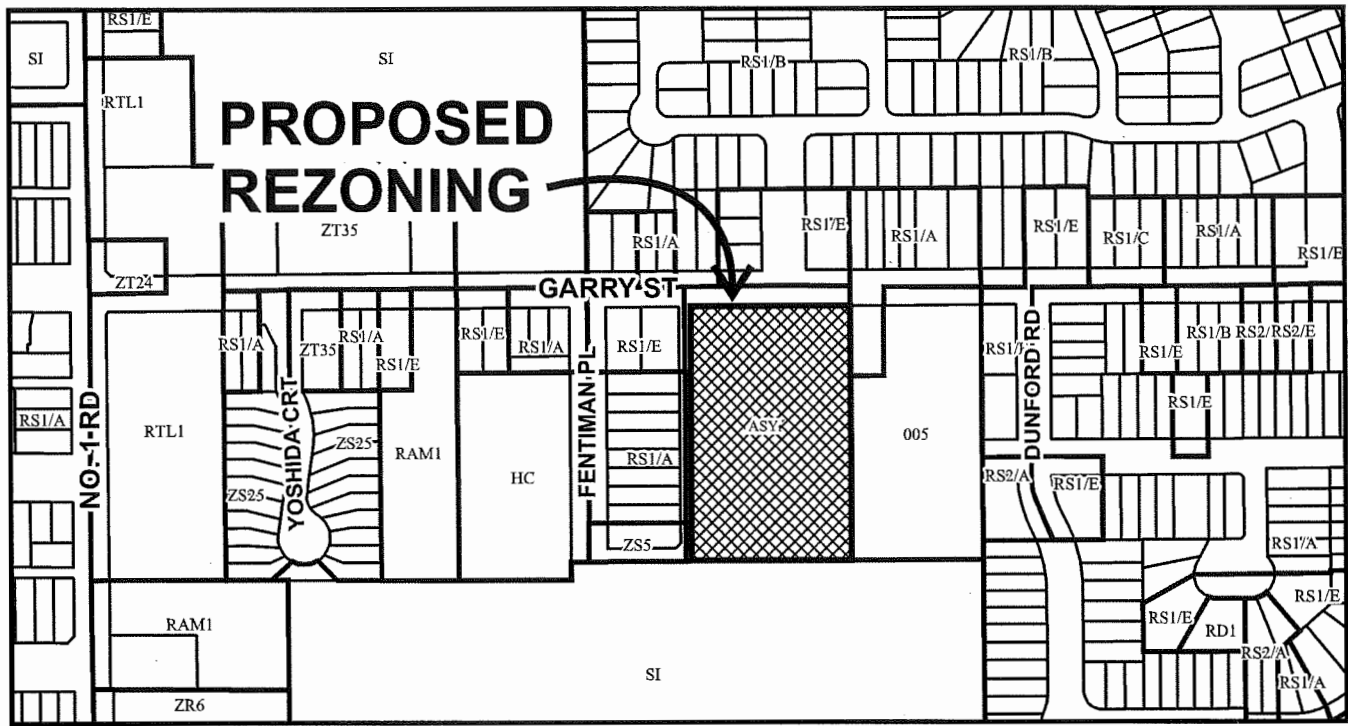
Attachment 8: Proposed Tree Retention, Relocation and Removal Plan

Attachment 9: Rezoning Considerations





# City of Richmond



## RZ 16-737146

Original Date: 08/03/16

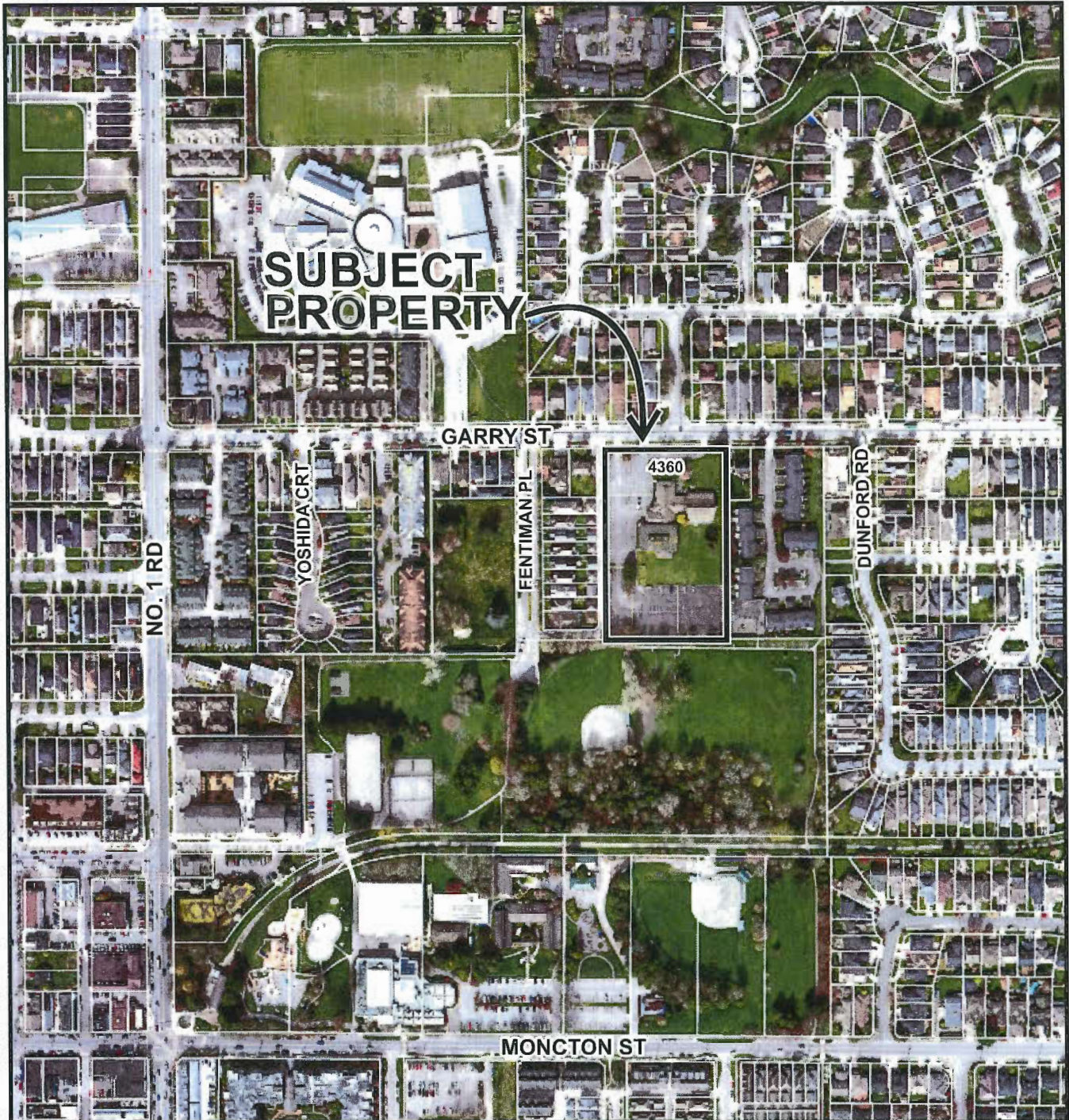
Revision Date: 12/07/17

Note: Dimensions are in METRES





City of  
Richmond



RZ 16-737146

Original Date: 08/03/16

Revision Date: 12/08/17

Note: Dimensions are in METRES

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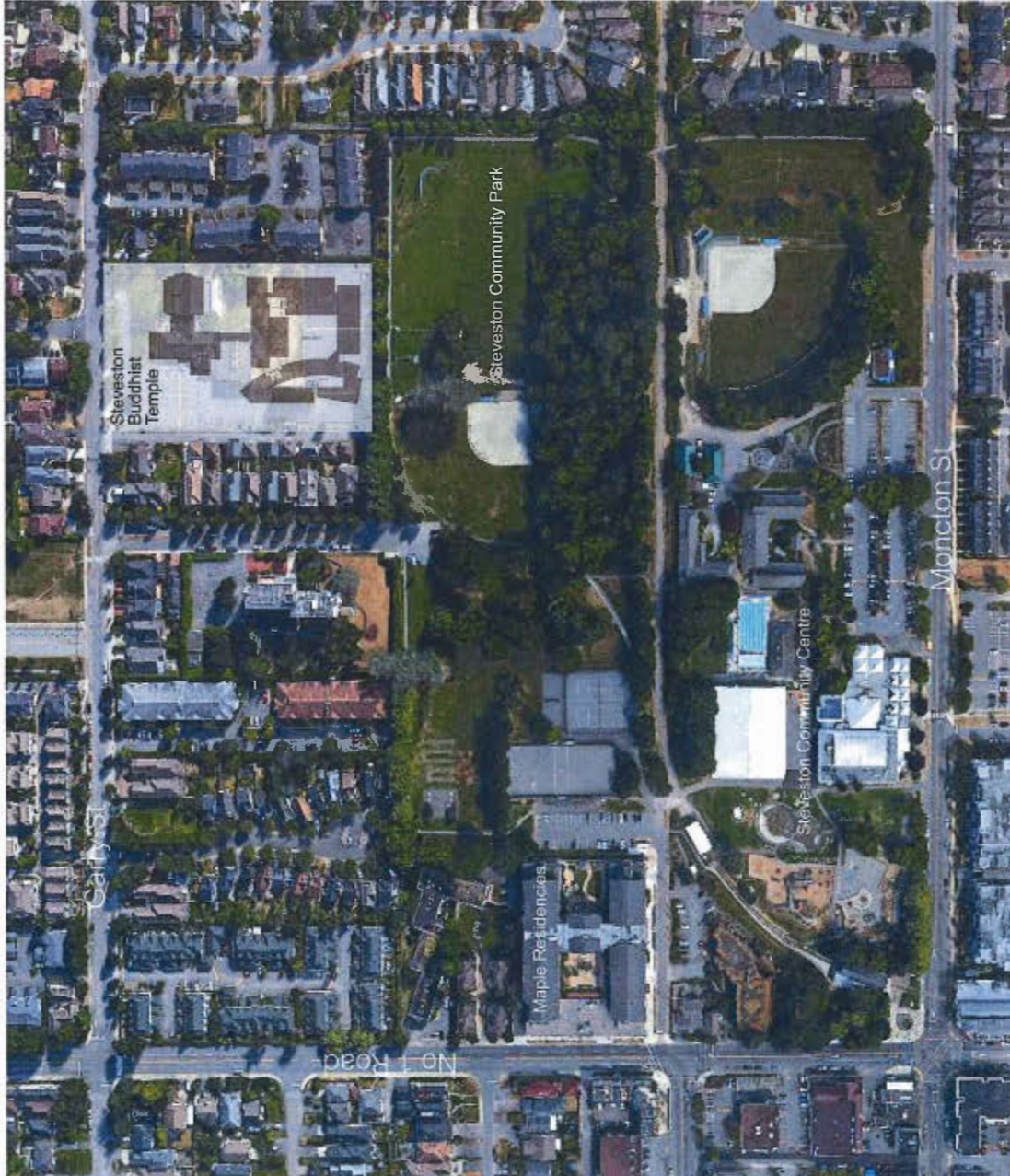


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4360 GARRY STREET

CONTEXT PLAN



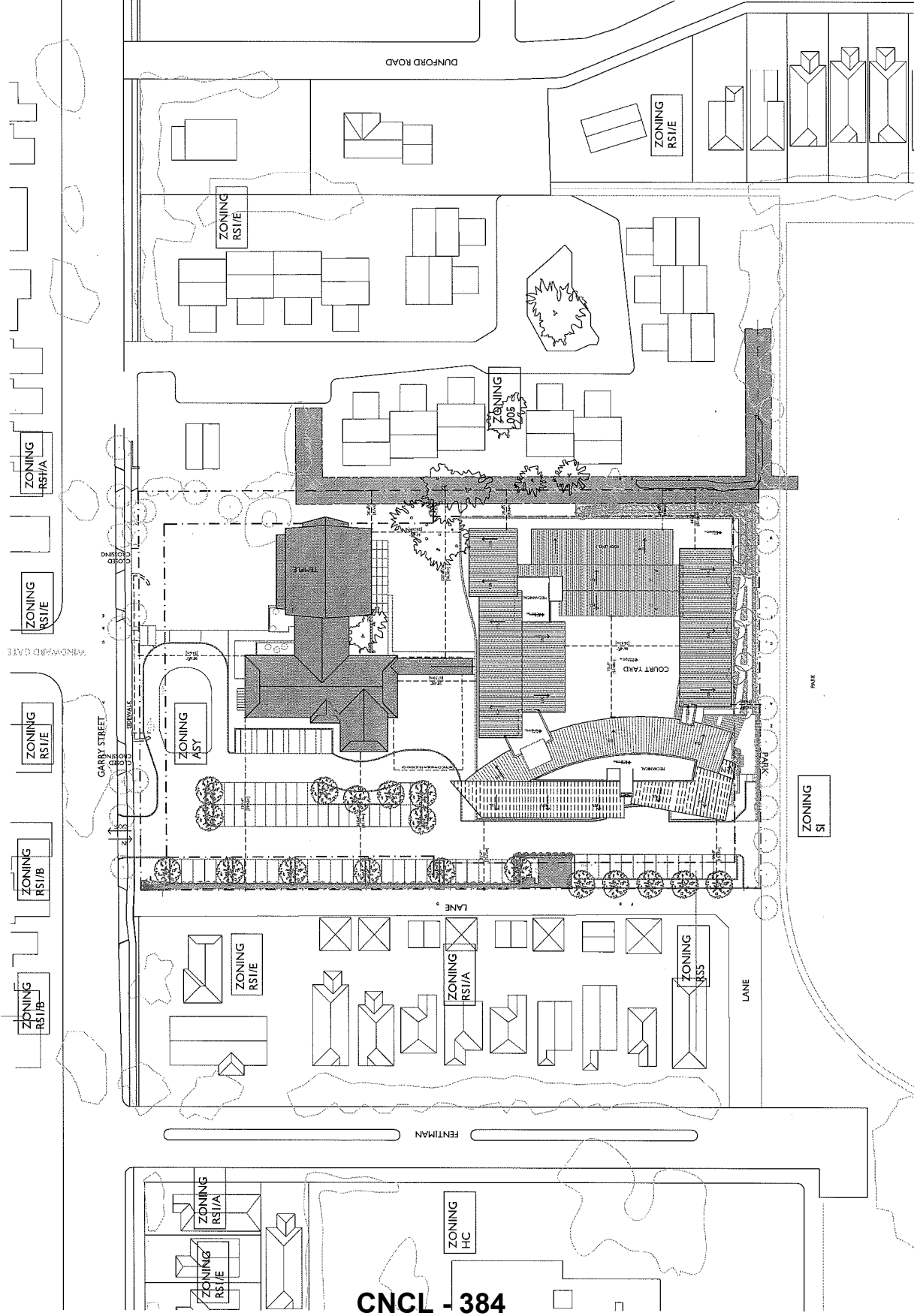


4360 GARRY STREET

SITE PLAN - ZONING

DATE: 1504  
DRAWN BY: 1504  
CHECKED BY: 1504  
JOB NUMBER: 1504

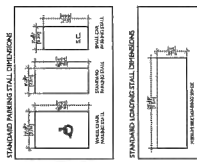
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ALL DIMENSIONS  
UNLESS OTHERWISE  
NOTED, ARE IN FEET  
AND INCHES (F'-IN")

PLAN INFO



NOTES  
1. GARRY STREET ELEVATION AT GARRY ST.

REVISIONS  
1. 1.10.2018, 2018  
2. 1.10.2018, 2018  
3. 1.10.2018, 2018  
4. 1.10.2018, 2018  
5. 1.10.2018, 2018

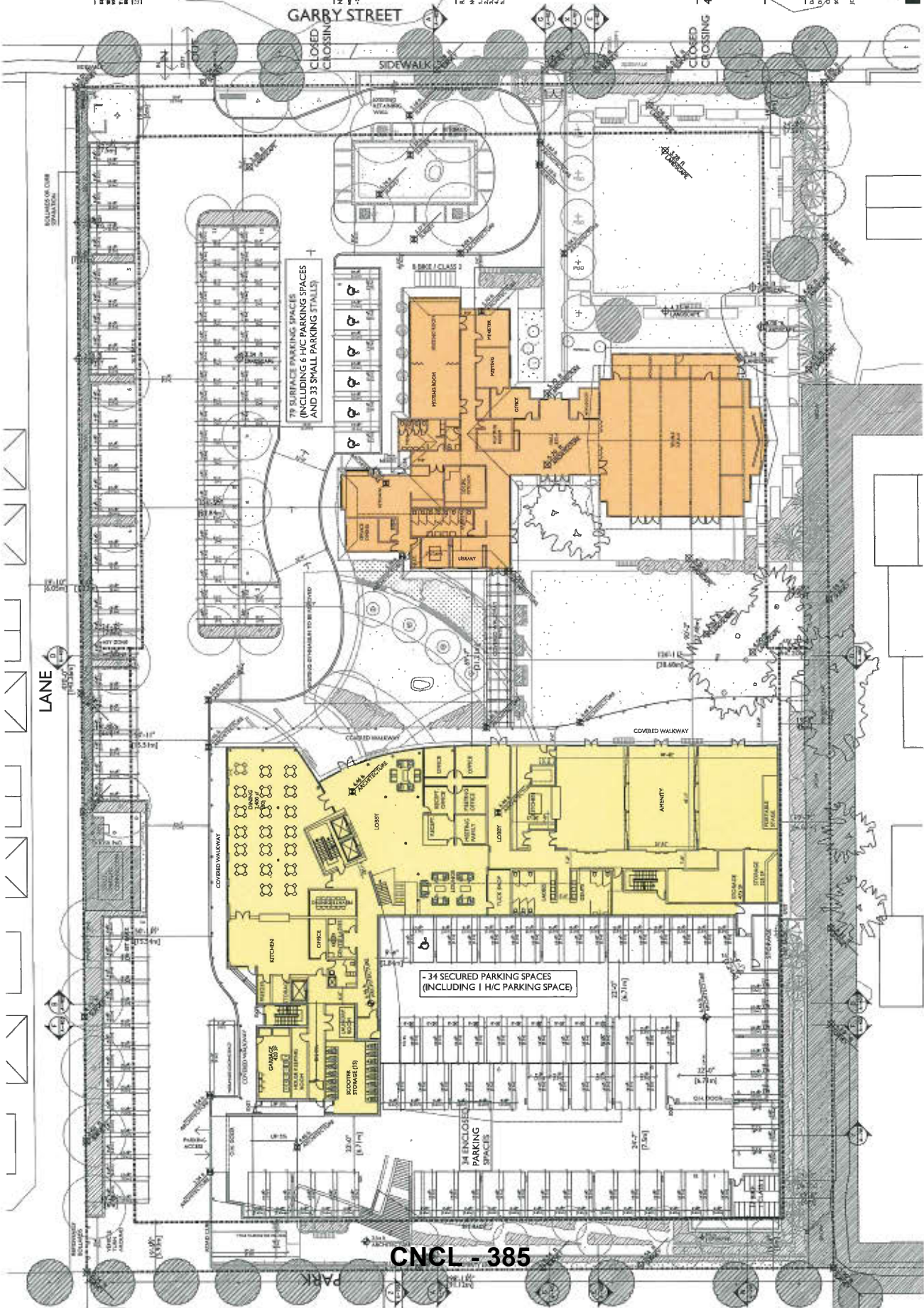


4360 GARRY STREET

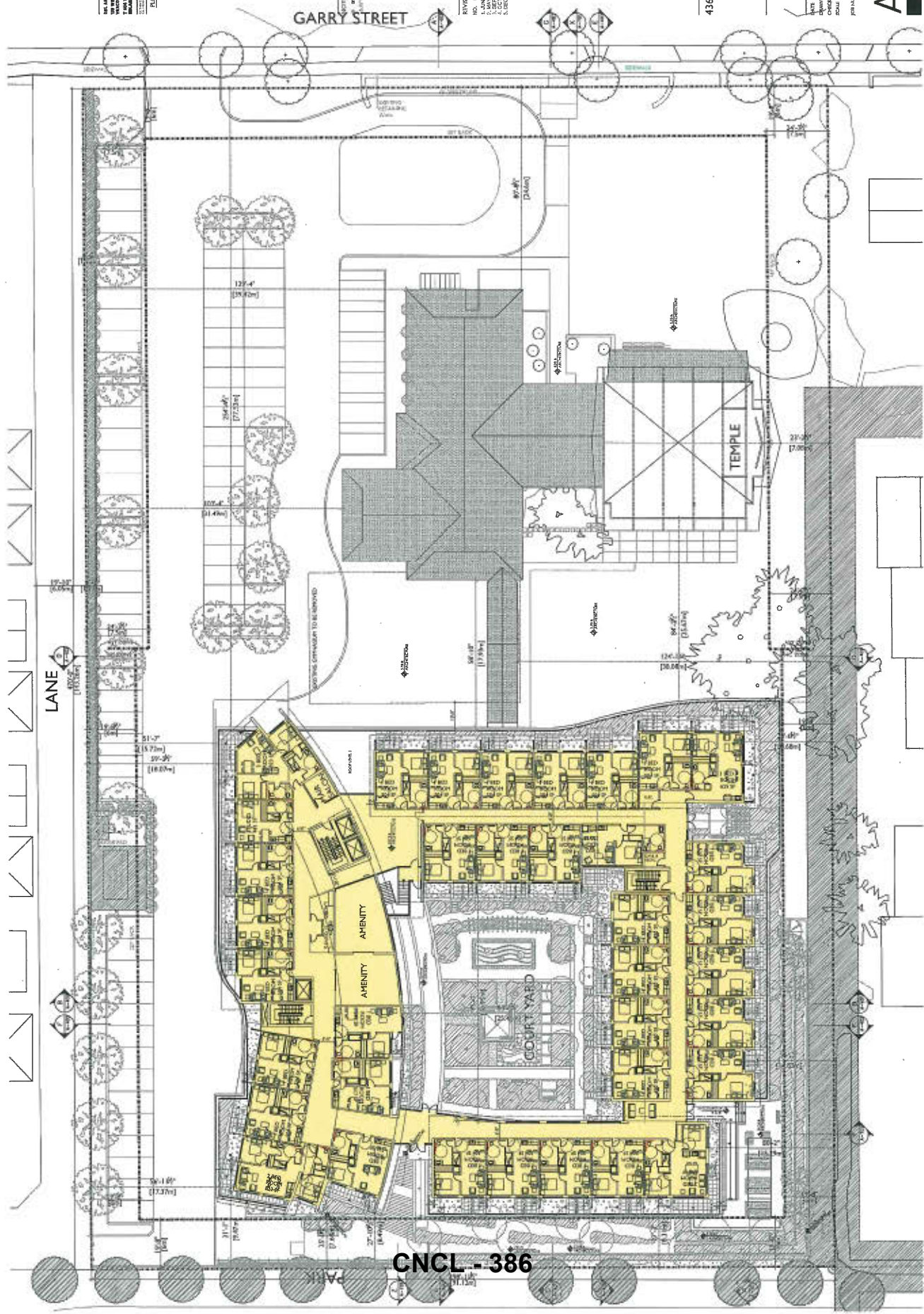
GROUND FLOOR  
LEVEL 1

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JOB NUMBER: 1504

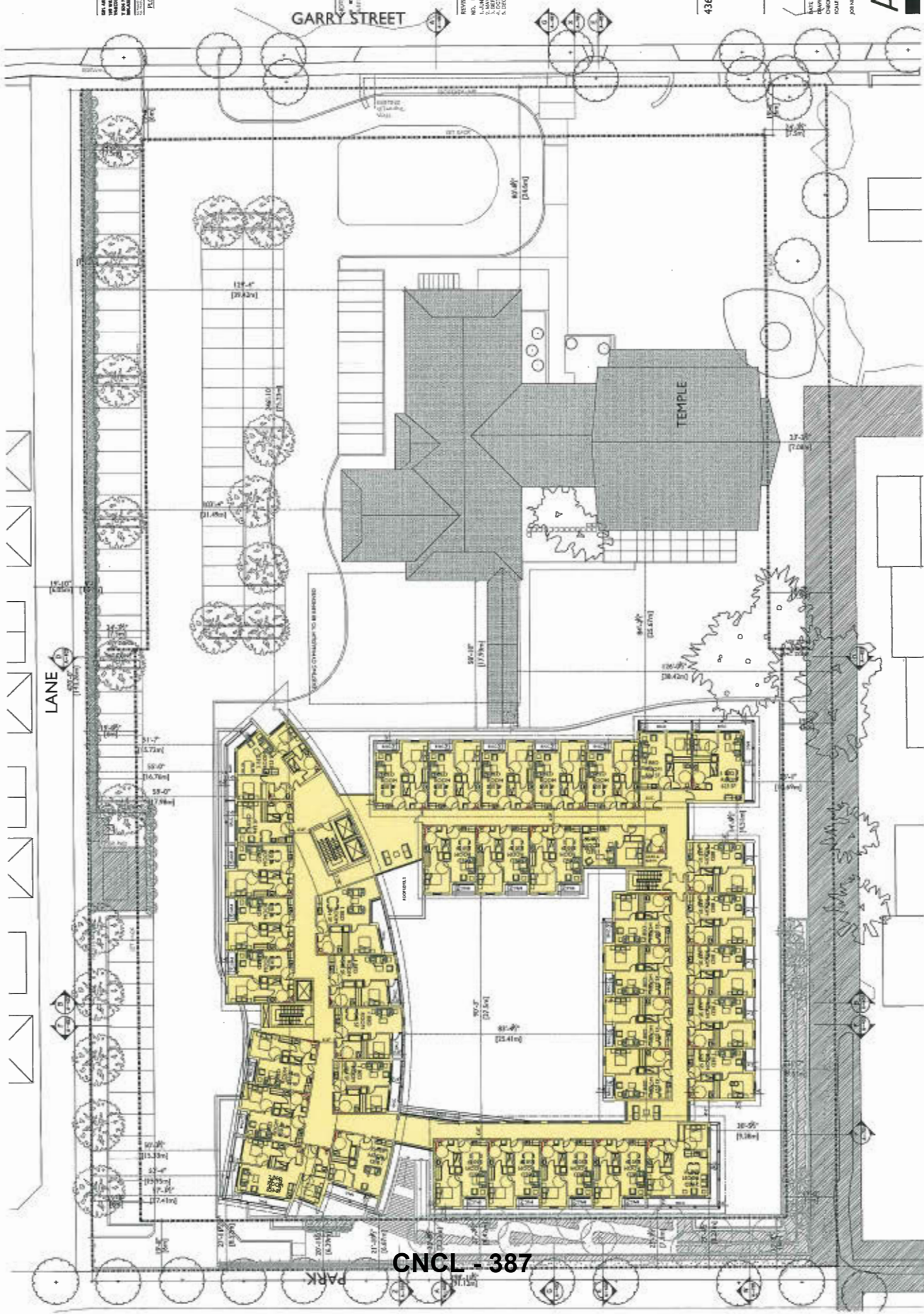
A - 3.01













gbl

BY: ARCHITECT  
DATE: MAY 2017  
PROJECT: 4360 GARRY STREET  
SHEET: 1504  
FLOOR PLAN

GARRY STREET

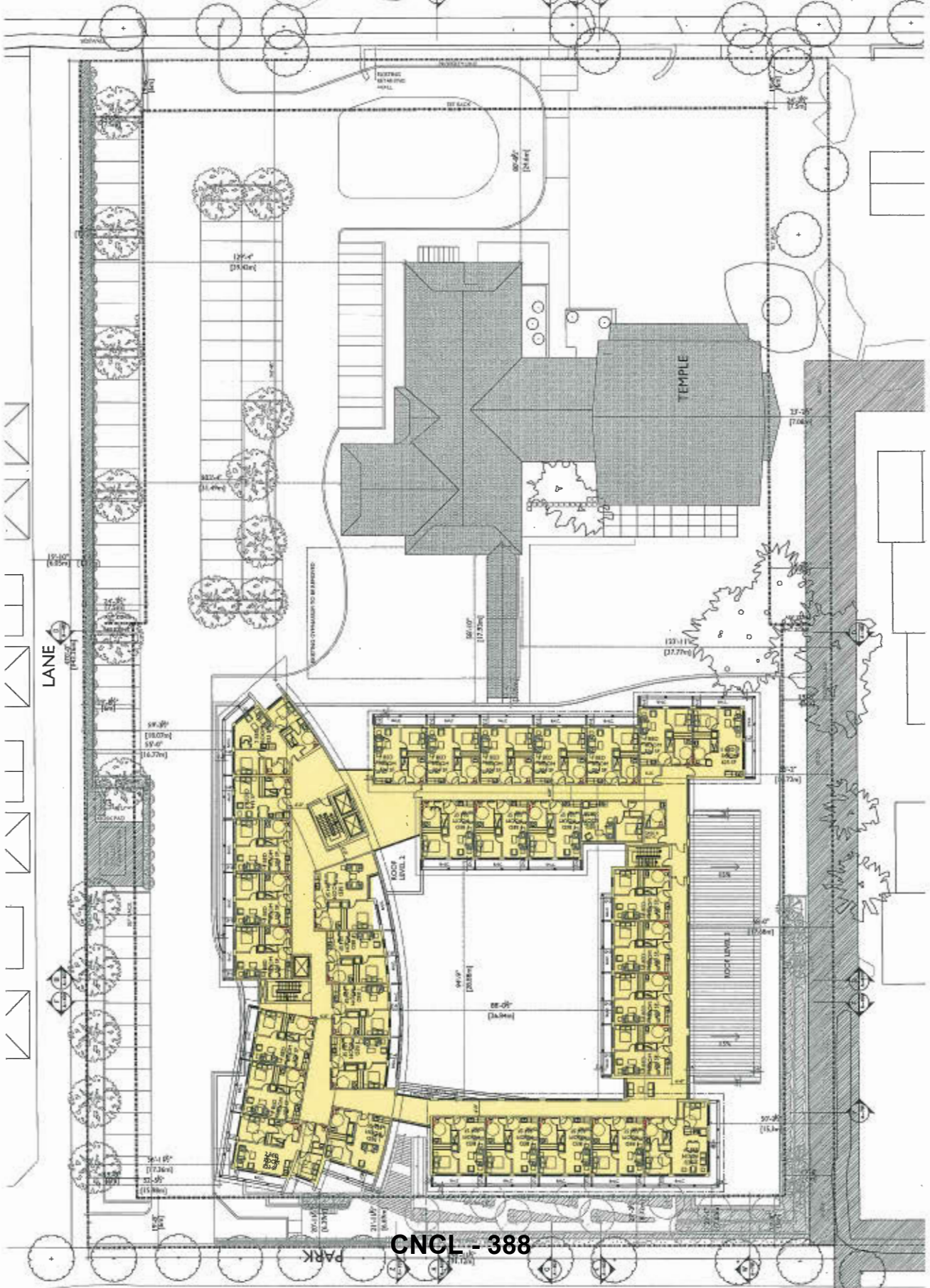


4360 GARRY STREET

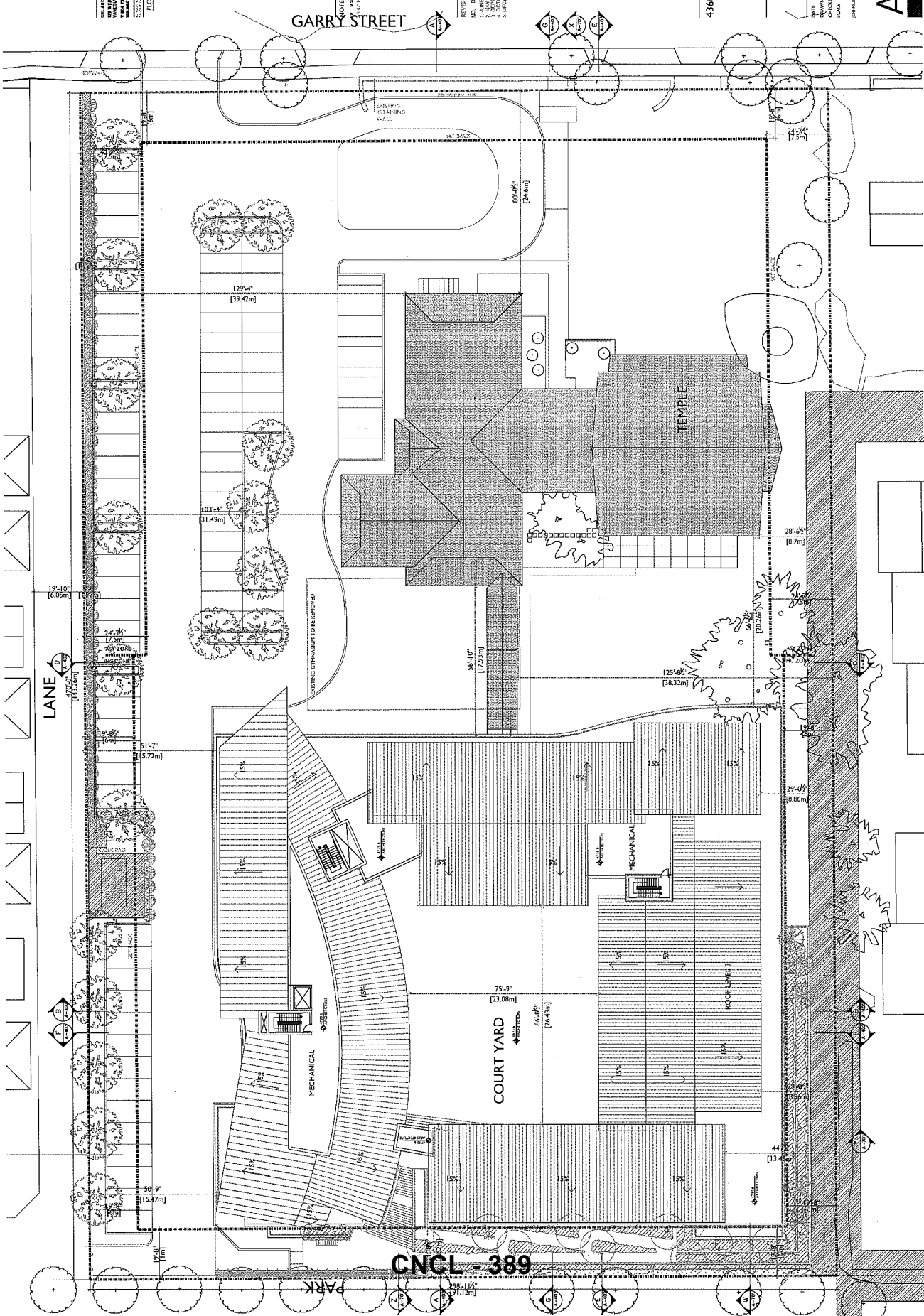
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SHEET: 1504  
JOB NUMBER: [unintelligible]

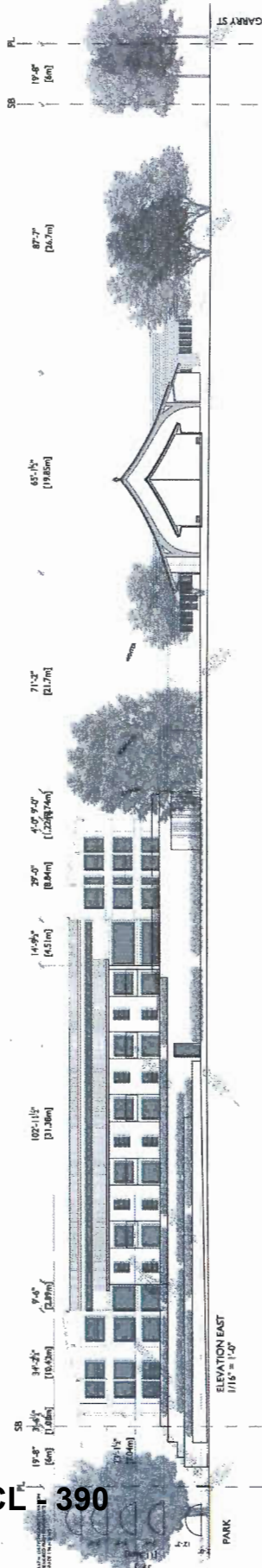
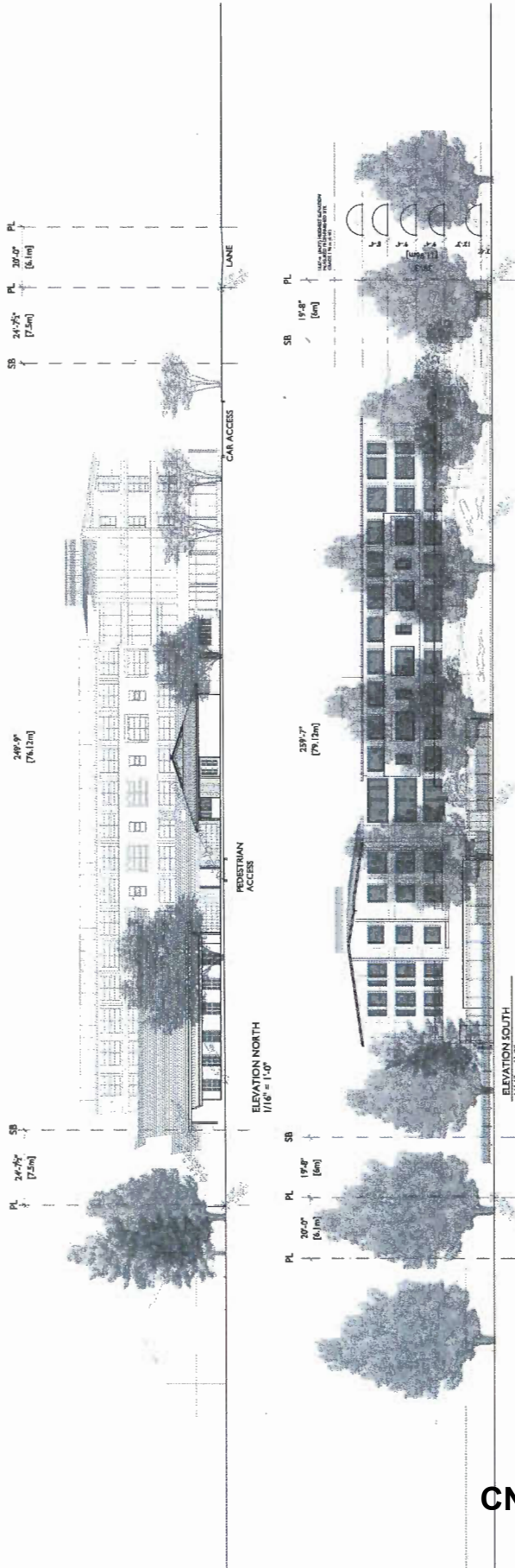
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CNCL - 388



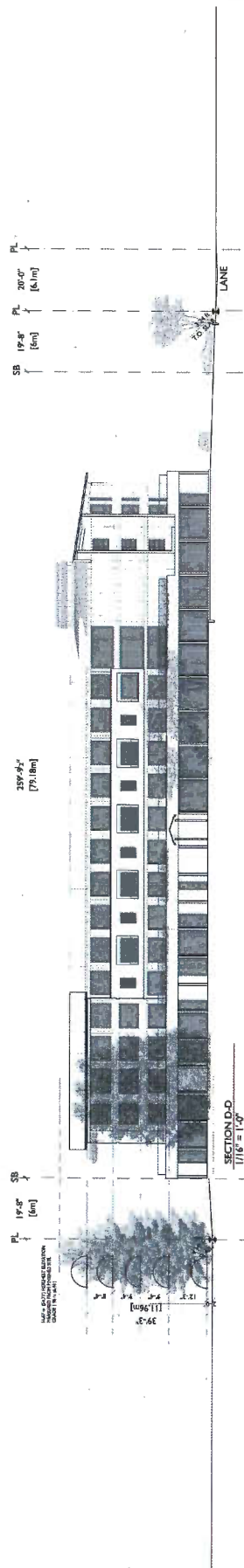
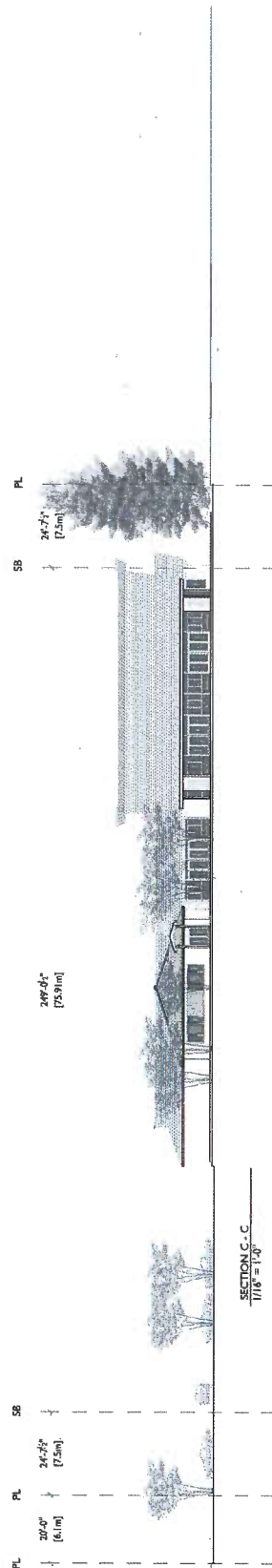
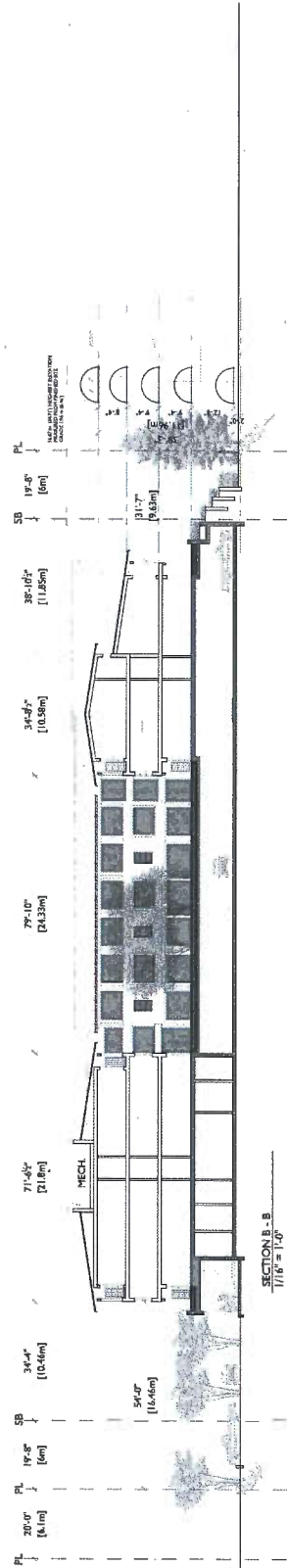
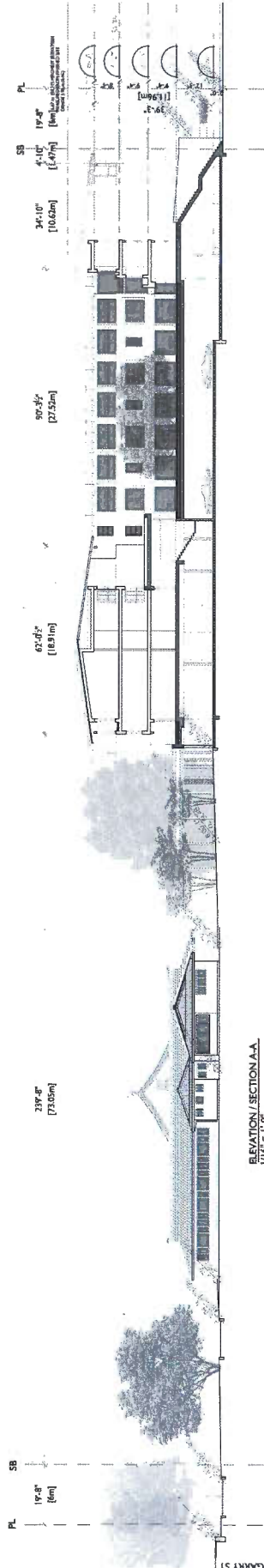




gbl

GBL ARCHITECTS  
1000 W. 10TH AVE. SUITE 100  
DENVER, CO 80202  
303.733.1500  
WWW.GBLARCHITECTS.COM

PROJECT NO.



NOTES  
1. SEE SHEET 391-1 FOR ELEVATION AT GARRY ST.

REVISIONS  
NO. DATE REVISION  
1 MAY 2017 REVISION FOR PERMITS  
2 MAY 2017 REVISION FOR PERMITS  
3 MAY 2017 REVISION FOR PERMITS  
4 OCTOBER 2017 REVISION FOR PERMITS  
5 DECEMBER 2017 REVISION FOR PERMITS

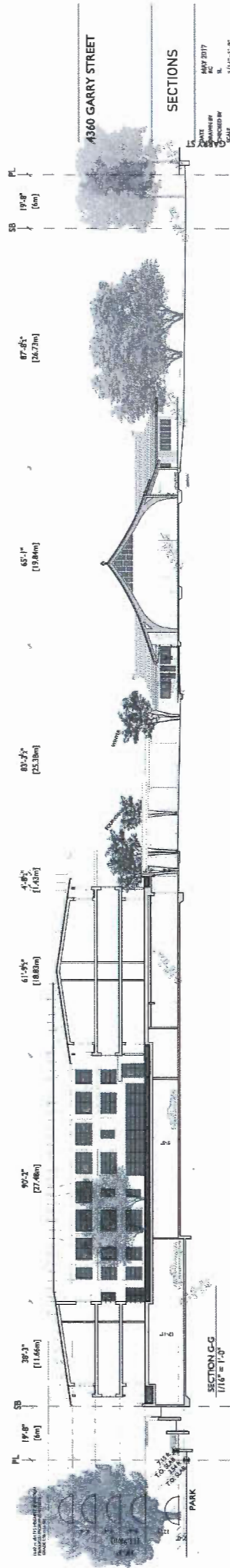
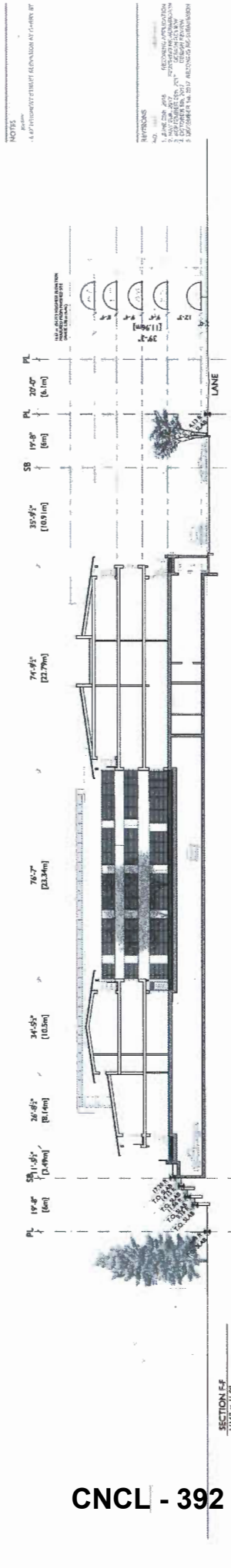
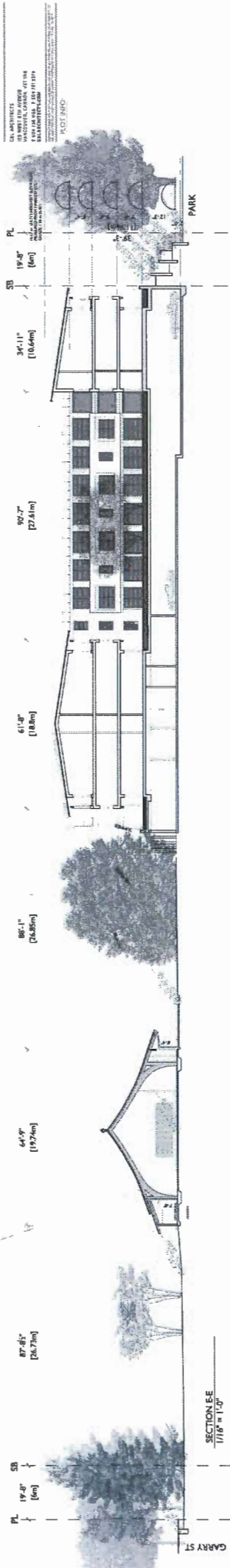
4360 GARRY STREET

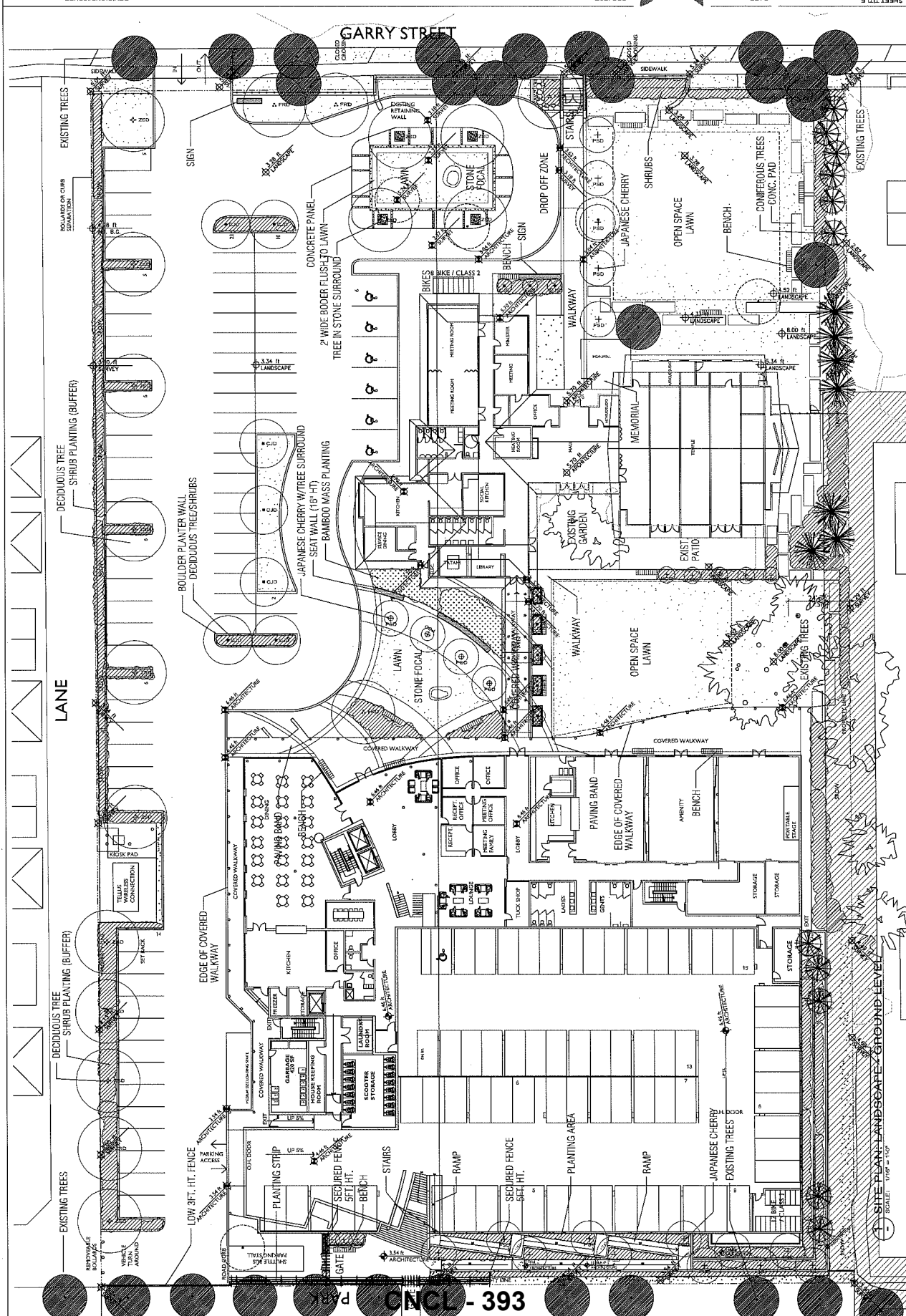
SECTIONS

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SCALE 1/16" = 1'-0"  
JOB NO. 1504

A - 4.02



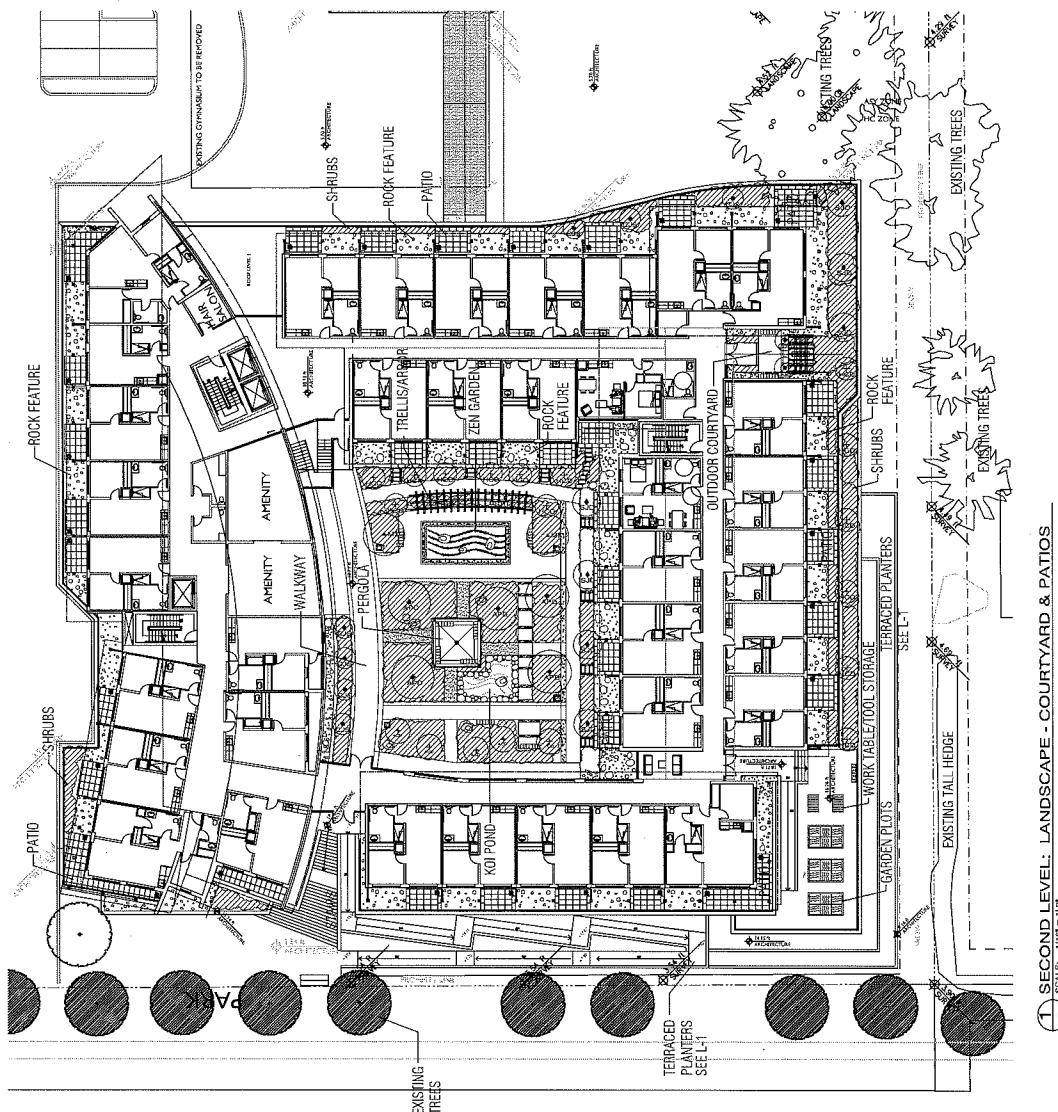




## GENERAL LANDSCAPE NOTES:

- [illegible]

SUGGESTED PLANT LIST:

[illegible]

## ① SECOND LEVEL: LANDSCAPE - COURTYARD & PATIOS







**RZ 16-737146**

**Attachment 3**

Address: 4360 Garry Street

Applicant: Steveston Buddhist Temple Society

Planning Area(s): Steveston Area Plan

	<b>Existing</b>	<b>Proposed</b>
<b>Owner:</b>	Steveston Buddhist Temple	No change
<b>Site Size (m<sup>2</sup>):</b>	13,043 m <sup>2</sup>	No change
<b>Land Uses:</b>	Existing temple and supporting off-street parking	Existing temple, new congregate housing complex and supporting off-street parking
<b>OCP Designation:</b>	Community Institutional	North half – No change South half – Apartment Residential
<b>Steveston Area Plan Designation:</b>	Institutional	North half – No change South half – Multiple Family
<b>Zoning:</b>	Assembly (ASY)	New zoning district – Assembly and Congregate Housing – Garry Street (Steveston) (ZR12)
<b>Number of Units:</b>	N/A	107 congregate housing units

<b>On Future Subdivided Lots</b>	<b>Zoning District Requirements (Proposed)</b>	<b>Proposed</b>	<b>Variance</b>
Floor Area Ratio: Total	0.78 FAR	0.77 FAR	none permitted
Floor Area Ratio: Congregate Housing	0.7 FAR (9,130 m <sup>2</sup> )	0.7 FAR	none permitted
Floor Area Ratio: Temple (existing)	0.08 FAR	0.07 FAR	none permitted
Lot Coverage (% of lot area):	40%	34%	none
Lot Size:	13,043 m <sup>2</sup>	13,043 m <sup>2</sup>	none
Setbacks (m): Religious Assembly	Front: Min. 20 m Rear: Min. 80 m Side (east): Min. 7 m Side (west): Min. 30 m	Front: 24 m Rear: 84 m Side (east): 7 m Side (west): 31.5 m	none
Setbacks (m): Congregate Housing	Front: Min. 70 m Rear: Min. 6 m Side (east): Min. 6 m Side (west): Min. 14.5 m	Front: 75 m Rear: 6 m Side (east): 6 m Side (west): 15 m	none

On Future Subdivided Lots	Zoning District Requirements (Proposed)	Proposed	Variance
Height (m):	12 m (Religious Assembly) 15 m (Congregate Housing)	Approximately 8.3 m (Existing Religious Assembly) 14.7 m (Congregate Housing)	none
Off-street Parking Spaces – Religious Assembly	95 stalls	95 stalls	none
Off-street Parking Spaces – Congregate Housing	52 stalls total (34 resident stalls; 18 employee stalls)	52 stalls total (34 resident stalls; 18 employee stalls*)	none
Off-street Parking Spaces – Total:	147	147	none

\*Use of congregate housing employee parking stalls by assembly uses secured through legal agreement.

Mark & Angie Robertson  
#19-4460 Garry Street  
Richmond. B.C  
V7E 2V2

Telephone 778-232-4309

September 6th 2016

Dear Mr Eng,

We are writing to Richmond City Council to formally object to the proposed rezoning application at the rear of Steveston Buddhist Temple 4360 Garry Street .Richmond B.C. from an Assembly Zone to a Site Specific Zone to allow a four ( 4 ) story congregate housing development. File No RZ 16-737146.

The reasons we are objecting are as follows.

1. The height of the building far exceeds the surrounding dwellings . The proposed building is four stories high which is not acceptable in a residential area where the height of the surrounding homes are two (2) stories . This will eventually mean a height of some five stories including the roof . The plans viewed at the meeting shows a total height in excess of fifty ( 50 ) feet . This is unacceptable
2. Due to the size of the proposed new building we will be deprived of sunlight to our property. Thus impacting our quality of life . This is unacceptable .
3. There are privacy issues with the proposed construction having balconies and windows that will not only overlook our property , but that of our neighbours property. Also affecting our quality of life . This is unacceptable
4. There will be the issue of drainage. The new building will have a considerable footprint this will result in the flooding of not only our property , but also the park adjacent to the proposed new construction . There is already an issue with the park flooding during heavy rain.
5. There is going to be a huge noise impact with generators ,HVAC units, delivery vehicles etc .
6. The proposed building is on Steveston Buddhist Temple grounds thus changing a religious property assembly ( non profit ) into a business congregate housing ( profit ) .
7. There will be an impact of sirens from emergency vehicles at all hours as there is a proposed medical facility.

8. There will be a parking issues as there are 104 units proposed and only parking for 36 residents vehicles . In addition the Temple parking will be limited with this new proposal . Garry Street is already a busy side street with a high school opposite the Temple. Parking is already an issue to residents when there are special events , both at Mc Math High school and the Steveston Buddhist Temple .

9. There will be an issue with night time lightning on the side of the proposed new construction impacting our quality of life .

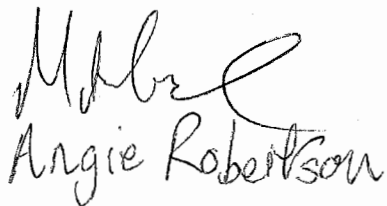
10. There is no public right of way shown on the plans . As required by Richmond City council. This has been omitted from the plans viewed .

11. The geographical location of the proposed development is in itself will cause considerable traffic concerns. Garry street is a small side street and large delivery vehicles will cause problems

12. This proposed development will have a negative impact on the value of our property. We purchased this property 25 years ago knowing that there was an unobstructed view of the surrounding park not a view of a housing development .

In closing please consider the impact this proposed rezoning application for development will have not only on us , our neighbours , but also the property owners in the surrounding area .

Thank you  
Mark & Angie Robertson



Angie Robertson



## Donna Matheson

#20 – 4460 Garry St. • Richmond, B.C. V7E 2V2  
Phone: 604-274-2857 • E-Mail: dlmatheson55@gmail.com

Date: 2016-09-06

Policy Planning Department  
City of Richmond,  
6911 #3 Road  
Richmond, BC  
V6Y 2C1

Re: Rezoning Application at 4360 Garry St. (Steveston Japanese Buddhist Temple)

File No. RZ 16-737146

Dear Sirs:

I would like to thank your representative from the Policy Planning Department for the meeting on August, 30<sup>th</sup> to go over the Rezoning Application (File No. RZ 16-737146) submitted by the Steveston Japanese Buddhist Temple at 4360 Garry Street. I appreciated the thoroughness of the explanation of the proposed zoning change and building plans.

My residence at 4460 Garry Street is immediately adjacent to the east of the proposed rezoning and development site. For 30 years I have been able to say that I live in one of the best residential areas of Richmond by backing on to Steveston Park and the Buddhist Temple.

Having studied the plans I feel that I must oppose the Rezoning Application (File No. RZ 16-737146) which would change the zoning at 4360 Garry Street from "Assembly Zone" to "Site Specific Zone to allow a Four Storey Congregate Housing Development".

The reasons for my objection to the Rezoning Application are:

1. By submitting the rezoning application the Steveston Buddhist Temple is applying to change the scope of the existing neighbourhood. They are proposing to move from a "House of Worship" to a "business". They are proposing to go from a non-profit organization to a business for profit. I did not buy my home 30 years ago in a residential neighbourhood to be beside a large scale "business".
2. The height of the proposed structure in a predominantly residential neighbourhood. The peak of the new structure will be 50' 5" (four levels with a peaked roof structure). I believe that this is far too high to be built in an established residential area primarily filled with 2 level homes and townhouses. The height of the new building will significantly affect my home and all of the townhouses along the west of our complex by blocking sunlight, reducing air flow, eliminating all views of Steveston Park and losing all privacy from my backyard by having three levels of units looking into my yard and home. The height of the structure will also block all afternoon

sun from the Garry Estate playground, which is located in the south-west corner of the townhouse complex.

a. Questions –

- i. What is the height restriction of buildings in a residential neighbourhood that are currently filled with one and two level homes?
  - ii. The City of Richmond was having significant issues with the construction of three level homes in existing neighbourhoods. How then can a 50' structure be approved in a residential neighbourhood?
  - iii. Is there a height restriction for building constructed on non-arterial roads?
3. The proposed structure is within 24' of the property line of Garry Estate and 24' from Steveston Park. I believe that this too is far too close to the existing property lines.
  4. The footprint of the proposed structure will be using all of the back parking lot of the Steveston Buddhist Temple. When there are large events at the Temple (funerals, Obon Festival etc.) the majority of the parking will now need to overflow onto Garry Street. With restricted parking from the "street calming" and "School Zone - no parking" areas near McMath Secondary School there will be an increase in the congestion on Garry Street. There will also be a significant increase in vehicle traffic along non-arterial road by adding 104 residential units to 4360 Garry Street.
  5. Being that the proposed development is for Senior's housing, there will be an increased flow of emergency vehicles to the neighbourhood.
  6. With the construction of a 50' high residence to the immediate west of our property I believe that there will be a reduction in the value of our property. In the past, realtors have always used the "openness" of our complex with the view of Steveston Park as a selling feature. This will not be the case with the construction of a 50' high structure in close proximity to our property line.

I appreciated the opportunity to express my concerns about the proposed development at 4360 Garry Street. I love living in Steveston and appreciate all that it has to offer.

As previously mentioned, I am opposed to the rezoning from "Assembly Zone" to "Site Specific Zone" at 4360 Garry Street.

Sincerely,



Donna Matheson

Ann Smedes  
#21 4460 Garry Street  
Richmond, BC V7E 2V2

September 11, 2016

Policy Planning Department  
City of Richmond  
6933 No. #3 Road  
Richmond, BC V6Y 2C1

Dear Sirs:

RE: File No. RZ16-737146  
Rezoning Application at 4360 Garry St. (Steveston Japanese Buddhist Temple)

I live at 4460 Garry Street, which is right beside the proposed rezoning and development site at the Japanese Buddhist Temple at 4360 Garry Street.

I have looked over the proposed plans and I must oppose the Rezoning Application – File No. RZ 16-737146 – which would change the zoning at 4360 Garry Street from “Assembly Zone” to “Site Specific Zone” to allow a four storey congregate housing development.

The reasons for my objection to the rezoning application are:

1. The rezoning application the Steveston Buddhist Temple is applying for will drastically change the scope of the existing neighbourhood. They are proposing to move from a church to a business. They are proposing to go from a non-profit organization to a business for profit.
2. The height of the proposed structure in a predominantly residential neighbourhood.
  - i) The peak of the new structure will be 50’5” (four levels with a peaked roof structure). This exceeds the height of allowed dwellings in the residential area which is primarily 2 level homes and townhouses.
  - ii) The height of the proposed new structure will significantly affect my home and all of the townhouses along the west of our complex by blocking sunlight, reducing air flow and losing all privacy from our backyards and balconies.
  - iii) I am highly affected by lack of sunlight and bought a unit facing west for that reason. I will lose all sunlight and my unit will be very dark.
  - iv) The height of the structure will also block all afternoon sun from the playground in Garry Estates, which is located in the south-west corner of the townhouse complex.
3. The proposed structure is within 24’ of the property line of both Garry Estates and Steveston Park. This is too close for the additional noise (air conditioners, fans, exhaust) the proposed new structure and its occupants would make. If there is “fill” required to bring the new building up to road grade level then both Garry Estates and Steveston Park could suffer from serious “run-off” problems when it rains.

4. The proposed structure will be using all of the back parking lot of the Steveston Buddhist Temple. When there are large events at the Temple, the majority of the parking will now need to overflow onto Garry Street. With restricted parking from the "street calming" and "School Zone – no parking" areas, there will be an increase in the congestion on Garry Street.
5. There will also be a significant increase in passenger and delivery vehicles along a non-arterial road, already seeing increased traffic due to the high school, by adding 104 residential units to 4360 Garry Street.
6. Being that the proposed development is for Senior's housing, there is the potential of an increase in emergency vehicles to the neighbourhood.

As previously mentioned, I am opposed the proposed rezoning.

Sincerely,

Ann Smedes

A handwritten signature in black ink, appearing to read "Ann Smedes", with a long horizontal flourish extending to the right.

**Eng, Kevin**

---

**From:** Lorne or Jennifer Schmidt <lornejen@shaw.ca>  
**Sent:** Sunday, 11 September 2016 11:20  
**To:** Eng, Kevin  
**Subject:** Re 4360 Garry Street proposed plan

**Importance:** High

Hi Kevin,

Writing this email to voice our opposition / concerns to the current proposed plan for 4360 Garry Street (after we have reviewed the plans dated June 2016.

- a) size of the proposed structure in particular the density (too many units) height (far too high) and set backs
- b) loss of privacy of our strata's west facing units
- c) loss of sunshine due to earlier / longer 'shade/shadow' during afternoons / evenings
- d) loss of view of the park from most of our strata's units
- e) resultant negative impact on property values to our strata and units within
- f) lack of parking - particularly handicap spaces - in the proposed complex which will result into parking spilling onto Garry Street and resultant greater traffic congestion and pedestrian safety

We are happy to expand on the above at your request and provide suggestions as to what proposal we would not oppose.

e.g. at very least the proposed 80' set back on the 'front' (which faces a 20' lane) for a total of 100', should be on the 'rear' (west side) of the proposed complex

Thank you for your serious consideration.

Lorne and Jennifer Schmidt  
18-4460 Garry Street  
Richmond, B.C.  
V7E 2V2



11-4460 Garry Street  
Richmond, British Columbia  
V7E 2V2

September 20, 2016

Office of the City Planner  
City of Richmond  
6911 No. 3 Road  
Richmond, British Columbia  
V6Y 2C1  
Attention: Mr. Kevin Eng

Re: File No. RZ 16-737146

Dear Mr. Eng:

We are writing to express our opposition to the proposed rezoning of 4360 Garry Street. We oppose the rezoning for the following reasons:

1. Increased traffic on Garry Street which is a non-arterial road and which already has high traffic volume from McMath High School. Traffic will come from residents, guests, staff, emergency vehicles, etc.
2. Increased noise from additional traffic and increased population.
3. Loss of view, sunlight, airflow and privacy for our entire complex but most particularly for the west backing units.
4. Possible decrease in property value of our unit.

5. Expectation when we purchased our property that the adjacent property would continue to be used for assembly.
6. Loss of consistent building height along Garry Street.
7. Decrease in aesthetic value of Steveston Park.

Please confirm receipt of our letter. Thank you.

Yours truly,

Ann Nykyforuk and Luc Hervieux

Unit 22 – 4460 Garry Street  
Richmond, British Columbia  
V7E 2V2  
September 21, 2016

Office of the City Planner  
City of Richmond  
6911 No. 3 Road  
Richmond, British Columbia

Re: File No. RZ 16-737146

Dear Mr. Eng:

I wish to express in the strongest possible terms my opposition to the rezoning of 4360 Garry Street, which would allow for the construction of a congregate housing development. Such a building, as proposed, would alter the character of the park area which is so highly valued by Steveston and Richmond residents. The proposed height would be inconsistent with existing heights on Garry Street.

The increased traffic from the number of residents proposed, staff, delivery, emergency and service vehicles would further contribute to traffic problems, which Garry Street was not built to handle.

The building as proposed would mean the loss of sunlight, airflow, and privacy for all the units in our complex but especially for those of us whose back yards face west. The pleasure of our small garden would be gone. I think we had the right to expect a consistent approach to development when we purchased our property. The proposed development would result in the loss of property value.

Thank you for your consideration of my concerns.

Yours truly,

Jean Nykyforuk

**Eng, Kevin**

---

**From:** Keith Doane <kdoane@shaw.ca>  
**Sent:** Tuesday, 4 October 2016 10:01  
**To:** Eng, Kevin  
**Subject:** Steveston Buddhist Temple

Dear Sir,

Having reference to the application made to the City of Richmond by Steveston Buddhist Temple, we would like to be on record as disapproving of the application. We feel the proposed development is not appropriate for the established neighborhood. Traffic and appearance of Steveston park will be greatly affected, as will neighboring properties, such as ours.

One should keep in mind that the Temple itself, without the adjoining gymnasium, will be unable to handle the volume of their congregation and numerous celebrations. Their next step would no doubt be to build a new Temple elsewhere and apply to build additional housing, where the Temple now stands.

Yours truly,  
Yvonne & Keith Doane,  
#28-4460 Garry St.,  
Richmond, B.C. V7E 2V2

November 6, 2016

Dear Kevin Eng,

**RE: Rezoning application RZ 16-737146**

I am writing to voice my opposition to this rezoning application for the Steveston Buddhist Temple property on Garry Street. This development is completely out of character for the neighbourhood, is too big and too close to its neighbours, and will dramatically increase traffic and noise in the area.

(All measurements are taken from copies of the plans obtained from city hall on August 30)

This property is not zoned for apartments. I realize that is why they are applying for rezoning, but the request should not be granted because that would not be consistent with the existing neighbourhood. The surrounding area is made up of single detached houses and townhouses. This proposed building would be twice the height of anything in area, and would have a vastly higher density than anything else nearby.

This building would be 50'5" high. Its setback is less than 25 feet from the east property line. This will create a very high, very close 'wall' to the Garry Estate townhouses. The townhouses that back onto the Temple property will have a complete loss of privacy, sunshine and breezes.

The bottom floor of the proposed building will present the solid wall of the parking level and the kitchen windows as a 'view' for those townhouses. The residential floors above the ground level will offer 3 levels of apartment windows looking down, and into, the townhouse bedrooms and living rooms. This is a massive loss of privacy, which will likely result in the townhouses keeping their blinds closed all of the time, effectively removing the use of their windows. That is hardly reasonable or fair. And if that kitchen vents its fans out the side wall instead of through the roof, those townhouses will have those kitchen smells pumped in their direction. That is also not fair. Are the townhouses supposed to keep their windows closed as well as their blinds drawn?

The height of the building will drastically remove the sunshine from the townhouses. Using the 'sun shading lines' from the plans (page A-4.03), the sun will be blocked to those townhouses from the fall equinox through to the spring equinox. The plans actually only show the sun shading to the north of the apartments. In order to illustrate the loss of sun for the townhouses, I've extended those same shade lines towards the east. Actually the shading would be worse than this, because the 'sun lines' on the plans are based on the sun being to the south, when the sun is at its highest. When the sun is in the west, it will be lower, so the shading of the townhouses will be more than what is mentioned here. To be more thorough and transparent, the plans should show the effect of the sun blocking in all directions, especially when it affects other peoples' residences. In addition to the peoples' loss of sunshine, the trees and plants that are east of the proposed apartment will also be in shade for over half the year. This is hardly fair for those residents who planned their gardens on the basis of having sunshine throughout the year.



Any breezes that are currently enjoyed by the townhouses will be lost. A 50 foot building that close to the townhouses will block any fresh breezes, or worse, turn the space between the buildings into a bit of a wind tunnel. Either way, it is not a desirable outcome for the townhouse residents.

The proposed 113 beds will, by necessity, create additional vehicle traffic on Garry Street. Garry Street can already be fairly busy, especially around the school start/end times at McMath. Also, given the likely age and health of the apartment residents, there will be increased traffic and noise from emergency vehicles. This noise and traffic will not be welcomed in the neighbourhood, especially during the night hours.

In conclusion, this proposed development should not be approved. It is inappropriate and out of character for the neighbourhood, too big and too close to the property lines, and will result in unwelcome increases in vehicle traffic and emergency responders' noise. This development will be detrimental to the lives of the people in the Garry Estate townhouses, and that is not fair to inflict it upon them.

Please do not approve this rezoning request.

Thank you.

Yours sincerely,

*Steve Cook*

Steve Cook  
yvrsteve@gmail.com  
604.928.3179

cc. zoning@richmond.ca

## Donna Matheson

#20 – 4460 Garry St. • Richmond, B.C. V7E 2V2  
Phone: 604-274-2857 • E-Mail: dlmatheson55@gmail.com

Date: 2016-11-17

Steveston Buddhist Temple,  
4360 Garry St.  
Richmond, BC  
V7E 2V2

Re: Comments from Rezoning Open House  
Rezoning Application at 4360 Garry St. (Steveston Japanese Buddhist Temple)  
City of Richmond File No. RZ 16-737146

Dear Sirs:

I would like to thank the Steveston Buddhist Temple for providing the Garry Street neighbours with the opportunity to attend the Rezoning Open House on Tuesday, November 15, 2016. I appreciated being able to speak with and ask questions to representatives from the Buddhist Temple, the architectural firm, as well as Townline Construction.

My residence at 4460 Garry Street is immediately adjacent to the east of the proposed rezoning and development site. For 30 years I have been able to say that I live in one of the best residential areas of Richmond by backing on to Steveston Park and the Buddhist Temple.

Having thoroughly studied the plans, which were provided to me by the City of Richmond in August, and at the Open House this week I feel that I must continue to oppose the Rezoning Application (File No. RZ 16-737146) which would change the zoning at 4360 Garry Street from "Assembly Zone" to "Site Specific Zone to allow a Four Storey Congregate Housing Development". As I mentioned at the Open House I fully understand why the Buddhist Temple is putting forth the application. Firstly, you are trying to provide your senior congregation members with a place of residence close to the Temple as well as providing other Steveston Community seniors with housing close to where they have lived for years. I also understand that the Buddhist Temple needs to be fiscally responsible to your congregation and by applying to build a Senior Housing development you are able to generate funds. However, there are still many concerns for those of us that reside in the immediate vicinity.

The reasons for my objection to the Rezoning Application are:

1. The height of the proposed structure in a predominantly residential neighbourhood. The peak of the new structure will be 50' 5" (four levels with a pitched roof structure). I believe that this is far too high to be built in an established residential area primarily filled with 2 level homes and townhouses. The height of the new building will significantly affect my home and all of the townhouses along the west of our complex by blocking sunlight, reducing air flow, eliminating all views of Steveston Park and losing all privacy from my backyard by having three levels of units looking into my yard and home. The height of the structure will also block all afternoon

sun from the Garry Estate playground, which is located in the south-west corner of the townhouse complex.

2. I feel that a 50'5" high structure is not appropriate for a residential neighbourhood, on a non-arterial road. The City of Richmond Guidelines for Steveston development specifically mentions that residential streets should be with homes not over 2 stories and taller structures should be developed along the waterfront or on arterial streets.
3. At the Open House the Developers provided Sun Shadow drawings for both the Spring/Fall Equinox and the Summer Solstice however, these drawings only showed the shadow affect up to 2:00 pm in both cases. I would have appreciated shadow affect drawings rendered up to sunset. Over the years we have had been able to have a clear view of the sky throughout the day. For the past thirty years I have been able to sit in the summer sunshine in my backyard until 9:00 p.m. Now we will be in the shadow of the new structure for most of the afternoon and the entire evening year round.
4. The proposed structure is within 24' of the property line of Garry Estate and 24' from Steveston Park. I believe that this too is far too close to the existing property lines for the height of the proposed structure.
5. The footprint of the square courtyard in the proposed structure is bigger than the actual Buddhist Temple itself. If the courtyard were reduced in size by  $\frac{1}{2}$  or even a  $\frac{1}{3}$  there would be less of an affect on those of living adjacent to the proposed structure. This could be accomplished by reducing the number of large units per floor (548 sq ft) to medium sized units (504 sq ft.) or small units (490 sq ft.) and still allow the optimum number of 104 units that you feel is necessary to be financially viable.
6. One way of possibly reducing the overall impact of the proposed structure would be to have a flat roof. By eliminating the eleven foot pitched roof you could change some of the "shadow affect" on our residences. However, this idea was not appreciated by two members of the designed team as they stated it would affect the "overall appearance and design" of the proposed structure.
7. Many presenters at the Open House continued to emphasize that "seniors don't drive" and therefor would not need cars, so there would not be an increase in traffic along Garry Street. I have to disagree with this. Seniors do drive and if they don't then someone is coming to pick them up to go shopping, visit doctors, or visit family. Garry Street, as a non-arterial road, is an increasing busy street and by adding more traffic to a narrow street with limited parking will cause significant issues.
8. With the construction of a 50' high residence to the immediate west of our property I believe that there will be a reduction in the value of our property. In the past, realtors have always used the "openness" of our complex with the view of Steveston Park as a selling feature. This will not be the case with the construction of a 50' high structure in close proximity to our property line.

I appreciated the opportunity to express my concerns about the proposed development at 4360 Garry Street. I have always loved living in Steveston and have appreciated all that it has to offer.

As previously mentioned, I am opposed to the current rezoning application from "Assembly Zone" to "Site Specific Zone to allow a Four Storey Congregate Housing Development" at 4360 Garry Street. If amendments were made to the application I may feel more inclined to be in favour of the application.

Sincerely,

Donna Matheson

cc: Kevin Eng, Policy Planning Department, City of Richmond.

**Eng, Kevin**

---

**From:** Shirley Ramsay <sjramsay.rogers@gmail.com>  
**Sent:** Friday, 18 November 2016 09:33  
**To:** casey@cpadevelopment.ca; Eng, Kevin  
**Subject:** Rezoning application - Steveston Buddhist Temple RZ-737146

Hi again. It's funny what auto correction can do. Anyway, I am resending this with the reference number.

We attended the open house on November 15, 2016 and were dismayed. Our townhouse is located directly east of the proposed development, and we will lose a great deal of light if the four storey home is built. Already, there are several very large trees obstructing our view and our light. Consequently, the value of our residence will be diminished should the development proceed. A one or two storey structure would be more suitable in this area.  
Des and Shirley Ramsay

Sent from my iPad



No. 10. 4460 Garry St.,  
Richmond, B.C. V7E 2V2  
Nov. 21, 2016

Mayor Brodie and Council Members,  
6911 No. 3. Road,  
Richmond, B.C.  
V6Y 2C1

		INT
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	CJ	
	DB	

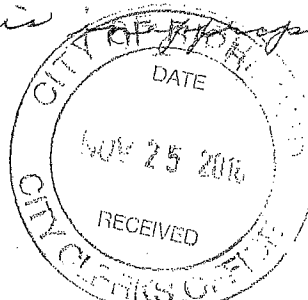
R216 737146

Dear Elected Officials,

R.E. the Rezoning of the Steveston Buddhist Temple,  
the rezoning requested by Bud Sakimoto,  
President of the Steveston Buddhist Temple.

It is my hope that you will not allow this  
request to anyone the property.

While it is commendable that Mr. Sakimoto is  
making plans to care for the Japanese Seniors,  
from his temple, I think he should consider  
the effect this project will have on the existing  
neighborhood; that it will block off the light and  
air flow to the present buildings. The planned four  
storey building is inappropriate for the proposed  
location.



Yours Truly,  
(Mrs.) Geraldine Gray

11-4460 Garry Street  
Richmond, British Columbia  
V7E 2V2

November 27, 2016

Office of the City Planner  
City of Richmond  
6911 No. 3 Road  
Richmond, British Columbia  
V6Y 2C1  
Attention: Mr. Kevin Eng

Re: File No. RZ 16-737146

Dear Mr. Eng:

We are writing to express our continued opposition to the proposed rezoning of 4360 Garry Street. We attended the Open House at the Buddhist Temple on November 15, 2016 and found that we our concerns have not been addressed. We oppose the rezoning for the following reasons:

1. Increased traffic on Garry Street which is a non-arterial road and which already has high traffic volume from McMath High School. Traffic will come from residents, guests, staff, emergency vehicles, etc.
2. Loss of view, sunlight, airflow and privacy for our entire complex but most particularly for the west backing units.
3. Possible decrease in the value of our unit.

4. Expectation when we purchased our property that the adjacent property would continue to be used for assembly.
5. The proposed development runs contrary to the City of Richmond Plan for Steveston, which states that "...the form of new development should be guided by that of adjacent existing development, even where new uses are being introduced."
6. Decrease in the aesthetic value of Steveston Park.

Please confirm receipt of our letter. Thank you.

Yours truly,

Ann Nykyforuk and Luc Hervieux

11-4460 Garry Street  
Richmond, British Columbia  
V7E 2V2

February 3, 2017

Office of the City Planner  
City of Richmond  
6911 No. 3 Road  
Richmond, British Columbia  
V6Y 2C1  
Attention: Mr. Kevin Eng

Re: File No. RZ 16-737146

Dear Mr. Eng:

Please find enclosed a petition regarding the proposed rezoning of 4360 Garry Street. Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read "Ann Nykyforuk". The signature is fluid and cursive, with a large, stylized "N" and "Y".

Ann Nykyforuk  
(annnykyforuk@gmail.com)

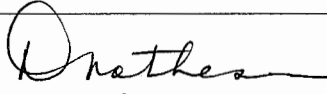
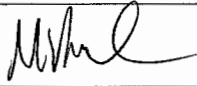
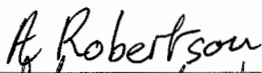
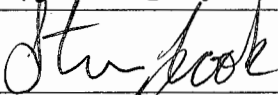
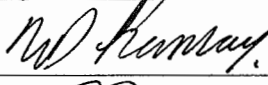
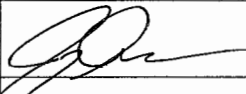
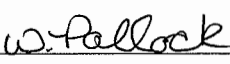
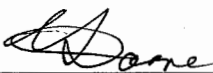
## PETITION TO THE CITY OF RICHMOND

The Steveston Buddhist Temple has applied to the City of Richmond for permission to rezone 4360 Garry Street from "Assembly Zone" to a "Site Specific Zone" to allow for a four story congregate housing development with 104 residential units on the rear (south) portion of the site. (City of Richmond File No. RZ 16-737146)

We the undersigned object to the rezoning application for the following reasons:

1. The height and mass of the proposed building would be inconsistent with other structures along Garry Street. The Richmond Official Community Plan for Steveston Area (Bylaw 7100 Schedule 2.4) states that "The form of new development should be guided by that of adjacent existing development, even where new uses are being introduced." (9.2.2 Massing and Height)
2. Allowing this housing development as proposed would set a precedent which would allow others to build structures that would be in contravention of the Richmond Official Community Plan for Steveston Area.
3. Garry Street was not designed to handle the volume of traffic that would result from the proposed housing development. Garry Street is a non-arterial road.

We, the undersigned hereby request that the current rezoning application (RZ 16-737146) be denied.

	PRINT NAME	SIGNATURE	ADDRESS
1.	Donna Matheson		20-4460 Garry St. Richmond V7E 2V2
2.	MARK ROBERTSON		19-4460 GARRY ST RICHMOND V7E 2V2
3.	Angie Robertson		19-4460 GARRY ST. RICHMOND. V7E 2V2
4.	STEVE COOK		24-4460 GARRY ST. RICHMOND V7E 2V2
5.	Des Ramsay		25-4460 Garry St. Richmond V7E 2V2
6.	JEFF THOMSON		27-4460 GARRY ST. RICHMOND V7E 2V2
7.	WENDY POLLOCK		27-4460 Garry St. Richmond V7E 2V2
8.	YVONNE DOANE		28-4460 GARRY ST. RICHMOND V7E 2V2



[illegible]

9.	DAVID K. DOANE	D K Doane	#28 - 4460 GARRY ST.
10.	Rodelle Gafahl	Ry Gafahl	16 - 4460 Garry St.
11.	Kevin Rennie	K Rennie	16 - 4460 Garry St.
12.	Shirley Ramsay	S Ramsay	25 - 4460 Garry St.
13.	Jody Burrell	J Burrell	17 - 4460 Garry St.
14.	Ann Smedes	A Smedes	21 - 4460 Garry str.
15.	Samantha Smedes	S Smedes	21 - 4460 - Garry St.
16.	LORNE SCHMIDT	L Schmidt	18 - 4460 GARRY ST.
17.	Jennifer Schmidt	J Schmidt	18 - 4460 Garry St.
18.	Michelle Webster	M Webster	13 - 4460 Garry St.
19.	Katelyn Galley	K Galley	26 - 4460 Garry St.
20.	GERRY SMITH	G Smith	#14 " " " "

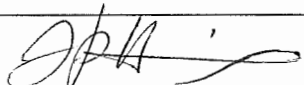
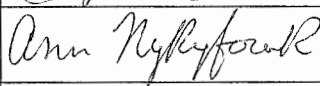
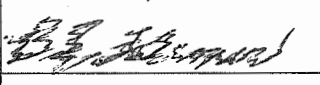
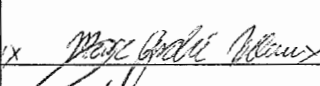


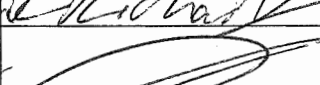

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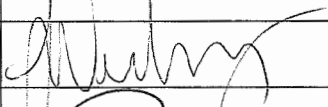


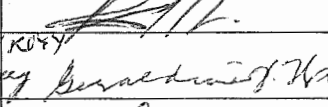
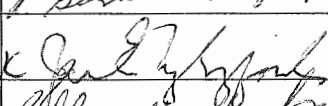

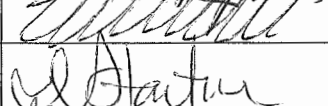
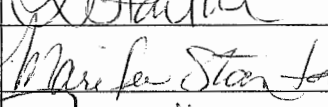
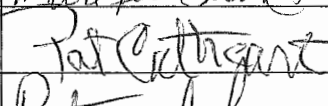
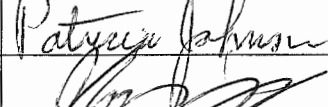
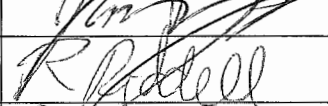
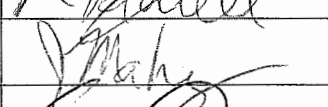
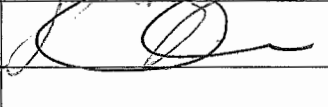
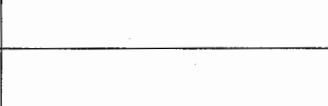
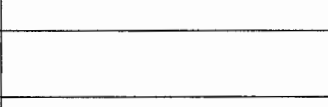
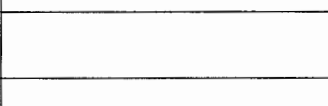
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3. Garry Street was not designed to handle the volume of traffic that would result from the proposed housing development. Garry Street is a non-arterial road.

We, the undersigned hereby request that the current rezoning application (RZ 16-737146) be denied.

	PRINT NAME	SIGNATURE	ADDRESS
21	JP Hervieux		11 4460 Garry St, Richmond, BC.
22	Ann Nykyforuk		11-4460 Garry St. Richmond, B.C. V7E 2N2
23	Barb Falconer		12-4460 Garry St. Richmond BC
24	Marx-André Hervieux		11-4460 Garry St. Richmond BC
25	Luc Hervieux		11-4460 Garry St. Richmond
26	Jamie Richardson		23-4460 Garry St. Richmond BC
27	Rhonda Richardson		23-4460 Garry St. Richmond BC
28	Jamie Turner		7-4460 Garry St Richmond

— We the undersigned hereby request that the current rezoning application (RZ 16-737146) be denied. —

	PRINT NAME	SIGNATURE	ADDRESS
29	Ariella Winberg		7-4460 Garry St.
30	DAVE HUNTER		8-4460 Garry St.
31	Brenda Icar		9-4460 Garry
32	Leslie Anke		#9-4460 Garry St
33	GEORGE B. WILSON Benedict W. Wilson		#40 4460 Garry St.
34	Jean Nykyforuk		22-4460 Garry St.
35	Ellen Nykyforuk		22-44-60 Garry St
36	Chris Cathcart		4-4460 Garry St.
37	Ivory Stanton		#5 4460 Garry St.
38	Marlene Stanton		#5. 4460 GARRY St.
39	PATRICK CATHCART		#4-4460 GARRY St.
40	PAT JOHNSON		#3-4460 GARRY St
41	James Carrigan		#2 -4460 Garry St
42	Bob Riddell		11 893 Dunford Rd.
43	Jill Mahy		11893 Dunford Rd.
44	Dannel Woodhouse		4280 Garry Street

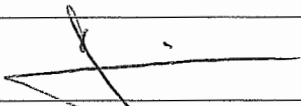

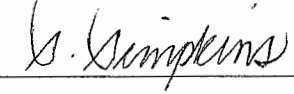

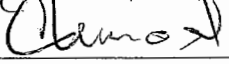
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	PRINT NAME	SIGNATURE	ADDRESS
45	SHANA ABELTHER		79-11491 7th AVENUE RMD.
46	SEAN GABER		79-11491 7th Ave RMD
47	SANDRA SIMPKINS		11511 Lapwing Cres. Rmd.
48	Steve Simpkins		11511 Lapwing Cres. Rmd.
49	Chelsea Leonard		4011 Garry St Rmd

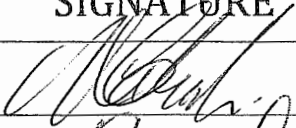
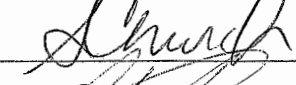
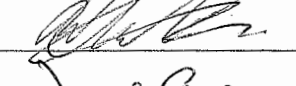
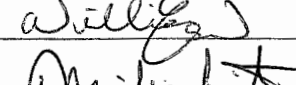
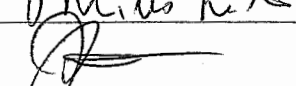
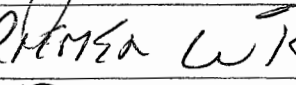
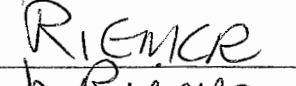

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We, the undersigned hereby request that the current rezoning application (RZ 16-737146) be denied.

	PRINT NAME	SIGNATURE	ADDRESS
50	NORMAN CHURCH		4700 DUNCLIFFE RD
51	Sharon Church		4700 DUNCLIFFE RD.
52	Michelle Church		4700 Duncliffe Rd.
53	Will BAW		22500 COCHRANE TRNE
54	MIKES LIKE		4686 DUNCLIFFE RD.
55	Jill Like		MA
56	WOLFEND RHEMER W R.		4791 DUNFORD RD
57	LYNN		4791 Dunford Rd



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c/o 120 – 13575 Commerce Parkway  
Richmond, BC, Canada V6V 2L1

Main 604 270 1875  
Fax 604 270 0854

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

Electronic – [keng@richmond.ca](mailto:keng@richmond.ca)

March 17, 2017

ATTN: Kevin Eng | Planner 2

Richmond City Hall | Policy Planning Department  
6911 No 3 Road,  
Richmond BC V6Y 2C1

RE: **RZ 16-737146** | PUBLIC INFORMATION MEETING SUMMARY

On behalf of the Steveston Buddhist Temple ('SBT'), please accept this letter as a summation of public engagement undertaken to date with regards to the subject Rezoning application to facilitate the development of an affordable independent seniors facility proposed for 4360 Garry Street, Richmond BC.

#### *Notice and Advertisement*

Following recommendation of staff, SBT hosted a public information meeting advertised in a manner consistent with the regulations prescribed in the Local Government Act. The intent of this meeting was to invite the public and community stakeholders to the temple gymnasium to meet with the members of SBT and the development team consisting of representatives of GBL Architects, CPA Development Consultants and TL Housing Solutions regarding the proposed development. This open house took place November 15, 2016 and was hosted from 5pm through 8pm to ensure catchment of the before and after dinner crowd.

Notice was provided 10 days in advance with letters hand delivered to properties within a minimum 30m radius from the site. In addition to providing notice to the immediate neighbourhood, a sign was erected on site for vehicle and pedestrian traffic and advertisements were also published in the local papers; Richmond News; November 9<sup>th</sup> & 11<sup>th</sup>; and November 10<sup>th</sup> in the Vancouver Shinpo, a weekly Japanese newspaper circulated throughout the lower mainland. Invitees of the open house also included local stakeholders listed below with notice delivered via Canada Post.

- € Steveston Community Society
- € Steveston 20/20 Committee
- € Rotary Club of Steveston
- € Steveston Historical Society
- € The Maples Residences
- € Army, Navy & Air Force Veterans Unit #284
- € Richmond School District (SD38)
- € Steveston Merchants Association

### **Information and Representation**

Upon attending the open house the public had an opportunity to interact with SBT members and the development team at one of the four stations set up throughout the gymnasium.

On display at each station were large format color boards of the architectural drawings and landscape design. In addition to the floor plans, cross section, elevations and site plan, there were shadow analyses depicting relevant times of day during equinox and summer solstice. An additional board was also provided depicting key design alterations made through earlier consultation with staff prior to making application. These alterations included increased building setback from the East property line and revised building massing on the South-East corner, together reducing the shadow and adjacency issues with the neighbouring townhome development to the East.

The atmosphere was relaxed and engaging with emphasis on allowing the public to hear firsthand the goals and objectives of SBT and their vision for continued and expanded community services. Speaking notes were developed in response to feedback and concerns raised from correspondence the City received as a result of the application. This venue provided a great opportunity to dispel misconceptions, primarily around non-market housing and not-for-profit housing providers, engage in candid discussions of concerns, and answer questions and respond to interests in the project such as programming and services, unit and facility amenities, time-line for registration and project completion.

### **Attendance and Feedback**

We encouraged all attendees to sign-in upon arrival and provide written comment before exiting. Of the 65 registered attendees we received 17 written comments. Below is brief description of these comments:

#### **Positive Comments**

Provides needed seniors housing	6
Well designed	3
Great location for seniors	6
Liked the Japanese landscaping	1
Traffic not an issue	2

#### **Negative Comments**

Building Height	5
Shadowing neighbouring townhomes	2
Contrary to single family & townhome density	2
Traffic concerns during school hours	3
Parking concerns on Garry/Railway	1
Setback from Townhomes and Park	1

#### **Overall Response**

Approval	10
Concerned, but not against	2
Strong concerns/against	5

We feel attendance was great and the majority of those who attended showed support and strong interest in the project. This was evident in the number of inquiries received about

availability, registration, unit layouts and completion, fortifying the need and demand for more affordable housing options for seniors in the Steveston community.

Of the attendees that were against the development, the issues raised were building height, shadowing of the townhomes and common area playground, proposed use, traffic, and having a for-profit business entity in the neighbourhood. While many of these issues were resolved candidly through educating the public on restrictions of not-for-profit societies, housing grants and agreements, affordability in the marketplace, limited car ownership amongst seniors in this demographic, and peak staff hours; the underlying issue with building height/adjacency and shadow effect on the townhome development were less resolved. While the team addressed similar issues that would result from a different use, such as three storey townhomes, the key takeaway of these concerns is to address the design of the building, an endeavour we plan to undertake to reduce the impact to this neighbouring development.

#### *Further Public Engagement*

One of the attendees of the open house and community stakeholder, Linda Barnes, Chair of the Steveston 20/20 Committee, invited us to be a delegate and attend a future meeting of the group to present the proposed project and answer any questions.

This meeting took place February 2, 2017 and the response was positive and supportive of SBT's vision and need for more seniors housing in the area.

#### *Closing*

In general the feedback received from the public and stakeholders has been positive and supportive except the neighbouring townhome development east of the property. With thoughtful design alterations to limit building height and improve shadow impact, we feel confident this project will be a successful addition and viable community amenity in the Steveston neighbourhood.

Yours truly,

**TL HOUSING SOLUTIONS LTD.**

Per:



Craig Lochhead  
Vice President  
jm/CL

cc: Steveston Buddhist Temple, Wisteria Senior's Health & Housing Society

enclosures



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 1, 2016

ATTENTION: OWNER/OCCUPANT

RE: **REZONING APPLICATION –PUBLIC INFORMATION OPEN HOUSE**

Steveston Buddhist Temple and Wisteria Seniors Health & Housing Society has applied to the City of Richmond for permission to rezoning 4360 Garry Street from the assembly (ASY) zone to a Site Specific zone to allow a four storey Congregate Housing development with approximately 104 affordable residential units on the rear (South) portion of the site, and the retention of the existing temple on the front (North) portion of the site.

We invite you to join us at a **Public Information Open House** held in the Steveston Buddhist Temple gymnasium on **November 15, 2016 from 5:00pm to 8:00pm.**

Members of the Steveston Buddhist Temple congregation, the non-profit housing society together with their consultants will be in attendance to answer any questions or concerns.

Yours truly,  
**STEVESON BUDDHIST TEMPLE**

Per:

Bud Sakamoto  
President

cc: City of Richmond





# STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE SIGN IN:

Nolan Chow  
Doreen Chow  
Mary Kawamoto  
Tom ARAKI  
Eiji & Caroline Suyama  
Shirley  
MASABE KIKUCHI  
Miko & Masako INOUE  
FUMIO & MARIKO SAKAGUCHI  
ALAN SAKAMOTO  
Mike Nakagishi  
Mits Sakai  
Kiyo Komai  
Norm CAWLEY  
Sharon Church  
Asayo Tame  
PATRICK SATHCADZ  
Yumei Tsuchiya  
Fusako Tsuchiya  
Doreen & Masage Sawa  
Sonoko Kakei  
Bob Rawson  
JUN HAYASHIDA  
Lynne Waller  
Fred Perland  
OLIVE LINDSON  
MARGAM TAKADI



ADD EMAIL IF YOU  
WOULD LIKE MORE INFO

CRAIG MATSUZAKI  
KAZUKO TAKAHASHI

NATSUMI SHIGETA

SACHIKO TAKEUCHI

Keiko Go

K. Robertson

MARK ROBERTSON

KEIKO SHIGETA

Hideto Kajioka

MARK SACA

YUMIKO KARIYA

Mary M. O'Leary

Shirley

Don Murray

Francis Ang

Donna Matheson

Jahoon Johnson

Edith Turner

Eileen Crawford

Ralph Turner

GORDON KIDDL

Edith

Hiroko Yoshihara

Ken Yoshihara

James Richards

Gary Christie

Rob Pien

Peter Mitchell @shaw.ca

W. Pien

Ann Nykutoruk

Jean Nykutoruk

Frances Nakashima

Sumi Ikuta

SUMI IKUTA

STEVE COOK

LINDA BARNES

Kevin Rennie



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

Against

PLEASE PROVIDE COMMENTS:

OUR CONCERNS WOULD BE.

① GARRY ESTATES PROPERTIES WOULD BE AFFECTED BY THE SHADOW ~~FROM~~ FROM THE PROPOSED CONSTRUCTION - FROM THE SHADOW LINES PROVIDED WE WOULD BE IN DARKNESS AFTER 2 PM.

② THE OVERALL HEIGHT OF THE STRUCTURE FAR EXCEEDS THE SURROUNDING HOMES.

③ LIGHTS ON THE BUILDING AT NIGHT WILL AFFECT US.

④ Parking on Garry St will be increased and density of traffic will be increased which during school hours is already at an extreme. Plus special events will affect this overload of parking for residents.

⑤ The value of our townhouses at Garry Estates will be affected and decreased by this rezoning.

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

### PLEASE PROVIDE COMMENTS:

Unfortunately this project does not fit in with the rest of the neighbourhood. All other such buildings are on major streets such as Moncton, No. 1 Road, No. 2 Road, Blundell St. The profile of this structure would overwhelm the area with its height. A much lower profile would be preferable.

In addition there is the issue of extra vehicular traffic. Garry is very congested at certain times of the day and with all the residents and visitors the problem would only be increased.

We chose to live in this area over 20 years ago because it was single family dwellings and tasteful townhomes. Condos do not compliment what is already in existence.

THANK YOU



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
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Canada V7E 2V2  
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Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

I am concerned about the height of the development and specifically the shadows that will be cast on 4460 Garry Street.

I am also concerned about the departure from the overall single family density of Steveston.

We live in a unique + special community and ~~at~~ <sup>in</sup> ~~world~~ this development is the slippery slope of higher density.

Garry Street is a residential street with no access to public transportation. This development is encouraging increased traffic.

I wonder if the laneway on the west side of the property can be upgraded to a regular street with an adjoining lot walking. This would reduce the redundancy ~~in~~ of an additional driveway. This would be a bonus for the non-profit development + help to make adjustments to the design that will encourage + ~~more~~ open or design changes that will make the building less imposing.

THANK YOU





## STEVESTON BUDDHIST TEMPLE

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Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

Our concerns:

① height of building and  
proximity to townhouses which  
will greatly <sup>impact</sup> ~~impact~~ the air flow,  
sunlight and privacy, particularly  
for the west backing units.

② traffic on Garry St.

THANK YOU



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

### PLEASE PROVIDE COMMENTS:

Thank You for the opportunity to comment  
interesting project.

I am a neighbor but I live on Dunfrell  
so not directly impacted by the shadow of your  
proposed design.

One of the issues I've heard is concern over the amount  
of increased traffic. Not an issue  
given this will be a supportive housing facility  
and the age of the clients

My concern over the proposed design would be  
the size of the facility - too imposing

Any new setback from the park & from  
the neighbours to the east (townhouse complex)  
would be better received

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Canada V7E 2V2  
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Fax: (604) 277-0313

November 15, 2016

### REZONING PUBLIC OPEN HOUSE

5:00PM TO 8:00PM

*Other  
issues*

#### PLEASE PROVIDE COMMENTS:

*Need to have traffic lights  
at Garry / Main Rd  
and at Garry / Railway  
to alleviate congestion.*

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Richmond, B.C.  
Canada V7E 2V2  
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Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

Based on the design provided, it looks like the access road on the property is redundant as it runs parallel to the existing laneway.

The existing laneway should be widened to provide access to the new complex. The road access on the property can then be used as a walkway, landscaped in such a way to enhance the property.

If this was done the entire complex could be shifted to the west to provide shadow relief to the adjacent existing townhouses.

THANK YOU



# STEVESTON BUDDHIST TEMPLE

For

Harry Street  
Richmond, B.C.  
V7E 2V2  
(604) 277-2323  
(604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

We really need more senior housing in Richmond  
- this is great!! well planned - close to park,  
shopping, bus - dr. pharmacy, etc.  
Like the plan. Rooms have coathooks.

Eileen Carroll  
3320 Pleasant St  
Richmond B.C.  
V7E 2P4.

THANK YOU





## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

### PLEASE PROVIDE COMMENTS:

This is a terrific project - well thought out - and definitely meets a need in Steveston. We want to stay in our community as we age & this residence is a resource that will enable us to do so.

The building plans at this stage look quite good compared to many such institutions we have been in, in recent years with elderly parents & visiting friends.

Garry Street has been home to Lions Manor, the Senior High School & the Temple for many years so traffic will not be problematic.

The fact that it is a short walk to the Village is excellent.

The members of the Temple deserve much praise and support in their attempts to provide housing for seniors. Hopefully City staff & elected officials will be helpful.

I am sure some neighbours will be upset at the changes but we have been very lucky in this country & perhaps now is a time to look at provision of houses for seniors.

All the best.  
a neighbour -

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

I LIKE WHAT I SEE.

I WOULD HOPE THAT THE "AFFORDABLE COST" WILL BE AT A FIGURE THAT ALL SENIORS CAN AFFORD. WHILE \$3000.00 A MONTH SEEMS AFFORDABLE, IT MIGHT BE TO ALL SENIORS. SOCIETY TODAY STILL HAS TO CONCRETE DEFINE AN "AFFORDABLE FIGURE."

I AM PLEASED TO SEE THE FREEDOM OF THE UNITS (THAT BEING THE RESIDENTS BEING ABLE TO COOK FOR THEMSELVES, OR GOING TO THE DINING ROOM.) THIS IS A PLUS, AS COMPARED TO OTHERS, OF THIS TYPE.

THE ABOVE \$3000.00 BALLPARK FIGURE QUOTED TO ME IS NICE, BUT WE MUST REMEMBER, THAT NOT ALL SENIORS CAN AFFORD ~~THE~~ THAT COST.

PLEASE KEEP ME INFORMED.

GORDON KIBBLE north-star-makiner@shaw.ca

P.S. I LOVE THE TRADITIONAL JAPANESE LANDSCAPE FEATURES. THAT IS A REAL CALMING FEATURE IN TODAY'S BUSY WORLD.

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

GOOD LUCK IN A GREAT + WELL NEEDED PROJECT!  
LOOKING FORWARD TO WORKING TOGETHER TO  
HELP OUR SENIORS IN STEVESTON!

BOB PIERCE - THE MACE  
RESIDENCE S.

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

### PLEASE PROVIDE COMMENTS:

This is clearly a product that is very much in demand in Steveston - not only now but for the foreseeable future.

It's proximity to the park and walking distance to the Village & Community Centre make it ideal for seniors from the area.

It is unfortunate that there will be some negative impacts on the residents of the townhouse project (who live on the west side), but I doubt that there is much that can be done without a serious reduction to the developable area.

I am in favour of this project moving forward.

THANK YOU



## STEVESTON BUDDHIST TEMPLE

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Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

Very well designed  
and environmentally,  
properly taking care of  
Arizona Choe

THANK YOU





## STEVESTON BUDDHIST TEMPLE

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Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

This project will be good for the community by providing a much needed accommodation for the seniors. This age group is increasing so much now as people are living longer and longer.

M. Sakai

THANK YOU

**Jesse Miller**

---

**Subject:** FW: supportive email

**From:** Darren & Leanne Bernaerd  
**Sent:** Wednesday, November 16, 2016 9:03 AM  
**To:** info@steveston-temple.ca  
**Subject:** Senior Housing

I couldn't make your open house last night on your senior housing project, but I would like to let you know that I support this project. What a great idea and a special use for that space. We live just down the street and to have another senior's complex nearby allows more people to live near Steveston which is a great community.

I would even be interested in adding my Mom to the wait list — if there is one! Her name is Johanna Jacobs. She is a young 90 and VERY independent!

Let me know who to contact to add her name to the wait list. She would love it there and so would I (being so close).

Thank you for doing this!

Leanne Bernaerd  
10 – 4771 Garry Street  
Richmond, BC V7E 2T9  
604-789-8453  
Bernaerd@telus.net



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

**REZONING PUBLIC OPEN HOUSE**  
5:00PM TO 8:00PM

**PLEASE PROVIDE COMMENTS:**

スモール菜園

ボラ2タイプキハルパー

THANK YOU

星 努



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

November 15, 2016

REZONING PUBLIC OPEN HOUSE  
5:00PM TO 8:00PM

PLEASE PROVIDE COMMENTS:

① とても満足に見学できました

② B.C. Housing の件、屋にストーフトーフがあるのは  
めめらしい

③ 日2回の食事 朝食、夕食

日本食とは言いませんが、ユニアにとってごはん  
みそ汁はとても大事、ごはん(白米)はとても大事  
です。

ユニアの care house を知っていますか、日本人の戸を<sup>へ</sup>行くこと

「ごはん<sup>たんぱん</sup>が<sup>たぶん</sup>ないから<sup>ねえ</sup>」とよく言われます。食事  
に力<sup>ちから</sup>では<sup>たぶん</sup>考えてほしいと思います。

④ ショーについて ショーだけでは日本人、日系人としては  
とてもよいです。お風呂が好きな人はたくさんいます。

金でとは言いながら、バスタブの車も考えてほしい。  
もっとも リラックスできる場所なので。

THANK YOU



c/o 120 – 13575 Commerce Parkway  
Richmond, BC, Canada V6V 2L1

Main 604 270 1875  
Fax 604 270 0854

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

*Electronic – keng@richmond.ca*

April 26, 2017

ATTN: Kevin Eng | Planner 2

Richmond City Hall | Policy Planning Department  
6911 No 3 Road,  
Richmond BC V6Y 2C1

RE: **RZ 16-737146** | SECOND PUBLIC INFORMATION MEETING SUMMARY

On behalf of the Steveston Buddhist Temple ('SBT'), please accept this letter as a summation of the second public information open house held between 5:30pm and 7:30pm on April 25, 2017 regarding the subject Rezoning application to facilitate the development of an affordable independent seniors facility proposed for 4360 Garry Street, Richmond BC.

#### *Notice and Advertisement*

Notice was provided 10 days in advance with letters hand delivered to properties within a minimum 30m radius from the site consistent with regulations prescribed in the Local Government Act and our first open house held November 15, 2016. In addition to providing notice to the immediate neighbourhood, a sign was erected on site for vehicle and pedestrian traffic and advertisements were also published in the local papers; Richmond News, April 19<sup>th</sup> & 21<sup>st</sup>; and April 20<sup>th</sup> in the Vancouver Shinpo, a weekly Japanese newspaper circulated throughout the lower mainland. Invitees of the open house also included local stakeholders listed below with notice delivered via Canada Post.

- ☐ Steveston Community Society
- ☐ Steveston 20/20 Committee
- ☐ Rotary Club of Steveston
- ☐ The Maples Residences
- ☐ Army, Navy & Air Force Veterans Unit #284
- ☐ Richmond School District (SD38)
- ☐ Steveston Merchants Association

#### *Information and Representation*

The intent of the open house was to invite the public and community stakeholders to the temple gymnasium and view a redesigned concept based on concerns raised through previous public engagements and comments received from staff.

At hand were members of SBT and the development team consisting of representatives of GBL Architects, CPA Development Consultants and TL Housing Solutions to guide attendees through



the revisions made, explain the intent and need for this type of development, as well as answer questions and address concerns from the public. Three stations were set up with 12 display boards representing site context, shadow analyses, previous and proposed building renditions of key floor plans and elevations together with preliminary 3D renderings and landscape design.

Being the second open house, most dialogs focused on the redesign and adjustments made to reduce and improve impact in the neighbourhood. Highlights of the redesign discussed include:

- ☐ Substantial increased of on-site parking;
- ☐ Removal of the second street access;
- ☐ New configuration of building mass, emphasising a look of 4 separate buildings and distinct internal courtyard connection with both Steveston Community Park and Garry Street;
- ☐ Reduction in overall building size of approximately 4,500 sq.ft.;
- ☐ Relocation of serving/program kitchen, away from east property line;
- ☐ Addition of storage area/buffer between program space and east property line, discouraging people from congregating beside the new facility; and
- ☐ Elimination of a bank of units from the fourth storey facing east, thus improving shadow impact, privacy and a tired building facade away from the neighbouring townhome development.

The atmosphere was relaxed and positive with many attendees impressed with the redesign, both aesthetics and integration of features respecting the surrounding neighbourhood.

#### **Attendance and Feedback**

We encouraged all attendees to sign-in upon arrival and provide written comment before exiting. Of the 39 registered attendees we received 12 written comments. Below is brief description of these comments:

##### **Positive Comments**

Provides needed seniors housing	5
Well designed/Improved	9
Positive change/reduced impact on neighbours	3
Interaction with community park & Maples residence	2
Openness/broken up building mass	2
Large amenity areas	1

##### **Concerns**

Shadow of building/shadow of existing trees	1
Shadow studies of 4pm, 6pm & 8pm not available*	1
Access via laneway should be permitted/shift building West	1
<i>*4pm shadow studies were at hand &amp; circulated</i>	

##### **Overall Response**

Positive	10
Appreciative but have concerns	2
Negative	0

We feel attendance was steady and a strong majority showed support and interest in the project. Those most affected within the mail-out area were impressed with the mitigating steps taken since November and had a better appreciation of the goals, objectives and constraints of the proposed development, business model, and need for more affordable housing options in the Steveston community.

*Closing*

In general the feedback received from the public and stakeholders remains positive. Evident in the dialog and positive feedback provided by comment sheets, we trust the proposed development to be a welcome addition in the Steveston community.

Yours truly,  
**TL HOUSING SOLUTIONS LTD.**

Per:

A handwritten signature in black ink, appearing to read 'Craig Lochhead', written in a cursive style.

Craig Lochhead  
Vice President  
jm/CL

cc: Steveston Buddhist Temple, Wisteria Senior's Health & Housing Society

enclosures



## STEVESON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

April 11, 2017

ATTN: OWNER/OCCUPANT

RE: **REZONING APPLICATION –PUBLIC INFORMATION OPEN HOUSE**

Steveston Buddhist Temple and Wisteria Seniors Health & Housing Society has applied to the City of Richmond for permission to rezoning 4360 Garry Street from the assembly (ASY) zone to a Site Specific zone to allow a four storey Congregate Housing development with approximately 104 affordable residential units on the rear (South) portion of the site, and the retention of the existing temple on the front (North) portion of the site.

We invite you to join us at a **Public Information Open House** held in the Steveston Buddhist Temple gymnasium on **April 25, 2017 from 5:30pm to 7:30pm**.

Members of the Steveston Buddhist Temple congregation, the non-profit housing society together with their consultants will be in attendance to answer any questions or concerns.

Yours truly,

**STEVESON BUDDHIST TEMPLE**

Per:

Bud Sakamoto  
President

cc: City of Richmond



# STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

## REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

### SIGN-IN SHEET

NAME	ADDRESS
WILSON, HAZUKI	7641-3 MOFFATT RD. RICH. BC V6T1X9
KAREN NITTA	8460 CITADEL CRES, RICH V7C4T3
Michelle Nitta	3900 GEORGIA ST. RICHMOND V7E2S3
Chapman 16	118-4500 Westwater Dr. Richmond V7E6S1
R.K. ARAKI	6880 SHAWANAN PL. RICHMOND V7E4W9
MARY KAWAMOTO	" " " " " "
LAVERNE MATSUMURA	1502-739 PRINCESS ST. NEW WESTMINSTER V3M6V6
Naomi Shikaze	#706-621 Eighth St. " V3M3S5
Naoko Kakehi	#1-4311 Baulch Lane St RMD B.C.
Tomoko Kakehi	20-7711 Williams Rd., Richmond, BC V7A1G2
NAOJA WOJNA	11500 RAILWAY AVE RICHMOND BC V7E2B9
S. J. Caroline Angana	2103-1288 Cordova St. W Van V6C3R5
Hiroko King	460 E 45th Van V5W1X4
John Yap	4355 Fortune Avenue, Richmond, BC
Guangcheng MA	" " " " " "
Stephen Taylor	LaBelle, B.C.
Yonei Tsachiyar	6511 Garrison Court, Richmond, BC
Fubako Tsachiyar	" " " " " "
KEVIN RENNIE	4460 GARRY ST. RICHMOND
ED + JODI LEE	11780 FENTIMAN PL. RICHMOND
Pat Johnson	#3-11460 GARRY ST RICH
Mark Robinson	#19-4460 " " "
Hiroko Yoshihara	10891 Rosecroft Cres. Rmd
Ken Yoshida	10891 Rosecroft CR " "
Aileen Campbell	4071 Chatham St. Richmond
Kathy Bagnall	4071 Chatham St RICH
Wonna Taylor	11773 YOSHIDA CRT RICHMOND

## NAME

Rhonda Richardson  
 Mike Inoue  
 Donna Matheson  
 Angie Robertson  
 Ann Smedes  
 Ann McCormick  
 Harumi Shimada  
 DONG SHEARER  
 GORDON TAYLOR  
 F. SHARON  
 Kiyo Dama

## ADDRESS

23-4460 Garry Street  
 2935 West 43rd Ave. Vancouver  
 20- 4460 Garry St.  
 19- 4460 Garry St.  
 21- 4460 Garry Street  
 11771 Yoshida Court  
 74-4151 Regent St RMD BC  
 4111 GARRY  
 11773 YOSHIDA CRT  
 4111 Garry St  
 16344 18A Ave Burnaby, B.C. VAN 3K5

(see next page)

②



NAME

Barlene Burns

ADDRESS

4651 Windhammer Dr Rmd.



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

Harumi Shimada  
NAME (Optional)

\_\_\_\_\_  
ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

長い間待たせてやっと実現できる運びとなった事に  
素心で感謝を申し上げます。

建物のすばらしいに日系人のコミュニティがここ  
スライフストンにできる事は我々の長い希望でありました。

日系人のコミュニティを長い間していましたが、いつもバンクーバーまで

来と通ふ事が多く不便極まりなく更スライフストンに nursing  
homeがあればと本当に熱望していました。

これからもういっしょうけんめい応援していきたいと思っております。

\_\_\_\_\_  
I am very impressed that this is really happening soon after longing for it a long time.

\_\_\_\_\_  
The design of the building looks wonderful. This will complete the Steveston Japanese community as  
this is exactly what we've been wishing for.

\_\_\_\_\_  
I've been volunteering for Nikkei Senior Home and I always thought this is far away from my family in  
Richmond if I live there one day so I always was very hoping to have a nursing home in Steveston.

THANK YOU. We will keep supporting your project.



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Canada V7E 2V2  
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Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

Kigo Domai  
NAME (Optional)

SBT.  
ADDRESS (Optional)

#### PLEASE PROVIDE COMMENTS:

Definite improvement from the original  
rendering. Few aesthetic touches ago.  
the curved entrance to the facility. The  
change to the front F. wide front, should  
accommodate the rezoning from the neighbors  
good luck good luck!

THANK YOU.



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Canada V7E 2V2  
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Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

NAME (Optional)

ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

- Nice design - like the curves and appearance of multiple buildings.
- Like the openness and glass, and 2<sup>nd</sup> floor courtyard.
- Walkway access to trail and park is good.

THANK YOU.



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Canada V7E 2V2  
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Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

Rhonda Richardson  
NAME (Optional)

#23-4460 Garry St.  
ADDRESS (Optional)

#### PLEASE PROVIDE COMMENTS:

I appreciate the changes that have been made to the building - especially reducing the one <sup>wing</sup> ~~portion~~ from 3 to 2 storeys. However it just happens that my unit is directly opposite the 3 storey wing. I really hope for light to still stream into my place on both floors. I already currently struggle with an invasive japanese plum? tree on my property side (with many runners + shoots growing up each year) - Is it possible to

either replace that tree on my property or  
THANK YOU.  
to replace that tree on your side of the fence? Perhaps with something not quite as invasive or shade-creating? I am open to your **GNCL - 459** suggestions! Thanks! Rhonda.



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Canada V7E 2V2  
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Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

NAME (Optional)

ADDRESS (Optional)

#### PLEASE PROVIDE COMMENTS:

This is the second time I came to the open house, and I can tell how the plan was improved.

The entrance to the temple ~~was~~ was changed to accommodate physically difficult people.

The inside wall of the residence is open to the outside light which is really nice.

The third floor of the east side was taken off to give more light for the house, which is great.

We really need more senior residences in Richmond and this one in and Maple Residence would be a excellent senior residence.

I also heard that kitchen equipment is well chosen so that senior residents can use them safely.

THANK YOU. I really look forward to the completion of this residence.





## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

Mike & Masako Inoue  
NAME (Optional)

2935 West 43rd Ave.  
Vancouver, B.C.  
ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

Excellent plan.  
No bad comments.

THANK YOU.



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

*Eileen Campbell*

NAME (Optional)

*#4 6400 Princess Lane Rmd BC*

ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

*Design is great!*

*Access to Maple Residences is easy for their  
Residents*

*Huge Amenity area!*

THANK YOU.



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

ETSUKE Taylor South Delta, B.C.  
NAME (Optional) ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

Happy to visit this open house.  
MR. Mehl was very informative and approachable.  
I and my husband are very interested in progress of  
this project and we believe we are potential residents  
of this residence.  
Thank you for the opportunity.  
My husband and I are both middle of 70's, and  
We seriously start thinking of this kind of living accommodation.  
So as lots of my friends, in their 70's and 80's.

THANK YOU.



## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
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APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

TONIA TAYLOR

NAME (Optional)

11713 YOSHIDA COURT

RICH BC

ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

Looks like a fantastic building. Will  
be great for active seniors to live in  
Steveston.

Welcome to the neighborhood!!

THANK YOU.



## STEVESTON BUDDHIST TEMPLE

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Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

KEVIN RENNIE  
NAME (Optional)

4460 GARRY STREET  
RICHMOND  
ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

The Shadow issue has been improved however it  
would be interesting to see the 4pm, 6pm and  
8pm shadow information.

Also, the whole structure could be moved west if  
the city could be persuaded to allow access from  
the lane rather than Garry Street.

THANK YOU.



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Richmond, B.C.  
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Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

NAME (Optional)

RICHMOND  
ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

*Congratulations on the successful revisions that look like improvements. I look forward to the continued progress until its final completion to provide housing in beloved Steveston.*

THANK YOU.





## STEVESTON BUDDHIST TEMPLE

4360 Garry Street  
Richmond, B.C.  
Canada V7E 2V2  
Phone: (604) 277-2323  
Fax: (604) 277-0313

APRIL 25, 2017

### REZONING PUBLIC OPEN HOUSE

5:30PM TO 7:30PM

NADJA WOJNA

NAME (Optional)

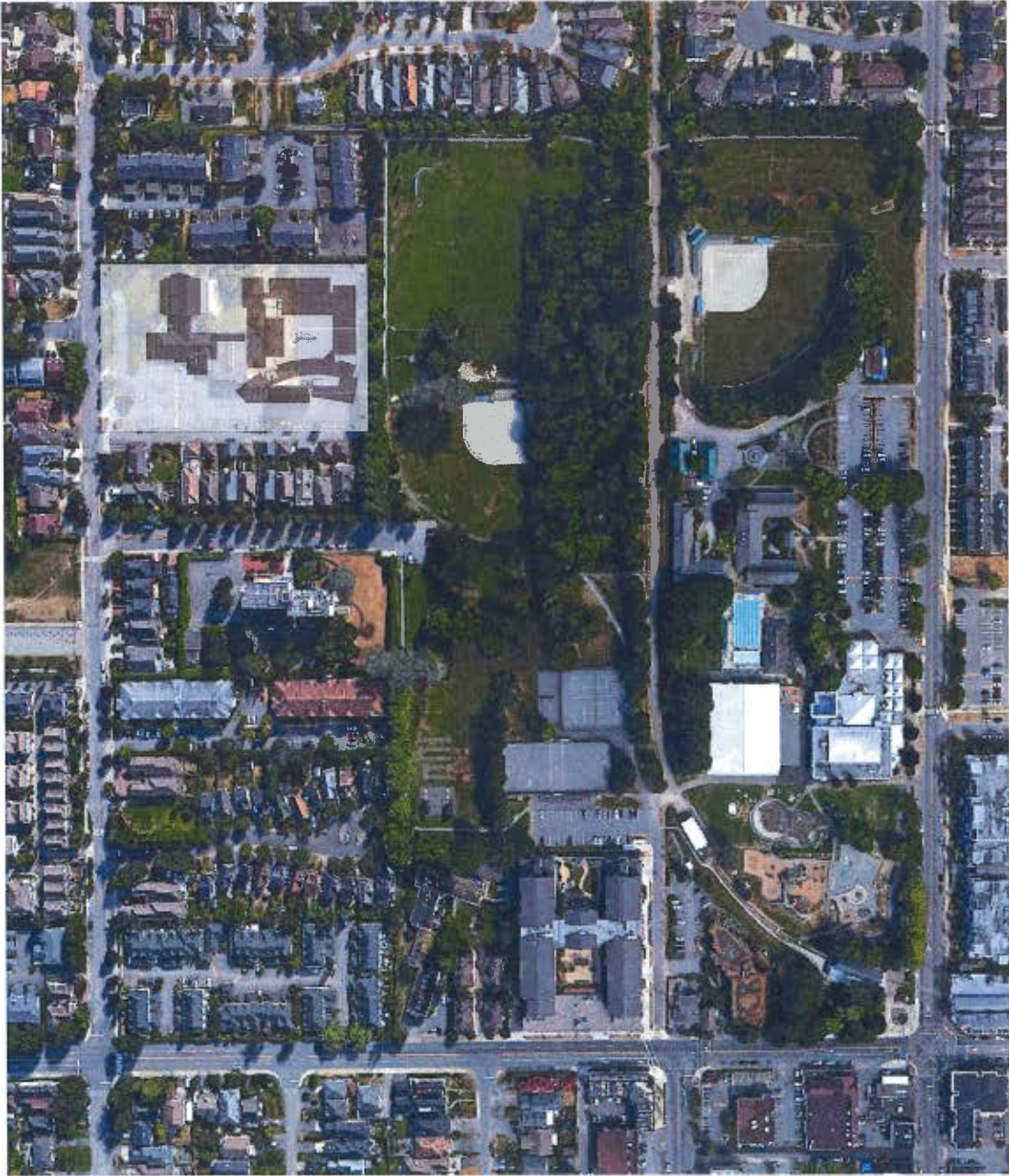
ADDRESS (Optional)

PLEASE PROVIDE COMMENTS:

You have been very thoughtful of your  
surroundings. We look forward to  
having another facility in our community

Thank you

THANK YOU.



4360 GARRY ST.  
RICHMOND, BC.

SITE PLAN

A - 2.01



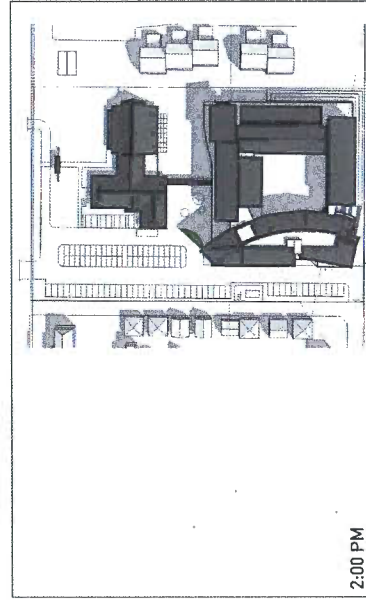
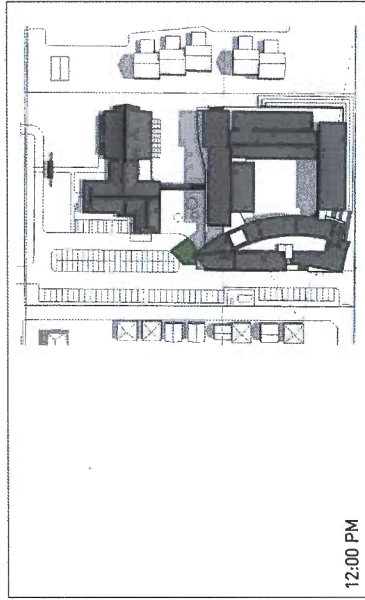
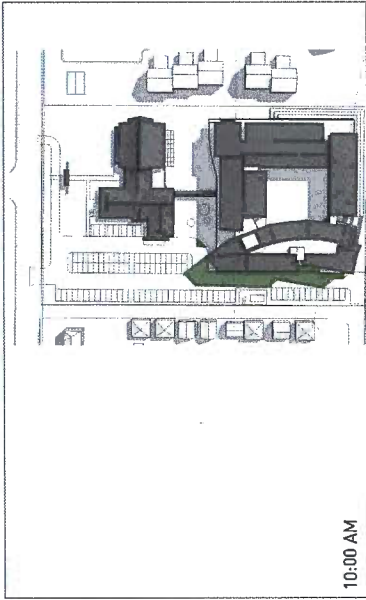
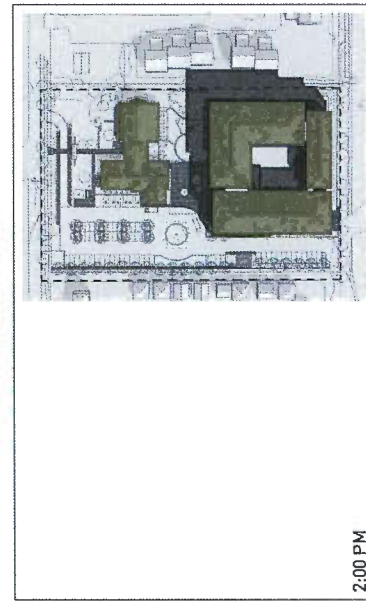
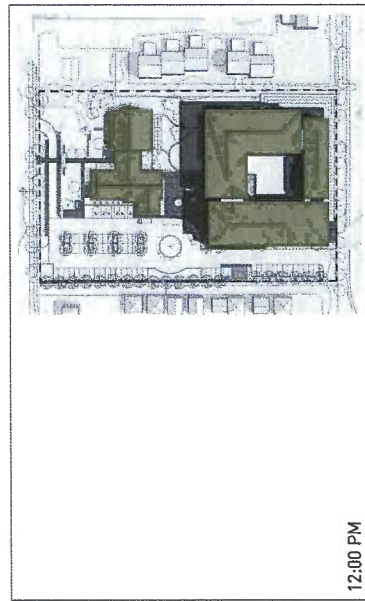
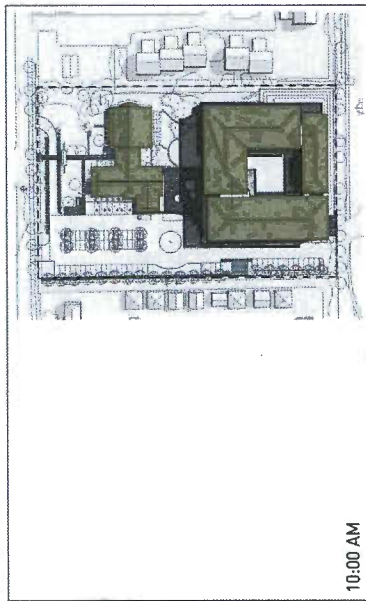
4360 GARRY ST.  
RICHMOND, BC.

SHADOW  
ANALYSIS  
COMPARISON

A - 2.02

MARCH 21ST/ SEPTEMBER 21ST

EQUINOX



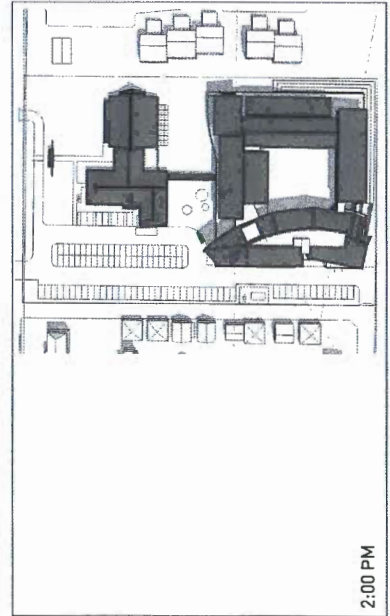
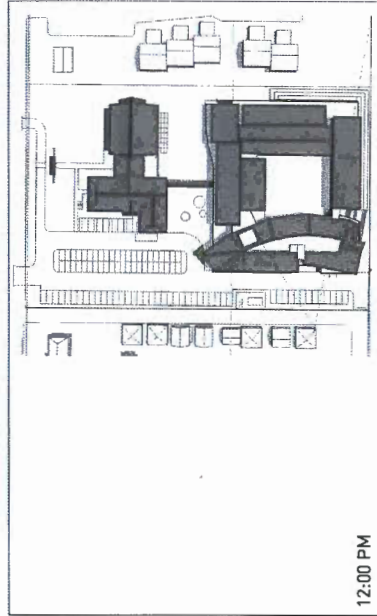
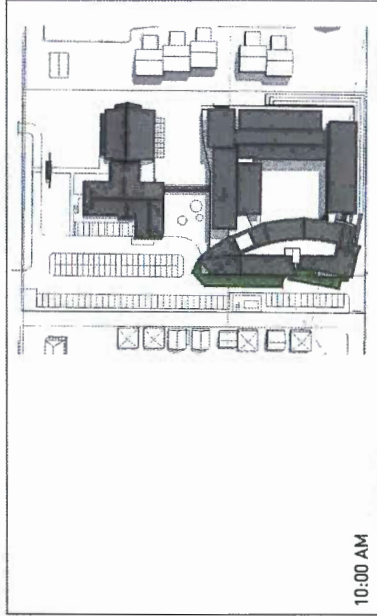




4340 GARRY ST.  
RICHMOND, BC.

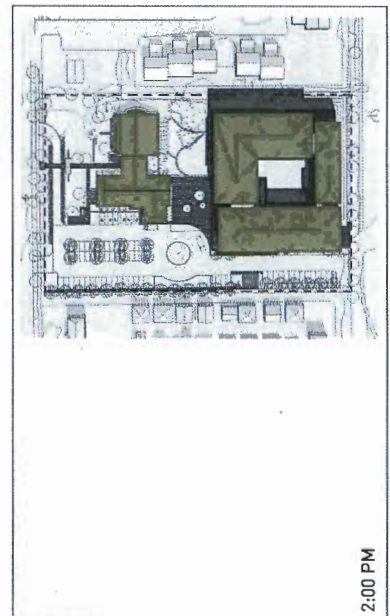
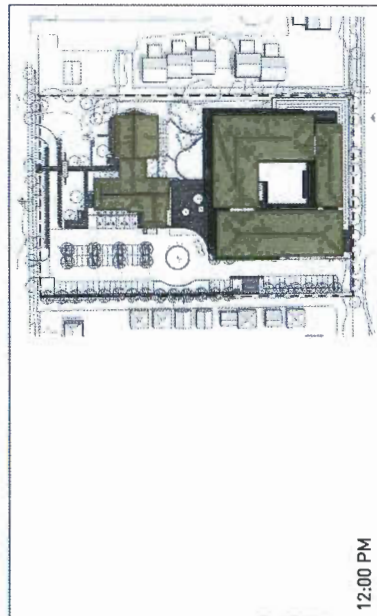
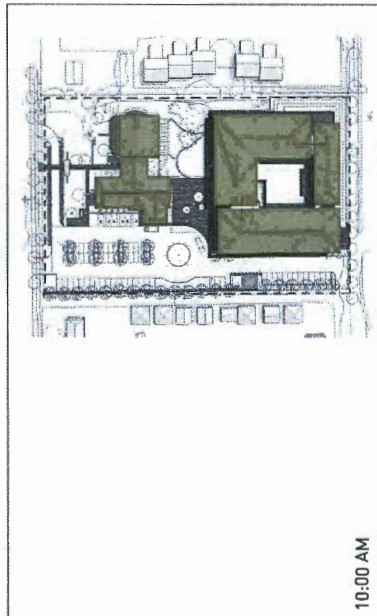
SHADOW  
ANALYSIS  
COMPARISON

A - 2.02



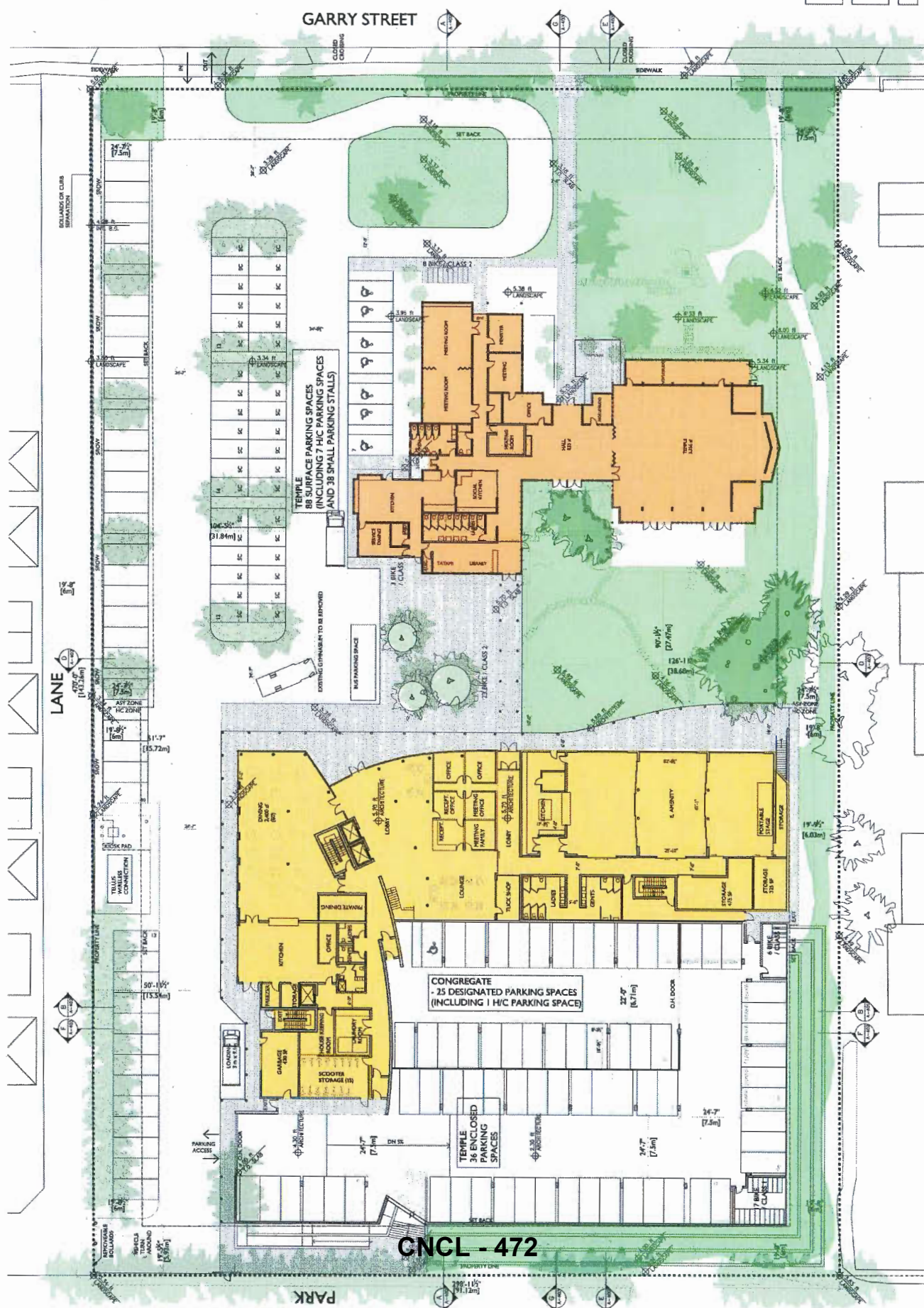
JUNE 21ST

SUMMER SOLSTICE











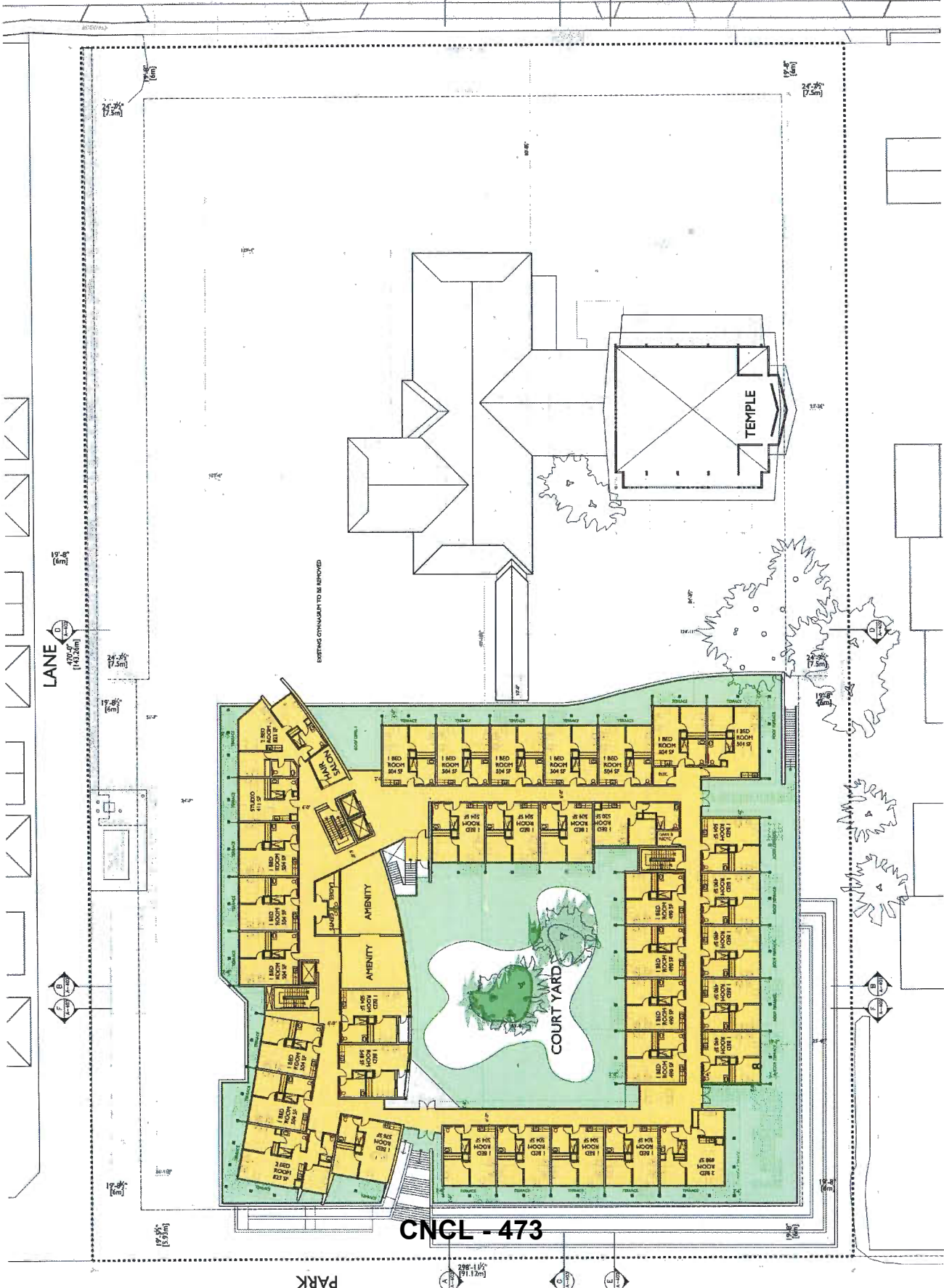
GARRY STREET



4360 GARRY ST.  
RICHMOND, BC.

LEVEL 2

A - 3.02





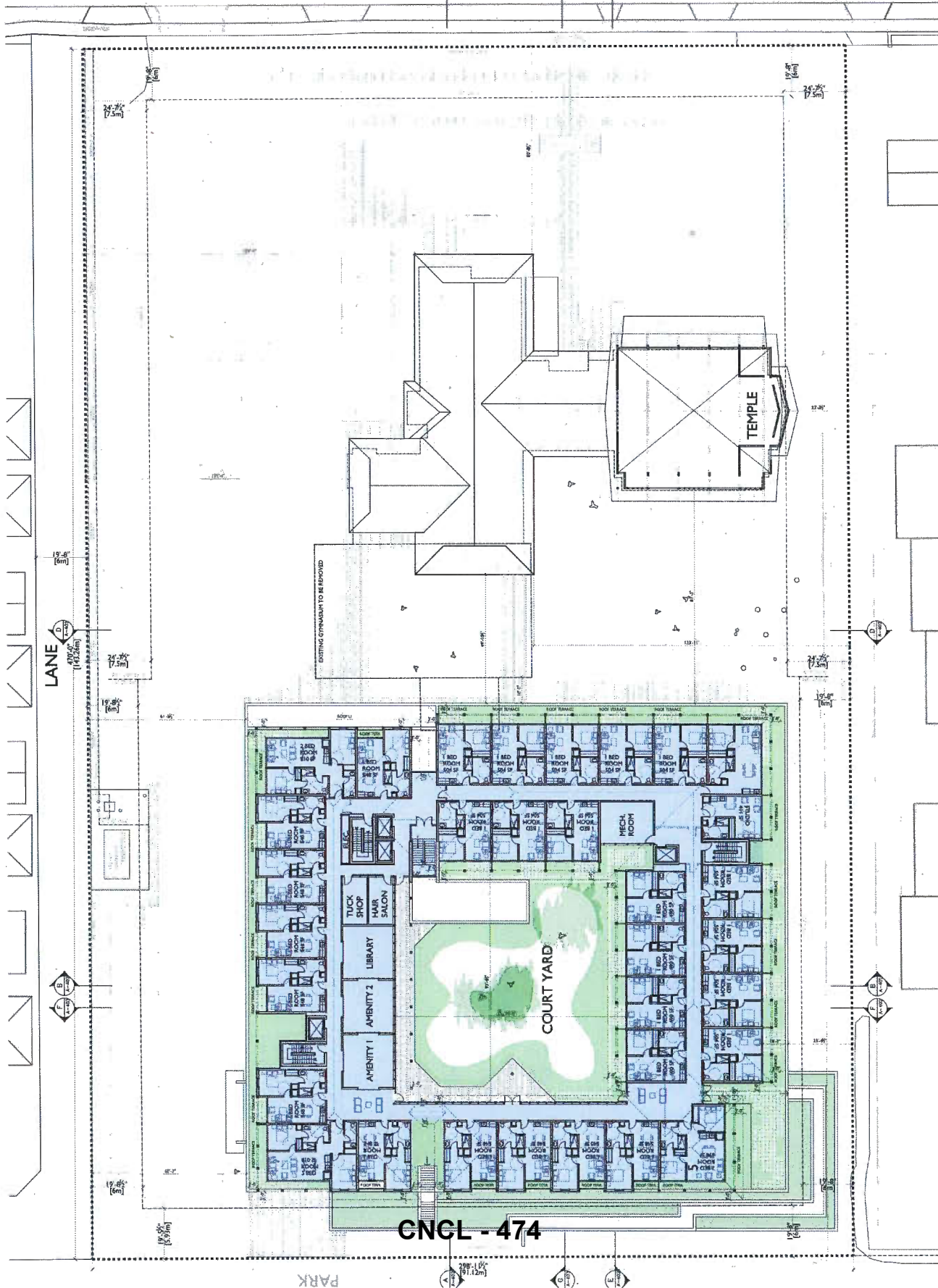
4360 GARRY ST.  
RICHMOND, BC.

LEVEL 2

A - 3.02

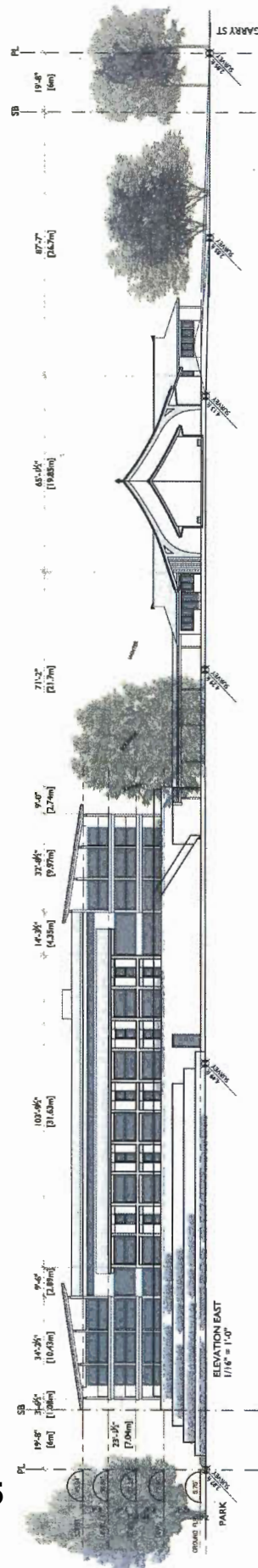
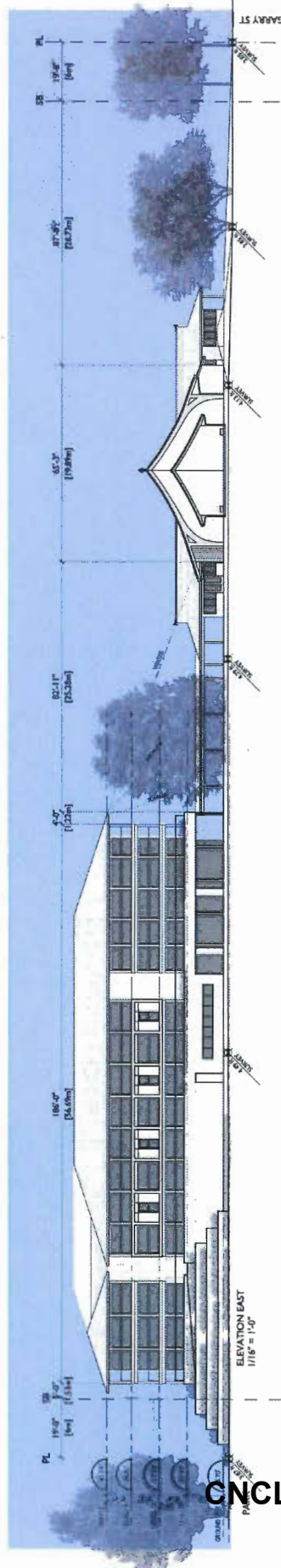
GARRY STREET

LANE



CNCL - 474



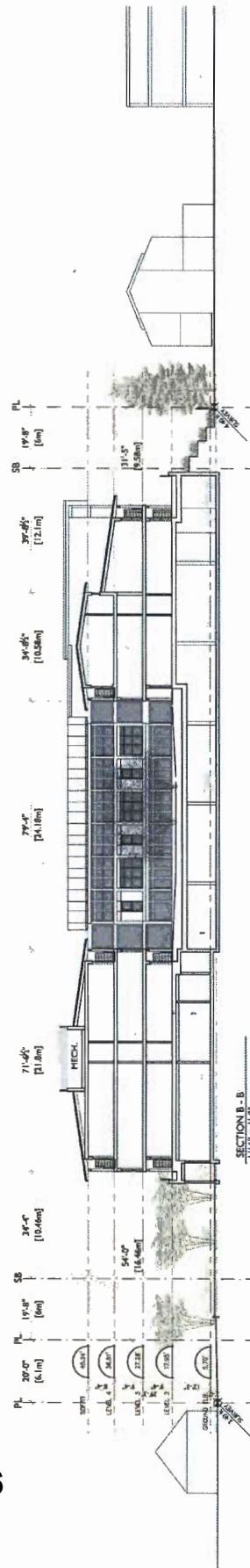
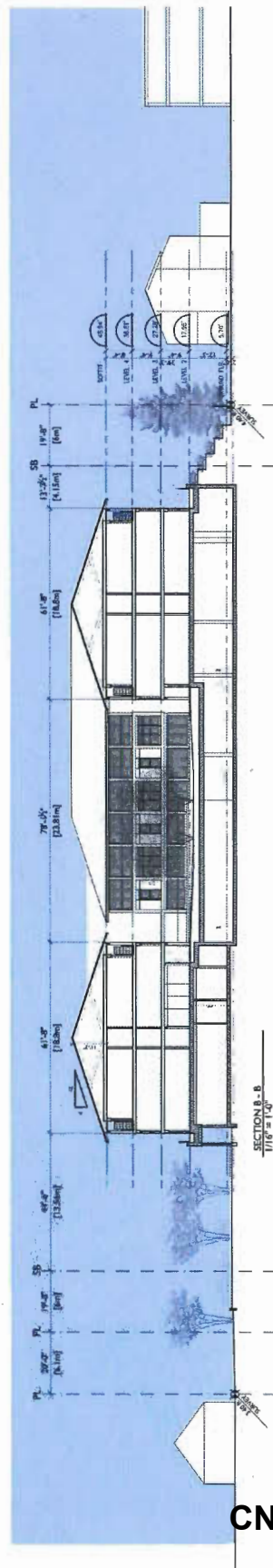


CNCL - 475

4360 GARRY ST.  
RICHMOND, BC.

ELEVATIONS

A - 4.01



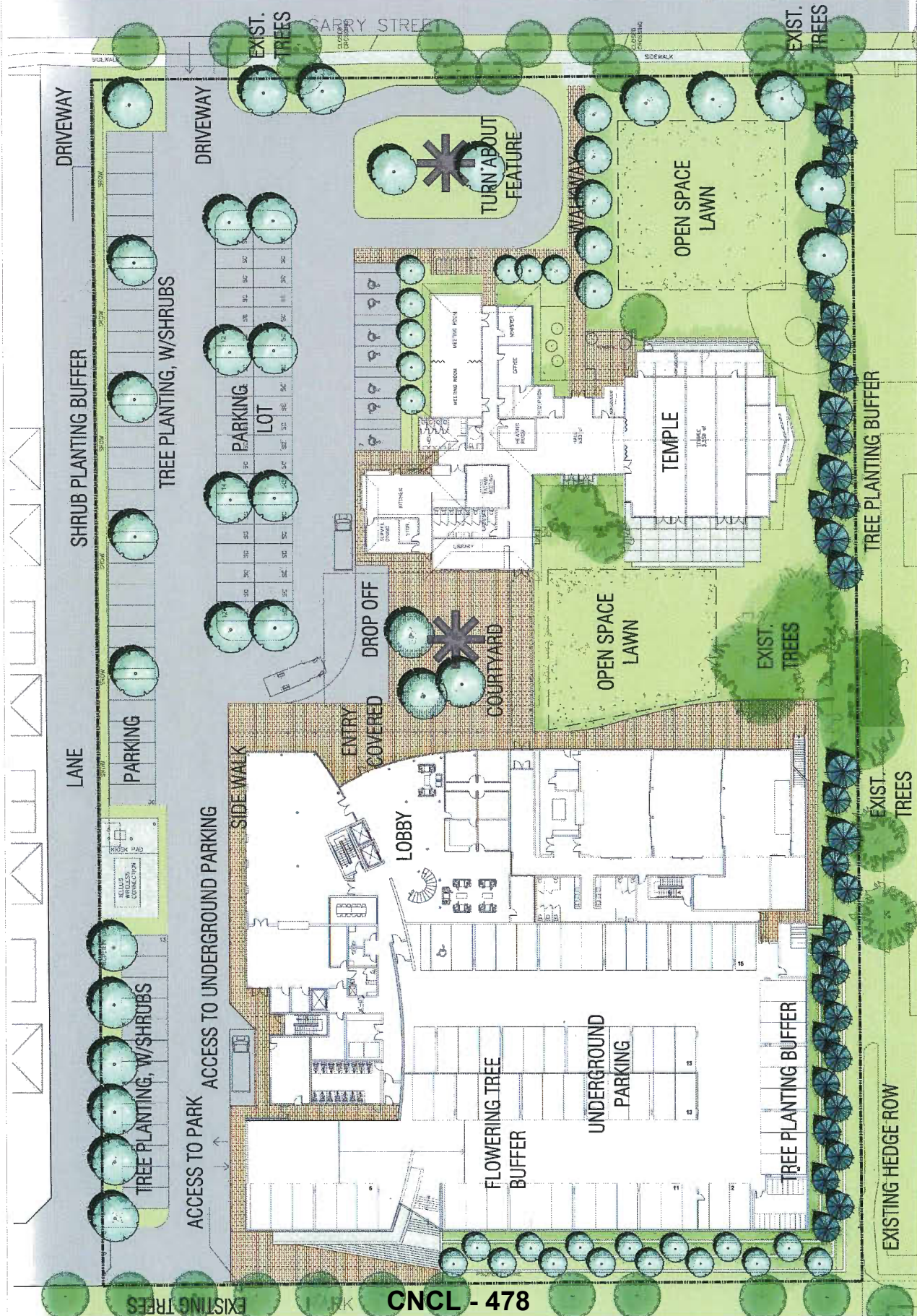


4360 GARRY ST.  
RICHMOND, BC.

STREET VIEW  
SKETCH

A - 5.01

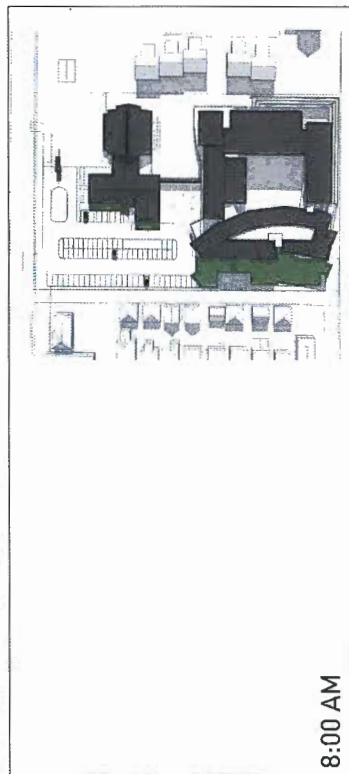




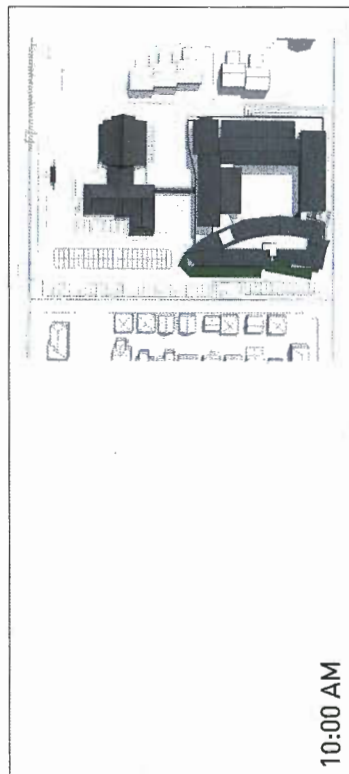




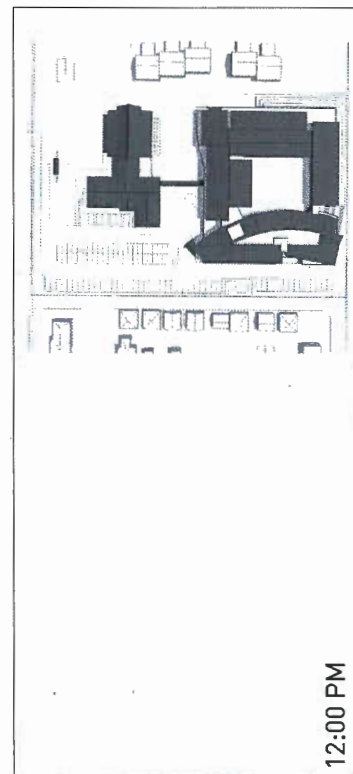
SUMMER SOLSTICE JUNE 21ST



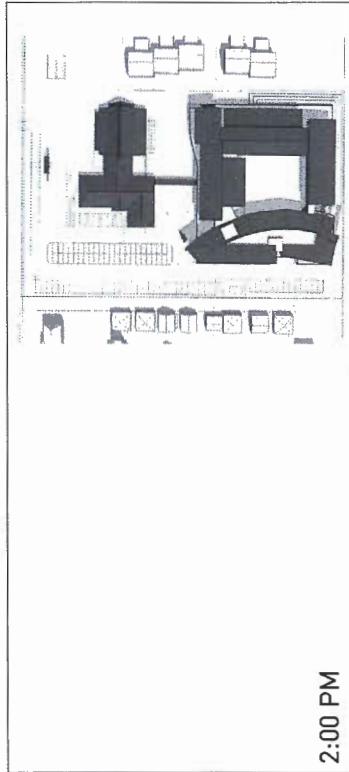
8:00 AM



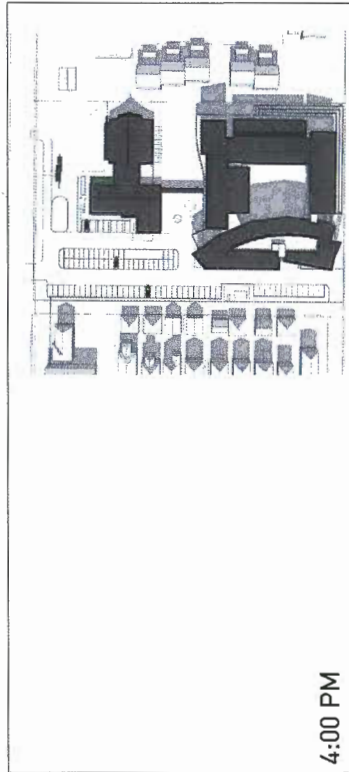
10:00 AM



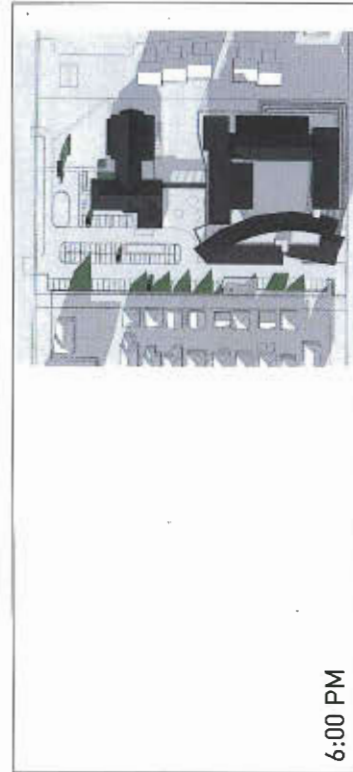
12:00 PM



2:00 PM



4:00 PM



6:00 PM

NOTES

1. 4.67' HIGHEST STREET ELEVATION AT GARRY ST.

REVISIONS

NO. DATE DESCRIPTION  
1. JUNE 20th, 2019 RESUBMIT APPLICATION  
2. MAY 15th, 2019 RESUBMIT APPLICATION  
3. MAY 15th, 2019 RESUBMIT APPLICATION  
4. OCTOBER 1st, 2017 RESUBMIT APPLICATION  
5. JANUARY 1st, 2017 RESUBMIT APPLICATION  
6. JANUARY 20th, 2017 RESUBMIT APPLICATION  
7. JANUARY 20th, 2017 RESUBMIT APPLICATION



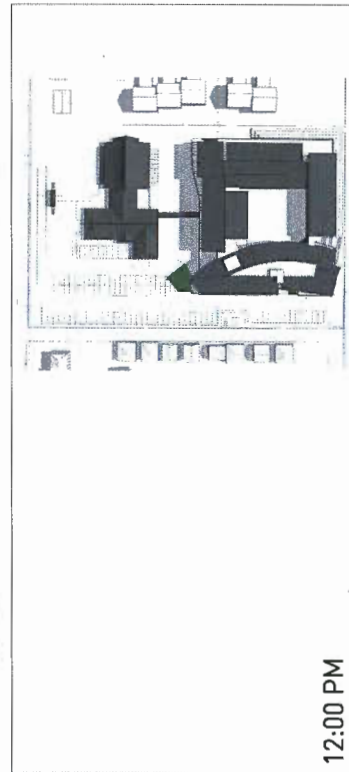
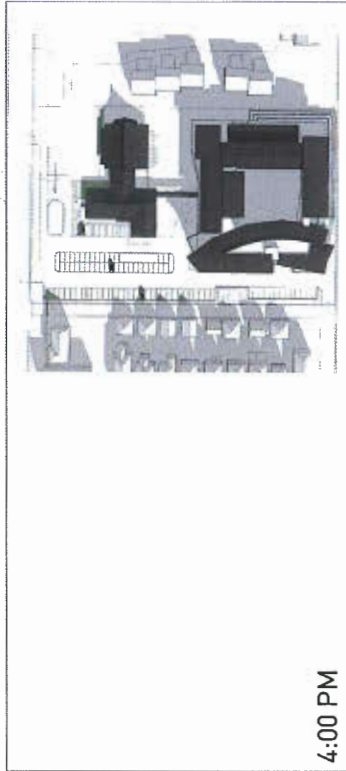
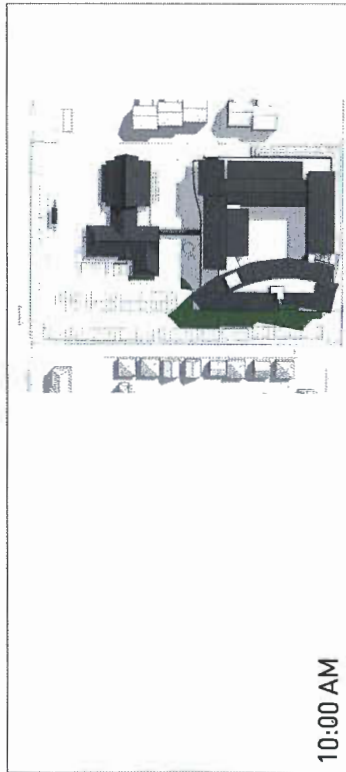
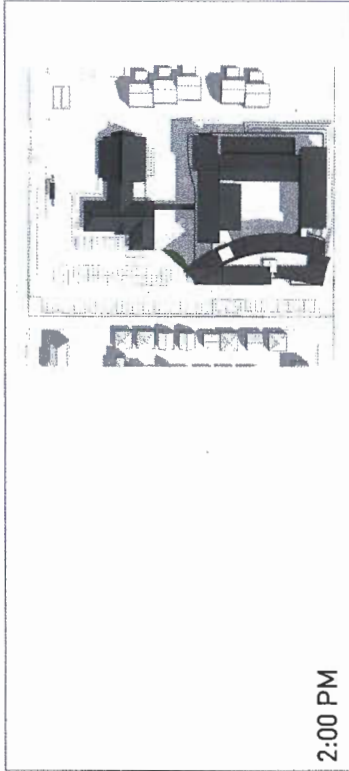
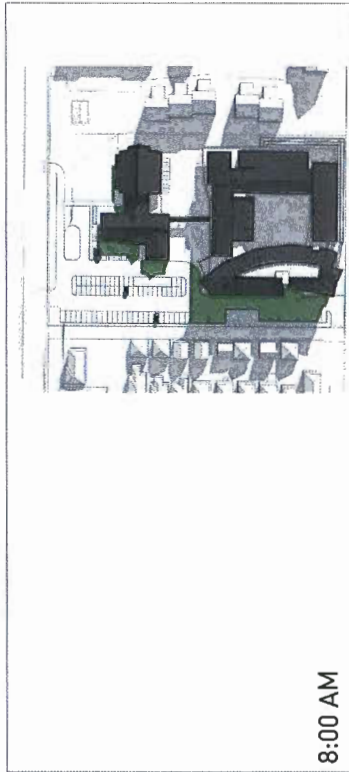
4360 GARRY STREET

SHADOW ANALYSIS  
EQUINOX

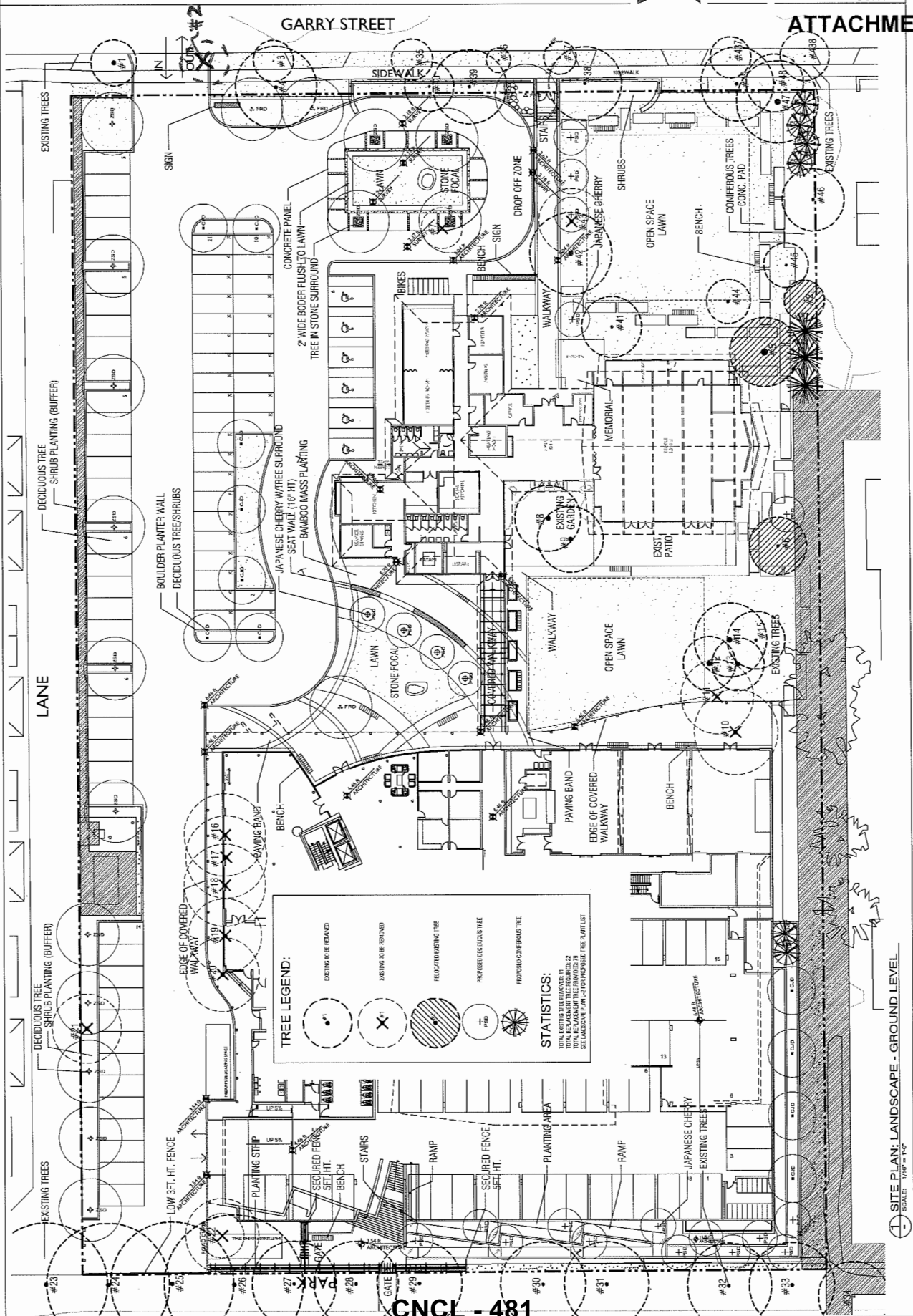
DATE: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
SCALE: \_\_\_\_\_  
JOB NUMBER: 1504

A - 1.06

EQUINOX MARCH 21ST / SEPTEMBER 21



**CNCL - 481**





**Address:** 4360 Garry Street

**File No.:** RZ 16-737146

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9814, the developer is required to complete the following:**

1. Final Adoption of OCP Amendment Bylaw 9813.
2. Registration of a 3 m by 3 m statutory-right-of-way (SRW) at the subject site's northeast corner for existing City storm infrastructure.
3. Registration of a flood indemnity covenant on title.
4. Registration of a legal agreement on title that:
  - a) Identifies dedicated off-street parking for the residential units of the congregate housing complex.
  - b) Identifies that the remaining off-street parking stalls, outside of those required for the congregate housing residential units, be available and shared for both assembly use and employees of the congregate housing facility.
  - c) Any control structure/gate restricting access to the parking stalls located in the structured parkade within the congregate housing complex shall be designed and/or operated in a manner to ensure full access to assembly uses and employees to the congregate housing facility in accordance with the above provisions of this legal agreement.
5. Registration of a legal agreement on title that secures the following transportation demand management measures for this project:
  - a) A private shuttle bus to be dedicated solely for use by the congregate housing complex.
  - b) Provisions for end of trip cycling facilities integrated into the congregate housing facility.
6. Registration of a legal agreement on title to allow the dedicated on-site loading space provided on the subject site to be shared between the assembly and congregate housing uses.
7. Registration of a legal agreement requiring demolition of the existing accessory gymnasium to the temple prior to final inspection being granted to the congregate housing complex.
8. For on-site trees to be retained/relocated, submission of an ISA certified arborist report that:
  - a) Provides details on tree-protection zones for all on-site trees to be retained where all development activity/site preparation works will need to be managed, to be approved by City staff.
  - b) Confirmation of installation of all on-site tree protection zones to the approval of City staff in accordance with the consulting arborist report recommendations prior to final adoption and/or commencement of any site preparation works (i.e., preloading or other).
  - c) For on-site trees proposed to be relocated to another location on-site, provide information on a qualified tree moving company that has been engaged to undertake the works.
9. For off-site trees to be retained on City property directly to the south of the subject site in Steveston Park and within the Garry Street allowance, submission of an ISA certified arborist report that:
  - a) Outlines a management and monitoring plan for these City trees to the satisfaction of Parks staff coordinated with all anticipated site preparation and development works proposed for the site. If any site preparation or development works are anticipated/observed to have an impact on City trees, the consulting arborists is required to develop an appropriate management plan to be reviewed and approved by Parks staff.
  - b) Identify tree protection zones in accordance with City specifications.
  - c) Confirmation of installation of all tree protection zones to the approval of City staff in accordance with the consulting arborist report recommendations prior to final adoption and/or commencement of any site preparation works (i.e., preloading or other).

10. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.
11. Registration of a legal agreement that identifies that no preload and/or site preparation activities shall commence on the subject site until the following conditions have been met to the satisfaction of the Director of Engineering:
  - a) Submission of a geotechnical report and accompanying preload plan to the satisfaction and approval of engineering staff to address all site preparation activities in relation to potential impacts to existing City infrastructure, including:
    - Identification of projected settlements and differential settlements along the sanitary sewers at the east and south property lines of the development site.
    - Undertake a video inspection report of the existing condition of the sanitary sewers identified above.
  - b) Submission of a deposit/bond from the applicant to address potential damage to and replacement/repair of City infrastructure resulting from on-site preparation/preload activities. The deposit/bond amount shall be determined by the Director of Engineering and based on the anticipated risk to City infrastructure based on the site preparation activities proposed and recommendations of the applicant's geotechnical consultant.
  - c) No preload activities/site preparation works is permitted to be undertaken until all above clauses a) and b) have been addressed/completed.
  - d) Identifies that no building permit for the congregate housing facility will be issued until confirmation of either:
    - No impacts to city infrastructure after preload and other site preparation activities has been completed to the satisfaction of City Engineering staff, including but not limited to the submission of a post preload video inspection report for the above referenced City sanitary sewer infrastructure; or
    - Any repairs/replacement to City sanitary sewer infrastructure to be done at the developer's sole cost to the satisfaction of the City through a Servicing Agreement process to be completed prior to issuance of the Building Permit.

**Prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the developer is required to (preliminary):**

1. Confirmation of the amount of the landscape letter of credit/bond for all on-site landscaping proposed for the project (Note: Landscape letter of credit/bond is required to be submitted prior to the issuance of the Development Permit by Council).
2. Other items as determined through the processing of the Development Permit application.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. Ensure rezoning consideration Item #11 (above), related to preload/site preparation activities and impacts to City infrastructure (sanitary sewer), are addressed to the satisfaction of the Director of Engineering.
2. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. 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.
3. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
4. Enter into a Servicing Agreement\* and/or City Work Order for the design and construction (at the developers sole cost) of the following engineering infrastructure improvements (Works include, but may not be limited to):

**Water Works:**

- Using the OCP Model, there is 342 L/s of water available at a 20 psi residual at the Steveston Hwy frontage. Based on your proposed development, your site requires a minimum fire flow of 250 L/s.
- The Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection.



Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.

- At the Developers cost, the City is to:
  - Cut, cap, and remove existing water service connection and meter.
  - Install new water service connection, complete with meter and meter box, off of the existing 200mm PVC water main along Garry Street.

**Storm Sewer Works:**

- At Developer's cost, the City is to:
  - Install a new storm service connection off of the existing 675mm storm sewer along Garry Street, complete with inspection chamber.
  - Cut, cap and remove all existing storm service connections and inspection chambers STIC53905, STIC56983, STIC45453, STIC56982, and STIC45452.
  - Cut and cap, at inspection chamber STIC45458, the existing storm service connection servicing the development site at the northeast corner. Retain the existing connection servicing the adjacent lot.

**Sanitary Sewer Works:**

- At Developer's cost, the City is to:
  - Install a new sanitary service connection off of the existing manhole SMH4862 at the south end of the development site. The manhole is to serve as the inspection chamber.

**Frontage Improvements:**

- The Developer is required to:
  - Locate all above ground utility cabinets and kiosks required to service the proposed development within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the Rezoning staff report and the development process design review. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the right of ways dimensions and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of SRWs that shall be shown in the functional plan and registered prior to SA design approval:
    1. BC Hydro PMT – 4mW X 5m (deep)
    2. BC Hydro LPT – 3.5mW X 3.5m (deep)
    3. Street light kiosk – 1.5mW X 1.5m (deep)
    4. Traffic signal kiosk – 1mW X 1m (deep)
    5. Traffic signal UPS – 2mW X 1.5m (deep)
    6. Shaw cable kiosk – 1mW X 1m (deep) – show possible location in functional plan
    7. Telus FDH cabinet - 1.1mW X 1m (deep) – show possible location in functional plan
  - Coordinate with BC Hydro to underground Hydro service lines.
  - Complete other frontage improvements as per Transportation's requirements, including closure of the two driveway crossings (middle and east) and reinstatement of the of the current frontage treatment on Garry Street (concrete curb and gutter, grass & treed boulevard, concrete sidewalk) and widening of the existing western driveway.

**General Items:**

- The Developer is required to:
  - Not encroach into the sanitary right-of-way along the east property line with proposed trees, retaining walls, non-removable fences, or other non-removable structures.
- Enter into, if required, 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, 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.

- Not start onsite building construction prior to completion of rear yard sanitary works by City crews.
5. 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 Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

SIGNED COPY ON FILE

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Signed

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Date



**Richmond Official Community Plan Bylaw 9000 and 7100  
Amendment Bylaw 9813 (RZ 16-737146)  
4360 Garry Street**

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 land use designation in the 2041 OCP Land Use Map to Schedule 1 of the Official Community Plan thereof of the following area and by designating it "Apartment Residential".

That area shown cross-hatched on "Schedule A attached to and forming part of Bylaw 9813"

2. Richmond Official Community Plan Bylaw 7100 is amended by repealing the existing land use designation in the Steveston Area Plan Land Use Map to Schedule 2.4 (Steveston Area Plan) thereof of the following area and by designating it "Multiple Family".

That area shown cross-hatched on "Schedule A attached to and forming part of Bylaw 9813"

3. This Bylaw may be cited as "**Richmond Official Community Plan Bylaw 9000 and 7100, Amendment Bylaw 9813**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

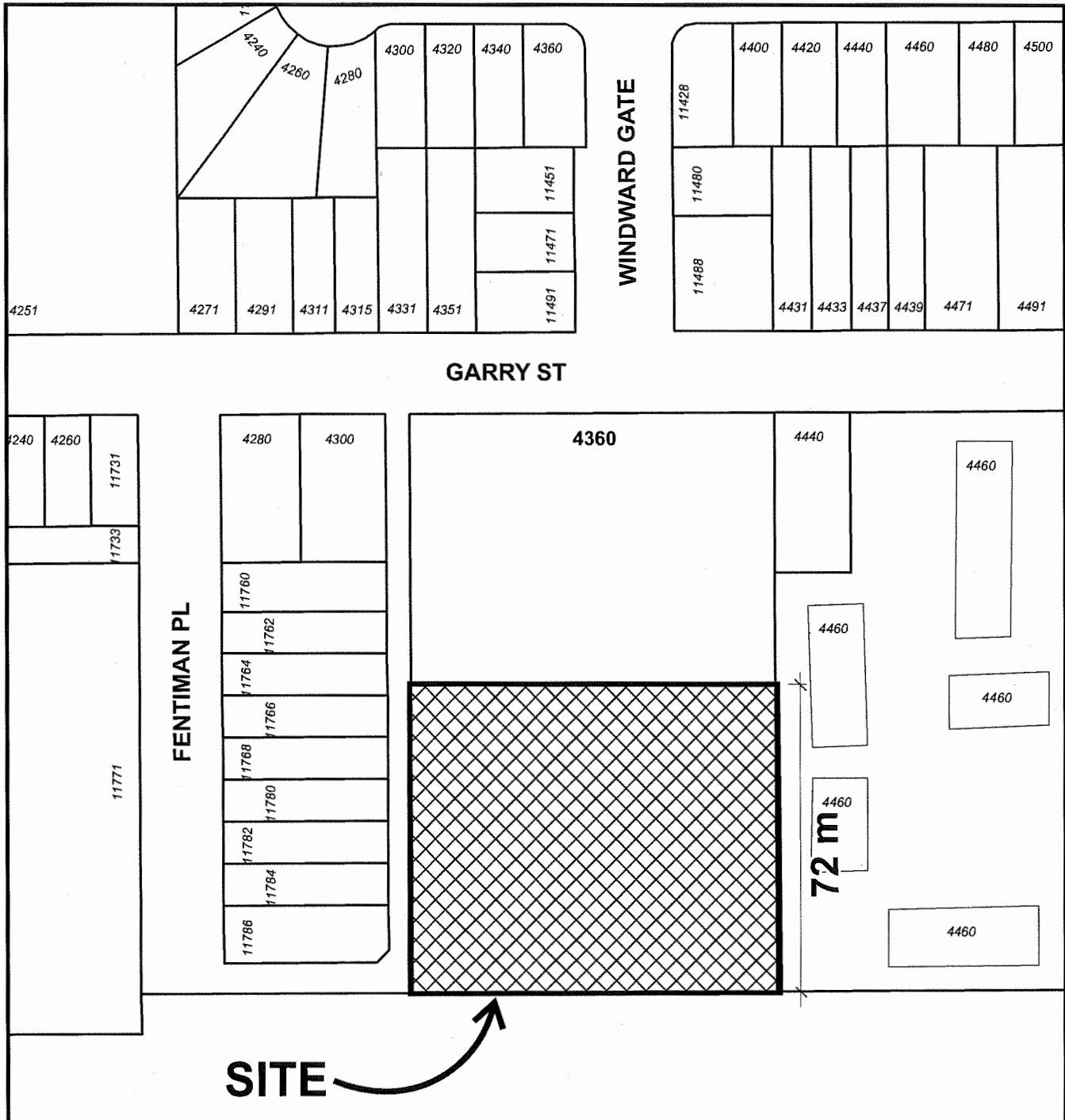
\_\_\_\_\_  
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by YE
APPROVED by Manager or Solicitor BK

# Schedule A attached to and forming part of Bylaw 9813



City of  
Richmond



RZ 16-737146  
OCP Bylaws 9000 & 7100,  
Amendment Bylaw 9813

Original Date: 01/23/18

Revision Date: 01/24/18

Note: Dimensions are in METRES

CNCL - 487



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9814 (RZ 16-737146)  
4360 Garry Street**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended by:
  - a. Insert the following into Section 21 – Site Specific Residential (Other) Zones, in numerical order:

“21.12 **Assembly and Congregate Housing – Garry Street (Steveston)(ZR12)**

21.12.1 **Purpose**

The **zone** provides for **religious assembly, congregate housing** and other limited supporting and accessory **uses**.

21.12.2 **Permitted Uses**

    - **religious assembly**
    - **congregate housing**

21.12.3 **Secondary Uses**

    - **childcare**
    - **interment facility**
    - **health service, minor**
    - **residential security/operator unit**

21.12.4 **Permitted Density**

    1. The maximum **floor area ratio** is 0.78.
    2. Notwithstanding Section 21.12.4.1, the maximum **floor area ratio** for a **congregate housing** complex is 9,130 m<sup>2</sup> (0.7 **floor area ratio**).
    3. For the purposes of this **zone** any covered unenclosed walkway is not included in the calculation of **floor area ratio**.

**21.12.5 Permitted Lot Coverage**

1. The maximum **lot coverage** is 40% for **buildings**.

**21.12.6 Yards & Setbacks**

1. For a **religious assembly building**:
  - a) The minimum **front yard** is 20 m.
  - b) The minimum **interior side yard** (east) is 7 m.
  - c) The minimum **side yard** (west) is 30 m.
  - d) The minimum **rear yard** is 80 m.
2. For a **congregate housing building**:
  - a) The minimum **front yard** is 70 m.
  - b) The minimum **interior side yard** (east) is 6 m.
  - c) The minimum **side yard** (west) is 14.5 m.
  - d) The minimum **rear yard** is 6 m.

**21.12.7 Permitted Heights**

1. The maximum **building height** for a **religious assembly building** and **accessory structure** is 12 m.
2. The maximum **building height** for a **congregate housing building** is 15 m.

**21.12.8 Subdivision Provisions/Minimum Lot Size**

1. The minimum **lot area** is 13,000 m<sup>2</sup>.

**21.12.9 Landscaping & Screening**

1. **Landscaping** and **screening** shall be provided according to the provision of Section 6.0.

**21.12.10 On-Site Parking**

1. **On-site vehicle** and bicycle parking and loading shall be provided according to the standards set-out in Section 7.0.



21.12.11 **Other Regulations**

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply."
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"ASSEMBLY AND CONGREGATE HOUSING – GARRY STREET (STEVESTON)(ZR12)"**.  
  
P.I.D. 001-235-265  
Lot 132 Except: Firstly: Part Road on Plan LMP20538, Secondly: Part Subdivided by Plan LMP25471, Section 2 Block 3 North Range 7 West New Westminster District Plan 40449
3. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9814"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED


CITY OF RICHMOND
APPROVED by RE
APPROVED by Director or Solicitor BC

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



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** January 30, 2018  
**File:** RZ 16-721172


**Re:** Application by 0983101 B.C. Ltd. for Rezoning at 5220/5240 Merganser Drive from the "Two-Unit Dwellings (RD1)" Zone to the "Single Detached (RS2/B)" Zone

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9828, for the rezoning of 5220/5240 Merganser Drive from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)", be introduced and given first reading.

  
Wayne Craig  
Director, Development  
(604-247-4625)

WC:sds  
Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

0983101 B.C. Ltd. has applied to the City of Richmond for permission to rezone the property at 5220/5240 Merganser Drive from the “Two-Unit Dwellings (RD1)” zone to the “Single Detached (RS2/B)” zone, to permit the property to be subdivided into two single-family lots, with vehicle access from Merganser Drive (Attachment 1). The subject site is currently occupied by a duplex, which is proposed to be demolished. The proposed subdivision plan is provided in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

#### Subject Site Existing Housing Profile

The applicant has advised both units of the existing duplex are currently rented and contain no existing secondary suites.

### **Surrounding Development**

Development immediately surrounding the subject site is as follows:

- To the North: Single-family dwellings on lots zoned “Single Detached (RS1/E)” fronting Merganser Drive.
- To the South & East: Single-family dwellings on lots zoned “Single Detached (RS1/B)” fronting Osprey Drive.
- To the West: Single-family dwellings on lots zoned “Single Detached (RS1/E)” fronting Merganser Drive.

### **Related Policies & Studies**

#### Official Community Plan/Steveston Area Plan

The Official Community Plan (OCP) land use designation for the subject site is “Neighbourhood Residential (NRES)”. The Steveston Area Plan land use designation for the subject site is “Single-Family”. The proposed rezoning and subdivision would comply with these designations.

#### Zoning Bylaw 8500

Section 2.3.7 of Zoning Bylaw 8500 permits properties with existing legal duplexes to be rezoned and subdivided into no more than two single-family lots. Proposed lots at the subject site will be approximately 15.6 m (51 ft.) and 17.4 m (57 ft.) wide and approximately 573 m<sup>2</sup>

(6,167 ft<sup>2</sup>) and 652 m<sup>2</sup> (7,018 ft<sup>2</sup>) in area. The proposed subdivision would comply with the minimum lot dimensions and size identified in the “Single Detached (RS2/B)” zone.

#### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

#### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

#### **Analysis**

##### Existing Legal Encumbrances

Existing legal encumbrances on the subject property include:

- 6.0 m wide utility statutory right-of-way (SRW) for Metro Vancouver sanitary trunk sewer, located along the south property line of the subject property (Plan 44761).
- 3.0 m wide utility SRW for City sanitary sewer (Plan 44471), located north of SRW Plan 44761 on the south property line and along the east property line.

An additional 1.5 m wide SRW is required north of the existing SRW Plan 44471 to allow for accessibility to the existing City sanitary sewer. The applicant must provide this new SRW prior to final adoption of the rezoning bylaw.

The existing and new SRWs will not be impacted by the proposed development and the applicant is aware that encroachment into the SRWs is not permitted.

Additionally, there are existing restrictive covenants registered on Title restricting the use of the subject property to a duplex (document #RD50346 & #RD120849). The covenants must be discharged from Title prior to final adoption of the rezoning bylaw.

Prior to Subdivision approval, the applicant must cancel the existing Strata Plan (NW1418) from the Title of the subject property.

### Transportation and Site Access

Vehicular access to the proposed lots is to be from Merganser Drive. Due to the proposed narrow frontage for each lot (approximately 6.2 m), access will be via a single shared driveway letdown, which will be secured at Subdivision stage through the required servicing works.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The report assesses eight bylaw-sized trees located on the subject property and four trees located on neighbouring properties.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted an on-site visual assessment and concurs with the Arborist's recommendations, with the following comments:

- Seven trees (tag# 188-194) located on the development site exhibit poor form from historically poor pruning, heavy infestation of pest and disease. Remove and replace.
- One tree (tag# 195) located on the development site is in moderate condition, but in direct conflict with the proposed development. Remove and replace.
- Four neighbouring trees (tag# A, B, D & E) are to be retained. Due to the distance between the trees and the subject property, no additional or special tree protection measures are required.

### *Tree Replacement*

For the removal of the eight trees on-site, the OCP tree replacement ratio goal of 2:1 requires 16 replacement trees. The applicant has proposed to plant three trees on each lot, for a total of six replacement trees.

As per Tree Protection Bylaw No. 8057, based on the sizes of the on-site trees being removed (21-36 cm dbh), replacement trees shall be the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
3	6 cm	3.5 m
3	8 cm	4 m

To ensure the six replacement trees are planted on-site, the applicant is required to submit a Landscaping Security in the amount of \$3,000 (\$500/tree) prior to final adoption of the rezoning bylaw. Securities will not be released until a landscaping inspection has been passed by City staff after construction and landscaping has been completed. The City may retain a portion of the security for a one year maintenance period from the date of the landscape inspection.

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$5,000 (\$500/tree) to the City's Tree Compensation Fund in lieu of the remaining 10 trees that cannot be accommodated on the subject property after redevelopment.



### Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications received prior to July 24, 2017, requires a secondary suite on 100% of new lots, or a secondary suite on 50% of new lots, plus a cash-in-lieu contribution of \$2.00/ft<sup>2</sup> of total buildable area towards the City's Affordable Housing Reserve Fund for the remaining 50% of new lots, or a 100% cash-in-lieu contribution if secondary suites cannot be accommodated.

The applicant proposes to provide a legal secondary suite in one (proposed Lot 2) of the two lots proposed at the subject site. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and Richmond Zoning Bylaw 8500. Registration of this legal agreement is required prior to final adoption of the rezoning bylaw.

For the remaining lot (proposed Lot 1), the applicant has noted that due to the size and configuration of the lot, accommodating a suite on this lot would impact house size and design. The applicant proposes to provide a voluntary contribution to the Affordable Housing Reserve Fund based on \$2.00/ft<sup>2</sup> of total buildable area (i.e. \$6,200.55) in lieu of providing a secondary suite, consistent with the Affordable Housing Strategy. The cash-in-lieu contribution must be submitted prior to final adoption of the rezoning bylaw.

### Site Servicing and Frontage Improvements

At Subdivision stage, the applicant is required to pay the current year's taxes and the costs associated with the completion of the required servicing works and frontage improvements as described in Attachment 5.

Frontage improvements include, but are not limited to, construction of a shared driveway letdown, and sidewalk and boulevard replacement at the developer's cost.

### **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

### **Conclusion**

The purpose of this application is to rezone the property at 5220/5240 Merganser Drive from the "Two-Unit Dwellings (RD1)" zone to the "Single Detached (RS2/B)" zone, to permit the property to be subdivided into two single-family lots.

The rezoning application complies with the land use designation and applicable policies contained within the OCP and Area Plan for the subject site.

The list of rezoning considerations is included in Attachment 5; which has been agreed to by the applicant (signed concurrence on file).

On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9828 be introduced and given first reading.



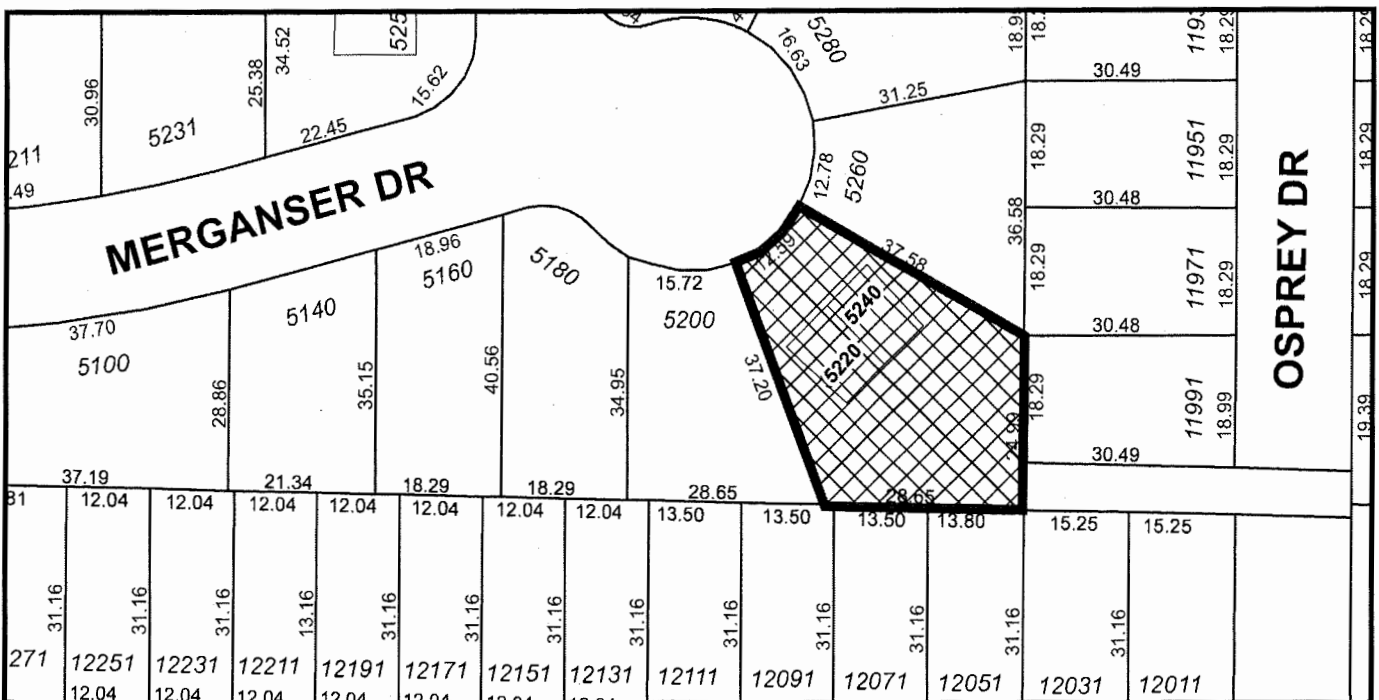
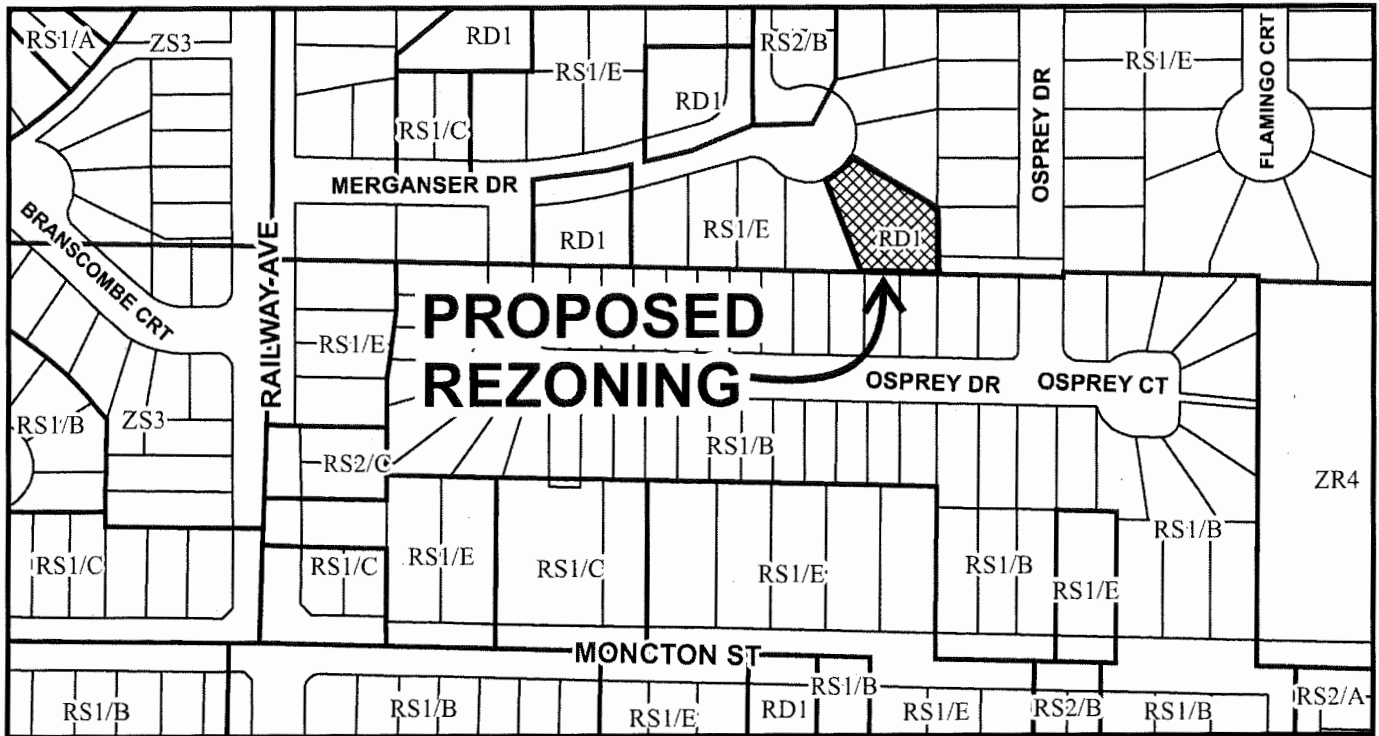
Steven De Sousa  
Planning Technician – Design  
(604-204-8529)

SDS:blg

- Attachment 1: Location Map & Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Tree Management Plan
- Attachment 5: Rezoning Considerations



# City of Richmond



## RZ 16-721172

Original Date: 01/27/16

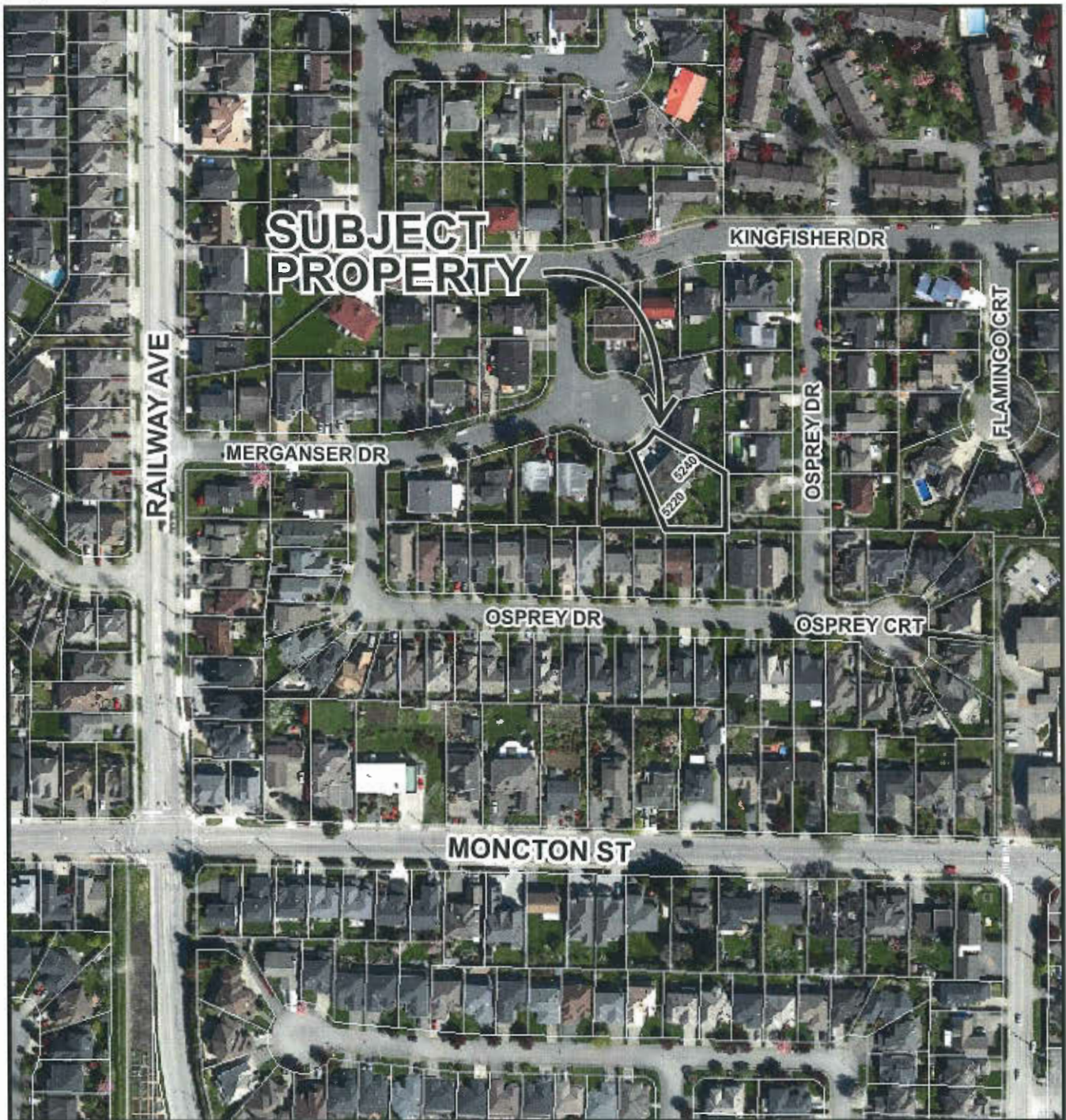
Revision Date:

Note: Dimensions are in METRES





City of  
Richmond



RZ 16-721172

Original Date: 01/27/16

Revision Date:

Note: Dimensions are in METRES

CNCL - 498

**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF STRATA PLAN NW1481  
SECTION 1 BLOCK 3 NORTH RANGE 7 WEST  
NEW WESTMINSTER DISTRICT**

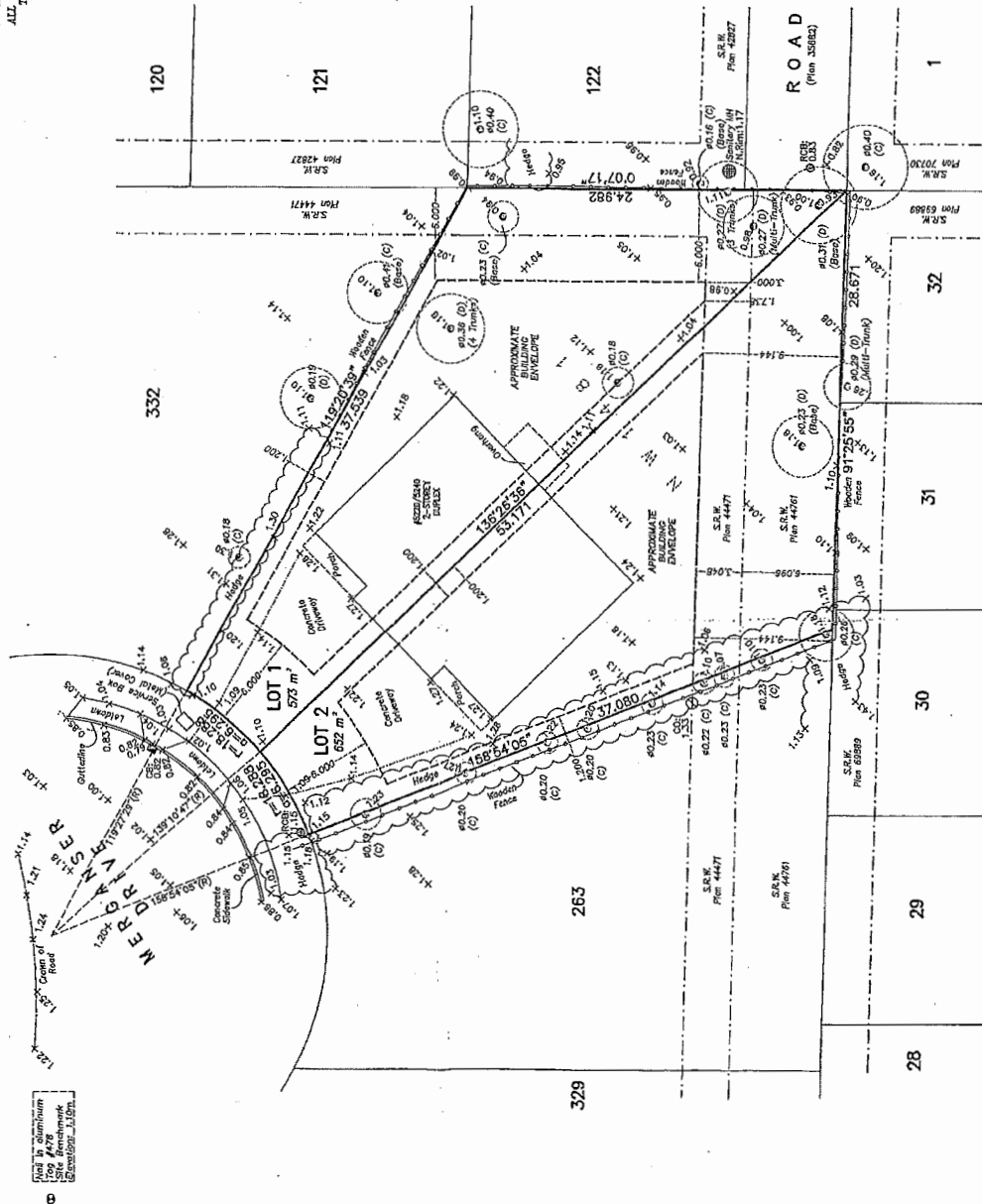
#5220 & 5240 MORGAN DRIVE,  
RICHMOND, B.C.  
P.L.N. 001-613-435



SCALE: 1:200

0 5 10 15

ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED



**NOTE:**  
Elevations shown are based on  
City of Richmond H.P.N.  
Benchmark network  
Benchmark H.P.N. #204  
Corner of Lot 1 & 2  
Elevation: 1.559m  
Benchmark: H.P.N. #205  
Central Monument 774-827  
Elevation: 1.044m

**NOTE:**  
Use site Benchmark Top #428 for  
construction elevation control.

**LEGEND:**

- (C) denotes center
- (D) denotes decision
- (E) denotes catch basin
- (F) denotes round catch basin
- (G) denotes corner
- (H) denotes corner
- (I) denotes power post
- (J) denotes road bearing

© copyright  
J. C. Tan and Associates  
Canada and B.C. Land Surveyor  
715 - 8533 Oak Creek  
Richmond, B.C. V6X 3T7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctan.com  
Website: www.jctan.com  
Job No. 6081  
PS-289 1271-25, 30-31  
Drawn by: RD

DWG No. 6081-Topo

CITY OF RICHMOND  
JAN 07 2018

RECEIVED

CERTIFIED CORRECT:  
LOT DIMENSIONS ACCORDING TO  
FIELD SURVEY

JOHNSON C. TAN, B.C.L.S.  
OCTOBER 2nd, 2015.





**RZ 16-721172**

**Attachment 3**

Address: 5220/5240 Merganser Drive

Applicant: 0983101 BC Ltd.

Planning Area(s): Steveston

	Existing	Proposed
Owner:	0983101 BC Ltd.	To be determined
Site Size:	1,225 m <sup>2</sup> (13,186 ft <sup>2</sup> )	Lot 1: 573 m <sup>2</sup> (6,168 ft <sup>2</sup> ) Lot 2: 652 m <sup>2</sup> (7,018 ft <sup>2</sup> )
Land Uses:	Two-unit residential	Single-family residential
OCP Designation:	Neighbourhood Residential	No change
Area Plan Designation:	Single-Family	No change
Zoning:	Two-Unit Dwellings (RD1)	Single Detached (RS2/B)

Proposed Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for 464.5 m <sup>2</sup> of lot area plus 0.3 for remainder	Max. 0.55 for 464.5 m <sup>2</sup> of lot area plus 0.3 for remainder	None permitted
Buildable Floor Area:*	Lot 1: Max. 288.0 m <sup>2</sup> (3,100 ft <sup>2</sup> ) Lot 2: Max. 311.7 m <sup>2</sup> (3,355 ft <sup>2</sup> )	Lot 1: Max. 288.0 m <sup>2</sup> (3,100 ft <sup>2</sup> ) Lot 2: Max. 311.7 m <sup>2</sup> (3,355 ft <sup>2</sup> )	None permitted
Lot Coverage:	Building: Max. 45% Non-porous: Max. 70% Landscaping: Min. 25%	Building: Max. 45% Non-porous: Max. 70% Landscaping: Min. 25%	None
Lot Size:	Min. 360.0 m <sup>2</sup>	Lot 1: 573 m <sup>2</sup> Lot 2: 652 m <sup>2</sup>	None
Lot Dimensions:	Width: Min. 12.0 m Depth: Min. 24.0 m	Lot 1 Width: 15.6 m Depth: 45.3 m Lot 2 Width: 17.4 m Depth: 45.1 m	None
Setbacks:	Front: Min. 6.0 m Rear (60% of rear wall): Min. 20% of lot depth Rear (40% of rear wall): Min. 25% of lot depth Side: Min. 1.2 m	Front: Min. 6.0 m Rear (60%): Min. 9.0 m Rear (40%): Min. 10.7 m Side: Min. 1.2 m	None
Height:	Max. 2 ½ storeys	Max. 2 ½ storeys	None

Other: Tree replacement compensation required for loss of significant trees.

\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

Amendment #2 - Jan 17, 2018  $\Delta A$



## Retain Tree

Remove Tree ~~X~~

# CNCL - 501

### Tree Protection Zone (Barrier)

Crown  
Drip line



**Address:** 5220/5240 Merganser Drive

**File No.:** RZ 16-721172

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9828, the developer is required to complete the following:**

1. Submission of a Landscape Security in the amount of \$3,000 (\$500/tree) to ensure that a total of three replacement trees are planted and maintained on each lot proposed (for a total of six trees) with the following minimum replacement sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
3	6 cm		3.5 m
3	8 cm		4 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. City acceptance of the developer's offer to voluntarily contribute \$5,000 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
3. Granting of a 1.5 m wide statutory right-of way north of the existing SRW Plan 44471 to allow for accessibility to the existing sanitary sewer.
4. Registration of a flood indemnity covenant on Title.
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 of the two future lots (proposed Lot 2), to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
6. The City's acceptance of the applicant's voluntary contribution of \$2.00 per buildable square foot of the single-family developments (i.e. \$6,200.55) to the City's Affordable Housing Reserve Fund.
7. Discharge of the existing covenants registered on Title of the subject property (document no.RD50346 & RD120849), which restrict the use of the subject property to a duplex.

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Cancellation of existing Strata Plan (NW1481).
2. Payment of current year's taxes and the costs associated with the completion of the required servicing works and frontage improvements.
3. The following servicing works and off-site improvements may be completed through either: a) a Servicing Agreement\* entered into by the applicant to design and construct the works to the satisfaction of the Director of Engineering; or b) a cash contribution based on a City cost estimate for the City to manage the design and construction of the works:

**Water Works:**

- a) Using the OCP Model, there is 151.0 L/s of water available at a 20 psi residual at the Merganser Drive frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b) The Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
- c) At Developers cost, the City is to:
  - Cut & cap the existing water service connection at main.
  - Install two new water service connections with meter and meter box.

*Storm Sewer Works:*

- d) The Developer is required to:
  - At Building Permit stage, pay for extended servicing works described below.
- e) At Developers cost, the City is to:
  - Install a new 1200 mm manhole approximately 3m west of existing catch basin STCB7137.
  - Cut & cap the existing storm service lateral that ties-in to existing catch basin STCB7137 as required.
  - Install new storm service lateral connecting existing inspection chamber STIC47722 to the new proposed manhole.
  - Install a new storm service connection for Lot 5240, complete with inspection chamber and tie-in to new proposed MH.

*Sanitary Sewer Works:*

- f) The Developer is required to:
  - Provide an additional 1.5m of SRW along the south property line, north of the existing SRW Plan 44471 to allow for accessibility to the existing sanitary sewer. No encroachment is allowed in the new SRW.
- g) At Developers cost, the City is to:
  - Cut & cap the existing sanitary service connection towards the southwest corner of the lot.
  - Install a new sanitary service connection complete with IC and dual service leads off of the existing 200 mm PVC sanitary sewer main running along the south property line of the development site.
  - All sanitary works to be completed prior to any on-site building construction.

*Frontage Improvements:*

- h) The Developer is required to:
  - Coordinate with BC Hydro, Telus and other private communication service providers:
    - To underground Hydro service lines.
    - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.).
  - Complete other frontage improvements as per Transportation's requirements, which include, but are not limited to the following:
    - Construction of a shared driveway letdown at the developer's cost.
    - Sidewalk and boulevard replacement as required at the developer's cost.

*General Items:*

- a. The Developer is required to:
  - Enter into, if required, 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, 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.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. If applicable, Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. If applicable, 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 Department at 604-276-4285.

**Note:**

**CNCL - 503**

Initial: \_\_\_\_\_

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on-site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

[Signed copy on file]

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Signed

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Date





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9828 (RZ 16-721172)  
5220/5240 Merganser Drive**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 001-813-439

Strata Lot 1 Section 1 Block 3 North Range 7 West New Westminster District Strata Plan NW1481 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1.

P.I.D. 001-813-463

Strata Lot 2 Section 1 Block 3 North Range 7 West New Westminster District Strata Plan NW1481 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1.

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9828"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by <b>8D</b>
APPROVED by Director or Solicitor <b>BK</b>

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

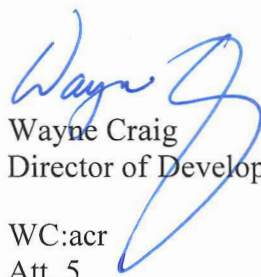
**To:** Planning Committee  
**From:** Wayne Craig  
Director of Development

**Date:** February 1, 2018  
**File:** AG 17-766906

**Re:** **Agricultural Land Reserve Appeal Application by Core Concept Consulting Ltd.  
for Subdivision at 11200 Westminster Highway**

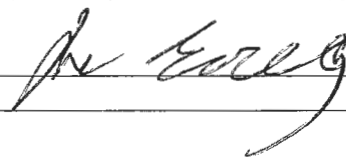
### Staff Recommendation

That authorization for Core Concept Consulting Ltd. to make a non-farm use application to the Agricultural Land Commission to subdivide the property at 11200 Westminster Highway into two lots be denied.

  
Wayne Craig  
Director of Development  
WC:acr  
Att. 5

### REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



## Staff Report

### Origin

Core Concepts Consulting has applied to the City of Richmond on behalf of the owners for permission to apply to the Agricultural Land Commission (ALC) for a non-farm use (subdivision) for the property at 11200 Westminster Highway (Attachment 1), which is located in the Agricultural Land Reserve (ALR). The applicant wishes to subdivide the property into two evenly sized parcels to allow for two single family dwellings but does not plan to farm on the properties.

The ALR non-farm use application requires consideration and endorsement by City Council. If endorsed by Council, the ALR non-farm use application will be forwarded to the ALC for their consideration. If approved by the ALC, the owner would be required to rezone one of the new lots as the existing house and garage are larger than what is currently permitted under the Agriculture (AG1) zone. Council approval of the rezoning would be required prior to subdivision.

If City Council does not authorize the non-farm use application for the purpose of subdivision, the application proceeds no further and will not be considered by the ALC.

### Findings of Fact

The property at 11200 Westminster Highway is 0.35 ha (0.86 ac) in area. The proposed subdivision will result in two lots, each 0.175 ha (0.43 ac) in area as shown in Attachment 2. The Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

Parcels that were less than 0.8 ha (2 ac) on December 21, 1972 are exempt from ALC regulations including non-farm uses and subdivision. Despite the subject property's current size (0.35 ha [0.86 ac]), it was not less than 0.8 ha (2 ac) in 1972 and therefore must comply with ALC regulations. As such, ALC approval is required for the proposed subdivision.

#### Subject Site: Existing Housing Profile

A 595 m<sup>2</sup> (6,407 ft<sup>2</sup>) single detached house, which includes a 72.7 m<sup>2</sup> (783 ft<sup>2</sup>) secondary suite, and a 103.6 m<sup>2</sup> (1,115 ft<sup>2</sup>) detached garage, has received provisional occupancy with final building permit inspection pending. The total floor area, including garage, will be 698.6 m<sup>2</sup> (7,520 ft<sup>2</sup>). The farm home plate, which is the area of the property that contains all of the residential improvements (e.g., house, driveway, lawn area), is approximately 1,000 m<sup>2</sup> (10,764 ft<sup>2</sup>). Although the building permit application was made prior to the City's farmland housing regulations adopted in May 2017, the house floor area, farm home plate, and setbacks all comply with the City's Agriculture (AG1) zoning regulations.

If the non-farm use application is approved to allow the subject property to be subdivided, the new lots would have to comply with the AG1 zone prior to the Approving Officer signing the subdivision plans. Upon review, if the subject property were subdivided into two lots, the lot with the existing house would be considered non-conforming as the house is larger than what is

permitted on a 0.175 ha (0.43 ac.) lot. For a lot that is 0.175 ha (0.43 ac.), the maximum house size would be 500m<sup>2</sup> (5,382 ft<sup>2</sup>), including garage floor area. Further, the maximum farm home plate would also be reduced to 870 m<sup>2</sup> (9,365 ft<sup>2</sup>) for a lot that is 0.175 ha (0.43 ac.) in size.

As a result, Council approval through a rezoning process would be required for a 0.175 ha (0.43 ac.) lot, to allow:

- a larger house size of 698.6 m<sup>2</sup> (7,520 ft<sup>2</sup>), including garage floor area, rather than 500 m<sup>2</sup> (5,382 ft<sup>2</sup>); and
- a larger farm home plate size to allow a farm home plate of 1,000 m<sup>2</sup> (10,764 ft<sup>2</sup>) rather than 870 m<sup>2</sup> (9,365 ft<sup>2</sup>).

A rezoning would only be considered if this non-farm use application is endorsed by Council and approved by the ALC. Further, the rezoning would only apply to the new lot with the house. Alternatively, the owner could reduce the floor area of the house and garage by 198.6 m<sup>2</sup> (2,138 ft<sup>2</sup>), and reduce the farm home plate area by 130 m<sup>2</sup> (1,400 ft<sup>2</sup>) to comply with the AG1 zone of the new lot. The other lot, which would be vacant, would have to comply with the AG1 zoning regulations at time of building permit.

### **Surrounding Properties**

To the north: Richmond Nature Park

To the east and west: Single family dwellings on properties zoned Agriculture (AG1) within the ALR.

To the south: Parcels zoned Agriculture (AG1) that are designated as Environmentally Sensitive Areas within the ALR.

### **Related Policies & Studies**

#### 2041 Official Community Plan (OCP)

The subject property is designated for "Agriculture" in the 2041 Official Community Plan (OCP) and in the East Richmond McLennan Sub-Area Plan. To meet the objective of enhancing all aspects of the agricultural sector including long-term viability, the OCP limits the subdivision of agricultural land into smaller parcels, except where benefits to agriculture can be demonstrated. The 2041 OCP Regional Context Statement Policy discourages subdivision into small agricultural parcels which would create impractical farm sizes. This is aligned with Metro Vancouver's 2040 Regional Growth Strategy, which aims to support a sustainable economy by protecting the supply of agricultural land and promoting agricultural viability with an emphasis on food production. Local governments are required to support agricultural viability by including policies in their OCP, which discourage the subdivision of agricultural land and farm fragmentation.

Although no farming currently exists on the property, if the parcel is not subdivided and no additional house is built, the undeveloped portion of the property may be used for agricultural activities now or in the future. If this non-farm use application is approved by Council and the ALC to allow the subdivision to proceed, the property owner has indicated they intend to use the lots for residential purposes only.

The East Richmond McLennan Sub-Area Plan aims to preserve agricultural lands in the area and to minimize urban/rural conflicts. When housing encroaches into agricultural areas a number of conflicts have been identified including: residents opposing agricultural activities that may generate noise or other perceived irritants to the enjoyment of a residential lot; the construction of new houses at a higher elevation than the surrounding properties frequently causes drainage problems for the adjacent lands; the agricultural properties are more prone to theft and vandalism with more people living close by; and farmers have difficulty gaining access to their properties with their equipment with wet soil conditions and housing surrounding their land.

#### Richmond Agricultural Viability Strategy

The Agricultural Viability Strategy (AVS) establishes a long-range strategy for improving the viability of farmlands within the City. The principles of the AVS include the minimization of subdivision, except where it supports agricultural viability (e.g., diversification, expansion). Further, the AVS identifies that small parcels are less efficient to farm and can limit agricultural options.

Contrary to the AVS, the proposal reduces an existing 0.35 ha (0.86) parcel of farmland to two smaller 0.175 ha (0.43 ac) parcels, which would not allow for farming or enhance farming viability in the ALR.

#### Zoning – Agricultural (AG1)

Section 14.1.8 of the Richmond Zoning Bylaw states that the subdivision of land in the ALR shall not be permitted unless approved by the ALC. Where the approval of the ALC is not required, the minimum lot area shall be 2.0 ha (5 ac). As the property is less than 2.0 ha (5 ac), both City of Richmond and ALC approvals are required.

If the non-farm use application were endorsed by Council and approved by the ALC, the lot with the existing house would have to be rezoned to allow:

- a larger house size of 698.6 m<sup>2</sup> (7,520 ft<sup>2</sup>), including garage floor area, rather than 500 m<sup>2</sup> (5,382 ft<sup>2</sup>); and
- a larger farm home plate size to allow a farm home plate of 1,000 m<sup>2</sup> (10,764 ft<sup>2</sup>) rather than 870 m<sup>2</sup> (9,365 ft<sup>2</sup>).

A rezoning to allow a larger house size and farm home plate area would be contrary to policies in the OCP which aim to limit the area used for residential development on farmland.

Alternatively, the owner could modify the house, garage and farm home plate to conform to the AG1 zone.

#### Agricultural Advisory Committee (AAC)

The proposed subdivision was reviewed by the City's Agricultural Advisory Committee (AAC). After a discussion about the proposal, the AAC concluded that the proposed subdivision does not benefit agriculture or support agricultural viability.



After the discussion, the AAC approved the following motion (Excerpt from August 15, 2017 AAC Meeting minutes in Attachment 4):

*That the applicant observe OCP policies that limit subdivision of agricultural land into smaller parcels, except where benefits to agriculture can be demonstrated; and the Agricultural Viability Strategy's objective of minimizing subdivision, except where it supports agricultural viability.*

## **Analysis**

### Farm Use

The owner of the subject property at 11200 Westminster Highway has stated that they do not intend to farm the property because it is limited in size and thus has not submitted a farm plan. The owner also indicated that he attempted to secure the purchase of adjacent farmland to the south to consolidate with one of the proposed lots but was not successful.

The owner has offered instead to provide farm access to the land locked parcel to the south as a means to benefit agriculture. If an easement were secure, the farm access is proposed to be 3.0 m (9.8 ft.) wide for the full depth of the subject property along the west property line (Attachment 2). The intent is to improve the front portion of the easement with asphalt to serve the dual purpose of farm access for the property owner behind the subject property, and a driveway access. The remaining southern portion of the easement would be a gravel or sawdust farm access road connecting to the property line of the parcel to the south. The property owner of the subject property has agreed to construct this portion of the farm access.

Despite the offer to provide farm access to the land locked parcel to the south, this would not guarantee that either parcel would be farmed. The land locked property owner to the south has also indicated they have no interest in farming at this time. Further, the land locked parcel to the south does not require the easement to farm as they could also use the unopened road dedication to access the parcel for soil based farming rather than relying on the proposed easement. Staff are of the opinion that this subdivision application does not provide a net benefit to agriculture and is not consistent with City and ALC regulations.

If Council wishes to endorse this application, and the application is approved by the ALC, staff would recommend that a legal easement agreement be registered on the subject property as part of the rezoning for a larger house size prior to subdivision.

### Related Subdivision Applications

Many properties to the east and west of the subject property are smaller than 0.35 ha (0.86 ac) and are primarily used as a residence (Attachment 5). Some of these properties resulted from subdivision approvals in the 1980s prior to the introduction of policies and regulations that provide direction to curb subdivision of ALR properties. These policies that limit the subdivision of ALR properties include:

- Amendments to the Agriculture (AG1) zone to include the minimum subdivision lot size of 2.0 ha (1989);
- Richmond Official Community Plan's policy to:

- “limit the subdivision of farmland and investigate ways to encourage the consolidation of lots in the ALR, for example in the McLennan agricultural area” (McLennan Sub-Area Plan); and
- “limit the subdivision of agricultural land into smaller parcels, except where benefits to agriculture can be demonstrated” (2041 OCP); and
- Richmond Agricultural Viability Strategy recommendation to “discourage non-farm uses of the ALR land” in the McLennan area and principles that “subdivision in the ALR will be minimized, except where it supports agricultural viability”.

The property at 11228/11260 Westminster Highway was subdivided (SD 88-170) in 1988 with an ALC condition for one of the new lots to consolidate with land locked parcels to the south to create a larger farmable parcel. Without the lot consolidation and a demonstrated benefit to agriculture, the ALC was not prepared to support the subdivision.

In 2000, the owner at 11140 Westminster Highway, a parcel with the same area as the subject property, applied for subdivision. The property is exempt from ALR regulations because it was less than 0.8 ha (2 acres) on December 1, 1972 at the time that the ALR was created. As it is an exempt property, an ALC decision was not required. Rather, City approval was required as the Richmond Zoning Bylaw does not permit any property less than 0.8 ha (2 acres) in the Agriculture (AG1) zone to be subdivided. Richmond City Council denied the application on the grounds that it was contrary to the objectives and policies of the Richmond OCP and McLennan Sub-Area Plan, and that amending the agriculture designation of the subject property in both these plans would set a precedent for similar rezoning and subdivision requests in the ALR.

An endorsement from City Council is required to forward the application to the ALC for its final decision. If approved by the ALC, the proposed lot with the existing house would have to be rezoned to allow a larger house and farm home plate than what is permitted under the AG1 zone. This would be inconsistent with City OCP policies that aim to limit the area used for residential development on farmland. Allowing the subdivision of the property would set a precedent for similar subdivision requests in the ALR, in particular, properties along the south side of Westminster Highway which are of a similar size. Further, allowing the subject property to subdivide would be inconsistent with City decisions and policies.

#### Illegal Fill

Illegal fill was deposited on the site when the current house began construction. Through the development process, it was determined that the amount of fill on the property exceeded the maximum area allowable on site. There is now a stop work order for the development until the fill is removed from the property. The City and the ALC has agreed to allow the applicant to keep the fill on the property until a final decision on the proposed subdivision has been made. If the application is denied, the owner must remove the fill from the property and remediate the site with organic soils to bring it to farmable condition. If the application is approved, the owner may use the fill on the property for the purpose of constructing the second house on the new lot.

#### **Financial Impact**

None.

**Conclusion**

The proposed subdivision is not consistent with the Richmond OCP and ALC policies, which protect and enhance farm viability, and minimize farmland subdivision in the ALR. Allowing the subdivision of the property would likely set a precedent for similar subdivision applications in the ALR. In addition, the AAC did not support the proposal.

Staff recommend that the ALR non-farm use subdivision application at 11200 Westminster Highway to create two evenly sized properties as outlined in this report be denied and that the ALR non-farm use application not be forwarded to the ALC.



John Hopkins  
Senior Planner  
604-276-4279

JH:cas

Attachment 1: Location Map

Attachment 2: Proposed Subdivision Plan

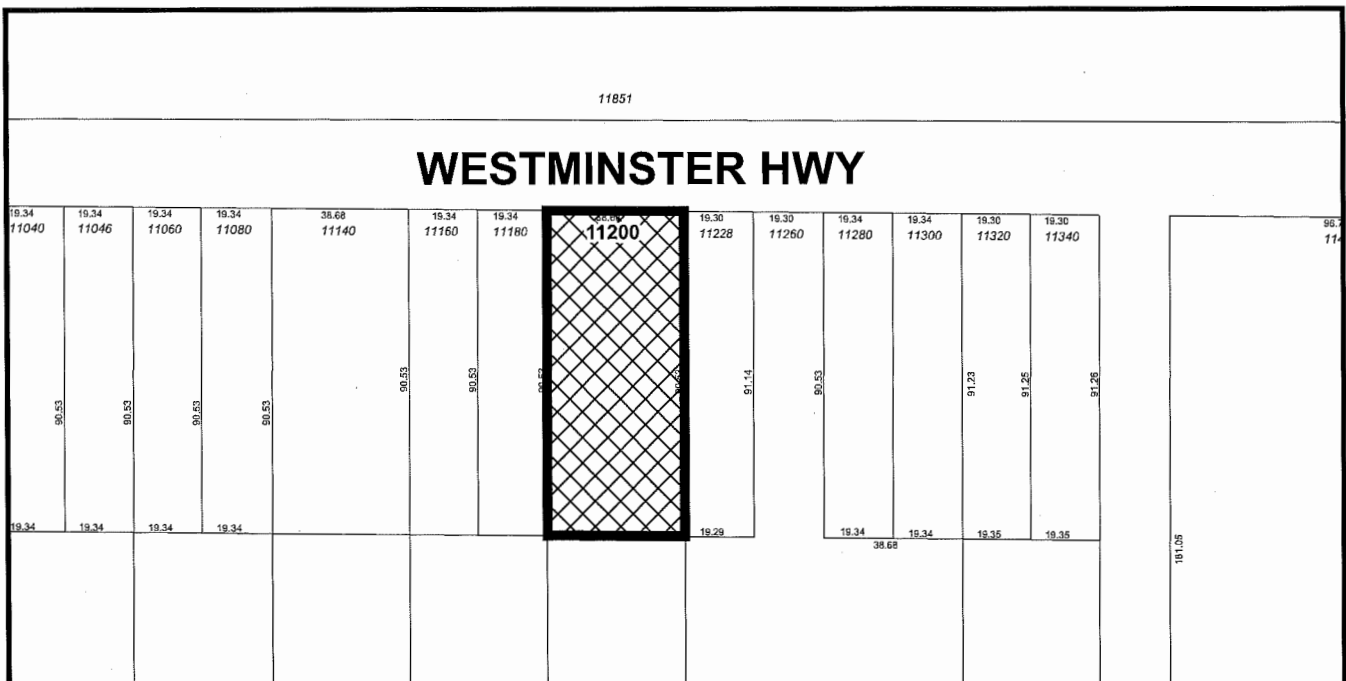
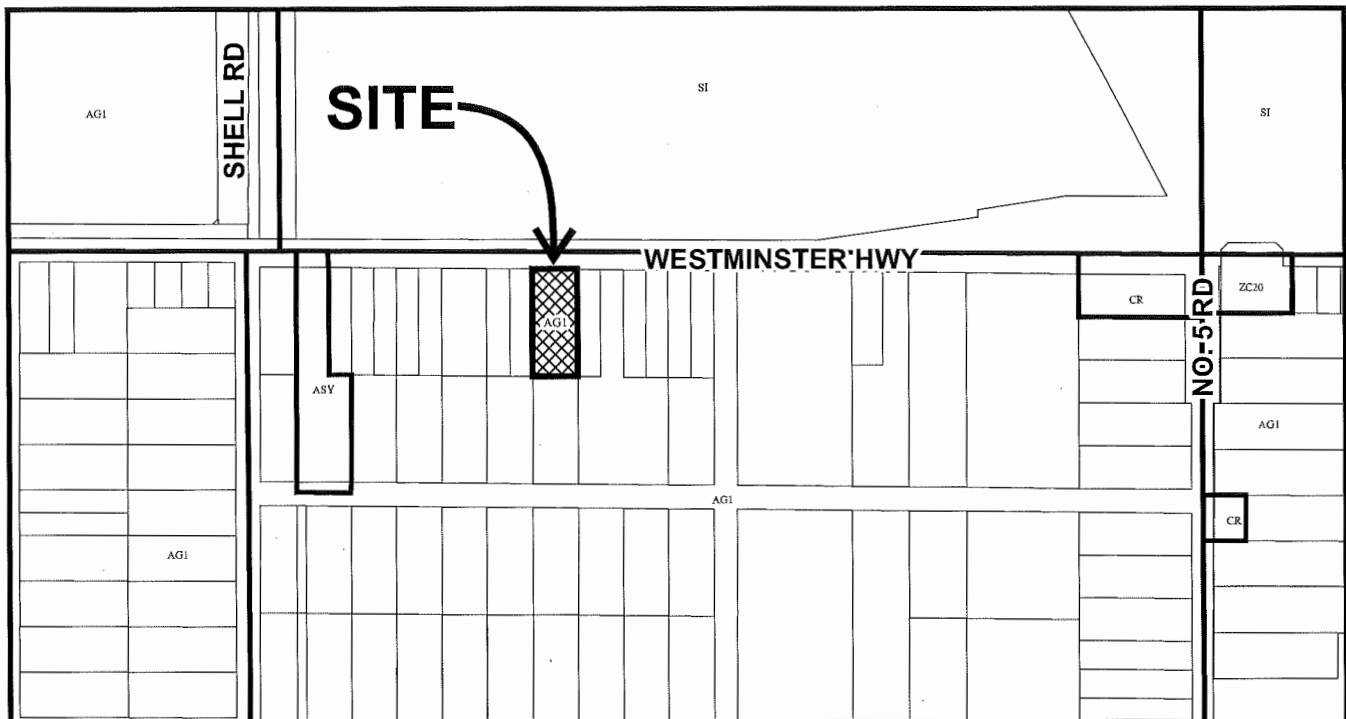
Attachment 3: Development Application Data Sheet

Attachment 4: Excerpt of Agricultural Advisory Committee Draft Meeting Minutes

Attachment 5: Location Map with Nearby Addresses and Parcel Sizes



City of  
Richmond



**AG 17-766906**

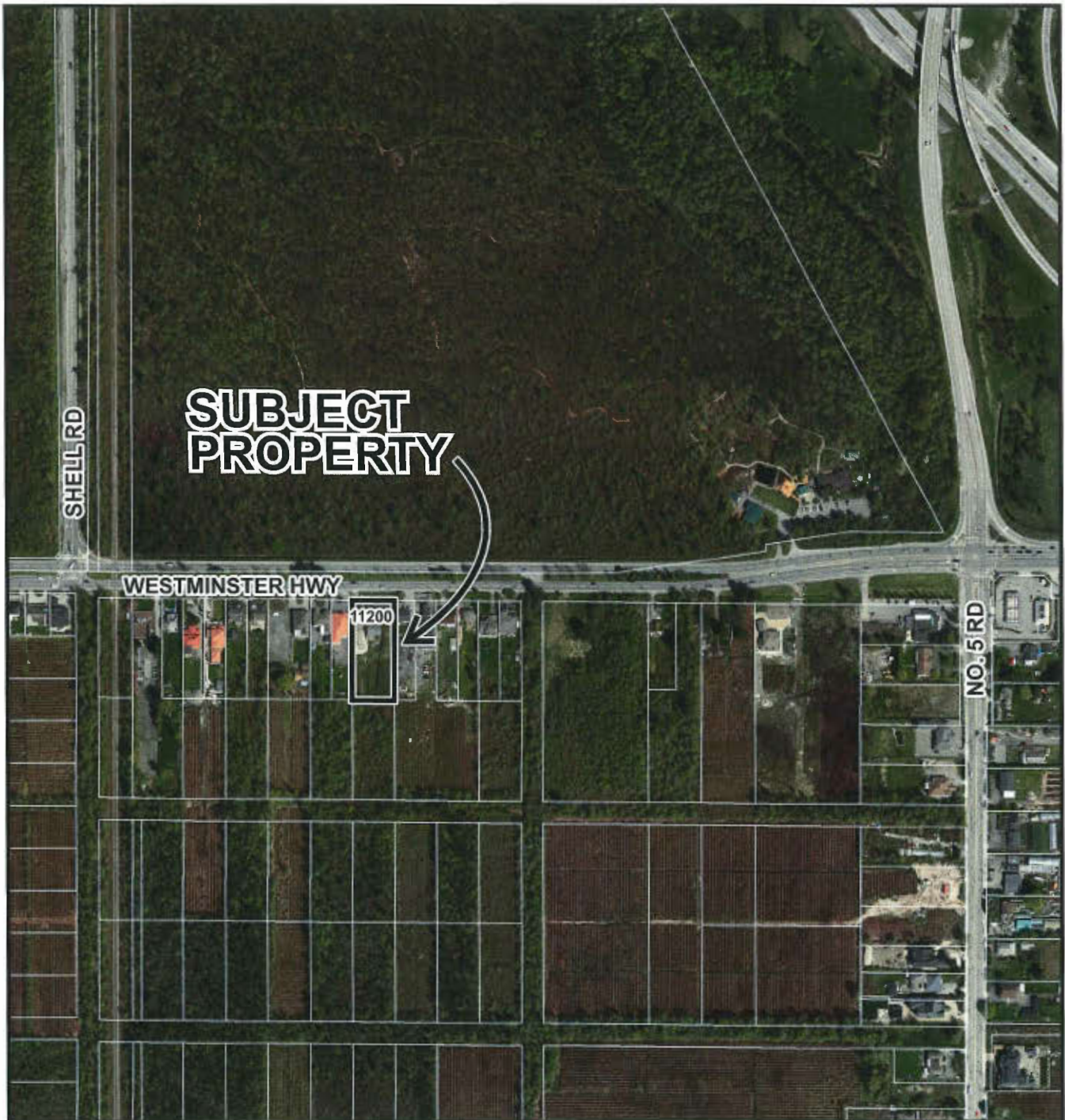
Original Date: 04/04/17

Revision Date:

Note: Dimensions are in METRES



City of  
Richmond



AG 17-766906

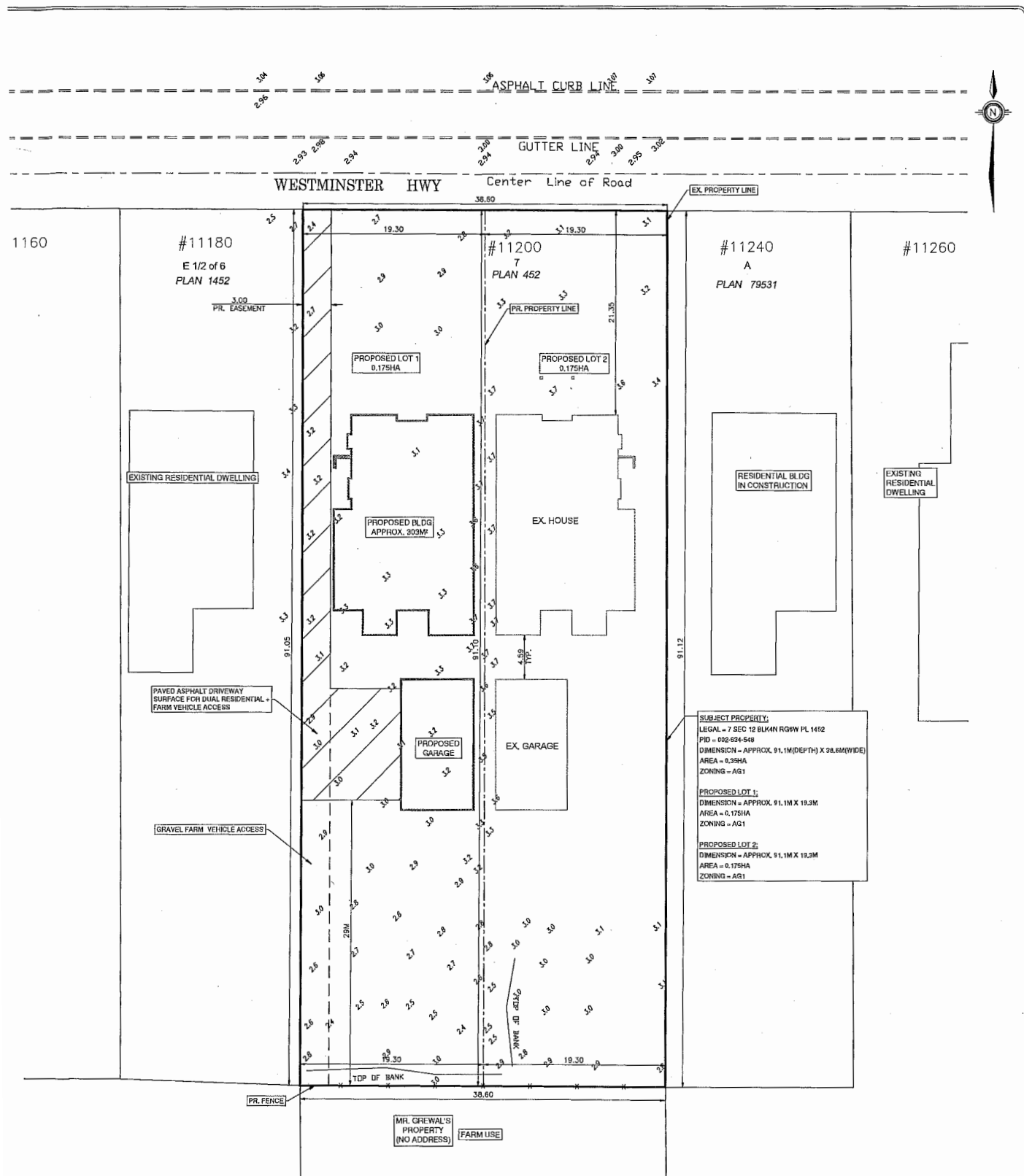
Original Date: 04/04/17

Revision Date:

Note: Dimensions are in METRES

CNCL - 514





City of Richmond

5911 No. 3 ROAD RICHMOND B.C. V6Y 2C1

## PROPOSED SUBDIVISION PLAN

11200 WESTMINSTER HWY

CITY FILE:

DESIGN: DL	DWG. No.: .	
DRAWN: GG		
CHECKED: DRK	SCALE: 1 : 250	DATE: JAN 2017
ENGINEER: RF	SEC. No.: 12-4-6	SHT No.: 1 OF 1

, 604.249.5040  
, 604.249.5041

6V 3B7

JAHAL

17

**CNCL - 515**



**City of  
Richmond**

**Development Application Data Sheet**  
Development Applications Department

**AG 16-745803**

**Attachment 3**

Address: 11200 Westminster Highway

Applicant: Core Concepts Consulting Ltd.

	<b>Existing</b>	<b>Proposed</b>
<b>Owner:</b>	Nahal Amarjit, Nahal Harbhajan Nahal Charanjit S, Nahal Harbhajan K.	No Change
<b>Site Size (m<sup>2</sup>):</b>	0.35 ha (0.86 ac)	Lot 1: 0.175 ha (0.43 ac) Lot 2: 0.175 ha (0.43 ac)
<b>Land Uses:</b>	Single Family Dwelling	One Single Family Dwelling on each lot for a total of two
<b>OCP Designation:</b>	Agriculture	No Change: Complies
<b>ALR Designation</b>	The property is contained within the ALR boundary	No Change: Complies
<b>Area Plan Designation:</b>	East Richmond McLennan	No Change: Complies
<b>Zoning:</b>	Agriculture (AG1)	No Change: Complies
<b>Other Designation</b>	NA	NA

**Excerpt from the Draft Minutes of  
The Agricultural Advisory Committee Meeting**

**Thursday, August 15, 2017 – 7:00 p.m.  
M2.002, Richmond City Hall**

**1. Development Proposal – Non-Farm (Subdivision) at 11200 Westminster Highway**

Staff provided an overview of the non-farm application to subdivide the property into two equally-sized lots in order to building two houses. The property is 0.35 ha (0.86 ac) and the proposed new lots will each be 0.175 ha (0.43 ac). The current land use is a house that is being constructed and is close to completion. Excess fill was deposited on the site when the current house began construction and a stop work order has been issued for the development until the fill is removed from the property. Remediation of the affected area would be required on the site. The City and the ALC has agreed to allow the owner to keep the fill on the property until a final decision has been made on the proposed subdivision.

The applicant has indicated that the owner does not wish to farm on the property. The Richmond 2041 OCP limits the subdivision of agricultural land into smaller parcels, except where benefits to agriculture can be demonstrated. The Richmond Agricultural Viability Strategy objectives also include the minimization of subdivision, except where it supports agricultural viability. The Committee invited the proponent to the table.

The applicant presented the following:

- The applicant expressed that due to the small size of the parcel, it is impractical to farm
- A handout of maps depicting the ownership of properties fronting Westminster Highway one block east of Shell Road and adjacent land-locked properties to the south was provided to AAC members. The maps show that land-locked properties with access through another parcel fronting a road are more likely to be farmed.
- The applicant proposes that if the subdivision would be approved, they would agree to provide a legal farm access to land-locked parcels to the south to enable farm activity, which is a benefit to agriculture.
- The applicant stated that the owners attempted to purchase the adjacent land locked parcel to the south to be consolidated with their property but was unable to secure the property at a good price.

The AAC asked if the proposed access to the adjacent property to the south is desired by the adjacent property owners. The applicant stated that the owners had not approached their neighbours with this proposal but that the proposed access offered would be beneficial to farming.

The AAC discussed whether the property was too small to be farmed. As the applicant confirmed that they had no intentions of farming the site, with the exception of a garden for personal use, it was concluded that the proposed subdivision would not benefit agriculture. The AAC also expressed concern about unauthorized fill placed on the site.

As a result of the discussion, the Committee made the following motion:

*That in rendering its final decision, City Council observe OCP policy that limit subdivision of agricultural land into smaller parcels, except where benefits to agriculture can be demonstrated; and the Agricultural Viability Strategy's objective of minimizing subdivision, except where it supports agricultural viability.*

*Carried (5 members in favour; 1 opposed -Doug Wright, 1 abstained – Chaim Kempler)*



City of  
Richmond



AG 17-766906

Original Date: 09/27/17

Revision Date:

Note: Dimensions are in METRES





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Serena Lusk  
Interim Director, Parks & Recreation  
**Date:** January 16, 2018  
**File:** 11-7000-01/2018-Vol  
01  
**Re:** 2018 Parks, Recreation and Community Events Grants

### Staff Recommendation

That:

1. The 2018 Parks, Recreation and Community Events Grants be allocated, and cheques disbursed for a total of \$106,600, as identified in Attachment 1 of the staff report titled "2018 Parks, Recreation and Community Events Grants," dated January 16, 2018, from the Interim Director, Parks and Recreation.
2. The Sharing Farm be approved for the first year of a three-year funding cycle.
3. Steveston Community Society – Richmond Summer Project be approved for the first year of a three-year funding cycle.

*Serena*  
Serena Lusk  
Interim Director, Parks & Recreation  
(604-233-3344)

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Department	<b>CONCURRENCE</b> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> <i>[Signature]</i>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> <i>CL</i>	<b>APPROVED BY CAO</b> <i>[Signature]</i>

## Staff Report

### Origin

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

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

2.2. *Effective social service networks.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant Program.

### Findings of Fact

#### 2018 Parks, Recreation and Community Events Grants Budget

The 2018 Parks, Recreation and Community Events Grants budget is \$108,235. This includes a 2.1 per cent cost of living increase over the 2017 budget as per the City Grant Policy 3712.

#### Notice Given and Applications Received

On October 10, 2017, notices were placed on the City Page and the City website, advising the public that applications were being accepted for the 2018 City Grant Programs until November 20, 2017. A link to the City website was included, which provided access to the online application system and reference materials, including a Grant Application User Guide and the 2018 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). Previous award applicants were also directly notified that the system was open for submissions. This is the fifth year that the City has employed a web-based system to facilitate a more efficient and effective application process.

In the Parks, Recreation and Community Events category, a total of 15 applications were received for a total request of \$257,482.51. A table outlining the 2018 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant applicant, generated directly from information submitted via the online application system, are provided in Attachment 2, along with staff comments and recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

As per the 2018 Grant Program Guidelines for Parks, Recreation and Community Events, a proposal must demonstrate that it primarily serves Richmond residents, to be considered eligible. Although some applicants serve wider geographic areas, the majority of requests received were to support operations and programs that primarily serve Richmond residents.

#### Application Submission Deadline

The application submission deadline for all City Grant Programs was November 20, 2017. All the applications in the Parks, Recreation and Community Events category were received prior to the deadline. City Grant Policy 3712 indicates that late applications will not be accepted and the online application system 'closes' the ability to apply after the deadline.

#### New Applications

There were two new applications in the Parks, Recreation and Community Events category:

- WEEqual Foundation; and
- Kajaks Track & Field Club.

Hamilton Community Association, a previous recipient of a 2014 Parks, Recreation and Community Events grant and WildResearch Society, a previous recipient of a 2016 Parks, Recreation and Community Events grant both submitted an application for a 2018 Parks, Recreation and Community Events grant.

#### Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of eight staff members from the Community Services Division, reviewed the applications against a set of 23 criteria that was developed based on the 2018 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 3). Each application was systematically evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget and financials and the quality of its application.

To ensure neutrality, each application was independently assessed by a minimum of three committee members to form a preliminary evaluation based on the mean scores. Each application was then evaluated by the committee as a whole to reach a consensus on a final score, which was used to collectively determine a recommendation on funding.

## Analysis

### Parks, Recreation and Community Events Grants: 2015-2017 Application History and 2018 Recommendations

Table 1: Number of applications, allocations and recommendations:

2015-2017 Applications, Allocations and Recommendations*				2018 Recommendations
	2015	2016	2017	2018
Total number of applications	10	15	14	15
New applicants	0	5	2	2
Late applications	0	0	0	0
Grants denied (did not meet criteria)	0	2	3	2
Partial amount of request recommended	10	13	11	13
Full amount of request recommended	0	0	0	0
Minor request (\$5000 or less)	4	4	6	7
Total amount requested	\$147,595	\$210,974.22	\$252,466.60	\$257,482.51
Total budget	\$101,494	\$103,828.00	\$106,008.00	\$108,235.00
Total Parks, Recreation and Community Events Grant funds allocated	\$99,750	\$100,700.00	\$103,250.00	\$106,600.00

\*Some categories overlap, numbers are not meant to be totalled.

Thirteen out of 15 applicants are recommended for partial funding. The principal reasons for partial funding are:

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

Other reasons for recommending partial funding include, but are not limited to, the following:

- Other funding partners have not been sought;
- Ineligible funding purpose;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Uncommitted, substantial surplus;
- Fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- Quality, including completeness, of the application.

The Parks, Recreation and Community Events Grant Review Committee recommends that the following two applicants not be awarded a Parks, Recreation and Community Events grant:

1. Canadian Association of Russian Jews; and
2. WEqual Foundation.

The Canadian Association of Russian Jews is not recommended to receive a 2018 Parks, Recreation and Community Events grant due to insufficient information about the applicant and the proposed event, lack of demonstrated organizational efficiency, effectiveness and stability, lack of partnerships and insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.

WEqual Foundation was not recommended for a 2018 Parks, Recreation and Community Events grant due to offering services which are currently available at Richmond community centres, not providing sufficient detail in their application about their organization and not demonstrating any strong partnerships or how their organization contributes to community building. Overall, WEqual scored low on its grant application due to a lack of clarity, completeness and quality in the application submission.

#### Minor/Major Grant Requests

There are two streams of applications: one for minor (\$5,000 or less), and one for major (over \$5,000) grant requests. Although both grant types require financial documents and signatures, a minor grant application requires fewer sections to be completed. The full application form is required for major grants or multi-year funding cycle requests.

In the Parks, Recreation and Community Events category, seven organizations applied for minor grants of \$5,000 or less:

1. Canadian Association of Russian Jews;
2. East Richmond Community Association;
3. Hamilton Community Association;
4. Kajaks Track & Field Club;
5. Richmond Museum Society;
6. Sea Island Community Association; and
7. WEqual Foundation.



### Multi-Year Funding Request

City Grant Policy 3712, which was adopted in 2011, allows applicants whom have received City Grants for the same purpose for a minimum of the five most recent consecutive years, the option of applying for a maximum three-year funding cycle. In the first year of a cycle, the full application form is required. For the following two years, the applicant is required to complete fewer questions, but must submit the required documents and signatures with each application. For each three-year cycle, grants are recommended, rather than assured. Council reviews recommendations to fund each subsequent year of a cycle.

Four organizations applied for multi-year funding:

1. The Sharing Farm Society;
2. Sea Island Community Association;
3. Steveston Community Society – Richmond Summer Project; and
4. WildResearch Society.

The Sharing Farm Society has applied for multi-year funding, and is eligible as it meets the criteria for the first year of a three-year cycle. It is recommended that The Sharing Farm Society be approved for the first year of a multi-year funding cycle.

Sea Island Community Association applied for multi-year funding, but is ineligible as it submitted an abridged (minor) application form instead of a full (major) application form for the first year. It is recommended that Sea Island Community Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.

Steveston Community Society – Richmond Summer Project, which applied for and met the criteria for multi-year funding in 2015, completed the final year of a three-year cycle last year in 2017. This year the organization has applied for the first year of another three-year cycle. It is recommended that Steveston Community Society – Richmond Summer Project be approved for the first year of a multi-year funding cycle.

WildResearch Society applied for multi-year funding, but is ineligible as it has only applied for City Grants for the same purpose for the past two consecutive years and was not successful in being approved for funding one of those years. It is recommended that WildResearch Society not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.

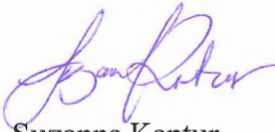
### **Financial Impact**

The 2018 Parks, Recreation and Community Events Grant budget is \$108,235. A total of \$106,600 is recommended for disbursement (Attachment 1).

## **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 recommends that 2018 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



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- Att. 1: 2018 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2018 Parks, Recreation and Community Events Grants – Application Summary Sheets
- 3: 2018 Parks, Recreation and Community Events Grants – Application Scoring Criteria
- 4: 2018 Grant Program Guidelines

2018 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
Applicant Name	2017 GRANT	2018 REQUEST	2018 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
Canadian Association of Russian Jews	N/A	\$ 5,000.00	\$ -	N/A	Cultural events (concerts) organized by the Canadian Association of Russian Jews.	1
East Richmond Community Association	N/A	\$ 1,500.00	\$ 950.00	Single Year	The funding is needed to support three events at King George Park in the Summer of 2018.	4
Hamilton Community Association	N/A	\$ 3,800.00	\$ 850.00	Single Year	The funding is needed to support the Hamilton Night Out event, which celebrates Richmond's distinct and vibrant cultural diversity.	7
Kajaks Track & Field Club	N/A	\$ 5,000.00	\$ 1,000.00	Single Year	The funding is needed to support personnel salaries and benefits.	11
Kidsport - Richmond Chapter	\$20,758.00	\$ 25,000.00	\$ 21,800.00	Single Year	Subsidizes costs for organized sport experiences for low-income children who may not otherwise be able to participate.	14
Richmond Agricultural and Industrial Society	\$ 7,150.00	\$ 55,600.00	\$ 7,500.00	Single Year	Steveston Salmon Festival, including children and youth festivals, cultural displays and demos, entertainment, food vendors, and trade and art shows.	17
Richmond Chinese Community Society	\$ 1,800.00	\$ 10,800.00	\$ 1,850.00	Single Year	To support the organization in providing updated equipment such as computers, printers and TV monitors for their workshops and programs which are in great demand by their members of all ages.	20
Richmond Fitness and Wellness Association	\$ 11,500.00	\$ 18,000.00	\$ 11,800.00	Single Year	Facilitate free walking programs/opportunities in Richmond.	23
Richmond Food Security Society	\$ 9,800.00	\$ 16,500.00	\$ 10,000.00	Single Year	Core operations, including Community Gardens, Seed Library, Fruit Recovery, Stir It Up Youth Community Kitchen, Get Rooted Youth Leadership, Local Food Guide, events and research.	26
Richmond Museum Society	\$ 1,500.00	\$ 5,000.00	\$ 1,550.00	Single Year	Volunteer support, program materials, promotion expenses and local artist/musician fees for Doors Open Richmond.	30
Sea Island Community Association	\$ 750.00	\$ 1,000.00	\$ 800.00	Single Year	To support the Burkeville Daze 2018 event.	34
Steveston Community Society - Richmond Summer Project	\$ 27,500.00	\$ 50,000.00	\$ 27,500.00	Multi Year - Year 1	Wages for City Summer day camp administrator and 1-3 Roving Leaders.	37
Sharing Farm Society	\$ 18,000.00	\$ 30,000.00	\$ 19,000.00	Multi Year - Year 1	To support The Sharing Farm in maintaining their impact by growing food to feed low-income Richmond families. Personnel salaries and supplies related to the applicant's core operations.	40
WEqual Foundation	N/A	\$ 5,000.00	\$ -	N/A	The organization's goal is to advance badminton access to Richmond residents, through promoting badminton as a backyard sport.	43
WildResearch Society	N/A	\$ 25,282.51	\$ 2,000.00	Single Year	To support WildResearch's mission to build, train, and educate a community that contributes to conservation science. Also, to support WildResearch in connecting Richmond residents to nature.	46
<b>Totals</b>	<b>\$ 98,758.00</b>	<b>\$ 257,482.51</b>	<b>\$ 106,600.00</b>			
<b>2018 PRCE Grant Budget</b>		<b>\$ 108,235.00</b>	<b>\$ 108,235.00</b>			
<b>Remaining Funds</b>		<b>-\$ 149,247.51</b>	<b>\$ 1,635.00</b>			

**Grant Application Summary for 2018  
Parks, Recreation & Community Events Program**

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

**Society:** Canadian Association of Russian Jews  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Grant for CARJ activities for Richmond residents  
**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):** February 3, 2018 **End Date (if applicable):** June 23, 2018

**Number To Be Served:** 550

**Richmond Residents:** 300

**Grant Request Summary:**

1) Feb 3, 2018 "Stars of the Jewish Culture" concert at the Gateway Theater dedicated to 70th anniversary of the independence of the State of Israel. We will have both local talent (singers and musicians) as well as some international guest performers from Israel, USA, Russia and Ukraine. We hope to give members of Richmond's Jewish community a memorable gathering and celebration, and to invite the greater community to share in this too. The idea behind this production is to help promote world peace and encourage a better understanding and acceptance of all cultures.

2) Children's talent show - June 2018. The timing of this is designed to coincide with the end of the school-year for both High school and Elementary. To be held at the Scottish Cultural Center (in Marpole, Vancouver) conveniently located just over the bridge from Richmond. The idea is to showcase various talents of kids of various ages.

**Richmond Services Received by Your Organization:**

Gateway theater and the Scottish cultural center are providing us with their non-profit organization rental rate

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$0.00	\$0.00
<b>Total Expenses:</b>	\$0.00	\$0.00
<b>Annual Surplus or (Deficit):</b>	\$0.00	\$0.00
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$0.00

**Parks, Recreation & Community Events 2018**  
**Canadian Association of Russian Jews**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

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

**Last Complete Year:**

Last set of statements is for 2015. There has been no activity in 2016

**Current Year:**

No activity in 2017

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

NA

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

N/A

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$800.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$3,600.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$300.00

Gifts for performers

**TOTAL      \$5,000.00**

**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:      \$0.00**

**Total Proposed Budget:      \$5,000.00**



**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$0

**Recommendation:**

**Staff Comments /  
Conditions:**

**Grant Application Summary for 2018  
Parks, Recreation & Community Events Program**

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

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**Society:** East Richmond Community Association  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$1,500  
**Proposal Title:** Summer Fun Nights 2016  
**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** July 26, 2016      **End Date (if applicable):** August 16, 2016

**Number To Be Served:** 1400  
**Richmond Residents:** 1000

**Grant Request Summary:**

The East Richmond Community Association (ERCA) will invite the community to its sixth annual Summer Fun Nights series in the Summer of 2016. The event series will run for four consecutive Tuesday evenings: July 26, August 2, 9 and 16 (Outdoor Movie Night). At these events guests will have a relaxing and fun summer experience that includes family activities and games, program demonstrations, community booths, and participatory entertainment. One night is dedicated to showing a free outdoor movie. On this evening the community will come together to enjoy G-rated film under a twinkling canopy of stars. 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 Sun 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 HJ 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 \$756700.00

**FINANCIAL INFORMATION****Your Society's Budget:**

**Parks, Recreation & Community Events 2018**  
**East Richmond Community Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$924,270.53	\$963,497.87
Total Expenses:	\$913,642.99	\$922,826.68
Annual Surplus or (Deficit):	\$10,627.95	\$40,671.19
Accumulated Surplus or (Deficit):	\$54,021.23	\$94,683.32

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

**Last Complete Year:**

Program registration increased over what was projected.

**Current Year:**

A decrease in expenses with an increase in registration in some areas. With the surplus ERCA will continue offering programs to its community at low/no cost

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

For projects and community initiatives in progress

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

Year	Amount	Grant Program
2017	\$2,384.00	Child Care Capital Grant
2016	\$750.00	Parks, Rec and Community Events
2015	\$500.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$2,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$250.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,660.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$3,850.00

Fees (SOCAN, Re:sound, insurance) = \$625

**Parks, Recreation & Community Events 2018**  
**East Richmond Community Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

Entertainment = \$400

Promotions = \$675 Movie = \$2150

**TOTAL** **\$7,760.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Church's Chicken	<b>Amount</b>	<b>3000</b>
<b>Funder 2 Name</b>	Volendam Automotive	<b>Amount</b>	<b>300</b>
<b>Funder 3 Name</b>	Richmond Funeral Home	<b>Amount</b>	<b>200</b>

**Amount Your Society will Provide:** **\$5,200.00**

**Total Proposed Budget:** **\$7,500.00**

**GRANT RECOMMENDATIONS**

**Recommended**  
**Amount:** \$950

**Recommendation:** Recommended for single year funding.

**Staff Comments /**  
**Conditions:** None



**Grant Application Summary for 2018  
Parks, Recreation & Community Events Program**

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

**Society:** Hamilton Community Association

**Grant Type:** \$5,000 or Less Single Year

**Grant Request:** \$3,800

**Proposal Title:** Hamilton Night Out

**Grant Purpose:** Community Service / Program / Event - One-time Activity

**Start Date (if applicable):** January 2, 2018 **End Date (if applicable):** June 22, 2018

**Number To Be Served:** 1500

**Richmond Residents:** 1400

**Grant Request Summary:**

Hamilton Night Out celebrates Richmond's distinct and vibrant cultural diversity. Each year Hamilton Community Association partners with local organizations and brings together families from different ethnic backgrounds in a fun safe environment that encourages community building. For 2018, we are ready to build and engage more of the community by adding to the event and advertising more effectively to the community.

New items: (Total cost \$5,000)

- Social media advertising plan \$300
- Stage \$1,200
- Entertainment by local Richmond and Lower Mainland artists \$1,500
- Interactive sports game \$2,000

The aim of the project is to:

- 1) Increase attendance
- 2) Expand the current event
- 3) Add more value to attendees
- 4) Increase engagement with youth, young adult and senior demographics



**Parks, Recreation & Community Events 2018**  
**Hamilton Community Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

- 5) Add more value to corporate sponsors

**Richmond Services Received by Your Organization:**

We recently put in a request with Richmond Community Foundation for a grant of \$5,000. We have been approved for \$1500 towards this event. We are seeking additional funds from the City of Richmond to execute our plans for further growth and engagement.

In the past, we have not had an advertising budget for Hamilton Night Out. In 2018, we will implement a strategic marketing plan on social media. We will create a Facebook event and boost the event page with a \$300 budget, two months prior to the event. We will also regularly post in the Facebook event page to increase engagement throughout the peak advertising period (2 months prior to event). We will target Richmond residences that are not currently engaged with Hamilton Community Association online.

A small strategic placement of marketing budget will allow us to reach approximately 6,500 – 17,000 potential attendees that have not hear about Hamilton Night Out. This plan will lead to a growth in our attendance from 700-800 attendees to 1500 attendees.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$613,195.78	\$636,358.20
<b>Total Expenses:</b>	\$611,441.83	\$634,940.20
<b>Annual Surplus or (Deficit):</b>	\$1,753.95	\$1,418.00
<b>Accumulated Surplus or (Deficit):</b>	\$0.00	\$0.00

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

**Last Complete Year:**

2016

**Current Year:**

2017

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

We accumulate very little surplus each year.

**Parks, Recreation & Community Events 2018**  
**Hamilton Community Association**

ATTACHMENT 2  
**\$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>
2014	\$500.00	Parks, Rec and Community Events
2013	\$20,000.00	Child Care Capital
2013	\$1,000.00	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>3800.00</b>

**Social media advertising**

- Social media advertising plan \$300
- Entertainment by local Richmond and Lower Mainland artists \$1,500
- Interactive sports game \$2,000

**TOTAL** **\$3,800.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Richmond Community Foundation	<b>Amount</b>	<b>1500.00</b>
<b>Funder 2 Name</b>		<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>		<b>Amount</b>	<b>\$0.00</b>

**Amount Your Society will Provide:** **\$0.00**

**Parks, Recreation & Community Events 2018**  
**Hamilton Community Association**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 4**

**Total Proposed Budget:**

**\$5,300.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$850

**Recommendation:**

**Staff Comments /  
Conditions:**

**Grant Application Summary for 2018  
Parks, Recreation & Community Events Program**

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

**Society:** Kajaks Track & Field Club**Grant Type:** \$5,000 or Less Single Year**Grant Request:** \$5,000**Proposal Title:** Coaching Assistance**Grant Purpose:** Operating Assistance**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 205**Richmond Residents:** 195**Grant Request Summary:**

The Kajaks Club has been a long standing athletic club in Richmond. In the process of rebuilding the club and providing appropriate levels of coaching to our athlete members, we require additional funds to support our other fundraising and membership fees. Solely raising fees will put too much financial pressure on athlete families. Additional coaching will eventually allow membership levels to rise as the Club has been at capacity for many years.

**Richmond Services Received by Your Organization:**

use of the Clement Track and Collier Throwing Centre, value unknown.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$151,289.00	\$177,950.00
<b>Total Expenses:</b>	\$132,808.00	\$189,220.00
<b>Annual Surplus or (Deficit):</b>	\$18,481.00	(\$11,270.00)
<b>Accumulated Surplus or (Deficit):</b>	\$46,350.00	\$35,080.00

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

Surplus was generated as equipment purchases were delayed pending financial results for the year, and coaching was understaffed.

**Current Year:**

A deficit was budgeted as coaching honorariums increased as required to maintain an adequate level of coaches.

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

**Parks, Recreation & Community Events 2018**  
**Kajaks Track & Field Club**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

Roughly \$30,000 is targeted as the accumulated surplus to fund operations through the year. Kajaks does not have lines of credit or the ability to fund cash shortfalls.

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

N/A

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$5,000.00</u></b>

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Province of BC Community Gaming Grant	<b>Amount</b>	<b>12700</b>
<b>Funder 2 Name</b>		<b>Amount</b>	<b>\$0.00</b>
<b>Funder 3 Name</b>		<b>Amount</b>	<b>\$0.00</b>

<b>Amount Your Society will Provide:</b>	<b><u>\$42,020.00</u></b>
<b>Total Proposed Budget:</b>	<b><u>\$59,720.00</u></b>

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$1,000

**Recommendation:** Recommended for single year funding.



**Parks, Recreation & Community Events 2018**  
**Kajaks Track & Field Club**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 3**

**Staff Comments /**  
**Conditions:**

None

**Grant Application for 2018****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:** \$25,000**Proposal Title:** KidSport™ Grant**Grant Purpose:** Community Service / Program / Event - Ongoing**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 300**Richmond Residents:** 300**Grant Request Summary:**

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to \$500/applicant/year may be granted, can be applied only to registration fees during the season the sport is in session. Many Chapters of KidSport in the Province of BC provide grants of \$400 and \$500 per child per year. We currently fully fund more than 75% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

**Richmond Services Received by Your Organization:**

None

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$55,958.00	\$121,000.00
<b>Total Expenses:</b>	\$81,495.00	\$98,000.00
<b>Annual Surplus or (Deficit):</b>	(\$25,537.00)	\$23,000.00
<b>Accumulated Surplus or (Deficit):</b>	\$26,958.00	\$49,958.00

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

**Last Complete Year:**

In 2016 there was no transfer of money from the KidSport Fundraising Banquet. So that we could decrease the surplus.

**Current Year:**

The accumulated surplus from 2016 has combined with the 2017 projected surplus to give Kidsport a accumulated surplus of \$50,000. Part of this surplus can be accounted for from one time donations such as: Mayor Brodie's fundraising dinner (\$13,500), Creospenner Foundations \$2,500, 5C Golf Tournament was \$2,500 more than projected, \$5,500 one time donation from Richmond FC Stoke Soccer Clinic, \$2,500 from Source Office Furniture and Columbia Chrysler of \$3,500. .

An accumulated surplus from 2016 was applied to 2017 to allow a disbursements without entering a deficit situation. Surplus decreased by \$23,000 in 2017. More income in 2017 so we spent surplus from the previous year.

In 2016 there was a surplus of \$26,092.00. We raised more money than expected. As of November 2017, we currently have 25 outstanding cheques worth \$19,000 to various community sport groups. In June of 2016 we increased our maximum grants per child from \$350 to \$500 per year to assist children from financially challenged families in Richmond. consequently per child grants have increased significantly over previous years.

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

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and or are guaranteed annually. This way we always have sufficient financial resources to fund approved applications each month and not having to wait for needed grants or donations. At the end of 2017, KidSport Richmond will have a liability of approximately \$25,000 in outstanding cheques that were issued in 2017 but will be cashed in 2018.

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

Year	Amount	Grant Program
2017	\$20,758	Parks, Rec and Community Events
2016	\$19,000	Parks, Rec and Community Events
2015	\$16,500	Parks, Rec and Community Events
2014	\$11,000	Parks, Rec and Community Events

**Parks, Recreation & Community Events 2018**  
**Kidsport - Richmond Chapter**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 3**

**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	\$25,000.00

Provide partial sport registration fees (up to \$500) for needy children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..

**TOTAL** **\$25,000.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Coast Capital Savings Credit Union	\$5,000
	Community Investment Fund	
Funder 2 Name	BC Government	\$5,000
Funder 3 Name	Hamber Foundation	\$4,000

**Amount Your Society will Provide:** **\$27,750.00**

**Total Proposed Budget:** **\$93,350.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$21,800

**Recommendation:** Recommended for single year funding.

**Staff Comments /  
Conditions:** None

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

**Society:** Richmond Agricultural and Industrial Society**Grant Type:** Over \$5000 Single Year**Grant Request:** \$55,600**Proposal Title:** 73rd Annual Steveston Salmon Festival**Grant Purpose:** Community Service / Program / Event - One-time Activity**Start Date (if applicable):** 7/1/2018**End Date (if applicable):** 7/1/2018**Number To Be Served:** 100000**Richmond Residents:** 30000**Grant Request Summary:**

Steveston Salmon Festival is Richmond's largest annual community event and "Canada's biggest little birthday party since 1945"; target groups: all members of the community and surrounding municipalities; community benefit: local/regional tourism; immeasurable economic benefits; celebration of Canadian pride; parade, children/youth festivals, cultural displays/demos; 2 stages, salmon bbq; food, craft, trade, art show and more.

**Richmond Services Received by Your Organization:**

facility use; staff support; in-kind services, equipment and supplies; value is immeasurable! :)

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$185,953.29	\$265,878.00
<b>Total Expenses:</b>	\$170,700.44	\$242,050.00
<b>Annual Surplus or (Deficit):</b>	\$15,252.85	\$23,828.00
<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; currently allocating funds towards the Steveston park playground improvements.

**Current Year:**

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community



**Parks, Recreation & Community Events 2018**  
**Richmond Agricultural and Industrial Society**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 2**

Centre; continuing to build a fund for playground improvements.

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

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; continuing to build a fund for playground improvements.

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

Year	Amount	Grant Program
2017	\$7,150	Parks, Rec and Community Events
2016	\$7,150	Parks, Rec and Community Events
2015	\$11,000	Parks, Rec and Community Events
2014	\$11,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$11,750.00
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$4,250.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$2,200.00
Equipment	\$7,900.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Others	\$27,500

security \$9500; Main Stage \$10000; advertising \$6000; rentals \$3000; environmental \$500

**TOTAL** **\$55,600.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Government of Canada - Canada Summer Jobs Program	\$10,000
Funder 2 Name	TD	\$10,000
Funder 3 Name	United Rentals	\$13,500

**Amount Your Society will Provide:** **\$90,653.00**

**Total Proposed Budget:** **\$265,878.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$7,500

**Recommendation:**

**Staff Comments /  
Conditions:**

**Grant Application for 2018****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:** \$10,800**Proposal Title:** Bridging Cultures and Promoting Intercultural Diversity in Richmond**Grant Purpose:** Community Service / Program / Event - Ongoing**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 25000**Richmond Residents:** 22000**Grant Request Summary:**

This grant proposal is to increase the capacity of bridging cultures and promoting intercultural diversity by provide unique programs and services to the Richmond community. We are a Society with 28 years of experience and services to our community. We are different from other community centres in Richmond, as we provide services and programs to bridge the Chinese Canadians and different culture community groups. We were recognized by the Province of BC and the City of Richmond for Promoting Unity (2009) and received the Community Spirit Award from City of Richmond for outstanding contributions to intercultural diversity in the community (2005).

With the approval of this grant request, we will be able to continue providing services to more individuals and community groups in Richmond. Specifically, this grant will allow us to expand our services so that we can serve more people in the community and increase promotions of our community partners, such as Richmond Cares Richmond Gives, Minoru Seniors Society, Richmond Family Place and Richmond Public Library, just to name a few. We will have more supplies and promotional materials at our community events. This grant will help to provide updated technology equipment such as computers, printers and TV monitors for our workshops and programs which are of great demand by our community members of all ages.

**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>	\$350,454.00	\$321,800.00
<b>Total Expenses:</b>	\$345,677.00	\$321,800.00

**Parks, Recreation & Community Events 2018**  
**Richmond Chinese Community Society**

ATTACHMENT 2  
**Over \$5000 Single Year**  
**Summary Page 2**

Annual Surplus or (Deficit):	\$4,777.00	\$0.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

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

**Last Complete Year:**

The surplus of \$4,777 from last year is spent to cover the office move expenses in 2017.

**Current Year:**

N/A

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

N/A

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

Year	Amount	Grant Program
2017	\$1,800	Parks, Rec and Community Events
2016	\$1,800	Parks, Rec and Community Events
2014	\$3,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$750.00
Office Rent or Mortgage	\$1,500.00
Utilities and Telephone	\$850.00
Supplies	\$1,600.00
Equipment	\$2,300.00
Photocopying	\$700.00
Program Materials	\$1,100.00
Local Travel	\$0.00
Other	\$0.00

**TOTAL** **\$10,800.00**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name

Funder 2 Name

Funder 3 Name

**Amount Your Society will Provide:** **\$0.00**

**Parks, Recreation & Community Events 2018**  
**Richmond Chinese Community Society**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 3**

**Total Proposed Budget:**

**\$10,800.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$1,850

**Recommendation:**

Recommended for single year funding.

**Staff Comments /**

**Conditions:**

None



**Grant Application for 2018****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:** \$18,000**Proposal Title:** Walk Richmond Program**Grant Purpose:** Community Service / Program / Event - Ongoing**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 3000**Richmond Residents:** 3000**Grant Request Summary:**

The RFWA submits its proposal to facilitate walking opportunities in Richmond by:

1. Continuing to coordinate and enhance the well-established, free, drop-in Walk Richmond program;
2. Building community capacity through supporting the development of sustainable and independent walking opportunities with less-connected populations in Richmond through community outreach efforts such as the StoryWalks Program with the Richmond Public Library;
3. Fostering partnerships with key community stakeholders in order to decrease the barriers to participation in physical activity outdoors such as the Sense of Wonder Walk in partnership with the Richmond Nature Park Society.

**Richmond Services Received by Your Organization:**

We currently do not receive any services, however, anticipate continued support from the City of Richmond Coordinator of Fitness and Wellness Services.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$22,800.00	\$32,059.00
<b>Total Expenses:</b>	\$25,255.00	\$25,535.00
<b>Annual Surplus or (Deficit):</b>	(\$2,455.00)	\$6,524.00
<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 ran a deficit last year.

**Current Year:**

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. The surplus indicated in the 2018 budget is contingent on anticipated service revenue from the Minoru Centre for Active Living opening as expected.

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

The "surplus" on the balance sheet should be viewed as a contingency fund that can be drawn upon when funding is not at 100%. The RFWA has no other assets to borrow against and must maintain financial viability to ensure the success and longevity of the Walk Richmond program.

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

Year	Amount	Grant Program
2017	\$11,500	Parks, Rec and Community Events
2016	\$11,000	Parks, Rec and Community Events
2015	\$10,000	Parks, Rec and Community Events
2014	\$8,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$13,500.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	\$1,500

\$500 towards the Sense of Wonder Walk in partnership with the Richmond Nature Park Society.

**Parks, Recreation & Community Events 2018**  
**Richmond Fitness and Wellness Association**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 3**

\$1000 towards the development of StoryWalk kits in  
partnership with the Richmond Public Library.

**TOTAL**

**\$18,000.00**

**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:**

**\$18,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$11,800

**Recommendation:**

Single year funding recommended.

**Staff Comments /**

**Conditions:**

None

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

**Society: Richmond Food Security Society****Grant Type: Over \$5000 Single Year****Grant Request: \$16,500****Proposal Title: Building a Food Secure Richmond****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 9565****Richmond Residents: 9565****Grant Request Summary:**

Richmond Food Security Society is inspiring a robust Richmond food system through education, advocacy, and community building initiatives, and are requesting core funding to continue to this work. Our vision is healthy people, community, and environment and to that end we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events.

Our current programs are:

Community Gardens: 320 plots at nine sites for residents to grow organic delicious organic produce,

Seed Library: providing locally-adapted heritage seeds to grow beans, peas, lettuce, and tomatoes,

Fruit Recovery: nourishing families in need by gleaning backyard fruit trees and giving the Richmond Food Bank fruit that otherwise would be wasted,

Get Rooted Youth Leadership program: training youth as food security leaders in action,

Kids in the Garden: a new initiative launched in 2017 building on the success of Richmond Schoolyard Society, this program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

Events include Seedy Saturday, and partnering with the City on Harvest Festival, and

resources include the Local Eating Guide: a map to Richmond's farms.

We have 3 strategic priorities for the next 3 years, to:

Grow a food literate community, by offering high quality programs and events, and helping form a Food Systems Advisory Committee,

Nurture Urban Agriculture, by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved,

Enrich our organizational foundation, by achieving charitable status, developing consistent, reliable and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure.

Working towards a robust food system is a long term endeavour, and we aim to balance on the ground initiatives with long term planning.

**Richmond Services Received by Your Organization:**

We receive office space from the City of Richmond, currently in Paulik Park at Ash and Blundell. The City kindly supports us for facility maintenance, utilities, and staple office furnishings. We provide our own phone and internet.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u><b>Last Complete Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$190,516.62	\$157,554.00
<b>Total Expenses:</b>	\$180,921.14	\$144,897.00
<b>Annual Surplus or (Deficit):</b>	\$10,426.83	\$12,657.00
<b>Accumulated Surplus or (Deficit):</b>	\$10,768.54	\$23,425.54

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

**Last Complete Year:**

We worked hard to stabilize the organization financially in 2016/2017, and ended the last fiscal year with close to \$11,000 in unrestricted funds. We plan to continue building this surplus until we have three months work of funds on hand.

**Current Year:**

**Parks, Recreation & Community Events 2018**  
**Richmond Food Security Society**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 3**

Lead by an established Executive Director and a dedicated Board of Directors encompassing individuals with proven success in project management, urban land economics, accounting, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2017/2018 fiscal year. At just over half way through the year, we are projecting revenues of close to \$160,000, and expenses close to \$150,000. We are actively working to continue building our financial surplus to protect us against the unexpected.

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

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Having successfully held our annual fundraiser - Richmond Eats: the Local Eating Challenge for three consecutive years, we intend to join our efforts with external funding to further our mission, increase organizational stability, and optimize the quality and capacity of our core programs. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens program (for which there is currently a waitlist of 300+ Richmond residents).

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2017	\$9,800	Health, Social & Safety
2016	\$5,166	Health, Social & Safety
2015	\$5,050	Health, Social & Safety
2014	\$5,000	Health, Social & Safety

**PROPOSED CITY GRANT USE**

<b>Personnel (Salaries and Benefits)</b>	<b>\$11,500.00</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>\$1,500.00</b>
<b>Equipment</b>	<b>\$1,000.00</b>
<b>Photocopying</b>	<b>\$500.00</b>
<b>Program Materials</b>	<b>\$1,000.00</b>
<b>Local Travel</b>	<b>\$500.00</b>
<b>Other</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b><u>\$16,500.00</u></b>



**Parks, Recreation & Community Events 2018**  
**Richmond Food Security Society**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 4**

**Financial Assistance from Other Sources (if applicable):**

<b>Funder 1 Name</b>	<b>Vancouver Coastal Health</b>	<b>\$39,000</b>
<b>Funder 2 Name</b>	<b>BC Gaming</b>	<b>\$29,500</b>
<b>Funder 3 Name</b>	<b>TD Friends of the Environment Foundation</b>	<b>\$15,000</b>

**Amount Your Society will Provide:**

**\$10,000.00**

**Total Proposed Budget:**

**\$176,500.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:**

**\$10,000**

**Recommendation:**

Recommended for single year funding.

**Staff Comments /  
Conditions:**

None

**Grant Application Summary for 2018  
Parks, Recreation & Community Events Program**

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

**Society:** Richmond Museum Society  
**Grant Type:** \$5,000 or Less Single Year  
**Grant Request:** \$5,000  
**Proposal Title:** Doors Open Richmond 2018  
**Grant Purpose:** Community Service / Program / Event - Ongoing

**Start Date (if applicable):** **End Date (if applicable):**  
**Number To Be Served:** 15,600 site visits  
**Richmond Residents:** 10,764

**Grant Request Summary:**

Doors Open Richmond (DOR) 2018 begins on Friday, June 1 with an opening celebration at the Richmond Cultural Centre followed by the City-wide event on Saturday, June 2 and Sunday, June 3. Since 2008, DOR has seen 184,305 site visits from all ages to destinations as diverse as city facilities, national historic sites, museums, galleries and artists' studios through to places of worship, parks and specialty businesses. DOR meets the City of Richmond Council Term Goal 2: A Vibrant, Active and Connected City by addressing three out of its four priorities. Council Priority 2.1: Strong Neighbourhoods: For 10 years, DOR has provided visitors with free access for up to 50 cultural destinations, showcasing the City's rich heritage and artistic and cultural diversity. Council Priority 2.3: Outstanding places, programs and services that support active living, wellness and a sense of belonging: DOR promotes active living and wellness by partnering with Walk Richmond to offer a free accessible walk between major heritage sites. A number of sites clustered in Steveston and Richmond City Centre create walkable core areas. DOR map brochures encourage visitors to access sites using public transit and bike paths and add to a sense of belonging. The event celebrates the best of the city's art and cultural destinations. It helps to create within its citizenry a sense of curiosity, pride and belonging in their neighbourhoods. In 2017, 69% of DOR visitors came from Richmond, demonstrating huge local support for the event, with strong interest also from out of town visitors. Council Priority 2.4: Vibrant arts, culture and heritage opportunities: DOR offers individuals and groups from arts, culture and heritage backgrounds a weekend event to promote their activities, organizations and sites to the public. It also provides between 150 and 385 volunteers aged 15 years plus with various skills and leadership opportunities.

**Richmond Services Received by Your Organization:**

Based on 2015/2016 pay rates, Doors Open Richmond currently receives in-kind City of Richmond staff support of approximately \$46,594:

**Parks, Recreation & Community Events 2018**  
**Richmond Museum Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 2**

- \$28,368 – 40% salary contribution for Doors Open Richmond Chair
- \$11,238 – salary contribution for auxiliary support staff
- \$3,960 - 5% annual salary of Richmond Museum's Curator of Collections
- \$3,028 – salary contribution of Production and Communication staff

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$98,737.00	\$94,893.00
<b>Total Expenses:</b>	\$87,388.00	\$104,865.00
<b>Annual Surplus or (Deficit):</b>	\$2,419.00	(\$9,972.00)
<b>Accumulated Surplus or (Deficit):</b>	\$54,807.00	\$0.00

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

**Last Complete Year:**

2016: The surplus is a result of investment funds which are set aside as dedicated restricted funds for special projects, museum planning and exhibitions. Please note the line item of interfund transfers of \$20,000 is a bank mandated guarantor hold for society credit cards.

**Current Year:**

2017: In the past the RMS restricted funds for annual programs like Doors Open or Heritage. This has stopped from 2017 onward. As a result, these programs will under or overspend accordingly as required to meet basic program needs. The RMS also had a large surplus in 2016, which was reduced accordingly.

NB: The Accumulated Surplus for 2017 will be calculated in December 2017 as part of end of year financial reporting.

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

2017: The surplus is a result of investment funds which are set aside as dedicated restricted funds for special projects, museum planning and exhibitions. Please note the line item of interfund transfers of \$20,000 is to hold for society credit cards.

2016: Remainder of accumulated surplus was cash and investments for future fundraising plans except for \$12,000 which were restricted funds for dedicated programs in 2016 including Doors Open Richmond.

**Parks, Recreation & Community Events 2018**  
**Richmond Museum Society**

ATTACHMENT 2  
**\$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>
2017	\$1,500.00	Parks, Rec and Community Events
2016	\$1,500.00	Parks, Rec and Community Events
2015	\$1,500.00	Parks, Rec and Community Events
2014	\$1,500.00	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$3,500.00
Local Travel	\$0.00
Others	\$500.00

\$500 toward paying for a local artist to perform at the  
Opening Celebration

**TOTAL** **\$5,000.00**

**Financial Assistance from Other Sources (if applicable)**

<b>Funder 1 Name</b>	Heritage Canada - BCAH Grant	<b>Amount</b>	<b>\$2,700.00</b>
<b>Funder 2 Name</b>	Private and City Organization Related Sponsorship	<b>Amount</b>	<b>5000.00</b>
<b>Funder 3 Name</b>	Richmond Museum Society	<b>Amount</b>	<b>5600.00</b>

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$5,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Parks, Recreation & Community Events 2018**  
**Richmond Museum Society**

ATTACHMENT 2  
**\$5,000 or Less Single Year**  
**Summary Page 4**

**Amount:** \$1,550

**Recommendation:**

**Staff Comments /**  
**Conditions:**

**Grant Application for 2018****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:** \$1,000**Proposal Title:** Burkeville Daze 2018**Grant Purpose:** Community Service / Program / Event - Ongoing**Start Date (if applicable):****End Date (if applicable):****Number To Be Served:** 1000**Richmond Residents:** 1000**Grant Request Summary:**

This Community event is an opportunity for Community involvement, socialization, volunteering and engagement.

**Richmond Services Received by Your Organization:**

Currently the Sea Island Community Association receives Staffing and Facility maintenance as well as ongoing support for IT and general maintenance.

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$110,939.83	\$5,863.30
<b>Total Expenses:</b>	\$78,658.96	\$4,439.42
<b>Annual Surplus or (Deficit):</b>	\$32,280.87	\$1,423.88
<b>Accumulated Surplus or (Deficit):</b>	\$86,932.92	\$88,356.80

**Explanation for Annual Surplus or (Deficit):****Last Complete Year:**

Our Association had a surplus in 205/16 as a result of increased registration and new program offerings in conjunction with careful spending. Our current City Staff are experimenting with new ideas and the Centre is busier.

**Current Year:**

There are many expenses yet to be paid as we are only in third month of our new fiscal year. Any remaining surplus will be used to fund those program areas which do not produce a surplus such as Youth and Seniors programs.

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



**Parks, Recreation & Community Events 2018**  
**Sea Island Community Association**

ATTACHMENT 2  
**\$5,000 or Less Multi Year - Year 1**  
**Summary Page 2**

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$86,000.00, These funds will be used in the event of a less successful year, or to continue to offer programs and services which do not produce a surplus. We may need to replace old equipment to purchase new items.

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

Year	Amount	Grant Program
2017	\$750	Parks, Rec and Community Events
2016	\$750	Parks, Rec and Community Events
2015	\$750	Parks, Rec and Community Events
2014	\$500	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	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$1,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	Vancouver Airport Authority	\$3,000
Funder 2 Name	n/a	\$0
Funder 3 Name	n/a	\$1

Amount Your Society will Provide:	<b><u>\$0.00</u></b>
Total Proposed Budget:	<b><u>\$4,000.00</u></b>

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$800

**Parks, Recreation & Community Events 2018**  
**Sea Island Community Association**

ATTACHMENT 2  
**\$5,000 or Less Multi Year - Year 1**  
**Summary Page 3**

**Recommendation:**

Recommended for single year funding. Not eligible for multi-year funding, as the applicant has not received a City Grant for a minimum of the five most recent consecutive years for the same purpose.

**Staff Comments /  
Conditions:**

None

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

**Society: Steveston Community Society - Richmond Summer****Grant Type: Over \$5000 Multi Year - Year 1****Grant Request: \$50,000****Proposal Title: Richmond Summer Project****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 4000****Richmond Residents: 4000****Grant Request Summary:**

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2018. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners provide equitable summer day camp programs and services to City of Richmond residents. Funds would be distributed between 13 facilities citywide. The City Grant enables low or no cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre. In 2017, 275 staff and volunteers attended City-Wide training the weekend of June 24, 2017. A well-organized, informative and inspiring training day ensures that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component to providing safe, creative and joyful summer day camp experiences for Richmond children. Steveston Community Society is submitting the grant application for Summer 2018 on behalf

**Richmond Services Received by Your Organization:**

Facilities and City Staff Support.

**FINANCIAL INFORMATION**

**Parks, Recreation & Community Events 2018**  
**Steveston Community Society - Richmond Summer Project**

**Over \$5000**

ATTACHMENT 2

**Multi Year - Year 1**  
**Summary Page 2**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$212,397.53	\$133,322.84
Total Expenses:	\$236,960.31	\$142,982.56
Annual Surplus or (Deficit):	(\$24,562.78)	(\$9,659.72)
Accumulated Surplus or (Deficit):	(\$22,400.84)	(\$25,132.66)

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

**Last Complete Year:**

The Richmond Summer Project continues to research and purchase equipment for children's summer programs and events that can be utilized Citywide. The Richmond Summer Project will also continue to support our partners with Children's Outreach opportunities in their community.

**Current Year:**

Numbers shown are complete to November 6/17 and our fiscal year is Dec 31/17.

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

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funds being received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not received HRDC funding until July/August.

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

Year	Amount	Grant Program
2017	\$27,500	Parks, Rec and Community Events
2016	\$30,000	Parks, Rec and Community Events
2015	\$32,000	Parks, Rec and Community Events
2014	\$40,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$25,397.26
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$386.34
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$368.19
Equipment	\$0.00
Photocopying	\$0.00

**Parks, Recreation & Community Events 2018**  
**Steveston Community Society - Richmond Summer Project**

**Over \$5000**

ATTACHMENT 2

**Multi Year - Year 1**

**Summary Page 3**

Program Materials	\$0.00
Local Travel	\$0.00
Other	\$15,233.00

Accounting: \$2,422.06

Bank Charges: \$398.21

City Wide Training: \$2,235.13

T-Shirts/Wristbands: \$9,573.70

Safety Authority: \$604.00

**TOTAL** **\$41,384.79**

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name HRDC Canada Summer Jobs - Sea Island \$45,191

Funder 2 Name HRDC Canada Summer Jobs - Steveston \$15,950

Funder 3 Name

**Amount Your Society will Provide:** **\$0.00**

**Total Proposed Budget:** **\$50,000.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$27,500

**Recommendation:** Recommend for Multiple Year Funding Cycle - (Year  
1 of 3).

**Staff Comments /  
Conditions:**

None

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

**Society:** Sharing Farm Society  
**Grant Type:** Over \$5000 Multi Year - Year 1  
**Grant Request:** \$30,000  
**Proposal Title:** The Sharing Farm  
**Grant Purpose:** Operating Assistance

**Start Date (if applicable):****End Date (if applicable):**

**Number To Be Served:** 9000  
**Richmond Residents:** 8500

**Grant Request Summary:**

This City of Richmond grant application will, if approved, enable The Sharing Farm to maintain our impact by growing food to feed low-income Richmond families. The Sharing Farm is run by community members for community members, and is dedicated to providing fresh, healthy, local and organic produce to our neighbours in need. The Sharing Farm has successfully put fresh vegetables on people's plates for many years, donating 70%+ of our yearly harvest to the Food Bank, Community Meals and other organizations distributing food to vulnerable people. In 2017 we were able to donate 17,000 lbs of fresh produce, despite one of the latest starts to the farming season in many years. While we enjoy the support of a large group of volunteers, we operate on a small budget and funding has always been a challenge. In 2017, we have continued several social enterprise activities, which allowed us to earn about 25% of our total funding ourselves. We have been able to gradually grow this self-earned portion every year. We have also further developed relationships with sponsors and donors. However, grants will remain indispensable to enable TSF to continue the necessary work also in 2018.

**Richmond Services Received by Your Organization:**

Use of land in the Terra Nova Park (4 acres at est. \$500/year per acre = \$2,000); rental of Buemann house (\$1,400/month x 12 months = \$16,800/year - utilities included)

**FINANCIAL INFORMATION****Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$209,542.00	\$226,124.00
<b>Total Expenses:</b>	\$183,230.00	\$2,238,279.00
<b>Annual Surplus or (Deficit):</b>	\$26,311.00	(\$2,115.00)
<b>Accumulated Surplus or (Deficit):</b>	\$48,320.00	\$46,165.00



**Parks, Recreation & Community Events 2018**  
**Sharing Farm Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

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

**Last Complete Year:**

Funds used to purchase assets, including a \$22,000 greenhouse.

**Current Year:**

We anticipate to complete the year close to break even.

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

Funds used to purchase assets, including 2 greenhouses, tools, a Grillo tractor, a Kubota tractor.

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

Year	Amount	Grant Program
2017	\$18,000	Parks, Rec and Community Events
2016	\$18,000	Parks, Rec and Community Events
2015	\$16,000	Parks, Rec and Community Events
2014	\$6,500	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$25,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$30,000.00</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	United Way of the Lower Mainland	\$14,500
Funder 2 Name	New Horizons for Seniors	\$10,125
Funder 3 Name	Community Gaming Grant	\$12,000

**Parks, Recreation & Community Events 2018**  
**Sharing Farm Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 3**

**Amount Your Society will Provide:**

**\$87,000.00**

**Total Proposed Budget:**

**\$226,000.00**

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$19,000

**Recommendation:**

Recommended for Multiple Year Funding Cycle -  
(Year 1 of 3).

**Staff Comments /**

**Conditions:**

None

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

**Society: WEQual Foundation****Grant Type: Over \$5000 Single Year****Grant Request: \$5,000****Proposal Title: Promoting Backyard sport****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 2000****Richmond Residents: 1200****Grant Request Summary:**

Program: Promoting backyard sport

Promoting backyard sport, The purpose of proposal is to increase our Richmond badminton population of our community from 11% to 40% in 2018. In 2018 we believe Richmond can have more residents are connected into the badminton sport and to deliever the backyard sport to public. Our program to promote the backyard sport is regarding the following steps below:

- \* To promote sport volunteerism and advance community capacity
- \* To advance badminton access to our Richmond residents
- \* To build up the healthy life in our Richmond community ( help members lose weight, reduce sport injury rate, properly sport and nutrition knowledge )
- \* To increase more leaders in Richmond

Our first priority is ensuring that all young people get a great education not just only through their academic but use education of sport to learn leadership, community, humanity which will help them to succeed in the workplace. Being a leader is challenging but everyone can be a leader to lead their life and to improve our equal learning opportunity. Promoting backyard sport is our main core of program which will teach people to share what they learn and help people through their experience.

Promoting backyard sport program is mainly focus on to develop more young leaders in our community. We provide badminton training environment to develop leadership for young people. We will have 4 different training levels to develop leadership skills. In each levels we will have professional coaches and assistant coaches to evaluate their

**Parks, Recreation & Community Events 2018**  
**WEqual Foundation**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 2**

performance not just on badminton court but mentality and communication skills. Each level students have to pass our evaluation then they can move to the next levels. The evaluation will base on badminton skills, communication, cooperation, organize skills.

The target audience of this program is young generation who are born after 1987. To develop more young leaders in our community will drives more impact and energy in our Richmond community.

**Richmond Services Received by Your Organization:**

We have been receiving all the court rental service from 3 different badminton facility in Richmond. Our office is located at Richmond and posters are marketing around all of community centres in Richmond.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$150,926.50	\$150,926.50
Total Expenses:	\$150,926.50	\$150,926.50
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 do not have surplus or deficit.

**Current Year:**

We do not have surplus or deficit.

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

We do not have surplus or deficit.

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

N/A

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$3,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00

**Parks, Recreation & Community Events 2018**  
**WEqual Foundation**

**Over \$5000**

ATTACHMENT 2

**Single Year**

**Summary Page 3**

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$2,500.00
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	Ace Badminton Centre	\$6,500
Funder 2 Name		
Funder 3 Name		

**Amount Your Society will Provide:** **\$7,000.00**

**Total Proposed Budget:** **\$18,500.00**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$0

**Recommendation:**

**Staff Comments /  
Conditions:**

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

**Society: WildResearch Society****Grant Type: Over \$5000 Multi Year - Year 1****Grant Request: \$25,282.51****Proposal Title: Conservation Outreach and Citizen Science at Iona Island Bird Observatory****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 500****Richmond Residents: 200****Grant Request Summary:**

WildResearch's mission is to build, train, and educate a community that contributes to conservation science. Through our wildlife monitoring and research programs, we provide education and guidance to young aspiring biologists and community naturalist. Since 2010, the Iona Island Bird Observatory (IIBO) has been monitoring populations of breeding, wintering, and migratory birds at the Iona Beach Regional Park (IBRP), an ecologically important area for native wildlife in Richmond, BC. IIBO programs provide hands-on ornithological training to volunteers and engages the public through educational group visits. WildResearch plans to continue with IIBO in 2018. Proposed activities include: volunteer training, community outreach, and conducting citizen science related to the conservation of native birds in BC.

As one of western Canada's most active bird banding stations, we are seeking operational funding for our multi-year community service and program operation. Our programs are run almost entirely by volunteers, and we are funded by grants and donations to maintain our initiatives. WildResearch's three year funding cycle with the Sitka Foundation has finished and we are in search of a funding so we can maintain a high level of quality to the delivery of IIBO.

Target groups: Through our volunteer--based programs, IIBO will be a focal point for conservation outreach and community engagement with members of the public. IIBO will provide an avenue for seniors, children/youths, and young families to get outside and not only learn about nature, but also actively participate in the conservation of it.



**Parks, Recreation & Community Events 2018**  
**WildResearch Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 2**

Community benefits: IIBO will teach volunteers and park visitors about the ecological sensitive areas within Iona Beach Regional Park, and how to recreate responsibly within it. IIBO will provide a very unique, first-hand experience to connect with birds, as we often allow park visitors to observe them up-close, or even release them from their hands.

**Richmond Services Received by Your Organization:**

Iona Island Bird Observatory is located at the Iona Beach Regional Park, Richmond. The bird observatory is a 12 x 8 ft prefabricated shed which was funded through the City of Richmond. There is no monetary value exchanged for the use of the park.

**FINANCIAL INFORMATION**

**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$59,898.48	\$45,946.25
Total Expenses:	\$54,862.04	\$40,232.48
Annual Surplus or (Deficit):	\$5,036.44	\$5,713.77
Accumulated Surplus or (Deficit):	\$87,603.24	\$94,653.41

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

**Last Complete Year:**

Surplus funds are remnant from program based grant funding and fundraising events in 2016.

**Current Year:**

Surplus funds are remnant from the last installment of financial support from the Sitka Foundation in January 2017.

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

Much of the surplus is tied up in the WildResearch Foundation Account (\$35,986.58 as of Nov. 1, 2017) managed by the Vancouver Foundation. Further, the Sitka Foundation who has supported our research programs at Iona for the last 5 years has now ceased providing financial support due a change in their funding priorities and we are anticipating deficits from 2018 onwards unless we can secure other funding sources.

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

Year	Amount	Grant Program
2016	\$5,000	Parks, Rec and Community Events

**PROPOSED CITY GRANT USE**

Personnel (Salaries and Benefits) \$10,347.51

**Parks, Recreation & Community Events 2018**  
**WildResearch Society**

ATTACHMENT 2  
**Over \$5000 Multi Year - Year 1**  
**Summary Page 3**

Consultant Services	\$7,935.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$5,000.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$500.00
Other	\$0.00
<b>TOTAL</b>	<b><u>\$25,282.51</u></b>

**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name	TD Friends of the Environment	\$500
Funder 2 Name	MEC	\$20,000
Funder 3 Name	BC Nature	\$2,500

**Amount Your Society will Provide:** **\$5,000.00**  
**Total Proposed Budget:** **\$53,282.51**

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$2,000

**Recommendation:** Recommend for single year funding, as not eligible for the multiple year funding cycle.

**Staff Comments /  
Conditions:** In future years, it is desired that WildResearch Society expands its educational conservation science opportunities into Richmond City Parks in addition to Iona Beach Regional Park (IBRP), in order to connect a larger number of Richmond residents to nature.

## 2018 Parks, Recreation and Community Events Grants – Application Scoring Criteria

<i>Scoring</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes</i>		
<b>Eligibility</b>		
1	The applicant is a non-profit society and its Board of Directors approved the grant application.	
2	The applicant is requesting a grant for: <ul style="list-style-type: none"> <li>• operating assistance;</li> <li>• a community service program or project for Richmond residents; or</li> <li>• a neighbourhood or community-based event for Richmond residents.</li> </ul>	
3	The applicant has not received another grant from the City this year for the proposed project or service.	
4	If the applicant received a grant last year, it <ul style="list-style-type: none"> <li>• submitted a grant use report; and</li> <li>• used the full grant amount for the stated purpose or returned the remaining funds to the City.</li> </ul>	
5	If the applicant applied for multi-year grant, the current application is for the same purpose as previous years.	

<i>Scoring</i> <input type="checkbox"/> 0 <i>No Answer</i> 1 <i>Strongly Disagree</i> 2    3 <i>Somewhat Disagree</i> 4    5 <i>Neutral</i> 6    7 <i>Somewhat Agree</i> 8    9 <i>Strongly Agree</i>		
<b>Applicant</b>		
6	The applicant has a reputation for: <ul style="list-style-type: none"> <li>• high quality;</li> <li>• credible;</li> <li>• efficient;</li> <li>• effective; and</li> <li>• stable;</li> </ul> operations and programs (e.g. accreditation, licenses).	
7	The applicant demonstrates efficiency and effectiveness.	
8	The applicant has sufficient organizational capacity to deliver the proposed project or service.	
9	The applicant is self-sufficient and does not rely largely on City funding, assistance, programs or services for its operations.	

Impact on Community and Engagement		
10	The grant will be used to improve quality of life for Richmond residents, build community or improve the applicant's organizational capacity.	
11	The proposed project or service: <ul style="list-style-type: none"> <li>• is inclusive; and</li> <li>• will reach a large number of Richmond residents or a vulnerable population.</li> </ul>	
12	Primarily Richmond residents will be served.	
13	There is a demonstrated community need for the proposed project or service.	
14	The proposed project or service is unique (a similar project or service is not currently offered).	
15	The proposed project or service will engage a large number of volunteers.	
16	Partnerships and/or collaborative relationships with other organizations have been established.	

Financials		
17	The applicant submitted: <ul style="list-style-type: none"> <li>• financial statements;</li> <li>• an operating budget for the current fiscal year; and</li> <li>• a budget for the proposed project or service.</li> </ul>	
18	The applicant has sought funding from sources other than the City for the proposed project or service.	
19	The applicant requires financial assistance to implement the proposed project or service.	
20	The applicant is working towards not being dependent on City funding or assistance for the project or service.	
21	The budget is reasonable and realistic for the proposed project or service.	
22	The applicant applied the "user pay" principle where appropriate.	

Quality of Application		
23	The application is complete and provides detailed explanations.	
24	Information is presented in a clear, coherent and convincing manner.	

**City of Richmond**

**2018 Grant Program Guidelines**

**For**

**Health, Social & Safety**

**and**

**Parks, Recreation & Community Events**

Revised August 2017





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## 1. Overview

### (i) City Grant Policy

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

### (ii) Purpose

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

### (iii) Principles

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

### (iv) Goal

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

### (v) Objectives

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

## 2. Program Funding

### (i) Base Program Funding

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

### (ii) Annual Cost of Living Increase

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

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are returned to the City's General Revenue Account.

### 3. Definitions

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

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

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

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

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

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

### 4. Eligibility

#### (i) Who is Eligible

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

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

#### (iv) Items Eligible For Funding

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

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

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

The following items will not be funded:

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

**(vi) Grant Limitations**

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

**5. Application Assessment Criteria**

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

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

**(ii) Assessment Considerations**

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

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

**(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

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

**(iv) Financial Statements**

Applicants must submit:

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

**(v) User Pay Principle**

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

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

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

## **6. The Grant Review Process**

### **(i) The Grant Review Process**

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

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

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

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

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

### **(iii) Application Deadline**

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

### **(iv) Late Applications**

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

### **(v) Staff Review**

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

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

### **(vi) General Purposes Committee Review**

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

## **7. Awarding of Grants**

### **(i) Council Decision**

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

### **(ii) Grant Disbursement**

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

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

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

### **(iv) Recuperation of Grant**

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

### **(v) No Appeal**

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

## **8. Further Information**

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



**City Grant Policy**

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

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the three City Grant Programs will receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9798**

The Council of the City of Richmond enacts as follows:

1. That Business Regulation Bylaw No. 7538, as amended, is further amended by adding the following address in Schedule A item 1.

Civic Address	Civic Number	Original Bylaw Reference
1. Alderbridge Way	7951 Unit 160	9798

And renumbering the rest of the current addresses in sequential order.

2. This Bylaw is cited as "Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9798".

FIRST READING

JAN 15 2018

SECOND READING

JAN 15 2018

THIRD READING

JAN 15 2018

LEGAL REQUIREMENTS SATISFIED

JAN 18 2018 JAN 25 2018

ADOPTED



MAYOR

CORPORATE OFFICER



**Boulevard and Roadway Protection and Regulation Bylaw No. 6366  
Amendment Bylaw No. 9817**

The Council of the City of Richmond enacts as follows:

- 1) The **Boulevard and Roadway Protection and Regulation Bylaw No. 6366**, as amended, is further amended:
  - a) By re-numbering section 11 to section 12.
  - b) By re-numbering section 12 to section 13.
  - c) By re-numbering section 13 to section 14.
  - d) By adding a new section 11:

“11. For securities collected under subsections 5(a)(i), 5(a)(ii) and 5(a)(iii), the City will assess an annual \$500 Administrative Fee for each full year the security remains unclaimed after the date that is two years from issuance of the permit.”
- 2) This Bylaw is cited as **“Boulevard And Roadway Protection And Regulation Bylaw No. 6366, Amendment Bylaw No. 9817”**.

FIRST READING

JAN 29 2018

SECOND READING

JAN 29 2018

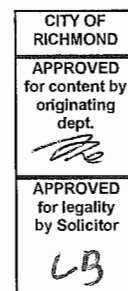
THIRD READING

JAN 29 2018

ADOPTED

\_\_\_\_\_  
MAYOR

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





**Development Permit Panel  
Wednesday, January 31, 2018**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Joe Erceg, Chair  
Robert Gonzalez, General Manager, Engineering and Public Works  
Cecilia Achiam, General Manager, Community Safety

The meeting was called to order at 3:30 p.m.

**Minutes**

It was moved and seconded

*That the minutes of the meeting of the Development Permit Panel held on January 17, 2018 be adopted.*

**CARRIED**

**1. Development Permit 16-735007  
(REDMS No. 5611727)**

APPLICANT: Alex Sartori  
PROPERTY LOCATION: 6020 No. 4 Road  
INTENT OF PERMIT:

Permit the construction of a Single-Family Residential Dwelling at 6020 No. 4 Road on a site zoned "Agriculture (AG1)" and designated as an Environmentally Sensitive Area (ESA).

## **Development Permit Panel**

### **Wednesday, January 31, 2018**

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#### **Applicant's Comments**

Richard Zhang, Bouthouse Design Group, Inc., briefed the Panel on the changes to the proposed development's site and landscape plans in response to the Panel's referrals at the April 12, 2017 and September 27, 2017 meetings of the Panel and highlighted the following:

- the proposed house size and farm home plate area have been reduced and now fully comply with the "Agriculture (AG1)" zone;
- the house and septic field have been shifted westward to reduce the impacts on the Environmentally Sensitive Area (ESA);
- previously proposed structures and landscaping atop the septic field have been removed and will be covered with grass;
- the driveway has been moved slightly northward but is still south of the mid-point of the lot; and
- the grading plan has been adjusted.

Alex Sartori, Sartori Environmental Inc., noted that (i) the vegetated portion of the ESA has been increased from 27 per cent, (ii) birch trees have been removed from the plant list in response to public comments, (iii) native species are proposed to be planted in the ESA, (iv) fencing will be installed along the outside edge of delineated ESA to protect the ESA, (v) an invasive plant species management plan is proposed for the management and removal of invasive plants within the ESA, and (vi) an irrigation system is proposed for watering of landscaped areas and to increase the survivability of newly planted trees and shrubs.

In response to a query from the Panel, Mr. Sartori acknowledged that the three-year annual monitoring and reporting to the City by a Qualified Environmental Professional is intended to ensure survivability of new plantings and control the growth of invasive plant species in the ESA.

In response to a further query from the Panel, Mr. Sartori confirmed that in lieu of birch trees, a dense mix of native riparian trees, shrubs and ground cover species are proposed to be planted in the ESA.

#### **Staff Comments**

Wayne Craig, Director, Development, noted that (i) the applicant has worked hard with staff to address the Panel's concerns, (ii) the revised proposal has significantly increased the extent of planting on the subject site, and (iii) the City will hold the landscape security for the duration of the three-year monitoring period for the ESA landscaping area.

#### **Gallery Comments**

None.

**Development Permit Panel**  
**Wednesday, January 31, 2018**

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**Correspondence**

None.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would permit the construction of a Single-Family Residential Dwelling at 6020 No. 4 Road on a site zoned "Agriculture (AG1)" and designated as an Environmentally Sensitive Area (ESA).*

**CARRIED**

**2. Development Permit 17-774155**

(REDMS No. 5660408)

APPLICANT: Suncor Energy Inc.

PROPERTY LOCATION: 11991 Steveston Highway

**INTENT OF PERMIT:**

Permit the modification of an existing commercial building and drive-through to accommodate a drive-through restaurant establishment as a secondary use to the gas station at 11991 Steveston Highway on a site zoned "Gas Station Commercial (ZC15) – Broadmoor and Ironwood Area".

**Applicant's Comments**

Anna Stilwell, Suncor Energy, noted the following revisions to the design of the rooftop mechanical screening and other proposed measures to address the Panel's referral at the January 17, 2018 meeting of the Panel:

- the previously proposed height of the rooftop mechanical equipment screen has been reduced by 0.7 meters (2.3 feet), which is now consistent with the existing height of the existing rooftop mechanical equipment screening;
- the rooftop mechanical screening has been redesigned and horizontal slats with reveals are proposed to provide additional detailing and articulation to the structure;
- the colour of the proposed rooftop screening will match the existing colour of the building; and
- a silencer will be installed on one rooftop mechanical equipment and a new mechanical equipment with lower sound level generation has been selected to comply with the City's Noise Regulation Bylaw.



## **Development Permit Panel**

### **Wednesday, January 31, 2018**

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In response to a query from the Panel, Ms. Stilwell acknowledged that the applicant worked with staff in developing the proposed measures to address Panel's concerns regarding the design and height of the previously proposed rooftop screening for mechanical equipment.

#### **Gallery Comments**

None.

#### **Correspondence**

None.

#### **Panel Discussion**

The Chair noted that the applicant has satisfactorily addressed Panel's concern regarding the height of the previously proposed rooftop mechanical equipment screening in view of the proximity of the project's location to residential developments.

#### **Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would permit the modification of an existing commercial building and drive-through to accommodate a drive-through restaurant establishment as a secondary use to the gas station at 11991 Steveston Highway on a site zoned "Gas Station Commercial (ZC15)- Broadmoor and Ironwood Area".*

**CARRIED**

### **3. New Business**

Mr. Craig advised that there are no agenda items for the next scheduled meeting of the Panel on Wednesday, February 14, 2018.

It was moved and seconded

*That the meeting of the Development Permit Panel scheduled on Wednesday, February 14, 2018 be cancelled.*

**CARRIED**

**Development Permit Panel**  
**Wednesday, January 31, 2018**

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4.     **Date of Next Meeting: February 28, 2018**

5.     **Adjournment**

It was moved and seconded

*That the meeting be adjourned at 3:50 p.m.*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the  
Development Permit Panel of the Council  
of the City of Richmond held on  
Wednesday, January 31, 2018.

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Joe Erceg  
Chair

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Rustico Agawin  
Auxiliary Committee Clerk



# City of Richmond

## Report to Council

**To:** Richmond City Council

**Date:** February 7, 2018

**From:** Joe Erceg  
Chair, Development Permit Panel

**File:** 01-0100-20-DPER1-  
01/2018-Vol 01

**Re:** Development Permit Panel Meeting Held on May 24, 2017

### Staff Recommendation

1. That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 15-694616) for a portion of the property at 10199 River Drive be endorsed, and the Permit so issued.

Joe Erceg  
Chair, Development Permit Panel  
(604-276-4083)

SB:blg

### **Panel Report**

The Development Permit Panel considered the following items at its meeting held on May 24, 2017.

DP 15-694616 – DAVA DEVELOPMENTS LTD. – PORTION OF 10199 RIVER DRIVE  
(May 24, 2017)

The Panel considered a Development Permit application to permit the construction of 85 townhouses on a site zoned “Residential Mixed Use Commercial (ZMU17) – River Drive/ No. 4 Road (Bridgeport)”. A variance is included in the proposal for a reduced east side yard setback.

Architect, Wayne Fougere, of Fougere Architecture, Inc.; and Landscape Architect, Mary Chan Yip, of PMG Landscape Architects, provided a brief presentation, noting:

- The project is Phase 2 of the multi-phase overall Parc Riviera development. Due to marketing considerations, the proposal was changed from the Phase 1 design; with apartments on top of a parking structure to traditional ground-oriented townhouses.
- Inner residential townhouse units are contemporary in character and have characteristics similar to buildings in Phase 1. The three-storey townhouses facing River Drive have a more traditional form and character and are designed to appear like they are 2 ½-storey height in order to provide a transition between the proposed development and the single-family character on the south side of River Drive.
- Six color/material schemes with beige as a base color are proposed for the townhouse units.
- Two publicly accessible pedestrian paths from River Drive to the dike are proposed.
- The majority of the townhouse units are three-storeys; with two four-storey townhouse buildings, providing transition between the adjacent six-storey apartment building in Phase 1 and three-storey townhouses in the subject site. The three-storey buildings fronting the dike and the park appear like two-storey building height as seen from the dike and the park walkway due to the raised grade interface with the park and the dike.
- An outdoor amenity area with play components and seating areas is proposed adjacent to the central pedestrian mews and dike edge.

In response to Panel queries, Mr. Fougere, Ms. Chan Yip and developer, Nelson Chung, of Dava Developments advised that:

- 16 townhouse units include a rooftop deck.
- The Phase 1 shared internal street at the western edge of the subject site was designed to be shared by motorists and pedestrians.

- The shared internal street is generously open and accessible to the public and enhanced with plaza design elements and tree planting.
- The wide pedestrian mews in the middle of the site is accessible to the public and not gated.
- Grade transitions help define the semi-private and public spaces along the public central pedestrian mews.
- The central pedestrian mews will be connected to a pedestrian crossing across River Drive.
- The paved area in the eastern portion of the site is not intended as a public walkway, but can be accessed from River Drive.
- Native species planting is proposed in the Environmentally Sensitive Area (ESA), as well as beyond the ESA defined line further into the subject site. The proposed ESA landscaping treatment will be extended to the public park and future development phases to the east of the subject site.
- Ten visitor parking spaces are proposed on the east side, including an accessible visitor parking space, and seven on the west side.
- The proposed development will be built in two phases and the outdoor amenity area, central pedestrian mews and frontage improvements will be constructed as part of the first phase.
- The proposed four-storey townhouse units will have parking on the ground floor, living room, dining and kitchen on the main floor, and bedrooms on the two upper levels.
- Two three-storey convertible units are proposed.

Staff noted that: i) the proposed setback variance associated to the project reducing the setback to the public park to the east is supported by staff, as it provides passive surveillance opportunities into the park and, in recognition of the significant public central pedestrian mews connection from River Drive to the dike; (ii) the buildings were designed to meet aircraft noise acoustical standards; (iii) the project will be connected to an existing private District Energy Utility (DEU) system; and (iv) the construction of the public park is tied to the future development on the east side of the park and not to the subject site.

In reply to a Panel query, staff confirmed that the proposed two three-storey buildings adjacent to the park appear to have a lower two-storey building height as seen from the park due to grade transitions.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends the Permit be issued.