

## City Council Electronic Meeting

Council Chambers, City Hall 6911 No. 3 Road Monday, February 13, 2023 7:00 p.m.

Pg. # ITEM

### **MINUTES**

1. Motion to:

CNCL-14

(1) adopt the minutes of the Regular Council meeting held on January 30, 2023; and

CNCL-22

(2) receive for information the Metro Vancouver 'Board in Brief' dated January 27, 2023.

### **AGENDA ADDITIONS & DELETIONS**

#### **PRESENTATION**

Camilla Tibbs, Executive Director, Gateway Theatre, and Diane Purvey, Chair, of the Gateway Board to speak on the Gateway Theatre's annual presentation.

#### COMMITTEE OF THE WHOLE

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

3. Delegations from the floor on Agenda items.

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

4. Motion to rise and report.

### 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
- 2023 Community Mural Program Projects
- Application by the City of Richmond for a Heritage Alteration Permit at 6511 Dyke Road (London Farm)
- Application by the City of Richmond for a Heritage Alteration Permit at 5180 Westwater Drive (Britannia Shipyards)
- 2023 Arts and Culture Grants
- 2023 Parks, Recreation and Community Events Grants
- 2023 Environmental Enhancement Grants
- 2023 Health, Social And Safety Grants
- 2023 Child Care Grants

- Richmond Community Protocol: Responding to Racism and Hate
- Land use applications for first reading (to be further considered at the Public Hearing on March 20, 2023):
  - 7780, 7800, 7804, 7820 And 7840 River Road Rezone from Auto-Oriented Commercial (CA) To High Rise Riverfront Commercial (ZC49) Aberdeen Village (City Centre) (Urban Solutions Architecture Ltd. Applicant)
- Child Care Development Advisory Committee 2022 Annual Report And 2023 Work Program
- Richmond Community Services Advisory Committee (RCSAC) 2022
   Annual Report And 2023 Work Program
- Richmond Heritage Commission 2022 Annual Report & 2023 Work Program And Budget Allocation
- 5. Motion to adopt Items No. 6 through No. 19 by general consent.

Consent Agenda Item

#### 6. COMMITTEE MINUTES

That the minutes of:

- CNCL-24 (1) the Finance Committee meeting held on February 6, 2023;
- CNCL-26 (2) the General Purposes Committee meeting held on February 6, 2023;
- CNCL-34 (3) the Parks, Recreation and Cultural Services Committee meeting held on January 31, 2023; and
- CNCL-39 (4) the Planning Committee meeting held on February 7, 2023; be received for information.

Consent Agenda Item

#### 7. 2023 COMMUNITY MURAL PROGRAM PROJECTS

(File Ref. No. 11-7000-09-20-255) (REDMS No. 7065973)

#### CNCL-43

#### See Page CNCL-43 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the 2023 Community Mural Program Projects as presented in the staff report titled "2023 Community Mural Program Projects", dated December 9, 2022, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2023-2027) is adopted by Council.

Consent Agenda Item 8. APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 6511 DYKE ROAD (LONDON FARM)

(File Ref. No. HA 22-025867) (REDMS No. 7084243)

#### CNCL-66

#### See Page CNCL-66 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That a Heritage Alteration Permit be issued which will permit the addition of a new pond boardwalk and replacement orientation sign at London Farm, 6511 Dyke Road, as outlined in the staff report titled "Application by the City of Richmond for a Heritage Alteration Permit at 6511 Dyke Road (London Farm)", dated January 3, 2023, from the Director, Parks Services, and Director, Arts, Culture and Heritage Services.

Consent Agenda Item 9. APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 5180 WESTWATER DRIVE (BRITANNIA SHIPYARDS)

(File Ref. No. HA 22-026415) (REDMS No. 7091474)

#### CNCL-89

#### See Page CNCL-89 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That a Heritage Alteration Permit be issued to authorize alterations to the landside buildings at Britannia Shipyards, 5180 Westwater Drive, as outlined in the staff report titled, "Application by the City of Richmond for a Heritage Alteration Permit at 5180 Westwater Drive (Britannia Shipyards)", dated January 3, 2023, from the Director Arts, Culture and Heritage Services and the Director, Facilities and Project Development.

Consent Agenda Item 10. 2023 ARTS AND CULTURE GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7079502)

#### **CNCL-175**

#### See Page CNCL-175 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the 2023 Arts and Culture Grants be awarded for the total recommended amount of \$124,258, as identified in Attachment 1 of the staff report titled "2023 Arts and Culture Grants", dated January 10, 2023, from the Director, Arts, Culture and Heritage Services; and
- (2) That the grant funds be disbursed accordingly following Council approval.

Consent Agenda Item 11. **2023 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS** (File Ref. No. 03-1085-01) (REDMS No. 7107643)

#### CNCL-242

#### See Page CNCL-242 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the 2023 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the total recommended amount of \$95,017, as identified in Attachment 1 of the staff report titled "2023 Parks, Recreation and Community Events Grants", dated January 10, 2023, from the Director, Recreation and Sport Services and the Director, Parks Services; and
- (2) That the grant funds be disbursed accordingly following Council approval.

Consent Agenda Item

#### 12. 2023 ENVIRONMENTAL ENHANCEMENT GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7099784)

#### **CNCL-299**

#### See Page CNCL-299 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the 2023 Environmental Enhancement Grants be awarded for the total recommended amount of \$36,393, as identified in Attachment 1 of the staff report titled "2023 Environmental Enhancement Grants", dated January 9, 2023, from the Director, Parks Services; and
- (2) That the grant funds be disbursed accordingly following Council approval.

Consent Agenda Item

#### 13. 2023 HEALTH, SOCIAL AND SAFETY GRANTS

(File Ref. No. 07-3300-01) (REDMS No. 7086433)

#### CNCL-403

#### See Page CNCL-403 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the 2023 Health, Social and Safety Grants of \$661,312 as identified in Attachment 1 of the staff report titled "2021 Health, Social and Safety Grants", dated January 18, 2021, from the Director, Community Social Development, be adjusted to include the balance of \$5,605 to be disbursed equally between the Multicultural Helping House Society, Parish of St. Albans, and Richmond Poverty Reduction Coalition, and that the adjusted total recommended amount of \$666,917 be awarded; and
- (2) That the grant funds be disbursed accordingly following Council approval.

Consent Agenda Item

#### 14. 2023 CHILD CARE GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7055435))

#### **CNCL-506**

#### See Page CNCL-506 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the Child Care Capital Grants be awarded for the total recommended amount of \$49,936.46, as identified in the staff report titled "2023 Child Care Grants", dated January 4, 2023, from the Director, Community Social Development;
- (2) That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$10,000.00; and
- (3) That the grant funds be disbursed accordingly following Council approval.

Consent Agenda Item 15. RICHMOND COMMUNITY PROTOCOL: RESPONDING TO RACISM AND HATE

(File Ref. No.)

#### CNCL-546

#### See Page CNCL-546 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

That Richmond endorses the "Richmond Community Protocol: Responding to Racism and Hate," as created in collaboration with many Richmond stakeholders, including the RCMP, Richmond School Board, City of Richmond and Richmond Library and set out protocols to help organizations, community members, and stakeholders tackle racism and respond promptly and effectively to incidents of racism and hate.

Consent Agenda Item 16. APPLICATION BY URBAN SOLUTIONS ARCHITECTURE LTD. FOR REZONING AT 7780, 7800, 7804, 7820 AND 7840 RIVER ROAD FROM AUTO-ORIENTED COMMERCIAL (CA) TO HIGH RISE RIVERFRONT COMMERCIAL (ZC49) – ABERDEEN VILLAGE (CITY CENTRE)

(File Ref. No. RZ 17-788900) (REDMS No. 6892905)

#### **CNCL-579**

#### See Page CNCL-579 for full report

#### PLANNING COMMITTEE RECOMMENDATION

- (1) That Official Community Plan Amendment Bylaw 10213, to amend:
  - (a) Official Community Plan Bylaw 9000, Schedule 1 (City of Richmond 2041 OCP Land Use Map), including amending the land use designation of 7840 River Road from "Park" to "Commercial", and amending the land use designation of 7711 River Road and a portion of 7851 River Road from "Commercial" to "Park"; and
  - (b) Official Community Plan Bylaw 7100, Schedule 2.10 (City Centre Area Plan), including amending infrastructure policies to clarify the City's intent regarding the coordination of dike improvements with new development and amending the land use designations in the Generalized Land Use Map (2031), Specific Land Use Map: Capstan Village (2031), Specific Land Use Map: Aberdeen Village (2031) and reference maps throughout the Plan to relocate park, road, pedestrian linkages and commercial uses in the vicinity of 7840 River Road, 7711 River Road and a portion of 7851 River Road,

be introduced and given first reading.

- (2) That Bylaw 10213, having been considered in conjunction with:
  - (a) the City's Financial Plan and Capital Program;
  - (b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act.

- (3) That Bylaw 10213, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.
- (4) That Richmond Zoning Bylaw 8500, Amendment Bylaw 10212, to create the "High Rise Riverfront Commercial (ZC49) Aberdeen Village (City Centre)" zone and to rezone 7780, 7800, 7804, 7820 and 7840 River Road from "Auto-Oriented Commercial (CA)" to "High Rise Riverfront Commercial (ZC49) Aberdeen Village (City Centre)", be introduced and given first reading.

Consent Agenda Item

#### 17. CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2022 ANNUAL REPORT AND 2023 WORK PROGRAM

(File Ref. No. 07-3070-01) (REDMS No. 7099257)

**CNCL-665** 

#### See Page CNCL-665 for full report

#### PLANNING COMMITTEE RECOMMENDATION

That the Child Care Development Advisory Committee's 2022 Annual Report and 2023 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2022 Annual Report and 2023 Work Program", dated January 3, 2023, from the Director, Community Social Development, be approved.

Consent Agenda Item 18. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) 2022 ANNUAL REPORT AND 2023 WORK PROGRAM

(File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 7086192)

**CNCL-677** 

#### See Page CNCL-677 for full report

#### PLANNING COMMITTEE RECOMMENDATION

That the Richmond Community Services Advisory Committee's 2022 Annual Report and 2023 Work Program, as outlined in the staff report titled "Richmond Community Services Advisory Committee 2022 Annual Report and 2023 Work Program", dated January 3, 2023, from the Director, Community Social Development, be approved.

Consent Agenda Item 19. RICHMOND HERITAGE COMMISSION 2022 ANNUAL REPORT & 2023 WORK PROGRAM AND BUDGET ALLOCATION

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 7080842)

**CNCL-688** 

#### See Page CNCL-688 for full report

#### PLANNING COMMITTEE RECOMMENDATION

- (1) That the Richmond Heritage Commission 2023 Work Program, as presented in the staff report titled "Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and Budget Allocation", dated January 9, 2023, from the Director, Policy Planning, be approved; and
- (2) That the Richmond Heritage Commission 2023 Budget Allocation, as presented in the staff report titled "Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and Budget Allocation", dated January 9, 2023, from the Director, Policy Planning, be approved.

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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NON-CONSENT AGENDA ITEMS

### GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

## 20. 2023 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS - KIDSPORT

(File Ref. No. 03-1085-01/2022-Vol 01) (REDMS No. 6708493)

#### CNCL-242

#### See Page CNCL-242 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the grant to KidSport be awarded in the amount of \$20,000; and
- (2) That \$5,000 be held back and that staff be directed, in consultation with the President, Richmond Sports Council, to allocate and administer grants for sports groups not recognized by KidSport, and that any remaining balance at the end of the year would again be adjudicated by staff in conjunction with the President, Richmond Sports Council, and can be given to KidSport.

## 21. ADOPTION OF TERMINOLOGY AND DEFINITIONS IN CANADA'S ANTI-RACISM STRATEGY

(File Ref. No.)

#### **CNCL-695**

#### See Page CNCL-695 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Heed

- (1) That the City of Richmond adopt the terminology and definitions in pages 21-24 of Canada's Anti-Racism Strategy 2019-2022 in its entirety; and
- (2) That, for clarity, adopting these definitions does not preclude the criticism of specific actions of a particular government or state.

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Pg. #	IIEIVI	
	22.	CAMPAIGN FINANCING DISCLOSURE STATEMENTS FOR 2022 GENERAL LOCAL AND SCHOOL ELECTION – FAILURE TO FILE (File Ref. No.12-8125-80-01, REDMS No. 7134692)
CNCL-701	-	See Page CNCL-701 for full report
		STAFF RECOMMENDATION
		That the report titled "Campaign Financing Disclosure Statements for 2022 General Local and School Election – Failure to File", dated February 7, 2023, from the Chief Election Officer, be received for information by Richmond City Council in accordance with the requirement of Section 61(2) of the Local Elections Campaign Financing Act.
		PUBLIC ANNOUNCEMENTS AND EVENTS
		NEW BUSINESS
		BYLAWS FOR ADOPTION
CNCL-703	i	Traffic Bylaw No. 5870, Amendment Bylaw No. 10434 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.
CNCL-704	ļ	Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.
		DEVELOPMENT PERMIT PANEL

## 23. RECOMMENDATION

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

## Council Agenda – Monday, February 13, 2023

Pg.#	ITEM			
CNCL-707 (1)		(1)	That the minutes of the Development Permit Panel meeting held on	
CNCL-719	)		December 14, 2022, and the <b>Chair's report</b> for the Development Permit Panel meetings held on April 29, 2022, be received for information; and	
		(2)	That the recommendations of the Panel to authorize the issuance of: Development Permit (DP 18-826280) for the properties at 4100 Vanguard Road, be endorsed and the Permit so issued.	
		ADJ	OURNMENT	





## **Regular Council**

## Monday, January 30, 2023

Place:

Council Chambers

Richmond City Hall

Present:

Mayor Malcolm D. Brodie

Councillor Chak Au Councillor Carol Day

Councillor Laura Gillanders Councillor Kash Heed Councillor Andy Hobbs Councillor Alexa Loo Councillor Bill McNulty

Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

Call to Order:

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

RES NO. ITEM

## **MINUTES**

R23/2-1

It was moved and seconded

That:

- (1) the minutes of the Regular Council meeting held on January 16, 2023, be adopted as circulated; and
- (2) the minutes of the Regular Council meeting for Public Hearings held on January 23, 2023, be adopted as circulated.

**CARRIED** 





## Regular Council Monday, January 30, 2023

## **AGENDA ADDITIONS & DELETIONS**

R23/2-2

It was moved and seconded

That page CNCL 6 of the Council Agenda be amended to reflect that Item 12 be changed to Item 13 and that Bylaw No. 10429 note opposition at  $1^{st}/2^{nd}/3^{rd}$  Readings by Councillor Au.

**CARRIED** 

## COMMITTEE OF THE WHOLE

R23/2-3

2. It was moved and seconded

That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

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

R23/2-4

4. It was moved and seconded

That Committee rise and report (7:02 p.m.).

**CARRIED** 

## **CONSENT AGENDA**

R23/2-5

5. It was moved and seconded

That Items No. 6 through No. 12 be adopted by general consent.

**CARRIED** 

#### **Minutes**



## Regular Council Monday, January 30, 2023

#### 6. COMMITTEE MINUTES

That the minutes of:

- (1) the Community Safety Committee meeting held on January 17, 2023;
- (2) the General Purposes Committee meeting held on January 23, 2023;
- (3) the Planning Committee meeting held on January 24, 2023; and
- (4) the Public Works and Transportation Committee meeting held on January 25, 2023; (distributed separately)

be received for information.

#### ADOPTED ON CONSENT

7. RICHMOND SENIORS ADVISORY COMMITTEE 2022 ANNUAL REPORT AND 2023 WORK PROGRAM

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 7079916, 7081349, 7031569)

That the staff report titled "Richmond Seniors Advisory Committee 2022 Annual Report and 2023 Work Program," dated December 8, 2022, from the Director, Community Social Development, be approved.

#### ADOPTED ON CONSENT

- 8. RICHMOND ADVISORY COMMITTEE ON THE ENVIRONMENT 2022 ANNUAL REPORT AND 2023 WORK PROGRAM (File Ref. No. 01-0100-30-ACEN1-01) (REDMS No. 7084758)
  - (1) That the Richmond Advisory Committee on the Environment 2022 Annual Report, as presented in the staff report titled "Richmond Advisory Committee on the Environment 2022 Annual Report and 2023 Work Program", dated December 13, 2022 from the Director of Policy Planning, be received for information; and



## Regular Council Monday, January 30, 2023

(2) That the Richmond Advisory Committee on the Environment 2023 Work Program, as presented in the staff report titled "Richmond Advisory Committee on the Environment 2022 Annual Report and 2023 Work Program", dated December 13, 2022 from the Director of Policy Planning, be approved.

ADOPTED ON CONSENT

## 9. APPLICATION TO THE BLOOMBERG INITIATIVE FOR CYCLING INFRASTRUCTURE GRANT

(File Ref. No. 03-1080-01) (REDMS No. 7102388)

- (1) That the submission for cost-sharing to the Bloomberg Initiative for Cycling Infrastructure Grant Program as described in the staff report titled "Application to The Bloomberg Initiative for Cycling Infrastructure Grant", dated January 9, 2023, from the Director, Transportation be endorsed;
- (2) A letter of support from the City be included in the grant application;
- (3) That, should the above application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized on behalf of the City to execute the funding agreement; and
- (4) That the Consolidated 5 Year Financial Plan (2023-2027) be amended accordingly.

ADOPTED ON CONSENT

## 10. PROPOSED AMENDMENTS TO TRAFFIC BYLAW NO. 5870 TO REMOVE 60 KM/H SPEED ZONES

(File Ref. No. 12-8060-20-010434) (REDMS No. 7065443)

- (1) That Traffic Bylaw No. 5870, Amendment Bylaw No. 10434, as described in the staff report titled "Proposed Amendments to Traffic Bylaw No. 5870 to Remove 60 km/h Speed Zones", be given first, second and third readings; and
- (2) A letter be sent to the Province of British Columbia to implement additional automated speed enforcement programs in Richmond.

ADOPTED ON CONSENT

#### Minutes



## Regular Council Monday, January 30, 2023

Direction to staff to ensure public communication on the amended speed zones was noted.

11. AMENDMENTS TO THE RECYCLING REGULATION AND RECYCLE BC PROGRAM

(File Ref. No. 10-6370-01) (REDMS No. 7088640)

That the expanded scope of items to be accepted in the City's recycling programs, as outlined in Attachment 1 of the staff report dated December 19, 2022, titled "Amendments to the Recycling Regulation and Recycle BC Program, from the Director Public Works Operations, be endorsed.

ADOPTED ON CONSENT

- 12. **PROGRESS UPDATE ON BUILDING BENCHMARK BC PROGRAM** (File Ref. No. 10-6125-07-02) (REDMS No. 7087345))
  - (1) That a letter be sent to the Provincial government to request assistance to promote the Building Benchmark BC Program; and
  - (2) That staff examine options to increase awareness of the Building Benchmark BC Program to appropriate building owners and occupiers and report back.

ADOPTED ON CONSENT

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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#### **Minutes**



## Regular Council Monday, January 30, 2023

#### NON-CONSENT AGENDA ITEM

## **GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

## 13. SOIL OR FILL USE APPLICATION FOR THE PROPERTY AT 8251 NO. 5 ROAD (GARCHA)

(File Ref. No. 12-8080-12-01) (REDMS No. 6990060)

R23/2-6

It was moved and seconded

That the 'Soil or Fill Use' application, submitted by Harbinder (Harry) Garcha (Applicant), proposing to retain soil for the purpose of improving the agricultural capability of the property located at 8251 No. 5 Road, be authorized for referral to the Agricultural Land Commission (ALC) for the ALC to review and determine the merits of the proposal from an agricultural perspective as the Applicant has satisfied all of the City's current reporting requirements.

The question on the motion was not called as discussion ensued with respect to (i) bylaw enforcement options, (ii) the soil deposit application process, (iii) the timeline and quality of the unauthorized fill, and (iv) the viability of the farm.

In response to queries from Council staff noted (i) ongoing proactive patrols in the fall of 2021 uncovered the unauthorized fill by the property owner, triggering a stop work order, (ii) a letter of notice was issued by the ALC in May, 2022, (iii) the property owner was advised of the process to achieve compliance and (iv) no fines were issued, the initial intention would be to have a removal order.

The Regular Council meeting was recessed at 7:53 p.m. and a Special (Closed) Council meeting was called to order.

The Regular Council meeting reconvened at 8:13 p.m.





## Regular Council Monday, January 30, 2023

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

R23/2-7

It was moved and seconded

That the report titled "Soil or Fill Use Application for the Property at 8251 No. 5 Road (Garcha)", dated December 20, 2022, from the Director, Community Bylaws and Licencing, be referred back to staff to consider the matter of court action and report back.

The question on the referral motion was not called as a brief discussion ensued with regards to (i) the viability of the soil (ii) noted support of the farm, and (iii) soil inspections, policies and public communication regarding agricultural land.

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

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

As a result of further discussion regarding the Soil or Fill Use Application process, the following **referral motion** was introduced:

R23/2-8

It was moved and seconded

That the matter of Soil or Fill Use Application process be referred to staff to review and recommend strategies to better advise the agricultural community regarding the requirements for Agricultural Land Commission and City of Richmond approval when filling soil on their agricultural property, and provide comments and advice regarding the procedures and options for enforcement of the soil bylaw rules.

**CARRIED** 

## PUBLIC ANNOUNCEMENTS AND EVENTS



#### **Minutes**

## Regular Council Monday, January 30, 2023

### BYLAWS FOR ADOPTION

R23/2-9

It was moved and seconded

That the Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429

be adopted.

**CARRIED** 

R23/2-10

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10369

(7420/7440 Langton Road, RZ 21-927633) be adopted.

**CARRIED** 

### **ADJOURNMENT**

R23/2-11

It was moved and seconded

That the meeting adjourn (8:31 p.m.).

**CARRIED** 

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on

Monday, January 30, 2023.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

4515 Central Blvd, Burnaby, BC V5H 4J5

604-432-6200

metrovancouver.org

#### For Metro Vancouver meetings on Friday, January 27, 2023

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: <a href="media@metrovancouver.org">media@metrovancouver.org</a>.

#### **Metro Vancouver Regional District**

## E1.1 Township of Langley (1361 – 200 Street) – Request for Sanitary Service Extension and Covenant Discharge

**APPROVED** 

The Township of Langley requested a sanitary service extension for a property located at 1361 200 Street, and requested support for discharging Covenant BB647806 as well as two covenants for additional affected properties. The property is located within a Sewerage Extension Area per *Metro 2040*, with the existing building footprint included in the Fraser Sewerage Area. This property is in the Agricultural Land Reserve, is designated "agricultural" in *Metro 2040*, and is located outside of the Urban Containment Boundary. Staff analysis determined the request is generally consistent with *Metro 2040*.

The Board resolved that the requested sewerage extension is generally consistent with the provisions of *Metro 2040*, supported the discharging of three covenants within the affected area, and forwarded both the sewage area extension application recommendation and support for covenant discharge to the GVS&DD Board.

#### I 1 Committee Information Items and Delegation Summaries

**RECEIVED** 

The Board received a delegation summary from a standing committee.

Regional Planning Committee – January 13, 2023

Delegations:

3.1 Roderick Lewis

#### **Greater Vancouver Water District**

#### G.1 Development Cost Charge (DCC) Review Process and Rate Bylaw

**APPROVED** 

On October 28, 2022, the Board gave three readings to both the proposed *Greater Vancouver Water District Development Cost Charge Bylaw No. 257, 2022* and the *Greater Vancouver Water District Water Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Bylaw No. 256, 2022* and subsequently sent the bylaw to the Inspector of Municipalities for approval.

4515 Central Blvd, Burnaby, BC V5H 4J5

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When drafting the bylaw, staff ensured consistency between the existing GVS&DD DCC bylaws, which currently include a direct exemption from DCCs for secondary suites and laneway houses in the bylaw. However, upon reviewing the proposed bylaw, the Province indicated that the GVWD is not permitted to directly exempt secondary suites and laneway houses in accordance with the Local Government Act. To address this change and ensure consistency with the provisions of the GVS&DD DCC bylaw, the definitions were amended such that secondary suites and laneway houses are not subject to DCCs if they are situated on a single-family residential dwelling. This new definition has received approval in principle from the Inspector of Municipalities.

#### The Board:

- Rescinded third reading of *Greater Vancouver Water District Development Cost Charge Bylaw No.* 257, 2022
- Rescinded third reading of *Greater Vancouver Water District Water Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Bylaw No. 256, 2022*
- Gave third reading to the *Greater Vancouver Water District Development Cost Charge Bylaw No.* 257, 2022 as revised and forwarded it to the Inspector of Municipalities for approval

#### **Greater Vancouver Sewage and Drainage District**

No open agenda items.

#### **Metro Vancouver Housing Corporation**

## E1.1 CMHC's National Housing Co-Investment Fund – Renewal and Repair Portfolio Funding

**APPROVED** 

MVHC and Canada Mortgage and Housing Corporation (CMHC) share a common goal of preserving existing affordable housing stock and housing Canada's most vulnerable. MVHC's full building envelope renewal and deep retrofit projects have not been successful in securing funding through CMHC's National Housing Co-Investment Fund (NHCF) repair and renewal funding stream as a result of not meeting CMHC's current accessibility requirements. CMHC has offered flexibilities in the NHCF accessibility requirements to allow MVHC to qualify for funding using a portfolio approach, and has provided MVHC with a written offer and business terms to contribute up to \$5.6 million of portfolio funding towards the repair of a minimum of 560 units (eight projects) from MVHC's portfolio.

The Board authorized any two officers or directors of MVHC to execute and deliver the portfolio funding agreement, its associated schedules and any other documents as reasonably required by CMHC, on substantially similar business terms as included in the offer letter from CMHC provided to the MVHC Board, with such changes as MVHC may deem necessary or advisable, for the purposes of receiving a portfolio funding contribution from CMHC of up to \$5.6 million to support the aforementioned projects within the next three years.





## **Finance Committee**

Date:

Monday, February 6, 2023

Place:

Council Chambers

Richmond City Hall

Present:

Mayor Malcolm D. Brodie, Chair

Councillor Chak Au Councillor Carol Day

Councillor Laura Gillanders

Councillor Kash Heed Councillor Andy Hobbs Councillor Alexa Loo Councillor Bill McNulty Councillor Michael Wolfe

Call to Order:

The Chair called the meeting to order at 5:19 p.m.

#### **MINUTES**

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on January 9, 2023, be adopted as circulated.

**CARRIED** 

### LULU ISLAND ENERGY COMPANY

## 1. LULU ISLAND ENERGY COMPANY - 2023 OPERATING AND CAPITAL BUDGETS

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 7057702)

It was moved and seconded

That the Lulu Island Energy Company report titled "Lulu Island Energy Company – 2023 Operating and Capital Budgets", dated November 17, 2022 from the Chief Executive Officer and Chief Financial Officer, Lulu Island Energy Company be received for information.

**CARRIED** 

## Finance Committee Monday, February 6, 2023

#### RICHMOND OLYMPIC OVAL CORPORATION

## 2. RICHMOND OLYMPIC OVAL CORPORATION - 2023 ANNUAL OPERATING AND CAPITAL BUDGETS

(File Ref. No. 03-1200-09) (REDMS No. 7123333)

In response to queries from Committee, staff noted that (i) the marketing budget includes labour costs, (ii) memberships, admissions and programs revenues have been increasing greater than expenditures, and (iii) quarterly reports are provided.

It was moved and seconded

That the report on the 2023 Annual Operating and Capital Budgets for the Richmond Olympic Oval Corporation from the Director, Finance, Innovation & Technology, Richmond Olympic Oval Corporation be received for information.

**CARRIED** 

#### ADJOURNMENT

It was moved and seconded *That the meeting adjourn (5:24 p.m.).* 

**CARRIED** 

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, February 6, 2023.

Mayor Malcolm D. Brodie Chair

Lorraine Anderson Legislative Services Associate





## **General Purposes Committee**

Date:

Monday, February 6, 2023

Place:

Council Chambers

Richmond City Hall

Present:

Mayor Malcolm D. Brodie, Chair

Councillor Chak Au Councillor Carol Day

Councillor Laura Gillanders Councillor Kash Heed Councillor Andy Hobbs Councillor Alexa Loo Councillor Bill McNulty Councillor Michael Wolfe

Call to Order:

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

## **MINUTES**

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on

January 23, 2023, be adopted as circulated.

**CARRIED** 

The Chair advised that the order of the agenda would be varied to consider

Item No. 7 before Item No. 6.

### COMMUNITY SERVICES DIVISION

#### 1. 2023 ARTS AND CULTURE GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7079502)

It was moved and seconded

- (1) That the 2023 Arts and Culture Grants be awarded for the total recommended amount of \$124,258, as identified in Attachment 1 of the staff report titled "2023 Arts and Culture Grants", dated January 10, 2023, from the Director, Arts, Culture and Heritage Services; and
- (2) That the grant funds be disbursed accordingly following Council approval.

**CARRIED** 

## 2. **2023 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS** (File Ref. No. 03-1085-01) (REDMS No. 7107643)

It was moved and seconded

- (1) That the 2023 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the total recommended amount of \$95,017, as identified in Attachment 1 of the staff report titled "2023 Parks, Recreation and Community Events Grants", dated January 10, 2023, from the Director, Recreation and Sport Services and the Director, Parks Services; and
- (2) That the grant funds be disbursed accordingly following Council approval.

The question on the motion was not called as a brief discussion ensued with regard to marketing grant opportunities, the application process and criteria.

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

In accordance with Section 100 of the *Community Charter*, Cllr. Loo declared a conflict of interest as she is involved in KidSport fundraising activities, and Cllr. Loo left the meeting – 4:05 p.m.

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

It was moved and seconded

- (1) That the grant to KidSport be awarded in the amount of \$20,000; and
- (2) That \$5,000 be held back and that staff be directed, in consultation with the President, Richmond Sports Council, to allocate and administer grants for sports groups not recognized by KidSport, and that any remaining balance at the end of the year would again be adjudicated by staff in conjunction with the President, Richmond Sports Council, and can be given to KidSport.

The question on the motion was not called as a brief discussion ensued with respect to individual sports groups that missed the 2022 grant opportunity, and it was suggested that staff reach out to those individual sports groups to ensure sufficient grant application timing going forward.

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

Cllr. Loo returned to the meeting – 4:09 p.m.

#### 3. 2023 ENVIRONMENTAL ENHANCEMENT GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7099784)

Discussion ensued with respect to the grant application process and criteria, noting that the budget was the same as last year and that an increase to the budget would further expand environmental enhancement opportunities.

In response to queries from the Committee, staff noted (i) all applicants are receiving funding, (ii) as total grant requests were in excess of the budget, reductions were made for items such as food and beverage and marketing expenses, and (iii) honorarium costs, limited to a maximum of \$350, as per grant guidelines.

It was requested that in advance of the 2024 grant program considerations, staff provide feedback on the program overall, including recommendations with respect to the budget amount.

It was moved and seconded

- (1) That the 2023 Environmental Enhancement Grants be awarded for the total recommended amount of \$36,393, as identified in Attachment 1 of the staff report titled "2023 Environmental Enhancement Grants", dated January 9, 2023, from the Director, Parks Services; and
- (2) That the grant funds be disbursed accordingly following Council approval.

**CARRIED** 

#### PLANNING AND DEVELOPMENT DIVISION

#### 4. 2023 HEALTH, SOCIAL AND SAFETY GRANTS

(File Ref. No. 07-3300-01) (REDMS No. 7086433)

It was moved and seconded

- (1) That the 2023 Health, Social and Safety Grants be awarded for the total recommended amount of \$661,312.00, as identified in Attachment 1 of the staff report titled "2023 Health, Social and Safety Grants", dated January 3, 2023, from the Director, Community Social Development; and
- (2) That the grant funds be disbursed accordingly following Council approval.

The question on the motion was not called as discussion took place regarding the allocation of the remaining balance of \$5,605.

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

It was moved and seconded

That the balance of the remaining funds from the 2023 Health, Social and Safety Grants in the amount of \$5,605, as identified in Attachment 1 of the staff report titled "2023 Health, Social and Safety Grants," dated January 3, 2023, from the Director, Community Social Development, be disbursed equally between the Multicultural Helping House Society, Parish of St. Albans, and Richmond Poverty Reduction Coalition.

**CARRIED** 

The question on the main motion which reads as follows:

- (1) That the 2023 Health, Social and Safety Grants of \$661,312 as identified in Attachment 1 of the staff report titled "2021 Health, Social and Safety Grants", dated January 18, 2021, from the Director, Community Social Development, be adjusted to include the balance of \$5,605 to be disbursed equally between the Multicultural Helping House Society, Parish of St. Albans, and Richmond Poverty Reduction Coalition, and that the adjusted total recommended amount of \$666,917 be awarded; and
- (2) That the grant funds be disbursed accordingly following Council approval.

was then called and it was CARRIED.

#### 5. 2023 CHILD CARE GRANTS

(File Ref. No. 03-1085-01) (REDMS No. 7055435)

A brief discussion ensued with respect to equipment expenses.

It was moved and seconded

- (1) That the Child Care Capital Grants be awarded for the total recommended amount of \$49,936.46, as identified in the staff report titled "2023 Child Care Grants", dated January 4, 2023, from the Director, Community Social Development;
- (2) That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$10,000.00; and
- (3) That the grant funds be disbursed accordingly following Council approval.

**CARRIED** 

The Agenda was varied to consider Item 7 before Item 6.

### COUNCILLOR CHAK AU

## 7. RICHMOND COMMUNITY PROTOCOL: RESPONDING TO RACISM AND HATE

(File Ref. No.)

Deirdre Whalen, Richmond resident and President, Richmond Poverty Reduction Coalition, provided a brief background to the establishment of the "Richmond Community Protocol: Responding to Racism and Hate" (the "Protocol"), noting that the Richmond Poverty Reduction Coalition endorsed the Protocol at their AGM in June, 2022. It was further noted the Protocol is a living document, providing the opportunity for proposed changes and improvements over the next few months.

Rahim Othman, Richmond resident, spoke to the many community members and representatives of various organizations throughout Richmond that have been working on the Protocol for a number of years, noting the wide support and representation, and encouraging the City's endorsement.

Discussion ensued regarding the rationale for the endorsement of the Protocol. It was noted that the Protocol was created in collaboration with many Richmond stakeholders and launched formally by Richmond Multicultural Community Services, the lead organization for the realization of the Protocol.

It was moved and seconded

That Richmond endorses the "Richmond Community Protocol: Responding to Racism and Hate", as created in collaboration with many Richmond stakeholders, including the RCMP, Richmond School Board, City of Richmond and Richmond Library, and set out protocols to help organizations, community members, and stakeholders tackle racism and respond promptly and effectively to incidents of racism and hate.

Before the question was called, a brief discussion ensued with respect to the alignment with the City's Cultural Harmony Plan. Staff noted the Protocol aligns with the City's Cultural Harmony Plan, calling for participation in initiatives that respond to instances of racism and hate. Staff further noted that there is currently a subcommittee being formed to look at how the Protocol would work in practice, which will require further steps taken for organizations to come up with an implementation plan.

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

## **COUNCILLOR ALEXA LOO**

## 6. ADOPTION OF TERMINOLOGY AND DEFINITIONS IN CANADA'S ANTI-RACISM STRATEGY

(File Ref. No.)

Richmond resident and activist for the Palestinian youth movement in Richmond, spoke to the proposed adoption of terminology and definitions in Canada's Anti-Racism Strategy, noting that the document is not comprehensive as it does not recognize the anti-Palestinian movement in Richmond.

Rahim Othman, Richmond resident, spoke to the proposed motion, noting that the document attached is from 2019 to 2022, and will likely trigger a federal government review and updates. It was further noted the document is not comprehensive as it does not include the definition for other hates or actions against other communities and is mostly theoretical and should be reviewed further before it is endorsed.

In response to queries from the Committee, Mr. Othman expressed his preference for the Protocol considered in Item No. 7.

Discussion ensued regarding the rationale for adopting the terminology and definitions in Canada's Anti-Racism Strategy. It was noted that the terminology is a positive step forward to combating racism and does not endorse a specific government, regime or their policies.

It was moved and seconded

That the City of Richmond adopt the terminology and definitions in pages 21-24 of Canada's Anti-Racism Strategy 2019-2022 in its entirety.

The question on the motion was not called as discussion ensued with respect to (i) terminology and definitions being all-inclusive, all-encompassing and comprehensive, (ii) timeliness of anticipated updates, and (iii) the terminology and definitions as reviewed and passed by the federal government.

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

It was moved and seconded

That the matter be tabled until the March 6, 2023 General Purposes Committee meeting.

The question on the motion was not called as a brief discussion ensued on Strategy definitions.

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

Discussion ensued regarding further amendments in terminology. As a result, the following amendment to the main motion was then introduced:

It was moved and seconded

That the motion be amended by adding a Part (2):

(2) That, for clarity, adopting these definitions does not preclude the criticism of specific actions of a particular government or state.

**CARRIED** 

Opposed: Cllrs. Heed and Loo

The question on the main motion which reads as follows:

- (1) That the City of Richmond adopt the terminology and definitions in pages 21-24 of Canada's Anti-Racism Strategy 2019-2022 in its entirety; and
- (2) That, for clarity, adopting these definitions does not preclude the criticism of specific actions of a particular government or state.

was then called and it was **CARRIED** with Cllr. Heed opposed.

## **ADJOURNMENT**

It was moved and seconded *That the meeting adjourn (5:18 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 6, 2023.

Mayor Malcolm D. Brodie Chair Lorraine Anderson Legislative Services Associate





## Parks, Recreation and Cultural Services Committee

Date:

Tuesday, January 31, 2023

Place:

Council Chambers

Richmond City Hall

Present:

Councillor Chak Au, Chair

Councillor Michael Wolfe Councillor Laura Gillanders Councillor Andy Hobbs Councillor Bill McNulty

Also Present:

Councillor Carol Day

Call to Order:

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

## **MINUTES**

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on December 21, 2022, be adopted as circulated.

**CARRIED** 

### NEXT COMMITTEE MEETING DATE

February 28, 2023, (tentative date) at 4:00 p.m. in Council Chambers.

Elizabeth Ayers, General Manager, Community Services, introduced Keith Miller the new Director for Recreation and Sport Services. She highlighted that Mr. Miller previously worked in the District of West Vancouver and comes with many years of experience.

## Parks, Recreation & Cultural Services Committee Tuesday, January 31, 2023

### **PRESENTATION**

1. Rebecca Clarke, Manager, Museum and Heritage Services, presented the Richmond History Film Series Launch and highlighted that (i) this video is the first in a collection of 10 videos, (ii) the videos will give a sense of Richmond's history and heritage, and (iii) the videos will be launched over the next few months in conjunction with various anniversaries and commemorations appropriate to the video theme.

In reply to queries from Committee, staff advised that (i) this video will be available on the city's YouTube channel and on the Richmond Museum's website, (ii) the other videos will be shown in person at different locations, (iii) the Richmond Museum will display all 10 videos once launched, (iv) the Richmond Museum is liaising with the Richmond School District to develop support materials to connect the videos to curriculum and grade levels, and (v) displaying the videos at City Hall can be explored.

#### COMMUNITY SERVICES DIVISION

#### 2. 2023 COMMUNITY MURAL PROGRAM PROJECTS

(File Ref. No. 11-7000-09-20-255) (REDMS No. 7065973)

It was moved and seconded

That the 2023 Community Mural Program Projects as presented in the staff report titled "2023 Community Mural Program Projects", dated December 9, 2022, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2023-2027) is adopted by Council.

The question on the motion was not called as in reply to a query from Committee, staff advised that every year there is a new call for artists.

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

## 3. APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 6511 DYKE ROAD (LONDON FARM)

(File Ref. No. HA 22-025867) (REDMS No. 7084243)

In reply to queries from Committee, staff advised that (i) the sign that was proposed was developed in cooperation with the London Heritage Farm Society and due to time constraints further consultation was not possible, (ii) grant funding was from the Federal Government, and (iii) replacing the bulrushes will not affect the birds as it is outside of nesting season.

## Parks, Recreation & Cultural Services Committee

Tuesday, January 31, 2023

It was moved and seconded

That a Heritage Alteration Permit be issued which will permit the addition of a new pond boardwalk and replacement orientation sign at London Farm, 6511 Dyke Road, as outlined in the staff report titled "Application by the City of Richmond for a Heritage Alteration Permit at 6511 Dyke Road (London Farm)", dated January 3, 2023, from the Director, Parks Services, and Director, Arts, Culture and Heritage Services.

**CARRIED** 

# 4. APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 5180 WESTWATER DRIVE (BRITANNIA SHIPYARDS)

(File Ref. No. HA 22-026415) (REDMS No. 7091474)

In reply to queries from Committee, advised that (i) the roof material will continue to be cedar shingles, (ii) the current plan is to not remove the skylights, and (iii) previously the water was manually removed, now a system is being developed to address water ingress.

It was moved and seconded

That a Heritage Alteration Permit be issued to authorize alterations to the landside buildings at Britannia Shipyards, 5180 Westwater Drive, as outlined in the staff report titled, "Application by the City of Richmond for a Heritage Alteration Permit at 5180 Westwater Drive (Britannia Shipyards)", dated January 3, 2023, from the Director Arts, Culture and Heritage Services and the Director, Facilities and Project Development.

**CARRIED** 

#### 5. STEVESTON HERITAGE SITES GOVERNANCE

(File Ref. No. 11-7000-01) (REDMS No. 7089711)

In reply to queries from Committee, staff advised that (i) this report is in response to a Council referral from 2019, (ii) the Scotch Pond Heritage Cooperative is active but do not have regular meetings, (iii) a report with regards to Scotch Pond dredging will be brought forward this year, and (iv) ongoing discussions are taking place with stakeholders.

It was moved and seconded

That the staff report titled "Steveston Heritage Sites Governance", dated December 20, 2022, from the Director, Arts, Culture and Heritage Services, be received for information.

**CARRIED** 

## Parks, Recreation & Cultural Services Committee Tuesday, January 31, 2023

## 6. MANAGER'S REPORT

## (i) Neighbourhood Celebration Grant Program

Staff highlighted that the 2023 Neighbourhood Celebration Grant Program has launched and the program is designed to provide up to \$2,000 in funding support for groups of neighbours, not-for-profit organizations, school-based groups, and local artists to submit proposals for shared experiences that can be delivered between June 1, 2023 and December 31, 2023. It was highlighted that the link for application submission can be found on the City's website at <a href="https://www.richmond.ca/celebrationgrant">www.richmond.ca/celebrationgrant</a>.

## (ii) Grant Applications

Staff highlighted various grants awarded to Richmond organizations including South Arm Community Association, City Centre Community Association, Steveston Community Society and the Richmond Curling Club.

## (iii) Family Day

Staff highlighted various Family Day activities taking place during Family Day weekend and a full list of activities will be available on the City's website at <a href="https://www.richmond.ca">www.richmond.ca</a> and through social media.

## (iv) Signage

In response to a query from Committee, staff advised that some signage was posted along water access and further information can be provided.

## (v) Covered Multi-Sport Court

In response to a query from Committee, staff advised that under the Sport Facility Needs Assessment a covered court has been requested and is being examined.

## **ADJOURNMENT**

It was moved and seconded *That the meeting adjourn (4:39 p.m.).* 

**CARRIED** 

## Parks, Recreation & Cultural Services Committee Tuesday, January 31, 2023

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 31, 2023.

Councillor Chak Au Chair Sarah Goddard Legislative Services Associate





## **Planning Committee**

Date:

February 7, 2023

Place:

Council Chambers

Richmond City Hall

Present:

Councillor Bill McNulty, Chair

Councillor Alexa Loo Councillor Chak Au Councillor Carol Day Councillor Andy Hobbs

Also Present:

Councillor Michael Wolfe (by teleconference)

Call to Order:

The Chair called the meeting to order at 4:09 p.m.

## **MINUTES**

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on

January 24, 2023, be adopted as circulated.

**CARRIED** 

## PLANNING AND DEVELOPMENT DIVISION

APPLICATION BY URBAN SOLUTIONS ARCHITECTURE LTD. FOR REZONING AT 7780, 7800, 7804, 7820 AND 7840 RIVER ROAD FROM AUTO-ORIENTED COMMERCIAL (CA) TO HIGH RISE RIVERFRONT COMMERCIAL (ZC49) - ABERDEEN VILLAGE (CITY CENTRE)

(File Ref. No. RZ 17-788900) (REDMS No. 6892905)

Staff provided a detailed overview of the proposed rezoning application.

## Planning Committee Tuesday, February 7, 2023

In response to queries from Committee, staff advised that (i) the proposed development will not impede on the operations of the Skyline Marina, (ii) the developer will be responsible for improvements around the perimeter of the City-owned lot (Rod and Gun Club property), and relocating the driveway crossing from River Road to Cambie Road to facilitate dike construction, and (iii) the proposed development application is consistent with the current land use designation.

Discussion ensued regarding, (i) secured bicycle storage spaces, and (ii) recovery of Environmentally Sensitive Area.

It was moved and seconded

- (1) That Official Community Plan Amendment Bylaw 10213, to amend:
  - (a) Official Community Plan Bylaw 9000, Schedule 1 (City of Richmond 2041 OCP Land Use Map), including amending the land use designation of 7840 River Road from "Park" to "Commercial", and amending the land use designation of 7711 River Road and a portion of 7851 River Road from "Commercial" to "Park"; and
  - (b) Official Community Plan Bylaw 7100, Schedule 2.10 (City Centre Area Plan), including amending infrastructure policies to clarify the City's intent regarding the coordination of dike improvements with new development and amending the land use designations in the Generalized Land Use Map (2031), Specific Land Use Map: Capstan Village (2031), Specific Land Use Map: Aberdeen Village (2031) and reference maps throughout the Plan to relocate park, road, pedestrian linkages and commercial uses in the vicinity of 7840 River Road, 7711 River Road and a portion of 7851 River Road,

be introduced and given first reading.

- (2) That Bylaw 10213, having been considered in conjunction with:
  - the City's Financial Plan and Capital Program;
  - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;
  - is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act.
- (3) That Bylaw 10213, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

## Planning Committee

Tuesday, February 7, 2023

(4) That Richmond Zoning Bylaw 8500, Amendment Bylaw 10212, to create the "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)" zone and to rezone 7780, 7800, 7804, 7820 and 7840 River Road from "Auto-Oriented Commercial (CA)" to "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)", be introduced and given first reading.

**CARRIED** 

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

It was moved and seconded

That staff investigate a policy for new developments to provide covered and secured, public bike parking for various types of bicycles including e-bikes, scooters, and cargo bikes, and report back.

**CARRIED** 

2. CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2022 ANNUAL REPORT AND 2023 WORK PROGRAM

(File Ref. No. 07-3070-01) (REDMS No. 7099257)

It was moved and seconded

That the Child Care Development Advisory Committee's 2022 Annual Report and 2023 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2022 Annual Report and 2023 Work Program", dated January 3, 2023, from the Director, Community Social Development, be approved.

**CARRIED** 

3. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) 2022 ANNUAL REPORT AND 2023 WORK PROGRAM (File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 7086192)

It was moved and seconded

That the Richmond Community Services Advisory Committee's 2022 Annual Report and 2023 Work Program, as outlined in the staff report titled "Richmond Community Services Advisory Committee 2022 Annual Report and 2023 Work Program", dated January 3, 2023, from the Director, Community Social Development, be approved.

**CARRIED** 

4. RICHMOND HERITAGE COMMISSION 2022 ANNUAL REPORT & 2023 WORK PROGRAM AND BUDGET ALLOCATION

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 7080842)

It was moved and seconded

## Planning Committee Tuesday, February 7, 2023

- (1) That the Richmond Heritage Commission 2023 Work Program, as presented in the staff report titled "Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and Budget Allocation", dated January 9, 2023, from the Director, Policy Planning, be approved; and
- (2) That the Richmond Heritage Commission 2023 Budget Allocation, as presented in the staff report titled "Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and Budget Allocation", dated January 9, 2023, from the Director, Policy Planning, be approved.

**CARRIED** 

## ADJOURNMENT

It was moved and seconded *That the meeting adjourn (4:31 p.m.).* 

**CARRIED** 

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, February 7, 2023.

Councillor Bill McNulty Chair

Raman Grewal Legislative Services Associate



## **Report to Committee**

To:

Parks, Recreation and Cultural Services

Date:

December 9, 2022

Committee

From:

Marie Fenwick

File:

11-7000-09-20-255/Vol

01

Re:

Director, Arts, Culture and Heritage Services

2023 Community Mural Program Projects

#### Staff Recommendations

CM Fenvice

That the 2023 Community Mural Program Projects as presented in the staff report titled "2023 Community Mural Program Projects," dated December 9, 2022, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2023-2027) is adopted by Council.

Marie Fenwick

Director, Arts, Culture and Heritage Services

(604-276-4288)

Att. 3

REPORT CONCURRENCE				
ROUTED TO:	CONCURRENCE OF GENERAL MANAGER			
Finance Recreation and Sport Services Facilities Services	\ \ \ \	Elf-5		
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO		

### Staff Report

### Origin

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

This report brings forward for consideration five mural proposals for the 2023 Community Mural Program to be painted at the retaining wall at Bethany Baptist Church, proposed by the Hamilton Community Association; Mitchell Elementary School; Pacific Net & Twine; South Arm Outdoor Pool and Steveston Outdoor Pool.

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

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

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

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

This report supports the Artworks: Richmond Arts Strategy 2019-2024 Strategic Direction 5:

Activate public spaces through (and for) the arts.

## **Analysis**

#### Background

Richmond's Mural Program provides opportunities to add vibrancy to highly visible public spaces, foster community dialogue and cross-cultural exchange, and engage diverse and multi-generational communities. Since Council's endorsement in 2018, 15 murals have been installed through this program at civic facilities, private businesses, schools and other buildings. See Attachment 1 for a list of completed murals since the Mural Program was launched.

These artworks have been well received by the general public, facility users and community stakeholders. As well, they contribute to animating Richmond's public spaces.

## Mural Program Selection Process

The Mural Program selection process is as follows:

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

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

## **Open Call for Mural Locations**

The Open Call for mural locations for the 2023 Mural Program was issued on September 6, 2022 with a deadline of September 26, 2022 (Attachment 2).

Nine applications were received. Staff met on September 28, 2022, to review the applications. All submissions were evaluated on the basis of location, public visibility, community impact and condition of wall surface, as well as budget. The following organizations submitted an application to participate in the Mural Program in 2023:

- Hamilton Community Association (Retaining wall at 22620 Westminster Highway);
- Farrell Estates;
- Lipont Place;
- Mitchell Elementary School;
- Pacific Net & Twine;
- Richmond Rugby Football Club;
- Richmond Aquatic Services (South Arm Outdoor Pool);
- Richmond Aguatic Services (Steveston Outdoor Pool); and
- Village Bikes.

Five locations were selected for the 2023 Mural Program:

- Retaining wall at 22620 Westminster Highway;
- Mitchell Elementary School;
- Pacific Net & Twine;
- South Arm Outdoor Pool; and
- Steveston Outdoor Pool.

### **Proposed Mural Projects**

In compliance with the Community Mural Program artist selection procedure, artists are preselected from the Community Mural Program Artist Roster through an open call process every two years. Murals for the 2023 program will be created by artists selected from the 2022-2024 Roster. The Roster will be updated accordingly next year.

The following five proposed mural locations and artists have been endorsed by the Richmond Public Art Advisory Committee (RPAAC).

## **Bethany Baptist Church**

The mural location proposed by the Hamilton Community Association is the retaining wall along the public use pathway at 22620 Westminster Highway. The retaining wall belongs to Bethany Baptist Church which is in support of the project. The location is highly visible and measures approximately 600 square feet.

The artist selection meeting took place on October 18, 2022. The selection panel included members of the Hamilton Community Association.

Artist Ho Lay Hoon is recommended for this mural opportunity (Attachment 3). The artist will work with the members of the Hamilton Community Association and local community to inform the design of the mural, exploring themes of local ecology, sustainability and flood protection.

### Mitchell Elementary School

The proposed mural location for Mitchell Elementary School is on the west wall adjacent to the entrance of the facility, facing No. 5 Road. The location is publicly visible and measures approximately 350 square feet.

The artist selection meeting took place on November 1, 2022. The selection panel included principal Scott Plumb and teacher Shannon Mathers.

Artist Ben Evely is recommended for the Mitchell Elementary School mural opportunity (Attachment 3). He will work with students from Mitchell Elementary School to create a sense of identity and student pride with a collaborative mural.

#### Pacific Net & Twine

The proposed mural location for Pacific Net & Twine is on the west wall facing the laneway and it measures approximately 170 square feet.

The artist selection meeting took place on October 19, 2022. The selection panel included staff from Pacific Net & Twine.

Artist Mark Anderson is recommended for this mural opportunity (Attachment 3). He will work with staff from Pacific Net & Twine to inform the design of the mural and will consider themes of local fishing industry and Steveston heritage.

#### South Arm Outdoor Pool

The proposed mural locations for the South Arm Outdoor Pool are the two north walls facing the approach to the pool and playground, adjacent to the entrance. The walls are highly visible and publicly accessible from multiple access points. The walls measure approximately 160 square feet and 230 square feet, respectively.

The artist selection meeting took place on October 28, 2022. The selection panel included members of the Aquatic Advisory Board.

Artist Rory Doyle is recommended for the South Arm Outdoor Pool mural opportunity (Attachment 3). He will work with community members from the South Arm Outdoor Pool to consider themes of recreation, active living and the local community.

#### **Steveston Outdoor Pool**

The proposed mural locations for the Steveston Outdoor Pool are the two walls facing the walkway into the pool. The walls are highly visible and publicly accessible from multiple access points. The walls are south and east facing and measure approximately 53 square feet and 42 square feet, respectively. The artist selection meeting took place on October 28, 2022. The selection panel included members of the Aquatic Advisory Board.

Artist Nicole Larsen is recommended for this mural opportunity (Attachment 3). The artist will work with community members from Steveston Outdoor Pool and the Kigoos Swim Club to inform the design of the mural and consider the themes of local heritage, recreation and active living.

### **Next Steps**

Pending Council endorsement of the proposed mural locations and artists, staff will work with the artists and community partners to execute agreements and develop project implementation work plans. If approved, the projects will move into the development phase with murals to be completed by September 2023.

## **Financial Impact**

The Mural Program budget is \$30,000 and it is funded by voluntary developer contributions to the Public Art Program Reserve Fund. The budget is included in the City's proposed 2023 Public Art Program operating budget as part of the 2023 budget process and will be implemented once the proposed Consolidated 5-Year Financial Plan (2023-2027) is adopted by Council.

The individual budget for each mural is as follows:

- Retaining wall at 22620 Westminster Highway \$10,000
- Mitchell Elementary School \$5,000
- Pacific Net & Twine \$4,500
- South Arm Outdoor Pool \$6,500
- Steveston Outdoor Pool \$4,000

Richmond School District No. 38 will contribute in-kind preparation of the walls as well as antigraffiti coating for all murals on the Richmond School District property.

The selected organizations will retain and maintain the murals for a period of at least five years. The cost for any maintenance and repairs required for the artwork at the locations that are not owned by the City will be the responsibility of the community partners. Following Council's approval of the 2023 Community Mural Program Projects, all project partners will enter into a written agreement with the City to outline maintenance and repairs responsibilities.

#### 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, residents and local businesses to transform the places where we live, work and play into welcoming and beautiful environments that invite interaction and appreciation of art and culture.

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

- Att. 1: List of completed Community Mural Program murals
  - 2: Community Mural Program Property Owners Application form
  - 3: Hamilton Community Association Mural Proposal, Mitchell Elementary School Mural Proposal, Pacific Net & Twine Mural Proposal, South Arm Outdoor Pool Mural Proposal and Steveston Outdoor Pool Mural Proposal

# Community Mural Program Completed Projects

## 2022





Atheana Picha
Garden City School Mural
Garden City Elementary School,
8311 Garden City Road

## 2021



April dela Noche Milne and Dawn Lo Let's Play Let's Go Westwind Elementary School, 11371 Kingfisher Drive



Atheana Picha
Tomekichi Homma Mural
Tomekichi Homma Elementary School,
5100 Brunswick Drive



Fiona Tang
Thinking Learning Caring
Thompson Elementary School,
6211 Forsyth Crescent



Dean and Christina Lauzé McMath School Mural McMath Secondary School, 4251 Garry Street



Karen Yurkovich and Tristesse Seeliger Metamorphosis Lehigh Hanson, 12651 Mitchell Road



Carmen Chan Stages of Bloom Gateway Theatre, 6500 Gilbert Road

## 2020



Andrew Tavukciyan

Richmond Ice Centre Community Mural
Richmond Ice Centre,
14140 Triangle Road

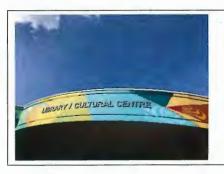


Mark Anderson Richmond's home of Curl'ture & Curl'munity Richmond Winter Club, 5540 Hollybridge Way



Laura Kwok
Ladybug and the Sun
West Richmond Community Centre,
9180 No. 1 Road

## 2019



Richard Tetrault and Jerry Whitehead Continuum Richmond Cultural Centre, 7700 Minoru Gate

## **ATTACHMENT 2**



## **Community Mural Application**

Public Art Program 6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact 604-204-8696

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

Mural Site Ad	dress:		
Primary Cont	act Name:		
Contact pers	on's address, if different:		
Contact info:			
	Telephone Number		Mobile Telephone Number
	Email		
Secondary Co	ontact Name:		
Contact info:	Talanhara Marahara		
	Telephone Number		Mobile Telephone Number
	Email		
Property Owr	ner (if different from above) Sig		· · · · · · · · · · · · · · · · · · ·
		Please print	tname
Contact info:	Telephone Number		Mobile Telephone Number
			·
	Email		
For Office Us	e		
Date Received:		Contribution:	·
File No :		Note:	



## **Community Mural Application**

Public Art Program 6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca Contact 604-204-8696

Th	e following items must be completed and submitted with your Community Mural Application.			
1.	1. Proposed Mural Wall: Area (square feet):			
	☐ Attach photo or sketch with the wall's dimensions			
	☐ Attach recent photograph of the wall (JPG or PDF not exceeding 2MB)			
2.	Do you have a preferred theme or style of art for the proposed wall?			
3.	Please provide evidence of support from the building tenant(s) (if different from the building owner), as well as neighborhood associations and/or adjacent neighbors (e.g., e-mail or letter of support).			
4.	Do you have additional funding for the project?			
	☐ Yes (Estimated amount \$) ☐ No			
5.	Is your proposed wall on a heritage building?			
	☐ Yes ☐ No			
	ete: All murals on designated heritage resources, or within the Steveston Village Heritage Conservation Area			

### Maintenance

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

buildings/structures or within the Steveston HCA will also be reviewed by the Richmond Heritage Commission.

## **Agreement**

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

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

#### Selection Process

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

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

Additional Information (Optional)					

## **Project Timeline**

**Submission Deadline:** Monday, September 26, 2022, 5:00 p.m. **Property Owners Notification:** Thursday, October 6, 2022, 5:00 p.m.

## Questions

Please contact the Richmond Public Art Program:

Tel: 604-247-4612

Email: publicart@richmond.ca

## Ho Lay Hoon | Hamilton Community Association

Artist Ho Lay Hoon will work with the members of the Hamilton Community Association and local community members to inform the design of the mural, exploring themes of local ecology, Fraser River, sustainability and flood protection.

Ho Lay Hoon is a multidisciplinary artist, who works in variety of mediums. She has created a number of engaging murals and is passionate about creating art that that unifies and uplifts the community.



Ho Lay Hoon, We the Giants, 3302 Cambie Street, Vancouver, 2021



Ho Lay Hoon, We the Giants, 3302 Cambie Street, Vancouver, 2021



Proposed mural wall at 22620 Westminster Highway, Bethany Baptist Church (approx. 600 square feet)

## Ben Evely | Mitchell Elementary School

Artist Ben Evely will work with students from Mitchell Elementary School to explore themes of identity and student pride through a collaboratively designed mural.

Ben Evely is emerging artist with an active painting, drawing and mural practice. He enjoys working with the public and continues to grow his interest in community-engaged art to create opportunities for neighbours and newcomers to share ideas and contribute to the spaces they inhabit.



Ben Evely with Maddy Philips, Metro Migration, 8002 Granville Street, Vancouver, 2017



Ben Evely, Untitled, Thunderbird Parkade, University of British Columbia, Vancouver, 2019



Proposed mural wall at Mitchell Elementary School (approx. 350 square feet)

## Mark Anderson | Pacific Net & Twine

Artist Mark Anderson will work with staff from Pacific Net & Twine to inform the design of the mural and will consider themes of the local fishing industry and Steveston's heritage.

Mark Anderson is an accomplished mural artist with a number of high profile murals in Metro Vancouver. His artworks tell a story of a specific and relevant narrative that is connected to the geography, history or mythology of a specific place and time.



Mark Anderson, Richmond's home of Curl'ture & Curl'munity, Richmond Winter Club, Richmond, 2019



Mark Anderson, Little League Champs, Vancouver, 2014



Proposed mural wall at Pacific Net & Twine\* (approx. 170 square feet)

Note: the existing mural does not have heritage value; it was installed for a film production and the property owner would like to have it covered.

## Rory Doyle | South Arm Outdoor Pool

Artist Rory Doyle will engage with stakeholders from the South Arm Outdoor Pool to consider themes of recreation, active living and the local community

Rory Doyle is an artist and designer with interdisciplinary art practice specializing in murals, illustration, package design and visual branding. His intent is to find positive emotion in the viewer through vibrant palettes and movement in the subject matter.



Rory Doyle, Craft Beer Market Mural, Vancouver, 2021



Proposed mural walls at South Arm Outdoor Pool (approx. 230 square feet)



Proposed mural walls at South Arm Outdoor Pool (approx. 160 square feet)

## Nicole Larsen | Steveston Outdoor Pool

Artist Nicole Larsen will work with the community from Steveston Outdoor Pool to inform the design of the mural and consider the themes of Steveston heritage, recreation and active living.

Nicole Larsen is an artist with an active mural and graphic design practice. She is influenced by nature and her desire to uplift others with her artwork. She often incorporates bold, bright colours and organic movement into her designs as well as themes of biodiversity, community and mental well-being.



Nicole Larsen, Pause & Bloom, Vancouver, 2021



Nicole Larsen, Pause & Bloom, Vancouver, 2021



Proposed mural walls at Steveston Outdoor Pool (approx. 55 square feet)



Proposed mural walls at Steveston Outdoor Pool (approx. 45 square feet)



## **Report to Committee**

To:

Parks, Recreation and Cultural Services

Date:

January 3, 2023

From:

Committee
Todd Gross

File:

HA 22-025867

Director, Parks Services

Marie Fenwick

Director, Arts, Culture and Heritage Services

Re:

Application by the City of Richmond for a Heritage Alteration Permit at 6511

Dyke Road (London Farm)

#### Staff Recommendation

That a Heritage Alteration Permit be issued which will permit the addition of a new pond boardwalk and replacement orientation sign at London Farm, 6511 Dyke Road, as outlined in the staff report titled "Application by the City of Richmond for a Heritage Alteration Permit at 6511 Dyke Road (London Farm)", dated January 3, 2023, from the Director, Parks Services, and Director, Arts, Culture and Heritage Services.

**Todd Gross** 

Director, Parks Services

(604-247-4942)

Marie Fenwick

Director, Arts, Culture and Heritage Services

Mtenvick

(604-276-4288)

Att. 3

1100.5					
REPORT CONCURRENCE					
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER			
Policy Planning		Elf-5			
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO			
	Sub	Soen.			

#### Staff Report

## Origin

London Farm, located at 6511 Dyke Road (the Site), was designated a heritage site in 1978 and is protected by Heritage Designation Bylaw 3528. This bylaw protects the cultural landscape at the Site, its expression of historical themes in the settlement of the South Arm of Lulu Island, and its mixed agricultural use by the London family in the late 1800s. Please refer to Attachment 1 for a London Farm Location Map and Attachment 2 for the London Heritage Farm Statement of Significance.

Under the City's Heritage Procedures Bylaw 8400, exterior alterations to a heritage designated site are subject to a Heritage Alteration Permit (HAP). Issuance of a HAP is subject to Council authorization.

The City of Richmond is applying for a HAP to add a new pond boardwalk and replacement orientation sign to the Site. The purpose of this report is to provide an overview of the proposed boardwalk and orientation sign, applicable policies and plans, and recommend that Council authorize the issuance of a HAP.

The work proposed as part of this HAP application will continue the London Farm park renewal work included in HA 21-936123 approved in December 2021. Work approved in HA 21-936123, which includes renewed and new pathways, site furnishings, interpretive and wayfinding signage, interpretive displays, lighting, and planting, is currently underway.

Funding of \$612,000 for the London Farm park renewal, including the addition of a boardwalk and replacement of the orientation sign, was approved by Council as part of the 2022 capital planning process. Additionally, the City received \$459,000 in grant funding for this project which will offset City expenditures.

#### Related Policies and Plans

#### London Farm Master Plan

The location and scale of the boardwalk are consistent with the "new boardwalk pond crossing with seating areas at both ends" included in the London Heritage Farm Master Plan, which was approved by Council on February 8, 2021.

The goals of the London Heritage Farm Master Plan are to:

- 1. Improve the park experience for drop-in visitors and regular users;
- 2. Improve accessibility to the site;
- 3. Add heritage interpretation; and
- 4. Enhance visibility.

The proposed boardwalk and replacement orientation sign contribute towards all of these goals.

The park renewal work in this HAP application was identified in the Phase 1 implementation of the London Heritage Farm Master Plan. Phase 1 work includes renewed gravel pathways, garden plantings, site signage, heritage farm equipment displays, park furnishings, apiary, chicken coop and run, bike parking, and a new display outhouse and farm demonstration garden. It is anticipated that Phase 1 work will be substantially completed by Q2 2023. Phase 2 elements including, roadside, gating and driveway improvements will be considered at a later time in conjunction with planned dike upgrades along Dyke Road.

#### Steveston Area Plan

Under the Official Community Plan 2041, the Site falls within the Steveston Area Plan (Area Plan), which seeks to "conserve significant heritage resources throughout the Steveston Area." Section 4.1 (h) of the Area Plan requires that the Standards and Guidelines for the Conservation of Historic Places in Canada, prepared by Parks Canada, be used to guide the management of heritage resources. Below are the standards and guidelines that most directly apply to the boardwalk and sign:

- Designing a new feature when required by a new use that is compatible with the past or continuing land use. For example, building a visitor access road along the margin of a field and woodlot in an historic farm site, so that both can continue to function.
- Designing a new built feature, when required by a new use, to be compatible with the
  heritage value of the cultural landscape. For example, erecting a new farm outbuilding,
  using traditional form and materials, or installing signs and lighting compatible with the
  cultural landscape.

#### Agricultural Land Reserve

The Site is zoned "Agriculture (AG1)" and located in the Agricultural Land Reserve. Agricultural Land Commission staff confirmed that the existing approval for the Site to be operated as a heritage site is general enough that the proposed boardwalk and sign do not require a Non-Farm Use application.

#### Stakeholder Consultation

The proposed boardwalk and orientation sign were developed in consultation with the London Heritage Farm Society (the Society). The Society supports this work including the proposed locations and designs. Should this HAP be authorized, the Society will continue to be consulted throughout implementation.

The boardwalk and sign were reviewed by the Richmond Heritage Commission at their regular meeting on December 7, 2022. Commission members supported implementation of the boardwalk and offered no comments for consideration.

Commission members did not offer comments on the proposed location or massing of the sign. However, members suggested the architectural expression of the sign be reconsidered to reflect a simplified design with horizontal elements, similar to the existing farmhouse building. Please refer to Attachment 3 for an Excerpt from the Minutes of The Richmond Heritage Commission Meeting.

7084243

Staff considered the Commission's comments and are recommending proceeding with the HAP application with the proposed design. While the comments from the Commission were carefully considered, this design was developed in collaboration with, and supported by, the London Heritage Farm Society. The proposed design is reflective of the London Farm visual identity and consistent with the modern approach taken on other signage throughout the site which was approved as part of permit HA 21-936123. In addition, any further consultation related to design changes will increase the timeline for project completion. The grant funding received for this project must be spent prior to the March 31, 2023, deadline. Should completion of this work extend beyond this deadline, the City will have to identify an alternative funding source for this work.

A Heritage Alternation Permit notification sign has been installed on the subject property.

#### Proposed Boardwalk

The purpose of the boardwalk is to:

- Connect the park areas on the east and west sides of the pond;
- Establish a walking loop at the Site;
- Provide opportunities for seating nearer to the water; and
- Enhance the Site's interpretation of the natural environment.

The proposed location for the boardwalk is over the south end of the existing pond, at its narrowest point, and where there are gaps between existing trees.

In terms of materials, the structural components of the boardwalk (helical piles, beams, cross bracing and brackets) will be metal, while the finish materials (decking and railings) will be rough timber that is typical of agricultural spaces and in keeping with the heritage aesthetic found in other Site features.

The only existing planting that will be impacted by construction of the boardwalk is Typha latifolia (Bulrush) which is expected to re-establish itself after the boardwalk is completed.

#### Orientation Sign

The purpose of the renewed orientation sign is to provide wayfinding and program information to the public in an appealing way, in keeping with the current visual identity of the site. The proposed sign will include printed panels with a site map and changeable site information such as hours of operation and events. The sign is to be constructed of rough timber posts, consistent with other site features and in keeping with the site's farming heritage.

The proposed sign will replace the existing deteriorated orientation kiosk in the same location. The proposed design has a smaller massing to reduce the visual impact on the site. Surrounding plantings will be limited to grass lawn as the proposed sign is intended to be accessed from both sides.

For further details on the proposed boardwalk and orientation sign, please refer to the plans included in the Heritage Alteration Permit (File No.: HA 22-025867).

7084243

## **Financial Impact**

None.

#### Conclusion

The boardwalk and orientation sign as described in this HAP application is in keeping with the 2021 London Heritage Farm Master Plan. The materials and character of the boardwalk and sign will be consistent with other site features. The addition of the boardwalk and sign will enhance the Site's circulation, wayfinding and interpretation. Should issuance of this HAP be authorized, the London Heritage Farm Society will be consulted throughout implementation.

It is recommended that the subject Heritage Alteration Permit for the Site, HA 22-025867, be authorized.

Miriam Plishka

Park Planner, Parks Services

(604-204-8917)

Rebecca Clarke

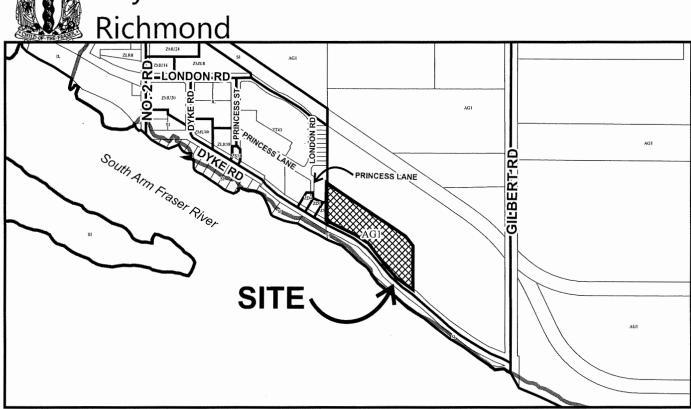
Manager, Museum & Heritage Services

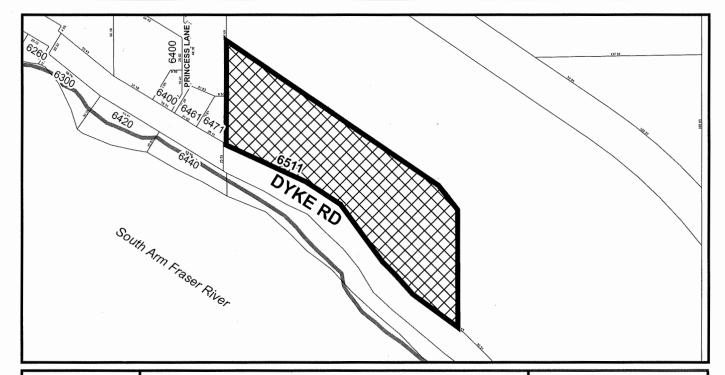
(604-247-8330)

Att.

- 1: London Farm Location Map
- 2: London Heritage Farm Statement of Significance
- 3: Excerpt from the Minutes of The Richmond Heritage Commission Meeting









HA 22-025867

Original Date: 11/21/22

Revision Date:

Note: Dimensions are in METRES

London Heritage Farm Statement of Significance 1898 / 1906 6511 Dyke Road, Richmond, BC



(www.londonheritagefarm.ca)

## **Description**

London Heritage Farm is a 4-acre (1.64 ha) heritage site on Dyke Road located between No. 2 and Gilbert roads overlooking the South Arm of the Fraser River. Owned by the City of Richmond, the site has been developed as an agriculturally-themed park with the historical London family farmhouse as its centrepiece.

The London farmhouse is a two-storey rural farmhouse with a hipped roof, verandahs and bay window. It has been restored and furnished to illustrate rural life in Richmond during the time period 1890 - 1920.

The site includes gardens designed to represent the site during the London family's tenure, along with heritage orchard trees, a reconstructed barn, agricultural exhibits, chicken coop, beehives, community gardens and public amenities. An original slough in the centre of the site has been rehabilitated into a pond providing habitat for birds and waterfowl.

London Farm was designated a municipal heritage site in 1978 and opened to the public as an historic site in 1983. The farmhouse interior has six exhibit rooms containing furniture, accessories and photographs of the period, along with a tea room and gift shop.



London Farmhouse c.1940 during the tenure of Lucy London and Herbert Howse (Richmond Archives 1978-29-1)

# **London Heritage Farm** Statement of Significance

"The [London] family grew up to take an active interest in the affairs of the community ... being a part of the South Arm social life which in those earlier days cemented the settlers of this district ..."

# **Values**

London Heritage Farm is significant for its expression of important historical themes in the settlement of the South Arm of Lulu Island and in the wider history of Richmond, the development of the settlement of London's Landing, its association with the London family, its agricultural and aesthetic values, and its importance as a community amenity through its development as a museum and venue for community events.

Developed beginning in 1881, and one of the earliest farm sites in the South Arm area of Richmond, London Heritage Farm has significance for its historical association with the Charles London family, an early and influential South Arm family.

Originally from Ontario, brothers William and Charles London purchased property in the South Arm in 1881 from Thomas McNeeley, one of the first farmers on Lulu Island, building a dyke, small farmhouse and wharf. The brothers obtained title to the 200 acres of Section 18 in 1886. The family helped develop London's Landing, a small settlement on the Fraser River at the foot of No. 2 Road with a government wharf, and which became the site the London Brothers Store and Boarding House, Union church and the Lulu Island post office. The small settlement formally became London, New Westminster District in 1898, with services supporting the surrounding farming, fishing and canning industries.

London Farm is significant for its ongoing relationship to the London family until 1948, through its purchase by daughter Lucy London and her husband Herbert Howse in 1920. After 1948, the farmhouse was rented by a series of families until its purchase by the City of Richmond in 1978.



London Farm 1908 (Richmond Archives 1984 1774)

<sup>1</sup> Obituary notice for Charles Ernest London, Marpole-Richmond Review, July 23, 1941.

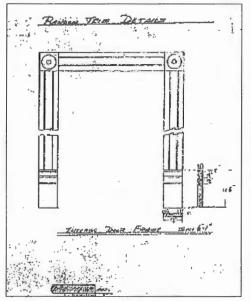
# **London Heritage Farm** Statement of Significance



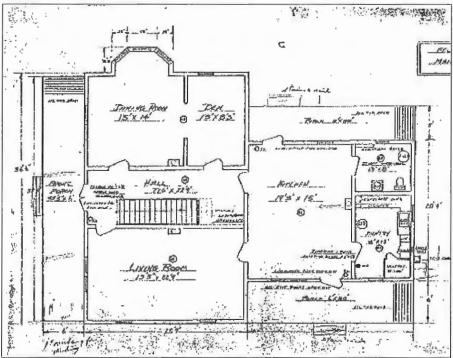
The site is important for its interpretation of the family lives of the early settlers and farmers on the South Arm, including themes such as agriculture on the South Arm, family life in a rural area of Richmond, the lives of children, and social aspects important at that time, such as the role of the Londons in the wider Lulu Island community and the presence of Chinese house and farm workers.

Originally a mixed agricultural farm producing dairy, oats, wheat, barley, timothy grass, fruit (plum, pear cherry, apple) and a wide variety of vegetables, London Farm was one of the largest and most prosperous farms in Richmond and is valued for the continuation of its early agricultural tradition in the context of a municipal heritage site.

The remains of the once-thriving orchard include apple, pear and crabapple trees, and a grafting program has been undertaken to ensure the continuation of these fruit trees. Community and allotment gardens are located on the west portion of the site, and chickens and bees are kept. Artifacts and exhibits illustrate and explain past agricultural processes, techniques and equipment from the 1880s to the 1940s. The farm practices organic prevention and control of disease and pests.



As-found drawing of interior details (Richmond Archives)



As-found drawing of main floor (Richmond Archives)

Replacing an earlier small farmhouse constructed in 1881, the northern section of the current London Farmhouse was built in 1898, with the southern section added in 1906. The Farmhouse has aesthetic importance as an excellent example of an early twentieth-century









rural farmhouse for a large and prominent local family. Situated in its original location, the two-storey farmhouse is Edwardian in design with Craftsman influences, T-shaped in plan, with a hipped roof and three chimneys. Balloon-framed in construction, the house has a full front verandah and two side porches with columns, and is clad in horizontal wooden drop-siding.

The farmhouse is important for the retention of the original rooms and interior spaces, and the conservation of interior features and finishes, including the wooden staircase, ornamental wooden window and door trims, interior doors, wallpaper and chimneys. The farmhouse has been furnished with articles typically found in Richmond homes between 1880 and 1929.

To illustrate the flower gardens established by the London family, reestablished ornamental and kitchen gardens have been designed to reflect the aesthetics and plant material typical of farmhouse gardens in the early twentieth century. The landscape includes several remaining specimen trees associated with the farmhouse, and lush vegetation has established itself around the restored pond.

The authenticity of the original farmhouse and remaining landscape features from the London era, such as the site's location, ditch, pond, agricultural fields, and specimen trees, is a significant feature of the place. Value is found in the reconstructed, presently existing buildings, structures, planted trees, gardens, exhibits and other landscape features for their ability to reflect London Farm as it was in the past and which allow the site to be used for its current purpose, as a museum and heritage attraction for the City.

The London Farm site has ecological value, primarily due to the restoration of the pond by the London Heritage Farm Society. The original slough on the site was impacted by agricultural dyking and ditching in the area. Enhancements have included the construction of a berm along the to retain water which previously emptied into the Dyke Road drainage canal, creating a pond an associated wetland that provides habitat for a variety of birds and waterfowl that use the wetland vegetation for nesting.

London Farm is valued for its contribution to the community life of Richmond, through its role as an interpretive historic site and for the ongoing programming and events that occur throughout the year. Particularly important is the role of the non-profit, volunteer organization, the London Heritage Farm Society, whose volunteer and fundraising work supports the maintenance and improvement of the house and gardens of this historic place. The importance of London Farm to the community was underscored by its designation as a municipal heritage site in 1978.









Doors Open events (www.londonheritage-farm.ca)

# **Character-defining elements**

# Site and landscape:

- Rural landscape context of the site in its original location on Dyke Road on the South Arm
- Relationship to the Fraser River
- · Dyke Road ditch along the southern boundary of the site
- Surrounding agricultural fields
- Specimen trees
- Lawn areas
- Wooden fences
- · Pond and associated trees and vegetation
- Recent gardens and outbuildings that interpret the place at the time of the London family occupation, such as the barn, greenhouses, sheds, chicken coop, and ornamental and vegetable gardens
- Activities that represent the ongoing agricultural focus of the site, such as the management of orchard trees, allotment gardens, keeping of chickens and bees
- Outdoor museum exhibits and functions such as the large farming machinery display and small hand tool museum
- Artifacts and exhibits that explain past agricultural processes, techniques and equipment
- Ongoing use of the site for community events

# Farmhouse:

- Form and character of an early twentieth century South Arm farmhouse, including the T-shaped plan, hipped roof, front and side verandahs with square columns, scrollcut brackets and open balustrades, and bay window with mansard roof with fishscale shingles
- Elements of original construction such as the pier block foundation, wooden drop siding with cornerboards, balloon framing and cedar shingle roof
- Three brick chimneys
- Windows, including double-hung wooden sash (replicated replacements)
- Wood front door with etched glass
- Original interior layout of rooms, staircase and hallways
- Interior wooden doors, trim and floor, wainscoting and picture rails
- · Original hardware
- Museum exhibits and collections including recreated room settings, artifacts, photographs and documentation

# **London Heritage Farm Selected References** Statement of Significance

Bannister, Marie. A History of London, Lulu Island, Richmond. Richmond Parks and Leisure Services, 1992.

Bodnar, Diana L. A History of London Area, Richmond, 1800-1990. Richmond Parks and Leisure Services, 1990.

City of Richmond Archives. A Guide to the City of Richmond Archives Relating to London Farm. 1996.

City of Richmond Heritage Sites: London Farm. http://www.richmond.ca/ culture/sites/london/about.htm

City of Richmond Archives Reference Files, Heritage Buildings.

Foundation Group Designs. Inventory Sheets, January 1990

Foundation Group. Richmond Heritage Inventory Phase II May 1989. City of Richmond Archives.

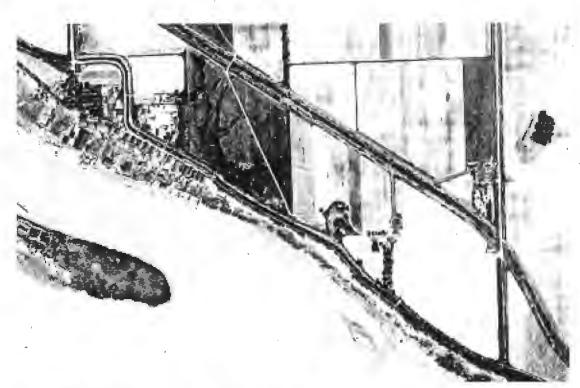
Keen, Mary and City of Richmond Archives. Time and Tide: The Settlement of Lulu Island's South Arm Shore. Volume 2: Richmond Neighbourhood Series. Richmond: City of Richmond Archives, 2005.

London Family Biography Files. City of Richmond Archives.

Ripon, Shan. London Farm, Richmond: Historic Site Analysis and Investigation. Richmond Historical and Museum Society, 1987.

Ross, Leslie. Richmond, Child of the Fraser. Richmond: '79 Centennial Society, 1979.

Steveston Recollections: The History of a Village http://www. museevirtuel-virtualmuseum.ca/



London Farm 1938



London Farm 1949

# Excerpt from the Minutes of The Richmond Heritage Commission Meeting

# Wednesday, December 7, 2022 – 7:00 p.m. Webex meeting

- a) Heritage Alteration Permit Application for 6511 Dyke Road (HA 22-025867)

  Miriam Plishka, Park Planner, introduced the Heritage Alteration Permit (HAP) application for the London Heritage Farm, and provided the following information:
  - The purpose of the HAP is to construct a new boardwalk at the south end of the pond and an orientation sign near the front entry of the site.
  - The proposed boardwalk would help establish a continuous walking loop within the site. The proposed materials of the decking and guardrail would be simple wood and two seating areas are proposed on either side of the boardwalk with benches and interpretive panels.

Rebecca Clarke, Manager of Museum and Heritage Services, provided the following additional comments and information:

- The heritage value of the pond lies in that it represents the historic slough which used to exist in the area, and the intention is to highlight the original waterway feature.
- A series of interpretive and wayfinding signs was approved as part of the previous HAP but details of the main orientation sign were not finalized at that time.
- The proposal is to maintain the location of the sign with a slightly different orientation. The sign design was developed through a collaborative process with the London Heritage Farm Society.
- The sign will replace the existing kiosk and will convey information about the site, and share information about different events and program and volunteer opportunities.

In response to a question from the Commission regarding the overall vocabulary of the signs on the site, staff noted that other signs were lower and rectangular and were supported by two wooden posts.

The Commission provided the following comments:

- It would be good to have cohesion in the design vocabulary. The existing heritage building is a simple structure with horizontal elements. Revising the design scheme to reflect similar horizontal elements would complement the heritage character of the building. The curved top is a contemporary approach and is not in keeping with the heritage character of the building.
- Colours, materials or some horizontal elements that complement the heritage character can be considered to better integrate the sign into the overall landscape.

• The proposed sign is simple and easy to read.

In response to the questions from the Commission, staff provided the following additional comments:

- The roof over the existing kiosk is deemed unnecessary and is often considered visual intrusion.
- The proposed sign design is a modern approach to attract more people to the heritage site that has evolved over time and adapted to the current needs, and actively engage them.

The Commission requested that more information be provided regarding how the sign design fits within the context in a cohesive manner and the design be brought back to the Commission for final comments and review.

It was moved and seconded:

That the proposed boardwalk included in the Heritage Alteration Permit application (HA 22-025867) be supported as presented.

CARRIED

It was moved and seconded:

That considerations be given to the comments made by the Richmond Heritage Commission on the orientation sign design included in the Heritage Alteration Permit application (HA 22-025867), and the sign design along with contextual information on the overall approach to signs on the site be brought back to the Richmond Heritage Commission for review and comments.

**CARRIED** 



# **Heritage Alteration Permit**

Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

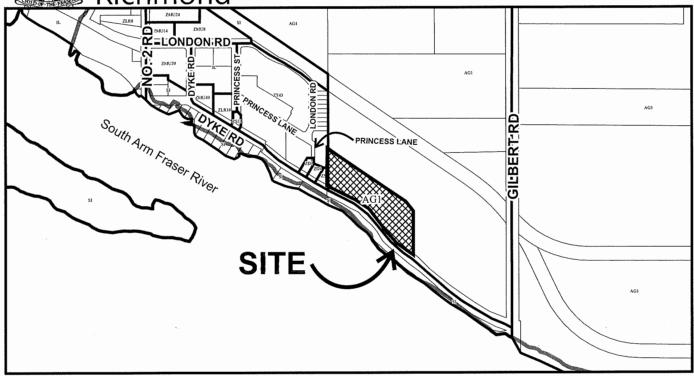
		File No.: HA 22-025867				
Т	o the Holder:	City of Richmond, Parks Services (c/o Miriam Plishka – Park Planner)				
Р	Property Address:	6511 Dyke Road				
L	egal Description:	Lot 24, Block 3N, Plan NWP56635, Section 18, Range 6W, New Westminster Land District				
(s.	617, Local Governm	ent Act)				
1.	(Reason for Permit	Designated Heritage Property (s.611)  □ Property Subject to Temporary Protection (s.609)  □ Property Subject to Heritage Revitalization Agreement (s.610)  □ Property in Heritage Conservation Area (s.615)  □ Property Subject to s.219 Heritage Covenant (Land Titles Act)				
2.	0	teration Permit applies to and only to those lands shown cross-hatched on the e "A" and any and all buildings, structures and other development thereon.				
3.	_	reration Permit is issued to authorize the following scope of works generally in Plans #1 to #6, attached hereto:				
		of a boardwalk over the south end of the existing pond; and of the orientation sign.				
4.		teration Permit is issued subject to compliance with all of the Bylaws of the City o, except as specifically varied or supplemented by this Permit.				
5.		authorized by this Heritage Alteration Permit are not completed within 24 months Permit, this Permit lapses.				
6.	This is not a Buil	ding Permit.				
	UTHORIZING RE Date>	SOLUTION NO. <resolution no.=""> ISSUED BY THE COUNCIL THE DAY OF</resolution>				
DI	DELIVERED THIS <day> DAY OF <month>, <year></year></month></day>					

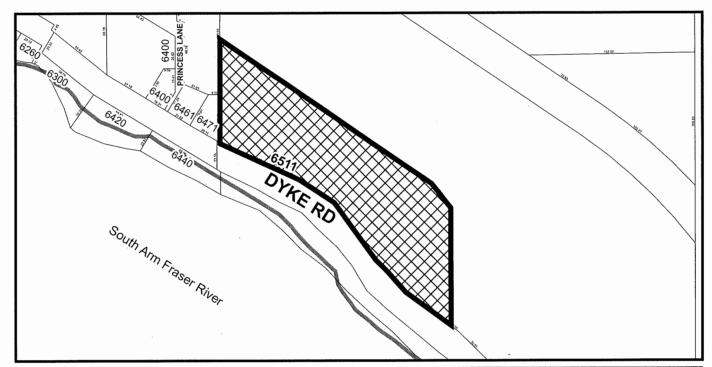
IT IS AN OFFENCE UNDER THE *LOCAL GOVERNMENT ACT*, PUNISHABLE BY A FINE OF UP TO \$50,000 IN THE CASE OF AN INDIVIDUAL AND \$1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.

CORPORATE OFFICER

**MAYOR** 







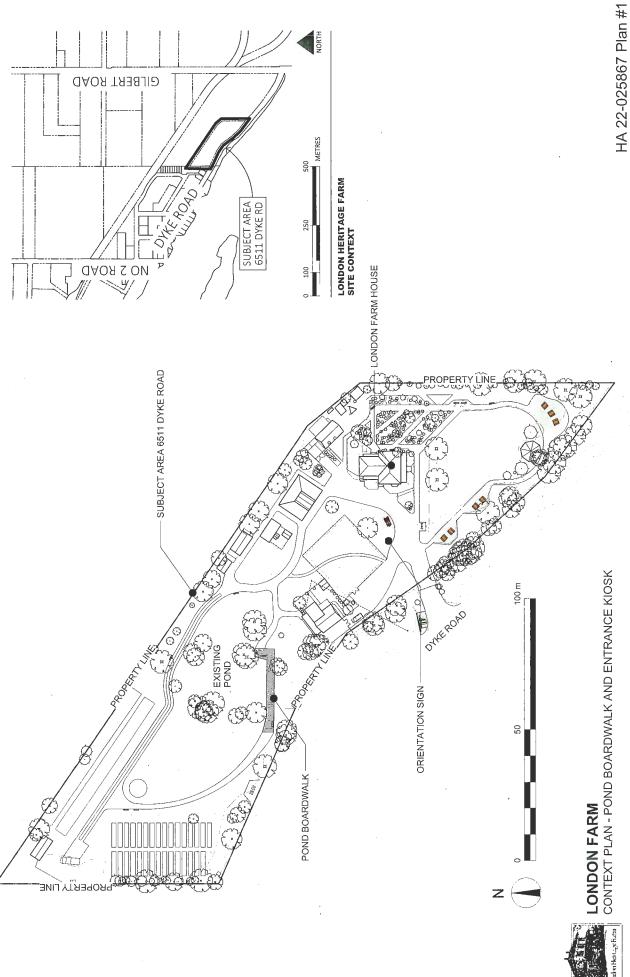


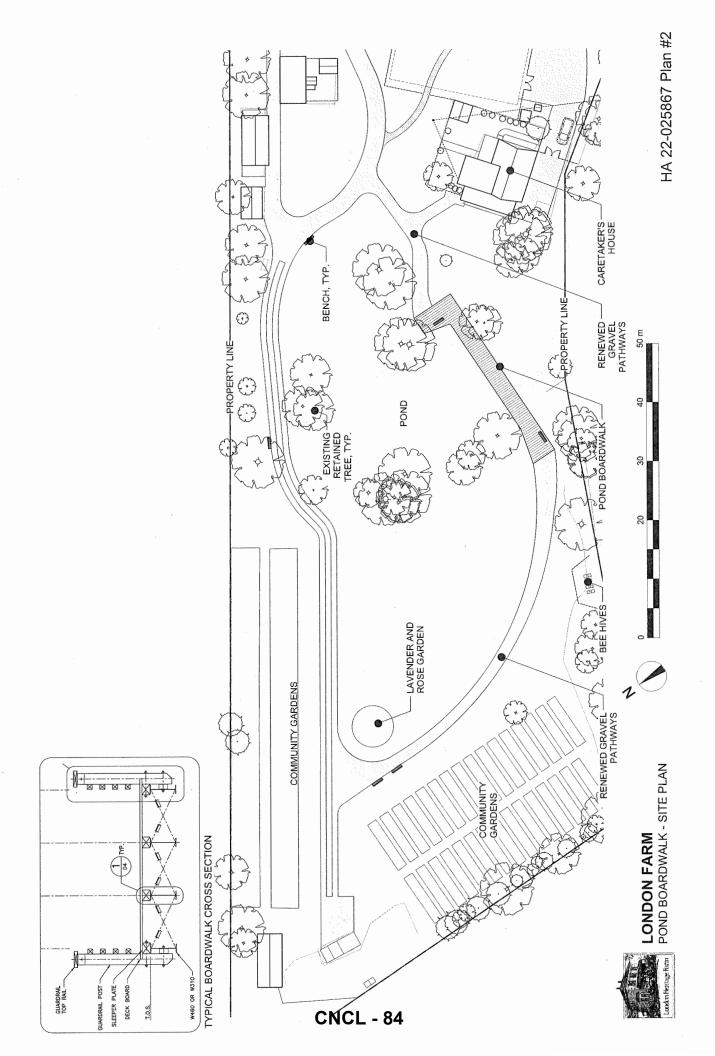
HA 22-025867 SCHEDULE "A"

Original Date: 11/21/22

Revision Date: 11/28/22

Note: Dimensions are in METRES









02) PHOTO LOOKING EAST OVER THE POND



LONDON FARM
POND BOARDWALK - SITE LOCATION



BENCH STYLE TO MATCH THE OTHER SITE BENCHES





LONDON FARM POND BOARDWALK - FORM AND CHARACTER



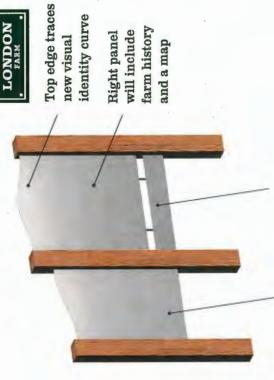
# LONDON FARM

# Orientation Sign





Orientation Sign Design



panel is updatable Separate hours

information will include Left panel on events

- Cedar posts

- Vinyl wrapped aluminum graphics

- Separate Hours panel is updatable - Top edge traces the logo curve

- Potential to be double-sided

Location and Form



# LONDON FARM Orientation Sign

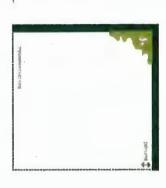
# Visual Identity



# Typography



# Design Elements



# Colour Palette



SALES CRIPCIAN SPITIOLS

COTTON

Visual Identity Guidelines

HA22-025867 Plan #6



# **Report to Committee**

To:

Parks, Recreation and Cultural Services

Date:

January 3, 2023

From:

Marie Fenwick

Committee

File:

HA 22-026415

Director, Arts, Culture and Heritage Services

Jim V. Young, P. Eng.

Director, Facilities and Project Development

Re:

Application by the City of Richmond for a Heritage Alteration Permit at 5180

**Westwater Drive (Britannia Shipyards)** 

# Staff Recommendation

That a Heritage Alteration Permit be issued to authorize alterations to the landside buildings at Britannia Shipyards, 5180 Westwater Drive, as outlined in the staff report titled, "Application by the City of Richmond for a Heritage Alteration Permit at 5180 Westwater Drive (Britannia Shipyards)," dated January 3, 2023, from the Director, Arts, Culture and Heritage Services and the Director, Facilities and Project Development.

Marie Fenwick

Director, Arts, Culture and Heritage Services

OM Fenvice

(604-276-4288)

Jim V. Young, P. Eng.

Jin You

Director, Facilities and Project Development

(604-247-4610)

Att. 3

REPORT CONCURRENCE					
ROUTED TO: CONCUR		RRENCE	CONCURRENCE OF GENERAL MANAGER		
Policy Planning		Ø	Ey-S		
SENIOR STAFF REPORT REVIEW		INITIALS:	APPROVED BY CAO		
		Sub	gren.		

# Staff Report

# Origin

Britannia Shipyards, located at 5180 Westwater Drive (the Site) (Attachment 1), is a 3.2 hectare historic cannery and shipyard site and public park bounded by the Fraser River to the south, Westwater Drive and residential development to the north and west, and the Steveston Harbour Authority to the east. The site consists of a collection of 14 wooden buildings related to early fishing and boatbuilding operations.

In October 2020, building condition assessments were completed for multiple buildings, which identified necessary infrastructure and envelope repairs. On December 6, 2021 Council subsequently approved \$2,125,000 as part of the 2022 Capital Program to complete the work for the over-land buildings.

Britannia Shipyards, was designated a municipal heritage site in 1990 and is protected by Heritage Designation Bylaw 5585. Under the City's Heritage Procedures Bylaw 8400, any alterations to a heritage designated site are subject to a Heritage Alteration Permit (HAP). Issuance of a HAP is subject to Council authorization.

This HAP application (HA 22-026415) is in addition to a previous HAP (HA 22-009920), that includes like-for-like roof replacements for Murakami Boatworks, Murakami House, Manager's House, Point House, Men's Bunkhouse, Winch Shed and Chinese Bunkhouse. The previous HAP (HA 22-009920) was issued on April 13, 2022 by staff through delegated authority.

The City of Richmond is applying for a HAP (HA 22-026415) to undertake multiple envelope repairs, including some roof systems, of landside buildings on the Site, electrical, mechanical, envelope and equipment renewals of the Richmond Boat Builders Building and ground water mitigation improvements to the stilt house crawl spaces. These repairs are needed to preserve the buildings and maintain structural integrity. The current HAP requires Council's approval as it involves alterations that cannot be considered by staff through delegated authority.

The purpose of this report is to provide an overview of the proposed alterations, applicable policies and plans and recommend that Council authorize the issuance of a Heritage Alteration Permit.

# Related Policies and Plans

# Britannia Shipyards National Historic Site Strategic Development Plan

The proposed alterations support the goals of the *Britannia Shipyards National Historic Site Strategic Development Plan* (Plan) endorsed by Council on July 23, 2018. The proposed alterations are also in keeping with the Site's mission, articulated in the Plan, "to preserve west coast maritime heritage with an emphasis on local wooden boat building traditions and the cultural mosaic and living conditions of the people who worked on the Steveston waterfront". The proposed work will also advance the overarching goals identified in this Plan to complete heritage restoration and interpretation and enhance the general quality of the visitor experience.

# Steveston Area Plan

Under the Official Community Plan 2041, the Site falls within the Steveston Area Plan (Area Plan), which seeks to "conserve significant heritage resources throughout the Steveston Area." Section 4.1 (h) of the Area Plan requires that the *Standards and Guidelines for the Conservation of Historic Places in Canada*, prepared by Parks Canada, be used to guide the management of heritage resources.

The proposed alterations identified in this HAP were informed by the Outline Conservation Strategy prepared by Don Luxton and Associates (Attachment 2). This Strategy follows the guidance provided in the *Standards and Guidelines for the Conservation of Historic Places in Canada* and describes the heritage value of the site and each building along with the appropriate approach to alterations. As indicated in this Strategy, repair and preservation of original fabric will always be preferred over replacement in any work undertaken as part of this project.

# Stakeholder Consultation

The proposed alterations were reviewed by the Richmond Heritage Commission (Commission) at their regular meeting on December 7, 2022. An excerpt from the Richmond Heritage Commission meeting is attached (Attachment 3). The Commission supported most of the proposed alterations but expressed concerns regarding the proposed synthetic roofing material for the modern low slope roof adjacent to the Murakami House. The Commission noted either the original material should be used or a more contrasting material can be used if the objective is to differentiate the non-heritage addition from the historic Murakami House. Staff have considered the members' comments and will revert back to a like-for-like roof replacement on the low sloped roofs adjacent to the Murakami House. The Britannia Shipyards National Historic Site Society have been informed of the upcoming work and are supportive of the proposed changes.

A HAP notification sign outlining the proposed alterations has been installed on the subject property. Once construction is underway, signage will be installed to inform public about the work and the associated building closures.

# **Proposed Scope of Work**

# Envelope Repairs

A number of building envelope repairs are needed to address building deterioration. This application includes repairs and alterations for the following heritage buildings:

Richmond Boat Builders, Murakami Boatworks, Murakami House, Manager's House, Point House, Men's Bunkhouse, Winch Shed, Chinese Bunkhouse, Visitor's Centre, and the modern Information Technology and mechanical buildings adjacent to the Murakami House.

# The proposed alterations include:

- Wood siding, fascia, and exterior trim boards: repairs or like-for-like replacement as required on Richmond Boat Builders, Murakami Boatworks, Murakami House, Winch Shed, Chinese Bunkhouse, Manager's House, Point House, Men's Bunkhouse, and Visitor's Centre;
- Gutters and down spouts (wood and metal): repairs or like-for-like replacement as required on Richmond Boat Builders, Murakami Boatworks, Murakami House, Chinese Bunkhouse, Manager's House, Point House, Men's Bunkhouse, and Visitor's Centre;
- Exterior doors and windows:
  - Repairs or like-for-like replacements as required on Richmond Boat Builders and Winch Shed;
  - o Replace exterior fibreboard doors on north and east side of Chinese Bunkhouse with solid wood doors in keeping with original character and as undertaken with the south side doors in 2021 (HA 21-939633); and
- Roof systems:
  - Replace metal roofing with cedar shingle and fill-in abandoned skylights on Richmond Boat Builders in keeping with the original heritage character of building.

# Richmond Boat Builders Fit Out

Upon completion of the envelope repairs to the building, the Richmond Boat Builders will be fit out with mechanical systems and equipment to support future wooden boat building programming. Upgrades to the building include a renewed exterior dust extraction system and renewed electrical and mechanical systems on the interior. The improvements may impact the building's exterior as systems may require penetrating the building envelope. Details will be reviewed and discussed with the heritage consultant to minimize the impact and ensure that the heritage value is not negatively impacted. Once complete, the facility will be ready to host boat building programming for the public.

# Improvements to Stilt House Crawl Spaces

Due to on-going issues with water seepage and mould, as part of this project, mechanical ventilation and sump pumps will be installed in the crawl spaces of the Chinese Bunkhouse, Point House, Men's Bunkhouse, Manager's House and Visitors' Centre. The improvements may impact the building's exterior as systems may require penetrating the building envelope. Details will be reviewed and discussed with the heritage consultant to minimize the impact and ensure that the heritage value is not negatively impacted.

# Financial Impact

None.

# Conclusion

The proposed repairs to the envelopes of landside buildings at the Site, fit out of the Richmond Boat Builders, and improvements to the stilt house crawl spaces as described in this Heritage Alteration Permit application (HA 22-026415) are required to maintain the heritage value and structural integrity of these buildings. The materials and approach of the proposed alterations are in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

It is recommended that the subject Heritage Alteration Permit for the Site be authorized.

Rebecca Clarke

Retuce Clarke

Manager, Museum and Heritage Services (604-841-2608)

Martin Younis, B. Eng., M. Eng.

Manager, Capital Buildings Project Development (604-204-8501)

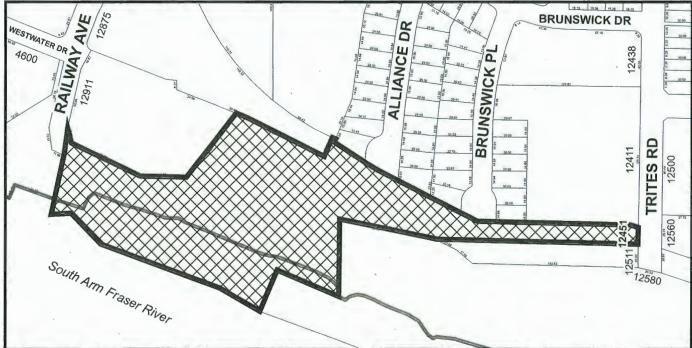
Att.

- 1: Location Map
- 2: Outline Conservation Strategy
- 3: December 7, 2022, Richmond Heritage Commission draft meeting minutes

# Britannia Location Map









HA 22-026415

Original Date: 11/28/22

Revision Date:

Note: Dimensions are in METRES



5180 WESTWATER DRIVE, RICHMOND, BC

# OUTLINE CONSERVATION STRATEGY

NOVEMBER 2022

DONALD LUXTON AND ASSOCIATES INC

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5.10 Britannia Shipyard.	

# INTRODUCTION

This Outline Conservation Strategy contains Conservation Treatments and Recommendations for the Britannia Heritage Shipyard National Historic Site. This is meant to act as an Action Plan for any person/organization conducting work on the historic site in the future. This will be further enhanced (and clainfield) by the Historic Context, Statement of Significance, Policy Framework, and Conservation Recommendations from the Standards and Cuidelines for the Conservation of Historic Places in Canada sections that make up the remainder of the Conservation Site Review document.

The City of Richmond Heritage Planner and a qualified Heritage Consultant should be consulted prior to the beginning of any work on this historic resource, and a work plan should be defined. If, during the conservation work process, there is any doubt or confusion regarding any of the conservation recommendations contained within this report (or anything agreed upon in the work plan), the City of Richmond Heritage Planner and/or the qualified Heritage Consultant should be consulted.



Britannia Heritage Shipyard, August 2022

# 1.0 STEVESTON HISTORIC CONTEXT

In 1880, William Herbert Steves, the son of Manoah Steves, the first settler in what would become Steveston, bought land and began to develop a townsite that would rival that developing in Vancouver. He enlisted aid from the British Army Engineers to lay out the townsite and by 1890, the area was known as Steveston. Early Steveston boasted a variety of amenities including, an opera house, church, several hotels, retail stores, a wharf to accommodate steamboats and Lulu Island's first newspaper and hospital.

Originally a farming community, it wasn't long before commercial fishing was firmly established as the economic engine that would power Steveston for the next century, commencing with the opening of the first cannery on the waterfront in 1882, By 1890, Steveston was a full-blown boom town, with canneries lining its waterfront and record catches of salmon, herring and other species. Steveston canneries were shipping salmon overseas, setting a record of more than 7.2 million kilograms in 1901. Steveston became known as the largest commercial fishing and cannery centre in Canada. This natural bounty supported many hotels and entertainment venues, including an opera house, saloons and bawdy houses, as well as gambling tables and opium does to serve the fishing season population of 10,000. In the 1806, fish processing technology changed as salting gave way to canning—and this technology benefited greatly from the catch being as fresh as possible. Accordingly, new processing and canning plants located in Steveston were close to the fishing grounds. However, by 1912, the fish processing lines had become automated, reducing the town's population by nearly half, in 1917, the annual salmon run failed due to blasting operations three years earlier at Hell's Gate in the Fraser Canyon, during the construction of the Canadian National Railway. Debris blocked the river to returning salmon. This disruption was complicated by several disastrous fires in 1918 (one of which resulted in the destruction of the Chinese and Japanese sections of Steveston Village), resulting in the closing, merging, or conversion of several canneries.



Looking down Second Avenue in Steveston, 1898, City of Richmond Archives (CRA) 1984-0017-00075

On January 14, 1942, the federal government ordered the evacuation of all males of Japanese descent over the age of 18 from British Columbia's coast. On February 26, 1942, this order was expanded to include women and children. By October 21,460 Japanese Canadians, including 2,600 from Steveston, had been moved by train to British Columbia's interior, many to ghost towns like Kaslo and New Denver, where they were often relegated to makeshift houses without electricity or running water. Some families went even further, in order to work on sugar beet farms in Alberta and Manitoba. The war ended in September 1945 but Japanese Canadians were not allowed to return to the coast until May 1949.

Following the war, Steveston returned to its peacetime state, with fishers fishing and shops catering to their needs and those of surrounding residents. Celebrating Steveston's commercial fishing legacy, the first Steveston Salmon Festival was launched in 1946, and continues today as an annual event. On February 28, 1958, the famed Interurban tramlines, which had provided a vital transportation link to Vancouver, had their final run on the Marpole-Steveston run, the region's last remaining route. In 1972, the first purpose-built Martial Arts Centre, or dojo, outside of Japan opened in Steveston, reinforcing the Japanese Canadian heritage of the area. In 1979, the Steveston Museum opened in a building dating from 1905, which had been Steveston's first bank, then a doctor's office.

Today, Steveston retains its fishing village character and remains home to Canada's largest fishing fleet, consisting of over 600 vessels. Steveston is also home to two National Historic Sites of Canada, including the Gulf of Georgia Cannery, once nicknamed the "Monster Cannery", and Britannia Shipyard. These sites help contribute to Steveston's increasing tourism trade.



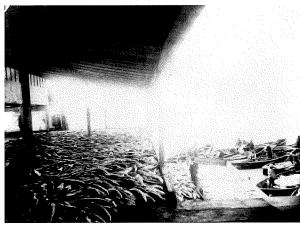
A Long Stretch of Canneries, Steveston, September 1908, CRA 1984-0017-00009



Two female cannery workers holding a sockeye salmon on a Steveston dock ca. 1942, CRA 1985-4-1759



Schooners at Steveston Canneries loading canned salmon destined for Cape Horn and England, 1899, CRA 1985-4-7



Anglo-B.C. Packing Co., Phoenix Cannery, 1890, City of Vancouver Archives (CVA) Indust P3.1

# 2.0 HISTORY OF BRITANNIA HERITAGE SHIPYARD

The British Columbia salmon canning industry began in the 1870s, and by 1890, the year the Britannia plant opened for business, there were already two salmon canneries operating at Steveston, and over thirty operating in British Columbia. The 3.3-hectare Britannia Shipyard property is located on the south side of Lulu Island, 15 kilometres south of Vancouver, and is designated as a National Historic Site. In 1890, the Britannia Shipyard Property was constructed as a cannery, and retained this function until 1918, when it was adapted for use as a boat repair yard. Cantilevering over the water, the shipyard orlocolosk Steveston Channel at the mouth of the Fraser River. The Shipyard is part of three-fiventer stretch of shoreline known collectively as Cannery Channel, extending from Garry Point and the Gulf of Georgia Cannery on the west end, to London Farm in the east. Many tall ships moored in Steveston every week during canning season to export canned salmon to world markets.

The Britannia Shipyard is the oldest surviving structure on the Steveston waterfront, and the oldest shipyard building in British Columbia. The Cannery was built in the distinctive L-shaped plan that characterized most early canneries. The long wing of the "L" was built perpendicular to the riverbank, with the short wing built over the water and parallel to the shore. Fish cutting was typically done in the short wing, and the rest of the canning operation took place in thong wing of the building. The proximity to the water made it easy for the fish to be unloaded onto the wharf and into the cannery. High lofts in the building were used for storing empty cans and nets.

By 1900, seventeen canneries were operating along Cannery Channel. In addition, hundreds of industrial structures associated with both canning and fishing lined the shore. Mergers between firms began to take place, and one of the first examples was the formation of the Anglo-British Columbia Packing Company Ltd (ABC) in 1891. This merger, which sought



CVA muust F3



Anglo-B.C. Packing Co. Receiving Salmon: Salmon being moved from flat bottom double ended skiffs onto a receiving scow, Garry Point Cannery, 1891, CVA Indust P4

to increase efficiency and profits, brought together nine salmon canneries, including two at Steveston: the Phoenix and the Britannia. Henry O. Bell-Irving founded ABC, and the company quickly grew to account for more than one quarter of British Columbia's total salmon pack. ABC sold huge quantities of canned salmon to the US government during the Spanish-American war in 1898, and initiated the shipping of salted, dried fish to Japan in December 1900. The company remained in the Bell-Irving family for three generations.

Technological advances provided investors with means to improve production. For example, the advent of gasoline motors in the first decade of the twentieth century allowed for more efficient fishing methods, and made the use of larger boats possible. These boats could travel to more distant fishing grounds in the Strait of Juan de Fuca, which was becoming increasingly important as American fishermen were catching larger quantities of Fraser River salmon and carrying them to new canneries on Puget Sound in the state of Washington. Metanalization was bringing great efficiencies to the canning industry, and in the decade before World War 1, it became possible for machinery to perform tasks such as washing, butchering, salting and weighing the fish, and putting it in cans; both reducing waste and the number of workers needed.

At the turn of the twentieth century, cannery work had been very labour intensive, with workers using hand-soldering devices. The labour force employed in the fishing and canning industries was ethnically diverse, with different groups often working and living separately. The Britannia cannery workforce included European, Japanese, Chinese and First Nations workers, many of whom were housed on the site. In the early days of the Britannia Shipyard, there were about 1,000 Chinese immigrants in the local area working in the canneries. Most foremen, mechanics and bookkeepers were European, while First Nations, Chinese and Japanese employees worked on the processing lines. Many residents liveleyond a dyke, along which ran pathways and boardwalks that served as a main street for the Steveston waterfront. Workers, cyclists, school children, and supply carts shared this narrow boardwalk built on piles above the marsh. During winter months, the boardwalk was often drenched by high tides.

The current buildings that compose the Britannia Shipyard property tell the stories of these diverse residents and workers. Originally a complex of over 90 structures, the site now illustrates the industrial activities and living arrangements of a typical Steveston cannery and shipyard of the early 1900s. Often each cannery supplied housing for individual ethnic groups in its workforce, with structures built no pillings to raise them above the level of the mud flats. An interesting example is the Chinese Bunkhouse, which is the last surviving Chinese Bunkhouse on the west coast. The building was originally located in Knight Inlet, and was relocated to its current location in the early 1950s. This bunkhouse whome to 75-100 Chinese cannery workers who were employed through Chinese contractors to work on the canning line. Accommodations were bare and extremely cramped. The Japanese Duplex building was once part of a complex of 16 buildings used by Japanese workers at the Phoenix Cannery. The two-storey structure originally served as housing. Constructed in the 1890s, it is the last building of its kind on the Steveston waterfront.

The land on which the Britannia Shipyard sits is the traditional territory of the Musqueam, a Coast Salish First Nation. While First Nations men fished for the canneries, the women were employed as workers on its processing lines. Built in the late 1880s to house native cannery workers, the First Nations Bunkhouse is reminiscent of traditional nineteenth century Coast Salish Longhouses. The board and batten fir siding is fastened with handmade nails.

Other significant buildings on the site include four still houses, which were built in the late 1800s as fisherman's dwellings. John Murchison, Steveston's first police chief and customs officer, purchased the Murchison Houses in 1895. Today, these still homes are open to visitors as the Visitor Centre, the Manager's House, the Men's Bunkhouse and the Point House.

After 1901, the salmon output of canneries located along the Fraser River district went into a slow decline. The decrease was due to both overfishing and greater competition from canneries based in the state of Washington. As stated previously, in 1917 the annual salmon run failed due to blasting operations four years earlier at Hell's Gate in the Fraser Canyon. British Columbia investors lost confidence in the canning industry after this disastrous season. Many canneries closed or were converted to other uses, with some buildings converted to auxiliary functions such as warehouses, salteries and net lofts. 1917 was the last year for which the Anglo-British Columbia Packing Co. purchased a canning licence for the Britannia.

However, the Anglo-British Columbia Packing Co. continued to operate a number of canneries in British Columbia, including the Phoenix, located next door to its Britannia plant. In 1918-1919 the Britannia site became a conveniently located shipyard and general maritime repair facility to fix the company's fleet of fishing boats. Conversion to this new



Worker using an "Iron Chink" to clean salmon, 1941, CVA 586-701

use required some alterations to the exterior of the Britannia structure; a large opening for a boat slip was made, allowing vessels to be hauled directly from the water into the building, and the wharf was widened.

During the 1930s and 1940s, the Murakami Boatworks was in operation, built by Mr. Murakami on property rented from the Phoenix Cannery. One or two gillnet fishing boats were constructed each winter and the Murakami family fished in the summer. At launching time, temporary tracks were placed over the boardwalk to roll the boat out. At one point a steam-box extended through the east side of the back wall, and was used to soften the wood used in boat buildings of it could easily be bent. Murakami House, next to the boatworks, was built in 1885 on piles over the marsh. The Murakami family, consisting of ten children and their mother and father, lived in the residence from early 1929 to 1942. After the faily's evacuation in 1942 to a sugar beet farm in Manitoba, the building was used to store lumber for the Britannia Shipyard and has since been restored.

Saeji Kishi and his employees constructed the Richmond Boatbuilders facility on piles above the marsh in the early 1930s. The facility was designed to accommodate up to four 30-f6ot fishing boats at one time. Gillnet fishing boats, 24' and 26' in length, with drums and Easthope engines, were the main product of the shop. The Kishis lost their boat works in the World War II internment of Japanese Canadians.

The surrounding environment of the Britannia Shipyard site was originally a treeless marsh. However, the vegetation changed significantly in the 1950s when the marsh was filled with sand dredged from the Steveston Channel. Now, the inter-fidal zone marsh is an important fish habitat and is a protected area for migratory birds and a family of swans. Shady Island, across the channel, was once a small sandbar that provided only minimal protection from storms. A wooden bulkhead was built in the 1930s to protect the dyke from storm wave erosion. Part of the original dyke can be seen in front of the Britannia Shipyard building and large stones can be seen in the marshes. Some of these ballast stones are from early schooners and clippers.

In the late 1960s, the Canadian Fishing Company purchased the Britannia Shipyard, and continued to use the facility into the 1970s, vacating it in 1980. In 1990, the site was donated to the City of Richmond by the Triple "R" Lands Corporation, and the property was designated as a National Historic Site in 1991. By 1994, the Britannia Heritage Shipyard Society had received grants and other donations totalling over \$1,000,000 to restore and upgrade buildings, repair wooden boats, and reconstruct the wooden buikhead beside the dyke. Today, the Britannia Heritage Shipyard National Historic Site continues to represent an important cultural landscape for both Steveston and the City of Richmond as a whole.



Murakami home in state of disrepair, before restoration, 1984, CRA 1984-4- 56



# 3.0 STATEMENT OF SIGNIFICANCE

BUILDING NAME: Britannia Heritage Shipyard National Historic Site

CIVIC ADDRESS: 5180 Westwater Drive, Richmond, BC

# Description of the Historic Place

Description of the Historic Flace

Britannia Heritage Shipyard is a 3.2 hectare historic cannery and shipyard site, and public park located on the south side of Lulu Island near Steveston BC and the mouth of the Fraser River. The Shipyard is part of three-kilometre stretch of shoreline known collectively as Cannery Channel which was once the most prollfic salmon canning centre in British Columbia.

The site is bounded by the South Arm and Steveston Channel to the south, Westwater Drive and residential development to the north and west, and the Steveston Harbour Authority to the east.

The site consists of a collection of wooden buildings related to early canning, fishing and shipbuilding operations arranged along a wooden boardwalk, dyke and bulkhead. The buildings reflect both the original Britannia operation and others not originally on the site relocated for interpretive purposes. The foreshore of the Fraser River contains important ecological and wildlife habitat features.

The site was declared a National Historic Site in 1991 and opened as a city park in 1995.

# Heritage Value of the Historic Place

The Britannia Heritage Shipyard is important for its historical, aesthetic, scientific, cultural, social and ecological values. A civic public park and natural historic site, it contains an integral concentration of buildings and landscape features that collectively tell the story of life and work in the fish camps, canneries and shipyards of Steveston and Richmond.

Located on Steveston's Cannery Channel at the mouth of the Fraser River for close access to the fishing grounds, the Britannia Shipyard is significant for its role as one of the earliest still-surviving canneries in British Columbia, and as one which has adapted to many changes over its lifetime. Britannia Shipyard is significant for its geographical location on the South Arm, near the mouth of the Fraser River where it enters the Strait of Georgia. As part of the Fraser River estuary, the area is recognized as an important regional and local ecological resource, particularly the intertidal and tidal marshes where rushes and reeds play an important role in salmon reproduction. The marshes also attract shorebirds.

Constructed in 1890 by Duncan Batchelor and partners, Britannia Shipyard is valued for its historical association with the expansion of fishing and canning in Richmond and along the BC coast beginning in the late 1870s. Illustrating the liquidity of the industry, the cannery was purchased by Henry O. Bell-Irving's ABC Canning Company in 1891, the same year ABC absorbed the adjacent Phoenix Cannery and the Garry Point Cannery.

The Britannia cannery adapted to changes in technulogy, particularly mechanization, in the first decades of the twentleth century, including electricity, the sanitary canning system and the Smith butchering machine. Gasoline motors on gillnet boats allowed a wider fishing area, and facilitated the greater use of purse seines, powering net winches and propelling larger boats. After the decline in fish after 1913 and the Hell'is Gate slide, Bell-Irving supervised the adaption from a cannery to a thriving shipyard to construct boats and service Steveston's fishing fleet.

The Britannia site is important for its still-evident features and their materials in the landscape that are indicators of the The Britannia site is important for its still-evident leatures and their materials in the landscape that are indicators of the development and evolution of the cannery and shipyard. The physical location of the original buildings show the layout of the cannery and shipyard. The wooden boardwalk indicates the connection to the commercial area of Steveston, serving as a transportation route and main street for the community. The bulkhead is the result of the necessity of shoring up the land from inundation by the Fraser River, Pilings in the water reflect the location of wharves. Re-established gardens, such as the Murakami garden, and orchard planting reflect domestic aspects of the original landscape.

The Shipyard is important for its collection of buildings, including original cannery and shipyard buildings, and relocated structures from both its early history, for example, the Chinese Bunkhouse, and recent years. The collection of industrial and residential buildings is indicative of the diversity of Britannia's once-thiving, self-sufficient community of canneries, boatyards, residences and stores. The re-purposing of buildings for new uses was common throughout the canneries and in part allowed the Britannia Shipyard to remain viable for boat building and repair, equipment storage, and other maritime uses until the 1970s.

The building collection is important for its variety of scales corresponding to an individual building's original use, and for their physical materials, particularly wood and metal.

Collectively, the remaining original buildings and those moved to the site are important for the breadth of the interpretive programming which tells the full story of life in a cannery and shipyard setting over nearly a century. The site's ability to present information about the economic and social hierarchy that existed in the canneries and shipyards of the time, and of the ethnic diversity of its workers, is an important aspect of the place.

The workforce, both men and women, were of diverse cultural origins and most lived and worked on the site. The cannery and shipyardwas supported by this hierarchy of workers which at first included managers, fishermen, cannery workers and cooks. After the transition to a shipyard, the workforce expanded to include fishermen, shipwrights, skilled craftsmen, machinists, engineers, cooks and others in support of the fishing fleet.

Racial divisions were part of life in the canneries, and this is reflected at Britannia. The canneries had separate living quarters for Europeans, Japanese, Chinese and First Nations. Housing types included Chinese and Japanese bunkhouses, First Nations huts, family housing and European houses.

As elsewhere, discrimination existed towards Japanese, Chinese and First Nations workers. The relocation of the Japanese in 1942 relates directly to the cannery's workforce and the Japanese Duplex, but also to the two Stilt Piling houses (Men's Bunkhouse and Point House) as they were houses confiscated from their Japanese owners during the relocation.

Britannia has for many years been of value to the community as an important historical and recreational site. Past employees and residents of the Shipyard have contributed oral histories that bring the site to life. Its collection of buildings and landscape features is considered to have national value and was designated a National Historic Site in 1992 by the National Historic Sites and Monuments Board of Canada. It opened as a public city park in 1995.

The decision to make the site a park with full public access rather than a gated heritage attraction is important for the integration of the site into the community and to allow casual visitors to use and experience the place at all hours.

The place maintains significant social value and a link to its history through its many regular and seasonal activities supported by volunteers. Such programs and events include ecological education, interpretive tours, cultural and musical celebrations, community uses such as weddings, children's events, the annual Maritime Festival and ongoing active use of the Shipyard and the Richmond Boat Builders facility for boat building and boat repair.

### Character-Defining Elements

- Site and Setting:
  Significant geographical location on Cannery Row adjacent to Steveston Channel
  Coologically important features such as the Fraser River foreshore habitat and re-established native plant material
  Relationship of site to adjacent residential development
  Site as open space with full public access

- Archeological features:

  Evidence of shell midden on Lot 6
  Intangible connection to the land through millennia of use by First Nations

- Cultural landscape features:

  Boardwalk and bulkhead

  Wooden pillings along the foreshore

  Views of the foreshore, Steveston Channel and Shady Island Vegetation features such as:
- regetation features such as:

  Re-establishing native plant material

  Riparian vegetation on foreshore and constructed ponds

  Existing trees

  Re-created gardens

  Re-established orchard

- Building and structures:

   Remnants of original building cluster pattern

   Buildings associated with the Britannia cannery and shipyard, including:

   Shipyard and Cannery Complex
  - Richmond Boat Builders
  - Murakami Residence
  - Murakami Boatworks
     Chinese Bunkhouse
     Japanese Duplex

  - Injanese Duplex
     First People's House
     Cannery Office (Winch Shed)
     Buildings associated with the Phoenix Cannery, including:
     Phoenix Seine Net Loft
     Buildings associated with the interpretation of the site, including:

- Murchison House #1 (Visitor Centre)
  Murchison House #2 (Manager's House)
  Still Piling House #1, 12080 7th Avenue (Men's Bunkhouse)
  Still Piling House #2, 12100 7th Avenue (Point House)
  Outhouse
  Chicken Coop

# Intangible cultural features:

- Continued use for boat building and repair
  Oral histories
  Community uses such as interpretive tours, festivals, events and park use

# 4.0 CONSERVATION RECOMMENDATIONS:

# **4.1 SITE**

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

# RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- EVANT POLICIES (FROM STEVESTON AREA PLAN):
   Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
   To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks Canada, as a guideline;
   Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
   Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

# **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" (talker than double-glazing, fas it is usually interpreted) and therefore Code requirements can be met through

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and Settings Significant geographical location on Cannery Row adjacent to Steveston Channel Coologically important features such as the Fraser River foreshore habitat and reestablished native plant material Relationship of site to adjacent residential development Site as open space with full public access	Retains the connection between Richmond and its maritime history.	Britannia Shipyard and the surrounding grounds collectively known as the Britannia Heritage Shipyard National Historic Site trace their origins to 1890. The site, its buildings and intangible features should remain in this location, as its proximity to Cannery Row adjacent to Steveston Channel is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.	
4.2	Archaeological Features:     Evidence of shell midden on Lot 6     Intangible connection to the land through millennia of use by the First Nations	Maintains the connection between the site and its long legacy of use.	Archaeological features of the Britannia Heritage Shipyard National Historic Site should be carefully protected and preserved, under the direction of a qualified archaeologist(s).	

# BRITANNIA SHIPYARDS

# CONSERVATION RECOMMENDATIONS

E	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.3	Cultural Landscape Features:  Boardwalk and bulkhead  Wooden pilings along the foreshore  Views of the foreshore, Steveston Channel and Shady Island	Physical materials tie the site together and provide the public with an opportunity to interact with the entire site.	The Character-Defining Elements of the cultural landscape of the Britannia Heritage Shippard National Historic Site add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the buildings and structures of the Britannia Heritage Shippard National Historic Site in the future:  Preserve all original elements, features, and materials of the buildings and structures as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic buildings and structures.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic buildings and structures.	
4.4	Vegetation Features such as:  Re-establishing native plant material Ripartan vegetation on foreshore and constructed ponds Existing trees Re-creating gardens Re-established orchard	Provides the public with an opportunity to learn about and interact with the re-established and re-created natural habitat of the site	Conserve and maintain the re-established native plant material, riparian vegetation on foreshore and constructed ponds, existing trees, re-created gardens, and re-established orchard. The vegetation features of the Britannia Heritage Shipyard National Historic Site are living organisms with life spans, and may require replanting in the future.  Should major interventions be required on the vegetation features of the Britannia Heritage Shipyard National Historic Site, a certified Landscape Architect should be consulted. Proper maintenance should be undertaken on a daily, monthly, annual, and periodic cycle.	

# BRITANNIA SHIPYARDS

# CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.5	Building and Structures:  Remnants of original building cluster plan  Buildings associated with the Britannia Cannery and Shipyard, including: Shipyard and Cannery Complex; Richmond Boat Builders; Murukami House; Murakami Boatworks; Chinese Bunkhouse; Japanese Duplex; Winch	Provides the public with an opportunity to see and explore the buildings that originally composed the cannery complex	The Character-Defining Elements of the cultural landscape of the Britannia Heritage Shipyard National Historic Site add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the buildings and structures of the Britannia Heritage Shipyard National Historic Site in the future:  Preserve all original elements, features, and materials of the buildings and structures as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement, Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or testured lumber, are not acceptable for replacement of any woodwork on the historic buildings and structures. Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic buildings and structures.	
4.6	Buildings associated with the Phoenix Cannery, including the Seine Net Loft and Phoenix Gill Net Loft	Provides the public with an opportunity to see and explore the buildings that originally composed the cannery complex	The Character-Defining Elements of the cultural landscape of the Britannia Heritage Shipyard National Historic Site add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the buildings and structures of the Britannia Heritage Shipyard National Historic Site in the future:  Preserve all original elements, features, and materials of the buildings and structures as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic buildings and structures. Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic buildings and structures.	

# CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.7	Buildings associated with the interpretation of the site, including: Murchison House No. 1 (Visitor Centre); Murchison House No. 2 (Manager's House); Still Piling House No. 1 (Men's Bunkhouse); and Still Piling House No. 2 (Point House)	Provides interpretive and educational points of interest for the public.	The Character-Defining Elements of the cultural landscape of the Britannia Heritage Shipyard National Historic Site add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the buildings and structures of the Britannia Heritage Shipyard National Historic Site in the future:  Preserve all original elements, features, and materials of the buildings and structures as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic buildings and structures.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic buildings and structures.	
4.8	Intangible Cultural Features:  Cominued use for boat building and repair  Oral histories  Community uses such as interpretive tours, festivals, events and park use	Provides an enhanced level of cultural history awareness for the overall site.	Maintain the use of Richmond Boat Builders as a boat building/repairing and community space for the education and interpretation of past and current boat building and boat repair practices. Should this use prove to be economically unviable, a historically compatible use should be identified.  Maintain community uses such as interpretive tours, festivals, events and park use.  Maintain the role of the buildings and structures of the Britannia Heritage Shipyard National Historic Site as currently used as educational and interpretive centres.	

# **5.0 OUTLINE CONSERVATION STRATEGY: 5.1 CHINESE BUNKHOUSE** (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

# RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods; To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks

- Canada, as a guideline;
  Promote the integration of the trail system with cycling routes,
  greenways, walkways, and existing park pathways;
  Provide opportunities along the trails and greenway system for
  interpretation and educational information about Steveston's natural
  and historical features.

# **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing, (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Landmark on the Steveston waterfront  Wharf and boardwalk associated with the building  Relationship to other buildings in the complex  Views of the Fraser River and foreshore  Chicken coop	Retains the connection to the early maritime history of British Columbia.	The Chinese Bunkhouse was constructed circa 1915 and has been situated in this location since its relocation to the site in 1951. The building should remain in this location, as its proximity to the Britannia Shipyard recreates a historical building cluster typical of the era, and is now one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	
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		LIFANT CELLULE	CONTERNATION AREATURN AND RECOMMENDATIONS	MACES
.2	Building: Industrial accommodation form, scale and massing as represented by its two-storey height, symmetrical, rectangular massing and large-scale floor plan Wood frame heavy timber construction Utilitarian style as expressed by its shallow gabled hip roof with corrugated metal cladding and exposed timber rafter ends, and its board and batten exterior cladding	The wooden materials used in the construction of the Chinese Bunkhouse reflect the traditional building elements employed during the early twentieth century. The building is the last remaining bunkhouse of its type on the west coast.  The gabled roof and wooden elements of the Richmond Boat Builders facility reflect the traditional building style and materials utilized through the interwar period of the twentieth century.	An August 2022 site visit into the existing conditions of the materials of the roofing and wood cladding revealed these Character-Defining Elements to be in fair to good condition in need of minor repairs and maintenance.  A review of the existing foundation / crawlspace damp proofing showed no evidence of deterioration in need of repair. Further review by a licensed engineer is recommended to determine if repairs / maintenance is required at this time.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 23, #10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.  The Character-Defining Elements of the Chinese Bunkhouse building add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Chinese Bunkhouse in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replacement of any woodwork on the historic building.  Replace existing cedar wood shingle roofing with like for like. Substitute materials, such as asphalt shingles, are not acceptable for replacement of any woodwork on the historic building.	IMACES

## CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
.3	Windows:  Regular window fenestration in a single row on the upper floor  A single window on each of the short facades  Irregular fenestration on the lower floor  Varlety of multi-paned wood windows with wood trim	The materials used in the construction of the Chinese Bunkhouse reflect the traditional building elements employed during the early twentieth century.	The Character-Defining Elements of the Chinese Bunkhouse building add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Chinese Bunkhouse in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance. Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered. Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building. Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.	
4.4	Interior Features and Details: Interior layout on two floors with rectangular spaces running the length of the building Wood posts and beams Wood floor Narrow wood staircase Horizontal board walls Wood celling on the upper floor Exhibits, installation and interpretation	Provides the community with an opportunity to explore the interior structure and interact with the original bunkhouse function.	Conserve and maintain the wood floors, painted board ceilings, vertical wide-planked painted wood walls, trims including wood trim around windows, and interpretive installations, materials and details.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Chinese Bunkhouse in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.	

### CONSERVATION RECOMMENDATIONS

 DIADI	RVATION RECOMMENDATIONS			
#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.5	Intangible Cultural Features:  Oral histories and photographs  Community uses such as interpretive tours, festivals and events	Provides the public with educational and interpretive opportunities.	Conserve and maintain the interpretive and educational aspects of the Chinese Bunkhouse, as it fulfills an important community awareness function at the Britannia Heritage Shipyard National Historic Site.	

### 5.0 OUTLINE CONSERVATION STRATEGY: 5.2 MURCHISON HOUSE 1, VISITOR CENTRE (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

  Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
  Encourage the preservation and celebration of community heritage;
  Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
  Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
  Integrate a broad Interpretation of heritage into festivals and celebrations unique to Richmond.

### RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- EEVANT POLICIES (FROM STEVESTON AREA PLAN):
   Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
   To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada," Parks Canada, as a guideline;
   Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
   Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location at Britannia Heritage Shipyard  Part of a reconstructed building cluster plan  Pond and Boardwalk	Retains the connection to the early maritime history of the area.	The Murchison House No. 1 was constructed circa 1889 and has been situated at the Britannia Heritage Shippard National Historic Site since 1993. The building should remain in this location, as its proximity to the Britannia Shippard recreates a historical building cluster typical of the era, and is now one of its most distinguishing character-defining elements and adds significantly to its heritage value.  The reconstructed boardwalk and pond, which references the original salt marsh which existed in the early days of Britannia Shippard, should also be preserved as part of the Murchison House No. 1 site.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	

# CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.2	Building: Form, scale and massing as expressed by its one-storey height with side-gabled roof and shed roof extension, and its horizontal massing Wooden construction featuring balloon framing and a prefabricated structure Vernacular design features including beveled wood siding, open porch with square posts, and wooden cornerboards Double hung wooden sash windows with upper sash horns Wood doors	The elements used in the construction of the Murchison House No. 1 reflect the traditional building techniques employed during the late nineteenth century.	The Character-Defining Elements of the Murchison House No. 1 building add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murchison House No. 1 in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  Further investigation to determine the actual heritage colours of the windows, exterior trims and sills, and stidings should be undertaken when future work and maintenance is planned.	
4.3	Interior:  Wood floors  Painted board ceilings  Vertical wide-planked painted wood walls  Trims including wood trim around windows Interpretive installations, materials and details	Extensive wooden elements throughout the interior reflect typical finishes of the late nineteenth century.	Conserve and maintain the wood floors, painted board ceilings, vertical wide-planked painted wood walls, trims including wood trim around windows, and interpretive installations, materials and details.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murchison House No. 1 in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic house.	

#### CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION I REALMENT AND RECOMMENDATIONS	IMAGES
4.3	Intangible Cultural Features:  Oral histories associated with the building and interpretation  Interpretive and educational tours	The building serves as the Visitor Centre for the Britannia Heritage Shipyard National Historic Site.	Conserve and maintain the interpretive and educational aspects of Murchison House No. 1. Should the primary use of the building change, its interpretive and educational role, as part of the Britannia Shipyard National Historic Site, should continue.	

### 5.0 OUTLINE CONSERVATION STRATEGY: 5.3 MURCHISON HOUSE No. 2, MANAGER'S HOUSE (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

  Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
  Encourage the preservation and celebration of community heritage;
  Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
  Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
  Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

### RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
   To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks

- Canada, as a guideline;

  Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;

  Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safely as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades, for example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location at Britannia Heritage Shipyard  Part of a reconstructed building cluster plan  Pond and Boardwalk	Retains the connection to the early maritime history of the area.	The Murchison House No. 1 was constructed circa 1889 and has been situated at the Britannia Heritage Shipyard National Historic Site since 1993. The building should remain in this location, as its proximity to the Britannia Shipyard recreates a historical building cluster typical of the era, and is now one of its most distinguishing character-defining elements and adds significantly to its heritage value.  The reconstructed boardwalk and pond, which references the original salt marsh which existed in the early days of Britannia Shipyard, should also be preserved as part of the Murchison House No. 1 site.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements.	

## CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.2	Building:  Residential form, scale and massing including its: one and one-half storey height with front-gabled roof and vertical massing.  Construction: balloon framed, prefabricated construction  Wooden construction materials including cedar roof shingles, and exterior horizontal beveiled siding with cornerboards.  Double hung sash windows with upper sash horns	The elements used in the construction of the Murchison House No. 2 reflect the traditional building techniques employed during the late nineteenth century.	The Character-Defining Elements of the Murchison House No. 2 building add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murchison House No. 2 in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardle Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  Further investigation to determine the actual heritage colours of the windows, exterior trims and sills, and sidings should be undertaken when future work and maintenance is planned.	
4.3	Interior:  Wood floors  Painted narrow board wood ceilings and horizontal wood walls  Trims including wood trim around windows and wainscoting  Wood staircase to upper floor  Angled ceiling on the upper floor  Interpretive installations, materials and details	The building's interpretive and educational displays illustrate early living situations at the Britannia Heritage Shipyard National Historic Site.	Conserve and maintain the interpretive and educational aspects of Murchison House No. 2. Should the primary use of the building change, its interpretive and educational role, as part of the Britannia Shipyard National Historic Site, should continue.	

## CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.3.	Intangible Cultural Features:  Oral histories associated with the building and interpretation  Interpretive and educational tours	The building's interpretive and educational displays illustrate early living situations at the Britannia Heritage Shipyard National Historic Site.	Conserve and maintain the Interpretive and educational aspects of Murchison House No. 2. Should he primary use of the building change, its interpretive and educational role, as part of the Britannia Shipyard National Historic Site, should continue.	Family Life at Britains.

### 5.0 OUTLINE CONSERVATION STRATEGY: 5.4 STILT PILING HOUSE No. 1: MEN'S BUNKHOUSE (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

## RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
   To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks

- Curteilmes for line Conservation of Historic Places in Canada, Parks Canada, as a guideline;
  Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
  Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

# BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognise the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

#### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE YALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location at Britannia Heritage Shipyard  Part of a reconstructed building cluster plan  Pond and boardwalk	Retains the connection to the early maritime history of the area.	The Men's Bunkhouse dates to the 1890s and has been relocated to its current site as part of the recreated Historic Zone at Britannia Shipyard. The building should remain in this location, as its proximity to the Britannia Shipyard is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effor should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Cuidelines for the Conservation of Historic Places in Canada, page 22, ±1 Conserve the heritage value of an historic place. Do not remove, replace or substantially after its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.2	Building:  Wood frame construction on wood pilings  Residential form, scale and massing including: one-storey height, rectangular footprint, front-gabled roof with front-gabled porch  Vernacular design features including wooden fascias, horizontal beveled wooden siding, cedar roof shingles, and comer boards  Double hung wooden sash windows	The elements used in the construction of the Men's Bunkhouse reflect the traditional building techniques employed during the late nineteenth century.	The Character-Defining Elements of the building of the Men's Bunkhouse add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Men's Bunkhouse in the future:  Preserve all original elements, features, and materials of the bunkhouse as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  Further investigation to determine the actual heritage colours of the windows, exterior trims and sills, and sidings should be undertaken when future work and maintenance is planned.	
1.3	Interior:  Wood floors  Trims including wood trim around windows and doors  Furnishings, artifacts and interpretive material relating to life in a typical men's bunkhouse at Britannia Cannery and Shipyard	The caretaker suite also includes exhibit space for the public.	Conserve and maintain the interior Character-Defining Elements of the Men's Bunkhouse. Conserve the furnishing, artifacts and interpretive material relating to life in a typical men's bunkhouse at Britannia Cannery and Shipyard; furnishings, and artifacts should be maintained in the Men's Bunkhouse collection and preserved in an appropriate manner.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Men's Bunkhouse in the future:  Preserve all original elements, features, and materials of the bunkhouse as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.	

# CONSERVATION RECOMMENDATIONS

Ħ	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.3	Continuation of Interior	The caretaker suite also includes exhibit space for the public.	The conservation of any furnishings or artifacts should be based on "Preventative Conservation", which emphasizes non-interentive actions to prevent damage to and minimize deterioration of artifacts in a collection. Such actions include:  Monitoring and recording levels of environmental agents (e.g., light, relative humidity, temperature); Inspecting and recording the condition of objects; Controlling environmental agents; Establishing a pest management system; Practicing proper handling, storage, exhibit, and housekeeping techniques; Incorporating needed information and procedures regarding the collection in emergency management plans.	
4.3	Intangible Features:  Oral histories associated with the building and interpretation Interpretive and educational tours	The building is a representation of early life at the cannery site.	Conserve and maintain the interpretive and educational aspects of the Men's Bunkhouse. Should the primary use of the building change, its interpretive and educational role, as part of the Britannia Shipyard National Historic Site should continue.	

### 5.0 OUTLINE CONSERVATION STRATEGY: 5.5 MURAKAMI BOATWORKS (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;

   Encourage the preservation and celebration of community heritage;

   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;

   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
  - Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

## RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods; To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks

- Canada, as a guideline;
  Promote the integration of the trail system with cycling route,
  greenways, walkways, and existing park pathways;
  Provide opportunities along the trails and greenway system for
  interpretation and educational information about Steveston's natural
  and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of lineiro or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location as part of the original Phoenix CanneryPhilannia Shipyard cluster of structures around and along the historical boardwalk  Spatial connection to the adjacent Murakami House  Views of the Fraser River	Retains the connection to the early maritime history of the area.	The Murakami Boatworks has been situated in this location since its construction in 1929. The building should remain in this location, as its proximity to the Phoenix Cannery, as well as the Murakami House is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	

#### CONSERVATION RECOMMENDATIONS

Ħ	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
	Suilding:  Simple rectangular building form and horizontal massing Gable roof with wood shingle and exposed rafter ends Weathered vertical board and batten siding on the exterior Large double door at the south end with hinged upper portion to enlarge the door for the passage of boats Multi-paned wood windows with wood trim	The wooden materials used in the construction of the Murakami Boatworks facility reflect the traditional building elements employed during the interwar period of the twentieth century.	An August 2022 visual investigation into the existing conditions of the materials of the roofing revealed these Character-Defining Element to be in a state of deterioration with biological growth over the wood shingle and in need of replacement.  The Character-Defining Elements of the Murakami Boatworks building add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murakami Boatworks in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Preserve existing later-added skylights Code compliant safety glass is to be utilized for skylights. Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Existing wood siding to be repaired or replaced in kind (e.g. dutchman repair). Substitute materials, such as Hardle Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Replace existing wood shingle roofing with like for like. Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  Restore wood gutters to original profile per archival images and on-site surviving elements.  Further investigation to determine the actual heritage colours of the windows, exterior trims and sills, and sidings should be undertaken when future work and maintenance is planned.	

# CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
1.3	Interior Features:  Undivided interior open space  Wood floor  Wood celling, beams and rafters  Vertical wood board interior walls  Large wood door with diagonal bracing  Re-created interior space based on oral histories and including workbenches, lockers, drying racks and storage bins	Provides the community with a chance to interact with the historic usage of the building.	Conserve and maintain the interior Character Defining Elements of the Murakami Boatworks.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murakami Boatworks in the future:  • Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  • Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.	
Intangible Cultural Features: Oral histories and photographs Community uses such as interpretive tours, festivals and events	Provides the public with educational and interpretive opportunities.	Conserve and maintain the use of the Murakami Boatworks as an educational and interpretive resource for the community.		

### **5.0 OUTLINE CONSERVATION STRATEGY:** 5.6 MURAKAMI HOUSE (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

# RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
   To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada," Parks Canada, as a guideline;
   Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
   Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location as part of the original Phoenix Cannery/Britannia Shipyard cluster of structures near the historical boardwalk Spatial connection to the adjacent Murakami Boatworks  Views of the Fraser River Re-established garden with picket fence	Retains the connection to the early maritime history of the area.	The Murakami House has been situated in this location since its construction circa 1885. The building should remain in this location, as its proximity to the Phoenix Cannery, as well as the Murakami Boatworks is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	

#### CONSERVATION RECOMMENDATIONS

CONS	ERVATION RECOMMENDATIONS			
#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.2	Building: Remnants of original building cluster pattern Simple rectangular building form and horizontal massing Gable roof with wood shingle and exposed rafter ends Weathered vertical board and batten siding on the exterior Multi-paned wood windows with wood trim	The swooden materials used in the construction of the Murakami House reflect the traditional building elements employed during the late nineteenth century.	An August 2022 visual investigation into the existing conditions of the materials of the roofing revealed these Character-Defining Element to be in a state of deterioration with biological growth over the wood shingle and in need of replacement.  The Character-Defining Elements of the Murakami House building add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murakami House in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or testured lumber, are not acceptable for replacement of any woodwork on the historic building.  Replace existing wood shingle roofing with like for like. Substitute materials, such as asphalt shingles, are not acceptable cor replacement of any woodwork on the historic building.  Replace existing wood shingle roofing with like for like. Substitute materials, such as asphalt shingles, are not acceptable for replacement of any woodwork on the historic building.  Replace existing wood shingle roofing with like for like. Substitute materials, such as asphalt shingles, are not acceptable for replacement of any woodwork on the historic building.  Replace existing wood siding where damaged and deteriorated.	
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# CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.3	Interior Features:  Horizontal board interior walls  Open and transparent wood dividers between rooms  Reconstructed traditional Japanese cedar bath  Re-created interior space based on oral histories and furnishings, artifacts and items that illustrate the functions of the various rooms	Provides the public with an opportunity to interact with with the building's historic layout and features.  .	Conserve and maintain the interior Character Defining Elements of the Murakami House.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Murakami House in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic house.	
4.4	Intangible Cultural Features:  Oral histories and photographs Community uses such as interpretive tours, festivals and events	Provides the public with educational and interpretive opportunities.	Conserve and maintain the use of the Murakami House as an educational and interpretive resource for the community.	

### **5.0 OUTLINE CONSERVATION STRATEGY:** 5.7 STILT PILING HOUSE No. 2: POINT HOUSE (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

### RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
   To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada," Parks Canada, as a guideline;
   Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
   Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

. <b>. 1</b> . 1	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location at Britannia Heritage Shipyard  Pant of a reconstructed building cluster plan  Pond and boardwalk	Retains the connection to the early maritime history of the area.	The Point House dates to the 180s and has been relocated to its current site as part of the recreated Historic Zone at Britannia Shipyard. The building should remain in this location, as its proximity to the Britannia Shipyard is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	

## CONSERVATION RECOMMENDATIONS

CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
Wood frame construction on wood pilings     One-storey height and rectangular massing     Side gable roof with shingle cladding, shed roof extension and wooden fasclas     Exterior cedar shingle sliding with cornerboards     Double hung wooden sash windows, single and multi-paned	The elements used in the construction of the Point House reflect the traditional building techniques employed during the late nineteenth century.	An August 2022 visual investigation into the existing conditions of the materials of the roofing revealed these Character-Defining Element to be in a state of deterioration with biological growth and in need of repair and maintenance.  The Character-Defining Elements of the building of the Point House add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Point House in the future:  Preserve all original elements, features, and materials of the house as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  Further investigation to determine the actual colours of the windows, exterior trims and sills, and sidings should be undertaken when future work and maintenance is planned.  Structural review of existing wood piles to determine extent of repairs and replacements. Replacement wood piles to be coaded with environmentally appropriate coaling. Provide product specifications prior for heritage and architectural review prior to application.	

# CONSERVATION RECOMMENDATIONS

Ħ	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.3	Interior:  Wood floors  Painted narrow board wood ceilings and horizontal wood walls  Trims including wood trim around windows and doors  Vertical board wainscoting	The interior features reflect the historic residential usage of the building.	Conserve and maintain the Interior Character-Defining Elements of the Point House.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Point House in the future:  Preserve all original elements, features, and materials of the house as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic house.	
4.4	Intangible Features:  Oral histories associated with the building and interpretation Interpretive and educational tours Interpretive installations and artifacts relating to housing at Britannia Cannery and Shipyard	The building is a representation of early life at the cannery site.	Conserve and maintain the interpretive and educational aspects of the Point House. Should the use of the building change, its role as an interpretive and educational part of the Britannia Shipyard National Historic Site should continue. Conserve the artifacts relating to housing at Britannia Cannery and Shipyard; artifacts should be maintained in the Point House collection and preserved in an appropriate manner.  The conservation of any artifacts should be based on 'Preventative Conservation', which emphasizes non-interventive actions to prevent damage to and minimize deterioration of artifacts in a collection. Such actions include:  Monitoring and recording levels of environmental agents (e.g., light, relative humidity, temperature); Inspecting and recording the condition of objects; Controlling environmental agents; Establishing a pest management system; Practicing proper handling, storage, exhibit, and housekeeping techniques; Incorporating needed information and procedures regarding the collection in emergency management plans.	

## 5.0 OUTLINE CONSERVATION STRATEGY **5.8 RICHMOND BOAT BUILDERS** (UPDATED SEPTEMBER 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

## RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- VANT POLICIES (FROM STEVESTON AREA PLAN):

  Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;

  To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks Canada, as a guideline;

  Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;

  Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

## **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

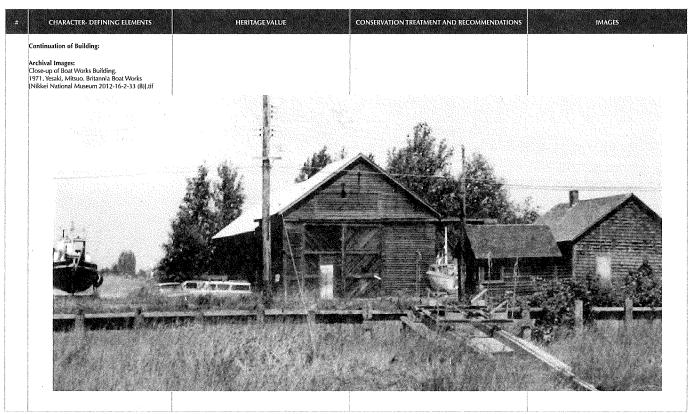
Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades, For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and Settings Original location as part of the Britannia Shipyard site Relationship of the building to the Fraser River Remains if the marine ways that allowed boats to be transported to the river Boats, equipment, wheeled barrows, supplies and other items related to boat building near and around the boat builders structure Continuous use for boat building and repair	Retains the connection to the early maritime history of the area.	The Richmond Boat Builders building has been situated in this location since its construction circa 1932. The building should remain in this location, as its proximity to the Britannia Shipyard is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.	
4.2	Building:  Industrial form, scale and massing including its front-gabled square plan section fronting a lower, front-gabled rectangular plan warehouse.  Wooden construction including cedar cladding, cedar roof shingles, exposed rafter tails, and wooden trim.  Large front door opening with doors of diagonal cedar cladding, and smaller man-door.  Arrangement of six-paned wooden windows on the east and west facades.	The gabled roof and wooden elements of the Richmond Boat Builders facility reflect the traditional building style and materials utilized through the interwar period of the twentieth century.	An August 2022 visual investigation into the existing conditions of the roof; exterior wood sidings; barn doors and windows; were listed as part of the proposed maintenance repairs to the historic structure. The list are as follows:  Reported vermin and pest infestation (carpenter ants in particular) have access through the gaps between the sliding mechanism of the barn doors and building frame need to be addressed.  Existing review of the exterior drop wood siding reveal numerous varying sizes of holes, gaps where light, outside air in need of patching / sealing. Existing tarp paper is in deteriorated condition throughout and is also in need of replacement.	

# CONSERVATION RECOMMENDATIONS



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#### CONSERVATION RECOMMENDATIONS

	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
	Continuation of Building:	The gabled roof and wooden elements of the Richmond Boat Builders facility reflect the traditional building style and materials utilized through the interwar period of the twentieth century.	The Character-Defining Elements of the building of the Richmond Boat Builders add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Richmond Boat Builders in the future:  • Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Replacement of existing deteriorated galvanized roofing with original cedar shingles over the main building to be undertaken as part of the conservation.  • All existing additions to the main building where existing metal roofing is in deteriorated condition are to be replaced with new galvanized roofing.  Repair is preferred over replacement. Extensive repairs of the original wood elements to be undertaken for restoration before replication is considered. Localized repairs to the existing wood siding and replacement in-kind (e.g. dutchman repair) is the preferred approach to restoration and preservation. Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  • Substitute materials, such as Asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.	
•	Interior of Building:  Open truss roof construction and exposed wood construction and finishes in the interior intact furnishings, tools, machinery, equipment and supplies associated with the boatworks	Provides the public with an opportunity to observe the inner workings of a boat building and repair facility.	Conserve and maintain the open truss roof, exposed wood construction and finishes in the interior. Conserve the Intact furnishings, tools, machinery, equipment and supplies associated with the boatworks; should functioning furnishings, tools, machinery, equipment or supplies associated with the boatworks be rendered useless beyond repair, they should be maintained as artefacts in the Richmond Boat Builders' collection and preserved in an appropriate manner.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Richmond Boat Builders in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.	

#### CONSERVATION RECOMMENDATIONS

CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
Continuation of Interior of Building:  Open truss roof construction and exposed wood construction and finishes in the interior  Intact furnishings, tools, machinery, equipment and supplies associated with the boatworks	Provides the public with an opportunity to observe the inner workings of a boat building and repair facility.	Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Deteriorated wood cladding to be replaced with new appropriate material. Keep sample of original material for replication.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Further investigation to determine the actual colours of the windows, exterior trims and sills, and sidings should be undertaken when future work and maintenance is planned.  As per Standards and Guidelines for the Conservation of Historic Places in Canada, pg. 23, #10 Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.  The conservation of any furnishings, tools, machinery, equipment or supplies associated with the boatworks rendered useless beyond repair should be based on 'Preventative Conservation', which emphasizes non-interventive actions to prevent damage to and minimize deterioration of arification in a collection. Such actions include:  Monitoring and recording levendition of objects;  Controlling environmental agents;  Establishing a pest management system;  Prevente entry of pests at sliding entry door and openings with gaskets sealers;  Practicing proper handling, storage, exhibit, and housekeeping techniques;  Incoporating needed information and procedures regarding the collection in emergency management plans.	IMAGES
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## CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.4	Intangible Features:  Community use for educational programming and the interpretation of past and current boat building and boat repair practices	Provides educational and interpretive opportunities for the community.	Conserve and maintain the use of Richmond Boat Builders as a boat building/repairing and community space for the education and interpretation of past and current boat building and boat repair practices. Should this use prove to be economically unviable, a historically compatible use should be maintained.	

# 5.0 OUTLINE CONSERVATION STRATEGY: 5.9 WINCH SHED (UPDATED REVIEW AUGUST 2022)

## RELEVANT POLICIES (FROM OCP):

- VANT POLICIES (FROM OCP):
  Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
  Encourage the preservation and celebration of community heritage;
  Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
  Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
  Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

### RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods; To assist in managing heritage resour

- Guicelines for the Conservation of Historic Places in Canada, Parks Canada, as a guideline.

  Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;

  Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements. separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing, (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

## CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1	Site and setting:  Location on the boardwalk near the Richmond Boatbuilders structure, marine ways and riverfront  The structure of the struc	Retains the connection between Richmond as a modern city and the early maritime history of the area.	The Winch Shed building has been located on its site since its construction in the 1950s. The building should remain in this location, as its proximity to the Richmond Boat builders building is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.	

#### CONSERVATION RECOMMENDATIONS

ONSERVATION RECOMMENDATIONS			
# CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.2 Building:  Industrial form such as small functional layout, square footprint, and gable roof  Materials such as: cedar roof shingles, horizontal lapped wood siding with comerboards dimensional wood trim and wooden fascias  Vertical wood paneled door  Wood-frame casement windows	The traditional building style and materials used in the construction of the Winch Shed connect it to the past traditions of the area and separate it from the contemporary structures of the surrounding neighbourhood.	The Character-Defining Elements of the building of the Winch Shed add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Winch Shed in the future:  • Preserve all original elements, features, and materials of the shed as defined in the character-defining elements section of the Statement of Significance.  • Restore all existing wood window sashes to match archival image. Six-paned, fixed sash, painted windows and panelled wooden door.  • Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  • Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  • Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  • Further investigation to determine the actual colours of the windows, exterior trims and sills, and sidings should be undertaken when future work and maintenance is planned.	

### CONSERVATION RECOMMENDATIONS



## CONSERVATION RECOMMENDATIONS

# CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
Continuation of Interior:	Provides the public an opportunity to see and interact with an historic building.	The conservation of any artifacts should be based on 'Preventative Conservation', which emphasizes non-interventive actions to prevent damage to and minimize deterioration of artifacts in a collection. Such actions include:  • Monitoring and recording levels of environmental agents (e.g., light, relative humidity, temperature);  • Inspecting and recording the condition of objects;  • Controlling environmental agents;  • Establishing a pest management system;  • Practicing proper handling, storage, exhibit, and housekeeping techniques;  • Incorporating needed information and procedures regarding the collection in emergency management plans.	
Intangible Features:     Rehabilitation and ongoing use of winch and marine ways as part of boat construction and repair	Provides the public an opportunity to see and interact with an historic building.	Conserve and maintain the ongoing use of the winch and marine ways as part of boat construction and repair. Should this ongoing use prove unviable, a historically appropriate use for the building should be maintained.	Winch Shed

## 5.0 OUTLINE CONSERVATION STRATEGY: 5.10 BRITANNIA SHIPYARD (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

  Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
  Encourage the preservation and celebration of community heritage;
  Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
  Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
  - Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

# RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- VANT POLICIES (FROM STEVESTON AREA PLAN):

  Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;

  To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks Canada, as a guideline;

  Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;

  Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

#### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

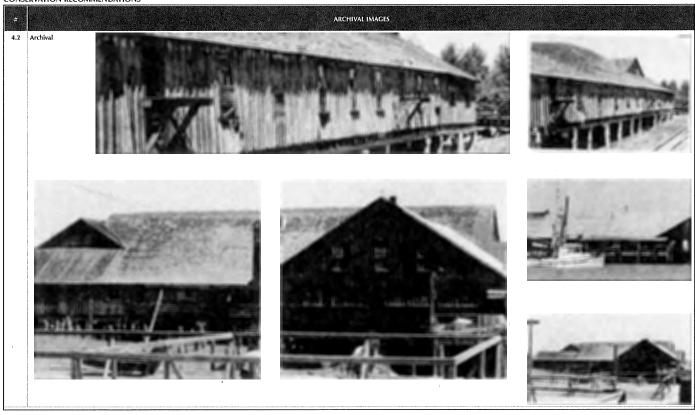
## CONSERVATION RECOMMENDATIONS

# CHARACTER- DEFINING ELEMENTS HERITAGE VALUE CONSERVATION TREATM	ENT AND RECOMMENDATIONS IMAGES
Coadion on pillings extending into the Fraser River     Landmark on the Steveston waterfront     Landmark on the Steveston waterfront     Surrounding Fraser River foreshore environment     Relationship and bridge connection to boardwalk and bulkhead     Still-existing wooden pillings adjacent to the cannery building     Wharves, docks and walkways associated to the cannery building     Views of the Fraser River and foreshore  Views of the Fraser River and foreshore  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.  Retains the connection between Richmond as a modern city and the early maritime history of the area.	ade, when possible, to retain I. Relocation should only be urce has already been relocated, olition, or for functional,

#### CONSERVATION RECOMMENDATIONS

CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
Building: Part of original cannery / shipyard building cluster pattern Wood building construction on wooden piling foundation L-shaped plan and prominent massing Opening on the south facade to allow the passage of boats Gable roof including a cross-gable portion at the north side of the building and modified gable roof at the south side Board and batten exterior siding Multi-paned wood windows Large wooden entry doors Winch, cables and ways installed when the building was converted to a shipyard	The traditional building style and materials used in the construction of the Britannia Shipyard connect it to the past traditions of the area and separate it from the contemporary structures of the surrounding neighbourhood.	The Character-Defining Elements of the building of the Britannia Shipyard add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Britannia Shipyard in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Pepalr is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.  Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.  As per Standards and Guidelines for the Conservation of Historic Places in Canada, pg. 23, #10 Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.  Replace all existing C.I. roofing and its components (i.e. roof anchors, gutters)  Review of existing exterior siding reveal some level of deterioration due to exposure to the elements has occurred over time and is need of rehabilitation.  West Elevation: Replace all existing horizontal siding to match archival Images. Repair in situ and restore vertical wood sidings to match in dimension and thickness, original configuration.	

# CONSERVATION RECOMMENDATIONS



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# CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGE5
4.3.	Interior:  Complex Moor plan  Complex wood framed roof structure  Heavy square wooden posts with angled roof supports  Wood floors and ceilings  Internal wood doors  Multi-paned wood windows  Horizontal wood planked walls  Interior details such as benches, furnishings, brick chimney, hoists, cables and machinery  Tools and marine vessels  Exhibits and demonstrations, such as interpretive panels, tools and boat building displays	Provides the public an opportunity to see and interact with an historic building.	Conserve and maintain the interior character defining elements of the Britannia Shipyard. Conserve the artifacts associated with the Britannia Shipyard.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Britannia Shipyard in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement: Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic house.  The conservation of any artifacts should be based on 'Preventative Conservation', which emphasizes non-interventive actions to prevent damage to and minimize deterioration of artifacts in a collection. Such actions include:  Monitoring and recording levels of environmental agents (e.g., light, relative humidity, temperature); Inspecting and recording the condition of objects;  Controlling environmental agents;  Establishing a pest management system;  Practicing proper handling, storage, exhibit, and housekeeping techniques; Incorporating needed information and procedures regarding the collection in emergency management plans.	
4.4	Intangible Cultural Features:  Continued use for boat building and repair  Oral histories  Community uses such as interpretive tours, festivals, events and park use	Provides the public an opportunity to see and interact with an historic building.	Conserve and maintain the use of Britannia Shipyard as an educational resource for the community. Should this use prove to be economically unviable, a historically compatible use should be maintained.	

### **5.0 OUTLINE CONSERVATION STRATEGY:** 5.11 SEINE NET LOFT (UPDATED REVIEW AUGUST 2022)

- RELEVANT POLICIES (FROM OCP):

   Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
   Encourage the preservation and celebration of community heritage;
   Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
   Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
   Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.
  - unique to Richmond.

### RELEVANT POLICIES (FROM STEVESTON AREA PLAN):

- VANT POLICIES (FROM STEVESTON AREA PLAN):

  Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
  To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks Canada, as a guideline;
  Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
  Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

### **BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

## CONSERVATION RECOMMENDATIONS

# CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.1 Site and setting:  • Location on pillings extending into the Fraser River  • Landmark on the Steveston waterfront  • Surrounding Fraser River foreshore  • Wooden walkway connection to boardwalk  • Remains of wood pillings to the east and west  • Wharves on the west and south of the building	Retains the connection between Richmond as a modern city and the early maritime history of the area.	The Seine Net Loft building has been situated in this location since its construction in 1955. The building should remain in this location, as its proximity to the Phoenix Cannery at the Britannia Heritage Shipyard National Historic Site is one of its most distinguishing character-defining elements and adds significantly to its heritage value.  Every effort should be made, when possible, to retain heritage resources in situ. Relocation should only be considered when a resource has already been relocated, as an alternative to demolition, or for functional, rehabilitation requirements.  As per Standard and Guidelines for the Conservation of Historic Places in Canada, page 22, #1 Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.	

#### CONSERVATION RECOMMENDATIONS

CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
Building:  Large rectangular massing  Heavy timber construction  Gabled hip roof with asbestos cladding  Regularly spaced, 4-paned square windows  Wooden door  Exterior encapsulated asbestos siding	The traditional building style and materials used in the construction of the Seine Net Loft connect it to the past traditions of the area and separate it from the contemporary structures of the surrounding neighbourhood.  The Seine Net Loft reflects the cannery function of the facility, which dates to 1955, as part of the Phoenix Cannery.	The Character-Defining Elements of the building of the Seine Net Loft add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mid whenever any conservation work is required on the Seine Net Loft in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance. Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered. Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building. Substitute materials, such as saphalt shingles, are not acceptable for replacement of the roofing material on the historic building. Rehabilitation of Seine Net Loft's exterior wall and roofing cladding requires removal of all existing asbestos panels in its entirety. This intervention is consistent to Standard and Guidelines for the Conservation of Historic Places in Canada, pg. 247, "Other natural and synthetic materials historically used in construction have since been found to be toxic and can pose health risks". All new metal panels replacements to utilize saved asbestos sample panel for replication in size, shape and form. Provide sample for heritage review. Structural review of existing wood piles to determine extent of repairs and replacements. Replacement wood piles to be coated with environmentally appropriate coating. Provide product specifications prior for heritage and architectural review prior to application.	

#### BRITANNIA SHIPYARDS

#### CONSERVATION RECOMMENDATIONS

#	CHARACTER- DEFINING ELEMENTS	HERITAGE VALUE	CONSERVATION TREATMENT AND RECOMMENDATIONS	IMAGES
4.3	Interior:  Massive Interior volume  Wood floor  Wood posts with angled roof supports  Wood beams, rafters and ceilling  Wood staircase and mezzanine  Artifacts and exhibits	Provides the community with an opportunity to explore the actual structure of a net loft.	Conserve and maintain the interior character defining elements of the Seine Net Loft. Conserve the artifacts associated with the Seine Net Loft.  The following conservation recommendations should be kept in mind whenever any conservation work is required on the Seine Net Loft in the future:  Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.  Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.  Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic house.  The conservation of the artifacts associated with the Seine Net Loft should be based on "Preventative Conservation", which emphasizes non-interventive actions to prevent damage to and minimize deterioration of artifacts in a collection. Such actions include:  Monitoring and recording levels of environmental agents (e.g., light, relative humidity, temperature); Inspecting and recording the condition of objects; Controlling environmental agents; Establishing a pest management system; Practicing proper handling, storage, exhibit and housekeeping techniques; Incorporating needed information and procedures regarding the collection in emergency management plans.	
4.4	Intangible Cultural Features:  Continued use for boat building and repair , Oral histories  Community uses such as interpretive tours, festivals, events and park use	Provides the public with educational and Interpretive opportunities.	Conserve and maintain the use of Seine Net Loft as a community space. Should this use prove to be economically unviable, a historically compatible use should be identified.	

OUTLINE CONSERVATION STRATEGY | NOVEMBER 2022 | DONALD LUXTON & ASSOCIATES INC. 49

## Excerpt from the Minutes of The Richmond Heritage Commission Meeting

# Wednesday, December 7, 2022 – 7:00 p.m. Webex meeting

b) Heritage Alteration Permit Application for 5180 Westwater Drive (HA22-026415)

Rebecca Clarke, Manager of Museum and Heritage Services, provided an overview of the Heritage Alteration Permit application to repair and replace various elements of the envelops of the buildings located at the Britannia Shipyards National Historic Site with the aid of photo slides. Ms. Clarke highlighted the following information:

- Most of the proposed changes are repairs or like-for-like replacements.
- A synthetic roofing material that resembles the appearance of cedar roof is proposed for the modern addition attached to the Murakami House.
- The Richmond Boat Builders building will receive significant upgrades, including siding replacement, window repairs and upgrades to the mechanical system on a like-for-like basis.
- The mechanical ventilation system of all the stilt buildings will be upgraded to address water issues in the crawl space, and some changes may be visible on the exterior.
- A Heritage Alteration Permit was issued in 2021 to replace the exterior door on the south side of the Chinese Bunkhouse. Doors on the north and east sides will also be replaced to match the new door which is more in keeping with the heritage character of the building.

The Commission expressed concerns regarding the proposed synthetic roofing material for the addition of the Murakami House, noting that cedar roof can last long even on a low pitched roof, if installed properly. The Commission also noted that a synthetic material would be more noticeable if it is installed immediately adjacent to cedar roof.

In response to the Commissions' questions, staff provided the following information.

- A synthetic material is selected since the addition has no heritage value and using the same material (i.e., cedar) can be misleading and can create "false" heritage.
- Cost is not an overriding factor in the decision to use the synthetic roofing material.

Discussion ensued regarding the roofing material. The Commission noted that, if the objective is to differentiate the non-heritage addition from the historic Murakami House, it can be better achieved by using a more contrasting material such as metal, and this approach would be consistent with the approach used for the Richmond Boat Builders Building.

The Commission appreciated the comprehensiveness of the presentation and well thought-out details of the proposed work, particularly to the Richmond Boat Builders Building. The Commission requested that the comments regarding the synthetic roofing material be considered and discussed with the heritage professionals involved in the project.

It was moved and seconded:

That the Heritage Alteration Permit application (HA 22-026415) be supported subject to consideration of the comments regarding the proposed roofing material for the Murakami House addition made by the Richmond Heritage Commission.

**CARRIED** 



# **Heritage Alteration Permit**

Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

File No.: HA 22-026415

To the Holder:

City of Richmond (c/o Abbas Stancioff Clayton)

Property Address:

5180 Westwater Drive & 12451 Trites Road (Britannia Shipyards)

Legal Description:

LOT 1 EXCEPT: FIRSTLY; PART SUBDIVIDED BY PLAN 72772, SECONDLY; PART SUBDIVIDED BY PLAN 77126, THIRDLY; PART SUBDIVIDED BY PLAN NWP87861, SECTION 11 AND 12 BLOCK 3 NORTH RANGE 7 WEST NEW

**WESTMINSTER DISTRICT PLAN 70037** 

#### (s.617, Local Government Act)

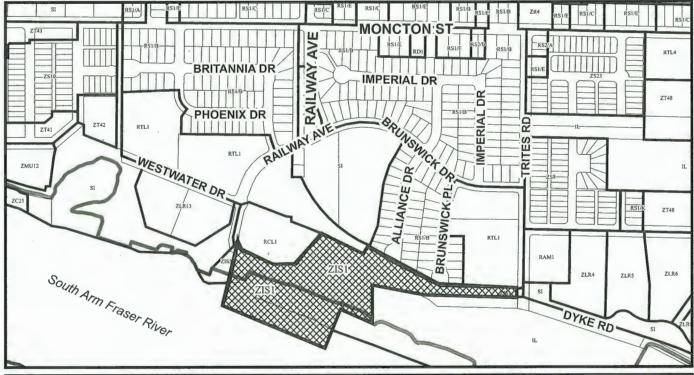
1.	(Reason for Permit)	☑ Designated Heritage Property (s.611)
		☐ Property Subject to Temporary Protection (s.609)
		☐ Property Subject to Heritage Revitalization Agreement (s.610)
		☐ Property in Heritage Conservation Area (s.615)
		Property Subject to s.219 Heritage Covenant (Land Titles Act)

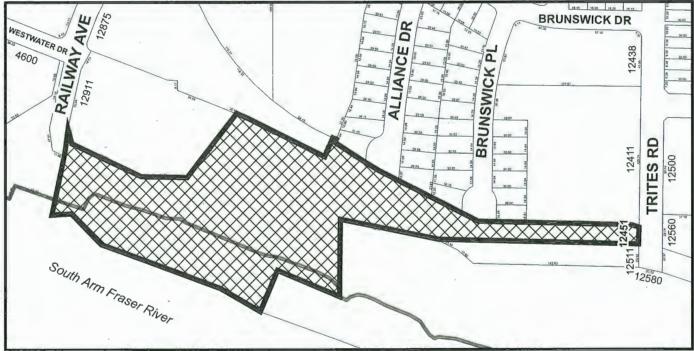
- 2. This Heritage Alteration Permit applies to and only to those lands shown cross-hatched in Schedule A.
- 3. This Heritage Alteration Permit is issued to authorize the following work to the buildings at 5180 Westwater Drive and 12451 Trites Road as identified in the attached Plans #1 to #24.
  - Wood siding, fascia, and exterior trim boards: repairs or like-for-like replacement as required on Richmond Boat Builders, Murakami Boatworks, Murakami House, Winch Shed, Chinese Bunkhouse, Manager's House, Point House, Men's Bunkhouse, and Visitor's Centre;
  - Gutters and down spouts (wood and metal): repairs or like-for-like replacement as required on Richmond Boat Builders, Murakami Boatworks, Murakami House, Chinese Bunkhouse Manager's House, Point House, Men's Bunkhouse, and Visitor's Centre;
  - Exterior doors and windows:
    - Repair or like-for-like replacement as required on Richmond Boat Builders and Winch Shed; and
    - Replace exterior fiberboard doors on north and east side of Chinese Bunkhouse with solid wood doors in keeping with original character and as undertaken with the south side doors in 2021 (HA 21-939633);
  - Roof systems:
    - O Replace metal roofing with cedar shingle and reinstate abandoned skylights on Richmond Boat Builders to be in keeping with original heritage character of building.
- 4. This Heritage Alteration Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
- 5. If the alterations authorized by this Heritage Alteration Permit are not completed within 24 months of the date of this Permit, this Permit lapses.
- 6. This is not a Building Permit.

AUTHORIZING RESOLUTION <date></date>	NO. <resolution no.=""> ISSUED BY THE COUNCIL THE DAY OF</resolution>
DELIVERED THIS <day> DAY</day>	OF <month>, <year></year></month>
MAYOR	CORPORATE OFFICER

IT IS AN OFFENCE UNDER THE LOCAL GOVERNMENT ACT, PUNISHABLE BY A FINE OF UP TO \$50,000 IN THE CASE OF AN INDIVIDUAL AND \$1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.









HA 22-026415 SCHEDULE "A"

Original Date: 11/28/22

Revision Date:

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LEGAL DESCRIPTION

James Bush & Associates Ltd. 3722 1974 St. Langley, BC V3A 1B3

Donald Luxton & Associates Inc. #1030 - 470 Granville St Vancouver, BC V6C 1V5 Contact: Donald Luxton, FRAIC, CAHP
Email: donald@donaldluxton.com Heritage Consultant TEL: 604.688.1216 CWMM Consulting Engineers Ltd. 2<sup>rd</sup> Floor - 1412 West 7th Avenue Vancouver, BC V6H 1C1 Contact: Louis Lam , P.Eng Email: Ilan@cwmn.com TEL: 604.731.6584 ext 150 Structural Consultant Elemental Architecture and Inferiors Inc.
ARCHITECTURAL AND BUILDING SCIENCE SOLUTIONS
Suite 116 – 3999 Henning Drive
Burnay, RC VSC 6F9 Architect / Building Envelope - Prime Consultant Contact: Terra Shimbashi, Architect AIBC, LEED AP BD+C Email: terra@eail.ca t: 604.568.6990 f: 604.608.3387

Contact: Abbas Stancioff Clayton, Project Manager Email: acayton@richmond.ca

4th Floar, 6900 Minoru Blvd Richmond, BC, V5Y 1Y3

t: 604.204.8519 c: 604.442.7821

CITY OF RICHMOND

CLIENT

BRITANNIA ENVELOPE AND MECHANICAL RENEWALS - 5180 WESTWATER DR, RICHMOND

CONSULTANT TEAM

Contact: Paul Richards, P.Eng, Principal Email: prichards@integralgroup.com Integral Group Suite 180-200 Granville St Vancouver, BC V6C 1S4 TEL: 604.842.1915, 604.687.1800x2112 MECHANICAL

Contact: Bryan Uemoto, Principal Email: buemoto@integralgroup.com Integral Group Suite 180-200 Granville St Vancouver, BC V6C 1S4 TEL: 604,687.1800x2025 ELECTRICAL

ABBREVIATIONS

Contact: Jim Bush Email: jim@ba.bc.ca TEL: 604,533.8004

1.0 THE FOLLOWING GENERAL CONDITIONS TO ARE TO BE USED EXCLUSIVELY FOR BRITANNES ASHIPYARDS, UBLICATION OF THESE NOTES IN PART. OR IN WHOLE, IS NOT PERMITTED WITHOUT WRITTEN APPROVAL. FROM ELEMENTAL ARCHITECTURAL AND BUILDING SCIENCE SOLUTIONS.

GENERAL NOTES:

3.0 THE CONTRACTOR SHOULD VERIFY ALL DIMENSIONS ON SITE PRIOR TO PROCEEDING WITH THE WORK.

2.0 THE DRAWINGS WERE PREPARED FROM POINT CLOUD SCAN.

4.4 THESE NOTES ARE TO BE READ IN COMUNICION WITH THE AROUND TO SUFFICIAL SAND SPECIFICATIONS. IF THERE IS A BOUND SUFFICIAL SUFFICIAL SUBJECTION OF THE SUFFICIAL SUBJECTION OF SUFFICIAL SUBJECTION OF SUFFICIAL SUBJECTION THE AROUNT OF BOUND SUFFICIAL SUBJECTION HOUR TO PROCEEDING WITH WORK.

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6.0 PROTECT ALL LANDSCAPING AND ROADWORK DURING CONSTINCTION, PROTECT NATURAL HABITAT AND PREVENT EROSION OF SCIES DUE TO RUN OFF. 5.0 ALL WORK REPLACING EXISTING WORK IS TO BE COMPLETED AS PER BCBC 2018

7.0 WHERE APPLICABLE, THE MANUFACTURER'S WRITTEN PRODUCT LITERATURE SHALL TAKE PRECEDENCE OVER THESE WRITTEN RECOMMENDATIONS.

8. THESE NOTES ARE NOT INTENDED TO ADDRESS OR CONFLICT WITH OTHER REQUISEMENT'S OF THE NATIONAL BUILDING CODE INCLUDING LIFE AND FIRE SAFETY, OCCUPANCY, STRUCTURAL, MECHANICAL, ELECTRICAL, ACQUESTIC, AND ANY OTHERS. 9. TEMPORARY MEASURES, SITE SAFETY, MEANS, SEQUENCE, AND OVERALL PROJECT CO-ORDINATION REMAINS THE RESPONSIBILITY OF THE CONTRACTOR.

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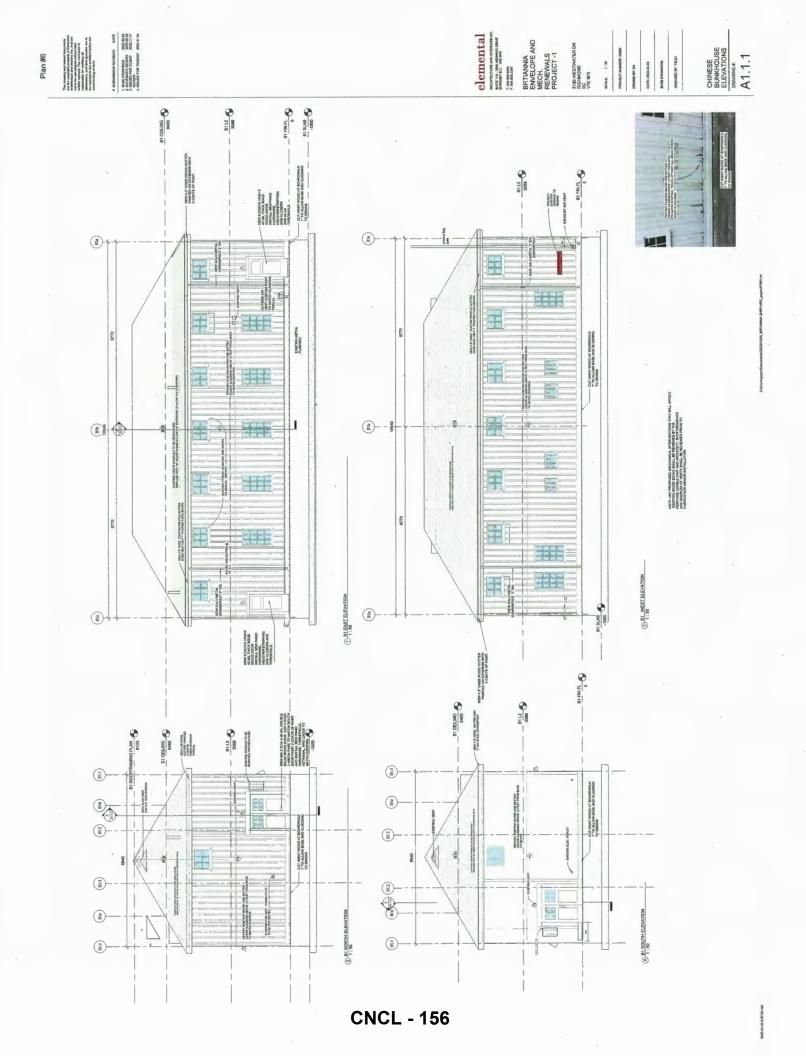
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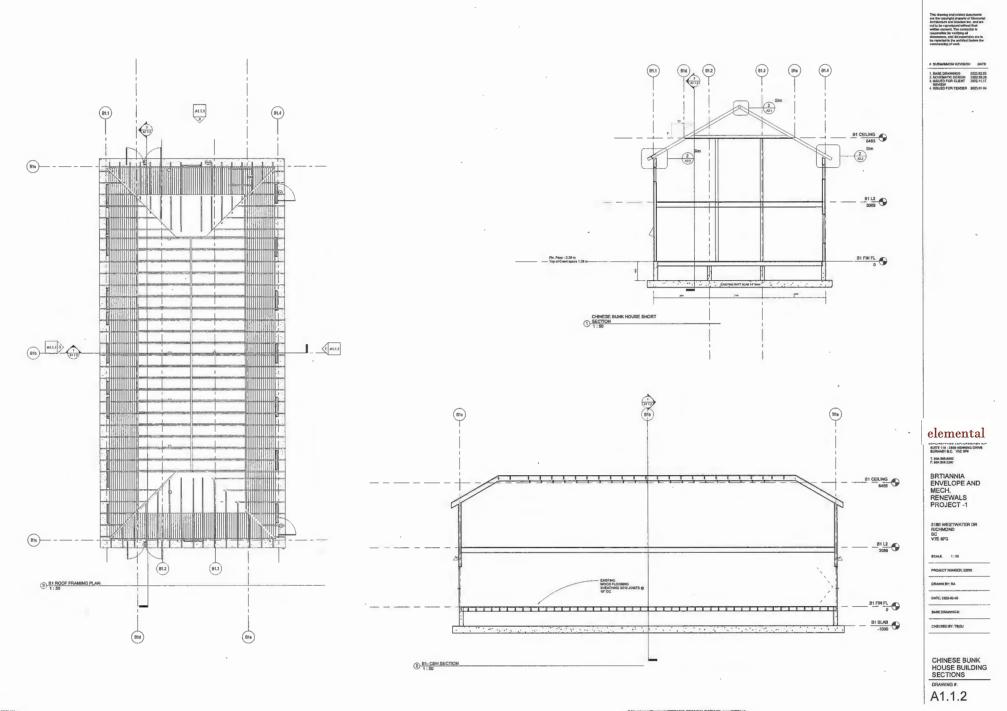
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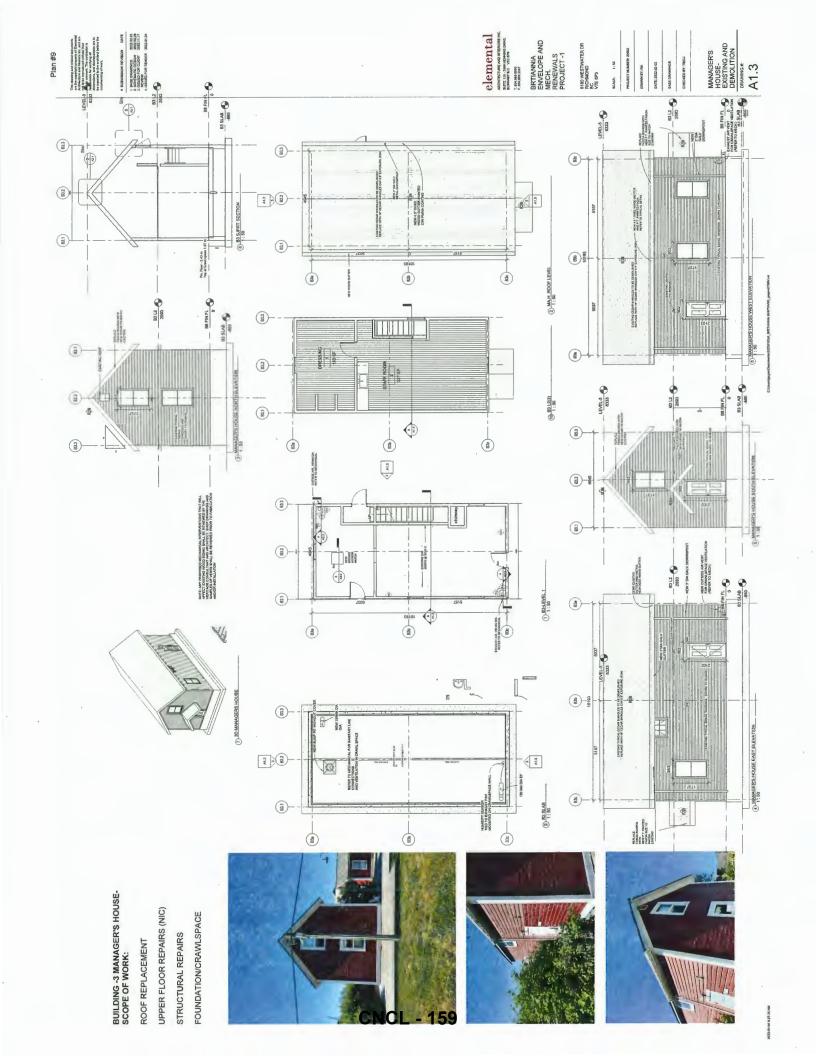
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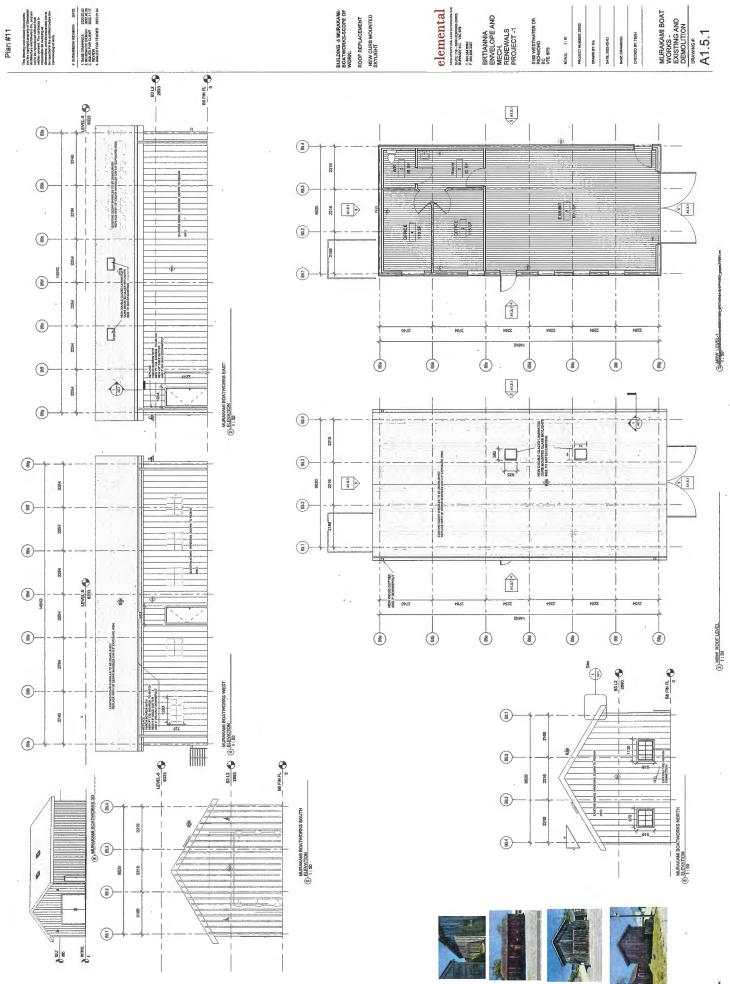




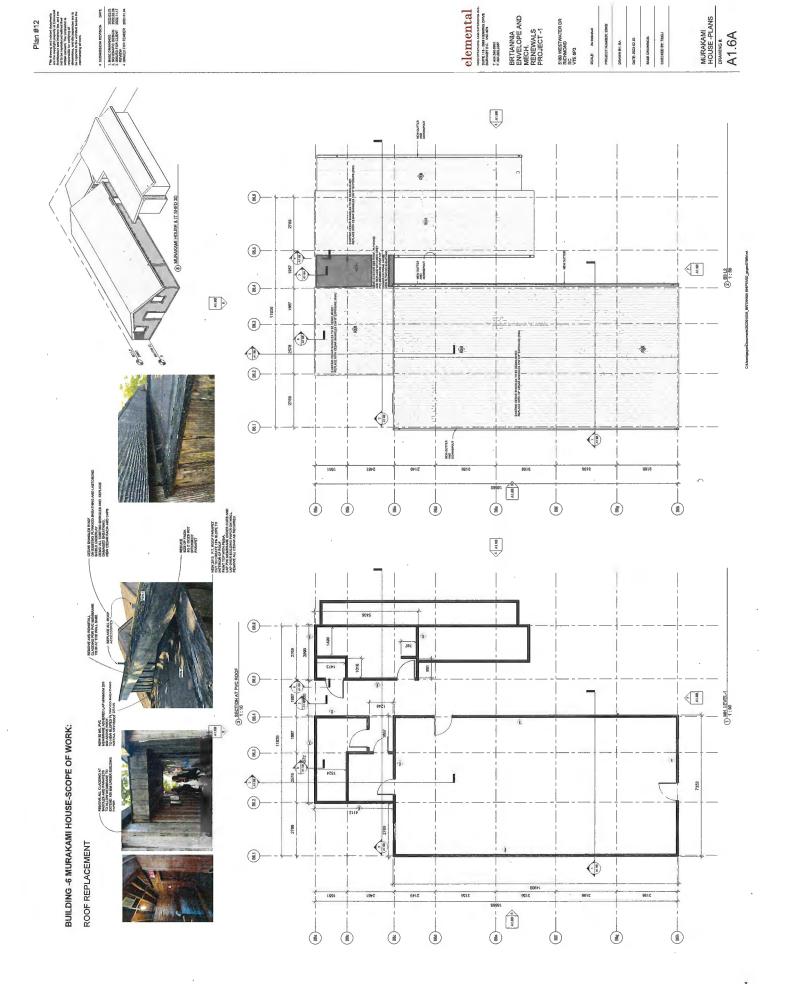


Plan #7

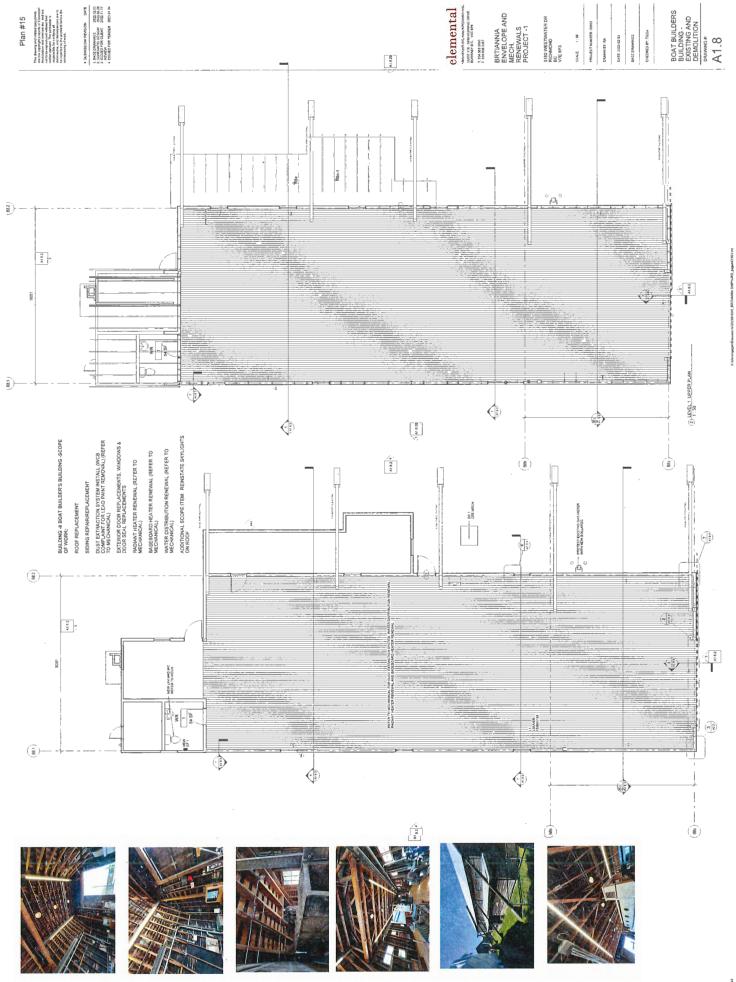




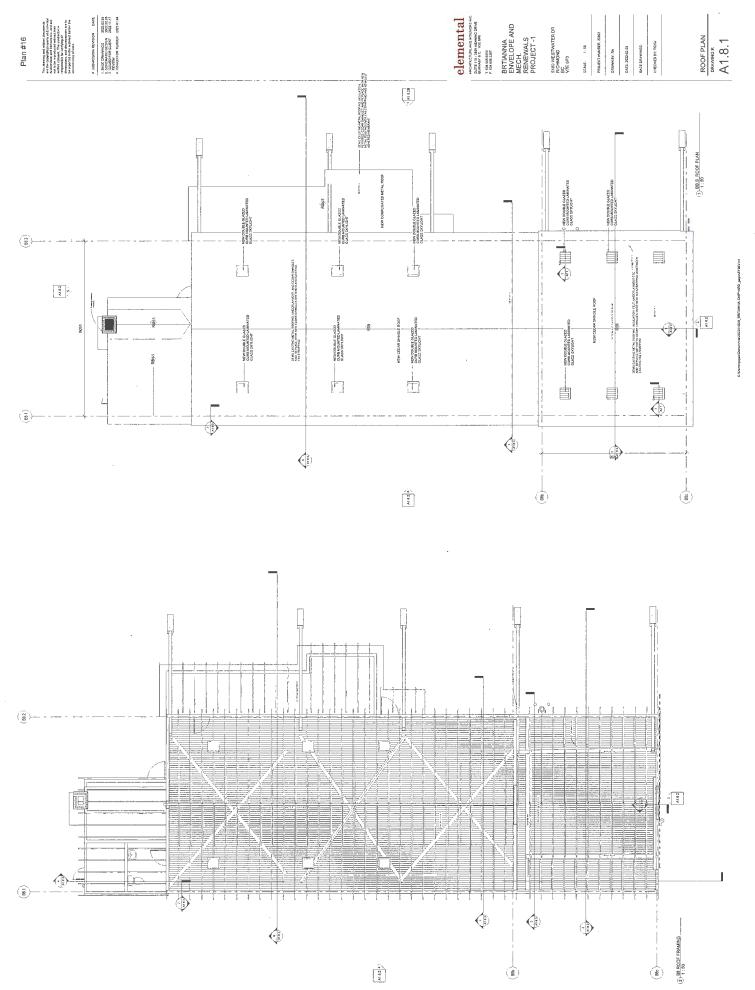
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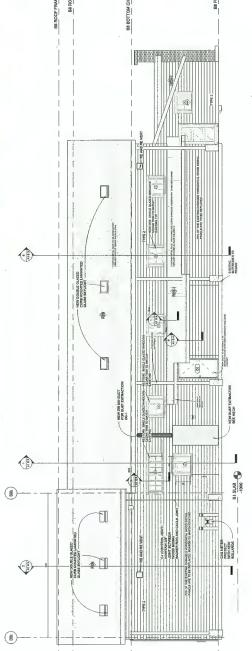


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EAST ELEVATIONS DRAWING F. A1.8.2B



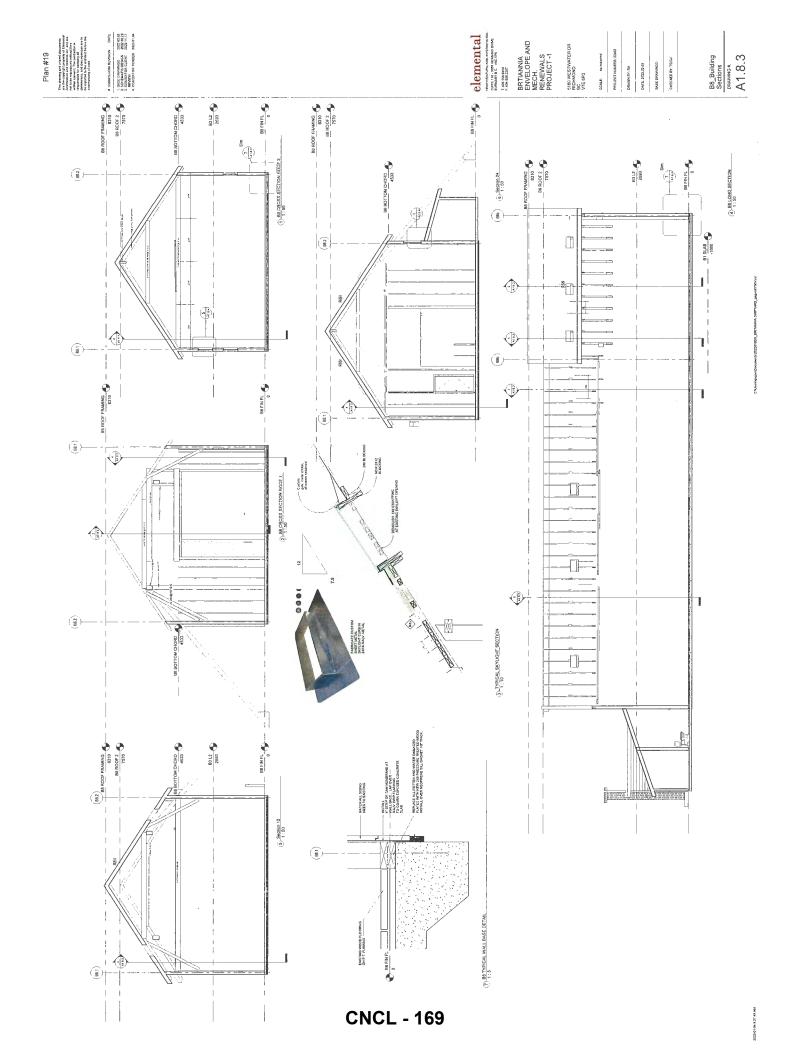




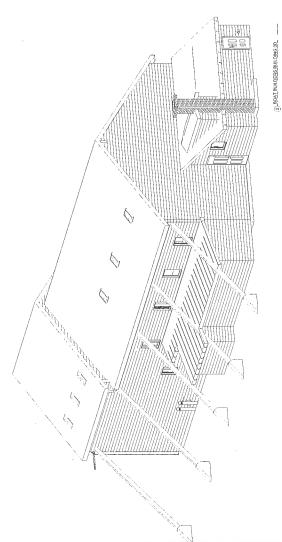




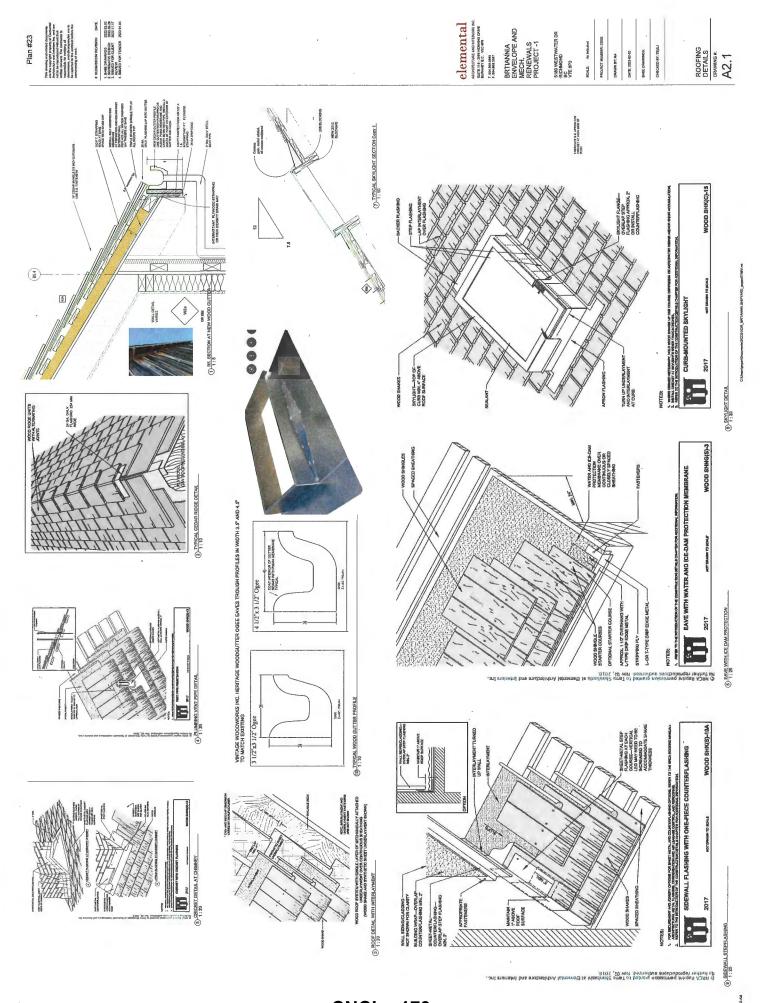




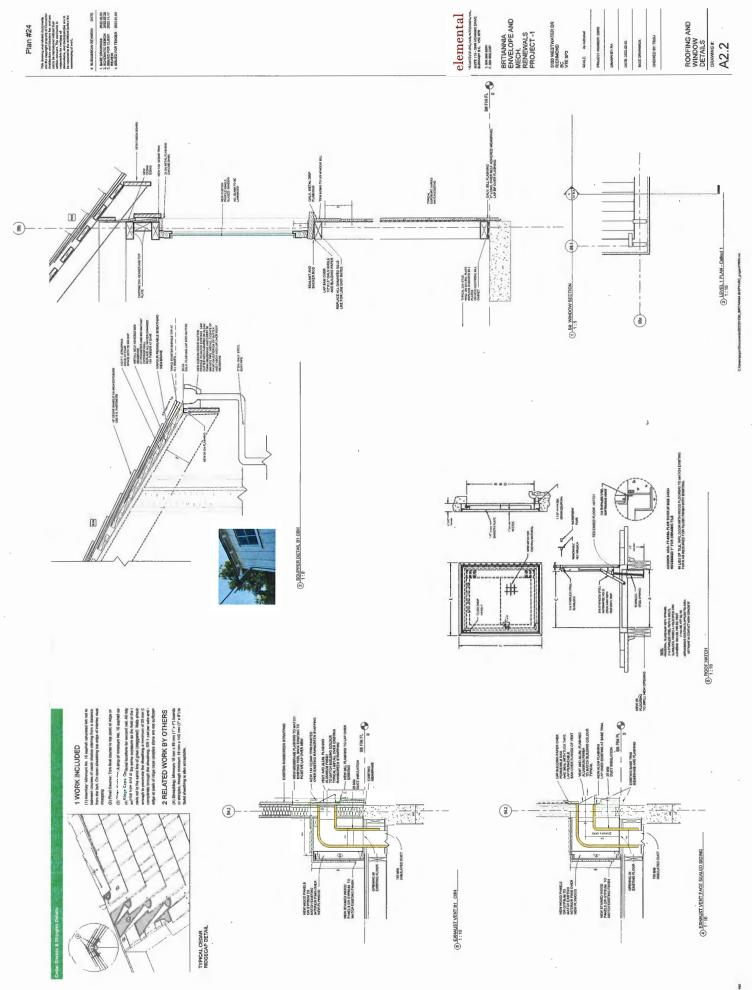
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**CNCL - 173** 



**CNCL - 174** 



# **Report to Committee**

To:

General Purposes Committee

Date:

January 10, 2023

From:

Marie Fenwick

File:

03-1085-01/2023-Vol

0

From

Director, Arts, Culture and Heritage Services

Re:

2023 Arts and Culture Grants

#### **Staff Recommendation**

1) That the 2023 Arts and Culture Grants be awarded for the total recommended amount of \$124,258, as identified in Attachment 1 of the staff report titled "2023 Arts and Culture Grants," dated January 10, 2023, from the Director, Arts, Culture and Heritage Services; and

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

Marie Fenwick

Director, Arts, Culture and Heritage Services

(604-276-4288)

Att. 4

REPORT CONCURRENCE							
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER					
Finance Department		EU 5					
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO					
	Sub	Gree.					

#### **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 2023 Arts and Culture Grants, now in its twelfth year.

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

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

- 3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.
- 3.2 Enhance arts and cultural programs and activities.
- 3.3 Utilize an interagency and intercultural approach to service provision.

### **Findings of Fact**

#### 2023 Arts and Culture Grants Budget

The 2023 Arts and Culture Grants Budget is \$124,258. This includes a 3.98 per cent cost of living increase over last year's budget as per City Grant Program Policy 3712. The program offers two types of grants:

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

#### Notice Given and Applications Received

In September 2022, announcements were placed on the City website, circulated via email and social media channels and a press release was issued advising the community that applications were being accepted for the 2023 City Grant Program until October 19, 2022. A link to the City website was provided for further information and to access the online application system.

During this period, emails were sent to Arts & Culture eblast subscribers, more than 500 individual artists and arts/cultural organizations that have opted to receive information from City

staff throughout the year. Application guidelines along with links to the online application form are available on both the "City Grant Programs" and the "Artists' Opportunities" pages of the City website.

Staff met with most previous grant recipients individually over the summer to review their 2022 application and activities, discuss any updates to their organization and project offerings, and make recommendations where appropriate. New applicants are advised to contact City staff in advance to ensure they are eligible. Staff are also available to all applicants to provide additional support and answer questions on an as-needed basis.

Twelve applications were received for Operating Assistance and ten for Project Assistance, for a total combined request of \$153,950. Tables outlining requests and recommended allocations for the 2023 Arts and Culture Grants are provided in Attachment 1. Grant Application Summary Sheets, providing key information about each application, are found in Attachment 2. Information in the Grant Application Summary Sheets are taken verbatim from the applicants' submissions. Staff recommendations and comments are also included in the Summary Sheets.

#### **Application Review Process**

An Assessment Committee made up of City staff reviewed the applications. The Committee evaluated the applications on three key areas: merit, organizational capacity and impact (described in the Application Guidelines, Attachments 3 and 4). As per best practices in similar granting programs for arts and culture, these three key areas were assigned a numerical ranking to create a total numeric score out of 100 for each application. At the adjudication meeting, the combined scores of all four members of the Assessment Committee were distilled to an average score to determine a funding recommendation:

Low	1-20	No funding recommended
Med/Low	21- 49	Possible funding at a small contribution or no funding recommended
Medium	50-74	Funding at a modest contribution recommended
High/Med	75-89	Funding at a high contribution recommended
High	90-100	Funding up to request level (if possible) recommended

The Grants Application Summary Sheets, found in Attachment 2, indicate the aggregated score of each applicant.

In this twelfth year of the Arts and Culture Grants, most applicants expressed a positive rebound from the challenges and uncertainty of the COVID-19 pandemic and appreciation for the City Grant Program. Throughout the pandemic, this community investment was cited as a key factor in maintaining their operations, sustaining innovation and building resilience as demonstrated in previous years. They are now visioning and planning for a post-pandemic future. There is also continued awareness among applicants about the value of strengthening their organizational capacity and working collaboratively in order to both overcome their challenges and enhance their offerings.

The impact of funding received through the Arts and Culture Grants is augmented by regular communication between staff and organization representatives, who meet, at minimum, once a

year. During these meetings, staff offer a consultative and solutions-oriented approach to organizational development based on expertise in the Non-profit Lifecycle methodology, helping groups build capacity in a way that is sustainable and suits their specific needs. Groups also have the option of exploring the Lifecycle model more deeply with staff to create achievable action plans.

Additionally, in October 1, 2022, seven organizations receiving Arts and Culture grant funding joined other Richmond non-profits at a full-day professional development and networking event presented by Vantage Point. The event featured the presentation "BC's Non-Profit Sector: Post-pandemic Challenges and Opportunities" followed by a Non-profit Lifecycle 101 workshop.

#### **Analysis**

### 2023 Arts and Culture Grants Information

The number of Operating Assistance applications received remained stable in 2023 with a total of 12 applications and no increase since 2022. There was a slight increase in the number of Project Assistance applications submitted this year with ten applications, up by two from 2022.

This year, two Project Assistance applications were received from organizations that had not previously applied for a City Grant: First Pacific Theatre Society and Red Fox Society for Healthy Living. Numbers of applications, allocations and staff recommendations are presented in the tables below:

Table 1: Operating Assistance Grants for the last five years and recommendations for 2023

OPERATING ASSISTANCE GRANTS Applications, Allocations and Recommendations (2018–2023)								
	2018	2019	2020	2021	2022	2023		
Total number of applications	11	12	11	12	12	12		
New applicants	0	0	0	0	0	0		
Grants denied	0	1	0	0	0	0		
Partial amount of request recommended	11	2	11	12	10	12		
Full amount of request recommended	0	9	0	0	2	0		
Total amount requested	\$99,500	\$102,050	\$93,175	\$101,200	\$101,775	\$103,950		
Total amount allocated/ recommended	\$89,159	\$91,824	\$86,385	\$85,875	\$88,370	\$88,658		

Table 2: Project Assistance Grants for the last five years and recommendations for 2023

PROJECT ASSISTANCE GRANTS Applications, Allocations and Recommendations (2018–2023)								
	2018	2019	2020	2021	2022	2023		
Total number of applications	7	5	12	10	8	10		
New applicants	. 0	0	6	3	2	2		
Grants denied	1	0	4	2,	1	1		
Partial amount of request recommended	6	3	8	8	7	9		
Full amount of request recommended	0	2	0	0	0	o <sup>.</sup>		
Total amount requested	\$35,000	\$23,000	\$68,410	\$47,770	\$42,500	\$50,000		
Total amount allocated/ recommended	\$22,900	\$22,700	\$30,430	\$30,940	\$31,132	\$35,600		

#### Reasons for Partial or No Funding

The recommended grant allocations vary depending on the degree of competition among applicants in any given year. This year was characteristically competitive with the City receiving \$29,692 in requests in excess of the allocated budget of \$124,258. As such, none of the applicants were recommended for the full amount in order to ensure all eligible and successful applications could receive a fair distribution of the available funding.

Six organizations who were recommended for funding in 2023 will receive a slight increase in their funding over the previous year with fourteen organizations receiving a slight decrease. The decrease in funding for so many organizations is largely due to the higher competition versus available funds. Additionally, as per the adjudication process noted above, applicants recommended for a higher percentage of requested funding scored higher per the evaluation criteria than those recommended for lower percentages.

Overall, 21 out of 22 applicants were recommended for funding. One applicant from the Project Assistance grant stream was not recommended for funding as they did not meet the program's eligibility criteria.

#### **Financial Impact**

The 2023 Arts and Culture Grants budget of \$124,258 was approved as part of the City's 2023 Operating Budget. A total of \$124,258 in allocations is being recommended for the 2023 Arts and Culture Grants, subject to City Council's approval.

#### Conclusion

A lively and engaged cultural community offers many benefits to the City by creating a vibrant, livable and healthy cultural life for its citizens. Much of the artistic and cultural activity in Richmond is delivered by not-for-profit organizations. A dedicated funding program helps achieve a number of strategic directions identified in the City of Richmond's Arts Strategy 2019–2024, including:

- Investment in the arts;
- Ensuring affordable and accessible arts for all;
- Promoting inclusivity and diversity in the arts; and
- Increasing awareness and participation in the arts.

The 2023 Arts and Culture Grants makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community.

Staff recommend that the 2023 Arts and Culture Grants be allocated as indicated in Attachment 1 for the benefit of Richmond organizations and residents.

Camyar Chaichian

Program Manager, Community Cultural Development (604-247-8326)

Att. 1: 2023 Arts and Culture Grants Requests and Recommendations

2: 2023 Arts and Culture Grants Application Summary Sheets

3: 2023 Arts and Culture Grants - Operating Assistance Guidelines

4: 2023 Arts and Culture Grants - Project Assistance Guidelines

# **2023** Arts and Culture Grants Requests and Recommendations

#### **OPERATING ASSISTANCE**

Organization	2022	2023 Request	2023 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	\$6,587	\$10,000	\$8,000	This organization promotes Chinese culture by performing music at public concerts and events in Richmond. The group is commended for their long-standing programs that provide strong artistic training and mentorship in an intergenerational setting, with a particular emphasis on mentoring youth. They are encouraged to continue with their recent focus on improving financial reporting practices.	1.
Cinevolution Media Arts Society	\$9,100	\$10,000	\$8,500	This organization is an experimental film and media arts organization aiming to build connections for and empower immigrant and traditionally marginalized communities. The group is commended for their championing of accessible and inclusive arts practices. Recent attention to their organizational capacity has understandably affected their current programming. They are encouraged to use this period to establish a board and staff structure that can support their worthy and ambitious future programming goals.	3.
Community Arts Council of Richmond	\$9,182	\$10,000	\$9,130	This organization provides a wide range of creative opportunities that develop community arts in Richmond. The group demonstrates impressive programming that reflects the diverse cultures, ages and art forms of Richmond. Their focus on community impact is commended and they are encouraged to build on the momentum of the organizational development work they have achieved in recent years by ensuring key contributors are supported in their continued successes.	5.
Richmond Arts Coalition	\$9,100	\$10,000	\$9,000	This organization aims to promote, support and advocate for the arts in Richmond. The group is commended for their participation and support of community arts events and for providing an effective event and activity resource for their membership. It is recommended that they provide clarity on how these many worthy activities directly relate to their mission of arts advocacy and how this can expand their membership base.	7.
Richmond Community Band Society	\$2,052	\$4,550	\$3,350	This long-standing musical band is an appreciated presence at annual local events such as Remembrance Day and Canada Day, while year-round, they provide meaningful engagement for seniors in our community. They are encouraged to stay the course with their recent efforts to strengthen their organizational structure and attract new members.	9.

Organization	2022	2023 Request	2023 Recommend	Comments	Pg
Richmond Community Orchestra and Chorus Association	\$7,600	\$10,000	\$8,300	This organization provides a diverse annual program of orchestra and choir concerts to Richmond residents. The group continues to serve its core community while taking appropriate steps towards expanding their reach through youth mentorship and cultural diversification.	11.
Richmond Delta Youth Orchestra	\$9,100	\$10,000	\$9,130	This organization provides a professional orchestral preparation program for children and youth, providing instruction and performance opportunities in an ensemble setting. The group continues to excel with activities and events dedicated to providing youth with arts education and performance experiences. They are encouraged to continue paying attention to their organizational capacity in order to maintain standards as they navigate their self-identified challenges.	13.
Richmond Music School Society	\$10,000	\$10,000	\$9,370	This organization provides high quality music education in order to foster interest and participation in music. The group continues to demonstrate excellent programming choices that are supported by the community they serve. They also provide low-income and intergenerational opportunities. It is recommended is that the group ensures their organizational capacity is able to support their continued growth trajectory.	15.
Richmond Potters' Club	\$7,000	\$7,000	\$6,570	This organization is committed to providing a safe and nurturing environment for adult pottery enthusiasts. As interest in pottery continues to grow, this group is responding accordingly by increasing their partnerships and recruiting more members from diverse age and cultural groups. As they grow as an organization, it is recommended that they consider research into similar groups in the region for ideas, best practices and other supports.	17.
Richmond Singers	\$9,182	\$10,000	\$8,100	As the longest standing community choir in Richmond, this organization performs for the enjoyment of its members, as well as to provide public and private performances for the community. The group is commended for their charitable work and outreach to seniors in our community. The strong volunteer mentoring and management of this women's choir has served the organization well for many years. It is recommended the group formalize their administrative systems to support generations to come.	19.
Richmond Youth Choral Society	\$7,600	\$10,000	\$7,650	This organization aims to provide children and youth in Richmond excellent choral music education including a diverse range of prestigious performance opportunities. The group is commended for the positive opportunities they provide youth through choral performances both within Canada and internationally. It is recommended that the grant is used to support their projects within Richmond.	21.

Organization	2022	2023 Request	2023 Recommend	Comments	Pg
Textile Arts Guild of Richmond	\$1,867	\$2,400	\$1,558	This organization's goal is to advance textile arts practice and appreciation in Richmond. The group is commended for their charity work and focus on sustainability through their banner recycling initiative. It is recommended they expand their public outreach and consider programming directions that will increase and diversify participation, adding to their long-standing club membership.	23.
Operating Sub-Total	\$88,370	\$103,950	\$88,658		

#### **PROJECT ASSISTANCE**

Arison Yue Opera Society	\$3,800	\$5,000	\$4,050	This project will present a series of opera performances throughout the year at Gateway Theatre and other venues. The organization promotes the advancement and enjoyment of this popular branch of Chinese opera. The group demonstrates a high level of community engagement and upholds a unique and historic art form with skilled artists. It is recommended that they consider ways to share and celebrate this work with a wider audience.	25.
BC Philharmonic Society	\$4,550	\$5,000	\$3,850	BC Philharmonic plans to present a concert titled "Symphony Today", a blend of classical and modern music, with the focus on developing their youth audience. The organization has a mandate to promote, perform and produce orchestral music. This group is commended for appealing to younger audiences through their programming choices. It is recommended they provide more clarity around how they implement their creative projects as well as more detail about the administrative structure that supports their operations.	27.
Canada Chinese Performing Arts Society	\$4,550	\$5,000	\$3,850	The Society's project is an outdoor concert of Han music and poetry, celebrating their 15th anniversary. The organization presents Chinese performing arts and, through this work, promotes cultural exchange between Canada and China. The group has demonstrated the capacity to maintain unique and accessible programming since 2010. It is recommended that they consider ways to reach a wider audience.	29.
First Pacific Theatre Society	N/A	\$5,000	\$3,400	This project is an experimental workshop production of a media arts and theatrical experience titled "Date Movie." The organization aspires to produce theatre that explores the spiritual aspects of human experience. This project will offer a unique arts experience led by a Richmond resident who is an esteemed member of the Canadian professional theatre community. In future, it is recommended that if a Richmond-based cultural organization submits an application to present an artist-in-residence, it would be a better fit for this grant program.	31.

Organization	2022	2023 Request	2023 Recommend	Comments	Pg
Philippine Cultural Arts Society of BC	N/A	\$5,000	\$4,125	This project presents both in-person and online performances titled "PhilCas through the Years." The organization shares the traditions and culture of The Philippines through education and performance. The group is recommended for support to continue their focus on celebrating a valued and vital culture within our community through intergenerational arts and culture activities. It is recommended that they seek fundraising opportunities to support their productions.	34.
Red Fox Society for Healthy Living	N/A	\$5,000	\$0	Despite a worthy mission to promote healthy active living among children and youth, and to foster employment and life skills to youth who face barriers, this application is not eligible under the current criteria as the mandate of the organization is not arts and culture. It is recommended that, as noted in the grant guidelines, the group contact City staff prior to applying for future grants in order to be directed towards appropriate funding opportunities.	36
Richmond Art Gallery Association	\$4,582	\$5,000	\$4,000	RAGA aims to continue their popular Artist Salon, a series of online talks, workshops and social gatherings for local visual artists. The organization has a mandate to exhibit, preserve and promote contemporary visual arts as well as support visual artists in the public presentation of their work. The Association is commended for continuing this popular, culturally diverse and community-oriented program for local artists.	38.
Steveston Historical Society	\$4,550	\$5,000	\$4,125	The project continues the Society's successful "Steveston Alive" dramatized walking tour of Steveston. The organization, with its focus on promoting the historical culture of Steveston, is commended for meaningful youth engagement and including respect for, and representation of, historically marginalized communities in their project.	40.
Tickle Me Pickle Theatre Sports Improv Society	\$4,550	\$5,000	\$4,150	The group's project includes a series of workshops and performances for adults and youth throughout the city. This organization promotes the education and enjoyment of improvisation-based theatre. The group continues to demonstrate their commitment to providing safe, creative workshops and events for youth. Their focus on rebranding and strengthening their organizational structure has clearly contributed to positive growth and it is recommended they maintain this trajectory.	42.

Organization	2022	2023 Request	2023 Recommend	Comments	Pg
Vancouver Cantonese Opera	\$4,550	\$5,000	\$4,050	Vancouver Cantonese Opera plans to present a series of concerts and water sleeve classes both online and at the Richmond Cultural Centre. The mission of this organization is to preserve and present the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audiences. This group is commended for their range of Richmond offerings that focus on programs that welcome immigrants into the community. With healthy operational contingencies in place, it is recommended that the group demonstrate need for additional funding in future applications.	44.
Project Sub- Total	\$31,132	\$50,000	\$35,600		-
TOTALS	\$119,502	\$153,950	\$124,258		



Society: Canadian YC Chinese Orchestra Association

#### **Society Mandate Summary:**

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

#### **Society History:**

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

## **Grant Request**

Requested Amount:

\$10,000.00

Society Operating Budget: \$119,700.00

Year	Amount	Grant Program
2022	\$6,587.00	Arts & Culture Operating Assistance
2021	\$8,100.00	Arts & Culture Operating Assistance
2020	\$9,400.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$139,390.91	\$120,225.54
Total Expenses:	\$75,165.37	\$119,700.00
Surplus:	\$64,225.54	\$525.54
Accumulated Surplus:	\$64,225.54	\$64,751.08
Other Funders		
BC art council \$10,000 and Gaming \$6,500:		\$16,500.00
Canada summer job fund:		\$21,000.00

#### **Grant Recommendations**

Recommended Amount: \$8,000.00

**Aggregate Score**: 80

#### Recommendation:

This organization promotes Chinese culture by performing music at public concerts and events in Richmond. The group is commended for their long-standing programs that provide strong artistic training and mentorship in an intergenerational setting, with a particular emphasis on mentoring youth. They are encouraged to continue with their recent focus on improving financial reporting practices.

G	ra	nt	Co	no	liti	on	IS:
			-		11.61		



Society: Cinevolution Media Arts Society

#### **Society Mandate Summary:**

Cinevolution makes experimental film and media art accessible for all, with a focus on connecting and empowering immigrants and other historically marginalized communities through participatory community festivals and events.

#### **Society History:**

Founded in 2007 by a group of Pan Asian filmmakers, artists and activists, Cinevolution is Richmond's first and only media arts organization. Since then, it has been a leading voice for newcomer communities while promoting independent film, interdisciplinary arts and critical dialogue on migration and diversity. Recognized for excellence in programming, vision, and community impact, Cinevolution was twice a finalist for the Richmond Arts Awards Cultural Leadership Award, recipient of Volunteer Richmond's Nova Star Award in 2013 and awarded the Richmond Arts Award for Artistic Innovation in 2012. From 2007-2010, Cinevolution presented 3 editions of the Vancouver New Asia Film Festival (VNAFF), 2 DocuAsia Forums, 30+ community screenings, and Richmond's first youth film outreach program – the Dream Project. From 2011-2014, VNAFF rebranded as the Your Kontinent: International Film and Media Arts Festival, adopting a more global scope for film selection and introducing media art elements. In 2015, we transitioned from a traditional film festival model to two signature programs: Digital Carnival (DC), an annual festival of cutting-edge media art for community audiences, and DocuAsia Forum which uses documentary as a platform to gather artists, researchers, community organizers and diverse publics for critical dialogue on current issues in contemporary Asia, their local relevance, and global implications. DC was part of the Richmond World Festival from 2015-2019. Highlighting a wide range of emerging and established media artists and art forms, the series has established experimental media arts as part of Richmond's public landscape. In 2021, DC took place as a hybrid festival for the first time with a partnership exhibit at the Richmond Art Gallery. Cinevolution has also co-produced several artist/community-led projects: Art Talking Women (2012-2016), Underwater Chinatown (2014-2016), Surviving Samsara (2017-present), Suzhou Alley Women's Mural Project (2018-present).

#### **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$132,070.00

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

Year	Amount	Grant Program
2022	\$9,100.00	Arts & Culture Operating Assistance
2021	\$9,200.00	Arts & Culture Operating Assistance
2020	\$9,550.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$126,574.00	\$132,087.00
Total Expenses:	\$126,584.00	\$132,070.00
Surplus:	-\$9.00	\$17.00
Accumulated Surplus:	\$146.00	\$163.00
Other Funders		
<b>BCAC Arts Based Community Development</b>		\$91,607.00
\$29,607; BCAC Accelerate Program \$30,000;		
BCAC Impact Program \$32,000:		

#### **Grant Recommendations**

Recommended Amount: \$8,500.00

Aggregate Score: 85

#### Recommendation:

This organization is an experimental film and media arts organization aiming to build connections for and empower immigrant and traditionally marginalized communities. The group is commended for their championing of accessible and inclusive arts practices. Recent attention to their organizational capacity has understandably affected their current programming. They are encouraged to use this period to establish a board and staff structure that can support their worthy and ambitious future programming goals.

Grant Conditions:	
N/A	



Society: Community Arts Council of Richmond

#### **Society Mandate Summary:**

To develop the arts & culture sector of Richmond to provide a wide range of opportunities for citizens to gain access & reap the benefits that arts & culture provide.

#### **Society History:**

Prior to 1970 a group of like-minded arts advocates decided to support and sustain the arts community in Richmond and encourage its growth and so the Community Arts Council of Richmond was born.CACR soon started to expand its reach to the entire community of Richmond, to connect artists and citizens and share the invaluable benefits of the arts. CACR's working board is actively involved in all the organization's projects. Board members meet monthly to plan events and initiatives both independently and through partnerships with Richmond's local artists and organizations in the cultural sector. Initiatives and projects serve different purposes such as strengthening the visibility and presence of the arts in the community and providing new opportunities to artists. We also seek to further develop arts education opportunities for all our youth and volunteering opportunities. In light of the impacts that Covid-19 has had on citizens and artists, we support and create programs that help Richmond's artists and community to gain exposure to the arts. Highlights: Provided gallery space for artist members to exhibit and sell their work at a nominal cost, produced countless in-person and virtual exhibitions, performances, and events in partnership with Richmond's cultural organizations. Ran the Reach to Teach program that gifts youth of various socio-economic backgrounds the chance to collaborate and reap the benefits of art education in person and online successfully for 12 years. Raised major funds for capital-building projects like The Gateway Theatre and the Richmond Cultural Centre. Built a volunteer team made up of residents in Richmond who love the arts. Created 4 virtual exhibitions in total in 2021 and 4 in 2022 including Reach to Teach, Faces of Richmond, Midsummer Art's Dream, and Islamic Art Experience. We also offered Camilli Quartet performances and documented events in partnership with the Richmond Photo Club.

# **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$55,400.00

Year	Amount	Grant Program
2022	\$9,182.00	Arts & Culture Operating Assistance
2021	\$8,400.00	Arts & Culture Operating Assistance
2020	\$8,800.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$23,450.00	\$34,750.00
Total Expenses:	\$31,407.00	\$55,400.00
Surplus:	\$7,957.00	-\$20,650.00
Accumulated Surplus:	\$107,577.00	\$86,927.00
Other Funders		

#### **Grant Recommendations**

Recommended Amount: \$9,130.00

Aggregate Score: 91

#### Recommendation:

This organization provides a wide range of creative opportunities that develop community arts in Richmond. The group demonstrates impressive programming that reflects the diverse cultures, ages and art forms of Richmond. Their focus on community impact is commended and they are encouraged to build on the momentum of the organizational development work they have achieved in recent years by ensuring key contributors are supported in their continued successes.

# Grant Conditions: N/A



Society: Richmond Arts Coalition

#### **Society Mandate Summary:**

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

#### **Society History:**

In 2004, the City of Richmond passed the Richmond Arts Strategy, which included a recommendation to improve communication between arts groups and to strengthen the arts community. RAC was formed as a Society on November 1st, 2005 as a direct result. In 2008, RAC became an advocacy group for the local arts and culture community when the City endorsed a '2010 Arts Plan', identifying RAC as the organization responsible for bringing local artists and arts organizations together. RAC continues to partner with the City on community events and the annual Richmond Arts Awards, and continues to facilitate substantial grants for hiring local artists for the annual Richmond Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation. (Starting in 2019, an annual youth arts award has been offered via this fund.) Also in 2013, RAC surveyed artists, arts organizations, and the public about the state of the arts in Richmond. Since 2015, RAC has collaborated with the Richmond Art Gallery on ArtRich, a bi-annual, month-long, juried exhibition of local artists. Starting in 2018, RAC has collaborated with the Steveston Historical Society on the annual Songs in the Snow: A Vintage Christmas, finding performers and BC Arts Council grants. Also in 2018, RAC launched a refreshed website with help from Tourism Richmond. RAC's monthly newsletter, social media and website feature local artists and share arts events and opportunities, sometimes with pieces picked up by local newspapers. In 2020 (due to COVID-19), RAC organized and negotiated a production plan for a digital Maritime Festival; the virtual online event received over 46,000 viewings by the end of the festival. In 2021 RAC launched a now annual Let's Celebrate Together video series highlighting artists. RAC engages with City staff and Council to speak on arts issues, and reaches out to other community groups to promote and advocate the importance of Arts for a healthy and vibrant Richmond.

## **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$107,700.00

Year	Amount	Grant Program
2022	\$9,100.00	Arts & Culture Operating Assistance
2021	\$9,300.00	Arts & Culture Operating Assistance
2020	\$9,400.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year	
Total Revenue:	\$97,713.00	\$107,700.00	
Total Expenses:	\$89,497.82	\$107,700.00	
Surplus:	\$8,215.18	\$0.00	
Accumulated Surplus:	\$23,467.23	\$23,467.23	
Other Funders	· · · · · · · · · · · · · · · · · · ·		
\$5000: BC Arts Council Project Assistance: Com	munity Arts	\$25,200.00	
Festivals Grant - To pay Songs in the Snow: A Vintage Christmas			
artists. \$5000: BC Community Gaming Grant - Re	*		
2022 (the amount remaining from 2022's \$10000 grant). \$9000:			
BC Community Gaming Grant - July 2023 (a port	ion of expected	*	
\$10000 in renewed funding). \$6200 BC Arts Cour	cil: Project		
Assistance: Community Arts Organizations Gran	t - For Let's		
Celebrate Together Part 3 (Feb 2023):			
Canadian Heritage Building Communities throug	h Arts and		
Heritage - Local Festivals Grant - 20th Annual Ric	chmond	\$60,000.00	
Maritime Festival:	*		

#### **Grant Recommendations**

Recommended Amount: \$9,000.00

Aggregate Score: 90

#### Recommendation:

This organization aims to promote, support and advocate for the arts in Richmond. The group is commended for their participation and support of community arts events and for providing an effective event and activity resource for their membership. It is recommended that they provide clarity on how these many worthy activities directly relate to their mission of arts advocacy and how this can expand their membership base.

#### **Grant Conditions:**



Society: Richmond Community Band Society

#### **Society Mandate Summary:**

To provide the Richmond public with focused musical concerts, as well as providing seniors in long term/permanent residential care with some outside entertainment. To promote music in local schools through joint concerts and to provide an outlet for the musical aspirations of our members, many of whom are returning to an instrument after years or even decades of not playing.

#### **Society History:**

Branch 5 of the Royal Canadian Legion created the band in 1973 and fully supported it until 1976 when it became independent of the Legion and was incorporated as The J.S. Thompson Band Society. In 1996 it was renamed The Lulu Island Music Society and in 2003 the Richmond Community Band Society. Throughout these name changes the band retained the same musical focus. Rehearsals are every Monday evening from 8 to 10 pm in the Murdoch Centre, at Brighouse United Church. Our music director is Bob Mullett, a local professional musician. Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals. Past performances have included November 11th ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Bandfest, and an annual (for 34 years) ticketed fund raising concert at the Gateway Theatre. We relocated to the Peace Mennonite Church when the Gateway Theatre changed its focus to professional performances. We also have performed at various seniors' residences, the Minoru Seniors' Centre (now the Richmond Centre for Active Living), Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In past summers we have present outdoor concerts in Richmond parks. In July and August of 2020 seven members joined Richmond band teacher Brenda Khoo for an hour of Monday "night music" in Kozier Park to demonstrate support for our front line COVID workers, and to provide a much needed live music social event for nearby residents. In 1995 we were invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. In 1989 the band toured England and Scotland. Covid had kept us out of our regular rehearsal space in 2020, 2021, and a few months of 2022, but in the summer of 2021, we held outdoor rehearsals and presented an outdoor concert at Thomas Kidd School Park.

#### **Grant Request**

**Requested Amount:** 

\$4,550.00

Society Operating Budget: \$16,850.00

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

Year		Amount	Grant Program
2022		\$2,052.00	Arts & Culture Operating Assistance
2021		\$1,600.00	Arts & Culture Operating Assistance
2020	*	\$3,500.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$10,102.00	\$16,850.00
Total Expenses:	\$12,500.51	\$16,850.00
Surplus:	-\$2,398.51	\$0.00
Accumulated Surplus:	\$24,784.94	\$24,784.94
Other Funders	8	

#### **Grant Recommendations**

Recommended Amount: \$3,350.00

Aggregate Score: 74

#### Recommendation:

This long-standing musical band is an appreciated presence at annual local events such as Remembrance Day and Canada Day, while year-round, they provide meaningful engagement for seniors in our community. They are encouraged to stay the course with their recent efforts to strengthen their organizational structure and attract new members.

#### **Grant Conditions:**



Society: Richmond Community Orchestra and Chorus Association

#### **Society Mandate Summary:**

ROCA strives to contribute and lead the rich cultural scene of Richmond, through a diverse yearly program of orchestra and choir concerts, as well as to develop community partnerships with local foundations and school programs.

#### **Society History:**

In 1986 George Austin and a group of like-minded musicians decided that it was time for Richmond to have its own orchestra and chorus and so the Richmond Orchestra and Chorus Association was formed. Over the last 36 years, the organization has grown in both number and in its reach. We are committed to providing an opportunity for musicians to share the joy of music in rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Tate's "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the Richmond Hospital Foundation's 15th Starlight Gala (2013). ROCA continues to seek new members, performers and opportunities for community partnerships within Richmond.

## **Grant Request**

Requested Amount:

\$10,000.00

Society Operating Budget: \$93,930.00

Year	Amount	Grant Program
2022	\$7,600.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance
2020	\$8,400.00	Arts & Culture Operating Assistance

# **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$103,934.13	\$94,900.00
Total Expenses:	\$90,334.44	\$93,930.00
Surplus:	\$13,599.69	\$970.00
Accumulated Surplus:	\$13,599.69	\$14,569.69
Other Funders		*
BC Gaming Grant:		\$27,000.00

#### **Grant Recommendations**

Recommended Amount: \$8,300.00	
Aggregate Score: 83	
Recommendation:	
This organization provides a diverse annual program of orchestra and choir concerts	to Richmond
residents. The group continues to serve its core community while taking appropriate s	teps towards
expanding their reach through youth mentorship and cultural diversification.	
Grant Conditions:	
N/A	



Society: Richmond Delta Youth Orchestra

#### **Society Mandate Summary:**

The Richmond Delta Youth Orchestra (RDYO) is a professional orchestral preparation program for young musicians, ages 6 to 25, providing instruction and performance opportunities in an ensemble setting.

#### **Society History:**

The Orchestra first began rehearsals in September 1971 in Ladner. With the support of approximately 40 players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians were residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrollment has nearly doubled. Currently, the Orchestra includes 170 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 and Metro Vancouver, including (in 2019, 2020 & 2022) at the Richmond World Festival, Culture Days, Richmond Cultural Centre, Richmond Public Library, WE Day, Maple Residences, Aberdeen Centre, and VSO Day of Music. At the end of our 2021-2022 season, RDYO celebrated its 50th Anniversary, where we had our first all-division concert at the Chan Center since the pandemic where we invited alumni to play in our mass pieces. As RDYO celebrates the past 50 years of orchestral training, we look towards the future to introduce new initiatives. This includes complete rebranding of RDYO, introducing new programs such as a Leadership Program for our senior students and RDYO Discovery Rooms. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

## **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$183,065.00

Year	Amount	Grant Program
2022	\$9,100.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance
2020	\$9,400.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$163,631.98	\$179,635.00
Total Expenses:	\$146,453.27	\$183,065.00
Surplus:	\$17,178.71	-\$3,430.00
Accumulated Surplus:	\$17,178.71	\$13,748.71
Other Funders		
BC Gaming Grant:		\$40,000.00

#### **Grant Recommendations**

Recommended Amount: \$9,130.00

Aggregate Score: 91

#### Recommendation:

This organization is a professional orchestral preparation program for children and youth, providing instruction and performance opportunities in an ensemble setting. The group continues to excel with activities and events dedicated to providing youth with arts education and performance experiences. They are encouraged to continue paying attention to their organizational capacity in order to maintain standards as they navigate their self-identified challenges.

#### **Grant Conditions:**



Society: Richmond Music School Society

#### **Society Mandate Summary:**

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

#### **Society History:**

The Richmond Music School Society (RMS) has been a committed contributor to the cultural life of Richmond since it was established in 1979. As we enter our 43rd anniversary season, we remain as committed as ever to a high standard of professional criteria with a focus on the accessibility of quality music education to all sectors of Metro Vancouver. As a founding member of the BC Association of Community Music Schools, RMS must adhere to a high standard of professional criteria to which commercial schools are not bound. Our focus is on the accessibility of music education to all sectors of the Richmond community, with an emphasis on program excellence and community work. As part of our commitment to the community, we can often be seen performing at events such as Culture Days, Aberdeen Centre, Lansdowne Mall, in addition to the free concerts that we organize at the School. During the pandemic, we continued to deliver free concerts and workshops through our YouTube Channel for the public's enjoyment. As covid situation eases, our students resume regular recitals for different senior care facilities in Richmond, bringing the gift of music to those often isolated from the performing arts. Between the cost of instrument purchases, equipment rentals, sheet music, lesson fees, and program fees, music lessons can be a luxury that not everyone can afford. RMS is bridging this gap by ensuring equity of access to quality music education through its various outreach programs, bursaries, scholarships and affordable lesson fees.

#### **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$424,800.00

Year	Amount	Grant Program
2022	\$10,000.00	Arts & Culture Operating Assistance
2021	\$9,400.00	Arts & Culture Operating Assistance
2020	\$9,300.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$501,353.19	\$424,800.00
Total Expenses:	\$426,632.89	\$424,800.00
Surplus:	\$74,720.30	\$0.00
Accumulated Surplus:	\$22,303.00	\$22,303.00
Other Funders		
BC Gaming Grant:		\$50,000.00

#### **Grant Recommendations**

Recommended Amount: \$9,370.00

Aggregate Score: 94

#### Recommendation:

This organization provides high quality music education in order to foster interest and participation in music. The group continues to demonstrate excellent programming choices that are supported by the community they serve. They also provide low-income and intergenerational opportunities. It is recommended is that the group ensures their organizational capacity is able to support their continued growth trajectory.

#### **Grant Conditions:**



Society: Richmond Potters' Club

#### **Society Mandate Summary:**

Committed to providing a safe and nurturing environment for adult pottery enthusiasts. Richmond Potter's Club provides education in the form of workshops, classes and mentoring that demonstrates skills and techniques of pottery making to all of their members and the public.

#### **Society History:**

Formed in 1969 the RPC has, as volunteers, organized, administered and provided adult ceramic art classes and memberships to the Richmond public. The RPC offers workshops & provides in-house education in clay arts. We hold monthly meetings updating members on club activity, collaborate on problem solving and share exhibition and workshop opportunities. RPC holds two 3-day sales per year, community events, providing demonstration, displays to the public and hands on clay experiences. We support the children's classes, offered by the City of Richmond, work in co-operation with the instructors to ensure the studio is well kept and safe for the groups to work in harmony. Both groups have been working with the city to create separate studios by 2023. RPC furnished the studio and owns about \$45,000 worth of equipment and materials. Members have studio access throughout the year to create and perform regular needed multiple tasks to keep the club and studio operating. We welcome the public to the studio, answer their queries and share our joy gained through our creative clay work. Our well attended yearly sales in collaboration with the Richmond Spinners & Weavers Guild as well as the Gem and mineral society gave us the opportunity to promote creative talents with the public, exposing them to pottery art and giving them an opportunity to shop locally and support local artists. The club generously supports local non-profit organizations with donations/outreach. For many years, the RPC has been a very dedicated participant and supporter of the city of Richmond events such as Culture Days, Doors Open and Maritime festival. RPC has provided displays and demonstrations to encourage public engagement in creative arts. The club has provided opportunities to enhance artists creativity and education with classes, workshops and demonstrations.

## **Grant Request**

**Requested Amount:** 

\$7,100.00

Society Operating Budget: \$70,000.00

Year		Amount	Grant Program
2022	*	\$7,000.00	Arts & Culture Operating Assistance
2021	x	\$5,800.00	Arts & Culture Operating Assistance
2020		\$6,500.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$71,103.00	\$70,000.00
Total Expenses:	\$65,359.00	\$70,000.00
Surplus:	\$5,744.00	\$0.00
Accumulated Surplus:	\$5,744.00	\$5,744.00
Other Funders		

#### **Grant Recommendations**

Recommended Amount: \$6,570.00

Aggregate Score: 93

#### Recommendation:

This organization is committed to providing a safe and nurturing environment for adult pottery enthusiasts. As interest in pottery continues to grow, this group is responding accordingly by increasing their partnerships and recruiting more members from diverse age and cultural groups. As they grow as an organization, it is recommended that they consider research into similar groups in the region for ideas, best practices and other supports.



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, an active member of our Ensemble, placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet. A group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and changed its name to The Richmond Singers. With 55 active members and 3 associates, we provide a choral presence in the community for over 49 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston, Natasha Neufeld, and since Sept 2019, Fabiana Katz. Our members range in age from 20s -70 + and come from 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. The choir is 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 sings an interactive program at senior facilities and daytime events, receiving little or no remuneration. Both choirs are very involved with our community, by giving benefit concerts to raise funds for other organizations such as the Richmond Hospice Society, Canadian Cancer Foundation, Tim Horton's Kids Camps and Music Heals. We were very fortunate to be invited to represent BC at the July 1, 2003 "UNISONG" celebrations in Ottawa. In 2009, the Richmond Singers were proud to represent BC at Festival 500 in St John's, Newfoundland. In 2016 we joined 1000 singers from around the world in Powell River to sing at the Kathaumixw International Choral Festival. We actively participate in BC Choral Federation activities and have a Diversity Policy to promote equality of opportunity for all our members. We are surviving COVID-19 through strong leadership and a commitment to safety and have produced four virtual choral performances including O Canada for the City.

## **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$67,925.00

Year	Amount	Grant Program
2022	\$9,182.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance
2020	\$9,405.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$58,673.43	\$62,875.00
Total Expenses:	\$59,115.59	\$67,925.00
Surplus:	-\$442.16	-\$5,050.00
Accumulated Surplus:	\$14,902.30	\$9,852.30
Other Funders		
Province Gaming Grant received in June	*	\$12,000.00
2022 that is to be applied to Professional		
fees in 2023 year. Application for 2024 in		
February 2023.:		

#### **Grant Recommendations**

Recommended Amount: \$8,100.00

Aggregate Score: 81

#### Recommendation:

As the longest standing community choir in Richmond, this organization performs for the enjoyment of its members, as well as to provide public and private performances for the community. The group is commended for their charitable work and outreach to seniors in our community. The strong volunteer mentoring and management of this women's choir has served the organization well for many years. It is recommended the group formalize their administrative systems to support generations to come.

Grant Conditions:			
N/A			



Society: Richmond Youth Choral Society

#### **Society Mandate Summary:**

To provide the children and youth of Richmond and the surrounding Metro Vancouver area an excellent choral music education and a diverse range of prestigious performance opportunities. Our desire is to enrich their lives and nurture them through choral music, building their self-confidence, respect for each other, balancing harmony within diversity, to become proud community contributors and builders of our city's multicultural atmosphere.

#### **Society History:**

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added. 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, performing with and hosting the Wakayama Children's Choir from our sister city. Wakayama, Japan and in 2015 we returned the visit to Wakayama. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. We have worked with other composers like Larry Nickel and Iman Habibi. In 2015 we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we planned a year of celebration including a collaboration with the RDYO to premier another new commission partnering with Timothy Corlis called "We Will Sing You Home". We also represented Richmond and BC in Ottawa on July 1st for Canada 150. In 2017 we collaborated with a professional Theater production called "The Ridiculous Darkness" with Alley theater. The production won a Jessie. In 2018 we represented Canada at the World Choir Games in South Africa. We managed to stay active during the pandemic despite significantly reduced registration. Now we are planning concerts and tours including Kathalamieux in Powell River July 2023, World Choir Games in New Zealand, 2024

#### **Grant Request**

**Requested Amount:** 

\$10,000.00

Society Operating Budget: \$41,505.00

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

Year	Amount	Grant Program
2022	\$7,600.00	Arts & Culture Operating Assistance
2021	\$8,000.00	Arts & Culture Operating Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$34,480.50	\$42,200.00
Total Expenses:	\$32,573.98	\$41,505.00
Surplus:	\$1,906.52	\$695.00
Accumulated Surplus:	\$1,906.52	\$2,601.52
Other Funders		
BC Gaming Community Arts Grant \$7000.00:		\$7,000.00

#### **Grant Recommendations**

Recommended Amount: \$7,650.00

Aggregate Score: 77

#### Recommendation:

This organization aims to provide children and youth in Richmond excellent choral music education including a diverse range of prestigious performance opportunities. The group is commended for the positive opportunities they provide youth through choral performances both within Canada and internationally. It is recommended that the grant is used to support their projects within Richmond.

Grant	t Cond	itions:



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 the Guild focused on educational workshops and speakers. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86. TAGOR hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010 TAGOR members wanted to do more community work and began searching for local organizations to help. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 guilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor. In 2016 TAGOR added Habitat for Humanity as a community partner and created 12 quilts for the families moving into their Richmond Project houses. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public. In 2018 the TAGOR website was totally re-designed including online registration for workshops. In 2019, TAGOR was a finalist in the Richmond Arts Award Volunteer Category. Also that year, TAGOR was chosen by Richmond Public Art to participate in the No. 3 Road Art Column project, successfully completed in February 2020. In Spring 2021, TAGOR partnered with the Richmond Cultural Centre to present three public online events. During the Fall 2021 and Spring 2022 TAGOR produced regular hybrid meetings with speakers and regular attendees from all over BC and Canada. Two more community donation partners were added: Elmbridge Supportive Housing and Aster Place.

# **Grant Request**

Requested Amount:

\$2,400.00

Society Operating Budget: \$8,050.00

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

Year		Amount	Grant Program
2022	*	\$1,867.00	Arts & Culture Operating Assistance
2021		\$2,075.00	Arts & Culture Operating Assistance
2020	*	\$2,730.00	Arts & Culture Operating Assistance

# **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$4,796.00	\$8,050.00
Total Expenses:	\$5,739.00	\$8,050.00
Surplus:	\$943.00	\$0.00
Accumulated Surplus:	\$11,629.00	\$11,629.00
Other Funders		

#### **Grant Recommendations**

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**Aggregate Score**: 65

#### Recommendation:

This organization's goal is to advance textile arts practice and appreciation in Richmond. The group is commended for their charity work and focus on sustainability through their banner recycling initiative. It is recommended they expand their public outreach and consider programming directions that will increase and diversify participation, adding to their long-standing club membership.

Grant Conditions:	SI	, ,
N/A		



Society:

Arisun Yue Opera Society

Project Name: Butterfly Lovers and opera excerpts

Dates:

January, May, September, December, 2023

#### **Project Summary**

In early January, we will have "Yue Opera Exerpts" performance in Gateway Theatre. In May, we will have "5 year anniversary celebration" performance. The location is TBD. In early September, "Butterfly Lovers" will be performed at Gateway Theatre. In December, we will have "Yue Opera Exerpts" performance. Location is TBD.

#### Society Mission/Mandate

Yue opera, is the second most popular opera form out of over 360 opera genres in China. Founded in January 2018, The Arisun Yue Opera Society (AYOS) is the largest Yue Opera Society in our British Columbia. The AYOS has a mandate to promote Yue Opera Performance Development. Our program is to deliver both formal and informal Yue Opera production, learning and appreciation workshops, conferences and seminars for opera lovers and all Canadians.

## **Society History**

Our association is a 40+ members organization which will produce a formal public performance at a formal performance hall such as the Michael J Fox Theatre or similar community centers every year. Since the inception, we organize workshops for the purpose of opera practice under the guidance of our senior professional performers on every Saturday at a rental place in Richmond until February 2020 as Covid-19 became a serious threat. Most of our members are residents in the Richmond community and our association play a very unique role to promote, to train and to produce live Yue Opera performances to the local citizens. We have on a regular basis an audience of 30 to 40 (non-members from our association)to come and enjoy live performance of Yue Opera. On April 22 2019, we produced the first ever formal Yue Opera Performance at the Michael J Fox Theatre to the citizens of Vancouver. We have a full house of audiences over 530 and was a big success. Local citizens from all walks of lives and different ethnic backgrounds came and enjoy a professional level of Yu Opera performance. With hard working from our members, we have been able to set tickets at a reasonable price and seniors and students are happy to get their 20% discount. On the other hand, our AYOS also performs for the local community during Ethnic festival (e.g. during the Chinese Spring festival, Canadian Multicultural events, Christmas time) at local community centers such as The Vancouver Round House

Community Center, Sunset Community centers and senior homes. Since February this year, we basically move all activities on line. Using Zoom and wechat, we have been able to provide Yue Opera training and appreciation to our members as well Yue Opera lovers. In 2021, we have been able to produce quarterly cloud production and have all been released on both the Youtube and the Wechat platforms.

#### **Grant Request**

**Requested Amount:** 

\$5,000.00

**Project Budget:** 

\$26,900.00

Society Operating Budget: \$27,519.17

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

Year	Amount	Grant Program
2022	\$3,800.00	Arts & Culture Project Assistance
2021	\$3,490.00	Arts & Culture Project Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$13,520.00	\$22,800.00
Total Expenses:	\$12,655.36	\$26,900.00
Surplus:	\$864.64	-\$4,100.00
Accumulated Surplus:	\$4,719.17	\$619.17
Other Funders		
BC gaming grant:		\$9,000.00

#### **Grant Recommendations**

Recommended Amount: \$4,050.00

Aggregate Score: 81

#### Recommendation:

This project will present a series of opera performances throughout the year at Gateway Theatre and other venues. The organization promotes the advancement and enjoyment of this popular branch of Chinese opera. The group demonstrates a high level of community engagement and upholds a unique and historic art form with skilled artists. It is recommended that they consider ways to share and celebrate this work with a wider audience.

#### **Grant Conditions:**



Society:

**BC** Philharmonic Society

Project Name: Symphony for Today

Dates:

November 2023

#### **Project Summary**

The project "Symphony for Today" is a concerts to bring traditional or classical music to the general public especially the younger generations. To draw the attention from the general public with a majority of the younger generations who love pop music to our production, we will bring in many popular songs to our concert.

#### **Society Mission/Mandate**

Formed at the end of 2016, the BC Philharmonic Orchestra Society BCPO (formally known as Vancouver Youth Philharmonic Orchestra Society) is a non-profit society with a mandate to promote, to perform and to produce orchestra music in Vancouver as well as all over the world. The mission of the BC Philharmonic Society is to provide organizational support to promote and serve the needs of its members in their many musical activities. The founding principles of the Society are inclusion and innovation in developing a musical legacy. The mandate of the Society is to develop a greater understanding and appreciation of regional cultural activities, both contemporary and traditional, and share and develop common cultural understanding and experience with members and audience alike through public performance events and educational programs.

## **Society History**

Since the end of 2016, the BCPS has become very popular in the greater Vancouver (including Richmond) community by giving out many public performances by musicians under the supervision of music director/conductor Ray Zhuo, who won the first prize at Romania Black Sea International Conducting Competition. We held a "Flash Mob" at the Richmond Lansdowne Mall in April 2017. We held the first annual concert at the Fraser-view Church in Richmond In June 2017. We were invited to perform to celebrate the New Year and Christmas at the Richmond Aberdeen Center 2017, 2018, 2019. We performed at Disney World, US, in Mar 2018. We held the concert at the Norman Rothstein Theatre Vancouver in June 19, 2018. We had a performance for the annual concert in the Scottish Culture Center in Vancouver on Jun 15, 2019. We performed a very successful concert of the commemoration of the 80th anniversary of the creation of the "Yellow River Cantata". On October 20, 2019 with BC Philharmonic Orchestra and Vancouver Youth Philharmonic Orchestra combined Herald Chanters Choir and Si-Chuan Xing Hai Choir, we produced a very successful concert at the Chan Center of UBC and Grand Concert with BCPO and VYPO combined Herald Chanters Choir & S.C.U.T. Vancouver Alumni Chorus at Vancouver Playhouse on Dec. 22, 2019. On Dec 5, 2021, we performed at Broadmoor Church Richmond. We held the 2021 "New Years Concert in Cloud" in Richmond. We held a chambermusic concert in Stanley in July 2021. We participated in Cultural Days 2021 & 2022. We supported the Richmond Centre for Disability Online Fundraiser Concert 2021 & 2022. On Aug 6, 2022, we held Sunshine Concert in South Arm Park, in Richmond. During Jul & Aug, 2022, we performed at Courtyard & Pinegrove Senior House in Richmond. Oct 1, 2022, we co-hosted "Raise Me Up" concert with Helkey Music at Broadmoor Church in Richmond.

#### **Grant Request**

**Requested Amount:** 

\$5,000.00

**Project Budget:** 

\$55,200.00

Society Operating Budget: \$55,200.00

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

Year	Amount	Grant Program
2022	\$4,550.00	Arts & Culture Project Assistance
2021	\$4,000.00	Arts & Culture Project Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$66,981.05	\$56,500.00
Total Expenses:	\$62,710.58	\$55,200.00
Surplus:	\$4,180.47	\$3,070.00
Accumulated Surplus:	\$1,770.47	\$4,840.47
Other Funders		
BC Gaming:		\$6,500.00
Canada Council of Arts:		\$20,000.00

#### **Grant Recommendations**

Recommended Amount: \$3,850.00

Aggregate Score: 77

#### Recommendation:

BC Philharmonic plans to present a concert titled "Symphony Today", a blend of classical and modern music, with the focus on developing their youth audience. The organization has a mandate to promote, perform and produce orchestral music. This group is commended for appealing to younger audiences through their programming choices. It is recommended they provide more clarity around how they implement their creative projects as well as more detail about the administrative structure that supports their operations.

**Grant Conditions: N/A** 



Society:

Canada Chinese Performing Arts Society

Project Name: A Series of Han Music Fantasy to Celebrate the 15 Anniversary of the Society

Dates:

July 18, 2023

#### **Project Summary**

This event is part of the celebration of 15th Anniversary of the Canada Chinese Preforming Arts Society. It is an outdoor event in summer time. The content of the event is Han Music performance by a professional Chinese instruments ensemble, singer, narrator, a community choir and dancers.

#### **Society Mission/Mandate**

The organization was established 13 years ago as 'Huayi' (VBCM) Production and later on registered as a non-profit organization as The Canada Chinese Performing Arts Society. The organization puts its energy to promote performing arts based on Chinese culture and to promote cultural exchange between Canada and China. The mission for the Canada Chinese Performing Arts Society is to promote performing arts and make a pool to pull people together from different cultures to work with music. Even though the Society is based on traditional Chinese culture, there is no limitation on opening and exploring new ideas and styles for the potential of creating new concepts for performing arts. Through these efforts, the society desires to benefit professional artists and audiences from our community.

## **Society History**

The society has a professional profile with the Canada Council for the Arts and currently is working a CD recording for Han Music that is supported by a grant from the Canada Council for the Arts. Han Music ensemble under management of the society is based in Richmond professional ensemble. Some leading musicians are residents of Richmond city. The society also manages a community choir. The choir rehearses regularly in Richmond and most of the singers and the vocal director are also residents in Richmond city. July 2022, outdoor event at the Canadian Flower of Winery and the event received a cultural grant from Richmond city. Early 2022, a large video recording project at the Civic Theatre of Surrey Arts Center for music works from Canadian composers. Spring of 2022, brought some Canadian musicians traveling to USA for a collaborative project with Center of Chinese Music and Culture in Middle Tennessee State University. In the past: September 2019, produced "Red Moon" – expression of poem and music, concert At Fraserview Church in Richmond. February 2, 2018, partnered with the

White Rock Chinese Association, CCPAS co produced a successful large scale stage show "Gala Showcase of Han Culture) at Bell Performing Arts Centre in Surrey. April 2017, cooperated with Vancouver Intercultural Orchestra for the "Hands On" international drum music festival. The Canada Chinese Performing Arts Society organized the Chinese music session. August 2016 produced the second music festival at Norman Rothstein Theatre Vancouver. In 2015 the singers of the society performed with the Orchid Ensemble at Pyatt Hall of VSO school. Invited to perform at The Sound of Dragon International Music Festival in May 2014. The Han Chinese Music Ensemble, solo singer and Huayi Choir performed a concert titled "The Burst of Folk Songs" Productions to celebrate BC 150 and Vancouver 125 anniversary.

#### **Grant Request**

**Requested Amount:** 

\$5,000.00

**Project Budget:** 

\$47,935.00

**Society Operating Budget:** \$51,896.00

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

Year		Amount	Grant Program
2022	A) (9)	\$4,550.00	Arts & Culture Project Assistance

#### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$23,181.00	\$49,446.00
Total Expenses:	\$15,985.46	\$47,935.00
Surplus:	\$7,196.00	\$1,511.00
Accumulated Surplus:	\$9,196.00	\$10,707.00
Other Funders		

#### **Grant Recommendations**

Recommended Amount: \$3,850.00

Aggregate Score: 77

#### Recommendation:

The Society's project is an outdoor concert of Han music and poetry, celebrating their 15th anniversary. The organization presents Chinese performing arts and, through this work, promotes cultural exchange between Canada and China. The group has demonstrated the capacity to maintain unique and accessible programming since 2010. It is recommended that they consider ways to reach a wider audience.

#### **Grant Conditions:**



Society:

First Pacific Theatre Society

**Project** 

"Date Movie: Around the Year, Around the Clock... at the Movies

Name:

Dates:

September/October 2023: public ten-day screening in the Performance Hall of the

Richmond Cultural Centre as part of Richmond Culture Days

#### **Project Summary**

DATE MOVIE: AROUND THE YEAR, AROUND THE CLOCK... AT THE MOVIES (PART 1) is a 6-hour film montage that would premiere at Richmond Cultural Centre during Culture Days 2023, supported by artist talks and workshops. Assembled from clips from thousands of feature films, each clip portraying a specific date of the year, this is the first installment in an eventual 12-hour montage that will move through the entire year, one day at a time, one hour per month. Part 1 will begin screening at 10am each day with two minutes worth of clips set on November 1, concluding at 4 pm with scenes set on April 30.

## **Society Mission/Mandate**

MISSION and MANDATE Pacific Theatre is an art-centric company in the heart of Vancouver which aspires to delight, provoke and stimulate dialogue by producing theatre that rigorously explores the spiritual aspects of human experience. We strive for creative excellence by working with artistic, spiritual, financial and relational integrity. CORE VALUES: FOSTERING NEW WORK One of the cornerstones of our mandate is the creation of new scripts. We have contributed to the development of 42 original works that have premiered on our stage. In addition, we have presented the world premieres of another seven plays that were developed independently. SUSTAINING A COMPANY OF ARTISTS We aim to provide an artistic home for those who connect strongly with our mandate, choosing specific plays to showcase their work, offering self-producing opportunities in our mainstage season, engaging them in relationship with our apprentices and involving them in play development round tables. MENTORING EMERGING ARTISTS Since 1990, Pacific Theatre has engaged 69 paid season apprentices, who are immersed in the life of the company in whatever capacity is suited to their professional artistic, technical, or administrative development. There is also a strong commitment to other emerging artists, who are often drawn into: script development, workshops and seminars, as well as being showcased in mainstage productions when appropriate. COLLABORATION We are passionate about encouraging co-productions with existing and emerging companies, and hosting

quest productions from individual artists representing the wider community. Pacific Theatre invites and encourages transparency and conversation, as we strive to be accountable in our ongoing work to make our space and our organization an anti-racist and equitable environment for all.

### **Society History**

Pacific Theatre was founded in 1984 to create and perform non-propagandist theatre which rigorously explores the spiritual aspects of human experience. In 1994 the company opened a 120-seat theatre at 12th and Hemlock (Vancouver) and became part of the Vancouver Professional Theatre Alliance. Since that time, productions in the company's mainstage season have been nominated for 209 Jessie Richardson Awards, winning awards in all major categories. Pacific Theatre receives annual operating funding from the City of Vancouver, the Province of British Columbia, and the Canada Council for the Arts. The company is known for its strong emphasis on the development and production of new works, community building and ensemble work, and providing opportunities for Emerging Artists, particularly through the company's full-season apprenticeship program, mentoring 66 individual theatre artists over the past 30 years. While Pacific Theatre is based in Vancouver, working out of its performance space on 12th Avenue, the company has strong ties with Richmond. Its founding Artistic Director has been a Richmond resident since 1988, and from 1986 through 1994 the company produced its mainstage work in Studio B of the Richmond Gateway, as well as producing the Gateway's annual Murder Mystery fundraiser until 1996. From 1988-1993 the company toured its Dragons Project throughout British Columbia, including many performances at elementary and secondary schools in Richmond.

# **Grant Request**

Requested Amount:

\$5,000.00

**Project Budget:** 

\$23,530.00

Society Operating Budget: \$701,680.00

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

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

# **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$647,508.00	\$664,229.00
Total Expenses:	\$441,997.00	\$701,680.00
Surplus:	\$205,511.00	-\$37,451.00
Accumulated Surplus:	\$180,021.00	\$142,570.00
Other Funders		

### **Grant Recommendations**

Recommended Amount: \$3,400.00

**Aggregate Score**: 68

#### Recommendation:

This project is an experimental workshop production of a media arts and theatrical experience titled "Date Movie." The organization aspires to produce theatre that explores the spiritual aspects of human experience. This project will offer a unique arts experience led by a Richmond resident who is an esteemed member of the Canadian professional theatre community. In future, it is recommended that if a Richmond-based cultural organization submits an application to present an artist-in-residence, it would be a better fit for this grant program.

### **Grant Conditions:**

N/A



# Project Assistance Application for 2023 Arts & Culture Grants Program

Society:

Philippine Cultural Arts Society of BC

Project Name: PhilCAS through the Years

Dates:

November 2023

### **Project Summary**

"PhilCAS Through The Years" marks PhilCAS' 23rd year anniversary with a cast including current and alumni members to present our collection of Filipino Folk traditions and celebrations. We will present this mosaic of song and dance at Gateway Theatre on November 2023. We encourage new dancers and members to learn traditional dances and music through our YouTube series "Learn to Dance", practices and performances. We invite residents of Richmond and the Lower Mainland to celebrate PhilCAS' 23 years of enriching the community with the history and art of Filipino culture.

### **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**

**Requested Amount:** 

\$5,000.00

**Project Budget:** 

\$17,960.00

Society Operating Budget: \$17,960.00

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

Year	Amount	Grant Program
2021	\$3,500.00	Arts & Culture Project Assistance
2020	\$4,000.00	Arts & Culture Project Assistance

# **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$4,120.00	\$17,960.00
Total Expenses:	\$3,318.98	\$17,960.00
Surplus:	\$804.02	\$0.00
Accumulated Surplus:	\$4,726.14	\$4,726.14
Other Funders		

**Grant Recommendations** 

Aggregate Score: 83

Recommended Amount: \$4,125.00

#### Recommendation:

This project presents both in-person and online performances titled "PhilCas through the Years." The organization shares the traditions and culture of The Philippines through education and performance. The group is recommended for support to continue their focus on celebrating a valued and vital culture within our community through intergenerational arts and culture activities. It is recommended that they seek fundraising opportunities to support their productions.

#### **Grant Conditions:**

N/A



# Project Assistance Application for 2023 Arts & Culture Grants Program

Society:

Red Fox Healthy Living Society

**Project Name:** Creative Community Engagement

Dates:

January 2023-December 2023

# **Project Summary**

Creative Community Engagement We will be bringing arts based community engagement combined with our active play program to 5 community events in Richmond in 2023. Our audiences are children and youth. This arts based engagement will include art activities, performance, storytelling, puppetry and live music and will work with local artists for creative design. With a pop-up programming approach utilizing the Art Cart Platform managed by J Peachy Gallery as a physical base for art activities, including musical stage and sound equipment.

### Society Mission/Mandate

Red Fox Healthy Living Society has two complementary missions: to promote healthy active living among children and youth, and to foster employment and life skills to youth who face barriers. Red Fox engages youth who face barriers, with a focus on Indigenous youth, racialized and newcomer youth, youth living on low incomes, and youth with disabilities. We fulfill our missions by providing free and supportive training and recreation opportunities to children, youth and families throughout Metro Vancouver. Red Fox delivers 30 programs a year in Vancouver, Surrey, the North Shore, New Westminster, Maple Ridge, Delta and Tsawwassen. The key to our success is our leadership continuum: youth can go from participant of our Active Play programs at their schools and community centres, to pre-teen junior leaders, to youth leaders, to interns and then to staff members in Red Fox or at other workplaces in their communities. Red Fox works closely with municipal School Boards. Students may receive school credit for participating in Red Fox training, and teachers attest that Red Fox inspires students to stay in school, graduate, and pursue post-secondary education. We utilize the power of arts to create arts based engagement, activities, performance, puppetry and music for young audiences. Art is a healthy expression, it promotes diversity, inclusion and community. We work with local engaged artists to design activities and performances that meet community needs.

# **Society History**

Red Fox has recently worked in Richmond through the school system at Cook Elementary and Richmond Senior Secondary. In 2021 Red Fox participated in Culture Days at Cook Elementary School as well as at Richmond Secondary outdoor learning environment. In December 2022 we will be working with the Green Seeds music society in their Winter Solstice event.

# **Grant Request**

Requested Amount:

\$5,000.00

**Project Budget:** 

\$10,000.00

Society Operating Budget: \$1,406,725.00

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

Year	Amoun	t Grant Program
N/A	N/A	N/A

### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$1,220,931.00	\$1,406,725.00
Total Expenses:	\$1,219,874.00	\$1,383,757.00
Surplus:	\$1,057.00	\$22,968.00
Accumulated Surplus:	\$1,057.00	\$22,968.00
Other Funders		
Red Fox External fundraising and project		\$5,000.00
contribution:		

### **Grant Recommendations**

Recommended Amount: \$0.00

Aggregate Score: N/A

**Recommendation**: Despite a worthy mission to promote healthy active living among children and youth, and to foster employment and life skills to youth who face barriers, this application is not eligible under the current criteria as the mandate of the organization is not arts and culture. It is recommended that, as noted in the grant guidelines, the group contact City staff prior to applying for future grants in order to be directed towards appropriate funding opportunities.

#### **Grant Conditions:**

N/A



# Project Assistance Application for 2023 Arts & Culture Grants Program

Society:

Richmond Art Gallery Association

Project Name: Artist Salon Program

Dates:

February - Novmber 2023

# **Project Summary**

RAGA seeks funding towards the Artist Salon, an ongoing program of online talks, workshops, and social gatherings for local visual artists. This series features quest art professionals hosting talks that foster connections among our community's diverse range of artists. Talks are recorded and posted on our social media platforms for free access anytime. In 2023, we will restructure the program by offering a mix of in-person and online sessions, including professional development workshops, critique nights, and networking events with local visual artists and art professionals.

### 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 both online and in person, and include the School Art Program, artist talks and tours, and artist workshops. A corps of docents offer Richmond Art Gallery Association tours in English, Cantonese and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Art Program is led by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

# **Grant Request**

Requested Amount:

\$5,000.00

**Project Budget:** 

\$12,100.00

Society Operating Budget: \$305,129.00

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

Year	Amount	Grant Program
2022	\$4,582.00	Arts & Culture Project Assistance
2021	\$4,450.00	Arts & Culture Project Assistance
2020	\$4,700.00	Arts & Culture Project Assistance

# **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$206,551.00	\$312,085.00
Total Expenses:	\$171,629.00	\$305,129.00
Surplus:	\$34,922.00	\$6,956.00
Accumulated Surplus:	\$29,611.00	\$36,567.00
Other Funders		
BC Gaming:		\$5,100.00

### **Grant Recommendations**

Recommended Amount: \$4,000.00

Aggregate Score: 80

#### Recommendation:

RAGA aims to continue their popular Artist Salon, a series of online talks, workshops and social gatherings for local visual artists. The organization has a mandate to exhibit, preserve and promote contemporary visual arts as well as support visual artists in the public presentation of their work. The Association is commended for continuing this popular, culturally diverse and community-oriented program for local artists.

### **Grant Conditions:**

N/A



# Project Assistance Application for 2023 Arts & Culture Grants Program

Society:

Steveston Historical Society

Project Name: Steveston Alive! Walking Tour Vignettes

Dates:

January - August 2023 (performances summer 2023)

# **Project Summary**

Costumed secondary school drama students will perform short plays set in 1917 Steveston along a guided walking tour of the village.

### **Society Mission/Mandate**

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

# **Society History**

The Steveston Historical Society's Board of Directors is made up completely of volunteers who work on events, programs, and community engagement pieces that help to inform Steveston residents and visitors about its heritage. Historically, the Society was responsible for restoring and establishing the Steveston Museum building, which was built in 1905 as Richmond's first bank. This included collecting artefacts, photographs, and documents and creating exhibits. In 1979, the building opened as "The Steveston Museum and Post Office" and became the informational hub for the village. The Society also participated in the preservation of historic sites, buildings and other museum sites in the area, namely the Gulf of Georgia Cannery. Today, the SHS works in partnership with the City of Richmond to run the Steveston Museum. The Japanese Fishermen's Benevolent Society (JFBS) building moved to the site on Moncton Street in 2010 and officially opened in 2015. This extension features interpretation about the Japanese Canadian experience in the village from the time of their arrival in Steveston to the time of internment. Recent projects include: - Nikkei Stories of Steveston: a 10-part documentary series that pays tribute to the strengths and successes of Japanese Canadian pioneers and their descendants. These videos can be viewed in the JFBS building or online at www.nikkeistories.com/#videos - The Fisherman's Park Mural: a 12-panel mural series celebrating Steveston's connection to the fishing industry. - Walking Tour Vignettes: a five part theatrical performance along a walking tour of Steveston. Participants were taken back in time to the year 1917 where they saw drama students from Hugh McRoberts Secondary School perform stories of Steveston's shared triumphs and tragedies. - Songs in

the Snow: A free winter event in the Town Square Park next to the museum. - Steveston Heritage Experience: collaborative multi-site walking tour, with grant from Tourism Richmond

# **Grant Request**

**Requested Amount:** 

\$5,000.00

**Project Budget:** 

\$10,104.00

Society Operating Budget: \$76,439.00

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

Year	Amount	Grant Program
2022	\$4,550.00	Arts & Culture Project Assistance
2021	\$4,000.00	Arts & Culture Project Assistance
2020	\$1,500.00	Arts & Culture Project Assistance

### **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$23,951.00	\$81,173.00
Total Expenses:	\$7,430.00	\$76,439.00
Surplus:	\$16,521.00	\$4,734.00
Accumulated Surplus:	\$16,521.00	\$21,255.00
Other Funders		
Gaming:		\$4,300.00

### **Grant Recommendations**

Recommended Amount: \$4,125.00

Aggregate Score: 83

### Recommendation:

The project continues the Society's successful "Steveston Alive" dramatized walking tour of Steveston. The organization, with its focus on promoting the historical culture of Steveston, is commended for meaningful youth engagement and including respect for, and representation of, historically marginalized communities in their project.

#### **Grant Conditions:**

N/A



# Project Assistance Application for 2023 Arts & Culture Grants Program

Society:

Tickle Me Pickle Theatre Sports Improv Society

Project Name: RITS Improv Programs

Dates:

Sept. 2022-Aug 2023

### **Project Summary**

We wish to provide high-quality improv programs targeting youth and adults through the support of the Arts and Culture Project Assistance Grant. The 2022-2023 project will include workshops and presentations (in Highschools and with local organizations), Youth and Young Adult programs at Thompson Community Centre, Adult Classes with the City of Richmond in the Arts Centre, and performance opportunities for students and adults at various venues in Richmond.

### **Society Mission/Mandate**

The purpose of our society as outlined in our constitution is as follows: a) Present theatre shows, particularly improv-based, for the community-at-large b) Promote the art of improv-based theatre to the community-at-large c) Provide theatre, leadership and team building education for seniors, adults, youth and children d) Create events for community organizations in need.

# **Society History**

Richmond Improv Theatre Society (RITS), formally known as Tickle Me Pickle (TMP), has been in the Richmond arts scene since 2000, but its roots go back much further. Officially became a not-for-profit society in 2013 and now rebranded as RITS, we are proud to provide improv shows in Richmond and classes and workshops for Richmond residents to participate in and learn the fundamentals of improvised theatre. We continue providing training and resources to cultivate new leaders and groups through our continued relationship with the city of Richmond and working with outside theatre artists. We have also offered presentations for community-oriented events such as Culture Days and Children's Art Fest, which want to continue. The cornerstone of our programming has been engaging the youth of Richmond, and now we are expanding to include more Young Adult and Adult opportunities. If last year our focus was on rebranding, this year our focus is to grow and expand our reach. We aim to do this by providing more classes and workshops and having community-focused shows to highlight the improv experiences happening in Richmond.

### **Grant Request**

Requested Amount:

\$5,000.00

**Project Budget:** 

\$11,626.15

**Society Operating Budget:** \$11,626.15

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

Year	Amount	Grant Program
2022	\$4,550.00	Arts & Culture Project Assistance
2020	\$4,700.00	Arts & Culture Project Assistance

# **Financial Summary**

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$10,765.12	\$11,626.15
Total Expenses:	\$10,108.95	\$11,626.15
Surplus:	\$656.17	\$0.00
Accumulated Surplus:	\$656.17	\$656.17
Other Funders		
Surplus from previous fiscal year:		\$656.17

### **Grant Recommendations**

Recommended Amount: \$4,150.00

**Aggregate Score**: 83

#### Recommendation:

The group's project includes a series of workshops and performances for adults and youth throughout the city. This organization promotes the education and enjoyment of improvisationbased theatre. The group continues to demonstrate their commitment to providing safe, creative workshops and events for youth. Their focus on rebranding and strengthening their organizational structure has clearly contributed to positive growth and it is recommended they maintain this trajectory.

### **Grant Conditions:**

N/A



# Project Assistance Application for 2023 Arts & Culture Grants Program

Society:

Vancouver Cantonese Opera

Project Name: Cantonese Opera in the Cloud, free concerts and watersleeve flashmob classes

Dates:

May/August/November 2023

### **Project Summary**

Cantonese Opera in the Cloud is a virtual production consist of a series of episodes that will be broadcast on four Saturdays. There will be English and Chinese narration and subtitles during the event. Audiences will have the opportunity to interact during the Q&A session of the event. VCO will partner with Richmond Cultural Center for a series of 4 LIVE FREE concerts (under the guidance of pandemic protocol). VCO will partner with Richmond Cultural Center for a 4-sessions FREE Water Sleeve flashmob/Flag swinging summer camp.

### Society Mission/Mandate

The mission of Vancouver Cantonese Opera is to preserve and present the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives. OUR ARTISTIC VISION & 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 and business opportunities to Cantonese opera artists, musicians, technicians and local business.

# Society History

Vancouver Cantonese Opera is uniquely situated as a Canadian arts organization deeply rooted in its local community yet maintaining strong global ties to the opera scenes in China, Hong Kong, and across North America. Our core values center on artistic integrity and innovation, intercultural and intergenerational dialogue, accessibility, and giving back to our communities. Our performances are always bilingual, incorporating live translation and English/Chinese subtitles. We have also moved beyond the traditional theatre to perform in libraries, community centers, parks, city squares, and festivals. We have an extensive repertoire of outreach programs, including regular performance and singing classes, annual youth summer camps, and free concerts for adults and seniors living in care

homes. Since 2005, VCO has been offering Cantonese Opera singing and performance technique classes in Richmond and participated in various multicultural events in the Richmond community and senior homes. In 2013, VCO activated Multicultural Heritage Festival in Richmond and starting in 2016 VCO partnered with the Richmond World Festival in the activation of "The Bamboo Theatre". In 2018, 2019, and 2022 VCO offered a free water sleeve summer camp and workshop "Cantonese Opera Behind the Scenes". In 2022 Culture Day, VCO presented 4 sessions of free water sleeve flashmob dance at the Richmond Cultural Centre in the summer of 2022. It is our goal to keep on presenting free workshops, classes and concerts for the communities in the City of Richmond.

### **Grant Request**

Requested Amount:

\$5,000.00

**Project Budget:** 

\$16,052.00

Society Operating Budget: \$112,966.00

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$4,550.00	Arts & Culture Project Assistance
2021	\$4,450.00	Arts & Culture Project Assistance
2020	\$4,700.00	Arts & Culture Project Assistance

**Financial Summary** 

	Most Recently Completed Year	Proposed Year
Total Revenue:	\$219,329.00	\$117,966.00
Total Expenses:	\$136,150.00	\$112,966.00
Surplus:	\$83,179.00	\$5,000.00
Accumulated Surplus:	\$164,174.00	\$169,174.00
Other Funders	*	
B.C. Gaming Fund:		\$2,000.00
Canada Council:		\$2,500.00

### **Grant Recommendations**

Recommended Amount: \$4,050.00

Aggregate Score: 81

#### Recommendation:

Vancouver Cantonese Opera plans to present a series of concerts and water sleeve classes both online and at the Richmond Cultural Centre. The mission of this organization is to preserve and present the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audiences. This group is commended for their range of Richmond offerings that focus on programs that welcome immigrants into the community. With healthy operational contingencies in place, it is recommended that the group demonstrate need for additional funding in future applications.

### **Grant Conditions:**

N/A

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### City of Richmond Arts and Culture Grants Program

# **Operating Assistance Guidelines**



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; read through carefully before you make an application.

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Camyar Chaichian, Program Manager, Community Cultural Development 604-237-8326, <u>Camyar.Chaichian@richmond.ca</u>

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

### 2023: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an ongoing source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds 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
- 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
  - Canadian Actors Equity Association: www.caea.com
  - Canadian League of Composers: www.clc-lcc.ca
  - · Canadian Alliance of Dance Artists: www.cadadance.org
  - · Professional Writers Association of Canada: www.pwac.ca
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other 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.

# **Project Assistance Guidelines**



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; read through carefully before you make an application.

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Camyar Chaichian, Program Manager, Community Cultural Development 604-237-8326, <u>Camyar.Chaichian@richmond.ca</u>

This information and other information on our programs and services are available on the City website at <a href="https://www.richmond.ca/artists">www.richmond.ca/artists</a>.

### 2023: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an ongoing source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds 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
- 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
  - · Canadian Actors Equity Association: www.caea.com
  - · Canadian League of Composers: www.clc-lcc.ca
  - Canadian Alliance of Dance Artists: www.cadadance.org
  - Professional Writers Association of Canada: www.pwac.ca
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other 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
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### **Assessment and Awarding of Grants**

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- · Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
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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**

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- 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.
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- 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

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# **Report to Committee**

To:

General Purposes Committee

Date:

January 10, 2023

From:

Keith Miller

File:

03-1085-01/2023-Vol 01

Director, Recreation and Sport Services

Todd Gross Director, Parks Services

Re:

2023 Parks, Recreation and Community Events Grants

#### Staff Recommendation

- 1. That the 2023 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of \$120,017, as identified in Attachment 1 of the staff report titled "2023 Parks, Recreation and Community Events Grants," dated January 10, 2023, from the Director, Recreation and Sport Services and the Director, Parks Services; and
- 2. That the grant funds be disbursed accordingly following Council approval.

Keith Miller

Director, Recreation and Sport Services

(604-247-4475)

**Todd Gross** 

Director, Parks Services

(604-247-4942)

Att. 4

RI	EPORT CO	NCURRE	ENCE
ROUTED TO:	Concur	RRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	v	<b>Z</b>	By 5
SENIOR STAFF REPORT REVIEW		INITIALS:	APPROVED BY CAO
		Sto	gren.

### **Staff Report**

### Origin

The City Grant Program was established to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. Richmond City Council has the authority to provide financial assistance to community organizations under the *Local Government Act*.

This report outlines the 2023 Parks, Recreation and Community Events Grant process, and provides grant recommendations.

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #2: A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

- 2.3 Increase emphasis on local food systems, urban agriculture and organic farming.
- 2.4 Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #4: An Active and Thriving Richmond:

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

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

#### **Background**

#### 2023 Parks, Recreation and Community Events Grant Budget

The 2023 Parks, Recreation and Community Events Grant budget is \$120,017. This includes a 3.98 per cent cost of living increase over last year's budget as per City Grant Program Policy 3712.

### Notice Given and Applications Received

At the beginning of September 2022, announcements were posted on the City's website, social media channels, Community Services e-newsletter and in a press release, advising the public that applications were being accepted for the 2023 City Grant Programs from September 14 to October 19, 2022. A link to the City's website was provided for further information and for access to the City's online application system.

In the Parks, Recreation and Community Events category, a total of 12 applications were received with an aggregate request of \$169,158. The following table provides a summary of the

number and types of applications received, along with the number of grants approved for the past three years and the number of grants recommended for 2023.

Table 1: Applications, Requests, Grants Approved and Recommendations

	2020–2022 Applications, Requests, Grants Approved and Recommendations*				
Year	2020	2021	2022	2023	
Total number of applications	15	10	15	12	
New applicants	3	2	4	4	
Minor requests received (\$5000 or less)	8	3	7	5	
Multi-year funding requests received	5	2	2	3	
Grant not recommended (did not meet criteria)	3	. 1	4	2	
Partial amount of request recommended	11	8	11	9	
Full amount of request recommended	1	1	0	1	
Total amount requested	\$237,762	\$200,374	\$222,595	\$169,158	
Total budget	\$112,828	\$112,828	\$115,423	\$120,017	
Total Parks, Recreation and Community Events Grant funds approved/ recommended	\$112,828	\$112,828	\$115,423	\$120,017	

<sup>\*</sup> Some categories overlap, numbers are not meant to be totalled.

A table outlining the 2023 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

#### **New Applicants**

There were four new applicants in the Parks, Recreation and Community Events category:

- 1. London Heritage Farm Society, which was incorporated in 1976, was formed with a mission to:
  - Collect historical objects associated with farming, reflecting the lives of pioneer Richmond farm families, and the London family in particular, during the period 1880 to the 1940s;

- Provide visitors the opportunity to discover how the early Richmond pioneer farmers contributed to the development of Richmond; and
- Preserve London Heritage Farm.
- 2. Sacrificium Society of Production, incorporated in 2021, is a Chinese-speaking performing arts organization in Metro Vancouver that was "established by a group of Christians who are passionate about sharing their faith in Jesus Christ through creative arts".
- 3. Voices of Muslim Women Foundation, which was incorporated in 2017, is a Muslim woman led organization that empowers all women and girls to become connected and informed leaders through educational and professional development opportunities.
- 4. WS Immigrant and Multicultural Services Society, which was incorporated in 2016, works to build happier families, healthier communities and foster cultural harmony through quality service delivery and intercultural services, including planning, organizing and hosting cross-cultural events, workshops, seminars, conferences and book launches.

### Minor/Major Grant Requests

There are two application streams for Parks, Recreation and Community Events Grants: one for minor grant requests (\$5,000 or less) and one for major grant requests (over \$5,000). This year, six organizations applied for minor grant (\$5,000 or less) and six organizations applied for major grant (over \$5,000).

#### Multi-Year Funding Requests and Recommendations

Applicants that have received a Parks, Recreation and Community Events Grant for the same purpose for the past five consecutive years have the option of applying for a three-year funding cycle. In the first year of a cycle, a comprehensive application form is required, while only a short application form is required for the following two years. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Three organizations applied for multi-year funding in the Parks, Recreation and Community Events category:

- 1. Sea Island Community Association, which meets the criteria for multi-year funding, is recommended for approval for the first year of a three-year funding cycle;
- 2. Steveston Community Society Richmond Summer Project, which meets the criteria for multi-year funding, is recommended for approval for the third year of a three-year funding cycle; and
- 3. The Sharing Farm Society, which meets the criteria for multi-year funding, is recommended for approval for the third year of a three-year funding cycle.

### **Analysis**

### **Application Review Process**

The Parks, Recreation and Community Events Grants Review Committee reviewed the applications against 24 scoring criteria (Attachment 3) that were developed based on the 2023 Grant Program Guidelines for Health, Social and Safety, and Parks, Recreation and Community Events (Attachment 4). Each application was evaluated on five dichotomous (yes/no) questions regarding grant eligibility and 19 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials and the quality of the application itself.

#### 2023 Grant Recommendations

Ten out of 12 applicants are recommended for a Parks, Recreation and Community Events Grant for funding. As the total amount requested exceeds the 2023 City Grant budget, providing partial assistance to multiple organizations is preferable to providing full assistance to only a few. A table outlining the 2023 grant requests and recommended grant allocations is provided in Attachment 1.

Reasons for recommending partial or no funding also include, but are not limited to, the following:

- Ineligible funding purpose;
- Insufficient community benefit demonstrated;
- City provides other forms of support to the organization;
- Duplication of services;
- Other funding partners have not been sought;
- Lack of partnerships;
- Uncommitted, substantial surplus; and
- Quality, including completeness, of the application.

Two applicants are not recommended for a Parks, Recreation and Community Events Grant as outlined below:

- 1. Sacrificium Society of Production is not recommended for a grant due to a vague application, which made it difficult to assess the uniqueness and quality of the deliverables, the demonstrated community benefit and the organization's capacity to deliver at events.
- 2. WS Immigrant and Multicultural Services Society is not recommended for a grant due to a vague application, which made it difficult to assess the uniqueness and quality of the deliverables, the location for the majority of the proposed events, the demonstrated community benefit and the organization's capacity to deliver at events.

### **Financial Impact**

The 2023 Parks, Recreation and Community Events Grants budget of \$120,017 was approved as part of the City's 2023 Operating Budget. A total of \$120,017 in allocations is being recommended for the 2023 Parks, Recreation and Community Events Grants, subject to City Council's approval.

#### Conclusion

The Parks, Recreation and Community Events Grants contribute significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and livable community.

Staff recommend that the 2023 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.

Sheila Porlier

Manager, Administration and Program Support (604-233-3359)

- Att. 1: 2023 Parks, Recreation and Community Events Grants Outline of Requests and Recommended Allocations
  - 2: 2023 Parks, Recreation and Community Events Grants Application Summary Sheets
  - 3: 2023 Parks, Recreation and Community Events Grants Application Scoring Criteria
  - 4: City of Richmond 2023 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events

ADD. 10	2022	1	023	2023	MULTI YR.		SEE ATT. 2
APPLICANT NAME East Richmond	<b>GRANT</b> \$ 1,50		<b>EQUEST</b> 2,500	<b>RECOM.</b> \$ 2,000	RECOM.	Personnel, volunteer support, supplies and entertainment	Page NO.
Community Association	\$ 1,30		\$ 2,500	φ 2,000	Silligle real	expenses for five free in-person summer events geared towards youth, seniors, and families. The events focus on positive social connections through group and solo activities.	
KidSport - Richmond Chapter	\$ 24,00	00 8	\$ 25,000	\$ 25,000	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC, affiliated sport programs. The program promotes wellness by giving children and youth a chance to be physically active.	Pages 4-6
London Heritage Farm Society	N	'A   \$	5,000	\$ 2,500	Single Year	Personnel to support a community event geared towards farm focused interactive activities for families, and education on farm life as it existed in the past.	Pages 7-9
Richmond Chinese Community Society	N	Ά	\$ 5,000	\$ 3,000	Single Year	Personnel, supplies and program materials to host a seniors lunch day in August. The ethnically diverse group of attendees will enjoy a full course healthy Chinese lunch and be celebrated for their contributions. The event will provide an opportunity for seniors to socialize while strengthening the bonds between cultures.	Pages 10-13
Richmond City Centre Community Association	\$ 1,00	00 \$	5,000	\$ 1,000	Single Year	Personnel, volunteer support, operating expenses for a new series of health and fitness programs and workshops focusing on at-risk and/or financially disadvantaged youth. The programs will encourage fitness and community connectivity, as well as offer mental health and violence prevention education and conversation.	Pages 14-16
Richmond Food Security Society	\$ 12,00	00 \$	18,000	\$ 16,000	Single Year	Personnel, volunteer support, and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, Honeybee and Pollinator Program, and beehives.	Pages 17-20
Sacrificium Society of Production	N.	A	5,000	\$0.00	Single Year	Personnel, volunteer support, and operating expenses to develop personal potentials, express self in creative ways, experience team work in a group, offer creative arts training, provide drama productions and host workshops, seminars and public forums.	Pages 21-23
Sea Island Community Association	N	A	1,500	\$ 1,000	Multi-Year - Year 1	Supplies to host Burkeville Daze, an event intended to nurture community connectivity and socialization while sharing information about community events, programs and services. Activities, food and entertainment will be offered.	Pages 24-26
Steveston Community Society - Richmond Summer Project	\$ 31,00	00 8	41,620	\$ 37,017	Multi-Year - Year 3	Personnel (Summer Support Workers) and operating expenses for the coordination of the Richmond Summer Project, which helps numerous community associations and partners provide equitable summer day camp programs and services to residents.	Pages 27-29
The Sharing Farm Society	\$ 21,00	00   \$	\$ 30,000	\$ 29,500	Multi-Year - Year 3	Personnel expenses for education programs, food skills workshops, and to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.	Pages 30-32
Voices of Muslim Women Foundation	N	A	10,538	\$ 3,000	Single Year	Personnel, volunteer support, supplies, program materials and venue expenses to host two professional development workshops related to "Sports and Athletic Leadership" and "Creative Arts and Media".	Pages 33-35

2023 Parks, Recr	eation an	d Commu	nity Event	s Grants -	- Outline of Requests and Recommended Al	locations
APPLICANT NAME	2022 GRANT	2023 REQUEST	2023 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
WS Immigrant and Muliticultural Services Society	N/A	\$ 20,000	\$0.00	Single Year	Personnel, consultant services, volunteer support, office rent, utilities and supplies to attend various events for the purpose of creating awareness, understanding and appreciation of multiculturalism, building happier families and healthier communities and foster intercultural harmony.	Pages 36-38
Totals		\$ 169,158	\$ 120,017			
2023 PRCE Grant Bu	dget		\$ 120,017	1		
Remaining Funds			\$0.00	1		



# Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:

East Richmond Community Association

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$2,500.00

Proposal Title:

Cambie's Afternoon in the Park and Open House Barbecue

**Grant Purpose:** 

Community Service / Program / Event - One-time Activity

Start Date (if applicable): July 05, 2023

End Date (if applicable):

August 30, 2023

Number To Be Served:

500

Richmond Residents:

400

### **Grant Request Summary:**

The East Richmond Community Association (ERCA) invites the community to five events of varying scale throughout the summer of 2023. Events will be in-person in line with current public health guidelines. Events may be adapted to virtual, registered or will operate at a lower capacity with changing public health guidelines. ERCA's new Afternoon in the Park series offers four unique outdoor events providing a variety of activities, crafts, games and entertainment. Free to the public, this series fosters positive social connections between families, while participating in group or solo activities based on a theme. Families will also have the opportunity to borrow one of the Park Activity Buckets for solo park exploration, education and play. To end the summer ERCA will host its Open House Barbecue. This event showcases games and activities led by Cambie Community Centre's various program areas that allow participants to learn about the centre's program offerings in a direct, personal way. Having all of Cambie's program areas represented allows the event to reach a wide audience of all ages and interests. Community groups are invited to host interactive booths or partner with Cambie's program areas and have previously included the Richmond Public Library, Richmond Addiction Services Society and the City of Richmond's Environmental Programs. ERCA will host an always popular concession stand that will allow members to interact with and give back to the community they serve. These two low-cost/no-cost initiatives allow East Richmond families the opportunity to connect to their community socially and to Cambie Community Centre without financial barrier. Volunteers play an integral part in ERCA programs, and many youth volunteers come from HJ Cambie Secondary, further developing a positive relationship between ERCA and the school. Community partnership and sponsorship

opportunities will be available for East Richmond businesses where there will be an opportunity for promotion during ERCA's summer events.

# Richmond Services Received by Your Organization:

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with the City of Richmond and Richmond School District 38. Estimated value \$735,695.

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$1,137,235.54	\$1,348,901.15
Total Expenses	\$1,116,659.01	\$1,346,321.43
Annual Surplus or (Deficit)	\$20,576.56	\$2,579.72
Accumulated Surplus or (Deficit)	\$382,834.15	\$385,413.87

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

Last Complete Year: Increase of program registrations as programs expand with public health regulations.

Current Year: Increase of program registrations as programs expand with public health regulations.

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

For projects and community initiatives still in progress.

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

Year	Amount	Grant Program
2022	\$1,848.00	Child Care Capital Grant
2022	\$1,500.00	Parks, Recreation & Community Events
2021	\$1,800.00	Parks, Recreation & Community Events
2020	\$1,800.00	Parks, Recreation & Community Events

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$700.00

Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$1,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$2,500.00
Fees: \$2000 Entertainment \$500 Entandem	
Total:	\$5,800.00

# Financial Assistance From Other Sources (if applicable)

Item	Amount
Coast Capital Savings	\$500.00
Mr. Handyman	\$500.00
Volendam Automotive	\$500.00
Amount Your Society will Provide:	\$2,000.00
Total Proposed Budget:	\$5,800.00

# **Grant Recommendations**

Neconinenaed Amount. \$2,000.00
Recommendation:
A (single year) grant is recommended to assist with personnel, volunteer support, supplies and
entertainment expenses for five free in-person summer events, that are geared towards youth, seniors, and families.
Grant Conditions:
None.



Society:

Kidsport - Richmond Chapter

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$25,000.00

**Proposal Title:** 

KidSport™ Richmond Grant

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

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 season of 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; or qualify within published Low Income Cut-Off values supported by a CRA notice of assessment showing the families taxable income. The sport organization must be affiliated with Sport BC. Grants up to a maximum of \$700 per applicant per calendar year may be granted and can be applied only to registration fees during the season the sport is in session. The season of sport must be a minimum of 8 weeks in duration. We currently fully fund more than 78% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The community need for sport funding will increase in 2023 due to the many economic impacts on financially challenged families.

# **Richmond Services Received by Your Organization:**

None

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$50,000.00	\$90,000.00
Total Expenses	\$90,000.00	\$120,000.00
Annual Surplus or (Deficit)	(\$40,000.00)	(\$30,000.00)
Accumulated Surplus or (Deficit)	\$161,016.00	\$131,016.00

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

Last Complete Year: The COVID pandemic caused a reduction in fundraising activities in 2021. We were not able to host our annual Gala fundraiser, resulting in a significant decline in revenue for 2021.

With the return of community sporting activities in 2021 we experienced an increase in athlete grants paid out over 2020. These factors resulted in a deficit for the year.

*Current Year:* In 2022 we have received unexpected funding through SportBC from both the Federal and Provincial Governments. this has helped to supplement our revenue as we were not able to host our annual Gala fundraiser.

Applications received and grants paid out in 2022 have been returning to past years levels as community sporting activities return to normal levels.

The need for sport funding will steadily increase with the complete return to sporting activities and the financial stains impacting many families.

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

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 12 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources.

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

Year	Amount	Grant Program
2022	\$19,000.00	Parks, Recreation & Community Events

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Provide partial sport registration fees (up to \$700) for financially challenged	\$25,000.00
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):

Item	Amount
Sport BC funding	\$25,000.00
n/a	\$0.00
none	\$0.01
Amount Your Society will Provide:	\$0.00.

### **Grant Recommendations**

Recommended Amount: \$25,000.00

Recommendation:

A (single year) grant is recommended to assist with subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.

Grant Conditions:

None.



Society:

London Heritage Farm Society

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Family Farm day coordinator

**Grant Purpose:** 

Community Service / Program / Event - One-time Activity

Start Date (if applicable): June 12, 2023

End Date (if applicable): August 11, 2023

Number To Be Served:

1000+

Richmond Residents:

1000+

# **Grant Request Summary:**

All offerings are geared towards having parents and children participate in. appropriate activities that contribute to there understanding and enjoyment of what might have been experienced on a farm in days past (and perhaps present). It is a community event designed to bring people together. Activities include things such as: interaction with animals; games; entertainment; seed planting and various crafts.

# Richmond Services Received by Your Organization:

The City provides maintenance of the site, e.g. lawn cutting. They also provide a care taker on site for maintenance of the washrooms and cleaning of rooms in the London farm house.

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$34,480.00	\$8,300.00
Total Expenses	\$2,8049.00	\$7,270.00
Annual Surplus or (Deficit)	\$6,341.00	\$1,030.00
Accumulated Surplus or (Deficit)	\$61,801.00	\$62,831.00

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

Last Complete Year: Two successful plant sales resulted in more revenue than anticipated

Current Year: The year is not yet up so the surplus is not able to be determined

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

Surplus is intended for use for all items, large and small, to ensure the materials and resources necessary can be purchased for on-going maintenance and enhancement of the farm as they relate to the Society's mandate and responsibility.

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

Year	Amount	<b>Grant Program</b>
N/A	N/A	N/A

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$5,000.00
A	<b>#</b> 4.000.00
Amount Your Society will Provide:	\$4,000.00
Total Proposed Budget:	\$5,000.00

### **Grant Recommendations**

Recommendation:

A (single year) grant is recommended to support Family Farm Day, a community event geared towards farm focused interactive activities for families intended to enhance their understanding of farm life as it existed in the past.

Grant Conditions:

None.

Recommended Amount: \$2,500.00



Society:

Richmond Chinese Community Society

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

RCCS Annual Senior Lunch Day

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

500

Richmond Residents:

475

## **Grant Request Summary:**

The RCCS Annual Senior Lunch Day is a community event that happens in August every year. Each year, we invite over 500 Richmond Seniors of different ethnic background to celebrate and have lunch together. The gathering aims to honour the role and contributions of seniors in our communities. It is a great opportunity for the seniors to socialize and to strengthen the bonds between cultures. During the 2 years of pandemic, we still try our best to honour this tradition by sending out small food gift fortune bags to seniors in Richmond but many aspect of the event, esp. the social aspect, was lost. In 2023, we hope to host this lunch day in person again. During the event, seniors are treated to a full course Chinese lunch specially designed to be healthy, delicious and suited to the appetite of seniors. Everyone participants will also be given a fortune bag full of healthy food items and a lucky red packet. The 10 oldest seniors in the gathering will be honoured and given a red packet to celebrate their good health. We have had seniors participated in past years that were over 100 years old! During the lunch, there are performances by community members as well as from participants of various classes offered by RCCS. These include various types of dance, martial arts, singing and other musical performances. We see this event as also a platform to let our program participants showcase what they've learnt from RCCS community programs and share their joy with the seniors. We feel that this is a particular important year for the event as seniors in the community have been isolated during COVID, and we feel that this gathering will not only energize them and reconnected them to the community and each other. As everyone, especially businesses are recovering slowly from the pandemic, there are uncertainties

as to how much sponsorship we will be able to raise from local businesses. Thus we are looking to the City of Richmond to be one of our supporters for this event.

# Richmond Services Received by Your Organization:

None

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$70,771.00	\$163,845.00
Total Expenses	\$105,572.00	\$163,845.00
Annual Surplus or (Deficit)	(\$34,801.00)	\$0.00
Accumulated Surplus or (Deficit)	\$121,170.00	\$121,170.00

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

Last Complete Year: The deficit of \$34,801 in 2021 was mostly due to the pandemic. Because of the uncertainty of the COVID situation, RCCS had not applied for our annual BC Community Gaming Grant as we were unsure whether we can deliver some of the programs we usually apply for the Gaming Grant for. We could not hold our fundraising event, and we also could not host a number of our community activities, which usually attract around \$18,000 of revenue. Because of the difficult situation everyone has been in during the past 2 years, RCCS has also waived most of our membership fees. However, RCCS still had a number of fixed costs that remain in our expenses, these include rent, telephone, utilities, insurance, and so on. Although office expenses and staff salaries were reduced, we still could not avoid a deficit.

Current Year: Current year figures are based on RCCS' annual budget.

RCCS has been working on a balanced budget when we produce our annual budget. In budgeting for 2022, RCCS estimated that pandemic restrictions would gradually ease and we can resume a number of activities and programs we used to host and deliver. Thus we budgeted for a more "normal" year although we are still cautious and therefore had not budgeted up to 2019 level. To date, our expenses have been on track, although we are a bit behind on revenue. For example, we have yet to fully deliver all the Gaming Grant supported programs and thus we have deferred our Gaming Grant application to April of 2023. However, we are confident that we will be delivering a full slate of programs and applying for grants and working on fundraising at pre-pandemic level.

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

RCCS has a surplus in 2019, just prior to the pandemic and that has been carried through the COVID years. In addition, we have received the Gaming Grant in 2020 but could not deliver the supported programs during the pandemic. We've also had a good year of fundraising in 2019 but again, could not host some of the activities during the past 2 years. In 2022 and 2023, we will be working to provide a more normal slate of programs and will draw down on the accumulated surplus.

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

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

### **Proposed City Grant Use**

ltem .	Amount (\$)
Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$150.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$3,850.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$5,000.00

# Financial Assistance From Other Sources (if applicable)

Item	Amount
Vancouver Shaughnessy Lions Club	\$3,000.00
Other community sponsors	\$3,000.00
Other business sponsors	\$3,000.00

If You Have More Than 3 Funding Sources, Please Provide Additional Information Below: The expense included in the budget form above are the expenses to be paid for by the City of Richmond Grant.

Other expenses to be covered for by other community funders and RCCS include:

- Restaurant lunch and food cost \$12,500

- Thank you gifts for guest performers \$100
- Thank you gifts for restaurant staff \$100

Personnel salaries are based on prorating one of our part-time staff's staff time. This is our estimate of how much time she will be spending on the program, supported by volunteer board members, and community volunteers. (We usually have around 20 volunteers helping the day before and on the day of the lunch. We have entered 0 hrs in the "Detail of Staffing" list because the volunteers do not work a work week.)

**Amount Your Society will Provide:** 

\$3,700.00

**Total Proposed Budget:** 

\$5,000.00

### **Grant Recommendations**

Recommended Amount: \$3,000.00

#### Recommendation:

A (single year) grant is recommended to assist with personnel, supplies and program materials to host an senior lunch day in August, for the purposes of connecting with community and celebrating their community contributions.

#### **Grant Conditions:**

None.



Society:

Richmond City Centre Community Association

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

Proposal Title:

Youth Health and Fitness 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:**

This grant will fund new Health and Fitness Programs that will be added to the Youth Facility Pass (for ages 13 to 18) at City Centre Community Centre. This program will target all youth who may be at risk or financially unable to pay for specific fitness classes and workshops that they could benefit from. Fitness programs and workshops of this project would encourage youth to engage in activities in a safe space, have a constructive use of their time, and connect with other youth and role models. Some proposed fitness activities include girls' only workout classes led by certified group fitness instructors, youth only fitness classes, and access to a gymnasium sports. Not only will these activities provide youth with a constructive use of their time in a safe space, but it will also increase their confidence and self esteem, as a foundational component of the 40 developmental assets. The grant would also allow youth to attend informational workshops related to their overall health and wellbeing. Workshops often interest youth but are too costly. Some proposed workshops would include Safe Talk's Suicide Alertness for Everyone, BCRPA's HIGHFIVE Principles of Healthy Childhood Development, Safe Teen's Violence Prevention for Secondary Students and West Coast Leaf's Youth in the Workplace. The proposed fitness classes would run on a regular weekly basis, dependent on youth interest. The proposed workshops would run throughout the year. Through this Health and Fitness Program, youth would be able to attain more developmental assets and grow into healthier adults who make responsible actions and positive impacts on their community.

In Kind contributions: 1) Room Usage: 2 hours per week @ \$50/hour x 45 weeks = \$4500 2)

Photocopying/Office supplies: \$220 Total: \$4720

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$880,784.00	\$1,300,922.00
Total Expenses	\$721,284.00	\$1,301,330.00
Annual Surplus or (Deficit)	\$159,500.00	(\$480.00)
Accumulated Surplus or (Deficit)	\$771,533.00	\$771,053.00

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

Last Complete Year: Surplus was generated, largely due to the Canada Emergency wage subsidy.

*Current Year:* Our organization is forecasted to run into a deficit of \$480 this operating year. Our team is hoping that through securing grants and finding efficiencies throughout the year, that we can at least break even at the end of the fiscal.

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

Funding transferred to amortization account for coverage of large equipment purchases such as replacement of fitness equipment. This transfer has not yet occurred for the current fiscal year.

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

Year	Amount	Grant Program
2022	\$1,000.00	Parks, Recreation & Community Events
2021	\$3,764.00	Parks, Recreation & Community Events
2021	\$11,813.00	Child Care Capital Grant
2020	\$2,014.16	Parks, Recreation & Community Events

# **Proposed City Grant Use**

Item	Amount (\$)
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	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$2,500.00
Fees to invite in professionals to host workshops for youth (safeTALK suicide alertne	ess,
HIGH FIVE principles of healthy childhood development, Safe Teen safe relationship	s
and post secondary life skills workshops)	
Total:	\$5,000.00

Amount Your Society will Provide:

\$0.00

**Total Proposed Budget:** 

\$5,000.00

### **Grant Recommendations**

Recommended Amount: \$1,000.00

### Recommendation:

A (single year) grant is recommended to assist with personnel, volunteer support and operating expenses for new health and fitness programs and workshops for at-risk and/or financially disadvantaged youth (13-18 years), encouraging fitness, community connectivity, as well as mental health and violence prevention education and conversation.

### **Grant Conditions:**

None.



Society:

Richmond Food Security Society

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$18,000.00

**Proposal Title:** 

Building a Food Secure Richmond

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

4949

Richmond Residents:

4949

# **Grant Request Summary:**

Urban Bounty is engaging in a resilient food system through education, advocacy, and communitybuilding initiatives and is requesting core funding to continue this work. Our vision is healthy people, community, and environment, and to that end, we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events. Community Gardens: 714 plots at 15 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 and other community organizations fruit that otherwise would be wasted, Get Rooted Youth Program: training youth as food security leaders in action, Kids in the Garden: This program educates children in handson, integrative gardening workshops collaboratively integrated into the classroom. Honeybee and Pollinator Program; Beehives across four city sites Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival. We have 4 strategic priorities for the next 3 years: 1) Grow an ENGAGED food literate community by offering high-quality programs and events, 2) Nurture Urban Agriculture by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved, 3) Enrich our organizational foundation by developing consistent, reliable, and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure, 4) Cultivate (grow) a strong presence as a community resource agency. 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:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$397,488.00	\$450,805.00
Total Expenses	\$375,525.00	\$472,680.00
Annual Surplus or (Deficit)	\$21,963.00	(\$21,875.00)
Accumulated Surplus or (Deficit)	\$25,730.00	\$3,855.00

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

Last Complete Year: We continued to work hard to stabilize the organization financially last year and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us from the unexpected such as COVID. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees associated with being a charity, and building new program streams. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

Current Year: The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management. We are on track towards another year of growth and stability in 2023. At just over halfway through the year, we are projecting revenues of close to \$450,805.00. We are actively working to continue building our financial surplus to protect us against the unexpected. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

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

We continue to further increase an unrestricted financial surplus to ensure quick response to community needs and financial and operational demands and tackle projects that are harder to fund.

Striving to elicit long-term food systems change and support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens Program (for which there is currently a waitlist of 400 Richmond residents).

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

Year	Amount	Grant Program
2022	\$12,000.00	Parks, Recreation & Community Events
2021	\$13,764.00	Parks, Recreation & Community Events
2020	\$12,000.00	Parks, Recreation & Community Events

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$13,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,100.00
Equipment	\$900.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$800.00
Other:	\$0.00
Total:	\$18,000.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
Vancouver Coastal Health	\$43,129.00
BC Gaming	\$30,500.00
TD Friends of the Environment	\$8,650.00
Amount Your Society will Provide:	\$75,000.00

# **Grant Recommendations**

Recommended Amount: \$16,000.00
Recommendation:
A (single year) grant is recommended to assist with personnel, volunteer support, and operating expenses for five ongoing food system programs, as well as events, and community initiatives.
Grant Conditions:
Grant Conditions: None.



Society:

Sacrificium Society Of Production

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Parks, Recreation and Community Events

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

100

Richmond Residents:

80

# **Grant Request Summary:**

SSOP Resources And Training Center is a platform to general public in performing-arts, to develop personal potentials, to express own in creative ways, to experience team work in group, to offer various training curriculum of creative arts, to provide quality drama productions as well as continue to host workshops, seminars and public forums.

# Richmond Services Received by Your Organization:

In September, we have joined Richmond Culture Days for a small blackbox theatre in Performance Hall as free of charge. Other than that, we do not have using or having subsidy from others.

### **Financial Information**

## Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$39,572.00	\$3,240.00
Total Expenses	\$48,219.00	\$9,012.00
Annual Surplus or (Deficit)	(\$8,647.00)	(\$5,772.00)
Accumulated Surplus or (Deficit)	(\$15,496.00)	(\$21,268.00)

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

Last Complete Year: As of pandemic three years, our live production has been cancelled and lack of donations and supporters for our operating funds. All activities in person at our Resources And Training Center have restricted to cancel or postpone. Although difficult years, we still promote our activities to general public by free online meetings, free workshops and/or public forums.

*Current Year:* As of lack of finance and supporters this year, we can only have small group events and workshops, plus a small production in blackbox theatre coming up in November 2022.

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

SSOP have no grants, lack of donations and sponsorships. All activities in person have restricted to cancel or move to online services that are free of charge to general public. Most of our volunteers have donated their times, efforts and even paid out of pockets for keeping our center in active. Therefore, we still try hard to find supports or all others stream for our monthly operating costs. Plus SSOP children programs have to be closed temporarily until further notice.

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

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

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$1,500.00
Utilities and Telephone	\$200.00
Supplies	\$200.00
Equipment	\$200.00
Photocopying	\$50.00
Program Materials	\$100.00
Local Travel	\$50.00
Other:	\$0.00
Total:	\$5,000.00

**Amount Your Society will Provide:** 

\$0.00

# **Grant Recommendations**

Recommended Amount: \$0.00		
Recommendation:		
Not recommended for funding due to	o a vague application, which	made it difficult to assess
the uniqueness and quality of the de	liverables, the demonstrated	community benefit and
the organization's capacity to deliver	at events.	
Grant Conditions:	*	
None.		



Society:

Sea Island Community Assocation

**Grant Type:** 

Multiple Year Funding Cycle - (Year 1 of 3) \$5,000 or Less Grant

**Grant Request:** 

\$1,500.00

**Proposal Title:** 

Burkeville Daze 2023

**Grant Purpose:** 

Community Service / Program / Event - One-time Activity

Start Date (if applicable): Jun 25, 2023

End Date (if applicable):

Jun 26, 2023

Number To Be Served:

1000

Richmond Residents:

1000

# **Grant Request Summary:**

This event provides a much needed opportunity for community socialization and education regarding City and Community services and programs.

# Richmond Services Received by Your Organization:

use of Sea island Hall and the support of City staff both at Sea Ilsand and at Thompson community centres.

### **Financial Information**

# Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$10,215.68	\$78,961.76
Total Expenses	\$12,287.00	\$91,121.66
Annual Surplus or (Deficit)	(\$2,071.32)	(\$12,159.90)
Accumulated Surplus or (Deficit)	\$115,151.08	\$102,991.18

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

Last Complete Year: Our Association had a deficit in 2020/21 as a result of Public health order closures which affected our Preschool as well as seasonal programming revenues.

*Current Year:* Sea island suffered another deficit year as we struggle to come back from Public health Order closures.

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

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$198,000, We are glad to have this bit of insurance to cover our expenses in the event of further Public Health Orders or a different setback for recreation.

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

Year	Amount	Grant Program
2020	\$750.00	Parks, Recreation & Community Events

## **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$1,500.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
Vancouver Airport Authority	\$3,000.00
Amount Your Society will Provide:	\$1,000.00

# **Grant Recommendations**

Recommended Amount: \$1,000.00

Recommendation:
A (Year 1 of 3) grant is recommended to assist with operating expenses and supplies to host
Burkeville Daze, an event that nurtures community connectivity and socialization while learning
about the City, community events, programs and services.
Grant Conditions: None.



Society:

Steveston Community Society - Richmond Summer Project

**Grant Type:** 

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

**Grant Request:** 

\$41,620.00

**Proposal Title:** 

Richmond Summer Project

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 2023. The grant money ensures the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners to provide equitable summer day camp programs and services to City of Richmond residents. The funds would be distributed citywide between 13 facilities. The City Grant enables low or no-cost services to Richmond residents by offsetting staff salaries, summer support workers, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Summer Support Workers". These staff members, paid by the Richmond Summer Project, provide support to children who otherwise might not be able to safely and successfully participate in summer day camps and are not eligible for Ministry funding. It provides the opportunity for Richmond families requiring additional support and equitable access to any City of Richmond summer day camp program. If the Richmond Summer Project is not able to provide support at the same time to multiple centres, the grant would be used to support centres that have additional staff but require financial support to allow the additional children into their day camps. Another key component of funds from the City Grant would be to restart our Outreach Program, "Summer Free Play Opportunities", which would involve hiring 1-2 outreach leaders, equipment, and supplies. The outreach program would enable low or no-cost programs to be offered to Richmond residents. The primary target group would be children ages 6-12 years but will be open to children and youth interested in joining. The outreach program would provide programming including science, art, and sports. 200+ staff and volunteers were provided training opportunities in 2022 to ensure 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. The training also ensures staff and volunteers had at least 20 hours of relevant training, in order to meet childcare licensing standards. The training provides the opportunity to build cohesion among staff and volunteers, which is an important component of providing safe, creative and joyful summer day camp experiences

for Richmond children. Steveston Community Society is submitting the grant application for Summer 2023 on behalf of the following City of Richmond partners in Parks, Recreation and Community Social Services: Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Center Community Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Richmond Nature Park Society, Richmond Museum Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services.

## Changes that will impact grant use:

Richmond Summer Project requests \$41,620.00 in order to increase our city-wide availability for Summer Support Leaders, Outreach Programs, and training opportunities. In the summer of 2022, the Richmond Summer Project was able to fund 430 hours to cover additional staff costs to centres to help support children who otherwise might not be able to safely and successfully participate in summer day camps and are not eligible for Ministry funding. With increased support from the grant, the Richmond Summer Project would be able to provide 1-2 support staff in 2023 and additional funding for centres unable to be supported by support staff. This would enable the Richmond Summer Projects to support more children through the summer to have a successful day camp experience. In 2022, 250+ staff and volunteers were provided training opportunities and provided at least 20 hours of relevant training, in order to meet childcare licensing standards. With the increased support from the grant, we would be able to provide more training to support our staff and volunteers with working children who otherwise might not be able to safely and successfully participate in summer day camps. Summer Support Leaders are key components to the Richmond Summer Projects being able to continue to offer equitable and inclusive city-wide summer programming. We will be able to provide a safe, creative, and joyful summer day camp experience for all Richmond children by providing the toolkits to support our staff and volunteers via training.

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$210,954.00	\$273,482.08
Total Expenses	\$204,800.43	\$267,247.45
Annual Surplus or (Deficit)	\$6,153.57	\$6,234.63
Accumulated Surplus or (Deficit)	\$16,153.57	\$22,388.20

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

Last Complete Year: Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding being received. We also need money to cover the

June/July payroll periods for those that are on the Summer Grant as we do not receive HRDC funding until later in the year.

Current Year: Numbers shown are complete to October 6, 2022 and our fiscal year end is December 31, 2022.

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

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding being received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not receive HRDC funding until later in the year.

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

Year	Amount	Grant Program
2022	\$31,000.00	Parks, Recreation & Community Events
2021	\$24,000.00	Parks, Recreation & Community Events
2020	\$32,000.00	Parks, Recreation & Community Events

### **Grant Recommendations**

Recommended Amount: \$37,017.00	
Recommendation:	
A (Year 3 of 3) grant is recommended to assist with personnel (Summer S	Support Workers) and
operating expenses for the coordination of the Richmond Summer Project	, which helps numerous
community associations and partners provide equitable summer day camp	p programs, services and
outreach to residents.	
Grant Conditions:	
None.	



Society:

The Sharing Farm Society

**Grant Type:** 

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

**Grant Request:** 

\$30,000.00

Proposal Title:

The Sharing Farm Operating Assistance

Number To Be Served: 8,494

Richmond Residents: 7000

## **Grant Request Summary:**

This City of Richmond grant will enable The Sharing Farm to continue to meaningfully impact our community through the following: growing food to feed Richmond families facing food insecurity; practicing and demonstrating small-scale sustainable agriculture; and being a thriving community hub where people can gather for community events, volunteer to support our mission and connect with others, and learn about sustainable agriculture and the surrounding ecosystem. The Sharing Farm is run by and for community members, and is dedicated to providing fresh, healthy, local and sustainablygrown produce to folks in our community, those facing food insecurity, as well as those committed to food security through the support of local, sustainable agriculture. The Sharing Farm has successfully put fresh vegetables on people's plates since 2002, donating our fresh produce to the Richmond Food Bank, Community Meal programs and other organizations distributing food to those facing food insecurity. The pandemic and climate change have proven how food security is truly vital, and a key component of food security is access to fresh produce. We will continue our donations to the Food Bank and community meal programs, including for delivery to the homebound. We will continue to sell produce to 115 families through our Harvest Basket program, as well as to an additional 300 customers (estimated) who will purchase our produce online, at our Farm Stand, and at Kwantlen St Market. Our target groups include all demographics in Richmond. Between the recipients of our produce, our volunteers and our program attendees, we attract people from a wide variety of cultural and economic backgrounds, and from across generations. Goal 1 - A Community Gathering Place. As Covid-19 restrictions lifted we began to bring our programming back to pre-pandemic levels, involving 300+ volunteers a year, and we aim to increase our volunteer opportunities next year and reach more organizations and individuals. Our volunteers include people with physical and mental disabilities, seniors, students, new Canadians, refugees and many others. We will again partner with other community groups, such as the Afghan Women's Refugee Group and Minoru Seniors Centre, to bring their clients to the farm for regular volunteer sessions. Goal 2 - Sustainably Grown Vegetables for

Families Facing Food Insecurity. To date we have donated 15,000 pounds of produce, and there is still much yet to be harvested. We have also filled our greenhouses with produce for harvest from late fall to early spring, a period that is particularly challenging for the Richmond Food Bank to acquire fresh produce. We will continue this vital partnership and seek to resume pre-pandemic partnerships with Richmond Family Place, Gilmore Church and the Jewish Food Bank. Goal 3 - Educate and Collaborate. The Sharing Farm significantly increased our in-person educational programs and workshops as Covid restrictions eased, and we will continue and increase this initiative next year. We will host numerous food skills workshops, native plant/ pollinator workshops, mason bee and native bee workshops, craft workshops, 1-3 cobb oven community gathering events, and, last but not least, the Richmond Garlic Fest.

# Changes that will impact grant use:

There are no changes that will impact grant use.

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$327,484.00	\$371,632.00
Total Expenses	\$301,262.00	\$371,075.00
Annual Surplus or (Deficit)	\$26,222.00	\$557.00
Accumulated Surplus or (Deficit)	\$242,143.00	\$242,700.00

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

Last Complete Year: Better than expected revenues.

Current Year: Close to budget expectations

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

20 years of accumulated surplus invested in farm assets plus a small contingency reserve

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

Year	Amount	Grant Program
2022	\$21,000.00	Parks, Recreation & Community Events
2021	\$22,000.00	Parks, Recreation & Community Events

### **Grant Recommendations**

Recommended Amount: \$29,500.00

#### Recommendation:

A (year 2 of 3) grant is recommended to assist with personnel expenses for education programs, food skills workshops, and to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.

#### **Grant Conditions:**

None.



Society:

Voices Of Muslim Women Foundation

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$10,538.00

**Proposal Title:** 

Women and Girls in Media Arts and Sports

**Grant Purpose:** 

Community Service / Program / Event - One-time Activity

Start Date (if applicable): Feb 26, 2023

End Date (if applicable):

Jun 23, 2023

Number To Be Served:

160

Richmond Residents:

80

## **Grant Request Summary:**

The professional development workshops will be two-fold for youth interested in either Sports and Athletic leadership or Creative Arts and Media. This two-session program will facilitate leadership skills. representation, and confidence in youth who wish to be a leaders on and off the field, ice, or court and in all creative fields. The objective for these workshops are to showcase the importance of representation in all industries particularly focusing on sports and athletic careers for women in one workshop, and creative arts and media in our second workshop. Women are an underrepresented minority in sports and creative media who are not paid equally, given equal opportunities, and often limited to gender-bias within those industries. Community leaders, industry professionals, and people who know the true meaning of sportsmanship will be invited to speak and offer workshops. Female and Muslim characters are not accurately represented in media and are limited to stereotypical roles and racial biases. This workshop will unpack why and look at solutions. We will determine the results by the number of registrations indicating the amount of public interest for topics regarding females in sports or youth interested in careers in sports journalism, analysts, and coaches, our sports leadership workshop is a fantastic opportunity. For youth interested in creative arts and media who want to be actors, writers, directors, authors etc. Young women will learn the true meaning behind teamwork. This workshop will increase the quality of life of Richmond residents through community programs that offer confidence building, professional development and educational workshops. The event will cater people of all faiths and backgrounds including Muslim women. There is a large diaspora of Muslims in Richmond. The

Richmond mosque is the first mosque in British Columbia. It is revered as a place of worship and has catered to Muslims within Richmond as well as across the lower mainland.

# Richmond Services Received by Your Organization:

none

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$17,397.00	\$39,903.00
Total Expenses	\$12,563.00	\$36,617.00
Annual Surplus or (Deficit)	\$4,835.00	\$3,286.00
Accumulated Surplus or (Deficit)	\$9,324.00	\$12,610.00

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

Last Complete Year: Our last complete year was 2020-2021 and the audited financial statement has been attached.

In 2021-2022 fiscal year, we received charitable status on August 11, 2022. This ended our fiscal year early and the audited financial statement is currently in approval stages. It can be provided upon request in the next two weeks. In the last year, our foundation strictly adhered to any changing provincial healthcare guidelines regarding COVID-19. Due to this, we had to reschedule many events to later dates that fell into our current fiscal year. We also rescheduled many events to be virtual events that cut down on the costs of venue rental, food and refreshments, equipment rental and supplies.

*Current Year:* The current year began on Oct 1, 2022 and the surplus is from a grant received from Vancity last year which will be spent by the end of the calendar year.

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

The accumlated surplus is based on lack of spending due to virtual events, cancelation of travel plans to support the expansion of VMW and assumptions on events that did not come true such as no fundraising or awards gala etc.

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

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

# **Proposed City Grant Use**

ltem	Amount (\$)
Personnel (Salaries and Benefits)	\$2,488.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$50.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other: \$6000 to partially cover Richmond based venues (Cineplex Riverport, Richmond	\$6,000.00
Oval meeting rooms)	
Total:	\$10,538.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
Air Canada	\$7,000.00
Amount Your Society will Provide:	\$3,200.00

Frant Recommendations	
Recommended Amount: \$3,000.00	
Recommendation:	
A (single year) grant is recommended to assist with personnel, volunteer support, supplies and program materials, to support two educational sessions that explore the importance of female representation in the areas of "Sports and Athletic Leadership" and "Creative Arts and Media".	
Grant Conditions:	
None.	



Society:

WS Immigrant and Multicultural Services Society (WSIMS)

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$20,000.00

**Proposal Title:** 

Community Events

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

10000

Richmond Residents:

10000

## **Grant Request Summary:**

1. New Year Greetings from WS: Jan 1, 2023; 2. Poetry/Film Workshop with Poet Canada and the USA Poets/Directors: Jan 8, 2023; 3. WSIMS will participate Spring Festival Parade 2023, hosted by Chinese Benevolent Association of Vancouver on Jan 29, 2023; 4. Lunar New Year, WS Choir will be invited to perform at the Spring Festival, hosted by Chinese Benevolent Association of Vancouver and Guangdong Community Association of Canada on Jan 30, 2023; 5. Community gathering: Feb 1, 2023; 6. Women Leadership FireSide Chat, Mar 8, 2023; 7. National Poetry Month/Earth Day/Mother's Day: Apr 8, 2023 8. The 9th Greater Van Asian Heritage Celebration 2022: May 28, 2023 9. World Environment Day volunteer cleaning, April 2023 10. WS Choir and Vancouver Ball Dancer gathering: June 27, 2023 11. Canada Day celebration: will be selected for a booth by City of Burnaby on July 1, 2023 12. WS singing and poetry celebration with hotdogs: Jul 9, 2023 13. Will be selected for a booth by Burnaby City Fair: Jul 13, 2023 14. WS singing and poetry celebration with pizza: Jul 13, 2023 15. WS poetry online gathering: Jul 17, 2023 16. Perform at Water Splashing Festival: Jul 31, 2023 17. Participate in other Richmond BBQ, Summer 2023; 18. Summer online Gathering, Aug 28, 2023; 19. Culture Booth for Middle Autumn Festival by Canadian Alliance of Chinese Associations: Sep 9, 2023; 20. Participants in other Richmond community events on Sep 12, 2023; 21. Community Dialogue BBQ: Sep 18, 2023 22. Participating other BC Amateur Opera Association celebration on Sep 25, 2023; 23. Senior Care Home, visiting and singing on Oct 4, 2023; 24. The 9th Canada Multicultural Creative Festival 2022: Oct 8, 2023 25. Thanksgiving, WS General meeting and the 18th Giving Heart

Community Feast: Oct 8, 2023 26. BC Multicultural Week Celebration: Nov 8, 2023 27. Holiday

celebration: Dec 8, 2023

# **Richmond Services Received by Your Organization:**

Venue, etc.

### **Financial Information**

### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$26,354.33	\$1,500.00
Total Expenses	\$33,112.30	\$31,280.04
Annual Surplus or (Deficit)	-\$6,757.97	-\$29,780.04
Accumulated Surplus or (Deficit)	-\$6,757.97	-\$36,538.01

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

Last Complete Year: Total revenue in 2021: \$66,354.33;

Total expense in 2021: \$33,112.30;

Need to pay back CEBA by Dec 31, 2024: \$40,000;

Annual deficit in 2021: \$6,757.97

Current Year: Total revenue in 2022 so far: \$1,500;

Total expense in 2022 so far and expectation: \$31,280.04;

Annual deficit expectation in 2022: \$29,780.04

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

Whenever there is deficit in the previous years, Sophia Zhang covered it by donation.

Therefore, the WS Accumulated deficit in 2021 is \$6,757.97.

If adding WS Accumulated deficit in 2022 in the amount of \$29,780.04, total will be \$36,538.01.

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

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

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$500.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$5,000.00
Utilities and Telephone	\$1,000.00
Supplies	\$2,000.00
Equipment	\$2,000.00
Photocopying	\$1,000.00
Program Materials	\$3,000.00
Local Travel	\$2,000.00
Other: 0	\$2,000.00
Total:	\$20,000.00

# Financial Assistance From Other Sources (if applicable):

**Amount Your Society will Provide:** 

\$0.00

## **Grant Recommendations**

Recommended Amount: \$0.00

### Recommendation:

Not recommended for funding due to a vague application, which made it difficult to assess the uniqueness, quality, and location of the proposed events, the demonstrated community benefit, and the organization's capacity to deliver the events or at events.

### **Grant Conditions:**

None.

# 2023 Parks, Recreation and Community Events Grants – Application Scoring Criteria

71		Sco	ring		all and	
	The second secon	No	Yes			
Elig	jibility					
1	The applicant is a non-profit society and application.	l its Board o	f Directors approved	d the grant		
2	The applicant is requesting a grant for:			f		
3	The applicant has not received another approposed project or service.	grant from th	e City this year for	the		
4	If the applicant received a grant last yea     submitted a grant use report; at     used the full grant amount for the remaining funds to the City.	nd	rpose or returned the	e		
5	If the applicant applied for a multi-year same purpose as previous years.	grant, the cu	errent application is	for the		

	Scoring									
Ar	<b>0</b> No swer	<b>1</b> Strongly Disagree	2	<b>3</b> Somewhat Disagree	4	5 Neutral	6	7 Somewhat Agree	8	<b>9</b> Strongly Agree
6	9	plicant has a rephigh quality; credible; efficient; effective; and stable; ons and program		on for:	license	s).				
7	The applicant demonstrates efficiency and effectiveness.									
8	The applicant has sufficient organizational capacity to deliver the proposed project or service.									
9				ent and does not ices for its opera		gely on City fi	unding,			

	Scoring
	O 1 2 3 4 5 6 7 8 9  No Strongly Somewhat Neutral Somewhat Strongly swer Disagree Agree Agree
lmp	act 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:  • is inclusive; and  • will reach a large number of Richmond residents or a vulnerable population.
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.
Fina	ancials .
17	The applicant submitted:  • financial statements;  • an operating budget for the current fiscal year; and  • a budget for the proposed project or service.
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.

		180 <b>ds</b> 181 ds 181 ds			Sco	oring			i T	
	O No nswer	<b>√</b> 1  Strongly  Disagree	2	<b>3</b> Somewhat Disagree	. 4	5 Neutral	6	<b>7</b> Somewhat Agree	8	g Strongly Agree
Qua	ality of	Application								
23	The ap	oplication is con	nplete	and provides det	ailed e	xplanations.				
24	Inform	nation is present	ed in a	clear, coherent	and cor	nvincing mann	ner.			:

# City of Richmond 2023 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/citygrants) for information about these programs.

### (ii) Purpose

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

### (iii) Principles

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

### (iv) Goal

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

### (v) Objectives

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

### 2. Program Funding

### (i) Base Program Funding

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

### (ii) Annual Cost of Living Increase

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

### (iii) Unused Program Funds

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

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### 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 freeof-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)
- Travel costs outside the Lower Mainland
- · Other.

### (vi) Grant Limitations

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

### 5. Application Assessment Criteria

### (i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

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### (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). The following Grant Review stages will be followed (see sections below for further information):

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

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

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

- 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/citygrants) for dates.

### (iv) Late Applications

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

### (v) Staff Review

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

- Application reviews are led by staff in the respective divisions:
  - Health, Social 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 <a href="https://www.richmond.ca/citygrants">www.richmond.ca/citygrants</a> or contact the Community Services Department at 604-276-4000.



### City of Richmond

### **Policy Manual**

Page 1 of 1	Adopted by Council: July 25, 2011	Policy 3712
	Amended by Council: July 9, 2012	
File Ref: 03-1085-00	City Grant Policy	

### **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.

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### **Report to Committee**

To:

General Purposes Committee

Date:

January 9, 2023

From:

**Todd Gross** 

File:

03-1085-01/2023-Vol 1

rom:

Director, Parks Services

Re:

2023 Environmental Enhancement Grants

### **Staff Recommendation**

- 1. That the 2023 Environmental Enhancement Grants be awarded for the total recommended amount of \$36,393 as identified in Attachment 1 of the staff report titled "2023 Environmental Enhancement Grants" dated January 9, 2023, from the Director, Parks Services; and
- 2. That the grant funds be disbursed accordingly following Council approval.

**Todd Gross** 

Director, Parks Services

(604-247-4942)

Att. 4

R	REPORT CONCURR	ENCE
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Sustainability & District Energy	<b>☑</b>	EJ-5
SENIOR STAFF REPORT REVIEW	Initials:	APPROVED BY CAO
	Sub	Grew

### **Staff Report**

### Origin

The Environmental Enhancement Grant was established to assist individuals and non-profit organizations in the delivery of projects and programs that have measurable and positive outcomes on the environment in Richmond. Projects are inclusive and focus on initiatives that contribute to the enhancement, restoration or conservation of Richmond's environment building upon the City's existing plans and strategies, such as the Ecological Network Management Strategy.

This report outlines the 2023 Environmental Enhancement Grant process and provides grant recommendations.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

- 2.2 Policies and practices support Richmond's sustainability goals.
- 2.4 Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.

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

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

8.1 Increased opportunities for public engagement.

### **Analysis**

### **Application Process**

In September 2022, announcements were posted on the City's website, social media channels, Community Services e-newsletter and in a press release, advising the public that applications were being accepted for the 2023 City Grant Programs until October 19, 2022. For the first time, the Environmental Enhancement Grant (EEG) was included in the City Grant Program promotions. A link to the City's website was provided for further information and for access to the City's online application system. Previous grant applicants and community partners were also directly notified that the online system was open for submissions.

A total of 26 applications were received with an aggregate request of \$50,250. The following table provides a summary of the number and types of applications received, along with the

number of grants approved for the inaugural year, and the number of grants recommended for 2023.

Table 1: Applications, Requests, Grants Approved and Recommendations

2022 Applications, Requests, C Recommendat		2023 Recommendations*	
Year	2022	2023	
Total number of applicants	21	26	
New applicants	21	15	
Non-profit applicants	19	19	
Individual applicants	2	7	
Grant not recommended (did not meet criteria)	4	0	
Partial amount of request recommended	2	20	
Full amount of request recommended	15	6	
Total amount requested	\$44,400	\$50,250	
Total budget	\$35,000	\$36,393	
Total EEG funds recommended	\$35,000	\$36,393	

<sup>\*</sup>Some categories overlap, numbers are not meant to be totaled.

A table outlining the 2023 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

### **Application Review**

The EEG Review Committee reviewed the applications against scoring criteria (Attachment 3) that were developed based on the existing City of Richmond EEG Guidelines (Attachment 4), as well as the City Grant Program. Each application was pre-screened for eligibility and evaluated on 22 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on the environment, community impact and engagement, budget, and the quality of the application itself.

### 2023 Grant Recommendations

All 26 grant applicants are recommended for the EEG funding based on the City Grant Program Policy, City of Richmond EEG Guidelines and previous final reports from repeat applicants. As the total amount requested exceeds the 2023 EEG budget, providing partial assistance to multiple organizations is preferable to providing full assistance to only a few.

Reasons for recommending partial funding include, but are not limited to, the following:

- Components of the application were not compliant with the City of Richmond EEG Guidelines;
- City provides other forms of support to the organization;

- Duplication of services;
- Other funding partners have not been sought;
- Lack of partnerships; and
- Quality, including completeness, of the application.

### **Financial Impact**

The 2023 Environmental Enhancement Grant budget of \$36,393 was approved as part of the City's 2023 Operating Budget. This includes a 3.98 per cent cost of living increase over last year's budget as per City Grant Program Policy 3712. A total of \$36,393 in allocations is being recommended for the 2023 Environmental Enhancement Grant, subject to City Council's approval.

### Conclusion

The Environmental Enhancement Grant will contribute significantly to the quality of life in Richmond by supporting community organizations who seek to enhance Richmond's environment. The projects proposed serve to improve Richmond's parks and open spaces and directly connect residents to the importance of creating and maintaining an environmentally healthy city.

Staff recommend that the 2023 Environmental Enhancement Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.

**Emily Sargent** 

Edargent

Leisure Services Coordinator, Parks Programs

(604-244-1250)

Att. 1: 2023 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations

- 2: 2023 Environmental Enhancement Grant Applications
- 3: 2023 Environmental Enhancement Grant Scoring Criteria
- 4: City of Richmond Environmental Enhancement Grant Guidelines

Applicant	2022 Grant	2023 Request	2023 Recom.	Application Summary	See Att. 2 Page No.
Rong (Rachel) Qian	N/A	\$500	\$350	Educational workshop on urban agriculture and seed and food sharing booth for the Hollymount Railway Community Garden.	Pages 3-5
Thompson Community Association	\$2,500	\$2,500	\$2,400	Expansion of the micro food forest surrounding the Edwardian Cottage in Terra Nova Rural Park through native tree and shrub plantings and continued removal of invasive species.	Pages 6-7
Urban Bounty	\$2,500	\$2,500	\$1,250	Educational workshops on pollinator species and honey harvesting workshops for the public. Grant will also support hive maintenance and supplies.	Pages 8-10
Somali Women's Empowerment Society	\$1,000	\$2,500	\$1,000	Teaching community members to grow, prepare and eat healthy meals from their own garden. Additional activities will also be held to promote environmental awareness.	Pages 11-15
Coastal Partners in Conservation Society	\$2,500	\$2,300	\$2,000	Providing information on bat populations and offering opportunities for the public to engage in bat conservation through pop-up stewardship booths in Richmond's parks.	Pages 16-18
Sharlene Singh	N/A	\$500	\$500	Educational workshop and planting exercise to create new habitat for native pollinator species at the Cook Community Garden.	Pages 19-21
Hamilton Community Association	N/A	\$2,500	\$1,500	Educational workshops to teach Richmond residents about native plant species and stewardship opportunities	Pages 22-23

				within the Hamilton community.	
Richmond Jewish Day School	N/A	\$2,500	\$1,500	Educational program on the environmental benefits of trees and shrubs and the subsequent planting of shrubs on the City boulevard.	Pages 24-26
Cathy Yan	N/A	\$500	\$500	Creation of pollinator habitat via windowsill planter boxes for residents in the City Centre to reduce the gap on the Nectar Trail through a hands on educational workshop.	Pages 27-29
East Richmond Community Association	N/A	\$2,500	\$2,200	Creation of additional raised garden beds for intergenerational programming with a focus on agricultural sustainability and the local park environment.	Pages 30-32
Richmond Garden Club	\$1,050	\$2,500	\$1,800	Increase in native species planting in passive turf areas in Paulik Park and educational programs on best practices of drought resistant plants and watering techniques.	Pages 33-34
10th Richmond Sea Scouts	N/A	\$2,450	\$2,400	Three environmental enhancement projects: 1. Tree plant at the Richmond Nature Park; 2. Shoreline cleanup; and 3. Apple tree grafting workshop.	Pages 35-38
Macaela Bradley-Tse	\$500	\$500	\$100	Expansion of the Hunt Street Garden in Steveston by adding additional native plants to enhance pollinator habitat and provide food production. Connecting neighbours to the outdoors through a creative and safe environment.	Pages 39-41

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Allocations				utline of Requests and Recomi	<del></del>
Homma Elementary School	N/A	\$2,500	\$2,500	Educational opportunities on rainwater harvesting, drought tolerant plants and pollinator species will be provided through the enhancement of the existing school garden on City property. A Bug Hotel will also be built to encourage careful interactions between children and the diversity of insects that reside in the garden.	Pages 42-45
Doug Sargeant	N/A	\$500	\$250	Enhancement of a neighbourhood garden space through additional native plantings to strengthen pollinator habitat and added rain barrels to support rainwater collection.	Pages 46-47
Aspire Richmond	\$2,500	\$2,500	\$2,500	Expansion of the pollinator habitat created as part of the 2022 Environmental Enhancement Grant at the Garden's Agricultural Park. Plan is to double garden in size through additional shrub plantings and mason bee houses with viewing ports so people can observe bees in action. Ongoing public engagement through proximity to public space and a public education event.	Pages 48-51
Minoru Seniors Society	N/A	\$2,500	\$843	Engage members of Minoru Seniors Society by adding two new raised garden beds on the west plaza for pollinator habitat, food production and environmental stewardship activities.	Pages 52-54
Richmond Nature Park Society (1)	N/A	\$500	\$500	Community workshop to increase bird habitat by building chickadee nest boxes and providing educational	Pages 55-57

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				information on how to maintain the nest boxes throughout the year. Nest boxes will be installed at various community recreation facilities and monitored by community volunteers.	
City Centre Community Association	N/A	\$2,500	\$1,750	Four environmental enhancement projects: 1. Workshop series on balcony gardening; 2. Workshop series on wildlife; 3. Community cleanup; and 4. Seasonal art project.	Pages 58-62
The Sharing Farm Society	\$2,500	\$2,500	\$1,900	As a working farm, the Sharing Farm's harvests are intimately linked to the health of pollinator populations. The project would sow a quarteracre of pollinator forage, build on existing volunteer-led flower growing program and host three native pollinator identification workshops to encourage Citizen Scientists.	Pages 63-65
Richmond Nature Park Society (2)	N/A	\$2,000	\$1,550	Indigenous workshops led by Musqueam elders to develop a stewardship ethic on caring for the environment through traditional teachings and a cedar craft.	Pages 66-67
GreenSeeds Music Society	\$2,500	\$2,500	\$750	Provide two community engagement events focused on wildlife education for the public which will involve teachers and artists who want to ensure a healthy environment for all.	Pages 68-70
WS Immigrant and Multicultural	N/A	\$2,500	\$1,000	Invite members of the community to actively participate in ten shoreline and street cleanups throughout	Pages 71-72

2023 Environn Allocations	nental Enh	ancement	Grant – O	utline of Requests and Recomi	nended
Services Society				Richmond to enhance coastal ecological health and create awareness of Richmond's parks and open spaces.	
Green Teams of Canada	\$2,500	\$2,500	\$2,500	Engage Richmond residents in hands-on environmental education activities, and improve a natural area/park of the City's choosing through the removal of Himalayan Blackberry in order to increase biodiversity and promote responsible usage of the area.	Pages 73-79
Birds Canada	\$2,300	\$2,500	\$2,350	Enhance monitoring and education of shorebirds in Richmond by community members through organized bird surveys and data collection events. Additionally an engaging art installation done by a local artist to showcase migratory bird data will take place at the City's Earth Day event.	Pages 80-83
Eco-Marlins/ Marlinaires	N/A	\$500	\$500	Two environmental enhancement projects:  1. Engaging students in a shoreline cleanup to enhance coastal ecological health; and  2. Fruit tree planting project to encourage environmental stewardship.	Pages 84-87
Totals for 2023 \$50,250			\$36,393		
2023 EEG Gra	nt Budget		\$36,393		
Remaining Funds			\$0		

## 2023 ENVIRONMENTAL ENHANCEMENT GRANT APPLICATIONS

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Green Teams of Canada
Birds Canada80
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### Rong (Rachel) Qian

PROJECT TITLE

**Urban Farming For A Better Community** 

FUNDING REQUESTED

\$500.00

SOCIETY NUMBER

N/A

APPLICANT INFORMATION

Name: Rong (Rachel) Qian

Address: 10531 Hollymount Dr.

Richmond, BCV7E 4Z3

Phone Number: 778-866-7659

Email: rachelgian7@outlook.com

**CO-APPLICANT INFORMATION** 

Name: Justin Liao

Address: 10531 Hollymount Dr.

Richmond, BCV7E 4Z3

Phone Number: 778-866-7697

Email: justin.liao7@outlook.com

### DESCRIPTION OF PROJECT

Urban farming greatly contributes to the well-being and resilience of our city. Richmond has developed quite a few community gardens in the recent couple of years to involve more to participant in urban agriculture.

As a registered gardener at one of the newly-built community gardens along Railway, I am excited but also a bit nervous of starting my project like many of my neighbors. This community garden is brand new and many of us gardeners here are newbies too. We are all determined to do the job well. If there would be some education and support from the city, it would be super helpful and even necessary for us. Afterwards, we could also share what we learn and know with other community gardens and neighbors to benefit even more.

What I propose to do with the grants include the follows:

- 1. An education workshop-to invite an agriculture professional to present for at least 41 gardeners at our community garden about farming knowledge and recommended practices. Other community gardens and community residents are welcome to join too to get connected and mingle.
- 2. A seed & food sharing booth-to set up this sharing booth for the 41 gardeners at our community garden site for future sharing of free seeds and food. I will discuss this further with Urban Bounty.
- 3. Some seeds and small tools for planting and watering: Our garden has just been open this late September. It will be great if there could be some support in preparing small handy tools and good seeds for the gardens, especially seniors.

#### PROJECT TIMELINE

Early spring of 2023, likely March or April

### PROJECT LOCATION

Railway-Holly Gate Community Garden

7099846

### COMMUNITY ENGAGEMENT AND OUTREACH

- 1. Word of mouth: I have already met with many gardeners and will tell them about the grants and invite them to the events in person
- 2. Posters to post at other community gardens, libraries and social media: I will work out both digital and paper posters to promote through different channels.
- 3. Since I live very close to the community garden, I will invite some seniors who are very interested in gardening in my neighborhood to come.

#### CAPACITY AND EXPERIENCE

I myself have successfully applied and organized 3 Neighborhood Small Grants events in my community. This time, I really hope we could do this project which will benefit both gardeners and our whole community in the long run!

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Primary population to benefit: gardeners of Richmond's community gardens, and more local residents.

Specific environmental area to benefit: urban farming/agriculture, environment protection for urban food system.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Short term: the gardeners will benefit from the education and resources provided through this project and start their plots with better knowledge and confidence; at the same time, more will get to know our community gardens and agriculture in Richmond to join our programs in future.

Long term: good education will lead to better knowledge and practices of the gardeners in the long run, the seeds/food sharing booth will inspire the gardens and residents about always caring for and sharing with each other, some small but handy tools will remind the gardeners about the support from the city and encourage them to keep up their hard and good work.

#### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

Probably Urban Bounty or a professional farmer in Richmond (TBD).

### BUDGET

### DESCRIPTION OF EXPENSES

- 1. Workshop speakers honorarium: \$ 100
- 2. Drinks, snacks, handouts or other supplies for workshop/mingle: \$ 50
- 3. Outdoor Seed & Food Sharing Booth material: \$ 250
- 4. Seeds and small tools for 41 gardeners and may be more participants: \$ 100
- 5. Preparation and organizing of workshop, construction & decoration of the booth, promotion materials will all be done by volunteers: \$ 0

### LIST OF SUPPLIES AND MATERIALS

Drinks, snacks, handouts printing, outdoor wood and parts to build the Seed & Food Sharing Booth, small tools & seeds for 41 gardeners

### **Projected Cost**

\$500.00

### **MARKETING**

I will design, print and post/share the posters for this project on my own expenses.

### **Projected Cost**

\$0.00

OTHER EXPENSES

N/A

### **Projected Costs**

\$0.00

### OTHER SOURCES OF FUNDING

No other sources of funding.

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the outdoor seed and food sharing booth. Hoping gardeners can bring their own tools to support circular economy and refreshment costs are not covered this year in any grant due to demand on grant funding.

### **Thompson Community Association**

PROJECT TITLE

Micro Food Forest

**FUNDING REQUESTED** 

\$2,500.00

SOCIETY NUMBER

50010603

APPLICANT INFORMATION

Name: Terra Nova Nature School

Address: 5151 Granville Avenue

Richmond, BCV7C 1E6

Phone Number: 604-238-8437

Email: natureschool@richmond.ca

DATE OF INCORPORATION

December 10, 1973

**CO-APPLICANT INFORMATION** 

Name: Kate Dawson & Emily Vera

Address: 5151 Granville Avenue

Richmond, BCV7C 1E6

Phone Number: 604-238-8437

Email: natureschool@richmond.ca

### DESCRIPTION OF PROJECT

A small grove of trees adjacent to the school gardens (northwest corner of Terra Nova Rural Park, near Parson's House) became overgrown with blackberry. Over the 8 years that TNNS has operated, we observed the gradual decline of several sour cherry trees in this location. Our goal is to continue the work of renewing this area - work that is currently taking place with the support of an EE grant awarded April 2022. Thus far, we have removed all invasive blackberry at the surface and some blackberry crowns. We have initiated the removal of the dead cherry trees, and are now installing a 'lasagna compost' system to reduce invasive weeds and develop healthier soil. Grant funds have supported the purchase of quality tools and gloves to continue the removal of invasive blackberry at additional sites, with people from both the TNNS and TCA communities volunteering their time. Light refreshments and a vegetarian chili lunch, using produce from the school gardens, was served to volunteers. Additional funds would enable us to replace the dead cherries by purchasing mature trees, shrubs and understory plants that contribute food value to the community. This area will be used as a teaching space for our preschool and school aged classes, promoting an understanding of food systems, sustainability and responsibility.

### PROJECT TIMELINE

Ongoing, January to March 2023.

### PROJECT LOCATION

Terra Nova Rural Park, area adjacent to TNNS vegetable gardens; blackberry removal and care of fruit trees in and around Parson's House and Edwardian Cottage

#### COMMUNITY ENGAGEMENT AND OUTREACH

Both TNNS and TCA have a wide reach in the community via social media, reputation, and word of mouth. TNNS is engaging w/ TCA staff to encourage participation in the blackberry removal amongst other demographics, such as youth and seniors.

### CAPACITY AND EXPERIENCE

TNNS has successfully hosted many workshops, work parties, and celebrations with both our school families and the broader community. Our staff team of 15 is organized, creative, and passionate about the projects we take on! TNNS is very well supported administratively by staff of Thompson Community Centre.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Children and their families; interested community individuals and partners; lands around Edwardian Cottage as described above

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Photo-documentation of the site as it is being nurtured back to health and bio-diversity. Participant feedback. Previous projects undertaken by TNNS have been shared in local newspapers; received local recognition and awards; and have been well supported by the Thompson Community Association Board.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

#### **PARTNERS**

### BUDGET

### **DESCRIPTION OF EXPENSES**

trees, shrubs, and understory plants

#### LIST OF SUPPLIES AND MATERIALS

trees, shrubs, and plants with food value that will grow: in heavy clay soils; a high water table; and long, dry summer season

### **Projected Cost**

\$1,950.00

#### MARKETING

\$100 (printing of photo documentation, flyers etc)

### **Projected Cost**

\$100.00

### OTHER EXPENSES

honorarium; refreshments for work parties

#### **Projected Costs**

\$450.00

### OTHER SOURCES OF FUNDING

No.

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the micro food forest. Refreshment costs are not covered this year in any grant due to demand on grant funding.

### **Urban Bounty**

PROJECT TITLE How Sweet it is!

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER

S54738

APPLICANT INFORMATION

Name: Ian Lai

Address: 7611 Ash Street

Richmond, BCV6Y2S2

Phone Number: 778-681-9264

Email: ian@urbanbounty.ca

DATE OF INCORPORATION

February 19, 2009

**CO-APPLICANT INFORMATION** 

Name: Grace Augustinowicz

Address: 7611 Ash Street

Richmond, BCV6Y 2S2

Phone Number: 778-681-9264

Email: grace@urbanbounty.ca

### DESCRIPTION OF PROJECT

Urban Bounty (UB) would like to leverage the success of last year's grant to amplify honeybees' impact across more community gardens in Richmond through a series of education workshops and harvest activities. The bee yard at Paulik Park was a showcase for visitors and provided multiple opportunities for public education. Park visitors, community gardeners, local school children, and Richmond Garden Club members all benefitted from having beehives at Paulik park.

UB will provide scheduled hive inspections, and community members can visit, ask questions(socially distanced), and even participate in honey extractions and hive duties. UB will also provide a formal workshop series three times in the season, which will be held in other community garden locations. This will include one in the spring, one in the summer, and one in the fall. Public engagement only daylights the importance of bees and puts an end to the myths and misinformation about bees.

Bees are critical to our food system. Every third bite of food requires some form of pollinator and as bee populations continue to decline, we need to provide much-needed education and create diverse natural year-round forage and biodiverse spaces in Richmond Park spaces. UB will be amplifying and adding value to extensive tiered natural and managed areas which includes:

- a) Paulik Park Native Planting Extension,
- b) community gardens in the Richmond food system, and
- c) landscaped areas by the Richmond Garden Club.

UB will work in close collaboration with the Richmond Parks grounds crews, the Richmond Garden Club and community gardeners to prepare a cohesive pollination plan that extends the availability of forage for late and early-season food sources. This strategy is exactly what a model of sustainable urban agriculture looks like.

Bees are on the front lines in the battle against climate change. "Evidence has shown that global warming is one of the key drivers of the decline of bees globally. Some wild bees and other pollinators have only a small temperature window where they can live. So when temperatures rise, they are forced to head to colder climates to seek refuge, reducing the overall territory they can inhabit and reducing population sizes. This can have ripple effects on the surrounding ecosystem. For example, when specialized insect species go extinct, these populations are often replaced by generalist species, which can survive in a wide range of temperatures and conditions. But as generalist species take specialists' place, the whole system becomes far more susceptible to sudden changes because of their inability to perform specialized functions.

The result can be an ecological cascade that threatens the integrity of the whole ecosystem. As climate change accelerates, more ecosystems will be placed under this kind of pressure, and it's expected that populations will continue to decline."

(https://www.globalcitizen.org/en/content/importance-a f-bees-biodiversity/)

UB feels that it is in a strong position to:

- 1: Manage and enhance Richmond's ecological assets,
- 2: Strengthen City infrastructure,
- 3: Create, connect and protect diverse and healthy spaces, and
- 4: Engage through stewardship and collaboration

### PROJECT TIMELINE

March 2023 - February 2024

### PROJECT LOCATION

Across our 15 community garden sites

### COMMUNITY ENGAGEMENT AND OUTREACH

Via newsletters, social media, and through the City of Richmond's "City Page" in the local newspaper.

### CAPACITY AND EXPERIENCE

UB has a strong history of event planning and a proven track record based on events such as Chefs to the Field, Farm Fest, Harvest Fest, Earth Day Celebrations, World Food Day events, multiple Neighbourhood Celebration events, and annual Seedy Saturday events. Ian Lai the Executive Director is an experienced beekeeper, educator and event planner.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Our project covers all age groups across multiple demographic bands. There is no charge for any of our events, and is intended to promote and invite diversity within the community. We will also provide virtual access to those that are homebound.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

The number of visitors and touchpoints will be tracked. Meeting minutes will be recorded.

Beehive tracking sheets will also be available for those interested.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

**PARTNERS** 

Richmond Garden Club

BUDGET

**DESCRIPTION OF EXPENSES** 

Materials, Supplies, Education, Honorarium

### LIST OF SUPPLIES AND MATERIALS

Materials and supplies - Pollen patties, winter feed, yearly epi pen replacement, protective gear, organic medication, jars and extraction supplies

### **Projected Cost**

\$2,150.00

MARKETING

None

### **Projected Cost**

\$0.00

OTHER EXPENSES

Honoraria

### **Projected Costs**

\$350.00

### OTHER SOURCES OF FUNDING

Yes, through other granting opportunities

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with pollen patties and winter feed for honeybees, enhancement of native bee habitat and honorarium costs. Jars and extraction supplies not covered as no direct relation to environmental enhancement.

### Somali Women's Empowerment Society

PROJECT TITLE

AFRICA COMMUNITY HEALTHY LIVING PROGRAMME (SCHLP)

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER

8758697

APPLICANT INFORMATION

Name: Dr. Charles Quist-Adade

Address: 205-8988 Patterson Rd

Richmond, BCV6X 0R2

Phone Number: 778-240-8636

Email: info@adadeconsulting.com

DATE OF INCORPORATION

January 16, 2014

**CO-APPLICANT INFORMATION** 

Name: Amran Toyo

Address: 205-8988 Patterson Rd

Richmond, BCV6X 0R2

Phone Number: 604-417-2043

Email: amaranatoyo@yahoo.ca

### **DESCRIPTION OF PROJECT**

The Africa Community Healthy Living Program (ACHLP) aims at teaching community members, particularly the youth, how to practice healthy living by learning to grow, prepare and eat healthy meals prepared by organic food grown by them in their garden. The ACHLP is designed to teach healthy ethnic eating, while learning about sustainable development and climate change. For the past 10 years we have been engaged in community farming at our community farm in Richmond at the Terra Nova Rural Park, 9631 Westminster HWY ((https://we.tl/b-SPO5RgEAI5) where our community members, including senior and youths plant a variety of crops and vegetables.

We have shared produce from the farm with underserved members of our community. Last year, over thirty families received donations of vegetables and fruits-- spinach, onions, tomato, and lettuce from our farm.

Our goal is to expand and double the yield of the garden, so we can supply our Halal Food Bank with produce from our community garden. We also donated the rest to Richmond Food Bank.

Due to the Covid-19 Pandemic, we were compelled to postpone our monthly gardening workshops during which we teach our youth different aspects of farming, including soil preparation, sowing, manure/fertilization, irrigation, harvesting, safety procedures for equipment use, the biology plants (photosynthesis). We also organize special workshops for the youth during the summer season. We are currently discussing and re-imagining a hybrid mode (in-person and virtual) to organize the workshops, as we find the workshops to be well-received by the youth.

Our project has faced operational hurdles due to lack of funding, which was exacerbated by the Covid-19 Pandemic. With funding from BC Gaming, we hope to revitalize and expand our farming project to the benefit of more members of our community.

We are holding monthly webinars on farming and gardening techniques, healthy living practices, including proper diet, balanced diet, etc., for senior members of our community. The SSHLP has so far Page 11

reached twenty-three seniors. Our target is 60 families or 200 individuals. We could reach more but we lack funding to hire experts and to purchase culturally appropriate foods.

Here is a list of the vegetables and crops on the farm: spinach, onions, tomato, lettuce, beans, herbs, carrots, potato.

For more information, check out our community farm here (https://we.tl/b-SPO5RgEAI5)

In the long-term, plan to expand the farm in size and introduce African crops, vegetables, and herbs. We also engage in greenhouse farming to provide food to our community all year round.

#### Activities

- a) Facts and Fiction about sustainable Development and Climate change: Scholars and researchers will be invited to give talks on sustainable development and climate change and the role of individuals in reducing their carbon footprint and protecting our planet.
- b) Youth Community Garden And "Plant Organic Seed and Watch It Grow": Our youth will be invited to participate in cultivating, tending, and harvesting specified vegetables, herbs, and crops. Participants will engage in the following activities: tilling the land, creating seedbeds, planting of seeds and seedlings, tending plants, herbs, and crops, harvesting produce, holding farm-to-table gatherings.

We will introduce the Ubuntu philosophical principle of our common humanity (:" I am because we are. We are because I am."), which enjoins participants to work together in the spirit of solidarity, cooperation, and mutual help. It is envisaged that such an approach will not only enhance the learning and teaching process; it will also promote productivity.

- (c) Future Farmer Guest Speaker Series: The series will be devoted to the youth. Its goal is to encourage the youth to develop interest in environmental-friendly farming. The project is a joint venture with Africa-Canada Education Foundation. Speakers will be drawn from across the agricultural-industrial complex spectrum to educate participants about every aspect of farming, from what farming is, and not, what is needed (resources—human and capital) to when to start, where to farm, who can farm, why farming is a viable occupation, etc.
- (d) Africa Farmers Day: Once every year during summer, we will hold Africa Day festivities that will include intellectual, cultural, sporting, and farmers market fair activities/ events, all aimed at whipping up interest in farming among our members, especially the youth. The intellectual events will include workshops, symposiums, lectures, webinars, quizzes, etc. The cultural events will comprise, but not limited to poetry, dancing, folk stories, traditional African cultural performances, short skits. The sporting events will consist of traditional African games and a soccer tournament. The Farmers Market Fair will be dedicated to exhibiting, sampling, selling produce from our community garden. We will invite local farmers to participate in the farmers market fair.

#### Context and Rationale

In Canada and other parts of the world, farming is hardly the first choice of occupation for young people. For most young people, farming is considered as an occupation for adults and the poor, and what is more, farming is seen as a low-income occupation that demands hard, back-breaking labour. Yet,

farming is a lucrative business. Many PAD youths are unemployed or underemployed because of anti-Black and systemic racism. A good number of them are homeless and drug addicts.

British Columbia is home to a growing number of immigrants from Africa and the African Diaspora, including the Caribbean, South American and Central America. The history of African descended people in Canada has the history of heart wrenching struggle for survival, but also the history of hope and promise. However, this history has been marginalized at best or treated as footnotes to Canadian history. We aim, through this project, to help turn adversity into opportunity. According to Statistics Canada, in 2011, there were 955,202 Canadians who identified themselves as Blacks or African Canadians. Out of this number, 70,000 and 47,000 lived in British Columbia [Visible minorities and Aboriginals in British Columbia

http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs/444122/visible\_minorities\_ethnic\_origins.pdf].

The first Blacks arrived in Canada as early as the 17th century. Their population was made of small numbers of imported slaves and indentured servants, as well as Loyalists, refugees, and setters from the USA. The largest groups of Blacks came in only as late as the 1960s from the Caribbean and Africa, when the Canadian government loosened its immigration restriction laws to encourage immigration to replenish its shrinking labour force.

Canadian immigration and multiculturalism policies convey a disjuncture between government policy and reality and disconnect exists between formal/legal notions of citizenship and the everyday construct amongst mainstream Canadians and institutions.[.][ Tettey, Wisdom and Puplampu, Korbla. (2005). The African Diaspora in Canada: Negotiating

Identity and Belonging, Calgary, University of Calgary.] This type of discrimination is the root cause of difficulties encountered by African-Canadians, which is seen through the manifested devaluation of knowledge and skills and the subordination of merit [lbid., p.14] Policies implemented to celebrate cultural differences are also seen as agents of promoting the 'outsider' or racial 'other' dilemma. African-Canadians are peripheralized by the Canadian social structure, which constrains their capacity for structural transformations. [Abdi in Tettey & Puplampu, 2005: 14]. Legal racism or socially sanctioned racism" abound in Canada and "while forced exclusion has been neutralized, African Canadians continue to face systemic and institutional discrimination." [Ibid.]

The Canadian educational system also actively contributes to the 'othering' of African-Canadians. Curricula in the Canadian school systems reproduces structures of domination that both marginalize and denigrate Africa, its people, its knowledge systems, and the contributions of African-Canadians. [Codjoe in Tettey & Puplampu, 2005: 14] African Canadians experience discrimination in the workplace such as: lower wages in comparison to their white counterparts, decreased opportunity for upwards mobility, and the larger number of immigrants in precarious employment. [Tettey & Puplampu, 2005: 15].

The SCHLP is designed to redress the unemployment and homelessness problems by encouraging the youth to take up farming. The activities we have lined up are meant to break down the stereotypes and prejudices many have about farming.

### **COMMUNITY BENEFITS**

Up to 50 young farmers will be trained annually.

Participants will learn to cook and eat healthy African foods. Our monthly workshops create opportunities for networking among the participants, thereby solving the problem of isolation.

Our members, particularly our seniors practice healthy living by learning to cook and consume healthy meals.

Our monthly webinars and workshops will teach participants how to prevent diseases from unhealthy diet.

The SCHLP will create job/employment and volunteer opportunities for members of the PAD community in the farming and farming-related fields.

The SCHLP will impart requisite skillsets and technical, managerial, business, know-how to the participants.

The SCHLP will reverse the upward unemployment and homelessness trends within the PAD community.

We will create a thriving and viable PAD ecosystem of farmers, agribusiness people, traders, and other stakeholders across the country.

### PROJECT TIMELINE

January 2023-December 2023

### PROJECT LOCATION

Terra Nova Rural Park, 9631 Westminster HWY

### COMMUNITY ENGAGEMENT AND OUTREACH

We will deploy multimedia channels and materials to reach a broad section of the community, including our website, social media platforms, flyers, mass email, and community meetings

### CAPACITY AND EXPERIENCE

We have over ten years' experience working on our garden. We are currently working the first part of our City of Richmond-funded Somali Community Healthy Living Program.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

ACHLP will bring diverse African centric entertainment and education to the communities, while connecting key stakeholders intent on securing future sustainability of African culture and education ACHLP is open to the public and will be inclusive bringing that brings together not just African-Canadians and communities of colour, but also other Canadians of diverse ethnocultural, gender, sexual orientation, class, age, ability, disability backgrounds. Our publicity will aim to draw a diverse audience in order to fulfill our goal of holding a truly multicultural festival.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We will use mixed mode methods to measure the effects of the project, including interviews, survey, and counting the number of participants.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

Africa-Canada Education Foundation

### **BUDGET**

### **DESCRIPTION OF EXPENSES**

Item	Description	Cost (\$)
1	PERSONNEL COSTS	1,000
2	Tools	500
3	Honorariums	500
4	Communication and Advertising	500

LIST OF SUPPLIES AND MATERIALS garden tools, gloves, Wellington boots

### **Projected Cost**

\$500.00

**MARKETING** 

### **Projected Cost**

\$1,500.00

### OTHER EXPENSES

Vancity: 5,000

Digital Infrastructure \$2000

### **Projected Costs**

\$500.00

OTHER SOURCES OF FUNDING

Yes

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with some personnel and tool costs to support the Africa Community Health Living Program's four activities. Grant application nearly identical to 2022 application so communication and advertising not supported this year due to demand on grant funding as content should already be developed.

### Coastal Partners In Conservation Society

PROJECT TITLE

Bat stewardship in Richmond parks

FUNDING REQUESTED

\$2,300.00

SOCIETY NUMBER

S0068891

APPLICANT INFORMATION

Name: Coastal Partners In Conservation Society

Address: 4-2422 Hawthorne Ave

Port Coquitlam, BCV3C 6K7

Phone Number: 778-833-2417

Email: info@coastalpartners.ca

DATE OF INCORPORATION

February 14, 2018

**CO-APPLICANT INFORMATION** 

Name: Danielle Dagenais

Address: 808-1483 Lamey's Mill Rd

Vancouver, BCV6H 3Y7

Phone Number: 604-754-3220

Email: dagenaisdanielle@hotmail.com

### DESCRIPTION OF PROJECT

This project will extend on the outreach component of City of Richmond Bat Monitoring Project that had much success in 2022. This project will include several pop-up stewardship booths in Richmond parks to gather information on Richmond bats and to teach residents and city visitors about bats found in Richmond. The Richmond Batabase will be on display for residents and visitors to locate areas where bat activity has been seen, where bat boxes are installed, or where bat roosts have been identified in Richmond. The project proposes two stewardship bat booths in May and two stewardship bat booths in early July. This timing will allow any roosts identified to be confirmed through the Community Bat Programs of BC's Annual Bat Count which runs June 1 to June 21 and July 11 – Aug 5.

This project fulfills the Nature and Wildlife Education Core Considerations, as well as meets Goal 1 (Manage and enhance our ecological assets) and Goal 4 (Engage through stewardship and collaboration) of Richmond's Ecological Network Strategy. Providing education to Richmond residents will identify bats in Richmond to residents, as well as provide them with information of simple ways they can help local bats. Engagement with residents may also result in some wanting to create and enhance bat habitat on their property, thus indirectly helping with the management and conservation of Richmond bats. In addition, residents will be provided with information about Citizen-science programs that they can volunteer for to help monitor local bats.

This project will complement Richmond's Bat-friendly Communities Certificate and requirements for education. The information gathered at the stewardship bat booth will help identified important bat habitat and critical habitat features (such as maternity roosts and hot spot sites where high bat activity is seen). The data will help the city to better manage and conserve Richmond bat populations, as well as show residents and visitors Richmond's commitments to help bats and maintain their Bat-friendly Communities certification.

### PROJECT TIMELINE

May - July 2022: stewardship bat booths will be erected two days within the same week mid-end of May and two days during the same week in end of June/early July 2022

### PROJECT LOCATION

Richmond parks such as, but not limited to Garden City Community Park, Kidd Neighbourhood Park, Hamilton Community Park, Minoru Park

#### COMMUNITY ENGAGEMENT AND OUTREACH

The stewardship bat booths may be announced on Richmond's social media and through press releases submitted to Richmond News detailing the location and time for each booth. All communication of this project will go through Richmond's communication department for approval.

### CAPACITY AND EXPERIENCE

Coastal Partners in Conservation Society has partnered with Danielle Dagenais who has extensive experience doing bat outreach in the Greater Vancouver area. She has manned several bat booths each year since 2017, including the three Stewardship Bat Booths for the City of Richmond last year.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

The stewardship bat booths will be erected in parks throughout Richmond to access residents from different areas. The information provided will benefit all residents and visitors of Richmond and the data gathered will help manage important bat areas identified.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Short-term effects will be measured directly by the number people engaged through the stewardship booths, as well as the number of bat reports obtained at each bat booth. Long-term effects can be measured through the commitment of City of Richmond, in collaboration with the Community Bat Program or local biologists to maintain and monitor existing bat roosts and bat boxes in parks and public places, as well as the commitment residents to monitor and maintain and monitor existing bat roosts and bat boxes on their property.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

None

### BUDGET

**DESCRIPTION OF EXPENSES** 

Education through stewardship bat booths-\$1500

Marketing and promotion - \$375

Mileage to parks for stewardship bat booths (400 km \* \$0.59/km) - \$236

Materials: printing handouts and brochures for the public, pins for the Batabase and other bat booth materials - \$175

LIST OF SUPPLIES AND MATERIALS

see above

# **Projected Cost**

\$1,500.00

MARKETING

see above

# **Projected Cost**

\$375.00

OTHER EXPENSES

see above

# **Projected Costs**

\$411.00

### OTHER SOURCES OF FUNDING

Collaboration with the Community Bat Program of BC and volunteers for monotoring of identified bat roosts

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with the supplies and staff costs needed to run the educational bat booths. Mileage costs are not covered this year due to demand on grant funding.

# Sharlene Singh

PROJECT TITLE

Cook Community Gardens: Pollinator Patch

**FUNDING REQUESTED** 

\$500.00

SOCIETY NUMBER

N/A

APPLICANT INFORMATION

Name: Sharlene Singh

Address: 806 Saba Road

Richmond, BCV6Y4B5

Phone Number: 604-816-4527

Email: sharlene.singh29@gmail.com

**CO-APPLICANT INFORMATION** 

Name: Ian Lai

Address: 7611 Ash Street

Richmond, BCV6Y2S2

Phone Number: 778-681-9264

Email: ian@urbanbounty.ca

## **DESCRIPTION OF PROJECT**

Many insect and pollinator species are on the decline due to habitat loss, climate change and pesticide use. Our project aims to create a habitat for attracting both beneficial insects and pollinators to the community garden working in harmony with nature, helping to repair some of the damage that has been done by over densification.

Our main mission of the project is to help recover and strengthen the population of our native pollinator species by providing both habitat and floral resources for 9 months of the year from February to the end of October. Many species of bees are ground nesting (70%) or cavity nesting (10%). They are solitary, meaning they don't have a large set of workers to forage and do all the work of finding a home, preparing a site and laying eggs alone.

The second aspect of the project is to bring awareness and share knowledge about ecosystem services via free workshops (partnering with Urban Bounty)on-site at the gardens and resources which aims to engage up to 80 gardeners to sow flowers alongside their vegetable crops to attract beneficial insects to their gardens!

#### PROIECT TIMELINE

About 15% of the project commenced this summer (July) which included creating a designated area for the patch, removing invasive plants and planting some perennial plants and wildflower seed. The majority of the project will resume in March 2023

Early March: Creating a parameter of fencing to protect the plants from damage by a large population of rabbits.

Mid March to April: Preparing and amending the soil with compost

April - June: planting a variety of native and perennial flowering shrubs, grasses, annuals, bulbs for all season bloom.

May - October: Hosting bi-monthly work parties for garden maintenance and offering garden workshops for gardeners/neighbours.

### PROJECT LOCATION

The project takes place at 6660 Eckersley Rd, at Cook Community Gardens. This is a relatively new community garden initiated in 2020. It has expanded to include 40 new plots as of the summer of 2022 w

#### COMMUNITY ENGAGEMENT AND OUTREACH

The project will be promoted through various social channels that Urban Bounty uses to communicate with its membership such as the monthly newsletter and email distribution lists, Facebook, and Instagram. To reach an external audience, we have the Butterflies in my Backyard (BIMBY) group which is specific for BC through the David Suzuki Foundation and the City of Richmond events calendar and the Richmond News events calendar.

### CAPACITY AND EXPERIENCE

Urban Bounty has been a recipient of previous Environmental Enhancement Grants and has experience in education in food and garden related literacy. We have a dedicated team of staff that maintains, supports and manages the community gardens and have an ongoing relationship with the Parks Department in the City of Richmond.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

The Cook Community Gardens is located in the City Centre neighbourhood of Richmond with many new housing developments which is heavily urbanized with limited green space. The garden is situated behind William Cook Elementary School and the school grounds are a popular area for walking, playing and socializing. The neighbourhood is a vibrant mix of diverse cultures and many intergenerational families. The project will reach residents up to 65+ years that live in the vicinity of the gardens.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

At the start, taking an inventory of the space and using the iNaturalist app to conduct citizen science

#### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

**BUDGET** 

DESCRIPTION OF EXPENSES

Plants/Seeds (\$125)

Perennials (oregon grape, pacific bleeding heart, lupine, yarrow, camassia, goldenrod, wooly sunflower, catmint, herbs, clover mix)

Bulbs (winter aconite, crocus, daffodils, alliums, dahlias, japanese anemone, crocosmia)

Annuals (calendula, monarda, sunflower, nasturtiums, cosmos, zinnia, rudbeckia, echinacea, black eyed susan, marigolds)

6 x 32L bags of SEASoil compost (\$65)

Lumber and Fencing material from Rona (\$130)

Honorarium for workshops (\$100)

Marketing signage at garden site (\$80)

### LIST OF SUPPLIES AND MATERIALS

Lumber and metal fencing Perennial/annual/native plants and seeds Compost Printing/lamination for signage

# **Projected Cost**

\$320.00

**MARKETING** 

Laminated signage for the pollinator patch (\$80)

# **Projected Cost**

\$80.00

OTHER EXPENSES

N/A

# **Projected Costs**

\$100.00

OTHER SOURCES OF FUNDING

No

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the Cook Community Garden Pollinator Patch.

# Hamilton Community Assoc.

PROJECT TITLE
Nature Nurturers

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER

S-28587

APPLICANT INFORMATION

Name: Maggie Conway

Address: 5140 Smith Dr.

Richmond, BCV6V 2W5

Phone Number: 604-238-8054

Email: mconway@richmond.ca

DATE OF INCORPORATION

January 22, 1992

**CO-APPLICANT INFORMATION** 

Name: Brendan Walker

Address: 5140 Smith Dr.

Richmond, BCV6V 2W5

Phone Number: 604-238-8052

Email: bwalker@richmond.ca

## DESCRIPTION OF PROJECT

The Nature Nurturers program aims to support the development of a stewardship ethic in the community by creating opportunities for community member to learn about native plant species and how to contribute to a healthy, diverse and functioning ecosystem. This program will provide the necessary educational and practical resources such as native plant species experts and gardening equipment and supplies to support resident activation in environmental enhancement.

The program will begin in early April and will run until the end of Summer. The program will feature a series of weekly/bi-weekly workshops in our local parks where community members of all ages can attend. We will be hiring native plant species experts and pollinator experts to lead these workshops and teach the community about how to create a flourishing environment for plants and animals. We will also be liaising with the City of Richmond Parks Department to ensure that all new plants and nature installations align with city mandates and policy.

#### PROIECT TIMELINE

Early April 2023

### PROJECT LOCATION

Hamilton Community Park and McLean Park

### COMMUNITY ENGAGEMENT AND OUTREACH

We will promote this program using our various social media platforms, the Hamilton Elementary school website, and word of mouth.

#### CAPACITY AND EXPERIENCE

Hamilton Community Association has hosted an Indigenous Plants and Properties workshop to celebrate National Indigenous Peoples Day. This event featured a nature walk led by a Metis herbalist where participants learned about native plant species and their importance to our health and our ecosystem.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Our project aims to impact the Hamilton community by creating a pollinator pathway by re-introducing native plant species.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Short term - We will measure participant registration and engagement to determine the interest of the community.

Long term - We will measure the continued maintenance of the pollinator pathways and determine the engagement of the community in ...

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

The City of Richmond

### **BUDGET**

## **DESCRIPTION OF EXPENSES**

- '- Instructor wages (i.e. native plant experts).
- Honorarium
- Education

## LIST OF SUPPLIES AND MATERIALS

Gardening supplies (shovels, gloves, watering cans, soil).

### **Projected Cost**

\$2,500.00

MARKETING

N/A

## **Projected Cost**

\$0.00

OTHER EXPENSES

N/A

## **Projected Costs**

\$0.00

## OTHER SOURCES OF FUNDING

No

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with gardening supplies, plants and honorarium costs for the Nature Nurtures program. Limited details in budget provided, but max honorarium cost as per grant guidelines is \$350.

# Richmond Jewish Day School

PROJECT TITLE

The Planting Promises Project

FUNDING REQUESTED

\$2,500.00

SOCIETY NUMBER

13335 4605 RR 0001

APPLICANT INFORMATION

Name: Sabrina Bhojani

Address: 8760 No.5 Road Richmond, B.C.

Richmond, BCV6Y 2V4

Phone Number: 604-275-3393

Email: principal@rjds.ca

DATE OF INCORPORATION

August 26, 2021

**CO-APPLICANT INFORMATION** 

Name: Michael Sachs

Address: 301 - 950 West 41st Avenue

Vancouver, BCV5Z 2N7

Phone Number: 604-782-2707

Email: michael.sachs@jnf.ca

## DESCRIPTION OF PROJECT

With the funds from the Environmental Enhancement Grant, Richmond Jewish Day School hopes to work collaboratively with our students and community members in our "Planting Promises Project."

The mission of the "Planting Promises Project" will be to teach students about the importance of conservation of trees in our natural environment. They will learn about native tree species and their positive impacts on our environment. Components that will be addressed will include tree growth and life cycles as well as the benefits of trees on our planet. Specifically, students will learn how trees shield the earth from wind and rain, act to prevent soil erosion, provide food and habitat for wildlife, clean our air through the process of photosynthesis and add to the natural beauty of our earth.

These lessons will culminate students engaging in invasive species pulls to prepare the land and planting trees on the frontage of our property (public land) adjacent to the sidewalk. Students will be planting some fruit trees as growing fruit-bearing species offers a unique chance to teach children about the importance of healthy foods and nutrition. They may also plant other trees for bird and wildlife habitats. These trees will enhance the natural resources system in Richmond by delivering shade, soil conditioning, food and habitat for local wildlife.

### PROJECT TIMELINE

We would like the Planting Promises Project to commence late March with classroom instruction. Students will learn about the life cycle of trees and environmental benefits of trees as part of their science curriculum. Students will subsequently plant trees with community partners on the frontage of our school property (public land) in the first week of April. Our students often engage in activities with senior residents in Richmond, and this may be an opportunity for intergenerational relationship building.

## PROJECT LOCATION

The Planting Promises Project will take place on the frontage of the property, adjacent to the sidewalk (public lands) of Richmond Jewish Day School located at 8670 No. 5 Road, Richmond B.C.

### COMMUNITY ENGAGEMENT AND OUTREACH

We will promote the Planting Promises Project through our parent newsletter, community flyers and through our school website and the Jewish National Foundation who has active engagement of thousands of people across metro Vancouver.

# CAPACITY AND EXPERIENCE

Our school has organized large community events and has initiated environmental programming numerous times before. We house a community garden in which students harvest the produce for personal consumption as well as to share with local food banks. Our staff of over 15 members are eager to help in making Planting Promises Project comes to 'fruition.'

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

The Planting Promises will serve many purposes; as a potential outdoor learning space, the section of planted trees will provide children the opportunity to receive engaging, environmental education and hands-on learning experiences. When the trees start fruiting, children may have the opportunity to harvest these fruits and excess fruit could be donated to local food banks developing their core competencies of social and environmental responsibility. Children will be taught how to propagate seedlings and awareness environmental conservation and sustainability. In addition, it will provide shade and aesthetically pleasing atmosphere for all Richmond community members using No. 5 Road. Moreover, birds and wildlife will have new food sources and habitats.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We will be measuring impact through the following ways by surveying students prior to the project and after to determine their levels of concern about the environment and ways that they can "do their part."

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

**PARTNERS** 

Jewish National Fund

#### BUDGET

#### DESCRIPTION OF EXPENSES

Materials - (e.g. plants, soil, fertilizer) - \$75 per tree X 22 = \$1650; soil, fertilizer = \$100

Supplies - (e.g. equipment rentals, tools, safety equipment) - Shovels, shears = \$375

Marketing and promotion - \$150

Education (resource materials and instruction) - \$225

#### LIST OF SUPPLIES AND MATERIALS

Trees, Soil, Fertilizer, Equipment Rental, Tools, Safety Equipment

## **Projected Cost**

\$2,125.00

### MARKETING

Ads in Paper, Facebook, Flyers, Brochures - \$150

# **Projected Cost**

\$150.00

OTHER EXPENSES

Education (resource materials and instruction)

# **Projected Costs**

\$225.00

OTHER SOURCES OF FUNDING

No

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with plant materials and supplies. Hoping that educational costs could be covered by the school. Marketing costs are not covered this year in any grant due to demand on grant funding. Shrubs only to be planted along the City boulevard as per the boulevard bylaw.

# Cathy Yan

PROJECT TITLE

Supporting Pollinators in Dense Urban Areas

FUNDING REQUESTED

\$500.00

SOCIETY NUMBER

N/A

APPLICANT INFORMATION

Name: Cathy Yan Name: N/A

Address: 1203-8180 Granville Ave Address: N/A

Richmond, BCV6Y 4G1 N/A

Phone Number: 778-968-8736 Phone Number: N/A

Email: cathyyan\_ca@hotmail.com Email: N/A

## DESCRIPTION OF PROJECT

The City of Richmond already has a track record of implementing award-winning pollinator-related programs. One such program is the Nectar Trail, which encourages residents to maintain pollinating plants in their gardens. However, looking at the map, there seems to be a dearth of pollinator-friendly spaces in the City Centre area outside of designated parks. This gap is likely due to the higher housing density in the area; most people live in apartments, with no yard space. As Richmond continues to densify, maintaining sufficient green space for pollinators is crucial.

CO-APPLICANT INFORMATION

To address this issue, my project involves hosting a free workshop where residents can make and take home a windowsill planter filled with pollinator-friendly local plants. They can then place these planters on their balcony. Since pollinators do not need large continuous areas and can fly, they can make use of these vertical gardens. Furthermore, the small size of the planters make them easy and cheap to maintain, and having access to even this small natural habitat can improve mental wellbeing.

The workshop will have two components. The first will be a short presentation on the pollinators local to Richmond and the plants we will have available. This talk will also explain the impacts of climate change and human activity on pollinator populations and why it is important to create these pollinator habitats. The second part of the workshop will enable residents to plant their own pollinator-friendly garden. They will be provided with planters, soil, and a selection of seeds to choose from. Small stakes for labelling plants and miscellaneous decorative items will also be made available. Participants will also be able to take home a pamphlet with illustrations and descriptions of local pollinators.

Overall, this project aims to increase people's understanding and knowledge of pollinators through the presentation and pamphlet. Planting their own pollinator-friendly mini-garden is an approachable activity that enables them to increase and maintain pockets of green space in their neighbourhood. Being able to see pollinators right outside of their window empowers them to be more curious about the natural environment, and cements a deeper understanding of the importance of pollinators in the ecosystem.

## PROJECT TIMELINE

This project will take place on March 4th, 2023.

# PROJECT LOCATION

The workshop will be held at Lang Centre in one of the multipurpose rooms.

#### COMMUNITY ENGAGEMENT AND OUTREACH

To promote the project, I will put an advertisement in local newspapers like the Richmond News, pin posters to bulletin boards in community centres, and advertise virtually. Virtual advertisements include social media posts on my own/friends' accounts, and being featured in email campaigns sent out by community organizations with similar missions like the Sharing Farm.

#### CAPACITY AND EXPERIENCE

I am a Pollinator Steward, as certified by the Pollinator Partnership Canada, which affirms that I have sufficient knowledge to hold a workshop on pollinators. Additionally, I have helped to organize fundraisers selling succulent plants, which also involved purchasing plants and potting materials, and getting people from the community to participate. Other events I've helped to organize include six Model UN conferences, and STEM workshops for high school and early undergraduate students.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

The primary population will be residents in the City Centre area, and this project aims to specifically benefit the same neighbourhood.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

In the short term, I will measure the effect of my project by assessing the number of people who express interest in attending the workshop (by either registering or joining the waitlist), and the number of attendees who show up and make a pollinator garden. In the long term, the impacts can be measured by seeing the increase in the density of pollinator gardens in the City Centre area in future iterations of the Nectar Trail. During the workshop, I will also invite participants to log the number and species of pollinators they see visiting their garden. Three months after the workshop, I will send them a survey asking about this data.

#### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

**BUDGET** 

DESCRIPTION OF EXPENSES

- '- Venue rental
- Workshop supplies
- Newspaper advertisements and poster printing
- Brochure printing

## LIST OF SUPPLIES AND MATERIALS

Plastic rectangular windowsill planters (20); Seeds (6 varieties); Soil (175 L); Plant labels (100); Markers (2 packs); Decorative items

# **Projected Cost**

\$325.00

MARKETING

Newspaper advertisements; Posters for community bulletin boards

# **Projected Cost**

\$50.00

OTHER EXPENSES

Venue rental (3 hours); Take-home brochures (25)

# **Projected Costs**

\$125.00

OTHER SOURCES OF FUNDING

No

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the pollinator habitat workshop.

# East Richmond Comm. Assoc

PROJECT TITLE

Cambie's Intergenerational Environmental Programs

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER

S18934

APPLICANT INFORMATION

Name: Anna Rienstra

Address: 12800 Cambie RD

Richmond, BCV6V 0A9

Phone Number: 604-238-8382

Email: arienstra@richmond.ca

DATE OF INCORPORATION

February 23, 1984

**CO-APPLICANT INFORMATION** 

Name: Derrick Bloomfield

Address: 12800 Cambie RD

Richmond, BCV6V 0A9

Phone Number: 604-238-8375

Email: dbloomfield@richmond.ca

## DESCRIPTION OF PROJECT

This past year Cambie Community Centre worked towards building a foundation upon which intergenerational sustainability-focused programming could take place at the centre by purchasing supplies for additional raised garden beds and other materials to be used by program participants in the Cambie Community Gardens.

With a focus on agricultural sustainability and the local park environments' biodiversity Cambie would like to implement programs that focus on education and actionable sustainability efforts in the community. This includes single-day workshops with take-home elements for participants so that they may continue the practices learned in their own homes.

Seniors and adult programming includes single-day workshops focused on the following areas: at-home gardening and sustainable urban agricultural practices.

Children and preschool programming includes learning about agriculture and food security, and wildlife and plant education of the species found in the East Richmond park areas, celebrating local biodiversity.

The garden plots allow for intergenerational programming as they are maintained by both seniors and children's programs throughout the year as the programs run. (I.e. Preschool programs may plant and tend to seeds in the school year, but garden beds will be maintained by seniors programs in the summer months).

Beautification kits will be purchased for volunteer groups from the High School to support park clean up.

## PROJECT TIMELINE

Programs and workshops will begin in the Spring 2023 registration season and will continue through the Summer 2023 registration season as the weather is appropriate for outdoor and gardening initiatives and programs.

### PROJECT LOCATION

Programs will take place at Cambie Community Centre, East Richmond Community Hall, Cambie Community Gardens and in Cambie Community/King George Community Parks.

## COMMUNITY ENGAGEMENT AND OUTREACH

Registration for workshops will be age-appropriate, dependent on the content of the workshop.

Marketing will include print and digital media, including in centre posters, handbills, TV slides and social media. Materials will also be distributed to community partners for advertisement.

## CAPACITY AND EXPERIENCE

Cambie Community centre has hosted workshops in partnership with the City of Richmond's Environmental programs in the past including recycling-themed workshops.

Senior-specific workshops include creating a windowsill herb garden and utilizing Cambie's community garden raised beds.

Children and preschool programs include nature exploration and licensed preschool programs utilizing Cambie's community garden raised beds.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

The population targeted with this initiative is the East Richmond Community.

The outdoor environments utilized will include the Cambie Community Garden, Cambie Community Park and King George Community Park.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

The immediate impact of the project will include metrics and registration numbers from the workshops and programs provided as well as successful stationary projects produced from the workshops and takehome products.

Long-term effects of this project will include the maintenance and continuation of the community garden projects and initiatives taken on by the project. This project will also foster positive intergenerational relationships between members of the East Richmond Community.

## PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

#### **PARTNERS**

City of Richmond's Environmental Programs and the Richmond Nature Park (have not been contacted yet).

#### BUDGET

## DESCRIPTION OF EXPENSES

- '-Materials and Supplies
- -Marketing
- -Education
- -Honorarium

7099846

## LIST OF SUPPLIES AND MATERIALS

Additional soil, pots, bulbs, seeds, tools, take-home program materials for participants

## **Projected Cost**

\$1,750.00

## MARKETING

Printing costs, boosted social media posts

## **Projected Cost**

\$100.00

#### OTHER EXPENSES

Facilitator costs for education/teaching workshops, Honorarium for experts teaching workshops if applicable

## **Projected Costs**

\$650.00

#### OTHER SOURCES OF FUNDING

Yes - ERCA will be applying for the 2023 TD Park People Grant to support these initiatives. ERCA also has a Community Garden Maintenance Fund to help keep garden tools and supplies in good standing.

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the various environmental programs. Budget could have been more detailed, but max honorarium cost should be \$350. Marketing costs are not covered this year in any grant due to demand on grant funding.

# Richmond Garden Club

PROJECT TITLE

Paulik Park Community Engagement Project

FUNDING REQUESTED

\$2,500.00

SOCIETY NUMBER

S0015589

APPLICANT INFORMATION

Name: Lynda Pasacreta

Address: 8631 Myron Court

Richmond, BCV6Y 3K2

Phone Number: 604-275-2105

Email: lyndap@shaw.ca

DATE OF INCORPORATION

October 15, 2002

**CO-APPLICANT INFORMATION** 

Name: Vancouver Master Gardeners

Address: 8660 Allison Street

Richmond, BCV6Y 3J4

Phone Number: 604-649-7428

Email: jill.wright@shaw.ca

## DESCRIPTION OF PROJECT

Partnering with Master Gardeners of Vancouver (responsible for the Lower Mainland), we will offer educational programs on best practices of planting drought resistant plants and watering through climate issues; planting native plants; and creating meadow gardens in passive turf areas.

#### PROJECT TIMELINE

April/May - planting native gardens in the circle garden area of Paulik Park; May/June - planting meadow gardens in passive turf areas in Paulik Park; August/September - best practices of using drought resistant plants and proper watering techniques.

## PROJECT LOCATION

Paulik Park, 7620 Heather Street, Richmond

## COMMUNITY ENGAGEMENT AND OUTREACH

We will place ads in Richmond News, social media, posters around the park.

#### CAPACITY AND EXPERIENCE

We have ongoing major gardening projects throughout Richmond - Paulik Park perennial garden beds, Steveston Harbour Authority boardwalk planters, Richmond Cultural Centre rooftop garden and Richmond Hospital Auxiliary thrift store garden - all continually used for educational purposes for the general public and community at large.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Our focus will be the community in the neighbourhood of Paulik Park and the public at large.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We will record number of attendees (short term), review new membership data (long term), and increase in volunteers in Paulik Park (long term) through our educational programs

## PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

Vancouver Master Gardeners

#### BUDGET

## **DESCRIPTION OF EXPENSES**

- 1. Plants native trees, shrubs and herbaceous perennials \$1500
- 2. Tools additional hand tools for planting, pruning and proper garden gloves, safety glasses \$600
- 3. Advertising, posters \$400

# LIST OF SUPPLIES AND MATERIALS

Native plants, trees, and shrubs; meadow garden bulbs and plants, pruning shears, Japanese weeding tools, dividing tools

## **Projected Cost**

\$2,100.00

**MARKETING** 

Advertising, posters

## **Projected Cost**

\$400.00

OTHER EXPENSES

None

### **Projected Costs**

\$0.00

OTHER SOURCES OF FUNDING

No

7099846

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the community engagement project. Reduced tool budget with hopes that gardeners could bring their own tools and marketing costs are not covered this year in any grant due to demand on grant funding.

# 10th Richmond Sea Scouts

PROJECT TITLE

Cubs Tree Planting Project/Fruit Trees/Litter

FUNDING REQUESTED

\$2,450.00

SOCIETY NUMBER

1077-616-94 RR001

APPLICANT INFORMATION

Name: Maria Varju

Address: 9440 Chapmond Cres

Richmond, BCV7E 1M5

Phone Number: 604-805-2517

Email: maria@varju.ca

DATE OF INCORPORATION

September 6, 2002

**CO-APPLICANT INFORMATION** 

Name: Tyler Friesen

Address: 3106 Richmond St

Richmond, BCV7E 2V6

Phone Number: 604-219-0151

Email: ta\_friesen@telus.net

## DESCRIPTION OF PROJECT

Project 1: Five of our 10 Year old Cubs have asked to organize a tree planting event for their last year of Cubs. They would like to involve their Cub Pack (35 youth age 8-10) in planting 15-20 trees in the City of Richmond. They will plant more if the budget allows. The youth will plan the tree planting event for the 35 youth in our group supported by their families and 11 Scouters (Adult Volunteers).

We have already consulted with Rich and Kris at the Richmond Nature Park, and they would love to have us plant some 5'-6' Shore Pine (Pinus Contortus) near the Nature House.

Project 2: Litter Clean up. Every year we do at least 1 Shoreline cleanup. The first one this year is scheduled for Iona Beach on Nov 6th. We have a number of cheap dollar store picker uppers, which are as cheaply constructed as their price. We would love to invest in a quantity of more durable EZ Reacher pickers.

Project 3: Apple tree Grafting. This fall we are ordering dwarf rootstock from the BC Growers Association and will be teaching the youth how to graft apple trees in the spring. Each child will go home with an apple tree that they grafted to look after. We hope that they will be able to plant them in their own yards, but if not we will find homes for all that survive their first year.

#### PROIECT TIMELINE

Project 1: March/April 2023 dependent on work expected to be completed first. If the Nature Park site is not available we will work with city staff to find another suitable location and will buy the appropriate plants for that location.

Project 2: Nov 2022 and ongoing dates for many years to come

Project 3: Spring 2023

## PROJECT LOCATION

Project 1: Richmond Nature Park Project 2: Various shorelines around Richmond. Previous cleanups - Garry Point, South Dyke trail, Triangle Beach. Upcoming cleanup Iona Regional Park Project 3: Richm

## COMMUNITY ENGAGEMENT AND OUTREACH

Our group includes a very diverse cross section of our community. We have people whose families have lived here for generations and those who are brand new immigrants to both Canada and Richmond. All the youth in our group will be learning about caring for our natural environment and giving them a connection to their city. If we end up with more trees to plant than the Cubs can handle we will reach out to our other sections such as the Scouts (age 11-15).

#### CAPACITY AND EXPERIENCE

Our most recent tree planting activity was three years ago when these youth were in Beavers. At that time Magnus Sinclair brought all the trees and shrubs to the Railway Greenway and we helped plant them. At the time our Beavers were only 5-8 years old. They have grown and matured and have added almost twice as many youth to the group. Last year one of the youth organized an all section event for Beavers, Cubs and Scouts (approx 70 youth) and worked with the City to organize a shoreline cleanup at Triangle Beach. While these youth are young they are capable of great things with a little help from the adults in their lives.

## TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Project 1: All visitors to the park will benefit from a revitalized Nature Park. As the Birch trees there currently slowly die a new tree canopy of Pine trees will slowly emerge to take their place. These trees are adapted to live in the bog, and will help feed our native Douglas squirrel population that is found exclusively in the Nature Park.

Project 2: All residents and visitors to our local parks benefit from trash removal. Shoreline cleanups also help reduce the amount of pollution in our ocean so the benefits are not only for our residents and beaches but also for our marine environments.

Project 3: This is an opportunity to educate our youth on knife skills (grafting the tree) as well as giving them an opportunity to understand a bit about how our food is grown and how much time and energy it can take to grow food. They will personally benefit from an apple tree, but the environment will also benefit from more trees being planted throughout the city.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Project 1:

Short term: Measure the number of trees planted

Long term: Measure the number of trees that survive the first 3 years. Potentially also measure an increase in visits to the Nature Park. As we now have a personal investment in the park.

Project 2:

Short term: # of bags of litter collected

Long term: This is harder to measure, but we hope that by involving youth in picking up litter we can help make them aware of the results of throwing away trash without putting it into a proper trash can. We are hoping to raise a generation that doesn't litter!

Project 3:

Short term: # of fruit trees grafted

Long term: # of trees that survive to be planted and # of trees that reach fruit production after 3-5 years.

PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

None

BUDGET

**DESCRIPTION OF EXPENSES** 

Project 1:

10 x 10gallon Shore Pine \$130 each pick up order at Nat's Nursery for plants

\$50 gas allowance to pick up the plants (we do have a trailer we can use to haul them in)

\$50 for refreshments for the volunteers

Project 2:

\$25 each for 36 EZ Pickers Total \$900

\$50 for replacement silicone cups so we can repair the pickers as they break

Project 3:

\$3 per dwarf root stock. Minimum order of 50 root stocks. Total \$150

Scion wood - free

Plant pots - free (donated)

LIST OF SUPPLIES AND MATERIALS

10 x 5-6' Shore Pines Small snack for the youth 36 EZ pickers Replacement silicone cups Dwarf apple root stocks

**Projected Cost** 

\$2,400.00

MARKETING

None

**Projected Cost** 

\$0.00

## OTHER EXPENSES

\$50 gas allowance to pick up the plants (we do have a trailer we can use to haul them in)

# **Projected Costs**

\$50.00

## OTHER SOURCES OF FUNDING

None for these projects

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with supply costs for all three projects. Refreshment costs are not covered this year in any grant due to demand on grant funding.

# Macaela Bradley-Tse

PROJECT TITLE Hunt St Garden

FUNDING REQUESTED \$500.00

SOCIETY NUMBER N/A

APPLICANT INFORMATION

Name: Macaela Bradley-Tse

Address: 3455 HUNT ST

Richmond, BCV7E 4J8

Phone Number: 604-367-5322

Email: macaelabt@gmail.com

**CO-APPLICANT INFORMATION** 

Name: Kenny Tse

Address: 3455 HUNT ST

Richmond, BCV7E 4J8

Phone Number: 778-233-1135

Email: 2004coachk@gmail.com

## **DESCRIPTION OF PROJECT**

This grant application serves as another opportunity to enhance the already underway garden. Not only will this garden contribute to the community through flora, fauna and food, but it will serve as a place for community members to converge. This application includes honorariums to create events for neighbours to join and learn about topics other community members want to share with their peers. This will serve as an opportunity to learn more about specific elements of gardening or the environment while engaging community members and bringing them together. This promotes the important aspects of growing our own food as well as connecting with neighbours to create supportive and safe environments.

This program aims to enhance the Richmond neighbourhood by restoring and renewing a piece of land that could be contributing so much more to the natural environment. This project will be to put a community garden on current city property which is not maintained and remains as a patch of grass and weeds. It is the perfect opportunity to create a space that will contribute to the natural pollinators and fauna in our neighbourhoods as they are. We will put in garden beds to provide fresh vegetables, herbs and fruits for our neighbourhood and community. In doing so these plants will require pollinators to come and pollinate the flowers to produce fruit. This will not only enhance the beauty in our neighbourhood by adding an element of engagement, but it will also encourage passer's by to get out and garden in their communities or enjoy the natural environments around then. This project will conserve the natural environment by giving the animals and beneficial insects additional space to work, grow and live in. It will also produce food through the soil for insects and through the flowers for bees. These will then attract other local wildlife like the finchs, hummingbird's, wood pecker's and other local animals. This will increase the overall life cycle of the insects and animals in our neighbourhood – providing more oppourtunity for the wildlife. This will produce measurable environmental impacts visually by how many more insects we see in the neighbourhood, but also by keep a journal and keeping track of the wildlife we all see when at the garden. The project's timeframe will be annual renewal of the garden from about March until late Fall when we can still harvest the colder surviving vegetables,

and in the spring when the weather warms up. There will be lots of opportunity for the community to be involved in planting, watering, monitoring and harvesting the produce.

## PROJECT TIMELINE

The project is underway.

## PROJECT LOCATION

At the Hunt St Garden Location between third and fourth avenue.

### COMMUNITY ENGAGEMENT AND OUTREACH

I have already connected with community members and local neighbours about this project. I am hoping to promote this garden in the new year by having special events and planting together as a group. I have created a facebook group with community members which I can promote through social media new events and pieces of this big project.

### CAPACITY AND EXPERIENCE

I have worked on creating new projects previously while working with a team to set up events. The capacity to host events are the garden will vary based on interest and timing.

## TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

The primary populations will be the surrounding community of the garden's location. Specific environmental areas that will benefit from are the location of the community garden, here in Steveston.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

I will measure by keeping journal entries in a book by all the community members who come to the garden, by listing animals, insects, etc they see and find. I will measure the effects through word of mouth and through the facebook group on social media, to list feedback and share ideas, express satisfaction and dissatisfaction. Depending on the access to this feedback surveys will be made anonymously to gain input.

#### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No.

**PARTNERS** 

None.

## BUDGET

**DESCRIPTION OF EXPENSES** 

\$ 250 Honorariums and Educational Material

\$ 100 Plants and Seeds

\$ 150 Gardening Tools

#### LIST OF SUPPLIES AND MATERIALS

Notebooks, shovels, rakes, watering pail, printing costs, seedlings or plants and seeds.

## **Projected Cost**

\$250.00

MARKETING

N/A

**Projected Cost** 

\$0.00

OTHER EXPENSES

N/A

**Projected Costs** 

\$250.00

OTHER SOURCES OF FUNDING

No

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with additional plants and seeds for the Hunt Street garden. Application builds on 2022 application so hoping tools can be reused that were purchased from last year's grant. Grant application mentions that honorarium costs are for community members to share info – hoping that can be done for free.

# Homma Elementary School

PROJECT TITLE

Growing our Garden Classroom

**FUNDING REQUESTED** 

\$2,500.00

SOCIETY NUMBER

Unknown

APPLICANT INFORMATION

Name: Megan Zeni

Address: 5100 Brunswick Drive

Richmond, BCV7E 6K9

Phone Number: 604-668-7844

Email: mzeni@sd38.bc.ca

DATE OF INCORPORATION

Unknown

**CO-APPLICANT INFORMATION** 

Name: S Regan

Address: 5100 Brunswick Drive

Richmond, BCV7E 6K9

Phone Number: 604-668-7844

Email: sregan@sd38.bc.ca

## DESCRIPTION OF PROJECT

The school garden and outdoor classroom at Homma elementary school offers an extraordinary opportunity for all learners in our school community to connect with Richmond's unique island and natural environment on a daily basis. By reimagining where and how learning happens in our school, we have prioritized a full-time teaching position that allows for every learner in our school to receive 110 minutes of instruction in the garden classroom each week, across all seasons and in all weather. From Kindergarten to the end of grade 5, students in the garden classroom learn about the history of Richmond from being out and on the land. In our garden classroom we can meaningfully teach about place. For example, over our thirteen year school garden history, we have explored how the river has shaped this land, how Indigenous people have stewarded the waters and lands we learn on, how Richmond's farming communities have access to some of the richest soil on the planet, and so much more! Our garden classroom is certainly home to learning across the curriculum, but also includes intentional opportunities for understanding where our food comes from, how it grows, and our responsibilities as stewards of this garden. As such, we intentionally plan our garden around the school calendar, using mathematical thinking to strategically ensure our crops are ready for harvest before June 30th and after September 1 to minimise food waste and to discourage garden theft. Students further practice being active stewards of our local environment, and demonstrate the importance of reciprocity in actionable ways by volunteering to care for the garden over the summer months.

We are intentional in our conservation efforts with an appreciation for the bounty of food it provides us. With young children this often looks like, garbage collection around the school-yard, leaf collection and mulching of our garden beds, becoming nature detectives and relocating hungry slugs, while also carefully thinning growing crops and watering the soil as the weather warms up. Our learners are involved at every step of the garden's life cycle. From planning to planting, from seed saving to the pleasures of a shared harvest, our students unanimously consider our school garden a special place to play, learn and grow.

For this project, we are seeking funding for multiple initiatives that will enhance and grow our existing school garden. We are specifically interested in rainwater harvesting to teach our learners the benefits of using rainwater to help conserve water. We hope to measure the amount of water we have conserved through this process, and also record how much water particular plants require to grow in our climate. Building on this, we are also interested in installing a rain barrel for our mud kitchen to reduce water waste through play in the dry months. We also would like to plant water wise, and drought tolerant flowering shrubs, to create beneficial insect and pollinator habitats, around our newly built gazebo. The water-wise planting initiative would also include plantings for our interior courtyard garden.

Our existing 'bug hotel' serves as an actionable way for young children to move from anxiety and fear when they encounter insects and bugs, towards compassion and curiosity for all living things. We would like to receive funding to rebuild our dilapidated bug hotel to encourage careful interactions between children and the diversity of insects that make our school garden their home.

Megan Zeni and Sarah Regan job share a full time position in the school garden from September to June year over year. Each of the proposed initiatives and projects would be taken up by a class of learners in the school community to ultimately benefit the entire school community.

#### PROJECT TIMELINE

Our project continues to take place at Homma Elementary school. The school garden has been in place since 2010. The school garden was relocated and rebuilt from the Railway garden corridor to the school side of the street in 2020. School garden teachers and students will continue to care for the garden from September to June. Students and their families will continue to care for the garden over July and August, with several scheduled visits from the garden teachers throughout the summer.

## PROJECT LOCATION

Homma's school garden. 5100 Brunswick Drive.

## COMMUNITY ENGAGEMENT AND OUTREACH

Our school community is connected by a weekly newsletter, teacher emails and social media posts. We will continue to use these effective communication tools to promote and reach out to our community. Children enrolled at Homma elementary have two scheduled visits each week in the school garden from September to June and are active participants in the proposed projects.

## CAPACITY AND EXPERIENCE

The school garden is not a singular event, but rather an ongoing relationship with the land. We have over 12 years of experience teaching and learning in the school garden and look forward to many more! Two teachers are assigned to teaching exclusively in the school garden. They are like the school librarians, managing garden inputs and outputs! The garden teachers are responsible for planning, facilitating and evaluating all proposed projects.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Much of our school population resides in apartments and townhouses with limited access to garden growing space. Our entire school population of over 550 students is able to play, learn and grow in the garden on a daily basis at Homma. Families enjoy our garden as a gathering space for birthday parties and other social gatherings. We also have many community preschools who regularly visit the garden to play and learn as well.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

In the short term, we measure the success of our program in the joy and pleasure on the faces of our learners. Learning in gardens transforms many children's experiences of school and we are encouraged by the universally positive feedback we have received from our parent community and the community at large. Over the long term, we measure success in the relationship children build with the land. This is reflected in how they develop an ethic of care for the land and make daily decisions that impact our local ecosystems in positive ways.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No.

**PARTNERS** 

None.

### **BUDGET**

DESCRIPTION OF EXPENSES

Rain water barrels x2 \$60.00

Flexi hose (100ft) x 2 \$160.00

Hose hanger x2 \$50.00

Hose splitter \$20.00

Watering cans x 4 \$100.00

Rainfall water gauge \$40.00

Water-wise drought tolerant shrubs \$650

Tree watering bags \$120

Organic Fertilizer \$50

Garden soil and delivery \$500

Bug hotel building supplies \$400.00

Honorarium \$350

#### LIST OF SUPPLIES AND MATERIALS

Rain water barrels x2 \$60.00 Flexi hose (100ft) x 2 \$160.00 Hose hanger x2 \$50.00 Hose splitter \$20.00 Watering cans x 4 \$100.00 Rainfall water gauge \$40.00 Water-wise drought tolerant shrubs \$650 Tr

### **Projected Cost**

\$2,150.00

MARKETING

N/A

## **Projected Cost**

\$0.00

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OTHER EXPENSES
Honorarium \$350

**Projected Costs** 

\$350.00

OTHER SOURCES OF FUNDING

Yes.

CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the outdoor classroom.

# **Doug Sargeant**

PROJECT TITLE Cul-De-Sac

FUNDING REQUESTED \$500.00

SOCIETY NUMBER N/A

APPLICANT INFORMATION

Name: Doug Sargeant

Address: 4257 Gander Place

Richmond, BCV7E 5R1

Phone Number: 604-341-5226

Email: dougsargeant10@gmail.com

**CO-APPLICANT INFORMATION** 

Name: Theresa Rawle

Address: 4257 Gander Place

Richmond, BCV7E 5R1

Phone Number: 604-838-3714

Email: theresarawle@gmail.com

## **DESCRIPTION OF PROJECT**

through the removal of dying shrubs, garbage and constant removal of invasive plants, we have been able to enhance the look and engagement of our cul-de-sac. By planting semi-drought or drought resistant plants, incorporating two 8' hemlock wood benches with several rock features while keeping a maximum height to allow for safety. We would like to incorporate more pollinators, two water barrels and one birdhouse.

## PROJECT TIMELINE

purchase of material when available, planting/installing in spring to collect water, plants as required.

## PROJECT LOCATION

Gander Place Cul-de-Sac

## COMMUNITY ENGAGEMENT AND OUTREACH

promotion and recruiting will be done through communication of our neighbours.

#### CAPACITY AND EXPERIENCE

we have little experience in gardening and most is a trial and error basis. moderate experience in construction and installation of water systems, building birdhouses etc.

## TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Our primary population is the gander place community, whilst those that continually walk by. we are utilizing and bettering a natural open space, addressing the importance of having pollinators, strenghting community bonds through a local clean meeting area

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

short term- engagement of other community members

long term- growth of trees, nests and viable plants

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# PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

None.

### **BUDGET**

DESCRIPTION OF EXPENSES \$500 + for tree, plants, shrubs,

\$200 for gas and equipment maintenance

LIST OF SUPPLIES AND MATERIALS two water barrels, fruit tree, plants, fertilizer,

## **Projected Cost**

\$500.00

**MARKETING** 

N/A

# **Projected Cost**

\$0.00

OTHER EXPENSES

N/A

# **Projected Costs**

\$0.00

OTHER SOURCES OF FUNDING personal

## CITY STAFF RECOMMENDATION

A grant is recommended to assist with the plants and shrubs budget for this neighbourhood garden. Budget reduced due to the small target audience in this cul-de-sac and the demand for grant funding this year.

# Aspire Richmond

PROJECT TITLE

Youth Employment Bee Garden

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER

S-17001

APPLICANT INFORMATION

Name: Annabel Melnyk

Address: #170 - 7000 Minoru Blvd

Richmond, BCV6Y 3Z5

Phone Number: 604-278-5374

Email: amelnyk@aspirerichmond.com

DATE OF INCORPORATION

January 25, 1982

**CO-APPLICANT INFORMATION** 

Name: Justin Byers

Address: #170 - 7000 Minoru Blvd

Richmond, BCV6Y 3Z5

Phone Number: 604-279-7056

Email: jbyers@aspirerichmond.com

## DESCRIPTION OF PROJECT

The Aspire Richmond (formerly the Richmond Society for Community Living) Youth Employment Program, HandyCrew Co-operative and Avenues Day Program are partnering to expand the Pollinator Garden Project undertaken in July of 2022, at Agriculture Park at No. 5 Road and Steveston Hwy.

With the guidance of our Landscape / Garden Designer and in partnership with the City of Richmond Parks Department, we intend to double the size of the current garden in line with our original planting plan, as well as expand the scope of plants to include durable plantings of bee friendly shrubbery. We will once again rely on the City to provide ground prep and soil in advance of our planting which is planned for the first 2 weeks of July 2023.

The planting project will be undertaken by our IMPACT Youth Employment program which supports youth with developmental disabilities, aged 15 to 19 years of age to develop valuable pre-employment skills. Our planting group would be comprised of 10 - 15 youth who will be guided by program staff, and volunteers.

The program staff that will be supporting the Pollinator Garden project are experienced landscapers that manage our HandyCrew landscaping crews.

In addition to the efforts of the IMPACT students this past year, participants in our Avenues Day Program took on the responsibility of watering and caring for the garden. To elevate that participation from a chore to a mission with learning potential, we have formed a group, the 'Aspire Richmond Bee Guardians' to provide long-term stewardship of the garden.

The Bee Guardians will benefit from educational presentations regarding bees and their importance, will participate in bee related projects as well as help host a public education interpretive event.

Our vision for the project moves beyond simply the garden to educate people about the essential role pollinators play in our lives and to inspire them to join us in advocating for a healthy environment.

## **Habitat Creation**

We are planning to expand on our Mason bee habitats, installing additional mason bee houses with viewing ports so people can observe bees in action. The Bee Guardians will take on the responsibility of cleaning and caring for the cocoons and cleaning/maintaining the bee habitats throughout the year to ensure they do not become infested with mites or mold.

#### Education

We will be conducting educational modules with the Bee Guardians on a regular basis to enhance their understanding of bees and their importance, and commitment to helping them thrive. The Bee Guardians will also host a public education event with speakers and invited dignitaries at the Bee Garden. It will be advertised and promoted in the neighbourhood, local schools and the community.

#### PROJECT TIMELINE

Planting and garden expansion, along with the public event will happen in July/August 2023. The Bee Guardians will be on duty providing garden stewardship throughout the spring and fall and will assist in caring for Mason Bee cocoons before and after the bee season.

#### PROJECT LOCATION

Gardens Agricultural Park in Richmond

#### COMMUNITY ENGAGEMENT AND OUTREACH

Our working group will be comprised of the participants of our summer IMPACT Youth Employment Program for youth with developmental disabilities, aged 15 to 19 years, program staff and the Bee Guardians volunteers.

In addition, we will be using this as an opportunity to create educational opportunities in our various Day programs, local community, and schools.

We will be promoting the project within Aspire Richmond in our newsletter and social media, as well as with our community partners and in the communities adjoining the Park. As part of the public education project, we plan to hold a public event at the park which will incorporate bee-related activities and speakers that would be of interest to local school groups.

#### CAPACITY AND EXPERIENCE

Aspire Richmond has been involved in community projects for much of our 40-year history. During 2021, our Work Experience participants volunteered at the Richmond nature park and were involved with projects such as building their hummingbird garden, fencing, pruning and trail maintenance. During the fall they volunteered at the Sharing Garden helping with the harvest and preparing produce for shipping to food banks.

This particular project will be a more ambitious expansion of the project that began in 2022. It will be supported by our HandyCrew Landscaping team, IMPACT Youth Employment counsellors and participants and Avenues Day program. We will also benefit from the support of our Manager of Fund and Community Development who will assist with promotion of the project

## TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

We will be supporting students with developmental disabilities to build work readiness skills as well as provide horticulture related work experience. Individuals attending our Day Programs will also be invited to participate as part of the Bee Guardians group and contribute by getting involved tending and maintaining the garden and bee habitats throughout the year. The project would add a welcome new dimension to the park and community visually, environmentally, and as an opportunity to support the community and local school groups in learning about the importance of bees as pollinators.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We would deem the project a success if it educates our participants about environmental concerns, provides useful work experience, enhances the park environmentally and improves the experience of park users. In the long-term, we intend to provide continuing support to the park and actively use it to provide environmental education to individuals in Aspire Richmond programs and the community.

## PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

**PARTNERS** 

Handy Crew Co-operative, City of Richmond Parks

**BUDGET** 

**DESCRIPTION OF EXPENSES** 

**PLANTS** 

Bedding plants -8 varieties x 15 each

Pollinator seed blends - Bee Pollinator, Hummingbird Mix, Butterfly blend

Flowering shrubs - (Buddlia, Potentella, Hibiscus, Caryopteris)

**HABITAT** 

Bee Viewing home

Mason Bee Hotel

Mason Bee Mud

**SUPPLIES** 

Interpretive signage

Hardware for installing feeders and bee homes.

**HONORARIUM** 

For Garden Designer

LIST OF SUPPLIES AND MATERIALS

As above, this field would not permit entry of multiple items

**Projected Cost** 

\$1,400.00

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# MARKETING

Printing and distribution of flyers and posters to local community and schools, Event supplies: activities, prizes etc

# **Projected Cost**

\$750.00

OTHER EXPENSES
Stipend for Garden Designer

# **Projected Costs**

\$350.00

# OTHER SOURCES OF FUNDING

No confirmed funding but may be able to access additional support and funding through suppliers.

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and honorarium costs for the youth employment bee garden expansion. Application builds off 2022 project which was very successful.

# Minoru Seniors Society

PROJECT TITLE
The Minoru Gardeners

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER S-0021134

APPLICANT INFORMATION Name: Kathleen Holmes

Address: 7191 Granville Ave

Richmond, BCV6Y 1N9

Phone Number: 604-238-8450

Email: seniors@richmond.ca

DATE OF INCORPORATION March 21, 1986

CO-APPLICANT INFORMATION

Name: Jim Kojima

Address: 7191 Granville Ave

Richmond, BCV6Y 1N9

Phone Number: 604-238-8450

Email: seniors@richmond.ca

## DESCRIPTION OF PROJECT

"The Minoru Gardeners" project idea is a volunteer activity run by members of the Minoru Seniors Society. The program will create opportunities for community members, especially seniors 55+, and groups to become involved in the maintenance of existing garden beds and the creation of new garden areas to include raised garden beds for a variety of plants. Volunteer participants would focus on a small area to start such as the raised garden beds at the front of the building near the entry way and then move on to other projects. Volunteer activities would include weed control, annual and perennial planting maintenance and general clean up, future growth could include planting of vegetables, or herbs that would be used in the Minoru Seniors Society Cafeteria and would help reduce costs while providing nutritious meals There will be opportunities for seniors to learn new skills and for others to provide leadership through teaching. Involvement is this program will allow for members to become stewards of the area, take pride in the role they will play in contributing to the care and enhancement of the environment around the centre. The additional growing space will bring pollinators into the city's centre and provide an opportunity for seniors to tend to and enjoy harvested food. Wellness is commonly viewed as having seven dimensions: intellectual, physical, social, emotional, spiritual, environmental, and vocational. This initiative aligns with many of the seven dimensions: Emotional: gardening improves mood, boosts self esteem stress relief and improves concentration and memory. Physical: gardening can be an activity that promotes overall health and physical strength, fitness and flexibility. Social: connect with others in the community for a common purpose Environmental: supporting the environment around us, integrating wellness into physical environments Vocational: provides both leadership, learning opportunities and being productive by helping others Being a multi-use facility with Fitness, Aquatics and Senior Services the centre attracts approximately 3000 users each day, a program like this creates excitement and commitment for all. A place to get involved, an opportunity to connect, contribute to our environment, to be proud.

## PROJECT TIMELINE

Spring 2023 – December 31, 2023. With the changing seasons the gardening needs would change. Success and interest in the program would allow for gardening by volunteers to continue yearly.

#### PROJECT LOCATION

The Seniors Centre at Minoru Centre for Active Living. 7191 Granville Ave Richmond B.C.

### COMMUNITY ENGAGEMENT AND OUTREACH

Minoru Seniors Society newsletter, volunteer recruitment (icanhelp), Richmond News, social media, community partners, workshop opportunities and in-house promotions such as posters and brochures.

### CAPACITY AND EXPERIENCE

The Minoru Seniors Society provides a wide range of programming opportunities for seniors including over 35 weekly drop-in, low cost activities to Richmond seniors. The Society has a strong history of developing and providing seniors with opportunities to actively participate in community life. The City of Richmond's parks staff have supported us in the planning of this program. With their approval, we have explored the idea of seniors assisting in the care of the centres existing garden beds through the Adopt a Garden program.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Project is focused on the 55+ age group with some special event intergenerational opportunities. The area of focus is at the Minoru Centre for Active Living Seniors Centre, specifically, the existing garden beds surrounding the centre as well as the installation of raised garden beds in the west plaza. The program will increase social connectedness and build community.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We will measure the effects of the program based on registration numbers and by gathering testimonials from participants in order to understand how the program addresses social isolation and provides enjoyment for 55+ participants. We will track returning participants, track successful outreach initiatives to seniors in the community who may not have access to gardens, and will grow the program to include garden beds and intergenerational programming in the future.

#### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No.

## **PARTNERS**

None.

#### BUDGET

#### **DESCRIPTION OF EXPENSES**

Basic gardening tools and replacement \$350 Raised Garden beds-  $2 \times $350=$700$  Soil for Raised beds- \$300 each bed=\$600 Small shed \$500 Plants- \$10 for 25 seed packages of assorted flowers Seeds- \$2.80 per package of 50 seeds

#### LIST OF SUPPLIES AND MATERIALS

Basic gardening tools and replacement, raised garden beds, soil for raised beds, small shed, plants, seeds.

# **Projected Cost**

\$2,500.00

# MARKETING

The Minoru Seniors Society will provide initial marketing materials in-kind.

# **Projected Cost**

\$0.00

OTHER EXPENSES

N/A

# **Projected Costs**

\$0.00

OTHER SOURCES OF FUNDING

no

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies for raised garden beds, soil and seeds. Infrastructure costs for the shed are not covered as per grant guidelines.

# Richmond Nature Park Society (1)

PROJECT TITLE

Chickadee Nest Boxes

**FUNDING REQUESTED** 

\$500.00

SOCIETY NUMBER

898746938 RP0001

APPLICANT INFORMATION

Name: Brenda Bartley-Smith

Address: 11851 Westminster Highway

Richmond, BCV6X 1B4

Phone Number: 604-238-6188

Email: nature@richmond.ca

DATE OF INCORPORATION

May 9, 1975

**CO-APPLICANT INFORMATION** 

Name: Kris Bauder

Address: 11851 Westminster Highway

Richmond, BCV6X 1B4

Phone Number: 604-238-6185

Email: kbauder@richmond.ca

# DESCRIPTION OF PROJECT

A nest box is an enclosure built especially for animals to nest, roost or shelter in. It mimics natural hollows and provides wildlife with a comfortable and safe place to rest in and raise their young.

# PROJECT TIMELINE

Richmond Nature Park

Liaise with staff and board at recreation facilities - November

Determine suitable site(s) at recreation facilities - December

Purchase supplies and build chickadee nest boxes with community association, seniors and/or youth - January

Provide maintenance training and importance of nest boxes - February

Install nest boxes - March

**Recreation Facilities** 

Monitor nest boxes - April - August

Clean nest boxes - September

Update Nature Park staff throughout the year.

# PROJECT LOCATION

At various City of Richmond recreation facilities depending on suitable sites and approval from respective boards.

#### COMMUNITY ENGAGEMENT AND OUTREACH

Liaise with recreation facilities staff and board, youth coordinators, seniors coordinators, and preschool coordinators. Many community groups can be involved with this project.

### CAPACITY AND EXPERIENCE

The Richmond Nature Park Society is a leader in environmental education in the City of Richmond. The Society has been providing nature programs for over 40 years.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

This project will benefit the Richmond residents involved with the program and the general public. Environmental educators will introduce the public to value of nesting birds. By collaborating with community groups and fostering a love for nature, we will re-introduce biodiversity back into Richmond's urban landscape ... one nest box at a time.

## MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

The effects of the project will be measured by the number of nest boxes installed, number of wildlife utilizing the boxes, number of community members engaged. This project will enhance the City's ecological assets.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

# **PARTNERS**

The Richmond Nature Park Society will partner with other community associations/societies.

### BUDGET

# **DESCRIPTION OF EXPENSES**

Supplies - nest boxes (\$500)

Workshop (environmental educators) - training (\$400)

Promotions - posters, social media posts, TV slides (\$50)

### LIST OF SUPPLIES AND MATERIALS

Wood, glue, nails, metal mesh

### **Projected Cost**

\$500.00

### MARKETING

Creation of posters, TV slides and social media posts

### **Projected Cost**

\$0.00

### OTHER EXPENSES

**Environmental education** 

# **Projected Costs**

\$0.00

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# OTHER SOURCES OF FUNDING

no

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies for the chickadee nest boxes.

# City Centre Community Association

PROJECT TITLE

**Urban Nature & Gardening Project** 

FUNDING REQUESTED

\$2,500.00

SOCIETY NUMBER

S0031435

APPLICANT INFORMATION

Name: Francesca Uy

Address: 105-5900 Minoru Blvd

Richmond, BCV6X 0L9

Phone Number: 604-204-8588

Email: fuy@richmond.ca

DATE OF INCORPORATION

January 5, 1994

**CO-APPLICANT INFORMATION** 

Name: Kevin Cromie

Address: 105-5900 Minoru Blvd

Richmond, BCV6X 0L9

Phone Number: 604-204-8588

Email: kcromie@richmond.ca

# DESCRIPTION OF PROJECT

In the City of Richmond's densely urbanized centre, there is a growing concern over the loss of local biodiversity and access to green spaces due to urban development. As such, there is a growing need for urban green spaces, as well as community initiatives that promote developing a meaningful relationship with the natural world as well as the flora and fauna that make up the City Centre neighborhood. This project would support chapter 9.0 Island Natural Environment of the Official Community Plan, the Community Wellness Strategy (2018-2023), Council Strategic Plan 2018-2022: A Sustainable and Environmentally Conscious City, and the Ecological Network Management Strategy.

Through the Urban Nature & Gardening Project, the City Centre community will be able to develop their own unique relationship with Richmond's natural environment. People who build a deeper relationship with nature are more likely to engage with future environmental initiatives in the city and take action to protect the environment and enjoy the benefits of nature education, gardening initiatives, and a cleaner community.

In an effort to deepen this connection to the natural world, City Centre Community Association is hoping to host a series of educational workshops focused on gardening in the city core, educational and interactive pop-ups in collaboration with the Richmond Nature Park that address climate change and local wildlife, and community clean-ups that promote environmental sustainability and stewardship and create a link between various ecological sites and City Centre Community Centre.

Our project will comprise of four main initiatives:

1. Introduction to Balcony Gardening Workshop Series (intended for youth, adult, and 55+ age categories)

This workshop, available for the general public, is targeted towards those who reside around City Centre Community Centre and are interested in starting their own balcony garden. Interested participants will be required to register to attend the workshop.

This project was deemed suitable for the community, as the people who visit City Centre Community Centre typically reside in apartments or condos without a proper yard. For these residents, gardening may be an appealing hobby, but may be deemed inaccessible and difficult due to limited space and/or lack of education.

The workshops would be done in two series to cater to different interests; balcony gardening with vegetables, and balcony gardening with flowers. Each workshop would be hosted once, for a total of two workshops. We would invite an external speaker from the Sharing Farm Society to facilitate both workshops and grant funds would help pay for their time and associated expenses in the form of honorariums.

Each workshop will consist of two parts: 1) factors to consider when balcony gardening (sunlight, temperature, materials) and 2) caring for your specific crop (vegetables or flowers).

At the end of the educational talk, every participant will receive a garden starter kit with a planter box/pots, soil discs, customizable plant markers, and a small selection of vegetable or flower seeds. Providing a garden starter kit will encourage participants to attend the workshop and then take initiative to start their own balcony garden soon after the workshop.

There are also opportunities to partner with the City of Richmond's Garbage and Recycling Services to provide workshops and resources pertaining to recycling and environmental sustainability.

### 2. Wildlife in Your Community (intended for preschoolers, children, youth)

These will be full-day, one-off activations targeted towards preschoolers, children, youth and their families, facilitated in collaboration with the Richmond Nature Park. Sign-ups are not required to attend this event, and activities outside of the Licensed Preschool program will be available for free to the general public.

Presenters from the Richmond Nature Park would facilitate educational presentations in our Licensed Preschool programs on various elements of wildlife in the City Centre community, such as snow geese, racoons, coyotes, and bats, before setting-up interactive and educational displays in our Community Living Room for the public to engage with throughout the remainder of the day. Grant funds would help to offset the expenses incurred by the Richmond Nature Park for staff time and resources in the form of an honorarium.

City Centre Community Association is also proud to work with local artist Ming Yeung to develop nature-themed art programs for all ages, designed to celebrate education and conservation. We would hope to provide free art activations in our Community Living Room for the public to engage in and use grant funds to provide an honorarium and purchase supplies.

# 3. Community Cleanup

For this initiative, City Centre would invite the community to join staff members and volunteers for community service cleaning throughout the immediate neighborhood. Routes would be designed to

lead the group to local green spaces, such as Minoru Park, Garden City Park, or Garden City Lands: Community Farm and Bog Conservation Area, where they could enjoy sustainable refreshments in the serene setting of the park(s). There could be potential to collaborate with the City of Richmond's Garbage and Recycling Services for resources to promote environmental stewardship and sustainability.

### 4. Seasonal Art/Photography Showcase

Throughout the duration of this project, we plan to showcase local art and photography that reflects on our human engagement with the natural world. The art can be displayed in the community center lobby, as well as on social media platforms with a hashtag that promotes the project and celebrates the effects and benefits of participation in the program. The showcase will change seasonally, with each season bringing a new environmental theme.

### PROJECT TIMELINE

Ideally, the project would be underway by April 2023 to capitalize on the beginning of the gardening season. Balcony Gardening Workshops will take place from mid-April to late May as this is the best time to sow seeds in preparation of the summer season. We would plan to welcome the Richmond Nature Park presenters to our facility in May and June 2023 while Licensed Preschool is still in session, and again in October and November 2023. Community Clean-ups would be hosted with each seasonal shift, early Spring, early Summer, early Fall and early Winter. Art and Photography exhibits would also be ongoing and updated with each season.

### PROJECT LOCATION

Our event will take place at City Centre Community Centre, as well as the immediate neighborhood for community clean-ups. We have numerous multi-purpose rooms that can be used as workshop spaces, as w

### COMMUNITY ENGAGEMENT AND OUTREACH

City Centre utilizes various social media platforms and website resources to promote all of our programs, services, and events. We hope to cross-market within our Licensed Preschool programs, as well as seasonal programs for all ages with physical marketing materials created in Canva. We are also fortunate to have developed relationships with neighboring organizations, stratas, schools, and seniors homes whereby we can further promote and garner involvement amongst the people in the community.

### CAPACITY AND EXPERIENCE

City Centre Community Centre, now in its 7th year located at 5900 Minoru Blvd., regularly hosts programs and events throughout the year. City Centre offers workshops for all ages and abilities; typical group sizes range from 10-50 people, depending on the specific multi-purpose room we use. Some of our flagship events include the Harvest Full Moon Celebration, Community Reconnects Event, a large-scale Community Movie Night at Garden City Park (approx. 1200 people attended our last event in 2019), a weekly Music in the Park concert series at Garden City Park, and monthly Community Movie nights onsite. We also regularly host one-off living room activations that are free to the public, such as Indigenous Art workshops and pancake breakfasts. An important goal for our team is to engage the public and reduce barriers that inhibit participation in a welcoming and engaging environment.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

City Centre Community Centre provides programs and services for all ages, and as such, our Urban Nature and Gardening Project would be targeted towards preschoolers, children, youth, adults, and the  $_{7099846}$ 

55+ population. The immediate population that shares our city block primarily resides in high-rise apartments, so our project would help address social isolation, as well as the disconnection from the natural world in a densely urbanized environment. Another goal of the project is to celebrate what limited natural resources are in proximity to our facility, linking our facility to local green spaces including Garden City Park, Garden City Lands: Community Farm and Bog Conservation Area, and Minoru Park.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

An initial measure of participation with our project would include collecting registration data. Upon completion of each workshop, we would also collect surveys and testimonials to represent the participants' experience and effects/benefits of involvement. Another thought would be to showcase photos of what the workshop participants grow on their balconies as a way of highlighting the actual effects of participating in the workshops; this could be in the form of a social media contest where photos are accompanied by a hashtag which would also help promote the bigger initiative and/or other upcoming activations. Community clean-ups would also provide some interesting metrics on how much refuse is collected.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

#### **PARTNERS**

Richmond Nature Park, Sharing Farm Society, City of Richmond's Engineering and Public Works Department

### BUDGET

### **DESCRIPTION OF EXPENSES**

- '- Honorariums for the Sharing Farm Society, Richmond Nature Park, and art pop-up facilitators
- Supplies for vegetable seed starter kits
- Supplies for flower seed starter kits
- Supplies for pop-up visual art activations
- Honorarium to facilitate art pop-up activations
- Marketing resources

#### LIST OF SUPPLIES AND MATERIALS

Seeds, soil, art supplies, tomato cages, gardening tools, refreshments to provide participants in the community clean-up

### **Projected Cost**

\$1,000.00

#### **MARKETING**

Printed poster for advertising in the centre and throughout the community

# **Projected Cost**

\$150.00

OTHER EXPENSES
Honorariums for workshop facilitators

**Projected Costs** \$1,350.00

OTHER SOURCES OF FUNDING No

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and reduced honorarium costs for the urban nature and gardening project. Max honorarium is \$350 per grant guidelines, but with multiple workshops being offered, we've suggested a \$150 honorarium per workshop for the 4 sessions, totalling \$600.

# The Sharing Farm Society

PROJECT TITLE

Beneficial Insects: Enhancing Habitat & Awareness

FUNDING REQUESTED

\$2,500.00

SOCIETY NUMBER 863238515 RR0001

APPLICANT INFORMATION

Name: Leslie Williams

Address: 2771 Westminster Highway

Richmond, BCV7A 1A8

Phone Number: 778-322-1793

Email: leslie@sharingfarm.ca

DATE OF INCORPORATION

July 16, 2002

**CO-APPLICANT INFORMATION** 

Name: Doris Bruce

Address: 2771 Westminster Highway

Richmond, BCV7A 1A8

Phone Number: 604-227-6210

Email: doris bruce@telus.net

# DESCRIPTION OF PROJECT

This project builds off of last year's Environmental Enhancement grant. It focuses on increasing the habitat and survival of beneficial insects, including pollinators, while also increasing public awareness about the importance of these species and how to observe, protect and enhance their habitat and survival. The success of 2022's project made it evident that the public is eager to learn more about native pollinators and primed to learn about other beneficial insects as well. Likewise the need for increased action on the part of pollinators and other beneficial insects has never been greater.

Pollinator populations continue to decline dramatically, which also seriously threatens our own food security, for native pollinators and honey bees pollinate upwards of 75% of human food crops. Development, pesticide use, and the effects of climate change—severe weather events and unprecedented and unpredictable weather patterns—have combined to put all insects at severe risk.

As a working community farm, The Sharing Farm's harvests are intimately linked to the health of these beneficial insect populations, from the pollinators that pollinate our fruits, to the beneficial insects that deter or predate insect pests. Our project will do the following: 1) expand the existing volunteer-led flower growing program, to further increase annual and perennial plantings of pollen and nectar-rich flowers favorable to our local native pollinators and other beneficial insects; these plantings will include a variety of plant species that will bloom at many different points over the growing season; 2) label these plants so that the public is aware of what pollinator-friendly and beneficial insect-friendly plant species they might also grow in their own yards; 3) sow a quarter-acre of pollinator forage, timed to flower during the mid-late summer dearth period; 4) host 3 native plant and beneficial insect habitat workshops for volunteers and community members, through collaboration with the Native Bee Society of BC. At least one of the workshops will be oriented toward children and youth.

The project will increase both beneficial insect habitat and the public's interaction with, and knowledge of, beneficial insects. The pollinator and beneficial insect habitat would be increased both in the long-term and the short-term, via annual as well as perennial plantings. It is our intention through the

workshops and plant signage that members of the public will gain the tools necessary to advocate for, or create their own, beneficial insect-friendly and pollinator-friendly habitats.

#### PROIECT TIMELINE

March 2023-August 2023

### PROJECT LOCATION

The Sharing Farm Society, Terra Nova Park

### COMMUNITY ENGAGEMENT AND OUTREACH

We will recruit volunteers for the flower growing program from within our own volunteer network and social media (5000+ followers), as well as through Richmond Cares, Richmond Gives, I Can Help Richmond, Volunteer Connector, Charity Village, Urban Bounty and the Native Bee Society of BC. We will also look to partner with other non-profits in Richmond to bring to the Farm groups of people who might not otherwise join our program, including Minoru Seniors Centre and Richmond Family Place.

### CAPACITY AND EXPERIENCE

We have been hosting a successful volunteer program for many years. With this grant we are looking to support and expand a popular volunteer-led initiative to grow more flowers on the farm, which started in 2020, during the pandemic. We have hosted many workshops at the farm and have good attendance and response. Our Executive Director, Leslie Williams, is a master beekeeper and a founding board member of the Native Bee Society of BC, and will be an onsite resource for interested volunteers and other community members.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Our volunteers and workshop attendees come from a wide range of backgrounds and ages and The Sharing Farm takes positive steps to encourage underrepresented groups to come to the farm.

The environmental area will be Terra Nova Rural Park.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Number of volunteers working on the flower growing program

Number of attendees to the beneficial insect & habitat workshops

Square footage of pollinator forage planted

Number of plants identified and labeled

# PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

Native Bee Society of BC

### **BUDGET**

DESCRIPTION OF EXPENSES

'--Seeds

--annual and perennial seedlings and plants

- --organic amendments/ fertilizer
- -topsoil
- --tools (snips, floral scissors, pruners, gardening gloves, kneelers)
- --irrigation equipment
- --Plant labels and markers
- --flower supports (trellising, netting, stakes)
- honorarium for workshop leaders (\$350 each)

LIST OF SUPPLIES AND MATERIALS tools, labels, soil, fertilizer, flower supports, seeds, seedlings

### **Projected Cost**

\$1,400.00

MARKETING
Facebook/ Instagram marketing

# **Projected Cost**

\$50.00

OTHER EXPENSES

Honorarium for Workshop Leader/\$350 each

# **Projected Costs**

\$1,050.00

OTHER SOURCES OF FUNDING

no

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and reduced honorarium costs for the beneficial insect's habitat and enhancement workshops. Reduced honorarium fee to \$450, \$150 per instructor for the three workshops to stay more aligned with the grant guidelines of a max honorarium of \$350.

# Richmond Nature Park Society (2)

PROJECT TITLE

Musqueam Workshops

**FUNDING REQUESTED** 

\$2,000.00

SOCIETY NUMBER

898746938 RP0001

APPLICANT INFORMATION

Name: Lori Bartley

Address: 11851 Westminster Highway

Richmond, BCV6X 1B4

Phone Number: 604-238-6188

Email: nature@richmond.ca

DATE OF INCORPORATION

May 9, 1975

**CO-APPLICANT INFORMATION** 

Name: Angela Soon

Address: 11851 Westminster Highway

Richmond, BCV6X 1B4

Phone Number: 604-238-6188

Email: asoon@richmond.ca

# **DESCRIPTION OF PROJECT**

Richmond Nature Park, sits on Musqueam traditional territory and bears a name gifted to us at a special ceremony led by past Musqueam Chief t?y?????t? (Dominic Point). Our facility bears the name "Mul Sum La Lum" which means "Blueberry House" in h?n?q??min??m? (Musqueam Language). Over the years, Richmond Nature Park has offered occasional Musqueam programming in collaboration with Musqueam artists and cultural representatives. It is our intent, in this time of reconciliation, to incorporate Musqueam culture into our regular programming. We will continue to invite Musqueam elders, cultural representatives, and artists to come and share culture with the Richmond community.

### PROJECT TIMELINE

February (Family Day) to September (Reconciliation Day) workshop series

#### PROIECT LOCATION

Richmond Nature Park

### COMMUNITY ENGAGEMENT AND OUTREACH

Posters, social media, read-o-graph, word -of-mouth

### CAPACITY AND EXPERIENCE

Richmond Nature Park has offered indigenous workshops in the past and has continued communication with Musqueam members.

# TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

This project will benefit the community of Richmond by supporting the development of a stewardship ethic by learning how to care for the earth from Musqueam leaders.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We will measure the effects of this project by liaising with several Musqueam leaders, recording the number of programs offered and number of participants in each program, as well as a variety of programs. We will also ask for community feedback.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

PARTNERS
Musqueam Band

BUDGET

DESCRIPTION OF EXPENSES Workshop instructor

Guest speakers

Materials - cedar heart kits

Art supplies

Ingredients for traditional food making

LIST OF SUPPLIES AND MATERIALS
Cedar craft kits, art supplies

### **Projected Cost**

\$1,200.00

MARKETING

Development and design of posters, social media posts

# **Projected Cost**

\$100.00

OTHER EXPENSES

Guest speakers and workshop instructors

# **Projected Costs**

\$700.00

OTHER SOURCES OF FUNDING

no

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and reduced honorarium costs for the Musqueam workshops. Reduced honorarium costs to align with grant guidelines. Marketing costs are not covered this year in any grant due to demand on grant funding.

# GreenSeeds Music Society

PROJECT TITLE

Richmond Nature Wonderland Fest

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER S-0063613

APPLICANT INFORMATION

Name: Erzsi Institorisz

Address: 208-5700 Andrews Rd

Richmond, BCV7E 6N7

Phone Number: 604-306-4762

Email: erzsi@greenseedsmusic.org

DATE OF INCORPORATION

February 5, 2015

**CO-APPLICANT INFORMATION** 

Name: Jay Peachy

Address: 7391 Ash Street Richmond Canada

Richmond, BCV6Y 2R9

Phone Number: 778-951-8095

Email: jp@jpeachygallery.com

### **DESCRIPTION OF PROJECT**

This application for a City of Richmond Environmental Enhancement Grant is to provide funding for 2 community engagement events focused on wildlife education. A summary of the event is below:

- Richmond Nature Wonderland Fest (Dates TBA in 2023) is a family friendly, intergenerational pop up outdoor event for the public consisting of mostly Richmond, B.C., residents; organized to bring together doers, artists, teachers and those with a love of nature and their community who want to ensure a healthy environment for all. Throughout the day, the public would be able to learn about local wildlife (with a focus on content about pollinators) native and invasive plant species; and be treated to a lineup of local artists, puppetry, music, stories and dance. This Richmond Climate Hub initiative by GreenSeeds Music Society, aims to enhance the City of Richmond's Ecological Assets by engaging the public through Stewardship and Collaboration.

### PROJECT TIMELINE

As a Richmond Climate Hub initiative by GreenSeeds Music Society, we would like to do 2 pop up community engagement events in 2023. This application, requests funding for 2 events. Our main hope is to host the Richmond Nature Wonderland Fest in April 2023, followed by a follow up to December 2022's Richmond Wonderland Winter Solstice event (Date TBA December 2023).

# PROJECT LOCATION

We have been invited by Urban Bounty to host these events in Paulik Park, but would also welcome hosting either event at Garry Point Park, new Minoru park or the Garden City Lands.

### COMMUNITY ENGAGEMENT AND OUTREACH

We will distribute posters to coffee shops and local community centers and condo buildings, as well as, share the invite via paid social media advertisements and reach out to the Richmond News calendar team and paper regarding an announcement. The Winter solstice events incorporate a lantern parade which engages youth and teachers from local schools in a showcase of their lanterns during the event.

### CAPACITY AND EXPERIENCE

GreenSeeds Music Society was the organizer of the 2019, 100debates on the Environment event for the City of Richmond during the elections. We've also collaborated on multiple events with Climate Reality as hosts of Vancouver and Richmond Climate Hub initiatives and panel talk events. In 2021 and 2022, we joined Pancakes and Puppetry in 6 pop up community arts based events and have access to a great network of local artists and educators.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

We would engage the populations of Steveston and Richmond Center areas frequented the most by Richmond's residents and visitors.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

We will create event pages to gather RSVPs where possible to gather headcount and also have a #RichmondWonderland social media campaign asking attendees to share their favourite moments.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

Pancakes & Puppetry and Urban Bounty

# BUDGET

DESCRIPTION OF EXPENSES

Partner Org / Artist honorarium x 6

\$2010

Indigenous Honorarium x1

\$150.00

Insurance

\$310.00

Marketing and promotion

\$30

Total

\$2500

# LIST OF SUPPLIES AND MATERIALS

0

### **Projected Cost**

\$30.00

MARKETING

N/A

# **Projected Cost**

0

### OTHER EXPENSES

### **Projected Costs**

\$2,470.00

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<sup>\*</sup> Artist honorariums (based on CARFAC's 2023 fee for Presentation and Consultation of \$335 for a half day)

# OTHER SOURCES OF FUNDING

None yet

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with reduced honorariums and insurance costs for the various shows. Reduced honorarium fee to align with grant guidelines. Consider scaling back application to just one show instead of two to better align with grant funding provided.

# WS Immigrant and Multicultural Services Society

PROJECT TITLE

Clean Shoreline and Street

**FUNDING REQUESTED** 

\$2,500.00

SOCIETY NUMBER

S-0066259

APPLICANT INFORMATION

Name: Sophia Zhang

Address: 8764 Cook Cr.

Richmond, BCV6Y 1X2

Phone Number: 778-863-5828

Email: zhang.sophia8@gmail.com

DATE OF INCORPORATION

October 28, 2016

**CO-APPLICANT INFORMATION** 

Name: Arthur Ko

Address: 11590 Cambie Rd, #235

Richmond, BCV6X 3Z5

Phone Number: 778-800-2214

Email: arthur@advancedtax.ca

# **DESCRIPTION OF PROJECT**

WS Immigrant and Multicultural Services Society is a non-profit organization and volunteer-based group. We have been sending hundreds of volunteers to clean our shorelines and streets. With this grant, we will send our volunteers to 10 different shorelines and streets in total of 10 times to clean up the areas.

## PROJECT TIMELINE

10 different shorelines and streets within Richmond, BC

### PROJECT LOCATION

10 different shorelines and streets within Richmond, BC

### COMMUNITY ENGAGEMENT AND OUTREACH

Word of mouth, social media platforms, WS official websites, City of Richmond websites, etc.

# CAPACITY AND EXPERIENCE

WS Immigrant and Multicultural Services Society (WSIMS) is an incorporated non-profit organization and a volunteer-based group. Over the decades it has been providing immigrant and refugee settlement services as well as intercultural services including free language and computer training, free cleaning, free support for seniors, women, children, youth, Indigenous people, people with disabilities, vulnerable people and other groups experiencing marginality. We also have been planning, organizing and hosting hundreds and thousands cross-cultural events, workshops, seminars, conferences, book launches, Discover World Culture series and more to create awareness, understanding and appreciation of multiculturalism, to build happier families, healthier communities and to foster intercultural harmony.

# TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Clear environment for Richmond seniors, women, children, youth, Indigenous people, people with disabilities, vulnerable people, other groups experiencing marginality, and for all Richmond residents.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

Clearer environment, healthier people, happier community and better city.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

None

# **BUDGET**

### **DESCRIPTION OF EXPENSES**

With \$2,500 grant hopefully, \$250 for each clean-up trips for 10 trips in total, we are going to buy cleaning equipments, to prepare appreciation certificates, to buy water and snacks for volunteers.

### LIST OF SUPPLIES AND MATERIALS

Clean chemicals, soap, gloves, towels, etc.

# **Projected Cost**

\$2,500.00

**MARKETING** 

# **Projected Cost**

OTHER EXPENSES

# **Projected Costs**

OTHER SOURCES OF FUNDING

no

### CITY STAFF RECOMMENDATION

A grant is recommended to assist with supply costs for the 10 shoreline and street cleanups. Supplies purchased should be able to be used for all cleanups. Refreshment costs are not covered this year in any grant due to demand on grant funding.

# Green Teams of Canada

PROJECT TITLE

**Education & Restoration in Richmond Natural Areas** 

**FUNDING REQUESTED** 

\$2,500.00

SOCIETY NUMBER

XS-0063065

APPLICANT INFORMATION

Name: Green Teams of Canada

Address: Unit 218 - 676 West 6th Ave

Richmond, BCV5Z 1A3

Phone Number: 778-968-2693

Email: ashton@greenteamscanada.ca

DATE OF INCORPORATION

October 28, 2013

**CO-APPLICANT INFORMATION** 

Name: N/A

Address: N/A

N/A

Phone Number: N/A

Email: N/A

### **DESCRIPTION OF PROJECT**

Green Teams of Canada (GTC) is seeking support from the Richmond Environmental Enhancement Grant for its Lower Mainland Green Team (LMGT) to run one hands-on environmental education activity removing invasive plants in a natural area/park of the City's choosing.

This project supports goals outlined in the City of Richmond's Official Community Plan and Ecological Network Management Strategy. Through this collaborative partnership between GTC and the City of Richmond, environmental education and stewardship relevant to a multicultural audience will be provided to enhance the Ecological Network and reduce the biodiversity loss and economic impact of invasive species expansion.

This project will provide direct benefits for Richmond including:

- More opportunities for Richmond residents, especially youth, to engage in hands-on environmental education activities, connect to nature, get exercise outdoors, and build skills
- Improvement of natural areas (such as Terra Nova Rural Park, Garry Point Park) through the removal of invasive plants to increase biodiversity and promotion of responsible usage
- Increased public education on the threat of invasive plants and climate change through participation and media articles
- Additional capacity for park staff to conduct conservation work
- Positive media exposure for Richmond's Parks
- A cost effective way to increase environmental stewardship among residents

The community impacts of this project include:

• 20+ community members, mostly aged 12-40 and from Richmond (communities from neighbouring municipalities will also be welcomed) will be engaged and contribute 60+ volunteer hours.

Of the participants engaged, it is expected:

- 60% will be introduced to stewardship activities
- 40% will be introduced to the natural area

These community members will:

- Develop a sense of belonging to community and place, enabling them to take care of each other and the places they live. This is especially important since COVID-19 has led to greater social isolation and loneliness;
- Connect to nature, which cultivates a deeper respect for nature and leads to responsible environmental behaviour;
- Learn about environmental issues such as climate change and how it impacts local ecosystems;
- Have improved mental and physical health;
- Have increased confidence, resilience, and perseverance (vital in the COVID-19 pandemic and climate crisis);
- Build life skills such as critical thinking, leadership, and teamwork;
- Realize the power they have to make a difference as a group of committed people working together towards a common goal;
- Gain practical ecological restoration skills (plant identification, how to remove invasive plants);
- Become aware of civic responsibility and the role they can play in improving the environment and strengthening their community;
- Increase biodiversity and restore habitats in Richmond, making them more resilient to climate change Ecological impacts of this project:
- 3+ cubic metres of invasive plants removed
- 3+ trees and 10+ native shrubs freed from being smothered by invasive plants

Community activities that focus on environmental action are needed now more than ever. The COVID-19 pandemic amplified the need for social connection, sense of community, and connection to nature. GTC activities are organized to ensure community members feel welcomed, supported and serve as a space to encourage social connection. This is vital, in particular for youth, newcomers and minorities who disproportionately experience social isolation, mental health challenges and lack of connection and belonging. GTC has found ways to engage these demographics often under-represented in stewardship and will support these communities through this project.

Recent extreme weather events (floods, heatwaves, drought) in BC affected many Richmond residents and have brought climate change to the forefront of the conversation. The impacts of climate change

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are especially being felt by young people who are expected to solve the problem and deal with its consequences. This project will turn climate anxiety into climate action by creating opportunities for Richmond residents, particularly those aged 12-40, to take direct action to improve environmental health in their community while learning about the local impacts of climate change through hands-on education. This project will instil hope and empower individuals and communities in the climate crisis.

GTC runs high-quality activities that are extremely successful due to the amount of work put into them. The following will take place as part of this project:

- Site visits and planning the activity (determining exact location, invasive plants to target) with City of Richmond staff
- Creation of activity registration and marketing materials
- Extensive outreach through social media, emails, media and personalized invitations to participate extended to community groups, local businesses, schools and First Nations
- Securing in-kind environmentally conscious rewards
- Managing volunteer inquiries
- Purchasing tools, gloves, supplies and refreshments
- Environmental education for participants including park history (including Indigenous connection), climate change, health benefits of being out in nature, native and invasive plants, and a thorough demonstration on how to identify and remove invasive plants
- Safety instruction for participants including how to use tools safely
- Transportation, set up and take down of tent, supplies, tools, gloves, communication banners, etc. for activities
- Washing gloves
- Documentation of activities through 50+ photos and 2+ videos of community members in action, sharing the impact of their participation.
- Recording, tracking, assessing and compiling participant and ecological impact in database management system
- Administering a survey asking participants for feedback and impact
- Writing volunteer letters
- Reporting through a detailed blog describing community and ecological impacts (including before and after photos). The blog is posted shortly after the activity and disseminated to participants, the public and media through social media and emails.

Contacting media before and after each activity

This project will run in-person outdoors and will focus on ensuring all participants are respected and feel safe and comfortable of where they are at with COVID-19.

# PROJECT TIMELINE

This project will take place on a Saturday or Sunday between November 1, 2022 and June 30, 2023. The exact date of this project will be confirmed with Magnus Sinclair/City of Richmond. This activity could take place in any month within this period.

### PROJECT LOCATION

This project will take place at a natural area/park in the City of Richmond, with the exact location to be determined by the City. Past GTC activity locations: Terra Nova Rural Park, Garry Point Park

### COMMUNITY ENGAGEMENT AND OUTREACH

GTC's unique community engagement model includes conducting extensive outreach to everyone in the community, especially those who may not normally participate in stewardship activities. This includes researching and contacting potential participants, schools, organizations and businesses, utilizing social media, media outlets (local newspapers) and tapping into the LMGT's volunteer base of over 5,500 people, including Richmond residents.

#### CAPACITY AND EXPERIENCE

Since 2013, Green Teams of Canada (GTC) has connected, built and empowered diverse communities through hands-on educational activities that promote health, well-being and environmental stewardship. Activities include invasive plant removals, planting of native species and clean-ups. GTC has won 11 social innovation awards (national, provincial and local) because it has reached and engaged a previously untapped young demographic aged 12-40. GTC's Lower Mainland and Greater Victoria Green Team programs are among the largest environmental volunteer groups in their respective regions.

So far, the two programs have:

- Run 800+ activities in 120 green spaces and 30 municipalities
- Engaged 12,500+ community members of all ages, backgrounds and abilities
- Removed 4,800+ cubic metres of invasive plants (equivalent to 30,000 bathtubs)
- Planted 25,500 native trees, shrubs and herbaceous plants
- Removed 7,300+ pounds of garbage, mostly from shorelines
- Worked with 65 schools and 100+ government agencies, non-profit organizations, educational institutions, land trusts and stewardship groups
- Raised environmental awareness to 2 million people through media coverage (120+ times, including Global News, CBC Radio, and local newspapers)

Environmental and human health depends on our connection to community and nature, and this has never been more clear than in the climate crisis and COVID-19 pandemic. GTC's community engagement model was first developed in 2011 in the Lower Mainland to address social isolation, sedentary lifestyles, and a lack of local opportunities for individuals, particularly youth, to make a positive tangible impact on the environment.

Using activities that enhance natural habitat, GTC focuses on empowering people. In changing and impacting people, health and well-being is prioritized, lifelong environmental stewardship is promoted, and community members are enabled to take care of each other and the places they live.

The Lower Mainland Green Team (LMGT) has run activities in Richmond since its founding in 2011, and has recently run activities with the City of Richmond at Terra Nova Rural Park in 2020, 2021 and 2022, and Garry Point Park in 2022. To read summaries of these activities, please click the following links:

- September 18, 2022 (Garry Point Park): https://greenteamscanada.ca/2022/09/19/garry-point-park-richmond-september-18-2022/
- April 17, 2022 (Terra Nova Rural Park): https://greenteamscanada.ca/2022/04/18/terra-nova-rural-park-richmond-april-17-2022/
- April 23, 2022 (Terra Nova Rural Park): https://greenteamscanada.ca/2022/04/24/terra-nova-rural-park-richmond-april-23-2022/
- April 24, 2021 (Terra Nova Rural Park): https://greenteamscanada.ca/2021/04/25/terra-nova-park-april-24-2021/
- April 17, 2021 (Terra Nova Rural Park): https://greenteamscanada.ca/2021/04/19/terra-nova-park-april-17-2021/
- November 20, 2020 (Terra Nova Rural Park): https://greenteamscanada.ca/2020/11/09/terra-nova-park-november-7th-2020/

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Activities are inclusive and engage people of all ages, abilities and backgrounds, notably those aged 12-40. Participants include but are not limited to students, at-risk youth, new immigrants, religious groups and Indigenous communities. Those with varying abilities are welcome and provided with alternative tasks (e.g. supervising and taking photos) that suit their needs. 65% of GTC participants are engaging in stewardship activities for the first time.

It is easy to sign up and attend a GTC activity as no experience is necessary. At no cost to participants, an educational talk and detailed training is provided in addition to tools, gloves, refreshments and rewards. GTC acknowledges the Indigenous territory where each activity takes place and how it contributes to reconciliation.

This project will take place at any natural area/park in the City of Richmond that City staff decide and has determined to be a priority. GTC will enhance this natural area by educating participants on and removing invasive plants that are overtaking native vegetation and trees.

### MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

To measure the effects of this project, GTC will:

- Use registration and check-in/out forms to track the number of participants, demographics, who was introduced to Terra Nova Rural Park and stewardship activities, and volunteer hours
- Take 50+ photos of participants in action for the activity and post them online
- Take videos of participants in action and sharing their experience

- Conduct a post-activity survey to receive feedback on the activity and benefits experienced by participants
- Measure the volume of invasive plants removed in cubic metres using a measuring tape
- Measure the area of habitat revitalized in square metres using a GPS
- Count the number of trees and shrubs freed from invasive plants

All data is inputted into a database management system to track and report on outcomes. A blog will be published on GTC's website within 36 hours of the completion of the activity reporting the outcomes and showcasing photos. A PDF report summarizing the activity will be provided.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

#### **PARTNERS**

GTC acquires in-kind products from sustainable businesses to give to volunteers as rewards. This includes Green Beaver, Carina Organics, Camino Chocolate, Blume, Nelson Naturals, Swedethings, West Coast Seeds, Tru Earth, Burts Bees, Salt Spring Coffee, OLA Bamboo, Noochpop, LUSH & more.

#### BUDGET

### **DESCRIPTION OF EXPENSES**

- Materials
- Supplies
- Community engagement work (plan and run activities, conduct outreach, provide education, measure and report on impact)
- Insurance

### LIST OF SUPPLIES AND MATERIALS

Shovels, loppers, pruners, rakes, gloves, refreshments, tarps, COVID-19 safety supplies (hand sanitizer, disinfectant spray, masks)

### **Projected Cost**

\$205.00

#### MARKETING

Conducting outreach, providing volunteers with hands-on education, managing volunteers

# **Projected Cost**

\$1,972.00

# OTHER EXPENSES

Transportation of tools and supplies to and from activities, and activity administration including insurance and database management system for evaluation

# **Projected Costs**

\$323.00

### OTHER SOURCES OF FUNDING

A GTC activity costs \$3,000+ to run. This grant will fund a portion of this project, with the remainder covered by GTC/other sources. GTC will provide \$2,016+ of in-kind (photos, media, volunteers)

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies, insurance and honorarium costs for the restoration work in one of Richmond's natural areas. Strong application with a high level of detail.

# Birds Canada

PROJECT TITLE

Enhancing citizen monitoring of birds in Richmond

FUNDING REQUESTED \$2,500.00

SOCIETY NUMBER

119024313

APPLICANT INFORMATION

Name: David Bradley

Address: 206-4841 Delta Street

Delta, BCV4K 2T9

Phone Number: 604-401-6850

Email: dbradley@birdscanada.org

DATE OF INCORPORATION

January 1, 2022

**CO-APPLICANT INFORMATION** 

Name: James Casey

Address: 1247

Victoria, BCV8V 3R8

Phone Number: 778-886-3255

Email: jcasey@birdscanada.org

## **DESCRIPTION OF PROJECT**

Located along the Pacific Flyway the Fraser River Estuary, of which the City of Richmond is part, has been identified as a globally significant Key Biodiversity Area and a Ramsar Wetland of International Significance in part due to the migratory bird populations found on agricultural and intertidal lands of the estuary. The identification of the Fraser River Estuary as a Key Biodiversity Area is strongly linked to hundreds of volunteer hours put in by citizen scientist to count and report on birds using the Fraser Estuary.

Enhancing community monitoring is identified as a tool within the Ecological Management Strategy for instance action 4.8, 7.3, 8.3, 9.1 and 9.2 all speak to the need to enhance monitoring capacity. Action 4.8 is particularly relevant in this case. "Develop and implement tools for 'Citizen Scientists' that encourage local residents to inventory, monitor and protect the central wetlands environment (i.e. monitoring of wildlife activity, removal of invasive plants."

Birds Canada is proposing to use funds from the City of Richmond Environmental Enhancement Grant to further develop our capacity to monitoring of shorebirds in Richmond through 3 pieces of work:

- 1. Birds Canada organizes an annual bird survey of the entire delta in November. This survey spans from Iona Island to the US border and includes a number of land surveys within the Richmond area. Funds from the City of Richmond Environmental Enhancement Grant will go towards organizing the Richmond portion of that annual survey.
- 2. Data collected through monitoring needs to be analyzed and reported on if it is going to benefit conservation. Within the timeframe of the grant Birds Canada will work with the Garden City Conservation Society and the Richmond Nature House to present to community members on the data collected. The monitoring efforts are long term projects so beyond the timeframe of the grant the data collected will be used in peer-reviewed publications, freely available for download from the

NatureCounts Database and provided to any level of government interested in understanding the abundance and location of migratory birds within the Fraser Estuary.

3. To have as much impact as possible when communicating results Birds Canada will work with local artist to translate migratory bird data into engaging art installations that reach a broader audience on the importance of the estuary for migratory shorebirds.

### PROJECT TIMELINE

The community bird survey of the Fraser Delta takes place on the 3rd weekend of November. So the 2022 survey will be Nov. 19 and the 2023 survey will be Nov 18.

The communication of monitoring results will take place in fall of 2023 once fall counts are completed so October / November of 2023.

The art based communication will take place at community events such as Earth Day events and the Garlic Festival throughout the spring and summer.

### PROJECT LOCATION

The bird survey is Richmond wide but focuses on the coastal portion and on agricultural lands. Although not technically Richmond it also includes Iona Island. The outreach will take place at the Bird

# COMMUNITY ENGAGEMENT AND OUTREACH

For the Fraser Estuary wide bird survey we promote the activity through the Birds Canada and Fraser IBA social media channels. We also have an existing list of approximately 90 volunteers from previous counts that we distribute the announcement to. Lastly we work closely with a network of community naturalist groups include Garden City Conservation Society and WildResearch in Richmond to recruit volunteers bird monitors.

Birds Canada is also a partner in the Important Bird and Biodiversity Area Caretaker Network run by BC Nature, so we will distribute notice of the workshops to BC Nature and local naturalist clubs through that network.

Lastly we would use local media such as the Richmond News and Vancouver is Awesome to circulate news of the events and findings from the monitoring.

#### CAPACITY AND EXPERIENCE

Originally registered in 1967 Birds Canada is Canada's largest and most established bird conservation organizations. Birds Canada had a number of local staff with extensive personal experience as professional bird guides. Birds Canada staff also have decades of experience offering workshops and otherwise engaging Canadians in stewardship activities. Birds Canada has coordinated the BC Coastal Waterbird Survey and Project Feederwatch and is the Canadian host of eBird-Canada the world's largest citizen science bird monitoring project. Collectively, staff at Birds Canada have contributed to over 250 peer-reviewed publications and have in house expertise on a number of the bird species found in and around the City of Richmond.

### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

As for the location of the efforts the citizen science monitoring currently focuses on the coastal regions of Richmond such as Terra Nova and along the West Dike as well as Iona Island. There is also an effort to survey the agricultural land reserve.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

In the short term impacts will be measured by the number of volunteers participating in monitoring activities and the number of participants we connect with at community events. Once the activities have been implemented impact will be measured by the percentage of the Fraser Estuary Key Biodiversity Area covered by monitoring efforts, the number of species detected in these monitoring efforts and number and type of communications products developed as part of these efforts. Over the long term impacts will be measured by years of monitoring collected, by species trends associated with the monitoring and examples of monitoring data informing management activities.

### PARTNERSHIPS WITH OTHER ORGANIZATIONS

Yes

### **PARTNERS**

In order to implement all parts of this grant Birds Canada would work in partnership with Garden City Conservation Society, WildResearch, Canadian Wildlife Service and BC Nature.

#### BUDGET

### DESCRIPTION OF EXPENSES

Birds Canada Staff time - \$500 per monitoring event x 1 = \$500

Birds Canada Staff time - \$250 per monitoring workshop x 2 = \$500

Birds Canada Staff time for outreach activity \$250 per activity x 3 -\$750

Honorarium for community artist to translate bird science to community art - \$500

Development and printing of brochure explaining Fraser Estuary Key Biodiversity Area - \$250

Total - \$2500

### LIST OF SUPPLIES AND MATERIALS

Development and printing brochure explaining Fraser Estuary KBA

# **Projected Cost**

\$250.00

### MARKETING

\$0

# **Projected Cost**

\$0.00

#### OTHER EXPENSES

Artist Honorarium

### **Projected Costs**

\$500.00

### OTHER SOURCES OF FUNDING

Yes

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with supplies and reduced honorarium costs for the three shorebird projects proposed. Reduced honorarium to align with grant guidelines.

# Eco-Marlins/ Marlinaires

PROJECT TITLE

Matthew McNair Secondary Spring Shoreline Cleanup

FUNDING REQUESTED

\$500.00

SOCIETY NUMBER

N/A

APPLICANT INFORMATION

Name: Yusuf Savory

Address: 10820 Blundell Rd

Richmond, BCV6Y1L1

Phone Number: 604-782-5786

Email: yusufsavory@gmail.com

**CO-APPLICANT INFORMATION** 

Name: Jiya Nota

Address: 10051 Dennis Crescent

Richmond, BCV7A 3R9

Phone Number: 778-723-7518

Email: jiyanota57@gmail.com

## **DESCRIPTION OF PROJECT**

Yusuf and I are part of the executive team of 2 clubs at our school, mine is called Marlinaires, and his is called Eco-Marlins. Last year, our clubs both got requests from our members to do a beach/shoreline cleanup. So, this year we are planning on doing it! We think it would be a wonderful opportunity to do hands-on work outside the community of our school but within Richmond, help preserve our wonderful coastline, make an impact, and go outside into nature!

In addition to this, we would also like to plant fruit trees in our backfield, as a sort of secondary project. A while back when I was in elementary school, the Grade 7's at the time planted trees around the walking path in our field, and it really made our field look and feel more walkable, and encouraged people to go and walk the path. I specifically remember going around the path with my friends to look at the trees! We want to create that in our community at McNair, because we have a beautiful, very big field, and know it's used for many sports and recreational activities. We have soccer, rugby, and track teams that practice there, and outside-of-school baseball and softball teams that practice in our field. On top of that, many students walk on the path to get to school, and people in our community take advantage of it to walk and use it for their own leisure.

This relates to the conservation and enhancement of our unique island environment by reducing the amount of pollution going into the ocean and helping to create a healthy ecosystem. So much marine life depends on the beach ecosystem, which plays an important role in the ocean. We, as students, also want to conserve the community around us, as I know many of us go to the Dyke with our friends and family, and as mentioned above, many sports teams, students, and members of the community take advantage of our field and would like to continue doing so.

The execs and I would go and visit the site beforehand, and try to map out where we want to clean, and map out areas that each exec can take a small group to. We would also decide the amount of time we want to spend in each area based on how much garbage there is in each spot. We would also have to

submit a request to the Richmond municipality to use the site and ask for guidance on how to dispose of the waste.

We are also wanting to do this through the OceanWise Shoreline Cleanup organization, as they have a lot of helpful resources on how to plan a cleanup, when the area has been cleaned last, and it tracks data of what garbage has been picked up, and what volume. They then use this data to see which kinds of garbage are ending up on our shoreline the most and try to combat that.

In conclusion, we as execs and as members of the Richmond community feel as though these 2 projects would make a positive impact on our community and be a learning experience for the students who participate, including us.

### PROJECT TIMELINE

The Richmond School District will have a district-wide professional development day on May 19, 2023, which is when we plan to have our Shoreline Cleanup. We plan to have our shore clean up on a Pro-D Day as Pro-D Days are when the majority of our club members are available.

For our fruit tree planting event, we are currently unable to set the date as we need the weather to be nice in order to plant the fruit trees.

### PROJECT LOCATION

We will be having our shore line cleanup down the Horseshoe Slough trail ending along the Dyke Rd. We will—with the permission of the School District—be planting near the fruit trees behind our Schoo

#### COMMUNITY ENGAGEMENT AND OUTREACH

We will first begin by promoting our school and our clubs and encouraging them to participate and get people they know to join. In addition, we will put up posters, do announcements, make Instagram posts, and maybe even go class to class to get our school community involved.

#### CAPACITY AND EXPERIENCE

As club execs, I don't think any of us have done a field trip with our club before, as we became execs during Covid times, but I know outside of our club roles a few of us have organized field trips and events like this! For example, 2 of the Eco-Marlins execs and I are in a class called Leadership at our school, and we participated in organizing the Grade 8 retreat at our school in which we planned out every minute of the day, came up with and led activities with them, and took them to bowling! In addition to this, one of the Eco-Marlins execs has actually organized and participated in a shoreline cleanup before through Oceanwise for her girl guides group! So we have some expertise in that area:) Both of our sponsor teachers have organized events like this before allowing them to give guidance and advice. Obviously, we want to be doing the brunt of the planning as they are our clubs and we have been wanting to do this for a year now, but if we need any guidance we can always ask them! In conclusion, I believe in every exec involved to plan this:)

As for the fruit tree planting, Eco-Marlins has a full garden in one of our courtyards, by their sponsor teachers' class! So they have a lot of experience planting plants. And Marlinaires is full of dedicated volunteers who don't mind getting their hands dirty. In addition to this, the Eco-Marlins sponsor teacher has a lot of experience with planting and maintaining plants and trees, so we can always go to him for guidance.

#### TARGET AUDIENCE AND ENVIRONMENTAL AREA BENEFITED

Both the shoreline cleanup and fruit tree planting will benefit Richmond residents as both locations are commonly used walking areas in Richmond. With the shoreline cleanup the removal of trash will help make the trail a more inviting walking and recreational area. It will also help the surrounding wildlife with the removal of harmful garbage that is foreign to their natural environment. We also hope in our attempt to combat plastic in the ocean we help stop the unofficial plastic cycle, to try and lessen the amount of microplastic, ingestion, and entanglement caused by plastic. The fruit tree planting will help provide natural habitats for the local wildlife and provide shade for walkers nearby.

# MEASUREMENT OF SUCCESS (SHORT AND LONG TERM)

One long-term way we will measure the effects of this event is with the data collected through OceanWise, and their annual report and data detailing. A short-term way we can see the effects of our work is by taking before and after pictures and seeing the immediate impact we have had.

As for the trees, we can measure the effects of our project by seeing how much nicer and walkable the area looks, as well as a long-term way of seeing how they grow! As they grow, the trees will provide more shade for people and more areas to sit, so after we have graduated and passed by the school we can see how much they have grown!

#### PARTNERSHIPS WITH OTHER ORGANIZATIONS

No

**PARTNERS** 

BUDGET

DESCRIPTION OF EXPENSES

Shoreline Cleanup

Garbage picking tongs \$50

Safety equipment (i.e. safety vests and gloves) \$65

Garbage bags and sharps container \$35

Food and lunch for volunteers \$125

Tree Planting

Fruit trees purchased from a nursery \$175

Tree watering bags \$50

Gloves (reused from Shoreline Cleanup)

LIST OF SUPPLIES AND MATERIALS

Garbage Bags, Sharps Container, Buckets, Tongs, Fruit Trees and tree watering bags

### **Projected Cost**

\$375.00

MARKETING

We will have no marketing expenses as we use social media to market our events.

7099846

# **Projected Cost**

\$0.00

OTHER EXPENSES
Lunch For Volunteers

# **Projected Costs**

\$125.00

### OTHER SOURCES OF FUNDING

Yes, we do. Both our clubs do fundraisers, and Eco-Marlins has money saved up.

# CITY STAFF RECOMMENDATION

A grant is recommended to assist with the shoreline cleanup supplies and fruit tree planting project supplies. Use their own money they mention in the grant for the food for volunteers as refreshment costs are not covered this year in any grant due to demand on grant funding and apply additional funds to more trees.

# 2023 Environmental Enhancement Grant – Scoring Criteria

# Grant Advisor: Individual/Organization:

Scoring				
4 Sept. 10 S	O 1 2 3 4 5 6 7 8 9 No Strongly Somewhat Neutral Somewhat Strongly nswer Disagree Disagree Agree Agree			
Grant Guidelines				
1	The application includes activities that will lead to positive environment results within the timeframe of the project.			
2	The application includes opportunities for Richmond residents to be involved.			
3	The application clarifies the specifics of the positive environmental impact the initiative will yield.			
4	The application is consistent with and supportive of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the OCP as follows:  • protect, enhance and expand a diverse, connected and functioning Ecological Network;  • promote green infrastructure and the Green Infrastructure Network and their underlying ecosystem services;  • proactively implement practices to protect and improve water, air and soil quality;  • develop Partnerships for "Ecological Gain";  • fostering Environmental Stewardship; and  • achieve long-term protection for ESAs through the implementation of the 2012 ESA Management Strategy.  Note: during evaluation, applicants only have to address one of theses goals, however, they should receive a higher score relative to the number of goals that they address.			
5	The application includes innovative projects that will contribute to a connected and functioning Ecological Network as presented in the City's ENMS and PTMS as follows:  • manage and enhance ecological assets;  • strengthen city infrastructure;  • create, connect and protect diverse and healthy spaces;  • engage through stewardship and collaboration;  • preserve and protect the public urban forest;			

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	<ul> <li>manage and maintain a healthy and safe public urban forest;</li> <li>enhance and expand the extent and health of the public urban forest; and</li> <li>educate and engage with the community on the benefits of the public urban forest and provide opportunities for community stewardship.</li> <li>Note: during evaluation, applicants only have to address one of theses goals, however, they should receive a higher score relative to the number of goals that they address.</li> </ul>	
6	The application contributes to healthy, diverse and functioning ecosystems.	
7	The application supports the development of a stewardship ethic in the community.	
8	The application supports the City's circular economy principles:  • maximize the value of resources, by design, through responsible consumption, minimizing waste and reimagining how resources flow in a sustainable, equitable, low-carbon economy.	
Apj	olicant	
9	The applicant demonstrates efficiency and effectiveness.	
10	The applicant has sufficient organizational capacity to deliver the proposed project or service.	
11	The applicant is clear in their application and demonstrations an understanding for the work and resources required to complete the proposed project.	
Cor	re Considerations	
12	The grant will be used to improve quality of life for Richmond residents, build community and enhance, restore or conserve Richmond's unique environment.	
13	The application addresses the following items outlined in Council's Strategic Plan 2018-2022: A Sustainable and Environmentally Conscious City: <ul> <li>addressing local climate change;</li> <li>local urban agriculture;</li> <li>utilization and naturalization of open spaces; and</li> </ul>	

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14	The application includes objectives that are realistic, achievable and measurable.	
15	The project has clear goals and objectives.	
16	The application contains a clear action plan.	
17	The application includes evidence of community support.	
18	The application includes evidence of an evaluation plan to measure the project effectiveness.	
Fin	ancials	
19	The applicant has sought funding from sources other than the City for the proposed project or service.	
20	The applicant requires financial assistance to implement the proposed project or service (could this project still happen without full funding).	
21	The budget is reasonable and realistic for the proposed project or service.	
22	The financials are complete and provide detailed explanations in a clear, coherent and convincing manner.	
Not	es:	



# Environmental Enhancement Grant Guidelines

Community Services Division Parks Programs

### **Program Overview**

The Community Environmental Enhancement Grant provides financial support to individuals and registered non-profit organizations for action-based projects that have measurable, positive outcomes on the environment in Richmond. Projects must be inclusive and focus on initiatives that contribute to the enhancement, restoration or conservation of Richmond's unique island natural environment.

### **Program Requirements**

All projects must demonstrate that initiatives are measurable and will result in positive environmental impacts. All applications will be reviewed and prioritized according to the following criteria:

- Activities that will lead to positive environment results within the timeframe of the project;
- Opportunities for community members to be involved;
- A clarification on the specifics of the positive environmental impact that the initiative will yield;
- Consistent with and supportive of the City's environmental goals as presented in chapter 9.0 Island Natural Environment of the Official Community Plan;
- Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's <u>Ecological Network Management Strategy</u> and <u>Public Tree Management Strategy</u>;
- Contributes to healthy, diverse and functioning ecosystems;
- Supports the development of a stewardship ethic in the community;
- Supports resident activation in environmental enhancement; and
- Supports the City's <u>circular economy principles</u>.



#### **Core Considerations**

A successful project should address Council Strategic Plan 2018-2022: A sustainable and Environmentally Conscious City by aligning with the following items:

- 1. Addressing local climate change;
- 2. Local urban agriculture;
- 3. Utilization and naturalization of open spaces; and
- 4. Nature and wildlife education.

The <u>Ecological Network Management Strategy</u> is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city, within neighbourhoods, and across land uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive. The Ecological Network is built upon the following four primary goals:

- Goal 1: Manage and Enhance our Ecological Assets;
- Goal 2: Strengthen City Infrastructure;
- Goal 3: Create, Connect and Protect Diverse and Healthy Spaces; and
- Goal 4: Engage through Stewardship and Collaboration.

## **Eligibility**

- 1. Individuals are eligible for a \$500 Environmental Enhancement Grant.
- 2. Registered non-profit societies (society incorporation number must be provided) are eligible for a \$2500 Environmental Enhancement Grant. These groups include:
  - Environmental groups;
  - Community groups;
  - Youth and seniors groups;
  - Community-led associations; and
  - Service clubs.

Note: Non-profit organizations operating outside of Richmond are eligible to apply for grant funding for projects occurring in Richmond, however these projects will receive lower prioritization than Richmond based organizations.

#### Purposes eligible for funding

Grants may be used for the following purposes:

- Materials (e.g. plants, soil, amender);
- Supplies (e.g. equipment rentals, tools, safety equipment);

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- Marketing and promotion;
- Education;
- Honorarium (up to \$350); and
- Insurance.

### What type of projects will be considered for grant funding?

The following are examples of eligible projects under the Community Environmental Enhancement Grant. These projects may be part of a larger initiative, or be carried out as one-day events:

- Invasive species pulls;
- Native tree and shrub planting;
- Create or enhance bird habitat;
- Create or enhance pollinator and beneficial insect habitat;
- Watercourse enhancement;
- Shoreline and street clean-up's;
- Wildlife education:
- Fruit tree gleaning;
- Projects that expand programs such as <u>Richmond's Bat Friendly City</u> certification, Barn Owl Box Program, Pollinator programs;
- Reduce light pollution in natural areas;
- Citizen science engagement and outreach initiatives;
- Water quality monitoring; and
- Green infrastructure projects (e.g. rain gardens, bioswales).

Note: Projects based on private property will only be considered after all public property-based projects have been considered and awarded.

Projects are not limited to the above examples, if you have questions on whether or not your project is eligible for grant funding please contact the grant administrator.

## What type of projects are not eligible for grant funding?

The following are examples of projects that are not eligible under the Community Environmental Enhancement Grant:

Projects designed only to beautify an area for cosmetic purposes;

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- Projects primarily focused on and/or expenses associated with the construction of infrastructure with the exception of projects related to natural infrastructure;
- Purchase of a vehicle or other non-grant related items;
- Lobbying, advocacy or fundraising activities;
- Further disbursement of funds to a third party recipient;
- Projects that take place outside of Richmond; and
- Projects only designed for recreation.

### What makes for a strong application?

- Enhances, restores, conserves and/or protects the environment;
- Includes objectives that are realistic, achievable and measurable;
- Demonstrates direct and measurable environmental benefit;
- Provides an opportunity for community members to become actively engaged in the project activities and educates them on environmental issues;
- Clearly demonstrates the ability to carry out the project successfully;
- Clear project goals and objectives;
- Clear action plan, which is realistic and attainable in terms of timing and resources:
- Evidence of community support and inclusiveness;
- Evidence of an evaluation plan to measure project effectiveness;
- Evidence of financial need and fiscal responsibility; and
- Willingness to work in collaboration with other City-related sustainability initiatives.

## **Awarding of Grants**

#### 1. Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes the final decisions.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

#### 2. Grant Disbursement

- Applicants may receive full, partial, or be denied funding for their application.
- Applicants who receive partial funding will have the opportunity to confirm if their project can still be implemented.

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

#### 3. Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end.
- Successful applicants must complete and submit the Environmental Enhancement Grant Final Report which will be disseminated upon application approval.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

#### 4. Recuperation of Grant

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

#### 5. No Appeal

There is no appeal to Council's decision.

#### 6. Final Report

 A final report, which will be provided to successful applicants, must be submitted upon project completion

## **How to Apply**

To apply, visit <a href="https://bit.ly/rmdenvirogrant">https://bit.ly/rmdenvirogrant</a> (case sensitive URL)

#### **Contact Information**

For any information regarding the Environmental Enhancement Grant, contact Parks Programs at parksprograms@richmond.ca or call 604-244-1250.



## **Report to Committee**

To:

**General Purposes Committee** 

Date:

January 3, 2023

From:

Kim Somerville

File:

07-3300-01/2023-Vol 01

Director, Community Social Development

Re:

2023 Health, Social and Safety Grants

#### **Staff Recommendations**

1. That the 2023 Health, Social and Safety Grants be awarded for the total recommended amount of \$661,312.00 as identified in Attachment 1 of the staff report titled "2023 Health, Social and Safety Grants," dated January 3, 2023 from the Director, Community Social Development; and

2. That the grant funds be disbursed accordingly following Council approval.

Kim Somerville

Director, Community Social Development

(604-247-4671)

Att. 3

REPORT CONCURRENCE					
ROUTED TO:	CONCURRE	NCE	CONCURRENCE OF GENERAL MANAGER		
Finance Department	Ø		be Erceg		
SENIOR STAFF REPORT REVIEW	Init	TIALS:	APPROVED BY CAO		
	J	QB	Even.		

#### **Staff Report**

#### Origin

The City Grant Program was established to increase community capacity by assisting non-profit community organizations to deliver programs and services that benefit Richmond residents. The Health, Social and Safety (HSS) Grants, governed by City Grant Policy No. 3712, provide funding to eligible non-profit health, social and safety service providers that meet the established grant application and assessment criteria, at City Council's discretion. The purpose of this report is to present staff recommendations to Council regarding disbursement of the 2023 HSS Grants.

This report supports Council's Strategic Plan 2018–2022 Strategy #1 A Safe and Resilient City:

1.4 Foster a safe, caring and resilient environment.

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

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

This report supports the Social Development Strategy 2013–2022:

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**

#### 2023 Health, Social and Safety Grant Budget

The 2023 City Grant Program was approved by City Council with a 3.98% cost of living increase, as per City Grant Policy No. 3712. As a result, the HSS Grant budget increased from \$641,390.00 in 2022 to \$666,917.00 for 2023.

#### Notice Given and Applications Received

On September 14, 2022 the application window for the City Grant Program opened and information was posted on the City's website and social media channels as well as through a media release. The opportunity to apply for HSS Grants was communicated to the Richmond Community Services Advisory Committee to share with their networks and information was provided to previous HSS Grant recipients. An information session was held on September 21, 2022 to provide an overview of the HSS Grant process and eligibility guidelines to interested applicants. The deadline for submissions was October 19, 2022. A total of 30 HSS Grant applications were received for a total request of \$880,409.44.

A table outlining 2023 funding requests and recommended allocations is provided in Attachment 1. A summary of each application, generated directly from information submitted by applicants to the web-based system, is provided in Attachment 2. As application summaries are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicant. Staff recommendations and comments are also included in the summary.

As indicated in the HSS Grant Program Guidelines (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-Fraser Branch), all recommended grants support primarily Richmond residents.

#### **New Applications**

This year, five new HSS Grant applications were received. Four organizations, namely Autism Society of British Columbia, Immigrant Link Centre Society, Society for Youth Empowerment and Strength, and The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council are first time grant applicants. Church on Five has previously received funding through the HSS Grant Program. As it has not applied for a grant since 2019, its 2023 grant submission was reviewed as a new application.

#### **Application Review Process**

A HSS Grant Review Committee, consisting of staff from the Community Social Development Department, reviewed the applications. Assessment criteria outlined in the HSS Grant Program Guidelines were used to guide the recommendation considerations.

#### **Analysis**

The following analysis provides information about the HSS Grant Program, which includes two application streams (minor or major grant requests) and the option to apply for a multi-year funding request for those that qualify. Information is also provided regarding the rationale for partial funding or no funding recommendations and the types of applications that were received in 2023 as compared to 2021 and 2022.

#### Minor/Major Grant Requests

Two application streams are available for the HSS Grant Program: minor grant requests (\$5,000.00 or less) and major grant requests (over \$5,000.00). The application form required for major grant requests is more comprehensive than the application for minor grant requests. Eight organizations applied in the minor grants stream and 22 organizations applied in the major grants stream.

#### Multi-Year Funding Request

Applicants that have received grants for the same purpose for a minimum of five consecutive years are eligible to apply for a three-year funding cycle. In the first year of a cycle, a comprehensive application form is required; for the following two years, a briefer application is required. Multi-year applications are reviewed annually with recommended allocations for funding determined by City Council each year; there is no guarantee of funding allocations or approvals.

#### Reasons for Partial or No Funding

More than half of staff recommendations (17 of 30, or 57%) are for partial rather than full or no funding. The principal reasons for partial funding are:

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

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

- Programs previously funded by other levels of government;
- Funding responsibility lies in other jurisdictions;
- Other funding partners have not been sought;
- Does not primarily serve Richmond residents;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Duplication of service; and
- Quality and completeness of the application.

#### Health, Social and Safety Grant Application Information 2021–2023

The following table provides information about HSS Grant applications and allocations over a three-year period, including this year's applications and recommended allocations.

Table 1: HSS Grant applications information 2021–2023

Year	2021	2022	2023
Total number of applicants	27	28	30
New applicants	1	2	5
Late applicants	0	0	0
Full amount of request recommended	10	10	12
Partial amount of request recommended	15	18	17
Denial recommended (did not meet criteria)	2	0	1
Minor request (\$5,000 or less)	6	6	8
Total amount requested	\$1,127,468	\$842,309	\$880,409
Total budget available	\$626,970	\$641,390	\$666,917
Total allocated	\$626,970	\$630,795	\$661,312

#### 2023 HSS Grant Allocation Considerations

Recommended grant allocations are based on the assessment criteria outlined in the HSS Grant Program Guidelines. The 2023 grant applicants demonstrated similar need and eligibility for funding as in previous years. Recommendations for partial funding will support returning applicants with the same level of funding as last year with an additional cost of living adjustment. Considerations for a number of HSS grant allocations are discussed below:

- In 2021, Family Services of Greater Vancouver (FSGV) received \$48,007.00 in grant funding but was not able to fill a specialized Counselling position, resulting in \$22,051.00 of unspent grant funds that year. In 2022, full grant funding, which included the funding for this position, was allocated to FSGV, with the balance of unspent funds from 2021 subtracted from the 2022 grant funding total. This resulted in FSGV receiving \$25,956.00 in 2022 (\$48,007.00 less the \$22,051.00 in unspent funds from 2021). Staff recommend the same level as 2022 had it received the full amount recommended of \$48,007.00 with a cost of living adjustment.
- Staff recommend that Parish of St. Alban's receive the full amount requested of \$35,000.00. It received a grant of \$22,000.00 in 2022. There has been an increasing number of people experiencing homelessness and food insecurity in the community and growing calls for City support in these areas. Parish of St. Alban's operates four different programs that address food security and homelessness: (1) its Tuesday evening community meals serve 100 people per week, mostly seniors, new immigrants, and people experiencing homelessness; (2) its Wednesday Reaching Home Hamper program provides 33 food hampers each week to vulnerable families which benefit a total of 142 people; (3) its Friday lunch program provides meals to 40 people experiencing homelessness; and (4) its Sunday outreach program provides sandwiches and other ready to eat items to people experiencing homelessness.

• Staff recommend one applicant, Society for Youth Empowerment and Strength, be denied funding. Applications require funding to be sought from sources other than the City to be considered eligible to receive grant funding. The applicant does not demonstrate a shared funding approach and does not meet funding criteria.

Staff recommend grant allocations to 29 of the 30 organizations that applied for a total amount of \$661,312.00. With the allocated 2023 HSS Grant budget of \$666,917.00, this leaves a remaining balance of \$5,605.00.

#### **Financial Impact**

The 2023 HSS Grant Program budget is \$666,917.00. A total of \$661,312.00 is recommended for disbursement.

#### Conclusion

The City's HSS Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and services enhance the social and physical well-being of the community. These grants support the work of non-profit social service agencies whose mandates align with the City's Social Development Strategy goals of social equity and inclusion, citizen engagement, and building on social assets and community capacity. Staff recommend that 2023 HSS Grants be allocated as indicated in Attachment 1 to the applicants dedicated to supporting the well-being of Richmond residents.

Dorothy Jo

Program Manager, Social Planning

Dowthy Chua Jo

(604-276-4391)

Att. 1: 2023 Health, Social and Safety Grant Recommendations

2: 2023 Health, Social and Safety Grant Application Summary Sheets

3: 2023 Health, Social and Safety Grant Program Guidelines

SOCIETY NAME	2022 GRANT	2023 REQUEST	RESIDENTS TO BE SERVED	2023 RECOMMENDED	MULTI- YEAR REQUEST	COMMENT SUMMARY	ATT. 2 PG #
Amyotrophic Lateral Sclerosis Society of British Columbia	\$4,092.00	\$16,068.00	18	\$4,255.00	1	Grant funding towards warehouse rent to store equipment offered at no cost to people living with ALS. The recommendation is for the same level as last year with a cost of living adjustment.	1
Autism Society of British Columbia	N/A	\$4,800.00	480	\$2,500.00		Grant funding towards office rent and utilities to support AutismBC's programs and services for people on the autism spectrum and their families. Partial funding is recommended.	4
Big Brothers of Greater Vancouver	\$6,000.00	\$6,000.00		\$6,000.00		Grant funding towards personnel salaries to support Big Brothers mentorship programs. The recommendation is for the full amount requested.	7
Big Sisters of BC Lower Mainland	\$4,000.00	\$7,500.00	40	\$4,160.00		Grant funding towards personnel salaries to support Big Sisters mentorship programs. The recommendation is for the same level as last year with a cost of living adjustment.	10
Boys and Girls Clubs of South Coast BC	#0.050.00	640,000,00	20	#C 045 00		Grant funding towards personnel salaries for an after school program at Mitchell Elementary School in East Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	4.4
Canadian Mental Health Association, Vancouver- Fraser Branch	\$6,650.00	\$10,000.00	30	\$6,915.00		Grant funding towards personnel salaries and vehicle expenses for day trip activities and programs for children of parents living with mental illness or addiction, mostly from low income families. The recommendation is for the same level as last year with a cost of living adjustment.	14
Chimo Community Services	\$10,000.00	\$30,500.00	72	\$10,398.00	2	Grant funding towards personnel salaries, volunteer support, office expenses and program materials for the delivery of Chimo's Crisis Line, Outreach & Advocacy and Community Engagement programs. The recommendation is for the full amount requested.	17
Church on Five	\$50,000.00	\$50,000.00	7,361	\$50,000.00	3	Grant funding towards personnel salaries and equipment for a free weekly community and outreach meal program. The recommendation is for the full amount requested.	19
Community Mental Wellness Association of Canada	N/A	\$5,000.00	7,140	\$5,000.00		Grant funding towards personnel salaries and program materials for mental wellness education, workshops, events and referrals to other community services offered in English, Mandarin and Cantonese. The recommendation is for the same level as last year plus a cost of living adjustment.	21
Family Services of Greater Vancouver	\$12,000.00	\$93,200.00	6,000	\$12,478.00		Grant funding towards the Counselling, Support and Therapeutic Education Program available to all Richmond residents on a sliding fee scale. Please note that in 2021, Family Services of Greater Vancouver did not use part of the grant they received due to a Counsellor position being vacant for part of 2021, in 2022, they received the full amount requested less the unspent funds of \$22,051 which resulted in them receiving \$25,956. The recommendation is for the same level as 2022 had they received the full amount allocated (\$48,007) with a cost of living adjustment.	24
Greater Vancouver Law Students' Legal Advice Society	\$25,956.00	\$68,729.44	95	\$49,918.00	3	Grant funding towards personnel salaries, volunteer support and operating expenses for the provision of free legal services to people living on low income. The recommendation is for the same level as last year with a cost of living adjustment.	26
Heart of Richmond AIDS Society	\$2,500.00	\$10,000.00	170	\$2,600.00		Grant funding towards office rent to facilitate education/prevention, counselling and support for people living with HIV/AIDS and their families. The recommendation is for the same level as last year with a cost of living adjustment.	29
Immigrant Link Centre Society	\$13,033.00	\$17,000.00	750	\$13,552.00		Grant funding towards personnel salaries and transportation costs for a free food distribution program at four affordable housing sites in Richmond. Partial funding is recommended.	33
Minoru Seniors Society	N/A	\$25,000.00	271	\$10,000.00		Grant funding towards personnel salaries, volunteer support, transportation costs and supplies for the Wellness Connections outreach program, designed to assist frail, atrisk and isolated seniors in Richmond to reconnect with their community and increase independence through participation in recreation programs and wellness services. The recommendation is for the full amount requested.	35
Multicultural Helping House Society	\$5,000.00	\$5,000.00	140	\$5,000.00		Grant funding towards personnel salaries, volunteer support, office rent and program supplies for a program aimed to reduce social isolation for seniors, youth, women and caregivers in Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	38
Parish of St. Alban's (Richmond)	\$5,000.00	\$10,000.00	1,500	\$5,200.00		Grant funding towards volunteer support, office rent and program materials for meal programs that support people experiencing homelessness and isolation. The recommended amount is for the full amount requested.	42
Pathways Clubhouse	\$22,000.00	\$35,000.00	18,340	\$35,000.00		Grant funding towards the Pathways Clubhouse meal program, which provides members with healthy meals at affordable prices. The program also provides opportunities for social connection and support services. The recommendation is for the full amount requested.	45
PLEA Community Services Society of BC	\$35,027.00	\$35,027.00	375	\$35,027.00	3	Grant funding towards personnel salaries for school-based education and prevention workshops that equip children and youth with knowledge and practical tools to keep themselves safe from various forms of sexual exploitation. The recommendation is for the full amount requested.	48
Richmond Addiction Services Society	\$5,000.00	\$5,000.00	3,000	\$5,000.00		Grant funding towards personnel salaries, office expenses and materials for programs that prevent the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors. The	50
	\$226,860.00	\$226,860.00	7,000	\$226,860.00	3	recommendation is for the full amount requested.	53

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

SOCIETY NAME	2022 GRANT	2023 REQUEST	RESIDENTS TO BE SERVED	2023 RECOMMENDED	MULTI- YEAR REQUEST	COMMENT SUMMARY	ATT. 2 PG#
Richmond Cares, Richmond Gives	\$43,615.00	\$50,000.00	49,950	\$45,351.00	3	Grant funding towards the agency's core operating costs, including the information & Volunteer Centre, which connects residents with community resources through the Community Services Directory, Richmond Seniors Directory and Community Events Calendar. The Centre also supports volunteer recruitment efforts of local non-profit organizations through the online Volunteer Now database. The recommendation is for the same level as last year with a cost of living adjustment.	56
Richmond Family Place Society						Grant funding towards personnel salaries and operating expenses for various preventative family support services and programs to Richmond families with children up to 12 years old, including intergenerational programs for families with isolated seniors. The recommendation is for the same level as last year with a cost of living adjustment.	
Richmond Mental Health Consumer and Friends Society	\$38,874.00			\$40,422.00	1	Grant funding towards personnel salaries for a Peer Support Social Group, which aims to empower and reintegrate people who struggle with mental health into the community through volunteer work, social activities, education and leadership opportunities. The recommendation is for the same level as last year with a cost of living adjustment.	59
Richmond Multicultural Community Services	\$6,500.00			\$6,759.00	3	Grant funding towards core funding of programs for immigrant and refugee communities in Richmond, including assistance with settlement and integration and diversity and cross-cultural education and awareness. The recommendation is for the same level as last year with a cost of living adjustment.	62
Richmond Poverty Reduction Coalition	\$13,043.00			\$13,563.00	3	Grant funding towards personnel salaries for outreach and communication, administration and planning, and coordination and participation on tables and committees to support poverty reduction in Richmond. The recommendation is for the same level as last year with a cost of living adjustment.	65
Richmond Women's Resource Centre	\$5,000.00			\$5,199.00		Grant funding towards women's programs and services including skills training, English conversation and peer support groups designed to empower and support women. The recommendation is for the same level as last year with a cost of living adjustment.	67
Society for Youth Empowerment and Strength	\$29,000.00			\$30,155.00	2	Grant funding towards personnel, rent, marketing and program materials for a strength and conditioning training program for at-risk youth between the ages of 13 and 17. This application does not demonstrate a shared funding approach as the amount requested of the City exceeds that requested of two other funders approached for the same purpose. Therefore, denial is recommended.	70
The Kehila Society of Richmond	N/A	\$5,000.00		Denial recommended		Grant funding towards program materials for a meals-on-wheels program that provides approximately 200 meals per week to seniors and families in need. The recommendation is for the full amount requested.	73
The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council	\$5,000.00	\$5,000.00		\$5,000.00		Grant funding towards supplies and program materials for the community meal program at St Joseph the Worker Parish, which serves approximately 60-100 meals per week and 40 takeaway meals for distribution to street-entrenched individuals. The recommendation is for the full amount requested.	76
Touchstone Family Association	N/A \$5,000.00	\$5,000.00 \$5,000.00		\$5,000.00 \$5,000.00		Grant funding towards personnel salaries for the Street Smart Program for at-risk youth, designed to prevent gang involvement. The recommendation is for the full amount requested.	79 82
Turning Point Recovery Society	40,000.00	<b>\$5,000.00</b>	7.0	\$5,555.00		Grant funding towards personnel salaries, equipment and program materials for the Drop-in Centre at Brighouse Pavilion, offering social connection, referrals to additional support programs and services, a community shower program and a lunch program for individuals experiencing homelessness. The recommendation is for the full amount requested.	
TOTAL REQUESTED	\$15,000.00	\$15,000.00	200	\$15,000.00	3		85
TOTAL ALLOCATED	_			\$880,409.44 \$661,312.00			
TOTAL AVAILABLE				\$666,917.00			
REMAINING BALANCE				\$5,605.00			



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Amyotrophic Lateral Sclerosis Society of British Columbia

**Grant Type:** 

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

**Grant Request:** 

\$16,068.00

**Proposal Title:** 

**Equipment Loan Program** 

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

550

Richmond Residents:

18

### **Grant Request Summary:**

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

## **Richmond Services Received by Your Organization:**

The ALS Society of Move to Cure ALS in Richmond (ALS annual Walk event) is held at Gary Point Park in Richmond. Three golf courses in Richmond participated in our annual PGA of BC Golfathon fundraising. Because our office is in Richmond, most of our office volunteers live in Richmond. For the last five years, we have been able to hire a co-op student through the Canada Summer job Richmond region.

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	7,548,113.00	3,153,648.52
Total Expenses	7,605,510.00	1,609,623.78
Annual Surplus or (Deficit)	(444,601.00)	1,544,024.74

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

Last Complete Year: The 2021 revenue of 7.5 million includes gift-in-kind donation valuing 287,419 and also endowment income funds valuing 267,839. It also includes deferred revenues from PROJECT HOPE phase 1 received in 2020 for the project.

In 2021, 5.3 million was expensed for PROJECT HOPE Phase 1; funds were transferred to UBC to initiate the hiring of clinician/scientist that will perform ALS research and clinical trials in BC. The annual surplus was negative as some of the funds for PROJECT HOPE were deferred revenues from previous years. The revenue includes 3 million from the government of BC (1 million was received in 2020 and recorded as deferred, and 2 million was received in March 2021.

Goal of PROJECT HOPE Phase 1 - to establish an ALS research professorship in collaboration with the University of British Columbia. This new, permanent ALS dedicated clinician/scientist will offer patient care and further improve patient outcomes and research to increase clinical trials in British Columbia for local patients.

Aside from the provincial government other sources of the 5.3 million are as follows: the previous year's surplus of the Society, ALS Adventure Challenge Endowed Fund (account closed May 2021) and Operating Reserve.

Current Year: FINANCIALS AS OF AUGUST 31, 2022 - The current revenue of 3.1 million includes gift-in-kind donation valuing 152,691 and also endowment income funds valuing 22,991. Note that 667K of the revenues was a bequest with a direction from the donor to transfer the funds to the Eisen Endowment. At 2022 year-end, 177K will also be reallocated as deferred revenue for PROJECT HOPE Phase 2. This represents 40% net revenue of the 2022 Move to Cure ALS.

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

2021 - Accumulated revenues include 4.5 million in restricted and endowment funds, 494K deferred revenue for PROJECT HOPE phase 2 and patient services, and 863K capital assets.

As of Aug. 31, 2022 - Accumulated revenues include 2.5 million for PROJECT HOPE Phase 2, which is currently on deferred revenue (the goal of PROJECT HOPE phase 2 goal is to raise 20 million and integrate ALS research and patient care). Accumulated revenues include; capital assets with a value of 828,735 and restricted and endowment funds with a value of 7,561,715.

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

Year	Amount	Grant Program
2022	\$4,092.00	Health, Social & Safety

## **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$16,068.00
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:	\$16,068.00

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

Item	Amount
Pacific Blue Cross	\$20,000.00
Lagniappe Foundation	\$15,000.00
BC Gaming Community Grant	\$175,000.00
Amount Your Society will Provide:	\$300,000.00
Total Proposed Budget:	\$1,057,847.00

#### **Grant Recommendations**

Recommend	ed Amount: \$4,255.00
Purpose:	
Grant funding ALS.	towards warehouse rent to store equipment offered at no cost to people living with
Recommend The recomme	lation: endation is for the same level as last year with a cost of living adjustment.
<b>Grant Condi</b> N/A	tions:



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Autism Society of British Columbia

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$4,800.00

**Proposal Title:** 

AutismBC Richmond Head Office

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

6000

Richmond Residents:

480

#### **Grant Request Summary:**

The City of Richmond grant will support operations for AutismBC out of our head office at the Goodlife Fitness Centre in the PAFN (Pacific Autism Family Network) hub in Richmond BC. AutismBC was founded in 1975 to support people on the autism spectrum and their families. Since our humble beginnings, we have grown to become one of the most trusted non-profit organizations for autism in BC. We continue to support autistic individuals by providing parents and communities with knowledge and by engaging with people on the autism spectrum to create stronger, more diverse communities. Our services are delivered to the autism community through activities under 3 programming pillars: • The Learning Pillar, which includes Waiting for Assessment Workshops for parents and caregivers, Behavioural Interventionist (BI) Workshops for parents and professionals, and Community & Custom Autism Training for businesses in the community that strive to become more inclusive and accessible to people with autism. • The Connection Pillar, which includes programs like AutismBC Goes, Social Sundays, Siblings Groups, Pokeman Jr. Club, and Minecraft Club that connect children, youth and adults with autism and their families to enjoy activities together without barriers; • and The Support Pillar, which includes Community Support Groups and AutismBC Talks Speaker Series.

## Richmond Services Received by Your Organization:

We currently do not receive any services from the City of Richmond.

#### FINANCIAL INFORMATION

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	830,202.00	368,478.74

Total Expenses	830,202.00	407,812.15
Annual Surplus or (Deficit)	0.00	39,333.41
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: Last year AutismBC did not have a surplus or deficit. Our annual revenue from fundraising and other activities did decline, however, we qualified for and were granted temporany Government subsidies due to COVID to the total of 144,766 to help us balance our expenses and revenue.

*Current Year:* The total above for our current fiscal year, which runs from April 1st to March 31st, reflects our deficit as of October 2022.

This fiscal year we have experienced a reduction in donations for individua giving, including our annual April fundraising campaign, and in community giving, including our annual 'Run for Autism' fundraising campaign.

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

NA

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

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

### **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$4,000.00
Utilities and Telephone	\$800.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
staff conference 3500 team development 1600 food and refreshments 1500	\$0.00
professional development 2000 Insurance 9600 Audit 7500 Legal 3000 Subscription,	
and membership fees 4200 Finance and banking fees 6250	
Total:	\$4,800.00

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

Item	Amount
Province of BC Community Gaming Grant	\$250,000.00
Amount Your Society will Provide:	\$406,972.00
Total Proposed Budget:	\$661,772.00

	ommendations
Recommende	ed Amount: \$2,500.00
Purpose:	
_	towards office rent and utilities to support AutismBC's programs and services for autism spectrum and their families.
Recommenda	ntion:
Partial funding	is recommended.
Grant Conditi	ons:
N/A	



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Big Brothers of Greater Vancouver

**Grant Type:** 

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

**Grant Request:** 

\$6,000.00

**Proposal Title:** 

Big Brothers Community Program, Teen Mentoring Program, Youth

Leadership

Number To Be

35

Served:

Richmond Residents: 35

#### **Grant Request Summary:**

The Community Program matches adult male-identifying volunteers with male-identifying children and youth aged 7-17, who have limited or no contact with a positive male role model. Big and Little Brothers spend 2-4 hours each week, sharing a wide range of low-cost and fun activities together. We currently have 19 children matched and 4 children waiting to be matched. Children on our waitlist can wait up to 2 years to be matched, as we always try to ensure matches are compatible with each other to maximize the benefit for all parties. We are not projecting significant growth in these numbers in the forthcoming year because we are seeing a fall in the number of new applications due to apprehension from many families about connecting with programs during the COVID-19 pandemic, especially from families that have vulnerable adults living with the potential Little Brothers. Having said that, we are focusing our efforts on promoting our services to families in Richmond, as we recognize the huge benefit it can provide and know they can be delivered safely, and digitally when necessary. The Teen Mentoring Program matches elementary school children of any gender identity (grades 1-7) with teen "Big Buddy" mentors. Big and Little Buddies spend one hour a week engaging in fun non-academic activities. Traditionally, this program takes place at the elementary school, however in response to COVID-19 this program has transitioned to an online platform for Bigs and Littles to meet under the supervision of a Mentoring Coordinator. This program connects student mentees with their teen mentors in one-on-one relationships, thereby increasing their network of support and enabling them to form a relationship with someone who is engaged in and cares about their life. Our mentees are able enjoy life-long benefits which arise from a quality mentoring relationship, such as 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 - thus bringing the entire community closer. The Youth Leadership Program provides BBGV youth from our Teen Mentoring and Community programs, with additional training to support their growth as leaders in their communities. Participants include teen mentor from the Teen Mentoring program and teen mentees between the ages of 13-18 from our Community Program. The program empowers youth to build upon their life skills, and focuses their development and awareness of important topics such as

mental health, critical thinking, financial planning, communication, and preparation for post-secondary and employment. Fostering connections, establishing peer-support, and providing guidance through supportive BBGV Mentoring Coordinators is the primary focus.

#### Changes that will impact grant use:

The information provided in the Year 1 application regarding the three programs outlined is still applicable to this year's application. The only changes we foresee over the coming year is a return to more in-person programming. We also expanded the age range of mentees in the Community Program from 7-14, to 7-17 so we can serve even more youth in the program.

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,023,178.00	2,649,259.00
Total Expenses	2,008,153.00	2,663,799.00
Annual Surplus or (Deficit)	15,025.00	(14,540.00)
Accumulated Surplus or (Deficit)	(58,563.00)	(73,103.00)

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

Last Complete Year: We aim for a balanced budget, and to us, considering the size of our organization, a 15k surplus is essentially a balanced budget. The minor surplus comes from unanticipated funding during the pandemic.

Current Year: We are again aiming for a balance budget, with a small deficit to utilize the small surplus from last year

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

There is a small deficit as the pandemic years were challenging for us. Our aim is to serve as many children as we can through our mentorship programs.

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

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

## **Grant Recommendations**

Recommen	ded Amount: \$6,000.00	
Purpose:		
Grant funding	g towards personnel salaries to support Big Brothers mentorship programs.	
Recommend	dation:	
The recomm	endation is for the full amount requested.	
Grant Condi	itions:	
N/A		



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Big Sisters of BC Lower Mainland

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$7,500.00

**Proposal Title:** 

Big Sisters Mentoring Programs in Richmond

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

40

Richmond Residents:

40

#### **Grant Request Summary:**

Big Sisters of BC Lower Mainland has been changing the course of young lives by providing supportive mentors to young people in our community who need someone the most. We support girls and femaleidentified youth (ages 7-17) who may be facing challenges like bullying, isolation, poverty, anxiety, low self-esteem, and more. Their mentors help them overcome adversities, make healthy choices and reach their full potential. On average, over 650 youth participate in our mentoring programs every year. We provide weekly 1:1 mentoring through two of our core programs: 1. Big Sisters Mentoring: matches youth with a supportive, caring adult. It focuses on activities that build social emotional development and a relationship based on trust and common interests. 2. Study Buddy: focuses on schoolwork. Students in this program not only improve their academics but also report a higher level of self-esteem and better social interaction with peers. When a parent, school personnel, social worker or other helping professional recognizes the need for a positive adult role model in a young person's life, they refer them to our agency. These young people come from growingly diverse backgrounds and communities. Among the children and youth we serve: • up to 87% come from "low income" households (as defined by stats Canada) • 47% come from single parent families • 25% were born in a country other than Canada • up to 40% struggle with mental illness • 47% do not speak English as their first language. At Big Sisters our focus is on prevention. These early years are essential in determining later outcomes, setting children up for success and avoiding the costs associated with unresolved childhood adversities later in life. Young people who receive the benefits of long-term mentorship grow up to report higher levels of happiness and healthier relationships, and more senior positions, earnings at work and giving back to the community. When this happens, an entire community benefits.

## Richmond Services Received by Your Organization:

Big Sisters' offices are located in Vancouver and Surrey and therefore we don't currently use any City of Richmond services, with the exception of the Richmond Public Libraries. The libraries are often used by Study Buddy matches

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,283,458.00	2,328,795.00
Total Expenses	2,393,611.00	2,621,627.00
Annual Surplus or (Deficit)	(110,153.00)	(292,834.00)
Accumulated Surplus or (Deficit)	5,480,305.00	5,187,471.00

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

#### Last Complete Year:

**Deficit Budget** 

For the first time in recent years Big Sisters operated with a deficit budget due to shortfalls in fundraising, and the decrease in grants available due to the pandemic. In some cases, we found that funders decreased amounts in order to help additional charities, while others diverted funding to food security programs, and a few funding streams are no longer available.

#### Fiscal Year-end Change

Our fundraising events have been impacted by the pandemic as they have been virtual or hybrid with limited capacity. In 2021, we changed our fiscal year-end from December 31 to June 30. This decision was made because almost 40% of our operating budget was derived from fundraising events, and our largest event is scheduled in the last quarter of the calendar year. The pandemic emphasized the need to change the fiscal year-end so that we can plan accordingly for shortfalls. With our major fundraising event now occurring in the second quarter of our new fiscal year (instead of the 4th) we are better positioned to address possible insufficiencies and adjust operating expenses accordingly.

Our attached audited financials include January 2020-December 2020 and January -June 2021 only. Our current financials July 2021-June 2022 are reflected in the current financials above, but are still in final audit and no yet approved by our Board. These audited financials should be available by the end of November.

**Current Year:** For the second consecutive year, Big Sister is operating with a deficit budget due to the downturn in the economy and the impacts of the pandemic.

Staffing and volunteer recruitment continue to be problematic and more expensive.

Fortunately, Big Sisters of BC Lower Mainland prepared for unexpected circumstances and therefore had some funds to assist during this difficult time.

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

Our accumulated surplus increased significantly during the 2021-2022 fiscal year-end due to a large donation received to purchase our new property on Joyce Street.

The accumulated surplus includes the current land value of the purchase.

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

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

## **Proposed City Grant Use**

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

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

Item	Amount
BC Gaming	\$200,000.00
Prospera Credit Union	\$30,000.00
Provincial Employees Community Service Fund (PECSF)	\$12,000.00
Amount Your Society will Provide:	\$939,063.00
Total Proposed Budget:	\$1,612,580.00

## **Grant Recommendations**

Recommended Amount: \$4,160.00	
Purpose: Grant funding towards personnel salaries to support Big Sisters mentorship programs.	
Recommendation: The recommendation is for the same level as last year with a cost of living adjustment.	
Grant Conditions: N/A	



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Boys and Girls Clubs of South Coast BC

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$10,000,00

**Proposal Title:** 

BGC Services at Mitchell Elementary

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

30

Richmond Residents:

30

### **Grant Request Summary:**

We are seeking support from the City of Richmond to support the after-school program offered by BGC at Mitchell Elementary School in East Richmond. Programming is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. All children and families can access our programs, regardless of their financial situation. Impact of COVID-19: Although we reintroduced our typical drop-in model last year, registration was slower than we would typically see, and we served a total of 24 members (compared to 50 or more pre-pandemic). In addition, as with many businesses, we have experienced difficulties in filling vacant staff positions over the past several months, and this has resulted in BGC making the difficult decision to delay opening the Richmond Club for the 2022-23 school year until November. Planning the relaunch of programming is proceeding well, and we project that we will serve up to 30 members at the Club this year.

## **Richmond Services Received by Your Organization:**

We received a \$6,650 City Grant in 2022, but receive no other services from the City of Richmond.

#### FINANCIAL INFORMATION

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	9,356,659.00	10,930,400.00
Total Expenses	8,933,820.00	10,996,200.00
Annual Surplus or (Deficit)	422,839.00	(65,800.00)
Accumulated Surplus or (Deficit)	2,714,396.00	2,648,596.00

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

Last Complete Year: Operations resulted in a surplus last year, due primarily to extraordinary emergency subsidies and grants received during the year as a result of the pandemic. As a result of COVID-19, BGC has operated under modified conditions in keeping with the advice and direction of the local health authorities, and our own ability to safely run our programs. Camp Potlatch was closed, and Clubs operated at lower capacity which resulted in decreased fees. Due to the decline in revenues, the Agency qualified for the Canadian Emergency Wage Subsidy ("CEWS"). BGC recognized 2,346,500 of CEWS for the year ended March 31, 2022 and these amounts are included in the financial statements as Government revenue.

*Current Year:* A small deficit is forecast for the current year (after amortizations). BGC strives to maintain a balanced year-end position for operations.

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

Sound financial management over the last 85 years.

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

Year	Amount	Grant Program
2022	\$6,650.00	Health, Social & Safety
2021	\$6,500.00	Health, Social & Safety
2020	\$6,500.00	Health, Social & Safety

## **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00

Total:	\$10,000.00
Other: Insurance: \$95 Food: \$1,180 Allocation for Central Administration: \$7,415	\$0.00
Local Travel	\$0.00
Program Materials	\$0.00

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

Item	Amount
Province of BC - Community Gaming Grant	\$6,500.00
Membership Fees	\$11,450.00
BGC Foundation of South Coast BC	\$75,115.00
Amount Your Society will Provide:	\$75,115.00
Total Proposed Budget:	\$103,065.00

#### Grant Recommendations

Recommended A	<b>Amount</b> : \$6,915.00
Purpose:	
Grant funding tow in East Richmond	vards personnel salaries for an after school program at Mitchell Elementary School
ar East Monifica	
Recommendatio	n:
The recommenda	tion is for the same level as last year with a cost of living adjustment.
Grant Conditions	s:
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society: Canadian Mental Health Association, Vancouver-Fraser Branch

Grant Type: Multiple Year Funding Cycle - (Year 2 of 3) Over \$5000 Grant Program

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

Proposal Title: Urban Resilience Opportunities for Kids (Year 2)

Number To Be Served: 72

Richmond Residents: 72

### **Grant Request Summary:**

Urban Resilience Opportunities for Kids (UROK) builds resiliency through play. It creates connection and instills confidence in children who live with a parent with a mental illness by providing monthly outings. In addition, it increases children's social networks and promotes social skill development. The program ensures that youth have the opportunity to interact with safe and supportive adult role models and focuses on forming healthy attachments through ongoing acceptance and long-term participation in the program. With this approach, youth succeed in programs they might not in other areas of life. Lastly, the program provides respite to the parent, who can attend to their mental health needs while knowing their kid is looked after.

## Changes that will impact grant use:

The current year's funding will be based on a similar model to last year. The grant will cover the personnel cost of two casual staff members and the lease of a van required for the transportation of the program kids. Over 90% of our program participants belong to low-income families. To ensure equitable access, we have tried minimizing barriers such as cost of transportation and food. The program itself is available at no cost to the families. We are also planning on some staff and participant turnover and additions.

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	7,637,836.00	8,886,789.00
Total Expenses	8,091,195.00	8,798,220.00
Annual Surplus or (Deficit)	(453,359.00)	88,569.00
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: Program demand was maintained or increased, but revenue declined.

Current Year: None to report

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

While our revenues declined, we saw equal or greater demand for programming. This has resulted in a deficit.

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

Year	Amount	Grant Program
2022	\$10,000.00	Health, Social & Safety
2021	\$8,670.00	Health, Social & Safety
2020	\$8,670.00	Health, Social & Safety

### **Grant Recommendations**

Recommended Amount: \$10,398.00	
Purpose:	
Grant funding towards personnel salaries and vehicle expenses for day trip activities and pr	ograms
for children of parents living with mental illness or addiction, mostly from low income families	-
Recommendation:	
The recommendation is for the same level as last year with a cost of living adjustment.	
Grant Conditions:	
N/A	



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Chimo Community Services

**Grant Type:** 

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

**Grant Request:** 

\$50,000.00

**Proposal Title:** 

2023 Health, Social and Safety Grant

Number To Be Served: 12033

Richmond Residents: 7361

#### **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. In the previous fiscal year, these services supported 12,033 people. Our Crisis Line and Outreach & Advocacy programs provide immediate emotional support; help with problem identification. clarification, and resolution; provide strong linkages to community resources; give practical assistance with poverty, administrative, family, immigration, and civil matters; and intervene in life-threatening situations. As a result, individuals and families are supported, in some cases lives are saved, people are able to resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges. Our Community Engagement program offers eight educational workshops for Richmond secondary students. Topics include suicide awareness, bullying, body image, financial literacy, stress management, and teen relationship abuse prevention.

## Changes that will impact grant use:

No changes

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	<b>Current Year</b>
Total Revenue	2,507,659.00	2,869,228.00
Total Expenses	2,443,912.00	2,869,228.00
Annual Surplus or (Deficit)	63,747.00	0.00
Accumulated Surplus or (Deficit)	229,697.00	0.00

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

Last Complete Year: The accumulated surplus is due to a previous transfer from Chimo's Innovation and Development Fund, adjustments of our contingency reserve in the amount of 33,194, and the accumulated surplus in the housing programs.

Current Year: Balanced budget

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

Not available yet

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

Year	Amount	Grant Program
2022	\$50,000.00	Health, Social & Safety
2021	\$50,000.00	Health, Social & Safety
2020	\$50,000.00	Health, Social & Safety

#### **Grant Recommendations**

Grant Neconiniendations
Recommended Amount: \$50,000.00
Purpose:
Grant funding towards personnel salaries, volunteer support, office expenses and program materials
for the delivery of Chimo's Crisis Line, Outreach & Advocacy and Community Engagement
programs.
Recommendation:
The recommendation is for the full amount requested.
Grant Conditions:
N/A



## Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Church on Five

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Food For Life Community meal assistance

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

7140

Richmond Residents:

7140

#### **Grant Request Summary:**

We are requesting funding to assist with specific costs related to day-to-day supplies to feed our guests. This would include items needed on a weekly basis like groceries, kitchen items but also bigger ticket items. We have just entered into an official partnership wit the Richmond Food Bank as a distribution centre right before our meal time. We would like to add an additional refrigerator/freezer to be able to assist our guests in storing perishables while they attend dinner. This will not only allow us to be able to make more bullk purchases (cheaper costs), it will also allow us to safely protect our guests from food spoilage whilst still saving \$ to dine with us. We know that many of these marginalized and susceptible families will cut corners to be able to put food on the table so this will go a long way in keeping them safe and filling their bellies. Any remaining funds we hope to put towards the salary of our part-time cook

## **Richmond Services Received by Your Organization:**

N/A

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	504,032.00	322,025.00
Total Expenses	429,235.00	295,398.00
Annual Surplus or (Deficit)	74,797.00	26,627.00
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: this is combined church & Food For Life (community meal) revenues & expenses.

*Current Year:* we have made concerted efforts to run our meal program and fundraise, apply for grants and receive donations separately from the church revenue. Many people feel like they can get behind the inclusive environment we provide on Wednesdays.

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

n/a

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

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

### **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$3,000.00
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)

Item particular to the control of th	Amount
RCRG	\$5,000.00
RBC - team grants	\$1,000.00
Amount Your Society will Provide:	\$30,000.00
Total Proposed Budget:	\$41,000.00

Recommended Amount: \$5,000.00
Purpose: Grant funding towards personnel salaries and equipment for its free weekly community and outreach meal program.
Recommendation: The recommendation is for the full amount requested.
Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Community Mental Wellness Association of Canada

**Grant Type:** 

Multiple Year Funding Cycle - (Year 2 of 3) Over \$5000 Grant Program

**Grant Request:** 

\$93,200.00

**Proposal Title:** 

Promotion of Community Mental Wellbeing

Number To Be Served: 6800

Richmond Residents: 6000

## **Grant Request Summary:**

The grant is requested to cover operation costs, community services and community events. CMWAC has been running throughout the year monthly virtual trilingual mental health education presentations, counselling for mental management by a team of professional promoting psychosocial wellness, recovery and removing stigma associated with mental illness, volunteers trainings and support for family members, peer support and social gatherings. Target groups include refugees, newcomers, adults, youth and seniors of cultural diversity residing in Richmond and beyond seeking information, support and referrals for concerns and issues related to mental health. The benefits for these are manifold- greater awareness for mental wellbeing in the community, removal of stigma, accessible information and resources for mental management, prevention and early diagnosis for treatment and support and all of which address and enhance the social determinants of mental wellbeing.

# Changes that will impact grant use:

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

#### **Financial Information**

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	184 089 00	106 960 00

Total Expenses	1,869,760.00	1,069,600.00
Annual Surplus or (Deficit)	2,887.00	0.00
Accumulated Surplus or (Deficit)	54,402.00	54,402.00

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

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

Current Year: Year end is March 31 2023.

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

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

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

Year	Amount	Grant Program
2022	\$12,000.00	Health, Social & Safety
2021	\$10,200.00	Health, Social & Safety
2020	\$10,200.00	Health, Social & Safety

Recommended Amount: \$12,4	78.00
Purpose:	
Grant funding towards personne	el salaries and program materials for mental wellness education
workshops, events and referrals	to other community services offered in English, Mandarin and
Cantonese.	
Recommendation:	
The recommendation is for the s	same level as last year plus a cost of living adjustment.
Grant Conditions:	
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Family Services of Greater Vancouver

**Grant Type:** 

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

**Grant Request:** 

\$68,729.44

**Proposal Title:** 

Richmond Counselling, Support and Therapeutic Education Program

Number To Be Served: 100

Richmond Residents: 95%

### **Grant Request Summary:**

This grant will be used to continue the Counselling, Support and Therapeutic Education program that Family Services of Greater Vancouver (FSGV) has provided in Richmond for almost 40 years. The Richmond Counselling program provides low-income individuals with counselling on a sliding fee scale based on their income, removing a financial barrier that prevents many people from accessing mental health care. All clients in our counselling programs go through an intake assessment to determine their mental health needs and are actively involved in setting their individual goals with the counsellor. Outcomes for individuals include improved coping skills, improved quality of life, and improved relationships with others. This program prioritizes and works primarily with residents of Richmond, and works in partnership with other agencies in Richmond. FSGV continues to offer counselling virtually, by phone or video, and our clients appreciate the convenience and reduced need to travel. Clients in our subsidized counselling program can self-refer, which are typically offered 12 sessions, and reviews outcomes at the end of treatment. If the client and therapist determine a need for continuing therapy, a further 12 sessions may be contracted with the client, pending a review of the program's waitlist and client needs at that time. Since COVID-19, more clients in this program are presenting with complex trauma histories that are better suited for long-term services, but may struggle to access those services due to long waitlists and more stringent criteria for free trauma counselling services. The Richmond Counselling program continues to serve a vital role in the community for low-income clients with trauma counselling needs.

# Changes that will impact grant use:

Since our Year 1 application, submitted in October of 2020, the Richmond Counselling program has undergone a staff change due to retirement, began offering virtual sessions during COVID-19 and continues to offer hybrid access to counselling based on the client's preference and current provincial health authority guidelines. Most importantly, the clients in the program are presenting with more complex trauma histories that require long-term counselling, but may not meet the eligibility requirements for other government funded programs that provide longer-term services. Financially, the cost of running the program has been impacted by a 60% increase for the office rent, and the general wage increases for the BC General Employees Union that increase rates of pay, effective April 1, 2023 by the annualized average of BC CPI over 12 months to a minimum of 5.5% and a maximum of 6.75%. FSGV employs both union and non-union employees, and as part of our commitment to wage equity within the agency and across the health, government, and unionized social service sector, has increased salaries for all counsellors across our programs by 10.5% this year.

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	26,684,994.00	30,329,522.00
Total Expenses	27,332,512.00	31,221,089.00
Annual Surplus or (Deficit)	(647,518.00)	(891,567.00)
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: Management has put in place a long-term financial sustainability framework and revenue generation plan to increase the diversity and flexibility of revenue and to generate annual surpluses and unrestricted cash to increase working capital. This plan includes working with funders to ensure adequate funding for contracted services and the continued expansion of Family Services' fundraising program.

**Current Year:** Similar to the above, management is working with funding partners to update contracts to reflect wage increases implemented for wage equity between union and non-union employees, and cost of living increases implemented in response to rising inflation and housing costs, as well as an investment in the fundraising program to boost donations, sponsorships and grant revenues.

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

N/A

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

Year	Amount	Grant Program
2022	\$25,956.00	Health, Social & Safety
2021	\$10,962.00	Child Care Capital Grant
2021	\$48,007.00	Health, Social & Safety
2020	\$48,007.00	Health, Social & Safety

Recommended Amount: \$49,918.00
Purpose:
Grant funding towards the Counselling, Support and Therapeutic Education Program available to all Richmond residents on a sliding fee scale.
Recommendation: The recommendation is for the same level as 2022 had they received the full amount recommended (\$48,007) with a cost of living adjustment.
Grant Conditions: N/A

# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Greater Vancouver Law Students' Legal Advice Society

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$10,000.00

**Proposal Title:** 

Law Students' Legal Advice Program

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

1000

Richmond Residents:

170

## **Grant Request Summary:**

LSLAP operates 20 clinics across the Lower Mainland providing free legal services to low-income members of the community. Because we provide our legal services free of charge, LSLAP relies on generous grants from our funders, including Municipalities. These grants are crucial in helping to contribute to our large overhead costs, such as salaries, supplies, telephone, postage and printing costs. LSLAP would not be able to continue serving clients and combatting access to justice issues if not for these grants.

# Richmond Services Received by Your Organization:

N/A

#### **FINANCIAL INFORMATION**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	<b>Current Year</b>
Total Revenue	598,753.00	598,714.00
Total Expenses	596,558.00	586,340.00
Annual Surplus or (Deficit)	2,195.00	12,374.00
Accumulated Surplus or (Deficit)	53,202.06	65,576.00

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

Last Complete Year: This surplus was caused by two main changes: (1) an increase in the funding from the Government of Canada's ESDC Canada Summer Jobs Program, and (2) a one-time wage subsidy from the government. Firstly, in light of the pandemic, the government of Canada provided an exceptionally high amount of ESDC funding compared to prior years, which we suspect is due to the fact that we are a non-profit organization and the government is known to the fact that non-profit organizations experienced financial strains due to the economic consequences of COVID-19. Secondly, on a similar note, the government provided certain organizations, including non-profit organizations like LSLAP, with a one-time 10% wage subsidy ("TWS") to aid certain organizations with salary expenses in light of the COVID-19 pandemic.

Current Year: The surplus from this fiscal year (year ending August 31, 2022) comes from two main sources: (1) City of Vancouver Grant bridge funding, and (2) unexpectedly higher ESDC funding. Firstly, the City of Vancouver, which has been one of our grantors for a long time, changed their grant cycle. As a result, applications were pushed back for 6months, which meant that the City of Vancouver's grantees would miss their regularinstalment of their grant. In response to this, the City of Vancouver provided all previousgrantees, including LSLAP, with bridge funding to prevent grantees from financial strains caused by the change in grant cycle. Therefore, LSLAP received bridgingfunding from the City of Vancouver. When it came time to apply for the City of Vancouver grant, we expected the payment to come through in multiple instalments and/or in the next fiscal year. However, the full amount that we requested was delivered to us this year, which meant that we received the bridge funding + the City of Vancouver grant that we would normally receive. This means that we received around twice the funding from the City of Vancouver than we would normally receive thanks to the City of Vancouver's considerate bridge funding. This is just a one-time occurrence, and we will receive only our normal grant amount from the City of Vancouver going forward since there won't be any more bridge funding. Secondly, ESDC provided us with larger funding than expected. In the past, ESDC did not approve to fund some ofour summer student positions (especially our Richmond Clinic summer student), but this year, all the positions that we applied for were funded, which is a rare occurrence. Although not all hours/weeks that we applied for were approved, it was still more than the budget, which contributed to the surplus.

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

Overview: In 2019, the Society developed a new internally restricted fund called the Operating Reserve Fund. The original goal of this fund is to maintain a minimum of 7.5% of the Society's budget or approximately 40,000. The target minimum of this fund is to be updated on an annual basis with the Society's budget. Two years ago, due to the COVID-19 pandemic and the uncertainty of funding caused by it, the Society decided to increase the target to 10% or approximately 60,000. Additions and withdrawals from the fund will be reported to and approved by the Finance Committee and Board of Directors. Any movement in the fund is represented in the Society's monthly financial statements. The purpose of this fund is to maintain an adequate level of net assets without donor restrictions to support the society's operations in the event of unforeseen shortfalls. The fund is not intended to replace a permanent loss of funding or an ongoing budget gap. The fund is to be used as a reserve that is used and replenished within a reasonable time. Additions: Additions to the OperativeReserve do not come from grant revenue or other sources with any contributor covenant. Examples of sources for additions to the Operating Reserve include LSLAP manual sales, donations without covenants, fundraising, and

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payment for operating the Justice Education Society AskJES phone line. In the 2019-2020 fiscal year, the Society added 33,000 to the Operating Reserve, bringing the reserve balance to 53,202. In the 2020-2021 fiscal year, the Society did not add to the Operating Reserve because of our lean budget. There have been no withdrawals from the Operating Reserve since its inception in the 2018-209 fiscal year.

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

Year	Amount	Grant Program
2022	\$2,500.00	Health, Social & Safety

### **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$7,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$400.00
Supplies	\$200.00
Equipment	\$400.00
Photocopying	\$0.00
Program Materials	\$300.00
Local Travel	\$100.00
Other: Bookkeeping (\$400), insurance (\$200), storage (\$400), payroll processing (\$100)	\$1,100.00
Total:	\$10,000.00

# Financial Assistance From Other Sources (if applicable):

Item process and the second se	Amount
The Law Foundation of British Columbia ("LFBC") Employment and Social	\$469,000.00
development Canada ("ESDC") The City of Vancouver ("CoV")	\$10,500.00
	\$29 352 00

#### If You Have More Than 3 Funding Sources, Please Provide Additional Information Below:

Student Legal Funding Society: \$25,000 in confirmed funding Justice Education Society: \$16,423 in confirmed funding Donations from September 2022 to August 2023: \$5,000 Peter A. Allard School of Law: \$6,200 in confirmed funding City/District of North Vancouver: \$4,100 in confirmed funding

City of Surrey: \$2,500 in confirmed funding

Total Confirmed: \$59,223

Amount Your Society will Provide:

\$0.00

\$10,000.00

Recommended Amount: \$2,600.00
Purpose: Grant funding towards personnel salaries, volunteer support and operating expenses for the provision of free legal services to people living on low income.
Recommendation: The recommendation is for the same level as last year with a cost of living adjustment.
Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Heart of Richmond AIDS Society

**Grant Type:** 

Multiple Year Funding Cycle - (Year 2 of 3) Over \$5000 Grant Program

**Grant Request:** 

\$17,000.00

**Proposal Title:** 

Serving the HIV/AIDS Richmond Community

Number To Be Served: 900

Richmond Residents: 750

#### **Grant Request Summary:**

The funding we are asking for will help with operating expenses with our HIV 101 presentations, inhouse counseling, general and women's support groups. These programs impact the youth and all ages in regards to education and awareness. The women's support group is also education and awareness but also provides a safe place to meet other women with similar concerns and HIV issues. 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:

- We are seeing some additions in our HIV101 presentations in a few schools that have not been active in the past couple years. - Our Women's support group is getting better known, in which we hope to be able to help more Women have a more safe comfortable place to get help. - With both of these programs increasing there will be need for more supplies to accommodate the needs.

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	148,626.00	154,911.00
Total Expenses	119,197.00	154,911.00
Annual Surplus or (Deficit)	29,429.00	0.00
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: -Received the City Richmond Funds for both 20/21 & 21/22 in past fiscal year, which gave us a surplus.

- Received grant funding early in 2022, that will be used later in the upcoming years budget.
- -Due to the pandemic and social distancing, our outreach and group support expenses were less than anticipated.

Current Year: n/a

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

n/a

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

Year	Amount	Grant Program
2022	\$13,033.00	Health, Social & Safety
2021	\$12,740.00	Health, Social & Safety
2020	\$12,740.00	Health, Social & Safety

Recommend	ed Amount: \$13,552.00
Purpose:	
	towards office rent to facilitate education/prevention, counselling and support for with HIV/AIDS and their families.
Recommend	ation:
The recomme	endation is for the same level as last year with a cost of living adjustment.
Grant Condit	tions:



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Immigrant Link Centre Society

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$25,000.00

**Proposal Title:** 

From Pollution To Solution

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 271

Richmond Residents: 271

### **Grant Request Summary:**

1. What activities and services were delivered? Immigrant Link Centre Society (Charity) collects unsold human edible food from big grocery stores and delivers to people who are in need. ILCS has been officially in existence and delivering free food since July 2016. The original idea was born in Vanier Centre, English as a second language school, in Coquitlam when we watched a documentary about food waste in Vancouver. ILCS volunteers came from 4 continents and over 15 countries with one common goal which is to give back to the local community for living in Canada. We are all in one of the most important mission nowadays, and that is to prevent food waste as much as possible. Not only do we save resources, energy and time, we also return money to the economy instead of being thrown through still edible food. By donating free food to people, we are helping our nature to be less polluted too. 2. Who benefitted from the program; how many people benefitted? Program Beneficiaries are lowincome people in BC. Currently we provide free food to over 3500 less fortunate people per month. At first (in 2016), we delivered food to 30 families, in Vanier Centre school once a week. ILCS distributes over 850 tons of food value of \$ 5,000,000. In this way, we are feeding over 3500 less fortunate people per months. We also prevent 1600 tons of CO2 emission. 3. When and how often did activities take place? Our program activities are 7 days per week 365 days per year. We work on New Year and Christmas days, because in that time, help for less fortunate people is crucial. 4. Where were program activities delivered? In four affordable housing sites in City of Richmond. We are requesting this grant to provide free food for 271 less fortunate people in City of Richmond and create volunteer opportunity there

# **Richmond Services Received by Your Organization:**

NA

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	286,225.00	292,550.00
Total Expenses	228,488.00	222,151.00
Annual Surplus or (Deficit)	57,736.00	70,398.00
Accumulated Surplus or (Deficit)	207,558.00	277,956.00

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

#### Last Complete Year:

We reserve the money for reefer truck (food safety)

Current Year: We reserve money for kitchen rent to prepare hot meals

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

We have three reefer trucks and want to use this money to equip and run our charity kitchen

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

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

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$20,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other: Truck gas	\$5,000.00
Total:	\$25,000.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
ILCS Charity contribution	\$15,000.00
CGG	\$75,000.00
Metro Vancouver Housing Corporation	\$5,000.00
Amount Your Society will Provide:	\$15,000.00
Total Proposed Budget:	\$120,000.00

Recommended Amount: \$10,000.00	
Purpose:	
Grant funding towards personnel salaries and transportation costs for a free food di	stribution
program at four affordable housing sites in Richmond.	
Recommendation:	
Partial funding is recommended.	
Grant Conditions:	
N/A	
· · · ·	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Minoru Seniors Society

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

55+ Wellness Connections

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

140

Richmond Residents:

140

## **Grant Request Summary:**

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated seniors 55+ to reconnect with their community and increase independence through participation in social, leisure and recreational programs. The program reduces social isolation and improves the health of Richmond seniors by removing barriers to participation such as lack of transportation and low income. Wellness Connections fills a gap in services for those not yet needing supervised health services but not able to independently access other programs in the community. Clients receive transportation to and from their homes to the Seniors Centre at Minoru Centre for Active Living to enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. The program utilizes volunteers to assist in its delivery and is offered 4 times a year, in 8 week sessions with both a Chinese and an English speaking program option. Clients receive 1:1 leisure counselling and information referral to health and community services. The Wellness Connections program involves partnerships and collaboration between the City of Richmond, Vancouver Coastal Health, Minoru Seniors Society and other Community Partners. Grant funding heavily subsidizes the program and allows the fee to be kept at \$190 per series. This program supports the Council Strategic Plan 2018-2022 Focus Area #4 - An active and thriving community, and the recently adopted Seniors Strategy 2022-2032 Direction #2 -Diverse, Accessible and Inclusive Programs, by offering a diverse wellness program for older adults. It also supports the Social Development Strategy 2013-2022 Direction #3 - Address the Needs of an Aging Population, by supporting aging in place by reducing barriers for isolated seniors, and the Community Wellness Strategy 2018-2023 Focus Area #1 - Foster Healthy, Active and Involved Lifestyles, by encouraging physical and wellness programming and offering a healthy lunch.

# Richmond Services Received by Your Organization:

Minoru Seniors Society is located at the Seniors Centre at Minoru Centre for Active Living where funding for core staff and building is provided by the City. Estimate at 1,015,700 for the City portion of operations

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	288,237.00	824,205.00
Total Expenses	256,395.00	820,896.00
Annual Surplus or (Deficit)	31,842.00	3,309.00
Accumulated Surplus or (Deficit)	251,883.00	255,192.00

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

Last Complete Year: Please note that Financial Statements are for the fiscal year that ended August 31, 2021. We do not yet have the financial statements for the year ending August 31, 2022.

Revenues for the last complete year continue to be affected by the COVID-19 pandemic as not all of the programs and services returned. In 2021 there was a substantial decrease of services and programs and thus revenues. The Senior Centre saw the gradual return of programs and services starting in September 2021 with many restrictions. During the closure, the Society was still able to provide the much needed meals-to-go service to seniors in Richmond as well as virtual programs and outdoor programs when it was safe to do so.

The Society does not pay rent or utilities for use of the facilities, which is owned by the City of Richmond. The Society received 56, 929 funding from the Canada Emergency Wage Subsidy ("CEWS") program, 60,000 CEBA loan and 61,822 in Deferred Revenue.

*Current Year:* The current Operating Budget is anticipating that nearly all of the programs and services and staffing positions will be back to normal operations. The Operating Budget is for September 1, 2022, - August 31, 2023.

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

The Accumulated Surplus includes Staff Wage Subsidy, a CEBA loan and Deferred Revenues.

The Society does have reasonable cash reserves at this time, but those funds are needed to ensure efficient operations into the future to be able to offer programs for seniors 55+ in Richmond. There is a risk that programs and services may not be carried out as efficiently as in the past, due to the pandemic and government implemented rules in regards to safety protocol as well as seniors comfort levels.

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

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety
2020	\$5,000.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1,200.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$100.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$2,400.00
Hot, nutritious lunch for participants	\$1,000.00
Total:	\$5,000.00

# Financial Assistance From Other Sources (if applicable)

Item	Amount
Community Gaming Grant	\$6,500.00
Amount Your Society will Provide:	\$5,000.00
Total Proposed Budget:	\$16,500.00

Recommended Amount: \$5,000.00
Purpose:
Grant funding towards personnel salaries, volunteer support, transportation costs and supplies for
the Wellness Connections outreach program, designed to assist frail, at-risk and isolated seniors in
Richmond to reconnect with their community and increase independence through participation in
recreation programs and wellness services.
Recommendation:
The recommendation is for the full amount requested.
Grant Conditions:
N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Multicultural Helping House Society

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$10,000.00

**Proposal Title:** 

Richmond 55+ers, Richmond Youth and Caregiver Women in Richmond

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

1800

Richmond Residents:

1500

## **Grant Request Summary:**

This program aims to reduce the degree of social loneliness and isolation, support community engagement and foster healthy ageing in seniors and transition in youth and women/caregivers' lives. Our program will offer activities to Richmond 55+ers, youth and women/caregivers in Richmond. The overall approach is preventative and proactive as our focus is on promoting health and wellbeing in order to decrease the incidence of mental and physical illness. During the reopening, the aftershocks of COVID-19 continue to affect the Richmond community. Richmond community is continuously adjusting and facing challenges to stay mentally healthy as a result of lack of social engagement. To ease the transition from social isolation to engaged community activity, our proposed activities include: Richmond 55+ers Zumba and Yoga, field trips, birthday celebrations, picnics, cultural dance and music celebrations, and educational workshops such as Seniors' digital literacy. These proposed activities are intergenerational as it involves seniors, youth and caregiver/women, or as a demographic group. Basic computer literacy education will include IT support for seniors with youth taking a lead in helping seniors navigate technology. Workshops on Elder Abuse (involving the community police, fire department, financial institutions in Richmond), Healthy Food Information Sessions as well as Food Skills for Families in partnership with BCCDC, Experience-Sharing/Group Therapy with caregivers and seniors. Caregivers require support to deal with their circumstances such as being away from family. Richmond Youth activities include field trips and homework support. Our goal is to provide opportunities where youth develop their leadership and employability skills. This program will also benefit the Richmond community at large as they participate and volunteer at our cultural events such as the Annual Filipino Flag Raising Ceremony in Richmond.

# Richmond Services Received by Your Organization:

Mayor Brodie and Councilors provided use of Richmond City Hall Plaza for MHHS' 8th Annual Flag Raising Ceremony to commemorate the 124th Philippine Independence Day. The 8th Philippine Flag Raising event at Richmond City Hall took place Saturday, June 11, 2022. Mayor Brodie Proclaimed the month of June as Filipino Heritage Month in the City of Richmond. On June 11th, MHHS showcased the flag raising ceremony with Mayor Brodie through an in-person Flag Raising Celebration for the public to join in and celebrate the culture and heritage of the Philippines. The City of Richmond also provided MHHS with the use of the gym in Richmond Brighouse during cold and wet weather days and the Park on sunny days for our weekly Yoga and Zumba sessions.

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	639,923.00	496,900.11
Total Expenses	687,740.00	473,358.00
Annual Surplus or (Deficit)	47,817.00	23,542.10
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: The reason for the deficit of 47,817 was mainly due to an increase of staffing in order to meet the higher demand of services from 2020 to 2021 and the larger client intakes.

*Current Year:* The Total Expenses are only up to date until August 2022, so there are still 4 months of Expenses (Sept - Dec 2022) not available yet.

The reason for this year's surplus can be attributed to capital funds to purchase desktop computers and laptops for program delivery including IELTS prep and English conversation tutorials and resume, cover letter writing sessions.

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

This money has already been spent to date.

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

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$5,350.00

Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$1,500.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$100.00
Program Materials	\$1,000.00
Local Travel	\$550.00
Other:	\$0.00
Total:	\$10,000.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
BC Gaming	\$60,000.00
New Horizons Seniors Program	\$25,000.00
Amount Your Society will Provide:	\$0.00
Total Proposed Budget:	\$95,000.00

Recommende	d Amount: \$5,200.00
Purpose:	
•	owards personnel salaries, volunteer support, office rent, and program supplies for a to reduce social isolation for seniors, youth, women and caregivers in Richmond.
Recommenda	tion:
The recommen	dation is for the same level as last year with a cost of living adjustment.
Grant Conditio	ons:
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Parish of St. Alban's (Richmond)

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$35,000.00

**Proposal Title:** 

Community Outreach and Advocacy Grant

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

18304

Richmond Residents:

18304

## **Grant Request Summary:**

There are currently four different programs operating weekly in 2022: Tuesday Evening Community Meal The Community meal serves a hot, nutritious meal to approx. 100 people every Tuesday evening. Currently in takeout only model since Covid, we welcome everyone in need – seniors, new immigrants, the poor, isolated, and homeless. Pre-Covid this program served in excess of 150 sit down meals. The Community meal has been serving since 1997 and has a pool of approx. 70 volunteers. Wednesday Reaching Home Hamper Program This program started the spring of 2020 with 12 volunteers. The Richmond School district identified elementary school aged children coming to school hungry or without lunches. Approx. 33 family friendly food hampers are prepared each week the size of banana boxes with emphasis on produce, milk, eggs, bread, and protein which benefit a total of 142 people. We support families with varied diets including Halal, vegan, vegetarian, and those with allergies. We partner with the Richmond Food Bank, but many items have to be purchased fresh, and not all weekly basics are available each week from the Food Bank. Some hampers are picked up, and some are delivered by our volunteers. Friday Lunch Program This program was a component of the Drop In Center at St Alban Outreach, and continued after the closure of the Drop In Center in 2018. It's mandate is to provide a healthy, nutritious meal to those in need, homeless, living in their cars or precariously housed. Every week a cast of eight dedicated volunteers gather to put this together. Since Covid, this has moved to a takeout model. We serve 40 meals every Friday. Sunday Outreach Program This program began five years ago as a Sunday Sandwich program. We gave out sandwiches and water from the back of a car to some drop off places where homeless people congregate. It has since developed into a mini hamper program whereby the recipients receive sandwiches plus other ready to eat items.

#### **FINANCIAL INFORMATION**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	47,965.39	28,000.00
Total Expenses	78,484.75	62,600.00
Annual Surplus or (Deficit)	(30,519.36)	(34,600.00)
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: With Covid shutdown during 2021, we could not do fundraising events such as bake sales, afternoon tea, fundraising dinner with entertainment, silent auction, parking lot/car boot sales, Christmas craft fair.

Current Year: With the inflation and increase in cost of food and transportation, our expenses have significantly increased. The Tuesday evening community meal has seen a resurgence of local residents and homeless/people living in their cars in need of a hot meal. The Wednesday Reaching Home Hampers has experienced an exponential increase of families in need of assistance. This program supports approximately 400 Richmond children with food security concerns each month. The Sunday Outreach program started as a sandwich program but due to increased need in the local community has now morphed into a mini hamper program which has increased our expenses.

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

N/A

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

Year	Amount	Grant Program
2022	\$22,000.00	Health, Social & Safety
2021	\$20,406.00	Health, Social & Safety
2020	\$15,300.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$1,000.00
Volunteer Support (e.g. expenses, recognition)	\$6,000.00
Office Rent or Mortgage	\$18,000.00
Utilities and Telephone	\$0.00

Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$10,000.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$35,000.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
BC Gaming Grant	\$70,000.00
2nd Harvest	\$21,000.00
Amount Vous Society will Provide	\$15,000,00
Amount Your Society will Provide:	\$15,000.00
Total Proposed Budget:	\$120,000.00

Recommended Amount: \$35,000.00
Purpose:
Grant funding towards volunteer support, office rent, and program materials for meal programs that support people experiencing homelessness and isolation.
Recommendation: The recommended is for the full amount requested.
Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Pathways Clubhouse

**Grant Type:** 

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

**Grant Request:** 

\$35,027.00

**Proposal Title:** 

Lunch Subsidy Program

Number To Be Served: 385

Richmond Residents: 375

## **Grant Request Summary:**

The grant will be used to subsidize our Meal Program, mortgage, and operating costs. With the majority of our members living on disability benefits, having an affordable and nutritional meal is essential for their physical and mental wellness. For those who are unable to attend in person, meals are delivered to their home. The majority of the grant would be used for subsidizing the Meal Program, with the remainder assisting with the mortgage, hydro and telephone costs.

# Changes that will impact grant use:

No changes

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,392,152.00	2,407,159.00
Total Expenses	2,299,190.00	2,407,159.00
Annual Surplus or (Deficit)	92,960.00	0.00
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: The surplus is due to donations and fundraising designated to our youth and young adult program.

Current Year: N/A

N/A

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

Year	Amount	Grant Program
2022	\$35,027.00	Health, Social & Safety
2021	\$35,027.00	Health, Social & Safety
2020	\$35,027.00	Health, Social & Safety

Recommende	ed Amount: \$35,027.00
Purpose:	
Grant funding	towards the Pathways Clubhouse meal program, which provides members with
healthy meals	at affordable prices. The program also provides opportunities for social connection
and support se	ervices.
Recommenda	ation:
The recommen	ndation is for the full amount requested.
Grant Conditi	ions:
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

PLEA Community Services Society of British Columbia

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Taking Care of Ourselves, Taking Care of Others (TCO2)

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

25,000

Richmond Residents:

3,000

## **Grant Request Summary:**

The primary goal of our Taking Care of Ourselves, Taking Care of Others (TCO2) workshops is to give children and youth the information and practical tools they need to keep themselves and their friends safe from all forms of sexual exploitation. TCO<sup>2</sup> workshops are unique, interactive and empowering. Our workshops are designed and delivered by young adults who use monologues, role-plays and other engaging activities to interact with children aged 10-18. Our workshop presenters involve kids in meaningful discussions about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers. They engage kids in discussions around healthy relationships, sexual consent, and the risk factors for sexual exploitation (substance use, gang involvement etc). Workshop participants will also learn about the permanence of online activities and how to be a responsible digital citizen. Our workshops reach young people in elementary, middle, secondary, and alternative school settings. We also provide workshops for youth groups, and youth in care or custody. Last school year, we reached almost 3,000 young people in Richmond through 59 free prevention workshops. As we are the only organization in BC offering free prevention workshops, it's important to note that our workshops are the primary way we reach those who have already been sexually exploited. When a young person discloses, we ensure they receive the support and services they need to move forward with their life.

# Richmond Services Received by Your Organization:

We do not receive any services from the City of Richmond.

#### FINANCIAL INFORMATION

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	35,429,618.00	36,295,481.00
Total Expenses	33,738,438.00	35,686,746.00
Annual Surplus or (Deficit)	1,691,180.00	608,735.00
Accumulated Surplus or (Deficit)	6,806,368.00	7,415,103.00

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

Last Complete Year: Last year PLEA Community Services Society of BC operated at a 5% surplus due to efficiencies realized through our administration budget. This surplus was planned to cushion against (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in reaching our fundraising projections.

*Current Year:* This surplus, which we aim to realize through efficiencies in our administration budget, is planned to cushion against (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in reaching our fundraising projections.

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

This surplus is planned to cushion against (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in reaching our fundraising projections.

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

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety
2020	\$5,000.00	Health, Social & Safety

# **Proposed City Grant Use**

ltem	Amount (\$)
Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

Total: \$5,000.00

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

Item 1997 1997 1997 1997 1997 1997 1997 199	Amount
Civil Forfeiture	\$30,000.00
BC Gaming	\$55,000.00
Government Contracts	\$35,235.00

#### If You Have More Than 3 Funding Sources, Please Provide Additional Information Below:

Foundations: \$22,000 in confirmed funding and \$116,084 in pending. Municipal Grants: \$11,085 in confirmed funding and \$8,000 in pending.

Community Organizations: \$17,750 in confirmed funding and \$16,665 in pending.

Corporations: \$28,960 is pending. Honorariums: \$5,000 is pending. PLEA In-Kind (Admin costs): \$34,578

Total Confirmed: \$150,648 Total Pending: \$229,709

**Amount Your Society will Provide:** 

\$34,578.00

**Total Proposed Budget:** 

\$380,357.00

#### **Grant Recommendations**

Recommended Amount: \$5,000.00

#### Purpose:

Grant funding towards personnel salaries for school-based education and prevention workshops that equip children and youth with knowledge and practical tools to keep themselves safe from various forms of sexual exploitation.

#### Recommendation:

The recommendation is for the full amount requested.

#### **Grant Conditions:**

N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Richmond Addiction Services Society

**Grant Type:** 

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

**Grant Request:** 

\$226,860.00

**Proposal Title:** 

Centre of Excellence in the Prevention of Substance Use, Misuse, Problem

Gambling and other Addictive Behaviours

Number To Be

7000

Served:

Richmond

7000

Residents:

#### **Grant Request Summary:**

Over the past two years 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. Using a preventative lens, we aim to delay the onset of first use. The target groups that we aim to serve include the children, youth, and parents of Richmond. We serve these groups with culturally appropriate interventions and programs to engage, encourage and educate our community on topics related to addictions and mental health. When working with the youth population in Richmond we do our best to ensure that we work within the guideline of the 40 developmental assets set out by the city. Our 'five life areas' framework for health dovetails well with the assets and the overall social strategy of the City of Richmond. At RASS we seek to increase the assets of our community members by supporting the development of positive coping skills, decision-making skills, and resiliency through community workshops, training sessions, education series in and out of schools, after school programming and community awareness events. Our programming and prevention strategies go beyond just didactic education to creating a support system with individuals and partnerships with multiple other agencies and organizations in Richmond; all with an end goal of destigmatization and increasing the social connectedness within our city. Funding from the City of Richmond supports RASS programming that is professionally accredited and holds high trust within the community of Richmond. RASS collaborates with multiple agencies, ministries, and organizations that all support the city. Through our partnerships with the City of Richmond we collaborate on the Richmond Youth Media Program out of the Richmond Media Lab. Our partnership with the Richmond School District 38 enables us to run the Schools Out program at Blundell Elementary three times a week for 30 weeks over the school year. We also deliver hundreds of hours of programming and workshops to high schools in Richmond. We are partnered with Vancouver Coastal Health and deliver the Youth Peer Support program through the Foundry location in the city. Our Supporting Families program works with MCFD, VCH, Touchstone, and Pathways to support families and youth who are

struggling with addiction or mental health difficulties. All the above programs and initiatives are made possible by the funding provided by the City of Richmond.

#### Changes that will impact grant use:

We do not expect any significant changes over the next year that will impact our grant use. Due to a reduction in outside funding our deliverables for the senior population will be lessened. We currently have a 100% staffed team and will be able to meet all other deliverables that have been set. Please see the attached document for suggested changes to our goals, deliverables, and outcomes over the next year.

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	1,082,037.00	1,274,183.00
Total Expenses	1,053,357.00	1,274,183.00
Annual Surplus or (Deficit)	28,680.00	0.00
Accumulated Surplus or (Deficit)	104,814.00	104,814.00

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

Last Complete Year: Annual surplus 28, 680 was from employee future benefits adjustments

Current Year: There will be no surplus in current year

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

The Surplus was carried over from previous years.

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

Year	Amount	Grant Program
2022	\$226,860.00	Health, Social & Safety
2021	\$226,860.00	Health, Social & Safety
2020	\$226,860.00	Health, Social & Safety

Recommended Amount: \$226,860.00
Purpose: Grant funding towards personnel salaries, office expenses and materials for programs that prevent the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors.
Recommendation: The recommendation is for the full amount requested.
Grant Conditions:  N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Richmond Cares Richmond Gives

**Grant Type:** 

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

**Grant Request:** 

\$50,000.00

**Proposal Title:** 

RCRG Core Operating Funding

Number To Be Served: 50000

Richmond Residents: 49950

#### **Grant Request Summary:**

We're requesting funding to support our agency's core operating costs, with a focus on our Information & Volunteer Centre. As Richmond's Information Centre, we connect residents with community resources, providing referrals in-person, over the phone, via e-mail, and through our website. Our online Community Services Directory features 530 organizations and well over 1,000 programs and services, and our Community Events Calendar includes upwards of 240 listings annually. We also produce a range of print materials, available to the public free of charge. Most popular is the Richmond Seniors Directory, which we publish in partnership with the Richmond News, distributing 12,000 copies every year. As Richmond's Volunteer Centre, we support the volunteer recruitment efforts of 40 local non-profit organizations, all of which post positions on our online Volunteer Now database. The database is the single largest source of volunteer opportunities in Richmond, and last year, was viewed nearly 20,000 times. We also offer a free Volunteer Match service, where Richmond residents - from high school students to seniors - can meet with a trained advisor, who will help them find a volunteer role that fits their skills, interests, and schedule. Our Volunteer Centre is also essential for the delivery of our own programs and services, including the Richmond Christmas Fund, our Seniors Community Support Services, and our Child Care Resource & Referral Centre. All of these programs offer a direct benefit to the community, and rely on volunteers recruited through our Volunteer Centre. Our mission is to bring people and services together, and to create a more engaged community through the promotion. celebration, and facilitation of volunteerism. We're seeking funding so we can continue this work. Through our Information & Volunteer Centre, and through the direct services we provide, we're committed to building community capacity, while enhancing the lives of all Richmond residents.

# Changes that will impact grant use:

Please see attached document: Richmond Cares, Richmond Gives Year 3 Updates

#### **Financial Information**

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	2,004,124.00	2,033,067.00
Total Expenses	2,004,124.00	2,053,510.00
Annual Surplus or (Deficit)	0.00	(20,443.00)
Accumulated Surplus or (Deficit)	70,515.00	50,072.00

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

Last Complete Year: For 2021-22, the organization did not have a surplus or deficit. This is mainly because our funders allowed us to carry over any unused program funding that resulted from pandemic-related program modifications. Deferred capital funding and other deferred revenue was used to offset any depreciation and other admin costs available from prior years.

**Current Year:** For 2022-23, the organization has budgeted a small deficit. Revenues are estimated conservatively, but the organization hopes and expects that additional fundraising and new revenue streams will offset the projected budget deficit.

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

An accumulated surplus is necessary in the event certain funding is no longer available to support all of our programs. The current year anticipated accumulated surplus is less than 5% of our total annual expenses. The current year projected deficit (if it materializes) is an example whereby the organization can absorb the excess of expenses over revenues due to the accumulated surplus on hand.

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

Year	Amount	Grant Program
2022	\$43,615.00	Health, Social & Safety
2021	\$42,634.00	Health, Social & Safety
2020	\$42,634.00	Health, Social & Safety

Recommended Amount: \$45,351.00
Purpose: Grant funding towards the agency's core operating costs, including the Information & Volunteer Centre, which connects residents with community resources through the Community Services Directory, Richmond Seniors Directory and Community Events Calendar. The Centre also supports volunteer recruitment efforts of local non-profit organizations through the online Volunteer Now database.
Recommendation: The recommendation is for the same level as last year with a cost of living adjustment.  Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society: Richmond Family Place Society

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

**Grant Request:** \$50,000.00

Proposal Title: Strong and Healthy Families

**Grant Purpose:** Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 6000

Richmond Residents: 5950

# **Grant Request Summary:**

RFP provides a wide array of preventative family support services & programs to Richmond families with children birth to 12 years. We also provide inter-generational programs to bring families with isolated seniors. All programs delivered by qualified Early Childhood Educators & Pre-teen workers at different sites across Richmond. The essence of RFP is to promote community initiatives, enhance parenting skills, provide children opportunities to learn skills they need to be successful in school & support the whole family, including community resource referrals. Through these participants feel less isolated, develop important social networks & establish a sense of belonging in community & acquire greater levels of self confidence & self esteem. The inter-generational programs have alleviated the growing divide between generations providing opportunities for young & old to learn from one another. We recognize our basic human need to connect with others plus tremendous benefits inter-generational interaction can have on whole communities. Programs bring isolated, vulnerable families (many of whom have no family in Canada) to connect (including seniors), build connections supporting their integration to the community. Enabling participants' programs to play a more active role in community; be more willing to be involved, participate in problem solving, participate in community building initiatives, care for and look after one another and have greater levels of commitment to improving the community they live in. We believe strong and healthy families build strong and healthy communities. This year we request additional funding to pilot a non-medical pre-natal family support program. Please see attachment Heckman Equation regarding the ROI in the development of a child, It's highest ROI is in pregnancy and then decreases as the child grows. Our understanding is this is missing currently as the services are available through VCH for the vulnerable pregnancies only.

# Richmond Services Received by Your Organization:

Use of Debeck House for our main office and program space. Use of community partners spaces at the Richmond Public Libraries (covid permitting) Use of space at community centres (Covid permitting)

# **FINANCIAL INFORMATION**

# Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	1,104,313.00	1,157,166.00
Total Expenses	1,037,803.00	1,150,565.00
Annual Surplus or (Deficit)	66,510.00	6,601.00
Accumulated Surplus or (Deficit)	294,920.00	301,521.00

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

Last Complete Year: The Board of Directors internally restricted 50,000 in funding to use in the updating of garden play equipment, to bring them up to current standards of practice and support in early learning settings. Moving to more natural play structures encourages outdoor play. Covid 19 has impressed upon us all the need for outdoor play as well as risky play activities that were previously lacking. The search for qualified experts in this area took much longer than previously intended.

*Current Year:* Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

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

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

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

Year	Amount	Grant Program
2022	\$38,874.00	Health, Social & Safety
2021	\$38,000.00	Health, Social & Safety
2020	\$38,560.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$41,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,400.00
Supplies	\$1,400.00
Equipment	\$1,900.00
Photocopying	\$600.00
Program Materials	\$1,000.00
Local Travel	\$600.00

Other: Honoraria for Indigenous Knowledge Keeper/Elder to assist us with our efforts towards Truth and Reconciliation

\$600.00

Total: \$50,000.00

# Financial Assistance From Other Sources (if applicable):

Item	Amount
Ministry for Children and Family Development	\$625,000.00
BC Gaming	\$68,000.00
Immigration, Refugee and Citizenship Canada	\$220,000.00
Amount Your Society will Provide:	\$40,000.00
Total Proposed Budget:	\$1,094,000.00

Recommended Amount: \$40,422.00	
Purpose:	
Grant funding towards personnel salaries and operating expenses for various previous	entative family
support services and programs to Richmond families with children up to 12 years	old, including
intergenerational programs for families with isolated seniors. Additional funding is	sought to pilot a
non-medical pre-natal family support program.	
Recommendation:	
The recommendation is for the same level as last year with a cost of living adjustments	nent.
Grant Conditions:	
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Richmond Mental Health Consumer and Friends Society

**Grant Type:** 

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

**Grant Request:** 

\$8,725.00

**Proposal Title:** 

Peer Support Social Group (PSSG) Program

Number To Be Served: 136

Richmond Residents: 134

# **Grant Request Summary:**

The Peer Support Social Group (PSSG) program empowers and re-integrates mental health consumers into the community through volunteer work, educational opportunities, and social activities. The group is open to all Chinese-speaking and non-Chinese speaking Richmond-based mental health consumers aged 19 and over, with a specific target of mental health consumers in various stages of recovery. The PSSG focuses on social and volunteer activities, encouraging consumers to participate and help plan in-house and community outings. Our group has also been good neighbours demonstrating social responsibility and community building by growing food for the Richmond Food Bank and performing other volunteer activities for the betterment of the community. This group has been run in-house at our office, in the community, and by telephone conferencing or Zoom. This program provides many opportunities for all its program participants, paid staff, and volunteers. It addresses a significant need by supporting the development of a strong and connected mental health peer community by building upon the proven concept of peer support. Additionally, it connects and educates the community of Richmond to some of its most vulnerable and marginalized citizens. The need for this program has been proven by its dramatic growth over the past years. This proposal has clear objectives, deliverables, outcome measurements, and excellent community support. Finally, despite its past success, a lack of resources has not allowed this program to reach its full potential. We want mental health peers to have the opportunity to become active participants in their health recovery journey. This program has become a fundamental tool to make that possible for a diverse population facing many barriers.

# Changes that will impact grant use:

Upon reviewing our Year 1 application, the Peer Support Social Group (PSSG) will not only be able to return to its main goals and activities it intends to try to expand its program capacity. Many regular program participants have shown readiness and confidence in new opportunities and activities being added to the program calendar. The goal of the PSSG Program is planning and leadership. As this program continues to grow and evolve, so do the goals of its participants. In the coming year, we would like to provide more leadership training opportunities, increase physical activities, add new program

times such as events on evenings and weekends, increase volunteer opportunities, and better subsidy activities. Furthermore, the program would like to host special events that invite guest speakers to show their expertise, show the artwork of the PSSG's participants and celebrate their talent in a concert event. Finally, the group would like to expand its educational opportunities and help its participants develop more confidence using technology, exploring volunteer and other employment opportunities. The need to hire a program assistant is essential at this time. The RCFC, at a minimum, would like to add a 4-hour per-week position to help support the program's running. The estimated cost of that position would be \$4450, and the RCFC would need a grant increase of \$2225 to cover a portion of the additional staff's wages. Therefore our request is \$8725. The RCFC plans to cover the additional costs of this new position through a dedicated fundraising campaign.

#### **Financial Information**

# Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	325,948.40	310,615.00
Total Expenses	325,746.71	310,615.00
Annual Surplus or (Deficit)	201.69	0.00
Accumulated Surplus or (Deficit)	7,995.74	0.00

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

Last Complete Year: Our society carries a small surplus not included in our annual budget but captured in our Treasurer's Report. This surplus is to cover unexpected deficits or liabilities throughout the fiscal year.

Current Year: No expected surplus or deficit.

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

The balance forward surplus in our Operating Account is to cover unexpected deficits or liabilities throughout the fiscal year. Additionally, the RCFC currently has deferred funds in a Discretionary Account for Vancouver Coastal Health's future mental health and substance use services. The RCFC does not have permission to use these funds until VCH finalizes its plans and authorizes the use of the funds. Finally, funds in our Fundraising Account are for an expected budgetary deficit in the 2023-2024 fiscal year.

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

Year	Amount	Grant Program
2022	\$6,500.00	Health, Social & Safety
2021	\$5,355.00	Health, Social & Safety
2020	\$5,355.00	Health, Social & Safety

# **Grant Recommendations**

Recommended Amount: \$6,759.00
Purpose: Grant funding towards personnel salaries for a Peer Support Social Group, which aims to empower and reintegrate people who struggle with mental health into the community through volunteer work, social activities, education, and leadership opportunities.
Recommendation: The recommendation is for the same level as last year with a cost of living adjustment.
Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Richmond Multicultural Community Services

**Grant Type:** 

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

**Grant Request:** 

\$25,000.00

**Proposal Title:** 

Multicultural Richmond

Number To Be Served: 5000

Richmond Residents: 4500

# **Grant Request Summary:**

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to: identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada

# Changes that will impact grant use:

there are no changes

# **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	683,433.08	827,384.00
Total Expenses	682,796.00	827,384.00
Annual Surplus or (Deficit)	637.00	0.00
Accumulated Surplus or (Deficit)	106,542.00	0.00

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

Last Complete Year: we are working to reduce our defiict

Current Year: we are working to reduce our deficit

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

in 2018, we had lost a significant part of our funding and were unable to terminate our lease which has resulted in a deficit. That lease has now ended and we are working to reduce our deficit.

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

Year	Amount	Grant Program
2022	\$13,043.00	Health, Social & Safety
2021	\$12,750.00	Health, Social & Safety
2020	\$12,750.00	Health, Social & Safety

# **Grant Recommendations**

Grant Necommendations	
Recommended Amount: \$13,563.00	
	,
Purpose:	
Grant funding towards core funding of programs for immigrant and refugee communities in	
Richmond, including assistance with settlement and integration and diversity and cross-cultural	
education and awareness.	
Recommendation:	
The recommendation is for the same level as last year with a cost of living adjustment.	
Grant Conditions:	
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Richmond Poverty Reduction Coalition

**Grant Type:** 

Single Year Funding Over \$5000 Grant Program

**Grant Request:** 

\$10,000.00

**Proposal Title:** 

Richmond Poverty Reduction Coalition

**Grant Purpose:** 

Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

62

Richmond Residents:

62

# **Grant Request Summary:**

Activity: Project - directly engaging Richmond residents with lived experience of poverty to learn self-advocacy & leadership skills through hands-on learning (planning, outreach, public speaking, media relations, civic engagement, surveying, collating and analyzing data, report writing). Activity: Collaboration - Monthly steering committee meetings with RPRC membership (organization reps and Richmond residents) to investigate and fill gaps in local services to low income residents. Activity: Advocacy - Exchange information, investigate best practices, and make recommendations to decision makers on systemic change. Activity: Public education - Organize and conduct public forums to bring forward new learning and to engage the public in poverty reduction.

# Richmond Services Received by Your Organization:

Family Services of Great Vancouver (Richmond office) books rooms for RPRC activities in Richmond Caring Place for no charge. Value about \$1,000/ year.

# FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year	
Total Revenue	17,109.00	24,320.00	
Total Expenses	20,594.00	10,153.00	
Annual Surplus or (Deficit)	0.00	5,746.00	
Accumulated Surplus or (Deficit)	(3,484.00)	9,422.00	

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

Last Complete Year: Finishing up last project 2020-21 took more time and funds that we expected (for staffing, tech time, and materials) and ran into 2022.

*Current Year:* Generous donors assisted us in completing the past project, paying for staffing , tech time, and materials.

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

Current project received 15,000 from Vision Zero for a pedestrian safety project spanning April 2022-23.

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

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$9,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$200.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$300.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$10,000.00

# Financial Assistance From Other Sources (if applicable):

ltem	Amount
BC Injury Research & Prevention Unit	\$10,000.00
Richmond Community Foundation	\$5,000.00
In Kind Goods and Services	\$6,000.00

Amount Your Society w	III Provide:
-----------------------	--------------

\$4,000.00

**Total Proposed Budget:** 

\$29,000.00

# **Grant Recommendations**

Recommended Amount: \$5,199.00

# Purpose:

Grant funding towards personnel salaries for outreach and communication, administration and planning, and coordination and participation on Tables and committees to support poverty reduction in Richmond.

#### Recommendation:

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

#### **Grant Conditions:**

N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society: Richmond Women's Resource Centre

Grant Type: Multiple Year Funding Cycle - (Year 2 of 3) Over \$5000 Grant Program

**Grant Request:** \$41,000.00

Proposal Title: Richmond Women's Resource Centre - Women Support Services Program

Number To Be Served: 9500

Richmond Residents: 9500

# **Grant Request Summary:**

Richmond Women's Resource Centre is a non-profit organization that has been operating in Richmond since 1976. We are a long-standing and vibrant community network of women of all ages living in Richmond. Our goal is to provide community-based resource options to help women build connections and thrive in the community. Through a supportive environment, we encourage women to empower themselves and enhance their lives through our training programs, peer support groups and community partnership. Deliveries: We offer programs and services such as English Conversation and English Writing, Single Mothers Support Group, Computer Training, Peer Support, Information and Referral Services, French-speaking Women's Group, Community Volunteer Income Tax Program, Grandmothers Support Group, Hot Ink Creative Writing for Girls, Work Ready and Richmond Shares. These services take place daily, weekly, bi-weekly, monthly, or only at certain times of the year. Activities: Each program has activities tailored to achieve specific goals and meet the needs of certain groups of women. There are classes, workshops, meetings, one-on-one tutorials, appointments, dropins and fieldtrips. They all aim to improve the quality of life, to provide a safe, comfortable environment for women to learn, to improve their skills, to share experiences, and to find support so that they can better function in the community. Community benefits: Empowering women by providing information and referral services, encouragement, education, and training so they are better equipped to make decisions in their own lives; provide a safe place for women to come and share their experiences and celebrate their achievements; work with other organizations in the community to provide services and address issues for women. The programs are open to all women regardless of age, ability, ethnicity, religion, income, or sexual orientation. Our Centre and classrooms are wheelchair accessible.

# Changes that will impact grant use:

The number of Richmond residents we serve has grown since last year and we are seeing a big increase in drop- in clients. For example, we have recorded 8431 women served in the past fiscal year from April 2021- May 2022. With the overall increase in Richmond residents to 209,935 as of 2021, with 109,650 of them identifying as women, the Richmond Women's Resource Centre continues to be needed in our community and can further grow to support different womens' needs. Initially when we

projected the number of residents to be served, this was also based on women only, not including their children and families that are impacted by the support and programs we offer. Therefore, the expected impact for Richmond residents is larger than the individual who receives our support. As Cherie Blair eloquently said, "When you empower a women, you empower a family, a community, and indeed a nation." As per changes to grant use, we have experienced changes in our program needs. With COVID-19 easing, we have been able to return our programs in-person. For example, Hot Ink has returned in full force as it is being offered on Saturdays for 3 hours online and we are looking to have it return to in-person starting in the new year as a full experience with snacks and room rentals. The Grandmother's Support Group has added a new Farsi-speaking and multilingual cohort on top of the cohort focused on Chinese-Canadian grandmothers as it is Mandarin-speaking. This requires an additional facilitator who is Farsi-speaking which was created in response to the evolving situation in Iran in regards to women's rights and how it impacts women with their families still overseas. The Single Mother's Support Group has also resumed activities in person which includes community gardening, jam preservation and holiday baking which requires additional funding due to the supplies needed for the activitles. Work Ready program had to hire two new facilitators to deliver the computer literacy training curriculum and the employment skills readiness program. With that, there are additional costs associated with having two facilitators delivering the program instead of having only one for both portions. In the new year, we are looking to add in a Punjabi-speaking women's support group to come once a week. This is resulting from several requests made about needing one. We are also working on creating an art class to women ages 13+ with Arts Connection as a form of artistic expression and therapy similar to Hot Ink. With that in mind, this new partnership will roughly cost \$600 per session for 12 weeks, totalling to \$7200 for the year. This incorporates supply costs, facilitator costs and administrative operations cost of offering this new program. We also are working on creating a program focused on introducing women to Indigenous cultural teachings which is delivered by an Indigenous female leader, Giselle Henry, with the Metro Vancouver Indigenous Services. We have added new team members as well with the addition of the Community Partnerships Manager and a new Administrative Assistant after two resignations. With that comes a change in the previous salaries and wages costs in regards to our operations. Therefore, the budget is asking for the full amount of \$41,000 in regards to the increase in our operations for this fiscal year.

#### **Financial Information**

# Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	182,975.00	173,793.00
Total Expenses	175,628.00	167,316.00
Annual Surplus or (Deficit)	7,347.00	6,477.00
Accumulated Surplus or (Deficit)	7,347.00	0.00

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

Last Complete Year: Program changes due to pandemic. Some programs were shifted to zoom. Some Projects and Support groups are now transitioning back to in person.

Current Year: The current fiscal year budget will be expended 100%.

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

The budget for the current fiscal will be fully expended. The resource centre is experiencing an increase in drop-in clients as well as an increase in current project participation.

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

Year	Amount	Grant Program
2022	\$29,000.00	Health, Social & Safety
2021	\$26,000.00	Health, Social & Safety
2020	\$26,000.00	Health, Social & Safety

# **Grant Recommendations**

Recommended Amount: \$30,155.00	
Purpose:	
Grant funding towards women's programs and services including skills training, Engli	sh
conversation and peer support groups designed to empower and support women.	
Recommendation:	
The recommendation is for the same level as last year with a cost of living adjustmer	ıt.
Grant Conditions:	
N/A	



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

Society for Youth Empowerment and Strength

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Youth Empowerment and Strength - YES

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

24

Richmond Residents:

24

# **Grant Request Summary:**

Strength and conditioning training will be provided to the youth that are in the program. They will engage in goal setting and team activities as well as daily mood check ins at the beginning and end of their sessions. They will be provided with journals to track their sessions and for weekly reflection. Each session will have 1-2 certified coaches leading them through the workout and they will be encouraged to display leadership and teamwork. Our target group is at risk community youth between the ages of 13-17. This is an innovative community project as there are no programs currently like this in Richmond. This is being provided at no cost to the families, thus removing one of the biggest barriers these youth are faced with.

# Richmond Services Received by Your Organization:

none

# **FINANCIAL INFORMATION**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	0.00	1,200.00
Total Expenses	0.00	1,250.00
Annual Surplus or (Deficit)	0.00	50.00
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: The non profit was accepted by the government of BC in May 2022.

*Current Year:* The non profit was accepted by the government of BC in May 2022. We have been operating on community and private donations. The funds have been allocated to coaches and administrative costs.

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

The non profit was accepted by the government of BC in May 2022.

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

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

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$800.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,200.00
Local Travel	\$0.00
Marketing/promotion/social media	\$2,000.00
Total:	\$5,000.00

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

Item	Amount
Private Donation	\$200.00
Coast Capital Bank	\$1,000.00
Amount Your Society will Provide:	\$0.00
Total Proposed Budget:	\$6,200.00

# **Grant Recommendations**

Purpose:
Grant funding towards personnel, rent, marketing and program materials for a strength and conditioning training program for at-risk youth between the ages of 13 and 17.

Recommendation:
This application does not demonstrate a shared funding approach as the amount requested of the City exceeds that requested of two other funders approached for the same purpose. Therefore, denial is recommended.

Grant Conditions:
N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

The Kehila Society of Richmond

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Community Outreach Food Subsidization

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

25000.00+

Richmond Residents:

100%

# **Grant Request Summary:**

The funds we hope to receive would be used to assist in the following ways: 1. To continue to run and serve a meals on wheels program that feeds approximately 2300 meals per week. This user group is a mixed demographic of seniors, families and those who have been affected by COVID in a variety of ways, hospital out patients and anyone in need. 2. To continue to contribute gift cards to the homeless for local food venues to purchase a meal 3. To assist with St Albans Church Outreach project for those who are most at risk such as Shut ins, isolated and the street entrenched 4. We are also continue to have some social educational programs on Zoom for those that can access. Programs are such as Slip and Fall, music, Political discussions and programs with the Library.

# **Richmond Services Received by Your Organization:**

We receive no city funding at all other than this application

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	180,000.00	187,846.00
Total Expenses	175,000.00	188,201.00
Annual Surplus or (Deficit)	5,000.00	(355.00)
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: Deficits/Surplus are generally due to when funding allocation is dispersed. We do not allocate funds that we do not have.

*Current Year:* Deficits/Surplus are generally due to when funding allocation is dispersed. We do not allocate funds that we do not have.

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

Deficits/Surplus are generally due to when funding allocation is dispersed. We do not allocate funds that we do not have.

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

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety
2021	\$3,000.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$5,000.00
Local Travel	\$0.00
Other	\$0.00
Total:	\$5,000.00

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

Item	Amount
Jewish Federation of Greater Vancouver (JFGV)	\$10,000.00
Averbach foundation	\$15,000.00
Diamond Foundation	\$10,000.00
Amount Your Society will Provide:	\$10,000.00
Total Proposed Budget:	\$50,000.00

# **Grant Recommendations**

Recommended Amount: \$5,000.00
Purpose: Grant funding towards program materials for a meals-on-wheels program that provides approximately 200 meals per week to seniors and families in need.
Recommendation: The recommendation is for the full amount requested.
Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

THE SOCIETY OF ST. VINCENT DE PAUL VANCOUVER ARCHDIOCESAN

CENTRAL COUNCIL

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

**Proposal Title:** 

Community Meal at St. Joseph the Worker Parish

**Grant Purpose:** 

Community Service / Program / Event - Ongoing

Start Date (if

applicable):

End Date (if

applicable):

Number To Be

60-100 weekly

Served:

Richmond

100%

Residents:

# **Grant Request Summary:**

The grant request is to contribute to the food and supply costs for the weekly meal. The overall annual costs for the meal are approximately \$30,000.00 The majority of the costs are covered by donations from the parish community. The meal is targeted to those who are food insecure and disconnected and need a meal as well as connection to community. Providing people with access to food and community connection provides physical and mental health benefits and builds a stronger community.

# Richmond Services Received by Your Organization:

St. Vincent de Paul St. Joseph the Worker Parish Conference does not receive any current support from the City of Richmond

# **FINANCIAL INFORMATION**

# Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	240,000.00	238,200.00
Total Expenses	349,750.00	358,930.00
Annual Surplus or (Deficit)	(109,750.00)	(120,730.00)
Accumulated Surplus or (Deficit)	0.00	0.00

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

Last Complete Year: We expected a deficit in our last year's budget, but due to generous donors, our deficit was not as large as expected. Our organization has struggled with decreased sales and increased expenses since the pandemic.

*Current Year:* We expected a deficit again this year so to avoid continued deficits, our board of directors listed one of our thrift store properties for sale and it sold in September 2022, increasing our net working capital.

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

n/a

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

Year	Amount	<b>Grant Program</b>
N/A	N/A	N/A

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$4,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$0.00
Other	\$0.00
Total:	\$5,000.00
Amount Your Society will Provide:	\$25,000.00
Total Proposed Budget:	\$30,000.00

# **Grant Recommendations**

Recommended Amount: \$5,000.00
Purpose:
Grant funding towards supplies and program materials for the community meal program at St Joseph the Worker Parish which serves approximately 60-100 meals per week and 40 takeaway meals for distribution to street-entrenched individuals.
Recommendation: The recommendation is for the full amount requested.
Grant Conditions: N/A
Joseph the Worker Parish which serves approximately 60-100 meals per week and 40 takeaway meals for distribution to street-entrenched individuals.  Recommendation: The recommendation is for the full amount requested.  Grant Conditions:

# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

**Touchstone Family Association** 

**Grant Type:** 

\$5,000 or Less Grant

**Grant Request:** 

\$5,000.00

Proposal Title:

Street Smarts Program

**Grant Purpose:** 

**Operating Assistance** 

Start Date (if applicable):

End Date (if applicable):

Number To Be Served:

40

Richmond Residents:

40

# **Grant Request Summary:**

A community based program for at risk youth called "StreetSmarts" was established in the community of Richmond in 2008. Many of the youth connected to the program self-identified as having peripheral involvement or being vulnerable to gangs. The aim of the program is to support youth to develop protective factors by providing mentorship through one to one services as well as small group work in order to build resiliency and increase positive leadership attributes.

# Richmond Services Received by Your Organization:

Touchstone operates the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$100,700.00 per year.

#### FINANCIAL INFORMATION

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	4,261,870.00	4,585,346.00
Total Expenses	4,200,175.00	4,580,036.00
Annual Surplus or (Deficit)	61,695.00	5,310.00
Accumulated Surplus or (Deficit)	545,214.00	601,868.00

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

Last Complete Year: The surplus was very small and within budget range

Current Year: The expectation is for a balanced budget with a small surplus

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

Real estate disposal

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

Year	Amount	Grant Program
2022	\$5,000.00	Health, Social & Safety
2021	\$5,000.00	Health, Social & Safety
2020	\$5,000.00	Health, Social & Safety

# **Proposed City Grant Use**

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
Total:	\$5,000.00

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

Item	Amount
United Way of BC	\$15,000.00
Ministry of Justice	\$40,000.00
Amount Your Society will Provide:	\$20,000.00
Total Proposed Budget:	\$80,000.00

# **Grant Recommendations**

Recommended Amount: \$5,000.00
Purpose: Grant funding towards personnel salaries for the Street Smart Program for at-risk youth, designed to prevent gang involvement.
Recommendation: The recommendation is for the full amount requested.
Grant Conditions: N/A



# Grant Application Summary for 2023 Health Social & Safety Grants Program

Society:

**Turning Point Recovery Society** 

**Grant Type:** 

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

**Grant Request:** 

\$15,000.00

**Proposal Title:** 

Turning Point Drop-In Centre and Continuing Care Program

Number To Be Served: 150-200

Richmond Residents: 150-200

# **Grant Request Summary:**

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations at our new Richmond Drop-in Centre at Brighouse Pavilion. 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. In 2021, the City of Richmond provided funding to expand operations at the Drop-in Centre's new site and to open a Community Shower program. Funding from the City is time limited and set to expire in March 2023. 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 2019 Metro Vancouver Homeless Count, reports from the Richmond Food Bank and the Community Meal Program. Over 150 children, women and men 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. Continued on attachment...

# Changes that will impact grant use:

The only significant change in operations is the addition of a Community Shower Program

#### **Financial Information**

#### Your Society's Budget:

Your Society's Budget	Last Complete Year	<b>Current Year</b>			
Total Revenue	4,982,516.00	3,630,089.00			
Total Expenses	4,399,913.00	3,630,089.00			
Annual Surplus or (Deficit)	582,603.00	0.00			
Accumulated Surplus or (Deficit)	0.00	0.00			

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

Last Complete Year: Our surplus is a result of CEWS, federal wage subsidy. In the absence of the subsidy, Turning Point would not have been able to sustain operations as occupancy in our residential programs was reduced by 45%. Turning Point does not run accumulated surpluses or deficits.

Current Year: Our current year budget is balanced.

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

N/A

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

Year	Amount	Grant Program
2022	\$15,000.00	Health, Social & Safety
2021	\$15,000.00	Health, Social & Safety
2020	\$15,000.00	Health, Social & Safety

# **Grant Recommendations**

Recommended Amount: \$1	5,000.00
Purpose:	
Grant funding towards person	nel salaries, equipment and program materials for the Drop-in Centre
at Brighouse Pavilion, offering	social connection, referrals to additional support programs and
services, a community showe	r program and a lunch program for individuals experiencing
homelessness.	
Recommendation:	
The recommendation is for th	e full amount requested.
Grant Conditions:	
N/A	

# City of Richmond 2023 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/citygrants) for information about these programs.

# (ii) Purpose

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

# (iii) Principles

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

#### (iv) Goal

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

#### (v) Objectives

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

# 2. Program Funding

#### (i) Base Program Funding

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

#### (ii) Annual Cost of Living Increase

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

#### (iii) Unused Program Funds

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

# 3. Definitions

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

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

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

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

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

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

# 4. Eligibility

#### (i) Who is Eligible

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

#### (ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 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 freeof-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)
- Travel costs outside the Lower Mainland
- Other.

# (vi) Grant Limitations

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

# 5. Application Assessment Criteria

# (i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

# (ii) Assessment Considerations

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

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

# (iii) Less Favourably Considered Applications

Less favoured applications are those which:

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

#### (iv) Financial Statements

Applicants must submit:

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

# (v) User Pay Principle

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

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

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

#### 6. The Grant Review Process

# (i) The Grant Review Process

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

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

# (ii) Program Guidelines and Web-based Application

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

- 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 (<a href="https://www.richmond.ca/citygrants">www.richmond.ca/citygrants</a>) for dates.

# (iv) Late Applications

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

#### (v) Staff Review

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

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

#### (vi) General Purposes Committee Review

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

# 7. Awarding of Grants

# (i) Council Decision

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

#### (ii) Grant Disbursement

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

# (iii) Reporting and Acknowledgement of Grant Benefits

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

#### (iv) Recuperation of Grant

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

#### (v) No Appeal

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

# 8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at <a href="https://www.richmond.ca/citygrants">www.richmond.ca/citygrants</a> or contact the Community Services Department at 604-276-4000.



## City of Richmond

## **Policy Manual**

Page 1 of 1	Adopted by Council: July 25, 2011	Policy 3712
	Amended by Council: July 9, 2012	
File Ref: 03-1085-00	City Grant Policy	

#### **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.



## **Report to Committee**

To:

General Purposes Committee

Date:

January 4, 2023

From:

Kim Somerville

File:

03-1085-01/2022-Vol 01

Director Corre

Director, Community Social Development

Re:

2023 Child Care Grants

#### **Staff Recommendations**

- 1. That the Child Care Capital Grants be awarded for the total recommended amount of \$49,936.46 as identified in the staff report titled "2023 Child Care Grants," dated January 4, 2023, from the Director, Community Social Development;
- 2. That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$10,000.00; and
- 3. That the grant funds be disbursed accordingly following Council approval.

Kim Somerville

Director, Community Social Development

(604-247-4671)

Att. 4

REPORT CONCURRENCE				
ROUTED TO:	Concu	RRENCE	CONCURRENCE OF GENERAL MANAGER	
Finance Department			pe Erceg	
SENIOR STAFF REPORT REVIEW		INITIALS:	APPROVED BY CAO	

#### **Staff Report**

#### Origin

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

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

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

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**

#### 2023 Child Care Grants Budget

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

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care
  Operating Reserve Fund (Bylaw No. 8877), established in 2012, to assist with non-capital
  expenses, including grants to non-profit societies to support child care professional and
  program development within Richmond.

As part of the 2023 Operating Budget, an expenditure of \$50,000.00 from the Child Care Development Reserve for the 2023 Child Care Capital Grants and an expenditure of \$10,000.00 from the Child Care Operating Reserve for the 2023 Child Care Professional and Program Development Grants, were approved.

#### Notice Given and Applications Received

On September 14, 2022, the application window for the 2023 Child Care Grants opened and information was posted on the City's website. The availability of the grants were promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was October 19, 2022. A total of 10 applications were received, of which eight were for Child Care Capital Grants, and two were for Child Care Professional and Program Development Grants.

#### **Analysis**

#### **Application Review Process**

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2023 Child Care Grant applications. City staff, including the CCDAC staff liaison, met with the subcommittee and prepared recommendations for the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Guidelines (Attachment 2) and summarized their recommendations, which the CCDAC approved. The total requests for the 2023 Child Care Grants amount to \$60,932.75, and the grant allocations recommended amount to \$59,936.46.

All eight grant applicants for Child Care Capital Grants deliver licensed child care programs offering a range of services, including Group Care Under 36 Months, Group Care 30 Months to School Age, Preschool and Group Care School Age. The eight Child Care Capital Grant requests amount to \$50,325.87. The CCDAC recommends funding the eight grant applicants for \$49,936.46, as outlined in Table 1 below.

There are two requests, Atira Women's Resource Society and Richmond Jewish Day School of British Columbia, where the recommended amount is lower than the requested amount. Atira Women's Resource Society made minor revisions to their list of requested items after submission which resulted in a slightly lower request. All requested items are recommended for funding. The recommended amount for the Richmond Jewish Day School of British Columbia is for the lower of their submitted quotes; as a result all items have been recommended for funding but at a slightly reduced cost.

Table 1: 2023 Child Care Capital Grant Applicants and Requests

202	23 Child Care Grant Applicants and Requests	Requested Amount	Recommended Amount
Capital Grant Applicants and Requests			
1.	Aspire Richmond (formerly Richmond Society for Community Living)	\$10,000.00	\$10,000.00
2.	Atira Women's Resource Society	\$4,016.72	\$3,911.79
3.	Developmental Disabilities Association of Vancouver – Richmond	\$3,000.00	\$3,000.00
4.	Little Wings Daycare Centre Society	\$4,226.41	\$4,226.41
5.	Richmond Jewish Day School Society of British Columbia	\$5,095.03	\$4,810.55
6.	Steveston Community Society	\$5,673.58	\$5,673.58
7.	The YMCA of Greater Vancouver	\$13,329.75	\$13,329.75
8.	West Richmond Community Association	\$4,984.38	\$4,984.38
To	tal Amount Requested for Capital Grants	\$50,325.87	\$49,936.46

In addition, two applications for Child Care Professional and Program Development Grants were received. Aspire Richmond (formerly Richmond Society for Community Living) requested \$1,606.88 to purchase resources and seating for the Supported Child Development Program's lending library at the new Seedlings Early Childhood Development Hub. This lending library will be available for use by parents and child care providers in Richmond. Richmond Cares, Richmond Gives requested \$7,000.00 to provide a professional development component featuring Dr. Mariana Brussoni at the 2023 Annual Child Care Dinner. Additionally, they requested \$2,000.00 to support the development and purchase of Indigenous Educational Kits for the Child Care Resource and Referral Program.

The total amount recommended for the 2023 Professional and Program Development Grants is \$10,000.00, outlined in Table 2 below. There are insufficient funds available to support the full requests of both organizations in the Child Care Professional and Program Development Grant stream. This is reflected in the recommendations.

Table 2: 2023 Child Care Professional and Program Development Applicants and Requests

202	3 Child Care Grant Applicants and Requests	Requested Amount	Recommended Amount
Pro	fessional and Program Development Grants		
1.	Aspire Richmond (formerly the Richmond Society for Community Living)	\$1,606.88	\$1,606.88
2.	2. Richmond Cares, Richmond Gives		\$8,393.12
Total Amount Requested for Professional and Program Grants		\$10,606.88	\$10,000.00

Staff support the CCDAC recommendations as proposed in the attached list of 2023 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2023 Child Care Grant applications are included with this report (Attachment 4). As the content of the summaries are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

#### **Financial Impact**

The 2023 Child Care Grants budget of \$60,000.00 was approved as part of the City's 2023 Operating Budget. This funding is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$59,936.46 in allocations is being recommended for the 2023 Child Care Grants, subject to City Council's approval.

#### Conclusion

Child care is an important service that supports Richmond's children, families and employees. The City's Child Care Grants will enhance the provision of quality, affordable and accessible child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy and the 2021–2031 Richmond Child Care Action Plan. Staff recommend approval of the proposed recommendations for the City's 2023 Child Care Grants for a total of \$59,936.46; a total of \$49,936.46 allocated to the eight Child Care Capital Grant applicants and \$10,000.00 allocated to the two Child Care Professional and Program Development Grant applicants.

Chris Duggan

Program Manager, Child Care and Youth

(604-204-8621)

- Att. 1: Child Care Development Policy 4017
  - 2: Child Care Grants Program Guidelines
  - 3: 2023 Child Care Grants Requests and Recommendations
  - 4: 2023 Child Care Grants Summary Reports



Page 1 of 5	Adopted by Council: January 24, 2006	Policy 4017
	Amended by Council: April 10, 2012; December 8,	
	2014; September 14, 2015, November 18, 2019	
File Ref: 3070	Child Care Development Policy	

#### **POLICY 4017:**

It is Council policy that:

#### 1. GENERAL

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

#### 2. PLANNING

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

#### 3. PARTNERSHIPS

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

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

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



Page 2 of 5	Ame	pted by Council: January 24, 2006 ended by Council: April 10, 2012; December 8, 4; September 14, 2015, November 18, 2019	Policy 4017	
File Ref: 3070	Chil	Child Care Development Policy		
	(b)	Monitoring the need for new child care spaces to su residents, employee and student populations.	pport Richmond	
	(c)	Providing, when appropriate, new child care spaces meet existing needs and future population growth.	and/or facilities to	
	(d)	Requesting senior governments and other stakehold ongoing funding for affordable child care facilities, sprogramming.		

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

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

#### 5. CHILD CARE RESERVE FUNDS

- 5.1 The City has established two Child Care Reserve Funds as described below.
  - (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

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

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



Page 3 of 5	Adopted by Council: January 24, 2006	Policy 4017
	Amended by Council: April 10, 2012; December 8,	
	2014; September 14, 2015, November 18, 2019	
File Ref: 3070	Child Care Development Policy	

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.
- 5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:
  - (a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
  - (b) 30% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.
- 5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

#### 6. DEVELOPMENT OF CHILD CARE FACILITIES

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



Page 4 of 5	Adopted by Council: January 24, 2006	Policy 4017	
	Amended by Council: April 10, 2012; December 8,		
	2014; September 14, 2015, November 18, 2019		
File Ref: 3070	Child Care Development Policy		

- 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.



Page 5 of 5	Adopted by Council: January 24, 2006	Policy 4017
	Amended by Council: April 10, 2012; December 8,	
	2014; September 14, 2015, November 18, 2019	
File Ref: 3070	Child Care Development Policy	

#### 10. INFORMATION

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

#### 11. PROMOTION

- 11.1 The City will:
  - (a) Promote and support child care initiatives and awareness activities.



# **Child Care Grants Program Guidelines**

2023 Child Care Grant Information Session:

September 27, 2022

4:00 pm to 5:00pm

This will be a virtual event. Please RSVP to

<u>childcare@richmond.ca</u> to be included.

City of Richmond – Planning and Development Community Social Development August 2022

## **Child Care Grants - Program Guidelines**

#### Introduction

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

#### Eligibility

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

Applicants may be either:

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

#### **Purpose**

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

#### (1) Capital Grants

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

#### (2) Professional and Program Development Grants

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

Richmond, rather than to a few specific individuals or centres. The necessity and benefits of the initiative to the child care community must be demonstrated. Funding for individual staff to register for or attend courses or workshops is <u>not</u> eligible under this grant program.

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

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

#### **Priorities**

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

- support infant/toddler and school-age care, identified as priorities in the 2017 –
   2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit and, if eligible, participate in the Child Care Fee Reduction Initiative.

#### **Grant Application Process**

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - Grant Applicant User Guide* which is posted on the City's <u>website</u> for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

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

The following electronic documents will be needed for your application:

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

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

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

#### Applications must include the following:

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

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

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

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

- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
- If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, other grants, fundraising).
- i) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

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

The following items are required:

#### Capital Grant Requests

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

#### Professional and Program Development Grant Requests

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

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

#### **Supporting Documents**

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

#### Additional Documentation to Support your Application

- a) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing, photographs of an item needing repair or replacement).
- b) Two letters of support from parents, community partners or others.

#### **Terms and Conditions**

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

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

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

#### **Review Process and Approval Process**

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

#### **Application Deadlines and Decisions**

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants website for more information on the grant program and important application deadlines: <a href="https://www.richmond.ca/citygrants">www.richmond.ca/citygrants</a>

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

Chris Duggan Program Manager, Child Care and Youth City of Richmond – Community Social Development

Phone: 604-204-8621

E-mail: cduggan@richmond.ca

		are Grants Subcommittee Recommended Grant A	Illocations and Co	omments	
SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	Page #
Aspire Richmond (formerly Richmond Society for Community Living)	Appliances and Equipment The purpose of this grant application is to purchase a washer and dryer for the Treehouse Early Learning Centre, equipment for Seedlings Early Child Care Centre and washroom items for Youth Connections After School Care programs to increase program accessibility.		\$10,000.00	\$10,000.00	1
Atira Women's Resource Society	Child Care Capital Grant	Furnishings and Equipment The purpose of this grant application is to purchase equipment and furnishings for the Willow Early Care and Learning Centre in Richmond.	\$4,016.72	\$3,911.79	6
Developmental Disabilities Association of Vancouver - Richmond	Child Care Capital Grant	Appliances The purpose of this grant application is to purchase a new stove, washer and dryer for the Riverside Child Development Centre.	\$3,000.00	\$3,000.00	8
Little Wings Day Care Centre Society	Child Care Capital Grant	Furnishings and Equipment The purpose of this grant application is to purchase furnishings such as chairs and a bookcase as well as outdoor play equipment for the infant and toddler program.	\$4,226.41	\$4,226.41	10
Richmond Jewish Day School Society of British Columbia	Child Care Capital Grant	Outdoor Equipment The purpose of this grant application is to purchase equipment for the program's playground to enhance the experiences of the children in their care.	\$5,095.03	\$4,810.55	16
Steveston Community Society Child Care Capital Grant		Equipment The purpose of this grant application is to purchase equipment for the preschool program such as a sensory table and magnetic room dividers to provide more opportunities and new experiences for their preschoolers to learn through play.	\$5,673.58	\$5,673.58	18
The YMCA of Greater Vancouver	Child Care Capital Grant	Equipment The purpose of this grant application is to build custom shelving for storage in the Sprouts Early Childhood Development Hub's Toy Lending Library.	\$13,329.75	\$13,329.75	20
West Richmond Community Child Care Capital Association Grant		Furnishings and Equipment The purpose of this grant application is to purchase equipment for the Preschool program and furnishings for the Senior Out of School Care program at West Richmond Community Centre.	\$4,984.38	\$4,984.38	21
Child Care Capital Grant Requests/Rec	commended Total		\$50,325.87	\$49,936.46	
Aspire Richmond (formerly Richmond Society for Community Living)	Child Care Professional & Program Development Grant	Lending Library Materials The purpose of this grant application is to purchase new resources for the Supported Child Development Program (SCDP) Lending Library at Seedlings Early Childhood Development Hub.	\$1,606.88	\$1,606.88	4
Richmond Cares, Richmond Gives	Child Care Professional & Program Development Grant	Professional Development Event and Lending Library Materials The purpose of this grant application is to provide funding for a workshop on Risky Play by Dr. Mariana Brussoni at the 2023 Annual Child Care Dinner and to purchase equipment for the development of Indigenous Educational kits for the Child Care Resource and Referral Library.	\$9,000.00	\$8,393.12	12
Professional & Program Development	Grant Requests/Reco	mmended Total	\$10,606.88	\$10,000.00	
TOTAL 2023 CHILD CARE GRANTS REC	UESTS & RECOMMEN	DED TOTAL	\$60,932.75	\$59,936.46	
2023 Child Care Grants Program Budg	et	Amount Available	Requested	Recommended	Balance remaining
Capital Grants		\$50,000.00	\$50,325.87	\$49,936.46	\$63.54
Professional & Program Development	Grants	\$10,000.00	\$10,606.88	\$10,000.00	\$0.00
Total		\$60,000.00	\$60,932.75	\$59,936.46	\$63.54



## Capital Assistance Application for 2023 Child Care Grants Program

Society: Aspire Richmond

**Title:** Aspire Richmond Childcare program improvements

**Amount:** \$10,000.00

## **Purpose: Equipment**

Aspire Richmond is seeking funding from the City of Richmond in order to improve childcare programs and supports for individuals and families served through our Treehouse Early Learning Centre, Seedlings Early Child Care Centre, and Youth Connections afterschool care programs. As the focus of Aspire Richmond is on allowing individuals with developmental disabilities live thriving, connected and happy lives; all these programs offer inclusive childcare and individualized supports to ensure a positive and respectful environment. Treehouse Early Learning Centre is seeking funding to purchase a new washer and dryer for the facility. The existing washer and dryer is nearing the end of its life span, especially as the last two years have seen increased use as more clothing and items had to be washed more frequently to ensure proper sanitation and health practices. A new washer and dryer would greatly support the program by allowing the ongoing cleaning and sanitation of clothing, blankets and other items in this childcare setting. Seedlings Early Child Care Centre is looking to increase the use of a newly licensed multi-purpose room (as of September 2022) that would allow additional children to access childcare programs during non-instructional days. Using this new licensed space would allow families to have the ability to enroll their children in a day program allowing parents to continue working on these days. The use of this space would need to see an increase in the purchase of games, toys, equipment, and activities so that children are engaged, provided with education and most importantly fun things to do while accessing the center. Youth Connections is seeking funding to address opportunities to make the space more accessible and healthier. With the complex needs of youth who utilize this program, coupled with the ongoing need to maintain health and hygiene practices, funding from the City of Richmond would be directed towards the purchase of soap dispensers, towel dispensers, adaptive seating and drying racks. Theses new items with regards to towel and soap dispenses would replace the current ones which are not automated and can be challenging to use, especially for people with different abilities. Adaptive seating would replace existing seating that has gone beyond its lifespan and hanging racks would allow a safe place for youth to dry their art and other projects so that they do not cause as safety risk.

## **Service Delivery Benefits:**

Child care service delivery will improve the quality of care for children in all of these programs provided by Aspire Richmond. By having a new washer and dryer, Treehouse will have the opportunity to ensure that clothing, bedding and additional materials are clean and safe for use in the centre. For Seedlings, having the use of the multipurpose room and the accompanying toys and games that this grant will fund will provided much needed safe, accessible and inclusive childcare for children and families on non-instructional days. Lastly, having improved soap and towel dispensers will improve the accessibility for youth to utilize important hygiene practices when accessing the Youth Connections space. Additional funding for adaptive seating and a drying rack will also mean that youth can enjoy this space more, improving the quality of their experience within this program.

#### **Beneficiaries:**

Funding from the City of Richmond will greatly benefit children, youth and families that are served by Aspire Richmond. Families turn to Aspire Richmond because they trust us to provide safe, inclusive, and accessible child care for children and youth of all abilities. Treehouse offers both full and part-time daycare and preschool, offering care for typically developing children with dedicated spots for children with disabilities or who have additional support needs. Early Childhood Educators follow the Reggio Emilia approach to emergent curriculum. Self-guided learning occurs through exploration and discovery in a supportive and enriching environment. Seedlings offers children and families a new state-of-the-art central location for child care that is inclusive and accessible to all. The program provides care to infant/toddler, 3 years old to school age, senior and junior before and afterschool care, as well as spring and summer break programs. Like Treehouse, the program is based on principles of respect, responsibility, and community and the curriculum focuses on the interests of the children. Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities aged five to nineteen. Operating after school weekdays during the school year and for full days during the summer, spring, and winter breaks, the program offers school-aged children and teens the opportunity for social interaction and recreation. Therapeutic recreation offered through Youth Connections allows participants to expand their independence skills and improves overall quality of life. By providing accessible and inclusive child care, children benefit, parents and caregivers benefit as they are free to continue work and personal activities and the community benefits from having safe and enriching programing for its youngest citizens.

## Partners (if applicable):

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

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

2021	\$7,500.00	Child Care Capital Grant
2020	\$15,500.00	Health, Social & Safety
2020	\$5,000.00	Child Care Capital Grant
2020	\$7,500.00	Child Care Capital Grant

## **Grant Recommendations**

ommended Amount: \$10,000.00
ommendation:
Aspire Richmond be funded for a Child Care Grant in the amount of \$10,000.
nt Conditions:



## Professional & Program Development Application for 2023 Child Care Grants Program

Society: Aspire Richmond

Title: Supported Child Development Lending Library Expansion

**Amount:** \$1,606.88

#### **Purpose:**

Early intervention and supports are so important for the well-being of children and families. For this reason, Aspire Richmond is extremely proud of the Supported Child Development Program (SCDP) and the important work that it does in supporting young children and caregivers. SCDP is a community based early intervention program that provides practical information, resources and strategies for the inclusion of children birth to 19 years with disabilities in child care settings. SCDP consultants assist families to access child care in their community as well as supporting child care facilities where a child with a developmental disability is enrolled. By providing information, resources and training to child care providers, families are able to access group child care and preschool to allow them to participate alongside their typically developing peers. Funds received from the City of Richmond - Child Care Professional & Program Development Grant will be used to increase adaptive supports such as seating and toys that engage, enhance and grow with the needs of all children, available through the Lending Library program.

## **Service Delivery Benefits:**

The SCDP Lending Library is a completely free resource that is available to all Richmond licensed child care providers as well as families in the community. Toys, books and equipment purchased for the SCDP Lending Library support children with developmental disabilities who require adaptive equipment or resources to fully participate in programming. By making equipment available through the Lending Library, Aspire is able to help alleviate the burden of cost to the child care provider and caregiver. With use of equipment assessed on an individual basis, child care centres may have a particular piece of equipment for a short term or trial basis, or for as long as the child is participating in the program.

#### **Beneficiaries:**

The largest beneficiary of the SCDP Lending Library resources are the children who are able to participate, learn, laugh and grow by accessing the toys, books and equipment that is needed for their unique needs. The Lending Library also helps working parents to maintain their employment with the comfort that their child care provider has the resources and training to provide quality care for their child with additional support needs. This allows single parents to maintain financial stability and allows

families to maintain and improved quality of life. SCDP currently supports 430 children and youth, from birth to 19 years attending more than 90 child care programs throughout Richmond. Very often, families who have a child with special needs experience challenges due to costly intervention services or the need for one parent to stay at home to care for the child. The Lending Library ensures that lower income families are able to access specialized toys and adaptive equipment that they may not otherwise be able to afford.

## Partners (if applicable):

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

Year	Amount	Grant Program
2022	\$15,857.00	Health, Social & Safety
2022	\$5,000.00	Child Care Capital Grant
2022	\$7,400.00	Child Care Professional & Program Development Grant
2022	\$5,000.00	Child Care Capital Grant
2021	\$15,500.00	Health, Social & Safety
2021	\$3,500.00	Child Care Capital Grant
2021	\$1,500.00	Child Care Professional & Program Development Grant
2021	\$7,500.00	Child Care Capital Grant
2020	\$15,500.00	Health, Social & Safety
2020	\$5,000.00	Child Care Capital Grant
2020	\$7,500.00	Child Care Capital Grant

#### **Grant Recommendations**

ecommended Amount: \$1,606.88
ecommendation:
hat Aspire Richmond be funded for a Child Care Grant in the amount of \$1,606.8
rant Conditions:
/A



## Capital Assistance Application for 2023 Child Care Grants Program

Society: Atira Women's Resource Society

Title: Capital Upgrades for Willow ECLC

**Amount:** \$4,016.72

## **Purpose: Equipment**

This grant will fund the purchase of new equipment, furnishing and learning toys for the Willow Early Care and Learning Centre (ECLC) in Richmond. The early childhood educators at Willow ECLC have identified a need for new equipment, furnishings, and toys to aid in children's development. Willow ECLC began its operation in 2017, and many of its child care items have deteriorated due to wear and tear over time. This grant will fund the purchase of updated toys, furnishings and equipment to meet the children's developmental needs, enrichen their experience in the ECLC and support their comfort in the space.

## **Service Delivery Benefits:**

The grant funds will be used to enhance our programming (indoor and outdoor) and support the children's development and play. The toddler chairs will eliminate the strain on the staff from lifting the children into their highchairs while promoting independence in the children, as they will be able to seat themselves. The couches and chairs will provide comfortable seating and a place for the children to rest, socialize and read books. Books are essential to developing literacy and communication skills and promote imagination and the ability to focus and concentrate. We want to also provide the children with an opportunity to learn about other cultures and see their own represented in their preschool. The developing board and sensory chair will offer more sensory activities to the children, particularly the infants/toddlers. The children have fun engaging their senses, and we anticipate these items not only to be enjoyed by them but allow them to refine their thresholds for different sensory information and encourage the development of scientific thinking, language and motor skills. Through the art materials, we aim to set a foundation for learning to write by honing their fine motor skills and promoting self-expression while encouraging the children to develop their visual-spatial skills. We've also selected items to develop their gross and fine motor skills indoors and outdoors through exploration and to add diversity to their play.

#### **Beneficiaries:**

This grant will benefit the staff and 28 children attending the Willow ECLC, one of Atira's community-accessible, high-quality, licensed care centres for infants, toddlers, and children ages 3-5. Many of the children at Willow ECLC encounter unique challenges, including poverty-related issues,

intergenerational trauma, multicultural and immigration issues, and environmental factors related to witnessing violence. Willow ECLC's staff work to understand and meet the developmental needs of each child served. This funding from the Child Care grant will enable us to provide these children with equipment and toys that encourage early development through play. For children whose mothers are survivors of violence or those who have experienced violence themselves, the impact of their traumatic experiences can result in guilt, difficulty managing emotions and negative ideas related to gender dynamics. Addressing these ideas with care and play, with carefully selected toys and equipment in a safe, healthy, and nurturing environment, can abate negative developmental impacts, ultimately ending cycles of violence.

## Partners (if applicable):

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

Year	Amount	Grant Program
2022	\$14,376.00	Child Care Capital Grant

#### **Grant Recommendations**

Recommended Amount: \$3,911.79
Recommendation:
That Atira Women's Resource Society be funded for a Child Care Grant in the amount of \$3,911.79.
Grant Conditions:
N/A



## Capital Assistance Application for 2023 Child Care Grants Program

Society: Developmental Disabilities Association of Vancouver-Richmond

Title: Riverside CDC: New Appliances

**Amount:** \$3,000.00

## **Purpose: Equipment**

Riverside Child Development Centre is in need of 3 new appliances: stove, clothes washer and dryer. The current appliances are all over 15 years old and are vital to daily operations at this centre.

#### **Service Delivery Benefits:**

As a 25 space Group Child Care centre, Riverside relies on the stove for meal preparation and curriculum activities related to cooking/baking. The washer and dryer are in constant use for cleaning and sanitization purposes. This need has increased during the pandemic; many single-use items are washed daily.

#### **Beneficiaries:**

The children, their families and staff at Riverside will benefit.

## Partners (if applicable):

Riverside CDC will contribute \$527.96 from donation funds towards this purchase. If final costs at time of purchase are higher than the estimates, DDA will increase that contribution amount.

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

Year	Amount	Grant Program
2020	\$8,000.00	Child Care Capital Grant

## **Grant Recommendations**

Recommended Amount: \$3,000.00
Recommendation:
That Developmental Disabilities Association of Vancouver-Richmond be funded for a Child Care Grant in the amount of \$3,000.00.
Grant Conditions:
N/A



## Capital Assistance Application for 2023 Child Care Grants Program

Society: Little Wings Day Care Centre Society

Title: Little Wings Toddler Program Enhancement

**Amount:** \$4,226.41

## **Purpose: Equipment**

The purpose of this grant is to purchase capital items to enhance the delivery of our infant/toddler programs. We would like to order toddler chairs, a book shelf, sleeping mats and outdoor equipment for the infants and toddlers to use each day

#### **Service Delivery Benefits:**

We spend a lot of time outside to provide the children with multiple gross motor activities that are fun and accessible. We want to continue to create a welcoming and inviting outdoor play space to encourage the children to investigate and explore their surroundings. By providing a variety of age and physical appropriate activities, the infant and toddlers become more engrossed in their play. While providing care for infants and toddlers we periodically need to replace capital items to ensure they are safe and developmentally and physically age appropriate.

#### **Beneficiaries:**

This grant will directly benefit 29 Infant/Toddler aged children on a daily basis, along with the teaching staff.

## Partners (if applicable):

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

Year	Amount	Grant Program
2022	\$13,186.00	Child Care Capital Grant
2021	\$5,268.00	Child Care Capital Grant
2020	\$4,514.00	Child Care Capital Grant

## **Grant Recommendations**

Recommended Amount: \$4,226.41
Recommendation:
That Little Wings Day Care Centre Society be funded for a Child Care Grant in the amount of
\$4,226.41.
Grant Conditions:
N/A



# Professional & Program Development Application for 2023 Child Care Grants Program

Society: Richmond Cares Richmond Gives

Title: Child Care Gala Dinner and Indigenous Educational Kits

**Amount:** \$9,000.00

#### Purpose:

This Grant will be used to assist in funding two projects for the Richmond CCRR: the 2023 Annual Child Care Dinner and the development and creation of Indigenous education kits for the CCRR resource library. The first project, the Child Care Dinner, is an annual celebration event of child care providers that takes place during Child Care Month (May) that is put on by the CCRR and other community partners such as Aspire Richmond. In previous years, the event was a dinner and celebration event only, but in the most recent iteration of the event in 2019, it was decided by the planning committee that the event should evolve into a more formal professional development and awards celebration. The 2019 event introduced an awards selection and celebration portion to the dinner, but further developments and celebrations were halted due to the ongoing COVID-19 pandemic. It was intended that the 2020 event would have also introduced a workshop or keynote address so that attendees would also be able to earn professional development hours towards their Early Childhood Educator licenses. The planned 2023 event will be the first return of the Child Care Dinner in four years, and it is our purpose to use the Grant to enhance the event by funding a short workshop/keynote on the topic of Risky Play given by Dr. Mariana Brussoni of the UBC Brussoni Lab, as well as reduce overhead costs to be able to make the event accessible and affordable for all educators. Dr. Brussoni is an awardwinning developmental psychologist, and her research focuses on investigating child injury prevention, risky play, design of outdoor play-friendly environments, and parent and caregiver perceptions of risk. Providers attending the event would be able to listen and interact with Dr. Brussoni directly, and not only be able to celebrate their own contributions to early years care through their experiences and work in the field but come away with new knowledge that they can practically apply in their centres immediately. The second project would be used to enhance the CCRR's Early Years Library through the development and creation of 6-10 educational kits focusing on various aspects of Indigenous culture that would be made available for child care provider and parent use. The Richmond Early Years Library (REYL) is a free resource and educational library that is utilized by families and child care providers in Richmond, with over 1,800 materials available for lending. The REYL opened in April 2020 with a key focus on promoting current educational trends such as the BC Early Learning Framework (ELF) as well as integrating and bringing awareness to Indigenous culture, resources, and stories in a respectful way. While the first stage of this was to integrate Indigenous resources into the library to honour inclusion and emphasize the importance of Indigenous influence in Canada, we would now like to develop kits

under guidance from Indigenous elders and the Indigenous community to further teach and share with our local community. Materials would be purchased where possible directly from Indigenous owned, local sources in an effort to support Indigenous communities. Supplementary materials will also be sourced from local small businesses where able. Although CCRR staff currently have ideas about how these kits can be structured as well as have an overall grasp of resources required based off of our collective expertise, the nature of this project assumes that our intrinsic biases and ignorance of Indigenous culture will be challenged. As such our understanding of the requirements to complete this project are subject to change pending guidance and collaboration with our Indigenous partners, and we embrace the opportunity for further development as the project progresses.

#### **Service Delivery Benefits:**

For the first project, the Child Care Dinner, early childhood educators will be able to participate in an event that not only celebrates their contributions to the field but also come away equipped with a new perspective on children's learning and development that challenges and explores their own prejudices or reservations when it comes to risky play. Stemming from their adult worldview, even the most wellintentioned educators have inherent biases when working with children. For children to truly thrive, they need to be given an opportunity to explore their surroundings, challenge boundaries, and experience risks in a structured environment. The chance to receive information directly from an expert in the field such as Dr. Brussoni would be an opportunity that most child care educators may not be able to attend under normal circumstances, and one that the CCRR would not be able to afford to sponsor otherwise. It is a part of the CCRR's mandate to advocate for the advancement of professionalism and the importance of lifelong learning. Our belief is that quality child care supports the healthy development of children. The Child Care Dinner event is regularly attended by not only the Richmond educators working directly with children, but also by the managers, directors, and owners of child care centres who would directly be able to benefit, learn and implement any adjustments or insights gained from Dr. Brussoni's considerable expertise. This diverse representation of the child care community allows for the immediate circulation of current knowledge and practices to a significant portion of Richmond's child care community. Our second project, the improvement of our Richmond Early Years Library, would directly enrich the Richmond Early Years community through the development of lendable Indigenousthemed educational kits that would be freely available for use by parents, educators, students, and other residents. We intend to create a diverse selection of kits that support the culture of the Indigenous peoples through the sharing of stories of the peoples, providing context within our history, and through the appropriate use of Indigenous content. One issue that is regularly raised by Richmond child care educators in regards to Indigenous culture is that educators are uncertain how to approach and teach on the subject in a respectful manner. By creating a diverse selection of kits, we will expand upon the resources already integrated within the library as well as provide opportunities for users to further expand their knowledge on a variety of themes. These kits would be designed for use both within a classroom setting and at home with one's own children, with an emphasis on providing insight to the user as to how to present the materials in a respectful and appropriate way. Through the process of developing the kits through input received from the Indigenous community, the kits will provide quidance on approaching Indigenous culture with consideration through example. Furthermore, CCRR staff will have learned tools to further assist clients and provide additional guidance as needed. It is our

hope that these kits will also serve to open conversations within the early years field and provide a foundation upon which deeper discussions can be raised.

#### **Beneficiaries:**

As a result of attending the Child Care Dinner event, early childhood educators will benefit from receiving expertise and knowledge directly from an expert and leader in the field of child growth and development. Additionally, they will receive up to one hour of professional development that they can then use towards their license renewal. We anticipate that between 100-125 Richmond educators will attend the event, and this high turnout can be harnessed as a vehicle to provide educators access to high-level experts in the early years field that they may not otherwise have occasion to observe. Richmond parents and children will also benefit, as educators will come away with new knowledge and resources that they can share with families, collectively re-think inherent biases towards safe play practices, and open discussions on the impact on children's health and well-being. Children that attend centres where these approaches are embraced will be able to take advantage of new research and advancement in child growth and development, and overall the large-scale of the event will have a positive impact on Richmond's child care landscape. Parents, educators, students, children, and Richmond's Indigenous community will directly benefit from the inclusion of new Indigenous materials in the Richmond Early Years Library (REYL). At this time the REYL has just under 600 active subscribers, comprised of local parents, child care educators, students and more, who borrow resources from our library approximately 60 times per month. Making resources available that support the culture of the Indigenous peoples would help to build awareness and foster understanding towards respectful and appropriate representation. A benefit of hosting these resources in our library would be that patrons have opportunities to consult with CCRR staff for further guidance as to kit usage or to pair them with other relevant resources. Additionally, CCRR staff regularly provide outreach to the Richmond community at events, child care centres, local organizations, and colleges, utilizing resources from our library as aids or learning tools. Carefully and conscientiously built kits that embody Indigenous values and practices can in this way be shared with the local community, and also hopefully foster new connections. Through the process of developing the kits with input from Indigenous elders, we also hope to create new relationships and engagement with Richmond's Indigenous community and make the library more welcoming and accessible to all.

## Partners (if applicable):

Project 1: Child Care Dinner We will be partnering with Aspire Richmond (formerly Richmond Society for Community Living) to form the basis for the planning committee as well as to share staffing resources and expertise. The CCRR and Aspire staff will act as committee chairs. The dinner planning committee will be comprised of volunteers from other Richmond organizations yet to be determined. These committee members will inform and assist with the event planning but will not financially contribute to the event. Project 2: Development of Indigenous Educational Kits The Richmond CCRR would like to partner with the local Indigenous community and elders for the completion of this project. At this time we have connections with Metis Nation British Columbia and we have reached out to BC Aboriginal Child Care Society, but we are currently pursuing further lines of inquiry to find more local

sources. These partners would provide guidance and help to inform the project so that it can be completed in a respectful and honoring way.

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

Year	Amount	Grant Program
2022	\$43,615.00	Health, Social & Safety
2021	\$42,634.00	Health, Social & Safety
2020	\$42,634.00	Health, Social & Safety

#### **Grant Recommendations**

Recommendation:	
That Richmond Cares, Richmond Gives be funded for a Child Care Grant in the amount	unt of
\$8,393.12.	
Grant Conditions:	
N/A	



## Capital Assistance Application for 2023 Child Care Grants Program

Society: Richmond Jewish Day School Society of British Columbia

Title: Playground Equipment Upgrade

**Amount:** \$5,095.03

## **Purpose: Playground Improvements**

The purpose of this Grant request is to enhance the experiences of children in our care by providing safe, quality, accessible and sustainable outdoor equipment. Earlier this year, our Society was granted the BC Child Care New Spaces Fund. I came into my role as Program Director less than 3 weeks before the application was due, therefore did not have enough time to assess the full scope of the project. We feel grateful and fortunate to have received these funds for the necessary maintenance of the space to make it suitable for licensed child care. A few months into the process, even before we received funding approval, it was determined that the building needed much more maintenance and repairs than we realized at the beginning of the process. Therefore, a large majority of the funding that was to be put toward an accessible and sustainable outdoor play space must now be allocated toward plumbing upgrades, roof repairs, lighting replacements and more (the Capital Funding Program gave permission for the reallocation of funds). Since our budget has now been significantly reduced, we are hoping the City of Richmond Capital Grant for Child Care can help put some of those funds back where they were originally intended.

## **Service Delivery Benefits:**

The current outdoor setup is very limited, with little shade or play equipment. Our play-based program requires long periods of time for children to explore, get creative, take risks, and push their own boundaries. To provide a truly play-based experience, the children require safe, sustainable equipment and open-ended materials. Our child care philosophy follows the BC Early Learning Framework and upto-date best practices of care. We are an inclusive centre that strives to meet the needs of each individual child and design our environment in a way that is accessible and appropriate for everyone. We believe these types of environments and experiences are vital for socio-emotional, cognitive and physical growth and development.

#### **Beneficiaries:**

RJDS's primary demographic caters to the Jewish community, as we are the only Jewish licensed child care centre in Richmond and feed into a Jewish, independent elementary school. This type of program is important for Jewish community members, whether religious or non-religious, as it provides an environment rich in Jewish culture and traditions. However, our Early Learning Centre welcomes

families of all backgrounds and faiths and provides a safe space for everyone with inclusive, diverse, and emergent programming.

## Partners (if applicable):

It's a yes and no. The BC Child Care New Spaces Fund is contributing to our outdoor space improvements. However, at this point in our progress, the scope of our necessary repairs and upgrades on the building have yet to be determined and we do not know how much of the provincial funding will be left for this part of the project. Once we know our budget for the entire outdoor space, we will amend our previous plan and create a new one. As there is still much planning to do for this project and our end budget will be much smaller than originally anticipated, the expenses listed in the Proposed Project Budget only reflect a portion of our plan. These items have been carefully selected for optimal potential use, in the event that future phases of the project have to be put on hold for lack of funds. It should also be mentioned that the New Spaces Fund Agreement requires us to contribute 10% of the overall project (the entire project, not just the playground). This 10% can be covered by grants or donations, so we hope the City of Richmond grant can help cover a portion of the required 10% contribution.

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

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

#### **Grant Recommendations**

Recommended Amount: \$4,810.55
Recommendation:
That Richmond Jewish Day School Society of British Columbia be funded for a Child Care Grant in
the amount of \$4,810.55.
Grant Conditions:
N/A



### Capital Assistance Application for 2023 Child Care Grants Program

Society: Steveston Community Society

Title: Enhancing Quality Preschool Programs

**Amount:** \$5,673.58

### **Purpose: Equipment**

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

### **Service Delivery Benefits:**

These funds would help us purchase high quality, sturdy and safe equipment, enrich our community's experience in our programs and provide more opportunities and new experiences for our preschoolers to learn through play. The children in our care love imaginative play and using open-ended materials. The double-sided write and wipe magnetic room divider is a multi-use teaching and learning tool that would provide our preschoolers many opportunities to learn and experience how magnets connect and stick, practice writing, drawing and erasing. It is on wheels that can lock in place or roll it to another location, and to separate spaces in a room for a specific activity. A see-thru sensory table would provide preschoolers the opportunity to explore materials safely without making a mess. The transparent sides gives different perspectives to the materials it contains. A large sand and water table provides preschoolers opportunities to explore materials like sand and water safely. The legs of this table can be adjusted to the height of the children using it. A sensory light table would be used to illuminate the children's work and see other perspectives. The Grippies shake build curve 70 pieces set introduces the concept of construction through the sensory exploration of how magnets connect different pieces, sizes and shapes. The Kids 5 piece solid wood square play/activity table and chair set would be a sturdy and well-built addition to the imaginary play area that can serve as a dining table, or another table for children to gather. All of the above equipment mentioned would be used on a daily basis throughout the current school year and years to come. These pieces of equipment will enhance our participants' learning and experience in our programs through countless open-ended play experiences.

### **Beneficiaries:**

Approximately 62 preschoolers ages 3 to 5 years in our community who attend our three licensed preschool programs offered during the school year would benefit from this grant, if received. Another approximately 50 preschoolers age 3-5 years who attend our licensed daycamp programs offered in Winter, Spring, and Summer would also benefit from this grant, if received.

### Partners (if applicable):

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

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

### **Grant Recommendations**

Recommended Amount: \$5,673.58
Recommendation:
That Steveston Community Society be funded for a Child Care Grant in the amount of \$5,673.5
Grant Conditions:
N/A



### Capital Assistance Application for 2023 Child Care Grants Program

Society: The YMCA of Greater Vancouver

Title: Sprouts Early Childhood Development Centre Toy Lending Library

**Amount:** \$13,329.75

### **Purpose: Furnishings**

To have shelving installed for the toy lending library.

### **Service Delivery Benefits:**

Shelving so we can open the toy lending library to families in the community.

### **Beneficiaries:**

The children and families in the community will benefit from the grant.

### Partners (if applicable):

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

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

### **Grant Recommendations**

Recommend	ded Amount: \$13,329.75
Recommend	dation:
That The YM	CA of Greater Vancouver be funded for a Child Care Grant in the amount of
\$13,329.75.	
Grant Cond	tions:
N/A	



### Capital Assistance Application for 2023 Child Care Grants Program

Society: West Richmond Community Association

Title: Child Care Program Equipment and Furniture Upgrade

**Amount:** \$4,984.38

### **Purpose: Furnishings**

Senior OSC Program: Replace Lounge Area Furnishings The needs of our child care program and the replacement of the furnishings around the 'lounge area'. Our current lounge area consists of two couches and a table that are old and worn, with one of the couches having torn upholstery patched with duct tape. The program would also like to purchase rugs to provide play space on the floor for the children. Preschool Program: Purchase Light Table Merry King Preschool would like to apply for the City of Richmond Child Care Grant to purchase a large light table for the preschool programs. Our preschool programs follow a play-based, immergent learning philosophy. Children are invited to explore many learning opportunities in the classroom through play experiences set up by the teachers. A high quality light table will enhance these learning experiences. Our current light table is a portable table top light table that has seen better days. The surface is worn out, not providing a strong illumination of materials. The wires have been repaired several times over the years, showing a possible safety risk.

### **Service Delivery Benefits:**

Senior OSC Program: Replace Lounge Area Furnishings Our goal is to bring in a new couch, multiple lounge chairs and a new table to revamp the lounge area. With the furnishings the lounge area will be a comfortable space for the older children during program time. We hope add some large carpets to the room to encourage accessible floor space for play. A lounge area is an important aspect of creating an inclusive learning environment for all participants. It can be a social space, a learning space and a relaxing space depending on the needs of the children. Preschool Program: Light Table Purchase The light table will bring a new sensory learning experiences for the children. Light tables are a popular child care material, offering the children an opportunity to enhance their learning through illuminated materials. Light tables are not typical in children's homes, therefore the novelty in a classroom makes this an exciting, captivating part of the preschool classroom. Light tables are also inclusive play areas, accessible to children of diverse learning needs. Children share the wonder of playing with the light table with one another and their teachers, creating an opportunity for language and social learning.

### **Beneficiaries:**

Senior OSC Program: The children registered in the Senior OSC Program will benefit from the grant.

New furniture and rugs in the lounge area will give the children a space to relax and interact with peers

before and after school. A lounge area will allow the children to build relationships with their peers and the staff of the program. This area will be beneficial to children who need an space to regulate with resting, reading books and other calming activities. Preschool Program: The preschool children will benefit from the grant. The light table will enhance the children's learning through play with the light creating an inviting, wonderous appeal the materials. As the children are engaged with the materials, they will develop their fine motor skills, hand eye coordination, and imagination. The light table will also help children develop early literacy and numeracy skills with various activities.

### Partners (if applicable):

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

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

### **Grant Recommendations**

Recommendation: That West Richmond Community Association be funded for a Child Care Grant in the amount
That West Richmond Community Association be funded for a Child Care Grant in the amount
\$4,984.38.
Grant Conditions:
N/A

From: Jesson, Claudia

**Sent:** February 2, 2023 11:50 AM

To:

**Subject:** FW: Motion on Endorsing the Richmond Community Protocol Responding to Racism

and Hate

**Attachments:** 

#### Motion

That Richmond endorses the "Richmond Community Protocol: Responding to Racism and Hate," as created in collaboration with many Richmond stakeholders, including the RCMP, Richmond School Board, City of Richmond and Richmond Library and set out protocols to help organizations, community members, and stakeholders tackle racism and respond promptly and effectively to incidents of racism and hate.

#### Rationale:

The Richmond Community Protocol is intended to help organizations, community members, and stakeholders respond promptly and effectively whenever incidents of racism and hate occur. It outlines separate mechanisms for community members and organizations to respond to incidents of racism and hate and how they can support victims of racist and hate incidents. The Protocol also provides a list of organizations and resources that community members can turn to for support and information.

The Richmond Community Protocol was developed by the Richmond Resilience BC Committee, formerly the Richmond Organizing Against Racism and Hate (OARH) Network. The Richmond Resilience BC Committee is composed of representatives from RMCS, RCMP, Richmond School District, City of Richmond, Kwantlen Polytechnic University and other Richmond-based community organizations. It is one of 33 Resilience BC committees under the Resilience BC Anti-Racism Network, which is funded by the Province of British Columbia and offers a province-wide approach to identifying and challenging racism.

Richmond Multicultural Community Services (RMCS) was the lead organization in developing the Richmond Community Protocol, which was launched on April 22, 2022.

The Richmond Community Protocol fits well with the City's Cultural Harmony Plan and strategies to address racism in our community. It is an excellent tool to guide community organizations, stakeholders, and the public into a unified response to incidents of racism and hate. The provincial government has also considered it as a template for other cities.

The endorsement of the Richmond Community Protocol by the City has been recommended by the Richmond Resilience BC Committee, the Richmond Anti-Racism Dialogue Project, and Richmond Multicultural Community Services.

#### Attachment:

Richmond Community Protocol: Responding to Racism and Hate

## Richmond Community Protocol:

# Responding to Racism and Hate







### Acknowledgements

The Richmond Community Protocol was made possible by funding from the Ministry of International Trade (and responsible for Asia Pacific Strategy and Multiculturalism) and through the dedicated work of the OARH Coalition comprised of the following members:

- Mr. Rob Akimow, Richmond News Glacier Media Group
- · Councillor Chak Au, City of Richmond
- Ms. Stella Au, Richmond Resident
- Ms. Anne Bechard, Richmond Public Library
- Mr. Lonnie Belfer, Avia Employment
- Mr. Octavian Cadabeschi, Unite Here Local 40
- Ms. Katie Graham, Language College LINC, ISSBC
- Ms. Parm Grewal, Richmond Multicultural Community Services
- Mr. Ken Hamaguchi, The Board of School Trustees, School District No. 38
- Mr. Jonathan Ho, The Board of School Trustees, School District No. 38
- Rev. Victor Kim, Richmond Presbyterian Church
- Ms. Donna Lee, City of Richmond
- Sergeant Tom O'Hara, Richmond RCMP
- Mr. Edward Liu, Richmond Resident/Radio Show Host
- Ms. Sandra Nixon. The Board of School Trustees. School District No. 38
- Ms. Beverley Pitman, United Way of the Lower Mainland
- The Honourable Linda Reid, Legislative Assembly of BC
- Ms. Donna Sargent, The Board of School Trustees, School District No. 38
- Dr. Marty Shoemaker, Kwantlen Polytechnic University Multi Faith Centre
- Mr. Eric Yung, The Board of School Trustees, School District No. 38



### Introduction



The Richmond Community Protocol is designed to help organizations, community members and all relevant stakeholders react promptly and effectively whenever critical incidents of racism, hate crime or related incidents occur. This protocol is designed to guide both how stakeholders work with each other to coordinate organizational approaches to dealing with racism and hate crime, and also, how individual organizations and community members support victims of racism and hate crime in day-to-day situations. For everyday situations and frontline situations where racism and discrimination may occur, use the Richmond Community Protocol Community Response Chart (Appendix 7).

The Richmond Community Protocol has been developed by Richmond Resilience BC, formerly the Richmond Organizing Against Racism and Hate (OARH) Coalition. Richmond Resilience BC is a subcommittee of the Richmond Community Collaboration Table (CCT). The lead organization, and contract holder, for both Richmond Resilience BC and CCT is Richmond Multicultural Community Services (RMCS). Information on RMCS, Resilience BC and the CCT are contained in the appendices to this document.

Safe and healthy communities are a concern for all community members, including service providers and governments. This protocol acts as a mechanism for the quick assessment and responsive action towards incidents of **hate crime** and/or **hate motivated incidents**.

**Hate crimes** are criminal offences against people or property motivated by hate, prejudice or bias towards an identifiable group. This may include assault, threats, harassment, material on social media or graffiti/vandalism.

A **hate motivated incident** involves actions motivated by hate against an identifiable group based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity or expression, or on any other similar factor. This could include using aggressive or abusive language in public. A hate motivate incident is not criminal in nature.

The Criminal Code of Canada says a hate crime is committed to intimidate, harm or terrify not only a person, but an entire group of people to which the victim belongs. The victims are targeted for who they are, not because of anything they have done. A hate crime is one in which hate is the motive and can involve intimidation, harassment, physical force or threat of physical force against a person, a group or a property.

In Canada it is also a crime to incite hatred. Sections 318 and 319 are the relevant sections of the Criminal Code. Under Section 318, it is a criminal act to "advocate or promote genocide" — to call for, support, encourage or argue for the killing of members of a group based on colour, race, religion, ethnic origin or sexual orientation. Section 319 deals with publicly stirring up or inciting hatred against an identifiable group based on colour, race, religion, ethnic origin or sexual orientation. For more details visit <a href="http://laws-lois.justice.gc.ca/eng/acts/C-46/section-319.html">http://laws-lois.justice.gc.ca/eng/acts/C-46/section-319.html</a>.

### **Contact Information**

Richmond Multicultural Community Services 210 - 7000 Minoru Boulevard Richmond, BC V6Y 3Z5

Contact Name: Parm Grewal, Executive Director

Telephone: 604-276-7160 Email: parm@rmcs.bc.ca Website: www.rmcs.bc.ca

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### Background



The development of the Richmond Community Protocol was based on a Provincial Government model of three levels of community participation. In the first level or step, the Multiculturalism Branch of the Provincial Government provided leadership and resources for public education and cross-cultural dialogue. The second step involved Ministry support of community-led initiatives that assisted in the development of partnerships between community stakeholders. The third step, was where partnerships that have been established, worked together to create a response protocol to critical incidents of racism and hate. Following this third step will be the continuous implementation of this protocol.

### Intent and Purpose of Protocol

Just as communities have mechanisms in place to respond to disasters, traumas and crisis situations, this protocol intends to give both organizations and community members the tools to be prepared in the event of a critical hate motivated incident. The protocol acts as a mechanism for the quick assessment and responsive action towards critical incidents of racism and hate motivated incidents.

This protocol **outlines procedures to respond to incidents** of hate crime or activity stemming from prejudice, stereotypes and xenophobia. It provides a **step-by-step**, **easy to use guide** designed to help community members and stakeholders react promptly and effectively whenever discrimination or a hate motivated incident occurs. The protocol also offers referral to relevant resources and **a list of key terms and their definitions**.

It is important to note that the protocol does not intend to have all stakeholders become expert practitioners of victim support, the enforcement of human rights legislation or the Criminal Code. Nor is it the intention to have every stakeholder understand the complexities of hate crime and related activities.

### What is Racism?

Racism refers to a set of beliefs that asserts the superiority of one 'racial' group over another (at the individual as well as institutional level), and through which individuals or groups of people exercise power that abuse or disadvantage others on the basis of skin colour, racial or ethnic heritage, religion, or legal status. Racism generally takes the form of a **hate crime** (criminal offences) against people or property motivated by hate, prejudice or bias or **hate motivated incidents**, involving actions motivated by hate against an identifiable group, such as aggressive or abusive language in public (non-criminal).

# Individual and Systemic/Institutionalized Racism

Racism can show itself in many forms. It can occur between individuals, on an interpersonal level, and is embedded in organizations and institutions through their policies, procedures and practices. In general, it may seem easier to recognize individual or interpersonal acts of racism; a slur made, a person ignored in a social or work setting, an act of violence. However, "individual" racism is not created in a vacuum but instead emerges from a society's foundational beliefs and 'ways' of seeing/doing things, and is manifested in organizations, institutions, and systems (including education). Below are some useful definitions:

**Individual racism** refers to an individual's racist assumptions, beliefs or behaviours and is "a form of racial discrimination that stems from conscious and unconscious, personal prejudice." (Henry & Tator, 2006, p. 329). Individual Racism is connected to/learned from broader socio-

economic histories and processes and is supported and reinforced by systemic racism. Because we live in such a culture of individualism (and with the privilege of freedom of speech), some people argue that their statements/ideas are not racist because they are just "personal opinion." However, what we say and do as individuals, besides being potentially damaging to those around us, can, even when we are not consciously aware of it, support institutionalized racist ideologies and power structures. This is why it is crucial to understand systemic racism and how it operates.

**Systemic Racism** includes the policies and practices entrenched in established institutions, which result in the exclusion or promotion of designated groups. It differs from overt discrimination in that no individual intent is necessary. It manifests itself in two ways:

- **Institutional racism:** racial discrimination that derives from individuals carrying out the dictates of others who are prejudiced or of a prejudiced society.
- **Structural racism:** inequalities rooted in the system-wide operation of a society that excludes substantial numbers of members of particular groups from significant participation in major social institutions." (Henry & Tator, 2006, p. 352)

Some forms of systemic racism may be more explicit or easier (for some) to identify than others: the Indian Residential School System in Canada; Jim Crow Laws in the US; the exclusion of African-American golfers from elite, private golf courses in the US; the way that "universal suffrage" did not include Indigenous North American women (nor did Indigenous men receive the vote until 1960, unless they gave up their status/identity as Indigenous).

Some Canadian examples of systemic racism are the 1885 Head Tax, the 1923 Exclusion Act, the 1897 Female Refugees Act and there are many more.

Other forms or manifestations of systemic racism may not be as readily obvious to some, usually those privileged by the systemic racism. Fortunately, individuals can be anti-racist within, and despite, systems and institutions that are systemically racist.

# Mechanisms for Community Members to Respond to Incidents of Racism

### What Can and Should I Do?

Here's what to do right away:

### Notify the police immediately.

Know the number of your local detachment. Report all incidents of hate crime and/or incidents. Contact a community support group who will assist you to go to the police if you are afraid to do so yourself. Refer to the *Community Response Chart* (keep this available in a convenient location) for more detailed information on the most appropriate responses to different types of incidents.

#### Be sure of the facts.

When you first learn of the incidents, attempt to determine accurately the WHO, WHEN, and WHERE of the incident. Leave any evidence intact.

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."

- Margaret Mead

Do not remove graffiti until the police have seen it. Take photographs, if possible. Do not handle or photocopy hate mail. Retain the envelope.

### Notify a community organization for support.

Document all information that indicates that the attack was racially motivated. Do not attempt to solve the problem on your own. The experience of a support group will be helpful in determining what action to take. Do not hesitate to ask them for support. Support from the non-aggrieved community can be invaluable, and statements by community leaders condemning racism and hate crimes are important.

#### Be cautious with the media.

In the absence of a pattern of incidents in the area, contacts with the media on minor incidents are not advisable, due to a "copy cat" effect when incidents are reported publicly. When there is a pattern, or there is a major incident wherein news coverage is unavoidable, consultation with experienced community organizations to develop a response may be beneficial.

### Stay informed.

Contact an experienced organization and/or your local police service for training or information sessions on recognizing and responding to hate/bias crime and incidents. They will conduct them for your mosque, synagogue, church, school or community centre, and assist in education programs, coalition building and partnerships necessary to create a safe and secure community.

### Where Can You Get Help?

See the referral list on page 6.

# Mechanisms for Stakeholders to Respond to Incidents of Racism

For a protocol to be effective, it is important to have clearly defined roles and expectations of those involved. The following are the minimal expectations from participating organizations and service providers that will guide organizations to ensure a coordinated response to working together when a racist incident occurs. A central and shared commitment of all stakeholders is the formal commitment to the Richmond Community Protocol. For this protocol to be most effective, all Coalition members should be familiar with the manifestations of discrimination,

hate and bigotry and be able to proceed and address the situation appropriately. In doing so, all Resilience BC Coalition members are encouraged to learn about the key issues and terms.

As a community based coalition of concerned citizens and service providers, the Richmond Resilience BC (OARH) Coalition will:

- Respond to the issues and concerns in the community as needed; support victims whose human rights and dignities have been violated.
- Work together in a coordinated manner to share information, devise and formalize coordinated cross organizational responses to racist incidents in the community.
- Assist RMCS collect information on hate incidents occurring in Richmond and collaborate with other members on ways to mitigate hate incidents in the community.

### Role of Richmond RCMP

As the organization responsible for responding to hate crimes the Richmond RCMP will:

- Provide a senior police officer to participate in the ongoing work of the Coalition.
- Fully investigate all incidents of hate crime and hate motivated incidents.
- Provide ongoing information to the Coalition on the investigation of ongoing racist incidents.
- Fully take part, through membership of the Coalition, in devising coordinated organizational approaches to tackling hate crimes in Richmond.

### Role of Richmond Multicultural Community Services

As the lead agency for Richmond OARH Coalition, Richmond Multicultural Community Services will:

- Encourage and support education and awareness opportunities for community members, students, professionals and employers.
- In partnership with Coalition Members, research ongoing funding for initiatives to support and enhance the protocol objectives.
- Maintain an updated list of relevant service providers, victim support and ethno-cultural organizations that can be accessed for referral.
- Support victim(s) by listening to their account, documenting their account, referring them to an appropriate service or organization.
- Through the Coalition, provide leadership on coordinating organizational responses to hate crimes in Richmond.
- Coordinate hate crime and hate incident monitoring and evaluation.

### Role of Partner Organizations that have Endorsed the Protocol

- Promote and build awareness of the Richmond Community Protocol to staff and the community.
- Develop and support clear and easy to follow protocols for staff and community members to be able to report incidents of racism and hate.
- Encourage and support education and awareness opportunities for community members, students, professionals and employers.
- Engage in outreach to promote the Richmond Community Protocol to ethno-cultural, faith and traditionally underrepresented groups in Richmond.
- Work with Resilience BC and the Richmond CCT to develop a cross-agency implementation plan for the Richmond Community Profile.

### Mechanisms to Support Community Members Who Are Victims of Racism

### Victim Support

In the event of a non-emergency critical or traumatic incident of discrimination, one:

- Listens to the victim, acknowledging their experiences and validates their concerns.
- Documents the incident and contacts the Richmond RCMP with the permission of the victim.
- Once the RCMP has been contacted, contact Richmond Multicultural Community Services and Richmond OARH to monitor, evaluate and follow up with the incident.
- Provides prompt service or refers to the relevant service providers. Please see the resource list at the end of this document.
- Participates in a community response if needed, such as informing the media, joining a community dialogue and/or having a vigil.

### Referral

Refer the victim(s) to another agency when unable to provide the required services or when needs exceed capacity. Please see the referral list on the following page.

# Referral List for Community Members Who Are Victims of Racism

The protocol is designed to help community members and stakeholders react promptly and effectively to critical incidents of discrimination or hate crimes with resources and a step-by-step guide to respond.

### **Richmond Multicultural Community Services**

210 - 7000 Minoru Boulevard Richmond, BC V6Y 3Z5 Phone: 604-279-7160

Fax: 604-279-7168

Email: info@rmcs.bc.ca

RMCS provides a variety of services to immigrant and refugee communities in Richmond. RMCS can provide ongoing support and advice to victims of hate crime and direct people discreetly and professionally to other relevant services. RMCS can provide anti-racism training to individuals and groups and advise of appropriate organizational and community approaches to racist incidents.

#### **Richmond RCMP**

Richmond Detachment
Emergency Only Phone: 9-1-1
Non-emergency Phone: 604-278-1212
Fax: 604-207-4710
11411 No. 5 Road
Richmond. BC V7A 4E8

Richmond RCMP are frontline first responders to Criminal Code offences involving hate, racism or harassment. They will liaise with and forward information to BC Hate Crimes Team.

The RCMP provides the following services: law enforcement, crime prevention programs, victim services, school liaison programs, and a youth intervention program.

### **Richmond RCMP Victim Services**

Richmond RCMP Victim/Witness Services
Non-emergency Phone: 604-207-4799

Emergency Only Phone: 9-1-1

The Richmond RCMP Victim/Witness Services, offered by the City of Richmond and Richmond RCMP, provides crime victims, witnesses and their families, and those who are experiencing trauma with professional, supportive, and timely assistance to lessen the impact of crime and trauma.

### **Crime Victim Assistance Program**

CVAP is a financial benefits program offered by the Ministry of Public Safety and the Solicitor General to assist victims, immediate family members and witnesses in dealing with the effects of violent crime. CVAP may help to offset financial loss and assist in recovery from injury. CVAP is part of a network of victim service programs throughout BC. For more information visit <a href="https://www.gov.bc.ca">www.gov.bc.ca</a> or call 604-660-3888.

British Columbians who wish further information about the criminal justice system and resources may go to <a href="https://www.justicebc.ca">www.justicebc.ca</a>.

### **Education and Resource List**

#### **BC Hate Crimes Team**

c/o Major Crimes Section - CIU E Division HG - Surrey Satellite Complex 12992 - 76th Avenue

Surrey, BC V3W 2V6

Phone: 604-660-2659 or 604-660-2617 Toll Free: 1-800-563-0808 (Victim Link)

### **BC Human Rights Coalition**

#1202 - 510 West Hastings Street

Vancouver, BC V6B 1L8
Phone: 604-689-8474
Toll Free: 1-877-689-8474

Email: info@bchrcoalition.org
Website: www.bchrcoalition.org

### **BC Human Rights Tribunal**

1170 - 605 Robson Street Vancouver, BC V6B 5J3 Phone: 604-775-2000

Toll Free in BC: 1-888-440-8844

TTY: 604-775-2021 Fax: 604-775-2020

Email: bchumanrightstribunal@gov.bc.ca

Website: www.bchrt.gov.bc.ca

### Canadian Anti-Racism and Education Research Society (CAERS)

324 - 280 Nelson Street Vancouver, BC V6B 2E2 Phone: 604-687-7350

Website: www.stopracism.ca

Email: caers@telus.net

YouTube: http://youtube.com/user/xeron123456

### **Canadian Human Rights Commission**

BC and Yukon Regional Office 301 – 1095 West Pender Street Vancouver, BC V6F 2M6

Phone: 604-666-2251 Fax: 604-666-2386 TTY: 1-888-643-3304

Toll Free: 1-800-999-6899 (Ottawa)

Website: www.chrc-ccdp.ca

### **Canadian Race Relation Foundation**

4576 Yonge Street, Suite 701

Toronto, ON M2N 6N4

Phone: 416-952-3500 | Toll free: 1-888-240-4936 Fax: 416-952-3326 | Toll free: 1-888-399-0333

Email: info@crr.ca
Website: www.crr.ca

### **Statutory Provisions**

- Universal Declaration of Human Rights (www.un.org/en/universal-declaration-human-rights/)
- Part 1 of The Constitution Act, 1982 (Canadian Charter of Rights and Freedoms)
   (www.canada.ca/en/canadian-heritage/services/how-rights-protected/guide-canadian-charter-rights-freedoms.html)
- Canadian Human Rights Act (https://laws-lois.justice.gc.ca/eng/acts/H-6/)
- British Columbia Human Rights Code (www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00\_96210\_01)

### **Appendix 1: Definitions**

To assist in the reading of the protocol and the understanding of the issues surrounding discrimination and hate crime, a list of key terms is provided. The list of terms is not comprehensive and in some cases definitions vary according to the source. For more information or education opportunities and materials refer to Diversity Education and Resources Program at Archway (Abbotsford) Community Services.

**Ableism** is discrimination on grounds of physical or mental ability.

**Ageism** is discrimination on grounds of age.

**Cisgender** is used to describe a person whose gender identity matches the sex assigned at birth (Ex. An individual who is born biologically female and also has the gender identity of woman).

**Cissexism** is discrimination on grounds of gender identity and gender expression (Ex. Denying rights to a person because of their appearance, clothing or mannerisms, such as the right to use a public washroom or the right to receive service).

**Classism** is discrimination on grounds of socio-economic status or class.

**Bias** is an inclination, opinion or preference formed without any reasonable justification. Bias is reflected in a person's prejudices or attitudes towards a different race, class, gender, cultural background etc. and can often result in unfair treatment of individuals or groups.

**Bigotry** refers to the character or conduct of intolerance towards another's beliefs, religion, race, sex, mental or physical ability or sexual orientation.

**Discrimination** is when prejudice and bias move from a state of opinion or mind to action. Discrimination means to treat a person or group differently or negatively because of prejudice and bias. This can take on many different forms such as harassment, unequal pay or benefits, unequal conditions or service provisions, to hate propaganda.

**Gender** is the range of physical, mental and behavioural characteristics pertaining to, and differentiating between, masculinity and femininity (Ex. woman, man, transgender, or other).

**Gender Expression** is any and all mannerisms and personal traits, which serve to communicate a person's identity and personality as they relate to gender identity and gender roles. It is how a person expresses their gender to others.

**Gender Identity** is a person's private sense, and subjective experience, of their own gender. It is a person's self-identification of their gender.

<sup>&</sup>lt;sup>1</sup> Definitions have been compiled from several sources including the following: *Responding to Incidents of Racism and Hate: A Handbook for Service Providers*, BC Human Rights Coalition 2003; *Anti-Racism: Terminology, Concepts and Training*, Ministry Responsible for Multiculturalism and Immigration 1994; BC Hate Crimes Team.

**Harassment** can take the form of physical, visual or verbal conduct that is unwelcome, discriminatory, involves intimidation or an abuse of power and denies the respect and dignity of an individual.

**Hate/Bias Crime** is a criminal offence committed against a person or property which is motivated by the suspect's hate, prejudice or bias against an identifiable group based on race, religion, sex, gender, age, mental or physical ability, sexual orientation or any other similar factor (as defined in section 718.2 of the Criminal Code of Canada).

**Hate/Bias Incidents** are those actions that are not criminal in nature and may be covered by the Human Rights Code of Canada.

**Heterosexism** is discrimination by heterosexuals against homosexuals.

**Homophobia** is a fear or hatred of homosexuals or homosexuality.

Intolerance is not allowing, or enduring differences in opinions, teaching, worship, lifestyle etc.

**Prejudice (Bias)** means to 'pre-judge' and is an attitude towards a person or group. When applied to racism, prejudice refers to beliefs or attitudes about an individual or group based on negative or positive stereotyping. Internalizing prejudice leads to bias, which is a predisposition to build on stereotypes. Together prejudice and bias form the motivation for discrimination. Prejudice and bias are a state of mind and there are no laws to prohibit them.

**Privilege** is a special advantage, immunity, permission, right, or benefit granted to or enjoyed by an individual, class, or caste that belongs to a certain group.

**Propaganda** is the systematic propagation of a doctrine or cause or information reflecting the views and interests of those advocating such a doctrine or cause.

**Racialization** is to differentiate or categorize according to race and to impose a racial character or context on something or someone.

**Racism** refers to a set of beliefs that asserts the superiority of one 'racial' group over another (at the individual as well as institutional level), and through which individuals or groups of people exercise power that abuse or disadvantage others on the basis of skin colour, racial or ethnic heritage, religion, or legal status.

- **Individual Racism** is any action or practice which denies equity to any person because of their race, religion, ethnicity or culture.
- **Systemic Racism** refers to the social and organizational structures, including policy and practices, which whether intentionally or unintentionally exclude, limit and discriminate against individuals not part of the traditional dominant group. Systemic Racism is most often an unconscious by-product of ethnocentrism and unexamined privilege.

**Relevant Service Providers** are service providers that offer services and resources that are directly related or useful in the event of a hate crime or critical incident involving discrimination.

**Sex** is the biological distinction between male and female.

**Sexism** is discrimination on the grounds of sex.

**Stakeholders** in context of the Richmond Community Protocol refer to the service providers, organizations and institutions within Richmond who have invested interest in the health, safety and vitality of the community.

**Stereotype** is a false or generalized conception of a group of people which results in the unconscious or conscious categorization of each member of the group, without regard for individual differences. Stereotyping may relate to race, age; ethnicity, linguistics, religious, geographical or national groups; social, marital or family status; physical, developmental or mental attributes; and or gender.

**Transgender** is of, relating to, or being a person whose gender identity differs from the sex the person had or was identified as having at birth; especially of, relating to, or being a person whose gender identity is opposite the sex the person had or was identified as having at birth.

**Transphobia** is an irrational fear of, aversion to, or discrimination against transgender or transsexual people.

**Xenophobia** is fear of other people, groups, or cultures that are different from one's own. The term is usually used to describe the phenomena where the dominant group of a country feels fear of "foreigners", their customs and culture.

### Forms of Discrimination

The following illustration depicts discrimination and summarizes situations and events that range from the covert and subtle to the overt and violent. This protocol is a response to address incidents that fall on the right side of the continuum-incidents of discrimination and bias that are overt and violent. The examples below may be familiar, as some are adapted from actual events in the Fraser Valley and Lower Mainland.



### **Examples:**

**Stereotype:** White people do not care about their parents. Asian people cannot drive properly.

**Intolerance:** Not allowing someone to marry/partner with whoever the person chooses to marry/partner. Complaints about a transgender individual's use of a gendered change room.

**Discrimination:** A local technology company preferring to hire those less than 30 years old feeling they are more knowledgeable of cutting edge technology. A local restaurant refusing services to people with developmental disabilities.

**Prejudice:** A female thinking that she would never date an Indo-Canadian male because she thinks Indo-Canadian males are aggressive.

**Hate Crime (Criminal):** An elderly Sikh man is beaten by a group of people connected with a white supremacist group. A group of people deface a lesbian-led family's home with bigoted graffiti.

Hate Motivated Incident (Non-Criminal): Agressive or abusive language in public (non-criminal).

# Appendix 2: Information on Richmond Multicultural Community Services (RMCS)

Richmond Multicultural Community Services is the community agency that holds the contracts to lead and administer both the Richmond Community Collaboration Table (CCT) and Resilience BC (formerly Richmond Organizing against Racism and Hate (OARH) Coalition). RMCS has a long history of cross-cultural, diversity and human rights education and awareness initiatives in the community. RMCS provides a variety of services to immigrant and refugee communities in Richmond. RMCS plays an important role in the settlement, education, and integration of immigrants from the day they arrive in Richmond. It strives to welcome newcomers by assisting with their initial settlement needs such as language development, job search skills and networking skills within the community. RMCS hosts a wide range of programs and community events to facilitate and promote multiculturalism, diversity, and inclusiveness in Richmond.

### Vision and Mission

The vision of RMCS is for a harmonious and inclusive society that values equality and diversity. At RMCS the mission is to foster intercultural harmony through leadership, collaboration, and quality service delivery.

# Appendix 3: Information on Resilience BC (Formerly known as Richmond OARH Coalition)

### Introduction

Resilience BC, formerly Richmond Organizing Against Racism and Hate (OARH) Network is one of 33 across B.C. funded through the Ministry of International Trade (and responsible for Asia Pacific Strategy and Multiculturalism). In Richmond, Resilience BC is administered by RMCS and is a project of the Richmond Community Collaboration Table (CCT). The Resilience BC Anti-Racism Network offers a multi-faceted, province wide approach with greater focus and leadership in identifying and challenging racism.

The program connects communities with the information, supports and training they need to respond to, and prevent future incidents of racism and hate. The Richmond Resilience BC committee is comprised of community partners representing the City of Richmond, Government of British Columbia, Richmond Public Library, Richmond RCMP, faith groups, education providers and a wide range of community stakeholders.

# Appendix 4: Information on Richmond Community Collaboration Table (CCT)

Richmond's Community Collaboration Table (CCT) is also known as Local Immigration Partnership (LIP). The CCT aims at creating locally driven strategies for an inclusive Richmond based on community partnerships. The Richmond Community Protocol is a project of the CCT.

As a part of Canada's LIP, the overall objective of Richmond's CCT is to enhance collaboration, coordination and strategic planning at the community level in order to foster more welcoming and inclusive communities and improve settlement and integration outcomes.

It is an opportunity for partners to participate in long-term planning to create inclusive environments, both for the community of newcomers and long term residents in Richmond and for individual businesses and service organizations.

### **CCT Vision**

"Richmond is an inclusive city that supports immigrant settlement, integration and belonging".

### **CCT Mandate**

The CCT seeks to make Richmond an inclusive city where the needs of all are understood, valued, and met through coordinated settlement services, welcoming spaces, and intercultural harmony. The CCT is multi-sectoral collaboration that promotes, enhances, and celebrates an inclusive Richmond through:

- Understanding and responding to the social and economic settlement needs of immigrants, newcomers and refugees;
- Improving the access to and coordination of settlement services to reflect identified needs;
- Creating meaningful engagement and educational awareness opportunities for the public;
- Championing intercultural understanding through relationship building between all in Richmond:
- Connecting with Richmond's Mayor and Council, MLAs and MPs, school board and their respective advisory committees; and
- Increasing partnerships between member organizations to leverage resources and community assets.

### **CCT Guiding Principles and Values**

**Embracing Diversity:** The CCT values Richmond as a place for all to feel and be welcomed, be it in neighbourhoods, schools, workplaces or public spaces.

**Intercultural Harmony:** The CCT believes that through meaningful engagement, Richmond is a place where all can come to intentionally know, appreciate, and celebrate one another's culture and history.

**Community-Asset Building:** The CCT affirms that Richmond can build on assets found within the community and work together to utilize the skills of residents and power of local institutions through locally-driven strategic planning and action.

**Shared Responsibilities:** The CCT operates upon the understanding that everyone in the community has roles and responsibilities in creating an accessible and inclusive Richmond.

**Equity:** The CCT recognizes its role in making Richmond a more equitable city for those underserved and marginalized through developing inclusive processes, meaningful engagement, and accessibility to services.

### **CCT Membership & Governance Structure**

### Composition and Size

The CCT membership will reflect Richmond's diverse demographic, and will include members that represent sectors that are impacted by immigrant settlement and service delivery. They include but are not limited to: social and health service agencies, the business community, local government, educators and faith groups. The CCT may have no more than 45 but no less than 30 members, each with voting status.

### **CCT Membership Qualifications**

CCT members are sector representatives from one (or more) of the following sectors:

- Community/Civil Society Organizations
- Education
- Employment Skills & Training
- Faith Community
- Health Sector
- Housing
- Labour Market Agencies
- Media
- Municipality
- Newcomers
- Public Services
- Specific Employers
- Settlement & Language Services

### Appendix 5: Victim Resource Guide

# Step-By-Step Guide: Respond to Critical Incidents of Racism and Hate

### Refer:

1. For acts involving violence, call the police immediately at 911 and give full details of the incident.

#### **Protect:**

2. Assist those who are injured and restore order. For example, if an incident occurs at school have students return to their classes. Be careful not to disturb the scene or any evidence.

### **Support:**

3. Listen to the victim and acknowledge what they are going through. Support the victim or targets of the violence. (This may include organizing a gathering to celebrate community unity and diversity.)

### Non-Violent Incidents of Discrimination:

### **Support:**

1. Listen to the victim and acknowledge what they are going through.

#### Refer:

2. For non-violent forms of discrimination, refer to Richmond Multicultural Community Services.

### Graffiti and Vandalism:

- 1. In the case of major property crime, contact the police at 911 immediately.
- 2. Document any high-profile property crime by taking photographs or videotape of the offence. Make note of details such as location and time of incident and have details ready for authorities.
- 3. While waiting for authorities to arrive, cover offence without disturbing it if possible.
- 4. Support the target or targets of the graffiti. (This may include organizing an event or gathering to celebrate community unity and diversity.)
- 5. Refer to and access this Guide for counselling and or support for victims.

The local police and Hate Crimes Team should be contacted if you come upon propaganda or materials that advocate genocide or communicate hatred of any identifiable group. For more information about Hate Crimes visit, www.resiliencebc.ca/report-support/hate-crimes-in-bc/.

### **Important Contact Numbers**

Richmond RCMP: 9-1-1 or non-emergency 604-278-1212

**Victim Services:** 604-207-4799

Richmond Multicultural Community Services: 604-279-7160

If you have experienced or witnessed a critical incident of discrimination or hate crime and do not know what your options are then contact Richmond Multicultural Community Services for information, referrals and confidential support services. Richmond Multicultural Community Services can also provide access to education and training on a range of human rights and diversity topics.

### **Richmond Based/Serving Resources**

**CHIMO** provides crisis prevention and support through educational workshops, a crisis line, counselling, support groups and Nova Transition House, which offers safe, supportive temporary shelter for women and their children escaping violence at home. For free and confidential service, call 604-279-7077, email **chimo@chimoservices.com**,or visit **www.chimoservices.com**. The CHIMO office is located at 120 - 7000 Minoru Boulevard.

**QMUNITY** describes itself as BC's Queer Resource Centre, providing information, services, support and programs for members of the Lesbian, Gay, Bisexual and Transgendered community and their allies. You can reach QMUNITY online at <a href="https://www.qmunity.ca">www.qmunity.ca</a>, in person at 1170 Bute Street, Vancouver or by phone at 604-684-5307.

**Connections Community Services** provides ongoing and emergency support and advice to young people and also Indigenous people. Call 604-271-7600 or email info@rysa.bc.ca.

**The Richmond Community Services Directory** contains detailed information on a wide variety of services available to Richmond residents: counselling, health, housing, employment, education, recreation, sports, youth services, culture and more. This is a comprehensive directory of Richmond services and can be found by clicking on "Info Richmond!" at <a href="https://www.rcrg.org/">www.rcrg.org/</a> CommunityServicesDirectory.

### **Provincial Wide Resources**

Victim LINK	.1-800-563-0808
Youth Against Violence Line (YAV Line)	1-800-680-4264

VictimLINK and the Youth Against Violence Line are both toll-free, province-wide, multilingual and available 24 hours a day, 7 days a week.

BC Human Rights Coalition	1-855-685-6222
BC Human Rights Tribunal	1-888-440-8844
Human Rights Issues & Complaints	1-888-440-8844
LawLINE	604-408-2172
Ombudsperson	1-800-567-3247
Prideline(Provides peer-support, information, and resources for Gay, Lesb Transgendered people.)	
National Resources	
Canadian Human Rights Commission	1-888-214-1090
Kids Help Phone	1-800-668-6868

# Appendix 6: Information on the Safe Harbour Program

Safe Harbour: Respect for All is an award-winning AMSSA¹ diversity and inclusion training workshop for workplaces.

Local businesses and organizations can support the Richmond Community Protocol by becoming Safe Harbours and/or having the protocol on-site. Safe Harbour is about a vision for an inclusive British Columbia that celebrates strong, healthy and diverse communities. Many communities have realized that the elimination of racism and hate requires a commitment from all sectors of society. Safe Harbour engages a wide variety of supporters since it is a simple, practical and effective tool to better understanding and serving diversity.

Fulfilling the Safe Harbour vision starts with local storefront businesses and agencies. Each Safe Harbour announces to the community that it understands and welcomes diversity. Each location is a part of a growing network of smart, forward-looking businesses and agencies that are committed to better serving their diverse customers, clients, and employees. In order to be a Safe Harbour, key employee or employees of the business/organization need to attend the 2-hour Safe Harbour orientation (studying on-line is also a potential option) on how to better equip storefronts to be a place of inclusion and to actively welcome and celebrate diversity. Safe Harbours also may serve as temporary sanctuaries for people who experience discrimination or harassment and briefly need a safe place to go to.

The Safe Harbour program is a BC government-funded program which is currently established in 35 BC communities involving over 370 businesses, financial institutions, agencies, libraries, and entire municipalities.

For more information about in-person or the online course, contact AMSSA at amssa@amssa.org.

<sup>&</sup>lt;sup>1</sup> Affiliation of Multicultural Societies and Service Agencies of BC.

# Appendix 7: Richmond Community Protocol, Community Response Chart

### Are you the victim or a witness of an incident of racism or hate?

This Community Response Chart provides information about how to report the incident and where to find support.

Туре	Definition	Response Options to Consider
Discrimination	Inequitable or unfair treatment of a person of group because of a personal characteristic like sex, race, religion, family status, disability, place of origin, gender identity or sexual orientation. This could include denial of service at a business, or denial of rent/housing.	Identify immediate needs of victim and offer support Refer to appropriate community support if requested Identify if the employer or service provider has a protocol for addressing incidents of racism or discrimination Consider alerting Resilience BC Anti-Racism Network of incident Advise victim of their rights under the BC Human Rights Code, and direct to free services of the BC Human Rights Clinic If victim of a crime, consider contacting your local police for guidance
Potentially Hate- Motivated Incident	Actions motivated by hate against an identifiable group, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender identity or expression, or on any other similar factor.	Support the immediate needs of victim     Call police non-emergency number or 911 if appropriate     Refer to appropriate community support if requested     Consider contacting a Resilience BC Anti-Racism Network member
Hate-Motivated Crime	Criminal offences against people or property motivated by hate, prejudice or bias toward an identifiable group. This may include assault, threats, harassment, material on social media or graffiti/vandalism.	Identify immediate needs of victim and offer support Contact police at 911 in cases of emergency Consider reporting to non-emergency police number when appropriate Refer to appropriate community support Consider contacting a Resilience BC Anti-Racism Network member of incident
Hate Speech, Propaganda and Material	Public statements (verbal or written) in any public space that promote or incite hatred against an identifiable group, or advocate genocide toward an identifiable group. Public spaces includes non-private social media. This may include material posted on Social Media and Internet platforms.	Identify immediate needs of victim and offer support     Contact police at 911 in cases of emergency     If appropriate, consider reporting to non-emergency police number     Contact representatives from the targeted community     Consider contacting a Resilience BC Anti-Racism Network member
Hate Graffiti and Vandalism	Damage or defacement of property demonstrating hate, prejudice or bias toward an identifiable group.	For major property crime contact the police For other incidents, call police non-emergency number. Take photographs, video and take note of details such as location and time of incident Support the victim(s) of graffiti If defacement of public property, document the incident and contact municipal or regional government for removal Refer to appropriate organization Consider contacting a Resilience BC Anti-Racism Network member

## **Community Response Protocol Contact Information:**

#### **Emergency Services and Immediate Responders:**

Police and Emergency Services 911

#### **Non-Emergency Local Numbers:**

Police reports for non-emergencies - 604-278-1212

Police Victim Services (referral through local police) - **604-207-4799** Richmond

Hospital - 604-278-9711

Mental Health Support - 604-204-1111

For details of other local supports and where to find them, contact:

#### **Richmond Multicultural Community Services**

Phone: 604-279-7160 Fax: 604-279-7168 Email: info@rmcs.bc.ca

RMCS can provide ongoing support and advice to victims of hate crime and direct people discreetly and professionally to other relevant services. We also advise on appropriate organizational and community approaches to racist incidents.

#### Provincial or National toll free numbers and websites:

BC211 – for a referral to local services - 211 or www.bc211.ca VictimLink -

#### 1-800-563-0808

Youth Against Violence Line - 1-800-680-4264

Kids Help Phone 1-800-668-6868

Prideline - support for 2SLGBTQQIA - 1-800-566-1170

Youth Prideline – support for 2SLGBTQQIA youth – 1-855-956-1777 Crime

Stoppers 1-800-222-8477 or reporting online hate at **bccrimestoppers.com** 

Crisis Line - Short-term emotional support - 1-800-784-2433

BC Hate Crimes - 1-855-462-5733

 $Healing\ in\ Colour\ The rapists\ -\ \textbf{healingin colour.com}$ 

Legal Aid BC - **1-866-577-2525** Access Pro Bono - **1-877-762-6664**  Learn more about the Resilience BC Anti-Racism Network at ResilienceBC.ca or call your local network member, Richmond Multicultural Community Services (RMCS), at 604-279-7160 or email info@rmcs.bc.ca

We see a future free from racism and hate. The Resilience BC Anti-Racism Network is bringing communities together to do the hard work and make this vision a reality.

The Resilience BC Anti-Racism Network is funded by the Province of British Columbia and offers a provincewide approach to identifying and challenging racism.

**Data Collection and Confidentiality Policy:** No identifying information is collected or shared without signed approval



Harmony in Diversity

The Resilience BC Anti-Racism Network operates on the territories of over 200 First Nations, each with their own diversity of traditions, languages and histories.





ResilienceBC



# **Report to Committee**

To: Planning Committee Date: January 24, 2023

From: Wayne Craig File: RZ 17-788900

Director, Development

Re: Application by Urban Solutions Architecture Ltd. for Rezoning at 7780, 7800,

7804, 7820 and 7840 River Road from Auto-Oriented Commercial (CA) to High

Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)

#### **Staff Recommendation**

1. That Official Community Plan Amendment Bylaw 10213, to amend:

- a) Official Community Plan Bylaw 9000, Schedule 1 (City of Richmond 2041 OCP Land Use Map), including amending the land use designation of 7840 River Road from "Park" to "Commercial", and amending the land use designation of 7711 River Road and a portion of 7851 River Road from "Commercial" to "Park"; and
- b) Official Community Plan Bylaw 7100, Schedule 2.10 (City Centre Area Plan), including amending infrastructure policies to clarify the City's intent regarding the coordination of dike improvements with new development and amending the land use designations in the Generalized Land Use Map (2031), Specific Land Use Map: Capstan Village (2031), Specific Land Use Map: Aberdeen Village (2031) and reference maps throughout the Plan to relocate park, road, pedestrian linkages and commercial uses in the vicinity of 7840 River Road, 7711 River Road and a portion of 7851 River Road,

be introduced and given first reading.

- 2. That Bylaw 10213, having been considered in conjunction with:
  - the City's Financial Plan and Capital Program;
  - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*.

3. That Bylaw 10213, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10212, to create the "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)" zone and to rezone 7780, 7800, 7804, 7820 and 7840 River Road from "Auto-Oriented Commercial (CA)" to "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)", be introduced and given first reading.

Wayne Craig

Director, Development

WC:sch Att. 8

REPORT CONCURRENCE				
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER		
Arts, Culture & Heritage Community Social Development Engineering Law Parks Services Policy Planning Real Estate Services Community Services Planning & Project Sustainability & District Energy Transportation	I I I I I I I I I I	de Erceg		

## **Staff Report**

#### Origin

Urban Solutions Architecture Ltd., on behalf of the property owner, 1089260 B C Ltd. (CIBT Education Group and Global Education City Holdings Inc.), has applied to the City of Richmond for permission to rezone lands at 7780, 7800, 7804, 7820 and 7840 River Road from "Auto-Oriented Commercial (CA)" to "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)", to construct a high density commercial development along the Fraser River's Middle Arm (Attachments 1 and 2), including:

- 1. An 11-storey hotel with 183 guest rooms, an 8-storey office building, retail and restaurant uses at grade, and 2 ½ levels of underground parking;
- 2. A total floor area of approximately 21,625 m<sup>2</sup> (232,769 ft<sup>2</sup>) comprising approximately:
  - a) 7,702 m<sup>2</sup> (82,908 ft<sup>2</sup>) of hotel and retail/restaurant; and
  - b) 13,923 m<sup>2</sup> (149,861 ft<sup>2</sup>) of office;
- 3. Design and construction to meet Step 2 of the BC Energy Step Code, together with a low carbon energy plant (to be transferred to the City at no cost to the City);
- 4. Voluntary developer contributions towards public art and community amenities, in compliance with City policy; and
- 5. Off-site works around the perimeter of the subject site and the adjacent City-owned Rod and Gun Club property at 7760 River Road/7891 Cambie Road (not subject to this rezoning), to be undertaken via a Servicing Agreement secured with a Letter of Credit, including:
  - a) Dike upgrades, including raising the crest from 3.0 m to 4.7 m (10 ft. to 15 ft.) GSC; and
  - b) Utility upgrades, road upgrades (e.g., River Parkway, River Road, and a new street along the site's north side), and related public realm improvements.

Associated Official Community Plan (OCP) and City Centre Area Plan (CCAP) bylaw amendments are proposed to clarify the City's intent regarding the coordination of dike improvements with private development, and to relocate park, road, pedestrian linkage and commercial land use designations at the north end of the subject site and along the riverfront.

#### **Findings of Fact**

A Development Application Data Sheet with details of the development is attached. (Attachment 3)

#### Subject Site Existing Housing Profile

There are no existing residential dwellings on the subject site.

#### **Surrounding Development**

The subject site is comprised of five lots, including four in Aberdeen Village and one at the site's north end in Capstan Village (Attachments 4 and 5). Features surrounding the site include:

To the North: Low density commercial properties zoned "Auto-Oriented Commercial (CA)",

which the CCAP designates for medium and high density, mid- and high-rise,

residential and mixed use development and park.

To the East: The proposed extension of River Parkway (within a City-owned, former

railway right-of-way), beyond which are low density commercial properties zoned "Auto-Oriented Commercial (CA)", which the CCAP designates for

high density, high-rise commercial development.

To the South: 7760 River Road/7891 Cambie Road, which is a City-owned property, zoned

"Auto-Oriented Commercial (CA)", including a gravel parking lot and heritage building, commonly referred to as the Rod and Gun Club (after its current tenant). The lot is one block from the Aberdeen Canada Line Station and

designated under the CCAP for high density commercial uses.

To the West: River Road, the Middle Arm of the Fraser River and 7851 River Road, the

latter of which is part of Skyline Marina. The marina is zoned "Marina (MA2)" and designated under the CCAP for continued marina use, complementary commercial uses (e.g., floating restaurants) and enhanced

public riverfront access.

#### Rod and Gun Club Building

The City-owned Rod and Gun Club building at 7760 River Road/7891 Cambie Road is a simple one-storey wood-frame structure, approximately 232 m² (2,500 ft²) in size. The building was constructed in 1891 as a horse stable in association with an adjacent church, but was later converted to a community hall and the church was relocated to Minoru Park ("Minoru Chapel"). The building is included on the City's Heritage Inventory, but is not on the Heritage Register (which formally recognizes and protects heritage resources). The subject developer shall be responsible (at the developer's sole cost) for improvements around the perimeter of the City-owned lot (e.g., dike works and sidewalk upgrades) and related onsite works (e.g., re-grading the existing gravel parking lot and relocating the driveway crossing from River Road to Cambie Road to facilitate dike construction). The proposed improvements will not impact the existing building, the number of on-site parking spaces, or the use of the building by its current tenant.

## Skyline Marina & Access for Dike Upgrade Purposes

Skyline Marina occupies the entire riverfront between Cambie Road and Capstan Way (7851, 7911, 7951, 7991, 8011 and 8031 River Road), within which area the dike is privately owned. As the subject rezoning is near the riverfront, the developer must upgrade the existing dike, including a portion of a Skyline Marina-owned lot at 7851 River Road (to City standards, subject to a Servicing Agreement, secured with a Letter of Credit). The developer has submitted a letter confirming that they have informed the Skyline Marina owner of the

proposed development (including related dike and road changes), and that the owner has not indicated any objection. However, at the time of writing this report, the developer has not been able to secure rights to access 7851 River Road. Given this situation, the Servicing Agreement and other covenants registered in favour of the City will provide that the City may at its option and in its sole discretion require the developer to provide a cash contribution to the City in lieu of constructing the required dike upgrades, based on a cost estimate acceptable to the City.

#### **Related Policies & Studies**

Development of the subject site is subject to OCP, CCAP, and other policies and studies. Relevant information is provided below and in the report's Analysis section.

#### **Business Tenant Relocation**

There are currently four business tenants on the subject site (e.g., vehicle sales, vehicle rental and financial services), all of whom are renting space on a month-to-month basis and have signed agreements acknowledging that their tenancy is temporary and they are aware the site is planned for redevelopment. In addition, the owner has submitted a letter confirming that they will comply with the City's relocation objectives regarding the site's existing business tenants, including six months notice, realtor assistance (at the owner's cost) and, where applicable, first right of refusal on space in the proposed development.

## OCP Aircraft Noise Sensitive Development (ANSD)

The subject site is situated within ANSD "Area 1A", which prohibits new residential uses, child cares, hospitals, and schools (kindergarten to grade 12). Registration of a restrictive covenant on title is required prior to final adoption of the rezoning bylaw.

#### Airport Zoning Regulations (AZR)

Airport Zoning Regulations take precedent over the CCAP and Zoning Bylaw with regard to maximum permitted building heights in locations affecting airport operations. In the case of the subject site, the CCAP provides for a typical maximum building height of 35 m (115 ft.), but the AZR allow for greater height on the site's north half and lesser height on its south half. In light of this, the development's proposed site-specific zone (ZC49) permits building height on the site's north half to exceed the CCAP maximum by 10% (i.e. 38.5 m / 126 ft.), if building height on the site's south half is at least 10% lower than the CCAP maximum (i.e. 31.5 m / 103 ft.). This proposed height variation supports CCAP objectives aimed at creating a varied skyline, breaking up the building massing, and contributing towards an enhanced public realm (by reducing the building footprint). The developer has submitted a letter, prepared by a registered professional surveyor, confirming that the proposed maximum heights comply with all AZR requirements.

## 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.

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#### **Public Consultation**

Rezoning signs have 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 signs on the property.

Staff have reviewed the proposed Official Community Plan (OCP) and zoning bylaw amendments, with respect to the *Local Government Act* and the City's OCP Consultation Policy No. 5043 requirements, and recommend that this report does not require referral to external stakeholders. An OCP consultation summary clarifying this recommendation is attached (Attachment 6).

Official Community Plan Amendment Bylaw 10213, to amend Richmond Official Community Plan Bylaw 7100 and 9000, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning and OCP bylaw, the bylaw will be forwarded to a Public Hearing, where any resident or interested party will have an opportunity to comment.

#### **Analysis**

Urban Solutions Architecture Ltd. has applied to rezone the subject site to construct a 21,625 m<sup>2</sup> (232,769 ft<sup>2</sup>) commercial development along the Aberdeen Village riverfront, including an 11-storey hotel with 183 guest rooms, an 8-storey office building, retail and restaurant uses at grade, and 2 ½ levels of underground parking (Attachment 7), together with various dike, road, utility, and public realm improvements (Schedules C, D, E and F to Attachment 8).

The developer's proposal is consistent with OCP and CCAP policies encouraging office and commercial development along the Aberdeen Village riverfront, dike upgrades, street network improvements (including improved pedestrian and bicycle connectivity), public realm enhancements, and funding contributions towards City Centre amenities and public art.

#### Proposed OCP and CCAP Amendment

To facilitate the subject development, the applicant has proposed two key changes to the CCAP, together with corresponding land use designation changes in the OCP.

- 1. <u>Amendment #1</u>: Changes are proposed to CCAP infrastructure policies to clarify the City's intent regarding the coordination of dike improvements with new development.
  - The purpose of the proposed amendment is twofold:
  - a) To make clear the City's intent that, through rezoning, developments are responsible for constructing dike improvements to City standards along their frontages; and
  - b) To incentivize developments to make dike improvements beyond their frontages by providing compensation for the cost of additional dike construction through site-specific increases in permitted base density.

The proposed development provides for dike upgrades across the site's frontage to City standards (within River Road and a portion of Skyline Marina at 7851 River Road), including raising the elevation of the dike crest from approximately 3.0 m to 4.7 m (10 ft. to 15 ft.) GSC. In addition, the developer has agreed to construct dike upgrades to the same City standard across the adjacent City-owned Rod and Gun Club frontage (within River Road, a portion of Skyline Marina at 7851 River Road and a small vacant City lot at 7711 River Road). Construction of the additional dike works, which will tie the subject development's dike upgrades to existing dike improvements south of Cambie Road, is estimated to cost \$1.65 million. The proposed CCAP infrastructure policy amendment, if approved, would permit the subject development to be granted additional density (specified in the development's proposed site-specific zone) to compensate for the cost of those additional dike works, and make clear that the same approach may be applied to future rezoning applications that similarly construct dike improvements beyond their frontages, as determined on a site-specific basis to the City's satisfaction.

2. <u>Amendment #2</u>: The applicant proposes amendments to CCAP land use designations to relocate park, road, pedestrian linkages and commercial uses on and around the developer's north lot (7840 River Road) and the two lots proposed for dike construction (i.e. part of Skyline Marina at 7851 River Road and a small vacant City lot at 7711 River Road).

The purpose of the proposed land use amendments is to:

- a) Relocate "Park" from the developer's north lot (7840 River Road) to the area of dike the development will upgrade (i.e. between Cambie Road and the site's north boundary);
- b) Shift "Proposed Street" to the north boundary of the subject site and designate the remainder of the lot (not required for "Proposed Street" construction) as "Urban Centre T5 (35 m)" and "Village Centre Bonus" (as per the designations on the development's other four lots) to facilitate a comprehensive commercial development, together with making corresponding changes to land use designations that follow the "Proposed Street" (including the boundary between Aberdeen Village and Capstan Village); and
- c) Add "Pedestrian Linkages" along the length of the "Proposed Street" and mid-block across the subject development site to enhance public riverfront access.

It is the City's objective to provide continuous public riverfront access north of Cambie Road, but this is made difficult by existing marinas that rely on parts of the dike for parking and related uses. To reconcile this, the CCAP designates the dike as "Marina" and "Waterfront Dike Trail" and designates "Park" east of River Road; while the City, through rezoning, pursues opportunities to work with developers to relocate designated park space to the riverfront, as was approved at 8051 River Road (RZ 12-603040, Yuanheng Developments). In light of this, staff are supportive of the proposed land use amendments on the basis that:

a) Dike upgrades between Cambie Road and the subject site's north boundary will not conflict with existing marina parking or other marina uses or operations;

- b) Dike and related improvements (constructed at the developer's cost) will provide for continuous public riverfront access and a high quality public realm, as per City objectives;
- c) The area of the site redesignated from "Park" to "Urban Centre T5 (35 m)" and "Village Centre Bonus" is approximately 520 m<sup>2</sup> (5,598 ft<sup>2</sup>), which is smaller than the proposed "Park" designation on the dike (approximately 1,970 m<sup>2</sup> / 21,205 ft<sup>2</sup>);
- d) The developer proposes to enhance public access to and enjoyment of the riverfront by providing (at the developer's cost) at least:
  - 326 m² (3,509 ft²) of additional dedication along the site's west and north sides to facilitate widening of the proposed riverfront boardwalk from 2.5 m to 4 m (8 ft. to 13 ft.) and greenway features along the development's "Proposed Street" (north) frontage, including a 5 m (16 ft.) wide multi-use path and 3.5 m (12 ft.) wide treed boulevard (Schedule A to Attachment 8); and
  - 1,152 m<sup>2</sup> (12,400 ft<sup>2</sup>) of on-site publicly-accessible open space, secured with statutory rights-of-ways, including a landscaped terrace overlooking the river along the building's west retail/restaurant frontage and a roughly 17 m (56 ft.) wide landscaped mid-block walkway (Schedule B to Attachment 8);
- e) Designating the length of the "Proposed Street" as a "Pedestrian Linkage" will signal the City's intent that future developments are expected to contribute towards the establishment of an attractive, safe (i.e. not along a major street) route for pedestrians and bikes between the river and Aberdeen Park; and
- f) Making corresponding changes to those CCAP designations that follow the alignment of the "Proposed Street" (e.g., Aberdeen Village/Capstan Village boundary) and updating various reference maps in the Plan will provide for clarity and consistency.

#### Proposed Site-Specific Zone (ZC49)

A site-specific zone has been prepared to facilitate the subject development, "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)" (Zoning Amendment Bylaw 10212). This site-specific zone is recommended on the basis that:

- 1. Airport Noise Sensitive Development uses (e.g., residential, child care, hospital, and schools subject to Ministry of Education requirements) are prohibited, as per OCP policy;
- 2. Density provisions permit:
  - a) An increase in base density from 2.0 to 2.23 floor area ratio (FAR), if the developer builds dike upgrades beyond the site frontage, as per the proposed CCAP amendment, which base density may be used for a combination of office, hotel and retail/restaurant (as permitted under the site's existing CCAP designation); and
  - b) "Village Centre Bonus", 1.0 FAR, as per the site's CCAP designation, which bonus density may be used for office only (i.e. 6,695 m<sup>2</sup> / 72,064 ft<sup>2</sup> of office, which represents roughly 50% of the development's total proposed office floor area);

- 3. Maximum building height is limited to 35 m (115 ft.), as per CCAP policy, but may be increased to 38.5 m (126 ft.) on the site's north half, if it is reduced to 31.5 m (103 ft.) on the site's south half, to help achieve CCAP objectives for a varied skyline and massing, as determined to the City's satisfaction through an approved Development Permit; and
- 4. Site-specific parking and loading requirements are identified, based a study prepared by a registered professional engineer approved by the City.

In addition, prior to rezoning bylaw adoption, a legal agreement will be registered on title to ensure that the development's proposed hotel is operated in compliance with the site-specific zone's restriction on residential uses (e.g., six month maximum length of stay, no strata subdivision, and limits on in-suite kitchen facilities).

## Village Centre Bonus (VCB)

The proposed ZC49 zone provides for 1.0 FAR of Village Centre Bonus density for office use. The CCAP requires rezoning applications that make use of VCB density to either construct 5% of the permitted bonus floor area as on-site City-owned amenity space (i.e. child care and/or other uses that provide a community amenity) or provide a voluntary developer contribution for the City's construction of amenity space elsewhere in the City Centre (based on 5% of the permitted bonus floor area and the equivalent-to-construction-value amenity contribution rate in effect at the time of rezoning bylaw adoption). Based on a review of the development proposal, staff confirm that no City-owned amenity space is required to be incorporated into the subject development and recommend that a cash-in-lieu contribution be accepted in lieu of on-site amenity space. In compliance with the CCAP, prior to rezoning bylaw adoption, the developer proposes to make a voluntary cash contribution of \$2,914,988, based on the equivalent-to-construction-value rate of \$8,708/m² and 5% of the site's maximum permitted VCB bonus floor area (335 m² / 3,603 ft²).

#### Transportation and Site Access

The CCAP requires various road, pedestrian, and cycling network improvements on and around the subject site and encourages the implementation of transportation demand management measures aimed at reducing automobile dependence and encouraging walking, cycling, and increased use of transit. Consistent with these objectives, the proposed development provides for a variety of transportation improvements and related features, all at the developer's sole cost, to be secured through the proposed site-specific ZC49 zone, legal agreements registered on title prior to rezoning, and the City's standard Servicing Agreement processes (secured with Letters of Credit). Development Cost Charge (DCC) credits will apply to works identified on the City's DCC Program.

Staff support the developer's proposal, which is consistent with City policy and includes:

- 1. Off-site network enhancements, including the design and construction of:
  - a) The extension of River Parkway (including an off-site bike path and treed boulevards) across the east frontage of the subject site and the adjacent Rod and Gun Club property, within an existing City-owned former railway right-of-way and a 2 m (7 ft.) sidewalk widening secured with a statutory rights-of-way;

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- b) River Road upgrades across the west (dike) frontage of the subject site (at the new dike grade), including a 4 m (13 ft.) wide pedestrian "boardwalk" and 1.5 m (5 ft.) wide sidewalk framing a 7.5 m (25 ft.) wide 2-lane roadway with roll-over curbs and an inverted crown, designed to be adaptable to evolving mobility and public realm opportunities along the Aberdeen Village riverfront without costly infrastructure changes (Schedule E to Attachment 8), which design will, among other things:
  - Limit traffic to City service vehicles only in the interim; and
  - Upon the future connection of the road to Cambie Road and a new street along the north side of the subject development (by others, in compliance with the CCAP), accommodate public vehicles, as needed, to ensure accessibility to the riverfront and support fronting (i.e. upland and waterborne) commercial and recreational uses;
- c) A new street across the subject site's north frontage within an approximately 17 m (55 ft.) wide road dedication, the design of which shall provide for a:
  - 5 m (16 ft.) wide universally-accessible multi-use path connecting River Parkway and the upgraded portion of River Road (described above) for pedestrians, bikes and City service vehicles (i.e. 5% maximum grade), together with related greenway features;
  - Interim vehicle access between River Parkway and the unimproved portion of River Road (north of the subject site) to facilitate continued vehicle access to Skyline Marina and other existing businesses; and
  - Upon redevelopment (by others) of Skyline Marina and lands north of the subject site, including related dike upgrades, closure of River Road north of the subject site (as per CCAP policy) and raising of the east-west vehicle route to match the grade of the multi-use path; and
- d) Minor changes to Cambie Road along the south side of the Rod and Gun Club to accommodate the proposed changes to River Parkway and River Road;
- 2. Minor changes to the Rod and Gun Club property, including design and construction of:
  - a) Driveway access along the site's Cambie Road frontage (to replace the lot's existing River Road driveway, which will be closed to accommodate proposed dike upgrades);
  - b) Re-grading of the lot's gravel parking lot (without any loss of parking) to accommodate proposed frontages improvements along River Parkway and Cambie Road; and
  - c) A temporary universally-accessible multi-use path linking Cambie Road with the upgraded dike for pedestrians, bikes and City vehicles (which path may be replaced or upgraded through future City improvements to or redevelopment of the Rod and Gun Club site),

together with the registration of a statutory rights-of-way on title to the subject development site requiring that it is designed and constructed to provide for future driveway access to the Rod and Gun Club site (if needed to facilitate the City's future use of or improvement to the site);

- 3. Driveway crossing requirements (secured with a legal agreement registered on title), to minimize potential pedestrian and cycling conflicts, limiting vehicle access to one driveway permitting full-turning movements along the subject site's north frontage and one driveway for right-in/right-out movements only along River Parkway;
- 5. Site-specific parking and loading requirements (secured with a legal agreement registered on title), including:
  - a) 20% parking reduction, based a study prepared by a registered professional engineer approved by the City, with respect to the provision of approved Transportation Demand Management (TDM) measures and shared parking use (e.g., sharing office parking with retail/restaurant uses at evenings and weekends);
  - b) Commercial parking requirements securing 50% of parking spaces as public (short-term) parking, 25% as assignable parking (for specific persons or businesses), and 25% as pool parking (for registered carpools on a first come, first served basis);
  - c) Five medium truck loading spaces (i.e. no large truck loading), including one enhanced space to accommodate waste management operations and one space for a hotel shuttle (secured with a shared loading agreement registered on title);
- 4. On-site cycling measures including:
  - a) 10% increase in "Class 1" (secured) bicycle storage spaces, from 0.27 to 0.3 spaces per 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) of gross leasable area; and
  - b) End-of-trip cycling facilities (e.g., showers, change rooms, and related features) colocated with "Class 1" (secure) bicycle storage spaces and bike maintenance/wash facilities for the shared use of tenants;
- 5. Hotel shuttle bus facilities for access to the airport, Canada Line and similar local destinations, including a 16-passenger wheelchair-accessible bus, an on-site loading space equipped with electric vehicle charging infrastructure (Level 2 or better), and a 3-year contract with a bus operator, at the developer's cost (secured with a legal agreement registered on title); and
- 6. Implementation of an employee transit pass program for hotel, office, retail and restaurant workers on the subject site, at the developer's cost (\$100,000, excluding administration costs), the details of which shall be subject to approval by the Director, Transportation prior to occupancy (secured with a legal agreement registered on title).

#### Sustainability

The CCAP encourages the coordination of private and City development objectives with the aim of advancing opportunities to implement environmentally responsible buildings, services, and related features. Locations undergoing significant change, such as the subject site, are well suited to this endeavour. Staff support the developer's proposal, which is consistent with City policy and includes the following features.

- 1. <u>District Energy Utility (DEU)</u>: The subject site is located within the City Centre DEU service area. Prior to rezoning bylaw adoption, a standard DEU covenant will be registered on title requiring the developer to:
  - a) Design and construct a low carbon energy plant and transfer it to the City, all at the developer's cost, together with compatible building and mechanical systems, to facilitate the development's connection to a City District Energy Utility; or
  - b) If connection to the City Centre DEU is available, connect to the City Centre DEU for space and domestic hot water heating services, and design and construct a low carbon energy plant for cooling services only and transfer it to the City, all at the developer's cost.
- 2. <u>BC Energy Step Code</u>: City policy requires that new buildings are designed and constructed to satisfy BC Energy Step Code requirements. Hotels with an on-site low carbon energy plant and office buildings must comply with "Step 2" or better. Prior to rezoning adoption, through the Development Permit process, the developer will be required to conduct energy modelling and provide a statement to the City confirming that the proposed design can meet the applicable Step Code requirements.
- 3. <u>Electric Vehicle (EV) Measures</u>: Energized EV charging equipment, including energized Level 2 outlets for at least 20% of parking spaces (with may include load sharing provisions), one energized Level 2 or better outlet for the hotel shuttle bus loading space, and energized (120V) outlets for 100% of "Class 1" (secured) bicycle storage spaces.

In addition, due to the subject site's former industrial uses, prior to road dedication, the developer shall be required to submit a Certificate of Compliance from the Ministry of Environment or other evidence to the City's satisfaction confirming that the lands are free from contamination.

#### Environmentally Sensitive Area (ESA)

The portion of the Aberdeen Village riverfront situated within 30 m (98 ft.) of the high-water mark is designated as shoreline ESA. Within this area:

- 1. Dike upgrades, including those proposed for the River Road right-of-way, 7711 River Road, and the Skyline Marina-owned lot at 7851 River Road, are exempted from the City's ESA Development Permit (DP) process. Dike works within this area shall be subject to other government environmental requirements (including habitat compensation for any disturbance within the Fraser River). Applicable government approvals will be required, to the City's satisfaction, prior to Servicing Agreement approval.
- 2. The developer's on-site development will be subject to an ESA DP for the purpose of protecting and increasing shoreline vegetation. Approximately 661 m² (7,115 ft²) of designated shoreline ESA is located on the development site. Due to the site's narrow east-west dimension and proposed "super dike" design (i.e. the dike abuts the development's parking structure), the proposed building cannot be shifted out of the designated ESA or provide significant compensation planting along its west frontage. The developer has submitted a report, prepared by a qualified environmental professional, indicating that over 90% of the on-site ESA is unvegetated and paved with asphalt, concrete or gravel. The report includes a preliminary strategy for ESA compensation and

enhancement (Schedule F to Attachment 8) aimed at providing a net gain in ESA area (i.e. approximately 3:1 compensation ratio, based on the site's total ESA area, including the 90% devoid of vegetation) and ESA function (including native planting and pollinator habitat). Prior to rezoning bylaw adoption, an ESA DP application must be submitted by the developer and processed to the satisfaction of the Director, Development.

## Tree Retention and Replacement

The applicant has submitted a certified arborist's report identifying on- and off-site tree species, assessing tree structure and condition, and providing recommendations on tree retention and removal relative to the proposed development. The report indicates that there is one tree located on City property adjacent to River Road, two on-site trees and one tree on the adjacent Rod and Gun Club property. The City's Tree Preservation Coordinator has reviewed the arborist's report and supports the arborist's findings. In brief, the developer proposes to provide:

- 1. Cash-in-lieu compensation (\$1,500) for the removal of one off-site tree located within the proposed dike boundary (for the City's planting of trees elsewhere in Richmond);
- 2. Protection security (\$10,000) for one tree on the City-owned Rod and Gun Club property at 7760 River Road/7891 Cambie Road; and
- 3. Replacement security (\$3,000) for the removal of two on-site trees located within the building footprint and the planting of four replacement trees on-site (i.e. at the City bylaw rate of 2:1) through the Development Permit.

The development's preliminary landscape plans, including the proposed preliminary ESA compensation and enhancement strategy (Schedule F to Attachment 8), will provide substantially more tree planting than required to achieve the 2:1 replacement ratio. In compliance with City bylaw requirements, prior to the start of any construction activities (including demolition), the developer must install tree protection fencing, to the City's satisfaction, to protect the one tree on the Rod and Gun Club site. In addition, prior to rezoning adoption, the developer must submit proof of a contract with an arborist for supervision and monitoring of work conducted in proximity to the required tree protection zone.

#### Built Form, Public Open Space and Architectural Character

The developer proposes to construct a high density, mixed office, hotel and retail/restaurant development within a five-minute walk, 400 m (1,312 ft.) of the Aberdeen Canada Line Station and existing/future park space and amenities. The proposed development accommodates all City requirements with respect to transportation and public open space improvements, and the built form conforms to the CCAP's Development Permit Guidelines. More specifically, the development has successfully demonstrated a balance between City objectives for Richmond's dikes, a high quality urban development, and the sensitive river environment, including:

- 1. A strong urban concept contributing towards a pedestrian- and transit-oriented environment;
- 2. Variations in massing and an articulated built form, in combination with a broad landscaped mid-block pedestrian connection, a riverfront terrace, greenway features, and

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- an adaptable River Road design, contributing to a high-amenity public realm, human scale, pedestrian interest, and a distinct riverfront character; and
- 3. Measures aimed at coordinating the proposed development with incremental dike upgrades, including an elevated riverfront terrace designed to accommodate the City's potential future raising of the dike crest across the site's frontage from 4.7 m to 5.5 m (15 ft. to 18 ft.) GSC.

Development Permit (DP) approval for the proposed development, to the satisfaction of the Director of Development, will be required prior to rezoning adoption. At DP stage, among other things, design development is encouraged with respect to the following items:

- 1. Form and character features aimed at enhancing the development's urban riverfront character, including refinements to façade expression and articulation, retail streetfront/public realm activation, landscape enhancement and integration, solar response, and bird-strike mitigation;
- 2. Demountable sun shades and weather protection along the site's north and west frontages, which features may be subject to an encroachment agreement to the satisfaction of the Director, Engineering;
- 3. Rooftop mechanical (which may include a low carbon energy plant for transfer to the City), building mounted telecom equipment and related features, including consideration of potential impacts (e.g., appearance, noise) on the quality and character of the architectural expression, livability and the skyline as experienced from surrounding public spaces and existing/future buildings;
- 4. Crime Prevention through Environmental Design (CPTED), including consideration of strategies and features that minimize opportunities for crime and promote a sense of security (e.g., reducing blind spots, providing for "eyes on the street", clear sightlines, appropriate lighting, defensible space, maintenance measures);
- 5. Accessibility, including providing for universal access within and around the development for the public, tenants and visitors;
- 6. Transportation requirements related to design development of the proposed preliminary interim and ultimate functional road plans (Schedule D to Attachment 8), as determined to the satisfaction of the Director, Transportation, in coordination with the Servicing Agreement;
- 7. Parking, loading and electric vehicle (EV) measures, including the detailed design of vehicle parking and circulation, truck manoeuvring, and loading facilities, the distribution of EV charging infrastructure (i.e. Level 2 charging for 20% of parking spaces and the hotel shuttle bus and energized 120V outlets for 100% of "Class 1" bike storage spaces), and the distribution of public, assignable and pool parking spaces;
- 8. Waste management, including preparation of a detailed waste management plan;
- 9. BC Energy Step Code requirements, including the submission of an energy modelling study to confirm that the proposed design can meet Step 2 (with an on-site low carbon energy plant), together with design development aimed at enhancing building performance; and

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10. Emergency services consideration, including design development in response to preliminary Fire Department requirements identified through rezoning stage (Attachment 8).

#### Public Art

The developer's proposed riverfront design identifies potential opportunities for public art on City land within the River Road right-of-way and along the dike (Schedule E to Attachment 8). Prior to rezoning adoption, the developer proposes to make a voluntary cash-in-lieu contribution of \$114,056 towards public art, based on the applicable Council-approved developer contribution rate and the site's maximum buildable floor area, which Council, in its sole discretion, may choose to use along the riverfront or elsewhere in the City Centre. In the event the developer contribution is not provided within one year of the rezoning bylaw receiving third reading of Council, the value of the developer contribution shall be increased in accordance with the Council-approved rate in effect at the time the contribution is provided.

#### Community Planning

Prior to rezoning adoption, the developer proposes to voluntarily contribute \$72,158 towards future City planning studies, based on the site's maximum buildable floor area and applicable City-approved developer contribution rate, as required for City Centre rezoning applications.

#### Site Servicing and Frontage Improvements

City policy requires that the developer is responsible for the design and construction of dike, road, water, storm sewer, and sanitary sewer upgrades, together with related public and private utility improvements, arising as a result of the proposed development, as determined to the satisfaction of the City. Prior to rezoning adoption, the developer will enter into a standard City Servicing Agreement, secured with a Letter of Credit, for the design and construction of required off-site works, as set out in the attached Rezoning Considerations (Attachment 8). Development Cost Charge (DCC) credits will be applicable to works identified on the City's DCC Program.

The Servicing Agreement and other covenants registered in favour of the City will provide that the City may at its option and in its sole discretion require the developer to provide a cash contribution to the City in lieu of constructing the required dike upgrades, based on a cost estimate acceptable to the City which shall be the greater of the amount of \$5,085,000 or the estimated cost of all required dike improvements based on an approved Servicing Agreement design, as determined to the City's satisfaction.

Prior to rezoning bylaw adoption, a dike upgrade coordination agreement will be registered on title for the purpose of, among other things, securing City access to the subject development site for ongoing design, construction, maintenance and operation activities related to the dike, River Road and associated features (e.g., City utilities and river access), including, but not limited to, the future raising of the dike crest from 4.7 m to 5.5 m (15.4 ft. to 18.0 ft.) GSC.

#### **Existing Legal Encumbrances**

Development of the subject site is not encumbered by existing legal agreements on title.

## **Financial Impact or Economic Impact**

As a result of the proposed development, the City will take ownership of developer-contributed assets such as dike, roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals. The anticipated operating budget impact for the ongoing maintenance of these assets is \$115,000.

#### Conclusion

Urban Solutions Architecture Ltd., on behalf of the owner 1089260 B C Ltd. (CIBT Education Group and Global Education City Holdings Inc.), has applied to the City of Richmond for permission to rezone lands at 7780, 7800, 7804, 7820 and 7840 River Road from "Auto-Oriented Commercial (CA)" to "High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)", to construct a 21,625 m² (232,769 ft²) commercial development along the Aberdeen Village riverfront, including an 11-storey hotel with 183 guest rooms, an 8-storey office building, retail and restaurant uses at grade, and 2 ½ levels of underground parking, together with various dike, road, utility, and public realm improvements.

To facilitate the subject development, Official Community Plan (OCP) and City Centre Area Plan (CCAP) bylaw amendments are proposed to clarify the City's intent regarding the coordination of dike improvements with private development, and to relocate park, road, pedestrian linkage and commercial land use designations at the north end of the subject site and along the riverfront.

Off-site works, including dike, road, water, storm sewer, and sanitary sewer upgrades, together with related public and private utility improvements, will be the subject of a standard City Servicing Agreement (secured with a Letter of Credit).

It is recommended that Official Community Plan Bylaw 7100, Amendment Bylaw 10213 and Richmond Zoning Bylaw 8500, Amendment Bylaw 10212 be introduced and given first reading.

Suzanne Carter-Huffman

Senior Planner/Urban Design

SCH:cas

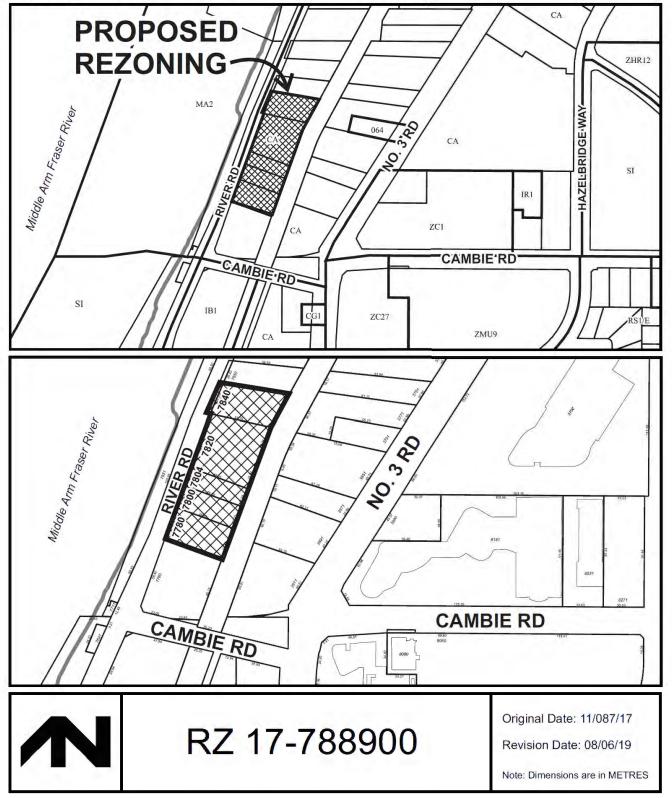
Attachments:

- 1. Location Map
- 2. Aerial Photograph
- 3. Development Application Data Sheet

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- 4. CCAP "Specific Land Use Map: Aberdeen Village (2031)"
- 5. CCAP "Specific Land Use Map: Capstan Village (2031)"
- 6. OCP Consultation Summary
- 7. Conceptual Development Plans
- 8. Rezoning Considerations











RZ 17-788900

Original Date: 11/08/17

Revision Date: 08/06/19

Note: Dimensions are in METRES



# **Development Application Data Sheet**

**Development Applications Department** 

## RZ 17-788900

Address: 7780, 7800, 7804, 7820 and 7840 River Road

Applicant: Urban Solutions Architecture Ltd. Owner: 1089260 B C Ltd

Planning Area(s): \_\_City Centre (Aberdeen Village & Capstan Village)

Floor Area (Gross): 25,686.5 m<sup>2</sup> (276,487.0 ft<sup>2</sup>) (Net): 21,624.9 m<sup>2</sup> (232,768.0 ft<sup>2</sup>)

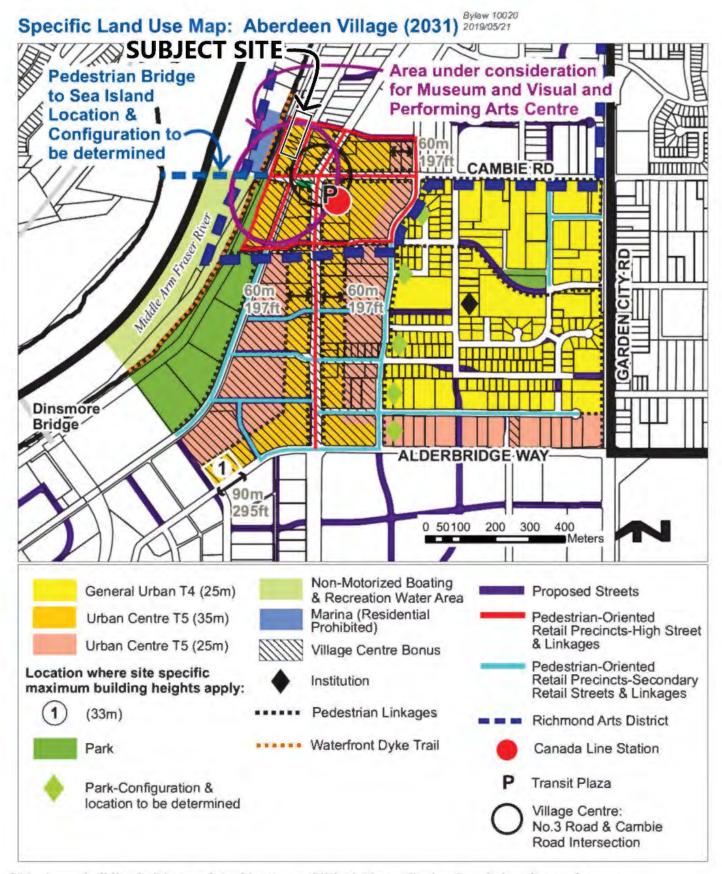
	Existing	Proposed	
Site Area	7,136.0 m <sup>2</sup> (76,811.3 ft <sup>2</sup> )	Net Site: 5,646.1 m <sup>2</sup> (60,774.1 ft <sup>2</sup> ) Site area for density purposes: 6,695.0 m <sup>2</sup> (72,064.4 ft <sup>2</sup> )	
Land Uses	Commercial	Office, retail & hotel	
OCP	Commercial	No change	
CCAP	<ul> <li>Urban Centre T5 (35 m) (Commercial)</li> <li>Village Centre Bonus (Commercial)</li> <li>Proposed Street</li> <li>Pedestrian-Oriented Retail High-Street</li> <li>Park</li> </ul>	As per the existing CCAP, EXCEPT:  Remove "Park" & shift "Proposed Street" north  Add "Pedestrian Linkages" along the "Proposed Street & mid-block across the subject site  Designate a portion of dike (generally west & south of the subject development) as "Park"	
Zoning	Auto-Oriented Commercial (CA)	High Rise Riverfront Commercial (ZC49) – Aberdeen Village (City Centre)	
Aircraft Noise	ANSD uses are not permitted	ANSD uses are not proposed	
# Dwellings	Nil	Nil (Not permitted)	
# Hotel Rooms	Nil	183 guest rooms	
BC Energy Step Code	N/A	Office: Step 2     Hotel: Step 2 & low carbon energy plant	

	Site-Specific ZC49 Zone	Proposed Development	Variance
Lot Size (min.)	5,600.0 m <sup>2</sup> (66,277.9 ft <sup>2</sup> )	5,646.1 m <sup>2</sup> (60,774.1 ft <sup>2</sup> )	None
Floor Area Ratio (max.)	<ul> <li>3.23 FAR, including:</li> <li>Base (commercial): 2.23 FAR</li> <li>Village Centre Bonus (VCB): 1.0 FAR for office only</li> </ul>	3.23 FAR, including:  Hotel & retail: 1.15 FAR  Office: 2.08 FAR	None permitted
Floor Area (max.)	21,624.9 m² (232,768.5 ft²), including:  • Base: 14,929.9 m² (160,704.1 ft²)  • VCB (office): 6,695.0 m² (72,064.4 ft²)	21,624.9 m² (232,768.5 ft²), including:  • Hotel/retail: 7,702.4 m² (82,908.0 ft²)  • Office: 13,922.5 m² (149,860.5 ft²)	None permitted
Lot Coverage	90% max.	90% max.	None

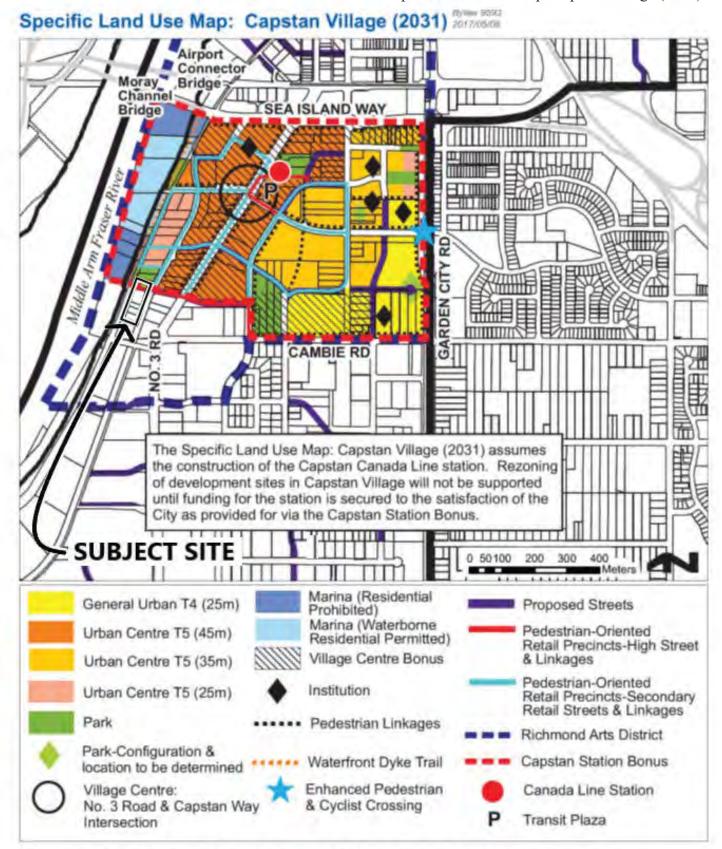
	Site-Specific ZC49 Zone	Proposed Development	Variance
Building Height (max.)	<ul> <li>35.0 m (114.8 ft.) above average road grade (including rooftop structures), but may be increased by up to 10% on the north half of the lot if reduced by at least 10% on the south half of the lot</li> <li>Required to comply with Airport Zoning Regulations (AZR)</li> </ul>	Max. height above average road grade (including rooftop structures):  (North) Hotel: 36.8 m (120.7 ft.)  (South) Office: 31.5 m (103.4 ft.)	None
Setback @ Roads (min.)	North Street: 0.0 m River Road: 0.0 m River Parkway: 3.0 m (9.8 ft.) to a lot line, but may be reduced to: 2.0 m (6.6 ft.) for parts at least 6.0 m (19.7 ft.) above grade 0.0 m for parts at least 6.0 m (19.7 ft.) above grade & within 25.0 m (82.0 ft.) of the North Street 0.0 m for parts below grade	North Street: 0.0 m River Road: 0.0 m River Parkway: 3.0 m (9.8 ft.), but: 2.0 m (6.6 ft.) for parts at least 6.0 m (19.7 ft.) above grade 0.0 m for parts at least 6.0 m (19.7 ft.) above grade & within 25.0 m (82.0 ft.) of the North Street 0.0 m for parts below grade	None
Setback @ Interior Lot Line (min.)	South: 5.0 m (16.4 ft.) to a lot line, but may be reduced to 0.0 m (0.0 ft.) for parts below finished grade	South: 5.0 m (16.4 ft.) to a lot line, but 0.0 m (0.0 ft.) for parts below finished grade	None
Parking	At least 217 spaces, based on:     Retail/office/restaurant on first 2 storeys     @ 3.75/100.0 m2 (1,076.4 ft2) GLA     Office above 2 <sup>nd</sup> storey @ 1.5/100.0 m2 (1,076.4 ft2) GLA     Hotel @ City Centre Parking Zone 1 rate     20% reduction may be applied if both shared parking & TDM measures are implemented, as per an approved TIA	217 spaces, including:     50% Public (hourly) spaces     25% Assignable spaces     25% Pool spaces (for carpools & employees)	None
Class 1 Bike Storage (Secured)	At least 55 bike spaces, based on:     0.30 bikes per 100.0 m² (1,076.4 ft²) GLA in excess of 100.0 m² (1,076.4 ft²) GLA	55 bike spaces	None
Class 2 Bike Storage (Public)	At least 66 bike spaces, based on:     Standard Zoning Bylaw rates)	66 bike spaces	None
Loading	<ul> <li>3 medium truck spaces</li> <li>1 enhanced medium truck space for waste management operations</li> <li>1 hotel shuttle bus space</li> </ul>	<ul> <li>3 medium truck spaces</li> <li>1 enhanced medium truck space for waste management operations</li> <li>1 hotel shuttle bus space</li> </ul>	None

Other: Tree replacement compensation required for loss of significant trees.

 $<sup>^{\</sup>star}$  Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



Maximum building height may be subject to established Airport Zoning Regulations in certain areas.



Maximum building height may be subject to established Airport Zoning Regulations in certain areas

## **OCP Consultation Summary**

Stakeholder	Referral Comment (No Referral necessary)
Agricultural Land Commission	No referral necessary because the Land Commission is not affected.
Richmond School Board	No referral necessary because the proposed OCP amendment does not increase buildable residential floor area, number of dwelling units, or number of households with school aged children. (See below)
Board of Metro Vancouver	No referral necessary because the Regional District is not affected.
Councils of adjacent Municipalities	No referral necessary because adjacent municipalities are not affected.
First Nations (e.g., Sto:lo, Tsawwassen & Musqueam)	No referral necessary because First Nations are not affected.
TransLink	No referral necessary because the proposed amendment will not result in road network changes.
Vancouver Port Authority & Steveston Harbour Authority	No referral necessary because the port is not affected.
Vancouver International Airport Authority (Federal Agency)	No referral necessary because the proposed amendment does not affect Transport Canada's maximum permitted building height or the OCP Aircraft Noise Sensitive Development (ANSD) policy.
Richmond Coastal Health Authority	No referral necessary because the Health Authority is not affected.
Community Groups & Neighbours	No referral necessary, but the public will have an opportunity to comment on the proposed amendment at the Public Hearing.
All relevant Federal & Provincial Government Agencies	No referral necessary because Federal and Provincial Government Agencies are not affected.

Official Community Plan Amendment Bylaw 10213, to amend Richmond Official Community Plan Bylaw 7100 and 9000, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

The public will have an opportunity to comment further on the proposed amendment at the Public Hearing. Public notification for the Public Hearing will be provided as per the Local Government Act.

#### **School District**

This application was not referred to School District No. 38 (Richmond) because the proposed OCP amendment does not increase buildable residential floor area, number of dwelling units, or number of households with school aged children. According to OCP Bylaw Preparation Consultation Policy 5043, which was adopted by Council and agreed to by the School District, developments subject to an OCP amendment bylaw that generate less than 25 additional school aged children do not need to be referred to the School District.

River Parkway Streetscape (Office on left & Hotel on right)

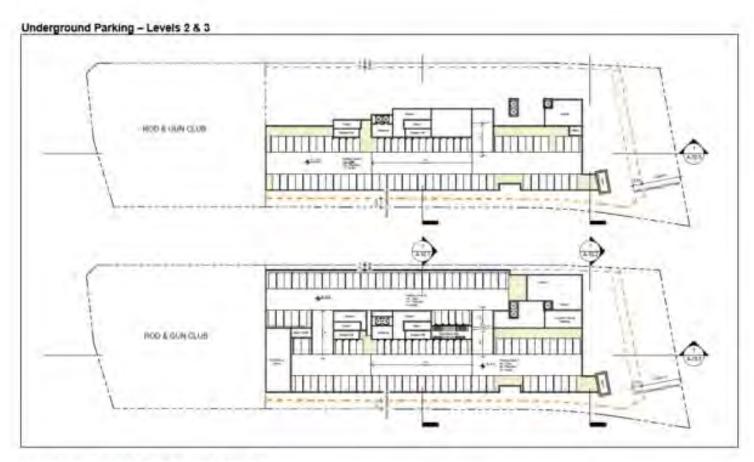


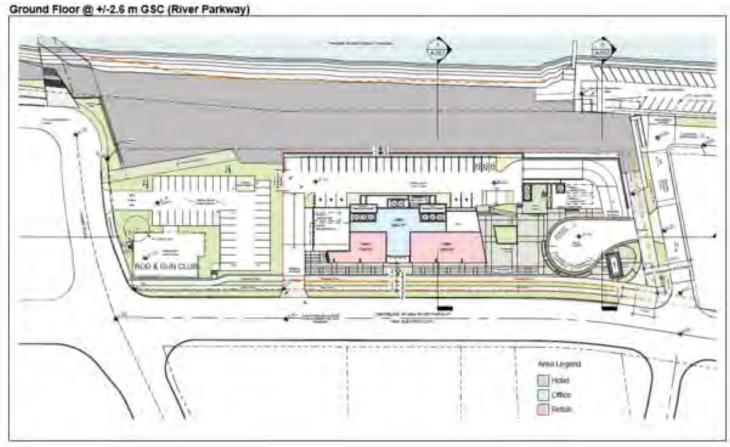
Hotel @ Northeast Corner

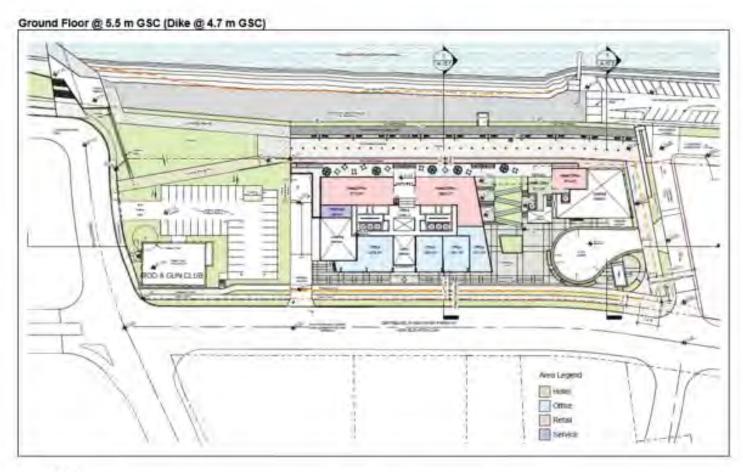


River Road (Dike) Streetscape (Hotel on left & Office on right)

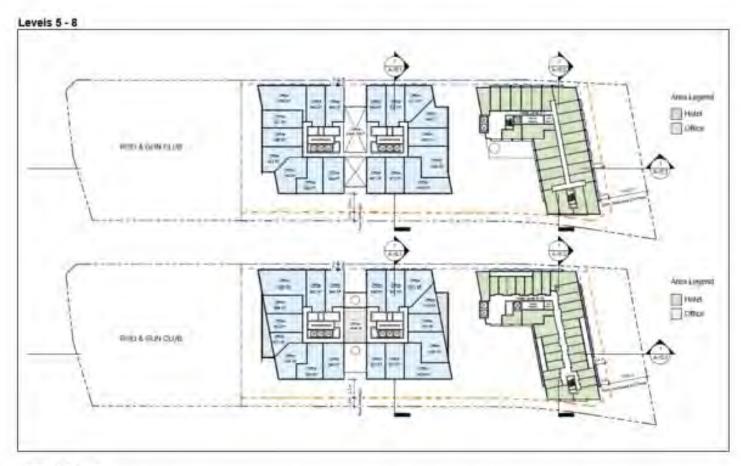


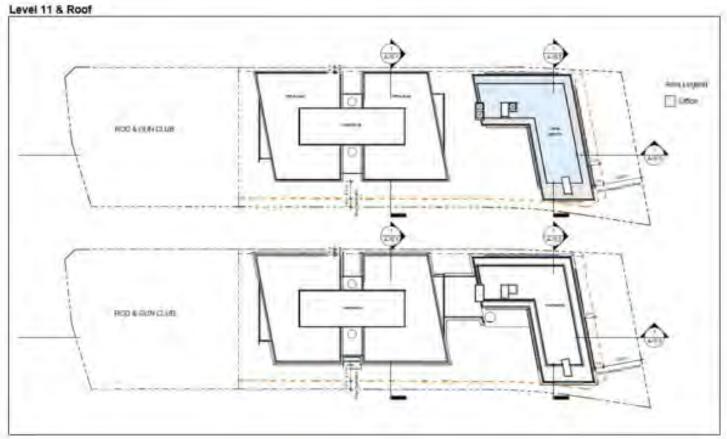


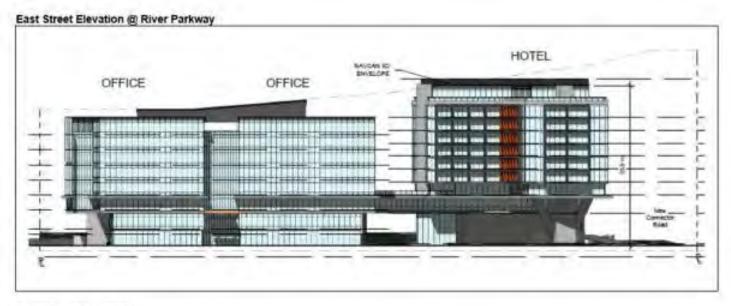


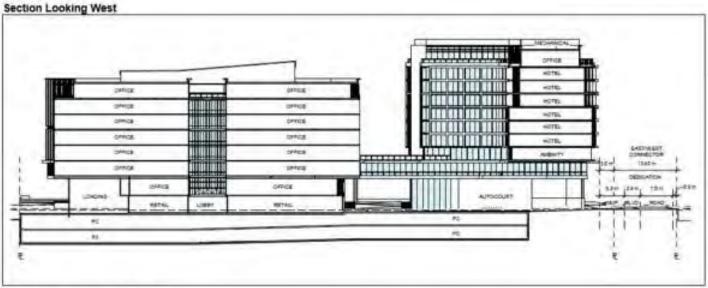




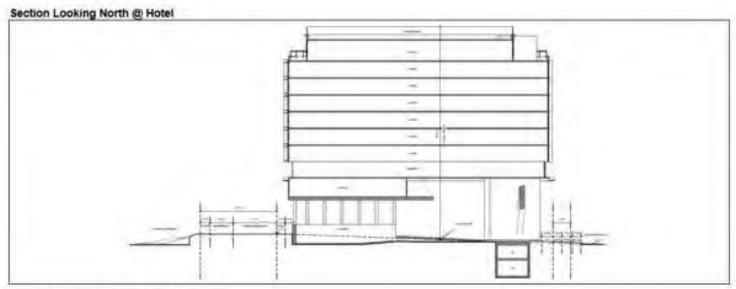


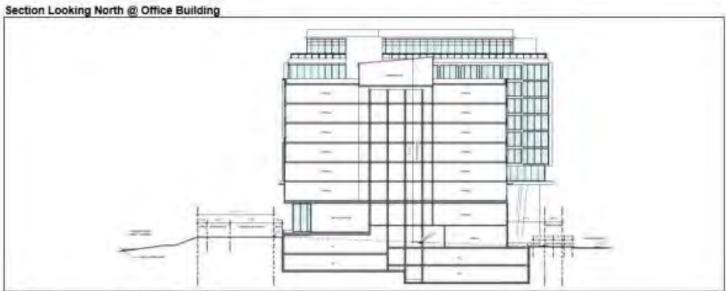














**File No.:** RZ 17-788900



# **Rezoning Considerations**

Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 7780, 7800, 7804, 7820 and 7840 River Road

Prior to final adoption of Official Community Plan Amendment Bylaw 10213 and Richmond Zoning Bylaw 8500, Amendment Bylaw 10212, the developer is required to complete the following:

- 1. <u>Transport Canada Building Height</u>: Submission of a signed/sealed letter from a surveyor assuring that the proposed building height complies with all applicable Airport Zoning Regulations.
  - <u>NOTE</u>: Preliminary surveyor's letter (including a building envelope diagram) is on file, dated September 23, 2021 (REDMS #6760503).
- 2. <u>Ministry of Transportation and Infrastructure (MOTI)</u>: Receipt of final MOTI approval. Preliminary MOTI Approval for one year (without conditions) effective August 31, 2022 (REDMS #7035299).
- 3. <u>Land Contamination (Dedicated Land)</u>: Prior to rezoning bylaw adoption, submission to the City of sufficient information and/or other assurances satisfactory to the City in its sole discretion to support the City's acceptance of the proposed dedicated land. Such assurances could include one or more of the following:
  - 3.1. A contaminated sites legal instrument, such as a Certificate of Compliance (COC) or Final Site Determination (FSD) showing no contamination within the dedication area;
  - 3.2. Evidence satisfactory to the City, in its sole discretion, that the lands to be dedicated to the City are in a satisfactory state from an environmental perspective; and
  - 3.3. The registration of a legal agreement on the title to the lands requiring that:
    - 3.3.1. No occupancy shall be permitted of any building on the lands, in whole or in part, until such time that the owner/developer has satisfied the City in its sole discretion that the lands to be dedicated to the City are in a satisfactory state from an environmental perspective and a contaminated sites legal instrument has been obtained for the proposed dedication lands; and
    - 3.3.2. The owner/developer shall release and indemnify the City from and against any and all claims or actions that may arise in connection with those portions of the lands being dedicated to the City being contaminated, in whole or in part.
- 4. <u>Subdivision</u>: Registration of a Subdivision Plan, to the satisfaction of the City.

#### Prior to the registration of a Subdivision Plan, the following conditions shall be satisfied:

- 4.1. Road & Public Open Space: Dedication of land for road and public open space purposes, generally as shown in the Preliminary Subdivision Plan (Excerpt) (**Schedule A**) and the following table, including:
  - 4.1.1. River Parkway: 3.0 m (9.8 ft.) wide strip of land across the site's east side for road widening;
  - 4.1.2. North Street: 13.65 m (44.8 ft.) wide strip of land across the site's north side for a City Centre Area Plan "Proposed Street" (i.e. designated "minor street"), together with a corner cut at the River Parkway intersection; and
  - 4.1.3. Riverfront Access & Dike: 1.5 m (4.9 ft.) wide strip of land across the site's River Road frontage and a 3.0 m (9.8 ft.) wide strip of land across the site's proposed North Street frontage, together with a 5.0 m by 5.0 m (16.4 ft. by 16.4 ft.) corner cut at River Parkway, for enhanced public pedestrian/bike access and related dike improvements.

<u>NOTE</u>: The City may permit encroachments into the Riverfront Access & Dike dedication, provided that any such encroachments are:

- Limited to demountable features mounted on the building (i.e. weather protection, sunshades, balconies and architectural appurtenances, but excluding signage) that encroach a maximum of 0.6 m (2.0 ft.) and are situated at or above 11.5 m (37.7 ft.) GSC, unless otherwise approved by the Director, Engineering;
- Specified in a Development Permit\* approved by the City; and
- Subject to an encroachment agreement(s) and related requirements, as determined to the satisfaction of the Director, Engineering.

#	Road & Public Open Space Features	Minimum Dedication		Density Applies (as per ZC49)	DCC Credits Apply
A.	River Parkway	441.2 m <sup>2</sup> (4,749.0 ft <sup>2</sup> )		NO	YES
B.	North Street	722.7 m <sup>2</sup> (7,779.0 ft <sup>2</sup> )	1,048.7 m <sup>2</sup> (11,288.0 ft <sup>2</sup> )	YES	NO
C.	Riverfront Access & Dike	326.0 m <sup>2</sup> (3,509.0 ft <sup>2</sup> )		TES	
	TOTAL	<b>1,489.9 m²</b> (16,037.0 ft²)		Varies	Varies

## 4.2. <u>Lot Cons</u>olidation:

- 4.2.1. Creation of one (1) lot for development purposes with an area of approximately 5,646.1 m<sup>2</sup> (60,774.1 ft<sup>2</sup>), as per the Preliminary Subdivision Plan (Excerpt) (**Schedule A**).
  - <u>NOTE</u>: As specified in the ZC49 zone (with respect to CCAP policy permitting density to be calculated on road and public open space dedications for which the developer is not eligible for Development Cost Charge/DCC credits), if the developer dedicates not less than  $1,048.7 \text{ m}^2$  ( $11,288.1 \text{ ft}^2$ ) of land to the City as road and public open space, the calculation of floor area ratio shall be based on a net development site area of  $6,695.0 \text{ m}^2$  ( $72,064.4 \text{ ft}^2$ ).
- 4.2.2. Registration of a covenant on title to the consolidated lot, to the satisfaction of the City, stipulating that the lot shall not be subdivided, sold, or otherwise transferred without prior approval of the City.
- 4.3. Statutory Rights-of-Way (Off-Site) Rod & Gun Club Sidewalk & Dike SRW: Registration of a restrictive covenant and Statutory Rights-of-Way (SRW) agreement on title to the City-owned property at 7760 River Road and 7891 Cambie Road (Rod & Gun Club) for public sidewalk, City utilities (e.g., streetlights) and related purposes along the property's east (River Parkway) and west (River Road) frontages, as determined to the satisfaction of the Director, Transportation, Director, Development, Director, Engineering, Director, Park Services, Director, Arts, Culture and Heritage Services, and Director, Real Estate Services. Prior to adoption of the Rezoning Bylaw, the agreement shall be registered as a blanket SRW accompanied by a sketch plan. The agreement shall provide for a replacement agreement prior to City approval of the Development Permit\*, Building Permit\*, and/or occupancy, as determined to the satisfaction of the City, at the developer's cost, for the purpose of accurately reflecting the final City-approved design and replacing the sketch plan with a survey plan. The specific location, configuration, design, and related terms of the agreement shall be confirmed through the development's Development Permit\*, Servicing Agreement\*, and/or other City approval processes, to the satisfaction of the City. The SRW agreements shall provide for:
  - 4.3.1. An SRW area over 7760 River Road and 7891 Cambie Road (Rod & Gun Club), comprising, as determined to the satisfaction of the City through the Servicing Agreement\* approval process:
    - a) A 3.0 m (9.8 ft.) wide strip of land along the lot's east frontage, adjusted to accommodate the existing building and other required on- and off-site features; and
    - b) An irregularly shaped strip of land on the lot's west side for dike improvements and public pedestrian/bike and City emergency/service vehicle access;

- 4.3.2. 24 hour-a-day, year-round, universal public access including a paved sidewalk and related landscape features, public access to/from fronting uses/spaces, City emergency and service vehicle access, bylaw enforcement and similar City-authorized activities (as though the SRW area was a City road or park);
- 4.3.3. City utilities (e.g., streetlights), as determined to the City's satisfaction;
- 4.3.4. No driveway crossings (except as required for City emergency/service vehicle access);
- 4.3.5. Permanent and temporary encroachments into the SRW area in the City's sole discretion;
- 4.3.6. Design and construction of the SRW area, including applicable utilities (e.g., streetlights), shall be subject to a standard Servicing Agreement\*, prepared in accordance with City specifications and standards, and inspected/approved by the City concurrently with and under the same terms (e.g., Letter of Credit) as the development's other Servicing Agreement\* works:
- 4.3.7. Maintenance of the SRW area by the City; and
- 4.3.8. Permanent and temporary closures of the SRW area in the City's sole discretion.
- 4.3.9. Permit and occupancy holds, including:
  - a) "No development" shall be permitted on the subject development site, restricting Development Permit\* issuance for any building on the subject development site, in whole or in part, and no Building Permit\* shall be issued for a building on the subject development site, in whole or in part, unless the developer has entered into a Servicing Agreement\* for the design and construction of the SRW area and, as applicable, the Development Permit\* and Building Permit\* include the design of the SRW area, to the City's satisfaction; and
  - b) "No occupancy" of the subject development site shall be permitted, in whole or in part, unless construction of the SRW area is complete to the satisfaction of the City, in compliance with the approved Servicing Agreement\*, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately and replace the sketch plan with a survey plan, to the City's satisfaction.
- 4.4. Statutory Rights-of-Ways (On-Site) River Parkway Sidewalk SRW: Registration of restrictive covenants and Statutory Rights-of-Way (SRW) agreements on title to the subject development site for public sidewalk, City utilities (e.g., streetlights) and related purposes along the property's River Parkway frontage, as determined to the satisfaction of the Director, Transportation, Director, Development, Director, Engineering, and Director, Park Services. Prior to adoption of the Rezoning Bylaw, the agreements shall be registered as blanket agreements accompanied by sketch plans. The agreements shall provide for replacement agreements prior to City approval of the Development Permit\*, Building Permit\*, and/or occupancy, as determined to the satisfaction of the City, at the developer's cost, for the purpose of accurately reflecting the final City-approved design and replacing the sketch plans with survey plans. The specific location, configuration, design, and related terms of the agreement shall be confirmed through the development's Development Permit\*, Servicing Agreement\*, and/or other City approval processes, to the satisfaction of the City. The SRW agreements shall provide for:
  - 4.4.1. An SRW area comprising a 2.0 m (6.5 ft.) wide strip of land along the subject development site's east frontage with an area of approximately 248.0 m<sup>2</sup> (2,669.5 ft<sup>2</sup>), as generally indicated in the Preliminary Statutory Right-of-Way Plan (**Schedule B**);
  - 4.4.2. 24 hour-a-day, year-round, universal public access including a paved sidewalk and related landscape features, public access to/from fronting uses/spaces, City emergency and service vehicle access, bylaw enforcement and similar City-authorized activities (as though the SRW area was a City road);
  - 4.4.3. City utilities (e.g., streetlights), as determined to the City's satisfaction;

- 4.4.4. A maximum of one driveway crossing, which shall be located adjacent to the south property line, as determined to the City's satisfaction through the Development Permit\* and Servicing Agreement\*, for shared use of the subject development site and City-owned lot at 7760 River Road and 7891 Cambie Road (as per the *Cross Access (Rod & Gun Club)*) agreement); and
- 4.4.5. No encroachments below the finished grade of the SRW area;
- 4.4.6. Above-grade encroachments approved through the Development Permit\* in the form of:
  - c) Demountable features (e.g., weather protection, sunshades, balconies and architectural appurtenances), excluding signage, situated at least 6.0 m (19.7 ft.) above the finished grade of the SRW area; and
  - d) Habitable portions of the building and related features (e.g., sunshades, balconies and cantilevered roofs) situated at least 6.0 m (19.7 ft.) above the finished grade of the SRW area and no more than 25.0 m (82.0 ft.) south of the north property line;
- 4.4.7. Design and construction of the SRW area, including applicable utilities (e.g., streetlights), shall be subject to a standard Servicing Agreement\*, prepared in accordance with City specifications and standards, and inspected/approved by the City concurrently with and under the same terms (e.g., Letter of Credit) as the development's other Servicing Agreement\* works;
- 4.4.8. Maintenance of the SRW area by the developer/owner (with the exception of any City-owned utilities), unless otherwise determined to the satisfaction of the Director, Engineering through the Servicing Agreement\* process; and
- 4.4.9. No closure of the SRW area by the owner, in whole or in part, except in the case of emergencies and temporary closures pre-approved in writing by the City (in which case the owner shall make reasonable effort to provide for alternative public access, to the City's satisfaction); and
- 4.4.10. Permit and occupancy holds, including:
  - a) "No development" shall be permitted on the subject development site, restricting Development Permit\* issuance for any building on the subject development site, in whole or in part, and no Building Permit\* shall be issued for a building on the subject development site, in whole or in part, unless the developer has entered into a Servicing Agreement\* for the design and construction of the SRW area and, as applicable, the Development Permit\* and Building Permit\* include the design of the SRW area, to the City's satisfaction; and
  - b) "No occupancy" of the subject development site shall be permitted, in whole or in part, unless construction of the SRW area is complete to the satisfaction of the City, in compliance with the approved Development Permit\* and Servicing Agreement\*, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately and replace the sketch plan(s) with a survey plan(s), to the City's satisfaction.
- 4.5. Statutory Rights-of-Way (On-Site) Riverfront Access SRW: Registration of a restrictive covenant and Statutory Rights-of-Way (SRW) agreement on title to the subject development site for a publicly-accessible landscaped open space providing unrestricted mid-block pedestrian access between River Parkway and River Road and along the site's River Road frontage, as determined to the satisfaction of the Director, Development and Director, Park Services. Prior to adoption of the Rezoning Bylaw, the agreements shall be registered as blanket agreements accompanied by sketch plans. The agreements shall provide for replacement agreements prior to City approval of the Development Permit\*, Building Permit\*, and/or occupancy, as determined to the satisfaction of the City, at the developer's cost, for the purpose of accurately reflecting the final City-approved design and replacing the sketch plans with survey plans. The specific location, configuration, design, and related terms of the agreement shall be confirmed through the development's Development Permit\*, Servicing Agreement\*, and/or other City approval processes, to the satisfaction of the City. The SRW agreements shall provide for:

Initial:

- 4.5.1. An SRW area of approximately 1,152.0 m<sup>2</sup> (12,400.0 ft<sup>2</sup>), with an irregular shape adjusted to accommodate the proposed building and other required on- and off-site features, as determined to the City's satisfaction through the Development Permit\* process, and generally comprising:
  - a) 728.0 m² (7,836.1 ft²) in the form of a 16.5 m (54.1 ft.) wide mid-block landscaped walkway extending between the River Parkway Sidewalk Widening SRW and subject development site's River Road property line; and
  - b) 424.0 m<sup>2</sup> (4,563.9 ft<sup>2</sup>) in the form of a landscaped terrace, generally 5.0 m (16.4 ft.) wide or less, extending along the subject development site's River Road frontage, to the north and south of the mid-block walkway area,

as generally indicated in the Preliminary Statutory Right-of-Way Plan (Schedule B).

NOTE: The combined area of the Riverfront Access SRW, approx. 1,152.0 m<sup>2</sup> (12,400.0 ft<sup>2</sup>), and Riverfront Access & Dike dedication, approx. 326.0 m<sup>2</sup> (3,509.0 ft<sup>2</sup>), shall generally equal the area of 7840 River Road, 1,478.0 m<sup>2</sup> (15,909.0 ft<sup>2</sup>).

- 4.5.2. 24 hour-a-day, year-round, universal public access including a paved walkway and related landscape features, public access to/from fronting uses/spaces, City emergency and service vehicle access, bylaw enforcement and similar City-authorized activities (as though the SRW area was a City park);
- 4.5.3. No City utilities;
- 4.5.4. No driveway crossings;
- 4.5.5. Encroachments, provided that such features do not conflict with the design, construction, or operation of the SRW area or its intended quality, public amenity, or required features (e.g., trees, universal accessibility, and access to daylight/sunlight), including:
  - a) Permanent encroachments, as follows or as otherwise determined to the City's satisfaction through an approved Development Permit\*:
    - i. Uses/spaces concealed below the finished grade of the SRW area (e.g., parking);
    - ii. Uses/spaces located at least 4.0 m (13.1 ft.) above the finished grade of the terrace portion of the SRW area;
    - iii. An enclosed one-storey bridge structure connecting the office and hotel buildings (which bridge shall not include signage), located at least 4.0 m (13.1 ft.) above the highest finished grade of the SRW area; and
    - iv. Weather protection, minor building projections, and minor architectural features (which may include signage), typically located at least 2.5 m (8.2 ft.) above the finished grade of the SRW area; and
  - b) Temporary encroachments in the form of outdoor dining and retail uses, special events, and movable furnishings provided that a clear universally-accessible public route at least 2.0 m (6.6 ft.) wide, is maintained at all times;
- 4.5.6. Design and construction of the SRW area shall be subject to the Development Permit\*, and inspected/approved by the City concurrently with and under the same terms (e.g., landscape Letter of Credit) as the development's other Development Permit\* works;
- 4.5.7. Maintenance of the SRW area by the developer/owner;
- 4.5.8. No closure of the SRW area by the owner, in whole or in part, except in the case of emergencies and temporary closures pre-approved in writing by the City, or as otherwise determined to the City's satisfaction through an approved Development Permit\* and specified in the SRW agreement; and
- 4.5.9. Permit and occupancy holds, including:
  - a) "No development" shall be permitted on the subject development site, restricting Development Permit\* issuance for any building on the subject development site, in

- whole or in part, and no Building Permit\* shall be issued for a building on the subject development site, in whole or in part, unless the Development Permit\* and Building Permit\* include the design of the SRW area, to the City's satisfaction; and
- b) "No occupancy" of the subject development site shall be permitted, in whole or in part, unless construction of the SRW area is complete to the satisfaction of the City, in compliance with the approved Development Permit\*, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately and replace the sketch plan(s) with a survey plan(s), to the City's satisfaction.
- 5. <u>Parking Strategy</u>: The City's acceptance of the developer's offer to contribute voluntarily towards various transportation improvements and secure parking for various uses in compliance with Zoning Bylaw requirements (City Centre Parking Zone 1) and parking reductions permitted with respect to shared parking arrangements and the developer's provision of transportation demand management (TDM).
  - 5.1. Off-Site Improvements: Enter into a Servicing Agreement\* (secured with a Letter of Credit) for the design and construction of off-site improvements beyond the frontage of the development site, at the developer's sole cost, as determined to the satisfaction of the Direct of Transportation. Development Cost Charge (DCC) credits shall not apply. Works shall include improvements along the east and south sides of the City-owned lot at 7760 River Road, including:
    - 5.1.1. The extension of River Parkway, generally from Cambie Road to the south boundary of the subject development site; and
    - 5.1.2. Frontage improvements along the north side of Cambie Road, generally from River Parkway to River Road.
  - 5.2. <u>Driveway Crossings</u>: Registration of a restrictive covenant and/or alternative legal agreement on title requiring that vehicle access to the subject development site shall be limited to the following, as specified in a Development Permit\* and Servicing Agreement\*, to the satisfaction of the Director, Transportation:
    - 5.2.1. One driveway crossing along the south side of the proposed North Street, providing for full-turning movements; and
    - 5.2.2. One driveway at the south end of the subject development site's River Parkway frontage, providing for right-in/right-out movements only.
  - (SRW), and/or other legal agreement(s) or measure(s) on title to the subject development site, as determined to the satisfaction of the Director, Development, Director, Transportation, Director, Real Estate Services and Director, Engineering, to provide for unrestricted vehicle and pedestrian access to/from 7760 River Road/7891 Cambie Road (Rod & Gun Club) via the subject development site for parking, loading, waste management, passenger drop-off/pick-up, and similar purposes. The required rights of access shall be effective upon redevelopment of 7760 River Road/7891 Cambie Road and/or closure of the lot's Cambie Road driveway crossing, as determined to the City's satisfaction. The specific location, configuration, and design of the easement area or SRW area and the related terms of the legal agreement shall be confirmed through the subject development site's Development Permit\* and Servicing Agreement\*, to the satisfaction of the City. In addition, the agreement shall provide for, but may not be limited to, the following:
    - 5.3.1. Shared use of a 7.5 m (24.6 ft.) wide driveway crossing, located at the south end of the subject development site's River Parkway frontage (as per the *Driveway Crossings* agreement), together with shared use of the subject development site's south driveway (one or both of which features may be widened through the future redevelopment of 7760 River Road/7891 Cambie Road and secured for shared use, as determined to the City's satisfaction);

- 5.3.2. Parking access/egress for 7760 River Road/7891 Cambie Road at the subject development site's first level of parking (which level is understood to be below the existing grade of 7760 River Road/7891 Cambie Road, such that the maximum elevation of any roof over the driveway will not exceed 5.5 m/18.0 ft. GSC);
- 5.3.3. On-site loading and waste management facilities for 7760 River Road/7891 Cambie Road generally configured and aligned with those proposed for on the subject development site (such that both site have shared use of the driveway for vehicle manoeuvring, together with any required widening secured by the City though the future redevelopment of 7760 River Road/7891 Cambie Road);
- 5.3.4. Temporary fences, walls, or similar features along the south side of the south driveway (for visual screening and/or security), which shall be removed by the developer/owner of 7760 River Road/7891 Cambie Road (at the cost of the developer/owner of 7760 River Road/7891 Cambie Road) to facilitate shared use of the south driveway and driveway crossing as contemplated in the agreement;
- 5.3.5. Wayfinding and other signage on the subject development site, as required;
- 5.3.6. Written notification of the shared driveway/cross access requirements through the disclosure statement to all initial purchasers, including notice in all purchase and sale agreements and the installation of signage in the initial sales centre;
- 5.3.7. Permit and occupancy holds, including:
  - a) "No development" shall be permitted on the subject development site, restricting Development Permit\* issuance for any building on the subject development site, in whole or in part, and no Building Permit\* shall be issued for a building on the subject development site, in whole or in part, unless the developer has entered into a Servicing Agreement\* for the design and construction of the south (shared) driveway crossing and, as applicable, the Development Permit\* and Building Permit\* include the design of the shared driveway and related spaces and uses on the subject development site, to the City's satisfaction; and
  - b) "No occupancy" of the subject development site shall be permitted, in whole or in part, unless construction of the shared driveway crossing, drive aisle, and related spaces and uses are complete to the satisfaction of the City, in compliance with the approved Development Permit\* and Servicing Agreement\*, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately and replace any sketch plan(s) with a survey plan(s), to the City's satisfaction.
- 5.4. <u>Tandem Parking</u>: Registration of a restrictive covenant and/or other legal agreement(s) on title to the lot, as determined to the satisfaction of the Director of Transportation, as follows:
  - 5.4.1. Prohibit tandem parking (i.e. where one space is located behind another such that only one has direct access to a manoeuvring aisle or lane) for the purpose of satisfying the subject development's minimum approved Zoning Bylaw requirements, as determined through a Development Permit\*;
  - 5.4.2. Permit tandem parking for parking spaces provided on the lot that are surplus to the development's minimum approved Zoning Bylaw requirements ("surplus tandem parking"), which surplus tandem parking spaces shall be:
    - a) Designated by the parking operator for valet-operated hotel guest parking only; and
    - b) Located and designed (e.g., signage and line painting, manoeuvring space, and related requirements) in accordance with an approved Development Permit\*;
  - 5.4.3. Permit and occupancy holds, including:
    - a) "No development" shall be permitted on the subject development site, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless the

- Development Permit\* does not include tandem parking spaces, except for valetoperated hotel guest parking spaces and related requirements (e.g., signage), as determined to the satisfaction of the Director, Transportation, and secured with a legal agreement registered on title to the lot including a location plan, number and type of spaces and related operational requirements;
- b) No Building Permit\* shall be issued for a building on the lot, in whole or in part, unless the Permit does not include tandem parking spaces, except for valet-operated hotel guest parking spaces and related requirements (e.g., signage) provided in accordance with the Development Permit\*, to the satisfaction of the Director, Transportation, and the architect submits a letter confirming that all City requirements are satisfied; and
- c) "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless the building does not include tandem parking, except for valet-operated hotel guest parking spaces and related requirements (e.g., signage) completed in accordance with the Development Permit\*, to the satisfaction of the Director, Transportation, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the valet-operated hotel guest parking facilities accurately, to the City's satisfaction.
- 5.5. <u>Commercial Parking</u>: Registration on title of a restrictive covenant and/or alternative legal agreement, to the satisfaction of the City, to restrict the use of on-site parking, as determined to the satisfaction of the Director, Transportation. More specifically, Commercial Parking and Electric Vehicle (EV) Charging Facilities requirements for the subject development shall include, but may not be limited to, the following.

## 5.5.1. Commercial Parking shall:

- a) Mean any parking spaces needed to satisfy the subject development's parking requirements for the use of the owner, businesses, employees, and tenants on the lot and the public, as determined through a Development Permit\*;
- b) Not include surplus tandem parking secured with a legal agreement registered on title to the lot for valet-operated hotel guest parking (as per the Tandem Parking agreement); and
- c) Include a proportional number of handicapped parking spaces and small car parking spaces in compliance with the Zoning Bylaw or as otherwise determined to the satisfaction of the Director of Transportation;

#### 5.5.2. Commercial Parking shall include:

- a) 50% Public Parking spaces, which spaces shall be:
  - i. designated by the parking operator for short-term parking (e.g., drop-off/pick-up or hourly) by the public;
  - ii. located primarily at the development's first underground parking level; and
  - iii. available for use 365 days per year for a daily duration equal to or greater than the operating hours of transit services within 400 m (5 minute walk) of the lot, businesses located on the lot, or as otherwise determined by the Director of Transportation;
- b) 25% Assignable Parking spaces, which spaces may be designated, sold, leased, reserved, signed, or otherwise assigned by the owner or parking operator for the exclusive use of specific persons or businesses, on a fulltime or part-time basis (e.g., weekdays);
- c) 25% Pool Parking spaces, which spaces shall be designated by the parking operator on a first-come-first-served basis for registered employees working on the subject development site and registered carpools; and
- d) Electric Vehicle (EV) Charging Facilities subject to the Electric Vehicle (EV) Charging Facilities legal agreement, as determined to the satisfaction of the Director of Transportation;

- 5.5.3. Permit and occupancy holds, including:
  - "No development" shall be permitted on the lot, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless the Permit provides for the required Commercial (Public, Assignable and Pool) Parking and related features (e.g., signage), as determined to the satisfaction of the Director of Transportation, and the parking is secured with a legal agreement registered on title to the lot including a location plan, number and type of spaces and related operational requirements;
  - b) No Building Permit\* shall be issued for a building on the lot, in whole or in part, unless the Permit includes Commercial (Public, Assignable and Pool) Parking and related features (e.g., signage) provided in accordance with the Development Permit\*, to the satisfaction of the Director of Transportation, and the architect submits a letter confirming that all City requirements are satisfied; and
  - c) "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless the building includes the completed Commercial (Public, Assignable and Pool) Parking and related features (e.g., signage) in accordance with the Development Permit\*, to the satisfaction of the Director of Transportation, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately, to the City's satisfaction.
- 5.6. Tenant Cycling Facilities: Registration on title of a restrictive covenant and/or alternative legal agreement, to the satisfaction of the City, to require that the developer/owner provides, installs, and maintains cycling facilities for the use of the development's tenants, to the satisfaction of the Director, Transportation. More specifically, Tenant Cycling Facilities requirements for the subject development shall include, but may not be limited to, the following:
  - 5.6.1. The developer/owner shall, at its sole cost, design, install, and maintain cycling facilities, clustered together at the development's ground floor or first underground parking level, for the shared use of the development's tenants, including:
    - a) End-of-trip cycling facilities in the form of a handicapped-accessible suite of rooms designed to accommodate use by four (4) or more people (of the same or different genders) at one time, as determined to the City's satisfaction through the Development Permit\* review and approval process, including at least two (2) shower/change cubicles with doors, two (2) change cubicles with doors, two (2) toilet cubicles with doors, two (2) wash basins, and a common change room with a bench(s), grooming station (i.e. mirror, counter, and electrical outlets), and lockers;
    - b) A bicycle maintenance/repair station comprising a foot-activated pump, repair stand with integrated tools, and a bike wash;
    - c) "Class 1" bike storage spaces, which shall be provided at a minimum rate of 0.30 spaces for each 100.0 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) of gross leasable floor area greater than 100.0 m<sup>2</sup> (1,076.4 ft<sup>2</sup>), as specified in the development's site-specific zone (i.e. 110% of the standard Zoning Bylaw rate); and
    - d) Electric Vehicle (EV) Charging Facilities subject to the Electric Vehicle (EV) Charging Facilities legal agreement, as determined to the satisfaction of the Director, Transportation;
  - 5.6.2. Permit and occupancy holds, including:
    - a) "No development" shall be permitted on the lot, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless the Permit provides for the required Tenant Cycling Facilities and related features (e.g. signage), as determined to the satisfaction of the Director, Transportation, and the facilities are secured with a legal agreement registered on title to the lot including a location plan, number and type of facilities and related operational requirements;
    - b) No Building Permit\* shall be issued for a building on the lot, in whole or in part, unless the Permit includes the Tenant Cycling Facilities and related features (e.g., signage) provided in accordance with the Development Permit\*, to the satisfaction of the Director,

- Transportation, and the architect submits a letter confirming that all City requirements are satisfied; and
- c) "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless the building includes the completed Tenant Cycling Facilities and related features (e.g., signage) in accordance with the Development Permit\*, to the satisfaction of the Director, Transportation, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately, to the City's satisfaction.
- 5.7. <u>Transit Pass Program</u>: Registration on title of a restrictive covenant and/or alternative legal agreement, to the satisfaction of the City, to secure the developer/owner's commitment towards implementing a coordinated transit pass program, at the developer/owner's sole cost, which program shall include, but may not be limited to, the following:
  - 5.7.1. Employee Transit Pass Program for hotel, office, retail, restaurant, and other workers on the subject development site, which program shall have a value of at least \$100,000, based on the combined total value of the transit passes (i.e. excluding administration and related costs);
  - 5.7.2. Permit and occupancy holds, including:
    - a) "No development" shall be permitted on the lot, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless the developer submits a Letter of Credit (equal to the value of the program) to secure the developer/owner's commitment to delivering the required program to the satisfaction of the Director, Transportation; and
    - b) "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless the developer/owner submits a strategy for the coordinated delivery of the program and, as necessary, additional legal agreements are registered on title to the lot to facilitate the program's delivery, as determined to the satisfaction of the Director, Transportation.
- 5.8. <u>Hotel Shuttle Bus Facilities</u>: Registration on title of a restrictive covenant and/or alternative legal agreement, to the satisfaction of the City, to require that the developer/owner provide for hotel shuttle bus facilities, to the satisfaction of the Director, Transportation. More specifically, Hotel Shuttle Bus Facilities requirements for the subject development shall include, but may not be limited to, the following:
  - 5.8.1. Hotel Shuttle Bus Facilities, which shall be provided at the sole cost of the developer/owner, shall include the following unless otherwise determined to the satisfaction of the Director, Transportation through an approved Development Permit\*:
    - a) A parking/loading space for hotel shuttle bus use, which shall be:
      - i. Located in the auto-court on the development's ground floor;
      - ii. Arranged so as to accommodate a vehicle with a minimum capacity of 16 passengers and ensure the safe and convenient loading and unloading of passengers as required by the Zoning Bylaw and specified in a Development Permit\* approved by the City;
      - iii. Equipped with Electric Vehicle (EV) Charging Facilities subject to the Electric Vehicle (EV) Charging Facilities legal agreement, as determined to the satisfaction of the Director, Transportation; and
      - iv. Co-located with a weather protected passenger waiting area providing convenient, safe, well-lit, universal access to the hotel's ground floor public spaces (e.g. lobby);
    - b) A 16-passenger hotel shuttle bus (electric or hybrid vehicle) with a power wheelchair lift, which vehicle may be leased for the use of the shuttle operator, owned by the developer/owner, or owned by the shuttle operator;
    - c) A contract with a hotel shuttle bus operator for a 3-year term (commencing with the first date of hotel operations/guest services); and
    - d) Legal agreements registered on title to the lot to, among other things, require that in the event the Hotel Shuttle Bus Facilities are not used as intended, they shall be transferred to the City, at no cost to the City, and the City, at its sole discretion, without penalty or cost, shall determine how the Hotel Shuttle Bus Facilities shall be used going forward.

- 5.8.2. Permit and occupancy holds, including:
  - a) "No development" shall be permitted on the lot, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless:
    - i. The Permit provides for the required parking/loading space, weather protected passenger waiting area, and related features (e.g. signage), as determined to the satisfaction of the Director, Transportation, and the facilities are secured with a legal agreement registered on title to the lot including a location plan and related operational requirements; and
    - ii. The developer submits a Vehicle Letter of Credit to secure the developer/owner's commitment to providing the hotel shuttle bus, the value of which shall be determined to the satisfaction of the Director, Development;
  - b) No Building Permit\* shall be issued for a building on the lot, in whole or in part, unless the Permit includes the parking/loading space for hotel shuttle bus use, weather protected passenger waiting area, and related features (e.g., signage) in accordance with the Development Permit\*, to the satisfaction of the Director, Transportation, and the architect submits a letter confirming that all City requirements are satisfied;
  - c) "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless:
    - i. The building includes the completed parking/loading space for hotel shuttle bus use, weather protected passenger waiting area, and related features (e.g., signage) in accordance with the Development Permit\*, to the satisfaction of the Director, Transportation;
    - ii. The developer submits an Operating Letter of Credit to secure the developer/owner's commitment to entering into the required 3-year contract with a hotel shuttle operator, the value of which:
      - Shall be determined to the satisfaction of the Director, Development;
      - May be drawn down in three (3) parts at the end of the first, second, and third years of the 3-year term unless, upon the written request of the developer, the Director, Transportation is their sole discretion permits an earlier release of some of all of the Letter of Credit; and
    - iii. The architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately, to the City's satisfaction.
  - d) "No occupancy" of hotel tenant improvements shall be permitted on the lot, in whole or in part, unless, as determined to the satisfaction of the Director, Transportation:
    - i. The developer has submitted proof of the operator's contract;
    - ii. The developer has provided or provided for the operator's use of the hotel shuttle bus in accordance with the requirements of this agreement;
    - iii. The architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately, to the City's satisfaction.
- 5.9. <u>Electric Vehicle (EV) Charging Facilities</u>: Registration on title of a restrictive covenant and/or alternative legal agreement, to the satisfaction of the City, to secure EV charging facilities and related requirements for the hotel shuttle bus, commercial parking, and bicycles (including alternative mobility devices such as electric scooters), to the satisfaction of the Director, Transportation, Director, Sustainability and Director, Development. More specifically, Electric Vehicle (EV) Charging Facilities requirements for the subject development shall include, but may not be limited to, the following:
  - 5.9.1. For the Hotel Shuttle Bus Facilities (subject to the Hotel Shuttle Bus Facilities legal agreement and Zoning Bylaw requirements), the shuttle bus parking/loading space located in the autocourt on the development's ground floor shall be equipped with an energized EV Charger (on a dedicated circuit) capable of providing Level 2 charging or higher as needed to meet the needs of the required 16-passenger hotel shuttle bus (electric or hybrid vehicle) and its anticipated operations (e.g., airport drop-off/pick-up);

- 5.9.2. For the Commercial Parking spaces (subject to the Commercial Parking legal agreement and Zoning Bylaw requirements):
  - a) At least 20% of Commercial Parking spaces shall be EV-equipped parking spaces (i.e. with energized EV infrastructure capable of providing Level 2 charging or higher);
  - b) The building design shall support the future installation (by the owner or others) of a smart load sharing system capable of delivering at least 12 kWh of charging to every car parked in an EV-equipped Commercial Parking space within an 8 hour period when every EV-equipped Commercial Parking space is occupied by a charging car (e.g. 4-way load share of a 40A 208-240V circuit); and
  - c) Upon first occupancy of the building, in whole or in part (i.e. prior to the installation of a smart loading sharing system):
    - At least one-quarter of EV-equipped Commercial Parking spaces (i.e. 5% of Commercial Parking spaces) shall be equipped with an outlet box with a receptacle capable of charging electric vehicles (i.e. one for each 40A 208-240V circuit); and
    - ii. The remaining EV-equipped Commercial Parking spaces shall be equipped with an outlet box containing capped energized wired covered with a cover plate.
- 5.9.3. For "Class 1" bicycle storage subject to the Tenant Cycling Facilities legal agreement, 100% of storage spaces shall be equipped with an energized outlet (120V) capable of providing charging to a bicycle (including alternative mobility devices such as electric scooter) in the storage space, including all wiring, electrical equipment, and related features necessary to supply the required electricity for the operation of such a receptacle.
- 5.9.4. Permit and occupancy holds, including:
  - a) "No development" shall be permitted on the lot, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless the Permit provides for the required Electric Vehicle (EV) Charging Facilities and related features (e.g. signage), as determined to the satisfaction of the Director of Transportation, and the facilities are secured with a legal agreement registered on title to the lot including a location plan, number and type of facilities and related operational requirements;
  - b) No Building Permit\* shall be issued for a building on the lot, in whole or in part, unless the Permit includes the Electric Vehicle (EV) Charging Facilities and related features (e.g., signage) provided in accordance with the Development Permit\*, to the satisfaction of the Director of Transportation, and the architect submits a letter confirming that all City requirements are satisfied; and
  - c) "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless the building includes the completed Electric Vehicle (EV) Charging Facilities and related features (e.g., signage) in accordance with the Development Permit\*, to the satisfaction of the Director of Transportation, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, the legal agreement is modified or replaced to locate the required facilities accurately, to the City's satisfaction.
- 6. Shared Loading: Registration on title of a restrictive covenant or alternative legal agreement, to the satisfaction of the City, specifying the amount, distribution, operation, and shared use of loading facilities, including those required for waste pick-up, as set out in the rezoning and Development Permit\*, to the satisfaction of the Director, Transportation. This shall include, but will not be limited to, shared use of the development's loading and waste management facilities by the owner(s), occupants, tenants, and operator(s) of hotel, office, retail, restaurant, and other uses on the lot. (All on-street waste management operations shall be prohibited.) Specifics of the loading requirements shall include, but shall not be limited to:
  - 6.1. The owner's construction and maintenance of five (5) loading spaces (as per Zoning Bylaw requirements), including at least:
    - 6.1.1. Three (3) medium-size loading spaces inside the building for loading and unloading of goods and materials;

- 6.1.2. One (1) enhanced medium-size loading space (e.g., with greater clear height and width) inside the building for exclusive use for waste vehicle pick-up and related waste management activities, which loading space shall be arranged to ensure safe and convenient waste management operations as specified in a Development Permit\* approved by the City; and
- 6.1.3. One (1) shuttle bus loading space within the outdoor auto-court (near the northeast corner of the lot), which auto-court shall, as specified in a Development Permit\* approved by the City:
  - a) Be reserved for exclusive use for passenger pick-up, drop-off and related activities (e.g., taxis, ride share, HandiDart, airport shuttles, and other passenger vehicles); and
  - b) Include a designated shuttle bus loading space that is:
    - i. Marked with signage indicating that the space is for exclusive shuttle bus use;
    - ii. Designed/constructed to accommodate a vehicle with a minimum capacity of 16 passengers and equipped with a power wheelchair lift; and
    - iii. Arranged to ensure safe and convenient passenger operations;
- 6.2. Shared use of the exclusive waste vehicle pick-up space by all on-site uses;
- 6.3. Shared use of the three (3) goods and materials loading spaces as determined to the satisfaction of the Director, Transportation through an approved Development Permit\*;
- 6.4. Permit and occupancy holds, including:
  - 6.4.1. "No development" shall be permitted on the lot, restricting Development Permit\* issuance for a building on the lot, in whole or in part, unless the Development Permit\* includes the shared loading facilities and related features (e.g., signage), to the satisfaction of the Director, Transportation; and
  - 6.4.2. "No occupancy" shall be permitted for a building on the lot, in whole or in part, unless the shared loading facilities and related features (e.g., signage) are completed in accordance with the Development Permit\*, to the satisfaction of the Director, Transportation, the architect submits a letter confirming that all City requirements are satisfied, and, as applicable, legal agreements are modified or replaced to the City's satisfaction.
- 7. <u>BC Energy Step Code</u>: Registration of a restrictive covenant and/or alternative legal agreement(s) on title to the lot and/or provide other assurances satisfactory to the City, in its sole discretion, securing the developer's commitment to design and construct the subject development in compliance with Provincial Step Code requirements, as determined to the satisfaction of the Director, Sustainability, Director, Development, and Director, Building Approvals, which requirements shall be at least:
  - 7.1. For office: Step 2; and
  - 7.2. For hotel: Step 3 or, if applicable, Step 2 if the developer, at the developer's sole cost, provides a low carbon energy plant on-site and transfers ownership of the plant to the City.

<u>NOTE</u>: The developer has submitted a written statement from a registered professional confirming that the proposed design of the subject development takes into consideration the applicable BC Energy Step Code performance targets (REDMS #6756876).

- 8. <u>District Energy Utility (DEU)</u>: Registration of a restrictive covenant and statutory right of way and/or alternative legal agreement(s), to the satisfaction of the City, securing the owner's commitment to connect to District Energy Utility (DEU) and granting the statutory right of way(s) necessary for supplying the DEU services to the building(s), which covenant and statutory right of way and/or legal agreement(s) will include, at minimum, the following terms and conditions:
  - 8.1. No building permit will be issued for a building on the subject site unless the building is designed with the capability to connect to and be serviced by a DEU and the owner has provided an energy modelling report satisfactory to the Director of Engineering.

- 8.2. If a low carbon energy plant district energy utility (LCDEU) service area bylaw which applies to the site has been adopted by Council prior to the issuance of the development permit for the subject site, no building permit will be issued for a building on the subject site unless:
  - 8.2.1. The owner designs, to the satisfaction of the City and the City's DEU service provider, Lulu Island Energy Company Ltd. (LIEC), a low carbon energy plant to provide any combination of heating, cooling, and/or domestic hot water heating to the building(s), as directed by the City's service provider (LIEC), be constructed and installed on the site, with the capability to connect to and be serviced by a DEU; and
  - 8.2.2. The owner enters into an asset transfer agreement with the City and/or the City's DEU service provider on terms and conditions satisfactory to the City to transfer ownership of the low carbon energy plant to the City or as directed by the City, including to the City's DEU service provider, at no cost to the City or City's DEU service provider, LIEC, on a date prior to final building inspection permitting occupancy of the first building on the site. Such restrictive covenant and/or asset transfer agreement shall include a warranty from the owner with respect to the on-site DEU works (including the low carbon energy plant) and the provision by the owner of both warranty and deficiency security, all on terms and conditions satisfactory to the City.
- 8.3. The owner agrees that the building(s) will connect to a DEU when a DEU is in operation, unless otherwise directed by the City and the City's DEU service provider, LIEC.
- 8.4. If a DEU is available for connection and the City has directed the owner to connect, no final building inspection permitting occupancy of a building will be granted unless, and until:
  - 8.4.1. The building is connected to the DEU;
  - 8.4.2. The owner enters into a Service Provider Agreement for that building with the City and/or the City's DEU service provider, LIEC, executed prior to depositing any Strata Plan with LTO and on terms and conditions satisfactory to the City; and
  - 8.4.3. Prior to subdivision (including Air Space parcel subdivision and Strata Plan filing), the owner grants or acquires, and registers, all Statutory Right-of-Way(s) and/or easements necessary for supplying the DEU services to the building.
- 8.5. If a DEU is not available for connection, but a LCDEU service area bylaw which applies to the site has been adopted by Council prior to the issuance of the development permit for the subject site, no final building inspection permitting occupancy of a building will be granted unless and until:
  - 8.5.1. The City receives a professional engineer's certificate stating that the building has the capability to connect to and be serviced by a DEU;
  - 8.5.2. The building is connected to a low carbon energy plant supplied and installed by the owner, at the owner's sole cost, to provide any combination of heating, cooling, and/or domestic hot water heating to the building(s), as directed by the City's service provider (LIEC). The energy plant will be designed, constructed and installed on the subject site to the satisfaction of the City and the City's service provider, LIEC;
  - 8.5.3. The owner transfers ownership of the low carbon energy plant on the subject site, to the City or as directed by the City, including to the City's DEU service provider, LIEC, at no cost to the City or City's DEU service provider, on terms and conditions satisfactory to the City;
  - 8.5.4. Prior to depositing a Strata Plan, the owner enters into a Service Provider Agreement for the building with the City and/or the City's DEU service provider, LIEC, on terms and conditions satisfactory to the City; and
  - 8.5.5. Prior to subdivision (including Air Space parcel subdivision and Strata Plan filing), the owner grants or acquires, and registers, all additional Covenants, Statutory Right-of-Way(s) and/or easements necessary for supplying the services to the building and the operation of the low carbon energy plant by the City and/or the City's DEU service provider, LIEC.

- 8.6. If a DEU is not available for connection, and a LCDEU service area bylaw which applies to the site has not been adopted by Council prior to the issuance of the development permit for the subject site, no final building inspection permitting occupancy of a building will be granted until:
  - 8.6.1. The City receives a professional engineer's certificate stating that the building has the capability to connect to and be serviced by a DEU; and
  - 8.6.2. The owner grants or acquires any additional Statutory Right-of-Way(s) and/or easements necessary for supplying DEU services to the building, registered prior to subdivision (including Air Space parcel subdivision and strata plan filing).
- 9. <u>Flood Construction</u>: Registration of a flood indemnity covenant on title to the subject development site, as per Flood Plain Designation and Protection Bylaw, Area "A" (i.e. minimum flood construction level of 2.9 m GSC).
- 10. <u>Aircraft Noise</u>: Registration of an aircraft noise indemnity covenant on title to the subject development site, as applicable to properties located within OCP Aircraft Noise Sensitive Development Map "Area 1A" (i.e. new aircraft noise sensitive land use prohibited). <u>View and Other Development Impacts</u>: Registration of a legal agreement on title to the subject development site, to the satisfaction of the City, stipulating that the development may be subject to potential impacts from surrounding future development (e.g., loss of views, shading, overlook, noise, and increased nighttime light) and the developer shall advise initial purchasers of these potential for these impacts.
- 12. <u>Hotel Use</u>: Registration on title of a restrictive covenant and/or alternative legal agreement on title to the subject development site, to the satisfaction of the City, to require that:
  - 12.1. In compliance with the Zoning Bylaw and City Centre Area Plan, hotel shall mean a commercial development providing guest rooms for temporary sleeping accommodation (i.e. not as a dwelling or other residential use);
  - 12.2. Guest room shall mean a habitable room wherein accommodation is offered for rent, or rented, to persons on a temporary basis and that does not contain cooking or food preparation facilities, but may include a microwave, coffee maker, tea kettle (or other similar small domestic appliances, as are customary in similar quality hotel properties, used primarily for heating pre-prepared food), a compact refrigerator with a maximum capacity of 0.14 m<sup>3</sup> (5 ft<sup>3</sup>), and a single bowl bar-size sink installed within a counter space having a maximum width of 1.5 m (5 ft.) and a maximum depth of 0.6 m (2 ft.);
  - 12.3. Hotel guest length of stay shall be limited to a maximum of six months per year; and
  - 12.4. Subdivision of individual hotel guest rooms or suites by way of stratification or air space parcel shall be prohibited.
- 13. <u>Village Centre Bonus (VCB)</u>: The City's acceptance of the developer's voluntary cash contribution in lieu of constructing City-owned community amenity space on the subject site (as indicated in the table below), which funds shall be applied to the construction of City Centre child care and/or other use(s) that provide a community amenity, as provided for under the development's site-specific ZC49 zone, to the satisfaction of the City.

	Maximum Permitted VCB Bonus Floor Area (1)	5% of VCB Bonus Floor Area (Transferred Area of VCB Community Amenity Space)	Construction-Value Amenity Transfer Contribution Rate	Minimum Voluntary Developer Contribution
TOTAL	6,695.0 m <sup>2</sup> (72,064.4 ft <sup>2</sup> )	334.8 m <sup>2</sup> (3,603.2 ft <sup>2</sup> )	\$809.00/ft <sup>2</sup> (2)	\$2,914,988.80 (2)

<sup>(1)</sup> Equal to 1.0 FAR, based on the site area for density calculation purposes specified in the ZC49 zone.

<sup>(2)</sup> As specified in the site-specific ZC49 zone, the owner shall pay a sum to the City based on 5% of the VCB density bonus floor area multiplied by \$809 per square foot of density bonus floor area, if the payment is made within one year of third reading of the zoning amendment bylaw, or thereafter multiplied by the Council-approved "equivalent to construction value" community amenity contribution rate in effect at the time of final reading of the zoning amendment bylaw, whichever is greater.

14. <u>Public Art</u>: The City's acceptance of the developer's voluntary cash-in-lieu contribution towards public art (including 15% to Public Art Provision Account #7500-10-000-90337-0000 and 85% to Account #7600-80-000-90173), as indicated in the table below.

	Site Area for Density Purposes (ZC49)	Maximum FAR	Maximum Permitted Floor Area	Commercial Contribution Rate	Minimum Voluntary Developer Contribution
TOTAL	6,695.0 m <sup>2</sup> (72,064.4 ft <sup>2</sup> )	3.23 FAR	21,624.9 m <sup>2</sup> (232,768.0 ft <sup>2</sup> )	\$0.49/ft <sup>2</sup> (1)	\$114,056.32 (1)

- (1) In the event the developer contribution is not provided (cash and/or Letter of Credit, as applicable) within one year of the Rezoning Bylaw receiving third reading of Council (Public Hearing), the contribution rate shall be changed to the Councilapproved rate in effect at the time the contribution is provided and the value of the contribution shall be changed accordingly, where the change is positive.
- 15. <u>CCAP Community Planning</u>: The City's acceptance of the developer's voluntary contribution to future City community planning studies (as set out in the City Centre Area Plan), as indicated in the table below.

	Site Area for Density Purposes (ZC49)	Maximum FAR	Maximum Permitted Floor Area	CCAP Contribution Rate	Minimum Voluntary Developer Contribution
TOTAL	6,695.0 m <sup>2</sup> (72,064.4 ft <sup>2</sup> )	3.23 FAR	21,624.9 m <sup>2</sup> (232,768.0 ft <sup>2</sup> )	\$0.31/ft <sup>2</sup> (1)	\$72,158.08 (1)

- (1) In the event the developer contribution is not provided (cash) within one year of the Rezoning Bylaw receiving third reading of Council (Public Hearing), the contribution rate shall be changed to the Council-approved rate in effect at the time the contribution is provided and the value of the contribution shall be changed accordingly, where the change is positive.
- 16. <u>Tree Removal, Replacement, and Protection</u>: The City's acceptance of the developer's proposed tree removal, replacement, and protection measures with respect to existing bylaw-size trees on and around the subject development site, to the satisfaction of the City.

	Existing Bylaw-	Location	Recommendation	Replacement Trees		Cash-in-Lieu	
	Size Trees	Location	Recommendation	No.	Security	Compensation	
1.	Off-site (1 tree)	River Road frontage of 7760 River Road (within proposed dike footprint)	Remove & cash-in- lieu compensation	N/A	N/A	\$1,500	
2.	On-site (2 trees)	7820 & 7840 River Road (within proposed building footprint)	Remove & replace on-site	4	\$3,000	N/A	
3.	7760 River Road (1 tree)	Shore Pine adjacent to existing Rod & Gun Club building	Retain & protect	N/A	\$10,000	N/A	

- 16.1. <u>Tree Removal Compensation</u>: The City's acceptance of the developer's voluntary contribution of \$1,500 to the Tree Compensation Fund (Acct# 2336-10-000-00000-0000) with respect to the proposed removal of one tree along the River Road frontage of 7760 River Road, within the proposed dike footprint (based on a 2:1 replacement ratio and the City bylaw rate of \$750 per replacement tree). (REDMS #6758630)
- 16.2. Tree Replacement Security: Submission of Landscape Security (Letter of Credit) of \$3,000, together with a security agreement, to secure the developer's planting and maintenance of four replacement trees on the subject development site with respect to the proposed removal of two trees at 7820 and 7840 River Road, within the proposed building footprint (based on a 2:1 replacement ratio and the City bylaw rate of \$750 per replacement tree). The replacement trees shall be included in the subject development's Development Permit\* and must comply with the minimum sizes set out in Tree Protection Bylaw No. 8057 Schedule A 3.0 Replacement Trees (i.e. 6 cm caliper or 3.5 m tall). The subject Tree Replacement Security shall be applied towards the development's future Development Permit\* landscape security.
- 16.3. <u>Tree Retention</u>: The developer shall, at the developer's sole cost, to take steps to retain the existing shore pine located on 7760 River Road, adjacent to the City-owned Rod and Gun Club building (which may be impacted by required restoration and replacement of on-site landscape improvements (e.g., regrading of the parking lot), which may include, but may not be limited to:
  - 16.3.1. Submission of Tree Survival Security (Letter of Credit) of \$10,000, together with a security agreement, to secure the developer's protection and, as applicable, replacement, of the subject tree to the satisfaction of the City;

- 16.3.2. Submission of a contract entered into between the developer and a certified arborist for supervision of any work conducted within the tree protection zone of the tree to be retained, which contract shall include the proposed number of site monitoring inspections and submission of a post-construction assessment report to the City for review;
- 16.3.3. Installation of tree protection fencing prior to the start of construction activities (including demolition), as determined to the satisfaction of the City; and
- 16.3.4. If through the Development Permit\* or Servicing Agreement\* processes it is determined that the tree is in conflict with required road improvements and cannot be retained, the developer shall provide replacement trees or a cash-in-lieu contribution to the Tree Compensation Fund, as determined to the satisfaction of the Director, Parks Services and Director of Development.
- 17. <u>Dike, Road, Utility & Interim Park Construction (Rod & Gun Club)</u>: The City's acceptance of the developer's voluntary contribution towards road, dike, park, engineering, and vehicle access improvements with respect to 7760 River Road/7891 Cambie Road, together with associated changes/upgrades to existing site grading, access, landscape, and related features, including all necessary government approvals, as determined to the satisfaction of Director, Development, Director, Engineering, Director, Transportation, Director, Parks Services, Director, Real Estate Services, and General Manager, Law and Legislative Services.

With respect to dike improvements along the west frontage of 7760 River Road/7891 Cambie Road, the development's proposed site-specific zone (ZC49) includes a density bonus for the purpose of compensating the developer, in whole or in part, for the proposed dike upgrades and related works, which works are outside the frontage of the development site and are understood to be beyond what would otherwise be required of the developer, save and except for the developer's voluntary contribution. The ZC49 density bonus is based on a total estimated value for the dike works, which assumes a unit cost of \$25,425 per linear metre and a length of 65 m. In the event that the actual cost to the developer exceeds the assumed cost of the works, the developer shall not be eligible for any additional bonus density and the City shall not be obligated to provide any other form of compensation.

Prior to adoption of the zoning bylaw, a restrictive covenant and/or other legal agreement(s) shall be registered on title to the subject development site for the purpose of securing the developer's commitment to designing and constructing the required works, to the City's satisfaction. This shall include, but may not be limited to, the developer entering into a Servicing Agreement\*, secured with a Letter of Credit, for the design and construction of road, dike, park, and engineering improvements around the perimeter of 7760 River Road, at the developer's sole cost, to the satisfaction of the City. The required Servicing Agreement\* works shall include, but may not be limited to, the following:

- 17.1. The extension of River Parkway across the east frontage of 7760 River Road, including a new shared driveway crossing at the south side of the developer's development site;
- 17.2. Frontage improvements across the Cambie Road frontage of 7760 River Road/7891 Cambie Road;
- 17.3. Dike upgrades across the west side of 7760 River Road/7891 Cambie Road, including all related utility relocations and temporary park improvements;
- 17.4. Restoration and replacement of existing landscape improvements on 7760 River Road/7891 Cambie Road, as needed to accommodate the required dike, park, road, and engineering works around the lot's perimeter, which shall include, but may not be limited to, re-grading of the lot's existing parking lot and relocating the lot's existing driveway from River Road to Cambie Road; and
- 17.5. Environmental impact mitigation and compensation measures, as required.

<u>NOTE</u>: At the sole discretion of the City, the City may require that the developer submits a cash-in-lieu contribution to the City, based on the approved Servicing Agreement\*, for the City's construction of some or all of the required works

- 18. <u>Dike Upgrade Coordination Agreement</u>: Registration of a restrictive covenant, statutory right-of-way (SRW), and/or other legal agreement(s) or measure(s) on title, as determined to the satisfaction of the Director, Development, Director, Engineering, and General Manager, Law and Legislative Services, for the purpose of, among other things:
  - 18.1. Granting the City rights to access the subject development site with respect to the design, construction, maintenance and operation of the dike, River Road and related features and improvements (e.g., City utilities, water access facilities and waterborne structures/uses), including, but not limited to raising the crest of the dike from 4.7 m to 5.5 m GSC (15.4 ft. to 18.0 ft. GSC); and
  - 18.2. Specifying the responsibilities of the owner of the subject development site with respect to future dike, road and related upgrades along the west and north frontages of the subject development site, which may include, but may not be limited to, requirements that the owner, at the owner's cost, modifies on-site buildings, structures, landscaping or other features to coordinate with City upgrades to fronting dike, road and related improvements, to the satisfaction of the City.
- 19. <u>Servicing Agreement</u>: Enter into a Servicing Agreement\* for the design and construction, at the developer's sole cost, of the:
  - extension of River Parkway along the east frontage of the subject development site and 7760 River Road/7891 Cambie Road;
    - (<u>NOTE</u>: The detailed design of the geometry and traffic control devices at the Cambie Road / River Parkway intersection and Cambie Road, west of No. 3 Road, will be reviewed in detail through design development of the interim and ultimate functional road designs.)
  - construction of a new street across the site's north frontage (North Street);
  - upgrades across the Cambie Road frontage of 7760 River Road/7891 Cambie Road;
  - dike and park upgrades between Cambie Road and the new North Street;
  - restoration and replacement of landscape improvements on 7760 River Road/7891 Cambie Road;
  - restoration and replacement of landscape improvements at Skyline Marina;
  - utility upgrades;
  - environmental impact mitigation and compensation measures; and
  - various other Engineering, Transportations, and Parks improvements, to the satisfaction of the City.

Prior to rezoning adoption, all Servicing Agreement\* (SA\*) works shall be secured with a Letter of Credit, the value and terms of which security shall be as determined to the satisfaction of the City. Prior to first occupancy of the building, in whole or in part, all SA\* works shall be complete, unless otherwise determined at the sole discretion of the City.

Development Cost Charge (DCC) may apply.

Servicing Agreement\* works shall include, but may not be limited to, requirements set out in:

- 19.1. **Schedule C**: Engineering Servicing Agreement\* Requirements;
- 19.2. Schedule D: Transportation Servicing Agreement\* Requirements; and
- 19.3. Schedule E: Parks Servicing Agreement\* Requirements.

Servicing Agreement\* works shall be subject to reviews and approvals, as applicable, by Ministry of Transportation and Infrastructure (MOTI), the Provincial diking authority, private utilities, and other agencies, which reviews and approvals may necessitate additional legal agreement registration, security, and/or permitting processes and related requirements.

20. <u>Development Permit (DP)\* & ESA DP\*</u>: The submission and processing of a DP\* application and concurrent Environmentally Sensitive Area (ESA) DP\* application must be completed to a level deemed acceptable by the Director, Development. (Dike and related improvements, including road works, landscape and utilities, shall <u>not</u> be subject to an ESA DP.)

<u>NOTE</u>: With respect to the ESA DP\*, environmental mitigation and compensation measures shall be based on an environmental report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of the City. Measures may include, but may not be limited to, a detailed ESA compensation strategy, generally as set out in the "Preliminary ESA Compensation Strategy" (**Schedule F**), registration of a legal agreement(s) on title, specific construction, planting, and/or maintenance measures, and security (e.g., Letter of Credit), as determined to the satisfaction of the Director, Development.

- 21. Other Rights-of-Ways, Indemnifications, Releases & Agreements: As determined to the sole satisfaction of the City via the Servicing Agreement\*, Development Permit\*, and/or Building Permit\* processes.
- 22. <u>Public Hearing</u>: Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

# Prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the developer is required to:

- 1. <u>Rezoning Requirements</u>: Submission of a signed/sealed letter (including an itemized list) from the project architect confirming that the Development Permit\* building and landscape designs comply with the terms of the subject development's Rezoning Considerations (RZ 17-788900) and related required legal and Servicing Agreement\* requirements.
- 2. <u>Transport Canada Building Height</u>: Submission of a signed/sealed letter from a surveyor assuring that the proposed building height complies with all applicable Airport Zoning Regulations.
- 3. <u>Aircraft Noise & Canada Line</u>: Submission of a report, prepared by an appropriate registered professional(s), including acoustical and related information and recommendations, as applicable, demonstrating that the interior noise levels, noise mitigation standards, and other features comply with the City's Official Community Plan, Noise Bylaw, and requirements of the subject development site's aircraft noise indemnity covenant and Canada Line legal agreement.
- 4. BC Energy Step Code Compliance: Review and approval, to the satisfaction of the Director of Sustainability.
- 5. Richmond Fire Rescue RFR): Review and approval, which may include, but may not be limited to:
  - Addressing (e.g., visible from the street, contrasting colours);
  - Fire hydrant measurements (e.g., principle entrance, RFD connection);
  - Fire panel (e.g., operation sequence, stages, elevator operation);
  - RFR connection (e.g., inter-connected, connections at accessible rooftops and other outdoor spaces);
  - Fire ratings (e.g., podium);
  - RFR access route measurements (e.g., widths, lengths, dead ends);
  - Smoke control measures (e.g., vestibules, stairwells, kitchens);
  - Tank permits (e.g., emergency generator);
  - Emergency generator (e.g., power) and the spaces serviced (e.g., firefighter elevator, annunciator panel, emergency lights);
  - Designated firefighter elevator;
  - Firefighter voice communication;
  - Fire extinguisher installation areas (e.g., measurements); and
  - Alarm-activated front door release.

# Prior to Building Permit\* Issuance, the developer must complete the following requirements:

- 1. <u>Transport Canada Building Height</u>: Submission of a signed/sealed letter from a surveyor assuring that the proposed building height complies with all applicable Airport Zoning Regulations.
- 2. <u>Permit Requirements</u>: Submission of a signed/sealed letter (including an itemized list) from the project architect confirming that the Building Permit\* plans comply with the development's Rezoning Considerations (RZ 17-

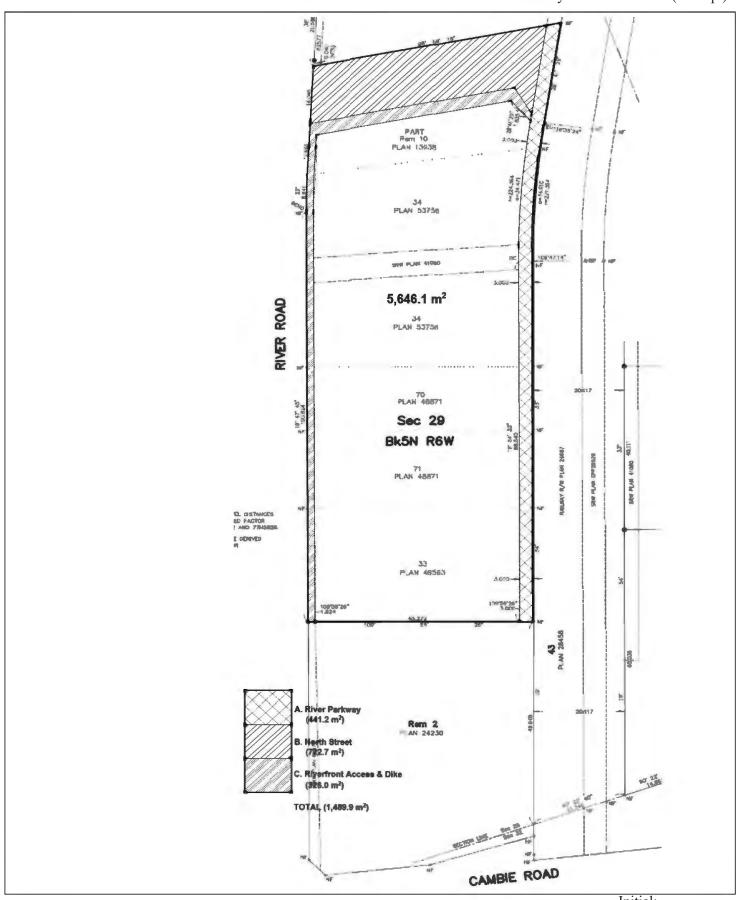
- 788900), Development Permit\* Considerations, and related legal and Servicing Agreement\* requirements, as applicable, to the satisfaction of the City.
- 3. <u>Construction Traffic</u>: Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan 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.
- 4. <u>Accessibility</u>: Incorporation of accessibility measures in the Building Permit\* plans as determined via the rezoning and/or Development Permit\* processes.
- 5. <u>Construction Hoarding</u>: Obtain a Building Permit\* 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:

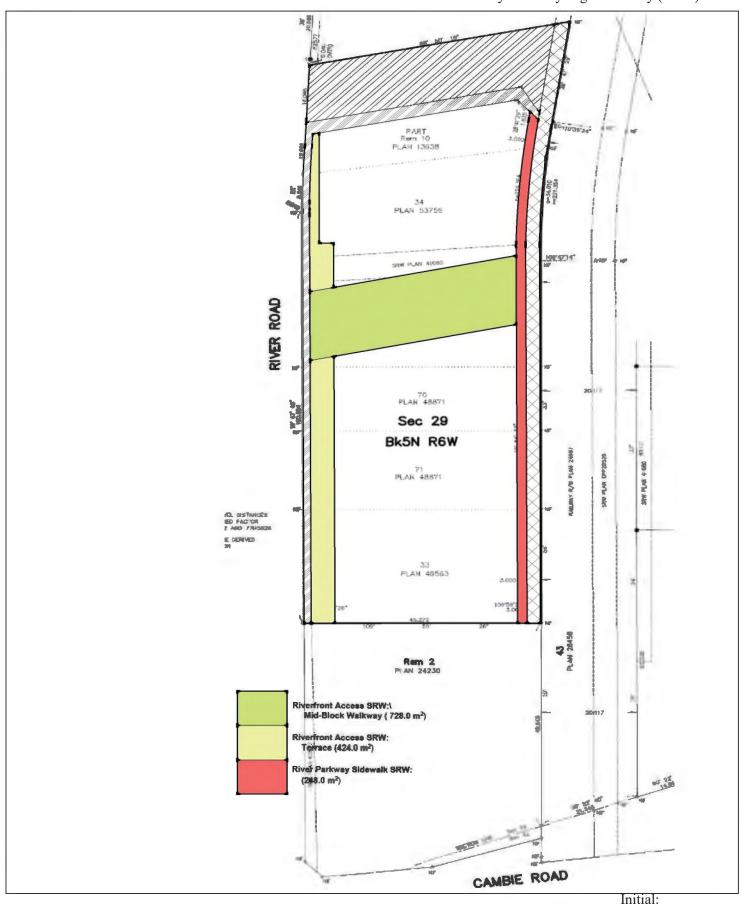
- \* The asterisk (\*) indicates that a separate application is required.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.
  - All agreements 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.

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Signed	Date

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Schedule B
Preliminary Statutory Rights-of-Way (SRW) Plan



# RZ 17-788900 ENGINEERING Servicing Agreement\* Requirements

A servicing agreement is required to design and construct the following works.

Prior to rezoning adoption, all Servicing Agreement\* (SA\*) works shall be secured with a Letter of Credit, the value and terms of which security shall be as determined to the satisfaction of the City. Prior to first occupancy of the building, in whole or in part, all SA\* works shall be complete, unless otherwise determined at the sole discretion of the City.

Development Cost Charge (DCC) credits may apply.

## 1. Water Works:

- a. Using the OCP Model with the watermain upgrades identified below, there will be 454.0 L/s of water available at a 20 psi residual at the River Road frontage, 464.0 L/s of water available at a 20 psi residual at the new east-west road frontage, 508.0 L/s of water available at a 20 psi residual at the Cambie Road frontage, and 471.0 L/s of water available at a 20 psi residual at the River Parkway frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- b. At Developer's cost, the Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm 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.
  - ii. Install approximately 65 m of new 300 mm watermain in the new east-west road, tying into the existing watermain on River Road and River Parkway.
  - iii. Install approximately 230 m of new 300 mm water main in River Parkway from the north property line of the development site to tie into the existing watermain on Cambie Road.
  - iv. Remove approximately 250 m of existing AC watermain on River Road located within the footprint of the proposed dike upgrades.
  - v. Replace the existing AC watermain located north of the proposed dike raising to the extent of the proposed transition works or as required based on the anticipated settlement impact, whichever is greater. Extent and alignment of the watermain replacement shall be as required to minimize impact to the dike, prevent damage to the existing AC watermain, and prevent excessive cover over the water main, as determined as part of the dike design review. The new watermain shall be outside of the dike core.
  - vi. Identify any existing connections to 7851 River Road and ensure that the site continues to be serviced after the proposed watermain removal.
  - vii. Reconfigure and relocate the water connection and meter for 7760 River Road such that it ties into the proposed watermain on River Parkway. This includes any onsite plumbing works as required.
  - viii. Review hydrant spacing on all existing and new road frontages and provide fire hydrants as required to meet City spacing requirements for commercial land use. Fire department approval is required for all fire hydrant installations, removals, and relocations.
  - ix. Install one new water service connection. Meter to be located onsite (i.e. within the mechanical room).
- c. At Developer's cost, the City is to:
  - i. Cut, cap, and remove all existing water service connections to the development site.
  - ii. Re-connect all existing water service connections to the proposed water main.
  - iii. Complete all tie-ins for the proposed works to existing City infrastructure.

#### 2. Storm Sewer Works:

- a. At Developer's cost, the Developer is required to:
  - i. Perform a capacity analysis to size the proposed drainage infrastructure in the new east-west road and River Parkway. The analysis shall consider both the existing land use condition and the 2041

- OCP build-out condition, and include runoff from the future roads proposed in the OCP. Storm sewers shall be interconnected where possible.
- i. Install approximately 70 m of new storm sewer in the new east-west road, sized through the required capacity analysis. The new storm sewer shall tie-in to the existing storm sewer in River Road and to the proposed storm sewer in River Parkway.
- ii. Install approximately 215 m of new storm sewer in River Parkway, sized through the required capacity analysis. The new storm sewer shall tie-in to the existing box culvert in Cambie Road.
- iii. Remove the existing storm sewer in River Road to the extent of the proposed dike raising.
- iv. Identify any existing connections to 7851 River Road through survey and video inspection and ensure that the site continues to be serviced after the proposed storm sewer removal.
- v. Install one new storm service connection off of the proposed storm sewer in River Parkway, complete with inspection chamber, for the proposed development.
- vi. Reconfigure and relocate the storm service connection and inspection chamber for 7760 River Road such that it ties into the proposed storm sewer on River Parkway. This includes any onsite plumbing works as required.
- vii. Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement.
- b. At Developer's cost, the City is to:
  - i. Cut and cap all existing storm service connections and remove inspection chambers.
  - ii. Complete all tie-ins for the proposed works to existing City infrastructure, including re-connections of existing services to the new mains.

# 3. Sanitary Sewer Works:

- a. At Developer's cost, the Developer is required to:
  - i. Install a new 200 mm sanitary sewer in River Parkway along the development frontage, and reconnect to the existing sanitary sewers to the north, south, and mid-block.
  - ii. Remove the existing sanitary sewers located within the onsite right-of-ways. The new sanitary sewer in River Parkway shall be operational and the existing sanitary sewers located within the onsite right-of-ways shall be removed prior to the start of any site preparation, including preload, soil densification, and excavation.
  - iii. Install one new sanitary service connection, complete with inspection chamber, for the proposed development.
- b. At Developer's cost, the City is to:
  - i. Cut and cap all existing service connections to the development site, and remove inspection chambers.
  - iii. Complete all tie-ins for the proposed works to existing City infrastructure including re-connections of existing services to the new mains.

## 4. Dike Improvements:

- a. At the Developer's cost, the Developer is required to construct approximately 200 m of dike upgrades, from the north property line of the proposed development to the south property line of 7760 River Road. The dike shall be a standard "superdike" trapezoidal configuration with a minimum crest elevation of 4.7 m geodetic. The dike shall include a sloped transition back to existing grade at the north side of the dike upgrades and a retaining structure at the south end of the dike upgrades (i.e. at Cambie Road). The Developer is required to obtain the necessary permits, including, but not limited to permits with FLNRORD, DFO and IOD, as required to construct the dike upgrades.
- b. The design of the dike shall be conducted to assume that the City will secure, in advance of dike construction, the right to enter on, break up, alter, take or enter into possession of and use a portion of 7851 River Road. The Servicing Agreement and other covenants registered in favour of the City will provide that the City may at its option and in its sole discretion require the developer to provide a cash contribution to the City in lieu of constructing the required dike upgrades, based on a cost estimate acceptable to the City which shall be the greater of the amount of \$5,085,000 or the estimated cost of all required dike improvements based on an approved Servicing Agreement design, as determined to the City's satisfaction.

- c. The Developer is required to satisfy the following in terms of dike design and construction:
  - i. General Design Requirements
    - a) The dike design shall be done by a Professional Geotechnical Engineer.
    - b) The elevation of the dike crest shall be raised to minimum 4.7 m geodetic, and shall be designed to accommodate a future elevation of 5.5 m. On the waterside of the dike, the slope shall be a maximum of 2:1. On the landside of the dike, the slope shall be a maximum of 3:1.
    - c) To satisfy the requirements of a "superdike", as much of the site as possible is required to be raised to a minimum elevation of 4.7 m geodetic. This includes the new east-west road and surrounding improvements.
    - d) All dike construction, including materials, shall be in conformance with the current version of City standard drawing MB-98 and MB-99, Dike Design and Construction Guide Best Management Practices for British Columbia, and Environmental Guidelines for Vegetation Management on Flood Protection Works to Protect Public Safety and the Environment.
    - e) The design and construction of the dike shall be done to the satisfaction of the General Manager, Engineering and Public Works, the Provincial Inspector of Dikes, and any other relevant dike approving authorities.

#### ii. Maintenance Access

- a) The dike crest running surface shall be minimum 5.0 m wide (paved, grass, or clean, well-graded 19 mm minus sand and gravel are suitable), with unobstructed access to the waterside dike slope clear of benches, lighting, and other park amenities; such amenities shall be located beyond the crest width to allow full access to the rip rap for future dike maintenance.
- b) The actual width of the dike crest is to be determined through the road functional plan and the servicing agreement design. The dike shall be designed such that service vehicles and maintenance equipment can access the entire length of the dike. The slope of the maintenance access shall be at a maximum grade of 10% and based on the Transportation Associate of Canada's standard SU turning templates and approved by the City's Transportation department.

#### iii. Tie-in to Existing

- a) Verify the condition of the existing riprap and toe of the dike. Based on the actual condition, the Geotechnical Engineer shall confirm whether the existing riprap and toe is adequate to support the proposed dike raising, or whether improvements are required to the existing riprap and toe.
- b) The dike along the frontage of the development site shall be tied in to the adjacent dikes to the north and south at a maximum slope of 3:1. Developer to be responsible to locate the dike to the north and south/east and west for a smooth transition.
- c) Ensure a smooth transition to the Cambie Road Drainage Pump Station and the improvements surrounding it. The transition shall allow for maintenance vehicle access onto and off of the dike crest.
- d) Ensure vehicle access is maintained to the Skyline Marina parking lot to pre-existing condition or better.

# iv. Existing TELUS Infrastructure

a) The design shall accommodate for the existing Telus conduits crossing through the dike just north of Cambie Road. Where feasible, manholes, conduits, and other structures shall be moved out of the dike core.

# v. <u>Dike Right-of-Way and Dedication</u>

- a) The developer shall provide a 1.5 m-wide right-of-way along the entire River Road frontage of the development for the purpose of maintenance, public access, and future dike construction. The right-of-way details shall be finalized during the servicing agreement design process.
- b) The developer shall provide a 3.0m wide portion of dedicated land along the entire north properly line of the proposed development for the purpose of maintenance, public access and future dike construction. The dedicated land details shall be finalized during the servicing agreement design process.

## vi. Seismic Design Requirements

a) Refer to the provincial Seismic Design Guidelines for Dikes 2nd Edition or superseding guidelines.

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- b) 100-year earthquake: The dike must meet provincial requirements for horizontal and vertical settlement.
- c) 475-year earthquake: The post-seismic dike crest elevation must be a minimum of 4.55 m geodetic (the final dike crest elevation should not be less than the design elevation minus the maximum allowable settlement of 0.15 m specified in the provincial guidelines).
- d) 2,475-year earthquake: The dike cannot experience a flow-slide condition. There must be a dike structure remaining post-earthquake. The geotechnical report shall identify the final dike elevation post-earthquake, for the City's review and acceptance.

# vii. Planting and Vegetation on the Dike

- a) The area consisting of the dike crest, waterside and landside dike slopes and a 3 m strip beyond the theoretical landside toe (determined by extending the landside slope of the 5.5 m dike elevation to the proposed finished grade of the site) is required to be kept clear of trees as per the provincial Environmental Guidelines for Vegetation Management on Flood Protection Works to Protect Public Safety and the Environment.
- b) Vegetation that does not obstruct inspection visibility, displace Type 6 riprap material or create holes in the dike slope may be acceptable on the waterside and landside dike slope when placed in clumps measuring no more than 3 m wide located at intervals of 9 m between adjacent clumps per the City's Riparian Planting on Dikes Design Standard. A list of permitted dike plantings shall be obtained from the City Engineering Department by the Landscape Architect prior to starting the detailed landscaping design.

## viii. Dike Inspection

- a) The City's Public Works department is required to be engaged to perform a dike inspection prior to dike construction. They can be reached at floodprotection@richmond.ca to schedule an assessment and will inspect the following trough the dike construction process:
  - Review of site stripping to ensure existing plants are removed
  - Review of dike fill compaction (Type 2 material)
  - Review of rip rap filter (Type 3 material)
  - Review of filter fabric installation
  - Review of rip rap placement (Type 6 material)

# 5. Street Lighting:

- a. At the Developer's cost, the Developer is required to provide street lighting along all road frontages according to the following preliminary street light types.
- b. City Streets
  - i. River Parkway (both sides of street)
    - a) Pole colour: Grey
    - b) Roadway lighting at back of curb: Type 7 (LED) including 1 street luminaire, banner arms, and 1 duplex receptacle, but excluding any pedestrian luminaires, flower baskets holders, or irrigation.
    - c) Pedestrian lighting between sidewalk & bike path: Type 8 (LED) including 2 pedestrian luminaires set perpendicular to the roadway, 2 flower basket holders, and 1 duplex receptacle, but excluding any irrigation.
  - ii. Cambie Road (north side of street)
    - a) Pole colour: Grey
    - b) Roadway lighting @ back of curb: Type 7 (LED) including 1 street luminaire, banner arms, and 1 duplex receptacle, but excluding any pedestrian luminaires, flower baskets holders, or irrigation.
  - iii. River Road (west side of street)
    - a) Pole colour: Grey
    - b) Roadway lighting @ back of curb: Type 7 (LED) including 1 street luminaire, 1 pedestrian luminaire, banner arms, and 1 duplex receptacle, but excluding any flower baskets holders or irrigation.

- Pedestrian lighting @ back of curb (alternating with roadway poles): Type 8 (LED) including
  1 pedestrian luminaire set perpendicular to the roadway and 1 duplex receptacle, but
  excluding any flower basket holders or irrigation
- iv. New North Street (south side of street)
  - a) Pole colour: Grey
  - b) Roadway lighting @ back of curb: Type 7 (LED) including 1 street luminaire, 1 pedestrian luminaire, banner arms, and 1 duplex receptacle, but excluding any flower baskets holders or irrigation.
  - c) Pedestrian lighting @ back of curb (alternating with roadway poles): Type 8 (LED) including 1 pedestrian luminaire set perpendicular to the roadway and 1 duplex receptacle, but excluding any flower basket holders or irrigation
- c. Off-Street Publicly-Accessible Walkways & Opens Spaces: Not applicable
- d. Traffic Signals:
  - a) Pole colour: Grey
  - b) Style: To match Type 7
- e. Private Streets: Not applicable
- f. Street Tree Receptacles Required Frontages:
  - a) River Parkway
  - b) New North Street

#### 6. General Items:

- a. The Developer is required to:
  - i. Coordinate with Metro Vancouver regarding any potential impacts to the twin sanitary force mains in River Parkway due to building or road construction, road raising, utility installation, site preparation, or other potential impacts, and comply with their requirements for working near the force mains.
  - ii. Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development permit process design review. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this through a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the functional plan and registered prior to SA design approval:
    - BC Hydro PMT 4.0 x 5.0 m
    - BC Hydro LPT 3.5 x 3.5 m
    - Street light kiosk 1.5 x 1.5 m
    - Traffic signal kiosk 1.0 x 1.0 m
    - Traffic signal UPS 2.0 x 1.5 m
    - Shaw cable kiosk 1.0 x 1.0 m
    - Telus FDH cabinet 1.1 x 1.0 m
  - iii. Coordinate with BC Hydro, Telus and other private communication service providers:
    - a) To relocate and underground the overhead lines and poles along River Road into River Parkway. All above-ground boxes shall be located within the development site; all belowground boxes shall be located outside of sidewalks and bike paths.
    - b) To relocate the Telus and Hydro kiosks located along River Road, approximately 40 m and 100 m north of the intersection of Cambie Road and River Road, into the development site and out of the dike footprint.

- To remove all existing conduits, poles, structures, and appurtenances from within the dike footprint, with the exception of the Telus crossing serving Sea Island.
- d) To pre-duct for future hydro, telephone and cable utilities along all road frontages, except River Road. No services are permitted to come from River Road.
- e) To identify any existing connections to 7851 River Road and ensure it continues to be serviced after the proposed utility relocations.
- iv. Discharge the existing right-of-ways within the development site following removal of the existing utilities. The right-of-ways to be discharged include the following:
  - a) Plan 49564;
  - b) Plan 48872;
  - c) Plan 53757:
  - d) Plan 62577; and
  - e) Plan 40180.
- v. Coordinate with the City's Real Estate department to discharge the right-of-way plan 62577 located on 7760 River Rd following removal of the storm sewer and water main on River Road.
- vi. Provide, prior to preloading or within the first servicing agreement submission, whichever comes first, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
- vii. Provide a video inspection report of the existing storm and sanitary sewers along the development's frontages prior to start of site preparation works or within the first servicing agreement submission, whichever comes first. A follow-up video inspection after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities is required. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced at the Developer's cost.
- viii. Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.
- ix. The first submission of the servicing agreement should be coordinated with the servicing agreement(s) for the adjacent development(s). The developer's civil engineer shall submit a signed and sealed letter with each submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments.
- x. 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.

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# RZ 17-788900 TRANSPORTATION

# **Servicing Agreement\* Requirements**

The developer shall be responsible for the design and construction of frontage improvements, to the satisfaction of the City, subject to the review and approval of the detailed Servicing Agreement\* (SA\*) designs, which shall include, but may not be limited to, the following.

Prior to rezoning adoption, all Servicing Agreement\* (SA\*) works shall be secured with a Letter of Credit, the value and terms of which security shall be as determined to the satisfaction of the City. Prior to first occupancy of the building, in whole or in part, all SA\* works shall be complete, unless otherwise determined at the sole discretion of the City.

Development Cost Charge (DCC) credits may apply.

- 1. <u>Ministry of Transportation & Infrastructure (MOTI) Approval</u>: Final MOTI approval is required prior to rezoning adoption.
- 2. Roadworks: The following cross-sections are intended to be "typical". The City may require that the approved design varies from the "typical" condition(s) to address site-specific conditions and/or requirements, as determined to the sole satisfaction of the Director, Transportation through the SA\* design/approval processes. Likewise, the attached Preliminary Functional Road Plan Interim and Preliminary Functional Road Plan Ultimate are provided for reference purposes only. The actual details and scope of the frontage works required to be completed by the developer will be confirmed through the Servicing Agreement\* review/approval process, to the satisfaction of the City. Prior to approval of the Servicing Agreement\* design, the developer shall submit a Final Functional Road Plans, confirming all Transportation requirements, to the satisfaction of the Director, Transportation.

<u>NOTE:</u> In addition to the following, landscape features are required to the satisfaction of the City, as determined via the SA\* and Development Permit\* review and approval processes. Landscape improvements may include, but shall not be limited to, street trees, landscaped boulevards, hard- and soft-scape features, street furnishings, decorative paving (e.g., split face stone sets in buffer strips), and innovative stormwater management features. Measures that enhance the viability of City street trees are encouraged (e.g., continuous soil trenches, silva cell system, etc.), taking into account City and private utilities and other infrastructure, as determined to the City's satisfaction.

At a minimum, the developer will be responsible for the design and construction of the following works, to the satisfaction of the Director, Transportation.

- 2.1. NORTH STREET (EAST-WEST STREET): The developer is responsible for the design and construction of a new street along the entire north side of the subject site within a 16.65 m wide road dedication (i.e. 13.65 m wide "North Street dedication" plus 3.0 m wide "Riverfront Access & Dike dedication"), together with a 5.0 m by 5.0 m dedicated corner cut at the southwest corner of the North Street and River Parkway. Works shall include the Interim Cross-Section, taking into consideration the Ultimate Cross-Section, as determined to the satisfaction of the Director, Transportation. For clarity, it is required that the Interim Cross-Section works provide for:
  - a) Unrestricted 2-way access by general purpose traffic between the (interim) north end of River Parkway and the portion of River Road located north of the North Street;
  - b) A transition to the existing River Road condition designed to minimize impacts to existing driveways, including a minimum 20:1 taper rate along River Road and grading of River Parkway and the North Street to facilitate ease of access to fronting properties along River Road's east side;
  - c) New driveway crossings including:
    - 1 new (permanent) crossing along the North Street's south side for full turning movements to/from the subject site for passenger vehicles, medium trucks and hotel shuttle buses; and
    - 1 new (replacement) crossing at the North Street's west end for egress from the Skyline Marina parking lot, together with related parking lot modifications (e.g., re-striping), as required;
  - d) City service vehicle, bike, and universal pedestrian access between River Parkway and the new River Road (Flex Street) at the dike crest via a multi-use path (MUP) with a maximum grade of 5% along the street's entire south side, designed to accommodate an interim dike crest of 4.7 m (15.4 ft.) GSC and ultimate dike crest of 5.5 m (18.0 ft.) GSC; and
  - e) Interim pedestrian access between the new River Road (Flex Street) at the west end of the MUP and the intersection of existing River Road and the North Street roadway via a switchback ramp and stair (generally within the North Street's south boulevard allowance).

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<u>NOTE</u>: The City may permit encroachments into the multi-use path (MUP) portion of the North Street, provided that any such encroachments are:

- Limited to demountable features mounted on the building (i.e. weather protection, sunshades, balconies and architectural appurtenances, but excluding signage) that encroach a maximum of 0.6 m (2.0 ft.) and are situated at or above 11.5 m (37.7 ft.) GSC, unless otherwise approved by the Director, Engineering;
- Specified in a Development Permit\* approved by the City; and
- Subject to an encroachment agreement(s) and related requirements, as determined to the satisfaction
  of the Director, Engineering.

Interim Cross-Section: Works include, listed from south to north:

Within the developer's 16.65 m "North Street dedication":

- a) 5.0 m multi-use path (MUP)
- b) 3.5 m landscaped boulevard (including streetlights)
- c) 0.15 m curb (and gutter)
- d) 7.0 m roadway (3.5 m lane + 3.5 m lane)
- e) 1.0 m gravel shoulder & transition to existing grade (i.e. retaining wall with safety railing or as otherwise required)

Ultimate Cross-Section: Works include, listed from south to north:

Within future 23.8 m dedication (i.e. 16.65 m dedication + future 7.15 m dedication):

- a) 5.0 m multi-use path (MUP)
- b) 3.5 m landscaped boulevard
- c) 0.15 m curb (and gutter)
- d) Widening of the interim 7.0 m roadway to 7.5 m (3.75 m lane + 3.75 m lane)
- e) 5.5 m perpendicular angle parking (for use by both eastbound and westbound vehicles), together with landscaped spaces for trees/street lights and one mid-block driveway crossing (aligned with the subject development's driveway crossing)
- f) 0.15 m curb (and gutter)
- g) 2.0 m sidewalk
- 2.2. RIVER PARKWAY: The developer is responsible for the design and construction of the extension of River Parkway from Cambie Road to the new North Street (East-West Street) within a 25.12 m rights-of-way (i.e. 2.0 m Statutory Rights of Way + 3.0 m "River Parkway dedication" + existing 20.12 m City ROW). Works shall include the Interim Cross-Section, taking into consideration the Ultimate Cross-Section, as determined to the satisfaction of the Director, Transportation.

Interim Cross-Section: Works include, listed from west to east:

Within 2.0 m Statutory Rights-of-Way:

a) 2.0 m concrete (saw-cut) sidewalk

Within 23.12 m Road Dedication (i.e. 3.0 m dedication + existing 20.12 m City ROW)

- b) 1.56 m landscape buffer/pedestrian lighting strip (reduced to 0.36 m at bus stops, as applicable)
- c) 1.8 m bike path, including a 1.5 m asphalt strip with 0.15 m concrete bands along both sides
- d) 1.5 m landscaped boulevard/streetlight strip (increased to 2.7 m at bus stops, as applicable)
- e) 0.15 m curb (and gutter)
- f) 16.1 m roadway with a 4-lane cross-section & temporary bike lane including (from west to east):
  - 3.25 m interim parking lane or travel lane or other (subject to capacity requirements)
  - 3.2 m SB travel lane
  - 3.2 m turning lane
  - 3.2 m NB travel lane
  - 3.25 m strip including a 2.0 m NB on-street bike lane & painted buffer
- g) 0.15 m curb (and gutter)
- h) 1.86 m gravel shoulder, streetlight strip & transition to existing grade (i.e. retaining wall with safety railing or as otherwise required)

<u>Ultimate Cross-Section</u>: Works include, listed from west to east:

Within 2.0 m Statutory Rights-of-Way:

a) 2.0 m concrete (saw-cut) sidewalk

Within 26.12 m Road Dedication (i.e. 3.0 m dedication + 20.12 m City ROW + future 3.0 m dedication):

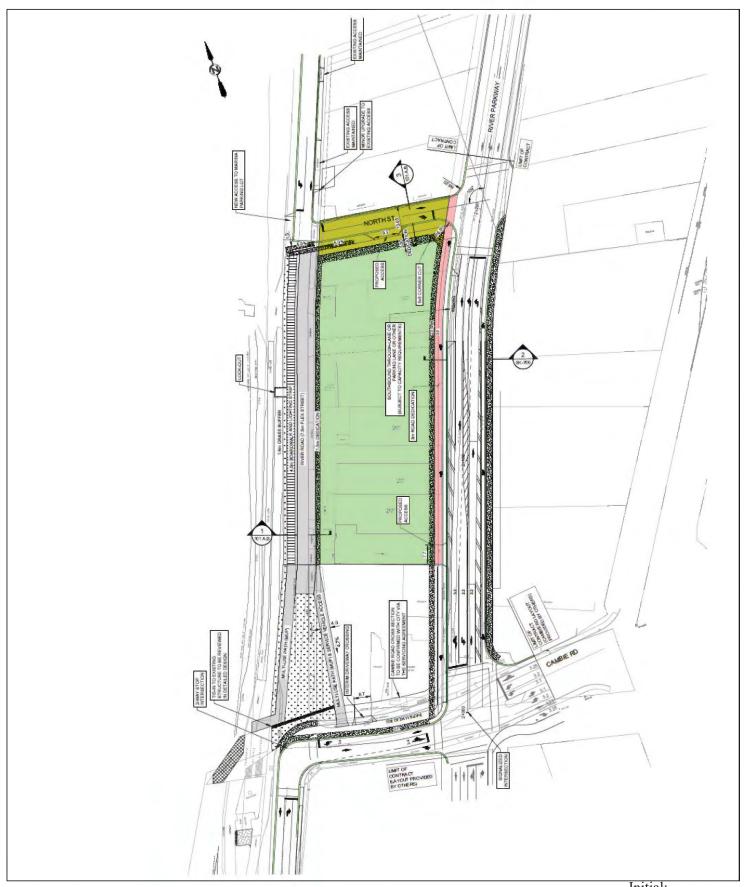
- b) 1.56 m landscape buffer/pedestrian lighting strip (reduced to 0.36 m at bus stops, as applicable)
- c) 1.8 m bike path, including a 1.5 m asphalt strip with 0.15 m concrete bands on both sides
- d) 1.5 m landscaped boulevard/streetlight strip (increased to 2.7 m at bus stops, as applicable)

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- e) 0.15 m curb (and gutter)
- f) 16.1 m roadway with a 5-lane cross-section including (from west to east):
  - 3.25 m SB travel lane (potential off-peak parking)
  - 3.2 m SB travel lane
  - 3.2 m turning lane
  - 3.2 m NB travel lane
  - 3.25 m NB travel lane (potential off-peak parking)
- g) 0.15 m curb (and gutter)
- h) 1.5 m landscaped boulevard/streetlight strip (increased to 2.7 m at bus stops, as applicable)
- i) 1.8 m bike path, including a 1.5 m asphalt strip with 0.15 m concrete bands along both sides
- j) 1.56 m landscape buffer/pedestrian lighting strip (reduced to 0.36 m at bus stops, as applicable) Within future 2.0 m Statutory Rights-of-Way:
  - k) 2.0 m concrete (saw-cut) sidewalk
- 2.3. RIVER ROAD (FLEX STREET): The developer is responsible for the design and construction of River Road on top of the upgraded dike along the subject site's entire west frontage within a 14.61 m wide road dedication (i.e. 13.11 m existing City ROW + 1.5 m wide "Riverfront Access & Dike dedication"). Works shall include the following (listed from west to east), as determined to the satisfaction of the Director, Transportation.
  - a) 1.61 m landscape buffer
  - b) 4.0 m boardwalk (3.0 m board-marked concrete walkway + 1.0 m lighting/furniture strip)
  - c) 7.5 m roadway with a flexible, multi-purpose design (i.e. inverted crown and roll-over curbs)

    NOTE: Additional treatment and safety measures to separate pedestrians and vehicles will be reviewed through Servicing Agreement.
  - d) 1.5 m concrete (saw-cut) sidewalk
- 2.4. **CAMBIE ROAD**: The developer is responsible for the design and construction of roadworks and landscaping between River Parkway and River Road, including, but not limited to, the following, as determined to the satisfaction of the Director, Transportation:
  - a) Maintenance of existing traffic operations along Cambie Road, west of River Parkway, and River Road, south of Cambie Road;
  - b) Minimum 2.0 m wide concrete sidewalk along the north side Cambie Road, west of River Parkway, with connections to the existing Cambie Road pump station plaza and proposed multi-use path (MUP) and service vehicle route across 7760 River Road and 7891 Cambie Road (Rod & Gun Club);
  - c) Pedestrian crossing(s) at the Cambie Road/River Road intersection; and
  - d) Driveway crossing(s) for:
    - City (dike) service vehicle access at the proposed multi-use path (MUP) across 7760 River Road and 7891 Cambie Road (Rod & Gun Club); and
    - Access to the Rod & Gun Club parking lot for the property's tenants and guests.
- 3. <u>Traffic Signals</u>: The design and construction of the following improvements, together with any additional improvements that may be necessary, subject to the outcome of the final approved Traffic Impact Analysis (TIA), as determined at the sole discretion of the City through the SA review/approval process. Works shall include, but may not be limited to, the following:
  - 3.1. River Parkway and Cambie Road: Signal modifications / drawings, which requirements shall be determined through the SA, including, but not limited to, necessary signal infrastructure for the new southbound leg of River Parkway (e.g., base/pole/heads/civil works etc.), together with additional camera, LED street name signage, loop detection, push buttons, etc., to the City's satisfaction.

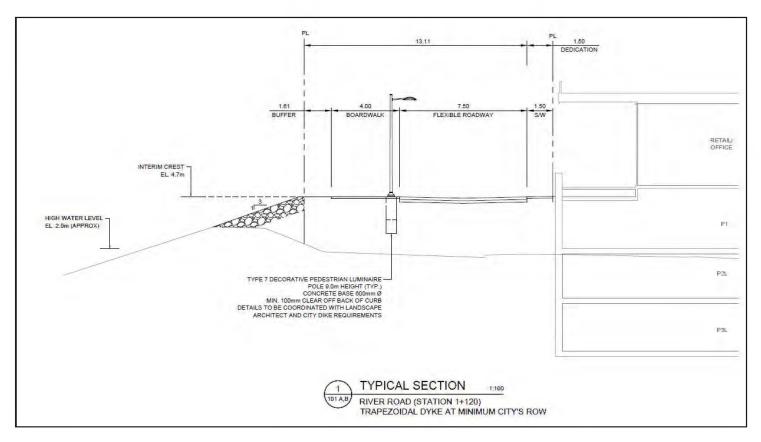
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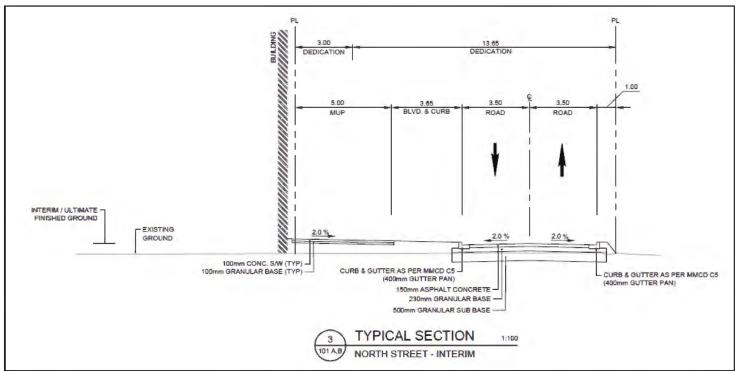


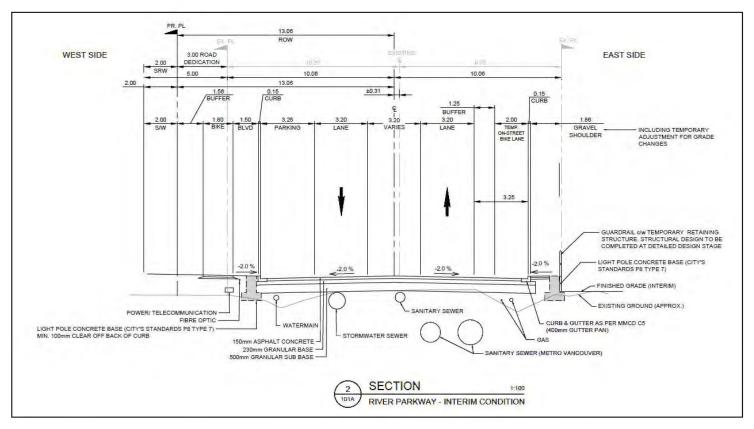
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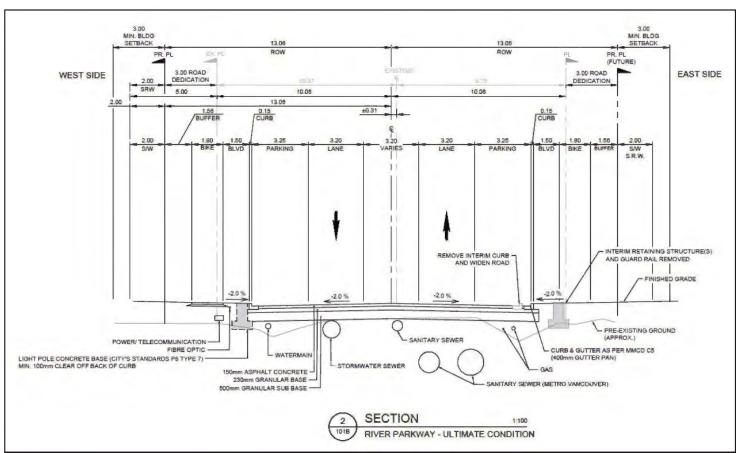
Schedule D
Preliminary Functional Road Plan – ULTIMATE (River Parkway & North Street)











# RZ 18-843264 PARKS

## **Servicing Agreement\* Requirements**

The developer shall be responsible for the design and construction of park and public realm improvements as generally indicated in the attached "Aberdeen Village Riverfront – Adaptive Public Realm Concept", to the satisfaction of the City, subject to the review and approval of the detailed Servicing Agreement\* (SA\*) designs. In general, improvements may include, but may not be limited to, the following:

- 1. Permanent improvements along the:
  - West frontage (i.e. River Road and related widening/dedication) of the subject development;
  - North frontage (i.e. North Street's multi-use path and boulevard) of the subject development; and
  - East frontage (i.e. River Parkway) of the subject development and 7760 River Road/7891 Cambie Road (Rod & Gun Club).
- 2. Temporary improvements along the:
  - South frontage of the Rod & Gun Club (i.e. Cambie Road sidewalk); and
  - West frontage of the Rod & Gun Club (i.e. temporary dike trail, multi-use access path/service route traversing the back of the upgraded dike, and related groundcover, lighting, furnishings, and landscape features, as determined to the City's satisfaction).
- 3. On-site improvements at 7760 River Road/7891 Cambie Road (Rod & Gun Club), with particular attention to ensuring the sensitive interface of the required improvements with the lot's existing heritage building, including any and all parts of the lot that must be modified (e.g., re-graded or landscaped) to facilitate dike construction, dike access, and/or coordination with frontage improvements, as determined to the City's satisfaction.

Prior to rezoning adoption, all Servicing Agreement\* (SA\*) works shall be secured with a Letter of Credit, the value and terms of which security shall be as determined to the satisfaction of the City. Prior to first occupancy of the building, in whole or in part, all SA\* works shall be complete, unless otherwise determined at the sole discretion of the City.

Development Cost Charge (DCC) credits may:

- 1. Apply to permanent improvements within the existing City-owned River Road right-of-way; and
- 2. NOT apply to any:
  - Temporary improvements (as listed above);
  - Improvements within areas eligible for density calculation purposes (e.g., River Road 1.5 m dedication and North Street dedications); and
  - On-site improvements at 7760 River Road/7891 Cambie Road (Rod & Gun Club).

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#### **PURPOSE**

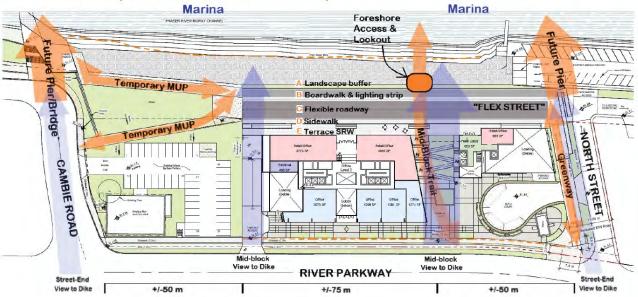
To provide for the establishment of a riverfront esplanade in the form of an adaptive street & public realm connections designed to (i) respect the area's sensitive dike & riparian setting, (ii) enhance public universal access to the dike, and (iii) readily adapt, without costly infrastructure upgrades, to evolving demands for alternative mobility options, recreation & commercial access/uses, maintenance activities, and enhanced public spaces & public realm activation.

Key components of the boardwalk concept include the following, together with mid-block trails/views:

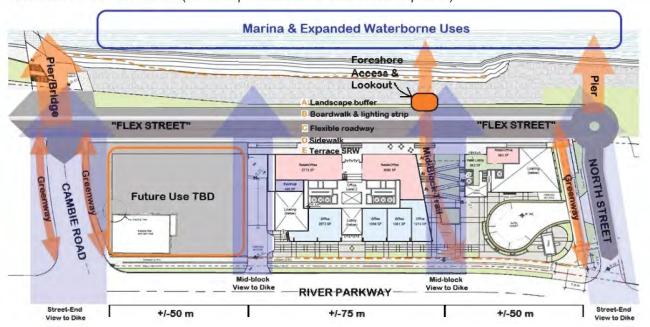
- 1. Flexible Roadway ("Flex Street")
- 2. Foreshore Access & Lookout
- 3. North Street & Dike Grade Adaptation
- 4. Public Art Opportunities

## **CONCEPTUAL PLAN**

Interim Condition (for construction via RZ 17-788900)



Potential Future Condition (future improvements via future development)



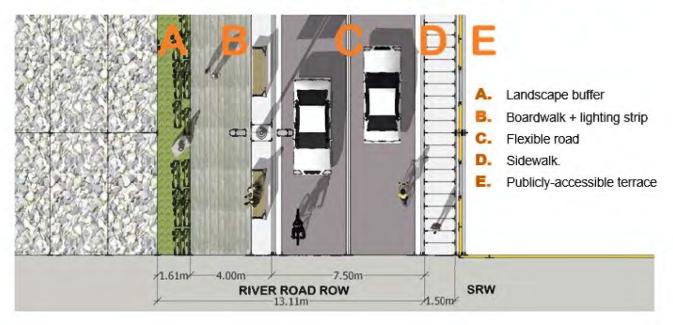
# 1. "FLEX STREET" – Typical Cross-Section

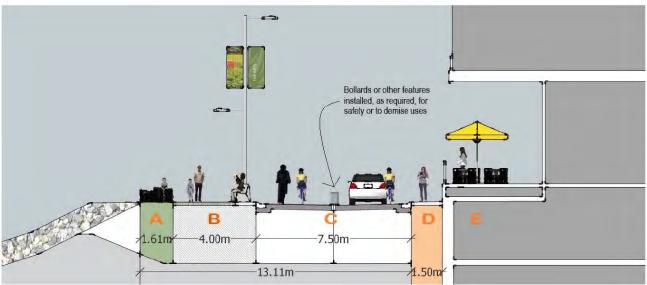
Within the existing +/-13.11 m wide Ciy-owned River Road right-of-way (from west to east):

- A. +/-1.61 m landscape buffer
- B. 4.0 m boardwalk (3.0 m board-marked concrete walkway + 1.0 m lighting/furniture strip)
- 7.5 m road with a flexible design (e.g., roll-over curbs and inverted crown) accommodating a varied mix of transporation/open space options supportive of the area's changing needs/opportunities

East of the existing River Road ROW, on the existing fronting private lot:

- (Dedication) 1.5 m concrete sidewalk for public access & to help facilitate future dike upgrades (e.g., raising from 4.7 m to 5.5 m GSC). Above grade, encroachments shall be permitted in the form of demountable appurtenances (e.g., sunshades) at 11.5 m GSC or higher (i.e. at least 6.0 m above future 5.5 m GSC dike crest). No below-grade encroachments shall be permitted.
- **E. (SRW)** Publicly-accessible terrace at 5.5 m GSC, which may be built over a parking structure & have habitable floors above. (Public access secured via Statutory Rights-of-Way. Subject to DP only.)

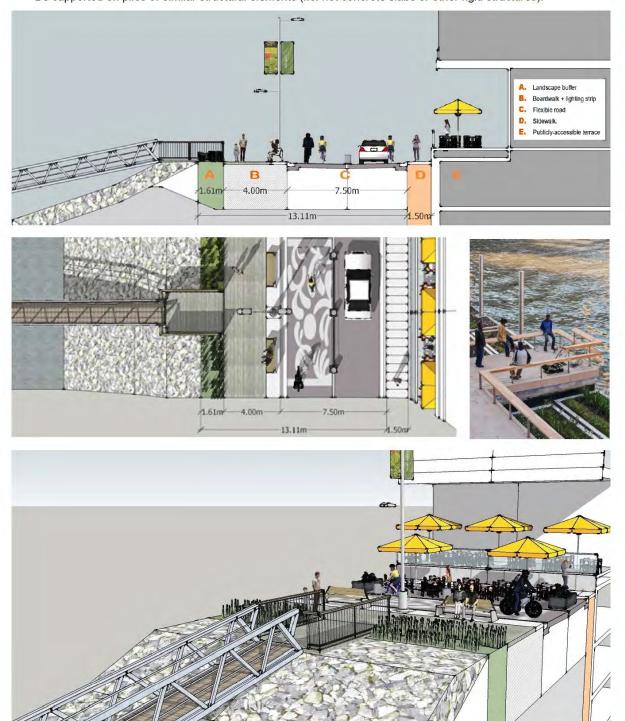




# 2. FORESHORE ACCESS & LOOKOUT

A structure constructed as part of the RZ 17-788900 dike works (aligned with subject development's Mid-Block Trail) to provide a public lookout & facilitate future gangway installation (by others) for access to waterborne uses along the foreshore (e.g., marina, restaurant & water taxi). Among other things, the structure shall:

- Complement the character, quality & plublic amenity of the Esplanade & its related features/uses;
- Accommodate future dike raising from 4.7 m GSC to 5.5m GSC;
- Permit City dike access for maintenance purposes;
- Be easily removable with standard City dike maintenance equipment, such as an excavator; and
- Be supported on piles or similar structural elements (i.e. not concrete slabs or other rigid structures).



## 3. NORTH STREET & DIKE GRADE ADAPTATION

The City Centre Area Plan (CCAP) encourages raising the dike crest (i.e. from 3.0 m to 4.7 m GSC in the near term and 5.5 m GSC in the long term) and redeveloping River Road to better support public riverfront access and complementary upland/marine uses (marinas, restaurants, water taxis, etc.). More specifically, River Road is envisioned as a "Flex Street" south of the North Street and a car-free route (for pedestrians, bikes and City service vehicles) to the north.

The North Street is one of several east-west routes that will provide access to the "Flex Street" and car-free portions of River Road. In addition, the design of the North Street must facilitate the continued operation of existing businesses north of the subject site until such time that that area redevelops.

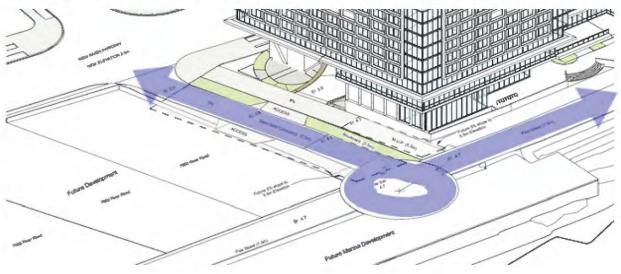
## Interim Condition (for construction via RZ 17-788900)

A multi-use path (MUP) along the North Street's south side will provide universal-pedestrian, bike and City service vehicle access to the dike crest (4.7 m GSC), while the roadway will provide access to existing marina parking at the existing dike crest (+/-3.0 m GSC) and existing River Road businesses at existing grade (+/-1.8 m GSC).



## Potential Future Condition (future works via future development)

When development occurs north of the North Street, the north part of the dike will be raised to match the south (4.7 m GSC), the north leg of River Road will become a car-free route, and a cul-de-sac will be installed at the end of the North Street to facilitate marina access & flexible use of the "Flex Street" portion of River Road. (NOTE: The proposed North Street design allows for future raising of the dike crest to 5.5 m GSC without re-grading the full length of the street.)



## 4. PUBLIC ART OPPORTUNITIES

The City Centre Area Plan aims to enhance connections with the river with street-end public piers and landmark features. The riverfront esplanade concept expands on this by intruducing opportunities to visually tie those key street-end locations together with temporary & permanent, interactive public installations.

## Roadway Mural @ "Flex Street"

A standard asphalt roadway re-imagined as an animated public space with the installation of temporary graphic treatments (e.g., painted or thermoplast) on designated bike routes, patio areas and/or other parts of the surface.



# Landmark Riverfont Feature @ "Foreshore Access & Lookout"

A standard platform & railing re-imagined as temporary or permanent public artworks contributing to wayfinding, weather protection & the riverfront's necklace of interactive, visually engaging places, spaces & amenities.



"FLEX STREET" Illustrative Option A: 2-Way Traffic with Bikes (mixed modes)



"FLEX STREET" Illustrative Option B: 1-Way Traffic (east) + Bike Path (west)



"FLEX STREET" Illustrative Option C: Bike Path (west) + Seasonal Outdoor Patios (east)

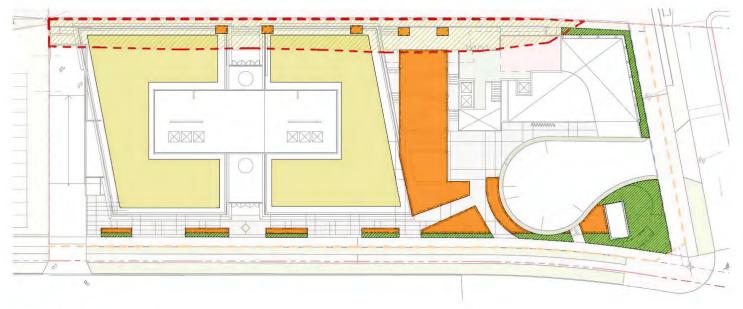


"FLEX STREET" Illustrative Option D: Bike Path (east) + Recreation/Events (west)



Initial:

## **ESA Replacement Areas**



11	ESA AREA	661 m <sup>3</sup>
11	30m From High Water Mark	7,115 sf

POTENTIAL ESA REPLACEMENT AREAS

CATEGORY 1 Off Structure	239.8 m <sup>2</sup> 2,581 sf
CATEGORY 2 On Structure	487.0 m <sup>2</sup> 5,242 sf
CATEGORY 3 Green Roof	1,209.2 m <sup>2</sup> 13,016 sf

# Design Rationale

This project provides an opportunity to showcase indigenous plants and an ecological approach to site design. We have looked at the site over all to find the largest pieces of connected soil and green space, and to think creatively about how to maximize their habitat value and the ecological story that they can tell.

#### Category

We are maximizing the habitat value of the areas of the site that are over existing soil. The plant palette is based on habitat rich indigenous plants that can tolerate shade, and that provide food and shelter opportunities for birds and pollinators.

On grade areas allow water infiltration and the exchange of water, microbes and micro-nutrients with the surrounding soil.

On the North west corner, there is an open wall area adjacent to the loading area undercover, where we are using Western honeysuckle to create a vertical habitat wall. Honeysuckle provides a spring nectar source for hummingbirds, bees and butterflies. As the grade in this zone will eventually be raised to connect to the future dyke, we propose an earth bag wall planted with indigenous plants to maximize habitat value and minimize the demolition required when the road is raised.

On the North East corner, there is a large area that is off of the underground parkade. This area will be under the cover of the building several stories ahead, and have columns. This creates growing conditions similar to a mature conifer forest. The selected species are shade tolerant and habitat rich. They are focused on pollinator and bird habitat, as well as some host species for native pollinators. The layout of the north side and extending into the east courtyard allows for a flow of the space all the way through the courtyard and connects the space to the Category 2 spaces.

#### Category 2

Category 2 planting areas are built over the structural slab of the parkade. There is significant area of planting beds in this Category and there are many indigenous plants that can thrive in the conditions created in intensive planting over parkade slab. We envision a complex and beautiful landscaped area that focuses on indigenous plants for bird and pollinator habitat, while also providing opportunities for plant education and year round seasonal interest.

In the central courtyard we have a grade change from the river side down toward the new River Parkway. We propose to create a sloped landscape with boardwalks over top, which will accept seasonal water and allow it to flow through the planting beds before draining to the storm system. This system can help clean first flush water that may have higher levels of sediment and hydrocarbons.

The planting in this area is suitable for seasonal changes in moisture. The courtyard is open to the east, and the west side has an overhead building above, so the light levels are moderate.

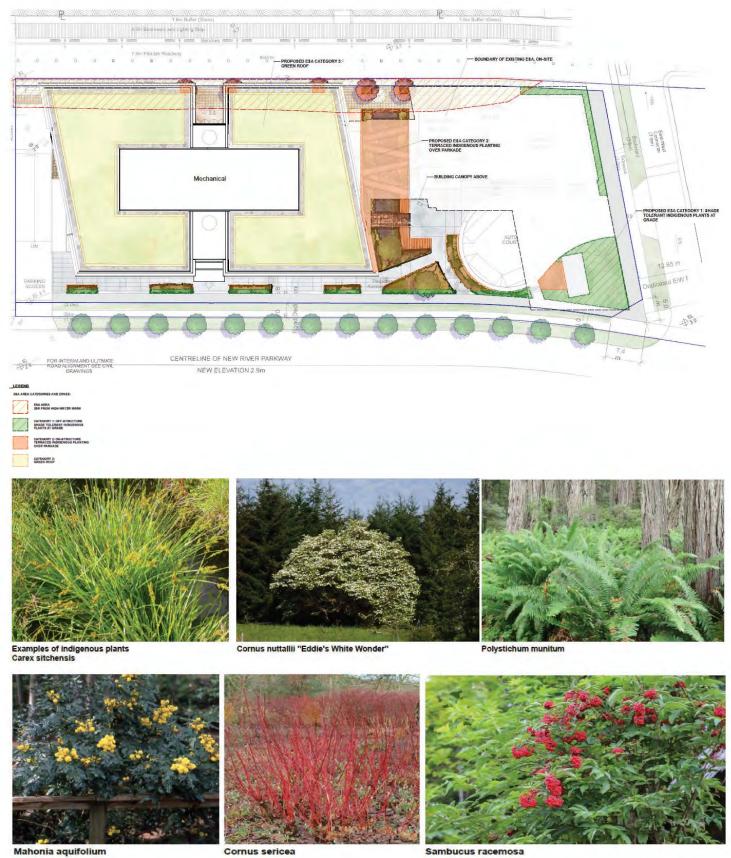
To the east, raised planters are open to more light as well as less seasonal changes in water. These planters allow for a connection to Category 1 planting as well as providing adequate soil volume for trees and a mix of species for seasonal variation and habitat.

#### Category 3

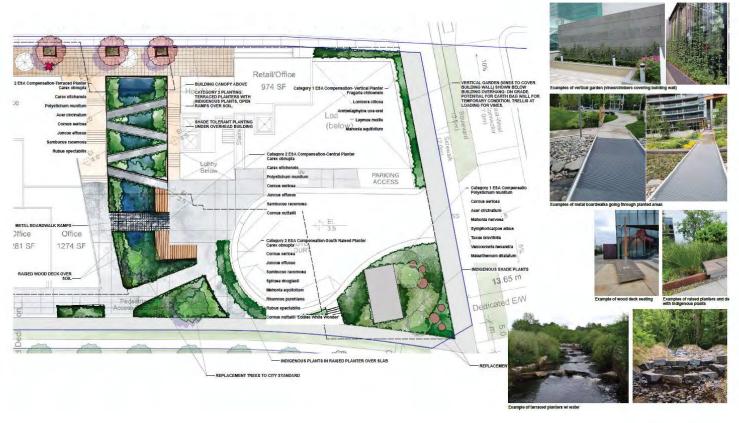
The rooftop landscape is focused on connecting to the river, on the west side especially. This isn't an accessible roof, so more opportunities for pollinators and habitat complexing are available, such as logs, perches and gravel patches. There is an opportunity enhance the traditional sedum based green roof with grass species such as dune grass that are traditionally found near the river or ocean, and are well suited to the conditions present on a green roof.

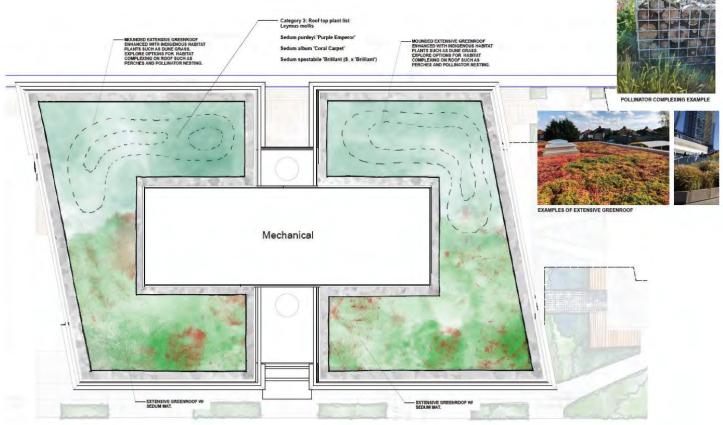
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# **ESA Landscape Compensation Approach**



# **ESA Landscape Compensation Approach**





Initial:



# Richmond Zoning Bylaw 8500 Amendment Bylaw 10212 (RZ 17-788900) 7780, 7800, 7804, 7820 & 7840 River Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. Richmond Zoning Bylaw 8500 is amended by inserting into Section 22 (Site Specific Commercial Zones), in numerical order:
  - "22.49 High Rise Riverfront Commercial (ZC49) Aberdeen Village (City Centre)

## 22.49.1 Purpose

The **zone** provides for high **density commercial uses** along the **City Centre** riverfront in an area affected by aircraft noise. Additional **density** is provided to achieve **City** objectives related to **community amenity space** and **office** within the Village Centre Bonus area designated by the **City Centre** Area Plan and dike improvements.

### 22. 49.2 Permitted Uses

- 22.49.3 Secondary Uses

- broadcasting studio
- education, commercial
- entertainment, spectator
- government service
- health service, minor
- hotel
- library and exhibit
- liquor primary establishment
- · manufacturing, custom indoor
- microbrewery, winery and distillery
- neighbourhood public house
- office
- parking, non-accessory
- private club
- recreation, indoor
- recycling depot
- religious assembly
- restaurant
- retail, convenience
- retail, general
- retail, second hand
- service, business support
- service, financial
- service, household repair
- service, personal
- studio
- veterinary service

n/a

Bylaw 10212 Page 2

## 22. 49.4 Permitted Density

1. For the purposes of this **zone**, if the **owner** dedicates not less than 1,048.7 m<sup>2</sup> of land to the **City** as **road** and public open space, the calculation of **floor area ratio** shall be based on a net **development site** area of 6,695 m<sup>2</sup>.

- 2. The maximum **floor area ratio** of the **site** is 2.0, together with an additional 0.1 **floor area ratio** for **community amenity space** only.
- 3. Notwithstanding Section 22.49.4.2, the reference to "2.0" is increased to "2.23" provided that the **owner** provides dike upgrades and related off-site improvements beyond what would otherwise be required of the **development**, as determined to the satisfaction of the **City**.
- 4. If the **owner** has provided dike upgrades and related off-site improvements to the satisfaction of the **City** under Section 22.49.4.3, an additional 1.0 **density bonus floor area ratio** shall be permitted, provided that:
  - a) the lot is located within the Village Centre Bonus area designated by the City Centre Area Plan;
  - b) the **owner** uses the 1.0 **density bonus floor area ratio** for **office use** only; and
  - c) the **owner**:
    - notwithstanding Section 22.49.4.4(b), uses at least 5% of the additional 1.0 density bonus floor area ratio for child care and/or other uses that provide a community amenity, to the satisfaction of the City (e.g., community recreation, library and exhibit); or
    - ii. pays a sum to the **City** based on 5% of the 1.0 **density bonus floor area ratio** multiplied by \$809 per square foot of **density bonus floor area** if the payment is made within one year of third reading of the zoning amendment bylaw, or thereafter multiplied by the Council-approved "equivalent to construction value" community amenity contribution rate in effect for the **City Centre** at the time of final reading of the zoning amendment bylaw, whichever is greater.

### 22.49.5 Permitted Lot Coverage

1. The maximum **lot coverage** for **buildings** is 90%.

#### 22.49.6 Yards & Setbacks

- 1. Minimum **setbacks** measured to a **lot line** shall be:
  - a) 0.0 m along the west and north sides of the **lot**;
  - b) 3.0 m along the east side of the **lot**, but may be reduced to 2.0 m for portions of the **building** situated below finished **grade**, and further reduced to 0.0 m for portions of the **building** situated within 25.0 m of the north **lot line** and at least 6.0 m above the crown of the roadway in that area; and
  - c) 5.0 m along the south side of the **lot**, but may be reduced to 0.0 m for landscape features and portions of the **building** situated below finished **grade**.

Bylaw 10212 Page 3

## 1.49.7 **Permitted Heights**

1. The maximum **height** for **principal buildings** is 35.0 m above the average elevation of the crown of any public **road** and dike **abutting** the **lot** (as identified on a plan approved by the **City**), except that the maximum **height** may be increased by up to 10% on the north half of the **lot** if the maximum **height** is reduced by at least 10% on the south half of the **lot**.

2. The maximum **height** for **accessory buildings** and **structures** is 5.0 m.

#### 22.49.8 Subdivision Provisions / Minimum Lot Size

1. The minimum **lot area** is 5,600 m<sup>2</sup>.

## 22.49.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

## 22.49.10 On-Site Parking and Loading

- 1. On-site **vehicle** and bicycle **parking spaces** and **loading spaces** shall be provided according to the standards set out in Section 7.0 and **City Centre** Parking Zone 1.
- 2. Notwithstanding Section 22.49.10.1, for the purpose of this **zone**:
  - a) the minimum parking requirement for the following **uses** shall be:
    - for convenience retail, general retail, restaurant, and office on the first two floors of the building measured from River Parkway: 3.75 parking spaces per 100.0 m<sup>2</sup> of gross leasable floor area; and
    - ii. for **office** located above the first two floors of the **building** measured from River Parkway: 1.5 **parking spaces** per 100.0 m<sup>2</sup> of **gross leasable floor area**;
  - b) notwithstanding Section 22.49.10.2(a), the minimum parking requirement shall be reduced by 20% if the **owner** has provided shared on-site parking and transportation demand management measures in accordance with a parking study prepared by a registered professional engineer and approved by the **City**;
  - c) the minimum "Class 1" long-term secured bicycle storage space requirement shall be 0.30 spaces for each 100.0 m<sup>2</sup> of **gross leasable floor area** greater than 100.0 m<sup>2</sup>;
  - d) the minimum on-site loading requirement shall be five loading spaces including:
    - i. three medium-size **loading spaces**;
    - ii. one enhanced medium-size **loading space** for garbage and recycling **vehicle** use, to the satisfaction of the **City**; and
    - iii. one shuttle bus loading space for the loading and unloading of a 16-passenger vehicle, to the satisfaction of the City; and
  - e) the minimum **electric vehicle** charging infrastructure requirement shall be:
    - 20% of parking spaces shall be equipped with an energized outlet capable of providing Level 2 charging or higher to a vehicle in the parking space;
    - ii. one shuttle bus **loading space** shall be equipped with an **energized outlet** capable of providing **Level 2 charging** or higher to a **vehicle** in the **loading space**; and
    - iii. 100% of "Class 1" long-term secured bicycle storage spaces shall be equipped with an **energized outlet** (120V) capable of providing charging to a bicycle or alternative mobility device in the storage space.

Bylaw 10212 Page 4

## 22.49.11 Other Regulations

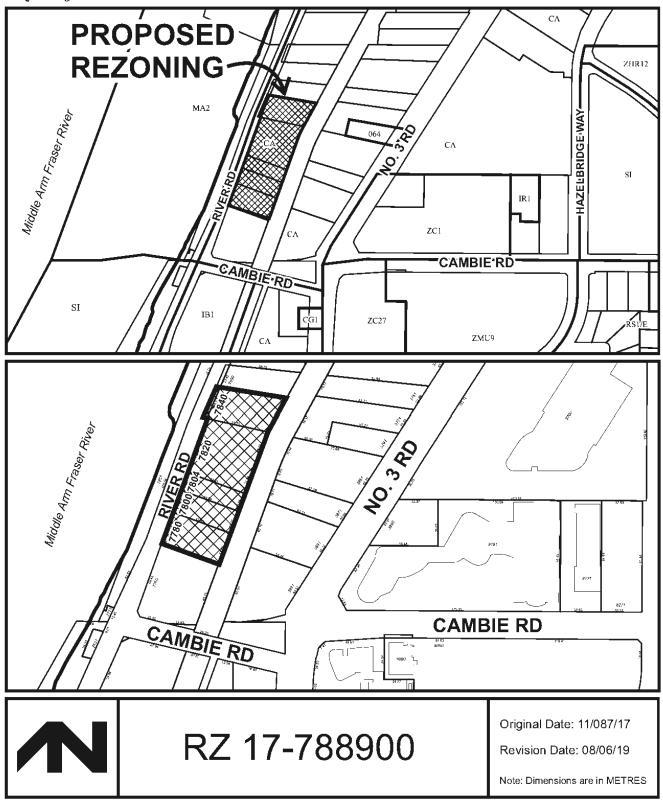
1. **Telecommunication antenna** must be located on a roof of a **building** and a minimum of 20.0 m above the ground.

- 2. 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 "HIGH RISE RIVERFRONT COMMERCIAL (ZC49) ABERDEEN VILLAGE (CITY CENTRE)".

That area shown cross-hatched on "Schedule A attached to and forming part of Bylaw 10212".

3. This Bylaw may be cited as "Richmond	Zoning Bylaw 8500, Amendment Bylaw10212".
FIRST READING	CITY OF RICHMOND  APPROVED
A PUBLIC HEARING WAS HELD ON	——————————————————————————————————————
SECOND READING	APPROVEE by Director or Solicitor
THIRD READING	
OTHER CONDITIONS SATISFIED	
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL	
ADOPTED	
MAYOR	CORPORATE OFFICER







# Richmond Official Community Plan Bylaw 7100 Amendment Bylaw 10213 (RZ 17-788900) 7780, 7800, 7804, 7820 & 7840 River Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. Richmond Official Community Plan Bylaw 9000, Schedule 1, Attachment 1 (2041 OCP Land Use Map), as amended, is amended with respect to the areas marked as "A" and "B" on "Schedule A attached to and forming part of Bylaw 10213", by designating area "A" as "Commercial" and area "B" as "Park", together with related minor map amendments to accommodate the identified bylaw amendments, as applicable;
- 2. Richmond Official Community Plan Bylaw 7100, Schedule 2.10 (City Centre Area Plan), as amended, is amended by:
  - 2.1. on the Generalized Land Use Map (2031), amending the "Urban Centre T5", "Park" and "Proposed Streets" land use designations generally shown on "Schedule B attached to and forming part of Bylaw 10213", and making corresponding amendments to the boundary of the "Capstan Station Bonus" area (to align with the "Proposed Streets", as amended);
  - 2.2. in the Specific Land Use Map: Capstan Village (2031) and Specific Land Use Map: Aberdeen Village (2031), amending the "Urban Centre T5", "Village Centre Bonus", "Park" and "Pedestrian Linkages" land use designations generally shown on "Schedule B attached to and forming part of Bylaw 10213", and making corresponding amendments to the boundary of the "Capstan Station Bonus" area, the common boundary between Capstan Village and Aberdeen Village, and the "Pedestrian-Oriented Retail Precincts High Street & Linkages" land use designation (to align with the "Proposed Streets", as amended);
  - 2.3. on the Overlay Boundary maps, amending the "Proposed Streets", generally as shown in "Schedule B attached to and forming part of Bylaw 10213", where applicable, and making corresponding amendments to the boundaries of the following areas to align with the "Proposed Streets", as amended:
    - a) "Village Centre Bonus" area in the Village Centre Bonus Map (2031);
    - b) "Capstan Station Bonus" area in the Capstan Station Bonus Map (2031); and
    - c) "Commercial Reserve" area in the Commercial and Industrial Reserves Map (2031);

Bylaw 10213 Page 2

2.4. in section 2.9, Infrastructure and Utilities, policy 2.9.1(a), replacing the title of the policy with "Coordination of City Dikes, Services & Other Utilities" and, in the body of the policy, replacing "City infrastructure" with "City dikes and infrastructure";

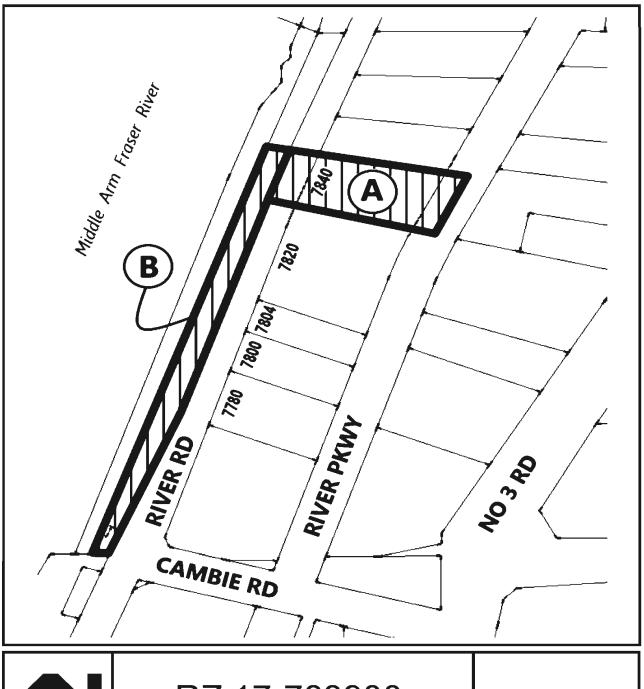
- 2.5. in section 4.0, Implementation and Phasing Strategies, inserting a new policy following policy 4.1(f) as follows and renumbering the subsequent sections as applicable:
  - "g) Coordination of Dike Improvements with New Development

Where dike improvements are required to facilitate new development, developers will be required to construct all necessary works and services to the required standards, at the developers' sole cost, via a standard City servicing agreement. On a site-specific basis, as determined to the City's satisfaction, for rezoning applications that provide extraordinary dike improvements (i.e. beyond what would typically be required of such a development), the maximum permitted base density (i.e. exclusive of any applicable bonus density) may exceed that of the development site's underlying Transect."; and

- 2.6. making various text, map and graphic amendments to accommodate the identified bylaw amendments and ensure consistency with the Generalized Land Use Map, Specific Land Use Map: Capstan Village (2031), and Specific Land Use Map: Aberdeen Village (2031), as amended.
- 3. This Bylaw may be cited as "Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 10213".

FIRST READING		CITY OF RICHMOND
PUBLIC HEARING		APPROVED by
SECOND READING		APPROVED by Manager
THIRD READING		or Solicitor JH
OTHER CONDITIONS SATISFIED		
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL		
ADOPTED		
MAYOR	CORPORATE OFFICER	



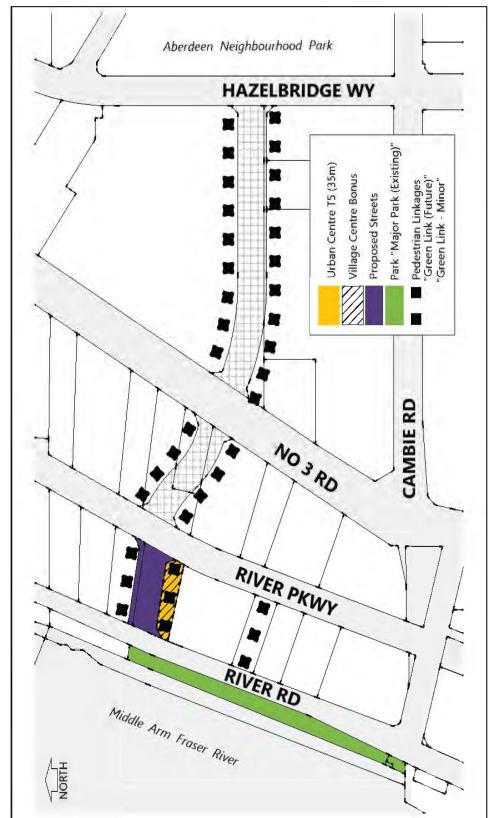




RZ 17-788900

Note: Dimensions are in METRES







# **Report to Committee**

To:

Planning Committee

Date:

January 3, 2023

From:

Kim Somerville

File:

07-3070-01/2023-Vol 01

Director, Community Social Development

Re:

Child Care Development Advisory Committee 2022 Annual Report and 2023 Work

**Program** 

#### Staff Recommendation

That the Child Care Development Advisory Committee's 2022 Annual Report and 2023 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2022 Annual Report and 2023 Work Program," dated January 3, 2023, from the Director, Community Social Development, be approved.

Kim Somerville

Director, Community Social Development

(604-247-4671)

Att. 2

REPORT CONCURRENCE		
CONCURRENCE OF GENERAL MANAGER  DE ERCE		
SENIOR STAFF REPORT REVIEW	INITIALS:	
SEMONSTALL RELOCKTIVE VIEW	Sab	
APPROVED BY CAO		
Sever.		

## **Staff Report**

## Origin

The City of Richmond recognizes that child care is an important service for its residents and supports parents working or pursuing their education. The City is committed to promoting and maintaining a comprehensive system of child care to address these needs.

The Child Care Development Advisory Committee (CCDAC) was established to provide City Council with advice (e.g. information, options, analysis and recommendations) regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care options in Richmond. In addition, the CCDAC responds to Council requests as they arise.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

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

This report supports the City's Social Development Strategy's Strategic Direction 4:

Help Richmond's Children, Youth and Families Thrive.

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

Action 22 - Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.

## **Analysis**

The mandate of the CCDAC is to provide City Council with advice regarding the development of quality, affordable and accessible child care in Richmond. The City supports the CCDAC by providing an annual operating budget, a Council liaison and a staff liaison.

## 2022 Annual Report

Below are activities undertaken by the CCDAC and described in the 2022 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback on the implementation of community programming for Sprouts Early Childhood Development Hub and Seedlings Early Childhood Development Hub.
- Planned and hosted an event for May Child Care Month titled, "Supporting Richmond's Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents."
- Monitored several changes to child care legislation and funding programs initiated by senior levels of government to support child care initiatives. These included the updates to the ChildCareBC New Spaces funding program, the \$10 a Day Child Care funding program and the Fee Reduction Initiative.

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- Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy, and the planning for the development of a new 10-year child care strategy in 2023.
- Reviewed and made recommendations on the 2023 City Child Care Grants for inclusion in staff reports to the City Council.

## 2023 Work Program

The proposed 2023 Work Program (Attachment 2) was approved at the CCDAC meeting held January 4, 2023. This year the CCDAC will give priority to:

- Making recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework, the Provincial ChildCareBC plan, the new Richmond Child Care Strategy, and the 2021–2031 Richmond Child Care Action Plan;
- Assisting and providing advice regarding the development of the new Richmond Child Care Strategy;
- Liaising with the Program Manager, Child Care and Youth (staff liaison) regarding issues in the community related to child care that need further attention, action or clarification;
- Participating in a review of the City's Child Care Grants program to ensure it meets the needs of non-profit child care operators; and
- Proposing activities for Child Care Month in May 2023.

## **Financial Impact**

There is no financial impact.

## Conclusion

Child care is an essential service for families who live, work and study in Richmond. The CCDAC plays an important role in supporting child care in Richmond. The Child Care Development Advisory Committee's 2022 Annual Report provides information on the activities undertaken by the Committee in the previous year and the 2023 Work Program outlines the Committee's intention to monitor and address emerging issues affecting child care services throughout the year. It is recommended that the Child Care Development Advisory Committee 2022 Annual Report and 2023 Work Program be approved.

Chris Duggan

Program Manager, Child Care and Youth

(604-204-8621)

Att. 1: Child Care Development Advisory Committee 2022 Annual Report

2: Child Care Development Advisory Committee 2023 Work Program

# City of Richmond Child Care Development Advisory Committee 2022 Annual Report

Highlights of the Child Care Development Advisory Committee (CCDAC) meetings and events are outlined below:

- 1. "Supporting Richmond's Children: A Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents", took place online on May 7, 2022. This event, which was planned by the committee to celebrate Child Care Month in May, featured presentations on 'The Current State of Richmond's Children', 'Resilience for Child Care Providers' and 'Nurturing and Responsive Relationships'. The Symposium was introduced with a short video from Mayor Brodie to proclaim May as Child Care Month.
- 2. A Children's Art Exhibition to celebrate Child Care Month was held in the Brighouse Branch of the Richmond Public Library from May 1–22, 2022. A total of eighteen child care programs participated. The art was created by children, ranging in age from two to twelve years old.
- 3. CCDAC members provided feedback on the implementation of community programming for Sprouts Early Childhood Development Hub and Seedlings Early Childhood Development Hub, and received regular updates on the progress of Hummingbird Child Care Centre during its construction in 2022.
- 4. The CCDAC reviewed and monitored several changes to child care legislation and funding programs initiated by senior levels of government to support child care initiatives. These included updates to the ChildCareBC New Spaces funding program, the \$10 a Day Child Care funding program and the Fee Reduction Initiative.
- 5. The CCDAC offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy and the planning for the development of a new 10-year child care strategy in 2023.
- 6. The CCDAC reviewed the applications submitted for the City's 2023 Child Care Grant Program and made recommendations to City Council on awarding the grants.

## Members of the 2022 Child Care Development Advisory Committee

## Voting:

- 1. Chantelle Pereira (Chair)
- 2. Jarrod Connolly (Vice Chair)
- 3. Kevin Ching
- 4. Karen Jensen
- 5. Tania Lam
- 6. Diana Ma
- 7. Aaron Manalo
- 8. Rowena Raber
- 9. Gordon Surgeson
- 10. William Tsai
- 11. Zolzaya Tuguldar
- 12. Elana van Veen

## External Organizations (Non-voting):

1. Jocelyn Wong (Richmond Child Care Resource and Referral)

## Council Representative (Non-Voting)

1. Councillor Carol Day

# School Board Liaison (Non-Voting)

1. Trustee Ken Hamaguchi

## Staff Liaison (Non-Voting)

1. Chris Duggan, Program Manager, Child Care and Youth

## Recording Secretary (Non-voting)

1. Vacant

### 2022 CCDAC Budget

CCDAC received an operating budget of \$4,000.00 for 2022. Due to the ongoing impacts of COVID-19, only \$500.00 of this was utilized in 2022.

# **Closing Comments**

The CCDAC has continued to successfully deliver the activities identified in the 2022 Work Program and, despite the ongoing use of virtual platforms to meet, has maintained a strong commitment to continuity and connection. The committee successfully hosted a virtual child care symposium, participated in the City's Child Care Grant Program process, and monitored child care related initiatives and activities at the municipal, provincial and federal levels. CCDAC

7098557 Page 2 of 4

members have continued to demonstrate flexibility and dedication to the committee and its valuable work.

Committee members shared feedback on their experience as CCDAC members over the past year during the December meeting. All members present described their experience as positive. The following quotes are a sample of the overall comments about the role of the CCDAC and the member's involvement:

- "By participating in the committee, I have been able to receive valuable insight and stay up to date on information regarding new childcare spaces in the community, information on funding, subsidy, government announcements and initiatives in a timely manner."
- "I have enjoyed being part of this team. It has enlightened me to what is available for child care services in Richmond. I have learned a lot about the resources available."
- "Although COVID has affected meeting in person, the virtual meetings have been efficient and effective."
- "Presentations to the committee on various aspects of child care planning, policy and funding have been informative and insightful."
- "The opportunity to tour and celebrate the opening of the Early Childhood Development Hubs was a highlight of 2022."
- "I'm very proud of what Richmond has to offer in this area and impressed with the reports and extensive research done to fulfill the needs of the community."

The CCDAC continues to benefit from representation from a wide range of members who are operators; parents who use child care services in Richmond; community members; and service providers who support the provision of child care, including Supported Child Development and the Richmond Child Care Resource and Referral. We appreciate the willingness and enthusiasm of the members to share their own perspectives as we benefit from the sharing of experiences and expertise. This willingness to contribute enhances our discussions and increases awareness of the resources, needs and priorities of the Early Childhood Education sector, which helps the committee to provide meaningful input and identify ways to support the development of a comprehensive child care system in Richmond.

The CCDAC appreciates the participation and support of Councillor Carol Day and Trustee Hamaguchi as the City Council and School Board liaisons, respectively. Councillor Day shared information and kept the committee informed on matters related to child care involving City Council which was valuable and helpful to the committee's discussions. The committee also benefited from Trustee Hamaguchi's regular updates from the School Board particularly regarding the School Board's plans for facility rentals and plans for new child care spaces in schools within our district and updates on their long-term planning.

Chris Duggan, staff liaison, has been a fantastic resource and support for this committee. We appreciate her sharing her valuable insight through presentations, her coordination of the opening of two child care centres, Sprouts and Seedlings, and the work she put into Child Care month and its art display and symposium. CCDAC benefits greatly from her organizational skills and her heart for children and families and her work to support the development of child care in our community. We also appreciate the time she takes to share information regarding updates on

7098557 Page 3 of 4

child care issues, initiatives and priorities and her timely distribution of press releases related to developments in the child care sector. She keeps our committee up to date and ensures that all new members are onboarded successfully and that the meetings are set up for success. On behalf of all the committee members, we express our heartfelt thanks and gratitude for all her hard work.

It has been my pleasure to serve as Chair of the CCDAC this past year. It has brought me great joy to serve alongside such wonderful members who care for their community and strive to ensure that we can work together to support the development of child care in our city. I value the opportunity to contribute and would like to thank the Mayor and Councillors for your support and for prioritizing child care. We look forward to 2023 and continuing to work to support children, families and programs across our city as we invest in our future leaders.

## Prepared by:

Chantelle Pereira. Chair Child Care Development Advisory Committee, December 2022

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# Child Care Development Advisory Committee's 2023 Work Program

The proposed 2023 Work Program is consistent with the Child Care Development Advisory Committee's (CCDAC) mandate to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of quality, affordable and accessible child care in Richmond.

The Work Program supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

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

The Work Program supports the City's Social Development Strategy's Strategic Direction 4:

Help Richmond's Children, Youth and Families Thrive.

The Work Program supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

Strategic Direction - Collaboration and Partnership: Action 22. Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.

The Work Program also supports the 2021–2031 Richmond Child Care Action Plan:

Sector Quality and Sustainability: Action 3.1 Ensure that the City continues to be well informed about the latest trend, research and advocacy efforts concerning child care matters.

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# 2023 CCDAC Work Program

The 2023 Work Program was approved at the CCDAC meeting held on January 4, 2023. This year the committee will give priority to the initiatives outlined in the table below.

Advocacy		
Initiative #1	Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework, the Provincial Child Care BC plan, the new Richmond Child Care Strategy, and the 2021–2031 Richmond Child Care Action Plan.	
CCDAC Action/Steps	<ul> <li>Monitor child care issues and emerging trends;</li> <li>Monitor senior government announcements and changes regarding child care policy and funds for creating new child care spaces;</li> <li>Discuss child care related issues that come to the CCDAC's attention, consider related roles and actions that could be taken or recommended;</li> <li>Pass motions or resolutions;</li> <li>Prepare letters and briefs; and</li> <li>Submit advice to City Council through the staff liaison.</li> </ul>	
Expected Outcome	<ul> <li>Council will be informed about child care issues in the community that may be pursued with senior levels of government.</li> </ul>	
Indicator of Success	<ul> <li>Improved funding, implementation of a new Provincial child care plan and child care licensing.</li> </ul>	
Partners	<ul> <li>City Council</li> <li>Child Care Licensing (Vancouver Coastal Health)</li> <li>Provincial Government</li> <li>Federal Government</li> </ul>	
Initiative #2	<ul> <li>Liaise with the Program Manager, Child Care and Youth (staff liaison) regarding issues that need further attention, action or clarification, including those related to the impacts of the COVID-19 pandemic.</li> </ul>	
CCDAC Action/Steps	<ul> <li>At monthly meetings, provide the staff liaison with information and CCDAC's perspective on key child care issues impacting Richmond operators, providers and families;</li> <li>Participate in actions noted in the 2021–2031 Richmond Child Care Action Plan that are identified as needing CCDAC involvement;</li> <li>Participate in the development of a new 10-year Richmond Child Care Strategy;</li> <li>Provide advice on future City of Richmond child care initiatives;</li> <li>Provide ideas for communication materials that will assist child care operators and parents;</li> <li>Respond to Council referrals through the staff liaison; and</li> <li>Assist with the analysis of the impacts of the COVID-19 pandemic on child care in Richmond.</li> </ul>	
Expected Outcome	The Program Manager, Child Care and Youth, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues.	
Indicator of Success	The staff liaison working with CCDAC's advice and under City Council's direction will address priority child care issues for Richmond.	
Partners	<ul> <li>City Council</li> <li>Stakeholders</li> <li>Child care providers and early childhood educators</li> </ul>	

Initiative #3	Participate in City consultations related to child care.
CCDAC Action/Steps	<ul> <li>Continue to participate in discussions about the implementation of the actions with or related to child care in the City's Social Development Strategy and the 2021–2031 Richmond Child Care Action Plan;</li> <li>Provide input into the development of the new 10-year Richmond Child Care Strategy; and</li> <li>Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Child Care Budget).</li> </ul>
Expected Outcome	<ul> <li>Implementation of actions with or related to child care in the City's Social Development Strategy and the 2021–2031 Richmond Child Care Action Plan incorporates CCDAC's perspective;</li> <li>The new Richmond Child Care Strategy includes relevant input from CCDAC members; and</li> <li>CCDAC's advice is provided to City consultation processes that are relevant to its mandate.</li> </ul>
Indicator of Success	Plans for future growth of City services and amenities will address the need for quality, affordable child care.
Partners	<ul> <li>City Council</li> <li>Stakeholders</li> <li>Child care providers and early childhood educators</li> </ul>
Initiative #4	Advise the City regarding the development of new City-owned child care centres and early childhood development hubs.
CCDAC Action/Steps	<ul> <li>CCDAC to be consulted at the earliest point possible in the development process; and</li> <li>Review proposals for City-owned child care facilities and early childhood development hubs.</li> </ul>
Expected Outcome	CCDAC is consulted regarding the planning and development of new Cityowned child care facilities secured through rezoning processes.
Indicator of Success	Child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location and programs offered.
Partners	<ul> <li>City Council</li> <li>City Planners</li> <li>Developers</li> <li>Stakeholders</li> <li>Childcare operators</li> </ul>
Initiative #5	Identify and provide information to CCDAC members on community advocacy initiatives that impact children and families.
CCDAC Action/Steps	<ul> <li>At monthly meetings, or as relevant, share information with CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families.</li> </ul>
Expected Outcome	CCDAC will be informed about community advocacy issues related to children and families.
Indicator of Success	CCDAC members have better access to information on advocacy initiatives related to child care, children and families.
Partners	Stakeholders

Child Care Grants		
Initiative	Recommend Child Care Grant allocations.	
CCDAC Action/Steps	<ul> <li>Review City Child Care Grant applications; and</li> <li>Make grant recommendations to Council.</li> </ul>	
Expected Outcome	<ul> <li>Council endorses grant recommendations and allocates grants to non-profit societies so these organizations will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space; and</li> <li>Richmond's early childhood educators will receive training opportunities and resources as a result of the City's allocation of Professional and Program Development Grants.</li> </ul>	
Indicator of Success	The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program.	
Partners	<ul> <li>City Council</li> <li>Stakeholders</li> <li>Child care operators</li> </ul>	

Child Care Month		
Initiative	<ul> <li>Propose and implement activities for Child Care Month in May that are reflective of and compliant with current public health guidelines.</li> </ul>	
CCDAC Action/Steps	<ul> <li>Plan for an annual event to occur in Richmond during Child Care Month (May) which will include professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work of Richmond's child care providers.</li> </ul>	
Expected Outcome	<ul> <li>Richmond residents will learn about child care services in their community;</li> <li>Richmond child care providers will have an opportunity to receive useful information for professional development; and</li> <li>Richmond child care providers will be supported and celebrated for their work.</li> </ul>	
Indicator of Success	<ul> <li>Child Care Month (May) activities enhance the work of child care professionals in Richmond and support parents.</li> </ul>	
Partners	<ul><li>Stakeholders</li><li>Child care providers and early childhood educators</li></ul>	

Development of New Richmond Child Care Strategy		
Initiative	Assist with the development of the new Richmond Child Care Strategy.	
CCDAC Action/Steps	Provide advice on other actions related to the development of the Strategy as requested by the Program Manager, Child Care and Youth.	
Expected Outcome	A new 10-year Child Care Strategy is developed.	
Indicator of Success	<ul> <li>Richmond families have better access to information on child care and other family-related resources; and</li> <li>Richmond early childhood educators have more professional development opportunities and the quality of child care programs in Richmond is enhanced.</li> </ul>	
Partners	Stakeholders     Child care providers and early childhood educators	

2021 – 2031 Richmond Child Care Action Plan – Implementation Actions		
Initiative	Assist with the implementation of the actions noted in the City's 2021–2031 Richmond Child Care Action Plan.	
CCDAC Action/Steps	<ul> <li>Action 2.1 – Review and enhance current awareness and education strategies about the importance of child care;</li> <li>Action 3.1 – Ensure that the City continues to be well informed about the latest trend, research and advocacy efforts concerning child care matters; and</li> <li>Action 3.5 – Promote and assist with the improvement of consistent quality child care in Richmond through targeted City support and/or grant opportunities.</li> </ul>	
Expected Outcome	<ul> <li>Short term actions noted in the 2021–2031 Richmond Child Care Action Plan are initiated and, dependent on identified timelines, completed; particularly those identified as involving the CCDAC.</li> </ul>	
Indicator of Success	<ul> <li>Increased child care spaces are available in Richmond.</li> <li>Child care quality, accessibility and inclusiveness are enhanced.</li> </ul>	
Partners	<ul> <li>Council</li> <li>Public Partners (School District 38, Vancouver Coastal Health)</li> <li>Stakeholders</li> <li>Child care operators, providers and early childhood educators</li> </ul>	

## 2023 CCDAC Budget

CCDAC annually receives an operating budget of \$4,000.00.

Child care is an essential service for families who live, work and study in Richmond. The 2023 CCDAC Work Program, which supports Council's Strategic Plan 2018–2022 and the City's Social Development Strategy (2013–2022), outlines the Committee's intention to monitor and address emerging issues affecting child care services throughout the year. Through its annual work program, the CCDAC continues to support the development and sustainability of a comprehensive child care system in Richmond.



# **Report to Committee**

To:

Planning Committee

Date:

January 3, 2023

From:

Kim Somerville

File:

01-0100-30-RCSA1-01/2023

Director, Community Social Development

-Vol 01

Re:

Richmond Community Services Advisory Committee 2022 Annual Report and

2023 Work Program

## **Staff Recommendation**

That the Richmond Community Services Advisory Committee's 2022 Annual Report and 2023 Work Program, as outlined in the staff report titled "Richmond Community Services Advisory Committee 2022 Annual Report and 2023 Work Program", dated January 3, 2023, from the Director, Community Social Development, be approved.

Kim Somerville

Director, Community Social Development

(604-247-4671)

Att. 2

REPORT CONCURRENC	E
CONCURRENCE OF GENERAL MANAGER	R
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	
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## **Staff Report**

## Origin

The Richmond Community Services Advisory Committee (RCSAC) was established in 1987 to act as a resource and to advise City Council by providing information on social policies and community services that contribute to the well-being and quality of life of Richmond residents.

This report supports Council's Strategic Plan 2018–2022 Focus Area #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.4 Foster a safe, caring and resilient environment.

This report supports Council's Strategic Plan 2018–2022 Focus Area #4 An Active and Thriving Richmond:

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

- 4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.
- 4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

This report also supports Social Development Strategy (2013–2022) Action 38:

Nurture and enhance existing communication channels and networks with community agencies (e.g. through staff support to the Richmond Community Services Advisory Committee, participation in networking groups).

### **Analysis**

While the RCSAC is a City Council advisory body, only two citizen representatives are Council-appointed. The majority of members are representatives of non-profit social service agencies supporting Richmond residents, appointed by their own organizations. The City supports the RCSAC by providing an annual operating budget, a City Council Liaison and a Staff Liaison.

## 2022 Annual Report

The activities undertaken by the RCSAC are outlined in the 2022 Annual Report (Attachment 1). Highlights of the Committee's work include:

• The RCSAC submitted a Communication Tool to City Council in April 2022 to present the results of The Jennifer Larsen Gains and Losses Survey and inform City Council about the impact of funding changes on social services agencies operating in Richmond. The RCSAC continues to monitor the impacts of funding changes on social services provided in Richmond.

- The Executive Committee of the RCSAC engaged a graduate student from Adler University in February 2022 to conduct a research project to outline the priorities and challenges facing RCSAC member organizations. The RCSAC continues to look at ways to support its members to address challenges and impacts associated with the COVID-19 pandemic on Richmond residents.
- Janice Lambert, RCSAC Co-Chair, facilitated an interactive webinar series for RCSAC members on the topic of compassion resilience. The Compassion Resilience Task Group's work also resulted in a Post-Pandemic Resilience Workshop at the City's Diversity Symposium in October 2022.

## 2023 Work Program

At the Annual General Meeting held on December 8, 2022, the RCSAC approved for City Council's consideration the proposed 2023 Work Program (Attachment 2), which builds on previously identified actions and identifies new initiatives, including:

- Updating the RCSAC Community Table Inventory, which lists community-based tables and committees relevant to social services;
- Conducting the RCSAC Space Needs Survey, which gathers information on the space needs of Richmond non-profit community social service agencies;
- Updating the RCSAC Charter and RCSAC Operating Policies and Procedures for Council's consideration; and
- Continuing to apprise Council of matters affecting community agencies and Richmond residents.

The 2023 Work Program will be revised throughout the year as necessary, based on emerging issues as well as future City Council priorities.

## **Financial Impact**

None.

## Conclusion

The RCSAC 2022 Annual Report provides a summary of the activities undertaken by the Committee during the 2022 calendar year. The RCSAC 2023 Work Program outlines the Committee's priorities in the coming year and is designed to advance strategic directions and actions outlined in Council adopted strategies and plans related to social development by strengthening social infrastructure and addressing emerging issues impacting the community. Staff recommend that the RCSAC 2022 Annual Report and 2023 Work Program be approved.

Dorothy Chua J.

Program Manager, Social Planning

(604-276-4391)

Att. 1: Richmond Community Services Advisory Committee 2022 Annual Report

2: Richmond Community Services Advisory Committee 2023 Work Program



## 2022 Annual Report

## Introduction

The Richmond Community Services Advisory Committee (RCSAC) was established by City Council in May 1987 to act as a resource and provide advice to City Council regarding social policies and community services that contribute to the general health, welfare and quality of life of Richmond residents. It also serves as a forum for community service agencies to meet on a regular basis in order to share information about issues of common interest and identify emerging needs in the community.

While the RCSAC is an advisory body to City Council, only two citizen representatives are Council-appointed. The majority of RCSAC members are representatives of non-profit social service agencies supporting Richmond residents, appointed by their own organizations. The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

The 2022 RCSAC Annual Report serves as a summary of the RCSAC's activities during the 2022 calendar year, which were intended to align with City Council's Strategic Plan (2018–2022) and to advance actions outlined in the City's Social Development Strategy (2013–2022) and other Council adopted strategies and plans, by strengthening social infrastructure and addressing emerging issues impacting the community. The annual report is based on input from RCSAC members with support from the RCSAC Executive Secretary and City Staff Liaison.

## Highlights of 2022

Highlights of the RCSAC meetings and events are outlined below:

- 1. The RCSAC submitted a Communication Tool to City Council to present the results of The Jennifer Larsen Gains and Losses Survey and inform City Council about the impact of funding changes on social services agencies operating in Richmond. Of note was the increase in need for services being wholly subsidized by COVID-19 additional funding sources and the concern about the impact if/when that funding is scaled back or eliminated. The RCSAC will continue to monitor the impacts of funding changes on social services provided in Richmond.
- 2. Daniel Remedios, Executive Director, Richmond Addiction Services Society (RASS), and a member of the RCSAC Executive Committee, provided an overview of the programs offered by RASS. With the toxic drug supply continuing to increase, it was informative to learn about the various programs offered by RASS such as the School's Out program and other youth and family programs.

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- 3. The Executive Committee continued to look at ways to ensure the RCSAC is bringing value to the membership following the challenges associated with the COVID-19 pandemic. The Committee engaged Athena Estremadura, a Public Policy graduate student from Adler University, in February 2022 to conduct a research project to outline the priorities and challenges facing RCSAC member organizations. Athena identified the potential to update the RCSAC Terms of Reference as an opportunity to enhance social service alignment in Richmond. The Executive Committee subsequently reviewed the RCSAC Terms of Reference and plans to propose recommend changes to City Council in 2023.
- 4. Janice Lambert facilitated an interactive webinar series related to compassion resilience. The webinar series took place over a six-week period and the feedback from participants was positive. The Compassion Resilience Task Group's work also resulted in a Post-Pandemic Resilience Workshop at the City's Diversity Symposium.

# **Guest Speakers and Organizational Presenters**

Throughout 2022, guest speakers and organizational representatives presented at RCSAC meetings on issues and topics of interest to Committee members.

### January

## Lynne Fader, Executive Director, The Kehila Society

• The Kehila Society in Richmond was originally founded as a way to bring the Jewish community together in Richmond. The Kehila Society has evolved to provide a wide range of support and opportunities to Jewish children, youth, adults, seniors and families within Richmond.

#### February

# Maylen Crespo, Community Programs Manager, Family Services of Greater Vancouver (FSGV)

• FSGV has been helping families through many programs, services and workshops across Greater Vancouver. From youth experiencing homelessness to families impacted by trauma, FSGV offers highly trained counselors, therapists, and staff who approach every person with compassion to address even the most complex challenges.

#### March

## Daniel Remedios, Executive Director, Richmond Addiction Services Society (RASS)

• RASS has been serving the Richmond community since 1975. Daniel Remedios played a video to highlight the programs offered by RASS, which included prevention programs, the School's Out program and youth and family programs. The toxic drug supply is at its highest level in decades and RASS is committed to activating more resources to prevent addictive behaviors and reduce the number of overdose deaths.

## April

## Athena Estremadura, Public Policy Graduate Student, Adler University

• Athena Estremadura presented the results of her Public Policy Capstone Project, which was to provide the Executive Committee with the priorities and challenges facing RCSAC member

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organizations, highlight inter-agency opportunities and analyze the RCSAC Terms of Reference to identify areas for improvement.

## May

## Eugene Lupynis, Member of the Board of Directors, Ivan Franko Ukrainian Society

• Eugene Lupynis presented on the situation of Ukrainians arriving in Richmond and the importance of capitalizing the RCSAC network of resources in order to share information among service providers who serve this population.

## June

# Alan Hill, Inclusive Communities Program Coordinator, Richmond Multicultural Community Services

• As the lead agency of a collaborative project funded by the provincial government, Richmond Multicultural Community Services is promoting the Richmond Community Protocol to combat racism and hate in Richmond. The protocol has been endorsed by the Richmond RCMP and is available to all organizations.

## Jack Horne, Program Coordinator, Connections Community Services Society

• Connections Community Services will launch a new program that focuses on healing and resilience for the Indigenous community. There will also be a new workshop called Decolonization and Reconciliation, which will teach the basics of reconciliation and will be open to everyone.

## September

## Hajira Hussain, Executive Director, Richmond Food Bank Society

 Hajira Hussain presented on the Richmond Food Aid Coalition, which is composed of Richmond-based faith groups, food security agencies, social service agencies, and individuals who volunteer their time and resources to prepare and deliver daily meals to people who are unhoused and street entrenched in Richmond.

## November

# Novella Lui, PCN Implementation Lead, and Sean Canosa, PCN Community Link Worker, Richmond Primary Care Network (PCN)

 Novella Lui and Sean Canosa provided an overview of the PCN's Social Prescribing Program, which enables healthcare providers to refer patients to local, non-clinical services, including community and social services.

## December

## Miriam Plishka, Park Planner, City of Richmond

• Miriam Plishka provided an overview of the Lansdowne Major Park Master Plan process and invited RCSAC members' input on the draft guiding principles and preliminary program ideas.

## Members of the 2022 RCSAC Executive Committee

- 1. Sarah Louie, Atira Women's Resource Society, Co-Chair
- 2. Janice Lambert, Richmond Family Place, Co-Chair

RCSAC 2022 Annual Report Page 3 of 6

- 3. Tabitha Geraghty, Chimo Community Services Society, Treasurer (January to October 2022)
- 4. Ling Chu, S.U.C.C.E.S.S., Member-at-Large
- 5. Sue Street, Connections Community Services Society, Member-at-Large
- 6. Daniel Remedios, Richmond Addiction Services Society, Member-at-Large
- 7. Councillor Bill McNulty, Council Liaison
- 8. Dorothy Jo, Program Manager, Social Planning, Staff Liaison

# Members of the 2022 Richmond Community Services Advisory Committee

In 2022, there were 45 members of the RCSAC.

Organization	Representative(s)	
Atira Women's Resource Society	Sarah Louie, Janice Abbott	
BC Responsible and Problem Gambling	Phyllis Chan	
Boys and Girls Clubs of South Coast BC	Letah Addison	
Chimo Community Services Society	Rune Mikkelsen	
Citizen Appointee	Peter Cheung	
Citizen Appointee	Stephanie Rudnisky	
Coast Foundation Society (Coast Mental Health)	Susan Hancock	
Community Living BC	George Sartori	
Connections Community Services Society	Sue Street	
Community Mental Wellness Association of Canada (CMWAC)	Ahlay Chin	
Developmental Disabilities Association	Donna Cain, Kathy Moncalieri	
Family Services of Greater Vancouver	Patricia Steiner	
Kehila Society of Richmond	Lynne Fader	
Pacific Autism Family Centre Society	Angela Godber	
Pathways Clubhouse Richmond	Tanya Wheatley	
RCMP Richmond Detachment Mental Health Liaison	Constable Wanda Marion	
Regional Animal Protection Society	Tabatha Krumenacker	
Richmond Addiction Services Society	Clarence Chan, Daniel Remedios	
Richmond Cares, Richmond Gives	Jocelyn Wong, Carol Dickson	
Richmond Caring Place Society	Belinda Boyd	
Richmond Centre for Disability	Ella Huang, Eileen Kalshoven	
Richmond Division of Family Practice	Sherry Wang	
Richmond Family Place Society	Janice Lambert, Ruth Taverner	
Richmond Food Bank Society	Hajira Hussain, Keith Yee	
Urban Bounty	Ian Lai	
Richmond Mental Health Consumer & Friends Society	Cory Tymich	
Richmond Multicultural Community Services	Parm Grewal, Ashok Rattan	
Richmond Poverty Reduction Coalition	De Whalen, Theresa Head	
Richmond Seniors Advisory Committee	Diana Leung	
Richmond Society for Community Living	Shannon Crofton, Sue Graf	
Richmond Women's Resource Centre	Florence Yau, Tammi Belfer	

RCSAC 2022 Annual Report

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Organization	Representative(s)	
S.U.C.C.E.S.S. Richmond Region	Ling Chu, Jill Lee, Jenna Park	
School District No. 38 (Richmond)	Wennie Walker	
The Heart of Richmond AIDS Society	Carl Bailey	
The Salvation Army (Richmond Community Church)	Prabath Pullay	
The Sharing Farm	Sarah Drewery	
Touchstone Family Services	Judy Valsonis, Janice Kostiuk	
Turning Point Recovery Society	Brenda Plant, Donna Colpitts	
Individual Member	Neelu Kang Dhaliwal	
Vancouver Coastal Health – Richmond (Public Health & Primary Care)	Karen Barclay	
WorkBC	Eliza Chang, William Tan	
YMCA of Greater Vancouver	Cathy Poole	
YWCA of Metro Vancouver	Bobbi Sarai	
Metro Vancouver Transit Police	Inspector Bruce Shipley	
More Than A Roof Society	Venus Matuguina, Gerald Phang	
Council Liaison (Non-Voting)	Councillor Bill McNulty	
Staff Liaison (Non-Voting)	Dorothy Jo, Program Manager, Social Planning	

# **Financial Summary**

The RCSAC collects an annual membership fee of \$50 from organizational and individual members. These funds are used for work program initiatives.

RCSAC Vancity Account Balance	\$4,580.70
brought forward December 31, 2021	
Revenue	
Membership Dues	\$50.00
Bank Interest	\$5.46
Total Revenue	\$55.46
Expenses	
Website + IT	\$224.91
Volunteer Appreciation	\$50.00
Total Expenses	\$274.91
Total Balance	\$4,361.25

In 2022, the City allocated an operating budget of \$11,000 for RCSAC. These funds were used for administrative expenses:

RCSAC 2022 Annual Report Page 5 of 6

Revenue	
City funding	\$11,000.00
Expenses	
Executive Secretary	\$10,124.48
Balance	\$875.52

### **Conclusion and Acknowledgments**

The RCSAC has been serving the City of Richmond for over 35 years. With the support of Councillor McNulty (Council Liaison) and Dorothy Jo (Staff Liaison), the RCSAC has been successful in its mission of encouraging and promoting social policies and community services that improve the quality of life for the residents of Richmond.

The circumstances of the COVID-19 pandemic have created challenges for the RCSAC in terms of recruitment, retention and engagement of the membership. Social service agencies are under extreme pressure and time constraints making it difficult to advance relevant initiatives that require decision makers at the RCSAC table. For those of us who have been a part of this Committee for a considerable length of time, we have witnessed the change that can occur when the RCSAC membership unifies their voice around a significant issue concerning the community of Richmond.

To that end, with the support of Dorothy Jo, Program Manager, Social Planning and Kim Somerville, Director, Community Social Development, the Co-Chairs have been reviewing and amending the Terms of Reference for the RCSAC to reflect the concerns leaders around this table have expressed in the research project undertaken by Athena Estremadura, a Public Policy graduate student from Adler University, as well as the concerns discussed at the Executive table about the level of engagement of our general membership. It is our intention to ensure these amendments to the Terms of Reference that we will recommend to Council in 2023 will get us back to the purpose of having a community leaders table that will bring forward the identified gaps, strengths and challenges we face in our collective work to support the general health, welfare and well-being of the residents of Richmond.

### Prepared by:

Sarah Louie and Janice Lambert, Co-Chairs Richmond Community Services Advisory Committee, November 2022

RCSAC 2022 Annual Report Page 6 of 6



### 2023 Work Program

The proposed 2023 Work Program is consistent with the Richmond Community Services Advisory Committee's (RCSAC) mandate to act as a resource and provide advice to City Council regarding social policies and community services which contribute to the general health, welfare and quality of life of Richmond residents.

This report supports Social Development Strategy (2013–2022) Action 38:

Nurture and enhance existing communication channels and networks with community agencies (e.g. through staff support to the Richmond Community Services Advisory Committee, participation in networking groups).

### 2023 RCSAC Work Program

The 2023 Work Program was approved at the RCSAC AGM meeting held on December 8, 2022. This year the committee will give priority to the initiatives outlined in the table below:

2023 RCSAC Work Program			
• Act as a resource and provide advice to Council regarding social policies community services which contribute to the general health, welfare and quality of life of Richmond residents.			
RSCAC Actions	<ul> <li>Monitor social issues and emerging trends;</li> <li>Discuss social issues that come to the RCSAC's attention, consider related roles and actions that could be taken or recommended;</li> <li>Pass motions or resolutions; and</li> <li>Submit Communication Tools through the Staff Liaison informing Council of various issues of concern emerging from RCSAC discussions.</li> </ul>		
Expected Outcome(s)	<ul> <li>Council will be informed about social issues in the community that may be pursued with senior levels of government and/or addressed at the local level.</li> </ul>		
Initiative #2	<ul> <li>Participate in consultations regarding the development and/or implementation of City plans, initiatives and policies that are relevant to the RCSAC's mandate.</li> </ul>		
RCSAC Actions	<ul> <li>At monthly meetings, provide the staff liaison with information and RCSAC's perspective on key social issues impacting Richmond residents;</li> <li>Participate in consultation on City plans, updates, strategies, initiatives and policies relating to social service matters; and</li> <li>Respond to Council referrals through the Staff Liaison.</li> </ul>		
Expected Outcome(s)	<ul> <li>City Council and staff will be informed regarding RCSAC's perspective on the development and/or implementation of City strategies, initiatives and policies.</li> </ul>		

2023 RCSAC Work Program

Page 1 of 2

	RCSAC's advice is provided to City consultation processes that are relevant to its mandate.	
Initiative #3	<ul> <li>Provide a forum for social service providers to network with and learn from one another through information sharing, guest speakers and educational opportunities.</li> </ul>	
RSCAC Actions	<ul> <li>Invite guest speakers to present on topics relevant to the membership and their clients;</li> <li>Present on initiatives from own organizations and/or other groups that address the unique challenges in Richmond;</li> <li>Share relevant educational opportunities offered by the City and community partners, such as the annual City of Richmond Diversity Symposium;</li> <li>Explore opportunities for RCSAC members to plan and promote community social service events and activities; and</li> <li>Include information sharing as a standing item on the agenda at every RCSAC meeting.</li> </ul>	
Expected Outcome(s)	summary of key findings from the various presentations is included in the CSAC Annual Report; embers are informed about best practices on social service issues; and embers are able to network with and learn from each other as well as from uest speakers.	
Initiative #4	Participate in initiatives that address issues of concern in the membership.	
RSCAC Actions	<ul> <li>Monitor member agencies' needs through discussions at the monthly RCSAC meetings and other mechanisms, such as surveys and interviews;</li> <li>Participate in committees and/or task groups that align with the RCSAC's mandate;</li> <li>Update the RCSAC Community Table Inventory;</li> <li>Conduct the RCSAC Space Needs Survey; and</li> <li>Continue to support initiatives that align with the RCSAC's mandate through participation, education and information.</li> </ul>	
Expected Outcome(s)	<ul> <li>Members are able to bring up issues that concern them and the community; and</li> <li>Members are able to work together and collaborate on joint initiatives that align with the RCSAC's mandate.</li> </ul>	
Initiative #5	Update the RCSAC Charter and RCSAC Operating Policies and Procedures.	
RSCAC Actions	<ul> <li>Review the RCSAC Charter and RCSAC Operating Policies and Procedures and present recommended changes with regards to membership responsibilities and composition; and</li> <li>Review membership structure to ensure that it has the leadership of community agencies engaged in the RCSAC.</li> </ul>	
Expected Outcome(s)	A report will be submitted to Council through the Staff Liaison regarding	

### 2023 RCSAC Budget

The RCSAC collects an annual membership fee of \$50 from organizational and individual members. In addition, the RCSAC receives an annual operating budget of \$11,000 from the City of Richmond for administrative expenses.

2023 RCSAC Work Program Page 2 of 2



### **Report to Committee**

To:

Planning Committee

Date:

January 9, 2023

From:

John Hopkins

File:

01-0100-30-HCOM1-

Director, Policy Planning

01/2022-Vol 01

Re:

Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and

**Budget Allocation** 

### **Staff Recommendation**

1. That the Richmond Heritage Commission 2023 Work Program, as presented in the staff report titled "Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and Budget Allocation", dated January 9, 2023, from the Director, Policy Planning, be approved; and

2. That the Richmond Heritage Commission 2023 Budget Allocation, as presented in the staff report titled "Richmond Heritage Commission 2022 Annual Report & 2023 Work Program and Budget Allocation", dated January 9, 2023, from the Director, Policy Planning, be approved.

John Hopkins

Director, Policy Planning

JH:mp Att. 3

REPORT CONCURRENCE				
ROUTED TO: CONCURRENCE CONCURRENCE OF GENERAL MANAG				
Arts, Culture & Heritage		$\overline{\mathcal{Q}}$	pe rrieg	
SENIOR STAFF REPORT REVIEW		INITIALS:	APPROVED BY CAO	
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### **Staff Report**

### Origin

The Richmond Heritage Commission was established in 1998 to provide advice to Council on heritage conservation and promotion matters, and undertake and provide support for activities that benefit and advance heritage in the City.

### This report:

- Summarizes the activities of the Commission in 2022; and
- Recommends 2023 Work Program and Budget Allocation for approval by Council.

The Richmond Heritage Commission reviewed and endorsed the proposed Work Program and Budget Allocation at its meeting held on December 7, 2022.

This report supports Council's Strategic Plan 2018-2022 Strategy # 6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.4 Recognize Richmond's history and heritage through preservation, protection and interpretation.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

8.1 Increased opportunities for public engagement.

### 2022 Annual Report

The detailed 2022 Annual Report of the Richmond Heritage Commission is contained in Attachment 1, and includes the following highlights:

- Reviewed and provided comments on six (6) development applications involving alterations on heritage-designated properties and properties within the Steveston Village Heritage Conservation Area, including the City's first Heritage Revitalization Agreement to protect the Ransford House at 10700 Railway Avenue;
- Received information and regular updates on various City policies and initiatives;
- Provided sponsorship to the annual Richmond Regional Heritage Fair and Doors Open Richmond events, and the Oral Histories project;
- Organized the annual Richmond Heritage Awards and selected five (5) recipients; and

 Received a presentation from the Sea Island Community Association regarding the history of Sea Island, and established a sub-committee to liaise with the Sea Island Community Association to discuss ideas to conserve and celebrate heritage of Sea Island.

### 2023 Work Program

The detailed 2023 Work Program of the Richmond Heritage Commission is contained in Attachment 2, and includes the following highlights:

- Continue to review and provide recommendations on relevant development applications or other initiatives that may have an impact on the character of heritage resources City-wide and in the Steveston Village early on in the process;
- Review and provide comments on options to streamline the heritage application review process and proposed changes to the Steveston Village Heritage Conservation Grant Program;
- Receive nominations, and select and recognize the winners for the 2023 Richmond Heritage Awards;
- Continue to provide sponsorship to the Richmond Heritage Fair and the Oral Histories project; and
- Continue to explore options and develop a specific proposal/program to raise the profile of heritage in the City and to expand Commission members' knowledge and expertise related to heritage conservation.

The work program will be revised as necessary, based on emerging issues and future Council priorities.

### 2023 Budget Allocation

The total operating budget of the Richmond Heritage Commission is \$5,000 and the detailed 2023 Budget Allocation is contained in Attachment 3.

The budget for 2023 does not include sponsorship to the Doors Open Richmond event as enough funding has been secured for the event in 2023. This provides an opportunity for the Commission to spend the money on other promotional or educational activities such as sponsoring programs or events organized by non-profit heritage groups.

### **Financial Impact**

None.

### Conclusion

The Richmond Heritage Commission's mandate is to advise City Council on heritage conservation and promotion matters, and to undertake and provide support for activities that benefit and advance heritage in Richmond. The 2022 Annual Report for the Richmond Heritage Commission is submitted for information, and the 2023 Work Program and Budget Allocation are recommended for Council's approval.

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MP:

Attachment 1: Richmond Heritage Commission 2022 Annual Report Attachment 2: Richmond Heritage Commission 2023 Work Program Attachment 3: Richmond Heritage Commission 2023 Budget Allocation

### RICHMOND HERITAGE COMMISSION 2022 ANNUAL REPORT

Richmond Heritage Commission 2022 Accomplishments					
Projects	Achieved Outcomes	Accomplishments and Comments			
Development Proposals	Provided heritage perspective and advice to Council and staff	Reviewed and provided comments on a total of six development applications forwarded by staff.			
Heritage Policy	and stan	<ul> <li>Received information and regular updates on various City policies and initiatives.</li> </ul>			
City of Richmond Museum and Heritage Services	Received information and helped support and promote the City's services and sites	<ul> <li>Received information from staff on programs, initiatives and projects related to City-owned historic places and museums, and provided feedback.</li> </ul>			
Richmond Heritage Awards		Organized the annual Richmond Heritage Awards and selected five (5) recipients.			
Community Projects	Sponsored and supported community initiatives	Provided \$1,000 in sponsorship to the Richmond Heritage Fair.			
		<ul> <li>Provided \$1,000 in sponsorship to the Doors Open Richmond event.</li> </ul>			
		<ul> <li>Provided \$350 in sponsorship to the Richmond Museum's Oral Histories project.</li> </ul>			

List of Applications Reviewed in 2022				
Application No. Address of property		Application Purpose		
HA 21-935982/ DP21-935984	12551 No.1 Road	To replace the existing windows with double-glazed windows and remove the overhead garage door and infill the opening.		
HA 22-015471/ DP22-015483	3960 Chatham Street	To replace the existing wood siding with cementitious board lap siding.		
HA20-907706	10700 Railway Avenue	To enter into a Heritage Revitalization Agreement to formally protect the R.G. Ransford House and permit construction of a new detached garage and coach house.		
HA22-017348/ DP22-019505	3851 Moncton Street	To demolish the storage area and deck at the rear of the building.		
HA22-025867	6511 Dyke Road	To construct a boardwalk and new sign at London Heritage Farm.		
HA22-026415	5180 Westwater Drive	To repair or replace building envelop (e.g. siding, roofs, gutters, doors and windows) of the buildings at Britannia Shipyards.		

# RICHMOND HERITAGE COMMISSION PROPOSED 2023 WORK PROGRAM

Projects	Results Expected	Comments
Development Proposals	Heritage perspective and advice to Council	Review and provide recommendations on relevant development applications or other initiatives that may have an impact on the character of heritage resources City-wide and in the Steveston Village early on in the process.
Heritage Policy		Review and provide comments on options to streamline heritage application review process and proposed changes to the Steveston Village Heritage Conservation Grant Program.
Richmond Heritage Awards	Receive nominations and select recipients	Receive award nominations, and select and honour the winners.
City of Richmond Museum and Heritage Services	Receive information and help support and promote the City's services and sites	Receive information from staff on programs, initiatives and projects related to City-owned historic places and museums and provide feedback.
Community Heritage Partners and Projects	Sponsor and support community initiatives	Provide sponsorship to the Richmond Heritage Fair and the Oral Histories project of the Richmond Museum Society.
Capacity Building	Raise profile of Richmond Heritage and enhance knowledge	<ul> <li>Recommend options and develop a specific proposal/program to raise public awareness of Richmond heritage.</li> <li>Expand and enhance knowledge and expertise related to heritage and pursue other educational opportunities.</li> </ul>

### **ATTACHMENT 3**

# RICHMOND HERITAGE COMMISSION PROPOSED 2023 BUDGET ALLOCATION

Work Item	2023 Budget Allocation
Annual Sponsorship - Heritage Fair	\$1,500
Annual Sponsorship - Oral Histories	\$350
Heritage Awards (Advertising, Promotion, Framing of Awards)	\$1,300
Capacity Building (e.g., sponsorship for programs/events organized by non-profit heritage groups)	\$1,850
Meeting Refreshments	\$0
Contingency	N/A
Total	\$5,000

Adoption of Terminology and Definitions in Canada's Anti-Racism Strategy Motion for GP Submitted by Alexa Loo

### Motion:

1. Richmond adopt the terminology and definitions in pages 21-24 of Canada's Anti-Racism Strategy 2019-2022 in its entirety.

### Rationale:

The City of Richmond has a Cultural Harmony Strategy that outlines what we want for our community: the ideal. While we have a goal in place of what we want and how we want to get there, we also need tools to respond to racism and hate.

Hate Crimes and hate incidents are on the rise in Richmond and in Canada. We have heard from a number of ethnic groups in Richmond their concerns and their desire for action to be taken

Everyone deserves to be treated fairly, with dignity and respect, and to feel safe in our community. People are not the government of the country of their ancestry. They are not the actions or policies of the government of the country of their ancestry. No one should fear attack or reprisals based on the government actions or policies of a country of their ancestry.

The definitions and terminology in Canada's Anti-Racism Strategy pages 21-24 (appendix 1) will inform the City of Richmond on setting policies and standards of behaviours that we can expect our Council, Staff, contractors, suppliers and stakeholders to meet. By defining racism, we can more effectively combat it.

The Anti-Racism strategy specifically defines: Anti-Asian Racism<sup>1</sup>, Anti-Black Racism<sup>2</sup>, Islamophobia, Antisemitism<sup>3</sup>, and Discrimination<sup>4</sup>

1 Government of Canada, "Addressing Anti-Asian Racism." The definition was co-developed with diverse Asian community leaders and is available from <a href="https://www.canada.ca/en/canadian-heritage/campaigns/asian-heritage-month/anti-asian-racism.html">https://www.canada.ca/en/canadian-heritage/campaigns/asian-heritage-month/anti-asian-racism.html</a>

2 Government of Ontario, "A Better Way Forward: Ontario's 3-year Anti-Racism Strategic Plan". Available from https://www.ontario.ca/page/ontarios-anti-racism-strategic-plan

3 The definition of antisemitism refers to the International Holocaust Remembrance Alliance "working Definition of Antisemitism" https://www.holocaustremembrance.com/working-definition-antisemitism

4 Ontario Human Rights Commission, "Teaching human rights in Ontario – A guide for Ontario schools". Available from <a href="http://www.ohrc.on.ca/es/node/10772">http://www.ohrc.on.ca/es/node/10772</a>

# **TERMINOLOGY**

Words matter when it comes to promoting inclusion and eliminating discrimination. The following working definitions enable us to have a common understanding of a word or subject.

Anti-Asian Racism: In Canada, anti-Asian racism refers to historical and ongoing discrimination, negative stereotyping, and injustice experienced by peoples of Asian descent, based on others' assumptions about their ethnicity and nationality. Peoples of Asian descent are subjected to specific overt and subtle racist tropes and stereotypes at individual and systemic levels, which lead to their ongoing social, economic, political and cultural marginalization, disadvantage and unequal treatment. This includes perceptions of being a "Yellow Peril," a "Perpetual Foreigner," a "Model Minority," "exotic," or "mystic." These stereotypes are rooted in Canada's long history of racist and exclusionary laws, and often mask racism faced by peoples of Asian descent, while erasing their historical contributions to building Canada.

The term Asian encompasses a wide range of identities that the very term Asian can obscure. While all may experience being "otherized," specific experiences of anti-Asian racism vary. Some are constantly being perceived to be a threat, some face gendered exotification and violence, some are more likely to be subjected to online hate and racist portrayals in the media, while others face Islamophobia and other forms of religious-based discrimination.<sup>1</sup>

<sup>1</sup> Government of Canada, "<u>Addressing Anti-Asian Racism</u>." The definition was co-developed with diverse Asian community leaders and is available from <a href="https://www.canada.ca/en/canadian-heritage/campaigns/asian-heritage-month/anti-asian-racism.html">https://www.canada.ca/en/canadian-heritage/campaigns/asian-heritage-month/anti-asian-racism.html</a>.

Anti-Black racism: Prejudice, attitudes, beliefs, stereotyping and discrimination that is directed at people of African descent and is rooted in their unique history and experience of enslavement. Anti-Black racism is deeply entrenched in Canadian institutions, policies and practices, such that anti-Black racism is either functionally normalized or rendered invisible to the larger white society. Anti-Black racism is manifested in the legacy of the current social, economic, and political marginalization of African Canadians in society such as the lack of opportunities, lower socio-economic status, higher unemployment, significant poverty rates and overrepresentation in the criminal justice system.<sup>2</sup>

**Antisemitism:** Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.<sup>3</sup>

**Colonialism:** A practice of domination, which involves the subjugation of one people to another. Settler colonialism — such as in the case of Canada — is the unique process where the colonizing population does not leave the territory, asserts ongoing sovereignty to the land, actively seeks to assimilate the Indigenous populations and extinguish their cultures, traditions and ties to the land.<sup>4</sup>

**Disaggregated data:** In the context of race-based data, this means breaking down composite ("aggregate") categories such as "visible minority" into component parts, such as Black, Chinese, Arab etc.<sup>5</sup>

<sup>2</sup> Government of Ontario, "A Better Way Forward: Ontario's 3-year Anti-Racism Strategic Plan". Available from <a href="https://www.ontario.ca/page/better-way-forward-ontarios-3-year-anti-racism-strategic-plan">https://www.ontario.ca/page/better-way-forward-ontarios-3-year-anti-racism-strategic-plan</a>.

<sup>3</sup> International Holocaust Remembrance Alliance "Working Definition of Antisemitism". For further information, visit: <a href="https://www.holocaustremembrance.com/working-definition-antisemitism">https://www.holocaustremembrance.com/working-definition-antisemitism</a>.

<sup>4</sup> Supra note i.

<sup>5</sup> Supra note i.

**Discrimination:** Treating someone unfairly by either imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex or other personal characteristics.<sup>6</sup>

**Equity:** Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life.<sup>7</sup>

**Intersectionality:** Acknowledges the ways in which people's lives are shaped by their multiple and overlapping identities and social locations, which, together, can produce a unique and distinct experience for that individual or group, for example, creating additional barriers or opportunities.<sup>8</sup>

**Islamophobia:** Includes racism, stereotypes, prejudice, fear or acts of hostility directed towards individual Muslims or followers of Islam in general. In addition to individual acts of intolerance and racial profiling, Islamophobia can lead to viewing and treating Muslims as a greater security threat on an institutional, systemic and societal level.<sup>9</sup>

**Race:** Race is a "social construct." This means that society forms ideas of race based on geographic, historical, political, economic, social and cultural factors, as well as physical traits, even though none of these can legitimately be used to classify groups of people.<sup>10</sup>

<sup>6</sup> Ontario Human Rights Commission, "Teaching human rights in Ontario – A guide for Ontario schools". Available from <a href="http://www.ohrc.on.ca/es/node/10772">http://www.ohrc.on.ca/es/node/10772</a>.

<sup>7</sup> Ibid.

<sup>8</sup> Supra note i.

<sup>9</sup> Supra note i.

<sup>10</sup> Supra note v.

**Racialization:** The process through which groups come to be socially constructed as races, based on characteristics such as ethnicity, language, economics, religion, culture, politics.<sup>11</sup>

**Racism:** Racism is any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination.<sup>12</sup>

**Social participation:** Involvement in meaningful activities (social, cultural, physical, educational, recreational, etc.) that increase one's sense of belonging and well-being.

**Systemic or institutional racism:** Consists of patterns of behaviour, policies or practices that are part of the social or administrative structures of an organization, and which create or perpetuate a position of relative disadvantage for racialized persons. These appear neutral on the surface but, nevertheless, have an exclusionary impact on racialized persons.<sup>13</sup>

<sup>11</sup> Canadian Race Relations Foundation, "CRRF Glossary of Terms". Available from: <a href="https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1?letter=r&cc=p">https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1?letter=r&cc=p</a>.

<sup>12</sup> Ibid.

Ontario Human Rights Commission, "Policy and guidelines on racism and discrimination". Available from: <a href="http://www.ohrc.on.ca/en/policy-and-guidelines-racism-and-racial-discrimination/part-2-policy-framework">http://www.ohrc.on.ca/en/policy-and-guidelines-racism-and-racial-discrimination/part-2-policy-framework</a>.



### **Report to Council**

To:

Richmond City Council

Date:

February 7, 2023

From:

Claudia Jesson

File:

12-8125-80-01/Vol 01

Director, City Clerk's Office

Chief Election Officer

Re:

Campaign Financing Disclosure Statements for 2022 General Local and

School Election - Failure to File

### **Staff Recommendation**

That the report titled "Campaign Financing Disclosure Statements for 2022 General Local and School Election – Failure to File", dated February 7, 2023, from the Chief Election Officer, be received for information by Richmond City Council in accordance with the requirement of Section 61(2) of the *Local Elections Campaign Financing Act*.

Claudia Jesson

Director, City Clerk's Office Chief Election Officer

(604-276-4006)

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

**APPROVED BY CAO** 

W Commalls

### **Staff Report**

### Origin

The *Local Elections Campaign Financing Act (LECFA)* provides Elections BC with the authority to administer campaign financing and advertising rules. This Act requires that each individual declared as a candidate must file a disclosure statement after the general election with the BC Chief Electoral Officer.

In accordance with Section 61(2) of *LECFA*, the local authority is required to prepare a report on the notice of a candidate who has failed to file a disclosure statement with Elections BC. This report fulfills this statutory requirement.

### **Analysis**

Section 47 of *LECFA* requires that candidates and elector organizations file a campaign financing disclosure statement within 90 days after general voting day of the election, January 13, 2023. Candidates may file disclosure statements for another 30 days but this late filing is subject to a \$500 late filing fee. The last day to meet this legislative requirement is 4:30 pm on February 13, 2023.

In accordance with *LECFA*, Elections BC provided a notice on January 23, 2023 advising that Chai Chung had failed to file a disclosure statement with Elections BC by the required deadline. Following the late filing deadline of February 13, 2023, Elections BC will provide further notification to confirm whether or not the candidate has fulfilled the filing requirements. It should be noted that those candidates who fail to file by the end of the late filing period and pay the penalty will be disqualified from being nominated or elected.

### **Financial Impact**

None.

### Conclusion

The *Local Elections Campaign Financing Act* requires that the Chief Election Officer present the name of any candidate or elector organization that did not file a campaign financing disclosure statement within the 90-dy filing period to an open meeting of Council, as soon as practicable. This report is to comply with this legislation.

Claudia Jesson

Director, City Clerk's Office and Chief Election Officer



### Traffic Bylaw No. 5870 Amendment Bylaw No. 10434

The Council of the City of Richmond enacts as follows:

- 1. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting the entirety of Schedule C to Traffic Bylaw No. 5870.
- 2. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting the entirety of Section 10.2 and replacing it with the following:
  - "10.2 Intentionally left blank"
- 3. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting all remaining references in the Bylaw to Schedule "C".

This Bylaw is cited as, "Traffic Bylaw No. 5870, Amendment Bylaw No. 10434". JAN 3 0 2023 CITY OF RICHMOND FIRST READING APPROVED JAN 30 2023 for content by originating SECOND READING JAN 30 2023 THIRD READING APPROVED ADOPTED by Solicitor LB MAYOR CORPORATE OFFICER



# Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084

The Council of the City of Richmond enacts as follows:

- 1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended as follows:
  - a) In the schedule titled "SCHEDULE DEVELOPMENT APPLICATION FEES", under the heading "Zoning Amendments No. 8951", after Section 1.2.5, by inserting new Sections 1.2.6 and 1.2.7 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.6	Early Public Notices – Zoning Amendments	\$1.52 per address identified	Not Applicable
Section 1.2.7	Public Hearing Notices – Zoning Amendments	\$1.52 per address identified	Not Applicable

b) In the schedule titled "SCHEDULE – DEVELOPMENT APPLICATION FEES", under the heading "Official Community Plan Amendments No. 8951", after Section 1.3.2, by inserting new Sections 1.3.3 and 1.3.4 as follows:

Section	Application Type	Base Fee	Incremental Fee
	E la Dallia National Official Community	\$1.52 per	
Section 1.3.3	Early Public Notices – Official Community	address	Not Applicable
	Plan Amendments	identified	
	Dati II i Nation Official	\$1.52 per	
Section 1.3.4	Public Hearing Notices – Official	address	Not Applicable
	Community Plan Amendments	identified	

c) In the schedule titled "SCHEDULE – DEVELOPMENT APPLICATION FEES", under the heading "**Development Permits No. 8951**", after Section 1.4.5, by inserting new Sections 1.4.6 and 1.4.7 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.4.6	Early Public Notices – Development Permits	\$1.52 per address identified	Not Applicable

Bylaw No. 10084 Page 2

Section 1.4.7	Development Permit Panel Meeting Notices  – Development Permits	\$1.52 per address identified	Not Applicable
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d) In the schedule titled "SCHEDULE – DEVELOPMENT APPLICATION FEES", under the heading "**Development Variance Permits No. 8951**", after Section 1.5.1, by inserting new Sections 1.5.2 and 1.5.3 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.5.2	Early Public Notices – Development Variance Permits	\$1.52 per	
		address	Not Applicable
		identified	
Section 1.5.3	Development Permit Panel Meeting Notices  – Development Variance Permits	\$1.52 per	
		address	Not Applicable
		identified	

e) In the schedule titled "SCHEDULE – DEVELOPMENT APPLICATION FEES", under the heading "Heritage Applications No. 8951", by deleting Sections 1.15.1 (a), (b), and (c), and replacing with the following:

Section	Description	Base Fee	Incremental Fee
Section 1.15.1	Heritage Alteration Permit - No Development Permit or Rezoning Application	\$265.00	Not Applicable
	Heritage Alteration Permit - With Development Permit or Rezoning Application	20% of the total applicable Development Permit or Rezoning fee, whichever is greater	Not Applicable
Section 1.15.2	Heritage Alteration Agreement – For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.3	Heritage Revitalization Agreement - No Development Permit or Rezoning Application	\$265.00	Not Applicable
	Heritage Revitalization Agreement - With Development Permit or Rezoning Application	20% of the total applicable development permit or	Not Applicable

		rezoning fee, whichever is greater	
Section 1.15.4	Early Public Notices - Heritage Alteration		
	Permit that cannot be delegated to the	\$1.52 per	
	Director of Development for issuance and	address	Not Applicable
	has no associated Development Permit, or	identified	
	Heritage Revitalization Agreement		
Section 1.15.5	Public Hearing Notices - Heritage	\$1.52 per	
	Revitalization Agreement (where use or	address	Not Applicable
	density is varied)	identified	

f) In the schedule titled "SCHEDULE – BOARD OF VARIANCE", after the last entry, insert new fees as follows:

Description	Fee
Board of Variance Meeting Notices- Board of Variance Applications	\$1.52 per address
(Section 3.1.6(a))	identified

2. This Bylaw is cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084".

FIRST READING	SEP 2 6 2022	CITY OF RICHMOND
SECOND READING	SEP 2 6 2022	APPROVED for content by originating dept.
THIRD READING	SEP 2 6 2022	APPROVED
ADOPTED		for legality by Solicitor
MAYOR	CORPORATE OFFICER	





### Development Permit Panel Wednesday, December 14, 2022

Time:

3:30 p.m.

Place:

Remote (Zoom) Meeting

Present:

Cecilia Achiam, General Manager, Community Safety, Acting Chair

Peter Russell, Director, Sustainability and District Energy

James Cooper, Director, Building Approvals

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 November 16, 2022 be adopted.

**CARRIED** 

1. GENERAL COMPLIANCE – REQUEST BY SYSTEMOS DEVELOPMENT LTD. (PARAMJIT KAHLON) FOR A GENERAL COMPLIANCE RULING AT 5500, 5502, 5506 and 5508 WILLIAMS ROAD (FORMERLY 5500 WILLIAMS ROAD) (File Ref. No.: DP 20-890821) (REDMS No. 7035867)

APPLICANT:

Systemos Development Ltd. (Paramjit Kahlon)

PROPERTY LOCATION:

5500, 5502, 5506 and 5508 Williams Road

(formerly 5500 Williams Road)

INTENT OF PERMIT:

To consider the attached plans involving changes to the proposed Tree Management Plan and Landscape Plan to be in General Compliance with the approved Development Permit (DP 20-890821).

# Development Permit Panel Wednesday, December 14, 2022

### **Applicant's Comments**

Rosa Salcido, Architect, Vivid Green Architecture Inc., with the aid of a visual presentation (attached to and forming part of these minutes as <u>Schedule 1</u>), provided background information on the subject request for a General Compliance Ruling for plans involving changes to the proposed Tree Management Plan and Landscape Plan associated with DP 20-890821, highlighting the following:

- the original Tree Management Plan associated with the previously approved DP 20-
- 890821 indicated that three trees located at the southwest corner and along the south side of Lot A were to be removed;
- during demolition of the detached garage, a plum tree (tag #593) located in the west side yard of Lot A and identified for retention in the original Tree Management Plan was accidentally damaged and subsequently removed;
- the applicant is proposing that the removed plum tree be replaced with a Quercus Robur Crimson Spire tree and planted slightly farther away from the building; and
- the applicant is proposing that the replacement tree be slightly moved in order to provide more space for the growth of the replacement tree at maturity.

In addition, Denitsa Dimitrova, PMG Landscape Architects, noted that (i) a 10 cm caliper Quercos Robur Crimson Spire tree is proposed to be planted in lieu of the removed plum tree, (ii) the size of the other replacement trees for the entire site as provided in the original landscape plan will be increased from 6 cm to 8 cm caliper, and (iii) the replacement trees will be planted two to three meters from the property line.

### **Staff Comments**

Wayne Craig, Director, Development, noted that (i) the upsizing of replacement trees that were part of the original Development Permit would provide further compensation for the removal of the plum tree and provide immediate impact at the time of development, and (ii) the Tree Survival Security provided at the time of the original Development Permit will be retained by the City and as a result of the removal of the tree, \$10,000 will be forfeited and turned into a cash in lieu contribution to the City's Tree Compensation Fund.

### **Panel Discussion**

In reply to queries from the Panel, Mr. Craig confirmed that (i) an arborist was required for the project and was to be on-site during any construction activities within the tree protection zones, (ii) for the damage and removal of the plum tree, the applicant would be forfeiting \$10,000 out of the \$45,000 security for all of the trees to be retained, (iii) to ensure long-term survivability of trees to be planted on-site, the Tree Survival Security will not be released until such time that the trees have been installed and inspected, (iv) there is a 10 percent holdback to ensure that trees survive for a minimum of one year, and (v) the maintenance period could be extended from one year to two years or more should there be concerns relating to the survivability of the trees.

# Development Permit Panel Wednesday, December 14, 2022

In reply to a query from the Panel, Terry Thrale, Woodridge Tree Consulting Arborists Ltd., acknowledged that they were not informed about the demolition on the day that the plum tree identified for retention was accidentally damaged and were therefore not present on-site on that day to oversee construction activities within the tree protection zones.

In reply to further queries from the Panel, Ms. Dimitrova and Mr. Thrale noted that (i) available space for planting of additional trees on-site is insufficient, (ii) the type and size of replacement trees were suggested in consultation with the City, (iii) a replacement tree with a bigger caliper would generally have a lesser chance of success in terms of survivability, (iv) there are proposed measures to ensure the survivability of the replacement trees, including but not limited to appropriate timing for planting of trees, installation of tree barriers and provision for irrigation, (v) when mature, the replacement tree (i.e., Quercus Robur Crimson Spire) which is an oak tree, would be taller than the replaced tree (i.e., plum tree), and (vi) generally, replacement trees are installed after the buildings have been constructed.

### Correspondence

None.

### **Gallery Comments**

None.

### **Panel Discussion**

In order to ensure the long-term survivability of trees to be planted on-site, staff were directed to (i) require the project arborist to be present on-site during planting of trees, (ii) require the project arborist to conduct regular site inspections to monitor the condition of the trees and provide progress reports for a period of two years or more, and (iii) include a condition that the maintenance security will not be released until the end of monitoring period following planting.

In reply to the Panel's direction, Mr. Craig noted that the arborist contract would be revised to reflect the Panel's direction.

### **Panel Decision**

It was moved and seconded

That the attached plans involving changes to the proposed Tree Management Plan and Landscape Plan be considered to be in General Compliance with the approved Development Permit (DP 20-890821).

**CARRIED** 

### Development Permit Panel Wednesday, December 14, 2022

### 2. New Business

It was moved and seconded That the Development Permit Panel meeting tentatively scheduled on Wednesday, January 18, 2023 be cancelled.

**CARRIED** 

3. Date of Next Meeting: February 1, 2023

### **ADJOURNMENT**

It was moved and seconded *That the meeting adjourn (4:00 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, December 14, 2022.

Cecilia Achiam Acting Chair Rustico Agawin Committee Clerk Schedule 1 to the Minutes of the Panel Development Permit meeting held on Wednesday, December 14, 2022

# **DUPLEX RESIDENTIAL**

**December 14, 2022** 



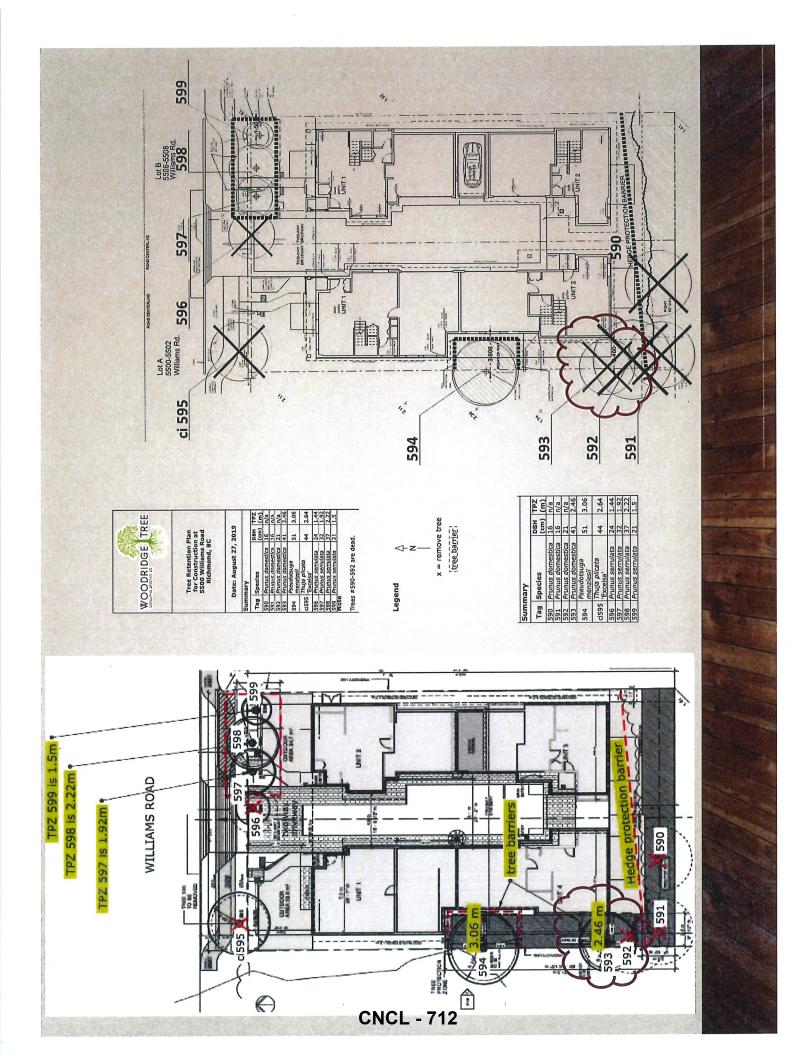


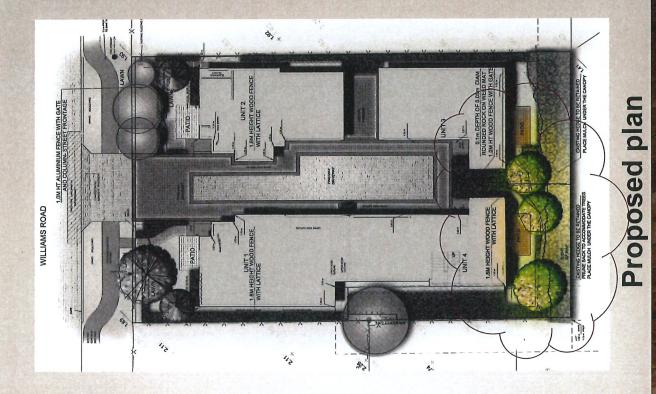


WOODRIDGE TREE







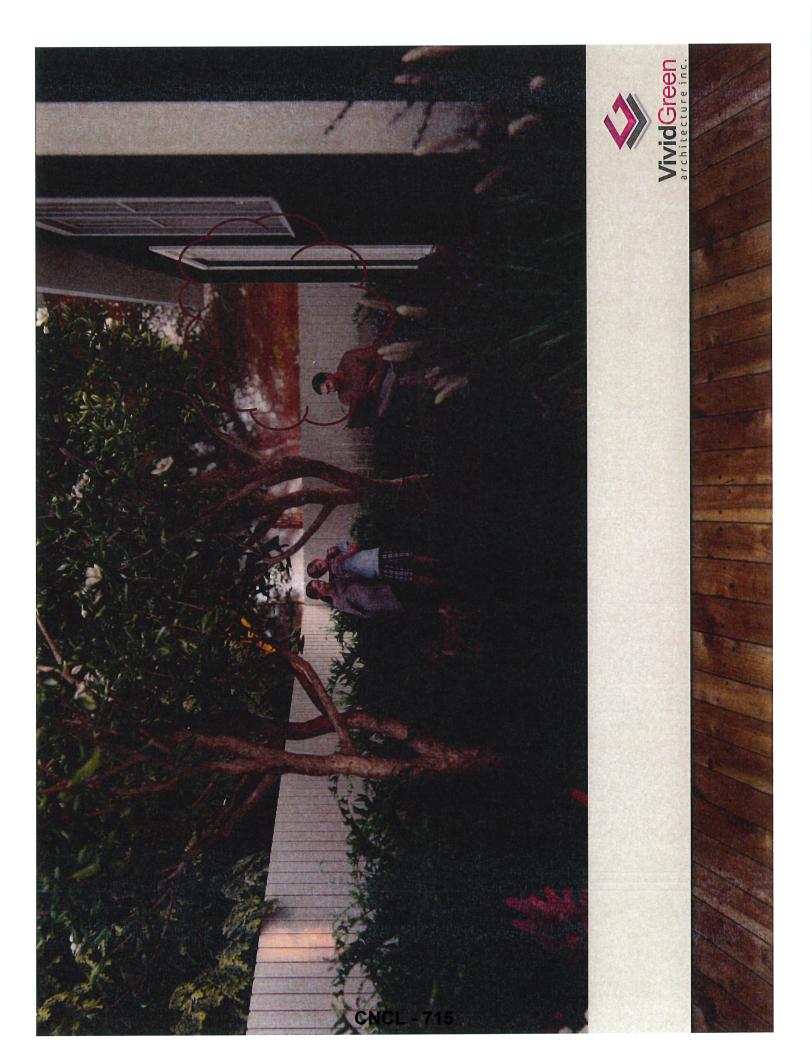


# Initially approved plan

12×

WILLIAMS ROAD





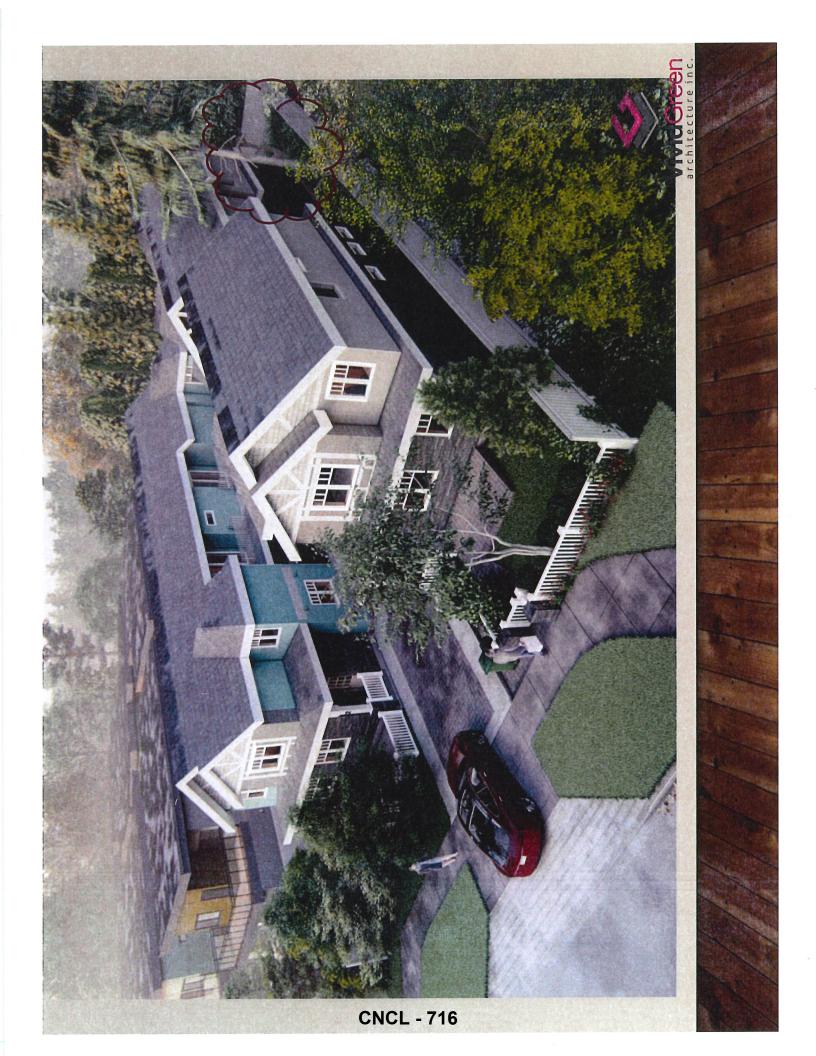










IMAGE 6 - Tree #593 and dead trees #592, 591 and 590

WOODRIDGE TREE

**CNCL - 718** 



## **Report to Council**

To: Richmond City Council Date: January 31, 2023

From: Joe Erceg File: DP 18-826280

Chair, Development Permit Panel

Re: Development Permit Panel Meeting Held on April 29, 2020

### **Staff Recommendation**

That the recommendation of the Panel to authorize the issuance of Development Permit (DP 18-826280) for the properties at 4100 Vanguard Road, be endorsed and the Permit so issued.

Joe Erceg

Chair, Development Permit Panel

(604-276-4083)

### **Panel Report**

The Development Permit Panel considered the following item at its meeting held on April 29, 2020.

<u>DP 18-826280 – GRADUAL ARCHITECTURE INC. – 4100 VANGUARD ROAD</u> (April 29, 2020)

The Panel considered a Development Permit (DP) application to permit the development of a 927 m<sup>2</sup> light industrial building at 4100 Vanguard Road on a site zoned "Industrial Retail (IR1)".

The applicant and architect, Ian Guan, of Gradual Architecture Inc., and the applicant's landscape architect, Patricia Campbell, of PMG Landscape Architects, provided a brief visual presentation on the project, noting the following:

- The proposed site layout, i.e., surface parking lot at the front and the two-storey light industrial building at the rear, provides easy access for vehicles and bicycles into the site.
- The proposed industrial building will be set back 3 metres (10 feet) from the east property line to address the residential uses to the east of the subject site.
- The shadow analysis indicates that the proposed two-storey industrial building will result in minimal shadowing to the residential properties to the east as there is a large existing hedge that will be retained to the east.
- There are no overlook concerns for the adjacent residential properties to the east due to the screening provided by the existing tall hedge along the east property line.
- Warehouse and office spaces are provided in the two-storey industrial building.
- Windows and openings will be installed only on the front (west) façade of the building to avoid potential overlook and privacy concerns for neighbouring properties, particularly for residential properties to the east.
- Varying materials and colours are proposed for the front façade to provide visual interest.
- Rooftop mechanical units will be installed on the west portion of the building away from residential properties and will be screened.
- Plantings, hedges and trees are proposed on the front (west) side.
- Permeable paving treatment is proposed for the pedestrian pathway to the site.
- The setback along the east side of the property will be landscaped.

In reply to queries from the Panel, Ms. Campbell acknowledged that (i) the climbing vine proposed to grow on the trellis structure mounted to the east building wall is shade tolerant, and (ii) the mature hedge along the east property line provides visual screening to the residential properties to the east.

In reply to a query from the Panel, Mr. Guan confirmed that the proposed building will be occupied by a single tenant.

In reply to a further query from the Panel regarding the appropriate size of trees proposed to be planted on-site considering their small number, Ms. Campbell advised that the caliper of trees to be installed on the site could be upsized.

Direction was then given to staff to work with the applicant to increase the caliper of trees to be planted on-site prior to the application moving forward for Council consideration.

Staff noted that (i) there is a Servicing Agreement for frontage improvements along Vanguard Road, (ii) two Level 2 EV charging stations will be provided in the parking area, and (iii) a legal agreement will be secured to ensure that a 10 per cent total energy savings beyond the minimum BC Building Code 2018 requirements will be implemented with the project.

Subsequent to the panel meeting staff worked with the applicant to get the landscape plan revised to upsize the two trees from 6 cm to 8 cm calliper as directed.

The Panel recommends the Permit be issued.