



City Council

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

**Monday, February 25, 2019
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

CNCL-13 (1) adopt the **minutes of the Regular Council meeting held on February 11, 2019; and**

CNCL-34 (2) adopt the **minutes of the Regular Council meeting for Public Hearings held on February 19, 2019.**



AGENDA ADDITIONS & DELETIONS

PRESENTATION

Magnus Sinclair, Acting Coordinator, Parks Programs, to present the 2019 Richmond Street Banners.

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 24.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Richmond Fire-Rescue Monthly Activity Report – December 2018
- Youth Mental Health
- 2019 Arts and Culture Grants Program
- 2019 Health, Social and Safety Grants
- 2019 Child Care Grants
- Richmond Intercultural Advisory Committee 2018 Annual Report and 2019 Work Program
- Naming of Child Care Facility, 10311 River Drive
- Land use applications for first reading (to be further considered at the Public Hearing on March 18, 2019):
 - 6031 Blundell Road – Rezone from LUC 128 to CC (Zget Holdings Corp. – applicant)
 - 7671 Acheson Road – Rezone from RS1/E to RS2/A (Penta Builders Group – applicant)
 - 13171 and a portion of 13251 Smallwood Place – Text Amendment to the CV zone to Increase the Floor Area Ratio (Kasian Architecture Interior Design and Planning Ltd. – applicant)
- Traffic Safety Advisory Committee – Proposed 2019 Initiatives

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- 2018 Zero Waste Conference Update
- 2019 Liquid Waste Management Plan Biennial Report

5. *Motion to adopt Items No. 6 through No. 19 by general consent.*

☐

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-60 (1) the special **Finance Committee** meeting held on February 11, 2019;
- CNCL-69 (2) the **Community Safety Committee** meeting held on February 12, 2019;
- CNCL-76 (3) the **General Purposes Committee** meeting held on February 19, 2019;
- CNCL-89 (4) the **Planning Committee** meeting held on February 20, 2019;
- CNCL-93 (5) the **Public Works and Transportation Committee** meeting held on February 21, 2019;

be received for information.

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Consent
Agenda
Item

7. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT –
DECEMBER 2018

(File Ref. No. 09-5000-01) (REDMS No. 6076052)

CNCL-100

See Page CNCL-100 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – December 2018”, dated January 14, 2019, from the Fire Chief, Richmond Fire-Rescue, be received for information; and*
- (2) *That a letter be written to the Minister of Health enquiring about the potential to grant Fire-Rescue personnel the ability to perform basic paramedic duties to support BC Ambulance Service, and to seek funding from the provincial government to train Richmond Fire-Rescue personnel and for the City’s additional operating costs, with copies to the Premier of BC and the Federal Minister of Health.*

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Consent
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Item

8. **YOUTH MENTAL HEALTH**
(File Ref. No.)

CNCL-74

[See Page CNCL-74 for Community Safety Committee Minutes](#)

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

That a letter be written to appropriate federal and provincial authorities to examine the effects of social media use and possible protections that may be implemented to safeguard youth.



Consent
Agenda
Item

9. **2019 ARTS AND CULTURE GRANTS PROGRAM**
(File Ref. No. 11-7000-01) (REDMS No. 6059091 V. 2)

CNCL-111

[See Page CNCL-111 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the 2019 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$114,524, as outlined in the report titled “2019 Arts and Culture Grants Program” dated January 10, 2019 from the Director, Arts, Culture and Heritage Services.



Consent
Agenda
Item

10. **2019 HEALTH, SOCIAL AND SAFETY GRANTS**
(File Ref. No. 07-3040-01) (REDMS No. 6057796 v. 3; 6075319; 5950178)

CNCL-170

[See Page CNCL-170 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the 2019 Health, Social and Safety Services Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$614,590 as per the report titled “2019 Health, Social and Safety Grants”, dated January 16, 2019, from the Manager of Community Social Development (Attachment 1) and include the addition of:

- (a) *\$500 to the Stigma-Free Society grant allocation for a total of \$2,500;*
- (b) *\$316 to the Richmond Amateur Radio Club grant allocation for a total of \$2,000;*
- (c) *\$500 to the Amyotrophic Lateral Sclerosis Society of British Columbia grant allocation for a total of \$2,500; and*
- (d) *\$1,000 to the Turning Point Recovery Society grant allocation for a total of \$8,500.*



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11. **2019 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 6010376 v. 8; 5364413; 5955401; 6010359)

CNCL-284

[See Page CNCL-284 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That, as per the report titled “2019 Child Care Grants,” dated January 10, 2019, from the Manager of Community Social Development:

- (1) *the Child Care Capital and Professional and Program Development Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$54,187; and*
- (2) *a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.*

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Consent
Agenda
Item

12. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM**

(File Ref. No. 07-3300-01) (REDMS No. 6088363 v. 2)

CNCL-322

[See Page CNCL-322 for full report](#)

PLANNING COMMITTEE RECOMMENDATION

That the staff report titled “Richmond Intercultural Advisory Committee 2018 Annual Report and 2019 Work Program,” dated January 31, 2019, from the Manager of Community Social Development, be approved.

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Consent
Agenda
Item

13. **NAMING OF CHILD CARE FACILITY, 10311 RIVER DRIVE**

(File Ref. No. 07-3070-01) (REDMS No. 6087358 v. 6)

CNCL-334

[See Page CNCL-334 for full report](#)

PLANNING COMMITTEE RECOMMENDATION

That the City’s child care facility being constructed at 10311 River Drive (Northview Estates/Parc Riviera) be named River Run Early Care and Learning Centre, as outlined in the report titled “Naming of Child Care Facility, 10311 River Drive,” dated February 11, 2019, from the Manager of Community Social Development, be approved.

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Item

14. **APPLICATION BY ZGET HOLDINGS CORP. FOR REZONING AT 6031 BLUNDELL ROAD FROM “LAND USE CONTRACT 128” TO “COMMUNITY COMMERCIAL (CC)”**

(File Ref. No. 12-8060-20-009891; RZ 16-745849) (REDMS No. 6080245)

CNCL-339

See Page CNCL-339 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9891 to:*
- (a) *rezone 6031 Blundell Road from “Land Use Contract 128” to the “Community Commercial (CC)” zone; and*
 - (b) *discharge “Land Use Contract 128”, entered into pursuant to “Eugene Clarence Neumeyer and Mildred Neumeyer Land Use Contract By-law No. 3614 (RD81039)” from the title of 6031 Blundell Road;*
- (2) *be introduced and given first reading.*



Consent
Agenda
Item

15. **APPLICATION BY PENTA BUILDERS GROUP FOR REZONING AT 7671 ACHESON ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**

(File Ref. No. 12-8060-20-009946; RZ 18-827880) (REDMS No. 5995558)

CNCL-366

See Page CNCL-366 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9946, for the rezoning of 7671 Acheson Road from “Single Detached (RS1/E)” to “Single Detached (RS2/A)”, be introduced and given first reading.



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16. **APPLICATION BY KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD. FOR A ZONING TEXT AMENDMENT TO THE “VEHICLE SALES (CV)” ZONE TO INCREASE THE FLOOR AREA RATIO TO 0.94 AT 13171 AND A PORTION OF 13251 SMALLWOOD PLACE**

(File Ref. No. 12-8060-20-009969; ZT 18-835424) (REDMS No. 6025145)

CNCL-381

See Page CNCL-381 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9969, for a Zoning Text amendment to the “Vehicle Sales (CV)” zone to increase the maximum Floor Area Ratio (FAR) to 0.94 at 13171 and a portion of 13251 Smallwood Place, be introduced and given first reading.



Consent
Agenda
Item

17. **TRAFFIC SAFETY ADVISORY COMMITTEE – PROPOSED 2019 INITIATIVES**

(File Ref. No. 01-0100-30-TSAD1-01) (REDMS No. 6051615 v. 2)

CNCL-432

See Page CNCL-432 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That the proposed 2019 initiatives for the Traffic Safety Advisory Committee, as outlined in the staff report titled “Traffic Safety Advisory Committee - Proposed 2019 Initiatives” dated January 18, 2019 from the Director, Transportation, be endorsed; and*
- (2) *That a copy of the above staff report be forwarded to the Richmond Council-School Board Liaison Committee for information.*



Consent
Agenda
Item

18. **2018 ZERO WASTE CONFERENCE UPDATE**

(File Ref. No. 10-6370-01) (REDMS No. 6049391 v. 5)

CNCL-437

See Page CNCL-437 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That the report regarding “2018 Zero Waste Conference Update” dated February 1, 2019, from the Director, Public Works Operations be received for information;*

- (2) *That letters be sent to the Board Chair of Metro Vancouver and the Federal and Provincial Ministers, Environment and Climate Change, requesting their leadership in advancing the circular economy agenda under a broad-based approach;*
- (3) *That staff participate in regional and provincial forums relating to the circular economy agenda and report back at appropriate intervals;*
- (4) *That staff review the City's current purchasing practices for ways to support the circular economy; and*
- (5) *That a more proactive approach be taken to increase awareness of the City's commercial organics, recycling and garbage collection pilot program.*



Consent
Agenda
Item

19. **2019 LIQUID WASTE MANAGEMENT PLAN BIENNIAL REPORT**
(File Ref. No. 10-6060-01) (REDMS No. 6074892 v. 7)

CNCL-446

See Page CNCL-446 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

That the staff report titled "2019 Liquid Waste Management Plan Biennial Report," dated January 25, 2019, from the Director, Engineering, be submitted to Metro Vancouver.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

20. **HOLLYBRIDGE WAY PUBLIC ART LANDMARK PROPOSED LOCATION**

(File Ref. No. 11-7000-09-20-244) (REDMS No. 6059508 v. 9)

CNCL-486

See Page CNCL-486 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day, Steves, and Wolfe

That the proposed location for the Hollybridge Way Public Art Landmark artwork “Typhas” by artists Charlotte Wall and Puya Khalili, as presented in the report titled “Hollybridge Way Public Art Landmark Proposed Location,” dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.



21. **2019 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 11-7000-01) (REDMS No. 6047179 v. 13; 6047157; 6080248;)

CNCL-496

See Page CNCL-496 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$86,616 and include:

- (1) *the removal of \$23,000 for KidSport and \$1,000 for Rabbitats Rescue Society; and*
- (2) *the addition of:*
 - (a) *\$600 to the East Richmond Community Association grant allocation for a total of \$1,800;*
 - (b) *\$600 to the BC Kitefliers’ Association grant allocation for a total of \$1,200; and*
 - (c) *\$316 to the Gulf of Georgia Cannery Society grant allocation for a total of \$1,316;*

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as identified in Attachment 1 of the staff report titled “2019 Parks, Recreation and Community Events Grants,” dated January 14, 2019, from the Director, Recreation and Sport Services; and

- (3) *That \$23,000 be awarded to KidSport – Richmond Chapter as identified in Attachment 1 of the staff report titled “2019 Parks, Recreation and Community Events Grants,” dated January 14, 2019, from the Director, Recreation and Sport Services.*

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PUBLIC DELEGATION ON NON-AGENDA ITEM

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

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CNCL-559 Phil Dunham, Don Creamer, and De Whalen, Richmond Poverty Response Committee, to present on the #All On Board Transit Campaign.

23. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

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PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- CNCL-620** Housing Agreement (23200 Gilley Road) **Bylaw No. 9955**
Opposed at 1st/2nd/3rd Readings – None.

☐

- CNCL-644** Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9670**
(4331 and 4431 Vanguard Road, ZT 16-740866)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

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- CNCL-646** Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment **Bylaw No. 9899**
Opposed at 1st/2nd/3rd Readings – None.

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DEVELOPMENT PERMIT PANEL

24. RECOMMENDATION

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

- CNCL-648** (1) *That the **minutes** of the Development Permit Panel meeting held on February 13, 2019, and the Chair's reports for the Development Permit Panel meetings held on May 16, 2018, August 29, 2018, and February 13, 2019 and memorandum dated February 21, 2019 from the Director, Development, be received for information; and*
- CNCL-657** (2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (**DP 15-715522**) for the property at 9251/9271 Beckwith Road be revised as per the staff **memorandum** dated February 22, 2019 from the Director, Development and be endorsed, and the Permit so issued;*
- CNCL-660**
- (3) *That the recommendations of the Panel to authorize the issuance of:*
- CNCL-682** (a) *a Development Permit (**DP 17-782793**) for the property at 4331 and 4431 Vanguard Road; and*

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CNCL-684

*(b) a Development Permit (DP 18-831623) for the property at 8071 and 8091 Park Road;
be endorsed, and the Permits so issued.*

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ADJOURNMENT

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Regular Council

Monday, February 11, 2019

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – David Weber

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

RES NO. ITEM

MINUTES

Cllrs. Day and Steves entered the meeting (7:01 p.m.).

- R19/3-1 1. It was moved and seconded
That:
- (1) *the minutes of the Regular Council meeting held on January 28, 2019, be adopted as circulated; and*
 - (2) *the Metro Vancouver 'Board in Brief' dated January 25, 2019, be received for information.*

CARRIED



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AGENDA ADDITIONS & DELETIONS

R19/3-2

It was moved and seconded

- (1) That updated recommendations for Item No. 19 – “2019 Capital Budget”, Item No. 20 – “2019 One-Time Expenditures”, Item No. 21 – 2019 Operating Budget”, and Item No. 22 Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979, be added to the Council Agenda; and*
- (2) That the Public Delegation on a Non-Agenda Item from the Richmond Poverty Response Committee be deleted from the Council Agenda.*

CARRIED

PRESENTATION

Heather Kulyk McDonald, Richmond Family and Youth Court Committee, spoke on the 2018 Annual Report, noting that the BC Attorney General has advised Committee members that action to address concerns related to the lack of legal aid funding for family court litigants and improvements to the Richmond Courthouse is underway. Also, Ms. McDonald thanked the City for their support of the Committee and referenced a submission (attached to and forming part of these minutes as Schedule 1) that details a request to develop a Committee information page on the City’s website and recommendations for improvements to the Richmond Courthouse. It was noted that the submission will be provided to staff.

COMMITTEE OF THE WHOLE

R19/3-3

2. It was moved and seconded

That Council resolve into Committee of the Whole to hear delegations on agenda items (7:05 p.m.).

CARRIED



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3. Delegations from the floor on Agenda items

Item No. 17 – Climate Emergency

Sam McCulligh, Richmond resident, expressed his support for the proposed climate emergency declaration and spoke on action that can be taken to respond to climate change.

Item No. 22 – Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979

Don Flintoff, 6071 Dover Road, expressed concern with regard to the (i) proposed same level of service increases, (ii) proposed reserve funding allocated for investment in community facility infrastructure, and (iii) proposed increases in tax rates greater than the Consumer Price Index.

Item No. 17 – Climate Emergency

Judith Brook, District of North Vancouver resident, spoke on the effects of climate change and encouraged the City to take additional steps to lower greenhouse gas emissions.

Item No. 18 – Viability of Repurposing Minoru Aquatic Centre – Low Cost Options

Howard Jampolsky, 10151 No. 1 Road, spoke on the feasibility of repurposing the Minoru Aquatic Centre and expressed that remediation of the facility is not cost-effective, given the hidden renovation costs, maintenance and the expected lifespan of the building. He added that there are alternative amenity spaces in the community and that the site is best suited for a park.

Item No. 17 – Climate Emergency

Katelyn Maki, representing Force of Nature, spoke on the negative effects of climate change in the region and encouraged the City to declare a climate emergency. Also, she commented on the steps that the City can take to reduce greenhouse gases such as investing in renewable energy and transit infrastructure.

Discussion ensued with regard to Richmond's leadership in introducing initiatives that respond to climate change.



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Item No. 22 – Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979

Ken McLellan, Richmond resident, spoke on the financial reports related to the Richmond Olympic Oval and expressed concern regarding the Oval's property tax contribution and the potential loss of fair market rental revenue.

- 19/3-4 4. It was moved and seconded
That Committee rise and report (7:45 p.m.).

CARRIED

CONSENT AGENDA

- R19/3-5 5. It was moved and seconded
That Items No. 6 through No. 14 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) the Parks, Recreation and Cultural Services Committee meeting held on January 29, 2019;*
 - (2) the General Purposes Committee meeting held on February 4, 2019;*
 - (3) the Finance Committee meeting held on February 4, 2019; and*
 - (4) the Planning Committee meeting held on February 5, 2019;*
- be received for information.*

ADOPTED ON CONSENT



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7. AWARD OF CONTRACT 6318P - DELIVERY OF ADVANCED LIFEGUARDING, LIFESAVING AND FIRST AID INSTRUCTIONAL AND RECERTIFICATION COURSES (ADVANCED AQUATIC COURSES)

(File Ref. No. 03-1000-20-6318) (REDMS No. 6056728 v. 17)

- (1) That staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled "Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)" dated January 10, 2019 from the Director, Recreation Services;*
- (2) That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training; and*
- (3) That staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.*

ADOPTED ON CONSENT

8. AWARD OF CONTRACT 6333Q – SUPPLY AND DELIVERY OF POOL CHEMICALS

(File Ref. No. 03-1000-20-6333) (REDMS No. 6024861 v. 21)

- (1) That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled "Award of Contract 6333Q – Supply and Delivery of Pool Chemicals" dated January 8, 2019 from the Director, Recreation Services; and*



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- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.*

ADOPTED ON CONSENT

9. HEALTH CANADA QUESTIONNAIRE ON CANNABIS EDIBLES, EXTRACTS AND TOPICALS

(File Ref. No. 01-0140-20-HEAL1; 09-5000-03-03) (REDMS No. 6105948 v. 4)

- (1) *That the responses summarized in the staff report titled "Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals", dated January 22, 2019, from the General Manager, Community Safety be approved for submission to Health Canada; and*
- (2) *That the staff report titled "Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals", dated January 22, 2019, from the General Manager, Community Safety, be referred to the Council/School Board Liaison Committee.*

ADOPTED ON CONSENT

10. RICHMOND SENIORS ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 6076734 v. 2; 6076803; 6076791)

That the staff report titled "Richmond Seniors Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 18, 2019, from the Manager, Community Social Development, be approved.

ADOPTED ON CONSENT



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**11. CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2018
ANNUAL REPORT AND 2019 WORK PROGRAM**

(File Ref. No. 01-0100-30-CCDE1) (REDMS No. 6068581 v. 4; 6051244; 6099422)

That the Child Care Development Advisory Committee's 2018 Annual Report and 2019 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 10, 2019, from the Manager of Community Social Development, be approved.

ADOPTED ON CONSENT

**12. HOUSING AGREEMENT BYLAW NO. 9955 TO PERMIT THE CITY
OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT
23200 GILLEY ROAD**

(File Ref. No. 12-8060-20-009955) (REDMS No. 6044155 v. 2; 6044298; 6045250)

That Housing Agreement (23200 Gilley Road) Bylaw No. 9955 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 16-754305.

ADOPTED ON CONSENT

**13. APPLICATION BY ERIC STINE ARCHITECT INC. FOR REZONING
AT 8600, 8620, 8640 AND 8660 FRANCIS ROAD FROM "SINGLE
DETACHED (RS1/E)" ZONE TO "LOW DENSITY TOWNHOUSES
(RTL4)" ZONE**

(File Ref. No. 12-8060-20-009986; RZ 18-814702) (REDMS No. 6077908; 6090932)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9986, for the rezoning of 8600, 8620, 8640 and 8660 Francis Road from "Single Detached (RS1/E)" zone to "Low Density Townhouses (RTL4)" zone, to permit the development of 18 townhouse units with vehicle access from Francis Road, be introduced and given first reading.

ADOPTED ON CONSENT



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**14. 2019 OPERATING AND CAPITAL BUDGETS FOR RICHMOND
PUBLIC LIBRARY**

(File Ref. No. 03-0970-25-2019-01) (REDMS No. 6087962)

That the 2019 Richmond Public Library Operating and Capital budgets as presented in this report dated January 10, 2019 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$9,710,500, representing a 3.90% increase.

ADOPTED ON CONSENT

**CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA**

NON-CONSENT AGENDA ITEMS

REGULAR (CLOSED) COUNCIL

**15. COUNTERING ORGANIZED CRIME, MONEY LAUNDERING AND
ILLICIT GAMING**

(File Ref. No. 09-5350-05-06) (REDMS No. 6059050)

R19/3-6

It was moved and seconded

(1) *That the City write a letter to the Minister of Public Safety and Solicitor General, the Minister of Attorney General, the Minister of Border Security and Organized Crime Reduction and Mr. German to advocate the need for the Province:*

(a) *to reinstate and increase senior government funding including funding for local government for enforcement of organized crime, money laundering, and illicit gaming;*

(b) *to develop, in consultation with the federal and local governments, a comprehensive organized crime policing plan that will establish key enforcement targets and outcomes; and*



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- (c) to expand training for provincial gaming services employees; and*
- (d) emphasize the need for the sharing of information and responsibilities between federal, provincial and local governments;*
- (2) That the City write a letter to the federal Minister of Finance and the provincial Expert Panel on money laundering and the BC Minister of Finance for which the purpose is to assert the need for legislative reforms that will create transparency around beneficial ownership of corporations and land;*
- (3) That the City write to the British Columbia Lottery Corporation (BCLC) and request that a limit be placed on casino purchases;*
- (4) That the City write a letter to the Federal Office of the Superintendent of Financial Institutions and the Provincial Minister requesting that they mandate that all Canadian financial institutions ensure that the name of the remitter be identified on all drafts and that drafts be drawn only from existing accounts;*
- (5) That the City put forward a resolution to the UBCM requesting legislative reform to create transparency around beneficial ownership of corporations and land;*
- (6) That staff bring forward amendments to Business Regulation Bylaw No. 7538 to include criminal record checks and other regulations for operators of money exchange businesses;*
- (7) That a copy of the staff report be sent to Mr. Peter German;*
- (8) That Great Canadian be invited to present to General Purposes Committee; and*
- (9) That copies of the letters be sent local Members of Parliament and Members of the Legislative Assembly.*



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The question on the motion was not called as the following **amendment motion** was introduced:

R19/3-7

It was moved and seconded

That the following be added to Resolution R19/3-6 as Part (10):

That the City write a letter to the BC Attorney General requesting a Public Inquiry into money laundering in BC with the ability to subpoena witnesses.

CARRIED

The following **amendment motion** was introduced:

R19/3-8

It was moved and seconded

That Part (8) of Resolution R19/3-6 be amended to also invite the British Columbia Lottery Corporation (BCLC) to present to General Purposes Committee.

CARRIED

The following **amendment motion** was introduced:

R19/3-9

It was moved and seconded

That Part (1)(a) of Resolution R19/3-6 be amended to state the following:

“to reinstate and increase senior government funding including funding for local government for enforcement of organized crime, money laundering, and illicit gaming, by the Richmond Detachment of the RCMP;”

CARRIED

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

- (1) *That the City write a letter to the Minister of Public Safety and Solicitor General, the Minister of Attorney General, the Minister of Border Security and Organized Crime Reduction and Mr. German to advocate the need for the Province:*



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- (a) to reinstate and increase senior government funding including funding for local government for enforcement of organized crime, money laundering, and illicit gaming, by the Richmond Detachment of the RCMP;*
- (b) to develop, in consultation with the federal and local governments, a comprehensive organized crime policing plan that will establish key enforcement targets and outcomes; and*
- (c) to expand training for provincial gaming services employees; and*
- (d) emphasize the need for the sharing of information and responsibilities between federal, provincial and local governments;*
- (2) That the City write a letter to the federal Minister of Finance and the provincial Expert Panel on money laundering and the BC Minister of Finance for which the purpose is to assert the need for legislative reforms that will create transparency around beneficial ownership of corporations and land;*
- (3) That the City write to the British Columbia Lottery Corporation (BCLC) and request that a limit be placed on casino purchases;*
- (4) That the City write a letter to the Federal Office of the Superintendent of Financial Institutions and the Provincial Minister requesting that they mandate that all Canadian financial institutions ensure that the name of the remitter be identified on all drafts and that drafts be drawn only from existing accounts;*
- (5) That the City put forward a resolution to the UBCM requesting legislative reform to create transparency around beneficial ownership of corporations and land;*
- (6) That staff bring forward amendments to Business Regulation Bylaw No. 7538 to include criminal record checks and other regulations for operators of money exchange businesses;*
- (7) That a copy of the staff report be sent to Mr. Peter German;*
- (8) That Great Canadian and the British Columbia Lottery Corporation (BCLC) be invited to present to General Purposes Committee;*



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- (9) *That copies of the letters be sent local Members of Parliament and Members of the Legislative Assembly; and*
- (10) *That the City write a letter to the BC Attorney General requesting a Public Inquiry into money laundering in BC with the ability to subpoena witnesses.*

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

**PARKS, RECREATION AND CULTURAL SERVICES
COMMITTEE**

Councillor Harold Steves, Chair

16. BENCH AND PICNIC TABLE DEDICATIONS

(File Ref. No. 11-7200-20-MBEN1) (REDMS No. 6034574, 6034668, 6034889, 6092830)

In accordance with Section 100 of the *Community Charter*, Cllrs. McPhail and Steves declared to be in a conflict of interest as their families have picnic table dedications, and Cllrs. McPhail and Steves left the meeting – 7:59 p.m.

R19/3-10

It was moved and seconded

That a moratorium be put on the Tree, Bench, and Picnic Table Dedication Program pending staff review of Policy 7019.

CARRIED

Cllrs. McPhail and Steves returned to the meeting – 8:01p.m.



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GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

17. CLIMATE EMERGENCY

(File Ref. No. 10-6125-07-02)

R19/3-11

It was moved and seconded

That the City of Richmond declare a climate emergency as climate change is a serious and urgent threat.

The question on the motion was not called as discussion ensued with regard to (i) the increasing amount of greenhouse gas emissions and the negative effects of climate change, (ii) actions that the City can take to respond to climate change, (iii) the definition of a climate emergency and the ramifications of declaring a climate emergency, and (iv) the initiatives the City has already introduced to respond to climate change.

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

R19/3-12

It was moved and seconded

That the matter be referred back to staff to report back on:

- (1) the definition of a climate emergency;***
- (2) what constitutes a climate emergency;***
- (3) whether Richmond is experiencing a climate emergency; and***
- (4) the ramifications of declaring a climate emergency.***

CARRIED

Opposed: Cllrs. Day

Greene

Steves

Wolfe

Direction was given that staff report back in conjunction with the related referral motion from the General Purposes Committee meeting of February 4, 2019.



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**18. VIABILITY OF REPURPOSING MINORU AQUATIC CENTRE –
LOW COST OPTIONS**

(File Ref. No. 06-2050-20-AQ) (REDMS No. 6119659)

R19/3-13

It was moved and seconded

- (1) That the Minoru Aquatics Centre Demolition (\$3,392,000) be removed from the proposed 2019 Capital Budget;*
- (2) That the Minoru Aquatics Centre not be demolished; and*
- (3) That Option 1 – Infill Only (allows for only very limited programming use) as per the staff report titled “Viability of Repurposing Minoru Aquatic Centre – Low Cost Options” dated February 1, 2019 from the Senior Manager, Capital Buildings Project Development be referred to staff for consideration and various groups be invited to make submissions on how to possibly use the Minoru Aquatics Centre.*

The question on the motion was not called as discussion ensued with regard to (i) opportunities for the community to utilize a repurposed Minoru Aquatic Centre, (ii) costs to refurbish and remediate mould and asbestos in the facility, (iii) suitability of the repurposed facility for community groups, and (iv) the cost of demolition and developing the site as parkland.

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

FINANCE COMMITTEE –

Mayor Malcolm D. Brodie, Chair

19. 2019 CAPITAL BUDGET

(File Ref. No. 03-0970-01) (REDMS No. 6094831 v. 2; 5957086; 6121545)

R19/3-14

It was moved and seconded

- (1) That the staff report titled “Additional Information on the 2019 Capital Budget” from the Director, Finance dated January 28, 2019 be received for information;*



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- (2) *That the 2019 Capital Budget as presented in Appendix 3 of the staff report titled “2019 Capital Budget” from the Director, Finance dated January 11, 2019 totaling \$112,932,202 (including the removal of \$200,000 for the Terra Nova Rural Park Viewpoint Seating Area and the use of the Capital Building and Infrastructure Reserve to fund \$975,000 for the RCMP Exhibit Compound) be approved and staff authorized to commence the 2019 Capital Projects; and*
- (3) *That the 2019 Capital Budget totaling \$112,932,202 and the 2020-2023 Capital Projects be included in the Consolidated 5 Year Financial Plan (2019-2023).*

The question on the motion was not called as there was agreement to deal with Parts (1), (2) and (3) separately.

The question on Part (1) of Resolution R19/3-14 was then called and it was **CARRIED**.

The question on Part (2) of Resolution R19/3-14 was then called and it was **CARRIED** with Cllrs. Day and Greene opposed.

The question on Part (3) of Resolution R19/3-14 was then called and it was **CARRIED** with Cllrs. Day and Greene opposed.

20. **2019 ONE-TIME EXPENDITURES**

(File Ref. No. 03-0970-01) (REDMS No. 6121598)

R19/3-15

It was moved and seconded

- (1) *That the recommended one-time expenditures totaling \$1,315,909 and an additional \$110,000 for Minoru Aquatic Centre operational maintenance for a total of \$1,425,909 as outlined in Table 1, be approved with funding from the Rate Stabilization Account (RSA), with the addition of the following:*
- *\$41,500 for the Library Book Vending Technology at Minoru Centre for Active Living from the Council Community Initiatives (CCIA) Account; and*
 - *\$15,000 for the Steveston Tram Building Signage from the Council Community Initiatives (CCIA) Account; and*



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- (2) *That the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly and brought to the Council meeting on February 11, 2019.*

The question on the motion was not called as there was agreement to deal with Parts (1) and (2) separately.

The question on Part (1) of Resolution R19/3-15 was then called and it was **CARRIED** with Cllr. Greene opposed.

The question on Part (2) of Resolution R19/3-15 was then called and it was **CARRIED** with Cllr. Day opposed.

21. 2019 OPERATING BUDGET

(File Ref. No. 03-0970-01) (REDMS No. 6101097 v. 3; 5961004)

R19/3-16

It was moved and seconded

- (1) *That the 2019 Operating Budget as presented in Table 8 of the staff report titled 2019 Proposed Operating Budget – Referral Response be approved as follows:*
- (a) *A same level of service budget increase, after tax growth, of \$2,167,033 with a tax increase of 1.00% before additional levels of service be approved;*
 - (b) *Non-discretionary external senior government related increases of \$2,987,000 with a tax increase of 1.38% be approved; and*
 - (c) *Ongoing funding for expenditures previously approved by Council totaling \$1,112,825 for the following items: an Emergency Program Neighbourhood Preparedness Program Assistant, Richmond Public Library Expanded Senior Services, Minoru Centre for Active Living operating budget impact phase-in, and operating budget impact of developer contributed assets with a tax increase of 0.51% be approved; and*
 - (d) *Pursuant to Council's Safe Community Priority program, provide funding for 36 additional firefighters in the amount of \$6,023,898 with a three-year phase in plan, resulting in a tax increase of 0.93% in 2019, 0.93% in 2020 and 0.93% in 2021 be approved; and*



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- (e) Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 36 firefighters in the amount of \$2,541,276 be approved with funding from the Rate Stabilization Account; and*
- (f) Pursuant to Council's Safe Community Priority program, provide funding for 51 RCMP officers and 20 municipal employees to support the RCMP Detachment in the amount of \$8,844,350 with a three-year phase-in plan, resulting in a tax increase of 2.62% in 2019, 0.73% in 2020 and 0.73% in 2021 be approved; and*
- (g) Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 35 RCMP officers and 17 municipal employees to support the RCMP Detachment in the amount of \$839,519 be approved with funding from the Rate Stabilization Account; and*
- (h) Operating budget impact of the 2019 Capital Budget totaling \$1,208,320 with a three-year phase-in plan, resulting in a tax increase of 0.18% in 2019, 0.18% in 2020 and 0.18% in 2021 be approved; and*
- (i) Transfer to reserves for community facilities infrastructure needs as per Council's Long Term Financial Management Strategy in the amount of \$1,083,517 with a tax increase of 0.5% be approved; and*
- (j) City-wide additional levels in the amount of \$149,828 as presented in Attachment 1, with a tax increase of 0.07% be approved; and*
- (k) The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$5,135,868 resulting in a tax decrease of 2.37 % be approved; and*



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- (2) *That the 2019 Operating Budget overall tax increase of 4.82% as presented in Table 2 of the staff report titled "2019 Proposed Operating Budget – Same Level of Service Referral Response" be approved; and*
- (3) *That the 2019 Operating Budget of 4.82% be included in the Consolidated 5 Year Financial Plan (2019-2023).*

CARRIED

Opposed: Cllrs. Au
Day
Greene
Wolfe

22. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) BYLAW NO. 9979**

(File Ref. No. 12-8060-20-009979) (REDMS No. 6121102)

R19/3-17

It was moved and seconded

- (1) *That the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979 be introduced and given first, second, and third readings; and*
- (2) *That staff undertake a process of public consultation as required in Section 166 of the Community Charter.*

The question on the motion was not called as there was agreement to deal with Parts (1) and (2) separately.

The question on Part (1) of Resolution R19/3-17 was then called and it was **CARRIED** with Cllrs. Au, Day, Greene, and Wolfe opposed.

The question on Part (2) of Resolution R19/3-17 was then called and it was **CARRIED**.

Cllr. Steves left the meeting (8:47 p.m.) and did not return.



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PUBLIC ANNOUNCEMENTS

Council commended Engineering and Public Works staff for their efforts to clear snow on city roads.

BYLAWS FOR ADOPTION

R19/3-18

It was moved and seconded

That the following bylaws be adopted:

City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947

Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9684

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9878

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9918

CARRIED

Discussion ensued with regard to introducing a referral related to stratifying office space and Mayor Brodie suggested that introduction of such a referral would be more suitable in Planning Committee.

DEVELOPMENT PERMIT PANEL

R19/3-19

19. It was moved and seconded

(1) *That the minutes of the Development Permit Panel meeting held on January 30, 2019, and the Chair's report for the Development Permit Panel meetings held on January 16, 2019 be received for information; and*



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- (2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-832285) for the property at 8140 Garden City Road be endorsed, and the Permit so issued.*

ADJOURNMENT

R19/3-20

It was moved and seconded
That the meeting adjourn (8:53 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, February 11, 2019.

Mayor (Malcolm D. Brodie)

Corporate Officer (David Weber)

Family and Youth Court Committee – City of Richmond

- 1. Request for City to appoint City staff to assist the Committee to develop an information page on the City's website.**
- 2. Recommendations for Improvements to the Richmond Courthouse at 7577 Elmbridge Way, Richmond, BC – V6X 4J2:**
 - (a) Install a water fountain;
 - (b) Improve the signage, in several languages relevant to Richmond's diverse community, for directions to the Registry, other offices, and washrooms;
 - (c) Designate an office for Duty Counsel, with a door that locks, and a computer with printer;
 - (d) Install WiFi/Internet access for the public;
 - (e) Designate meeting rooms for litigants and their legal counsel;
 - (f) Provide a daycare space with supervised daycare;
 - (g) Provide a small cafeteria or "tuck shop";
 - (h) Improve the seating in the lobby;
 - (i) Provide an information desk staffed with a person who can assist litigants and members of the public with directions and protocol;
 - (j) Provide additional courtrooms;
 - (k) Improve the parking facilities, with additional parking stalls;
 - (l) Improve the acoustics and sound quality inside Courtrooms.



**Regular Council meeting for Public Hearings
Tuesday, February 19, 2019**

Place: Council Chambers
Richmond City Hall

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

Claudia Jesson, Acting Corporate Officer

Absent: Councillor Bill McNulty

Call to Order: Mayor Brodie opened the proceedings at 7:00 p.m.

In accordance with Section 100 of the *Community Charter*, Councillor Carol Day declared a conflict of interest as her husband owns a licenced bed and breakfast and Councillor Day left the meeting – 7:02 p.m.

1. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9898**

(Location: 13333 Princess Street; Applicant: City of Richmond)

Applicant's Comments:

Staff were available to respond to queries.

Written Submissions:

Diane Blackstock, 13251 Princess Street (Schedule 1).



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Submissions from the floor:

Gerald and Rosanne Blair, 1333 Princess Street, offered comments on the rezoning application, noting that the site-specific zoning that allowed for a five room bed and breakfast was in place when they purchased the property in 2016. They further advised that the zoning had been in exchange for formal heritage protections as part of the restoration project for the house on site (Abercrombie House) and expressed concern regarding its removal in 2017 as part of rezoning amendments to address the proliferation of illegal short term rentals. Mr. and Ms. Blair further spoke in support of restoring the provision.

In reply to questions from Council, Carli Williams, Manager, Community Bylaws and Licencing advised that staff reviewed parking for the site and there is sufficient parking on site to support a five room bed and breakfast.

PH19/2-1 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9898 be given second and third readings.

CARRIED

PH19/2-2 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9898 be adopted.

CARRIED

Councillor Day returned to the meeting –7:09 p.m.

**2. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9956
(ZT 18-801900)**

(Location: 13020 Delf Place; Applicant: Wensley Architecture Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

Kathy Yung, 19-12920 Jack Bell Drive (Schedule 2).

Submissions from the floor:

None.



**Regular Council meeting for Public Hearings
Tuesday, February 19, 2019**

PH19/2-3

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9956 be given second and third readings.

The question on the motion was not called as in reply to questions from Council, Wayne Craig, Director, Development advised that (i) should this application proceed, a development permit would be required and detailed landscaping, light spill-over, and site irrigation would be addressed through the development permit process, (ii) landscaping would potentially address any issues with light pollution to the neighbouring properties and Jacombs Road, (iii) staff consider the proposed special marked crosswalk to be sufficient to address pedestrian safety and meets City standards, and (iv) if directed, a different design for the crosswalk could be reviewed however there would be an operating budget impact to maintain an enhanced design.

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

PH19/2-4

It was moved and seconded

That staff be directed to review the proposed crosswalk across Jacombs Road for an alternative design that embeds lights into the crosswalk and report back.

The question on the motion was not called as, in reply to queries from Council, Lloyd Bie, Director, Transportation commented that while additional embedded lights could be installed, there is no evidence that an enhanced crosswalk would affect safety in the area and the proposed marked crosswalk meets City standards. Mr. Bie further remarked that the proposed crosswalk would have flashing beacons that light up on activation and would be apparent to drivers.

The question on the referral motion was then called and it was **DEFEATED ON A TIE VOTE** with Mayor Brodie and Cllrs. Loo, McPhail, and Steves opposed.

Discussion further took place on crosswalk enhancements on Jacombs Road and direction was given to staff to follow up one year post occupancy and provide Council with information regarding the effectiveness of the crosswalk and if improvements are warranted.

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



**Regular Council meeting for Public Hearings
Tuesday, February 19, 2019**

**3. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9960
(RZ 16-742260)**

(Location: 9820 Alberta Road; Applicant: 0855855 B.C. Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH19/2-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9960 be given second and third readings.

CARRIED

**4. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9975
(RELATED TO BYLAW 9973) AND RICHMOND ZONING BYLAW
8500, AMENDMENT BYLAW 9973 (RZ 17-768134)**

(Location: Bylaw 9975: City-wide and Bylaw 9973: 4226 Williams Road; Applicant: Bylaw 9975: City of Richmond and Bylaw 9973: Landcraft Homes Ltd.)

Applicant's Comments:

Staff were available to respond to queries.

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH19/2-6

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9975 be given second and third readings.

The question on the motion was not called as discussion took place on the proposed parking for the development.



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

PH19/2-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9973 be given second and third readings.

CARRIED

Opposed: Cllrs. Day
Wolfe

PH19/2-8

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9975 be adopted.

CARRIED

Opposed: Cllrs. Day
Wolfe

5. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9976 (RELATED TO BYLAW 9974) AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9974 (RZ 17-768762)

(Location: Bylaw 9976: City-wide and Bylaw 9974: 5751 Francis Road; Applicant: Bylaw 9976: City of Richmond and Bylaw 9974: Landcraft Homes Ltd.)

Applicant's Comments:

Staff were available to respond to queries.

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

Harvey Yee, 5760 Cantrell Road, expressed concern regarding the proposed development's setback, impact of light pollution, and height of the development and commented that it may block out sunlight from the neighbouring properties. Mr. Yee further expressed concern on building a triplex on an arterial road, noting that he was of the opinion that duplexes provide less impact to traffic.



**Regular Council meeting for Public Hearings
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In response to questions from Council, Mr. Yee remarked that changing the location of the planned driveway would still have an impact to the neighbouring properties and expressed further concern regarding insufficient parking for the site.

In response to comments from the delegation, Mr. Craig advised that in the proposed site plan, the driveway would not extend to the rear property line and would be located on the east side of the site, not adjacent to the church. Mr. Craig further noted that the rear yard setback from the north property line is approximately 10 metres to the ground floor and 10.7 metres to the second floor. In response to questions from Council, Mr. Craig advised that as a part of any development permit, headlight pollution would be addressed to ensure no spillover to adjacent lots and landscaping along the perimeter would be provided.

PH19/2-9

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9976 be given second and third readings.

The question on the motion was not called as, in response to queries from Council, Mr. Craig noted that the location of the driveway is to allow separation between the existing driveways. Mr. Craig further remarked that locating the driveway to the east side of the site allows the driveway to serve the adjacent site to the east which is set for future redevelopment.

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

PH19/2-10

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9974 be given second and third readings.

CARRIED

Opposed: Cllr. Day

PH19/2-11

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9976 be adopted.

CARRIED

Opposed: Cllr. Day



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6. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9978
(RZ 18-811041)**

(Location: 23000 Fraserwood Way (Units 105, 110 and 115); Applicant: Rosebud Productions Inc.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH19/2-12

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9978 be given second and third readings.

The question on the motion was not called as discussion took place regarding a visit conducted by some members of Council to the BlissCo facility in Langley. In reply to questions from Council, Justin Dhaliwal, applicant, advised that part of the requirements for this facility would include Ultraviolet light within the exhaust system similar to those utilized by BlissCo. Mr. Dhaliwal further commented that charcoal odour control would also be utilized within the facility and all exhaust would be treated to ensure adequate odour control for all air leaving the building. Mr. Dhaliwal also remarked that their focus is on medicinal cannabis, noting that there is a higher demand for medical pharmaceutical grade oil products and they want to ensure that their facility can adapt accordingly and gear their products towards the pharmaceutical demand.

In response to queries from Council, Mr. Craig commented that the current provisions in the Official Community Plan allow Council to consider additional medical cannabis production facilities on a case by case basis.

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



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Tuesday, February 19, 2019**

**7. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9981
(ZT 18-818164)**

(Location: 5660 Parkwood Way; Applicant: Christopher Bozyk Architects Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH19/2-13

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9981 be given
second and third readings.*

CARRIED

**8. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9982
(RZ 16-733904)**

(Location: 5631, 5635, 5651, 5691, 5711, 5731 and 5751 Steveston Highway; Applicant: Interface Architecture Inc.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

Martin Woolford, 5951 Egret Court (Schedule 3).

Submissions from the floor:

None.

PH19/2-14

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9982 be given
second and third readings.*

The question on the motion was not called as in reply to queries from Council, Mr. Craig advised that pre-consultation focused on the properties immediately adjacent to the site and that notices were mailed to properties on the opposite (south) side of Steveston Highway. Discussion then took place regarding the potential impact to congestion in the area.



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

9. **OFFICIAL COMMUNITY PLAN BYLAW 9000, AMENDMENT BYLAW 9984 AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9985 (ADDITIONAL DWELLINGS IN THE AGRICULTURAL LAND RESERVE)**

(Location: City-wide; Applicant: City of Richmond)

Applicant's Comments:

Staff were available to respond to queries.

Written Submissions:

Comments from the Agricultural Land Commission (ALC) (Schedule 4).

Submissions from the floor:

Lauren May, Richmond resident, expressed concern regarding the proposed Official Community Plan and Zoning Bylaw amendments, commenting that removing the provision for secondary dwellings on agriculturally zoned land would make it more difficult for farmers to find and attract affordable labour.

In response to questions from Council, Barry Konkin, Manager, Policy Planning advised that (i) an application for non-farm use to permit a secondary dwelling would be required for an additional dwelling on agriculturally zoned land approved first by the City prior to consideration by the Agricultural Land Commission (ALC), (ii) the staff memorandum dated February 13, 2019 in the agenda package included a suggested amended Bylaw 9984 which includes a minimum lot size criteria of 20 acres or greater as well as further criteria which Council previously expressed concern, and (iii) the proposed bylaw amendments would be consistent with Bill 52 (ALC Act, 2018) and any amount of acreage could proceed with an application.

PH19/2-15

It was moved and seconded

That Official Community Plan Bylaw 9000, Amendment Bylaw 9984 be given second and third readings.

CARRIED

Opposed: Cllrs. Loo
McPhail



**Regular Council meeting for Public Hearings
Tuesday, February 19, 2019**

PH19/2-16 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9985 be given
second and third readings.*

CARRIED
Opposed: Cllrs. Loo
McPhail

PH19/2-17 It was moved and seconded
*That Official Community Plan Bylaw 9000, Amendment Bylaw 9984 be
adopted.*

CARRIED
Opposed: Cllrs. Loo
McPhail

PH19/2-18 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9985 be adopted.

CARRIED
Opposed: Cllrs. Loo
McPhail

ADJOURNMENT

PH19/2-19 It was moved and seconded
That the meeting adjourn (7:52 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular meeting for Public
Hearings of the City of Richmond held on
Tuesday February 19, 2019.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer
(Claudia Jesson)

Schedule 1 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Tuesday, February 19, 2019.

CityClerk

| | |
|-------------------|-------------------|
| To Public Hearing | |
| Date: | FEBRUARY 19, 2019 |
| Item # | 2 |
| Re: | BYLAW 9898 |

From: Diane Blackstock <dianelblackstock@gmail.com>
Sent: Tuesday, 12 February 2019 17:07
To: CityClerk
Subject: Richmond Zoning Bylaw 8500, Amendment Bylaw 9898

To whom this may concern,

Re: Reinstating a provision to allow a 5-room bed and breakfast business at 13333 Princess Street.

As a next door neighbour and President of Nakade Strata BCS 3256 at 13251 Princess Street, I wish to register our concern about the parking hardship this would create if this business becomes active.

As it stands now, there are not enough spots for 3 guest cars plus 2 owner cars on this property, as the garage is being used for storage. There are 3 owner cars in the driveway which one of the 3 cars is 'vintage' and does not move from the driveway.

This area we live in is at its maximum parking availability. We lost one spot to accommodate the delivery trucks for the business to the north of us.

If we were able to angle park in the areas that allow for this space-wise, then this would help us as of today. With 3 to 5 more cars in the future looking for spots, if the B&B guest cars aren't parked on the property, parking becomes unattainable for local residents.

Thank you for your attention to this matter.

Sincerely,
Diane Blackstock

Sent from my iPad

Sent from my iPad

CityClerk

From: Kathy Yung <kacheeyung@hotmail.com>
Sent: Monday, 18 February 2019 17:02
To: CityClerk
Subject: RE: Amendment Bylaw 9956

| | |
|--------------------------|----------------------|
| To Public Hearing | |
| Date: | <u>FEB. 19, 2019</u> |
| Item # | <u>2</u> |
| Re: | <u>BYLAW 9956</u> |
| | |

Hi there,

I am writing to oppose the amendment of the building zoning at 13020 Delf Place. As a long time resident at 12920 Jack Bell Drive, I found this change of zoning could draw unnecessary crowd to this quiet neighbourhood, especially drive through restaurant near a secondary school. There are already restaurants (including drive-through) within close distance, so I believe another restaurant is not needed in this case.

Regards,

Kathy Yung
19-12920 Jack Bell Drive,
Richmond, BC
V6V 2V9
604-376-1530

Schedule 3 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Tuesday, February, 2019.

| | |
|-------------------|---------------|
| To Public Hearing | |
| Date: | FEB. 19, 2019 |
| Item # | 8 |
| Re: | BYLAW 9982 |

MayorandCouncillors

From: Martin Woolford <martin_woolford@telus.net>
Sent: Sunday, 17 February 2019 18:25
To: MayorandCouncillors
Subject: FW: Re: Richmond Zoning Bylaw 8500 Amendment Bylaw #9982 (RZ 16-733904)

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

February 16, 2019

Re: Richmond Zoning Bylaw 8500 Amendment Bylaw #9982 (RZ 16-733904)

Mayor: Malcolm Brodie and Councillors, Chak Au, Carol Day, Kelly Greene, Alexa Loo, Bill McNulty, Linda McPhail, Harold Steves and Michel Wolfe

Mayor and Councillors:

I would like to express my concerns regarding the proposed rezoning of 5631, 5635, 5651, 5691, 5711, 5731, and 5751 Steveston Highway to Medium Density Townhouses (RTM2)

My concerns are two-fold:

(1) The increased congestion added to Steveston Highway at the vehicular entrance location proposed in the development outline.

and

(2) The inadequacy of the on-site parking allowances allowed in the current zoning for this development's location and the predictable effect it will have on adjacent side streets and properties.

Road Congestion:

The vehicular access to the proposed development is from Steveston Highway and is located on the north side between No. 2 Road to the east, and Kingfisher Drive to the west, which is on the south side of the highway.

Steveston Highway is the main East-West Arterial route in this sector of Richmond. The No. 2 Road intersection is controlled by traffic signals and contains the access to Fire Hall #2. Kingfisher Drive is the main entrance to the Westwind subdivision, and at this intersection a centre left turn lane is provided to facilitate access the road. Steveston Highway is consistently congested in this section of the highway, especially during rush hour periods, school drop-off/pickup periods and fire emergencies. A high percentage of the vehicles turn right on Steveston from No.2 Road and immediate maneuver to turn left onto Kingfisher and enter the Westwind subdivision. Providing a traffic access to the proposed development in this location, even though a "right in right out only" one, will lead to even more congestion and accidents. This congestion will even intensify further with the plan that the development's access point will to be used to service the future envisioned townhouse projects within the same block.

One would hope that The City and its traffic department will at least review this proposed location again. A need for a well thought out solution is needed, which will be adequate, adaptable and safe to handle all the planned scenarios, on this and other sections of Steveston Highway, slated for redevelopment. We have already had a multi traffic light approach proposed, this was met with public displeasure and disapproval and thankfully eventually abandoned.

Over the years, it appeared The City was concerned about exiting more traffic from renewal and development directly onto the Arterial roads. It had supported and tried to introduce laneways and accesses to allow traffic dispersal into the adjoining sub-divisions prior to entering the Arterial road system. This original philosophy was sound, with the intent of keeping traffic flow fluent on the arterial road system and minimize the number of incumbencies created from adjoining driveways etc. onto these roads directly. This philosophy now seems to have been abandoned in The City's quest for development and densification.

Parking Allowances:

In the proposed development, the on-site parking allowances planned are not adequate for this development's siting and location. I realise that spaces proposed do satisfy the requirements as set out by the City of Richmond, but the actual site location and available adjacent street parking has not been taken into consideration when setting the specific requirements for this actual development.

The development contains a mix of housing containing 3- and 4-bedroom units, plus some with supplementary suites. These units could be single family, rented or shared. Even with adequate alternate transit options, the ownership and use of automobiles still exists in today's world. The spaces provided on-site would seem insufficient, resulting in using nearby available adjacent street parking.

A good example for this assumption would be to use the recent townhouse development in the 6000 block of Williams Road at No.2 Road. The result of inadequacy of the on-site parking provided, cars overflow onto and line adjacent Parsons Road for the length of the street. the adjacent. This amount of street parking congestion did not exist before the development was completed.

The proposed development site frontage is on Steveston Highway, and the closest bordering streets are No.2 Road and Lassam Drive. Steveston Highway and No. 2 Road are both deemed Arterial roads, and do not permit any on street parking. Lassam Drive has been "road calmed" providing limited available on street parking. The only on street parking available close to the development would be across Steveston Highway, in the Westwind subdivision, on Kingfisher Drive and further west on Swallow Drive.

The present day use of street parking, by the existing Steveston Highway residences on these two and other adjacent streets, has been, and still is, a problem for the Westwind property owners in the area of Steveston Highway. This street parking also adds to the traffic congestion entering and exiting the Westwind subdivision. The new development(s) this will only increase and aggravate the situation.

Swallow Drive will also be affected by a development presently under construction on Steveston Highway across from it, this will also add to the mixture on Kingfisher Drive.

We need a solution now, to address a problem that will continue to be a nuisance and aggravation with redevelopment in Richmond not only to the residents of our area, the Westwind sub-division, but other similar locations in the city under redevelopment from what was their original planned intent. The street parking and traffic congestion problems will have to be addressed by The City after they happen. Wouldn't it be prudent to try to solve them now before, instead of after? One that just doesn't satisfy the needs of each piecemeal development as it unfolds.

I would also like to point out it appears that when the Developer canvassed the adjacent property holders, there was no attempt made to contact property holders on the opposite (south) side of Steveston Highway for their comments and input.

Yours sincerely
Martin Woolford
(martin_woolford@telus.net)
5951 Egret Court

Richmond. B.C.
V7E 3W2
604 2746165

Schedule 4 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Tuesday, February, 2019.

| |
|---------------------|
| TO Public Hearing |
| Date: Feb. 19, 2019 |
| Item # 9 |
| Re: BYLAW 9984 |
| BYLAW 9985 |

CityClerk

From: Mark, Kamelli ALC:EX <Kamelli.Mark@gov.bc.ca>
Sent: Friday, 8 February 2019 09:45
To: CityClerk
Cc: Fox, Alison AGRI:EX; Geesing, Dieter AGRI:EX
Subject: ALC Comments re: OCP Amendment Bylaw 9984 and Zoning Amendment Bylaw 9985 for Feb 19 Public Hearing
Attachments: 46523m2, 46428m1 ALC Response to Amendment Bylaws 9984 & 9985.pdf
Follow Up Flag: Follow up
Flag Status: Flagged
Categories: Printed for Public Hearing

Hello,

Thank you for forwarding a copy of OCP Amendment Bylaw 9984 and Zoning Amendment Bylaw 9985 to the ALC for review and comment prior to the Public Hearing scheduled for February 19, 2019; the ALC's response is attached.

Best regards,

Kamelli Mark | Regional Planner | Agricultural Land Commission
201 - 4940 Canada Way, Burnaby, BC, V5G 4K6 | T 604.660.7005 | F 604.660.7033
kamelli.mark@gov.bc.ca | www.alc.gov.bc.ca

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| | |
|-------------------|-----------------------|
| To Public Hearing | |
| Date: | FEB. 19, 2019 |
| Item # | 9 |
| Re: | BYLAWS 9984 B |
| | 9985: ADDITIONAL |
| | DWELLINGS IN THE ALR. |

Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000 | Fax: 604 660-7033
www.alc.gov.bc.ca

February 8, 2019

Reply to the attention of Kamelli Mark
ALC Planning Review: 46523 & 46428
Local Government File: Bylaw 9984 & 9985

City of Richmond
City Clerk's Office

Delivered Electronically

Re: Official Community Plan Bylaw 9000, Amendment Bylaw 9984 and Zoning Bylaw 8500 Amendment Bylaw 9985 Additional Dwellings in the ALR

Thank you for forwarding a copy of Amendment Bylaw 9984 and Amendment Bylaw 9985 (the "Bylaws") for review and comment by the Agricultural Land Commission (ALC) in advance of the Public Hearing scheduled on February 19, 2019. The following comments are provided to help ensure that the Bylaws are consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the "Regulation"), and any decisions of the ALC.

The ALC wishes to advise the City of Richmond (the "City") that it supports the City's efforts to ensure consistency between the Bylaws and Bill 52 (Agricultural Land Commission Amendment Act, 2018) by proposing the removal of the Bylaws' provisions permitting an additional residence for farm workers on AG1 lots. As per Bill 52, a proposal for an additional residence would require an ALC application for a non-adhering residential use.

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulation, or any Orders of the Commission.

If you have any questions about the above comments, please contact the undersigned at 604-660-7005 or by e-mail (Kamelli.Mark@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Kamelli Mark, Regional Planner

Enclosure: Referral Package for Amendment Bylaw 9984 and Amendment Bylaw 9985

CC: Ministry of Agriculture, attn.: Alison Fox and Dieter Geesing

46523m2, 46428m1



City of Richmond

RECEIVED
PROV. AGRICULTURAL
LAND COMMISSION JAN 25 2019

6911 No. 3 Road,
Richmond, BC V6Y 2C1
www.richmond.ca

January 24, 2019
File: Bylaw 9984 & 9985

Finance and Corporate Services Division
City Clerk's Office
Telephone: 604-276-4007
Fax: 604-278-5139

Agricultural Land Commission
#133 – 4940 Canada Way
Burnaby, BC V5G 4K6

To Whom It May Concern:

**Re: Official Community Plan Bylaw 9000, Amendment Bylaw 9984 and
Zoning Bylaw 8500, Amendment Bylaw 9985
Additional Dwellings in the Agricultural Land Reserve**

This is to advise that Richmond City Council, at the meeting held on January 14, 2019, considered the above matter and the following resolution, in regards to Bylaws 9984 and 9985:

RESPONSE TO REFERRAL: ADDITIONAL DWELLINGS IN THE AGRICULTURAL LAND RESERVE

It was moved and seconded

- (1) That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9984, be introduced and given first reading;**
- (2) That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9984, having been considered in conjunction with:**
 - (a) the City's Financial Plan and Capital Program; and**
 - (b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;****is hereby found to be consistent with said program and plans, in accordance with section. 477(3)(a) of the Local Government Act;**
- (3) That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw No. 9984, having been considered in conjunction with Section 477(3)(b) of the Local Government Act, be referred to the Agricultural Land Commission for comment;**

- (4) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9984, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation; and*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9985, be introduced and given first reading.*

Enclosed for your information and comment is a copy of the above Bylaw as at first reading, along with the relevant staff report. If the Agricultural Land Commission wishes to provide a response to the Public Hearing, it would be most appreciated if your response were received by the City Clerk's Office by Thursday, February 14, 2019 for inclusion in the Public Hearing agenda. However, if you are unable to do so, your response is welcome up to and including the time of the Public Hearing scheduled for 7:00 p.m. on Tuesday, February 19, 2019. Comments can be provided in writing on in-person at the Public Hearing.

Yours truly,



David Weber
Director, Clerk's Office

DW:gb
Enc.

pc: Barry Konkin, Manager, Policy Planning



City of Richmond

Report to Council

To: Richmond City Council
From: Barry Konkin
Manager, Policy Planning
Date: January 8, 2019
File: 08-4057-10/2018-Vol 01
Re: Response to Referral: Additional Dwellings in the Agricultural Land Reserve

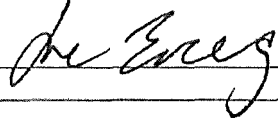


Staff Recommendation

1. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9984, be introduced and given first reading;
2. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9984, having been considered in conjunction with:
 - a. the City's Financial Plan and Capital Program; and
 - b. the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*;
3. That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw No. 9984, having been considered in conjunction with Section 477(3)(b) of the Local Government Act, be referred to the Agricultural Land Commission for comment;
4. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9984, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation; and
5. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9985, be introduced and given first reading.

Barry Konkin
Manager, Policy Planning
(604-276-4139)

January 8, 2019

- 2 -

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

Staff Report

Origin

At the Special Council Meeting held on Wednesday, December 19, 2018, the following referral was adopted:

- 1) *That staff be directed to bring back bylaws to the January 14, 2019 Regular Council meeting to amend the City's Official Community Plan Bylaw 9000 and the Richmond Zoning Bylaw 8500 to remove the provisions for an additional dwelling for farm workers on AG1 lots located within the Agricultural Land Reserve (ALR); and*
- 2) *That staff be directed to withhold building permits for additional farm dwellings on AG1 lots located in the ALR under Section 463 of the Local Government Act and bring forward building permits that conflict with bylaws in preparation for Council consideration.*

This report is in response to the above noted referral. This report supports Council's 2014-2018 Term Goal #8 Supportive Economic Development Environment:

- 8.3. The City's agricultural and fisheries sectors are supported, remain viable and continue to be an important part of the City's character, livability, and economic development vision.

Analysis

On June 18, 2018, Council adopted Official Community Plan Bylaw 9000, Amendment Bylaw 9869, and Richmond Zoning Bylaw 8500, Amendment Bylaw 9870 to allow a maximum of one additional dwelling unit on Agriculture (AG1) zoned properties, located within the Agricultural Land Reserve (ALR), for full-time farm workers, employed on the subject lot, provided the following requirements are satisfied:

- the lot is zoned AG1 and is at least 8 ha (20 ac.) in area;
- the lot is classified as 'farm' for taxation purposes;
- a signed statutory declaration is submitted indicating that the additional dwelling unit is for full-time farm workers only;
- submission of a signed and sealed report by a certified Agrologist (P.Ag.) that clearly demonstrates the need for an additional dwelling for full-time farm workers to support the farm;
- the house is no larger than 300 m² (3,229 ft²); and
- the farm home plate area is no larger than 600 m² (6,458 ft²).

On November 27, 2018, Bill 52 (*Agricultural Land Commission Amendment Act, 2018*) was given Third Reading and Royal Assent. This Provincial legislation, amongst other things, removes the allowance of additional dwellings for farm workers as a discretionary use for local governments, and now requires approval from the Agricultural Land Commission (ALC) for an additional residence. It is anticipated that the amendments to the *Agricultural Land Commission Act* will come into force in early 2019 when the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* is amended through council.

In order to be consistent with the upcoming Provincial legislation as directed by Council, staff have prepared Bylaw 9984 and Bylaw 9985 which would amend both the OCP and Zoning Bylaw to remove the provisions that allow an additional dwelling on AG1 zoned land for full-time farm workers.

If the attached bylaws are approved, a property owner who wished to construct an additional residence on AG1 zoned land for full-time farm workers on the subject property would be required to apply for an ALC non-farm use application. The non-farm use application would have to be reviewed and endorsed by Council and if endorsed, approved by the ALC. If approved by the ALC, Council approval of a site-specific rezoning application would also be required.

Withholding Resolution

On December 19, 2018, Council adopted a withholding resolution of building permits that are contrary to the bylaws under consideration. The withholding resolution came into force on December 27, 2018, and any applications that are received by the City that are contrary to bylaws proposed to regulate residential development on land within the ALR are to be withheld and forwarded to Council as per Section 463 of the *Local Government Act*.

A building permit application was submitted on November 9, 2018 for an additional dwelling at 14791 Westminster Highway for full-time farm workers. This application was made immediately following issuance of a building permit for the principal dwelling at the same property. After the initial review, the building permit application was considered to be incomplete and the application was cancelled. The building permit application was re-submitted with all requirements met on December 21, 2018, prior to the enactment of the withholding resolution for an additional dwelling on December 27, 2018. The application will be reviewed under the existing regulations for an additional dwelling.

Bill 52 establishes how in-stream building permits can be considered for compliance with the new Provincial regulations. For an additional dwelling for farm workers in the ALR, a lawfully issued City building permit is required, and the concrete foundations must be poured prior to the amendments to the *Agricultural Land Commission Act* coming into force, which is expected to be in the first quarter of 2019. If these conditions are not met, the building permit application at 14791 Westminster Highway will be cancelled.

Consultation

Staff have reviewed the proposed OCP amendment bylaw with respect to the *Local Government Act* and the City's OCP Bylaw Preparation Consultation Policy No. 5043 requirements and recommend that it be referred to the ALC for comment. As the proposed bylaws are consistent with the new Provincial legislation, staff do not anticipate any concerns from the ALC.

Table 1 clarifies this recommendation. ALC referral comments will be requested prior to the public hearing date. Public notification for the public hearing will be provided as per the *Local Government Act*.

Table 1 – OCP Public Consultation Summary

| Stakeholder | Referral Comment |
|--|--|
| REFER | |
| Provincial Agricultural Land Commission | Refer to the ALC, consistent with <i>Local Government Act</i> requirements. |
| NO REFERRAL NECESSARY | |
| Richmond School Board | No referral necessary, as they are not affected. |
| The Board of Metro Vancouver | No referral necessary, as they are not affected. |
| The Councils of Adjacent Municipalities | No referral necessary, as they are not affected. |
| First Nations (e.g., Sto:lo, Tsawwassen, Musqueam) | No referral necessary, as they are not affected. |
| TransLink | No referral necessary, as they are not affected. |
| Port Authorities (Port Metro Vancouver and Steveston Harbour Authority) | No referral necessary, as they are not affected. |
| Vancouver Airport Authority (VAA) (Federal Government Agency) | No referral necessary, as they are not affected. |
| Richmond Coastal Health Authority | No referral necessary, as they are not affected. |
| Community Groups and Neighbours | Community Groups and Neighbours will have the opportunity to comment regarding the proposed OCP amendment (and proposed Zoning Bylaws) at Planning Committee, Council and at a Public Hearing. |
| All Relevant Federal and Provincial Government Agencies | No referral necessary, as they are not affected. |


Financial Impact

None.

Conclusion

To respond to Council's referral and to be consistent with the upcoming enactment of Bill 52 (*Agricultural Land Commission Amendment Act, 2018*) which would require approval from the ALC for any additional residences in the ALR, staff recommend that the following bylaws be introduced and given first reading:

1. Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9984; and
2. Richmond Zoning Bylaw 8500, Amendment Bylaw 9985.



John Hopkins
Planner 3
(604-276-4279)

JH:cas



City of Richmond

Bylaw 9984

Richmond Official Community Plan Bylaw 9000 Amendment Bylaw 9984 (Additional Dwellings on Agriculturally Zoned Land)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 9000, as amended, is further amended at Section 7.1 Protect Farmland and Enhance Its Viability, Objective 1, by deleting policy g) in its entirety and replacing it with the following:

“g) limit the number of dwelling units to one (1) on lots within the Agricultural Land Reserve (ALR). Any proposal for additional dwelling units would require approval from both Council and the Agricultural Land Commission (ALC).”
2. This Bylaw may be cited as “**Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9984**”.

FIRST READING



PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

| |
|-------|
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| |
|---|
| CITY OF RICHMOND |
| APPROVED by  |
| APPROVED by Manager or Solicitor  |

MAYOR

CORPORATE OFFICER



City of
Richmond

Bylaw 9985

**Richmond Zoning Bylaw 8500
Amendment Bylaw 9985
(Additional Single Detached House)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by:
 - a) deleting subsection 14.1.4.2 from Section 14.1.4 (Permitted Density) in its entirety and replacing it with the following:
 - "2. The maximum residential density is one principal dwelling unit per lot."; and
 - b) deleting subsection 14.1.4.A.2 from Section 14.1.4.A (Farm Home Plate) in its entirety.
2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9985".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

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| _____ |
| _____ |



MAYOR

CORPORATE OFFICER



Special Finance Committee

Date: Monday, February 11, 2019

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 3:31 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on February 4, 2019, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **ALTERNATIVE FUNDING SOURCES FOR THE 2019 ONE-TIME EXPENDITURES**

(File Ref. No. 03-0970-01) (REDMS No. 6121598 v. 3)

In response to questions from Committee, staff advised the following:

- the Enterprise Fund (i) has been accumulated over numerous years sourced from excess debt funding and surpluses through various accounts, (ii) is maintained by staff to ensure projects are funded where there is no funding source and a payback is available, and (iii) is self-sustaining;

Finance Committee
Monday, February 11, 2019

- as part of the existing gaming revenue allocation model any excess gaming revenue is put to the capital building and infrastructure reserve and there is an additional \$500,000 approximately in that reserve from this allocation model;
- in total for 2018, \$16.7 million was received in gaming revenue and staff follow the allocation model with any surplus put into the capital building and infrastructure reserve;
- the Shipyard Operations Supervisor position would be operational in nature, overseeing the operations related to boat building and repair activities on the site and is a one-time request;
- the Cultural Precinct Study would require an architect and specialized expertise to complete the building assessment and make recommendations on how to best utilize the space and ensure planning for the City's facilities;
- a majority of the Automated External Defibrillators (AED) were gifted in 2010 and 2011 as a legacy of the Olympics and have been utilized for life saving measures since their installation;
- PeopleSoft has gone through two major upgrades as well as significant changes in workflows and the PeopleSoft Review and Knowledge Development would provide necessary training to pertinent staff; and
- the Community Needs Assessment is recommended in five year intervals to measure effectiveness over time and align with other strategies which are also completed every five years and the intent is to start in 2019 for launch in 2020.

Discussion then took place on (i) the Gaming Revenue Provision and the Enterprise Fund, (ii) the status of staffing and the requirement of a Shipyard Operations Supervisor at Britannia Shipyards National Historic Site, (iii) the use of staff to complete the Cultural Precinct Study, and (iv) installing library book vending technology at Minoru Centre for Active Living.

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

It was moved and seconded

That the recommended one-time expenditures totaling \$1,315,909 and an additional \$110,000 for Minoru Aquatic Centre operational maintenance for a total of \$1,425,909 as outlined in Table 1, be approved with funding from the Rate Stabilization Account (RSA).

The question on the motion was not called as the following **amendment motions** were introduced:

Finance Committee
Monday, February 11, 2019

It was moved and seconded

That the Cultural Precinct Study (\$100,000) be removed from the recommended 2019 one-time expenditures.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Greene
Loo
McPhail
Steves
Wolfe

It was moved and seconded

That the Resources to Conduct a Community Needs Assessment (\$125,000) be removed from the recommended 2019 one-time expenditures.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Greene
Loo
McPhail
Wolfe

It was moved and seconded

That the Cultural Precinct Study (\$100,000) be funded from the Gaming Revenue Provision.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McNulty
McPhail
Steves

It was moved and seconded

That the Resources to Conduct a Community Needs Assessment (\$125,000) be funded from the Gaming Revenue Provision.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McNulty
McPhail
Steves

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It was moved and seconded

That the PeopleSoft Review and Knowledge Development (\$100,000) be removed from the recommended 2019 one-time expenditures.

DEFEATED

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

It was moved and seconded

That the funding for the 2019 one-time expenditure of the PeopleSoft Review and Knowledge Development be reduced to \$50,000.

DEFEATED

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

It was moved and seconded

That the Library Book Vending Technology at Minoru Centre for Active Living (\$41,500) be added to the recommended 2019 one-time expenditures to be funded from the Council Community Initiatives Account (CCIA).

The question on the amendment motion was not called as discussion ensued regarding the library book vending technology installation at Minoru Centre for Active Living. In response to queries from Committee, Susan Walters, Chief Librarian, commented that should a vending machine be installed at Minoru Centre for Active Living, the materials would be targeted to seniors with a regularly rotating collection available.

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

As a result of further discussion regarding the potential to install signage at the Steveston Tram Building, the following additional **amendment motions** were introduced:

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It was moved and seconded

That the Steveston Tram Building Signage (\$30,000) be added to the recommended 2019 one-time expenditures to be funded from the Council Community Initiatives Account (CCIA).

DEFEATED

Opposed: Cllrs. Au
Day
Greene
Steves
Wolfe

It was moved and seconded

That the Steveston Tram Building Signage be reduced to \$15,000 and added to the recommended 2019 one-time expenditures to be funded from the Council Community Initiatives Account (CCIA).

The question on the amendment motion was not called as, in response to questions from Committee, Marie Fenwick, Manager, Museum and Heritage Services advised that a final decision on constructing the Steveston Tram Building Signage in house or externally has not been made and staff would review the signage plan for the site to remain consistent.

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

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

That the recommended one-time expenditures totaling \$1,315,909 and an additional \$110,000 for Minoru Aquatic Centre operational maintenance for a total of \$1,425,909 as outlined in Table 1 be approved with funding from the Rate Stabilization Account (RSA), with the addition of the following:

- *\$41,500 for the Library Book Vending Technology at Minoru Centre for Active Living from the Council Community Initiatives (CCIA) Account; and*
- *\$15,000 for the Steveston Tram Building Signage from the Council Community Initiatives (CCIA) Account.*

was then called and it was **CARRIED** with Cllrs. Day and Greene opposed.

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

It was moved and seconded

That the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly and brought to the Council meeting on February 11, 2019.

CARRIED

Opposed: Cllr. Day

Finance Committee
Monday, February 11, 2019

Discussion further took place and as a result, the following **referral motions** were introduced:

It was moved and seconded

That staff look into the potential for charging admission to the Britannia Shipyards National Historic Site.

CARRIED

It was moved and seconded

That staff provide further details regarding the Enterprise Provision including its history and decisions regarding how the Provision is operating.

CARRIED

It was moved and seconded

That staff provide further details regarding the Gaming Revenue Provision including its history and outline of funds being deposited.

CARRIED

2. 2019 PROPOSED OPERATING BUDGET – SAME LEVEL OF SERVICE REFERRAL RESPONSE

(File Ref. No. 03-0970-01) (REDMS No. 6122324)

In response to questions from Committee, staff noted that (i) the \$150,000 increase in criminal record checks is anticipated due to an increase in job application requirements for a criminal record check, (ii) the anticipated surplus for 2018 is \$6 million and will be added to the \$3.3 million balance of the Rate Stabilization Account, (iii) the Rate Stabilization Account has been utilized as a funding source to address expenditures in order to reduce the tax impact, (iv) staff anticipate bringing a report regarding 2020 Major Events to Council in the near future, and (v) the increase in business licence revenue and increase on other fines revenue is supported by reviewing the trend over the past three years.

Councillor Harold Steves left the meeting (4:26 p.m.) and returned (4:29 p.m.).

In further response to Committee's questions, Mr. Nazareth and Mr. Chong provided further clarification regarding (i) the use of the Rate Stabilization Account, (ii) the same level of service increase, (iii) the operating budget surplus, and (iv) the annual tax rate calculation.

Discussion then took place regarding the staff recognition event and direction was given to staff to provide further information including cost.

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

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It was moved and seconded

That:

- (1) a same level of service budget increase, after tax growth, of \$2,167,033 with a tax increase of 1.00% before additional levels of service be approved;***
- (2) the 2019 Operating Budget overall tax increase of 4.82% as presented in Table 2 of the staff report titled “2019 Proposed Operating Budget – Same Level of Service Referral Response” be approved; and***
- (3) the 2019 Operating Budget of 4.82% be included in the Consolidated 5 Year Financial Plan (2019-2023).***

The question on the motion was not called as, in response to queries from Committee, Mr. Nazareth and Mr. Chong advised that (i) staff have reduced the same level of service budget increase as much as possible without an impact to services, (ii) community safety accounts for 70% of the same level of service increase in 2019 and 61% of the overall increase of the proposed budget, (iii) if the operating budget for 2019 was approved as recommended by staff, the average household would see an approximate tax increase of \$94.51.

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

It was moved and seconded

That the 2.37% Rate Stabilization funding for the 2019 Operating Budget be reduced to 1.37 % with a resulting greater tax increase.

The question on the amendment motion was not called as there was agreement to **table** the motion and the following **amendment motion** was introduced:

It was moved and seconded

That the transfer to reserves be reduced from 0.5% to 0%.

The question on the amendment motion was not called as discussion took place on the transfer to reserves and pursuing alternative revenue sources. In response to questions from Committee, Mr. Nazareth and Mr. Chong advised that at the end of November 2018 there was approximately \$300 million in uncommitted reserves and \$60 million in building reserves, which includes capital building and leisure facilities. Mr. Nazareth and Mr. Chong further remarked that the return on community infrastructures is approximately 2¾ %.

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

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There was agreement that the previous amendment motion to reduce the use of the Rate Stabilization Account be **lifted** from the table.

Discussion further took place on amending the reduction to the use of the Rate Stabilization Account and the amendment motion was **WITHDRAWN** and the following **amendment motion** was introduced:

It was moved and seconded

That the 2.37% Rate Stabilization funding for the 2019 Operating Budget be reduced by 0.68 % with a resulting tax increase.

The question on the amendment motion was not called as, in response to Committee's queries, staff noted that if the amendment motion were to pass, the resulting tax increase for 2019 would be 5.5% and 6.01% in 2020.

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

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

3. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) BYLAW NO. 9979**

(File Ref. No. 12-8060-20-009979) (REDMS No. 6121102)

It was noted that an updated Consolidated 5 Year Financial Plan (2019-2023) Bylaw could be provided to Council at the February 11, 2019 Council meeting.

It was moved and seconded

- (1) ***That the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979 be introduced and given first, second, and third readings; and***
- (2) ***That staff undertake a process of public consultation as required in Section 166 of the Community Charter.***

CARRIED

Opposed: Cllrs. Au
Day

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:00 p.m.).

CARRIED

Finance Committee
Monday, February 11, 2019

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 19, 2019.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



Community Safety Committee

Date: Tuesday, February 12, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
Councillor Carol Day
Councillor Kelly Greene

Absent: Councillor Harold Steves

Also Present: Councillor Chak Au
Councillor Michael Wolfe

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on January 15, 2019, be adopted.

CARRIED

NEXT COMMITTEE MEETING DATE

March 12, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

Community Safety Committee
Tuesday, February 12, 2019

COMMUNITY SAFETY DIVISION

1. COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – DECEMBER 2018

(File Ref. No. 12-8060-01) (REDMS No. 6078589 v. 3)

In reply to queries from Committee, Carli Williams, Manager, Community Bylaws and Licencing, advised that (i) an unsightly property on Beckwith Road has been resolved, (ii) the increase in noise complaints can be attributed to a number of challenging construction sites, and (iii) the number of grease-trap inspections is consistent with staff's education and voluntary compliance efforts.

It was moved and seconded

That the staff report titled "Community Bylaws Monthly Activity Report – December 2018", dated February 5, 2019, from the General Manager, Community Safety, be received for information.

CARRIED

2. BUSINESS LICENCES QUARTERLY REPORT – FOURTH QUARTER 2018

(File Ref. No. 12-8275-01) (REDMS No. 6078510)

In reply to queries from Committee, Ms. Williams commented on a local business that may be seeking to operate an adult entertainment establishment. She spoke to the City's and provincial government's regulations for such establishments, noting that staff are monitoring the situation closely. Also, Ms. Williams remarked that staff are working with the City Clerk's Office on ameliorating the Election and Political Signs Bylaw No. 8713.

It was moved and seconded

That the staff report titled "Business Licences Quarterly Report – Fourth Quarter 2018", dated January 21, 2019, from the General Manager Community Safety be received for information.

CARRIED

3. EMERGENCY PROGRAMS QUARTERLY ACTIVITY REPORT-FOURTH QUARTER 2018

(File Ref. No. 09-5126-01) (REDMS No. 6094573 v. 4)

Discussion took place and Committee commented that (i) information reflective of the community's interest in the Richmond Resilient Community Program would be valuable, (ii) it may be worthwhile for Council to participate in an earthquake drill, particularly to become better familiar with their role during an emergency, and (iii) it would be timely to provide Council with updated materials regarding emergency preparedness and their role.

Community Safety Committee
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It was moved and seconded

That the staff report titled “Emergency Programs Quarterly Activity Report – Fourth Quarter 2018”, dated January 21, 2019, from the General Manager, Community Safety, be received for information.

CARRIED

4. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – DECEMBER 2018

(File Ref. No. 09-5000-01) (REDMS No. 6076052)

In reply to queries from Committee, Fire Chief Tim Wilkinson, Richmond Fire-Rescue (RFR), provided the following information:

- the drop in medical calls may be attributed to the change in response model implemented by BC Emergency Health Services;
- BC Emergency Health Services continuously reviews the response model and adjustments are made as necessary;
- municipal level fire departments across BC are limited in their scope of medical response; and
- Richmond is well served by ambulances unlike communities in the rural areas of the province.

Councillor Day spoke to the potential in enhancing RFR’s role with regard to medical calls in an effort to better serve the community; she stated that it would be worthwhile to write to the provincial government to enquire about the potential to grant Fire-Rescue personnel the ability to perform basic paramedic duties to support BC Ambulance Service (BCAS), and to seek funding from the provincial government to train RFR personnel and for the City’s additional operating costs.

The Chair spoke to the political climate of relations between the provincial government and BCAS, noting that it may be untimely to interfere.

Fire Chief Wilkinson stated that RFR’s primary role is to fight fires and cautioned the expansion of RFR’s role, noting that provincial funding support is highly unlikely. Fire Chief Wilkinson suggested that should Council write to the provincial government on this matter, it may be more appropriate to query about the potential for the *Emergency Health Services Act* to be permissive; this would provide municipalities the flexibility to choose an emergency health services model that best suits the needs of their individual communities.

Cecilia Achiam, General Manager, Community Safety, commented on the costs implications related to an increase of fire personnel, noting that it would be imprudent of staff to recommend an expansion in the scope of RFR’s duties.

3.

Community Safety Committee

Tuesday, February 12, 2019

Discussion took place on the current response model, and Committee queried whether there is a need to potentially expand on RFR's role. Fire Chief Wilkinson advised that data regarding calls not routed to RFR may possibly be obtained by Freedom of Information requests.

Committee requested that additional figures be provided with regard to RFR's overtime hours and stand down calls.

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

It was moved and seconded

That a letter be written to the Minister of Health enquiring about the potential to grant Fire-Rescue personnel the ability to perform basic paramedic duties to support BC Ambulance Service, and to seek funding from the provincial government to train Richmond Fire-Rescue personnel and for the City's additional operating costs, with copies to the Premier of BC and the Federal Minister of Health.

CARRIED

It was moved and seconded

That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – December 2018", dated January 14, 2019, from the Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

5. **FIRE CHIEF BRIEFING**

(Verbal Report)

(i) Anti-bullying / Pink Shirt Day

Fire Chief Wilkinson spoke to the upcoming ERASE Bullying Day on February 28th, highlighting that RFR will be participating in the campaign.

(ii) Touchstone Family Association – Eating Together Event

Fire Chief Wilkinson remarked that on February 24th, RFR Local 1286 will be serving a pancake breakfast at DeBeck Elementary school as part of the Touchstone Family Association's Eating Together event.

(iii) Joint RFR & RCMP Response in West Richmond

Fire Chief Wilkinson, accompanied by Supt. Will Ng, Officer in Charge, Richmond RCMP, spoke to a recent event on Princeton Avenue, which led to the discovery of a clandestine drug lab.

Community Safety Committee
Tuesday, February 12, 2019

6. RCMP MONTHLY ACTIVITY REPORT – DECEMBER 2018

(File Ref. No. 09-5000-01) (REDMS No. 6052135 v. 3)

Supt. Ng provided commented on the RCMP's December 2018 figures and highlighted that (i) the Detachment realigned additional resources to combat property crime, (ii) the Mobile Enforcement Team has been actively targeting hot spot transit hubs like Canada Line stations, and (iii) the police dog unit has responded favourably to service calls in Richmond.

In reply to queries from Committee, Supt. Ng spoke to the City's Block Watch program, highlighting that the program has 455 groups, totalling 10,477 participants (552 captains and co-captains). He commented on neighbourhoods where the program is thriving, noting that captains of the program will be invited to participate in a workshop where best practices may be shared.

Committee requested that a memorandum be provided to Council with regard to neighbourhoods that do not participate in the Block Watch program.

Edward Warzel, Manager, Police Services, spoke on the upcoming launch of a Richmond RCMP mobile application, noting that the application supports additional features that may be integrated at a future time.

In reply to further queries from Committee, Supt. Ng advised that the increase in sexual offences can be attributed to child pornography cases intercepted by Canada Border Services Agency at the Vancouver International Airport, and statistics specific to Zone 1 (Sea Island) can be provided to Council.

It was moved and seconded

That the report titled "RCMP Monthly Activity Report – December 2018", dated January 21, 2019, from the Officer in Charge, Richmond RCMP Detachment, be received for information.

CARRIED

7. RCMP/OIC BRIEFING

(Verbal Report)

(i) Community Break and Enter Outreach

Supt. Ng remarked that statistically break and enters rise in the months of December and January and typically decline once prolific offenders are in custody. He then highlighted that as a result of intelligence-led data, RCMP officers now attend targeted areas impacted by break and enters at specific times in an effort to be visible and prevent crime.

(ii) Road Safety Initiative

Supt. Ng reviewed the statistics related to road safety initiatives, remarking that the various teams have been very active.

Community Safety Committee
Tuesday, February 12, 2019

(iii) Online Crime Reporting

Supt. Ng highlighted that the Richmond RCMP is part of a pilot project, whereby members of the public may report a non-emergency crime online.

(iv) Youth Mental Health

Supt. Ng spoke of a recent event that has led the Richmond RCMP to examine way in which youth mental health may be better supported. He spoke to the Car 67 program, noting that an agreement with Vancouver Coastal Health is nearly complete and that staff are examining the potential to include a youth mental health officer as part of the program.

Discussion took place and Committee expressed concern regarding the rise of self-harm among youth and the need to (i) advocate for additional resources that benefit youth, and (ii) the potential to implement an age restriction on the use of social media.

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

It was moved and seconded

That a letter be written to appropriate federal and provincial authorities to examine the effects of social media use and possible protections that may be implemented to safeguard youth.

The question on the motion was not called as discussion took place on a potential workshop whereby stakeholders, such as the City of Richmond, Richmond School District, Vancouver Coastal Health, the Richmond RCMP and so forth, meet to discuss youth mental health in Richmond.

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

8. COMMITTEE STANDING ITEM

E-Comm

None.

9. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:31 p.m.).

CARRIED

Community Safety Committee
Tuesday, February 12, 2019

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, February 12, 2019.

Councillor Bill McNulty
Chair

Hanieh Berg
Legislative Services Coordinator



General Purposes Committee

Date: Tuesday, February 19, 2019

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Bill McNulty

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

AGENDA ADDITION

It was moved and seconded

That Single-Use Plastic Items be added to the Agenda as Item No. 7.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on February 4, 2019, be adopted as circulated.

CARRIED

General Purposes Committee
Tuesday, February 19, 2019

COUNCILLOR KELLY GREENE

1. AUDIO RECORDINGS OF COUNCIL AND STANDING COMMITTEE MEETINGS

(File Ref. No. 01-0105-00)

It was moved and seconded

To direct staff to identify feasible options for publishing on the City of Richmond website the audio recordings from all Council and Standing Committee meetings that are not video recorded and report back.

The question on the referral motion was not called as discussion ensued and the following Committee comments were noted:

- the intent of the proposed referral motion is to provide greater accessibility and transparency of the City Council process;
- the publication of the audio recordings would provide interested members of the public the opportunity to listen to the meeting discussion, which may provide a level of context that may not necessarily be captured in the meeting minutes;
- currently, members of the public are often hesitant to address Council at a meeting as public speaking can be daunting; therefore, the publication of meeting audio recordings may further deter public delegations before Council;
- if meeting audio recordings were to be published on the City website, Council's Committee meeting processes would need to be modified; for instance, the Chair would need to advise members of the public that they are being recorded, a roll call would need to be conducted at the beginning of the meeting, individual Council members would need to be identified aloud each time they speak and so forth;
- the display of motions on the floor in real time would lend itself well in improving transparency of the City Council process;
- the provision of meeting audio recordings would supplement agendas and minutes already published on the City website;
- the provision of meeting audio recordings for Public Hearings may be suitable as the Council Chambers is better equipped to capture audio; and
- meeting audio recordings are currently provided to members of the public as requested, which questions the need to publish them on the City website.

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In reply to queries from Committee, David Weber, Director, City Clerk's Office, advised that audio recordings are taken for minute taking purposes. He remarked that the audio visual system in the Anderson Room was not designed with the intent to capture audio for public broadcast and therefore, the quality of the audio recordings is poor. He noted that the Council Chambers is better equipped for public broadcast of audio recordings as the infrastructure exists. Also, Mr. Weber stated that the City Clerk's Office receives a few requests annually from members of the public wishing to listen to meeting audio recordings.

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

COMMUNITY SERVICES DIVISION

2. **HOLLYBRIDGE WAY PUBLIC ART LANDMARK PROPOSED LOCATION**

(File Ref. No. 11-7000-09-20-244) (REDMS No. 6059508 v. 9)

It was moved and seconded

That the proposed location for the Hollybridge Way Public Art Landmark artwork "Typhas" by artists Charlotte Wall and Puya Khalili, as presented in the staff report titled "Hollybridge Way Public Art Landmark Proposed Location," dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.

The question on the motion was not called as discussion took place and in reply to queries from Committee, Liesl Jauk, Manager, Arts Services and Biliانا Velkova, Public Art Planner, provided the following information:

- the proposed public art project is consistent with the Hollybridge Way Public Art Landmark Terms of Reference, which was approved by Council in June 2018;
- there is no provision to provide the proposed public art on private property;
- a staff report on the Council approval process for public art projects on private land is anticipated to be presented at the February 2019 Parks, Recreation and Cultural Services Committee meeting;
- maintenance costs for public art projects are built into the program's costs;

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- when a call for artists for public art projects is issued, local artists are encouraged to apply; some public art projects are limited to local artist while others are open to local, national and international artists; this allows for a vibrant public art program that captures a diversity of art mediums;
- the public art program is robust in that the process is well defined and established;
- due to structural engineering and flood mitigation needs, the grand staircase (midway up the stairs) is recommended as the preferred site; and
- staff can examine sliding the public art over to the side; however there may be costs associated to reinforce the staircase.

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

It was moved and seconded

That the proposed location for the Hollybridge Way Public Art Landmark artwork “Typhas” by artists Charlotte Wall and Puya Khalili, as presented in the staff report titled “Hollybridge Way Public Art Landmark Proposed Location,” dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be tabled for one month.

The question on the motion was not called as discussion took place and Committee commented that the public art program process is well defined and established and the decision of the public art panel for this project should be respected, and should the public art program process be revised as a result of the anticipated staff report to be presented at the February 2019 Parks, Recreation and Cultural Services Committee alter, it would be for future public art projects.

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

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

3. **2019 ARTS AND CULTURE GRANTS PROGRAM**

(File Ref. No. 11-7000-01) (REDMS No. 6059091 V. 2)

The Chair congratulated all staff involved in the City’s grants program for their efforts.

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It was moved and seconded

That the 2019 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$114,524, as outlined in the report titled "2019 Arts and Culture Grants Program" dated January 10, 2019 from the Director, Arts, Culture and Heritage Services.

CARRIED

4. 2019 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS

(File Ref. No. 11-7000-01) (REDMS No. 6047179 v. 13, 6047157, 6080248)

In accordance with Section 100 of the *Community Charter*, Councillor Alexa Loo declared herself to be in a conflict of interest with respect to Item No. 4 as she is a board member for KidSport.

There was agreement to consider proposed grant funding for KidSport separately and therefore, the following **motion** was introduced:

It was moved and seconded

That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$86,100 (with the removal of \$23,000 for KidSport) as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.

The question on the motion was not called as discussion took place on the recommended 2019 Parks, Recreation and Community Events grant amounts and in reply to queries from Committee, Beayue Louie, Park Planner, provided the following information:

- grant applications are assessed based on the application scoring criteria as set out by Council;
- the application scoring criteria rates applications based on information provided by the deadline including areas related to (i) eligibility, (ii) applicant, (iii) impact on community and engagement, (iv) financials, and (v) quality of application;
- the grant funding recommended for the Hamilton Community Association is based on their request for funds for marketing and entertainment costs to expand their reach;
- the recommended grant funding for Rabbitats Rescue Society is based on their application submission as of the deadline; information such as the use of grant funds for ineligible purposes (infrastructure) and the question of jurisdiction regarding their program were among the factors in determining the recommended grant funding;

General Purposes Committee

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- the WildResearch Society was not recommended due to an overall low score on its application; the main goal of the grant program is to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents and the Society's application failed to address this factor;
- the Growing Chefs Society is not recommended for funding largely due to the fact that the program is a school-based program, which is not eligible for grant funding as per the Guidelines; and
- the BC Kitefliers' Association requested funds for their Children's Kite Making workshop so that kites may be offered free of charge; the recommended grant funding is to cover the costs of 600 kite-making kits.

Discussion took place on correspondence dated February 19, 2019 submitted by the Rabbitats Rescue Society (attached to and forming part of these Minutes as Schedule 1). As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

That correspondence dated February 19, 2019 from Rabbitats Rescue Society be referred to staff to provide general remarks and information regarding what other jurisdictions are doing.

The question on the referral motion was not called as discussion took place on the intent of the referral in the context of the 2019 Parks, Recreation and Community Events grant recommendations.

It was suggested that the matter of addressing feral rabbits in Richmond in the broader context be discussed at an upcoming Parks, Recreation and Cultural Services Committee meeting.

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

Discussion then ensued regarding the main motion and the recommended grant allocations. As a result, the following **amendment motion** was introduced:

It was moved and seconded

That:

- (1) *\$600 be added to the East Richmond Community Association grant allocation for a total of \$1,800;*
- (2) *\$600 be added to the BC Kitefliers' Association grant allocation for a total of \$1,200; and*
- (3) *\$316 be added to the Gulf of Georgia Cannery Society grant allocation for a total of \$1,316.*

CARRIED

General Purposes Committee
Tuesday, February 19, 2019

The question on the main motion, as amended to read as follows:

"That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$86,616 and include:

- (1) the removal of \$23,000 for KidSport and \$1,000 for Rabbitats Rescue Society; and*
- (2) the addition of:*
 - (a) \$600 to the East Richmond Community Association grant allocation for a total of \$1,800;*
 - (b) \$600 to the BC Kitefliers' Association grant allocation for a total of \$1,200; and*
 - (c) \$316 to the Gulf of Georgia Cannery Society grant allocation for a total of \$1,316;*

as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services."

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

In accordance with Section 100 of the *Community Charter*, Councillor Alexa Loo declared herself to be in a conflict of interest with respect to the remainder of Item No. 4 as she is a board member for KidSport and left the meeting (5:06 p.m.).

It was moved and seconded

That \$23,000 be awarded to KidSport – Richmond Chapter as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.

CARRIED

Councillor Loo returned to the meeting (5:07 p.m.).

General Purposes Committee

Tuesday, February 19, 2019

5. 2019 HEALTH, SOCIAL AND SAFETY GRANTS

(File Ref. No. 07-3040-01) (REDMS No. 6057796 v. 3; 6075319; 5950178)

In reply to queries from Committee, Lesley Sherlock, Planner 2, spoke to the recommended grant allocations, noting that it is challenging to allocate large amounts of grant funding to any given organization and challenges faced by the Richmond Women's Resource Centre are a result of the elimination of provincial grant funding.

Discussion took place on utilizing remaining funds from the 2019 Health, Social and Safety Services Grants. As a result, the following **amendment motion** was introduced:

It was moved and seconded

That:

- (1) \$500 be added to the Stigma-Free Society grant allocation for a total of \$2,500;***
- (2) \$316 be added to the Richmond Amateur Radio Club grant allocation for a total of \$2,000;***
- (3) \$500 be added to the Amyotrophic Lateral Sclerosis Society of British Columbia grant allocation for a total of \$2,500; and***
- (4) \$1,000 be added to the Turning Point Recovery Society grant allocation for a total of \$8,500.***

CARRIED

It was moved and seconded

That the 2019 Health, Social and Safety Services Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$614,590 as per the report titled "2019 Health, Social and Safety Grants", dated January 16, 2019, from the Manager of Community Social Development (Attachment 1) and include the addition of:

- (a) \$500 to the Stigma-Free Society grant allocation for a total of \$2,500;***
- (b) \$316 to the Richmond Amateur Radio Club grant allocation for a total of \$2,000;***
- (c) \$500 to the Amyotrophic Lateral Sclerosis Society of British Columbia grant allocation for a total of \$2,500; and***
- (d) \$1,000 to the Turning Point Recovery Society grant allocation for a total of \$8,500.***

CARRIED

General Purposes Committee
Tuesday, February 19, 2019

6. **2019 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 6010376 v. 8; 5364413; 5955401; 6010359)

It was moved and seconded

That, as per the report titled "2019 Child Care Grants," dated January 10, 2019, from the Manager of Community Social Development:

- (1) the Child Care Capital and Professional and Program Development Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$54,187; and*
- (2) a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.*

CARRIED

7. **SINGLE-USE PLASTIC ITEMS**

(File Ref. No.)

Councillor Au spoke to the need to examine banning single-use plastic items, including plastic bags and drinking straws in Richmond. As a result, the following **referral motion** was introduced:

It was moved and seconded

Whereas plastic pollution is a major threat to our environment and it is estimated that approximately three billion plastic bags are used annually in Canada. The average plastic bag is used for 20 minutes and takes more than 400 years to break down;

Whereas Canada is a signatory of the Ocean Plastics Charter in September 2018 and more than 60 countries have taken action to fight plastic pollution; and

Whereas in September 2018 a motion was unanimously passed at the UBCM Convention to call for a provincial ban on plastic bags and some cities, such as Victoria and Salmon Arm, already have bylaws to ban single-use plastic bags; and

Whereas Vancouver has voted to ban the distribution of plastic drinking straws as well as form containers and cups commencing June 1, 2019;

Therefore be it resolved that staff be directed to study the merits and practicability of banning single-use plastic items including plastic bags and plastic drinking straws in Richmond report back with recommendations in 60 days.

The question on the referral motion was not called as discussion took place on the timeliness of the referral and what surrounding municipalities have implemented related to single-use plastics.

General Purposes Committee

Tuesday, February 19, 2019

Discussion took place on the need to examine other materials as well and Robert Gonzalez, General Manager, Engineering and Public Works, commented that staff's analysis will include examining the City's authority to implement such bans; also, he provided clarity with regard to the definition of single-use, noting that some Styrofoam containers such as those used for take-out food are considered single-use whereas others may not be.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:30 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 Tuesday, February 19, 2019.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator

Mayor and Councillors

Schedule 1 to the Minutes of the
General Purposes Committee
meeting of Richmond City
Council held on Tuesday,
February 19, 2019.

ON TABLE ITEM

Date: February 19, 2019
Meeting: OPEN O&P
Item: ITEM 4

From: Sorelle . <sorelle@rabbitats.org>
Sent: Tuesday, 19 February 2019 13:57
To: Wolfe, Michael; Carol Day; kelly@kellygreene.ca; Brar, Paul; Mayor and Councillors
Subject: Rabbitats Rabbit Control, Grant Request
Attachments: City of Richmond Synopsis Draft 1.docx

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

Hi Michael,

We had applied for a City grant of around \$45,000 for operating costs to get started on humane rabbit control for the ever-burgeoning population. We weren't expecting the full amount however they have only allocated \$1000, which although we're grateful for, really won't get us started on this important project.

I know in past years there have been some funds leftover in the kitty (bunny?) so to speak and we're hoping that a case can be made to at least try and get those funds sent our way as well.

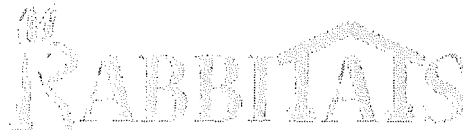
I will be at the General Purposes meeting today, I hope to finally meet you there.

I'm attaching a VERY rough two-page summary of some key points in our still in-progress action plan.

Thanks!

Sorelle

Sorelle Saidman
604-608-1300
Rabbitats Rescue Society
info@rabbitats.org
www.rabbitats.org



City of Richmond

FERAL RABBIT ACTION PLAN: INTRODUCTION

SUMMARY DRAFT

February 18, 2019

Proposed Actions (Summary)

Project One: Feral Rabbit Control (2019 – 2029)

Rabbitats is given a five-year contract to trap, neuter and contain the rabbits already loose in Richmond, with a five year renewal.

- Rabbitats' volunteers initially trap the rabbits with subsequent rabbits picked up by animal control.
- City pays \$100 per rabbit for sterilization and vaccination.
- Rabbitats approaches neighbourhood stratas, home owners and businesses with rabbits on their properties for additional funding and other assistance.
- The rabbits are housed in large secure enclosures on farms and sanctuaries.

Project Two – Abandoned Rabbit Control (perpetual)

NOTE: Rabbitats has been positioning itself to undertake feral rabbit control, however with most BC shelters shutting down to rabbit intake over most of 2018 and the Richmond shelter opting for a drastically reduced capacity from 2019 on, a new crisis now has to be resolved.

- Rabbitats opens a shelter/indoor sanctuary to take unwanted rabbits and traps and houses Richmond strays at a rate to be determined.
- A warehouse or a suitable indoor/outdoor rural location will be required raising operating costs thus additional support needs to be explored.

Rabbitats is not looking for rescue handouts from the taxpayer, we are looking to re-allocate escalating funds spent on repairs and lost product (along with some other fiscally responsible proposals).

Richmond's rabbit damage should be substantial. This is in addition to the losses suffered by property owners and gardeners. This can escalate to farmers as it did in 2006.

Case Studies Synopsis:

Corporation of Delta

The Corporation of Delta said in 2012 that *"To date, Delta has incurred approximately \$350,000 in costs to repair damages caused by the rabbits to the buildings and grounds in the civic precinct. Similarly, in 2011, the Delta Hospice spent approximately \$70,000 to repair landscape damage caused by rabbits."*

They budgeted \$60,000 to spay/neuter their rabbits and released 400 to 500 in Harbour Park, which is mostly surrounded by water. They passed a rabbit spay/neuter bylaw, animal control picked up all ensuing stray rabbits and they remained rabbit free until the shelter closed for intake in 2018.

Richmond Auto Mall

In 2012, the Richmond Auto Mall's landscaping contractors estimated the rabbits on their property had caused \$32,650 in current damages and estimated pending damage that could be over \$60,000 as the rabbits had begun compromising the trees.

The Auto Mall awarded a contract worth \$60,000 to Rabbitats for rabbit control which saw 400 rabbits taken in by the society.

The Auto Mall continues to sponsor the society with a vehicle and other perks, and the society continues to pick up strays with RAM covering the sterilization costs.

Kelowna

Kelowna paid \$54,000 to EBB Environmental Consulting initially to kill 1000 rabbits. After several hundred were exterminated and a public outcry ensued, a rescue group stepped in to rehome the remaining 800 with additional funding from the City of Kelowna.

Kelowna also passed a bylaw allowing for the sale of sterilized rabbits only.



Planning Committee

Date: Wednesday, February 20, 2019

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm Brodie, Acting Chair
Councillor Carol Day
Councillor Alexa Loo
Councillor Harold Steves

Absent: Councillor Bill McNulty
Councillor Linda McPhail

Also Present: 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 Planning Committee held on February 5, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

March 5, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM**

(File Ref. No. 07-3300-01) (REDMS No. 6088363 v. 2)

Committee thanked the Richmond Intercultural Advisory Committee for their work in the community.

It was moved and seconded

That the staff report titled "Richmond Intercultural Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 31, 2019, from the Manager of Community Social Development, be approved.

CARRIED

2. **NAMING OF CHILD CARE FACILITY, 10311 RIVER DRIVE**

(File Ref. No. 07-3070-01) (REDMS No. 6087358 v. 6)

It was moved and seconded

That the City's child care facility being constructed at 10311 River Drive (Northview Estates/Parc Riviera) be named River Run Early Care and Learning Centre, as outlined in the report titled "Naming of Child Care Facility, 10311 River Drive," dated February 11, 2019, from the Manager of Community Social Development, be approved.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

3. **APPLICATION BY ZGET HOLDINGS CORP. FOR REZONING AT 6031 BLUNDELL ROAD FROM "LAND USE CONTRACT 128" TO "COMMUNITY COMMERCIAL (CC)"**

(File Ref. No. 12-8060-20-009891; RZ 16-745849) (REDMS No. 6080245)

Staff reviewed the application, highlighting that (i) the proposed building will be located on the site in a similar manner to the former pub building, (ii) all trees on-site will be retained, (iii) the proposed parking area will primarily be located in the rear portion of the site, and (iv) the proposed variances will include a 0.15m minimum interior side yard, a 0.6m increase to the maximum building height, and eight small car parking spaces.

Discussion ensued with regard to future rezoning of neighbouring sites and potential tenants of the proposed development.

Planning Committee
Wednesday, February 20, 2019

It was moved and seconded

(1) That Richmond Zoning Bylaw 8500, Amendment Bylaw 9891 to:

- (a) rezone 6031 Blundell Road from “Land Use Contract 128” to the “Community Commercial (CC)” zone; and**
- (b) discharge “Land Use Contract 128”, entered into pursuant to “Eugene Clarence Neumeyer and Mildred Neumeyer Land Use Contract By-law No. 3614 (RD81039)” from the title of 6031 Blundell Road;**

(2) be introduced and given first reading.

CARRIED

4. APPLICATION BY PENTA BUILDERS GROUP FOR REZONING AT 7671 ACHESON ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)

(File Ref. No. 12-8060-20-009946; RZ 18-827880) (REDMS No. 5995558)

In reply to queries from Committee, staff noted that access to the site will be through a rear lane and that construction of the lane will facilitate the connection of the existing adjacent east and west lanes.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9946, for the rezoning of 7671 Acheson Road from “Single Detached (RS1/E)” to “Single Detached (RS2/A)”, be introduced and given first reading.

CARRIED

5. APPLICATION BY KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD. FOR A ZONING TEXT AMENDMENT TO THE “VEHICLE SALES (CV)” ZONE TO INCREASE THE FLOOR AREA RATIO TO 0.94 AT 13171 AND A PORTION OF 13251 SMALLWOOD PLACE

(File Ref. No. 12-8060-20-009969; ZT 18-835424) (REDMS No. 6025145)

Staff reviewed the application, noting that (i) the proposed building will be three storeys with rooftop parking, (ii) the ground floor will be used as the showroom, and (iii) staff will be working with the applicant to reduce potential bird strikes on the building through the Development Permit process

Planning Committee
Wednesday, February 20, 2019

In reply to queries from Committee, Scott Douglas and Moe Saboune, representing the applicant, noted that (i) the applicant is reviewing design options such as glazing and lighting features that can reduce potential bird strikes and that they are committed to addressing this through the Development Permit process. (ii) the proposed parking spaces within the building will reduce the need for inventory storage space off-site, and (iii) rooftop solar panels are not economically feasible due to the limited rooftop space.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9969, for a Zoning Text amendment to the "Vehicle Sales (CV)" zone to increase the maximum Floor Area Ratio (FAR) to 0.94 at 13171 and a portion of 13251 Smallwood Place, be introduced and given first reading.

CARRIED

6. MANAGER'S REPORT

Rezoning and Development Permit Notification Signs

In reply to queries from Committee Wayne Craig, Director, Development, noted that staff are reviewing design options to update rezoning and Development Permit notification signs and that a report on the matter is expected to be presented to Committee in April 2019.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:26 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 Wednesday, February 20, 2019.

Mayor Malcolm Brodie
Acting Chair

Evangel Biason
Legislative Services Coordinator



Public Works and Transportation Committee

Date: Thursday, February 21, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Chak Au, Chair
Councillor Kelly Greene
Councillor Alexa Loo
Councillor Michael Wolfe

Absent: Councillor Linda McPhail

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Public Works and Transportation Committee held on January 23, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

March 20, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

DELEGATION

Norman Van Eeden Petersman, Richmond resident, spoke on the reduction of parking minimums and parking benefit districts in relation to the Strong Towns movement and the book, "The High Cost of Free Parking" by Donald Shoup and offered the following remarks:

- the Strong Towns movement, StrongTowns.org, has materials on making cities financially viable;

Public Works & Transportation Committee

Thursday, February 21, 2019

- the re-development of existing buildings should not become burdened with trying to fit parking in because, as a consequence, small/medium projects are often set aside as the parking requirement has to be large enough for the project to be viable, which could be an issue in places like Steveston;
- the article included in the agenda package materials highlights the outcome when projects are exposed to high parking requirements;
- the amount of land Richmond devotes to parking is an unproductive use of the land and there is an opportunity to think about things differently and offer improvements;
- as noted by Donald Shoup in “The High Cost of Free Parking”, private cars are heavily subsidized, and both land and quality space is devoted to the parking of vehicles;
- cities should reflect on what it costs to park vehicles, key land and space are dedicated however that space could be utilized for more beneficial development;
- people expect space on public land for parking and use their own private property non-productively to store other items instead of parking their vehicles;
- it would recalibrate the value of a second or third vehicle when public streets are taxed through parking meters to recapture revenue district initiatives;
- Donald Shoup in “The High Cost of Free Parking” introduces the concept of parking benefit districts in business districts, such as those implemented in Pasadena, California, which capture parking meter revenue and reinvest it into local neighbourhood improvements;
- similar parking benefit districts could be implemented in Steveston or on Saba Road in Richmond where the funds raised from parking meters could benefit improvements in the area;
- the City is undergoing rapid densification and cars will continue to be an issue unless new solutions can be implemented; and
- encourage the City to consider transforming how vehicles are treated in the city and there is an opportunity to continue to improve Richmond if the way of treating parking is transformed.

Discussion took place on (i) addressing transit accessibility in the downtown Richmond core, (ii) the high number of vehicles in the city and the unequal distribution of parking, and (iii) the potential of a Business Improvement Area and the creation of a parking benefit district in Richmond.

Public Works & Transportation Committee

Thursday, February 21, 2019

In response to queries from Committee, Mr. Van Eeden Petersman was of the opinion that resident only parking restrictions would not address parking issues and would not encourage residents to park on their own property. Mr. Van Eeden Petersman further remarked that the City of Pasadena, California worked with the community association or business district in regards to the parking benefit district to distribute parking revenue for that particular neighbourhood.

As a result of the delegation's comments, direction was given to staff to review the delegation's presentation and provide comment and feedback.

PLANNING AND DEVELOPMENT DIVISION

1. TRAFFIC SAFETY ADVISORY COMMITTEE - PROPOSED 2019 INITIATIVES

(File Ref. No. 01-0100-30-TSAD1-01) (REDMS No. 6051615 v. 2)

In reply to questions from Committee, Lloyd Bie, Director, Transportation advised that staff could provide further information on the pool of community police volunteers who participated in the distracted driving campaign. In further response to queries from Committee, Mr. Bie remarked that road degradation on Westminster Highway south of River Road has been addressed.

Discussion then took place regarding the speed test on King Fisher Drive south of Westwind Elementary to determine if the crosswalk should be raised and road improvements along the No. 4 Road exit off of Highway 99.

It was moved and seconded

- (1) *That the proposed 2019 initiatives for the Traffic Safety Advisory Committee, as outlined in the staff report titled "Traffic Safety Advisory Committee - Proposed 2019 Initiatives" dated January 18, 2019 from the Director, Transportation, be endorsed; and***
- (2) *That a copy of the above staff report be forwarded to the Richmond Council-School Board Liaison Committee for information.***

CARRIED

Public Works & Transportation Committee
Thursday, February 21, 2019

2. POTENTIAL ACCOMMODATION OF TOUR BUSES ON DYKE ROAD

(File Ref. No. 10-6360-01) (REDMS No. 5896306 v. 6)

Discussion took place regarding the potential impact of tour buses to bird habitats and migration patterns in the area and in response to questions from Committee, Sonali Hingorani, Transportation Engineer commented that should potential widening of Dyke Road be pursued in the future a full comprehensive environmental assessment would be undertaken through that process. Discussion further ensued regarding a potential update to the existing speed bumps on the north-south section of Dyke Road.

It was moved and seconded

That the report titled "Potential Accommodation of Tour Buses on Dyke Road" dated January 29, 2019 from the Director, Transportation, be received for information.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

3. 2018 ZERO WASTE CONFERENCE UPDATE

(File Ref. No. 10-6370-01) (REDMS No. 6049391 v. 5)

In reply to queries from Committee, Suzanne Bycraft, Manager, Fleet and Environmental Programs commented that (i) currently the private sector services commercial businesses and the City now offers cart services to businesses on a subscription basis for similar services available to residents, (ii) Metro Vancouver is working to get hauler licencing approved by the Province in order to require more recycling from businesses and staff are actively monitoring and, (iii) staff could implement additional promotion of the commercial organics, recycling and garbage collection program however, it is up to businesses to set up their own services as they are unique and individualized.

Discussion ensued in regards to promoting practices that encourage economic approaches that motivate businesses, residents, and the City to participate in a circular economy.

In response to further questions from Committee regarding building demolition recycling and utilizing more efficient materials, staff advised that (i) a report providing an update to the building demolition recycling program is forthcoming, (ii) the building demolition recycling program is exceeding the 70% recycling requirement, (iii) through the BC energy step code more efficient buildings are being constructed and staff expect utilization of some prefabricated materials in high performance buildings, and (iv) the city's higher density buildings not constructed to the BC energy step code standard are equivalent to a LEED silver rating, which has recycled content required.

Public Works & Transportation Committee
Thursday, February 21, 2019

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

It was moved and seconded

- (1) *That the report regarding “2018 Zero Waste Conference Update” dated February 1, 2019, from the Director, Public Works Operations be received for information;*
- (2) *That letters be sent to the Board Chair of Metro Vancouver and the Federal and Provincial Ministers of Environment and Climate Change, requesting their leadership in advancing the circular economy agenda under a broad-based approach;*
- (3) *That staff participate in regional and provincial forums relating to the circular economy agenda and report back at appropriate intervals; and*
- (4) *That staff review the City’s current purchasing practices for ways to support the circular economy.*

CARRIED

As a result of further discussion regarding the organics, recycling, and garbage collection program for businesses, there was agreement that the following **motion** be added as a Part (5):

It was moved and seconded

- (5) *That a more proactive approach be taken to increase awareness of the City’s commercial organics, recycling and garbage collection pilot program.*

CARRIED

4. 2019 LIQUID WASTE MANAGEMENT PLAN BIENNIAL REPORT

(File Ref. No. 10-6060-01) (REDMS No. 6074892 v. 7)

In response to queries from Committee, John Irving, Director, Engineering advised that a report regarding options on restructuring the sewer rate is forthcoming.

It was moved and seconded

That the staff report titled “2019 Liquid Waste Management Plan Biennial Report,” dated January 25, 2019, from the Director, Engineering, be submitted to Metro Vancouver.

CARRIED

Public Works & Transportation Committee
Thursday, February 21, 2019

5. **BURKEVILLE DRAINAGE UPDATE**

(File Ref. No. 10-6060-01) (REDMS No. 6066590 v. 8)

It was moved and seconded

That the staff report titled “Burkeville Drainage Update”, dated January 11, 2019 from the Director, Engineering, be received for information.

CARRIED

6. **2018 WINTER STORM AND 2019 FLOOD PROTECTION UPDATE**

(File Ref. No. 10-6060-01) (REDMS No. 6108057 v. 5)

It was moved and seconded

That the staff report titled “2018 Winter Storm and 2019 Flood Protection Update”, dated January 25, 2019 from the Director, Engineering, be received for information.

CARRIED

7. **MANAGER’S REPORT**

(i) Power Outage in Steveston

Jason Ho, Project Manager, advised Committee of a power outage in Steveston that commenced at approximately 6:30 p.m. on February 20, 2019 caused by a failure to the BC Hydro power poll north of the Japanese Cultural Centre. Mr. Ho further remarked that as a result a number of City buildings lost power including the Japanese Cultural Centre, Steveston Martial Arts Building, Steveston Pool, Salmon Festival Building, and the Steveston Park Fieldhouse. He commented that generators have been set up on site to restore power to the affected buildings and BC Hydro is on site to repair the issue. He further noted that staff anticipates power to be restored by the evening.

In response to a question from Committee, Mr. Ho advised that staff could advise Council if the power was not restored by tonight.

(ii) Capital Projects Open House

Milton Chan, Manager, Engineering Design and Construction advised that staff are preparing for the annual Capital Projects open house, to be held Wednesday, April 17, 2019 at 3:00-7:00 p.m. at City Hall.

(iii) Snow and Ice Update

Larry Ford, Manager, Roads and Construction Services provided an update to Committee regarding the City’s response to the recent snowfall and noted that over 20,000 kilometres of brine, with 34,000 kilometres to date, had been placed on the roads.

In response to questions from Committee, Mr. Ford remarked that crews removed snow and ice build-up around bus stops and wheelchair ramps on primary and secondary routes in order to address accessibility issues.

Public Works & Transportation Committee
Thursday, February 21, 2019

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:46 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Thursday, February 21, 2019.

Councillor Chak Au
Chair

Amanda Welby
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Community Safety Committee

Date: January 14, 2019

From: Tim Wilkinson
Fire Chief, Richmond Fire-Rescue

File: 09-5000-01/2018-Vol 01

Re: Richmond Fire-Rescue Monthly Activity Report – December 2018

Staff Recommendation

That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – December 2018”, dated January 14, 2019, from the Fire Chief, Richmond Fire-Rescue, be received for information.

Tim Wilkinson
Fire Chief
(604-303-2701)

Att. 2

| REPORT CONCURRENCE | |
|--|---------------|
| CONCURRENCE OF GENERAL MANAGER | |
| | |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS: |
| APPROVED BY CAO | |
| | |

Staff Report

Origin

This report provides Council with an update on Richmond Fire-Rescue (RFR) activities. RFR is reporting on its activities in support of its mission:

To protect and enhance the City's livability through service excellence in prevention, education and emergency response.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

Maintain emphasis on community safety to ensure Richmond continues to be a safe community.

Analysis

Community Involvement

RFR advances public awareness, education and community bridge building by participating in training events, community activities and social media.

During December staff engaged with approximately 398 children and adults, continuing to develop effective interagency relationships and partnerships within the community.

Events included:

- Safety presentations with Emergency Social Services and Chimo Community Services.
- Combat Challenge for Richmond Sockeyes Hockey Team.
- Community Lighting of the Fire Hall with Hamilton Community Centre.

Emergency Response

RFR's goal is to respond to events in a manner where loss of life, reduction of property damage and protection of the environment is mitigated. In December 2018 there were a total 863 incidents, representing a 15 per cent reduction in calls from December 2017 (Attachment 1).

The average time on scene for RFR crews was 31 minutes; this is an increase over the on scene time of 25 minutes in 2017. This is due to the nature and severity of each call and the duration on scene.

Recently, BC Emergency Health Services (BCEHS) adopted a new Clinical Response Model that does not identify RFR as a needed resource for medical events deemed to be low priority. The reduction in overall fire-rescue events and the resulting reduction in overall time on scene is due to the reclassification of medical calls by BCEHS for their triaging and deploying resources of BC Ambulance Services. The largest area of reduction comes in the mid-range (orange) priority medical events where BCEHS has chosen not to respond with fire-rescue resources when a BC Ambulance can arrive onto the event scene within 10 minutes. BCEHS continues to monitor this protocol.

In December 2018 there were 38 reportable fires to the Office of the Fire Commissioner; representing a 31 per cent increase from December 2017. The average figure for fires reported in December, over the last five years, is 30, thus reportable fires in the month of December remains consistent with year over year trends.

RFR's emergency fire response goal is to maintain fire to the room of origin. The room of origin standard is especially important in terms of fire loss increases some ten-fold once the fire leaves the room of origin. Fire damage and property losses during December 2018 are estimated at \$150,720. This total includes \$147,000 for building/asset loss and \$3,720 for content loss. The total building/asset and content value at risk was estimated to be \$455,773,222 and the total value preserved from damage was \$455,622,502. These numbers translate to 99 per cent of value protected (Table 1); this is the same as the 99 per cent protected value observed in 2017.

| Table 1: Fire Calls By Type and Loss Estimates – December 2018 | | | | | | |
|---|--------------------|--|---|-------------------------------------|------------------------------------|---|
| Incident Type Breakdown | Call Volume | Estimated Building / Asset Value (\$) | Estimated Building / Asset Loss (\$) | Estimated Content Value (\$) | Estimated Content Loss (\$) | Estimated Total Value Preserved (\$) |
| Residential: | | | | | | |
| Single family | 3 | 6,023,000 | 5,000 | 50,000 | - | 6,068,000 |
| Multi family | 9 | 82,447,201 | 35,000 | 20 | 20 | 82,412,201 |
| Commercial / Industrial | 7 | 180,981,000 | 500 | 10,000 | 200 | 180,990,300 |
| Outdoor | 14 | 119,400,001 | 2,500 | - | - | 119,397,501 |
| Vehicle/Vessel | 5 | 66,855,000 | 104,000 | 7,000 | 3,500 | 66,754,500 |
| Totals* | 38 | 455,706,202 | 147,000 | 67,020 | 3,720 | 455,622,502 |

*The dollar losses shown in this table are preliminary estimates. They are derived from RFR's record management system and are subject to change due to delays in reporting and confirmation of actual losses from private insurance agencies (as available).

Significant Events

Fire crews minimized loss and limited fires to the place of origin in these notable December 2018 incidents:

- Residential fire on Capella Drive. RFR crews responded to a structure fire. First in crew members attacked and extinguished the fire, which was contained to the area of origin. There were four occupants present at the time and three sustained injuries. The injured patients were transported to hospital by BC Ambulance Services. Nearby residential units suffered smoke damage and Emergency Social Services staff provided assistance for the five displaced persons and two pets. A RFR Fire investigator attended.
- Residential fire on No. 2 Road. Arriving crews responded to fire that was venting out of a second floor window. Crews began extinguishing the fire from both inside and outside of the property. The fire was quickly brought under control and remained in the room of origin. The lone occupant, who was checked by BC Ambulance Services, had no injuries. A RFR Fire investigator attended.

CNCL - 102

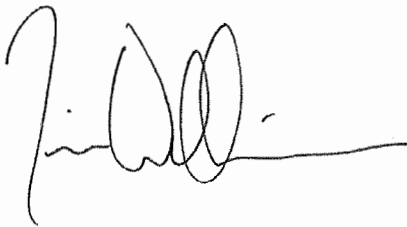
- Compressed gas leak at a commercial property on Westminster Highway. RFR crews responded to a hotel on Westminster Highway for a significant natural gas leak. Crews arrived at the scene, located the source and slowed the leak before it was shut off by Fortis BC. The hotel's alarms had sounded and an evacuation was underway. RFR conducted air quality readings to determine the air quality prior to allowing the evacuees to re-enter the building. Due to the nature of the incident the RCMP attended the scene.
- Residential and vehicle fire on Heather Street. RFR crews responded to reports of a vehicle fire. Once onsite, crews saw a car on fire up against a residential property. Crews engaged the car fire and checked for any fire extension to the home. The fire was quickly extinguished. Smoke from the vehicle fire had gone inside the home and crews used ventilation equipment to clear it. The residents were not displaced and there were no injuries. A RFR Fire investigator and the RCMP attended the scene.
- Residential fire on Gilbert Road. RFR crews responded to a kitchen fire on the ground floor suite. On arrival the building occupants had evacuated and four adults and one child were accounted for. There were no reports of injuries. The fire had spread and crews attacked the fire and were able to knock it down quickly. Emergency Social Services staff provided assistance for the five displaced persons. Other building tenants were allowed to return back to into their apartments once the all clear had been given. A RFR Fire investigator attended.
- Residential fire on No. 2 Road. RFR units responded to reports of smoke and flames. On arrival crews forced entry and quickly extinguished the fire, which had spread into an attic. There were no occupants home at the time, however the family cat had succumbed to smoke asphyxiation and the crew used the RFR Pet Kit to respectfully remove the animal. There were no injuries to the public or RFR members. Emergency Social Services attended to provide assistance in housing the two occupants. The City's works yard was called to facilitate boarding up the entry door. A RFR Fire investigator attended.
- Residential fire at Thompson Gate. Multiple RFR crews responded to an electrical fire and electrical arcing issues from the interior of the home. BC Hydro attended to isolate the power and the gas was also turned off. Once the scene was declared safe crews entered, attacked and extinguished the fire. BC Ambulance, RCMP. There were no injuries to public or RFR crews members. A RFR Fire investigator attended.
- Commercial fire at Templeton Station Road. RFR crews responded to a fire at the back of a retail store. The onsite sprinkler system had activated and firefighters used an extinguisher to complete the extinguishment. Crews used a Thermal Imaging Camera to confirm the fire had been extinguished and had not spread. A Positive Pressure Ventilation fan was set up to clear away the smoke. There were no injuries to the public or RFR members. A RFR Fire investigator attended.

Financial Impact

None.

Conclusion

RFR monitor activities to identify trends and create programs to respond to emerging trends.

A handwritten signature in black ink, appearing to read 'Tim Wilkinson', with a long horizontal line extending to the right.

Tim Wilkinson
Fire Chief
(604-303-2701)

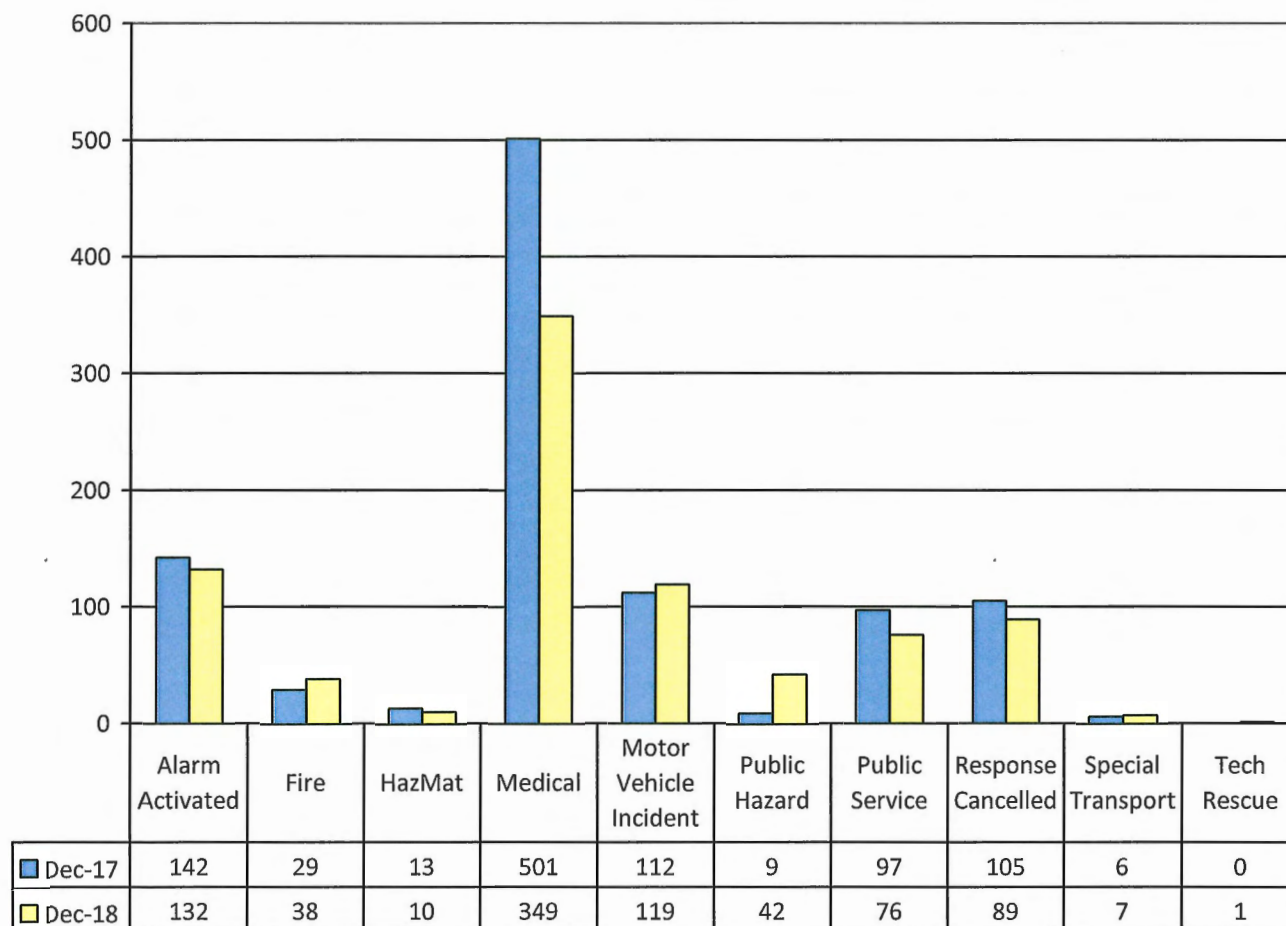
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- Att. 1: Suppression Activity
 2: Location of December's Fire, Medical and MVIs

Calls for Service Volumes

The following chart provides a month to month comparison regarding incidents occurring in December 2017 and 2018. In December 2018, there were a total of 863 incidents, compared to 1,014 in December 2017. This represents decrease of 15 per cent.

Table 3: December 2017 & 2018 Calls for Service Volumes



Call Type Legend:

HazMat: includes fuel or vapour; spills, leaks, or containment

Medical includes: cardiac arrest, emergency response, home or industrial accidents

Public Hazard includes: aircraft emergency, bomb removal standby, object removal, or power lines down

Public Service includes: assisting public, ambulance or police, locked in/out, special events, trapped in elevator, water removal

First Responder Totals

Medical first responder incidents comprised 41 per cent of the total emergency responses for RFR during the month of December 2018. A detailed breakdown of the medical incidents for December 2018 and 2017 is set out in the following table by sub-type. There were a total of 349 medical incidents in December 2018 compared to 501 in December 2017, a decrease of 29 per cent.

Table 4a: December 2017 & 2018 Medical Calls by Type

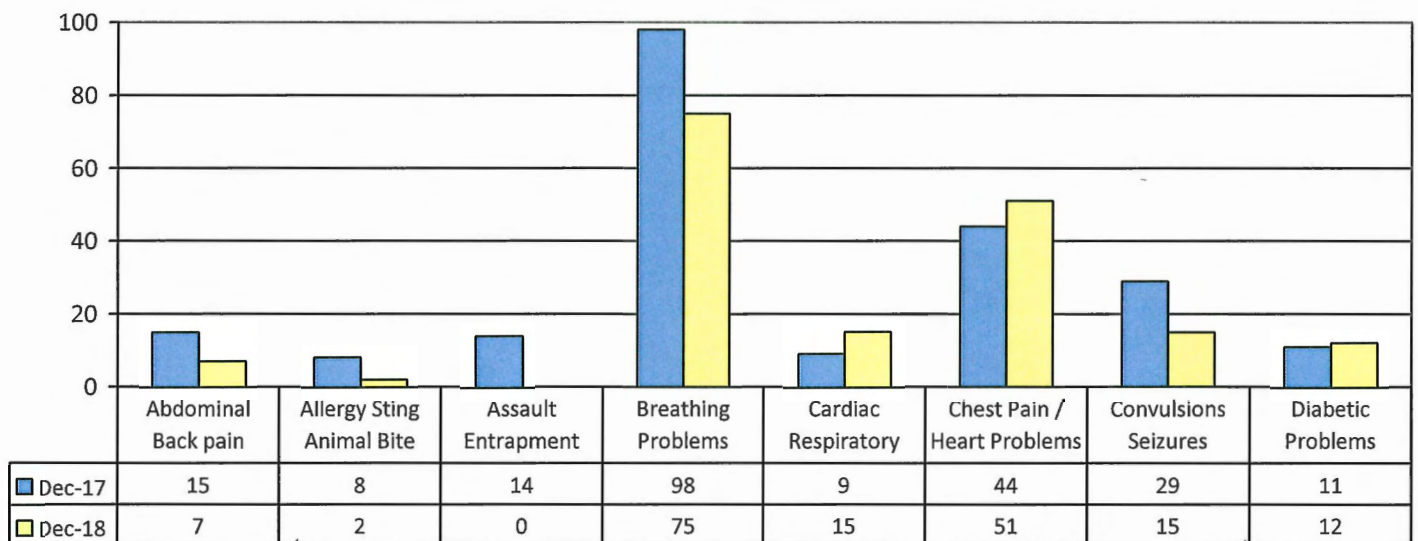
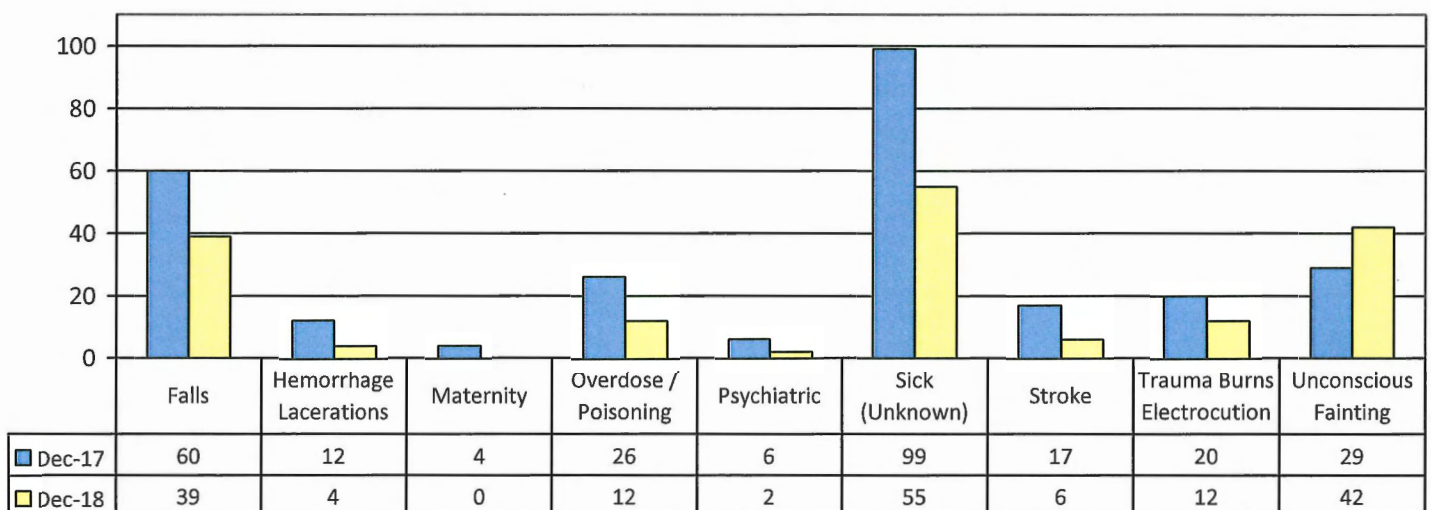


Table 4b: December 2017 & 2018 Medical Calls by Type



Fire Investigations

The fire investigation statistics for December 2018 are listed below:

| Table 5: Total Fire Investigation Statistics – December | | | |
|--|-------------------|-------------------|---------------------|
| | Suspicious | Accidental | Undetermined |
| Residential - Single-family | - | 3 | - |
| Residential - Multi-family | - | 8 | 1 |
| Commercial/Industrial | 3 | 3 | 1 |
| Outdoor | 2 | 7 | 5 |
| Vehicle | 1 | 2 | 2 |
| Totals | 6 | 23 | 9 |

RFR investigators report all suspicious fires to the RCMP, while working alongside RCMP staff to address potential risks to the community.

Hazardous Materials

| Table 6: HazMat Calls By Type – December | |
|---|----------------|
| | Details |
| Natural Gas / Propane Leaks (small) | 9 |
| Unclassified | 1 |
| Totals | 10 |

Figure 1: Location of reportable fires attended in December (total 38)

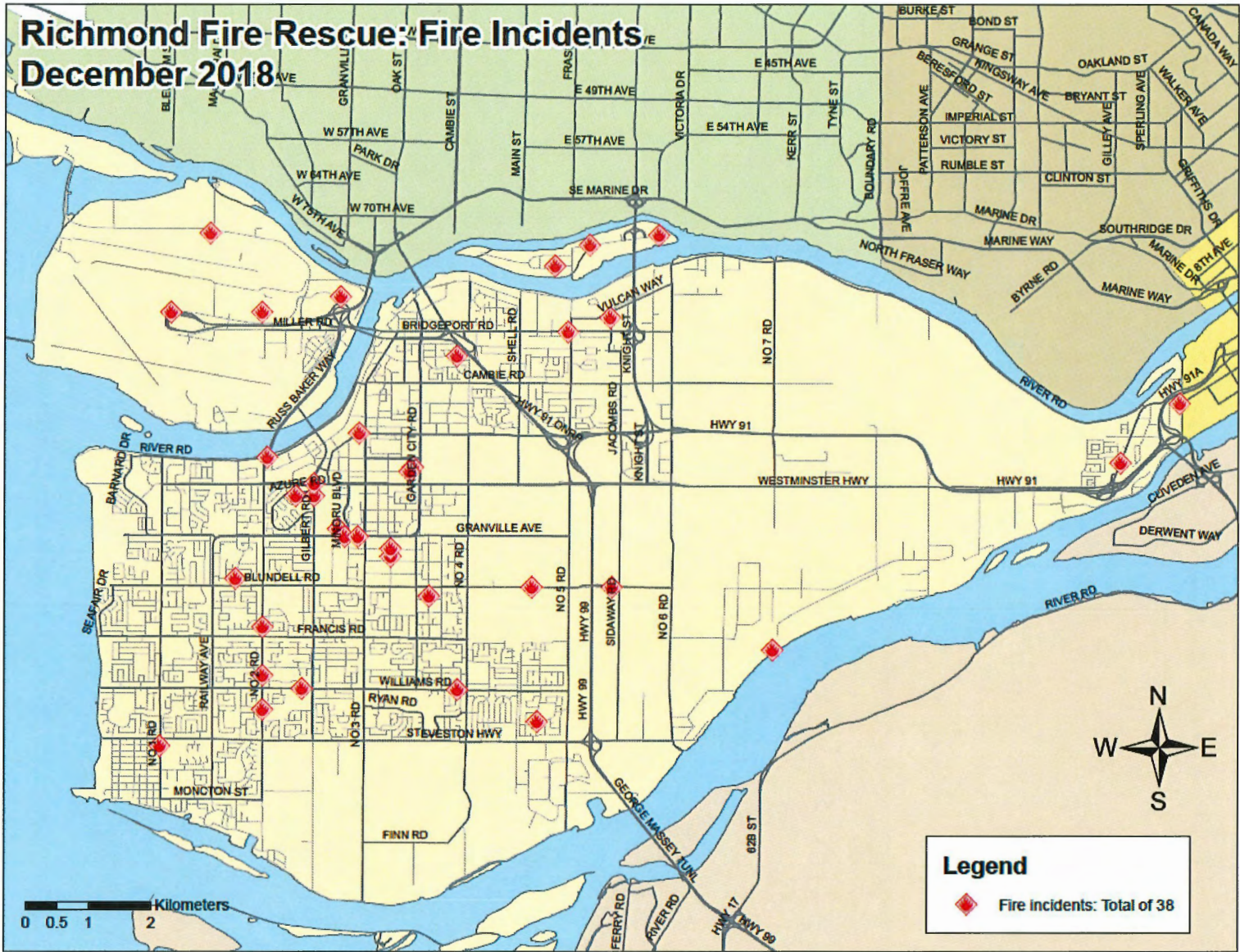


Figure 2: Location of medical calls in December (total 349)

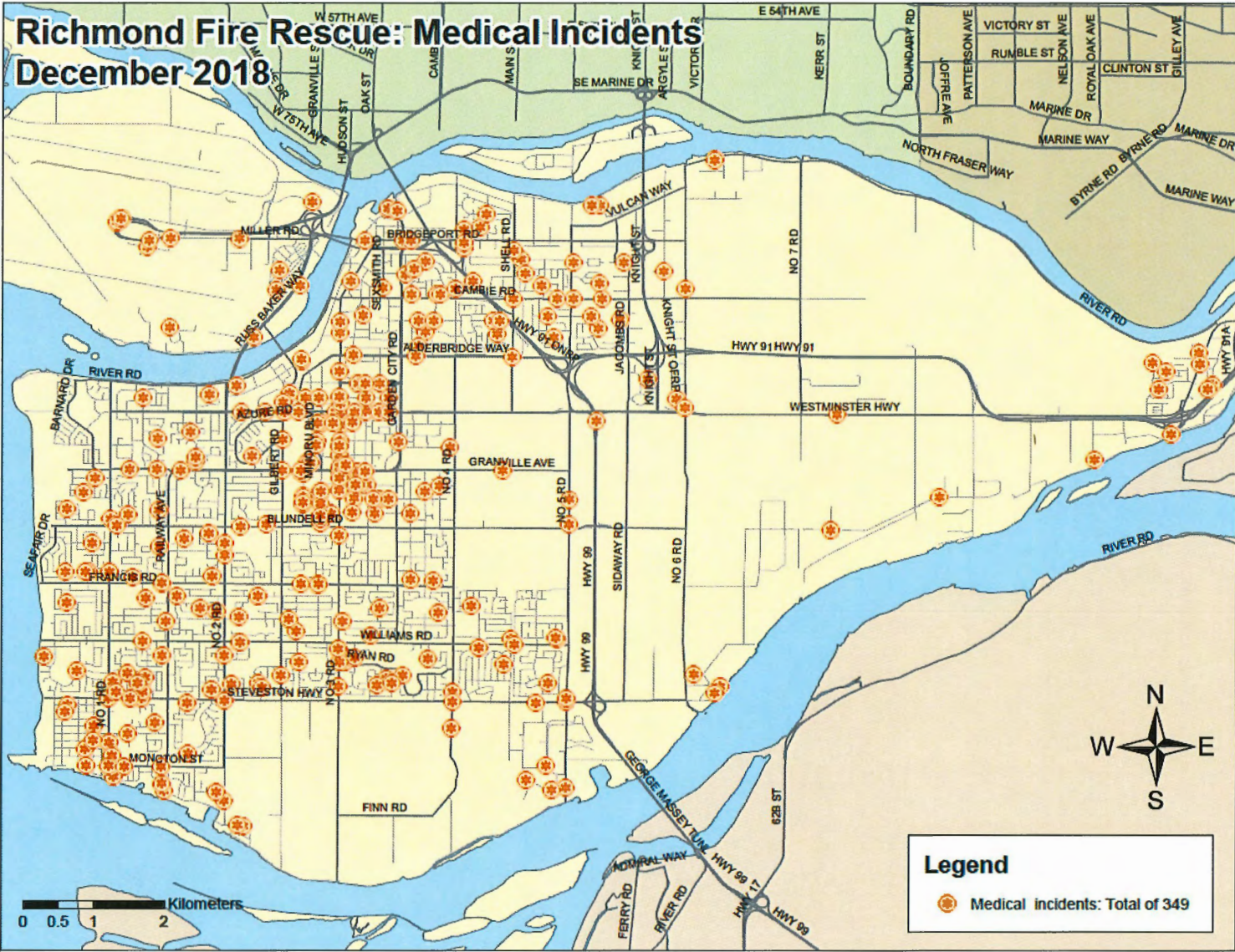
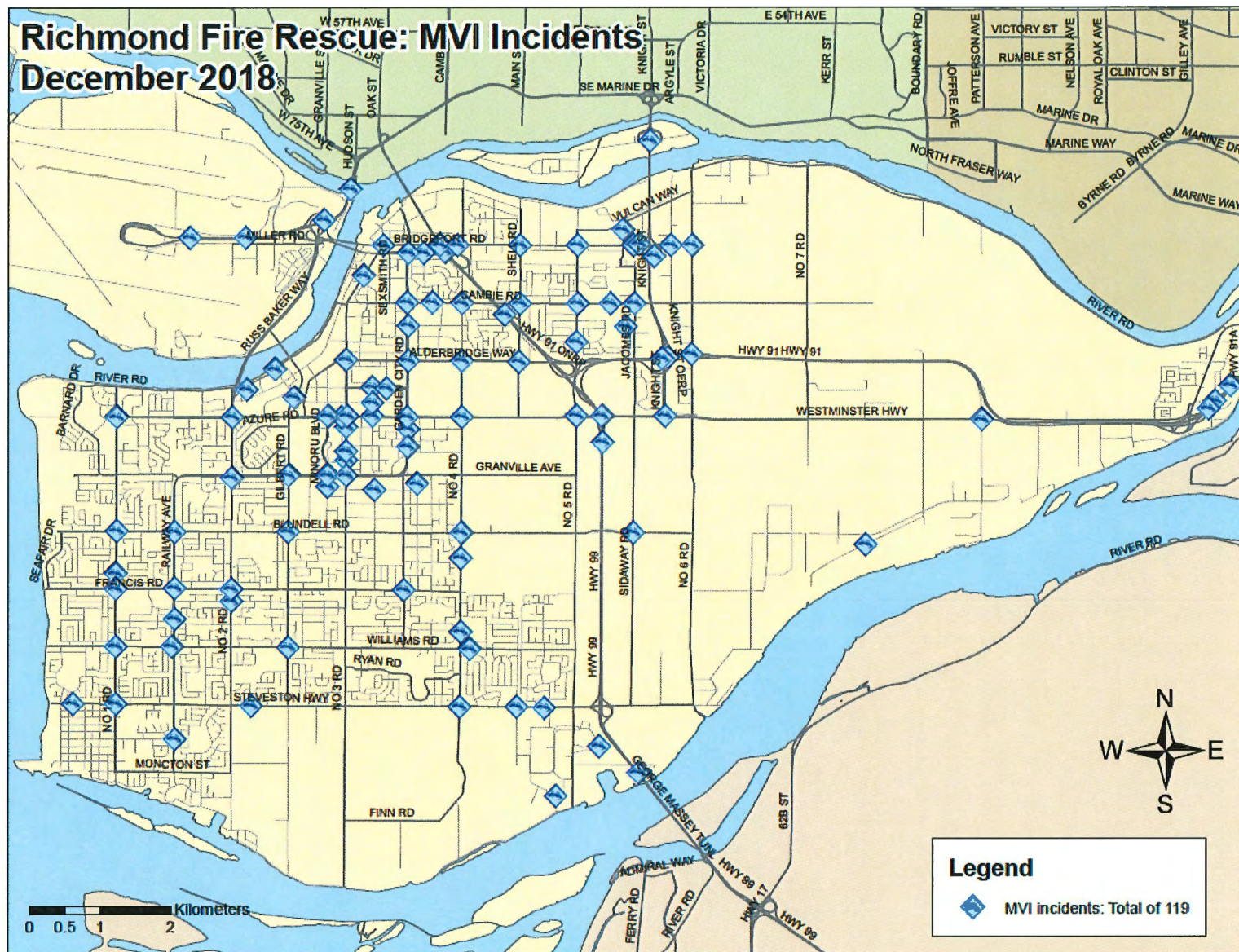


Figure 3: Location of MVI calls in December (total 119)





City of Richmond

Report to Committee

To: General Purposes Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Re: 2019 Arts and Culture Grants Program

Date: January 10, 2019
File: 11-7000-01/2019-Vol 01

Staff Recommendation

That the 2019 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$114,524, as outlined in the report titled "2019 Arts and Culture Grants Program" dated January 10, 2019 from the Director, Arts, Culture and Heritage Services.

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

Att. 5

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

Staff Report

Origin

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

This report provides information and recommendations pertaining to the 2019 Arts and Culture Grant Program, now in its eighth year.

Findings of Fact

2019 Arts and Culture Grant Budget

The 2019 Arts and Culture Grant Budget is \$114,524 including a 2.2% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

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

Notice Given and Applications Received

In August 2018, 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 2019 City Grant Programs until November 5, 2018. A link to the City website was provided for further information and to access the online application system.

Each month between August and November, emails were sent to members of the Richmond Artists Directory (more than 400 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce that the grants were online and to remind the recipients of upcoming deadlines. Downloadable guideline documents are available along with links to the online form on both the "City Grant Program" and the "Artists' Opportunities" pages of the City website.

A detailed, custom document to assist applicants with budget preparation is also provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2018 application, discuss possible updates to their organization and project offerings and deliver recommendations where appropriate.

Twelve applications were received for Operating Assistance and five for Project Assistance, for a total combined request of \$125,050. Tables outlining requests and recommended allocations for the 2019 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. As the contents of the Grant Application Summary Sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the November 05, 2018 deadline.

New Applications

No new applications were received from organizations that have not previously applied for a City Grant.

Application Review Process

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

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

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

Analysis

2019 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

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

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

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

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

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

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

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

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

The Richmond Arts and Culture Grants Program, established in 2012, is understood not only as a source of funding for the applicants — who range from long-standing professional institutions to groups of enthusiastic amateur artisans — but as an important opportunity for capacity building, including those who may have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in many of the Grant Use reports relating to the previous year. The program also supports organizations to build their capacity and skills through annual face-to-face meetings with the Cultural Development Manager.

Staff noted continued improvement in the quality of grant applications and a slight decrease in the number of applications: from 18 total applications in 2018 to 17 applications in 2019. This year, the program received one more Operating Assistance application than last year: Richmond Community Band, who did not apply last year, submitted an application. There was a decrease in the number of Project Assistance applications: down from 9 applications in 2018 to 5 applications in 2019.

In this eighth year of the Arts and Culture Grants Program, staff noted an improved self-awareness among many of the applicants regarding the value of professional administrative support and a desire to undertake professional development opportunities to increase their capacity. Many applicants also cited increased success in securing program funding from other

sources, showing an organizational capacity and funding diversification. There is also a continued rise in the development of community and corporate partnerships and demonstrated efforts to undertake new collaborations.

Reasons for Partial or No Funding

One organization from the Operating grant stream did not meet the eligibility requirements this year and, as such, was not recommended for funding. As a result, with budget permitting, most organizations who are recommended for funding in 2019 will note a slight increase or match in their funding over the previous year. This year, 11 out of the 17 total applicants were recommended for the full amount and 5 for partial funding. In the adjudication process, applicants recommended for partial funding scored lower than those recommended for the full amount.

Financial Impact

The 2019 Arts and Culture Grant Program has a budget of \$114,524. The 2019 recommended allocations are itemized in Attachments 1 and 2.

| | |
|----------------------|------------------|
| Project Assistance | \$22,700 |
| Operating Assistance | <u>\$91,824</u> |
| Total | <u>\$114,524</u> |
| Remaining | \$0 |

Conclusion

The 2019 Arts and Culture Grant Program makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff is recommending that the 2019 Arts and Culture Grants be allocated as proposed for the benefit of Richmond organizations and residents.



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

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

2019 Arts and Culture Grant - Summary of Recommendations

| OPERATING REQUESTS | |
|---|------------------|
| Society Name | 2019 Recommend |
| Canadian YC Chinese Orchestra Association | \$ 9,900 |
| Cinevolution Media Arts Society | \$ 10,000 |
| Community Arts Council of Richmond | \$ 9,674 |
| Richmond Arts Coalition | \$ 10,000 |
| Richmond Community Band Society | \$ 3,575 |
| Richmond Community Orchestra and Chorus Association | \$ 9,500 |
| Richmond Delta Youth Orchestra | \$ 9,875 |
| Richmond Music School Society | \$ 10,000 |
| Richmond Potters' Club | \$ 6,500 |
| Richmond Singers | \$ 10,000 |
| Richmond Youth Choral Society | \$ 0 |
| Textile Arts Guild of Richmond | \$ 2,800 |
| TOTAL OPERATING ASSISTANCE | \$ 91,824 |

| PROJECT ASSISTANCE | |
|--|------------------|
| Society Name | 2019 Recommend |
| Richmond Art Gallery Association | \$ 5,000 |
| Steveston Historical Society | \$ 4,900 |
| Tickle Me Pickle Theatre Sports Improv Society | \$ 2,900 |
| Vancouver Cantonese Opera | \$ 5,000 |
| Vancouver Tagore Society | \$ 4,900 |
| TOTAL PROJECT ASSISTANCE | \$ 22,700 |

| | |
|-------------------------------|-------------------|
| OPERATING ASSISTANCE SUBTOTAL | \$ 91,824 |
| PROJECT ASSISTANCE SUBTOTAL | \$ 22,700 |
| COMBINED TOTAL | \$ 114,524 |

**2019 Arts and Culture Grant –
Table of Applicant Requests and Recommendations**

OPERATING ASSISTANCE

| Organization | Most Recent City Grant (2018) | 2019 Request | 2019 Recommend | Comments | Pg |
|---|--------------------------------------|---------------------|-----------------------|--|-----------|
| Canadian YC Chinese Orchestra Association | \$ 6,450 | \$ 10,000 | \$ 9,900 | Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music in Richmond. They are to be applauded for their well-attended performances and robust musical offerings and for producing programs that build cultural harmony. The society is encouraged to seek out new sources of funding to help build capacity and continue to foster new partnerships. | 1 |
| Cinevolution Media Arts Society | \$ 9,875 | \$ 10,000 | \$ 10,000 | Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and challenging programming at a range of popular events and accessible locations. As the society continues to extend their reach and grow, it is recommended that they invest more in paid administrative support to build organizational stability, plan for long-term growth and build capacity. | 3 |

| Organization | Most Recent City Grant (2018) | 2019 Request | 2019 Recommend | Comments | Pg |
|------------------------------------|-------------------------------|--------------|----------------|--|----|
| Community Arts Council of Richmond | \$ 9,300 | \$ 9,800 | \$9,674 | Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The society is credited for recruiting new board directors during a difficult transitional time for the organization. The organization is strongly encouraged to reflect on how to address the self-identified challenges of maintaining relevancy, recruiting participation and increasing their programming reach. It is recommended that the society look at diversifying their funding sources to build stability, introduce new initiatives and increase their impact. | 5 |
| Richmond Arts Coalition | \$9,400 | \$ 10,000 | \$ 10,000 | Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The society is to be congratulated for strengthening their board involvement and successfully handling a change in administration staff. The society has been taking monumental strides in strengthening their capacity, while proactively building partnerships and taking on new programming opportunities. | 7 |
| Richmond Community Band Society | N/A | \$ 3,575 | \$ 3,575 | Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their community involvement and presence at public events. The applicant is encouraged to invest in its administration and marketing to bolster recruitment. | 9 |

| Organization | Most Recent City Grant (2018) | 2019 Request | 2019 Recommend | Comments | Pg |
|---|-------------------------------|--------------|----------------|--|----|
| Richmond Community Orchestra and Chorus Association | \$ 9,200 | \$ 9,500 | \$ 9,500 | Operating Assistance is recommended for this well-established organization that engages a wide range of choral and orchestral musicians and provides local youth with low-cost exposure to classical music. The society is to be applauded for continuing to develop its board members and grow volunteer involvement and for adapting their programming to attract new audiences and encourage engagement. | 11 |
| Richmond Delta Youth Orchestra | \$ 9,875 | \$ 9,875 | \$ 9,875 | Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for their outreach work and investing in the organization's administrative operations. They are encouraged to continue to pursue new collaborations and partnerships and to concentrate on fund development. | 13 |
| Richmond Music School Society | \$ 9,200 | \$ 10,000 | \$ 10,000 | Operating Assistance is recommended for this popular musical organization that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be congratulated for diversifying their funding stream and for helping develop the next generation of performers and audience members. | 15 |

| Organization | Most Recent City Grant (2018) | 2019 Request | 2019 Recommend | Comments | Pg |
|--------------------------------|-------------------------------|--------------|----------------|--|----|
| Richmond Potters' Club | \$ 6,000 | \$ 6,500 | \$ 6,500 | Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for expanding their community involvement and is strongly encouraged to diversify their revenue stream in order to build their administrative support and increase public outreach. | 17 |
| Richmond Singers | \$ 7,450 | \$ 10,000 | \$ 10,000 | Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue new fundraising initiatives and community outreach, and is encouraged to continue to develop new partnerships and further develop their organizational capacity. | 19 |
| Richmond Youth Choral Society | \$ 9,659 | \$ 10,000 | \$ 0 | Operating Assistance is not recommended for this organization because it did not meet the eligibility requirements this year. | 21 |
| Textile Arts Guild of Richmond | \$ 2,750 | \$ 2,800 | \$ 2,800 | Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is commended for its charitable work and for expanding its online presence. TAGOR is encouraged to diversify its fundraising streams and boost its communication strategy to attract new members. | 23 |

PROJECT ASSISTANCE

| Organization | Most Recent City Grant (2018) | 2019 Request | 2019 Recommend | Comments | Pg |
|--|--------------------------------------|---------------------|-----------------------|--|-----------|
| Richmond Art Gallery Association | \$ 3,900 | \$ 5,000 | \$ 5,000 | Project Assistance is recommended for this engaging project that offers vital arts education opportunities for Richmond children and youth. The society is to be commended for building a program that fosters an understanding of the arts and uses creativity to encourage the development of problem-solving, critical thinking and cultural discourse among young people. | 25 |
| Steveston Historical Society | \$ 2,900 | \$ 5,000 | \$ 4,900 | Project Assistance is recommended for this immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The society is to be commended for presenting a program that will provide youth with unique professional development experiences, while entertaining and educating residents and visitors. The society is encouraged to consider working with professional artists in the future to explore new creative avenues and to focus on growing its audience reach. | 27 |
| Tickle Me Pickle Theatre Sports Improv Society | \$ 4,600 | \$ 3,000 | \$ 2,900 | Project Assistance is recommended for this entertaining theatrical program that engages youth, adults and families. The society is to be commended for exploring new programs and creative avenues and is encouraged to build its marketing initiatives to further its impact and reach. | 29 |

| Organization | Most Recent City Grant (2018) | 2019 Request | 2019 Recommend | Comments | Pg |
|---------------------------|-------------------------------|--------------|----------------|---|----|
| Vancouver Cantonese Opera | \$ 3,900 | \$ 5,000 | \$ 5,000 | Project Assistance is recommended for this local presentation of Chinese culture, that brings the unique traditional art form of Cantonese opera to Chinese and non-Chinese audiences at no cost during the Richmond World Festival. The society is to be commended for continuing to work with a diverse range of artists and cultural groups and for contributing a significant portion of its budget to support local artists. | 31 |
| Vancouver Tagore Society | \$ 3,900 | \$ 5,000 | \$ 4,900 | Project Assistance is recommended for this unique multicultural festival that continues to attract large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for expanding its fundraising efforts and collaborations. The organization is encouraged to improve its financial reporting and diversify funding streams to support the society's stable growth. | 34 |
| TOTALS | \$ | \$125,050 | \$114,524 | | |



Operating Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Canadian YC Chinese Orchestra Association

Society Mandate Summary:

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

Society History:

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

GRANT REQUEST

| | |
|----------------------------------|----------|
| Requested Amount: | \$10,000 |
| Society Operating Budget: | \$40,100 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|--------------------|
| 2018 | \$6,450 | Project Assistance |
| 2017 | \$6,000 | Project Assistance |
| 2016 | \$5,000 | Project Assistance |

Operating Assistance Application for 2019**Canadian YC Chinese Orchestra Association****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|---------------------------------|----------------------|----------------------|
| Total Revenue: | \$29,235 | \$40,500 |
| Total Expenses: | \$26,790 | \$40,100 |
| Surplus: | \$2,445 | \$400 |
| Other Funders: | | |
| BC Gaming Grant: | | \$7,000 |
| Canada Student Summer Job Fund: | | \$10,000 |

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,900**Aggregate Score:** 42.8**Recommendation:**

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music in Richmond. They are to be applauded for their well-attended performances and robust musical offerings and for producing programs that build cultural harmony. The society is encouraged to seek out new sources of funding to help build capacity and continue to foster new partnerships.



Operating Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Cinevolution Media Arts Society

Society Mandate Summary:

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

Society History:

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

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

1. Stimulating innovative creation and new ideas - As the only media arts organization in Richmond, for the past years, Cinevolution has not only introduced many new media artists and brought in cutting edge artwork and films, but has also created several signature events, such as Your Kontinent Digital Carnival, Media Cafe, DocuAsia Forum, Art in Containers, Screen Bites, Youth Media Fest, and the Featured Artist Program. These unique events strive to stimulate critical thought and artistic innovation, and contribute to putting Richmond on the map of the art scene in the Lower Mainland.
2. Engaging citizens across generations and cultures - All our signature events are intergenerational and multilingual, and have successfully engaged community members of all ages and cultures.
3. Fostering critical discourse and international cultural exchange by bringing international films and artists to the community.
4. Increasing the community's media literacy by making programs affordable, accessible and educational to the general public.

Operating Assistance Application for 2019**Cinevolution Media Arts Society****Summary Page 2****GRANT REQUEST****Requested Amount:** \$10,000**Society Operating Budget:** \$160,218**MOST RECENT PREVIOUS GRANT(S)**

| Year | Amount | Grant Program |
|-------------|---------------|----------------------|
| 2018 | \$9,875 | Operating Assistance |
| 2017 | \$9,500 | Operating Assistance |
| 2016 | \$10,000 | Operating Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|-----------------------------|-----------------------------|
| Total Revenue: | \$54,379 | \$75,350 |
| Total Expenses: | \$54,378 | \$75,350 |
| Surplus: | \$1 | \$0 |

Other Funders:

| | |
|---|----------------|
| BC Gaming Grant | \$10,000 |
| BCAC Media Art Project Grant | \$12,500 |
| BCAC Youth Engagement Grant | \$5,250 |
| BCAC Arts Based Community Development Grant | <u>\$5,000</u> |
| | \$32,750 |

GRANT RECOMMENDATIONS**Recommended Amount:** \$10,000**Aggregate Score:** 49.0**Recommendation:**

Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and challenging programming at a range of popular events and accessible locations. As the society continues to extend their reach and grow, it is recommended that they invest more in paid administrative support to build organizational stability, plan for long-term growth and build capacity.



Operating Assistance Application for 2019

Arts & Culture Grants Program

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

Society: Community Arts Council of Richmond

Society Mandate Summary:

To provide & broaden opportunities for citizens of all ages to participate in, and benefit from the creative arts. Including, but not limited to, supporting & exploring new avenues to provide workshops, public events, classes, exhibitions, performances & special programs.

Society History:

An active advocate for the arts since 1970 we have many accomplishments including raising significant funds to build both the Gateway Theatre and the Richmond Cultural Centre. Over many years we held numerous classes, workshops, exhibitions, events and performances, given scholarships & grants to other arts organization. As a federally & provincially registered Charity we are able to issue tax receipts for donations and use this for fundraising various events. When we began the journey of supporting and promoting the arts there were very few groups that were registered as a society. In addition we were the only arts organization without a particular affiliation or a specific art discipline, rather we supported ALL types of the creative ARTS. Times, needs and abilities change and we have changed too. Many groups are now better able to fend for themselves, however we still feel it is imperative that we "speak" for the arts and artists, encourage all to participate, use art to build bridges and community. We spend our funds frugally and choose programs and projects that we feel will benefit the highest number of the population including non-artists and artists. Our events are held in Richmond and wherever possible we do our best to invite Richmond artists first and the rest of Metro Vancouver and BC latterly. This is our home base and we encourage everyone to experience the arts & culture in Richmond when we hold our events on our website, which has two calendar of events, one for us and one for any non profit to post their event at no cost. In 2017 we were delighted to receive the Richmond Arts Award for Cultural Leadership. Having served Richmond for almost 50 years, this coveted award is the only award we have received and we treasure it. The Award encouraged us to do our best to reach further, try harder and have ART take a forefront in lives of all citizens. In the coming year we hope to host networking sessions of all art groups to achieve more collaboration.

GRANT REQUEST

| | |
|----------------------------------|-----------------|
| Requested Amount: | \$9,800 |
| Society Operating Budget: | \$44,290 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|----------------------|
| 2018 | \$9,300 | Operating Assistance |
| 2017 | \$9,200 | Operating Assistance |
| 2016 | \$9,750 | Operating Assistance |

Operating Assistance Application for 2019**Community Arts Council of Richmond****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|----------------------|----------------------|
| Total Revenue: | \$28,073 | \$44,290 |
| Total Expenses: | \$34,296 | \$44,290 |
| Surplus: | (\$6,223) | \$0 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,674**Aggregate Score:** 34.0**Recommendation:**

Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The society is credited for recruiting new board directors during a difficult transitional time for the organization. The organization is strongly encouraged to reflect on how to address the self-identified challenges of maintaining relevancy, recruiting participation and increasing their programming reach. It is recommended that the society look at diversifying their funding sources to build stability, introduce new initiatives and increase their impact.



Operating Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Richmond Arts Coalition

Society Mandate Summary:

Promote, support, and advocate for the Arts in all their various forms within Richmond, BC.

Society History:

In 2004, Richmond Arts Coalition (RAC) was formed as a direct result of the City developing a formal plan to strengthen its arts community. In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists, arts organizations together; leading in advocacy of local communities in arts & culture. RAC continues to partner with the City on its annual Arts Awards, with three Art Symposiums and facilitated substantial grants to hiring artists during annual Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards and scholarships for art students. In 2013, RAC assisted in the Outreach Project gathering surveys from the public on Arts Issues in Richmond, which was shared with the City followed by another Outreach Project in 2014/15 gathering numerous ideas in promoting closer connections between Arts and Business. In 2015 & 2017 RAC successfully hosted ArtRich at the Richmond Art Gallery bringing more than 1600 visitors to the Gallery. ArtRich 2017 coincides with Canada 150 birthday. RAC also hosts a weekly "member feature" on its website and promotes its members through social media and compiles a monthly Arts Events list for publication in local papers & Tourism Richmond. The events are listed on RAC's website, social media & emailed to 430+ subscribers. In 2016 RAC hired an Admin Assistant and an Executive Director in 2017. In 2018, new Board Members joined RAC bringing diversity and vibrancy. Tourism Richmond had partnered with RAC to rebuild & refresh RAC's website. The ED organizes networking sessions for members and reaches out to artists and organizations for potential partnerships. Since formation, RAC representatives attend regular meetings at City Hall to engage with staff and speak on issues relating to art. RAC actively reaches out into other community groups to promote the importance of arts for a healthier Richmond.

GRANT REQUEST

| | |
|----------------------------------|-----------------|
| Requested Amount: | \$10,000 |
| Society Operating Budget: | \$75,000 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|----------------------|
| 2018 | \$9,400 | Operating Assistance |
| 2017 | \$9,200 | Operating Assistance |
| 2016 | \$9,950 | Operating Assistance |

Operating Assistance Application for 2019**Richmond Arts Coalition****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|--|----------------------|----------------------|
| Total Revenue: | \$84,046 | \$75,000 |
| Total Expenses: | \$86,046 | \$75,000 |
| Surplus: | (\$1,962) | \$0 |
| Other Funders: | | |
| Maritime Festival grant to pay performers: | | \$50,000 |

GRANT RECOMMENDATIONS**Recommended Amount:** \$10,000**Aggregate Score:** 47.5**Recommendation:**

Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The society is to be congratulated for strengthening their board involvement and successfully handling a change in administration staff. The society has been taking monumental strides in strengthening their capacity, while proactively building partnerships and taking on new programming opportunities.



Operating Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Richmond Community Band Society

Society Mandate Summary:

Mandates:

To provide Richmond - focused musical concerts for the public;
Promote music in local schools via joint concerts and;
Provide an outlet for the musical aspirations of our members.

Society History:

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

Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals, most of whom are seniors resident in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 32 consecutive years) ticketed concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

In 1995 we were invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. In 1989 the band toured England and Scotland.

GRANT REQUEST

| | |
|----------------------------------|-----------------|
| Requested Amount: | \$3,575 |
| Society Operating Budget: | \$26,050 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|----------------------|
| 2017 | \$2,704 | Operating Assistance |
| 2016 | \$2,900 | Operating Assistance |
| 2015 | \$2,860 | Operating Assistance |

Operating Assistance Application for 2019**Richmond Community Band Society****Summary Page 2**

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|-----------------------|-----------------------------|-----------------------------|
| Total Revenue | \$9,749 | \$12,000 |
| Total Expenses | \$13,225 | \$14,050 |
| Surplus: | (\$3,476) | \$2,050 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$3,575**Aggregate Score:** 43.8**Recommendation:**

Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their community involvement and presence at public events. The applicant is encouraged to invest in its administration and marketing to bolster recruitment.



Operating Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Richmond Community Orchestra and Chorus Association

Society Mandate Summary:

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

Society History:

In 1986 George Austin and a group of like-minded musicians decided that it was time for Richmond to have its own orchestra and chorus and so the Richmond Orchestra and Chorus Association was formed. Since then the organization has grown to almost a 100 members, all committed to providing an opportunity for musicians to share the joy of music in rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994-present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Tate's "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the Richmond Hospital Foundation's 15th Starlight Gala (2013).

GRANT REQUEST

Requested Amount: \$9,500

Society Operating Budget: \$133,900

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|----------------------|
| 2018 | \$9,200 | Operating Assistance |
| 2017 | \$9,200 | Operating Assistance |
| 2016 | \$10,000 | Operating Assistance |

Operating Assistance Application for 2019**Richmond Community Orchestra and Chorus Association****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|-----------------------------|----------------------|----------------------|
| Total Revenue: | \$132,895 | \$133,900 |
| Total Expenses: | \$122,142 | \$133,900 |
| Surplus: | \$10,753 | \$10,753 |
| Other Funders: | | |
| Province of BC Gaming Grant | | \$26,000 |

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,500**Aggregate Score:** 47.5**Recommendation:**

Operating Assistance is recommended for this well-established organization that engages a wide range of choral and orchestral musicians and provides local youth with low-cost exposure to classical music. The society is to be applauded for continuing to develop its board members and grow volunteer involvement and for adapting their programming to attract new audiences and encourage engagement.



Operating Assistance Application for 2019

Arts & Culture Grants Program

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

Society: Richmond Delta Youth Orchestra

Society Mandate Summary:

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

Society History:

The Orchestra first began rehearsals in September 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians were residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has nearly doubled. The Orchestra currently includes 135 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2018) at the Richmond World Festival, Culture Days, the Richmond Cultural Centre, Richmond Public Library, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

GRANT REQUEST

| | |
|----------------------------------|------------------|
| Requested Amount: | \$9,875 |
| Society Operating Budget: | \$179,945 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|----------------------|
| 2018 | \$9,875 | Operating Assistance |
| 2017 | \$9,500 | Operating Assistance |
| 2016 | \$10,000 | Operating Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|----------------------|----------------------|
| Total Revenue: | \$172,771 | \$179,905 |
| Total Expenses: | \$171,231 | \$179,945 |
| Surplus: | \$1,540 | (\$40) |

Operating Assistance Application for 2019**Richmond Delta Youth Orchestra****Summary Page 2**

Other Funders:

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,875**Aggregate Score:** 46.5**Recommendation:**

Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for their outreach work and investing in the organization's administrative operations. They are encouraged to continue to pursue new collaborations and partnerships and to concentrate on fund development.



Operating Assistance Application for 2019

Arts & Culture Grants Program

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

Society: Richmond Music School Society

Society Mandate Summary:

To conduct a school of music and offer programs and instruction in Music.

Society History:

The Richmond Music School was established in February, 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time it has come to enjoy a leadership position through Metro Vancouver for its many student performances and innovative programs. There are 24 teachers contracted to teach at the school, as well as 16 Advanced, Junior and Apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for Royal Conservatory and Associated Board of the Royal Schools of Music examinations, master classes, below-cost group violin classes, beginner piano lessons and annual mock piano examinations. It provides professional development experiences for its Apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. More than 200 public performances are presented by students and faculty in Richmond and Metro Vancouver, most of which are free to the public. The school continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children whose parents might otherwise find the cost prohibitive, to involve themselves in music. Musical instruction is available for all ages and financial background. Students, their families and Faculty in 2017-18 contributed 2,562 hours of volunteer service supporting their in-school performances and individual performances in the community. (See attached In-Kind Donation Analysis)

GRANT REQUEST

| | |
|----------------------------------|-----------|
| Requested Amount: | \$10,000 |
| Society Operating Budget: | \$460,453 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|----------------------|
| 2018 | \$9,200 | Operating Assistance |
| 2017 | \$9,000 | Operating Assistance |
| 2016 | \$10,000 | Operating Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|---------------------------------------|----------------------|----------------------|
| Total Revenue: | \$422,019 | \$460,453 |
| Total Expenses: | \$420,925 | \$460,453 |
| Surplus: | \$1,094 | \$1 |
| Other Funders: BC Gaming Grant | CNCL - 138 | \$44,290 |

Operating Assistance Application for 2019**Richmond Music School Society****Summary Page 2**

GRANT RECOMMENDATIONS**Recommended Amount:** \$10,000**Aggregate Score:** 45.8**Recommendation:**

Operating Assistance is recommended for this popular musical organization that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be congratulated for diversifying their funding stream and for their helping develop the next generation of performers and audience members.



Operating Assistance Application for 2019

Arts & Culture Grants Program

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

Society: Richmond Potters' Club

Society Mandate Summary:

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

Society History:

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

GRANT REQUEST

| | |
|----------------------------------|----------|
| Requested Amount: | \$6,500 |
| Society Operating Budget: | \$57,200 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|----------------------|
| 2018 | \$6,000 | Operating Assistance |
| 2017 | \$5,900 | Operating Assistance |
| 2015 | \$5,700 | Operating Assistance |

Operating Assistance Application for 2019**Richmond Potters' Club****Summary Page 2**

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|----------------------|----------------------|
| Total Revenue: | \$60,225 | \$57,200 |
| Total Expenses: | \$52,574 | \$57,200 |
| Surplus: | \$7,651 | \$0 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$6,500**Aggregate Score:** 44.5**Recommendation:**

Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for expanding their community involvement and is strongly encouraged to diversify their revenue stream in order to build their administrative support and increase public outreach.



Operating Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Richmond Singers

Society Mandate Summary:

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

Society History:

In 1971 our founder Pam Hiensch placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet and a group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and our name was changed to The Richmond Singers. We now have 55 active members and 3 associates who have provided a choral presence in the community for over 47 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston and Natasha Neufeld who is in her 15th season with us. Our members range in age from 20s – 70 + and come from across Canada and the world with varied backgrounds and talents. The choir produces two to three major concerts per season, often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our concerts and are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 18-member Richmond Singers Ensemble is celebrating their 30th anniversary this year and "sing out" at over 35 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are very involved with our community and, by giving benefit concerts, have helped to raise funds for other organizations such as Music Heals, 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.

GRANT REQUEST

| | |
|----------------------------------|-----------------|
| Requested Amount: | \$10,000 |
| Society Operating Budget: | \$69,830 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|--------------------|
| 2018 | \$7,450 | Project Assistance |
| 2017 | \$7,000 | Project Assistance |
| 2016 | \$5,000 | Project Assistance |

Operating Assistance Application for 2019**Richmond Singers****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|-----------------------------|-----------------------------|
| Total Revenue: | \$54,067 | \$69,830 |
| Total Expenses: | \$52,298 | \$69,830 |
| Surplus: | (\$1,769) | \$0 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$10,000**Aggregate Score:** 43.8**Recommendation:**

Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue new fundraising initiatives and community outreach, and is encouraged to continue to develop new partnerships and further develop their organizational capacity.



Operating Assistance Application for 2019

Arts & Culture Grants Program

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

Society: Richmond Youth Choral Society

Society Mandate Summary:

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

Society History:

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkenson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-10 season of the RYHC, the choirs were recognized as a premiere group within our city. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China, performing with and hosting the Wakayama Children's Choir from our sister city, Wakayama, Japan and in 2015 we returned the visit to Wakayama. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. Since then we have worked with other composers like Larry Nickel and Iman Habibi. In 2015 we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we planned a year of celebration including a collaboration with the Richmond and Delta Youth Orchestra to premier another new commission partnering with Timothy Corlis called "We Will Sing You Home". We also represented Richmond and BC in Ottawa on July 1st from Canada 150. In our 16th season, we collaborated in a professional Theater production called "The Ridiculous Darkness" with Alley theater. We also went on our first tour to Africa in July 2018!

GRANT REQUEST

| | |
|----------------------------------|-----------------|
| Requested Amount: | \$10,000 |
| Society Operating Budget: | \$72,875 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|----------------------|
| 2018 | \$9,659 | Operating Assistance |
| 2017 | \$9,500 | Operating Assistance |
| 2016 | \$10,000 | Operating Assistance |

Operating Assistance Application for 2019**Richmond Youth Choral Society****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|--------------------------------|----------------------|----------------------|
| Total Revenue: | \$100,761 | \$53,485 |
| Total Expenses: | \$98,151 | \$60,730 |
| Surplus: | \$2,570 | \$2,245 |
| Other Funders: | | |
| BC Gaming for Development Camp | | \$11,000 |

GRANT RECOMMENDATIONS**Recommended Amount:** \$0**Aggregate Score:** 40.8**Recommendation:**

Operating Assistance is not recommended for this organization because it did not meet the eligibility requirements this year.



Operating Assistance Application for 2019

Arts & Culture Grants Program

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

Society: Textile Arts Guild of Richmond

Society Mandate Summary:

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

Society History:

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers as many products, tools and machines were changing at this time in the textile arts field. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86. The early 1990's saw the Guild based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993. TAGOR hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. We created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, the YouTube Video "How to Make a Quick Caring Quilt" was created and TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marked TAGOR's 40th year of operation. In 2016 TAGOR added Habitat for Humanity as a community partner and will be creating 12 quilts for the families moving into their Richmond Project houses in 2019. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public.

GRANT REQUEST

| | |
|----------------------------------|----------|
| Requested Amount: | \$2,800 |
| Society Operating Budget: | \$13,850 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|----------------------|
| 2018 | \$2,750 | Operating Assistance |
| 2017 | \$2,750 | Operating Assistance |
| 2016 | \$3,400 | Operating Assistance |

Operating Assistance Application for 2019**Textile Arts Guild of Richmond****Summary Page 2****FINANCIAL SUMMARY**

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|----------------------|----------------------|
| Total Revenue: | \$11,827 | \$11,050 |
| Total Expenses: | \$11,827 | \$12,000 |
| Surplus: | \$0 | \$950 |

Other Funders:**GRANT RECOMMENDATIONS****Recommended Amount:** \$2,800.00**Aggregate Score:** 44.5**Recommendation:**

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is commended for its charitable work and for expanding its online presence. TAGOR is encouraged to diversify its fundraising streams and boost its communication strategy to attract new members.



Project Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Richmond Art Gallery Association

Project Name: Adad Hannah/Karen Tam School Art Workshops

Dates: February - June 2019

Project Summary:

RAGA seeks funding for a unique set of tours and workshops for K - 12 classes engaging directly with Richmond's cultural diversity through traditional and digital media, in response to Art Gallery exhibitions. First, "Living Pictures" is an innovative workshop responding to Adad Hannah's "The Decameron Retold" proposing students to re-imagine a story through the creation of a digital collage tableau. Second, "Lyrical Landscapes" draws on the artistic influence and exchange between Emily Carr and Lee Nam to explore the traditions of Chinese brush painting through the creation of landscapes.

Society Mission/Mandate:

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

Society History:

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. The Gallery has 3,500 square feet of exhibition space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open and free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, Family Sunday Program, artist talks and tours, and artist workshops. A corps of volunteer guides offer tours in English and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Studio Art Program is led by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

GRANT REQUEST

Requested Amount: \$5,000

Project Budget: \$14,350

Society Operating Budget: \$183,800

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Project Assistance Application for 2019**Richmond Art Gallery Association****Summary Page 2****MOST RECENT PREVIOUS GRANT(S)**

| Year | Amount | Grant Program |
|-------------|---------------|----------------------|
| 2018 | \$3,900 | Project Assistance |
| 2017 | \$3,800 | Project Assistance |
| 2016 | \$4,000 | Project Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|-----------------------------|-----------------------------|
| Total Revenue: | \$7,800 | \$14,350 |
| Total Expenses: | \$7,800 | \$14,350 |
| Surplus: | \$0 | \$0 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$5,000**Aggregate Score:** 48.7**Recommendation:**

Project Assistance is recommended for this engaging project that offers vital arts education opportunities for Richmond children and youth. The society is to be commended for building a program that fosters an understanding of the arts and uses creativity to encourage the development of problem-solving, critical thinking and cultural discourse among young people.



Project Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Steveston Historical Society

Project Name: Steveston Alive! Walking Tour Vignettes

Dates: November 2018 until August 2019 (performances occur in summer 2019)

Project Summary:

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

Society Mission/Mandate:

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

Society History:

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

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

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

Project Assistance Application for 2019**Steveston Historical Society****Summary Page 2****GRANT REQUEST**

| | |
|----------------------------------|----------|
| Requested Amount: | \$5,000 |
| Project Budget: | \$29,218 |
| Society Operating Budget: | \$20,000 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|----------------------|
| 2018 | \$2,900 | Project Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|-----------------------------|-----------------------------|
| Total Revenue: | \$54,489 | \$47,000 |
| Total Expenses: | \$54,167 | \$44,350 |
| Surplus: | \$321 | \$3,550 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$4,900**Aggregate Score:** 42.5**Recommendation:**

Project Assistance is recommended for this immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The society is to be commended for presenting a program that will provide youth with unique professional development experiences, while entertaining and educating residents and visitors. The society is encouraged to consider working with professional artists in the future to explore new creative avenues and to focus on growing.



Project Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Tickle Me Pickle Theatre Sports Improv Society

Project Name: TMP Improv Season

Dates: July 2019-June 2020

Project Summary:

We wish to continue to provide Richmond with improv shows, improv workshops in school classes and groups, a community improv youth group, and improv club creation and mentoring in schools for the 2019-2020 season. The TMP season includes regular skill and team development practices, professional development for our performing artists and performances, including the annual fundraising event entitled Laughter Is The Best Medicine.

Society Mission/Mandate:

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

Society History:

TMP officially became a not for profit society in 2013, but it's roots go back much further. Tickle Me Pickle is the cornerstone of improvisational comedy in Richmond, born out of volunteerism, collaboration and innovation. Originally a one-off event for Youth Week 2000, youth and young adult members of the "Pickle Volunteer Crew" recognized an absence of improvisational comedy in the Richmond community. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to Pickle events. The concept of Tickle Me Pickle grew, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, an eleven year old annual charity event of our own entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows. Over the last few years, TMP has focussed on developing its expertise in improv by attending classes, participating in private workshops, researching, practicing regularly, and performing. Due to attrition of performers in the current main performance troupe, (as a result of moving away, career and family priorities), the next phase of TMP includes performer recruitment, and a renewed focus towards improv teaching and mentorship for youth and young adults, and new opportunities for individuals in Richmond to learn, practice, and teach improv. TMP aims to create new projects under its umbrella, reaching out to its network of past participants and network within the improv community. In sum, TMP's role in Richmond is to promote the art of improv, provide opportunities for the community to experience improv, and engage individuals in the learning of improv.

Project Assistance Application for 2019**Tickle Me Pickle Theatre Sports Improv Society****Summary Page 2****GRANT REQUEST**

| | |
|----------------------------------|----------|
| Requested Amount: | \$3,000 |
| Project Budget: | \$10,718 |
| Society Operating Budget: | \$10,718 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|----------------------|
| 2018 | \$4,600 | Project Assistance |
| 2017 | \$4,500 | Project Assistance |
| 2016 | \$5,000 | Project Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|-----------------------------|-----------------------------|
| Total Revenue: | \$11,560 | \$10,718 |
| Total Expenses: | \$10,274 | \$10,718 |
| Surplus: | \$683 | \$0 |
| Other Funders: | | |

GRANT RECOMMENDATIONS**Recommended Amount:** \$2,900**Aggregate Score:** 41.5**Recommendation:**

Project Assistance is recommended for this entertaining theatrical program that engages youth, adults and families. The society is to be commended for exploring new programs and creative avenues and is encouraged to build its marketing initiatives to further its impact and reach.



Project Assistance Application for 2019
Arts & Culture Grants Program
 6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Vancouver Cantonese Opera
Project Name: The Bamboo Theatre
Dates: August 30 & August 31 (Friday & Saturday), 2019

Project Summary:

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

Society Mission/Mandate:

The mission of Vancouver Cantonese Opera is to present the unique traditional artform of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives.

OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES

- 1) Artistic excellence – creates high quality works; maintain high standards and creative excellence from all performers.
- 2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation and understanding of Cantonese opera.
- 3) Accessible, affordable & entertaining performances for the public
- 4) Provide employment opportunities to Cantonese opera artists, musicians and technicians.

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

Society History:

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

For the past 17 years, the Vancouver Cantonese Opera has collaborated with international and

Project Assistance Application for 2019

Vancouver Cantonese Opera

Summary Page 2

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

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

The first Multicultural Heritage Festival was launched in 2012. In 2013, we partnered with City of Richmond in the presentation "Multicultural Heritage" Festival. In 2016, Bamboo Theatre was invited to join the Richmond World Festival in 2016. The attendance in 2016 was 25,000, 2017 was 45,000 and this year was 55,000.

GRANT REQUEST

| | |
|----------------------------------|-----------|
| Requested Amount: | \$5,000 |
| Project Budget: | \$28,900 |
| Society Operating Budget: | \$109,240 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|----------------------|
| 2018 | \$3,900 | Project Assistance |
| 2017 | \$3,800 | Project Assistance |
| 2016 | \$3,800 | Project Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|------------------------|-----------------------------|-----------------------------|
| Total Revenue: | \$34,112 | \$28,900 |
| Total Expenses: | \$33,915 | \$28,900 |
| Surplus: | \$197 | \$0 |
| Other Funders: | | |
| Gaming Fund: | CNCL - 155 | \$3,750 |
| Canada Council: | | \$3,000 |

Project Assistance Application for 2019**Vancouver Cantonese Opera****Summary Page 3**

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 46.5

Recommendation:

Project Assistance is recommended for this local presentation of Chinese culture, that brings the unique traditional art form of Cantonese opera to Chinese and non-Chinese audiences at no cost during the Richmond World Festival. The society is to be commended for continuing to work with a diverse range of artists and cultural groups and for contributing a significant portion of its budget to support local artists.



Project Assistance Application for 2019 Arts & Culture Grants Program

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

Society: Vancouver Tagore Society

Project Name: West Coast Tagore Festival 2019

Dates: September 7, 2019

Project Summary:

West Coast Tagore Festival is an annual event in its 9th year. The Festival, held in Richmond with generous support from the City of Richmond, brings creative works, philosophy, visions and ideals of Nobel-laureate poet and world cultural icon Rabindranath Tagore to culturally and ethnically diverse communities. Multicultural artists of different age-groups present his poetry, songs, dances, dramas, paintings, etc. not only professionally, colourfully, vibrant and engaging way but also making them readily appreciable and assimilable by audience of different backgrounds.

Society Mission/Mandate:

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

Society History:

Vancouver Tagore Society was formed in mid-2011 and currently organizes two events every year and a year-long workshop series:

1) West Coast Tagore Festival (annually since 2011), generally a 2-day event, is funded in parts by the City of Richmond, BC Arts Council (3 years), and Richmond Gateway Theatre Society Endowment Fund (1 year). It was held at the Richmond Cultural Center from 2011 to 2016, and at the Richmond Gateway Theatre in 2017 and 2018. This Festival is participated by multicultural performing artists and multilingual poets presenting dances, vocal and instrumental music, poetry, dance theatre, lectures, etc.

2) Tagore Spring Festival (annually since 2015) held at the Center Stage at the Surrey City Hall is funded partially by the City of Surrey Cultural Grants. This multicultural performing event celebrates spring through diverse form of artistic expressions and original live productions by different multicultural groups.

3) A series of interactive workshops on Tagore songs, Tagorean dances and other topics partially funded by the City of Vancouver (around 30 workshops per year).

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Project Assistance Application for 2019

Vancouver Tagore Society

Summary Page 2

Richmond Connection: In addition to having the flagship Festival in Richmond, the Society organized Poetry Events (with music, dances, and refreshments) at the Richmond Cultural Center Rooftop Garden, and commemorative events on, e.g., International Women's Day in the City of Richmond Council Chambers, and collaborating with under organizations in events in Richmond including the Richmond Multicultural Heritage Festival (twice), International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once. In all Richmond-based events, a number of Richmond artists, poets, technicians and volunteers are always involved.

GRANT REQUEST

| | |
|----------------------------------|----------|
| Requested Amount: | \$5,000 |
| Project Budget: | \$18,240 |
| Society Operating Budget: | \$50,759 |

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|--------------------|
| 2018 | \$3,900 | Project Assistance |
| 2017 | \$3,800 | Project Assistance |
| 2016 | \$4,250 | Project Assistance |

FINANCIAL SUMMARY

| | <u>Previous Year</u> | <u>Proposed Year</u> |
|-----------------------------------|----------------------|----------------------|
| Total Revenue: | \$17,507 | \$50,759 |
| Total Expenses: | \$17,601 | \$47,623 |
| Surplus: | (\$94) | (\$2,064) |
| Other Funders: | | |
| BC Arts Community Festival Grant: | | \$2,300 |

GRANT RECOMMENDATIONS

Recommended Amount: \$4,900

Aggregate Score: 41.3

Recommendation:

Project Assistance is recommended for this unique multicultural festival that continues to attract large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for expanding its fundraising efforts and collaborations. The organization is encouraged to improve its financial reporting and diversify funding streams to support the society's stable growth.

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City of Richmond Arts and Culture Grants Program

Operating Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Katie Varney, Manager, Community Cultural Development
TEL 604-247-4941 E-MAIL kvarney@richmond.ca

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

2019: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

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

- The application form is available online at www.richmond.ca/citygrants
- 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

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City of Richmond Arts and Culture Grants Program

Project Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Katie Varney, Manager, Community Cultural Development
TEL 604-247-4941 E-MAIL kvarney@richmond.ca

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

2019: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at www.richmond.ca/citygrants
- 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
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Manager, Community Social Development
Re: 2019 Health, Social and Safety Grants

Date: January 16, 2019
File: 07-3040-01/2019-Vol
01

Staff Recommendation

That the 2019 Health, Social and Safety Services Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$612,274 as per the report titled "2019 Health, Social and Safety Grants", dated January 16, 2019, from the Manager of Community Social Development (Attachment 1).

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

Att. 3

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

Staff Report

Origin

This report supports the Social Development Strategy Action 39:

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

Findings of Fact

2019 Health, Social and Safety Grant Budget

The 2019 Health, Social and Safety (HSS) Grant Budget is \$614,676. This total includes a 2.2 per cent Cost of Living increase over last year's budget, as per the City Grant Policy (No. 3712).

Notice Given and Applications Received

In September 2018, a call for applications for the City's 2019 Health, Social and Safety Grants was promoted through social media channels and the Community Services newsletter. The notice was circulated to the Richmond Community Services Advisory Committee as well as by request to other non-profit societies.

In the HSS category, a total of 35 applications were received for a total request of \$1,089,095. A table outlining requests and recommended 2019 allocations is provided in Attachment 1. A summary of each application is provided in Attachment 2, generated directly from application information provided in the web-based system. As summary contents are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are also included in each summary.

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

Late Applications

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

New Applications

Four (4) applications were received from organizations that had not previously applied for Health, Social and Safety Grants: the Company of Disciples Christian Ministries Society; Pacific

Autism Family Centre Foundation; Senior Link – Independent Living Society and the Stigma-Free Society.

Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Services Division, reviewed the 2019 HSS applications. Recommended allocations were determined by the committee rather than individual reviewers. Assessment criteria outlined in the HSS Grant Program Guidelines, Sections 4 (Eligibility) and 5 (Application Assessment Criteria) (Attachment 3) were used to determine eligibility and assess applications.

Analysis

Health, Social and Safety Grant Application Information 2017–2019

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

| | 2017 | 2018 | 2019 (Recommended) |
|---------------------------------------|-----------|-----------|-----------------------|
| Total number of applications | 34 | 32 | 35 |
| New applicants | 1 | 2 | 4 |
| Late applications | 0 | 0 | 0 |
| Grants denied (did not meet criteria) | 1 | 2 | 4 |
| Partial amount of request recommended | 23 | 20 | 21 |
| Full amount of request recommended | 8 | 10 | 10 |
| Minor request (\$5,000 or less) | 12 | 13 | 10 |
| Total amount requested | \$891,709 | \$774,832 | \$1,089,095 |
| Total budget available | \$589,074 | \$601,444 | \$614,676 |
| Total HSS allocated | \$586,095 | \$598,464 | \$612,274* |

*Subject to Council approval

Reasons for Partial or No Funding

Most applicants (60 per cent) are recommended for partial rather than full funding. Principle reasons for partial funding are:

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

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

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

Minor/Major Grant Requests

Two streams of applications have been established; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. A more comprehensive application is required for major grants (i.e., applications for minor grants have fewer sections to complete). In the Health, Social and Safety category, 10 organizations applied for grants of \$5,000 or less (minor), while 25 applied for grants over \$5,000 (major).

Multi-Year Funding Request

City Grant Policy No. 3712 (Attachment 3, page 9) allows applicants receiving City Grants for the same purpose, for a minimum of five of the most recent consecutive years, to apply for a three-year funding cycle. In the first year of a cycle, the comprehensive application form is required, while for the following two years, a briefer application is required. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Financial Impact

The 2019 HSS Grant Program budget is \$614,676. A total of \$612,274 is recommended for disbursement (Attachment 1). The remaining balance of \$2,402 will be transferred to the Grant Provision account for future distribution.

Conclusion

The City's HSS Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. These grants support the work of non-profit social service agencies whose mandates align with the Social Development Strategy goals of social equity and

January 16, 2019

- 5 -

inclusion; citizen engagement; and building on social assets and community capacity. Staff recommend that 2019 HSS Grants be allocated as indicated to the many societies dedicated to supporting the well-being of Richmond residents.



Lesley Sherlock
Social Planner
(604-276-4220)

- Att. 1: Health, Social and Safety Services Recommendations - 2019
2: 2019 Grant Application Summary Sheets
3: 2019 Grant Program Guidelines

Health, Social and Safety Services Recommendations - 2019

| APPLICANT NAME | 2018 GRANT | 2019 REQUEST | RESIDENTS TO BE SERVED | 2019 RECOM. | MULTI-YEAR RECOM. | COMMENT SUMMARY | ATT 2 PG |
|---|------------|--------------|------------------------|-------------|-------------------|--|----------|
| Amyotrophic Lateral Sclerosis Society of British Columbia | \$2,000 | \$5,000 | 14 | \$2,000 | N/A | This grant will be used to purchase a Lighthouse Medilift YouFit Small Lift Chair as part of the Society's equipment loan program, for use by a Richmond resident. The recommendation is for the same level as last year. | 1 |
| Big Brothers of Greater Vancouver | \$6,000 | \$10,000 | 41 | \$6,000 | 3 | This Multi-Year (Year 3) grant is to support matches of Big and Little Brothers in Richmond, as well as the Teen Mentoring Program matching "buddies" from elementary and high schools. The recommendation is for the same level as last year. | 4 |
| Big Sisters of BC Lower Mainland | \$6,000 | \$8,000 | 30 | \$6,000 | N/A | This grant is to support matches of Big and Little Sisters in Richmond, as well as for the Study Buddy program matching older with younger students. The recommendation is for the same level as last year. | 6 |
| Boys and Girls Clubs of South Coast BC | \$5,000 | \$10,000 | 75 | \$5,115 | N/A | This grant will support an after school program at Mitchell Elementary in East Richmond reaching 75 children aged 6 to 12 years and ensure accessibility to those who cannot afford to pay. This recommendation is for the same level, plus a Cost of Living increase | 9 |
| Canadian Mental Health Association, Vancouver-Fraser Branch | \$8,000 | \$29,000 | 70 | \$8,500 | N/A | This grant will support staff costs of the Super Fun Group Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for an increased level. | 12 |
| Canadian Red Cross Society | \$2,000 | \$2,000 | 2,522 | \$2,000 | N/A | This grant is for the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) office, where free and by-donation temporary loans are available to those with limited mobility. The recommendation is for the full amount requested. | 15 |
| Children of the Street Society | \$5,000 | \$5,000 | 3,000 | \$5,000 | N/A | This request is to fund workshops to educate children and youth about sexual exploitation. The workshops will reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested. | 18 |
| Chimo Community Services | \$50,000 | \$50,000 | 7,700 | \$50,000 | 2 | This Multi-Year (Year 2) grant will support crisis response services, community engagement and outreach and advocacy programs. The recommendation is for the full amount requested. | 22 |
| Church on Five (formerly Richmond Bethel Mennonite) | \$3,000 | \$5,000 | 225 | \$3,500 | N/A | This grant will assist with supplies for the Food for Life program, a free, weekly community meal that serves mainly disadvantaged groups, new immigrants, and seniors. The recommendation is for an increased level. | 24 |
| Community Mental Wellness Association of Canada | \$9,739 | \$40,000 | 5,000 | \$10,000 | 1 | This Multi-Year (Year 1) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase. | 27 |
| Company of Disciples Christian Ministries Society | \$0 | \$15,000 | 400 | \$0 | N/A | This request is to pay for Car2Go expenses of volunteers residing in Richmond but working in Vancouver so they can pick up groceries on their way to or from work, or during their work day, to deliver to isolated seniors registered at the Better at Home program administered by Richmond Cares, Richmond Gives (RCRG). The partnership had not been confirmed with RCRG. Denial is recommended. | 30 |
| Family Services of Greater Vancouver | \$48,007 | \$48,007 | 200 | \$48,007 | 2 | This Multi-Year (Year 2) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the full amount requested. | 33 |
| Heart of Richmond AIDS Society | \$11,500 | \$16,300 | 1,100 | \$12,000 | 1 | This Multi-Year (Year 1) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for an increased level. | 35 |

Health, Social and Safety Services Recommendations - 2019

| APPLICANT NAME | 2018 GRANT | 2019 REQUEST | RESIDENTS TO BE SERVED | 2019 RECOM. | MULTI-YEAR RECOM. | COMMENT SUMMARY | ATT 2 PG |
|---|------------|--------------|------------------------|-------------|-------------------|--|----------|
| Minoru Seniors Society | \$5,000 | \$5,000 | 120 | \$5,000 | N/A | This grant is to support an outreach program to assist at-risk frail and isolated seniors through social, recreation & leisure programs. The recommendation is for the full amount requested. | 38 |
| Multicultural Helping House Society | \$8,956 | \$15,000 | 1,500 | \$9,161 | 1 | This Multi-Year (Year 1) grant is to support the Health & Wellness Program providing disease prevention workshops to improve health and reduce social isolation for seniors and live-in caregivers. The recommendation is for the same level, plus a Cost of Living increase. | 41 |
| Pacific Autism Family Centre Foundation | | \$300,000 | 43,060 | \$0 | N/A | This Foundation provides any surplus to the Pacific Autism Family Centre Society, which is a controlled entity of the Foundation. In 2017, the Foundation donated \$477,504 to the Society. As organizations that fund other societies are not deemed eligible for a grant, and the application did not identify other operating grants being sought, no grant is recommended. | 44 |
| Pacific Post Partum Support Society | \$2,000 | \$3,000 | 25 | \$2,500 | N/A | This grant will contribute to the provision of an on-site childcare for mothers who attend the weekly support group for women experiencing postpartum depression or anxiety. Offering childcare for this group reduces barriers for mothers to access help and is an important component in mothers' recoveries. The recommendation is for an increased level. | 46 |
| Parish of St. Alban's (Richmond) | \$15,000 | \$15,000 | 1,280 | \$15,000 | N/A | This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal program, shower program, and information and referral services. The recommendation is for the full amount requested. | 49 |
| Pathways Clubhouse | \$35,027 | \$35,027 | 385 | \$35,027 | 2 | This Multi-Year (Year 2) grant will assist with the Meal Program and operating expenses, supporting those with serious and persistent mental illness. The recommendation is for the full amount requested. | 51 |
| Richmond Addiction Services Society | \$217,727 | \$222,411 | 2,500 | \$222,411 | 2 | This Multi-Year (Year 2) grant will be used to support RASS' Centre of Excellence in the prevention of substance use, misuse, problem gambling and other addictive behaviours. The same level is recommended, plus a Cost of Living increase. | 53 |
| Richmond Amateur Radio Club | \$1,646 | \$2,200 | All | \$1,684 | N/A | This grant will assist with radio station maintenance, volunteer support, training and education expenses for amateur radio operations for local community events. The same level is recommended, plus a Cost of Living increase. | 55 |
| Richmond Family Place Society | \$27,000 | \$30,000 | 6,900 | \$28,000 | 2 | This Multi-Year (Year 2) grant is for family support programs and other preventative services for families with children up to 12 years. The recommendation is for an increased level. | 58 |
| Richmond Food Bank Society | \$5,000 | \$5,000 | 250 | \$5,000 | N/A | This grant will support the Poverty Response Committee's Self-Advocacy Network project to build capacity in the community and address poverty in Richmond. The recommendation is for the full amount requested. | 61 |
| Richmond Mental Health Consumer and Friends Society | \$5,000 | \$10,000 | 36 | \$5,250 | 2 | This Multi-Year (Year 2) operating grant will support the Mental Health Peer Social Group Program which offers social and volunteer activities for those with mental illness, as well as experience with program administration. The recommendation is for an increased level. | 64 |
| Richmond Multicultural Community Services | \$12,000 | \$15,000 | 3,000 | \$12,500 | 2 | This Multi-Year (Year 2) grant will support the operating expenses of immigrant, refugee and welcoming community programs. The recommendation is for an increased level. | 67 |
| Richmond Society for Community Living | \$15,000 | \$20,000 | 5,000 | \$15,500 | 1 | This Multi-Year (Year 1) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for an increased level. | 69 |

Health, Social and Safety Services Recommendations - 2019

| APPLICANT NAME | 2018 GRANT | 2019 REQUEST | RESIDENTS TO BE SERVED | 2019 RECOM. | MULTI-YEAR RECOM. | COMMENT SUMMARY | ATT 2 PG |
|---|------------------|--------------------|------------------------|------------------|-------------------|---|----------|
| Richmond Stroke Recovery Centre | | \$5,000 | 1,000 | \$1,500 | N/A | This grant will support educational, recreational and therapeutic activities for stroke survivors, family and caregivers. South Arm Community Centre provides meeting space. | 72 |
| Richmond Women's Resource Centre | \$24,000 | \$41,650 | 7,000 | \$25,000 | 1 | This Multi-Year (Year 1) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level. | 74 |
| Richmond Youth Service Agency | \$14,000 | \$20,000 | 1,650 | \$14,321 | 2 | This Multi-Year (Year 2) grant will support the Connections Youth Resource Centre's Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. The same level is recommended, plus a cost of living increase. | 77 |
| Senior Link - Independent Living Society | | \$12,000 | 1,200 | \$0 | N/A | This request is to provide outreach to isolated seniors in Richmond. The society's deficit of \$9,448 far exceeds their revenue, which is received through a business, Angels There For You (listed at same address, common Executive Director/General Manager), which also provides referrals. As other referring agencies are not identified, and grants cannot be used to fund a deficit, denial is recommended. | 79 |
| Stigma-Free Society | | \$9,000 | 750 | \$2,000 | N/A | This grant will support a community based participatory program that aims to promote mental health, reduce stigma and support youth dealing with stigma. This program, delivered to Steveston-London Secondary students since 2016, will be expanded to other Richmond secondary and elementary schools in 2019. The recommendation is for partial funding. | 82 |
| The Kehila Society of Richmond | | \$10,500 | 600 | \$0 | N/A | This grant request is for a series of workshops (e.g. parenting, social media awareness). Future topics will be based on requests. Partnerships with Richmond may result, depending on the topics identified. As no Richmond-based agencies are currently identified as partners, although they offer similar workshops, the recommendation is to deny funding. | 86 |
| Touchstone Family Association | \$5,000 | \$5,000 | 40 | \$5,000 | N/A | This grant is to support the Street Smart Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested. | 89 |
| Turning Point Recovery Society | \$7,000 | \$15,000 | 100 | \$7,500 | 2 | This Multi-Year (Year 2) grant is to support Drop-In Centre clients with outreach support and continuing after-care for those transitioning to housing at Storeys. The Centre, previously operated by St. Alban's, is temporarily located at the Salvation Army while TPRS seeks a permanent location. The recommendation is for an increased level. | 92 |
| Volunteer Richmond Information Services Society | \$40,862 | \$50,000 | 175,000 | \$41,798 | 2 | This Multi-Year (Year 2) grant will provide operating assistance for volunteer, charitable and information programs. The recommendation is for the same level, plus a Cost of Living increase. | 95 |
| West Richmond Community Association | \$2,000 | \$0 | N/A | N/A | N/A | Did not re-apply. | N/A |
| Totals | \$598,464 | \$1,089,095 | | \$612,274 | | | |
| Total Available | | | | \$614,676 | | | |
| Remaining | | | | \$2,402 | | | |
| Bold = New Applicant | | | | | | | |



Grant Application Summary for 2019 Health, Social & Safety Program

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

Society: Amyotrophic Lateral Sclerosis Society of British Columbia

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Equipment Loan Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): January 1, 2014 **End Date (if applicable):** December 31, 2014

Number To Be Served: 371 ALS patients and their families

Richmond Residents: 14 patients and their families

Grant Request Summary:

The Equipment Loan Program of the ALS Society of BC is designed to help people cope with the daily challenges of decreasing mobility and independence through obtaining basic and essential assistive equipment. This includes mobility equipment, lift equipment, beds and accessories, communication devices and bathroom aids. All equipment loaned is available at no charge to registered ALS patients in British Columbia. The equipment loan program is one of the principal objectives of the ALS Society of BC and has been in existence since 1981. It is the best essential care that can be provided not only to the patients but also to their families and caregivers.

The grant will be used to purchase 1 Hoyer Advance Lifter Electric (\$3,911) and 1 Lighthouse Medilift YouFit Small Lift Chair (\$1,836), less \$746.99 discount from HME Richmond. Total Final Quote - \$5,000..

Richmond Services Received by Your Organization:

Every month of May, the ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond. This walk is the biggest Walk for ALS in British Columbia. The Walk for ALS in Richmond raises an average revenue of \$100,000 for patient services and research. The presence of the city mayor and MLAs to this event is immeasurable as it provides prestige to our event and the same time an assurance to the ALS community that they have the support of the government in their journey. The society also gets help from various corporations in Richmond by sending volunteers to the office for office support and to help with fundraising events.

FINANCIAL INFORMATION

Your Society's Budget:

Last Complete Year
CNCL - 178

Proposed Year

Health, Social & Safety 2019**\$5,000 or Less Single Year****Amyotrophic Lateral Sclerosis Society of British Columbia****Summary Page 2**

| | | |
|--|--------------|--------------|
| Total Revenue: | 2,369,501.00 | 2,557,875.00 |
| Total Expenses: | 2,189,551.00 | 1,741,308.00 |
| Annual Surplus or (Deficit): | 179,950.00 | 816,567.00 |
| Accumulated Surplus or (Deficit): | 260,353.00 | 1,081,677.00 |

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

As indicated in the 2016 report, the society had a cash flow deficit, thus in 2017, all expenses were trimmed down. The 2017 surplus is now under GIC and will be part of 1.3M that the ALS Society BC targets to raise at the end of 2018 to fund the ALS Centre for Excellence and to set aside society rainy day funds for 6 months. For the Society to be operational for 6 months, the society needs a rainy fund of 750K (currently the operating reserve is only 162K). These discussions can be found on our board and strategic planning minutes.

Current Year:

The data above only indicates revenues and expenses up to September 2018. As mentioned above, the Society plans to raise 1.3M at year-end of 2018 to fund the ALS Centre for Excellence and to set aside society rainy day funds for 6 months. For the Society to be operational for 6 months, the society needs a rainy fund of 750K (currently the operating reserve is only 162K). These discussions can be found on our board and strategic planning minutes.

Explanation for Accumulated Surplus or (Deficit):

As mentioned the Society is raising 1.3M by the end of the year to fund the ALS Centre for Excellence (facility, additional staff, clinical research) and to set aside society rainy day funds for 6 months. For the Society to be operational for 6 months, the society needs a rainy fund of 750K (currently the operating reserve is only 162K). These discussions can be found on our board and strategic planning minutes. Note that the government of British Columbia approved a grant of 120K to conduct a pilot caregiving program up to July 2019. The funds are reflected in the Balance Sheet under deferred revenue.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$2,000.00 | Health, Social & Safety |
| 2017 | \$700.00 | Health, Social & Safety |
| 2015 | \$3,030.00 | Health, Social & Safety |

Health, Social & Safety 2019
Amyotrophic Lateral Sclerosis Society of British Columbia

\$5,000 or Less Single Year
Summary Page 3

| | |
|--|--------------------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$5,000.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$5,000.00</u> |

Financial Assistance from Other Sources (if applicable)

| | | | |
|---------------|--------------------------------------|--------|--------------|
| Funder 1 Name | BC Gaming Community Grant | Amount | \$111,000.00 |
| Funder 2 Name | Mr. & Mrs. P. A. Woodward Foundation | Amount | 25000.00 |
| Funder 3 Name | Lagniappe Foundation | Amount | 10000.00 |

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$5,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$2,000

Recommendation:

This grant will be used to purchase a Lighthouse Medilift YouFit Small Lift Chair as part of the Society's equipment loan program, for use by a Richmond resident. The recommendation is for the same level as last year.

Staff Comments / Conditions:

None



**Multi-Year Grant Application for 2019
Health, Social & Safety Program**

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

Society: Big Brothers of Greater Vancouver
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$10,000
Proposal Title: Community and Teen Mentoring Programs
Number Served: Richmond Residents: 41

Grant Request Summary:

Through decades of experience, Big Brothers of Greater Vancouver knows that an emotionally supported child will be equipped to handle the fast paced, technology obsessed world they find themselves in. Today's Canada needs our youth to be supported, mentally and emotionally, and ready to engage in their communities. As the 2016 BC Provincial Health Officer's Annual report, one of the key messages states that "strong and supportive families as well as having caring adults outside the family are important protective factors in young peoples' lives".

The Community Program matches adult male volunteers with boys aged 7-14 who have limited or no contact with a positive male role model in their lives. Big and Little Brothers spend 2-4 hours each week doing a wide range of low-cost fun activities together. We currently have 23 matches and 12 children in our wait pool to be matched. Children on our waitlist often wait up to 2 years before being matched with their mentors. We hope to reduce the wait pool and match at least 8 more children in the Community program this year. To do this, BBGV will continue growing relationships with Chinese Cultural Student Clubs, and creating targeted Facebook advertisements to Mandarin and Cantonese speaking individuals to address the need of new immigrant families. In addition, BBGV recruitment plans for the funding period will include allocating more resources to building and maintaining relationships with Richmond-based organizations who have an affiliation with volunteer-focused organizations as well as attending events that the City of Richmond hosts. These initiatives are being put into place to help recruit more volunteers to reduce the wait pool times for children waiting for a mentor in Richmond.

We run the Teen Mentoring Program in Richmond at Anderson Elementary School which matches 10 elementary school boys and girls (grades 1-7) with 10 teen "Buddy" mentors from the nearby high school, A.R. McNeil. Big and Little Buddies spend

Changes that will impact grant use:

No changes identified that will impact grant use.

Health, Social & Safety 2019
Big Brothers of Greater Vancouver

Over \$5000 Multi Year - Year 3
Summary Page 2

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 2,345,406.00 | 2,727,367.00 |
| Total Expenses: | 2,330,670.00 | 2,736,077.00 |
| Annual Surplus or (Deficit): | 14,737.00 | (8,710.00) |
| Accumulated Surplus or (Deficit): | 86,425.00 | 77,715.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

None

Current Year:

Minimal

Explanation for Accumulated Surplus or (Deficit):

Less than one month's expenses

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|-------------------------|
| 2018 | \$6,000 | Health, Social & Safety |
| 2017 | \$4,843 | Health, Social & Safety |
| 2016 | \$4,743 | Health, Social & Safety |

GRANT RECOMMENDATIONS

Recommended

Amount: \$6,000

Recommendation:

This Multi-Year (Year 3) grant is to support matches of Big and Little Brothers in Richmond, as well as the Teen Mentoring Program matching "buddies" from elementary and high schools. The recommendation is for the same level as last year.

Staff Comments /

Conditions: None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Big Sisters of BC Lower Mainland
Grant Type: Over \$5000 Single Year
Grant Request: \$8,000
Proposal Title: Big Sisters Mentoring Programs in Richmond
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 30
Richmond Residents: 30

Grant Request Summary:

Big Sisters of BC Lower Mainland provides at-risk girls with dedicated, caring volunteer mentors who help them avoid risky behaviour, guide them through life's challenges, and help them reach their full potential. We provide mentors through two of our core programs, Big Sisters Mentoring and Study Buddy:

1. Big Sisters Mentoring: matches girls (ages 7-17) with a volunteer Big Sister in a one-to-one mentoring relationship, who meet once a week for 2-4 hours for a minimum of one year. Matches enjoy a wide range of activities that focus on building the confidence and life skills of the Little Sister. In 2017, we supported 322 Big and Little Sister matches.
2. Study Buddy: matches girls (ages 7 to 17) with volunteer tutors who offer them educational support and academic assistance. For a minimum of six months, Study Buddies meet for one hour a week outside of school to work on schoolwork and study skills. With the support of a Study Buddy, Little Sisters are encouraged to improve their education performance and meet their academic goals. In 2017, we supported 146 girls through the Study Buddy program.

When a parent, school personnel, social worker, or other helping professional recognizes the need for a positive adult role model in a girl's life, they refer her to our agency. In 2017 :

- 49% of our Little Sisters' families reported being "low income" (as defined by stats Canada) with 11% being "not low income," and the remainder being unreported
- 54% of our girls come from single parent families and 4% from foster care
- 22% of our Little Sisters were born in a country other than Canada

- 47% do not speak English as their first language, with 42 different first languages represented

Research shows that mentoring has a powerful impact on the lives of young girls. We know that 96 percent of adults who had a mentor as a child say they are happy and 92 percent feel confident. They also are more likely to achieve higher earnings and hold senior positions at work.

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.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 1,676,789.00 | 1,504,210.00 |
| Total Expenses: | 1,471,923.00 | 1,504,210.00 |
| Annual Surplus or (Deficit): | 204,866.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 907,197.00 | 907,197.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We received unexpected bequests of 103,604 and we had a very successful year-end fundraiser in 2017. Both of these contributed to a surplus for the year.

Current Year:

We are not expecting a surplus or deficit in 2018.

Explanation for Accumulated Surplus or (Deficit):

Overall, we have had relatively higher donations, grants & fundraising event revenues compared to salaries and other expenses.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|---------|-------------------------|
| 2018 | \$6,000 | Health, Social & Safety |
| 2017 | \$4,843 | Health, Social & Safety |
| 2016 | \$4,743 | Health, Social & Safety |

ONCL - 184

Health, Social & Safety 2019
Big Sisters of BC Lower Mainland

Over \$5000 Single Year
Summary Page 3

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$8,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |

TOTAL \$8,000.00

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|-------------------|---------|
| Funder 1 Name | BC Gaming | \$8,579 |
| Funder 2 Name | United Way | \$1,758 |
| Funder 3 Name | Service Contracts | \$1,781 |

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$8,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$6,000

Recommendation:

This grant is to support matches of Big and Little Sisters in Richmond, as well as for the Study Buddy program matching older with younger students. The recommendation is for the same level as last year.

**Staff Comments /
Conditions:**

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Boys and Girls Clubs of South Coast BC

Grant Type: Over \$5000 Single Year

Grant Request: \$10,000

Proposal Title: Boys and Girls Club Services at Mitchell Elementary

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 75

Richmond Residents: 75

Grant Request Summary:

We are seeking support from the City of Richmond to support the after-school program offered by Boys and Girls Clubs at Mitchell Elementary School in East Richmond. The drop-in program is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. At BGC, no one is ever turned away due to an inability to pay, ensuring that all children and families can access our programs. Club members benefit, as they are supported to become engaged in positive, constructive activity during their out-of-school time. The parents and/or caregivers of the participants benefit from accessing affordable, high quality after-school programming for their children. In the long term, the neighbourhood will be safer and healthier as a result of the positive impacts the Club programs have on community members.

Richmond Services Received by Your Organization:

We received a \$5,000 City Grant in 2018, but receive no other services from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-------------------------------------|---------------------------|----------------------|
| Total Revenue: | 11,239,846.00 | 11,646,100.00 |
| Total Expenses: | 11,249,006.00 | 11,616,100.00 |
| Annual Surplus or (Deficit): | (9,160.00) | 30,000.00 |

CNCL - 186

Health, Social & Safety 2019
Boys and Girls Clubs of South Coast BC

Over \$5000 **Single Year**
Summary Page 2

Accumulated Surplus or (Deficit): 1,590,730.00 1,620,730.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Actual operations resulted in a surplus. A deficit only appears when non-cash items (e.g., amortization of property and equipment) are taken into account.

Current Year:

The surplus forecast for the current year is very small (0.25%). BGC strives to maintain a balanced year-end position for operations.

Explanation for Accumulated Surplus or (Deficit):

Sound financial management over the last 80 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|---------|-------------------------|
| 2018 | \$5,000 | Health, Social & Safety |
| 2017 | \$5,000 | Health, Social & Safety |
| 2016 | \$5,000 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|---|--------------------|
| Personnel (Salaries and Benefits) | \$72,050.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$7,140.00 |
| Utilities and Telephone | \$205.00 |
| Supplies | \$50.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$1,785.00 |
| Local Travel | \$1,020.00 |
| Other | \$12,095.00 |

Insurance: \$1,685

Food: \$1,835

Allocation for Central Administration: \$8,575

TOTAL **\$94,345.00**

CNCL - 187

Health, Social & Safety 2019
Boys and Girls Clubs of South Coast BC

Over \$5000 Single Year
Summary Page 3

Financial Assistance from Other Sources (if applicable):

| | | |
|----------------------|---|-----------------|
| Funder 1 Name | United Way of the Lower Mainland | \$30,000 |
| Funder 2 Name | Province of BC - Gaming | \$4,800 |
| Funder 3 Name | Membership Fees | \$12,200 |

Amount Your Society will Provide: **\$37,345.00**

Total Proposed Budget: **\$94,345.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** **\$5,115**

Recommendation:

This grant will support an after school program at Mitchell Elementary in East Richmond reaching 75 children aged 6 to 12 years and ensure accessibility to those who cannot afford to pay. This recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /
Conditions:**

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Canadian Mental Health Association, Vancouver-Fraser

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$29,000

Proposal Title: Super Fun Groups - Richmond

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 70

Richmond Residents: 70

Grant Request Summary:

Our grant request is to fund one of the two Super Fun Groups that we operated in Richmond. Super Fun Groups provide long-term support for children of parents living with a serious mental illness or addiction. All program participants are residents of Richmond aged 8-15. Over 90% of our participants are from families with low incomes.

To ensure families who need this service can access it, all barriers to access have been minimized (income, transportation, food security, etc.) and the program is provided at no cost to the families. Once a month, the program provides participants with a full day of recreational or leisure activities (i.e.: Playland, Beach Day, Waterslides, Aquarium, Urban Safari, in the winter - Movies, Christmas events and Snowboarding). These group activities enable them to have fun, participate in sports and special events, build social skills, establish strong friendships with other kids in the program who have similar situations in their life, and develop health attachments to non-related adults. The program also provides parents with respite to attend to their own mental health needs while knowing that their kids are well cared for by trained staff.

Richmond Services Received by Your Organization:

Richmond Super Fun Groups do not receive any services from the City of Richmond. The City of Richmond does support CMHA's annual bike ride fundraiser (Ride Don't Hide) by offering support in event application process, route design, water station logistics and event day route support on the portion of the route that goes through Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|------------------------|---------------------------|----------------------|
| Total Revenue: | 7,097,540.00 | 7,083,727.00 |
| Total Expenses: | 7,054,875.00 | 7,081,899.00 |

CNCL - 189

Health, Social & Safety 2019**Over \$5000****Multi Year - Year 1****Canadian Mental Health Association, Vancouver-Fraser Branch****Summary Page 2**

| | | |
|--|-----------|-----------|
| Annual Surplus or (Deficit): | 42,665.00 | 1,828.00 |
| Accumulated Surplus or (Deficit): | 66,000.00 | 67,828.00 |

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

| |
|--|
| Thrift Store and fee for service workshop sales were higher than expected. |
|--|

Current Year:

| |
|-----|
| N/A |
|-----|

Explanation for Accumulated Surplus or (Deficit):

| |
|---|
| We are building a prudent reserve fund to ensure the organization can pay wind-up costs if required and/or can survive significant changes to contract revenue. The Accumulated Surplus will be transferred to a prudent reserve fund once there are sufficient funds to do so. |
|---|

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$8,000 | Health, Social & Safety |
| 2017 | \$6,329 | Health, Social & Safety |
| 2015 | \$6,060 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|---|--------------------|
| Personnel (Salaries and Benefits) | \$15,046.00 |
| 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 | \$6,000.00 |
| Local Travel | \$3,900.00 |
| Other | \$4,054.00 |

| |
|--|
| Office support & Core Agency Services - office supplies, office space, telephone, HR, payroll and accounting, etc. |
|--|

| | |
|--------------|---------------------------|
| TOTAL | <u>\$29,000.00</u> |
|--------------|---------------------------|

Financial Assistance from Other Sources (if applicable):

| | | | |
|----------------------|--------------------------|---------------|--------------------|
| Funder 1 Name | Vancouver Coastal Health | Amount | \$17,000.00 |
|----------------------|--------------------------|---------------|--------------------|

| | | | |
|----------------------|----------------------------------|---------------|--------------------|
| Funder 2 Name | CMHA Private Fundraising Revenue | Amount | \$12,000.00 |
|----------------------|----------------------------------|---------------|--------------------|

Funder 3 Name

Amount Your Society will Provide:

Total Proposed Budget: **\$58,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$8,500

Recommendation:

This grant will support staff costs of the Super Fun Group Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for an increased level.

Staff Comments / Conditions:

None



Grant Application Summary for 2019 Health, Social & Safety Program

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

Society: Canadian Red Cross Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,000
Proposal Title: HELP Makes Homes Safe for Recovering Richmond Seniors
Grant Purpose: Operating Assistance

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 5366
Richmond Residents: 2522

Grant Request Summary:

The Canadian Red Cross respectfully requests \$2,000 towards the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office. The Richmond HELP program provides free, by-donation loans of basic and advanced medical equipment to community members recovering from an injury or surgery, transitioning to a permanent dependency on a mobility device, or receiving palliative care in the home. Our data shows that 71% of HELP clients are seniors, 46% are elderly seniors over the age of 75, and 33% are recovering from hip or knee surgery.

Seniors are at the heart of the HELP program. Statistics show that 1/3 of seniors fall once or more each year. It is usually in the first days after discharge from hospital that seniors are most susceptible to a fall and re-injury. Furthermore, 47% of HELP clients are low income (making less than \$20,000 a year). Without HELP, many could not access essential equipment given the high costs of purchase and rent. With the number of Richmond seniors set to double by 2036, HELP fills a critical health service gap for Richmond residents and improves the well-being of the local community. Perhaps just as important, since the Richmond HELP Office is mainly managed by volunteers, the program reinforces the culture of mutual support and community solidarity in Richmond.

While much of the work at the Richmond HELP Office is performed by volunteers, a qualified Equipment Technician is integral to ensuring the highest safety and hygiene standards and fastest turnaround of equipment. The City of Richmond's funding ensures that every community member has access to the medical equipment they need immediately after discharge and can recover safely and quickly in the comfort of their homes.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 8,948,300.00 | 9,946,000.00 |
| Total Expenses: | 8,948,300.00 | 9,946,000.00 |
| Annual Surplus or (Deficit): | 0.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

N/A

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|-------------------------|
| 2018 | \$2,000.00 | Health, Social & Safety |
| 2017 | \$2,000.00 | Health, Social & Safety |
| 2015 | \$4,040.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$2,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |

TOTAL **\$2,000.00**

Financial Assistance from Other Sources (if applicable)

| | | | |
|----------------------|-------------------------------|---------------|--------------------|
| Funder 1 Name | Client donations in FY 17/18 | Amount | \$72,962.00 |
| Funder 2 Name | Richmond Community Foundation | Amount | 1500.00 |
| Funder 3 Name | Vancouver Coastal Health | Amount | 2000000.00 |

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$2,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,000

Recommendation:

This grant is for the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) office, where free and by-donation temporary loans are available to those with limited mobility. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None



Grant Application Summary for 2019 Health, Social & Safety Program

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

Society: Children of the Street Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Taking Care of our Ourselves and Taking Care of Others (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:

Taking Care of Ourselves and Taking Care of Others (TCO²) is a unique, interactive and empowering workshop for children and youth aged 10-18.

Our workshops are designed and delivered by young adults who use monologues, role-plays and other interactive activities. TCO² workshop facilitators involve kids in a meaningful discussion about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers.

While there are many organizations which offer support and services to children who have already been affected (as do we), we are the only organization in BC providing preventative programs and services to stop sexual exploitation before it ever begins.

At the conclusion of our workshop, children and teens attending our TCO² Workshop will be able to identify and describe what sexual exploitation and human trafficking is, identify characteristics of exploiters, specifically, the tactics they use to find their victims, and understand the link between gangs and all forms of sexual exploitation. Our workshop also identifies the factors that put youth at greater risk for exploitation such as drug/alcohol use, LGBTQ2, indigenous heritage, currently in a youth agreement or foster care.

While sexual exploitation still happens on the streets, the vast majority of this criminal activity has moved online, which is why our workshops engage young people in discussion on the permanence of online content, how to stay safe online, how to identify components of an unhealthy relationship (Online and Offline), and identify resources and services available for kids needing support or more information.

Our program's primary goal is to provide kids with information and practical tools to keep themselves safe from all forms of sexual exploitation. At the end of each workshop, participants are asked to fill out surveys. This allows us to measure and report on the impact of our program.

Richmond Services Received by Your Organization:

We do not currently receive City of Richmond Services.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | 641,494.00 | 635,331.00 |
| Total Expenses: | 638,481.00 | 635,331.00 |
| Annual Surplus or (Deficit): | 3,013.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our Fiscal year runs November 1st - October 31st. Donations and grants are received at various times throughout the year, resulting in surplus or deficits, depending on when the funds were received.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$5,000.00 | Health, Social & Safety |
| 2017 | \$4,084.00 | Health, Social & Safety |

GNCL - 196

| | | |
|------|------------|-------------------------|
| 2016 | \$4,000.00 | Health, Social & Safety |
|------|------------|-------------------------|

PROPOSED CITY GRANT USE

| | |
|--|--------------|
| Personnel (Salaries and Benefits) | \$250,195.00 |
| Consultant Services | \$5,600.00 |
| Volunteer Support (e.g. expenses, recognition) | \$600.00 |
| Office Rent or Mortgage | \$20,300.00 |
| Utilities and Telephone | \$4,661.00 |
| Supplies | \$2,500.00 |
| Equipment | \$0.00 |
| Photocopying | \$3,000.00 |
| Program Materials | \$4,000.00 |
| Local Travel | \$8,500.00 |
| Other | \$49,296.00 |

Special Events, Postage & Courier, Communications
 & Printing, Bank Charges, Insurance, Licences &
 Membership, Administration Cost Allocation

TOTAL \$348,652.00

Financial Assistance from Other Sources (if applicable)

| | | | |
|----------------------|---|---------------|---------------------|
| Funder 1 Name | Provincial Grants - BC Gaming and Civil Forfeiture | Amount | \$105,000.00 |
| Funder 2 Name | Municipal Grants | Amount | 28200.00 |
| Funder 3 Name | Private Foundations | Amount | 100000.00 |

Amount Your Society will Provide: \$2,452.00

Total Proposed Budget: \$348,652.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000

Recommendation:

This request is to fund workshops to educate children and youth about sexual exploitation. The workshops will reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested.

CNCL-197

Staff Comments /
Conditions:

None



**Multi-Year Grant Application for 2019
Health, Social & Safety Program**

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

Society: Chimo Community Services
Grant Type: Over \$5000 Multi Year - Year 2
Grant Request: \$50,000
Proposal Title: 2019 Health, Social and Safety Grant
Number Served: Richmond Residents: 7700

Grant Request Summary:

This grant supports delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, and Community

Engagement programs, all of which are delivered by professionally-trained and supervised volunteers. Annually, these services support approximately 19,294 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:

none

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 2,040,966.00 | 2,109,383.00 |
| Total Expenses: | 2,010,535.00 | 2,109,383.00 |
| Annual Surplus or (Deficit): | 8,390.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 44,590.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus reflects the savings in some program expenses and the contribution from the funder for renovations at Nova Transition House.

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is due to a transfer in 2014/2015 of 62,000 from Chimo's own Innovation and Development Fund and an adjustment of our contingency reserve in the amount of 24,286.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$50,000 | Health, Social & Safety |
| 2017 | \$49,392 | Health, Social & Safety |
| 2016 | \$48,903 | Health, Social & Safety |

GRANT RECOMMENDATIONS

Recommended

Amount: \$50,000

Recommendation:

This Multi-Year (Year 2) grant will support crisis response services, community engagement and outreach and advocacy programs. The recommendation is for the full amount requested.

Staff Comments /

Conditions:

None



Grant Application Summary for 2019 Health, Social & Safety Program

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

Society: Church on Five
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Food For Life Community meal
Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 225
Richmond Residents: 225

Grant Request Summary:

Our mandate for Food For Life remains the same and this mission has continued to operate the same way. We believe that the attendees to Food For Life come not only for the meal but in many cases, for the social interaction that they would not have elsewhere. We have a large number of Mandarin and Cantonese-speaking guests and also encourage our Chinese-speaking counterparts from the Chinese church to participate in translation and community-building with them. As well, our volunteers come from various places such as local high schools, Royal Bank, other churches, etc. As they work together each week, there is a bond that builds within the volunteer group, too. Hopefully, all of this is building a greater sense of community in Richmond. We also bring in community services like RPL, health services info to the church and try and refer out as well.

Richmond Services Received by Your Organization:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 430,975.00 | 0.00 |
| Total Expenses: | 430,100.00 | 0.00 |
| Annual Surplus or (Deficit): | 875.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

CNCL - 201

Health, Social & Safety 2019
Church on Five

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

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

This is our church's overall financial statements for the year.

Current Year:

Our Food For Life community meal is a ministry within the church to help in the community and our budget generally is about 23000 per year for the meals alone.

Explanation for Accumulated Surplus or (Deficit):

based on overall figures for 2018 which we are still in calendar year

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$3,000.00 | Health, Social & Safety |
| 2017 | \$2,690.00 | Health, Social & Safety |
| 2016 | \$2,635.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|--------------------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$5,000.00 |
| purchasing of groceries and supplies | |
| TOTAL | <u>\$5,000.00</u> |

Financial Assistance from Other Sources (if applicable)

| | | | |
|----------------------|-----------------------|---------------|-------------------|
| Funder 1 Name | RCRG | Amount | \$5,000.00 |
| Funder 2 Name | RBC - Team RBC grants | Amount | \$5,000.00 |
| Funder 3 Name | CNCL - 202 | Amount | \$0.00 |

| | |
|-----------------------------------|--------------------|
| Amount Your Society will Provide: | <u>\$10,000.00</u> |
| Total Proposed Budget: | <u>\$5,000.00</u> |

GRANT RECOMMENDATIONS

Recommended
Amount: \$3,500

Recommendation:

This grant will assist with supplies for the Food for Life program, a free, weekly community meal that serves mainly disadvantaged groups, new immigrants, and seniors. The recommendation is for an increased level.

Staff Comments /
Conditions:

None



Grant Application for 2019
Health, Social & Safety Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Community Mental Wellness Association of Canada

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$40,000

Proposal Title: CMWAC Community Services Delivery

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 15000

Richmond Residents: 12000

Grant Request Summary:

The grant is requested to cover partial administrative costs of multiple ongoing programs and activities at CMWAC throughout the year - public events, monthly mental health education presentations promoting psychosocial wellness and recovery and removing stigma, English conversation classes, support groups, field trips, walking club and gardening with seniors, individual and family counselling in Mandarin and Cantonese, volunteer training and engagement, youth ambassador program to train youth in mental health awareness and resourcefulness, organized group activities including karaoke, dancing, knitting, choir and arts and crafts making. Target groups include newcomers, adults, youths and seniors of multicultural backgrounds living in Richmond and beyond seeking information, support and referrals for issues related to mental health. The benefits of such programs and activities are manyfold - greater awareness about mental health and wellness in the community, removal of stigma, accessible information and resources for mental health diagnosis, treatment and support - all of which address and enhance the social determinants of mental health.

Richmond Services Received by Your Organization:

The Association uses some of the Richmond facilities such as the public library community space to organize public events and workshops. The Association has also organized cultural events at the Minoru Cultural Center and the City Center Community Center.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-------------------------------------|---------------------------|----------------------|
| Total Revenue: | 109,743.00 | 122,543.00 |
| Total Expenses: | 123,148.00 | 128,886.00 |
| Annual Surplus or (Deficit): | (13,405.00) | (6,343.00) |

CNCL - 204

Health, Social & Safety 2019**Over \$5000****Multi Year - Year 1****Community Mental Wellness Association of Canada****Summary Page 2**

| | | |
|-----------------------------------|------|------|
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |
|-----------------------------------|------|------|

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

| |
|--|
| It is due to the timing of the operating expenses incurred. CMWAC does not accumulate much reserve for future operation. |
|--|

Current Year:

| |
|---------------|
| Same as above |
|---------------|

Explanation for Accumulated Surplus or (Deficit):

| |
|---------------|
| Same as above |
|---------------|

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|---------|-------------------------|
| 2018 | \$9,739 | Health, Social & Safety |
| 2017 | \$9,548 | Health, Social & Safety |
| 2016 | \$9,352 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|---------------------------|
| Personnel (Salaries and Benefits) | \$12,000.00 |
| Consultant Services | \$4,300.00 |
| Volunteer Support (e.g. expenses, recognition) | \$3,800.00 |
| Office Rent or Mortgage | \$14,100.00 |
| Utilities and Telephone | \$2,100.00 |
| Supplies | \$1,500.00 |
| Equipment | \$400.00 |
| Photocopying | \$500.00 |
| Program Materials | \$800.00 |
| Local Travel | \$500.00 |
| Other | \$0.00 |
| TOTAL | <u>\$40,000.00</u> |

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|---------------------------------------|----------|
| Funder 1 Name | BC Gaming | \$40,000 |
| Funder 2 Name | Service Canada's New Horizons Program | \$11,300 |
| Funder 3 Name | Richmond Community Foundation | \$2,500 |

| | | |
|-----------------------------------|-------------------|---------------------------|
| Amount Your Society will Provide: | CNCL - 205 | <u>\$34,000.00</u> |
|-----------------------------------|-------------------|---------------------------|

Total Proposed Budget: \$130,000.00

GRANT RECOMMENDATIONS

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

Recommendation:

| |
|--|
| This Multi-Year(Year 1) grant will support mental wellness education, workshops and referrals to other community services.The recommendation is for the same level as last year, plus a Cost of Living increase. |
|--|

**Staff Comments /
Conditions:**

| |
|------|
| None |
|------|



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Company of Disciples Christian Ministries Society

Grant Type: Over \$5000 Single Year

Grant Request: \$15,000

Proposal Title: Chauffeuring and Delivering Groceries for the Elderly in Richmond

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 400

Richmond Residents: 400

Grant Request Summary:

The Need: Volunteer drivers to deliver groceries or chauffeur the elderly who reside in Richmond during a workday. There are not enough people to volunteer during working hours when the need is the greatest.

Proposed Activities: Our organization will rent Car2Go vehicles for working professionals in our community so that they can volunteer 1hr during their workday to deliver grocery packages ordered by the elderly or chauffeur them to their appointments or activities.

Community Benefits:

1) Working professionals who live in Richmond but work in Vancouver: This program provides a platform that is flexible for working professionals who want to volunteer and help their local community but don't have access to a vehicle since most of them transit to work. By offering this program, more working professionals would be able to volunteer to meet the increasing demand of the growing elderly population in Richmond.

2) Elderly resident in Richmond: This program will benefit the elderly not only to meet their basic needs of groceries and getting to and from their medical appointments and social activities but also inter-generational connection among the young working professionals thereby creating a bridge between generations

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------|-------------------------------|----------------------|
| Total Revenue: | CNCL 2017 33,022.00 | 6,434.00 |

Health, Social & Safety 2019
Company of Disciples Christian Ministries Society

Over \$5000 Single Year
Summary Page 2

| | | |
|-----------------------------------|------------|------------|
| Total Expenses: | 36,149.00 | 8,206.00 |
| Annual Surplus or (Deficit): | (3,128.00) | (1,771.00) |
| Accumulated Surplus or (Deficit): | 10,228.00 | 8,457.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

There was a surplus from the previous year and therefore we allocated some funds to make some improvements to our website and social media engagements

Current Year:

We decided to organize a Richmond Community Day in the summer that was not in the budget. The board voted and decided to move forward with the project to enable our community of business professionals to volunteer and participate and engage with local non-profits and the City

Explanation for Accumulated Surplus or (Deficit):

Will allocate the surplus to this project of delivering groceries for the elderly and driving them to their medical appointments

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|--|---------------------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$2,000.00 |
| Local Travel | \$13,000.00 |
| Other | \$0.00 |
| TOTAL | <u>\$15,000.00</u> |

Financial Assistance from Other Sources (if applicable):

Funder 1 Name BC Community Gaming Grant

\$15,000 Funder 2 Name

Funder 3 Name

CNCL - 208

| | |
|-----------------------------------|--------------------|
| Amount Your Society will Provide: | <u>\$10,000.00</u> |
| Total Proposed Budget: | <u>\$40,000.00</u> |

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation:

This request is to pay for Car2Go expenses of volunteers residing in Richmond but working in Vancouver so they can pick up groceries on their way to or from work, or during their work day, to deliver to isolated seniors registered at the Better at Home program administered by Richmond Cares, Richmond Gives (RCRG). The partnership had not been confirmed with RCRG. Denial is recommended.

Staff Comments /
Conditions:

None



Multi-Year Grant Application for 2019

Health, Social & Safety Program

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

Society: Family Services of Greater Vancouver

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$48,007

Proposal Title: Richmond Counselling, Support and Therapeutic Education Program

Number Served: Richmond Residents: 200

Grant Request Summary:

The grant request will be used to continue the Counselling, Support and Therapeutic Education program that Family Services (FSGV) has provided in the City of Richmond for the last 36 years. This program offers individual, family and group counselling provided by masters level registered clinical counsellors and registered social workers and is fully accredited by CARF International. The FSGV Counselling, Support and Education program serves clients of all ages, family configurations and income groups, addressing a wide spectrum of concerns including parenting issues, emotional and behavioural difficulties in children and youth, family conflict, depression and anxiety, relationship difficulties, loss and grief etc. This program prioritized and works primarily with residents of Richmond. This program is preventative in nature, unique to Richmond, and works in partnership with other Richmond agencies. It is accessible to people who can't afford private counselling or other fee based services and/or who don't qualify for any other services. Services are provided in a variety of languages, including Cantonese and Mandarin to reflect the diverse demographic of the Richmond population. All participants are given a thorough assessment at the time of intake and are actively involved in working with a clinician to set and achieve their counselling goals. On average, individuals or families are able to access 12 sessions of counselling, however, they are not limited to this number of sessions should they require further service. Our staff team collectively has the capacity to offer a wide variety of therapeutic counselling methods. This allows for service to be flexible to meet client needs. This program assists individuals to improve their coping skills, better deal with life's challenges, improve their quality of life and be active participants in their own lives and in society as a whole.

Changes that will impact grant use:

There are no changes expected that will impact the grant use.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-------------------------------------|---------------------------|----------------------|
| Total Revenue: | 25,343,099.00 | 27,443,305.00 |
| Total Expenses: | 25,855,921.00 | 27,705,946.00 |
| Annual Surplus or (Deficit): | (512,822.00) | (262,641.00) |
| CNCL - 210 | | |

Health, Social & Safety 2019
Family Services of Greater Vancouver

Over \$5000 Multi Year - Year 2
Summary Page 2

| | | |
|-----------------------------------|------------|------------|
| Accumulated Surplus or (Deficit): | 466,569.00 | 203,928.00 |
|-----------------------------------|------------|------------|

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual deficit is 512,822 due to investment spending for fundraising and communications and timing of expenses related to fiscal 2016-2017. The fiscal 2017-18 year has been audited without restatement of the previous fiscal year.

Current Year:

The projected annual deficit will be offset by accumulated surplus.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is the net total of the accumulated surplus (deficits) of over 100 programs to be offset by program deficits in the future.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|-------------------------|
| 2018 | \$48,007 | Health, Social & Safety |
| 2017 | \$47,066 | Health, Social & Safety |
| 2016 | \$47,066 | Health, Social & Safety |

GRANT RECOMMENDATIONS

Recommended

Amount: \$48,007

Recommendation:

This Multi-Year (Year 2) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the full amount requested.

Staff Comments /

Conditions: None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Heart of Richmond AIDS Society

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$16,300

Proposal Title: Office and Administrative Operations

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1200

Richmond Residents: 1100

Grant Request Summary:

The office is the base for our operations and provides specific services to persons with HIV/AIDS, their friends,

families and caregivers. These include: a group meeting place; location for individual guidance and advice; free

computer facilities; information centre; distribution point for food and food vouchers; planning centre for our HIV 101 Education and Prevention Program which is presented annually to over 850 students in all Richmond high schools.

This funding will cover some of the costs of this facility and the staff who manage it. The direct benefits are better, healthier lives for those living with HIV/AIDS, reducing the impact on health and community services. The indirect benefits of Education and Prevention are the avoidance of infection with HIV/AIDS along with the huge associated life changes and increased healthcare costs.

Please note we have experienced the rising cost of rent in the LM and have therefore recently moved office location to reduce rent (we are still located in the same building).

Richmond Services Received by Your Organization:

Last year was our third year of a 3 year funding cycle where we received \$11,500. We do not receive any other City of Richmond services.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------|---------------------------|----------------------|
| Total Revenue: | 165,164.71 | 165,000.00 |

CNCL - 212

Health, Social & Safety 2019
Heart of Richmond AIDS Society

Over \$5000 Multi Year - Year 1
Summary Page 2

| | | |
|--|-------------|-------------|
| Total Expenses: | 178,811.66 | (13,646.95) |
| Annual Surplus or (Deficit): | (13,646.95) | 0.00 |
| Accumulated Surplus or (Deficit): | (6,172.05) | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Moderate deficit due to increased rent increased cost of food (for the monthly dinners).

Current Year:

Expected to break even- we have moved office locations to save on rent.

Explanation for Accumulated Surplus or (Deficit):

The Accumulated Deficit is small and will be reduced how that out outreach worker is part time.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$11,500 | Health, Social & Safety |
| 2017 | \$11,500 | Health, Social & Safety |
| 2016 | \$10,750 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|---|---------------------------|
| Personnel (Salaries and Benefits) | \$1,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$14,800.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$500.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$16,300.00</u> |

Financial Assistance from Other Sources (if applicable):

| | | |
|----------------------|--------------------------|-----------------|
| Funder 1 Name | Annual Fundraiser | \$8,000 |
| Funder 2 Name | BC Gaming | \$15,000 |

CNCL - 213

Funder 3 Name

| | |
|-----------------------------------|--------------------|
| Amount Your Society will Provide: | \$8,000.00 |
| Total Proposed Budget: | <u>\$39,300.00</u> |

GRANT RECOMMENDATIONS

Recommended
Amount: \$12,000

Recommendation:

This Multi-Year (Year 1) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for an increased level.

Staff Comments /
Conditions:

None



Grant Application Summary for 2019

Health, Social & Safety Program

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

Society: Minoru Seniors Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Wellness Connections Program
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 120
Richmond Residents: 120

Grant Request Summary:

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated seniors 55+ to reconnect with their community and increase independence through participation in social, leisure and recreation programs. The program reduces isolation and improves the health of Richmond residents 55+ by removing barriers to participation and fills a gap in services for those not yet needing supervised health services but not able to independently access community centre programs. Clients are bused to and from their homes, enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. The program utilizes volunteers to assist in its delivery and is offered four times a year, in eight week sessions with either a Chinese or English speaking option. Clients and their families and caregivers receive one-on-one leisure counselling and information referral to health and community services.

The Wellness Connections program involves extensive partnerships and collaboration between the City of Richmond, Vancouver Coastal Health (VCH), Minoru Seniors Society and other Community Partners. Over time the program funding structure has shifted and in the past two years of receiving the City Grant to offset some of the user-fee (from \$240 to \$170), participation in the program has steadily increased, expanding its impact. In order to support and expand Wellness Connections, outside grant applications have been made specifically aimed at targeting other hard-to-reach and vulnerable seniors; Wellness Connections East Richmond, Wellness Connections Just for Men, and Wellness Connections Aqua are all areas under consideration for expanded program development. The Wellness Connections program supports Council Term Goal: A Vibrant, Active, Connected City as well as the Seniors Services Plan and Social Development Strategy directions to reduce barriers for isolated seniors and address the needs of an aging population.

CNCL - 215

Richmond Services Received by Your Organization:

Minoru Seniors Society is located in Minoru Place Activity Centre where funding for staff and building is provided by the City. Estimate at 1, 015,700 for the City portion of operations.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | 554,864.00 | 936,100.00 |
| Total Expenses: | 517,699.00 | 935,900.00 |
| Annual Surplus or (Deficit): | (39,729.00) | 200.00 |
| Accumulated Surplus or (Deficit): | 308,526.00 | 302,019.70 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Seniors Centre will be moving to the Minoru Centre for Active Living in late 2018 / 2019. To prepare for the new facility the Society invested in increased staffing positions to support the successful transition.

Current Year:

Projected revenue has increased based on anticipated Food Service, Program and CLT increases.

Explanation for Accumulated Surplus or (Deficit):

The Society has been preparing to move to a new facility. Significant funds have been earmarked and fundraising is taking place, many of these funds will be used for purchases in advance of and as the transition occurs in 2018 / 2019.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$5,000.00 | Health, Social & Safety |
| 2017 | \$5,000.00 | Health, Social & Safety |
| 2016 | \$3,616.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | | |
|--|-------------------|-------------------|
| Personnel (Salaries and Benefits) | CNCL - 216 | \$1,200.00 |
|--|-------------------|-------------------|

Health, Social & Safety 2019
Minoru Seniors Society

\$5,000 or Less Single Year
Summary Page 3

| | |
|--|------------|
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$300.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$100.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$2,400.00 |
| Other | \$1,000.00 |

A hot nutritious lunch is an important component of the program as it not only ensures the participants have a healthy meal but also provides important time to connect, become comfortable at the centre and socialize.

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

| | | | |
|----------------------|---|---------------|--------------------|
| Funder 1 Name | New Horizons for Seniors Program (ESDC) | Amount | \$25,000.00 |
| Funder 2 Name | | Amount | \$0.00 |
| Funder 3 Name | | Amount | \$0.00 |

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$5,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Recommendation:

This grant is to support an outreach program to assist at-risk frail and isolated seniors through social, recreation & leisure programs. The recommendation is for the full amount requested.

Staff Comments / Conditions:

None

CNCL - 217



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Multicultural Helping House Society

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$15,000

Proposal Title: MHHS Community Service Programming

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:

Our program intends to encourage volunteerism and engagement, reduce social loneliness and isolation and improve, restore, promote and maintain optimal health. It will decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada. Proposed activities include Fitness through Dance and Meditation in Motion, Mind Games, Healthy Food Information Sessions, Health Education , Networking and Experience-sharing and fit-plus cooking.

We will continue our innovative Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. We will include activities and programs that assists live-in caregivers and seniors in Richmond to become informed on healthy lifestyles, become socially adjusted and engaged. This program will provide health information and learning resources to them. Group activities will provide an opportunity for seniors and live-in caregivers to work together to support and encourage healthier lifestyles.

Richmond Services Received by Your Organization:

We are given free access to the following City facilities:

Brighthouse Elementary School Gym for Saturday activities.

Garrett Wellness Centre cooking class

Richmond Public Library for Workshops

Public Parks for some fitness classes

FINANCIAL INFORMATION

CNCL - 218

Health, Social & Safety 2019
Multicultural Helping House Society

Over \$5000 Multi Year - Year 1
Summary Page 2

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | 672,078.00 | 598,934.00 |
| Total Expenses: | 689,967.00 | 598,934.00 |
| Annual Surplus or (Deficit): | 2,111.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 336,424.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The last completed year surplus is minimal and insignificant, however, it is reflective of the companies strict adherence to budget.

Current Year:

The organization expects no surplus nor deficit at the end of the year. Any surplus or deficit, if it happens, will be very minimal due to the organization's firm observance of the budget and its implementing measures.

Explanation for Accumulated Surplus or (Deficit):

Last year's accumulated surplus reflects the organization's net worth for that period. These are not liquid assets and includes capital assets.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$8,956 | Health, Social & Safety |
| 2017 | \$8,780 | Health, Social & Safety |
| 2016 | \$8,599 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|---|--------------------|
| Personnel (Salaries and Benefits) | \$27,456.00 |
| Consultant Services | \$4,000.00 |
| Volunteer Support (e.g. expenses, recognition) | \$3,000.00 |
| Office Rent or Mortgage | \$1,200.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$2,500.00 |
| Equipment | \$0.00 |
| Photocopying | \$150.00 |
| Program Materials | \$1,250.00 |
| Local Travel | \$1,000.00 |
| Other | \$0.00 |

CNCL - 219

Health, Social & Safety 2019
Multicultural Helping House Society

Over \$5000 Multi Year - Year 1
Summary Page 3

TOTAL \$40,556.00

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|-----------------------------|---------|
| Funder 1 Name | New Horizons (Federal) | \$5,000 |
| Funder 2 Name | Canadian Heritage (Federal) | \$5,000 |
| Funder 3 Name | | |

Amount Your Society will Provide: \$15,556.00

Total Proposed Budget: \$40,556.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$9,161

Recommendation:

This Multi-Year (Year 1) grant is to support the Health & Wellness Program providing disease prevention workshops to improve health and reduce social isolation for seniors and live-in caregivers. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /
Conditions:**

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Pacific Autism Family Centre Foundation

Grant Type: Over \$5000 Single Year

Grant Request: \$300,000

Proposal Title: Pacific Autism Family Network 2019 Grant Request

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 46560

Richmond Residents: 43060

Grant Request Summary:

We are requesting funds to support operations of the Centre including: marketing of day programs, therapy, medical services, employment training.

Richmond Services Received by Your Organization:

None.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 1,903,097.00 | 1,902,448.00 |
| Total Expenses: | 2,265,516.00 | 1,902,448.00 |
| Annual Surplus or (Deficit): | (362,419.00) | 0.00 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Foundation shortfall includes a large amortization amount. This does not accurately reflect our cash flow position

Current Year:

The current year we will spend only funds for which we are able to secure donations.

Explanation for Accumulated Surplus or (Deficit):

There is no expected surplus or deficit. We will spend every dollar we earn.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|--|----------------------------|
| Personnel (Salaries and Benefits) | \$150,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$100.00 |
| Office Rent or Mortgage | \$48,000.00 |
| Utilities and Telephone | \$2,400.00 |
| Supplies | \$0.00 |
| Equipment | \$3,000.00 |
| Photocopying | \$0.00 |
| Program Materials | \$96,500.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$300,000.00</u> |

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|------------------------------|--------------|
| Funder 1 Name | General Donations | \$350,000 |
| Funder 2 Name | Province of BC | \$20,000,000 |
| Funder 3 Name | Federal Government of Canada | \$10,900,000 |

| | |
|-----------------------------------|-----------------------|
| Amount Your Society will Provide: | <u>\$1,248,000.00</u> |
| Total Proposed Budget: | \$32,798,000 |

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation: This Foundation provides any surplus to the Pacific Autism Family Centre Society, which is a controlled entity of the Foundation. In 2017, the Foundation donated \$477,504 to the Society. As organizations that fund other societies are not deemed eligible for a grant, and the application did not identify other operating grants being sought, no grant is recommended.

**Staff Comments /
Conditions:** None

CNCL - 222



Grant Application Summary for 2019

Health, Social & Safety Program

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

Society: Pacific Post Partum Support Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$3,000
Proposal Title: Childminding at our Richmond Postpartum Support Group
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 25
Richmond Residents: 25

Grant Request Summary:

This grant would provide for on-site childcare for mothers who attend the weekly Richmond facilitated support group for women experiencing postpartum depression or anxiety (PPD/A). Offering childcare for this group increases attendance and reduces barriers for mothers to access help. The group now usually operates at capacity: 8 women, most of whom bring one or more children. Furthermore, the childcare provided by trained and experienced childminders is an important component in mothers' recoveries. Many of these mothers are having difficulty getting well, as they have no opportunities for breaks. The professional child care workers staff a clean, spacious and welcoming child care room at Richmond Garratt Wellness Centre and provide some immediate practical relief for mothers. Many mothers experiencing postpartum depression and anxiety struggle to leave their infants with anyone, as it increases their anxiety; on-site childcare enables these mothers to both attend group and receive care for their children. Often this childcare is the first break the mother has had since the birth of the child, and this break can be a huge factor in her recovery. The mothers feel comfortable knowing their children are near, and they can temporarily leave the group meeting to nurse or settle their children. Without support and treatment, PPD/A can negatively affect the quality of life and health outcomes for parent and child, including serious consequences such as marital breakdown, child neglect and abuse, and suicide. PPD/A risk is close to 50% higher for new immigrants in urban areas, a group that includes many Richmond families.

Richmond Services Received by Your Organization:

We receive free use of two rooms at Richmond Garratt Wellness Centre for our support group and for the childcare for the group, weekly (ongoing).

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------|---------------------------------|----------------------|
| Total Revenue: | 366,604.00 CNCL - 223 | 362,356.00 |

Health, Social & Safety 2019
Pacific Post Partum Support Society

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

| | | |
|--|------------|------------|
| Total Expenses: | 356,646.00 | 362,356.00 |
| Annual Surplus or (Deficit): | 9,958.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 110,362.00 | 110,362.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We try to achieve a modest surplus to ensure that we have a healthy contingency fund.

Current Year:

Every year, we budget for a net zero accumulation with the understanding that expected funding (and, in turn, expenses) may increase/decrease.

Explanation for Accumulated Surplus or (Deficit):

Our goal is to have a minimum 3-6 months worth of projected expenditures on hand along with a small amount of extra funds available for special projects, capital projects, and book/manual publishing.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$2,000.00 | Health, Social & Safety |
| 2016 | \$1,550.00 | Health, Social & Safety |
| 2015 | \$1,515.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|---|------------|
| Personnel (Salaries and Benefits) | \$7,020.00 |
| 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 | \$644.00 |

Payroll processing fees \$144

CNCL - 224

Health, Social & Safety 2019
Pacific Post Partum Support Society

\$5,000 or Less Single Year
Summary Page 3

Administrative wages/expenses \$500

TOTAL **\$7,664.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Vancouver Coastal Health - **Amount** **\$26,871.00**
Richmond

Funder 2 Name **Amount** **\$0.00**

Funder 3 Name **Amount** **\$0.00**

Amount Your Society will Provide: **\$4,664.00**

Total Proposed Budget: **\$7,664.00**

GRANT RECOMMENDATIONS

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

Recommendation:

This grant will contribute to the provision of an on-site childcare for mothers who attend the weekly support group for women experiencing postpartum depression or anxiety. Offering childcare for this group reduces barriers for mothers to access help and is an important component in mothers' recoveries. The recommendation is for an increased level.

Staff Comments /
Conditions:

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Parish of St. Alban's (Richmond)

Grant Type: Over \$5000 Single Year

Grant Request: \$15,000

Proposal Title: Extreme Weather Shelter, Hospitality Meal Distribution, Friday Lunch in

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1500

Richmond Residents: 1280

Grant Request Summary:

We just want to provide meals and community to people who are on the outside of what most people take for granted.

Richmond Services Received by Your Organization:

Brighthouse Park has been fantastic for the Friday lunch program. Most of the other services are offered at the church.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 0.00 | 0.00 |
| Total Expenses: | 0.00 | 0.00 |
| Annual Surplus or (Deficit): | 0.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

no surplus

Current Year:

not known

Explanation for Accumulated Surplus or (Deficit):

none

MOST RECENT PREVIOUS GRANT(S) (if applicable)

CNCL - 226

Health, Social & Safety 2019
Parish of St. Alban's (Richmond)

Over \$5000

Single Year
Summary Page 2

| Year | Amount | Grant program |
|------|----------|-------------------------|
| 2018 | \$15,000 | Health, Social & Safety |
| 2017 | \$15,315 | Health, Social & Safety |
| 2016 | \$15,000 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|---------------------------|
| Personnel (Salaries and Benefits) | \$15,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$1,500.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$15,000.00 |
| Supplies | \$15,000.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$46,500.00</u> |

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide: **\$20,000.00**

Total Proposed Budget: **\$35,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$15,000

Recommendation:

This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal program, shower program, and information and referral services. The recommendation is for the full amount requested.

Staff Comments /

Conditions: None **CNCL - 227**



Multi-Year Grant Application for 2019
Health, Social & Safety Program

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

Society: Pathways Clubhouse
Grant Type: Over \$5000 Multi Year - Year 2
Grant Request: \$35,027
Proposal Title: Pathways Clubhouse
Number Served: Richmond Residents: 385

Grant Request Summary:

The major portion of the grant is to subsidize our meal program.

Changes that will impact grant use:

No changes.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 2,888,458.00 | 2,801,096.00 |
| Total Expenses: | 2,843,753.00 | 2,813,252.00 |
| Annual Surplus or (Deficit): | 44,705.00 | (12,156.00) |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Exceeded our fundraising goal for the new clubhouse space.

Current Year:

Deficit is our amortization.

Explanation for Accumulated Surplus or (Deficit):

-

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|-------------------------|
| 2018 | \$35,027 | Health, Social & Safety |
| 2017 | \$34,340 | Health, Social & Safety |
| 2016 | \$34,340 | Health, Social & Safety |

CNCL - 228

GRANT RECOMMENDATIONS

Recommended

Amount: \$35,027

Recommendation:

This Multi-Year (Year 2) grant will assist with the Meal Program and operating expenses, supporting those with serious and persistent mental illness. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None



Multi-Year Grant Application for 2019
Health, Social & Safety Program

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

Society: Richmond Addiction Services Society

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$222,411

Proposal Title: Centre of Excellence in the Prevention of Substance Use, Misuse, Problem Gambling and other Addictive Behaviours

Number Served: Richmond Residents: 2500

Grant Request Summary:

RASS has received funding to support the City of Richmond to prevent the impacts and consequences of substance use, misuse and addiction as well as problem gambling and other addictive behaviours. In addition, we aim to delay the onset of first use by increasing the developmental assets of our community members by supporting the development of positive coping skills, decision making skills through the workshops, training sessions and awareness events in Richmond. Our collaborative programming and overall community level prevention strategies go beyond teaching coping and decision making skills as we create partnerships with other agencies to help build the social connectedness in our city. Funding from the city supports RASS to operate a professional, highly regarded and accredited set programs and services. The target groups are children, youth, parents and seniors with culturally appropriate interventions and programs to engage, and educate our community. The benefits of our programming are seen in falling substance use rates across the community, increased community engagement and service contacts with our agency. In addition the partnerships, collaborative projects and programs illustrate the many benefits our community receives from the work being done at RASS. Examples of our collaborative and creative prevention programs are seen at the Richmond Youth Media Program at the City of Richmond Media Lab, Supporting Families Affected by Parental Mental Health and Substance Use and our annual National (Aboriginal) Addiction Awareness Week event.

Changes that will impact grant use:

There have been additions to the work plan from last year which included the Overdose Prevention and Education Network focused on two activation events in the City in the first quarter of 2018. This was supported by an additional grant received by RASS from Community Action Initiative. In addition to this work, RASS helped organize a parent workshop helping educate parents regarding the new changes in legislation regarding Cannabis. Given that RASS is able to react and fill gaps in services and as such these two initiatives were not included in our 2017 grant use and completed in 2018, the city can assume, that new initiatives can be added to the work plan that focus on prevention of harm and health promotion.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 1,359,391.00 | 1,881,549.00 |
| Total Expenses: | 1,359,391.00 | 1,881,549.00 |
| Annual Surplus or (Deficit): | 0.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 61,814.00 | 61,814.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Balanced budget

Current Year:

Balanced budget

Explanation for Accumulated Surplus or (Deficit):

Carried forward from previous years.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$217,727 | Health, Social & Safety |
| 2017 | \$213,458 | Health, Social & Safety |
| 2016 | \$209,068 | Health, Social & Safety |

GRANT RECOMMENDATIONS

Recommended

Amount: \$222,411

Recommendation:

This Multi-Year (Year 2) grant will be used to support RASS' Centre of Excellence in the prevention of substance use, misuse, problem gambling and other addictive behaviours. The same level is recommended, plus a Cost of Living increase.

Staff Comments /

Conditions:

None



Grant Application Summary for 2019

Health, Social & Safety Program

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

Society: Richmond Amateur Radio Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,200
Proposal Title: Emergency Communications and Community Event Support
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: Population of Richmond
Richmond Residents: All

Grant Request Summary:

For the Richmond Amateur Radio Club (RARC) to effectively carry out its Emergency Communications and Community Support programs, additional funding is required for communications collateral (GOG radio station renovations), volunteer support, and training and education expenses. This will allow RARC the necessary resources to maintain its role in supporting emergency radio communications at local community events in Richmond (i.e. Steveston Salmon Festival Canada Day Parade, Terry Fox Run, SOS Children's Villages Run) and educating the general public about Amateur radio in emergency communications at local community events (e.g. presentations at CCM Safety & Secure Living Fair, BC Science Teachers' Association Conference, City of Richmond Works Yard Open House). By supporting local community activities, and contributing to the overall public safety at those events, the RARC will be more experienced and better prepared to carry out its role in emergency radio communications support for the City of Richmond by supporting Richmond Emergency Programs' Emergency Social Services (ESS), and playing a role with Emergency Management BC (EMBC).

Richmond Services Received by Your Organization:

Use of City Works Yard for parking emergency communications trailer and locating the club's UHF/VHF repeater on the yard's radio tower. These are in-kind exchange of services for the club's volunteer services to the City of Richmond and Steveston Community Society without any economic value.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-------------------------------------|---------------------------|----------------------|
| Total Revenue: | 5,038.47 | 3,791.00 |
| Total Expenses: | 5,260.03 | 3,791.00 |
| Annual Surplus or (Deficit): | (221.56) | 0.00 |

CNCL - 232

Health, Social & Safety 2019
Richmond Amateur Radio Club

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

Accumulated Surplus or (Deficit): 2,591.86 2,813.42

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Unexpected repairs to damaged radio equipment and acquisition of new replacement radio.

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is due to synchronization of grant approval date (Mar.) and date of Society's annual swap meet event with fiscal year end (Oct. 31), and delayed repairs and equipment acquisition under emergency communications program, therefore, not allowing time for surplus from current year's grant and extra revenues to be spent.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|-------------------------|
| 2018 | \$1,646.00 | Health, Social & Safety |
| 2017 | \$1,614.00 | Health, Social & Safety |
| 2016 | \$1,581.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|----------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$400.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$200.00 |
| Equipment | \$700.00 |
| Photocopying | \$0.00 |
| Program Materials | \$400.00 |
| Local Travel | \$0.00 |
| Other | \$500.00 |

Training logistics - materials and rentals

TOTAL \$2,200.00

Financial Assistance from Other Sources (if applicable)

| | | |
|---------------|--------|--------|
| Funder 1 Name | Amount | \$0.00 |
| Funder 2 Name | Amount | \$0.00 |
| Funder 3 Name | Amount | \$0.00 |

Amount Your Society will Provide: \$1,250.00

Total Proposed Budget: \$2,200.00

GRANT RECOMMENDATIONS

Recommended
Amount: \$1,684

Recommendation:

This grant will assist with radio station maintenance, volunteer support, training and education expenses for amateur radio operations for local community events. The same level is recommended, plus a Cost of Living increase.

Staff Comments /
Conditions:

None



Multi-Year Grant Application for 2019 Health, Social & Safety Program

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

Society: Richmond Family Place Society
Grant Type: Over \$5000 Multi Year - Year 2
Grant Request: \$30,000
Proposal Title: Strong and Healthy Families
Number Served: Richmond Residents: 6900

Grant Request Summary:

Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP provides a wide array of preventative family support services and programs to families with children birth to 12 years of age living in Richmond. These programs are delivered by qualified Early Childhood Educators and Pre-Teen Workers at 12 different sites throughout Richmond. The essence of Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need to be successful in school and beyond, and to support the family as a whole. Families are also given information about other community resources. By participating in Family Place programming, parents feel less isolated, develop important social networks, establish a sense of belonging to their community and acquire a greater level of self confidence and self-esteem. This enables them to play a more active role in the community; they are more willing to be involved, to participate in problem solving efforts, to participate in community building initiatives, to care for and look after one another and to have a greater level of commitment to improving the community they live in. In addition to this, space at Debeck is made readily available and accessible to other community serving agencies for the purpose of providing programs that benefit the health and well-being of families, and therefore communities. Strong and healthy families build strong and healthy communities.

Changes that will impact grant use:

We are intending to use the funds for the same purposes.

We will only be receiving \$20,000 instead of \$42,000 in core funding from the United Way in 2019-2020 as they move to their new strategic direction. This may have an impact on our core funding, and programming if we do not have support from other funders. We are waiting to hear how other funding opportunities will roll out over the coming three months.

FINANCIAL INFORMATION

Your Society's Budget:

Last Complete Year
CNCL - 235

Health, Social & Safety 2019
Richmond Family Place Society

Over \$5000 Multi Year - Year 2
Summary Page 2

| | | <u>Proposed Year</u> |
|-----------------------------------|------------|----------------------|
| Total Revenue: | 796,226.00 | 772,653.00 |
| Total Expenses: | 752,282.00 | 770,685.00 |
| Annual Surplus or (Deficit): | 43,944.00 | 1,968.00 |
| Accumulated Surplus or (Deficit): | 192,039.00 | 194,007.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Strong Fiscal Discipline - Having a surplus budget , demonstrates that the organization has excellent fiscal discipline and sound financial planning .

The organization also unexpectedly received the remaining hold back of a three year grant despite being informed that the funds were not completely utilized. This could not have been anticipated and makes our small surplus planned larger than anticipated.

Current Year:

Following good fiscal responsibility and risk management practices a small surplus to ensure a reserve fund to deal with emerging maintenance and equipment needs and to provide a healthy accumulated surplus for cash flow and reserves.

Explanation for Accumulated Surplus or (Deficit):

Following good fiscal responsibility and risk management practices a small surplus to ensure a reserve fund to deal with emerging maintenance and equipment needs and to provide a healthy accumulated surplus for cash flow and reserves.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|-------------------------|
| 2018 | \$27,000 | Health, Social & Safety |
| 2017 | \$25,825 | Health, Social & Safety |
| 2016 | \$25,294 | Health, Social & Safety |

GRANT RECOMMENDATIONS

Recommended

Amount: \$28,000

Recommendation:

This Multi-Year (Year 2) grant is for family support programs and other preventative services for families

with children up to 12 years. The recommendation is for an increased level.

Staff Comments /
Conditions:

None



Grant Application Summary for 2019 Health, Social & Safety Program

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

Society: Richmond Food Bank Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Communities Mobilizing for Justice - Addressing Poverty through Dialogue to Action
Grant Purpose: Operating Assistance
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 250+
Richmond Residents: 250+

Grant Request Summary:

City of Richmond funds will be used exclusively for staff wages (1 part time project coordinator and 1 part time communications coordinator). The overall objective of

the project is to test the theory that establishing and supporting a self-advocacy network made up of individuals with lived experiences will meaningfully address poverty in Richmond.

Short term: Capacity Building - Network members will take advantage of training and education in literacy, leadership, advocacy, public speaking, handling the media, and knowledge of various acts, regulations and bylaws that affect them.

Medium term: Empowerment - Expected outcomes are that network members will increase their self-confidence and ability to speak out in public on issues that affect their everyday participation in civil society and will share their discoveries and findings with each other and wider audiences. Network members will inspire the need for a made-in-Richmond poverty reduction strategy.

Long term: Change at Many Levels- Specific objectives are that network members will join Richmond PRC task forces (Housing, Transportation, Food, etc) and lend their experience to the conversation that will inform future PRC advocacy activities. Network members will get 'plugged-in' to programs in the community that serve everybody, instead of being pushed only into services 'for the poor.' General public will learn about visible and invisible barriers in the community that prevent residents experiencing poverty from meaningful participation. The Network will become a driving force for systemic change in the community around issues that disproportionately affect people in poverty.

Richmond Services Received by Your Organization:

Family Services of Greater Vancouver book space in the Caring Place for our monthly meetings and for our bi-weekly project workshops, at no cost.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 7,480.00 | 18,693.00 |
| Total Expenses: | 20,176.00 | 23,954.00 |
| Annual Surplus or (Deficit): | 12,696.00 | (5,261.00) |
| Accumulated Surplus or (Deficit): | 4,400.00 | 10,079.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A 5000 donation received from the BCGEU allowed the PRC to host the first ever Richmond Poverty Action Forum in September 2017.

Current Year:

The deficit reflects expenses associated with the start up of the current 'Dialogue to Action' project in advance of receiving all the funding streams.

Explanation for Accumulated Surplus or (Deficit):

as above

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|-------------------------|
| 2018 | \$5,000.00 | Health, Social & Safety |
| 2017 | \$5,000.00 | Health, Social & Safety |
| 2016 | \$5,000.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$5,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |

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Health, Social & Safety 2019
Richmond Food Bank Society

\$5,000 or Less Single Year
Summary Page 3

| | |
|-------------------|--------------------------|
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$5,000.00</u> |

Financial Assistance from Other Sources (if applicable)

| | | | |
|---------------|-------------------------------|--------|-------------|
| Funder 1 Name | Vancouver Foundation | Amount | \$28,500.00 |
| Funder 2 Name | Literacy Richmond | Amount | 5000.00 |
| Funder 3 Name | Richmond Community Foundation | Amount | 10000.00 |

Amount Your Society will Provide: **\$10,400.00**

Total Proposed Budget: **\$5,000.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$5,000

Recommendation:

This grant will support the Poverty Response Committee's Self-Advocacy Network project to build capacity in the community and address poverty in Richmond. The recommendation is for the full amount requested.

Staff Comments /
Conditions:

None



Multi-Year Grant Application for 2019
Health, Social & Safety Program

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

Society: Richmond Mental Health Consumer and Friends Society
Grant Type: Over \$5000 Multi Year - Year 2
Grant Request: \$10,000
Proposal Title: Funding for Richmond Mental Health Consumer & Friends Society (RCFC) Peer Support Social Group (PSSG)
Number Served: Richmond Residents: 36

Grant Request Summary:

The Peer Support Social Group (PSSG) has been working towards empowering and re-integrating mental health consumers into the community through volunteer work and social activities. The group is open to all Chinese-speaking and non-Chinese speaking Richmond-based mental health consumers, who are over 18 years old, with a specific target of mental health consumers in various stages of recovery. With this grant we have been offering social and volunteer activities, encouraging consumers to participate and help in the planning of both in-house and community outings such as going out for lunch, cooking, singing karaoke, learning card or board games and going to the gym. The goal of this group was to maintain the health and wellbeing of a vulnerable population, while also improving their personal abilities, diminishing their social awkwardness, and achieving their personal goals. The community benefits from this program because it promotes a positive mental health community that supports one another and their self-improvement. Our group has also been good neighbours and demonstrated social responsibility by growing food for the Richmond Food Bank, preparing harm reduction kits for the Ann Vogel clinic and helping the RCFC with other administration tasks. This group has been run in-house at our office and in the community, weekly, on Monday afternoons from the Richmond Public library as computer literacy, on Wednesdays as social activity club, and on Fridays as a gardening group during the warmer months and a cooking group during the rest of the year. While the group has been run by a trained Mental Health Peer Support Worker, some of the responsibilities of leading activities, shopping for supplies, and preparing refreshments are rotated throughout the group to promote leadership. The Peer Support Social Group has given many consumers a chance to thrive in the City of Richmond by offering hope, resources, support and a place to belong.

Changes that will impact grant use:

The biggest difference, between the proposed and actual grant use by the Peer Support Social Group, is the number of users partaking in this program. Our initial estimate of 20 unique users has nearly doubled, now reaching 37 and still growing. During each four week period, the program runs, on average, 12 programs and averages 75 mental health contacts with 35 more contacts by outreach. The high demand for this group has caused us to run some merged groups, consisting of both participants from the PSSG and our Therapeutic Recreation Program.

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For a short period of time, our recreation program has been able to cover some of the additional cost pressures caused by this increase in participation in the PSSG. This has made it possible for us to keep accepting new mental health consumers who want to take part in a PSSG group, without resorting to a wait-list system. However, this additional support is time limited, only available due to funds from wages freed while we were looking for a new Recreation Coordinator. Starting in April of 2019 our new recreation budget will be very limited and support for the PSSG will not be available. Unfortunately, without additional funding, we may have to reduce the number of groups and wait-list new participants.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 293,430.44 | 300,326.21 |
| Total Expenses: | 268,879.20 | 297,292.80 |
| Annual Surplus or (Deficit): | 24,551.24 | 3,033.41 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus was retained funds that were applied to the 2018-19 budget to allow a transition to a new Executive Director/ Financial Manager.

Current Year:

The surplus is to cover addition expenses that may occur during the transition.

Explanation for Accumulated Surplus or (Deficit):

Discretionary funds for our Board of Directors strategic priorities.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|---------|-------------------------|
| 2018 | \$5,000 | Health, Social & Safety |
| 2017 | \$3,841 | Health, Social & Safety |
| 2016 | \$3,762 | Health, Social & Safety |

GRANT RECOMMENDATIONS

| | |
|------------------------------|---|
| Recommended Amount: | \$5,250 |
| Recommendation: | <div>This Multi-Year (Year 2) operating grant will support the Mental Health Peer Social Group Program which offers social and volunteer activities for those with mental illness, as well as experience with program administration. The recommendation is for an increased level.</div> |
| Staff Comments / Conditions: | <div>None</div> |



Multi-Year Grant Application for 2019
Health, Social & Safety Program

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

Society: Richmond Multicultural Community Services

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$15,000

Proposal Title: Multicultural Richmond

Number Served: Richmond Residents: 3000

Grant Request Summary:

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to:

identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada

Changes that will impact grant use:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 839,815.00 | 622,215.00 |
| Total Expenses: | 1,017,882.00 | 623,131.00 |
| Annual Surplus or (Deficit): | (178,067.00) | 915.70 |
| Accumulated Surplus or (Deficit): | 167,391.00 | 166,475.30 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In our fiscal year ending August 31, 2017, we had invested surplus dollars into programming and made the conscious decision to have a deficit.

Health, Social & Safety 2019
Richmond Multicultural Community Services

Over \$5000 Multi Year - Year 2
Summary Page 2

I do not have my final audited numbers for 2017/2018 with adjustments as our AGM is in November.

Current Year:

We do not foresee a surplus or deficit.

Explanation for Accumulated Surplus or (Deficit):

Our funders require us to demonstrate that we are able to support 3 months expenses in the event of a delay in payments.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|------|----------|-------------------------|
| 2018 | \$12,000 | Health, Social & Safety |
| 2017 | \$10,976 | Health, Social & Safety |
| 2016 | \$10,750 | Health, Social & Safety |

GRANT RECOMMENDATIONS

Recommended

Amount: \$12,500

Recommendation:

This Multi-Year (Year 2) grant will support the operating expenses of immigrant, refugee and welcoming community programs. The recommendation is for an increased level.

Staff Comments /

Conditions:

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Richmond Society for Community Living

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$20,000

Proposal Title: Family Resource Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 5000

Richmond Residents: 5000

Grant Request Summary:

Richmond Society for Community Living (RSCL) is the largest provider of services for people with developmental disabilities in the City of Richmond. RSCL programs and services support more than 1000 infants with special needs, and children and adults with developmental disabilities to participate and contribute fully as valued members in the community. RSCL offers supports for their families to navigate a complicated system of funding and care. RSCL offers awareness initiatives to schools, community groups and local businesses which help to create a more inclusive community and improve everyday life for everybody in Richmond.

The Family Resource Program provides information, resources and support to individuals and families who currently receive services. The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individual and the improved well-being of the family unit.

The Family Resource Program responds to requests from the community including inquiries from residents who are new to the community. Workshops, information sessions, and special events such as the annual Family Picnic and the Children's Holiday party allow families to connect and create natural support networks.

Through the program health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate connection for families to specialized and generic services and supports. This creates efficiency in the referral process among organizations and consistency for families who require multiple forms of support.

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Richmond Services Received by Your Organization:

RSCL receives tax exemption for five residential properties which are part of RSCL's Supported Living Program and are home to 18 adults with developmental disabilities. In addition, RSCL leases child care space through the City of Richmond for \$1/year to operate Treehouse early Learning Centre which provides day care and preschool to 30 children ages 30 months to five years. In October 2018, RSCL was awarded the contract for the Keltic Brighthouse Early Childhood Development Hub which will open in 2021.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 14,248,889.00 | 14,952,819.00 |
| Total Expenses: | 14,001,119.00 | 14,952,819.00 |
| Annual Surplus or (Deficit): | 247,770.00 | 0.00 |
| Accumulated Surplus or (Deficit): | (229.00) | (229.00) |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual surplus was needed to off-set the deficit accumulated in the previous years.

Current Year:

There is no planned surplus/deficit in this fiscal year.

Explanation for Accumulated Surplus or (Deficit):

RSCL has a negligible accumulated deficit

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|----------|-------------------------|
| 2018 | \$15,000 | Health, Social & Safety |
| 2017 | \$15,000 | Health, Social & Safety |
| 2016 | \$15,000 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|-------------|
| Personnel (Salaries and Benefits) | \$15,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| CNCL - 247 | |

Health, Social & Safety 2019
Richmond Society for Community Living

Over \$5000 **Multi Year - Year 1**
Summary Page 3

| | |
|-------------------------|------------|
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$5,000.00 |

workshops, specialized counselling services, special events

TOTAL **\$20,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **Direct Access - Community Grants**

\$13,000 Funder 2 Name

Funder 3 Name

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$38,000.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$15,500

Recommendation:

This Multi-Year (Year 1) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for an increased level.

Staff Comments /
Conditions:

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Richmond Stroke Recovery Centre

Grant Type: \$5,000 or Less Multi Year - Year 1

Grant Request: \$5,000

Proposal Title: To support stroke survivors enjoy an improved quality of life provide stroke

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 6500

Richmond Residents: 1000

Grant Request Summary:

To allow people with disabilities to feel a part of the community with inclusion, participation and overall worthy citizens

Richmond Services Received by Your Organization:

Room rental at South Arm Community Centre @ \$5.00 per member annually

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 14,297.00 | 19,304.00 |
| Total Expenses: | 7,010.74 | 5,650.62 |
| Annual Surplus or (Deficit): | 2,713.74 | 13,653.37 |
| Accumulated Surplus or (Deficit): | 0.00 | 13,653.37 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

COORDINATOR POSITION WAS PERFORMED BY VOLUNTEER FOR 8 MONTHS @ NO COST

Current Year:

RECEIVED CHARITABLE DONATIONS 4098

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|--------|-------------------------|
| 2016 | \$0 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|--------------------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$100.00 |
| Office Rent or Mortgage | \$250.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$125.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$4,295.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$4,770.00</u> |

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|-------------------------------|---------|
| Funder 1 Name | CIBC | \$1,000 |
| Funder 2 Name | RICHMOND FIREFIGHTERS SOCIETY | \$1,200 |
| Funder 3 Name | RICHMOND SERVICE GROUPS | \$200 |

| | |
|-----------------------------------|--------------------------|
| Amount Your Society will Provide: | <u>\$2,570.00</u> |
| Total Proposed Budget: | <u>\$9,570.00</u> |

GRANT RECOMMENDATIONS

Recommended
Amount: \$1,500

Recommendation:

To support educational, recreational and therapeutic activities for stroke survivors, family and caregivers. BC Gaming Grant also sought. South Arm provides meeting space.

Staff Comments /
Conditions:

None

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**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Richmond Women's Resource Centre

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$41,650

Proposal Title: Richmond Women's Resource Centre - Women Support Services Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 7000

Richmond Residents: 7000

Grant Request Summary:

Richmond Women's Resource Centre is the only women's centre in Richmond. Our mission statement is: "To provide a supportive environment in which all women are supported and encouraged to achieve their fullest potential."

Deliveries: The Centre offers programs and services such as English conversation and English Writing, Single Mothers Support Group, Computer Training, Peer Support, Information and Referral services, French-speaking Women's Group, Community Volunteer Income Tax Program, Grandmothers Support Group, Hot Ink Creative Writing for Girls, Work Ready and Richmond Shares. Some of these services take place daily, some weekly, bi-weekly, monthly, or only at certain times of the year, for example, the Community Volunteer Income Tax Program takes place during the tax season every year.

Activities: Each program has activities tailored to achieve specific goals, to meet the needs of certain groups of women. There are classes, workshops, meetings, one-on-one tutorials, appointments, drop-ins and field-trips. They all aim to provide a safe, comfortable environment for women to learn, to improve their skills, to share experiences, and to find support so that they can better function in the community.

Community benefit: Empowering women by providing information and referral services, encouragement, education, and training so they are better equipped to make decisions in their own lives; provide a safe place for women to come and share their experiences and celebrate their achievements; work with other organizations in the community to provide services and address issues for women. The program is open to all women regardless of age, ability, ethnicity, religion, income, or sexual orientation. Our Centre and classrooms are wheelchair accessible.

Richmond Services Received by Your Organization:

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FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 120,099.00 | 144,500.00 |
| Total Expenses: | 126,244.00 | 144,500.00 |
| Annual Surplus or (Deficit): | (6,145.00) | 0.00 |
| Accumulated Surplus or (Deficit): | 40,858.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

While there is a small increase in our fundraising revenue, the amount of donation was less than last year.

Current Year:

N/A. We budgeted a balanced budget for the current year.

Explanation for Accumulated Surplus or (Deficit):

An accumulated surplus is the result of the following endeavor in recent years: the Board continues to work diligently to organize a series of fundraising events including our annual International Women's Day Breakfast Fundraiser which was well-attended. As a cost cutting measure, the Board made the difficult decision to close the Centre during the summer months. An accumulated surplus is desirable for stability due to uncertainty in funding and revenue.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Aount | Grant Program |
|------|----------|-------------------------|
| 2018 | \$24,000 | Health, Social & Safety |
| 2017 | \$20,420 | Health, Social & Safety |
| 2016 | \$20,000 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|-------------|
| Personnel (Salaries and Benefits) | \$27,072.50 |
| Consultant Services | \$1,666.00 |
| Volunteer Support (e.g. expenses, recognition) | \$416.50 |
| Office Rent or Mortgage | \$4,165.00 |
| Utilities and Telephone | \$416.50 |

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Health, Social & Safety 2019
Richmond Women's Resource Centre

Over \$5000 Multi Year - Year 1
Summary Page 3

| | |
|-------------------|---------------------------|
| Supplies | \$2,915.50 |
| Equipment | \$833.00 |
| Photocopying | \$0.00 |
| Program Materials | \$4,165.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$41,650.00</u> |

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|------------|----------|
| Funder 1 Name | BC Gaming | \$50,000 |
| Funder 2 Name | TJX Canada | \$5,000 |
| Funder 3 Name | | |

Amount Your Society will Provide: **\$26,850.00**

Total Proposed Budget: **\$123,500.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$25,000

Recommendation:

This Multi-Year (Year 1) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.

**Staff Comments /
Conditions:**

None



Multi-Year Grant Application for 2019

Health, Social & Safety Program

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

Society: Richmond Youth Service Agency
Grant Type: Over \$5000 Multi Year - Year 2
Grant Request: \$20,000
Proposal Title: Connections Youth Resource Centre
Number Served: Richmond Residents: 1650

Grant Request Summary:

The grant will be used to support a portion of the Connections Youth Resource Centre (CYRC) Youth Activities Worker position that will operate the centre, organize activities, and work towards the recreational, inter-generational, learning, leadership and volunteer goals and activities of the centre. The benefits of this grant will include increased positive out of school activities, opportunities for social learning for children and youth, increased recreational opportunities, promotion of health and wellness for kids involved, opportunities for skill development for youth, support for career and life exploration, increased community connection, increased awareness for youth about social issues and supporting success for children and youth at school. In addition the grant will support volunteer driven activities by youth that impact their community at large. This will include the development of volunteer tutors, community improvement activities, a community based online magazine for youth, home work clubs and various community events which will engage and inform community members about the services, supports, opportunities for youth and families in Richmond. We will also be supporting youth in care with career and life skills supports.

Changes that will impact grant use:

NA

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 913,287.00 | 1,174,470.00 |
| Total Expenses: | 1,190,000.00 | 1,174,481.00 |
| Annual Surplus or (Deficit): | 2,760,000.00 | 11.00 |
| Accumulated Surplus or (Deficit): | 645,773.00 | 645,773.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Last year we had a gap in funding for two core programs that were expected to be renewed.

Current Year:

NA

Explanation for Accumulated Surplus or (Deficit):

The agency owns one location, has reserves for operational requirements that have been developed over the past 40 years including the sale of a previously owned property.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|--------------------------------------|
| 2018 | \$14,000 | Health, Social & Safety |
| 2017 | \$13,186 | Health, Social & Safety |
| 2016 | \$5,000 | Professional and Program Development |

GRANT RECOMMENDATIONS

Recommended

Amount: \$14,321

Recommendation:

This Multi-Year (Year 2) grant will support the Connections Youth Resource Centre's Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. The same level is recommended, plus a cost of living increase.

Staff Comments /

Conditions:

None



**Grant Application for 2019
Health, Social & Safety Program**
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Senior Link - Independent Living Society

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$12,000

Proposal Title: Reaching Isolated Seniors for the Health of the Community

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1600

Richmond Residents: 1200

Grant Request Summary:

Our main goal is to reach isolated seniors in Richmond. Despite many social programs in the community, there is a gap of seniors who are at home, who are not able to participate in community programs, due to the fact they are unable to attend due to mental and physical disabilities. We are requesting the funds to fill this gap, for the seniors and family caregivers, who are needing support from a community organization that caters to seniors and their caregivers concerns.

Richmond Services Received by Your Organization:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | 2,253.25 | 8,000.00 |
| Total Expenses: | 11,701.54 | 11,321.00 |
| Annual Surplus or (Deficit): | (9,448.29) | (3,321.00) |
| Accumulated Surplus or (Deficit): | 0.00 | (12,769.29) |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Senior Link was given support from Angels There for You and community support donations in previous years but SL retained its current status with Govt filings. Last year a consultant was hired to reactivate and produce a 3 Senior Link newsletters as well as 2 events. This cost was funded by Angels There for You and the deficit is owing as a result of this.

Current Year:

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Health, Social & Safety 2019
Senior Link - Independent Living Society

ATTACHMENT 2
Over \$5000 Multi Year - Year 1
Summary Page 2

We are hosting a Seniors Yuletide luncheon for the public in Richmond and are planning to increase our membership, as well as provide a group trip to Victoria for seniors, and a Spring Tea for Two. We produce a Senior Link Newsletter 3 times per year, Spring, Fall and Winter to hand out in the Community of Richmond. Removing seniors from isolation, enhancing their opportunity to be creative, involved and support Senior Link Independent Living Society.

Explanation for Accumulated Surplus or (Deficit):

We still rely on Angels there for you for both in kind and monetary support to carry on these programs for seniors as we invite their clients to all of our events.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|--|---------------------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$1,200.00 |
| Volunteer Support (e.g. expenses, recognition) | \$3,000.00 |
| Office Rent or Mortgage | \$1,800.00 |
| Utilities and Telephone | \$480.00 |
| Supplies | \$1,560.00 |
| Equipment | \$1,200.00 |
| Photocopying | \$1,800.00 |
| Program Materials | \$960.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$12,000.00</u> |

Financial Assistance from Other Sources (if applicable):

| | | |
|---------------|--------------------------|----------|
| Funder 1 Name | Canada Govt New Horizons | \$5,000 |
| Funder 2 Name | Angels There for You | \$14,800 |
| Funder 3 Name | | |

| | |
|-----------------------------------|--------------------|
| Amount Your Society will Provide: | <u>\$8,000.00</u> |
| Total Proposed Budget: | <u>\$39,800.00</u> |

GRANT RECOMMENDATIONS

| | | |
|---------------------|-----|-------------------|
| Recommended Amount: | \$0 | CNCL - 257 |
|---------------------|-----|-------------------|

Recommendation:

This request is to provide outreach to isolated seniors in Richmond. The society's deficit of \$9,448 far exceeds their revenue, received through a business, Angels There For You (listed at same address, common Executive Director/General Manager), which also provides referrals. As other referring agencies are not identified, and grants cannot be used to fund a deficit, denial is recommended.

**Staff Comments /
Conditions:**

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: Stigma-Free Society

Grant Type: Over \$5000 Single Year

Grant Request: \$9,000

Proposal Title: Stigma-Free Zone School Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3000

Richmond Residents: 750

Grant Request Summary:

The Stigma-Free Zone School Program is a community-based participatory program that aims to promote mental health and reduce stigma of all kinds and to support youth dealing with stigma. The program also educates students grades 7-12 to be respectful and non-judgmental towards others. There are numerous stigmas in society, such as mental health issues, that contribute to many young people feeling alienated and not being accepted and understood by their peers. This Program encourages students to be agents of change by learning about the stigmas that cause others to be seen as 'different.' Students are educated about the trauma caused by bullying and recognize the negative consequences. Importantly, youth are prompted to take action against stigma in their school and as part of their daily lives. Following the presentation, students are encouraged to participate in the Stigma-Free Test and Stigma-Free Pledge, encouraging them to assess their views and perceptions.

Program Objectives

- To reduce stigmatizing attitudes and behaviour among students;
- To build mental health resilience among students;
- To promote help-seeking behaviour when students face mental health challenges;
- To cultivate students' compassion and respect toward stigmatized individuals, which helps to reduce bullying;
- To foster students' acceptance towards themselves and others.

Schools are given the option to work towards a Stigma-Free Zone designation for their school. Students, teachers and counsellors of participating schools engage in on-going

activities to promote mental health and reduce stigma.

Benefits to the City of Richmond

Presentations to 750+ Students in Grades 7-12 in City of Richmond.

In Spring 2019, the Society will be negotiating a Contract with the Richmond School District for Stigma-Free Zone presentations to 11 Secondary schools and 38 Elementary schools starting in September 2019. This will significantly increase the number of youth reached in the City of Richmond.

Richmond Services Received by Your Organization:

Not applicable

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 279,944.00 | 298,116.00 |
| Total Expenses: | 245,730.00 | 298,116.00 |
| Annual Surplus or (Deficit): | 34,214.00 | 0.00 |
| Accumulated Surplus or (Deficit): | 38,064.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Stigma-Free Society has been growing rapidly for the past two fiscal periods that has resulted in a small amount of surplus dollars. The Society is also expanding program delivery each year as more dollars are raised. The Society has between 25-33 funders per fiscal year and it is often difficult to determine repeat funding. However, the Charity has been successful in securing new funders each year making up for any potential deficit. Instead of ending each fiscal year with zero dollars, it is in the Society's best interests to have a small surplus of 12%- 15% of projected revenue annually that will safely carry the Society programming into the next fiscal year.

Current Year:

2018-2019 Financial Year will not be completed until 31 March 2019. Current Budget is projections only.

Explanation for Accumulated Surplus or (Deficit):

The Stigma-Free Society has been growing rapidly for the past two fiscal periods that has resulted in a small amount of surplus dollars. The Society is also expanding program

Health, Social & Safety 2019
Stigma-Free Society

Over \$5000 Single Year
Summary Page 3

delivery each year as more dollars are raised. The Society has between 25-33 funders per fiscal year and it is often difficult to determine repeat funding. However, the Charity has been successful in securing new funders each year making up for any potential deficit. Instead of ending each fiscal year with zero dollars, it is in the Society's best interests to have a small surplus of 12%- 15% of projected revenue annually that will safely carry the Society programming into the next fiscal year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|---|-------------|
| Personnel (Salaries and Benefits) | \$13,080.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$25.00 |
| Supplies | \$125.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$750.00 |
| Local Travel | \$300.00 |
| Other | \$2,065.00 |

Presenter, development & training, \$125

Presentation video, \$250

Program insurance, \$140

Evaluation, \$50

Print & Promotion, \$875

Website & maintenance, \$625

TOTAL \$16,345.00

Financial Assistance from Other Sources (if applicable):

| | | |
|----------------------|----------------------------|----------------|
| Funder 1 Name | Coast Mental Health | \$5,000 |
|----------------------|----------------------------|----------------|

CNCL - 261

Health, Social & Safety 2019
Stigma-Free Society

Over \$5000

Single Year
Summary Page 4

Funder 2 Name Park Place Foundation

\$2,000

Funder 3 Name

\$345.00

Amount Your Society will Provide:

Total Proposed Budget:

\$16,345.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$2,000

Recommendation:

This grant will support a community based participatory program that aims to promote mental health, reduce stigma and support youth dealing with stigma. This program, given to Steveston-London Secondary students, will be expanded to other secondary and elementary schools in 2019. The recommendation is for partial funding.

Staff Comments /

Conditions:

None



**Grant Application for 2019
Health, Social & Safety Program**

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

Society: The Kehila Society of Richmond

Grant Type: Over \$5000 Single Year

Grant Request: \$10,500

Proposal Title: Parent and Youth Educational Program Project

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 700

Richmond Residents: 600

Grant Request Summary:

We are asking the city of Richmond to partner with us via funding assistance to help heighten awareness for parents and youth in the Richmond community at large on issues that are facing them in their daily lives and to equip them with the tools, support and resources to manage these issues more effectively. This series of workshops, open to the community, in a partnership manner, include such topics as :

How social media is impacting our lives

Dealing with Anxiety and Depression

How to manage conflict effectively and without violence

Stress management

Financial management - educating parents and youth

Racism and Hate crimes

After each workshop evaluation forms would be distributed to ask about effectiveness and how to improve. Through these evaluation forms we will ask for further topics of interest and resources wanted. This will enable us to reach out to other local Richmond agencies that could assist on the resource side.

This project will be coordinated by the Kehila Society of Richmond's Co Executive Director Lynne Fader, who has over 20 years of experience in this area. The workshops will be implemented by contacting speakers who are experts on specific topics and scheduling presentations and workshops throughout the year in Richmond.

CNCL - 263

This program will benefit all local Richmond residents who are parents and youth on a no charge basis. Networking will also be encourage to develop further benefits to those who attend.

Richmond Services Received by Your Organization:

At this time we receive no support from the City of Richmond other than elected officials attending our holiday events.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 125,415.00 | 158,500.00 |
| Total Expenses: | 115,410.00 | 162,811.00 |
| Annual Surplus or (Deficit): | 10,005.00 | (4,311.00) |
| Accumulated Surplus or (Deficit): | 10,144.00 | 5,833.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Funds received and timing.

Current Year:

Funds moved over from last year to cover the deficit.

Explanation for Accumulated Surplus or (Deficit):

Expanding our programs and using our surplus for that, because of directive funds that we have received.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$3,000.00 |
| Consultant Services | \$5,000.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$1,000.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$1,500.00 |
| Local Travel | \$0.00 |

Health, Social & Safety 2019
The Kehila Society of Richmond

Over \$5000

Single Year
Summary Page 3

Other

\$0.00

TOTAL

\$10,500.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name Jewish Federation of Greater Vancouver

\$5,000

Funder 2 Name General Donors for our society

\$5,000

Funder 3 Name

Amount Your Society will Provide:

\$2,500.00

Total Proposed Budget:

\$18,000.00

GRANT RECOMMENDATIONS

Recommended

Amount:

\$0

Recommendation:

This grant request is for a series of workshops (e.g. parenting, social media awareness). Future topics will be based on requests. Partnerships with Richmond may result, depending on the topics identified. As no Richmond-based agencies are currently identified as partners, although they offer similar workshops, the recommendation is to deny funding.

Staff Comments /

Conditions:

None



Grant Application Summary for 2019 Health, Social & Safety Program

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

Society: Touchstone Family Association

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Street Smarts Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 40

Richmond Residents: 40

Grant Request Summary:

A community based program for at risk youth called "StreetSmarts" was established in the community of Richmond in 2008. Many of the youth connected to the program self-identified as having peripheral involvement or being vulnerable to gangs. The aim of the program is to support youth to develop protective factors by providing mentorship through one to one services as well as small group work in order to build resiliency and increase positive leadership attributes.

Richmond Services Received by Your Organization:

Touchstone operates the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$95,000.00 per year.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | 3,392,099.00 | 3,651,069.00 |
| Total Expenses: | 3,362,464.00 | 3,539,136.00 |
| Annual Surplus or (Deficit): | 29,635.00 | 111,933.00 |
| Accumulated Surplus or (Deficit): | 361,743.00 | 411,484.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

MCFD provided one time only funding near the end of the fiscal year to be used towards capitol cost pressures.

Current Year:

We expect to have a balanced budget with a very small surplus.

Explanation for Accumulated Surplus or (Deficit):

ONCE - 266

| |
|----------------------|
| Real estate disposal |
|----------------------|

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|-------------------------|
| 2018 | \$5,000.00 | Health, Social & Safety |
| 2017 | \$5,000.00 | Health, Social & Safety |
| 2016 | \$5,000.00 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|--|--------------------------|
| Personnel (Salaries and Benefits) | \$5,000.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$5,000.00</u> |

Financial Assistance from Other Sources (if applicable)

| | | | |
|---------------|---------------------------|--------|-------------|
| Funder 1 Name | Betty Averbach Foundation | Amount | \$10,000.00 |
| Funder 2 Name | Coast Capitol | Amount | 30000.00 |
| Funder 3 Name | Ministry of Justice | Amount | 50000.00 |

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$5,000.00**

GRANT RECOMMENDATIONS

Recommended

CNCL - 267

Amount: \$5,000

Recommendation:

This grant is to support the Street Smart Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None



Multi-Year Grant Application for 2019
Health, Social & Safety Program

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

Society: Turning Point Recovery Society

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$15,000

Proposal Title: Turning Point Drop-in Center and Continuing Care Program

Number Served: Richmond Residents: 100

Grant Request Summary:

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations at Richmond's only Drop-in Centre and Resource Hub. In May 2016, Turning Point received year-end funding from the BC Ministry of Health to secure a new permanent location for a Drop-in Centre in Richmond following the announcement that St. Albans would be closing. The grant provided \$200K for the expansion of our Outreach Counselling program and \$300K for the relocation of the Drop-in Centre. We received additional funding from the Ministry of Health in 2017 to further expand the mandate of the Drop-in Center so that we could provide additional supports for our patrons, including those that have since moved into Storeys. We are continuing to operate the Drop-in Center at the Salvation Army on Gilbert Road while we work with the City and other community partners to secure a more permanent location. Funding from the City grant this year again support Drop-in Center clients that will be residing in Storeys with Outreach Support and after care as well as the regular patrons of the centre.

A Drop-in Centre is critical to addressing the essential needs of everyone: food, shelter and community. In Richmond, these needs often go unmet for a significant percentage of our citizens. This is based on information and statistics from several sources including the 2016 Metro Vancouver Homeless Count, reports from the Richmond Food Bank and the Community Meal Program. According to the Food Bank, over 500 family's line up for groceries each week. It is critical that we have a site in Richmond where people who are struggling in our community can find the help and support they need. The primary goal of the Drop-in Centre is to provide a safe and supportive meeting place for our city's most vulnerable citizens; the poor, the unemployed, the marginalized and the isolated individuals in our city.

Changes that will impact grant use:

There have been no changes to operations at the Drop-in/Resource Centre with the exception that we exceeded our expected number of visitors projected in our grant last year - serving 136 vs 100. Of the 136 served, 133 were Richmond residents, clearly indicating the continued need for this critical social service.

FINANCIAL INFORMATION

CNCL - 269

Health, Social & Safety 2019
Turning Point Recovery Society

Over \$5000 Multi Year - Year 2
Summary Page 2

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | 2,409,330.00 | 3,426,867.00 |
| Total Expenses: | 2,663,052.00 | 3,426,867.00 |
| Annual Surplus or (Deficit): | (253,722.00) | 0.00 |
| Accumulated Surplus or (Deficit): | 0.00 | 0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In response to the opioid crisis, the BC Ministry and Health, Vancouver Coastal Health Authority, legislated under the Community Care and Assisted Living Act that all providers of residential addiction recovery facilities in BC provide overnight awake staff. The cost to implement this change to Turning Point was approximately 80K per site. We were granted emergency one-time funding from BC Housing to help offset our deficit last year but it was not sufficient; resulting in the deficit last FY as indicated in our annual financial statements.

Current Year:

Vancouver Coastal Health has confirmed funding to offset our deficit for the remainder of the current FY. We are working with them on determining the funding model for next FY and beyond.

Funding for the operation of the Drop-in Center and Outreach Program at Turning Point is secured and is not impacted by these issues.

Also of note: Turning Point has added 2 new sites to our operations this FY (TP North Shore Men's and TP Squamish)

Explanation for Accumulated Surplus or (Deficit):

Turning Point does not carry accumulated surplus or deficits.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|-------------------------|
| 2018 | \$7,000 | Health, Social & Safety |
| 2017 | \$6,000 | Health, Social & Safety |
| 2015 | \$5,924 | Health, Social & Safety |

CNCL - 270

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$7,500

Recommendation:

This Multi-Year (Year 2) grant is to support Drop-In Centre clients with outreach support and continuing after-care for those transitioning to housing at Storeys. The Centre, previously operated by St. Alban's, is temporarily located at the Salvation Army while TPRS seeks a permanent location. The recommendation is for an increased level.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2019
Health, Social & Safety Program**

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

Society: Volunteer Richmond Information Services Society

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$50,000

Proposal Title: Core Operating Funding for Richmond Cares, Richmond Gives (RCRG)

Number Served: Richmond Residents: 175,000

Grant Request Summary:

We're seeking core funding to support the operation of our Information & Volunteer Centre.

The provision of community information is one of our organization's key activities. Richmond residents seeking information on community resources can contact us for a free referral, whether in-person, over the phone, or via e-mail. If they come to our office, they can browse through our extensive brochure library, featuring materials from hundreds of government and non-profit agencies. On our website, meanwhile, we maintain Richmond's largest online Community Services Directory, with nearly 600 listings in over 40 categories. It also includes two major sub-directories, highlighting services for seniors and services for low-income residents, respectively.

We regularly attend community events, like the Richmond World Festival, to provide the public with community information. We produce print materials as well, such as the Annual Richmond Seniors Directory, which we publish in partnership with the Richmond News.

As Richmond's Volunteer Centre, our activities focus on encouraging and facilitating volunteerism. We do it through our website, which is home to Richmond's most comprehensive Volunteer Opportunities Database, featuring more than 80 positions from 60+ organizations. We also offer a free Volunteer Match service, where trained Advisors – volunteers themselves – meet one-on-one with Richmond residents, and help them find a volunteer opportunity that matches their skills, interests, and schedule.

Our Information & Volunteer Centre has a broad target audience; indeed, everyone in

Richmond is a potential client. That's because everyone can volunteer, and everyone needs to access community services. Our role is to be a hub for community engagement – a place that connects Richmond residents with volunteer opportunities and community resources. It's important work with far-reaching benefits, as a community becomes stronger when more people are actively involved.

Changes that will impact grant use:

Please see the attached document for updates regarding Year 2 of our grant application.

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

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | 1,315,354.00 | 1,338,914.00 |
| Total Expenses: | 1,323,244.00 | 1,337,999.00 |
| Annual Surplus or (Deficit): | (7,890.00) | 915.00 |
| Accumulated Surplus or (Deficit): | 54,671.00 | 55,586.00 |

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

Expenses are budgeted to maintain and sustain basic services; revenue is uncertain and budgeted conservatively;

The annual deficit was lower than expected last year due to deferred revenue brought in and certain expenses curtailed.

Current Year:

The organization strives to balance its budget and hopes to meet and exceed its projected revenues for the current year.

Explanation for Accumulated Surplus or (Deficit):

An accumulated surplus is necessary for stability and sustainability, due to the uncertainty and timing of funding and other revenue.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|--------------------------------------|
| 2018 | \$3,000 | Professional and Program Development |
| 2017 | \$2,500 | Professional and Program Development |
| 2016 | \$5,000 | Professional and Program Development |

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$41,798

Recommendation:

This Multi-Year (Year 2) grant will provide operating assistance for volunteer, charitable and information programs. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /
Conditions:**

None

City of Richmond

2019 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) for information about these programs.

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well managed City in Canada".

(iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user -pay when applicable
- Innovation.

(iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

(v) Objectives

- To assist Council to achieve Term Goals and adopted Strategies
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

2. Program Funding

(i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council
- The amount allocated to the Programs will be based on overall City corporate priorities.

(ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are returned to the City's General Revenue Account.

3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

Partnership: A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

Duplication: Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

School (public and private) based programs: "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

Community based programs in schools: "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school –based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.

4. Eligibility

(i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided)
- The Society's Board of Directors must approve of the application being submitted.

(ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative salaries
2. **Community Service**
Specific programs or projects to deliver services to Richmond residents
3. **Community Event**
Neighbourhood or community-based events to enhance quality of life for Richmond residents

(iv) Items Eligible For Funding

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals [e.g., vehicles, equipment, and maintenance]
- Heat
- Light
- Telephone
- Photocopying
- Materials

(v) Items Not Eligible For Funding

The following items will not be funded:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
 - Promoting or serving a political party or organization,
 - Lobbying of a political party, or for a political cause.
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need
- Expenses that are the responsibility of other government programs or entities
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions)
- Child care purposes (the City has a separate Child Care Grant Program, see www.richmond.ca)
- Travel costs outside the Lower Mainland
- Other.

(vi) Grant Limitations

- Due to limited funds, applicants may receive only one grant per year
- Grant allocations are partially dependent on the annual budget
- Not all applicants meeting the Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it
- Grants are not to be regarded as an entitlement
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought, and
- Partnerships and/ or collaborative relationships with other organizations to strengthen the proposal have been established.

(ii) Assessment Considerations

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large.
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

(iv) Financial Statements

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget.
- Grant proposal budget

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

(vi) Multi-Year Funding Criteria

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

6. The Grant Review Process

(i) The Grant Review Process

There is one intake period per year. Please see the City website for dates (www.richmond.ca). 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).

- 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) for dates.

(iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

(v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are lead by staff in the respective divisions:
 - Health, Social and Safety (Community Social Development)
 - Parks, Recreation and Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no such information will be provided until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

(vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

7. Awarding of Grants

(i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting. .
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

(ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

(iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

(iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

(v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at www.richmond.ca or contact the Community Services Department at 604-276-4000.

**City Grant Policy**

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
 - Health, Social and Safety (Community Social Services)
 - Arts and Culture (Arts, Culture and Heritage)
 - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the three City Grant Programs will receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Manager, Community Social Development
Re: 2019 Child Care Grants

Date: January 10, 2019
File: 07-3070-01/2019-Vol
01

Staff Recommendation

That, as per the report titled "2019 Child Care Grants," dated January 10, 2019, from the Manager of Community Social Development:

1. The Child Care Capital and Professional and Program Development Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$54,187; and
2. A second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.

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

Att. 5

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

Staff Report

Origin

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

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

2019 Child Care Grants Budget

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

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 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 2019 Capital Budget, a request was made to City Council to approve an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2019 Child Care Capital Grants and an expenditure of \$10,000 from the Child Care Operating Reserve to provide a budget for the 2019 Child Care Professional and Program Development Grants. In addition, these amounts have been supplemented with a total of \$19,907 in unspent funds from the 2018 Child Care Grants that were carried forward.

Notice Given and Applications Received

On August 21, 2018, a call for applications for the 2019 Child Care Grants was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was November 5, 2018. A total of eight applications were received of which four were for Child Care Capital Grants and four 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 2019 Child Care Grant applications and supporting materials. The subcommittee met on November 28, 2018 with the Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner to prepare recommendations for consideration by the CCDAC voting members. The subcommittee assessed each application for compliance with the Child Care Grant Guidelines (Attachment 4) and used a rating form (Attachment 5) to score the applications from the following organizations:

Table 1: 2019 Child Care Capital Grant Applicants and Requests

| 2019 Child Care Grant Applicants and Requests | | Requested Amount | Recommended Amount |
|--|--|-------------------------|---------------------------|
| Capital Grant Applicants and Requests | | | |
| 1. | Developmental Disabilities Association of Vancouver - Richmond | \$10,000.00 | \$10,000.00 |
| 2. | Little Wings Daycare Society | \$20,178.04 | \$17,687.00 |
| 3. | Richmond Society for Community Living | \$3,750.00 | \$3,500.00 |
| 4. | Society of Richmond Children's Centres | \$12,000.00 | \$12,000.00 |
| Total Amount Requested for Capital Grants | | \$45,928.04 | \$43,187.00 |

Table 2: 2019 Child Care Professional and Program Development Applicants and Requests

| 2019 Child Care Grant Applicants and Requests | | Requested Amount | Recommended Amount |
|---|--|-------------------------|---------------------------|
| Professional and Program Development Grants | | | |
| 1. | Child Care Training and Professional Development Society of Richmond | \$7,000.00 | \$4,000.00 |
| 2. | East Richmond Community Association | \$2,035.00 | \$0.00 |
| 3. | Society of Richmond Children's Centres | \$6,000.00 | \$4,000.00 |
| 4. | Volunteer Richmond Information Services Society | \$3,000.00 | \$3,000.00 |
| Total Amount Requested for Professional and Program Grants | | \$18,035.00 | \$11,000.00 |
| Total Amount of Requests for 2019 Child Care Grants | | \$63,963.04 | \$54,187.00 |

The Child Care Grants Subcommittee summarized their review of the 2019 Child Care Grants applications received and outlined their recommendations to the CCDAC. CCDAC approved the recommendations of the subcommittee which is reflected in the minutes of the meeting on December 5, 2018. The total requests for the 2019 Child Care Grants amount to \$63,963.04 and the grant allocations recommended amount to \$54,187.00.

The four Capital Grant requests amount to \$45,928.04. Developmental Disabilities Association of Vancouver - Richmond, Little Wings Daycare Society, Richmond Society for Community Living and the Society of Richmond Children's Centres are seeking funding for playground equipment, program equipment and furnishings. All four applicants deliver licensed child care programs offering a range of services including Group Care Under 36 Months, Group Care 30 Months to School Age and Group Care School Age.

The four Professional and Program Development Grant requests amount to \$18,035. The four applicants are: Child Care Training and Professional Development Society of Richmond, East Richmond Community Association, Society of Richmond Children's Centres and Volunteer Richmond Information Services Society. Three of the four applicants are seeking funding to provide professional development opportunities for Richmond early childhood educators:

- The Child Care Training and Professional Development Society of Richmond is seeking funding for a Circles of Caring Conference 2019.
- The Society of Richmond Children's Centres is seeking funding to establish a Richmond Community of Practice, a new model of professional learning, for early childhood educators.

- The Volunteer Richmond Information Services Society is requesting a grant to provide a three-part workshop series called “Seeing Children” to support skills necessary for observing and documenting children’s learning.
- The East Richmond Community Association is seeking funding to send staff to participate in identified professional development in the community. Unfortunately, this application does not meet the Child Care Grant Program Guidelines as the Child Care Professional and Program Development Grant supports organizations to put on professional development opportunities rather than send individual staff members to professional development workshops. Therefore, the East Richmond Community Association’s application is ineligible for funding.

The CCDAC is recommending that the following four Child Care Capital Grants applicants: Developmental Disabilities Association of Vancouver - Richmond, Little Wings Daycare Society, Richmond Society for Community Living and the Society of Richmond Children’s Centres, as outlined in Table 1, be funded for a total amount of \$43,187. The Child Care Professional and Program Development Grant requests exceed the available budget, but given that one organization is not eligible, the remaining three applications (Child Care Training and Professional Development Society of Richmond, Society of Richmond Children’s Centres and Volunteer Richmond Information Services Society) are recommended for the amounts outlined in Table 2 totalling \$11,000.

Staff support the CCDAC recommendations as proposed in the attached list of 2019 Child Care Grants (Attachment 1).

For reference, summaries of the 2019 Child Care Grant applications are included with this report (Attachment 2). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

Financial Impact

The 2019 Child Care Grants budget of \$60,000 was requested as part of the City’s 2019 Capital Budget and is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. This is supplemented by an additional \$19,907 carried forward from the City’s 2018 Child Care Grants for a total of \$79,907. A total of \$54,187 in allocations is being recommended for the 2019 Child Care Grants, subject to City Council’s approval.

Staff recommend that a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720. A second intake would support current identified needs for additional capital funding for child care in Richmond. Since the initial grant intake two unique issues have arisen that could be addressed through a second intake using the unallocated funds:

- The City has appointed an operator for the future City-owned child care facility that will open in the Fall of 2019 in the Northview Estates development. The operator had not been determined at the time of the first grant intake and would benefit from the opportunity to apply for capital funding towards furniture and equipment for this new amenity.
- Due to very high demand for the enhanced Child Care BC Maintenance Fund grant program, the funds were fully expended and the program was unexpectedly closed on September 12, 2018. There have been no funds available to support child care operators to repair or replace furnishings and equipment required for compliance with licensing regulations since this time. A second grant intake would enable non-profit operators in the City to apply for funds for this purpose.

Conclusion

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy.

Staff recommend approval of the proposed recommendations for the City's 2019 Child Care Grants amounting to \$54,187 with \$43,187 allocated to the four Child Care Capital Grant requests and \$11,000 allocated to three of the Child Care Professional and Program Development Grant requests. Staff also recommend that a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.



Chris Duggan
Program Manager, Child Care
(604-204-8621)

- Att. 1: 2019 Child Care Grants
2: 2019 Child Care Grants Summary Reports
3: Child Care Development Policy 4017
4: Child Care Grants Program Guidelines
5: Child Care Development Advisory Committee Grant Review Rating Form

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

| APPLICANT NAME | PROGRAM | PURPOSE OF GRANT | 2019 REQUEST | 2019 RECOM. | COMMENTS / CONDITIONS | SEE ATT 2 PAGE NO. |
|---|--|--|--------------------|--------------------|---|--------------------|
| Developmental Disabilities Association | Child Care Capital Grant | Playground Improvements- Riverside To renovate the entire sandbox, create some functional (safe) storage and improve the accessibility for entry and add a roof for protection from both the sun and rain. | \$10,000.00 | \$10,000.00 | CONDITION: Subject to City of Richmond (as owner) review and approval of plans for structure. | Page 1 |
| Little Wings Day Care Centre Society | Child Care Capital Grant | Playground Improvements and Furniture Replacement - Little Wings To provide safe outdoor fencing and assist with storage container costs for our move to a new location and to purchase 2 new couches. | \$20,178.04 | \$17,687.00 | Rental of frog pods and storage containers are not eligible for capital funding; funding to be provided only for the outdoor fencing and 2 new couches. CONDITION: Little Wings moves forward with their relocation plan, as described in their proposal. | Page 3 |
| Richmond Society for Community Living | Child Care Capital Grant | Furnishings- Youth Connections To replace items including blinds, couches, chairs, vacuum and amplifier, | \$3,750.00 | \$3,500.00 | Actual quotes provided upon request indicate total cost of items is \$3,500. | Page 5 |
| Society of Richmond Children's Centres | Child Care Capital Grant | Furnishings and Equipment- Cook Rd and Terra Nova To replace and update equipment and furnishings. | \$12,000.00 | \$12,000.00 | Agency contribution in addition to grant funds requested | Page 7 |
| Child Care Capital Grant Request Total | | | \$45,928.04 | \$43,187.00 | | |
| Child Care Training and Professional Development Society of Richmond | Professional and Program Development Grant | Administer Workshop/Conference Help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low. | \$7,000.00 | \$4,000.00 | Budget indicates this conference can be funded with \$4000 despite request of \$7000 | Page 9 |
| East Richmond Community Association | Professional and Program Development Grant | Individual Training Opportunities for Staff Professional Training for Staff | \$2,035.00 | \$0.00 | Not eligible - not putting on workshop/training but requesting funds for staff to attend external training/workshops | Page 11 |
| Society of Richmond Children's Centres | Professional and Program Development Grant | Administer Communities of Practice Workshops and Retreat To create a community of practice in Richmond BC focused on building connections and collaborative learning for Educators doing emergent, Reggio-inspired work, collaboration with organizations in Surrey, Delta and Burnaby who will all participate in a retreat, this is a new model of professional learning in the field | \$6,000.00 | \$4,000.00 | Updated budget details requested from SRCC, revised request now \$5403, participant fee will be used to cover the cost of end retreat and contribute to overall revenue | Page 14 |
| Volunteer Richmond Information Services Society | Professional and Program Development Grant | Administer Workshop Series To provide a three-part workshop series, called Seeing Children, in which participants will have an opportunity to reflect on their practice of observing young children using the book by Deb Curtis, "Really Seeing Children" | \$3,000.00 | \$3,000.00 | Includes a \$40 participant fee in revenue. | Page 16 |
| Professional & Program Development Grant Request/Recommended Total | | | \$18,035.00 | \$11,000.00 | | |
| Child Care Capital Grant Requests/Recommended Total | | | \$45,928.04 | \$43,187.00 | | |
| TOTAL 2019 CHILD CARE GRANTS REQUESTS & RECOMMENDED | | | \$63,963.04 | \$54,187.00 | | |

| 2019 Child Care Grants Program Budget: | Recommended Amount | Funding available | Balance remaining | |
|--|--------------------|--------------------|--------------------|--|
| Capital Grants | \$43,187.00 | \$68,907.00 | \$25,720.00 | |
| Prof & Prog Dev't Grants | \$11,000.00 | \$11,000 | \$0.00 | |
| Total | \$54,187.00 | \$79,907.00 | \$25,720.00 | |



**Capital Assistance Application for 2019
Childcare Grants Program**

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

Society: Developmental Disabilities Association of Vancouver-Richmond

Title: Riverside Sandbox Renovation

Amount: \$10,000.00

Purpose: Playground

Riverside CDC's sandbox is in disrepair. As the attached photos will show, the wood is weathered and the current storage area is not functional. The side compartments cannot be used to store the toys as water floods the bottom and creates a mess in the rainy months. For a short period of time this past summer, the entire sandbox was closed for sanitation as one or more baby rabbits found their way into the storage space and unfortunately were trapped and perished. Riverside would like to renovate the entire sandbox, create some functional (safe) storage and improve the accessibility for entry. The addition of a roof will allow for protection from both the sun and rain.

Service Delivery Benefits:

With the addition of a roof over the sandbox, the use of this playground area would increase on both hot or rainy days. Improving the access point of the current stair area would provide the freedom of entry for those with mobility restrictions.

Beneficiaries:

The current (and future) children and staff of Riverside would benefit from this grant. Riverside offers 25 daily child care spaces with 5-7 of those filled with children who require additional support.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|-------------|--------------------|
| 2017 | \$2,500.00 | Child Care Capital |
| 2016 | \$4,900.00 | Child Care Capital |
| 2015 | \$11,000.00 | Child Care Capital |

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$10,000.00

Recommendation:

| |
|---|
| That the Development Disabilities Association be funded for a total amount of \$10,000.00 for a Child Care Capital Grant. |
|---|

Staff Comments/Conditions:

| |
|--|
| Subject to the City of Richmond's (as the landlord) review and approval of the proposed plans for the new structure identified within the grant application. |
|--|

**Capital Assistance Application for 2019
Childcare Grants Program**

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

Society: Little Wings Day Care Centre Society**Title:** Little Wings Takes Flight**Amount:** \$20,178.04**Purpose:** Playground

The purpose of this grant is to provide safe outdoor fencing and assist with storage container costs for our move to a new location. Additionally we would like to purchase 2 new couches for parents and staff to use as a place to read, comfort and relax with the children.

Service Delivery Benefits:

Little Wings Daycare Society was advised unexpectedly by its landlord that the land lease of our current property would not be renewed and will expire on April 30, 2019. As a result, Little Wings Daycare is moving to a new location and requires funding for moving and ensuring our new location is safe and child friendly. The funds from this grant will allow Little Wings to install new fencing along the perimeter of our facility to offer an inviting and stimulating outdoor environment for the children to socialize and play in. The rental of large monthly storage containers will allow parents and staff to easily move toys and furnishings into a container to be moved to our new location. Additionally, the purchase of two new couches will be a welcoming spot for children, staff and parents to share meaningful moments as everyone adjusts to our new location.

Beneficiaries:

This grant will directly benefit 24 preschool aged children as well as 12 infants and 12 toddler aged children in our three programs. The 13 teachers at Little Wings will enjoy being able to provide safe outdoor opportunities and parents will have peace of mind knowing their children are being well cared for in a daycare that has appropriate fencing and comfortable and inviting furnishings.

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

| Year | Amount | Grant Program |
|------|-----------|--------------------|
| 2018 | \$5297.00 | Child Care Capital |
| | | |

Capital Assistance for 2019

ATTACHMENT 2

Little Wings Day Care Centre Society**Summary Page 2**

| | | |
|------|-----------|--------------------|
| 2017 | \$4836.62 | Child Care Capital |
|------|-----------|--------------------|

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$17,687.00

Recommendation: That the Little Wings Day Care Centre Society be funded for a total amount of \$17,687.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

That Little Wings Day Care Centre Society moves forward with their proposed relocation plan, as described in their proposal.



ATTACHMENT 2
Capital Assistance Application for 2019
Childcare Grants Program

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

Society: Richmond Society for Community Living

Title: Youth Connections Capital Replacement and Refurbishment

Amount: \$3,750.00

Purpose: Furnishings

The purpose of the grant is to make a one-time capital purchase to replace items in order to improve safety and delivery of the program.

Service Delivery Benefits:

Funds received from the City of Richmond will be used to replace damaged furnishings and broken equipment. Replacement and refurbishment of items will ensure safety, provide privacy when needed, and encourage creative expression for program participants.

Beneficiaries:

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities. Operating after school weekdays during the school year and for full days during the spring, summer and winter breaks, the program allows participants to expand their independence skills and improve overall quality of life through therapeutic recreation.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|--------------------|
| 2017 | \$3,700.00 | Child Care Capital |
| 2016 | \$7,238.05 | Child Care Capital |
| 2015 | \$828.00 | Child Care Capital |

GRANT RECOMMENDATIONS

Recommended
Amount: \$3,500.00

Capital Assistance for 2019

ATTACHMENT 2

Richmond Society for Community Living

Summary Page 2

Recommendation:

That the Richmond Society for Community Living be funded for a total amount of \$3,500.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None



ATTACHMENT 2
**Capital Assistance Application for 2019
Childcare Grants Program**

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

Society: Society of Richmond Children's Centres

Title: Renewal Terra Nova and Cook Rd Children's Centres

Amount: \$12,000.00

Purpose: Playground

As the SRCC's two oldest City owned facilities these centres are in need of a refresh / update of equipment and furnishings to look contemporary and fresh and offer children new materials.

Service Delivery Benefits:

There has been a significant evolution in child care equipment over the years and the SRCC has been in the forefront of sourcing sustainable, innovative products for the new City-owned centres we have opened in the last 10 years. We would like to renew some of the equipment in these two older programs to offer some equity in access to quality for all SRCC families

Beneficiaries:

The children, staff and families at Cook Rd and Terra Nova Children's Centres will benefit. Indeed the whole SRCC will benefit as any funds from grants frees up other budgeted funds to be used to enhance other aspects of our programs.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|-------------|--------------------|
| 2018 | \$25,796.00 | Child Care Capital |
| 2017 | \$2,837.00 | Child Care Capital |
| 2016 | \$3,308.30 | Child Care Capital |

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$12,000.00

Capital Assistance for 2019

ATTACHMENT 2

Society of Richmond Children's Centres

Summary Page 2

Recommendation:

That the Society of Richmond Children's Centres be funded for a total amount of \$12,000.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None



ATTACHMENT 2

**Program and Professional Development
Child Care Grants Program 2019**

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

Society: Child Care Training and Professional Development Society of Richmond

Title: Circles of Caring Conference 2019

Amount: \$7,000.00

Purpose:

- help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low.

Service Delivery Benefits:

The funds will allow us to bring in a Keynote speaker and workshop presenters for delegates in the ECE and School Age field who would normally not be able to afford to listen to under one roof. This will greatly enhance skill development for the child care community which will result in quality teaching. Delegates will obtain 5 hours of Professional Development towards their License renewals.

Beneficiaries:

- Early Childhood Educators, School Age staff, Administrative teams

Partners (if applicable):

Student volunteers from Richmond High Secondary School and Community Center Association staff/Coordinators will be helping the day of the conference.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|---------|---|
| 2018 | \$6000 | Child Care Professional & Program Development Grant |
| 2017 | \$5500 | Child Care Professional & Program Development Grant |
| 2015 | \$10000 | Child Care Professional & Program Development Grant |

GRANT RECOMMENDATIONS

Recommended

Amount: \$4,000.00

Recommendation:

That the Child Care Training and Professional Development Society of Richmond be funded for a total amount of \$4,000.00 for a Professional & Program Development Grant.

Staff Comments/Conditions:

| |
|------|
| None |
|------|



ATTACHMENT 2
Program and Professional Development
Child Care Grants Program 2019

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

Society: East Richmond Community Association

Title: Cambie Out of School Care Professional Development

Amount: \$2,035.00

Purpose:

Professional Training for Staff

Service Delivery Benefits:

Circles of Caring: This conference will increase the understanding and promotion of children's well being. By staff attending with the broader childcare community, they can share with and learn from other childcare providers in Richmond.

Responsible Adult: A regulation to qualify for employment in family child care or school age child care settings this course covers basic concepts about child development, child guidance, health, safety, nutrition and programming. Classes ongoing throughout the year.

High Five: A nationally recognised program where participants learn how to enhance program quality and provide positive experiences for children.

The City of Richmond supports the delivery of professional development training for those employed in the delivery of licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond (Child Care Needs Assessment and Strategy 2017-2022)

Beneficiaries:

ERCA expects to benefit by:

Increasing the collective knowledge of our team.

Making ERCA's program more appealing to families and employees.

Attracting the right kind of "in-demand" candidates.

Aiding our retention strategy

Making succession planning easier.

Employees will benefit by:

Boosting employees job satisfaction

Increased confidence

Career boosting

Families and Children will benefit by:

Having staff that will ensure a better educational foundation for children's skills and social development.

Security of having fully staffed Out of School Care programs (as per licensing requirements),

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|-----------|---------------------------------|
| 2018 | \$950.00 | Parks, Rec and Community Events |
| 2017 | \$2384.00 | Child Care Capital Grants |
| 2016 | \$750.00 | Parks, Rec and Community Events |

GRANT RECOMMENDATIONS

Program and Professional Development Assistance for 2019

ATTACHMENT 2

East Richmond Community Association

Summary Page 3

**Recommended
Amount:** \$0.00

Recommendation:

| |
|---|
| That the East Richmond Community Association's funding application for a Professional & Program Development Grant be declined due to ineligibility. |
|---|

Staff Comments/Conditions:

| |
|------|
| None |
|------|



ATTACHMENT 2
Program and Professional Development
Child Care Grants Program 2019

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

Society: Society of Richmond Children's Centres

Title: Communities of Practice

Amount: \$6,000.00

Purpose:

The SRCC has always sought to be a centre for excellence in early childhood practice and as such has collaborated and partnered with other early childhood organisations across Canada and in the USA. We have hosted international expert Ann Pelo for a Residency following which we were invited to collaborate with her on her new book "From Teaching to Thinking" 2018. Our purpose with this grant is to create a community of practice in Richmond BC focused on the book and on building connections and networks for Educators doing emergent, Reggio-inspired work. We are collaborating with others in Surrey, Delta and Burnaby who will also be establishing communities of practice and we will all come together in November 2019 for a retreat at which Ann Pelo will be the Keynote. This is a new model of professional learning in our field and we are leading it from Richmond!

Service Delivery Benefits:

The funds being requested will be used for facilitation and resource costs for the Richmond Community of Practice that will meet 5 times starting in February 2019 and culminating at the retreat in November 2019.

Beneficiaries:

The whole ECE community in Richmond will be invited to be part of the community of practice. However only those who are interested in or currently practicing Reggio-inspired, emergent, responsive curriculum are likely to sign up. We hope to have a Richmond community of practice of 25-30 participants from a range of child care providers. With this grant we could make this portion of the process barrier free and offer it at no cost. With no grant there would have to be a participant cost.

Partners (if applicable):

Simon Fraser Childcare Society

Delta Continuing Education Department

Surrey OPTIONS (pending)

Program and Professional Development Assistance for 2019

ATTACHMENT 2

Society of Richmond Children's Centres**Summary Page 2**

| |
|---|
| Burnaby Continuing Education Department (pending) |
|---|

| |
|----------|
| Ann Pelo |
|----------|

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|--------------------|
| 2018 | \$25796.00 | Child Care Capital |
| 2017 | \$2837.00 | Child Care Capital |
| 2016 | \$2965.50 | Child Care Capital |

GRANT RECOMMENDATIONS**Recommended****Amount:** \$4,000.00**Recommendation:**

| |
|--|
| That the Society of Richmond Children's Centres be funded for a total amount of \$4,000.00 for a Professional & Program Development Grant. |
|--|

Staff Comments/Conditions:

| |
|------|
| None |
|------|



ATTACHMENT 2
Program and Professional Development
Child Care Grants Program 2019

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

Society: Volunteer Richmond Information Services Society

Title: Seeing Children Series

Amount: \$3,000.00

Purpose:

This grant will fund a three-part workshop series, called Seeing Children, in which participants will have an opportunity to reflect on their practice of observing young children.

Using the book by Deb Curtis, "Really Seeing Children," our first session will examine our own practices about how and what we observe and document. Using a reflective lens for teaching, participants will be able to use this tool in their own setting. They will also hear stories from educators participating in the Changing Results for Young Children project. There will be time to work in small groups using provocations and materials that inspire children's lively minds and rekindle what children might be thinking and wondering when using these materials. Participants will have time to visit three settings at Grauer School: "The Studio", the StrongStart, and a Kindergarten classroom.

In the second session, we will focus on planning the learning environment and discuss how changes in the environment change not only how we see children but how they see us. We will examine specific things that educators can do to support children's play, exploration and learning. What effect does the arrangement of the physical space have on children? What are some of the materials we find most engaging? How do we ensure that children's choices

Service Delivery Benefits:

This training series will equip early childhood educators not only with new skills, but a new perspective on how children learn and grow. Stemming from their adult worldview, even the most well-intentioned educators have inherent biases when working with children. For children to truly thrive, they need to be given an opportunity to explore their surroundings and interpret the world in their own way.

The Seeing Children Series will enhance child care delivery by teaching early childhood educators about the power of documentation. Workshop participants will learn how to use documentation to reflect on their own practices, so they can make adjustments – in curriculum, in the classroom setting – to better support children’s play, exploration, and learning. Participants will also discover how, through documentation, they can better communicate with parents and colleagues, and capture aspects of a child’s learning that may have otherwise gone unnoticed.

Richmond’s child care community is immeasurably strengthened by the passion and dedication of our early childhood educators. This training series will provide them with the skills and tools to observe children in a new light, and document children in a way that highlights their unique ability to learn through play and exploration. Child care centres that implement this approach will be better positioned to support children’s healthy growth and development, as they’ll inspire children to fully embrace their own creativity and curiosity.

Beneficiaries:

Early childhood educators will benefit from eight hours of professional development, during which they’ll learn how to observe and document the behaviours of young children, so as to create a learning environment more conducive to exploration, creativity, and self-discovery.

We anticipate that up to 40 educators will participate in the workshop series.

Parents will also benefit, as documentation will provide early childhood educators with a new tool through which to communicate a child’s learning. This means that parents will have a clearer window into their child’s life at daycare, capturing aspects of their growth and development that may have been hidden before. Documentation, in other words, will help parents better understand their child, and give them a glimpse into his or her inner world.

Partners (if applicable):

For the first workshop session, on January 26, 2019, the Richmond School District will provide in-kind space and custodial services.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|--------------------------------------|
| 2018 | \$3000.00 | Professional and Program Development |
| 2017 | \$2500.00 | Professional and Program Development |
| 2016 | \$5000.00 | Professional and Program Development |

GRANT RECOMMENDATIONS**Recommended****Amount:** \$3,000.00**Recommendation:**

That the Volunteer Richmond Information Services Society be funded for a total amount of \$3,000.00 for a Professional & Program Development Grant.

Staff Comments/Conditions:

None



| | | |
|-------------|--|--------------------|
| Page 1 of 5 | Child Care Development Policy | Policy 4017 |
| | Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015 | |

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 | Child Care Development Policy | Policy 4017 |
| | Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015 | |

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

4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

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

5. CHILD CARE RESERVE FUNDS

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

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

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

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



| | | |
|-------------|--|--------------------|
| Page 3 of 5 | Child Care Development Policy | Policy 4017 |
| | Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015 | |

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

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

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

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

6. DEVELOPMENT OF CHILD CARE FACILITIES

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

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

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

- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.



| | | |
|-------------|--|--------------------|
| Page 4 of 5 | Child Care Development Policy Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015 | Policy 4017 |
|-------------|--|--------------------|

- (b) Providing City land and facilities for child care programs in locations throughout the City.
- (c) Encouraging child care program expansion through the enhancement of existing community facilities.

7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

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

8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

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

9. POLICY REVIEWS

9.1 From time to time, the City will:

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

10. AREA PLANS

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

11. INFORMATION

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

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;



City of
Richmond

Policy Manual

| | | |
|-------------|--|--------------------|
| Page 5 of 5 | Child Care Development Policy | Policy 4017 |
| | Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015 | |

- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

12. PROMOTION

12.1 The City will:

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



Child Care Grants Program Guidelines

City of Richmond - Community Services
Community Social Development
August, 2018

Child Care Grants - Program Guidelines

Introduction

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

Eligibility

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

Purpose

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

(1) Capital

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

(2) Professional and Program Development

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

Priorities

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

Online Grant Application Process

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

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

Applications are to include the following:

Step 1 - Applicant Contacts:

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

Step 2 - Applicant Information:

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

Step 3 - Grant Program:

Capital Grants or Professional and Program Development Grants

Capital Grants:

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

Professional and Program Development Grants:

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

For both Grants Programs:

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

Supporting Documents:

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

Terms and Conditions

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

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

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

Review Process and Approval Process

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

Submit an Application

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

Application Deadlines and Decisions

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

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

Chris Duggan
Child Care Coordinator
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: cduggan@richmond.ca

Child Care Development Advisory Committee

*Input rating score in yellow box

Child Care Capital Grants Rating Sheet - 2019

| | | Applicant 1 | | Applicant 2 | | Applicant 3 | | Applicant 4 | |
|---|--------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|
| | | Rating | Comments | Rating | Comments | Rating | Comments | Rating | Comments |
| Eligibility | | | | | | | | | |
| Grant use report for previous year submitted (City Grant Administrator to complete) | yes/no/na | | | | | | | | |
| Applicant is a registered non-profit BC Society (Soc. #, certificate of incorporation, constitution and bylaws provided) | 0-5 | | | | | | | | |
| Authorized Signatures of Board Executive Members submitted | 0-5 | | | | | | | | |
| Application is complete (e.g. all sections are filled out and supporting documents provided) | 0-5 | | | | | | | | |
| Delivers a licensed child care program (copies of current licenses included or an application for a license in process is provided) | 0-5 | | | | | | | | |
| List of Society Board of Directors, Officers and Executive Directors provided | 0-5 | | | | | | | | |
| Minutes of AGM attached | 0-5 | | | | | | | | |
| Project will primarily serve Richmond residents | 0-5 | | | | | | | | |
| Eligibility rating | max pts = 35 | /35 | | /35 | | /35 | | /35 | |
| Purpose of Proposal | | | | | | | | | |
| Grant request fits the grant guidelines eligibility criteria | 0-5 | | | | | | | | |
| Demonstrated need for the proposal | 0-5 | | | | | | | | |
| Information is provided on who will benefit (must benefit Richmond ECE's re: professional dev't.) | 0-5 | | | | | | | | |
| A timeline for completing the project is included | 0-5 | | | | | | | | |
| Supporting documents provided (e.g. quotes, letters of support) | | | | | | | | | |
| Purpose of Proposal rating | max pts = 25 | /25 | | /25 | | /25 | | /25 | |
| Financial Criteria | | | | | | | | | |
| Financial Statement for Last Year provided | 0-5 | | | | | | | | |
| Current and proposed year Operating budget attached | 0-5 | | | | | | | | |
| Project budget has been completed (e.g. revenue and expenses balance, some funding from other sources is shown) | 0-5 | | | | | | | | |
| Society is financially stable (i.e. not showing significant deficits) | 0-5 | | | | | | | | |
| Financial need for the project is demonstrated | 0-5 | | | | | | | | |
| Financial rating | max pts = 25 | /25 | | /25 | | /25 | | /25 | |
| FINAL RATING SCORE | max pts = 85 | /85 | | /85 | | /85 | | /85 | |

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified

Child Care Development Advisory Committee

*Input rating score in yellow box

Child Care Professional and Program Development Grants Rating Sheet - 2019

| | | Applicant 1 | | Applicant 2 | | Applicant 3 | | Applicant 4 | |
|---|---------------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|
| | | Rating | Comments | Rating | Comments | Rating | Comments | Rating | Comments |
| Eligibility | | | | | | | | | |
| Grant use report for previous year submitted (City Grant Administrator to complete) | yes/no/na | | | | | | | | |
| Applicant is a registered non-profit BC Society (Soc. #, certificate of incorporation, constitution and bylaws provided) | 0-5 | | | | | | | | |
| Authorized Signatures of Board Executive Members submitted | 0-5 | | | | | | | | |
| Application is complete (e.g. all sections are filled out and supporting documents provided) | 0-5 | | | | | | | | |
| Delivers a licensed child care program (copies of current licenses included or an application for a license in process is provided) | 0-5 | | | | | | | | |
| List of Society Board of Directors, Officers and Executive Directors provided | 0-5 | | | | | | | | |
| Minutes of AGM attached | 0-5 | | | | | | | | |
| Project will primarily serve Richmond residents | 0-5 | | | | | | | | |
| Eligibility rating | <i>max pts = 35</i> | <i>/35</i> | | <i>/35</i> | | <i>/35</i> | | <i>/35</i> | |
| Purpose of Proposal | | | | | | | | | |
| Grant request fits the grant guidelines eligibility criteria | 0-5 | | | | | | | | |
| Demonstrated need for the proposal | 0-5 | | | | | | | | |
| Information is provided on who will benefit (must benefit Richmond ECE's re: professional dev't.) | 0-5 | | | | | | | | |
| A timeline for completing the project is included | 0-5 | | | | | | | | |
| Supporting documents provided (e.g. quotes, letters of support) | | | | | | | | | |
| Purpose of Proposal rating | <i>max pts = 25</i> | <i>/25</i> | | <i>/25</i> | | <i>/25</i> | | <i>/25</i> | |
| Financial Criteria | | | | | | | | | |
| Financial Statement for Last Year provided | 0-5 | | | | | | | | |
| Current and proposed year Operating budget attached | 0-5 | | | | | | | | |
| Project budget has been completed (e.g. revenue and expenses balance, some funding from other sources is shown) | 0-5 | | | | | | | | |
| Society is financially stable (i.e. not showing significant deficits) | 0-5 | | | | | | | | |
| Financial need for the project is demonstrated | 0-5 | | | | | | | | |
| Financial rating | <i>max pts = 25</i> | <i>/25</i> | | <i>/25</i> | | <i>/25</i> | | <i>/25</i> | |
| FINAL RATING SCORE | <i>max pts = 85</i> | <i>/85</i> | | <i>/85</i> | | <i>/85</i> | | <i>/85</i> | |

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified



City of Richmond

Report to Committee



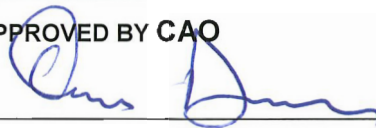
To: Planning Committee **Date:** January 31, 2019
From: Kim Somerville
Manager, Community Social Development **File:** 07-3300-01/2019-Vol
01
Re: **Richmond Intercultural Advisory Committee 2018 Annual Report and 2019
Work Program**

Staff Recommendation

That the staff report titled "Richmond Intercultural Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 31, 2019, from the Manager of Community Social Development, be approved.

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

Att. 2

| REPORT CONCURRENCE | |
|--|--|
| CONCURRENCE OF GENERAL MANAGER  | |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS:  |
| APPROVED BY CAO  | |

Staff Report

Origin

The Richmond Intercultural Advisory Committee (RIAC) was established in 2002 to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and cooperation in Richmond. In addition, the RIAC responds to Council requests as they arise.

This report supports the City's Social Development Strategy's Strategic Direction #2 Engaging our Citizens Action:

15 Implement, monitor and update the Intercultural Strategic Plan and Work Program

This report also supports the City's Social Development Strategy's Strategic Direction #6 Support Community Engagement and Volunteerism Action:

26.2 Mechanisms for ensuring that committees are best positioned to provide helpful and timely advice to City staff and elected officials including:

- *Work programs that reflect Council Term Goals*

Analysis

The 2017–2022 RIAC Intercultural Strategic Plan was adopted by City Council on February 27, 2017. This plan identifies actions to be undertaken to help advance the RIAC's intercultural vision "for Richmond to be the most welcoming, inclusive and harmonious community in Canada." The City supports the RIAC by providing an annual operating budget, a Council liaison and a staff liaison.

2018 Annual Report

Below are activities undertaken by the RIAC as outlined in the 2018 Annual Report (Attachment 1). Highlights of the Committee's work include:

- Provided an intercultural lens on various City strategies and initiatives, including the Arts Strategy, Resilient Streets Program, Smart Cities Challenge, and the development of the Cultural Harmony Plan;
- Supported the 2018 Diversity Symposium by participating in the planning of the symposium and providing on-site support during the event;
- Participated in the Resilient Streets Steering Committee and provided input regarding the rollout of the project;
- Worked with the Richmond School District to bring the "Hi Neighbour" concept to elementary school children and promote the importance of promoting social connectedness in neighbourhoods; and

- Received information from RIAC organizational members and guest speakers regarding programs, services and initiatives available for Richmond residents, including:
 - Richmond Multicultural Community Services—overview of programs and services;
 - Richmond Centre for Disability—overview of programs and services;
 - Richmond School District—overview of the Settlement Workers in Schools (SWIS) program;
 - Vancouver Coastal Health—update on the opioid overdose emergency and response in Richmond; and
 - BC Responsible Gambling Program—overview of programs and services.

2019 Work Program

On January 16, 2019, the RIAC approved for City Council's consideration the proposed 2019 Work Program (Attachment 2). This year the RIAC will give priority to:

- Developing recommendations for improving newcomers' access to information;
- Inviting presentations from RIAC organizational representatives and guest speakers that can inform the City's policies and practices to promote intercultural connection;
- Providing input on the development of the Cultural Harmony Plan;
- Supporting and promoting initiatives that address the perception and reality of racism in the community;
- Providing input to City staff for the planning and implementation of the 2019 Diversity Symposium; and
- Serving as a resource on intercultural integration and inclusion on City initiatives and events, as opportunities arise.

Financial Impact

There is no financial impact.

Conclusion

The Richmond Intercultural Advisory Committee's 2018 Annual Report provides information on the activities undertaken by the Committee in the previous year. The 2019 Work Program outlines the Committee's intention to continue to act as a resource and provide advice to City Council and staff in support of enhancing and strengthening intercultural harmony in the

January 31, 2019

- 4 -

community. Staff recommend that the Richmond Intercultural Advisory Committee 2018 Annual Report and 2019 Work Program be approved.

Dorothy Chua Jo
Dorothy Jo
Inclusion Coordinator
(604-276-4391)

- Att. 1: Richmond Intercultural Advisory Committee 2018 Annual Report
2: Richmond Intercultural Advisory Committee 2019 Work Program

Richmond Intercultural Advisory Committee 2018 Annual Report

Introduction

The Richmond Intercultural Advisory Committee (RIAC) was established by City Council in February 2002 to assist the City of Richmond in advancing its vision to be the “most appealing, liveable, and well-managed community in Canada”. The mandate of the RIAC, as outlined in its Terms of Reference, is to “act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and co-operation in Richmond”. The RIAC achieves this mandate by providing information and recommendations regarding intercultural issues and opportunities referred to the RIAC by Council.

In 2018, the RIAC was comprised of 16 Council appointed members with representatives from Richmond Community Services Advisory Committee, Richmond Seniors Advisory Committee, RCMP, School District 38, Vancouver Coastal Health, Richmond Centre for Disability, and individual citizen appointees.

RIAC’s 2019 Work Program is intended to complement the prioritized actions of the City of Richmond’s Council Term Goals and Social Development Strategy.

The RIAC 2017-2022 Intercultural Strategic Plan outlines four strategic directions to help guide RIAC’s work program:

- Address language, information and cultural barriers;
- Address the perception and reality of racism;
- Explore areas of alignment between RIAC’s intercultural vision and governmental and stakeholder systems; and
- Support the development and integration of Richmond’s immigrants.

The 2018 RIAC Annual Report is prepared for City Council in accordance with the Terms of Reference. This document serves as a summary of RIAC’s activities during the 2018 calendar year and is based on input from the RIAC members with support from the Staff Liaison.

Major Projects for 2018

Newcomer’s Guide

The Newcomer’s Guide was developed by RIAC in 2011 and is available in English, Chinese, Tagalog, Punjabi and Russian to serve the City’s diverse population. The print edition is distributed by the City of Richmond and the online edition is available on the City website. The Newcomer’s Guide has become a valuable resource for new residents in Richmond thanks to the numerous hours of work RIAC members have put into its development. In 2018, the Guide underwent ongoing review by City staff with input from RIAC.

City of Richmond Diversity Symposium

The Diversity Symposium is a free one-day conference focused on sharing best and emerging practices in creating diverse, equitable, and inclusive communities. The theme for 2018 was

Moving from Diversity to Inclusion: Exploring Pathways to Inclusion for Diverse Communities. RIAC members helped plan and provide strategic direction to City staff, and provided invaluable on-site support on the day of the event. The 2018 City of Richmond Diversity Symposium was held on November 2, 2018 at Richmond City Hall. Over 160 delegates were in attendance, participating in keynote and closing presentations, and 9 workshops offered throughout the day. In addition, 18 community agencies, including the RIAC, were represented at community resource tables which facilitated networking and dialogue.

Cultural Harmony Plan

The RIAC has been an important contributor in the development of the Cultural Harmony Plan and continues to provide an intercultural lens in the review and implementation of City policies and programs. The Plan is being conducted in three phases, the first two of which have been completed. The first phase looked at best and emerging practices from other municipalities and the second phase reviewed existing City of Richmond programs and practices. The third and final phase in 2019 will include recommendations to enhance intercultural harmony in Richmond.

Hi Neighbour

In 2018, RIAC members planned and delivered the Hi Neighbour project in cooperation with the Richmond School District. Several elementary school classes were given a project to design and draw pictures that best represented what “Hi Neighbour” meant to them. Over 100 children participated in the project, delivering the Hi Neighbour messaging through their school and family networks.

Resilient Streets Program

In 2018, the City of Richmond received a grant to promote neighbourhood building activities in the East and West Cambie neighbourhoods. The initiative involved the provision of micro-grants to residents of between \$50 and \$200 to facilitate neighbourhood bonding activities, such as potlucks, block parties, and BBQs, and to promote localized connections among immediate neighbours. The RIAC members participated in the Resilient Streets Steering Committee and provided guidance and support for the rollout of the project.

Activities for 2018

Guest Speakers and Organizational Presenters

Throughout 2018, the RIAC invited guest speakers and organizational representatives to present on current initiatives that support the integration of Richmond’s residents. In addition, the RIAC members also provided feedback and suggestions on various initiatives that fall within the RIAC’s mandate.

March

- Liesl Jauk, Manager of Arts Services with the City of Richmond, presented on the City’s new Richmond Arts Strategy, which will guide the future work of the City’s Arts Services section.

- Ashok Rattan, Coordinator of Settlement, Counselling and Support Services with Richmond Multicultural Community Services (RMCS), presented an overview of RMCS programs and services.

April

- Carli Williams, Manager of Community Bylaws and Licensing with the City of Richmond, provided an overview of the upcoming federal legalization of non-medical cannabis and its impact on Richmond.
- Ella Huang, Executive Director of the Richmond Centre for Disability (RCD), talked about the organization's inclusive approach to ensuring that services are available to meet the needs of individuals with diverse abilities.

May

- Ellen Demlow, Epidemiologist with the Vancouver Coastal Health Surveillance Unit, presented on the *My Health My Community Social Connection and Health Report* and discussed the health benefits of strong social connections.

June

- David Weber, Chief Elections Officer with the City of Richmond, presented on the upcoming Richmond Election.
- Debbie Hertha, Seniors Coordinator with the City of Richmond, provided an overview of the City's Seniors Services and its Dementia-Friendly Community Action Plan.
- Shams Jilani, organizational representative of the Richmond Seniors Advisory Committee to the RIAC, shared his personal experience of settling into a new country and offered insights on how to successfully integrate into the host country.

September

- Rebeca Avendano, Supervisor of the Settlement Workers in Schools (SWIS) program, discussed the Richmond School District's role in facilitating newcomer settlement and integration through the work of its settlement workers, cultural interpreters, and the Newcomer Youth program.
- Zavi Swain, Community Development Coordinator at City Centre Community Centre, reported that the Resilient Streets project engaged 70 individuals in three community events and disbursed a total of \$700 in micro-grants to residents in the Cambie neighbourhood.

October

- Dr. Meena Dawar, Richmond Medical Health Officer, gave an update on the Opioid overdose emergency and response in Richmond.

November

- Ted Townsend, Director of Communications and Marketing with the City of Richmond, discussed the City's participation in the Government of Canada's Smart Cities Challenge.

- Phyllis Chan and Adam Hall of the BC Responsible and Problem Gambling Program discuss the prevention and clinical services they offer.

Members of the 2018 Richmond Intercultural Advisory Committee

Citizen Appointees

1. Rod Belleza
2. Nick Chopra
3. Mohinder Grewal
4. Andy Hobbs
5. James Hsieh
6. Joan Page
7. Kanwarjit Sandhu
8. Linda Sum

Organizational Representatives

1. Phyllis Chan, Richmond Community Services Advisory Committee (BC Responsible and Problem Gambling Program)
2. Dr. Meena Dawar, Vancouver Coastal Health
3. Michaela Fengstad, Richmond Community Services Advisory Committee (Back in Motion Rehabilitation Inc.) (June to December)
4. Shams Jilani, Richmond Seniors Advisory Committee
5. Hieu Pham-Fraser, Richmond School District
6. Nigel Pronger, RCMP
7. Ashok Rattan, Richmond Community Services Advisory Committee (Richmond Multicultural Community Services)
8. Diane Sugars, Richmond Community Services Advisory Committee (Chimo Community Services) (January to May)
9. Viet Vu, Richmond Centre for Disability

Council Liaison

Councillor Derek Dang (January to October)

Councillor Linda McPhail (November to December)

Staff Liaison

Donna Lee, Inclusion Coordinator (January to June)

Dorothy Jo, Inclusion Coordinator (July to December)

Financial Summary

As a voluntary Advisory Committee to City Council, the RIAC's activities are fully supported by the City's operating budget coordinated by the Staff Liaison.

| | |
|-----------------------------|------------|
| Revenue | |
| City funding | \$2,500.00 |
| Expenses | |
| <i>Meeting Refreshments</i> | \$2,100.00 |
| <i>Printing</i> | \$200.00 |
| Total Expenses | \$2,300.00 |
| Balance | \$200.00 |

Conclusion and Acknowledgements

As an advisory body to City Council, the RIAC has created an effective forum for meaningful interaction among citizens and organizations regarding intercultural issues in the community, as well as providing an intercultural lens to City strategies and initiatives.

Through various presentations on intercultural issues from City staff, organizational representatives and partners, as well as discussions and information sharing among members during the meetings, the RIAC members are well-informed on intercultural issues in the city and are well-equipped in disseminating useful information to our respective networks in the community.

The RIAC held a total of nine monthly meetings in 2018 as scheduled in its work plan and all of the meetings were well attended. We acknowledge the significant commitment and contributions of outgoing members in 2018, namely Mohinder Grewal (citizen), Andy Hobbs (citizen), Dr. Meena Dawar (Vancouver Coastal Health), Hieu Pham-Fraser (Richmond School District), Viet Vu (Richmond Centre for Disability), Diane Sugars (Richmond Community Services Advisory Committee) and Shams Jilani (Richmond Seniors Advisory Committee). We would also like to take this opportunity to thank Councillors Derek Dang and Linda McPhail for their support of the RIAC; their Council Update has been a highlight at every meeting. We are delighted to announce that we have received multiple applications from youth to the Intercultural Advisory Committee in 2019 and we look forward to mentoring and working with the successful youth representative in the new year.

We would like to express our appreciation to Donna Lee, Staff Liaison from January to June 2018, who is currently on maternity leave, and Dorothy Jo, who assumed the Staff Liaison role since September 2018, for their extensive work and support of RIAC. We appreciate their hard work and meticulous preparation; all RIAC meetings were well-planned and supported.

Respectfully submitted by:

James Hsieh
Chair, Richmond Intercultural Advisory Committee

RICHMOND INTERCULTURAL ADVISORY COMMITTEE 2019 WORK PROGRAM

The Richmond Intercultural Advisory Committee (RIAC) 2019 Work Program will focus on the RIAC's role as an Advisory Committee to City Council. The Work Plan supports the following Social Development Strategy (2013-2022) Strategic Direction:

Strategic Direction 5: Build on Richmond's Cultural Diversity.

"To facilitate a socially healthy and inclusive community, it is important for the City to be able to appropriately respond to all its residents – refugees, other immigrants and Canadian born households alike".

| Strategy/Initiative | RIAC Actions/Steps | | Expected Outcome of RIAC Actions | Timeframe |
|--|--|--|--|--|
| 1. Address language, information and cultural barriers | | | | |
| 1.1 Provide recommendations on improving the access of information to newcomers in Richmond. | 1.1.1 Explore options for providing information to new residents in Richmond. | | Newcomers are able to access current information on how to get involved in civic and community life in Richmond. | February to November 2019 |
| | 1.1.2 Provide input to City staff on the review of the Newcomer's Guide. | | | |
| | 1.2 Build on and improve RIAC members' knowledge of intercultural issues through information sharing, guest speakers, and educational opportunities. | 1.2.1 Invite guest speakers to present on intercultural issues facing the community and share relevant information and educational opportunities. | | A summary of key findings from the various speakers that are specifically related to newcomer integration and/or intercultural bridging in Richmond is compiled. |
| | | 1.2.2 Encourage the RIAC members to present on specific intercultural initiatives from their respective organizations and/or affiliated groups that can inform the City's policies or practices. | Best and emerging practices being undertaken by its members help to inform City strategies and initiatives. | February to November 2019 |
| 2. Address racism and misconceptions | | | | |

| Strategy/Initiative | RIAC Actions/Steps | Expected Outcome of RIAC Actions | Timeframe |
|--|--|--|---|
| 2.1 Support and promote initiatives that address the perception and reality of racism and discrimination in the community. | 2.1.1 Seek opportunities to participate in initiatives that address racism and discrimination in the community. 2.1.2 The RIAC to liaise with advisory groups from other municipalities and participate in and/or promote their activities. | The RIAC members identify and participate in initiatives and relay relevant information back to the RIAC. The RIAC members provide information and recommendations (if any) to the RIAC of best practices from other municipalities that could promote intercultural understanding in Richmond. | Ongoing Ongoing |
| 2.2 Assist City staff with the planning and implementation of the 2019 City of Richmond Diversity Symposium. | 2.2.1 Provide RIAC representatives to sit on the 2019 Diversity Symposium Advisory Committee to develop ideas for themes and topics, options for keynote speakers and presenters, and to select final presenters for the workshop sessions. 2.2.2 Provide event support at the 2019 Diversity Symposium, including promoting the event to Richmond-based community organizations, speaker introduction, networking, and hosting a community resource table. | The RIAC members actively participate in the planning of the 2019 Diversity Symposium program. The RIAC members play an active role during the 2019 Diversity Symposium. | March to September 2019 October to November 2019 |
| 3. Ensure that City & other governmental and stakeholder systems, policies and planning processes are aligned with RIAC's intercultural vision. | | | |
| 3.1 Further actions within the RIAC's Intercultural Strategic Plan are reflected in City events and strategies. | 3.1.1 Provide an intercultural lens to City events and initiatives as opportunities arise, such as: <ul style="list-style-type: none"> • World Festival • Doors Open • Culture Days • Arts Strategy • Wellness Strategy • Cultural Harmony Plan 3.1.2 Provide a summary of key activities and learnings from 2019 to City Council via the RIAC Annual Report. | The RIAC provides an intercultural lens in the planning of City events and/or strategies. The RIAC submits a summary of the year's key activities to City staff which is included in the 2019 RIAC Annual Report that is submitted to City Council. | As needed through 2019 October to November 2019 |

CNCL - 332

| <i>Strategy/Initiative</i> | <i>RIAC Actions/Steps</i> | <i>Expected Outcome of RIAC Actions</i> | <i>Timeframe</i> |
|--|---|--|------------------|
| 3.2 Provide input on the development of the Cultural Harmony Plan (CHP). | 3.2.1 Participate in CHP community engagement sessions, such as surveys, open houses, and focus groups; and 3.2.2 Provide input on the draft recommendations for the Cultural Harmony Plan. | The RIAC members are involved in the development of the Cultural Harmony Plan. | 2019 |
| 4. To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions | | | |
| 4.1 Assist the City in engaging the community in building 'cultural bridges' and learning opportunities that allow sharing and understanding of cultural traditions. | 4.1.1 Serve as a resource and provide advice on intercultural integration and inclusion on new City initiatives or events, as opportunities arise. | The RIAC provides advice or recommendations on cultural bridging. | Ongoing |
| 5. Committee development and housekeeping | | | |
| 5.1 Participate in an orientation of the Richmond Intercultural Advisory Committee. | 5.1.1 Members receive an orientation to the RIAC and the City of Richmond and learn about the roles and responsibilities of advisory committee members, meeting process, and the RIAC Terms of Reference. | Members receive information on the role of the Intercultural Advisory Committee and learn about the RIAC's Intercultural Strategic Plan, Terms of Reference, Social Development Strategy and Council Term Goals. | January 2019 |



City of Richmond

Report to Committee



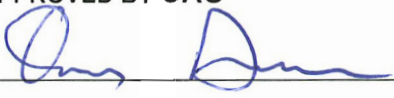
To: Planning Committee **Date:** February 11, 2019
From: Kim Somerville **File:** 07-3070-01/2019-Vol
Manager, Community Social Development 01
Re: Naming of Child Care Facility, 10311 River Drive

Staff Recommendation

That the City's child care facility being constructed at 10311 River Drive (Northview Estates/Parc Riviera) be named River Run Early Care and Learning Centre, as outlined in the report titled "Naming of Child Care Facility, 10311 River Drive," dated February 11, 2019, from the Manager of Community Social Development, be approved.

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

Att. 1

| REPORT CONCURRENCE | |
|--|--|
| CONCURRENCE OF GENERAL MANAGER  | |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS:  |
| APPROVED BY CAO  | |

Staff Report

Origin

The future City-owned child care facility under construction by Western-Citimark River Front Townhouse Project Ltd. (“Western-Citimark”) is part of the Northview Estates (Parc Riviera) townhouse development located in the Bridgeport area at 10311 River Drive. The provision of this community amenity was secured through the original rezoning application (RZ 07-380169); with the construction of the child care facility being authorized as part of a development permit (DP16-721500). A no build covenant (BB4018181) and child care construction agreement (CA6783406 and CA6783413) are registered on Title.

The development is comprised of approximately 86 townhouse units and a two-storey, mixed use building including the child care and resident indoor and outdoor amenity space. The child care facility has been designed to accommodate 61–81 children in various licensed child care programs with the final number of licensed spaces to be confirmed by the Operator in consultation with the City and Vancouver Coastal Health Community Care Facilities Licensing. The types of child care programs to be provided include: Group Child Care Under 36 Months, Group Child Care 30 Months to School Age, and Preschool and/or School Age Care.

On November 13, 2018, the Atira Women’s Resource Society was approved by City Council to be the future operator of the child care facility. Construction of the facility is now underway and it is currently anticipated to be completed in the Fall of 2019, although timing is dependent upon a number of factors, including the final timeline for construction. Once the facility is completed it will be conveyed by Western-Citimark to the City in the form of a strata unit. As the facility will be a City asset, it will require a name in keeping with the City Policy 2016: Naming Public Buildings – Parks or Places.

This report supports the City’s Social Development Strategy 2013–2022, Strategic Direction 4 Action 10:

Support the establishment of high quality, safe child care services in Richmond through such means as: 10.3 Securing City-owned child care facilities from private developers through the rezoning process for lease at nominal rates to non-profit providers.

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy, Strategic Direction 2. Action 7:

Continue to secure community amenity contributions through rezoning processes, focusing on the creation of early childhood development hubs.

Analysis

Naming Options for the Child Care Facility

During the planning and development of the child care amenity it has been informally referred to as the Northview Estates/Parc Riviera child care. As the child care facility is due to be substantially completed in 2019, staff are proposing that a different name be chosen to give the facility its own identity as a civic building.

Staff have consulted with both the future operator and the developer and considered the following questions to help narrow the name selection to three options:

- 1) Will the name have historical or current relevance to the site?
- 2) Will it distinguish the child care facility from others in the Lower Mainland?
- 3) Will the name resonate with Bridgeport Planning Area residents?

The three suggested options for naming consideration are derived from the child care facility's proximity to the Fraser River.

1. River Run Early Care and Learning Centre – Recommended

The Fraser River is the longest river within British Columbia and the middle arm is located to the north of the Northview Estates child care facility. The run of the river describes the flow of the river without any human interference. The name "River Run" signifies the close proximity to the Fraser River, and is recommended.

2. Dragonfly Early Care and Learning Centre – Not Recommended

The dragonfly is a significant species in Richmond with a variety of species found along freshwater communities in British Columbia. While this name is unique from other child care facilities, it does not strongly relate to the specific location of Northview Estates.

3. Firefly Early Care and Learning Centre – Not Recommended

The firefly is an insect known for its ability to glow at night. They are declining in numbers with only small colonies found on the South Coast of British Columbia. While this name is unique from other child care facilities, it does not strongly relate to the specific location of Northview Estates.

The name recommendation put forward in the report is in keeping with the City Policy 2016: Naming Public Buildings – Parks and Places (Attachment 1).

Financial Impact

None.

Conclusion

The City continues to support accessible and affordable child care spaces through obtaining child care amenities. This new child care facility will provide 61–81 child care spaces to families in the community. Staff are recommending that the child care facility currently under construction at 10311 River Drive be named the River Run Early Care and Learning Centre.



Chris Duggan
Program Manager, Child Care
(604-204-8621)

Att. 1: Naming Public Buildings – Parks or Places



POLICY 2016:

It is Council policy that:

The naming of public buildings, parks or places within the City shall be undertaken to:

1. Honour or memorialize individuals, corporations, events, and places that have attained achievements of extraordinary and lasting distinction and contribution to the City, or
2. Pay tribute to an association with an activity or program which is specific to the use of the public building, park, or place.

In all cases, staff will review the proposals/submissions based on the following "Guidelines for Naming", prior to making a recommendation to City Council. The final decision rests with City Council by means of a resolution adopted by majority vote of Council. In the absence of a clear direction or decision from staff, the final decision will be made by Council.

After the final decision on the naming of public facilities, parks and spaces has been made, the City Clerk shall notify all parties affected by, or interested in, such new public buildings, parks or places.



GUIDELINES FOR NAMING

1. Proposals/submissions for naming a public building, park or place may be received from the public (including residents, community associations and organizations), staff, and corporations.
2. A proposal for naming a public building, park or place in honour of a person who has rendered outstanding service to the City, will be considered. Names of living individuals may be considered, but the use of individual names should be minimized.
3. A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:
 - an organization has had historical and exceptional ties to the City.
 - an event or date is significant in the City's history.
 - a place has significant meaning for, or ties to, the City.
 - a program, activity, or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.
4. In a proposal for naming "joint sites" between the City and School District, the park and school names should coincide through consultation between the two organizations.
5. A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.
6. A proposal for naming a "character area" such as a neighbourhood and/or open space should be designated by names linking persons, events, places or activities with appropriate references to location and activities to be conducted on the site or land form.
7. A proposal for naming a public building or park in recognition of a corporation which has made a significant gift or contribution to the City may be considered.
8. A named facility will retain that name as long as it exists. However, if a name is designated for a facility associated with a specific program or activity and that activity is subsequently changed, the name may be applied to a similarly-used facility, if possible, and if not, to another facility.



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

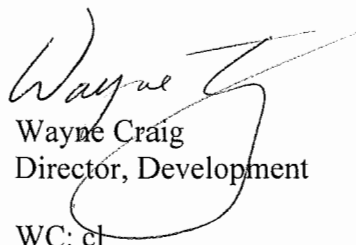
Date: February 6, 2019
File: RZ 16-745849

Re: Application by Zget Holdings Corp. for Rezoning at 6031 Blundell Road from
"Land Use Contract 128" to "Community Commercial (CC)"

Staff Recommendation

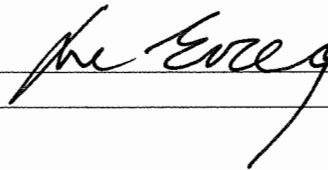
1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9891 to:
 - a) rezone 6031 Blundell Road from "Land Use Contract 128" to the "Community Commercial (CC)" zone; and
 - b) discharge "Land Use Contract 128", entered into pursuant to "Eugene Clarence Neumeyer and Mildred Neumeyer Land Use Contract By-law No. 3614 (RD81039)" from the title of 6031 Blundell Road;

be introduced and given first reading.


Wayne Craig
Director, Development
WC: cl
Att. 6

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



Staff Report

Origin

Zget Holdings Corp. has applied to the City of Richmond for permission to rezone 6031 Blundell Road from "Land Use Contract 128" to the "Community Commercial (CC)" zone and to discharge "Land Use Contract 128", entered into pursuant to "Eugene Clarence Neumeyer and Mildred Neumeyer Land Use Contract By-law No. 3614 (RD81039)" from the subject property, in order to permit a two-storey building of approximately 726 m² (7,818 ft²) in area, containing retail and office uses (Attachment 1).

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 2.

Existing Site Condition and Context

A survey of the subject site is included in Attachment 3. The subject site is 1,537 m² in size and is located on the north side of Blundell Road, between No. 2 Road and Cheviot Place. The former one-storey pub building on the site was demolished in July 2018.

Surrounding Development

Existing development immediately surrounding the subject site is as follows:

- To the North are the rear portions of the properties at 7680 No. 2 Road and 6500 Chatsworth Road, zoned "Community Commercial (CC)" and "Single Detached (RS1/E)", respectively. The property at 7680 No. 2 Road contains a surface parking lot associated with the Coast Capital Savings Credit Union immediately to the west of the subject site, while the property at 6500 Chatsworth Road contains a newer two-storey single-family dwelling.
- To the South, immediately across Blundell Road, is the Blundell Plaza neighbourhood shopping centre, which consists of a series of one-storey buildings on three properties zoned "Community Commercial (ZC14) – Blundell Road", "Community Commercial (CC)", and Land Use Contract 087 (6020, 6060, 6140 Blundell Road, 8100, 8120, 8140 and 8180 No. 2 Road).
- To the East is an existing non-conforming two-storey duplex at 6051/6071 Blundell Road on a property zoned "Single Detached (RS1/E)".
- To the West is a one-storey building containing the Coast Capital Savings Credit Union at 7950 No. 2 Road on a property zoned "Community Commercial (CC)".

Existing Legal Encumbrances

There are existing statutory right-of-ways (SRW) registered on title of the property for the sanitary sewer located on-site along the north property line and for a portion of the sidewalk along Blundell Road, which meanders around mature trees located in the boulevard on City-owned property (note: a portion of the SRW for the sidewalk will be dedicated as road prior to rezoning approval). Encroachment into the SRWs is not permitted.

The existing Land Use Contract (LUC) registered on title restricts the use and development of the property to a neighbourhood pub with a maximum seating and standard area of 123 m² (1,330 ft²), a maximum total building area of 276 m² (2,975 ft²), and for a maximum of 70 occupants. The LUC also specifies requirements for site planning, on-site parking, landscaping, and signage. The LUC is to be discharged from title prior to final adoption of the rezoning bylaw.

Related Policies & Studies

Official Community Plan

The 2041 Official Community Plan (OCP) Land Use Map designation for the subject site is “Neighbourhood Service Centre”, which is intended to accommodate a mix of uses to serve area residents’ needs, including retail, commercial, office, and institutional uses. The proposed development is consistent with this land use designation.

Noise Management

To mitigate unwanted noise from commercial areas on residential properties, the OCP requires that new commercial redevelopment proposals within 30 m of any residential use demonstrate that:

- the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City’s noise bylaw (i.e., Public Health Protection Bylaw No. 6989); and,
- noise generated from rooftop HVAC units will comply with the City’s noise bylaw.

To secure these objectives, the applicant must register a legal agreement on title which includes a requirement for the submission of an acoustical report with recommendations prepared by an appropriate registered professional prior to the Development Permit application being forwarded to the Development Permit Panel for consideration, which demonstrates that the interior noise levels and the proposed noise mitigation measures to be incorporated into building construction comply with the City’s noise bylaw 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.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1st reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Site Planning, Access and Transportation Improvements

The applicant has submitted conceptual development plans of the proposed development, as shown in Attachment 4. Further review of the plans will be undertaken as part of the Development Permit Application review process to ensure consistency with the design guidelines in the OCP.

The proposed concept plans show a two-storey building in the southwest portion of the subject site, with front yard and perimeter landscaping, and a surface parking area predominantly in the rear (north) portion of the site. The main floor of the building is proposed to contain commercial/retail space and a lobby entrance to access the second floor. The ground floor also contains mechanical, electrical, service areas, and long-term bike storage at the rear and sides of the building. The second floor contains office space and a small sundeck in the southwest corner.

Vehicle access to the site is proposed from Blundell Road at the existing driveway crossing location. Pedestrian access to the site is proposed from the sidewalk along Blundell Road via concrete pathways that connect to the lobby and the individual ground-floor unit entries.

On-site vehicle and bike parking is provided consistent with Richmond Zoning Bylaw 8500. Surface parking for a total of 17 vehicle parking spaces is proposed on-site, and a bike room that can accommodate long-term storage of two bikes for employees is proposed to be incorporated along the east side of the building. A bike rack for short-term visitor parking is proposed in front of the building near the entries to the commercial units.

The applicant is required to enter into a Servicing Agreement for the design and construction of boulevard improvements along Blundell Road, to include (but is not limited to): a 1.5 m wide concrete sidewalk at the new property line and a minimum 1.5 m treed/grassed boulevard. The existing mature trees in the Blundell Road frontage are proposed to be retained with the boulevard improvements. Further details on the scope of the improvements are included in Attachment 6. To accommodate the boulevard upgrades and to provide for future road widening, the applicant is required to provide a road dedication of 2.58 m along the entire south property line on Blundell Road.

A variety of upgrades to existing traffic signal infrastructure at the Blundell and No. 2 Road intersection as well as Transportation Demand Management (TDM) measures are associated with this proposal, including (but not limited to):

- a contribution by the applicant to the City prior to rezoning approval in the amount of \$95,600 for uninterruptible power supply, audible pedestrian signalization, LED street name signs and street light luminaires, traffic cabinet wrap, and new high definition traffic cameras; and
- upgrades to the bus stop located directly opposite the subject site on Blundell to current City and Translink Accessible Bus Stop standards (via the Servicing Agreement) and a contribution by the applicant to the City prior to rezoning approval in the amount of \$30,000 towards the purchase and installation of a bus shelter at this bus stop location.

Variances Requested

The proposed development, as illustrated in the conceptual development plans in Attachment 4, is generally in compliance with the “Community Commercial (CC)” zone, with the exception of the following requests by the applicant to vary the provisions to Richmond Zoning Bylaw 8500 at the Development Permit Application stage:

- 1) to reduce the minimum interior side yard from 6.0 m to 0.15 m for the west side yard;
- 2) to increase the maximum building height from 9.0 m to 9.6 m for rooftop mechanical equipment and screening; and
- 3) to allow eight small car parking spaces (50% of the required parking).

Staff is supportive of the variance requests for the following reasons:

- the reduced interior side yard setback enables the proposed building to be positioned in essentially the same location as the former pub building, immediately abutting the blank east façade of the Coast Capital Savings Credit Union building on the adjacent property to the west, which maintains the former large east side yard setback to the existing neighbouring residential property.
- the screening of the rooftop mechanical equipment is consistent with the design guidelines in the OCP to lessens its’ visual impact and to assist with noise mitigation; and
- Richmond Zoning Bylaw 8500 allows small car parking spaces (up to a maximum of 50%) only when more than 31 parking spaces are proposed on-site. Transportation Department staff support the proposed variance as the proposed eight small car parking spaces (50%) meets the intent of the Zoning Bylaw, as it would otherwise comply if the parking area contained more than 31 spaces.

Further review of the proposed variances will be undertaken as part of the Development Permit application review process.

Tree Retention/Replacement and Landscaping

The applicant has submitted a Certified Arborist’s Report, which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses:

- 14 bylaw-sized trees on the subject property (Trees # 43, 50 to 59, 74 to 76);
- Six trees on neighbouring properties (Trees # os1 to os6); and
- Two trees in the boulevard on City-owned property (Trees # ci1, ci2).

The City’s Tree Preservation Coordinator has reviewed the Arborist’s Report and supports the Arborist’s findings, with the following comments:

- Tree # 43 located on-site along the east property line is to be retained and protected, with a minimum 2.5 m tree protection zone.

- 13 trees located in the rear of the subject site along the north property line are in good condition and should be retained and protected as described in the Arborist's Report (Trees # 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 74, 75 and 76).
- Six trees located on neighbouring properties should be protected (Trees # os1, os2, os3, os4, os5 and os6).
- Tree protection fencing is required to be installed as described in the City's Tree Protection Information Bulletin Tree-03.

The City's Parks Department arboriculture staff has reviewed the Arborist's Report and support the Arborist's findings, with the following comments:

- Tree # ci1 within the Blundell Road boulevard on City-owned property is in fair condition but is a large significant tree, and is required to be retained. Tree protection is to be provided as described in the Arborist's Report and the City's Tree Protection Information Bulletin TREE-03. Tree protection measures will be incorporated into the Servicing Agreement design for the frontage improvements on Blundell Road.
- A survival security in the amount of \$9,400 is required to ensure the tree is not impacted by the proposed development.
- Since the critical root zone of Tree # ci2 is located outside of the proposed area of construction impact, no tree protection fencing or survival security is required.

Tree Protection

All 14 on-site trees are to be retained and protected, as are the off-site trees on neighbourhood properties and in the boulevard on City-owned property. The applicant has submitted a tree retention plan showing the trees to be retained and the measures to be taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of:
 - A contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
 - Tree survival securities in the amounts of \$9,400 for Tree # ci1, \$10,000 for Tree # 43, and \$55,000 for Trees 50 to 75 (which function as a single mature hedge with limited work proposed within its tree protection zone). The securities will be held until construction and landscaping on-site is completed, an acceptable post-construction impact assessment report is received, and a site inspection is conducted to ensure that the trees have survived. A portion of the securities may be retained for a one-year period following construction to ensure that there is no subsequent decline associated with the redevelopment of the site.

- Prior to any works being conducted on-site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 and must remain in place until construction and landscaping on-site is completed.

Tree Replacement & Planting

The preliminary Landscape Plan in Attachment 4 illustrates that three 6 cm caliper Japanese Snowbell trees are proposed to be planted within the front yard. The Landscape Plan will be further refined as part of the Development Permit application review process. To ensure that the proposed trees are installed and maintained on-site, the applicant is required to submit a Landscaping Security in the amount of 100% of a cost estimate prepared by the Registered Landscape Architect (including installation and a 10% contingency) prior to Development Permit issuance.

Site Servicing

Prior to rezoning, the applicant is required to enter into a Servicing Agreement and pay servicing costs associated with the design and construction of the required water, storm, and sanitary service connection works, as well as the required boulevard and transportation infrastructure upgrades, as described previously. The required works involve the granting of a SRW for the new water meter prior to rezoning approval.

Further details on the scope of the servicing improvements are included in Attachment 6.

Sustainability and Energy Step Code

The proposed commercial building is not subject to the energy efficiency requirements under the Energy Step Code as it does not contain a residential occupancy, is less than three-storeys, and has a site coverage of less than 600 m². The proposed commercial building must therefore meet the standard energy efficiency requirements under the BC Building Code (9.36).

Over and above the design guidelines for commercial buildings in the OCP, the applicant is proposing to provide one electric vehicle charging station on-site, to be secured through a legal agreement registered on title prior to rezoning approval, as well as to equip three parking spaces (17%) with 240-volt electrical outlets to accommodate electric vehicles.

Future Development Permit Application Considerations

A Development Permit application is required for the subject proposal to ensure consistency with the design guidelines for commercial buildings contained within the OCP, and to ensure continued consideration of the existing neighbourhood context.

Further refinements to the proposal will be made as part of the Development Permit application review process, including:

- Increasing the use of non-porous surface materials for on-site permeability and to create visual interest.

- Exploring additional opportunities for weather protection for pedestrians at the lobby entrance to the building.
- Additional design development to provide adequate building facade articulation and to create visual interest on exposed elevations.
- Review of the proposed colour palette and exterior building materials.
- Review of the applicant's design response to the accessibility guidelines in the OCP.
- Review of the applicant's design response to the principles of Crime Prevention Through Environmental Design (CPTED).
- Gaining a better understanding of the proposed sustainability features to be incorporated into the project.

Financial Impact

This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees, and traffic signals).

Conclusion

The purpose of this application is to rezone the property at 6031 Blundell Road from "Land Use Contract 128" to the "Community Commercial (CC)" zone and to discharge the LUC from the subject property, in order to permit a two-storey building containing retail and office uses.

This proposal is consistent with the land use designation for the subject site and applicable policies contained within the OCP.

The list of Rezoning Considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9891 be introduced and given first reading.

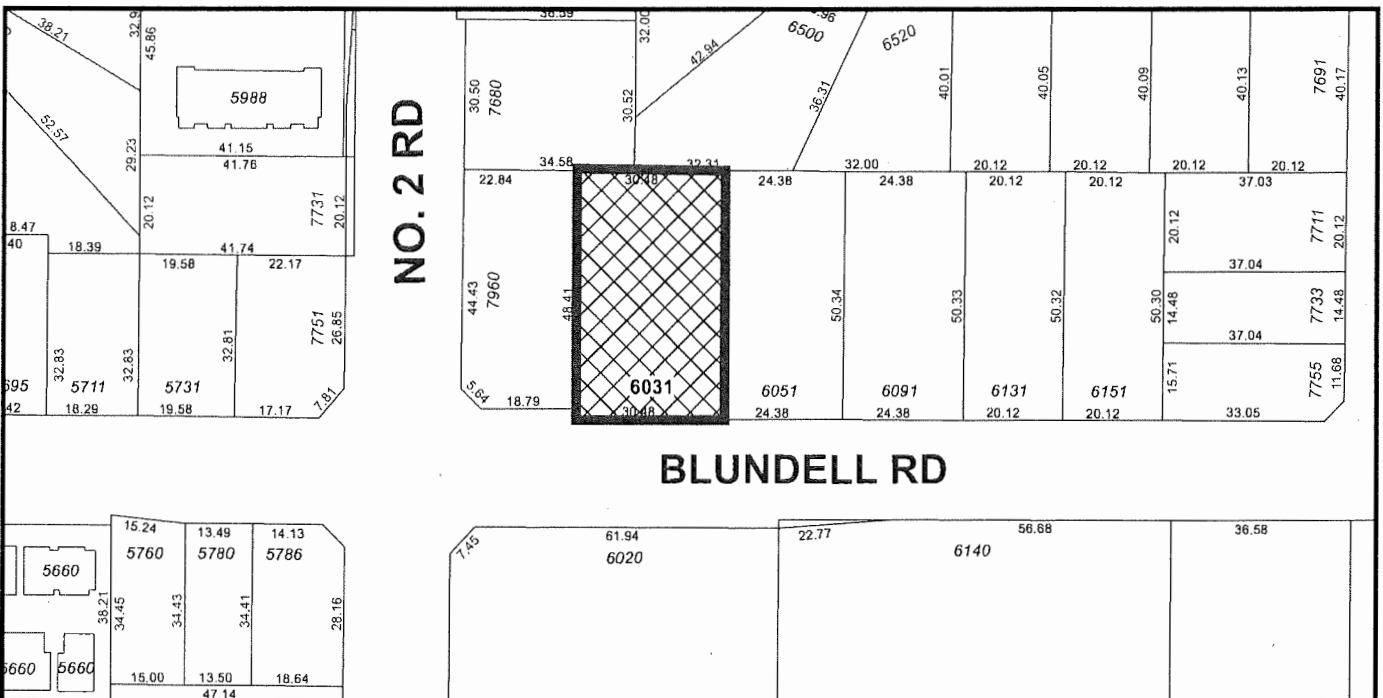


Cynthia Lussier
Planner 1

CL: rg

Attachment 1: Location Map/Aerial Photo
Attachment 2: Development Application Data Sheet
Attachment 3: Site Survey
Attachment 4: Conceptual Development Plans
Attachment 5: Tree Retention Plan
Attachment 6: Rezoning Considerations

City of
Richmond



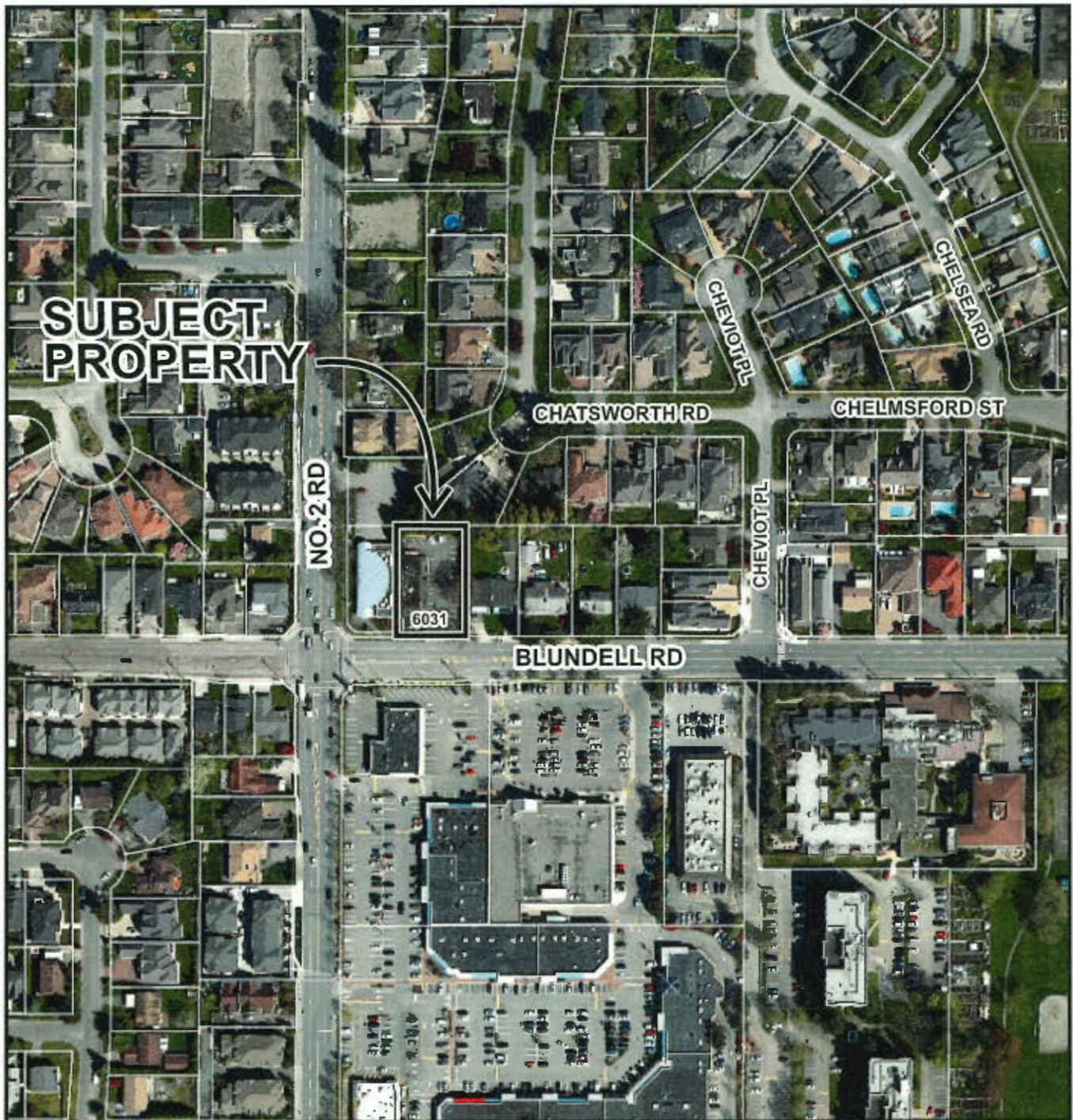
RZ 16-745849

Note: Dimensions are in METRES

~~CNCL - 347~~



City of
Richmond



RZ 16-745849

Original Date: 09/30/16

Revision Date:

Note: Dimensions are in METRES

CNCL - 348



RZ 16-745849

Attachment 2

Address: 6031 Blundell Road

Applicant: Zget Holdings Corp.

Planning Area(s): Blundell

| | Existing | Proposed |
|-----------------------------------|------------------------------|--|
| Owner: | Zget Holdings Corp. | No change |
| Site Size (m²): | 1,537 m ² | 1,457.8 m ² after 2.58 m wide road dedication along Blundell Rd |
| Land Uses: | Vacant Lot | 2-storey Commercial Building |
| OCP Designation: | Neighbourhood Service Centre | No change |
| Zoning: | LUC 128 | Community Commercial (CC) |

| On Future Subdivided Lots | Bylaw Requirement | Proposed | Variance |
|---|---|---|--|
| Floor Area Ratio: | Max. 0.50 | 0.50 | None permitted |
| Buildable Floor Area (m ²): | Max. 729 m ² (7,847 ft ²) | 726 m ² (7,818 ft ²) | None permitted |
| Lot Coverage (% of lot area): | Building: Max. 35% | Building: 30.8% | None |
| Lot Size (Min.): | N/A | 1,457.8 m ² | None |
| Lot Dimensions (m): | N/A | Width: 30.50 m Depth: 47.83 m | None |
| Setbacks (m): | Front: Min. 3.0 m Rear: Min. 6.0 m Side (west): Min. 6.0 m Side (east): Min. 6.0 m | Front: 3.7 m Rear: 18.05 m Side (west): 0.15 m Side (east): 12.25 m | To reduce the west side yard from 6.0 m to 0.15 m |
| Height (m): | 9.0 m | <ul style="list-style-type: none"> 8.98 m to top of building roof parapet 9.59 m to top of rooftop mechanical equipment screening | To increase the building height from 9.0 m to 9.6 m for rooftop mechanical equipment screening |
| On-site Parking Spaces: | 19 spaces minus a 10% reduction (2 spaces) with TDM measures | 17 spaces with TDM measures | None |
| Standard Spaces: | 100% | 8 spaces (50%) | To allow 8 small spaces (Max. 50%) |
| Small Spaces: | N/A | 8 spaces (50%) | |
| Van Accessible Spaces: | 2% | 1 space (>2%) | None |

**TOPOGRAPHIC SURVEY OF LOT 153 EXCEPT: THE EAST 80 FEET.
SECTION 18 BLOCK 4 NORTH RANGE 6 WEST
NEW WESTMINSTER DISTRICT PLAN 29201**

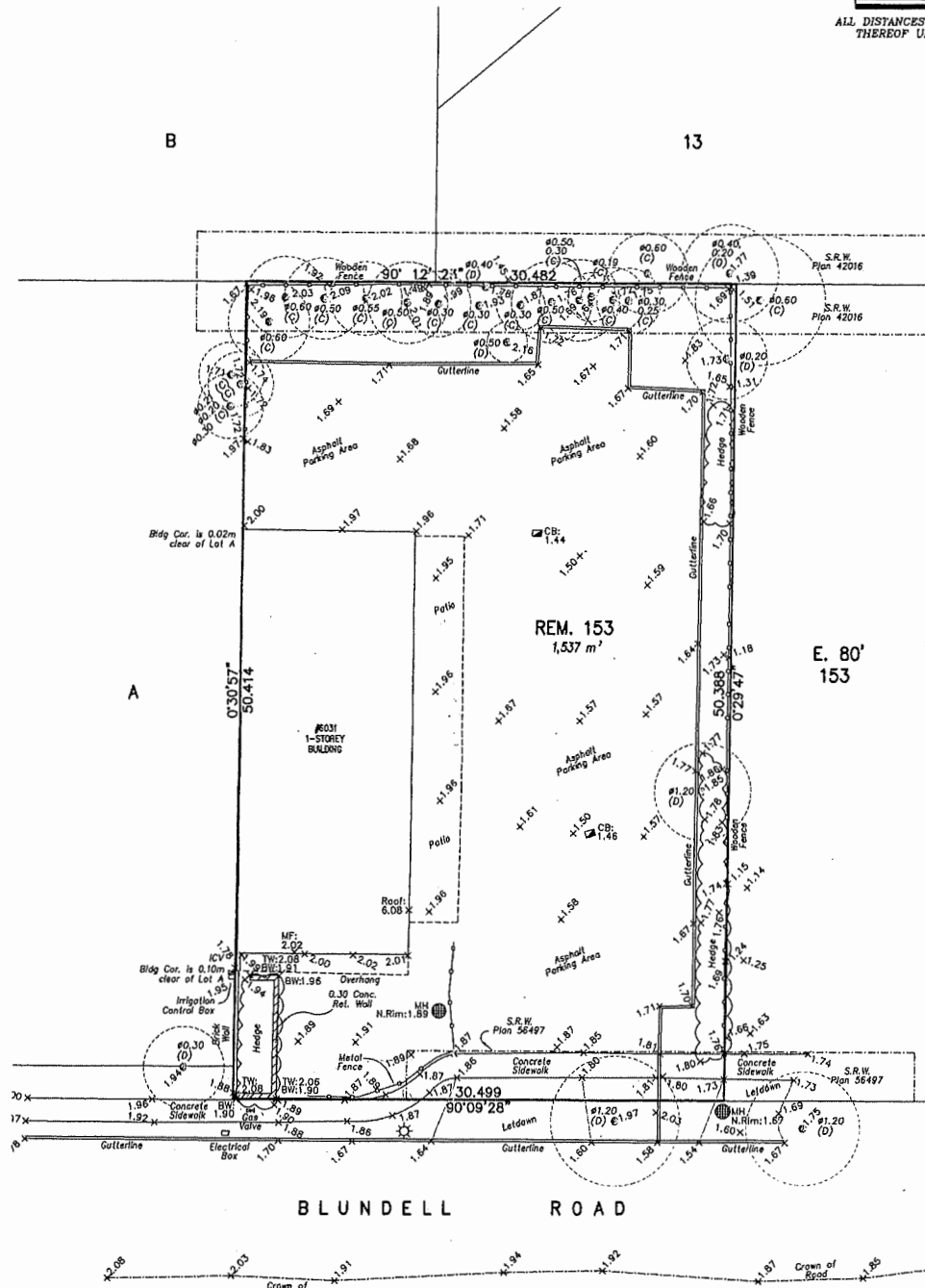
#6031 BLUNDELL ROAD,
RICHMOND, B.C.
P.I.D. 003-729-605

ATTACHMENT 3



SCALE: 1:200

0 5 10 15
ALL DISTANCES ARE IN METRES AND DECIMALS
THEREOF UNLESS OTHERWISE INDICATED



LEGEND:

(C) denotes contour
(D) denotes deciduous
W denotes water valve
● denotes manhole
⊙ denotes lamp standard
MF denotes main floor
BW denotes bottom of retaining wall
TW denotes top of retaining wall

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J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 - 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Website: www.jctam.com
Job No. 6719
FB-308 P54-61
Drawn By: IO

NOTE:

Elevations shown are based on
City of Richmond HPN
Benchmarks network.
Benchmark: HPN #190
Control Monument 94H1624
Elevation: 2.353m
Benchmark: HPN #234
Control Monument 77H4891
Elevation: 1.125m

NOTE:

Use site Benchmark Tag #11 for
construction elevation control.

Not in aluminum
Tag #11
Site Benchmark
Elevation: 1.73m

CNCL - 350

CERTIFIED CORRECT:
LOT DIMENSION ACCORDING TO
FIELD SURVEY.

Johnson C. Tam
JOHNSON C. TAM, B.C.L.S.
SEPTEMBER 13th, 2016.

| № | Имя | Фамилия | Год рождения | Пол | Возраст | Средняя оценка |
|---|---------|---------|--------------|-----|---------|----------------|
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| 2 | Петров | Петр | 1985 | М | 33 | 4.0 |
| 3 | Сидоров | Сидор | 1995 | М | 23 | 4.8 |
| 4 | Климов | Клим | 1980 | М | 38 | 3.5 |
| 5 | Попов | Попов | 1992 | М | 26 | 4.2 |

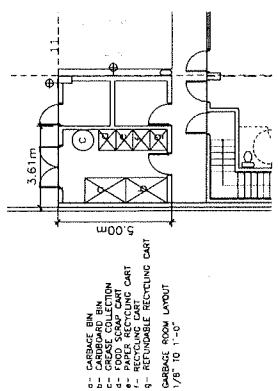
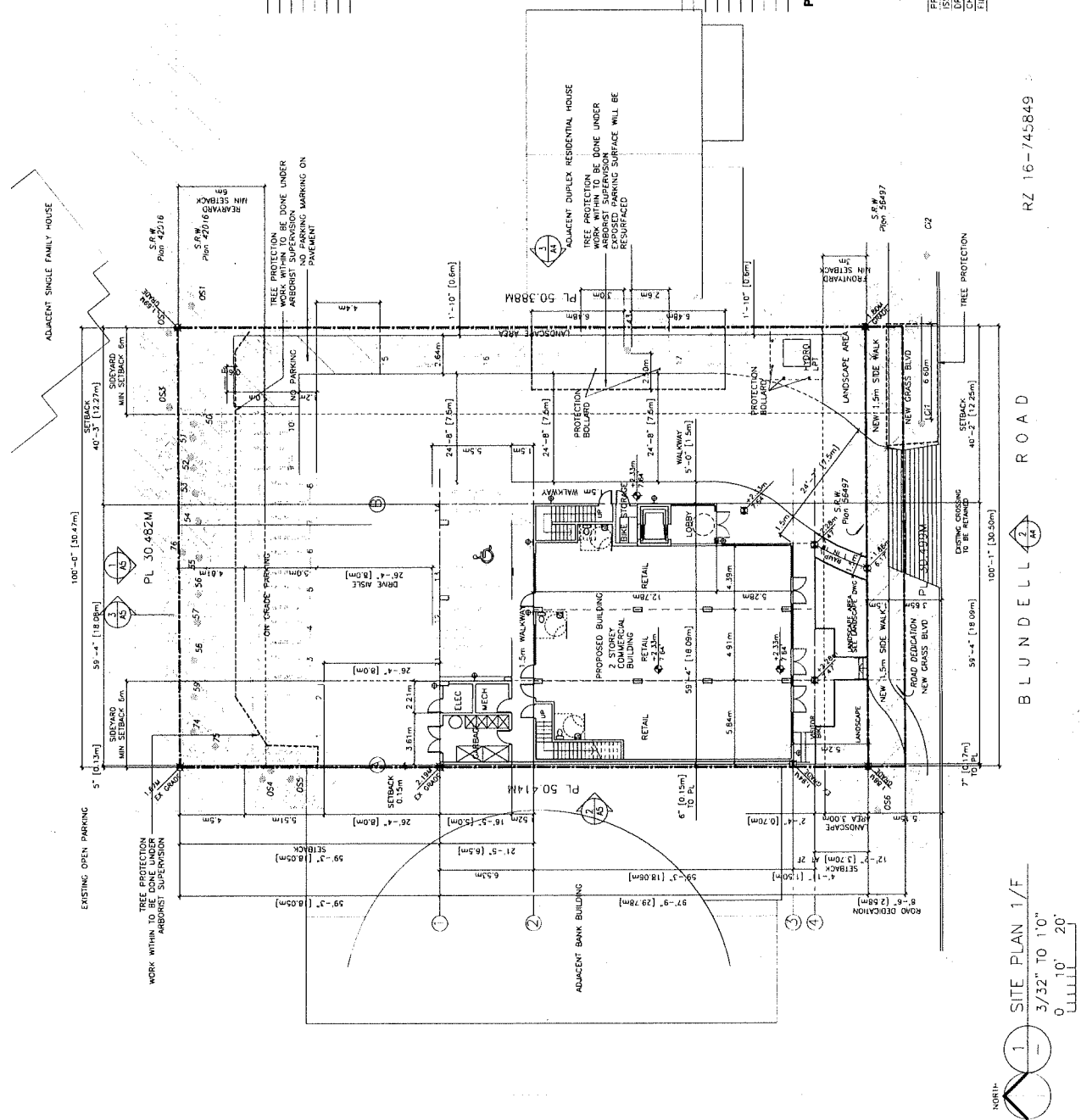
**PROPOSED BUILDING AT
6031 BLUNDELL ROAD
RICHMOND BC**

SITE PLAN - 1F

PROJECT NUMBER: 6-20
ISSUED: /24/2003
DRAWN BY: E
CHECKED BY: E
FILE NAME: 16-20_50R_190124-R2.DWG

A2

REGION



FINISH GRADE:

| | | | |
|---------------|------|----------------|------|
| NW LOT CORNER | 1.67 | NE BLDG CORNER | 2.33 |
| NE LOT CORNER | 1.69 | SE BLDG CORNER | 2.33 |
| SW LOT CORNER | 1.60 | SW BLDG CORNER | 2.33 |
| NW LOT CORNER | 1.88 | NW BLDG CORNER | 2.33 |
| | 1.76 | | 2.33 |

AVERAGE GRADE: 2.04' ± (6.69')
MAX CROWN OF THE ROAD: 2.03'

BUILDING HEIGHT: 1.02M - 2.04M = 8.35M
AVG SCREEN HEIGHT: 1.64M - 2.04M = 6.0M

ERIC LAW ARCHITECT

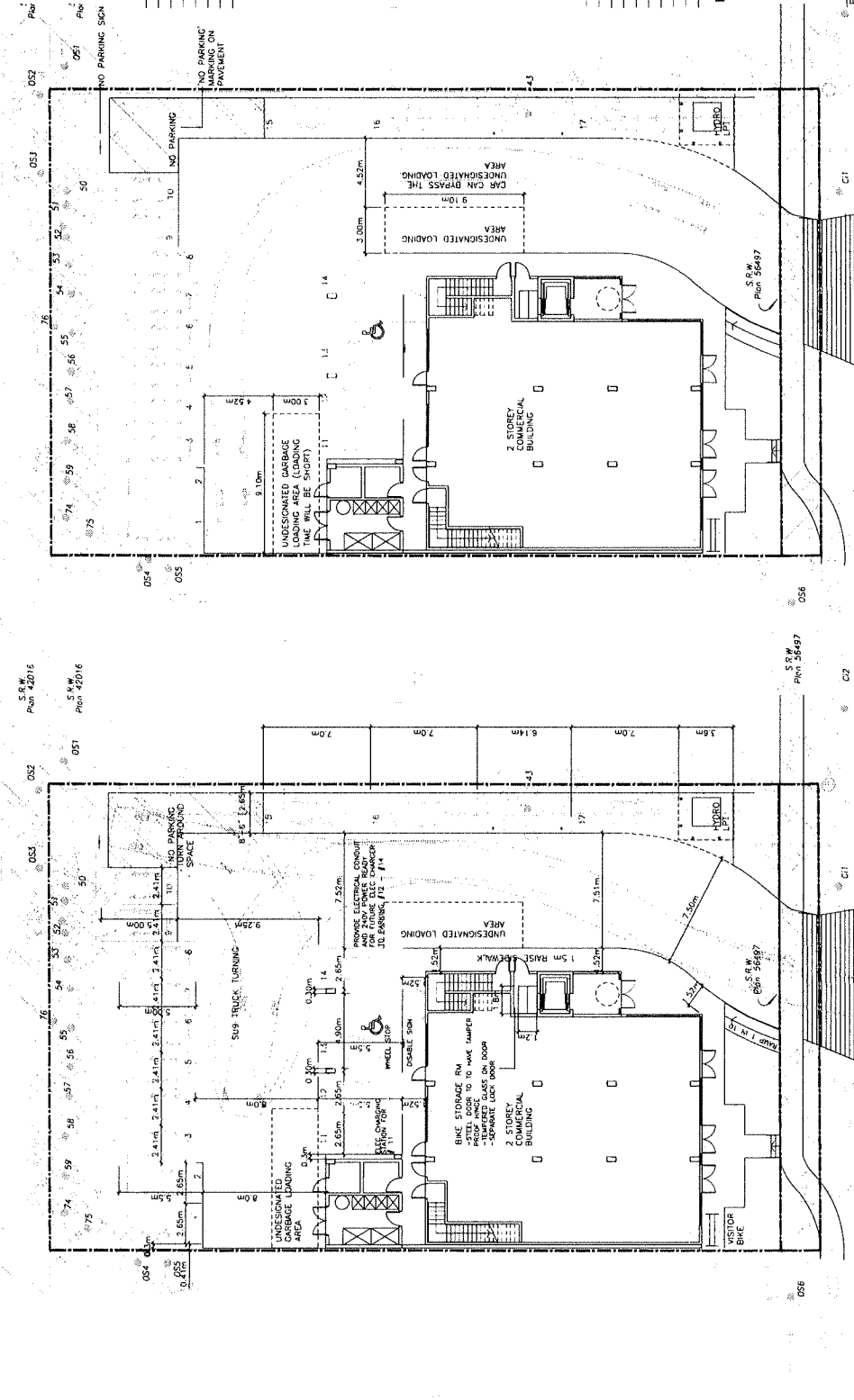
1000 WEST 10TH AVENUE, SUITE 200
VANCOUVER, BC V6H 1T1
TEL: (604) 681-2200
WWW.ERICLAWARCHITECT.COM

**PROPOSED BUILDING AT
6031 BLUNDELL ROAD
RICHMOND BC**

PROJECT NUMBER: 16-20
ISSUED: 1/27/2019
DRAWN BY: EC
CHECKED BY: EC
DATE: 1/27/2019
TELEPHONE: 604-203-1001/1012-42-246

REVISIONS

| NO. | DATE | DESCRIPTION |
|-----|------------|-----------------|
| 1 | 2018.03.27 | FOR CITY REVIEW |
| 2 | 2018.03.27 | FOR CITY REVIEW |
| 3 | 2018.03.27 | FOR CITY REVIEW |
| 4 | 2018.03.27 | FOR CITY REVIEW |
| 5 | 2018.03.27 | FOR CITY REVIEW |
| 6 | 2018.03.27 | FOR CITY REVIEW |
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| 97 | 2018.03.27 | FOR CITY REVIEW |
| 98 | 2018.03.27 | FOR CITY REVIEW |
| 99 | 2018.03.27 | FOR CITY REVIEW |
| 100 | 2018.03.27 | FOR CITY REVIEW |



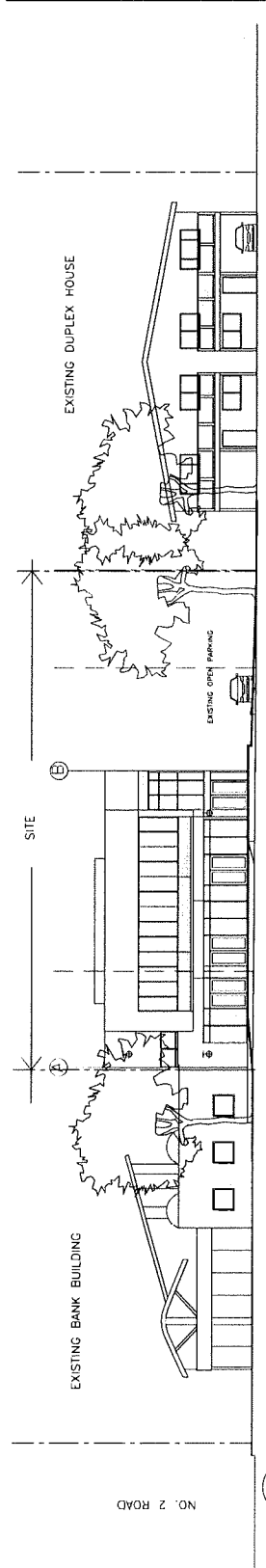
1 PARKING PLAN
3/32" TO 1'-0"

2 DIAGRAM SHOWING LOADING BYPASS
3/32" TO 1'-0"

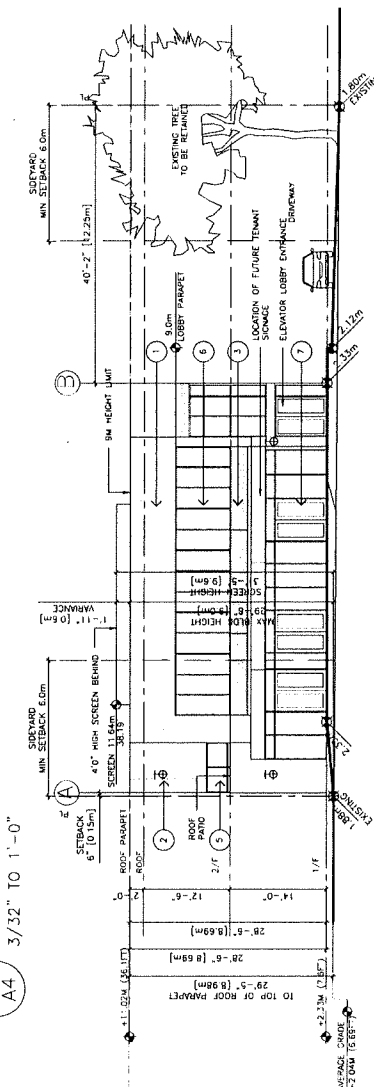
RZ 16-145849

A2A

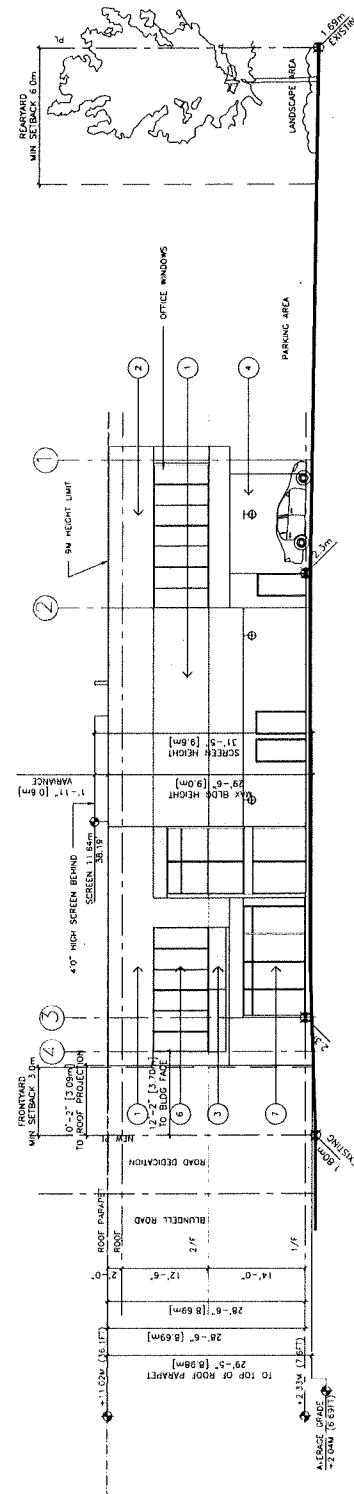
REZONE



CONTEXT ELEVATION (FACING BLUNDELL)



2 SOUTH ELEVATION



3 EAST ELEVATION

1/8" TO 1'-0"

RZ 16-745849

REZONE

**PROPOSED BUILDING AT
6031 BLUNDELL ROAD
RICHMOND BC**

ELEVATIONS

PROJECT NUMBER: 6-20
ISSUED: 1/24/2019
DRAWN BY: EL
CHECKED BY: EL
FILE NAME: 16-20_SDR_190124-RZ.DWG

A4

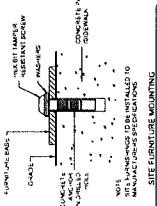
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NOTE
All soft undergarments to be changed with automatically negotiation to 1 A B C Standards, latest edition

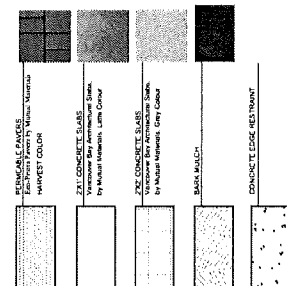
MATERIAL KEY



FURNITURE

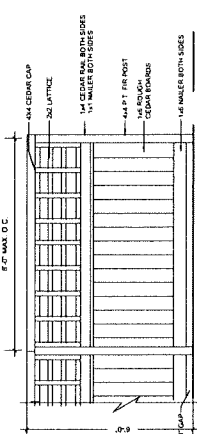


MATERIAL KEY

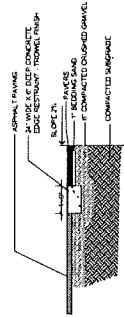


NOTES

- 1 ALL POSTS: PRESSURE TREATED TO CSA 3 STANDARD AND END CUTS TREATED WITH PRESERVATIVE
- 2 ALL OTHER MEMBERS TO BE CEDAR 42 (CONSTRUCTION) GRADE MINIMUM
- 3 ALL HARDWARE - HOT DIPPED GALVANIZED
- 4 APPLY 2 COATS EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT
- 5 ALL FENCES TO BE LEVEL. CHANGES IN GRADE TO BE IN 12" (3048 MM) STEPS (MAX.)



6'-0" HT WOOD FENCE WITH LATTICE

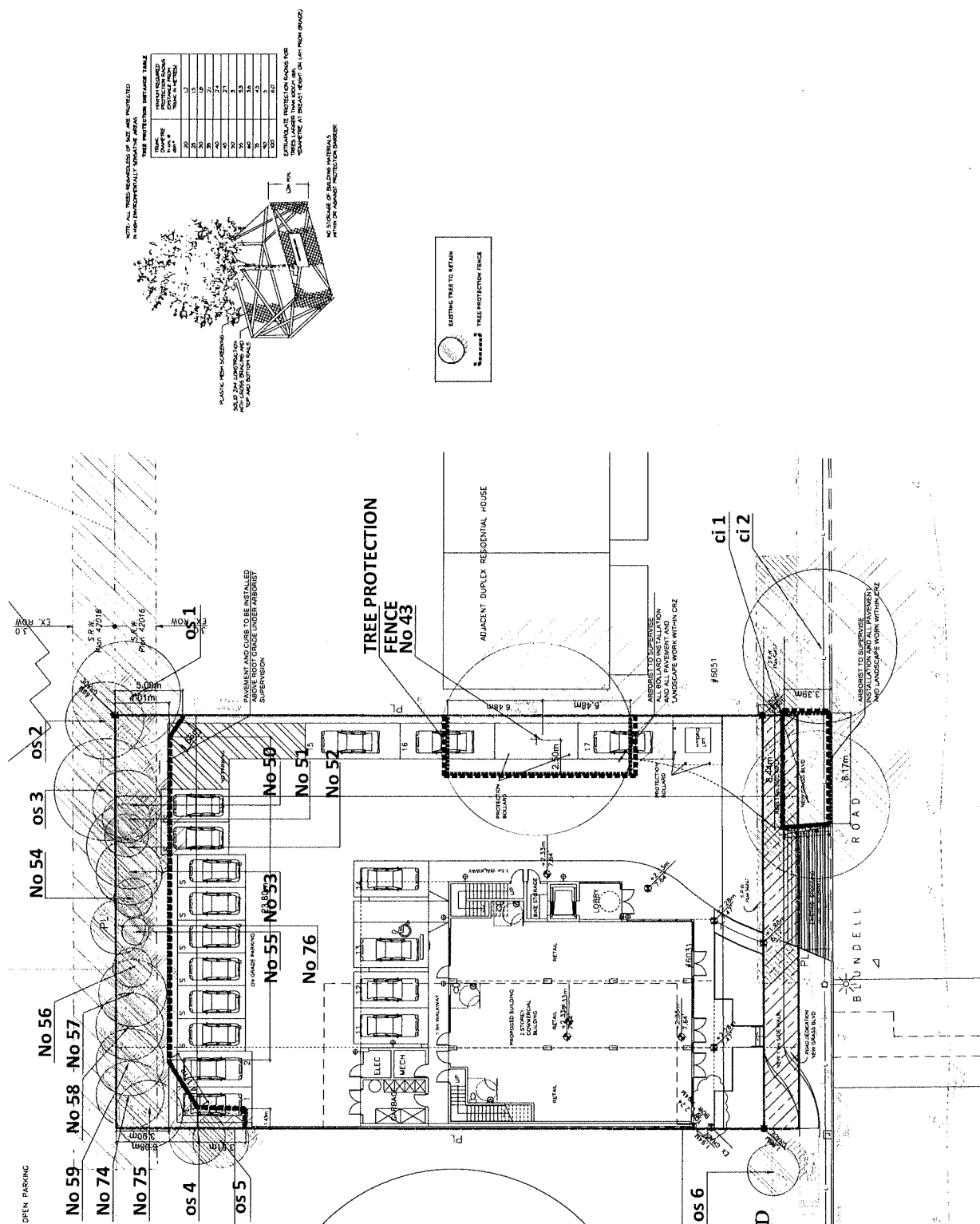


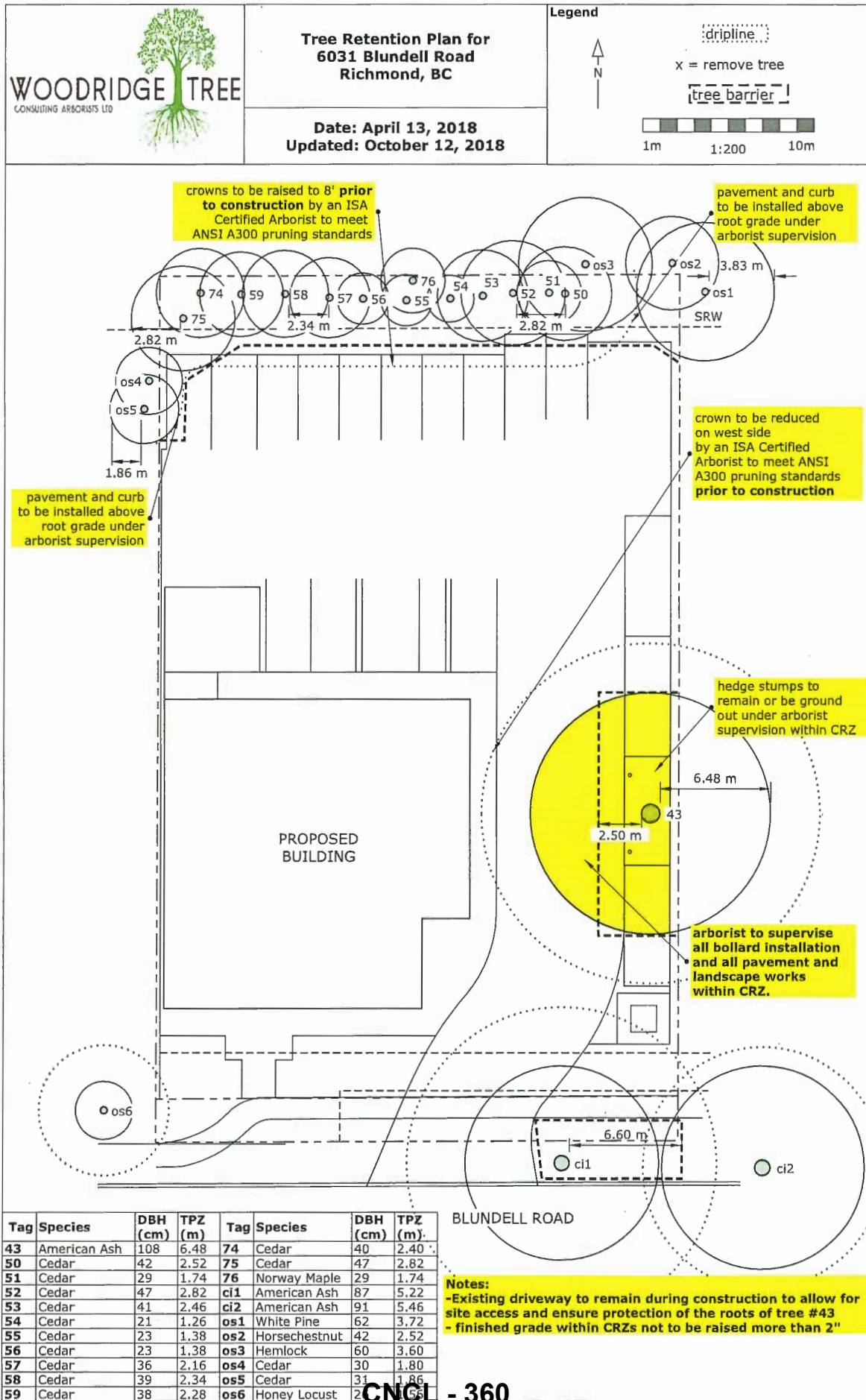
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$$\frac{D_{11}}{E} = 2.2$$

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CNCL - 357







**City of
Richmond**

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

Address: 6031 Blundell Road

File No.: RZ 16-745849

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9891, the applicant is required to complete the following:

1. 2.58 m wide road dedication along the entire Blundell Road frontage.
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any works conducted within the tree protection zone of the trees to be retained (including all on-site and off-site trees, i.e., Trees # 43, 50 to 59, 74 to 76, os1 to os6, ci1). The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections (during on-site development and during upgrading of the frontage works on Blundell Road), and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of \$65,000 for on-site trees to be retained and protected (\$10,000.00 for Tree # 43 and \$55,000.00 for Trees # 50 to 75). The security will be held until construction and landscaping on-site is completed, an acceptable post-construction impact assessment report from the project Arborist is received, and a site inspection is conducted to ensure that the trees have survived. A portion of the security may be retained for a one-year period following construction to ensure that there is no subsequent decline associated with redevelopment of the site.
4. Submission of a Tree Survival Security to the City in the amount of \$9,400 for Tree # ci1 to be retained and protected. The security will be held until construction and landscaping on-site is completed, an acceptable post-construction impact assessment report from the project Arborist is received, and a site inspection is conducted to ensure that the trees have survived. A portion of the security may be retained for a one-year period following construction to ensure that there is no subsequent decline associated with redevelopment of the site.
5. Voluntary contribution of \$30,000.00 as a Transportation Demand Management (TDM) measure to enhance transit accessibility, towards the purchase and installation of a bus shelter (Account No. 2350 - Developer Business Contributions and Project Code 55132 - Transit Shelter).
6. Voluntary contribution of \$95,600 towards the upgrade of the existing traffic signal infrastructure at the Blundell Road and No. 2 Road intersection, to include: Uninterruptible Power Supply (UPS), Audible Pedestrian Signals (APS), LED Street Name Signs, LED Street Light Luminaires, Traffic Cabinet Protection Wrap, and High-Definition Traffic Cameras for traffic monitoring, Labour, Installation, and a 15% contingency (Account 3550-10-556-55135-0000).
7. Registration of a flood indemnity covenant on title.
8. Registration of a legal agreement on title to require that: the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's Noise Bylaw (i.e., Public Health Protection Bylaw No. 6989); and, noise generated from rooftop HVAC units will comply with the City's Noise Bylaw.
9. Registration of a legal agreement to secure the proposed electric vehicle charging station (parking space # 11) on the subject site.
10. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.

11. Entrance into a Servicing Agreement* for the design and construction of servicing and off-site improvements (which includes the provision of a security based on the ultimate costs of the works). The scope of the works includes, but is not limited to the following:

- a) Upgrading of the existing bus stop located directly opposite the subject site on Blundell Road (eastbound Blundell Road just east of No. 2 Road, Bus Stop ID #56579) to current City and Translink Accessible Bus Stop standards, including (but is not limited to): a concrete landing pad (3.0 m x 9.0 m) for the installation of a bus shelter, bus bench, and garbage/recycling receptacles, including conduit pre-ducting for electrical connections.

Water Works:

- b) Using the OCP Model, there is 793.0L/s of water available at a 20 psi residual at the Blundell Road frontage. Based on your proposed development, your site requires a minimum fire flow of 200 L/s.
- c) The Applicant is required to:
 - i. 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. Obtain approval from Richmond Fire Rescue for all fire hydrant locations, relocations, and removals, as required.
 - iii. Provide a Statutory Right-of-Way (SRW) for the water meter. Minimum SRW dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact SRW dimensions to be finalized during Servicing Agreement design review process.
- d) At the Applicant's cost, the City is to:
 - i. Cut, cap, and remove the existing water service connection and water meter servicing the subject site.
 - ii. Install as replacement a new water service connection, complete with meter and meter box.

Storm Sewer Works:

- e) At the Applicant's cost, the City is to:
 - i. Cut and cap the existing storm service connection STCN34102 located at the southeast corner of the site. The existing inspection chamber STIC1115 shall be retained to service 6051 Blundell Road.
 - ii. Install a new storm service connection off of the existing storm sewer within Blundell Road.

Sanitary Sewer Works:

- f) The Applicant is required to:
 - i. Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews. Also indicate this as a note on the site plan and Servicing Agreement design plans.
 - ii. Provide a Statutory Right-of-Way (SRW) for the proposed inspection chamber, if required.
- g) At the Applicant's cost, the City is to:
 - i. Cut and cap the existing sanitary service connection SCON14199 located at the northeast corner of the subject site. The existing sanitary inspection chamber SIC2098 shall be retained to service 6051 Blundell Road.
 - ii. Install a new sanitary service connection off of the existing sanitary sewer along the north property line, complete with an appropriately sized inspection chamber. If possible, install the new sanitary service connection off of the existing manhole at the northwest corner of the site.

Frontage Improvements:

- h) The Applicant is required to undertake the following improvements to upgrade the existing frontage to current City standards and for future road widening:
 - i. From the east edge of the driveway crossing to the east property line of the subject site:

- If the existing sidewalk on this portion of the Blundell Road frontage is less than 1.5 m wide, it must be widened in its current location northward to meet the current City standard (subject to tree protection measures for Tree # c11);
- ii. From the east edge of the driveway crossing to the west property line of the subject site:
 - Removal of the existing sidewalk along the Blundell Road frontage and construction of a new 1.5 m wide concrete sidewalk at the new property line.
 - Construction of a new 1.5 m wide grass boulevard with street trees next to the new sidewalk. The remaining boulevard width to the curb of Blundell Road is to be treated with grass without any tree planting.
- iii. The new sidewalk and boulevard are to transition to meet the existing treatments east and west of the subject site.
- i) The Applicant is required to review street lighting levels along all road and lane frontages, and upgrade as required.
- j) The Applicant is required to coordinate with BC Hydro, Telus and other private communication service providers:
 - i. To pre-duct for future hydro, telephone and cable utilities along all road frontages.
 - ii. To underground overhead service lines.
 - iii. To 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 design review process. 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 via a letter to be submitted to the City. The following are examples of Statutory Right-of-Ways (SRW) that shall be shown on the architectural plans/functional plan, the Servicing Agreement drawings, and registered prior to Servicing Agreement 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 – 2.0 x 1.5 m
 - Traffic signal UPS – 1.0 x 1.0 m
 - Shaw cable kiosk – 1.0 x 1.0 m
 - Telus FDH cabinet – 1.1 x 1.0 m

General Items:

- k) The Applicant is required to enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the applicant is required to:

- Complete an acoustical report with recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements.

Prior to Building Permit* issuance, the applicant must complete the following requirements:

- Installation of appropriate tree protection fencing around all trees to be retained on-site and off-site prior to any construction activities occurring on-site (Trees # 43, 50 to 75, os1, os2, os3, os4, os5, os6, cil). Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 and must remain in place until construction and landscaping on-site is completed.
- 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.
- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

* This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

[signed original on file]

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9891 (RZ 16-745849)
6031 Blundell Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMMUNITY COMMERCIAL (CC)"**.

P.I.D. 003-729-605

Lot 153 Except: The East 80 Feet, Section 18 Block 4 North Range 6 West New Westminster District Plan 29201

2. That the Mayor and Clerk are hereby authorized to execute any documents necessary to discharge "Land Use Contract 128" ("Eugene Clarence Neumeyer and Mildred Neumeyer Land Use Contract By-law No. 3614" (RD81039)) from the following area:

P.I.D. 003-729-605

Lot 153 Except: The East 80 Feet, Section 18 Block 4 North Range 6 West New Westminster District Plan 29201

3. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9891"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED



MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

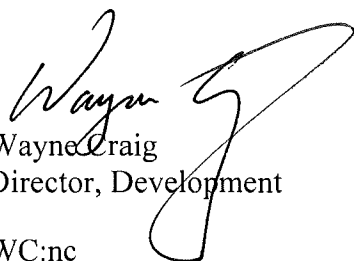
To: Planning Committee
From: Wayne Craig
Director, Development

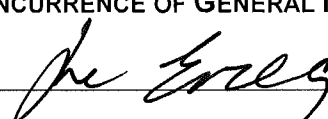
Date: February 8, 2019
File: RZ 18-827880

Re: Application by Penta Builders Group for Rezoning at 7671 Acheson Road from
Single Detached (RS1/E) to Single Detached (RS2/A)

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9946, for the rezoning of 7671 Acheson Road from "Single Detached (RS1/E)" to "Single Detached (RS2/A)", be introduced and given first reading.


Wayne Craig
Director, Development
WC:nc
Att. 5

| REPORT CONCURRENCE | | |
|--------------------|-------------------------------------|--|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Affordable Housing | <input checked="" type="checkbox"/> |  |

Staff Report

Origin

Penta Builders Group has applied to the City of Richmond for permission to rezone 7671 Acheson Road from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/A)” zone, to permit the property to be subdivided to create two single family lots, each with a secondary suite and vehicle access from a rear lane (Attachment 1). The proposed subdivision plan is shown in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

Subject Site Existing Housing Profile

There is an existing single family dwelling on the property, which will be demolished. The applicant has indicated that the dwelling is currently rented and does not contain a secondary suite.

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: A single family dwelling on a lot zoned “Infill Residential (RI1),” with vehicle access from Bennett Road.

To the South: Two front-to-back duplexes on lots zoned “Infill Residential (RI1),” with vehicle access from Acheson Road.

To the East: A single family dwelling on a lot zoned “Single Detached (RS1/E),” with vehicle access from Acheson Road.

To the West: Single family dwellings on lots zoned “Single Detached (RS1/A),” with vehicle access from Acheson Road.

Related Policies & Studies

Official Community Plan/City Centre Area – Acheson-Bennett Sub-Area Plan

The subject property is located in the Acheson-Bennett Sub-Area of the City Centre. It is designated “Neighbourhood Residential” in the Official Community Plan (OCP) and “Residential (Mixed Single-Family & Small Scale Multi-Family)” in the Acheson-Bennett Sub-Area Plan. The proposed rezoning and subdivision are consistent with these designations.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1st reading to the rezoning bylaw, the bylaw will be forwarded to Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Existing Legal Encumbrances

There is also an existing 3.0 m wide Statutory Right-of-Way (SRW) on Title for lane dedication across the entire rear property line (# RD16556). Following dedication of the rear lane, the SRW would not apply to the property and should be discharged from Title prior to final adoption of the rezoning bylaw.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies on- and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses three bylaw-sized trees on the subject property and one street tree on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Two trees located on site, one Douglas-fir (Tag # 825; 60" dia.) and one honey locust (Tag # 826; 42" dia.), are in fair condition but are in conflict with the proposed development – remove and replace.
- One pear tree (Tag # 827; 39" dia.) located on site is in good condition but is in conflict with the required rear lane – remove and replace.
- Replacement trees should be specified at 2:1 ratio as per the OCP.
- One hedge located on site along the north and west property lines is in conflict with the proposed lane and development, and will need to be removed.

The City's Parks Department has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- One flowering cherry tree (Tag # 001; 65" dia.) located on City property is in fair health and condition and is to be retained. Provide Tree Protection Fencing and a \$2,000 Survival Security prior to any works on site.
- One hedge located at the southwest corner of the site is of low value but is in good health and condition. It is in conflict with the proposed development and the applicant will apply for removal.

Tree Replacement

The 2:1 replacement ratio would require a total of six replacement trees. The applicant has agreed to plant three trees on each lot proposed, for a total of six trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057. Prior to final adoption of the rezoning bylaw, a Landscape Security in the amount of \$3,000 (\$500/tree) will be required to ensure that the replacement trees will be planted and maintained.

| No. of Replacement Trees | Minimum Caliper of Deciduous Replacement Tree | Minimum Height of Coniferous Replacement Tree |
|--------------------------|---|---|
| 2 | 8 cm | 4 m |
| 2 | 9 cm | 5 m |
| 2 | 11 cm | 6 m |

Tree Protection

One tree (Tag # 001) on City property is to be retained and protected. The applicant has submitted a tree protection plan showing the tree to be retained and the measures taken to protect it during development stage (Attachment 4). To ensure that the tree identified for retention is protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Affordable Housing Strategy

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a secondary suite in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to final adoption of the rezoning bylaw, the applicant must register a legal

agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. The applicant has indicated that each suite is proposed to be approximately 440 ft² with one bedroom.

Site Access, Site Servicing and Frontage Improvements

Vehicle access is proposed from the rear lane. Construction of a rear lane in conjunction with this development will connect the existing lane constructed to the east of the site with the existing lane constructed west of the site. The property to the north, 7880 Bennett Road, was rezoned in 2000 to allow the site to be subdivided to create two single-family lots, and required registration of a 6.0m-wide statutory right-of-way (SRW) property right-of-passage (PROP) along its southern edge as a condition of rezoning. The SRW registered on the 7880 Bennett Road property permits the construction of a public lane by the developer of the subject site. The City collected cash-in-lieu for this future lane construction. Prior to the construction of the lane adjacent to both properties, the owner of the 7880 Bennett Road property will be notified and provided necessary information.

An approximately 3.0m-wide road dedication along the full north property line of the subject site is required to allow this extension of the lane to service the two proposed new lots. Prior to final adoption of the rezoning bylaw, the applicant must enter into a legal agreement to ensure that vehicle access to the proposed new lots will be from the rear lane only, with no vehicle access to Acheson Road permitted.

At Subdivision stage, the applicant must enter into a Servicing Agreement for the site servicing and off-site improvements listed in Attachment 5. These include, but may not be limited to:

- Construction of a 6m-wide rear lane to connect to the east and west portions of the lane complete with curb, lane drainage, and street lighting along the full frontage, within the new road dedication and existing statutory right-of-way (SRW). The City will contribute funds collected from property to the north (7880 Bennett Road) towards the construction of the lane.
- Removal of the existing driveway crossing, replaced with concrete curb and gutter, landscaped boulevard, and sidewalk through a cash-in-lieu contribution.

At Subdivision stage, the applicant is also required to pay DCC's (City & Metro Vancouver), School Site Acquisition Charges, Address Assignment fees, and the costs associated with the completion of the required site servicing works as described in Attachment 5.

Financial Impact or Economic Impact

This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure, such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals.

Conclusion

The purpose of this application is to rezone 7671 Acheson road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/A)" zone, to permit the property to be subdivided to create two single family lots, each with a secondary suite and vehicle access from a lane.

This rezoning application complies with the land use designations and applicable policies for the subject property contained in the OCP and Acheson-Bennett Sub-Area Plan.

The list of rezoning considerations is included in Attachment 5, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9946 be introduced and given first reading.



Natalie Cho
Planning Technician - Design

NC:rg

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Tree Retention Plan
- Attachment 5: Rezoning Considerations



CNCL - 372



City of
Richmond



RZ 18-827880

Original Date: 08/08/18

Revision Date:

Note: Dimensions are in METRES

CNCL - 373

**SURVEY PLAN OF LOT 7 SECTION 17
BLOCK 4 NORTH RANGE 6 WEST
NEW WESTMINSTER DISTRICT PLAN 10313**

FOR CITY OF RICHMOND PERMIT APPLICATIONS

ATTACHMENT 2

PARCEL IDENTIFIER (PID): 001-990-411

CIVIC ADDRESS
#7671 ACHESON ROAD
RICHMOND, B.C.

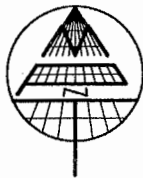
LEGEND

SCALE 1:100



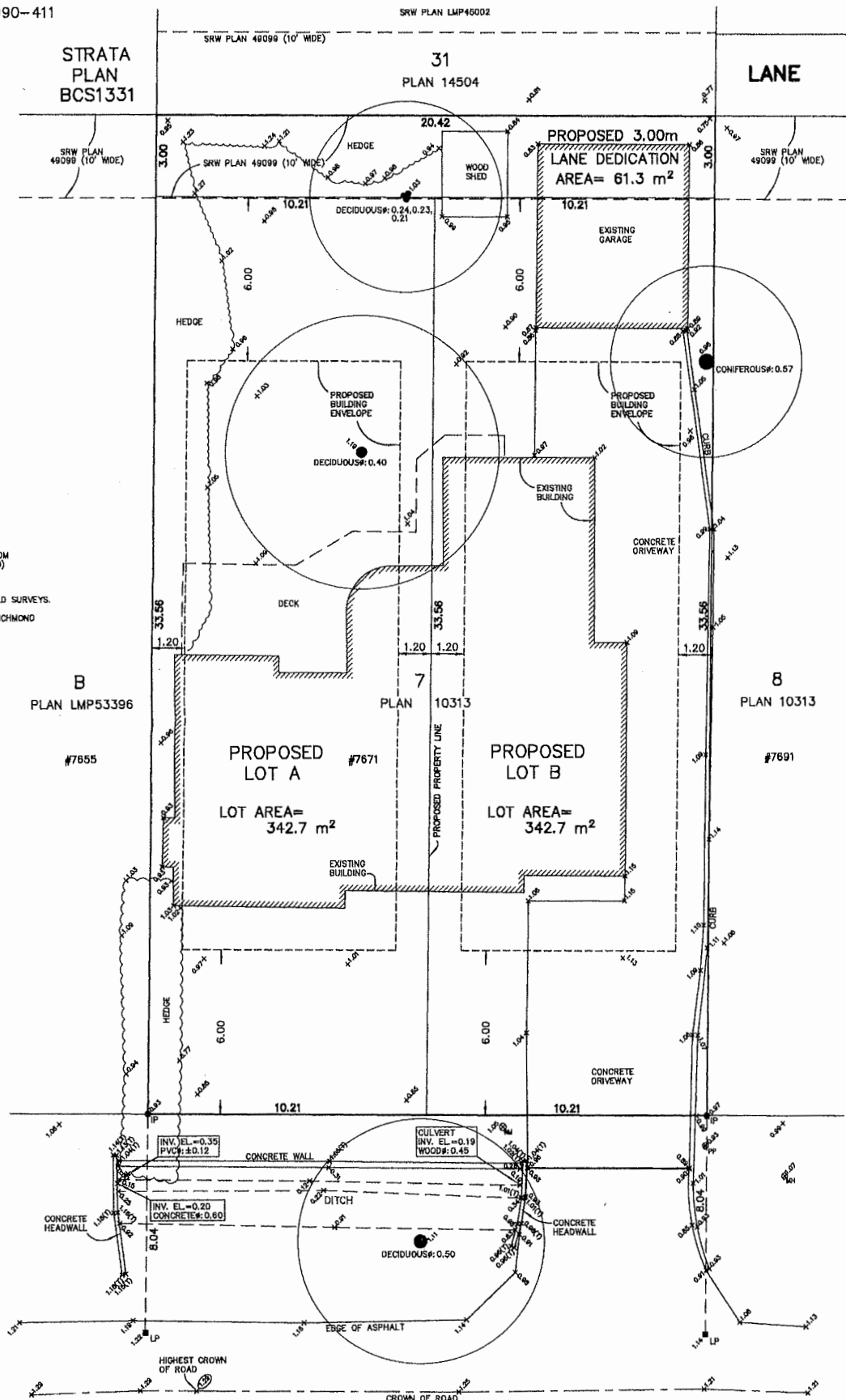
ALL DISTANCES ARE IN METRES

- INDICATES SPOT ELEVATION
- MH INDICATES MANHOLE
- ⊙ PP INDICATES POWER POLE
- WM INDICATES WATER METER
- (T) INDICATES TOP OF WALL
- IP INDICATES IRON POST
- LP INDICATES LEAD PLUG



NOTES:

- ELEVATIONS ARE IN METRES AND ARE DERIVED FROM CITY OF RICHMOND HPN MONUMENT #199 (7714970) WITH AN ELEVATION OF 1.793 METRES.
- PROPERTY LINE DIMENSIONS ARE DERIVED FROM LAND TITLE OFFICE PLAN RECORDS AND LEGAL FIELD SURVEYS.
- ALL DESIGNATED TREES AS DEFINED BY CITY OF RICHMOND BYLAW NO. 8057, ARE SHOWN HEREON.



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CADFILE: 18736-001-TPG-000.DWG

ACHESON ROAD
CNCL - 374

St. Stephen
B.C.L.S.

DATE OF SURVEY: MAY 11, 2018



RZ 18-827880

Attachment 3

Address: 7671 Acheson Road

Applicant: Penta Builders Group

Planning Area(s): City Centre – Acheson-Bennett

| | Existing | Proposed |
|-----------------------------------|--|--|
| Owner: | Perry Hoogveld | To be determined |
| Site Size (m²): | 746.6 m ² (8,036.3 ft ²) | Lot A: 342.7 m ² (3,688.8 ft ²) Lot B: 342.7 m ² (3,688.8 ft ²) |
| Land Uses: | Single Family | No change |
| OCP Designation: | Neighbourhood Residential | No change |
| Area Plan Designation: | Residential (Mixed Single-Family and Small Scale Multi-Family) | No change |
| Zoning: | Single Detached (RS1/E) | Single Detached (RS2/A) |
| Number of Units: | One single-family dwelling | Two single-family dwellings, each with a secondary suite |

| On Future Subdivided Lots | Bylaw Requirement | Proposed | Variance |
|--|--|--|----------------|
| Floor Area Ratio: | Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ² | Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ² | none permitted |
| Buildable Floor Area (m ²)*: | Max. 188.49 m ² (2,028.83 ft ²) | Max. 188.49 m ² (2,028.83 ft ²) | none permitted |
| Lot Coverage (% of lot area): | Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 20% | Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 20% | none |
| Lot Size: | Min. 270.0 m ² | 342.7 m ² | none |
| Lot Dimensions (m): | Width: Min. 9.0 m Depth: Min. 24.0 m | Width: 10.21 m Depth: 33.56 m | none |
| Setbacks (m): | Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m | Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m | none |
| Height (m): | Max. 2 ½ storeys | Max. 2 ½ storeys | none |

Other: Tree replacement compensation required for loss of significant trees.

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.





Address: 7671 Acheson Road

File No.: RZ 18-827880

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9946, the developer is required to complete the following:

1. 3.0 m lane dedication along the entire north property line.
2. Submission of a Landscape Security in the amount of \$3,000 (\$500/tree) to ensure that a total of three replacement trees are planted and maintained on each lot proposed (for a total of six trees). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**

| No. of Replacement Trees | Minimum Caliper of Deciduous Replacement Tree | Minimum Height of Coniferous Replacement Tree |
|--------------------------|---|---|
| 2 | 8 cm | 4 m |
| 2 | 9 cm | 5 m |
| 2 | 11 cm | 6 m |

3. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
4. Submission of a Tree Survival Security to the City in the amount of \$2,000 for one tree to be retained.
5. Registration of a flood indemnity covenant on title.
6. Registration of a legal agreement on title ensuring that the only means of vehicle access is to the proposed back lane and that there be no access to Acheson Road.
7. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
8. Discharge of SRW RD16556, which will no longer apply to the subject site following dedication of the rear lane.

Prior to Demolition Permit* Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

Prior to Building Permit* Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

At Subdivision* stage, the developer must complete the following requirements:

1. Payment of property taxes up to the current year, Development Cost Charges (City and GVSS & DD), School Site Acquisition Charge, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, if applicable.
2. Enter into a Servicing Agreement (SA)* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the SA works, as determined by the City, will be required as part of entering into the SA. Works include, but may not be limited to:

Water Works:

- a. Using the OCP Model, there is 192.0 L/s of water available at a 20 psi residual at the Acheson Road frontage. Based on your proposed development, your site requires a minimum fire flow of 95 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.
- c. At Developer's cost, the City will:
 - Install 2 new 25mm water service connections to serve each of the two newly subdivided lots at the proposed development, complete with meters and meter boxes.
 - Cut and cap, at main, the existing water service connection serving the development site.

Storm Sewer Works:

- a. At Developer's cost, the Developer is required to:
 - Install approximately 22m of storm sewer for lane drainage in the proposed lane north of the property line, c/w appropriately spaced catch basins and manholes.
 - If ditch infill is desired on Acheson Road frontage, apply for a water course crossing permit in order to infill the ditch.
 - Install a new storm service lateral complete with inspection chamber and a dual service connection at the adjoining property line of the newly subdivided lots.
- b. At Developer's cost, the City will:
 - Complete all tie-ins for the proposed works to existing City infrastructure.

Sanitary Sewer Works:

- a. At Developer's cost, the City will:
 - Install a new sanitary service lateral complete with inspection chamber and a dual service connection at the adjoining property line of the newly subdivided lots.
 - Cut, cap, and remove the existing sanitary connection.

Frontage Improvements:

- a. At Developer's cost, the Developer is required to:
 - Coordinate with BC Hydro, TELUS and other private communication service providers:
 - When relocating/modifying any of the existing power poles, guy wires and above ground structures within the property frontages.
 - To determine if additional above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located onsite.
 - Pay, in keeping with the Subdivision and Development Bylaw No. 8751, a \$20,317.90 cash-in-lieu contribution for the design and construction of frontage upgrades as set out below:
 - Concrete Curb and Gutter (EP.0641) \$4,288
 - Concrete Sidewalk (EP.0642) \$4,288
 - Pavement Widening (EP.0643) \$7,147

- Roadway Lighting (EP.0644) \$2,757
- Boulevard Landscape/Trees (EP.0647) \$1,838
- Construct a 6m wide rear lane to connect the east and west lanes, complete with curb, lane drainage, and street lighting. The City will contribute funds collected from property to the north (7880 Bennett Road) towards the construction of the lane.

General Items:

- a. At Developer's cost, the Developer is required to:
 - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
 - Not encroach into the rear yard sanitary SRW with proposed trees, retaining walls, non-removable fences, or other non- removable structures.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9946 (RZ 18-827880)
7671 Acheson Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/A)"**.

P.I.D. 001-990-411

Lot 7 Section 17 Block 4 North Range 6 West New Westminster District Plan 10313

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9946"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER

| |
|--|
| CITY OF RICHMOND |
| APPROVED by NC |
| APPROVED by Director or Solicitor [Signature] |



City of Richmond

Report to Committee

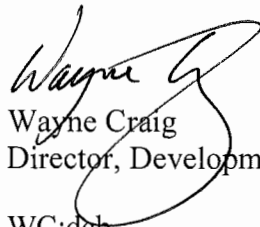
To: Planning Committee
From: Wayne Craig
Director, Development

Date: February 12, 2019
File: ZT 18-835424

Re: Application by Kasian Architecture Interior Design and Planning Ltd. for a Zoning Text Amendment to the "Vehicle Sales (CV)" Zone to Increase the Floor Area Ratio to 0.94 at 13171 and a portion of 13251 Smallwood Place.

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9969, for a Zoning Text amendment to the "Vehicle Sales (CV)" zone to increase the maximum Floor Area Ratio (FAR) to 0.94 at 13171 and a portion of 13251 Smallwood Place, be introduced and given first reading.

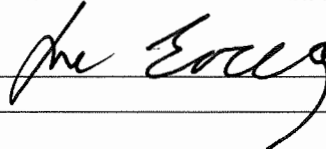


Wayne Craig
Director, Development

WC:dcb
Att. 8

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



Staff Report

Origin

Kasian Architecture Interior Design and Planning Ltd. has applied for permission to amend the "Vehicle Sales (CV)" zone to increase the maximum Floor Area Ratio (FAR) to 0.94 at 13171, and a portion of 13251 Smallwood Place (Attachment 1).

The intent of the application is to construct a new 7,009 m² (57,361 ft²) Porsche dealership building on a site previously occupied by a KIA dealership in the Richmond Auto Mall. A small parcel of land is proposed to be subdivided off the neighbouring property at 13251 Smallwood Place and consolidated with the subject property to accommodate the proposed development.

The application proposes to construct a three storey structure with rooftop parking. The building will contain a vehicle showroom, vehicle service drive thru, vehicle workshop, vehicle inventory storage, customer and staff parking, vehicle detailing car wash, vehicle photo booth, dealership offices, staff change rooms and staff lounge. The conceptual development plans are provided in Attachment 2.

A separate Development Permit application (DP 18-870720) will be required prior to any construction. A separate Servicing Agreement will be required prior to the issuance of a Building Permit for off-site works including the upgrading of 150 m of storm sewer, installation of one new water service connection and water meter, removal and replacement of two street trees, etc.

Findings of Fact

The subject site is located in the East Cambie Planning Area (Attachment 3).

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 4.

Surrounding Development

The main development property is located at 13171 Smallwood Place within the Richmond Auto Mall and is located near the entrance to the Auto Mall off Jacombs Road.

Development surrounding the subject site is as follows:

To the North: To the north across Smallwood Place road are two lots containing a Mazda dealership and a Mercedes dealership. Both properties are zoned "Vehicle Sales (CV)". The lots are 0.95 ha (2.34 acres) 0.66 ha (1.64 acres) in size respectively.

To the South: Across Smallwood Place road is a new Open Road Toyota dealership (under construction). The Toyota dealership was originally approved under ZT 16-754143 and DP 16-741123 on October 23, 2017 for a two storey showroom with two levels of parking and inventory storage. Two new

applications (ZT 18-818765 and DP 18-818762) are currently under review that would allow an additional two storeys of vehicle inventory storage and customer/staff parking overtop of the previously approved building. The Zoning Text Amendment application received third reading at Public Hearing on January 21, 2019. Toyota's 1.59 ha (3.94 acres) property is zoned "Vehicle Sales (CV)".

To the East: An existing Volkswagen dealership on a 0.67 ha (1.65 acres) lot and a Hyundai dealership on a 0.86 ha (2.13 acres) lot. Both properties are zoned "Vehicle Sales (CV)".

To the West: Across Jacombs Road is the Richmond Nature Park. There is a small area along the perimeter of the park within the Jacomb's Road right of way that is designated as an Environmentally Sensitive Area (ESA).

Related Policies & Studies

Official Community Plan / East Cambie Area Plan

The subject site is designated "Commercial" in both the Official Community Plan (OCP) and the East Cambie Area Plan (Attachment 3). As a commercial use, the proposed auto dealership at the subject site is consistent with the OCP and Area Plan land use designations.

Floodplain Management Implementation Strategy

The proposed development 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 Zoning Text Amendment Bylaw. Flood Construction Level (FCL) within the East Cambie area is 2.9 m GSC. The applicant's proposal will meet the FCL criteria.

Aircraft Noise Sensitive Development Policy

The OCP's Aircraft Noise Sensitive Development (ANSD) Policy applies to the subject site, which is located within the "Restricted Area (Area 1B)". The proposed auto dealership at the subject site is consistent with the ANSD Policy as it is not a residential use.

Registration on title of an aircraft noise indemnity covenant prior to Bylaw adoption is included in the Zoning Text Amendment Considerations (Attachment 8).

Ministry of Transportation and Infrastructure (MOTI) Approval

As the subject site is located within 800 m of an intersection of a Provincial Limited Access Highway and a City road, the Zoning Text Amendment proposal was referred to the Ministry of Transportation and Infrastructure (MOTI) for review and comment. The Zoning Text Amendment Considerations (Attachment 8) include a requirement for MOTI approval prior to Bylaw adoption.

Ministry of Environment (MOE) Approval

As the Site Profile submitted by the applicant for the current application identified Schedule 2 activities having occurred on-site, the Site Profile was submitted to the Ministry of Environment (MOE) in accordance with the Provincial Contaminated Sites Regulation. MOE has subsequently provided a release letter dated September 12, 2018, covering both 13171 and 13251 Smallwood Place. The letter allows the City to proceed with approval of the subdivision, Zoning Text Amendment and Development Permit applications involving these properties.

Analysis

Built Form and Architectural Character

The proposed three story building will be positioned in the centre of the site. Pedestrian and vehicular access to the building will be from the south entry off Smallwood Place which is a one-way road. Proposed building height and other variances are provided later in this report (refer to the “Variances Requested” section).

The applicant has described the building as having two functionally defined spaces. The first will be a rectangular-shaped building section to house the workshop and storage areas. The second will be a curved façade section for the sales and administration areas.

The exterior is a curved aluminum façade complimented by a red Porsche log and black secondary lettering. Curved glazing at grade will allow the show room vehicles to be displayed to the exterior and also highlight the Porsche Centre entrance. High quality finishes will be used on all the building elevations.

Rooftop mechanical structures will be screened by rooftop parapets and additional screening if necessary. Screening requirements will be reviewed through the Development Permit.

The building will be placed facing the entrance to the Richmond Auto Mall off Jacombs Road making a distinctive impression for customers entering the area.

Sustainability Initiatives

The applicant has voluntarily designed the building to comply with the BCBC Part 10 Energy and Water efficiency provisions through ASHRAE 90.1.2010 ECB (Energy Cost Budget) compliance path. Their energy performance model has indicated that *“the energy performance of the proposed building is 15.2% better than the base line model”*.

The development will include the following sustainability measures:

- High efficiency plumbing fixtures;
- High efficiency condensing gas fired hot water tank;
- High efficiency HVAC equipment;
- Energy recovery units for washroom exhaust;
- Energy efficient light fixtures and controls, consisting of occupancy, vacancy and photocell sensors.

In addition, permeable pavers in the parking area for reduced rainwater run-off.

The plans also incorporate five plug-in vehicle charging stations installed around the site with conduit being laid for more future stations.

The owners have been advised that Council has recently passed a referral to staff to examine the potential of a comprehensive policy on solar panels, in particular including the options for incentives, and the environmental and economic impacts. The owners have considered the inclusion of Panels for this project but they have determined that the associated installation and maintenance costs substantially outweigh the benefits of a photovoltaic system in this instance. Based on their assessment they have determined that solar panels would not make for a successful business case. They have opted not to install any solar panels at the Porsche facility.

Existing Legal Encumbrances

A Title Summary prepared by Terra Law, dated October 5, 2018, was submitted for this application. The subject site carries a series existing legal encumbrances including

- Statutory rights of way agreements for utilities;
- Statutory building schemes with the Richmond Auto Mall Association; and
- A zoning regulation and plan under the Aeronautics Act imposing height restrictions and restricting use of the property for disposal or accumulation of any waste material or substance edible or attractive to birds.

Terra Law's Title summary report advises that:

1. Covenant Z21818 which limits use on the property to a previously approved development permit (DP 84-254) should be discharged from Lot H (13171 Smallwood Place), and;
2. Covenant Y26364 which limits use on the property to a previously approved development permit (DP 84-254) should be discharged from the 729.9 m² (7,856.58 ft²) portion of land to be subdivided from 13251 Smallwood Place.

Staff concur with Terra Law's recommendations and have included requirements for the two covenants to be released from the subject properties as appropriate through the Zoning Text Amendment Considerations. No other changes are required based upon the Title Summary report.

Transportation and Site Access

Site access is provided via a one way flow from the south to the north through the site. Forty (40) vehicle spaces will be located at grade, nineteen (19) customer parking spaces (including three (3) accessible spaces), six (6) staff spaces, eight (8) demonstration car spaces and seven (7) service parking spaces. The accessible spaces have been dimensioned in accordance with the recently modified requirements under the Zoning Bylaw No. 8500.

A valet parking service will be provided to bring customer vehicles to the top level parking area where another seventy-three (73) customer parking spaces will be located. Only staff will have

access to the upper parkade floors. Transportation staff have reviewed and accepted the proposed layout.

In order to achieve a more intensive use of the limited space available, the project includes thirty-three (33) vehicle stacker units on the third level of the parkade (refer to L3-Parking Plan DP-07). The stacking units allow one car to be lifted overtop of another car for inventory vehicle storage and vehicles waiting service.

In total the development will provide one hundred forty seven (147) vehicle spaces on-site for customer and staff, plus an additional thirty-two (32) spaces for vehicle inventory storage. The provided customer and staff parking full addresses the Zoning Bylaw parking requirements for the development.

Two (2) medium loading spaces and one (1) large loading space are proposed on-site. A variance will be requested to remove a second large loading space (refer to the “Variances Requested” section later in this report).

Nineteen (19) Class 1 (enclosed) bicycle spaces and twenty-four (24) Class 2 (outside) bicycle spaces will be provided through this proposal. This fully addresses the Zoning Bylaw No. 8500 requirements for the provision of bicycle spaces at the site.

As part of the Zoning Text Amendment Considerations (Attachment 8) the Developer is required to make a \$29,300 contribution towards the upgrade of the traffic signal at the Jacombs Road/Westminster Highway intersection. The signal upgrade works will include: APS (Audible Pedestrian Signal); LED street name signs; and LED street light luminaires. The contribution is required prior to Bylaw adoption.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist’s Report prepared by Mike Fadum and Associates Ltd (dated May 10, 2018, revised January 11, 2019); which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses nine bylaw-sized trees on the subject property, no trees on neighbouring properties, and ten street trees on City property. The report identifies one street tree to be removed to accommodate the vehicle access driveway.

The City’s Tree Preservation Coordinator has reviewed the Arborist’s Report and supports the Arborist’s findings, with the following comments:

- Nine trees (tag# 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651 and 1652) located on-site to be retained and protected.
- 10 street trees (tag# C1-C10) located on City property to be assessed by Parks Arborists.

The City’s Parks Arborists have assessed the street trees and determined that two trees (tag# C2 & C10) will be in conflict with the new driveway locations rather than the single tree noted in the Arborist’s report. Parks have further advised:

- Parks will authorize the removal of these 2 trees. \$2,600 in compensation is required for the approval to remove these trees.
- In addition, Parks requires replacement trees planted in the location of the two old driveways once they are removed.
- The other 10 trees (including two trees just beyond the subject site) are in good condition and do not conflict with the construction. They will have to be retained and protected. Parks has requested a tree survival security of \$5,000 per tree for the 10 trees. \$50,000 total.

The Zoning Text Amendment Considerations (Attachment 8) include the \$2,600 tree compensation contribution and the tree survival security of \$50,000 to be submitted prior to Bylaw adoption. The two replacement trees will be addressed through the servicing agreement.

Tree Protection

All of the on-site trees are proposed to be retained.

Ten street trees (tag# C1, C3, C4, C5, C6, C7, C8, C9, C11, C12) on City property are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 2 see plans T1 and T2). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Landscaping will be reviewed in more detail at the Development Permit stage.

Shadow Impact Analysis

The proposed building will be approximately 100 m (328 ft) to the east of the Richmond Nature Park. The applicant has submitted a detailed shadow impact analysis as part of the conceptual development plan set (Attachment 2 – DP14 through DP18). The shadow impact studies show the summer solstice (Jun. 21), winter solstice (Dec. 21) and the equinox date (Mar. 21 or Sep. 21). The timelines for the shadow studies prescribed are for 10am, 12pm and 2pm. During these times the study indicates that the building will not cast shadows on the nature park. Their detailed analysis showed that if the analysis is extrapolated beyond these times the building's shadow will shade the periphery of the park several times through the year but limited to early morning hours for a brief period (e.g. on the order of an hour after sunrise at the extremes).

Public Art

Based on a maximum buildable floor area of approximately 75,920.48 ft² commercial floor area, the recommended public art contribution based on Administrative Guidelines of \$0.45/ ft² (2018 rate) is approximately \$34,164.21.

As this project will generate a recommended public art contribution of less than \$40,000 and there are limited opportunities for locating public art on the site, as per Policy it is recommended that the public art contribution be directed to the Public Art Reserve for City-wide projects on City lands.

Ornithologist Assessment

Because of the proximity to the Richmond Nature Park, the applicant has submitted a report prepared by an ornithologist with CSR Environmental (report dated December 13, 2018 - see Attachment 7).

The report identifies a moderate risk of bird collision with the at grade glass surfaces on the western façade of the building. The report notes that the upper floors “will be clad in a composite metal panel system which will pose no collision risk”. The report makes a number of recommendations for mitigation and monitoring of bird collisions post construction. Mitigation measures include reviewing for appropriate landscaping in vicinity of the building, appropriate lighting strategies, possible window treatments. The landscaping and lighting strategies will be reviewed through the Development Permit plans. With regard to possible window treatments, the owners have agreed to implement a monitoring program that will lead to the determination of a final strategy to address collision risk.

The Zoning Text Amendment Considerations (Attachment 8) includes a requirement for the submission of a contract with a qualified environmental professional (QEP) to monitor the building for a minimum of 12 months post construction and submit a report outlining the results, recommended strategy and implementation measures for further actions, should they be necessary, to the satisfaction of the Director of Development. The submission of an acceptable contract is required prior to Bylaw adoption.

Property Subdivision and Consolidation

As noted earlier in this report a 729.9 m² (7,856.58 ft²) portion of land will be subdivided off 13251 Smallwood Place and consolidated with the main development site (13171 Smallwood Place) as part of this development. The Zoning Text Amendment Considerations (Attachment 8) include a requirement for the subdivision of the 729.9 m² parcel from 13251 Smallwood Place and consolidation with the subject property to be completed prior to Bylaw adoption.

The subdivision will result in an existing car wash on the neighbouring property (13251 Smallwood Place) being 0.98 m from the new property boundary and would not meet the required 3.0 m property line setback once the subdivision has been registered with Land Titles. Open Road representatives, who currently own both properties have expressed a strong interest in retaining the car wash for the Hyundai dealership that will operate on 13251 Smallwood Place.

Staff do not have an objection to the car wash location as it will be approximately adjacent to the proposed damaged car parts structure on the Porsche site and if torn down would likely need to be rebuilt elsewhere on the site.

To address the legal concerns related to the setback non-conformity, the Zoning Text Amendment Considerations (Attachment 8) includes a requirement for the registration of a covenant on 13251 Smallwood Place. The covenant will require the owners of 13251 Smallwood Place to apply for and be granted a setback variance within two years of the adoption of the Zoning Bylaw. Should the variance not be granted, then the owners of 13251 Smallwood Place must demolish the carwash structure. Submission of a demolition estimate and a security bond will be required prior to Bylaw adoption.

Variances Requested

Based on the proposed preliminary concept plans, the applicant will be requesting to vary the provisions of Richmond Zoning Bylaw 8500 at the Development Permit Application review stage to increase the maximum permitted building height.

The table below shows the requested height variances compared to the Bylaw requirements.

| Area Affected | Bylaw Requirement | Variance |
|------------------------------|--------------------------|-----------------------------------|
| Elevator Overrun | 12 m | 20.33 m ** (rounded to 20.4 m) |
| Stairwell Roof | 12 m | 18.38 m ** (rounded to 18.4 m) |
| Rooftop Mechanical Equipment | 12 m | 17.26 m ** (rounded to 17.3 m) |
| Rooftop Parapet | 12 m | 16.25 m ** (rounded to 16.3 m) |
| Roof Deck | 12 m | 15.18 m ** (rounded to 15.2 m) |

** Note: these figures are measured from the site's average finished grade which is below slab elevation. The values differ from the plan submission which shows measurements from slab height. The difference is approximately 0.730 m.

The owner's objective is to enclose the automobile display, repair and inventory and maximize the efficiency of the site as much as possible. The incorporation of the 33 stacker units to intensify the use of the site is a factor in the request for the height variance as the stacker units require additional floor to ceiling clearances to maximize the use of the space available.

The applicant has, however, sought to reduce the overall height by reducing the parapet height to the minimum code requirement of 1.07 m (3.5 ft.) keeping the parapet height in line with the proposed parapet height for the Toyota development across the street at 13100 Smallwood Place.

In addition to the above height variances, the applicant will also be requesting variances for the following elements through the Development Permit:

1. A reduction to the rear yard setback from 3.0 m to zero metres to allow a damaged car enclosure to be located behind the main building and adjacent to the eastern property boundary. The enclosure will partially abut an existing car wash building on the adjacent property at 13251 Smallwood Place referred to earlier in this report.
2. A reduction to the number of on-site loading spaces from 3 medium and 2 large spaces to 2 medium and 1 large space. Staff have reviewed this request and do not have any concerns as it is consistent with the general operations within the Richmond Auto Mall where vehicle deliveries are typically confined to early morning or late evening hours by the Richmond Auto Mall Association (RAMA). The owners have also advised that the provided loading spaces will fully meet their functional needs for the site.

The height variances are cloud outlined on plans DP-08, DP-09 and DP-10 in Attachment 2. The setback variance is cloud outlined on plan DP-04 in Attachment 2.

Each of these variances and the applicant's rationale for them will be reviewed through the Development Permit application (DP 18-810720).

The current proposal has been reviewed by the Richmond Auto Mall Association (RAMA) which has provided a letter (Attachment 5) in support of the proposed density increase to 0.94 FAR, as well as the requested variances. Note that RAMA's support letter references a rooftop parapet height of 16.68 m. Working with the proponent this height was subsequently reduced to 16.25 m.

Attachment 6 provides a table of Richmond Auto Mall Building Heights and Densities showing approved and proposed Floor Area Ratios (FAR) and building heights from approximately 60% of the Auto Mall's dealership properties.

Site Servicing and Frontage Improvements

Detailed site servicing and frontage improvements are provided in the Zoning Text Considerations shown in Attachment 8. These improvements will be addressed through a separate Servicing Agreement. The most significant elements include:

- Submission of a Fire Underwriter Survey or International Organization for Standardization fire flow calculations by a professional engineer;
- Removal of the existing water service connection and replacement with a new water service connection;
- Upgrading of approximately 150 m of storm sewer in Smallwood Place;
- Connecting all the existing storm connections and catch basins to the new storm sewer;
- Upgrading the existing sanitary service connection to a minimum 150 mm;
- Coordination with external service providers in terms of the locations of private utility structures.

Development Permit Review

The proposed development will be required to undergo a separate design review via Development Permit application DP 18-810720. Issues to be addressed will include the following:

- Compliance with the Official Community Plan (OCP) Development Permit Guidelines;
- Landscape selections, sizes, locations, irrigation and rationale;
- Submission of landscape securities;
- A review of exterior materials proposed, form and development of the building design;
- Compliance with the Zoning Bylaw – particularly related to vehicle and bicycle parking spaces;
- A review of any screening requirements for rooftop mechanical units;
- Possible agreements to secure EV charging stations and energy efficiency features intended to enhance the building's energy performance;
- Compliance with the tree replacement criteria under the OCP;
- A review of all requested variances;
- Assessment of the garbage and recycling facility to ensure its adequacy for the building.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

Kasian Architecture Interior Design and Planning Ltd. has applied for permission to amend the "Vehicle Sales (CV)" zone to increase the maximum Floor Area Ratio (FAR) to 0.94 at 13171, and a portion of 13251 Smallwood Place. The intent is to accommodate construction of a new three storey Porsche vehicle dealership and service centre with vehicle inventory storage capabilities in the Richmond Auto Mall.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9969 be introduced and given first reading.



David Brownlee

Planner 2

DCB:dcb

Attachment 1: Location Map

Attachment 2: Conceptual Development Plans

Attachment 3: East Cambie Land Use Map

Attachment 4: Development Application Data Sheet

Attachment 5: Letter from Richmond Auto Mall Association

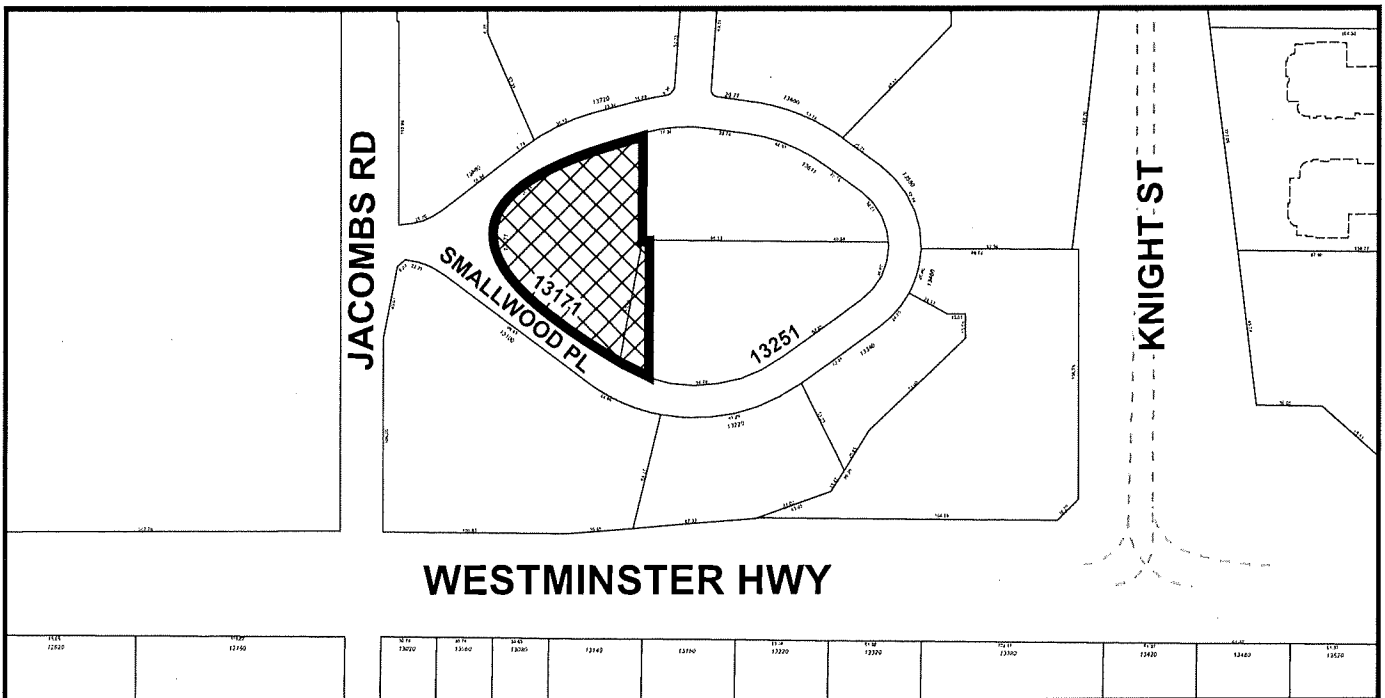
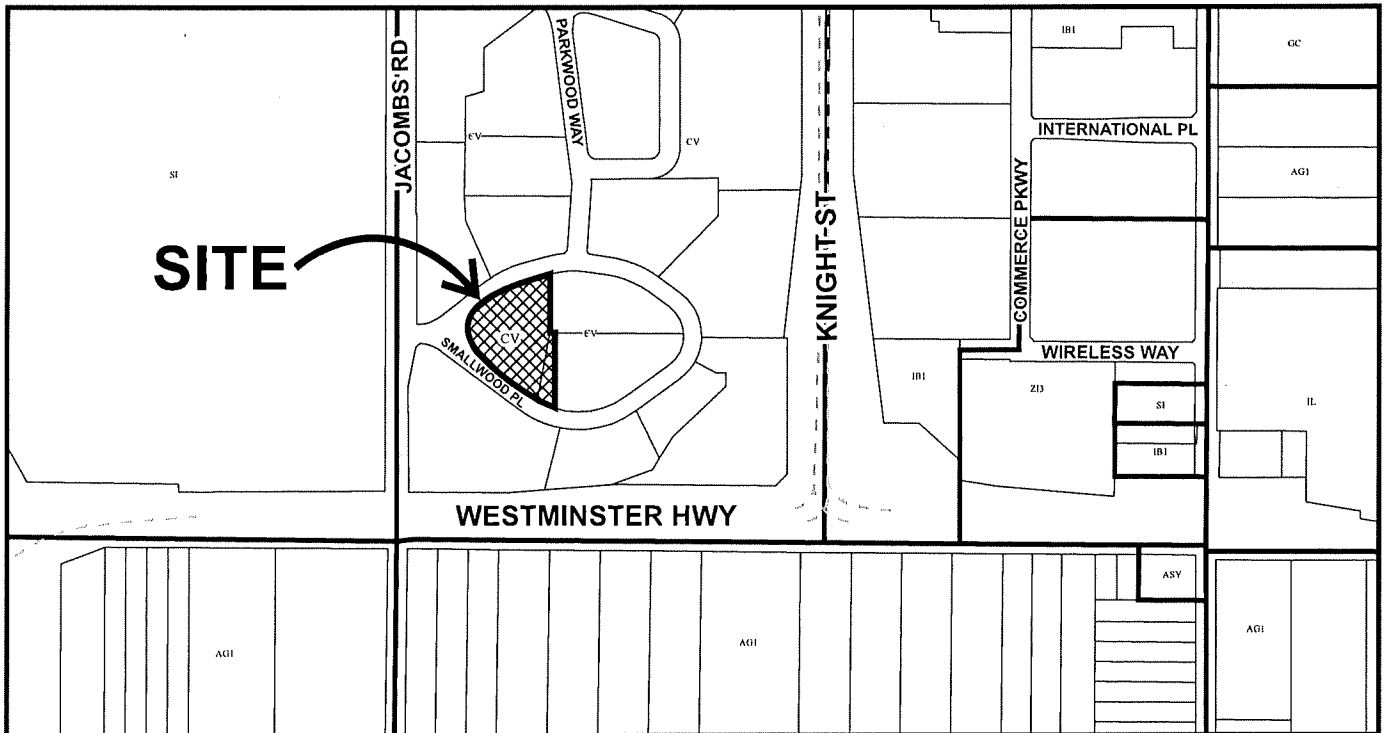
Attachment 6: Richmond Auto Mall Building Heights and Densities

Attachment 7: CSR Environmental Ornithologist Report

Attachment 8: Zoning Text Amendment Considerations



City of
Richmond



ZT 18-835424

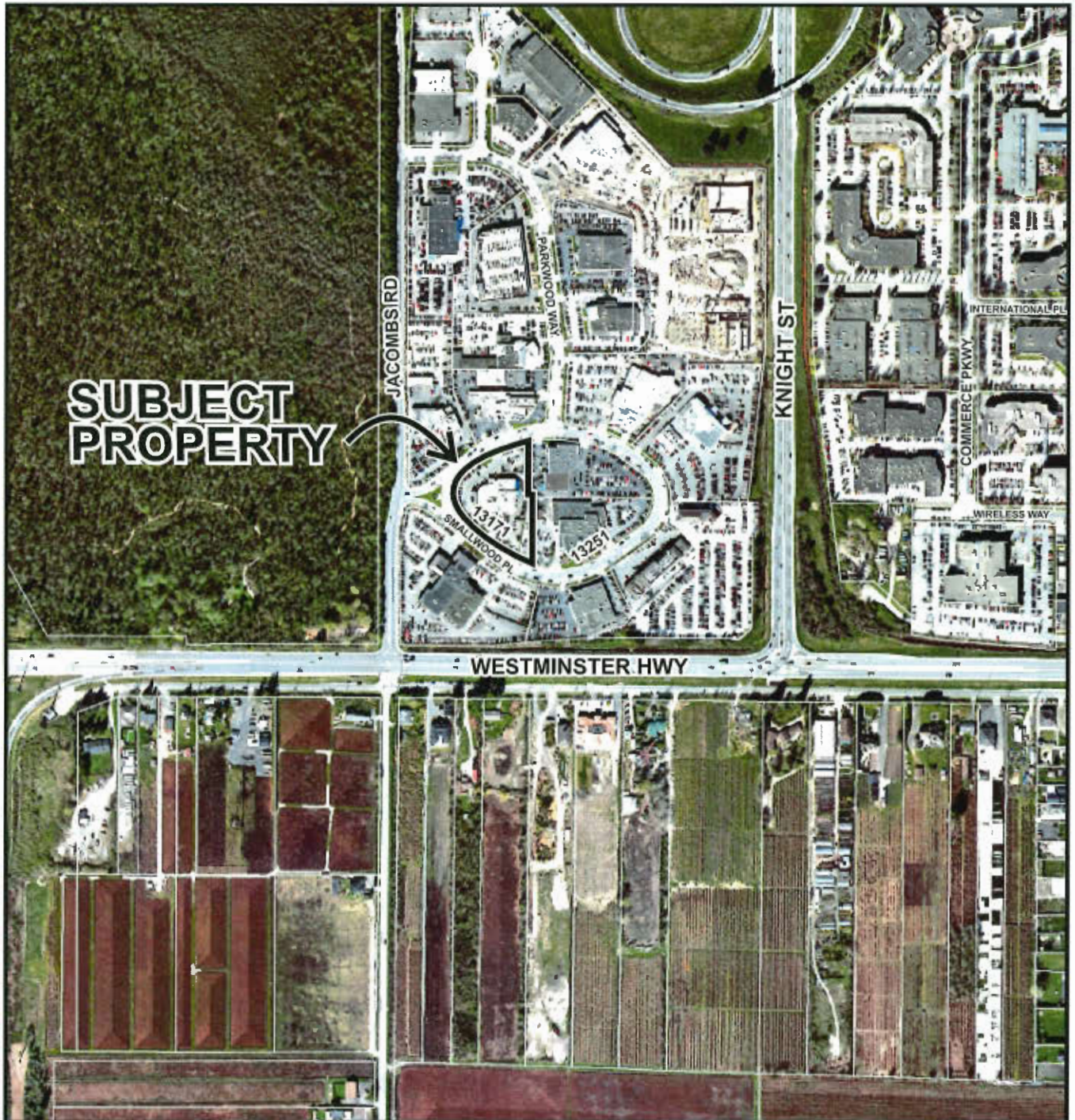
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Revision Date: 11/15/18

Note: Dimensions are in METRES



City of
Richmond



ZT 18-835424

Original Date: 09/14/18

Revision Date: 11/15/18

Note: Dimensions are in METRES

CNCL - 393

**13171 SMALLWOOD PLACE,
RICHMOND, B.C.**

CNCL - 394



PORSCHE RICHMOND
13171 SMALLWOOD PLACE,
RICHMOND, B.C.

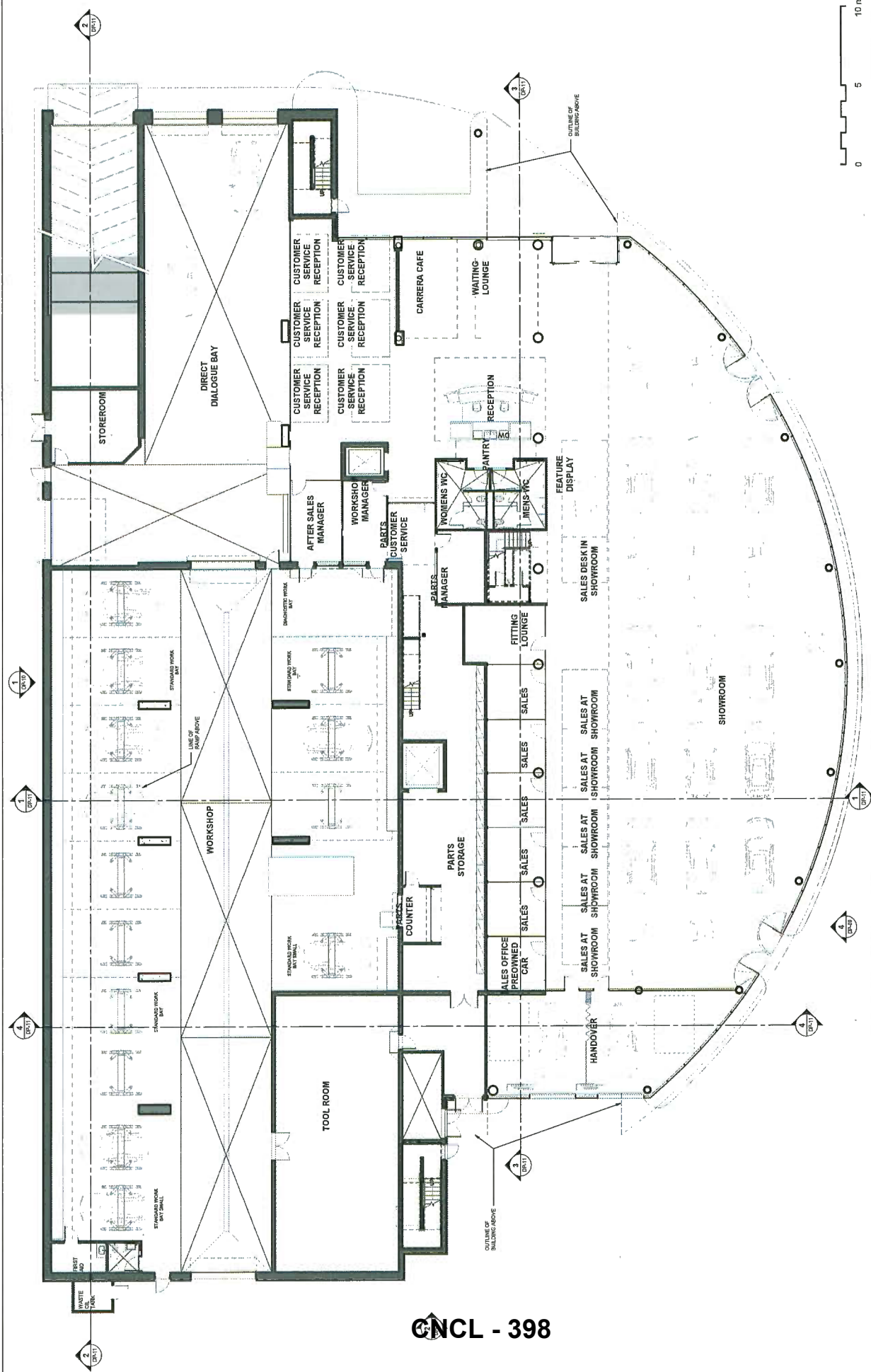
FEB. 12, 2019



ATTACHMENT 2

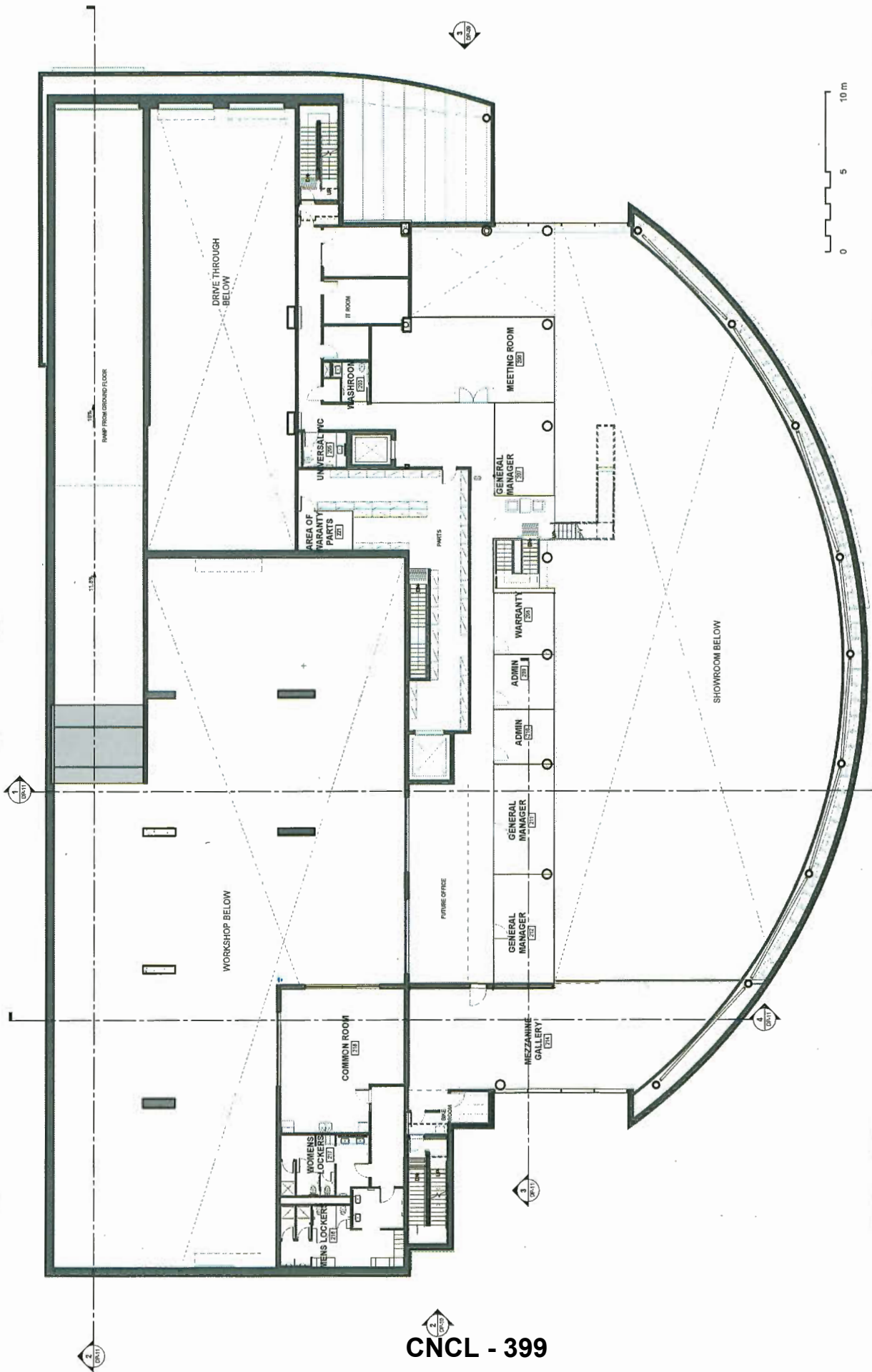
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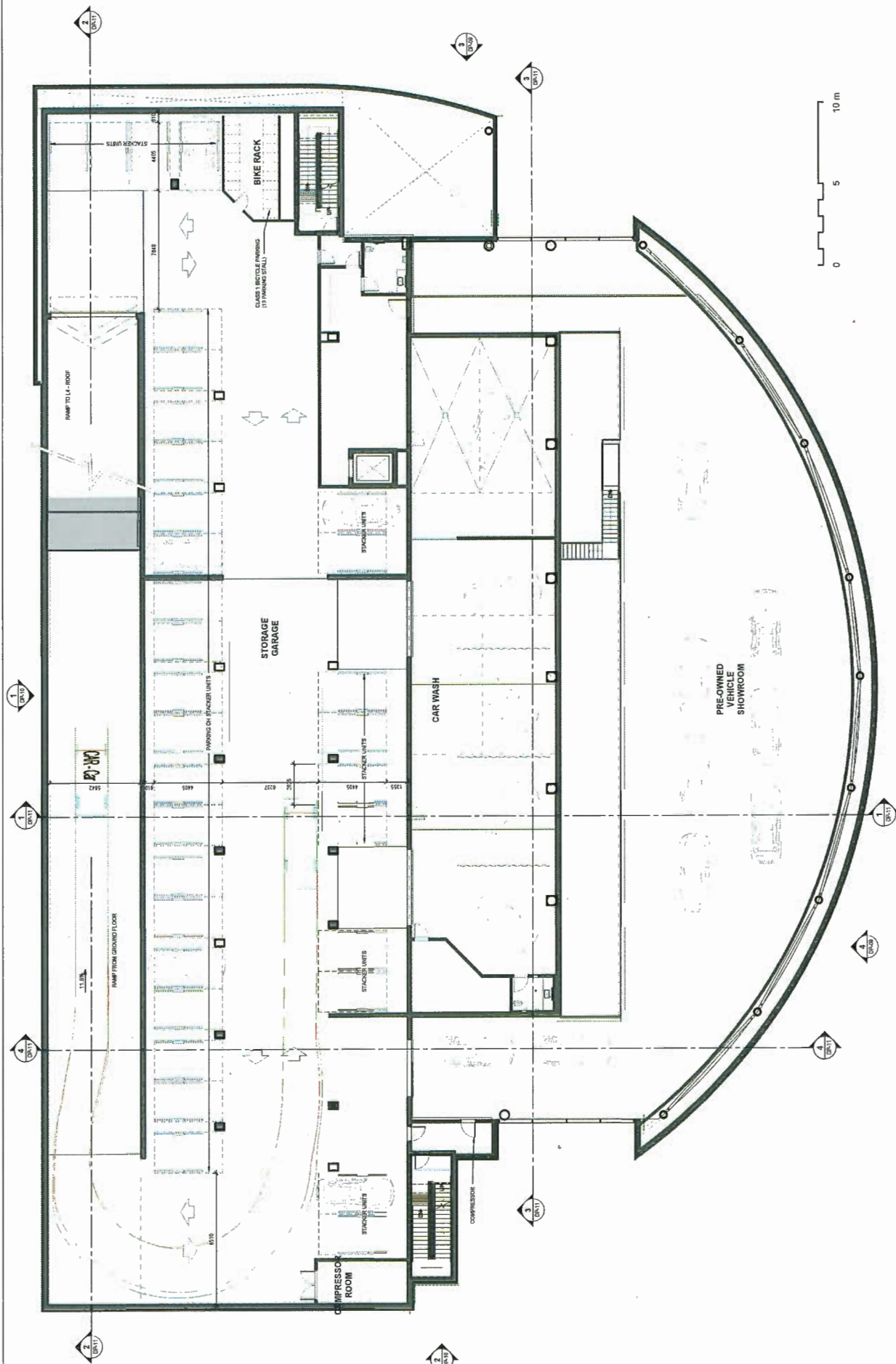


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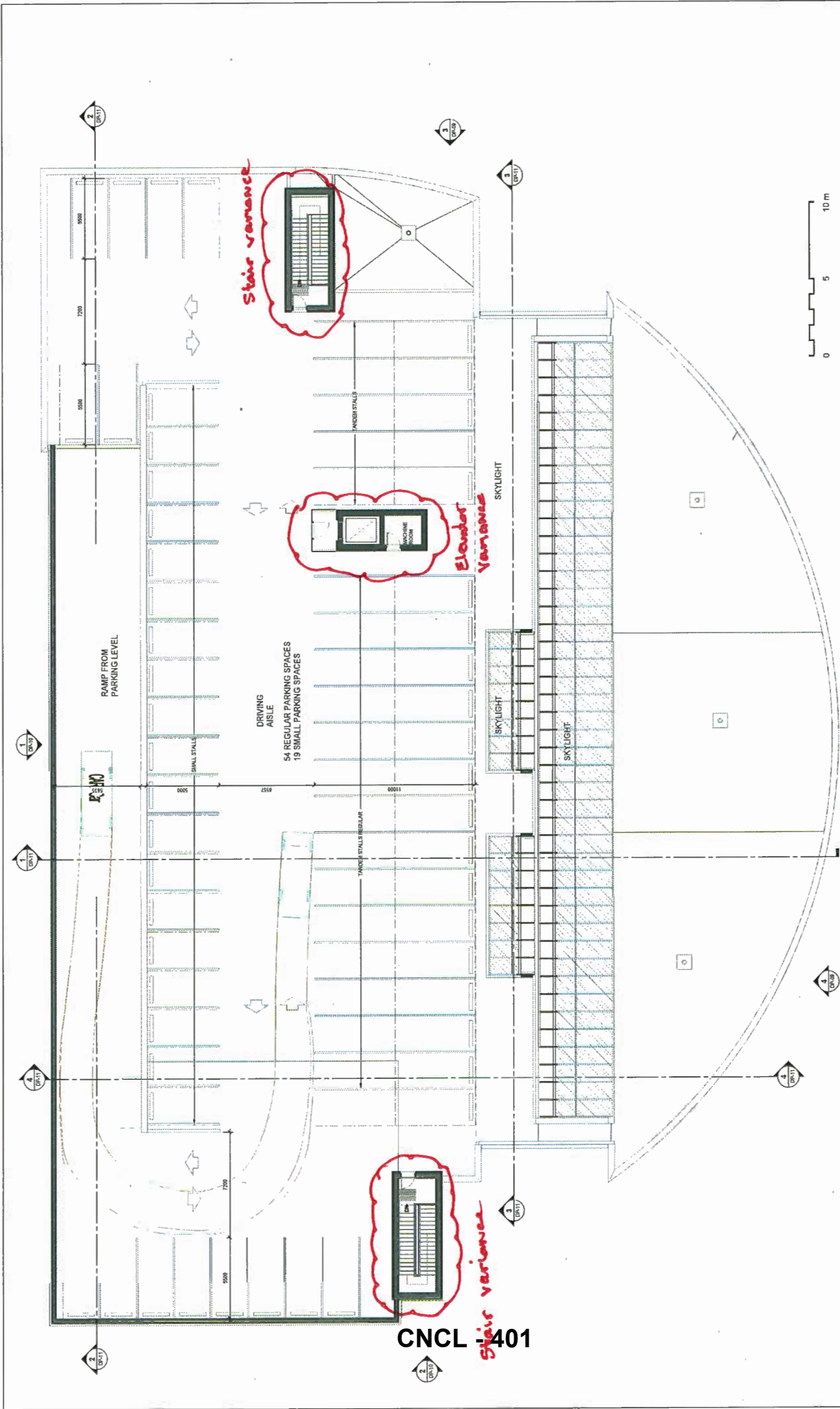




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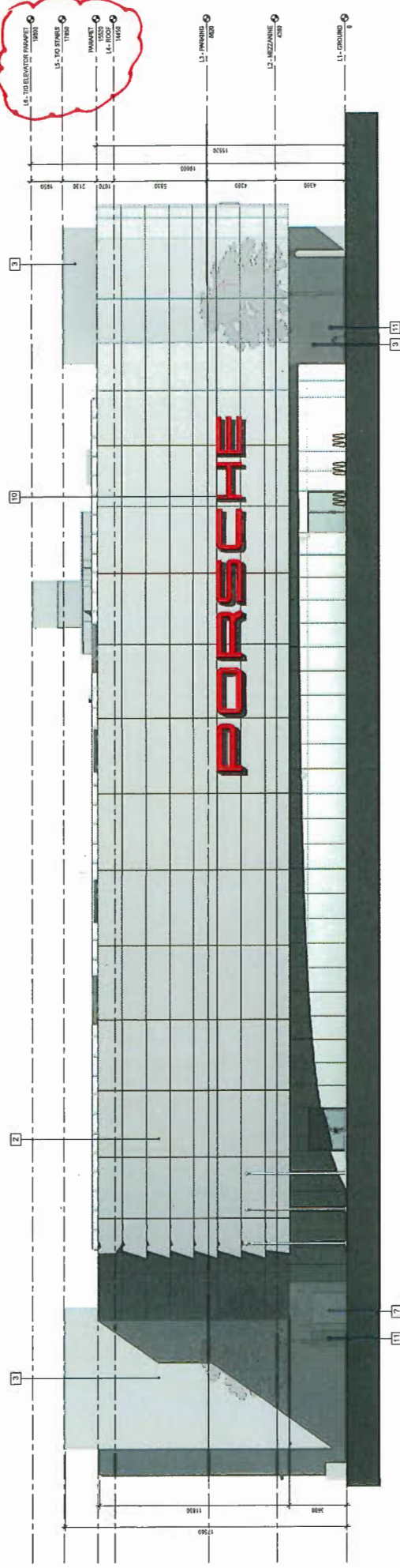


CNCL - 400



CNCL 401

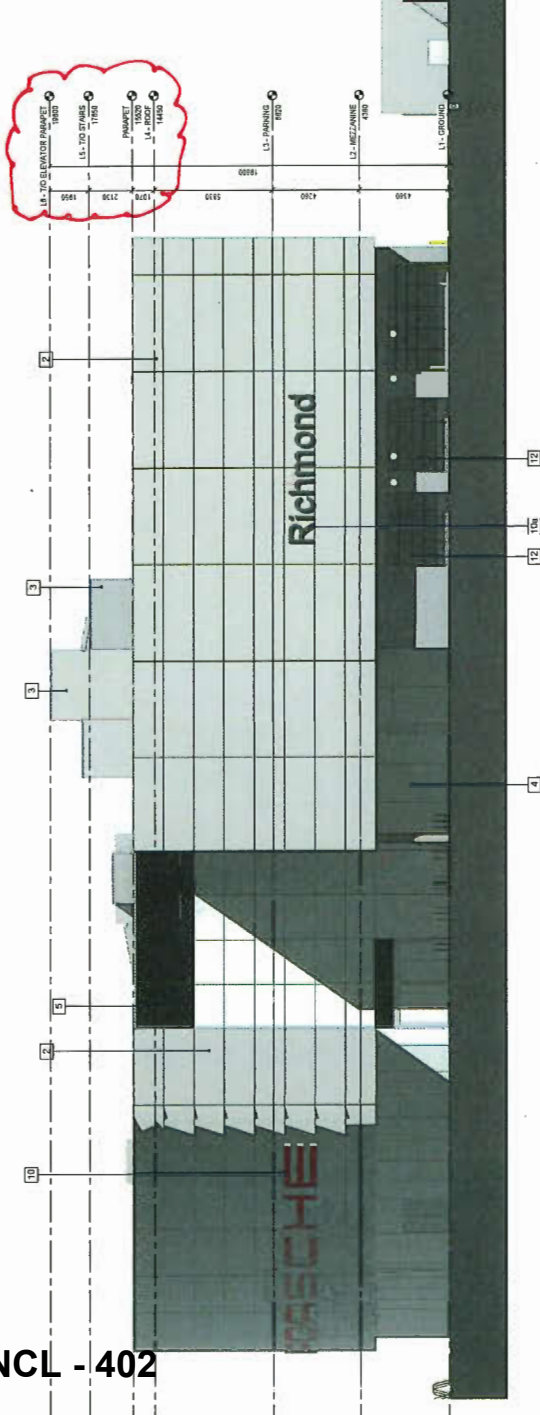
Height variance



WEST
SCALE 1:100

CNCL - 402

Height variance



SOUTH
SCALE 1:100

MATERIAL LEGEND

- 2 COMPOSITE METAL PANEL SYSTEM - RAL 9006 (WHITE ALUMINUM)
- 3 HORIZONTAL CORRUGATED METAL PANEL SYSTEM - RAL 7021 (BLACK GREY)
- 4 CLEAR LOW E GLAZING
- 5 SPANDREL GLAZING IN ANODIZED ALUMINUM CURTAIN WALL
- 6 CLEAR LOW E DOUBLE GLAZING W ALUMINUM FRAME - RAL 7021 (BLACK GREY)
- 7 SIGNAGE - BLACK, PROVIDE 10mm PLYWOOD BACKING, (REFER TO SIGNAGE PERMIT)
- 10A METAL DOOR - RAL 7021 (BLACK GREY)
- 11 OVERHEAD DOOR - RAL 7021 (BLACK GREY)
- 12 150mm BOLLARD
- 13 150mm BOLLARD
- 20 150mm BOLLARD
- 21 150mm BOLLARD

Average SITE GRADE IS 0.73m
BELOW SLAB. ADD 0.73m to
ELEVATIONS SHOWN FOR ACTUAL
HEIGHT PER ZONING BYLAW.



DP-09

200007

FEB. 01, 2019

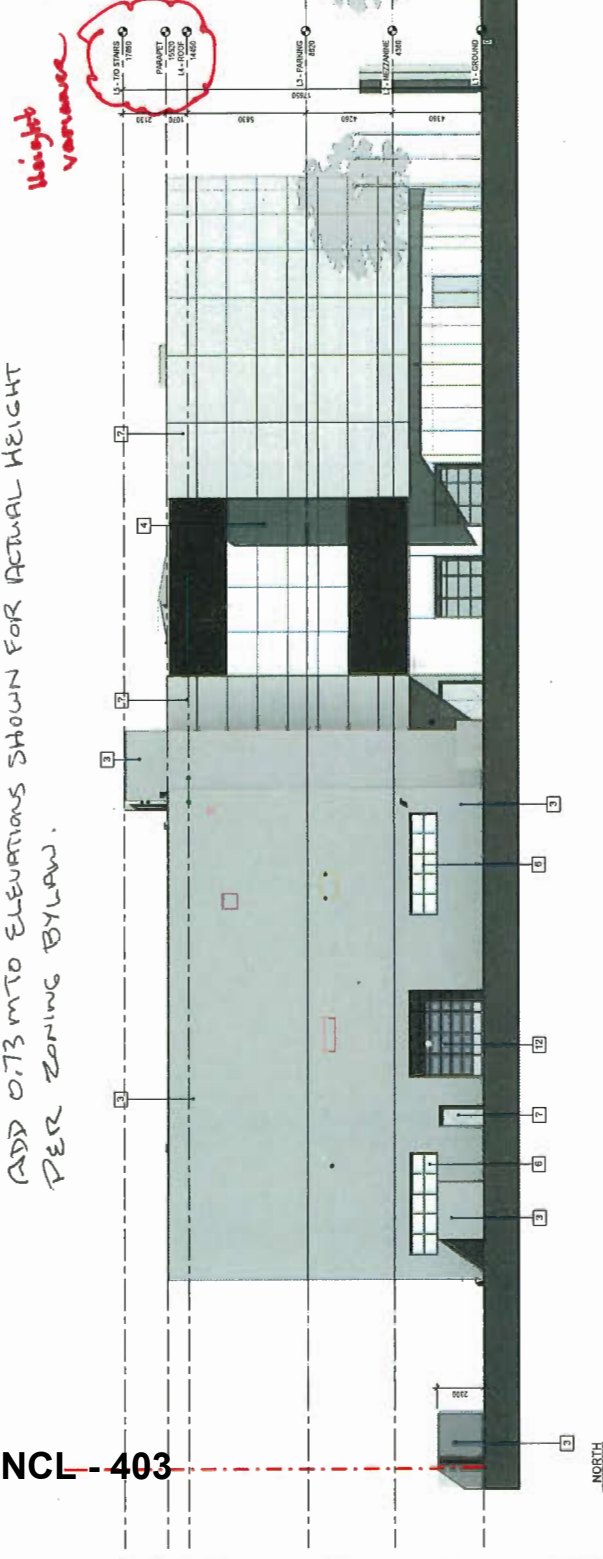
PORSCHE RICHMOND
13171 SMALLWOOD PLACE,
RICHMOND, B.C.

BUILDING ELEVATIONS

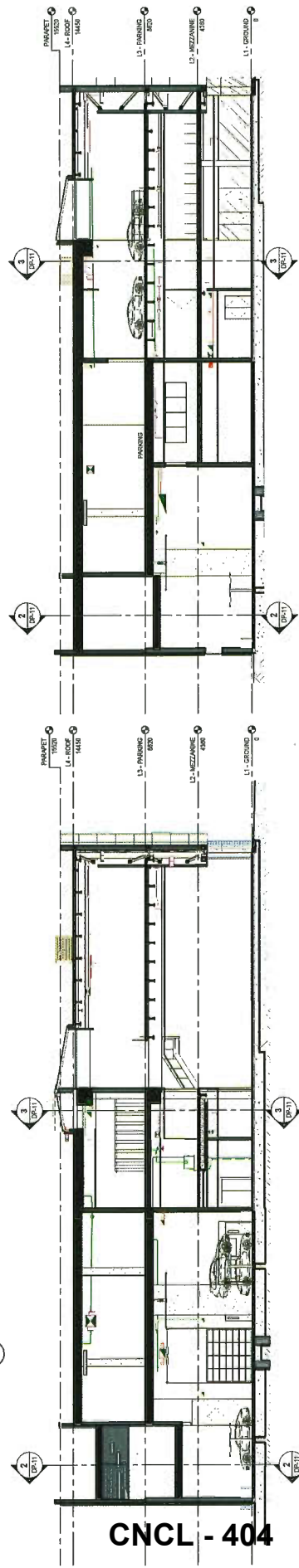
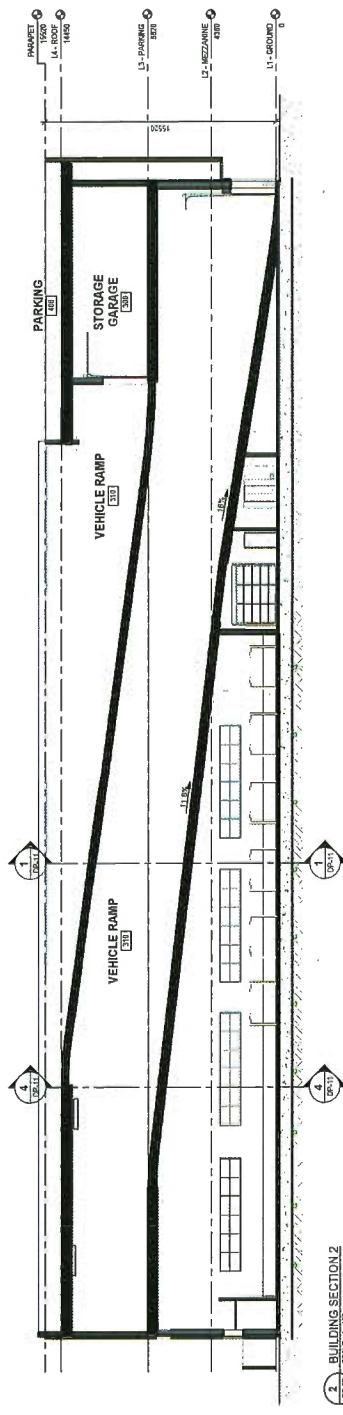


AVERAGE SITE GRADE IS 0.73m BELOW SLAB.
ADD 0.73m TO ELEVATIONS SHOWN FOR ACTUAL HEIGHT
PER ZONING BYLAW.

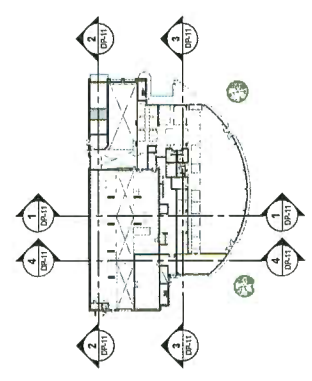
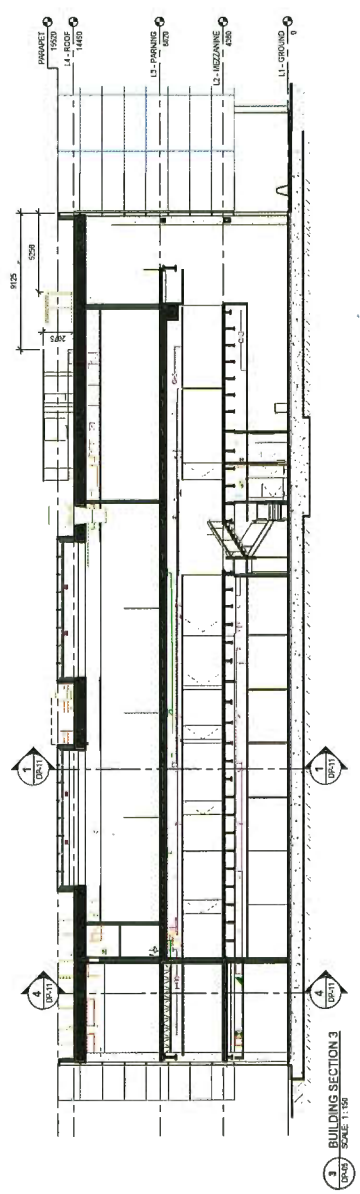
| | |
|----|---|
| 2 | COMPONENT METAL PANEL SYSTEM - RAL 9006 (WHITE ALUMINUM) |
| 3 | HORIZONTAL CORRUGATED METAL SYSTEM - RAL 7021 (BLACK GREY) |
| 4 | CLEAR LOW GLAZING |
| 5 | SPANDREL GLAZING IN ANODIZED ALUMINUM CURTAIN WALL |
| 6 | SPANDREL GLAZING IN ANODIZED ALUMINUM CURTAIN WALL (BLACK GREY) |
| 7 | SEALANT - RED, PROVIDE 18mm PL WOOD BACKING (REFER TO SIGNAGE PERMIT) |
| 8 | SEALANT - RED, PROVIDE 18mm PL WOOD BACKING (REFER TO SIGNAGE PERMIT) |
| 10 | METAL DOOR - RAL 7021 (BLACK GREY) |
| 11 | METAL DOOR - RAL 7021 (BLACK GREY) |
| 12 | OVERHEAD DOOR - RAL 7021 (BLACK GREY) |
| 13 | 150mm BOLLARD |
| 14 | 150mm BOLLARD |
| 20 | 1416 |
| 21 | 1416 |



CNCL-403



4 BUILDING SECTION 4
SCALE 1/8"



CNCL - 404



CNCL - 405



CNCL - 406



CNCL 407



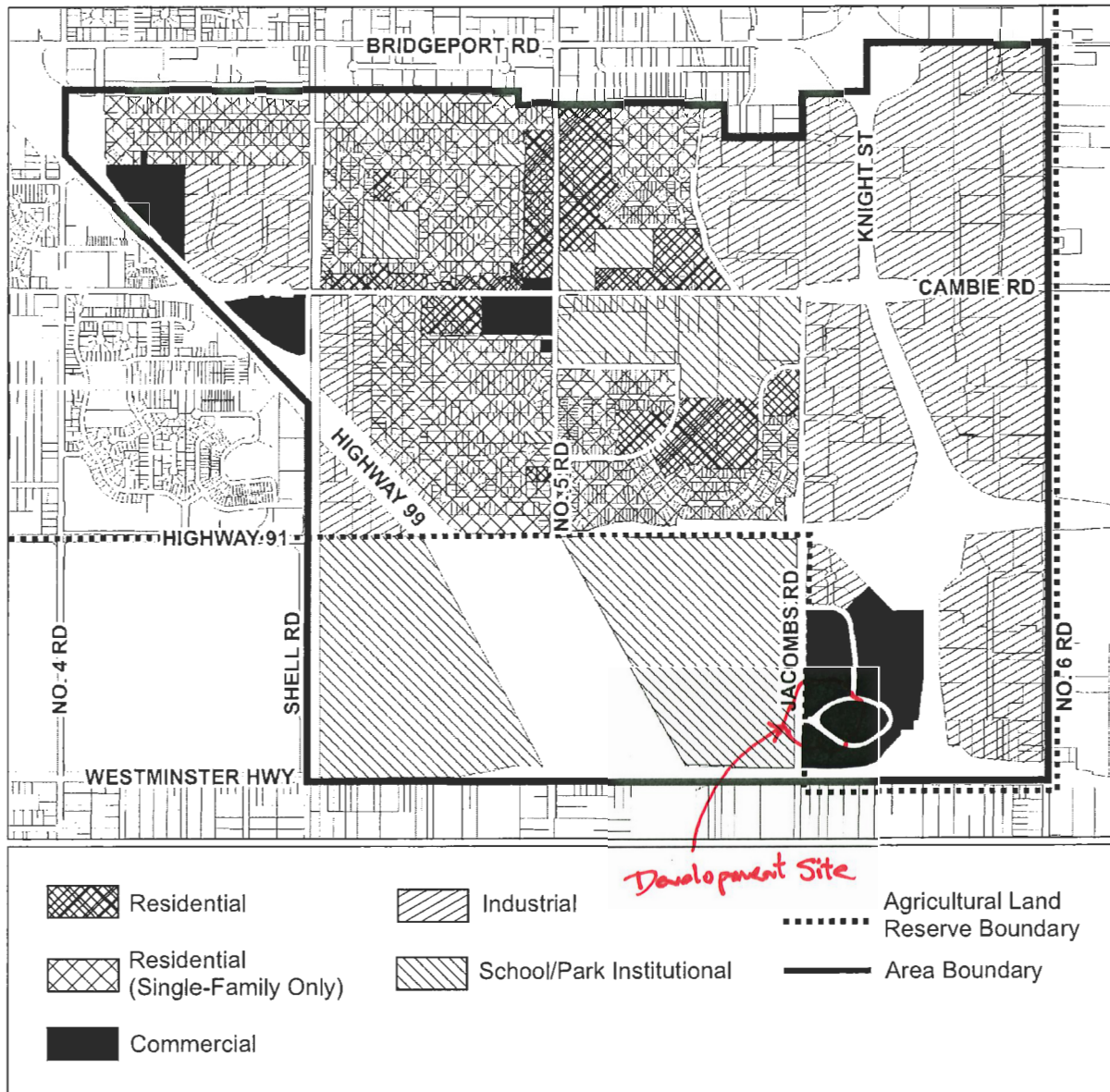
CNCL 408



CNCL 409

City of Richmond

Land Use Map

 Bylaw 8948
2016/10/24




ZT 18-835424

Attachment 4

Address: 13171 and a portion of 13251 Smallwood Place

Applicant: Kasian Architecture Interior Design and Planning Ltd.

Planning Area(s): East Cambie Planning Area

| | Existing | Proposed |
|-----------------------------------|--|--|
| Owner: | OpenRoad Auto Group Limited, Inc. No. 283339 | Same |
| Site Size (m²): | 6,773.55 m ² (1.67 ac) | 7,503.45 m ² after consolidation with a 729.9 m ² portion of 13251 Smallwood Place |
| Land Uses: | Vehicle Sales and Service | Same |
| OCP Designation: | Commercial | Same |
| Area Plan Designation: | Commercial | Same |
| Zoning: | Vehicle Sales (CV) | Vehicle Sales (CV) with increased FAR to 0.94 at 13171 and a portion of 13251 Smallwood Place |

| On Future Subdivided Lots | Bylaw Requirement | Proposed | Variance |
|--|---|--|--|
| Floor Area Ratio: | 0.5 | 0.94 | none permitted |
| Buildable Floor Area (m ²):* | 7,009 m ² after ZT Amendment | 7,009 m ² | none permitted |
| Lot Coverage (% of lot area): | 50% | 45.5% | None |
| Setbacks (m): | Front: Min. 3.0 m Rear: Min. 3.0 m | Front: Min. 3.0 m Rear: Min. 0 m | Variance (for an accessory building. The Main building is setback more than 3.0 m) |
| Height (m): | 12.0 m | - Elevator over-run: 20.33 m. - Stairwell Roof: 18.38 m - Mechanical Equipment: 17.3 m - Parapet: 16.25 m. - Roof Deck: 15.18 m. | Variance |
| Off-street Parking Spaces – Staff and Visitor: | 147 | 147 (includes 3 accessible spaces) | none |

| On Future Subdivided Lots | Bylaw Requirement | Proposed | Variance |
|--------------------------------------|---|----------------------------|-----------------|
| Vehicle Inventory Spaces: | N/A | 32 | none |
| Small Car Spaces | 50% maximum | 24% (35/147 spaces) | none |
| Loading Spaces | 3 medium 2 large | 3 medium 1 large | Variance |
| Bicycle Spaces | Class 1: 19 Class 2: 23 Based on Sales and Office Components only. | Class 1: 19 Class 2: 24 | None |



February 1, 2019

MEMO TO: Christian Chia, Porsche Richmond

FROM: RAMA Board of Directors

RE: Porsche Richmond Development Permit Application

Dear Christian,

This letter is to inform you that your revised building design application submitted January 2019 for the new Porsche Richmond dealership in the Richmond Auto Mall has been approved by RAMA's Board of Directors.

Building Height Variances:

| Area Affected | Bylaw Requirement | Variance |
|------------------|-------------------|-----------------------------------|
| Elevator Overrun | 12 m | 20.33 m ** (rounded to 20.4 m) |
| Stairwell Roof | 12 m | 18.38 m ** (rounded to 18.4 m) |
| Rooftop Parapet | 12 m | 16.68 m ** (rounded to 16.7 m) |
| Roof Deck | 12 m | 15.18 m ** (rounded to 15.2 m) |

East P/L Setback Variance

| Area Affected | Bylaw Requirement | Variance |
|-------------------------------|-------------------|----------|
| Rear Yard Setback (east side) | 3.0 m | 0 m |

Loading Spaces Variance

| Area Affected | Bylaw Requirement | Variance |
|------------------------|---------------------|---------------------|
| On-site Loading Spaces | 3 medium 2 large | 2 medium 1 large |

Based on the variances granted on the recent Toyota, Audi and Jaguar LandRover applications, the Board has also approved the variances on your application.

If you have any questions, please don't hesitate to call. On behalf of the Directors and myself, we wish you the very best with your new facility.

Kind regards,



Gail Terry

General Manager, Richmond Auto Mall Association

CC: RAMA Board of Directors, Bibiane Dorval

Richmond Auto Mall Building Heights and Densities*

| Dealership | Address | Application | Status | FAR | Parapet Height | Built or Max Height** |
|------------------------|--------------------|-------------|------------------------------|-------|----------------|-----------------------|
| Acura | 5580 Parkwood Cr | DP14-669686 | Issued | 0.33 | 8.24 m | 11.79 m |
| Audi | 5600 Parkwood Cr | DP14-676613 | Issued | 0.78 | 12.8 m | 14.5 m |
| Honda | 13600 Smallwood Pl | DP14-677729 | Issued | 0.35 | 7.16 m | 10.06 m |
| Jaguar Land Rover | 5600 Parkwood Cr | DP14-676613 | Issued | 0.78 | 12.8 m | 14.5 m |
| | | ZT09-462526 | | | | |
| | | DP09-472843 | | | | |
| Lexus | 5631 Parkwood Way | DV10-529985 | Issued | 0.75 | 10.8 m | 14.40 m |
| Mazda | 13800 Smallwood Pl | DP10-539427 | Issued | 0.15 | N/A | 10.85 m |
| | | DP05-302568 | | | | |
| Nissan | 13220 Smallwood Pl | DP05-307245 | Issued | 0.385 | 7.5 m approx. | 11.3 m |
| | | ZT18-818765 | | | | |
| Toyota | 13100 Smallwood Pl | DP18-818762 | Third Reading Jan 21 2019 | 0.82 | 16.2 m | 19.9 m |
| | | | Public Hearing | | | |
| Volkswagen | 5660 Parkwood Way | ZT18-818164 | Feb 19 2019 | 0.84 | 13.72 m | 16.00 m |
| | | ZT18-835424 | | | | |
| Porsche (Subject Site) | 13171 Smallwood Pl | DP18-810720 | Planning Committee | 0.94 | 16.25 m | 20.33 m |

* Data only includes sites with recent applications

** Built or Maximum Height includes elevator over runs, stair covers, ramp covers, etc.

All properties are zoned "Vehicle Sales (CV)"

February 12, 2019



*Your Project
Meets the
Environment*

CSR ENVIRONMENTAL LTD.
113 – 408 E. Kent Avenue S.
Vancouver, BC, V5X 2X7
Phone: 604.559.7100
www.csrenviro.com

December 13, 2018

Multiland Pacific Holdings Ltd.
c/o Mr. Moe Saboune, Director, Project Development
2040 Burrard Street
Vancouver, BC V6J 3H5

Attention: Mr. Moe Saboune
Director, Project Development
VIA EMAIL: moe.saboune@openroadautogroup.com

Reference: Avian Mitigation Measures
13171 Smallwood Place, Richmond, BC

Dear Mr. Saboune,

1.0 INTRODUCTION

CSR Environmental Ltd. (CSR Environmental) has been retained by Open Road Auto to provide a summary of potential strategies for avian mitigation in regard to the proposed development for Porsche Richmond (the Project) at 13171 Smallwood Place in Richmond, BC (the Site). The summary provides professional recommendations for best practices to avoid and mitigate impacts to birds inhabiting nearby environmentally sensitive areas (ESAs) and parks.

1.1 BACKGROUND

The Site occurs at the legal address Lot H Section 5 Block 4 North Range West New Westminster District Plan 70848. An adjacent natural area, the Richmond Nature Park East, occurs approximately 100 meters (m) west of the Project. A Development Variance is required for the Project to address building height and on-site loading areas. Demolition of an older building is currently ongoing. Although the Site does not include an ESA designated by the City of Richmond's 2041 Official Community Plan (OCP), the risk of bird collisions with glass windows on the west façade of the first floor of the Project are a concern. The information provided herein will facilitate the selection of the most suitable mitigation measures given the level of risk.

On December 7, 2018, CSR Environmental conducted a Site visit. We identified moderate risk of bird collision with glass surfaces on the west façade of the building (see Figures 1 and 2).

1.2 APPLICABLE FEDERAL AND PROVINCIAL LEGISLATION

The following legislation prohibits unintentional injury or mortality to birds in British Columbia:

- BC Wildlife Act (§ 34);
- Migratory Birds Convention Act (§ 5 (a)); and
- Species at Risk Act (§ 32 (1)).

2.0 THREATS TO BIRDS AND ENVIRONMENTALLY SENSITIVE AREAS

CSR Environmental has identified the following threats to birds at the Project: window collisions, lighting, and open pipes and ventilation.

Building collisions account for the second highest human-caused mortality rate for birds in Canada, nearly 25 million birds annually¹. The problem is widespread, occurring at both commercial and residential buildings throughout the year. Fortunately, a variety of cost-effective mitigation options exist. Strategies to address this problem during the design stage of development is known as bird-safe design.

Birds collide with buildings because they either do not see glass or see vegetation reflected in glass rather than the surface of the glass. Collisions with glass occur during both day and night and can occur throughout the year. The highest risk of window collisions at the Site occur along the west façade of the building, at large, untreated windows. These reflective glass surfaces occur within 100 m of the Richmond Nature Park East. CSR Environmental recommends that bird-safe design be used on these surfaces to minimize risk of collisions. Factors that contribute to bird collisions with windows include: type of glass used in construction, the two-dimensional area of glass windows at or below tree canopy height (i.e. the first floor of the Site), and vegetation reflected in glass.

CSR Environmental expects low risk of bird collision for glass surfaces on the north, east, and south aspects of the building facing Smallwood Place and adjacent lots. We do not recommend mitigation for these surfaces, but we do recommend ongoing monitoring at these sites. If avian mortality is detected, post-construction mitigation options are available.

Placement of upward facing light can cause light pollution and may negatively influence nocturnal bird migration. Open pipes and ventilation are small openings that can trap birds and cause mortality.

3.0 MITIGATION STRATEGIES

The City of Vancouver Planning and Development Services has a document titled *Bird Friendly Design Guidelines – Considerations for Development Permit*, adopted by City of Vancouver Council in January

¹ Machtans, C. S., Wedeles, C. H. R., and Bayne, E. M. 2013. A first estimate for Canada of the number of birds killed by colliding with building windows. *Avian Conservation and Ecology* 8(2): 6. <http://dx.doi.org/10.5751/ACE-00568-080206>

2015, effective April 24, 2015². The City of Richmond manages biodiversity values as part of the *Ecological Network Management Strategy* introduced by the Richmond 2041 OCP. National and international best practices in bird-friendly design are published by the American Bird Conservancy (ABC) and BirdSafe®, an initiative of the Fatal Light Awareness Program (FLAP). Mitigation strategies drawn from these reference materials are outlined in the following subsections.

3.1 WINDOWS

For the purpose of preventing bird collisions with windows, the use of untreated reflective glass on the west façade of the proposed development is not recommended. The first floor of the Project has reflective glass planned around the showroom floor. The upper floors will be clad in a composite metal panel system (RAL 9006; White Aluminum color), which will pose no collision risk.

The west façade of the Project is described by line C1 in the project architectural drawings (see Figures 1 and 2). The façade area of glass includes 38 panels measuring approximately 1.55 m wide by 3.60 m tall and four glass doors measuring approximately the same dimensions. The total area of glass with untreated glazing is approximately 234 square meters (m²), which is approximately 23% of the surface area of the west façade of the proposed development. CSR Environmental recommends adding visual markers to this surface to minimize potential impacts to birds. Approximate surface areas occupied by glass on the west façade is presented here:

| | |
|---|--|
| Approximate total façade area of the west façade: | 1,038 m ² |
| • Untreated glazing: | 234 m² (22.5% of façade area with glass) |
| • Composite metal: | 804 m ² (77.5% of façade area without glass) |

Visual markers should be placed on the outside surface of the glass in the form of frit, etching, or ultraviolet treatments, in order to disrupt the reflection of light from the glass surface. Markers should be spaced to increase visibility to birds: maximum 2 inches (in) or 5 centimetres (cm) of horizontal distance and 4 in or 10 cm of vertical distance between markers. Markers should be lines or dots of at least 0.25 in or 0.64 cm in width and should provide enough contrast to be visible under varying light conditions. Markers should cover the entire glass surface. Additional recommendations are available in the City of Vancouver's *Bird Friendly Design Guidelines – Considerations for Development Permit*.

CSR Environmental recommends using a product that is tested and authorized by the American Bird Conservancy Bird Smart Glass Program. The program provides ratings for glass products based on tests to quantify each product's visibility to birds. Based on our understanding of the purpose of the building, CSR Environmental recommends the following bird-safe products for mitigation at the Project:

² City of Vancouver. 2015. *Bird Friendly Design Guidelines – Considerations for Development Permit*. Retrieved from <https://vancouver.ca/files/cov/appendix-a-bird-friendly-design-guidelines-rt-10847.pdf>.

- **Ultraviolet markers:** This product is visible to birds but nearly invisible to humans. An ultraviolet reflective coating is applied to the interior surface of double glazed and laminated products. The product does not reduce surface reflections, but performs well during bird-safe product testing.
 - Recommended product: *ORNILUX® Mikado*.
 - Available from: *Arnold Glas*.
- **Ceramic frit:** This product is highly visible to birds and disrupts surface reflections, providing superior mitigation qualities when best practices for marker spacing are maintained. Highly durable glass enamel is applied to the outside surface of the glazing prior to installation.
 - Recommended product: *Superneutral® Series SNX-L 62/34 HT*
 - Available from: *Garibaldi Glass*.
- **Acid etching:** This product is highly visible to birds and disrupts surface reflections, providing superior mitigation qualities when best practices for marker spacing are maintained. Decorative textures and patterns are available.
 - Recommended product: *AviProtek® Bird Friendly Acid-etched Glass*
 - Available From: *Walker Glass*.
- **Exterior laminates:** These options are **not** recommended for commercial applications due to poor longevity of materials. Avian collision risk will remain constant through the life of the building, and as such, the mitigation option selected needs to last for the life of the building. Exterior laminates are suitable for post-construction mitigation only.

CSR Environmental recommends manufactured ultraviolet markers for this application to strike a balance between environmental risk and Project requirements. Specifically, the ORNILUX® Mikado product is rated "Effective" by the ABC Bird Smart Glass Program. The ultraviolet reflective coating can be applied for multiple glazing types, including insulating glass with low emissivity or solar control. The product has been used successfully at car dealership and retail showrooms in other municipalities. Ultraviolet laminate products are not recommended.

Where visual markers are not possible or cost prohibitive, physical structures can be used in front of reflective surfaces to mitigate collision risk. Metal cladding, architectural grillwork or decorative grills could be installed in front of windows with traditional glazing and reflective properties.

3.2 LIGHTING

The City of Vancouver Outdoor Lighting Strategy³ contains recommendations for placement of lighting to improve outdoor environment during nighttime, including to minimize ecological impacts. We recommend that upward facing lighting be limited for the Project. Further, lighting spillover to adjacent environmentally sensitive areas should be prevented. Lighting can be shielded to effectively light desired areas without adversely affecting nearby areas. Light can be used judiciously to maintain nighttime safety while minimizing impacts to wildlife.

³ City of Vancouver. 2018. *Outdoor Lighting Strategy Consultation Paper*. Retrieved from <https://vancouver.ca/files/cov/outdoor-lighting-strategy-consultation-paper.pdf>.

3.3 LANDSCAPING

Natural vegetation between the proposed development and Richmond Nature Park East should be minimized to limit vegetation corridors which lead between the Site and nearby natural areas. To facilitate this, CSR Environmental does not recommend planting any vegetation over 30 cm within 10 m of windows of the proposed development to limit bird activity near glass surfaces. The amount of natural vegetation on the development property along the sidewalk on Smallwood Place, west of the Site, should be reduced to limit movement of birds across Jacombs Road. CSR Environmental also recommends refraining from use of ornamental plants inside the building that are visible from the outside, such as potted trees and indoor vegetation which can entice birds to fly toward windows.

3.4 PIPES AND VENTILATION

CSR Environmental recommends caps and screen on open pipes and ventilation systems to limit wildlife entry. Voids greater than 2.5 in or 7 cm square should be covered.

4.0 MONITORING

Mitigation measures must be monitored to ensure success. Bird collisions occur throughout the year, although in southwestern BC collisions peak during fall, winter, and spring. Daily monitoring of glass surfaces by an independent biologist would be cost prohibitive. Hence, we recommend an Open Road Auto Group representative at the Site conduct weekly monitoring to document any bird mortality between September 15th through May 1st each year. Monitoring should involve a visual search of the ground underneath glass surfaces around the entire building to a distance of 8 meters from the building. The location of all mortalities should be documented (using GPS or by noting a unique window identifier). Although collision risk is highest along the west and northwest aspects, the entire building should be monitored for the first season. CSR Environmental will review the monitoring findings every three-months and revise the monitoring plan if warranted. If the total number of detected bird mortality events exceed five in any week, CSR Environmental will be contacted. All events will be submitted to the Global Birds Collision Mapper⁴.

CSR Environmental will also conduct an annual follow-up Site visit to review avian protection activities, effectiveness of mitigation measures, and results of the weekly monitoring activities.

5.0 CLOSURE

In summary, bird collisions with windows at the Project are possible considering proximity to ESAs. Although no ESAs occur on Site, birds from Richmond Nature Park East, a regional ecological hub, may be adversely impacted by the Project. Contiguous bird habitat occurs approximately 100 m from the west façade of the Project. We believe risk of bird collision at the Project is moderate. Our assessment is based on a brief Site visit and reviewing the architectural drawings. A more robust risk assessment may

⁴ BirdSafe and FLAP Canada. 2018. Global Bird Collision Mapper [Geographical information system]. Retrieved from <https://birdmapper.org/app/>.


be requested from FLAP Canada, which involves a quantitative model based on 50 risk factors (e.g. vegetation, distance, type of glass, etc.). Alternatively, CSR Environmental can provide a Bird Collision Threat Rating (BCTR) and interpretation based on the U.S. Green Building Council LEED Credit for Bird Collision Deterrence (SSpc55).

CSR Environmental recommends installing bird-safe products for all glass on the west façade, which will reduce the risk of bird collision through the use of markers such as ceramic frit, acid etching, or ultraviolet treatments. Placement of lighting, strategic landscaping, and protecting openings to pipes and ventilation Environmental and conducting regular monitoring of mitigation measures should reduce potential impact to birds and nearby ESAs.

We trust this letter satisfies your requirements at this time. Should you have questions regarding this summary or require our assistance on other tasks, please do not hesitate to contact me at 604.559.7100 or via email at mamoud@csrenviro.com at your convenience. Thank you.

Yours sincerely,

CSR Environmental Ltd.

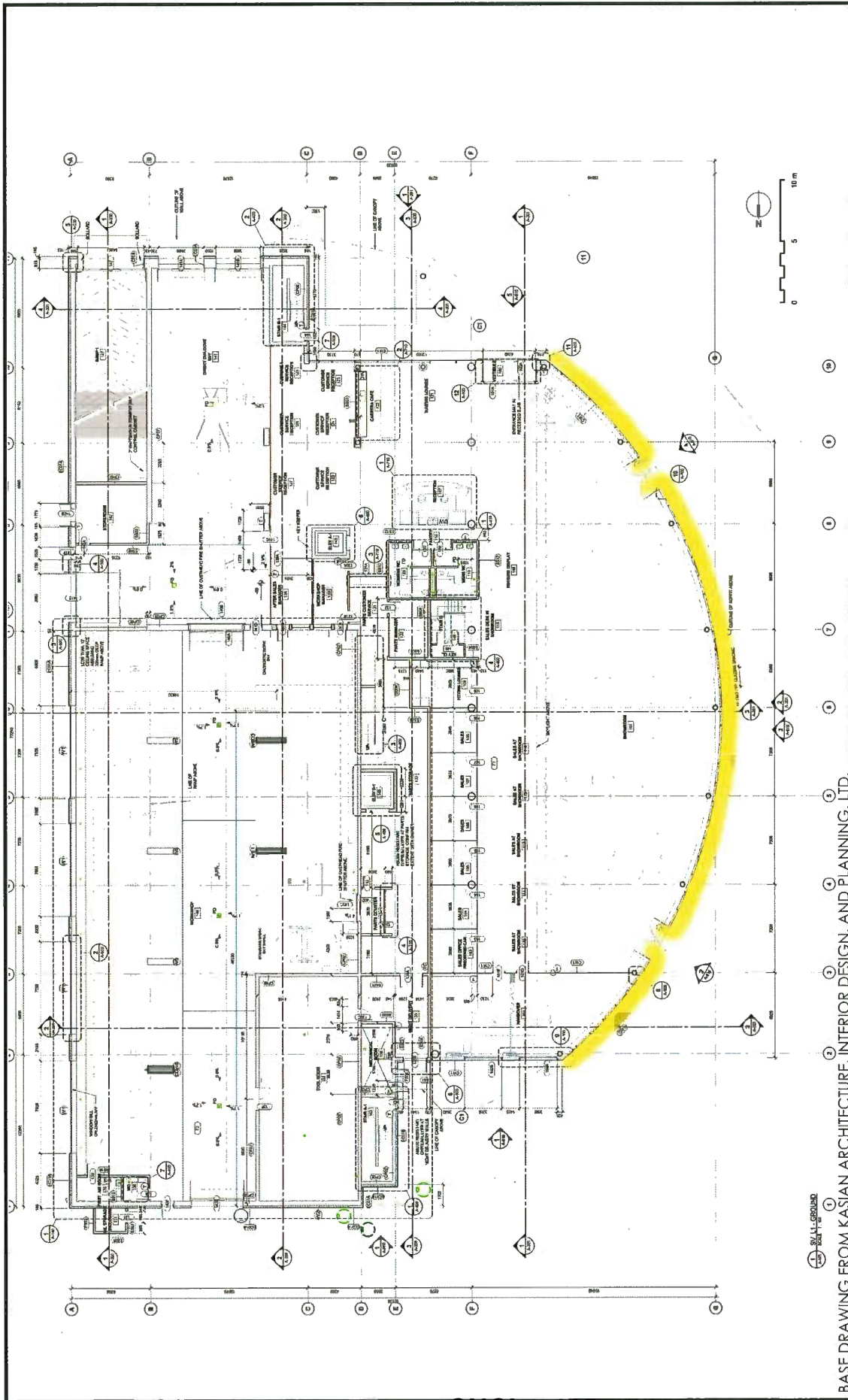


Patrick Burke, BA
Avian Biologist



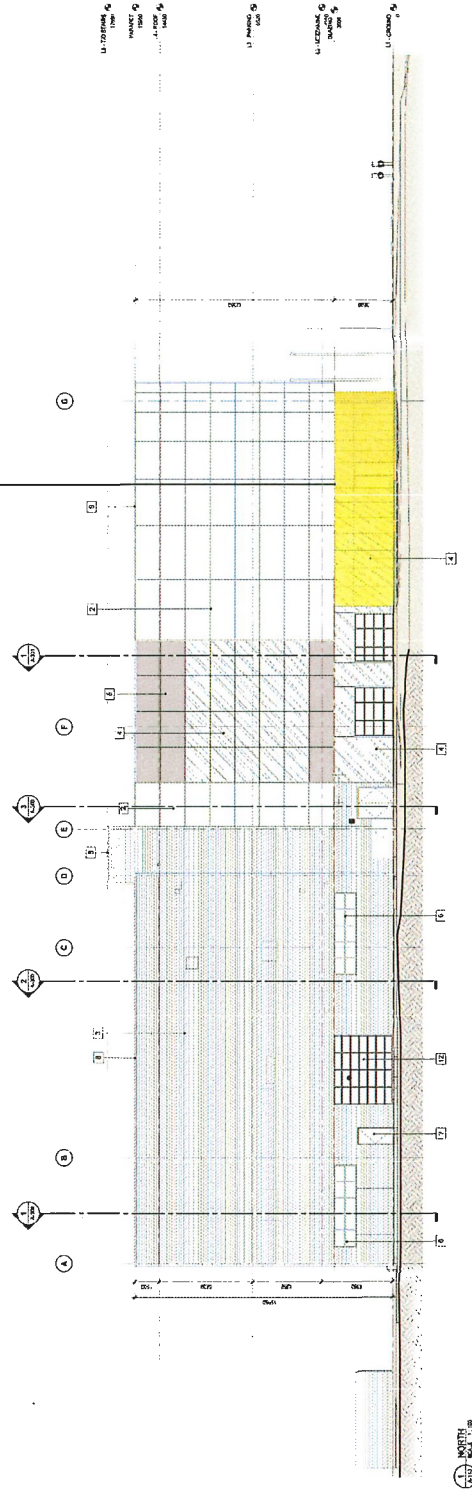
Mamoud G. Bashi, MBA, PEng
Principal and Environmental Engineer

FIGURES



| | | | |
|--|--|---|---------------------|
| Project: AVIATION MITIGATION MEASURES | | Job No.: 2018-138-04 Drawn By: PB Checked By: MB Dwg Scale: 1:100 Date: 2018/12/12 | Drawing No.: |
| Address: 13171 SMALLWOOD PLACE RICHMOND, BC | | Drawing Title: RISK OF BIRD COLLISION WITH WEST ASPECT OF BUILDING, PLAN VIEW | |
| Client Name: KASIAN ARCHITECTURE, INTERIOR DESIGN, AND PLANNING, LTD. | | | |

GLASS SURFACES ON THE WEST
FACADE OF THE PROJECT
SHOULD BE TREATED TO MINIMISE
RISK OF BIRD COLLISION



BASE DRAWING FROM KASIAN ARCHITECTURE, INTERIOR DESIGN, AND PLANNING, LTD.

Project:

AVIATION MITIGATION
MEASURES

Address:

13171 SMALLWOOD PLACE
RICHMOND, BC

Drawing No.:

2018-138-04

Job No.:

2018-138-04

Drawn By:

PB

Checked By:

MB

Dwg Scale:

1:100

Date:

2018/12/12

Client Name:

KASIAN ARCHITECTURE, INTERIOR DESIGN, AND PLANNING, LTD.

FIGURE 2

Drawing Title:

RISK OF BIRD COLLISION WITH WEST ASPECT OF
BUILDING, CROSS SECTION VIEW FROM NORTH



113 - 408 East Kent Avenue South
Vancouver, BC, V5X 2X7
TEL: 604-559-7100
www.cstenviro.com



Address: 13171 and a portion of 13251 Smallwood Place

File No.: ZT 18-835424

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9969, the developer is required to complete the following:

1. Provincial Ministry of Transportation & Infrastructure Approval.
2. Subdivision of a portion of 13251 Smallwood Place (approximately 729.9 m² in area as per plan EPP87240) and Consolidation with 13171 Smallwood Place into one development parcel (which will require the demolition of any buildings or structures straddling the new property boundary).
3. Registration of a legal agreement over 13251 Smallwood Place. The covenant will require the owners of 13251 Smallwood Place to apply for and be granted a setback variance within two years of the adoption of the Zoning Bylaw. Should the variance not be granted, then the owners of 13251 Smallwood Place must demolish the carwash structure within 30 days of Council's decision. Submission of a demolition estimate and a security bond will be required prior to Bylaw adoption. If the demolition has not completed within the two year period the City shall have the right to cash the security, access the property and demolish the structure.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of \$2,600 tree compensation contribution for the removal of two street trees (tag C2 & C10).
6. Submission of a Tree Survival Security to the City in the amount of \$50,000 for the 10 street (tag C1 – C12 less C2 & C10) trees to be retained. Once construction has completed a post construction assessment by a Certified Arborist should be submitted to the City for consideration of any remedial actions and possible release of the security.
7. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
8. Registration of an aircraft noise indemnity covenant on title.
9. Registration of a flood plain covenant on title identifying a minimum habitable elevation of 2.9 m GSC. This site is in East Cambie.
10. Registration of a legal document to discharge Covenant Z21818 from Lot H (13171 Smallwood Place). The Covenant limits use on the property to a previously approved development permit (DP 84-254) and should be discharged.
11. Registration of a legal document to discharge Covenant Y26364 from the portion of land to be subdivided from 13251 Smallwood Place as identified in EPP87240. The Covenant limits use on the property to a previously approved development permit (DP 84-254) and should be discharged.
12. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
13. City acceptance of the developer's offer to voluntarily contribute \$0.45 per buildable square foot (e.g. \$34,164.21) to the City's public art fund.
14. City acceptance of a \$29,300 contribution towards the upgrade of the traffic signal at the Jacombs Road/Westminster Highway intersection. The signal upgrade works will include: APS (Audible Pedestrian Signal); LED street name signs; and LED street light luminaires. (The entire amount of the Developer contribution is to be deposited in Account 3132-10-550-55005-0000).

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and

proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. Works include, but may not be limited to the works outlined below:

ZT 18-835424 - 13171 Smallwood Pl - Engineering Servicing Requirements:

Scope: KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD has applied to the City of Richmond for a Zoning Text amendment to the Vehicle Sales (CV) zone to increase the maximum Floor Area Ratio for 13171 Smallwood Place and a portion of 13251 Smallwood Place.

A servicing agreement is required to design and construct the following works.

1. Water Works:

- a. Using the OCP Model, there is 551.0 L/s of water available at a 20 psi residual at the Smallwood Place frontage. Based on your proposed development, your site requires a minimum fire flow of 200.0 L/s.
- b. At Developer's cost, the Developer is required to:
 - i. 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. Provide a right-of-way for the water meter and meter chamber (unless meter is to be located in a mechanical room), at no cost to the City. Exact right-of-way dimensions to be finalized during the servicing agreement process.
- c. At Developer's cost, the City is to:
 - i. Cut, cap, and remove the existing water service connection and meter serving the development site.
 - ii. Install one new water service connection, meter to be located onsite in a right of way.

2. Storm Sewer Works:

- a. At Developer's cost, the Developer is required to:
 - i. Upgrade approximately 150 m of storm sewer in Smallwood Place to minimum 600 mm, from manhole STMH6755 to manhole STMH6749 along the property's north frontage.
 - ii. Perform a capacity analysis to size the proposed storm sewers. The analysis shall be included in the servicing agreement design drawings.
 - iii. Install one new storm service connection, complete with inspection chamber, off of the proposed storm sewer.
 - iv. 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 to the development site.
 - ii. Reconnect all existing storm connections, catch basins, and lawn basins to the proposed storm sewer.
 - iii. Complete all tie-ins for the proposed works to existing City infrastructure.

3. Sanitary Sewer Works

- a. At Developer's cost, the City is to:
 - i. Upgrade the existing 100 mm sanitary service connection to minimum 150 mm, per City specifications.

4. Frontage Improvements:

- a. The Developer is required to:

CNCL - 428

Initial: _____

- i. Coordinate with BC Hydro, Telus and other private communication service providers:
 - a) To locate/relocate all proposed/existing underground private utility structures (e.g. junction boxes, pull boxes, service boxes, etc.) outside of sidewalks.
 - b) To 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 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 via 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

5. General Items:

- a. The Developer is required to:
 - i. Provide, prior to start of site preparation works 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.
 - ii. 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.
 - iii. 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.
 - iv. 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. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

6. Street Tree Replacement:

- a. Two replacement trees are to be planting in the location of the two old driveways (one tree at each driveway) once the driveways are removed. These are replacements for trees tagged C2 & C10 to address the OCP requirement of 2 for 1 replacement.
- b. Note the tree survival security taken under the Zoning Text considerations above (see item 6).

Note:

- * This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9969 (ZT18-835424)
13171 and a Portion of 13251 Smallwood Place**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 section 10.7 entitled "Vehicle Sales (CV)" is amended by appending the following to subsection 10.7.4.1.

- e) 0.94
13171 Smallwood Place
PID 002-886-171
Lot H Section 5 Block 4 North Range 5 West

And a portion of 13251 Smallwood Place
PID 002-886-138
Lot G Section 5 Block 4 North Range 5 West New Westminster District Plan
70848,
approximately 729.9 m² in area as outlined on plan EPP87240

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9969**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION
AND INFRASTRUCTURE

ADOPTED

| |
|---|
| CITY OF RICHMOND |
| APPROVED by <i>AB</i> |
| APPROVED by Director or Solicitor <i>[Signature]</i> |

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Date: January 18, 2019
File: 01-0100-30-TSAD1-
01/2019-Vol 01
Re: **Traffic Safety Advisory Committee - Proposed 2019 Initiatives**

Staff Recommendation

1. That the proposed 2019 initiatives for the Traffic Safety Advisory Committee, as outlined in the staff report titled "Traffic Safety Advisory Committee - Proposed 2019 Initiatives" dated January 18, 2019 from the Director, Transportation, be endorsed.
2. That a copy of the above staff report be forwarded to the Richmond Council-School Board Liaison Committee for information.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

| REPORT CONCURRENCE | | |
|--|-------------------------------------|---------------------------------------|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Community Bylaws | <input checked="" type="checkbox"/> | |
| Fire Rescue | <input checked="" type="checkbox"/> | |
| RCMP | <input checked="" type="checkbox"/> | |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS: | APPROVED BY CAO |

Staff Report

Origin

Council endorsed the establishment of the Traffic Safety Advisory Committee (TSAC) in 1997, in order to create a co-operative partnership between City staff, community groups and other agencies that seek to enhance traffic and pedestrian safety in Richmond. The Committee provides input and feedback on a wide range of traffic safety issues such as school zone concerns, neighbourhood traffic calming requests and traffic-related education initiatives. TSAC has representation from the following groups: Insurance Corporation of BC (ICBC), Richmond School District, Richmond RCMP, Richmond Fire-Rescue, Richmond District Parents Association, and the City's Transportation and Community Bylaws Departments. This report summarizes the Committee's activities in 2018 and identifies proposed initiatives for 2019.

Analysis

The Committee's major activities and accomplishments in 2018 are summarized below.

Road and School Zone Safety Initiatives in 2018

The Committee provided input on and/or participated in the following measures aimed at improving the safety of Richmond roads for all users, particularly in school zones.

- *Pedestrian Zone Markers in School Zones:* Given the past success of in-street mounted signage in school zones and other locations in Richmond, two signs were installed on Railway Avenue adjacent to Homma Elementary School to advise approaching motorists of the crosswalk (Figure 1).



Figure 1: In-Street Pedestrian Zone Markers on Railway Avenue

- *School Zone Traffic Safety:* The Committee reviewed and responded to a number of traffic safety concerns at various schools across the city. These concerns were typically related to motorist speeding and illegal parking/stopping in school zones, driver behaviour within school sites (e.g., prohibited turns when exiting parking lots) and pedestrian crossing facilities near schools. The issues were addressed by a variety of measures, each tailored to

the specific site conditions at the school. These measures included increased enforcement in school zones by Community Bylaws and Richmond RCMP, deployment of Speed Watch volunteers, clearing of vegetation to improve sightlines at crosswalks, and the installation of a new crosswalk and connecting sidewalk (on Finlayson Drive to serve Tait Elementary School).

- *River Road (No. 6 Road-Westminster Highway)*: Identification of and feedback on road safety improvement measures on River Road to address on-going concerns related to motorist speeding and conflicts with cyclists.
- *Commercial Vehicle Enforcement*: Community Bylaws continued to provide enforcement of commercial vehicles including overweight vehicles travelling on weight restricted roads, failure to display a valid BC Commercial Vehicle Licence Decal, and on-street parking during restricted hours.

Traffic and Pedestrian Safety Campaigns in 2018

Committee members participated in the following ICBC- and Richmond RCMP-led road and pedestrian safety campaigns.

- *Pedestrian Safety*: In October-November 2018, Richmond RCMP in partnership with ICBC and Richmond Fire-Rescue conducted three pedestrian safety education and enforcement campaigns that involved the distribution of 5,000 reflectors and proactive engagement with pedestrians. Locations focused on No. 3 Road around the Richmond-Brighouse and Lansdowne Canada Line stations and the Bridgeport Canada Line station.
- *“Project Swoop”*: During this annual event held in May, Speed Watch volunteers set up a speed reader board at a high incident crash location that displays the motorist’s speed. Those drivers who continue to speed even after being clocked by the Speed Watch volunteers receive a speeding ticket from an RCMP officer a few blocks down the road. Nine officers and 29 volunteers were deployed at a total of 11 locations and checked nearly 7,000 motorists. Locations included the No. 5 Road-McNeely Drive, Garden City Road-Saunders Road, Westminster Highway-Karner Road, and Cook Road at Cook Elementary School. A total of 62 violation tickets were issued.
- *Distracted Driving*: As part of this campaign that is conducted year-round, RCMP officers and community police volunteers conducted two “Cell Watch” blitz days in March and one in September that included a total of 15 deployments (comprising 25 RCMP officers and 50 volunteers) who collectively checked over 28,000 motorists. Targeted locations in March included Alderbridge Way at Garden City Road and No. 3 Road, and Westminster Highway-Garden City Road. Locations in September featured No. 3 Road in the City Centre and the Alderbridge Way corridor. A total of 58 violation tickets were issued.
- *Auto Crime Awareness*: As part of this annual campaign, RCMP officers and community police volunteers conducted four “Lock Out Auto Crime” blitz days throughout the year and issued nearly 2,000 notices. Almost 43,000 notices were issued in total for 2018. At the same time, nearly 3,500 licence plates were checked as part of the Stolen Auto Recovery program. If a plate number comes up as a match, the volunteers notify police. Locations

focused on parking lots for shopping malls, hotels and other destinations. Over 208,000 vehicle plates were checked in total for 2018, but none were identified as stolen vehicles.

Proposed Traffic Safety Activities for 2019

In addition to developing and providing input on corrective measures to address identified traffic safety concerns, the Committee will undertake a number of proactive initiatives to enhance traffic safety in 2019.

- School Zone Traffic Safety: On-going review and improvement of traffic and pedestrian safety in school zones through improving vehicle parking and circulation layout at schools, supporting the enforcement of school zone traffic violations, and introducing new walkways and crosswalks as well as upgraded crosswalks to improve pedestrian safety.
- Pedestrian and Traffic Safety Projects and Campaigns: Continue to support and participate in on-going multi-agency efforts to increase the level of pedestrian and traffic safety, such as the annual campaigns held by ICBC and Richmond RCMP in various locations.
- Discouraging Vehicle Speeding: The member agencies of the Committee will continue to jointly work on initiatives to curb vehicle speeding in the community, such as the deployment of Speed Watch volunteers in various school zones when requested by principals and the targeted enforcement program of Richmond RCMP.
- Traffic Calming: The assessment, implementation and monitoring of road safety and traffic calming measures where warranted in local neighbourhoods, together with consultation with Richmond RCMP and Richmond Fire-Rescue prior to the implementation of any traffic calming measures.
- Special Events: Provide comment and input from a traffic safety perspective on the development and implementation of traffic management plans to support special events (e.g., World Festival, Farm Fest).

Costs associated with the installation of traffic control devices, walkway construction and other road and traffic safety improvements are normally accommodated in the City's annual capital budget and considered as part of the annual budget review process. Some of these projects are eligible for financial contribution from external agencies (e.g., ICBC and TransLink). If successful, staff will report back on the amount of financial contribution obtained from these external agencies through the annual staff reports on ICBC and TransLink cost-sharing programs respectively.

Financial Impact

None.


Conclusion

The Traffic Safety Advisory Committee is one of the few multi-agency forums in the region dedicated to enhancing pedestrian and traffic safety within its home municipality. Since its

January 18, 2019

- 5 -

inception in 1997, the Committee has provided input on and support of various traffic safety improvements and programs and initiated a range of successful measures encompassing engineering, education and enforcement activities. Staff recommend that the proposed 2019 initiatives of the Committee be endorsed and this staff report forwarded to the Richmond Council-School Board Liaison Committee for information.



Bill Dhaliwal
Supervisor, Traffic Operations
(604-276-4210)

C. ROBERTSON (ACTING)



Joan Caravan
Transportation Planner
(604-276-4035)

JC:jc



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: February 1, 2019


From: Tom Stewart, ASCT.
Director, Public Works Operations

File: 10-6370-01/2018-Vol
01

Re: 2018 Zero Waste Conference Update

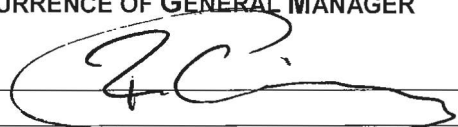


Staff Recommendation

1. That the report regarding "2018 Zero Waste Conference Update" dated February 1, 2019, from the Director, Public Works Operations be received for information.
2. That letters be sent to the Board Chair of Metro Vancouver and the Minister, Environment and Climate Change, requesting their leadership in advancing the circular economy agenda under a broad-based approach.
3. That staff participate in regional and provincial forums relating to the circular economy agenda and report back at appropriate intervals.



Tom Stewart, ASCT.
Director, Public Works Operations
(604-233-3301)

Att. 2

| REPORT CONCURRENCE | |
|--|--|
| CONCURRENCE OF GENERAL MANAGER | |
|  | |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS:  |
| APPROVED BY CAO | |
|  | |

Staff Report

Origin

At their November 21, 2018 meeting, Public Works and Transportation Committee passed the following referral motion:

“That staff prepare a report reviewing the 2018 Zero Waste Conference and report back with recommendations.”

This report responds to this referral and proposes next steps for advocating development of a circular economy agenda under a broader approach, specifically at the regional and provincial government levels.

Analysis

National Zero Waste Council Zero Waste Conference 2018 Overview

Metro Vancouver and the National Zero Waste Council presented their “2018 Zero Waste Conference: A Future Without Waste: The Journey to a Circular Economy” on November 8-9, 2018. The conference, which was held at the Vancouver Convention Centre, was attended by over 500 registered individuals, comprised of academia, local government, other government, first nations, individuals, non-profits and the private sector.

The annual Zero Waste conference has been held for the last 10 years and is designed to highlight emerging trends, opportunities and insights designed to stimulate innovation and creative ideas to disrupt typical approaches to managing waste. This annual conference includes leading edge ideas from academia, business and governments from around the world with a focus on new approaches toward waste elimination.

This year’s theme focused on the circular economy. A circular economy is one where the typical approach to draw on natural resources under a ‘take-make-dispose’ approach for economic and societal purposes is transitioned into approaches where materials and resources are ‘repurposed, renewed and regenerated’. Doing so eliminates or significantly reduces the need to draw on natural resources and the resulting negative impacts when items are introduced back into the environment as waste. Items disposed in landfills or incinerators cause impacts which can be avoided by reintroducing materials back into the economic cycle through deconstructing and re-engineering them into new products. A circular economy focuses on positive society-wide benefits by decoupling economic activity from the consumption of finite resources (the ‘linear economy’), and designing waste out of the system (the ‘circular economy’). The circular economy approach includes changes in not only mindsets but also the entire approach to the development of products, from design to construction to renewed uses at end of life. To facilitate this change, new business models, approaches and attitudes will be needed and driven through the adoption of government policies, at all levels, and through business innovation. To help facilitate and advance the concept, the 2018 Zero Waste Conference included a variety of topics and speakers including presentations relating to:

- New thinking needed to move toward circular economies and capture the potential benefits of technology;
- A technology innovation panel;
- Materials and design innovation;
- Transformational leadership;
- A design portfolio competition;
- Sustainable innovation and change management;
- Business model transformation;
- A zero waste cooking demonstration;
- Food waste reduction;
- Systems mapping;
- Plastics innovation forum;
- A showcase relating to resource-efficient, lifecycle management of plastics; and
- A panel of members from the Circular Economy Leadership Coalition, a national alliance of institutional and corporate leaders committed to advancing a circular economy in Canada.

A more detailed overview of the presentations and presenters is included in Attachment 1.

Conference Overview – Staff Summary:

Staff's overall summary view is that the conference highlighted:

- emerging issues relating to the harmful effects of increasing quantities of waste in our environment;
- the missed opportunities in reducing waste and/or capturing this waste for regeneration;
- the need to 'retool' current practises and business models to trend away from the continued use of finite resources; and
- the need for widespread engagement and actions, both at the individual community, national and international levels, in order to effect meaningful change.

Without change, the current overdraft approach to the world's finite natural resource bank will mean a lack of ability to support future population growth in a sustainable manner. Current practices relating to the use of fossil fuels are also contributing to complications from climate change. The public is looking to its political leaders to address these issues using holistic, well-planned and considered approaches rather than sole-purpose reactions to topical issues. This is evidenced by the number of commitments at various government levels relating to zero waste, effective resource management, ocean plastics and other issues. A summary of Related Circular Economy Commitments and Initiatives is included in Attachment 2.

Advancing the circular economy requires taking the discussion beyond those programs directly controlled by the City. While the City has advanced a number of impactful and leading sustainability based programs and initiatives (discussed below), a broader approach will be required to build the needed momentum among businesses, industry, academia, institutions, the general community, and other levels of government. Leadership at the provincial and regional levels of government is an important starting point to help drive the wave of change needed to develop and advance a circular economy strategy.

Summary of Richmond's Current Actions as it Relates to the Circular Economy Approach

The City undertakes a number of services, programs and initiatives which directly align with the circular economy agenda. In fact, the City has been recognized as a leader in many areas that support the path toward a circular economy. A sample of some City programs and outcomes include:

- **Diversion:** The City's current solid waste and recycling programs are arguably among those leading the region, with 78% waste diversion achieved for single-family residential waste. Residents in multi-family developments also receive comprehensive recycling programs from the City, including Blue Cart and Green Cart/organic recycling services. In the commercial sector, the City began a pilot program starting in 2015, which provides optional services for organics, recycling and garbage collection on a request basis. Currently, service is provided to 35 businesses.
- **Recycling Depot:** The City continues to introduce new services and programs as part of our goal to achieve 80% waste diversion by 2020, such as the most recent expansion of materials accepted at the City's Recycling Depot, which commenced in January, 2019.
- **Building Demolition:** The City has established a demolition recycling bylaw that requires 70% recycling of waste from single-family home demolitions.
- **House Moving and Salvage Program:** The City promotes house moves by providing an inventory listing to promote re-use connections/opportunities.
- **Waste Heat Recovery:** The City currently operates sewer heat recovery equipment at the Gateway Theatre and aims to expand this approach through the Lulu Island Energy Company's Oval Village District Energy Utility. The new Minoru Centre for Active Living recovers heat from the pool facilities for heating community use space within the building.
- **Resource Recovery:** The City worked with Metro Vancouver to complete an Integrated Resource Recovery Strategy for the Lulu Island Wastewater Treatment Plant to assess available resources, such as heat and nutrients that can be economically recovered.
- **Gravel and Asphalt Recycling:** Richmond is leading, in partnership with the National Zero Waste Council, a pilot certification program for asphalt and concrete pavement products as a tool to build confidence in product quality.

Approach to a Developing a Circular Economy Strategy

Background – the Economic Case for a Circular Economy:

Global demand for limited finite natural resources (e.g. biomass, fossil energy and many metals) is expected to reach as much as 130 billion tons by 2050, up from 50 billion tons in 2014. This is equal to more than 400 percent overuse of Earth's total capacity, known as 'overshoot', a feat that is physically impossible. The goal of a circular economy, which aims to de-couple growth from the consumption of natural resources, is to shape the next industrial revolution where an

economic shift equal to \$4.5 trillion globally by 2030 is predicted by Accenture, a leading economic research firm commissioned by the National Zero Waste Council's Circular Economy Working Group. The Circular Economy presents a vision for change to address not just mounting waste problems, but resource supply and price volatility, growth in global population and the generational challenge of climate change. A circular economy approach will require participation at all levels of government.

Developing a Circular Economy Strategy:

The City is a recognized leader in many sustainability-focused arenas ranging from a robust waste management program, to leading district energy initiatives, and greenhouse gas emissions reduction programs designed to achieve carbon neutral operations. The move toward a circular economy is broader than municipal service and will require a robust, planned and consultative approach to maximize both corporate and community opportunities and would be far reaching across the City and the Metro Vancouver Region.

Considered the global lead in helping and supporting governments' transition toward a circular economy, the Ellen MacArthur Foundation (EMF) was launched in 2010. The EMF Ellen Circular Economy 100 (CE100) is an innovation program designed to help governments and others realize their circular economy ambitions faster and in a unique multi-stakeholder platform. There are a number of opportunities that can be explored with the support of the EMF to help develop a circular economy strategy. There are various membership models available to engage with the EMF and Metro Vancouver began a three year membership in 2019. Staff expect this membership will foster growing opportunities at the regional level to advance a circular economy strategy. Ongoing participation in regional committees where these discussions are held is just one way that Richmond can remain connected, advocate and learn more about advancing the circular economy.

Further impetus at the provincial government level will also be needed and should be pursued to create the necessary momentum to foster a groundswell approach to widespread adoption of the circular economy. As noted, the City of Richmond is going in the right direction with many of its programs and initiatives that nicely dovetail with the circular economy. However, to independently pursue the circular economy more fully at this time would be premature given the level of financial commitment required and the low impact this would have compared to a broader-based approach.

Recommended Approach:

The greater the scale and scope of a circular economy, the greater benefit it will deliver. In addition, many of the players in a circular economy, such as senior governments and multi-national corporations, operate across local jurisdictional boundaries. In Canada, the provincial scale would be a scale of a circular economy that could be resourced and regulated to maximum benefit. At the regional level, there are many opportunities to influence plans and policies, particularly in the waste management arena (e.g. solid and liquid waste management plans). Therefore, advocating leadership at the provincial and regional levels is recommended. Richmond staff can continue to participate and advocate the circular economy agenda through participation in regional committees and provincial forums, in addition to continuing

Richmond's already progressive approach to bringing forward leading edge programs and services that support the circular economy.

Financial Impact

None.

Conclusion

The 2018 Zero Waste Conference highlighted the importance of moving from a linear to a circular economy to preserve finite resources and sustainably steward those resources for a growing population.

The approach outlined in this report recommends urging leadership at the regional and provincial government levels to facilitate broader and more impactful change to foster the circular economy agenda.



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SJB:

Att. 1: Summary of "2018 Zero Waste Conference: A Future without Waste: The Journey to a Circular Economy"

Att. 2: Related Circular Economy Commitments and Initiatives

Attachment 1

Summary of 2018 Zero Waste Conference

A Future without Waste: The Journey to a Circular Economy

Presented by: Metro Vancouver and the National Zero Waste Council (NZWC)

Date: November 8-9, 2018

Key Highlights:

- A total of 501 registered attendees (Academia 6%, Individuals 7%, Local Government 18%, Other Government & First Nations 8%, Not for Profit/NGOs 20%, Private Sector 41%)
- Hosted by Malcolm Brodie (Chair, NZWC and Metro Vancouver Zero Waste Committee), Emceed by Vanessa Timmer (Executive Director, One Earth), with a video welcome from Prime Minister Justin Trudeau, and over 40 other speakers, panelists and moderators including:
 - A keynote presentation from Swiss Futurist and Humanist Gerd Leonhard on how new thinking by individuals and moving to more circular economies is needed to capture the potential benefits of technology.
 - A Technology Innovation panel with representatives from OPTTEL, Accenture Strategy & IBM, moderated by Smarter Sorting.
 - A Materials and Design Innovation presentation from Arthur Huang, founder of Miniwiz, which upcycles consumer and industrial waste into low carbon footprint products, and a panel discussion with IDEO & Closed Loop Partners, moderated by Cascades Recovery.
 - A panel on transformational leadership in the circular economy focusing on the role of government, featuring representatives from international leaders: Sitra (the Finnish Innovation Fund), Zero Waste Scotland, and the Netherlands
 - Announcement of the entrants into the NZWC's Design Portfolio – an online celebration of Canadian products and packaging in market that demonstrate the application of design principles and systems thinking to minimize waste.
 - A keynote presentation from Professor Wayne Visser of the Antwerp Management School on Sustainability Innovation & Change Management.
 - A panel on Business Model Transformation associated with moving to a circular economy with representatives from Eileen Fisher Renew, IKEA Canada, three local entrepreneurs from FoodMesh (B2B food marketplace), ChopValue Manufacturing (furnishings and materials from recycled chopsticks), Nada (zero waste supermarket), a policy entrepreneur and moderated by Fairware (sustainable promotional merchandise).
 - A zero waste cooking demonstration with Bob Blumer, host of Food Network's The Surreal Gourmet using food scraps to create a pizza.

Attachment 1 (cont'd)

- A panel on Canadian leaders in reducing food waste, with Agriculture and Agri-Food Canada, Walmart Canada, Second Harvest, Provision Coalition, and the NZWC.
- A keynote from designer and educator Dr. Leyla Acaroglu (Unschool) on Disrupting the Status Quo through design and collaborative action based on systems mapping.
- A second day video welcome from George Heyman, BC Minister of Environment & Climate Change Strategy and a keynote from Dr. Stephen Lucas, Deputy Minister, Environment and Climate Change Canada.
- A Plastics Innovation Forum with Cheslea Rochman from the University of Toronto and a panel including representatives from Ellen MacArthur Foundation, Circle Cities Programme, and Think Beyond Plastic™ moderated by the Recycling Council of Alberta.
- A Canadian Innovation Showcase featuring initiatives consistent with resource-efficient, lifecycle management of plastics in the economy per the G7 Ocean Plastics Charter.
- A panel including members of the Circular Economy Leadership Coalition, a national alliance of institutional and corporate leaders committed to advancing a circular economy in Canada. Speakers included those from the NZWC, IKEA Canada, The Natural Step Canada, Smart Prosperity Institute, Loblaws, and NEI Investments.

Attachment 2

Related Circular Economy Commitments and Initiatives

There are a number of calls to action at international, national and local levels which target responsible resource use and waste diversion. These commitments serve to highlight the growing and widespread harmful impacts of waste, and in particular plastic waste, on the natural environment. Recent commitments include:

- **Group of Seven:** On September 20, 2018, the Group of Seven (G7) meeting, which groups Canada, France, the United States, the United Kingdom, Germany, Japan, Italy and the European Union, endorsed an Ocean Plastics Charter launched by Canada as part of its 2018 G7 presidency.
- **Canadian Council of Ministers of Environment:** On November 23, 2018 the Canadian Council of Ministers of Environment (CCME) agreed to work collectively toward a common goal of zero waste. The CCME endorsed a Canada-wide waste reduction goal to encourage and highlight waste reduction progress in Canada. In 2014, each Canadian generated an average of 706 kg of all types of waste (as per Statistics Canada). The Canada-wide target is to reduce this number to 490 kg per person (a 30% reduction) by 2030, and to 350 kg per person (a 50% reduction) by 2040. The agreement further added: *“In moving to a circular economy for plastics with this collaborative approach, Canada will be positioning itself as a leader in forward-looking and innovative waste prevention and management solutions.”*
- **The Circular Economy Leadership Coalition:** The National Zero Waste Council helped to found the Circular Economy Leadership Coalition (CCLC). The CCLC is a national alliance of Canadian leaders working together to eliminate waste and accelerate the reduction of carbon emissions from the Canadian economy through the advancement of a circular economy. The CELC identified that *“An opportunity for governments to increase companies’ competitiveness with better policy and regulatory tools: Canadian businesses understand the need for innovation to stay competitive in the global economy. Building a Circular Economy requires policies at every level of government to encourage and reward firms that invest in new technologies and processes, protect and remediate our natural resource wealth, use those resources efficiently and eliminate waste.”*
- **Metro Vancouver:** Metro Vancouver’s Zero Waste Challenge states that *“The challenge for Metro Vancouver, which manages the region’s waste, is to increase awareness that reducing and reusing waste are a priority to managing waste sustainably. This requires advocating policies and regulations to reduce waste, opening discussions on the approach to consumer goods to include more durable, repairable and recyclable goods, and encouraging citizens to act.”* Metro Vancouver aims to work with other governments, Federation of Canadian Municipalities, and businesses to advocate increased reduce and reuse initiatives and provide tools such as an online recycling database, promote best practices for business, and strengthen the market for recyclable materials.



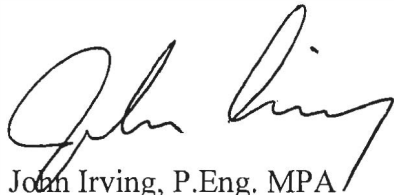
City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** January 25, 2019
From: John Irving, P.Eng. MPA **File:** 10-6060-01/2019-Vol
Director, Engineering 01
Re: 2019 Liquid Waste Management Plan Biennial Report

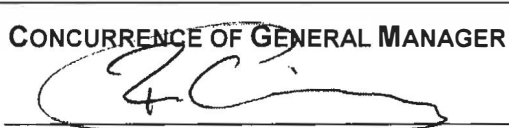


Staff Recommendation

That the staff report titled "2019 Liquid Waste Management Plan Biennial Report," dated January 25, 2019, from the Director, Engineering, be submitted to Metro Vancouver.



John Irving, P.Eng. MPA
Director, Engineering
(604-276-4140)

Att. 1

| REPORT CONCURRENCE | | |
|--|---|---|
| ROUTED TO: Sewerage & Drainage | CONCURRENCE <input checked="" type="checkbox"/> | CONCURRENCE OF GENERAL MANAGER  |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS:  | APPROVED BY CAO  |

Staff Report

Origin

The Greater Vancouver Sewerage and Drainage District (GVS&DD) Board adopted the Integrated Liquid Waste and Resource Management Plan (the “Liquid Waste Plan”) in May 2010. Subsequently, at the September 27, 2010 City of Richmond Regular Council Meeting, Council adopted the following motion:

“That the municipal commitments in the Metro Vancouver 2010 Integrated Liquid Waste and Resource Management Plan be endorsed.”

The Minister of Environment approved the Liquid Waste Plan, subject to conditions identified in his letter, dated May 30, 2011.

The Liquid Waste Plan requires member municipalities to report progress on 27 municipal commitments on a biennial basis. The Liquid Waste Plan Biennial Report will be compiled by Metro Vancouver and submitted to the Minister of Environment once it is approved by the GVS&DD Board.

This staff report summarizes the City’s progress on the Liquid Waste Plan municipal actions and presents the 2019 Liquid Waste Management Plan Biennial Report (the “2019 Biennial Report”) (Attachment 1) for Council’s endorsement for submission to Metro Vancouver for incorporation into the Liquid Waste Plan Biennial Report.

Analysis

The Liquid Waste Plan includes a municipal commitment to report progress on a biennial basis. The 2019 Biennial Report covers the 2017 to 2018 reporting period. Richmond has previously submitted seven biennial reports over the last 16 years based on reporting requirements in the current and previous Liquid Waste Management Plans.

The 2019 Biennial Report includes 27 narratives, several tables and graphics attachments that report on the 27 municipal commitments included in the Liquid Waste Plan. The following are highlights of Richmond’s 2019 Biennial Report:

Inflow and Infiltration

Inflow and infiltration of stormwater into the sanitary sewer system are typically caused by cross-connections or defects in the infrastructure and place additional demands on the sanitary system. Liquid Waste Plan action 1.1.18 requires municipalities to develop and implement inflow and infiltration management plans that ensure inflow and infiltration levels are within Metro Vancouver allowances. Richmond does not have combined sewers and does not permit unregulated groundwater discharge into the sanitary sewer system. The City continues to manage inflow and infiltration through managing defects through its sanitary sewer assessment and rehabilitation program.

Metro Vancouver targets to inspect regional sanitary sewers on a twenty year cycle. Richmond began CCTV inspections of its gravity sanitary sewers in 2002 and was completed by 2015, seven years ahead of Metro Vancouver's target. Rehabilitation of damaged mains identified through inspection are brought forward through the annual capital program.

Staff continue to monitor inflow and infiltration levels at the City's sanitary pump stations, identifying any catchments that may have higher inflow and infiltration rates for subsequent study and remediation if required. Richmond is currently a leader within the region in managing and reducing inflow and infiltration in its sanitary sewer system.

Asset Management Plan

Liquid Waste Plan action 3.1.8 requires municipalities to develop and implement asset management plans and to provide copies of those plans to Metro Vancouver by 2014. Richmond maintains both an Ageing Infrastructure Management Plan and a Growth Related Infrastructure Management Plan that are reviewed and updated regularly. Both of these have been in place for a number of years and were submitted ahead of Metro Vancouver's target date.

Sanitary Sewer Overflows

Liquid Waste Plan action 3.3.7 requires municipalities to report on the frequency and location of sewerage overflows from municipal sanitary sewers. The City does not have sanitary sewer overflow issues and there were zero overflows for the reporting period. This is largely due to Richmond's successful capital and maintenance programs and separated sewer systems.

Stormwater Management Plan

Liquid Waste Plan action 3.4.7 requires municipalities to develop and implement stormwater management plans that integrate with land use. Richmond has developed an Integrated Rainwater Resource Management Strategy (IRRMS), a strategic approach to manage stormwater within the City's floodplain ecosystem. It identifies strategies to detain stormwater, improve water quality, control sediments, harvest and re-use rainwater, and protect and enhance green infrastructure. Richmond's Ecological Network Management Strategy (ENMS) contains extensive actions and initiatives on the integration of rainwater management Best Management Practices tailored to various land uses within the City.

Key programs aligned with the IRRMS include:

- Stormwater detention pond constructed in the Garden City Lands, and other planned water storage bodies for future phases;
- Updated and new Bulletins with specific information for development adjacent to RMA's for single-family and multifamily residential, commercial and industrial development;
- City's Rain Barrel Program to encourage residents to collect and store water for outdoor re-use; and
- Implementation of stormwater sampling and monitoring program.

Water Metering

Ministerial Condition 2 for approval of the Liquid Waste Plan strongly encourages municipalities to business case and/or implement residential water metering programs and to consider municipal rebate programs for water efficient fixtures and appliances to reduce water use.

The City is a regional leader in water metering and has a comprehensive water meter program for both residential and commercial properties. All single-family, industrial, commercial, institutional and farm properties in Richmond are metered. Multi-family complexes can volunteer for water meters through a subsidized program comprised of a meter installation subsidy complemented by a five-year guarantee that allows residents to adjust water use habits without financial risk. By the end of 2018, 46% of multi-family properties are metered in Richmond and approximately 94% of those customers saved money compared to the flat rate.

Water metering provides customers increased rate equity compared to the flat rate and a tool to manage their costs while consumption monitoring allows staff to identify system inefficiencies. Since 2003, the City has managed to reduce total water consumption despite an 18% population increase. By reducing water consumption, the City achieved a cost reduction of over \$9 million in Metro Vancouver water purchase costs in 2017 alone. This is a strong indication that water metering efforts to date are having a positive impact on water conservation and minimizing the need for costly infrastructure upgrades by managing increases in demands.

Universal deployment of the fixed base water meter reading network throughout the City was previously endorsed by Council and will be completed in 2019. The fixed base network will facilitate automated data collection to reduce costs associated with reading water meters, allow staff to gather real-time consumption data, assist in helping customers identify causes of leaks and water consumption habits, and enhance revenue forecasting which will inform the utility budget process.

To further promote reduced water use, the City provides metered customers with water conservation kits, which include low flow showerheads, faucet aerators, toilet fill cycle diverters, toilet leak detection tablets, and educational water conservation tools. In addition, the City has successful programs for toilet rebates, rain barrels, and clothes washer rebates. To the end of 2018, 7372 toilet rebates, 1727 rain barrels, and 914 clothes washer rebates have been issued to Richmond residents.

Odour Control

Following the odour issues related to Harvest Power, the City took a lead role in coordinating residents, businesses, Metro Vancouver and the Province in addressing the matter. One of the outcomes resulted in the City writing to the Province and Metro Vancouver to request that measurable odour limits be included in the Provincial Environmental Management Act and Organic Matter Recycling Regulation and in the Metro Vancouver Air Quality Management Bylaw in order to manage these issues in the future. Metro Vancouver and the Province have not added odour measurement to their regulations. In 2019 the City will pursue this matter further with Metro Vancouver and the Province so that odours can be measured and regulated.

Regional Asset Management

Through this initiative staff will be requesting that Metro Vancouver address the potential impacts of climate change to the regional liquid waste system. There are significant investments in new regional liquid waste infrastructure funded through municipal sewer utility rates. It is not clear through this process how the regional liquid waste system is being adapted given the latest science on climate change.

Financial Impact

None.

Conclusion

The 2010 Liquid Waste Plan includes a municipal commitment to report progress on Liquid Waste Plan actions on a biennial basis. The attached 2019 Biennial Report summarizes Richmond's progress on municipal actions for the 2017 to 2018 reporting period. Staff will continue to work on municipal actions identified in the Liquid Waste Plan to ensure the City of Richmond is meeting all of the requirements.



Eric Sparolin, P.Eng.
Acting Manager, Engineering Planning
(604-247-4915)

ES:al

Att. 1: City of Richmond 2019 Liquid Waste Management Plan Biennial Report

2019 Liquid Waste Management Plan Biennial Report

Reporting Period: 2017 – 2018

Municipal Submission Section

To be completed by: March 15, 2019

| Municipal Contact Information | | | |
|-------------------------------|--|----------------|--|
| Name | Email | Phone | Responsible For ILWMP Action #'s |
| Eric Sparolin | ESparolin@Richmond.ca | (604) 247-4915 | |
| Peter Russell | PRussell2@Richmond.ca | (604) 276-4130 | 1.1.16, 1.1.17, 1.3.15, 3.4.7, Ministerial Conditions (7,9) |
| CNCL - 451 | | | |

List of Content

- 1. Submission Checklist:
 - a. Narrativesi
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 - c. Attachments.....v

- 2. Municipal Reporting Submission1

Submission Checklist

Narratives:

- ☐ Narrative 1: *Summarize ongoing permitting & inspection programs*
- ☒ Narrative 2: *Summarize approach to regulating pesticides and lawn care products*
- ☒ Narrative 3: *Summarize updates to outreach plans for supporting liquid waste source control programs (e.g. stormwater, sewer use, sewer maintenance, I&I management, cross connections etc.) during the reporting period*
- ☒ Narrative 4: *Summarize I&I management plans & list key actions resulting from plans*
- ☒ Narrative 5: *Summarize enforcement enhancements and process efforts during reporting period*
- ☒ Narrative 6: *Highlight and summarize bylaw changes relating to stormwater management*
- ☒ Narrative 7: *Highlight and summarize changes to utility design standards and neighbourhood design guidelines in relation to on-site rainwater management*
- ☒ Narrative 8: *Summarize development of municipal sanitary overflow management plans. Highlight specific examples.*
- ☒ Narrative 9: *Highlight & summarize progress on the prevention of CSOs and the separation of combined sewers*
- ☒ Narrative 10: *List approaches and strategies that address risks (ie: regular maintenance, SCADA, monitoring, protocols, identified redundancies/contingencies)*
- ☒ Narrative 11: *Describe regulations and status of applications*
- ☒ Narrative 12: *Summarize existing municipal odour control programs and the implementation of new programs for targeted municipal sewer facilities*
- ☒ Narrative 13: *Summarize air emissions management programs for standby power generators at municipal sewer pump stations*

- ☒ Narrative 14: *Summarize air emissions management programs for standby power generators at municipal sewer pump stations.*
- ☒ Narrative 15: *Summarize key progress on the assessment and condition of municipal sewerage system*
- ☒ Narrative 16: *Summarize key progress or accomplishments on the development of asset management plans for municipal sewerage infrastructure*
- ☒ Narrative 17: *Summarize key findings from the tri-annual internal audit (first due in 2015)*
- ☒ Narrative 18: *Summarize the estimate of greenhouse gas emissions and odours associated with the operation of municipal and regional liquid waste management systems*
- ☒ Narrative 19: *Summarize and highlight any important details and action plans relating to wet weather SSOs & probable causes of CSOs*
- ☒ Narrative 20: *Summarize and highlight any changes to the existing municipal sewer flow & sewer level monitoring network*
- ☒ Narrative 21: *Summarize progress on the development of emergency management strategies and response plans for municipal & regional wastewater collection and treatment systems*
- ☒ Narrative 22: *Summarize key initiatives that support the adaptation of infrastructure & operations to address risks and long term needs*
- ☒ Narrative 23: *Summarize and highlight key initiatives relating to the development and implementation of the integrated management plans*
- ☒ Narrative 24: *Discuss water metering & rebate programs relating to water fixtures and appliances*
- ☒ Narrative 25: *Summarize whether any new municipal water metering policies or programs were introduced in 2015-2016 that address this action. If no changes, then indicate, "Same as the 2013-2014 reporting period: no changes".*
- ☒ Narrative 26: *Quote relevant OCP sections addressing stormwater, stream health and their consideration of ISMPs*

Tables:

- ☒ Table 1: *List core sewer use bylaws and summarize any changes*
- ☒ Table 2: *Summarize Status of Bylaws Related to Controlling Sediment Transport & Erosion*
- ☐ Table 3: *Types and Number of Liquid Waste Related Permits Issued 2017-2018*
- ☒ Table 4: *Products Regulated to Protect Stormwater Runoff Quality*
- ☒ Table 5: *Bylaws Regulating Discharges of Groundwater and Rainwater to Sanitary Sewers*
- ☒ Table 6: *List standards and guidelines and where applied*
- ☒ Table 7: *List references*
- ☒ Table 8: *Bylaws and Regulations Requiring Pleasure Craft Pump-out Facilities at Marinas*
- ☒ Table 9: *Summary of LWMP Implementation Budgets and Forecasts*
- ☒ Table 10: *Summary of Municipal Progress 2017-2018*

Graphics & GIS Data:

☒ Attachment 1:

- I&I Mapping showing I&I rates for neighbourhoods where studies have been completed with before and after I&I (L/ha-d). Objectives to Illustrates catchment areas covered by I&I studies.
- Transmit an electronic copy of GIS shape files for study catchment boundaries to Metro Vancouver

☐ Attachment 2:

- Mapping showing where sewer separation work occurred in 2017-2018
- GIS shape files of the locations where sewer separation occurred in 2017-2018 for composite mapping
- GIS shape files of catchments of remaining combined sewer catchments as of December 31, 2016 (if separated catchments discharge to combined sewers, code the separated catchments as "separated").

☐ Attachment 3:

- Map and GIS data showing location of emergency municipal overflows (this information should have already been provided through a separate request through the REAC LWSC as well as the 2015-2016 reporting). If already provided, please indicated so.

☒ Attachment 4:

- 2017-2018 map showing odour control facilities & locations of complaints (different than facility)
- GIS shape files for the odour facility and complaint mapping to allow for development of composite mapping

☒ Attachment 5:

- A map showing sewerage system CCTV inspection for 2017-2018 and the other areas of CCTV inspection work in a different colour over the previous 18 years (1996-2014).
- A map showing any sewer replacement /rehabilitation work for 2017-2018 as part of either asset management or capacity upgrades. Indicate whether the work is for upgrades or maintenance.

☒ Attachment 6:

- Titles of any completed asset [replacement] management plans (author, date, title, and publisher) for 2017-2018.
- Completed annual PSAP 3150 reporting on asset values for 2017-2018.
- Colour coded map showing age of the sewerage system (i.e.: <1900, 1901-1925, 1926-1950, 1951-1975, 1976-2000, >2001) updated to show any changes made in 2013-2014. If no changes, please indicate so and the mapping prepared for the 2010-2013 reporting period will be used.

☐ Attachment 7:

- Provide (if not already provided) GIS shape files which have the locations of the CSO outfalls for purposes of summary mapping (should already be reported under WSER).
- Provide GIS shape files or coordinates for the locations of wet & dry weather SSOs for each year (indicate which is dry/wet and year). Include SSO dates and estimated volume

☒ Attachment 8:

- Map and GIS coordinates showing locations of active municipal sewer flow/level monitors for the reporting period 2017-2018 (indicate whether permanent or temporary)

☒ Attachment 9:

- If not already provided, provide updated GIS shape files of the municipal sanitary sewer network, including manholes, pump stations, pipe diameters for the municipal sewer system as of the end of 2016. Please indicate what changes have been made for 2017-2018.

☒ Attachment 10:

- GIS shape files showing the ISMP boundaries and their status: Development Phase= Yellow; Implementation Phase = Light Green; Completed Phase = Dark Green. Add ISMPs still to start development as outlined only).

☐ Attachment 11:

- If initiated, results per watershed (as per ISMP Adaptive Management Framework)
- If undertaken, a map plus GIS shape files/coordinates showing location of monitoring.

☐ Attachment 12:

- Map showing any 2017-2018 changes to protected riparian areas & possible stream classifications. If no changes, then this figure is not required.

City of Richmond

Action 1.1.14 – Review and enhance sewer use bylaws to reduce liquid waste at source, including contaminants identified by the *Canadian Environmental Protection Act (2012)*.

Table 1 Core Sewer Use Bylaws

| Sewer Use Bylaws* | 2017-2018 Changes** |
|---|---|
| Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551 | While it has always been standard practice for the City to restrict the discharge of groundwater in to the City's drainage system, in 2017, the bylaw was amended to explicitly prohibit the discharge of groundwater into the City's drainage system. |
| Public Health Protection Bylaw No. 6989 | No changes with respect to liquid waste |
| Pollution Prevention and Clean-Up Bylaw No. 8475 | Amended to include a new non-stormwater discharge permitting process that includes: <ul style="list-style-type: none"> • Update dewatering discharge standards; • Requirement for a Qualified Environmental Professional to certify the quality of discharge into the City's storm system; • Include a new permit fee to enable cost recovery for the City for processing such applications. |

*Re-list existing core sewer use bylaws and list all new bylaws

**Summarize any changes (if no changes, enter "No changes")

Table 2 Summarize Status of Bylaws Related to Controlling Sediment Transport & Erosion

| Name of Bylaw* |
|---|
| (related to controlling sediment release from land clearing and construction phase of development) |
| <p>Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551 – requires that connections to the City's drainage system are disconnected and capped prior to demolition of buildings to prevent sediment entering the drainage system.</p> <p>Pollution Prevention and Clean-Up Bylaw No. 8475 – prohibits the release of polluting substances into the receiving environment, and restricts non-stormwater discharges in the City's drainage system or watercourse without a Permit. Permit applications require a Qualified Environmental Professional to provide a Water Quality Monitoring Response Plan and a signed and sealed declaration confirming the discharge water will meet minimum standards listed in the Bylaw.</p> <p>Boulevard and Roadway Protection and Regulation Bylaw No. 6366 – requires that anyone using a boulevard for construction to ensure that the roadway is cleared of sediment producing material during the activity.</p> <p>Boulevard Maintenance Bylaw No. 7174 – Requires that a property owner not discard any materials fronting their property.</p> <p>Watercourse Protection and Crossing Bylaw No. 8441 – limits the obstruction of flow, and requires that watercourse crossing design, construction and maintenance are approved by the City so as to protect water quality and the functioning of the City's drainage system or any City land.</p> <p>City of Richmond Engineering Design Specifications – requires that catch basins and inspection chambers be</p> |

| installed on all drainage service pipes to prevent sediment discharging into the City's drainage system. It also requires that a Sediment Control Plan be submitted to the City to identify the type and location of sediment control best management practices that will be used during construction. | |
|--|--|
| Bylaw Details | 2017-2018 Changes* |
| Summarize monitoring requirements | No changes |
| How data is assessed under the bylaw? | No changes |
| How is assessment used to initiate corrective actions? | No changes |
| Summarize approaches used to maintain compliance with the bylaw (e.g. annual resources dedicated to maintaining compliance). | Bylaw 8475 was amended to include a non-stormwater discharge permit fee. Funds generated are allocated to field monitoring and verification of discharge compliance. Additionally, the bylaw was strengthened to allow greater ability to recover remediation costs in the event of a pollution event. |
| Discuss effectiveness of bylaw/bylaws and current approach to prevent inputs of sediment to the storm system and receiving environment. | Sediment meets the definition of a "polluting substance" under Bylaw No. 8475 and is banned from being introduced to the environment. The bylaw is used to recover remediation costs caused by sediment inputs, and additionally serves to promote owner –lead preventative measures to avoid these costs. |

*For bylaws unchanged since 2015-2016, summarize any changes 2017-2018 (if no changes, enter "No changes"). Otherwise, describe the new bylaw.

Action 1.1.15* – Continue existing programs of permitting and inspection to support and enforce sewer use bylaws (Ongoing, *City of Vancouver Only).

Narrative 1: Summarize ongoing permitting & inspection programs

Insert Narrative Text Here

Table 3 Types and Number of Liquid Waste Related Permits Issued 2017-2018

| Permit Type/Name* | Number of Permits* | Referenced Bylaw* |
|-------------------|--------------------|-------------------|
| | | |
| | | |
| | | |

*City of Vancouver Only

Action 1.1.16 – Identify and regulate pesticides and lawn care products which negatively affect rainwater runoff quality and urban stream health (2014).

Narrative 2: Summarize approach to regulating pesticides & lawn care products for 2017-2018.

Adopted in 2009, Richmond's Enhanced Pesticide Management Program (EPMP) reduces the exposure of Richmond residents to unnecessary pesticide use. The program includes a regulation restricting the use of pesticides for cosmetic purpose, as well as resources to empower community members to make the switch to pesticide-free practices. In December of 2015, the City adopted the Invasive Species Action Plan (ISAP), intended to build upon the

accomplishments of the EPMP. ISAP includes strategies to reduce the economic and environmental risks of invasive species management by implementing monitoring and control procedures and increasing awareness of invasive species within the community. ISAP delivers the City's early detection and rapid response program for public and private lands in order to ensure that pesticides and lawn-care products are deployed minimally and in a highly controlled fashion.

The City's Pesticide Use Control Bylaw No. 8514 restricts the cosmetic use of pesticides on residential and municipally-owned lands, allowing only low-toxicity products listed under the BC Integrated Pest Management (IPM) Regulation Schedule 2 and Schedule 5. In addition to bylaw enforcement, the City provides an expanded Education and Community

Partnerships Program to inform the community about pesticide restrictions and to promote natural gardening and pest solutions. This includes a series of natural gardening workshops, a phone line to help residents learn proper plant care and sustainable pest solutions, and information sheets available through the City's website. In 2016, the list of permitted pesticides that serve as safer alternatives to conventional pesticides were reviewed and updated within Bylaw No. 8514.

Table 4 Products Regulated to Protect Stormwater Runoff Quality

| Regulated Products | Type of Regulation (Sales Ban, Use Ban, Permit, Limited Users, etc.) | Additional Information (Referenced Bylaw & Policy Numbers) |
|---------------------------|---|---|
| Pesticide | Limited users | Pesticide Use Control Bylaw No. 8514 – Amendment Bylaw 9574. |
| | | |
| | | |

Action 1.1.17 – Continue outreach plans to support liquid waste source control programs (Ongoing).

Narrative 3: Summarize 2017-2018 updates to outreach plans for supporting liquid waste source control programs (e.g. stormwater, sewer use, sewer maintenance, I&I management, cross connections etc.).

Green Cart Program

Richmond residents have access to food scraps recycling services with the Green Cart Program since 2013. The Green Cart Program reduces the amount of waste that would otherwise be discharged to the sanitary sewer through garburators. Through the Green Cart program, 20,500 tonnes of food scraps and yard trimmings were collected in 2018. To facilitate grease reduction in the sanitary system, Richmond conducts the following activities:

- Provide Green Cart Program literature, which includes information on the impact of grease on the sewer system as well as proper grease disposal techniques, noting that small amounts of grease and oil that can be absorbed by newspaper or paper towel should be recycled in the Green Cart.
- Cooking oil and animal fat continue to be accepted at the City's Recycling Depot.
- Promote proper disposal of cooking oil and grease through the annual collection calendar/recycling guide, Green Cart brochure, annual report and community outreach which includes recycling workshops, booths at community events and recycling information sessions in multi-family buildings.
- Discourage the use of garburators as part of the Green Cart Program.

- Carry out the Green Cart and Recycling Depot programs, which allow residents to recycle food scraps and solid grease. Signage at the depot for oil and grease recycling simplifies the drop off process for residents.

Metro Vancouver Waste Water Discharge Permit Process

The City continues to participate in the Metro Vancouver sanitary sewer source control program by supporting the Metro Vancouver Waste Water Discharge Permit process.

Fat, Oil and Grease Reduction Programs

The City maintains a Grease Management Program which includes grease source control, sanitary sewer system monitoring and inspection, an on-going maintenance work. Bylaw enforcement staff continued to work with representatives from Metro Vancouver, stakeholder groups, industry associations, pumping operators and grease trap vendors to mitigate the impact of fats, oils and grease on the region's sanitary sewer system. In 2017, the City expanded its grease management enforcement program to include a full time grease inspector. The following additional services have been introduced through this expanded program:

- **Improved Education and Assistance:** The bylaw officer's services have been expanded to include assisting food establishment owners by providing the necessary tools and information to enable them to meet the requirements of the City's Bylaw No. 7551. This has resulted in a decrease in grease-related violations to the bylaw.
- **Increased Inspection Efforts:** In 2017 and 2018, assertive enforcement efforts involved 2181 Grease Inspections and 71 violations.
- **Integrated Inspection and Outreach Program:** The grease inspection program has been enhanced to become integrated with the sanitary sewer maintenance program to collaboratively trace the source of significant grease discharge within the City. The integrated approach to target problem areas has increased the effectiveness of sanitary maintenance and inspection efforts. Previous efforts have been largely focused on food sector establishments. The stronger coordination with Public Works has facilitated identification of grease issues in residential areas.

Rainwater Best Management Practices

Richmond's Official Community Plan Bylaw No. 9000 – Schedule 1, Section 14.2.10, Development Permit Guidelines – Green Buildings and Sustainable Infrastructure, provides general direction in regards to the voluntary undertaking, where feasible, of green building and sustainable infrastructure to support City of Richmond sustainability objectives and help reduce the demand for energy and resources. Developers are encouraged to incorporate green roofs, bio-swales, infiltration and other best management practices throughout the building site to store rainwater, mitigate urban heat island effect, reduce heating and cooling loads and reduce the impact on City drainage systems.

Richmond's Integrated Rainwater Resource Management Strategy contains initiatives to strategically implement stormwater detention and rainwater re-use measures and encourage stormwater detention on private properties in order to reduce stormwater runoff. In addition, the strategy works to strengthen erosion and sediment control and encourage water quality improvements.

Richmond's Ecological Network Management Strategy (ENMS) was adopted in 2014 and provides the ecological blueprint for the City to protect, connect and enhance the natural and green spaces throughout Richmond and beyond.

It is an opportunistic approach for managing and guiding decisions regarding the city-wide system of natural areas and the ecosystem services they provide. It is designed to complement existing development processes and regulations in order to integrate ecological connectivity and health into all neighbourhoods and land-uses. The ENMS contains extensive actions and initiatives on the integration of rainwater management Best Management Practices tailored to various land uses within the city. These include green infrastructure (e.g. rain gardens, swales, harvesting) development in parks and through planning processes, riparian corridor enhancements, and the review and update of bylaws.

In November 2018, the City hosted a Mitchell Island Environmental Management Collaboration Meeting. The purpose of the meeting was to define strategies to deal with the prevention of pollution on Mitchell Island. Storm water health was a primary topic of the meeting and provincial, regional, and city regulators were present.

Rain Barrel Program

The City offers rain barrels to Richmond residents at subsidized prices.

Low-Flow Toilet Rebate Program

The City offers a \$100 rebate to residents for replacing old toilets with new low-flush toilets to reduce waste volume through water conservation.

High-Efficiency Clothes Washer Rebate Program

The City partnered with BC Hydro to offer a maximum \$100 rebate to residents for replacing old clothes washers with new energy- and water- efficient models, in order to reduce GHGs through energy conservation as well as waste volume through water conservation.

Water Meter Programs

The City maintains an advanced water metering program to encourage water conservation. All commercial and industrial water use is metered. The Universal Water Metering program for all single-family properties was completed by the end of 2017. The City continues to maintain a volunteer water metering program for multi-family properties that includes mandatory metering of new multi-family complexes, subsidizing installation costs for existing multi-family complexes (up to the greater of \$1,200 per unit or \$100,000 per complex for the actual installation cost), and a five-year guarantee that allows residents to adjust water use habits without financial risk. Currently 46% of the multi-family units in Richmond have been metered for water and approximately 94% of metered multi-family complexes saved money compared to the flat rate.

Water metering provides customers increased rate equity compared to the flat rate and a tool to manage their costs while consumption monitoring allows staff to identify leaks and system inefficiencies to minimize wastage. Since 2003, the City has managed to reduce total water consumption despite an 18% population increase. By reducing water consumption, the City achieved a cost reduction of over \$9M in Metro Vancouver water purchase costs in 2017 alone. This is a strong indication that water conservation efforts to date have been effective in reducing water use and sewerage discharge correspondingly to minimize capital replacement needs.

The City continues to leverage its water meter infrastructure to further enhance customer service and water conservation strategies by deploying a fixed based network. This advanced metering infrastructure will provide staff with real-time consumption data that can help customers identify leaks, inform water consumption habits, and enhance revenue forecasting.

Action 1.1.18 – Develop and implement inflow and infiltration management plans, using the Metro Vancouver template as a guide, to ensure wet weather inflow and infiltration volumes are within Metro Vancouver’s allowances as measured at Metro Vancouver’s flow metering stations (2012).

Narrative 4: Summarize I&I management plans & list key actions resulting from plans in 2017-2018. If no work was initiated or undertaken for 2017-2018, then indicate “Same as the 2015-2016 reporting period: no changes”.

Richmond monitors I&I at the catchment level through pump runtimes at sanitary pump stations. Detailed pump runtimes are captured in data loggers that are manually downloaded to spreadsheets and subsequently converted to sanitary flow rates.

Richmond has installed pressure sensors at sanitary pump stations in order to improve the accuracy of pump runtime analysis. Utilizing pressure information and pump curves will improve the accuracy of the flow information generated by the City’s monitoring program. In addition, the City continues to install magnetic flow meters at new sanitary pump stations. Automated pump runtime data collection has also been set up through the SCADA network, and the City is moving towards utilizing FlowWorks to further analyze the data collected.

Catchment level data is being utilized to identify catchments with excessive I&I for further study. This study will include a review of sanitary system response to rainfall events in order to determine the relative levels of I&I. This information will be subsequently utilized to identify appropriate inspection techniques for further catchment review.

Richmond began CCTV inspections of its gravity sanitary sewers in 2002. By 2015, CCTV inspections have been completed for 100% of Richmond’s gravity sewers. A dynamic GIS layer was introduced in 2018 linking CCTV inspection videos to the asset management system enhancing access and documentation of inspection results and asset condition assessments.

Attachment 1:

a) I&I Mapping showing I&I rates for neighbourhoods where studies have been completed with before and after I&I (L/ha-d). Objectives to Illustrates catchment areas covered by I&I studies.

b) Transmit an electronic copy of GIS shape files for study catchment boundaries to Metro Vancouver.

Action 1.1.19 – Enhance enforcement of sewer use bylaw prohibition against the unauthorized discharge of rainwater and groundwater to sanitary sewers (2010).

Narrative 5: Summarize enforcement enhancements and process effort changes during 2017-2018. If no changes, then enter “Same as the 2015-2016 reporting period: no changes”.

Same as the 2015-2016 reporting period: no changes.

Table 5 Bylaws Regulating Discharges of Groundwater and Rainwater to Sanitary Sewers

| Regulation or Bylaw No. | Date | Summary of Any Changes 2017-2018* |
|---|------------------|---|
| Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551 | Effective Date – | In 2017, the bylaw was amended to explicitly prohibit the discharge of groundwater into the City’s drainage system. |

| | | |
|--|----------------------------------|---|
| | January 1, 2003 | |
| Pollution Prevention and Clean-Up Bylaw No. 8475 | Effective Date- October 13, 2009 | Amended to update the discharge criteria and include a permit fee. Funds generated are allocated to field monitoring and verification of discharge compliance. The bylaw was further strengthened to allow greater ability for the City to recover remediation costs in the event of a pollution event. |

**if no changes, enter "no changes" in table.*

Action 1.1.20 – Update municipal bylaws to require on-site rainwater management sufficient to meet criteria established in municipal integrated stormwater plans or baseline region-wide criteria (2014).

Narrative 6: Highlight and summarize any bylaw changes or development effort relating to stormwater management for 2017-2018. If no changes, indicate "Same as the 2015-2016 reporting period: no changes".

The region wide baseline has been approved by the Board for use by Municipalities and ISMP's should be in implementation phase. Please list below the bylaws requiring on-site stormwater management per this action.

Bylaw provisions have been strengthened to allow greater ability to recover remediation costs in the event of a pollution event.

Table 6 Bylaws Related to On-site Stormwater Management

| Related Stormwater Bylaws | Changes to On-Site Stormwater Management Target/Objectives (2017-2018)* |
|--|---|
| Green Roofs & Other Options Involving Industrial & Office Buildings Outside the City Centre Bylaw No. 8385 | No changes |
| Official Community Plan Bylaw No. 9000 | No changes regarding on-site stormwater management |
| Pollution Prevention and Clean-Up Bylaw No. 8475 | Amended to include a non-stormwater discharge permit fee. Funds generated are allocated to field monitoring and verification of discharge compliance. Additionally, the bylaw was strengthened to allow greater ability to recover remediation costs in the event of a pollution event. |

**if no changes, enter "no changes" in table.*

Action 1.1.21 – Update municipal utility design standards and neighbourhood design guidelines to enable and encourage on-site rainwater management (2014).

Narrative 7: Highlight and summarize changes for 2017-2018 to utility design standards and neighbourhood design guidelines in relation to on-site rainwater management. If no changes were made or processes initiated, then indicate "Same as the 2015-2016 reporting period: no changes".

In 2018 Council endorsed the Integrated Rainwater Resource Management Strategy (iRRMS). Key programs aligned with the iRRMS include:

- In 2017 at the Garden City Lands a pond was constructed to serve both as irrigation storage for farm fields within the lands and stormwater detention. Several other water storage bodies are planned for future phases. Additionally, the Bog located on the eastern half of the site serves both as a site for restoration of sensitive ecological habitat as well as a large stormwater detention measure.
- The City has updated Bulletin Information-23 to include specific information for development adjacent to RMA's for multifamily residential, commercial and industrial development. A new standalone Bulletin Information-44 has been developed to inform single family residential development adjacent to the RMA.
- Since 2005 the City's Rain Barrel Program invites Richmond residents to purchase rain barrels at a subsidized rate. Rain barrels are used by residents to collect and store water for outdoor usage such as watering gardens and washing vehicles.
- The iRRMS sampling program for water quality parameters was implemented in 2018. Nine pump stations sample locations were selected to be representative of the majority of Richmond storm water discharge flow volume. To date five samples were collected within 30 days in both the wet and dry seasons and analyzed for general water quality parameters, bacteria (fecal coliform and E.coli) nutrients (nitrate) and select metals. Analytical results are expected by early 2019.

The City's drainage system is designed to accommodate a 10-year return period rainfall event. In recent years, there has been an increase in the occurrences and intensities of significant storms, with multiple storms exceeding a 10-year return period intensity in a given year. Staff analysis of recent storms events and recent trends has led to an update of the Intensity Duration Frequency design standards for drainage systems within Richmond. These updated standards will provide Richmond with more robust infrastructure to meet future needs.

Table 7 Municipal Standards, Guidelines and Policy Changes Related to On-site Stormwater Management

| Name of Standard, Guideline or Policy | Changes for 2017-2018 |
|--|--|
| City of Richmond Engineering Design Specifications | No changes with respect to rainwater management. |
| City of Richmond Integrated Rainwater Resource Management Strategy | Endorsed by Council for implementation (2018). |
| City of Richmond Ecological Network Management Strategy | No changes with respect to rainwater management. |

**If identified unchanged since 2015-2017, briefly summarize any changes 2015-2017 (if no changes, enter "No changes"). Otherwise, briefly summarize if a new bylaw.*

Action 1.2.5 – Work with Metro Vancouver to develop and implement municipal-regional sanitary overflow management plans as set out in 1.2.4 (2013).

Narrative 8: Summarize development of any municipal sanitary overflow management plans for 2017-2018. Highlight any specific examples. If no new plans developed, then indicate "Same as the 2015-2016 reporting period: no changes".

Action 1.2.6 – Burnaby, New Westminster and Vancouver will work with Metro Vancouver to give effect to 1.2.2 and, specifically, implement plans to prevent combined sewer overflows by 2050 for the Vancouver Sewerage Area and 2075 for the Fraser Sewerage Area and separate combined sewers at an average rate of 1% and 1.5% of the system per year in the Vancouver Sewerage Area and Fraser Sewerage Area respectively (*Ongoing*).

Narrative 9: Highlight and summarize progress on the prevention of CSOs and the separation of combined sewers for 2017-2018.

Not applicable as there are no combined sewers in Richmond.

Attachment 2:

- a) Mapping showing where sewer separation work occurred in 2017-2018*
- b) GIS shape files of the locations where sewer separation occurred in 2017-2018 for composite mapping*
- c) GIS shape files of catchments of remaining combined sewer catchments as of December 31, 2015 (if separated catchments discharge to combined sewers, code the separated catchments as “separated”).*

N/A

Action 1.3.11 – Develop and implement operational plans for municipal sewerage facilities to ensure infrastructure reliability and optimal performance (*Ongoing*).

Narrative 10: Discuss approaches and strategies applied in 2017-2018 that address risks (i.e. regular maintenance, SCADA, monitoring, protocols, identified redundancies/contingencies). If these are the same as the previous reporting period 2015-2016, then indicate “Same as the 2015-2016 reporting period: no changes”, or if only minor changes, enter appropriate text similar to “Same as the 2015-2016 reporting period except for...”

Same as the 2015-2016 reporting period except the City has initiated pilot projects for grease management within the sanitary system that facilitates the removal or breakdown of grease buildup in pump station wet wells. The projects are currently underway and results are expected in 2019 for review.

Action 1.3.12 – Work with Metro Vancouver to develop and implement emergency sanitary sewer overflow plans including contingency plans to minimize impacts of unavoidable sanitary sewer overflows resulting from extreme weather, system failures or unusual events (*Ongoing*).

Narrative 8: Identify any emergency procedures & protocols developed for 2017-2018. If these are the same as the previous reporting period 2015-2016, then indicate "Same as the 2015-2016 reporting period: no changes", or if only minor changes, enter appropriate text similar to "Same as the 2015-2016 reporting period except for..."

Richmond's municipal sanitary system did not experience any sanitary sewer overflows during the reporting period. Richmond does not have any combined sewer systems. Richmond does not have chronic sanitary sewer overflow issues due to weather or rainfall. There have been no changes to the emergency management plan, procedures, and protocols outlined for the 2017-2018 reporting period.

Attachment 3:

Map and GIS data showing location of emergency municipal overflows (this information should have already been provided through a separate request through the REAC LWSC as well as the 2015-2016 reporting). If already provided, please indicated so.

Action 1.3.13 – Work with private marina operators, Ministry of Environment and Environment Canada to develop and implement regulations to ensure all new marinas and marinas where planned renovations exceed 50% of the assessed existing improvements value have pleasure craft pump-out facilities (*Ongoing*).

Table 8 Bylaws and Regulations Requiring Pleasure Craft Pump-out Facilities at Marinas

| Regulation Process or Bylaw* | Date* |
|---|------------------------------------|
| Public Health Protection Bylaw No. 6989, Subdivision Two – Marina Health and Safety Regulation | Effective Date – March 13, 2000 |

* This may be repeated from the 2015-2016 reporting period

Action 1.3.14 – Require all pleasure craft pump-out facilities to connect to a municipal sanitary sewerage system or a provincially permitted on-site treatment and disposal system or have established enforceable protocols for transporting liquid waste for disposal at a permitted liquid waste management facility (*Ongoing*).

Narrative 11: Describe any additional regulations and the number of on-site treatment systems required/installed during the reporting period 2016-2017. If these are the same as the previous reporting period 2015-2016, then indicate "Same as the 2015-2016 reporting period: no changes".

Same as the 2017-2018 reporting period: no changes.

Action 1.3.15 – Continue existing municipal odour control programs and implement new programs for targeted municipal sewer facilities (*Ongoing, see Action 3.3.4*).

Narrative 12: Summarize existing municipal odour control programs and the implementation of new programs for targeted municipal sewer facilities for the reporting period 2017-2018. If these are the same as the previous reporting period 2015-2016 then indicate "Same as the 2015-2016 reporting period: no changes", or if only minor changes, enter appropriate text similar to "Same as the 2015-2016 reporting period except for..."

Same as the 2015-2016 reporting period: no changes – odour complaints have been investigated by City operation crews to confirm that sources of odour are not attributed to malfunctioning sewer systems. Odour complaints have been identified to be largely caused by agriculture, soils and rotting vegetation near dikes and tidal areas and are typically unrelated to the sanitary system.

Following the odour issues related to Harvest Power, the City took a lead role in coordinating residents, businesses, Metro Vancouver and the Province in addressing the matter. One of the outcomes resulted in the City writing to the Province and Metro Vancouver to request that measurable odour limits be included in the Provincial Environmental Management Act and Organic Matter Recycling Regulation and in the Metro Vancouver Air Quality Management Bylaw in order to manage these issues in the future. Metro Vancouver and the Province have not added odour measurement to their regulations. In 2019 the City will pursue this matter further with Metro Vancouver and the Province so that odours can be measured and regulated.

Attachment 4:

- a) 2017-2018 map showing odour control facilities & locations of complaints (*different than facility*)
- b) GIS shape files for the odour facility and complaint mapping to allow for development of composite mapping

Action 1.3.16 – Develop and implement air emissions management programs for standby power generators at municipal sewer pump stations (*2016*).

Narrative 13: Summarize air emissions management programs for standby power generators at municipal sewer pump stations. If these are the same as the previous reporting period 2015-2016, then indicate "Same as the 2015-2016 reporting period: no changes", or if only minor changes, enter appropriate text similar to "Same as the 2015-2016 reporting period except for..." This action should be complete by now.

Notes: Metro Vancouver has developed "Specifications for New Diesel Powered Vehicles & Equipment" as part of its green procurement process (details were shared with the REAC-LWS at an earlier meeting and are available from MV).

Same as the 2015-2016 reporting period except for all new generators procured by the City must meet tier 4 emission standards per Metro Vancouver specifications.

Action 1.3.17 – Develop and implement programs to reduce greenhouse gas emissions from municipal liquid waste management systems to help achieve federal, provincial and municipal greenhouse gas targets (Ongoing, see Action 3.1.5).

Narrative 14: Summarize air emissions management programs for standby power generators at municipal sewer pump stations. If these are the same as the previous reporting period 2015-2016, then indicate “Same as the 2015-2016 reporting period: no changes”, or if only minor changes, enter appropriate text similar to “Same as the 2015-2016 reporting period except for...”

Richmond’s 2041 OCP includes targets to reduce the community’s energy use by 10 per cent by 2020, and to reduce community greenhouse gas (GHG) emissions by 33 per cent by 2020 and 80 per cent by 2050. In January 2014, City Council approved Richmond’s Community Energy and Emissions Plan (CEEP). The CEEP includes:

- Strategy 9: Continue Advancement of Neighbourhood District Energy Systems;
- Strategy 10: Utilize Local Energy Sources; and
- Strategy 11: Maximize Use of Waste, including liquid waste.

Richmond is continuing to work with Metro Vancouver to implement a sewer heat recovery system on the Gilbert Trunk Sewer as part of the Oval Village District Energy Utility (formerly the River Green District Energy Utility). During the reporting period, Lulu Island Energy Company Inc. (LIEC), a City-owned corporation that manages district energy initiatives, in partnership with Corix Utilities Inc. continue to provide thermal energy services to developments with the Oval Village service area. To date, 1,892,024 ft² (175,775 m²) of residential floor space is connected to the system, with an estimated 6,391,517 ft² (593,792 m²) at full build out. The implementation of the sewer heat recovery energy source for this project is targeted for 2024. At full build-out, this project will result in an estimated annual reduction of 8,900 tonnes of CO₂e GHG emissions.

The City has also completed a project to identify potential locations within the municipality’s own sanitary sewer system for the cost-effective implementation of smaller-scale energy recovery facilities. Such “micro” sewer heat recovery plants could provide heating and/or cooling for a smaller-scale stand-alone developments, or act as an ancillary heating input to the City’s large District Energy networks.

Richmond continues to secure commitments from new developments in the City Centre Area to be “District Energy Ready” as part of rezoning and development permitting, while also completing the planning and due diligence process for the development of a City Centre district energy system. As part of the due diligence process, several scenarios which utilize liquid waste as an energy source are being analyzed. These initiatives are all part of a medium- to long-term strategy to develop district energy utilities in the City Centre.

Action 3.1.6 – Assess the performance and condition of municipal sewerage systems by: (a) inspecting municipal sanitary sewers on a twenty year cycle, (b) maintaining current maps of sewerage inspection, condition and repairs, and (c) using the Metro Vancouver “Sewer Condition Report, November 2002” as a guide to ensure a consistent approach to sewer system evaluation and reporting (Ongoing).

Narrative 15: Summarize key progress on the assessment and condition of municipal sewerage system for 2017-2018. If these are no changes since the previous reporting period 2015-2016, then indicate “Same as the 2015-2016 reporting period: no changes”.

Attachment 5:

- a) *A map showing sewerage system CCTV inspection for 2016-2017 and the other areas of CCTV inspection work in a different colour over the previous 18 years (1994-2012).*
- b) *A map showing any sewer replacement /rehabilitation work for 2017-2018 as part of either asset management or capacity upgrades. Indicate whether the work is for upgrades or maintenance.*

| |
|---|
| Action 3.1.8 – Develop and implement asset management plans targeting a 100 year replacement of rehabilitation cycle for municipal sewerage infrastructure and provide copies of such plans to Metro Vancouver (2014). |
|---|

Narrative 16: Summarize key progress or accomplishments on the development of asset management plans for municipal sewerage infrastructure for 2017-2018.

Richmond has an ongoing Ageing Infrastructure Replacement Program with dedicated funding from the Sanitary Sewer Utility that maintains the sanitary system in an appropriate operating condition. Staff report to City Council bi-annually on the status of the program, including current infrastructure status, long-term funding requirements and funding gaps if they exist. The 2017 program update identified a long-term, sustainable capital requirement of \$6.8M and a current annual budget of \$5.3M. City Council and staff have made significant progress in closing the funding gap and will continue to close the gap in subsequent utility rate setting cycles. The sanitary system is relatively young and the bulk of replacement funding is predicted to be required between 2041 and 2061. As such, the incremental approach to closing the funding gap is appropriate for the City of Richmond.

Attachment 6:

- a) *Titles of any completed asset [replacement] management plans (author, date, title, and publisher) for 2017-2018.*

John Irving, P.Eng. MPA, June 23, 2017, Ageing Utilities Infrastructure Planning – 2017 Update, CoR (REDMS 5333959)

Corrine Haer, P.Eng., 5-Year Capital Program – Sanitary Capital Program, CoR (REDMS 5843820)

Eric Sparolin, P.Eng., Jan Engineering & Public Works – Monthly Construction Update to Mayor and Council, CoR (REDMS 5283388)

- b) *Completed annual PSAP 3150 reporting on asset values for 2017-2018.*

2017 Annual Report: <https://www.richmond.ca/cityhall/finance/reporting/reports.htm>

More information on Richmond's non-financial assets is available at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

- c) *Colour coded map showing age of the sewerage system (i.e.: <1900, 1901-1925, 1926-1950, 1951-1975, 1976-2000, >2001) updated to show any changes made in 2017-2018. If no changes, please indicate so and the mapping prepared for the 2015-2017 reporting period will be used.*

Action 3.2.4 – Undertake a tri-annual internal audit of best practices of one municipal liquid waste management sub-program in each municipality to identify opportunities for innovation and improvements *(Triennially)*.

Narrative 17: Summarize key findings from the tri-annual internal audit (first due for 2013, the next in 2016).

Ageing Infrastructure Planning Program

In 2017, Richmond conducted an update of the Ageing Infrastructure Planning Program, which included reconciling current inventory, reviewing the evolving theory on infrastructure service life, and updating infrastructure replacement pricing.

This audit identified the following key findings:

- Infrastructure replacement costs continue to increase due to inflation, environmental requirements and sanitary pump station complexity.
- Development facilitates significant infrastructure replacement, having a positive impact on the City's overall ageing infrastructure picture. However, development is subject to external factors, such as the economy, and does not always coincide with infrastructure that is beyond its useful life. Therefore, development is not considered a sustainable resource for ageing infrastructure replacement.
- The long-term, sustainable capital requirement is \$6.8M for the sanitary utility. The current budget is \$5.3M. Closing the funding gap is achievable within the next decade or sooner through the annual budgeting process.

Action 3.3.6 – In collaboration with Metro Vancouver, estimate and document the greenhouse gas emissions and odours associated with the operation of the municipal and regional liquid waste management systems *(2014)*.

Narrative 18: Summarize the estimate of greenhouse gas emissions associated with the operation of municipal and regional liquid waste management systems. Odour control and mapping are being reported under Action 1.3.15.

The estimated total emission in 2017 due to electricity use at sanitary pump stations and sanitary fleet fuel use for operational tasks is 157.1 tCO₂e.

Action 3.3.7 – Estimate and report on the frequency, location and volume of sewerage overflows from municipal combined and sanitary sewers, and where feasible identify and address the probable causes *(Ongoing)*.

Narrative 19: Summarize and highlight any important details and/or action plans relating to managing wet weather SSOs, CSOs and dry & wet weather SSOs during the period 2017-2018. If no changes since 2015-2016, then indicate "Same as the 2015-2016 reporting period: no changes".

For each CSO location, in a table indicated estimated volumes & number of occurrences (this will have been prepared for EC WSER reporting but is also required by the LWMP).

Same as the 2015-2016 reporting period: no changes.

Attachment 7:

- a) *Provide (if not already provided) GIS shape files which have the locations of the CSO outfalls for purposes of summary mapping (should already be reported under WSER).*
- b) *Provide GIS shape files or coordinates for the locations of wet & dry weather SSOs for each year (indicate which is dry/wet and year). Include SSO dates and estimated volume.*

Action 3.3.8 – Maintain and, if necessary, expand the existing municipal sewer flow and sewer level monitoring network (Ongoing).

Narrative 20: Summarize and highlight any changes to the existing municipal sewer flow & sewer level monitoring network for 2017-2018 (if no changes, then indicate “Same as the 2015-2016 reporting period: no changes”).

Same as the 2015-2016 reporting period: no changes.

Attachment 8:

- a) *Map and GIS coordinates showing locations of active municipal sewer flow/level monitors for the reporting period 2017-2018 (indicate whether permanent or temporary)*

Action 3.4.4 – In collaboration with Metro Vancouver and the Integrated Partnership for Regional Emergency Management (IPREM), develop emergency management strategies and response plans for municipal and regional wastewater collection and treatment systems (2015).

Narrative 21: Summarize any progress on the development of emergency management strategies and response plans for municipal & regional wastewater collection and treatment systems.

Note: *This action is being addressed through direction by REAC to REAC LWSC and REAC WSC to undertake in 2015.*

The City maintains an inventory of portable diesel standby power generators on trailers. These generators are intended to provide back-up power for sanitary and drainage pump stations in the event of emergency power failures and is the primary response plan for stations that do not have built-in generators. Built-in backup generators are incorporated into new or upgraded stations constructed within City Centre where possible.

In 2017, the City began investigating resilience systems for sanitary pump stations focused on long duration energy availability comprised of onsite energy generation and storage reducing reliance on diesel generators for back-up power. This project is ongoing and currently in its planning stages.

Action 3.4.5 – Adapt infrastructure and operations to address risks and long-term needs (Ongoing).

Narrative 22: Summarize any key initiatives that support the adaptation of infrastructure & operations to address risks and long term needs (e.g. climate change, sea level rise, seismic risk, demographic growth, etc...). If no change from 2015-2016, then indicate, "Same as the 2015-2016 reporting period: no changes".

Richmond's Flood Protection Management Strategy identifies climate change issues and provides high level guidance on the City's flood mitigation improvements. A key component of the Flood Protection Management Strategy is the Dike Master Plan, which guides the City's dike raising efforts. The plan is being completed in multiple phases, each identifying dike upgrade options and recommendations for different areas throughout the City. These recommendations address long term risks such as climate change-induced sea level rise, higher intensity storms, and spring snow melt. These risks are mitigated by the City's proactive and extensive flood protection efforts.

Action 3.4.6 – Ensure liquid waste infrastructure and services are provided in accordance with the Regional Growth Strategy and coordinated with municipal Official Community Plans (Ongoing).

Attachment 9:

- a) *If not already provided, provide updated GIS shape files of the municipal sanitary sewer network, including manholes, pump stations, pipe diameters for the municipal sewer system as of the end of 2016. Please indicate what changes have been made for 2017-2018.*

NOTE: *This information is part of the routine information provided to Metro Vancouver every two years in response to municipal obligations under the GVS&DD Act. This information will be used to update Metro Vancouver's GIS data base and to create a composite map showing alignment and discrepancies with the RGS.*

Action 3.4.7 – Develop and implement integrated stormwater management plans at the watershed scale that integrate with land use to manage rainwater runoff (2014).

*Narrative 23: Summarize and highlight key initiatives relating to the development and implementation of the integrated stormwater management plans **for each watershed/ISMP area**.*

NOTE: *Format and content should be similar to the reporting provided in February 2018 for the Interim Report: for the Integrated Liquid Waste and Resource Management Plan. See: <http://www.metrovancouver.org/services/liquid-waste/LiquidWastePublications/IntegratedLiquidWasteResourceManagementPlanInterimReport2017.pdf>*

The City of Richmond is comprised of a series of islands in the delta of the Fraser River, with the majority of the land mass located on Lulu Island. Lulu Island is characterized by a relatively flat topography with an average elevation of one meter above mean sea level. The island forms a single watershed with carefully engineered drainage catchments that include channelized watercourses, sloughs and ditches that serve drainage, irrigation and habitat functions. In 2018, Richmond's ISMP, the Integrated Rainwater Resource Management Strategy, was endorsed by Council for implementation. Sampling was completed in wet and dry seasons.

- a) GIS shape files showing the ISMP boundaries and their status: Development Phase= Yellow; Implementation Phase = Light Green; Completed Phase = Dark Green. Add ISMPs still to start development as outlined only).

NOTE: The ISMPs will be summarized and mapped similar to the February 2018 Interim Report:

<http://www.metrovancouver.org/services/liquid-waste/LiquidWastePublications/IntegratedLiquidWasteResourceManagementPlanInterimReport2017.pdf>

Action 3.5.8 – Biennially produce a progress report on plan implementation for distribution to the Ministry of the Environment that: (a) summarizes progress from the previous two years on plan implementation for all municipal actions, including the status of the performance measures, (b) includes summaries and budget estimates for proposed LWMP implementation programs for the subsequent two calendar years (July 1st biennially).

List budget estimates for the LWMP implementation programs and subsequent two years beyond biennial report (from 5 yr plan)

Table 9 Summary of LWMP Implementation Budgets and Forecasts

| LWMP Implementation Action | Details/Notes | Budget | | | |
|---|---|--------|------|---------|---------|
| | | 2017 | 2018 | 2019* | 2020* |
| Sanitary Sewer Capital Program | Includes pump station replacement, gravity sewer and forcemain replacement, and sanitary rehabilitation works | 1.2M | 4.9M | 0.8M | 9.1M |
| Development Projects (Servicing Agreements) | | 0.6M | 0.2M | Unknown | Unknown |
| | | | | | |

* Subject to council approval

Action 3.5.9 – This reporting is an annual requirement. In the year of the biennial report, this action is covered off by municipal reporting on 3.4.7 & 3.3.7. In other years this addressed through the Interim Report. This municipal reporting is summarized regionally by Metro Vancouver under its Action 3.5.6.

Note: The Interim Report: 2018 was submitted to the Ministry of Environment in February 2018.

Ministerial Condition 2 – Member municipalities are strongly encouraged to business case and/or implement residential water metering programs and to consider municipal rebate programs for water efficient fixtures and appliances to reduce potable water use.

Narrative 24: Discuss initiatives that evaluate/support water metering and rebate programs to water fixtures and appliances

Richmond has comprehensive water meter programs for both residential and commercial properties. All single-family, industrial, commercial, and farm properties in Richmond are metered. In 2017, Richmond completed implementation of universal water metering for all single-family properties. Multi-family complexes can volunteer for water meters, with the City providing a maximum subsidy of \$100,000 per complex. By the end of 2018, 46% of multi-family properties are metered in Richmond.

In 2014, Richmond also introduced a pilot project for Fixed Base Meter Reading that facilitates the continuous reading of meters through radio towers. The program provides real time consumption data which allows staff to better help residents identify causes of leaks and water consumption habits. Deployment of a universal Fixed Base Network is currently underway with a target completion in 2019.

To complement these water meter programs, Richmond provides metered customers with free water conservation kits, which include low flow showerheads, faucet aerators, toilet fill cycle diverters, toilet leak detection tablets, and educational water conservation tools. In addition, Richmond offers a \$100 rebate to residents for replacing old toilets with new low-flush toilets, and subsidized rain barrels to collect and store water for outdoor use. Richmond also partnered with BC Hydro to offer a \$100-200 rebate for high-efficiency clothes washer replacements. At the end of 2018, 7976 toilet rebates, 1727 rain barrels, and 914 clothes washer rebates have been issued to Richmond residents.

Ministerial Condition 3 – Metro Vancouver, in partnership with member municipalities, is encouraged to pursue a region-wide water conservation program targeting the industrial, commercial, institutional and agricultural sectors as part of its new Drinking Water Management Plan. Remaining municipalities in the region that have not implemented metering for these sectors are encouraged to do so.

Narrative 25: Summarize whether any new municipal water metering policies or programs were introduced in 2017-2018 that address this action. If no changes, then indicate, "Same as the 2015-2016 reporting period: no changes".

ICI sector is fully metered, no changes.

Ministerial Condition 7 – Member municipalities will, with MV planning and coordination, and to the satisfaction of the Regional Manager, develop a coordinated program to monitor stormwater and assess and report the implementation and effectiveness of Integrated Storm Water Management Plans (ISMPs). The program will use a weight-of-evidence performance measurement approach and will report out in the Biennial Report. The Regional Manager may extend the deadline for completion of ISMP by municipalities from 2014 to 2016 if satisfied that the assessment program could result in improvement of ISMP and protect stream health.

Narrative 26: Quote relevant OCP sections addressing stormwater, stream health and their consideration of ISMPs.

Given the ISMP deadline requirement, please indicate in as a list any ISMPs not developed by the end of 2018.

Richmond's Integrated Rainwater Resource Management Strategy (IRRMS) addresses Richmond's needs for water quality treatment and monitoring plan. This plan was endorsed by Richmond Council in April 2016. In 2018, the IRRMS sampling program for water quality parameters was implemented. Nine pump stations sample locations were selected to be representative of the majority of Richmond storm water discharge flow volume.

Five samples were collected within 30 days in both the wet and dry seasons and analyzed for general water quality parameters, bacteria (fecal coliform and E.coli) nutrients (nitrate) and select metals. Analytical results are expected by early 2019.

Attachment 11:

a) Monitoring results per watershed (as per ISMP Adaptive Management Framework)

Not available at this time

b) If undertaken, a map plus GIS shape files/coordinates showing location of monitoring

Not available at this time

Ministerial Condition 9 – The ILWRMP has a goal of protecting public health and the environment. In keeping with this goal and to ensure alignment with other national, provincial and regional initiatives, Metro Vancouver and member municipalities are encouraged to: (a) Have a local land use planning consider the direction provided by the ISMPs, (b) Consider how the degree, type and location of development within a drainage can affect the long-term health of the watershed,(c) Consider how to protect the stream, including the riparian areas that exert an influence on the stream, from long-term cumulative impacts and (d) Use scenarios and forecasting to systematically consider environmental consequences/benefits of different land use approaches prior to build-out (for example, Alternative Future type approaches).

Narrative 27: Please describe any changes to how you have used proactive planning processes as listed in Ministerial Condition 9 for 2017-2018 and provide examples. If there are no changes since 2015-2016, then indicate: "Same as the 2015-2016 reporting period: no changes".

The strategies identified in the IRRMS are consistent with actions identified within the City's Ecological Network Management Strategy (ENMS), adopted by Council in 2014, and submitted in the 2015-2016 reporting period. Through the ENMS the City has identified an interconnected network of natural and semi-natural areas across Richmond's landscape to protect, connect and restore. These natural areas include green infrastructure that provides essential ecosystems services related to stormwater management. Additional Actions under the ENMS related to Ministerial condition 9 in this reporting period include:

- The City's Riparian Management Area (RMA) setbacks for minor (5m) and major (15m) designated streams were formally introduced into the City's Zoning Bylaw 8500 in 2018, meeting the requirements mandated under the Riparian Areas Regulation. The City has bolstered the Watercourse Protection and Crossing Bylaw 8441 to include provisions for further protecting RMA's from non-compliant development activity, while encouraging enhancement of these areas. The City has updated Bulletin Information-23 to include specific information for

development adjacent to RMA's for multifamily residential, commercial and industrial development. A new standalone Bulletin Information-44 has been developed to inform single family residential development adjacent to the RMA.

- In November 2018, the City established the ENMS Working Group to develop cross-departmental approaches to promote the ENMS in daily project work and build tools to track the City's annual progress. The ENMS Working Group includes representatives from eight City departments who will work together throughout 2019 to advance a management approach for the ENMS.
- In November 2018, the City hosted a Mitchell Island Environmental Management Collaboration Meeting. The purpose of the meeting was to define strategies to deal with the regulation of pollution on Mitchell Island. Storm water health was a primary topic of the meeting and provincial, regional, and city regulators were present.
- In December 2018, the City amended the Pollution Prevention Bylaw 8475 to allow for greater ease in cost recovery mechanisms in response to spills to the environment and implement changes to improve the management and field monitoring of permitted non-storm water discharges to the storm system.
- Continue to support and strengthen the pollinator pasture and the Bath Slough Revitalization Initiative as well as initiate pollinator pasture projects on suitable sites throughout the city.
 - Initiated the City's second Pollinator Meadow within Terra Nova Rural Park.
- ENMS 2018 update report
<https://www.richmond.ca/shared/assets/2018enmsupdatereport52187.pdf>

Attachment 12:

- a) Map showing any 2017-2018 changes to protected riparian areas & possible stream classifications. If no changes, then this figure is not required.*

Municipal Progress Summary Table

The summary table is the same format at previous Biennial Report. The columns (Dec 2016 + Additions/Changes) should add to equal the Dec 2018 Total.

Table 10 Summary of Municipal Progress 2017-2018

| Description | Unit | Total as of Dec 31 st , 2016 | Additions & Changes | Total as of Dec 31 st , 2018 |
|--|------|--|------------------------|---|
| 1. Municipal Sewer System Inventory | | | | |
| a. Sanitary Gravity Sewers | m | 468,500 | 800 | 469,300 |
| b. Sanitary Services (Connections) | ea. | 31,565 | -36 | 31,529 |
| c. Sanitary Force mains | m | 101,200 | 0 | 101,200 |
| 2. Combined Sewer System Inventory | | | | |
| a. Total Combined Sewers | m | n/a | n/a | n/a |
| b. Combined Services (Connections) | ea. | n/a | n/a | n/a |
| c. Combined Sewers Separated | m | n/a | n/a | n/a |
| d. Percentage of total system separated | % | n/a | n/a | n/a |
| 3. Sanitary Sewer System Evaluation Program | | | | |
| a. Sanitary Sewers Video Inspected | m | 435,488 | 13,399 | 448,887 |
| b. Percentage of Entire Municipal Sewer System Dye & Smoke Tested | % | 0.7% | n/a | 0.7% |
| c. Percentage of Entire Municipal Sewer System Video Inspected | % | 100% | 0 | 100% |
| d. Percentage of Entire Municipal Sewer System Structurally Rated | % | 100% | 0 | 100% |
| 4. Sewer System Rehabilitation | | | | |
| a. Total Length of Sewers Rehabilitated | m | 2,584 | 0 | 2,584 |
| b. Total Length of Sewers Replaced/Capacity Upgraded | m | 14,764 | 1,361 | 16,125 |
| c. Total Number of Service Laterals Rehabilitated | ea. | 45 | 5 | 50 |
| d. Number of Structurally Repaired Manholes/Cleanouts | ea. | 2,886 | 1,416 | 4,302 |
| e. Number of Cross-Connections Corrected | ea. | 11 | 0 | 11 |
| 5. Sanitary Sewer Overflows | | | | |
| a. Total Number of Reported Dry Weather SSOs | ea. | 0 | 0 | 0 |
| b. Total Number of Reported Wet Weather SSOs | ea. | 0 | 0 | 0 |
| c. Number of Breakdowns from Failures | ea. | 136 | 148** | 284 |

| Description | Unit | Total as of Dec 31 st , 2016 | Additions & Changes | Total as of Dec 31 st , 2018 |
|---|--------------------|--|------------------------|---|
| 6. Greenhouse Gas Emissions | | | | |
| a. CO ₂ emission reduction from sewer system | kg CO ₂ | | | |
| 7. Summary of Costs | | 2017 | 2018 | Total |
| a. Sanitary Sewer Condition Evaluation Program | | 1.0M | 1.05M | 2.05M |
| b. Combined Sewer Separation Program | | n/a | n/a | n/a |
| c. Sewer System Rehabilitation Program | | 0.45M | 0.35M | 0.80M |
| d. CO ₂ Reduction Program | | 0 | 0 | 0 |
| e. ISMP Implementation | | 0 | 0 | 0 |
| f. Total Cost for the Biennial Period | | *1.45M | *1.40M | *2.85M |

*Cost associated with items listed under 7-a to 7-e only. Capital investments associated with other aspects of sanitary system management are not included.

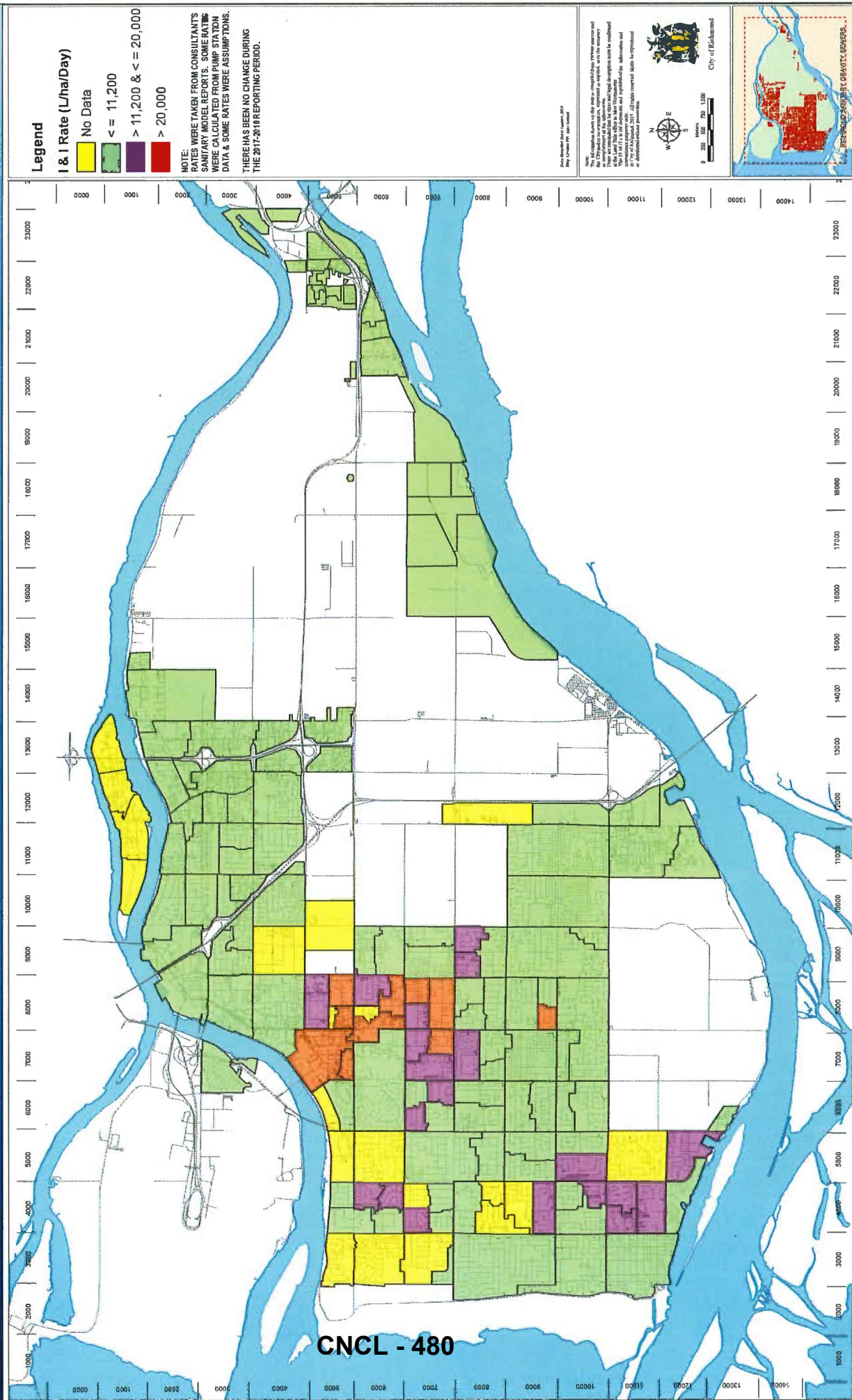
** Breakdowns include all Mainline, Manhole, & IC Blockages

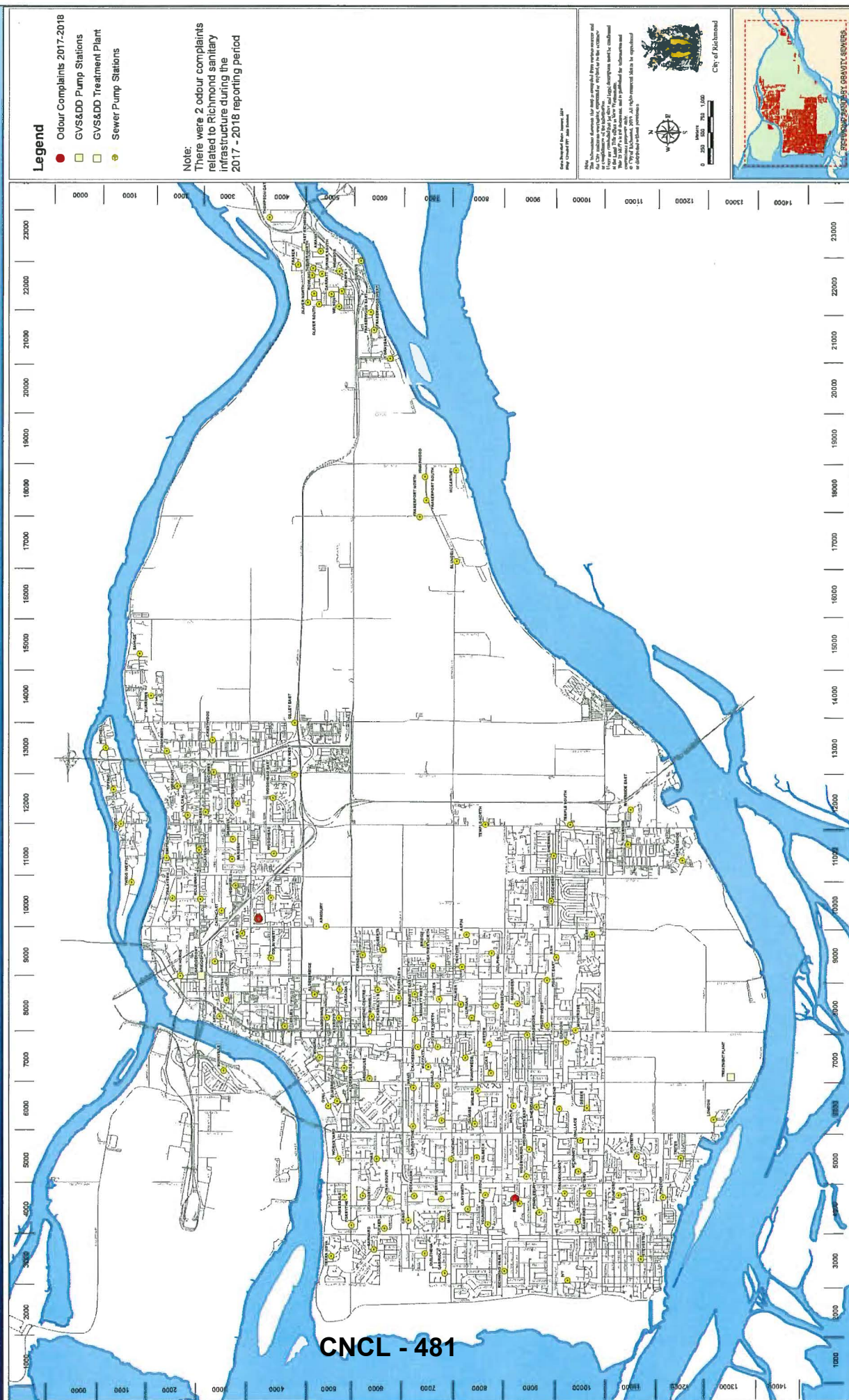


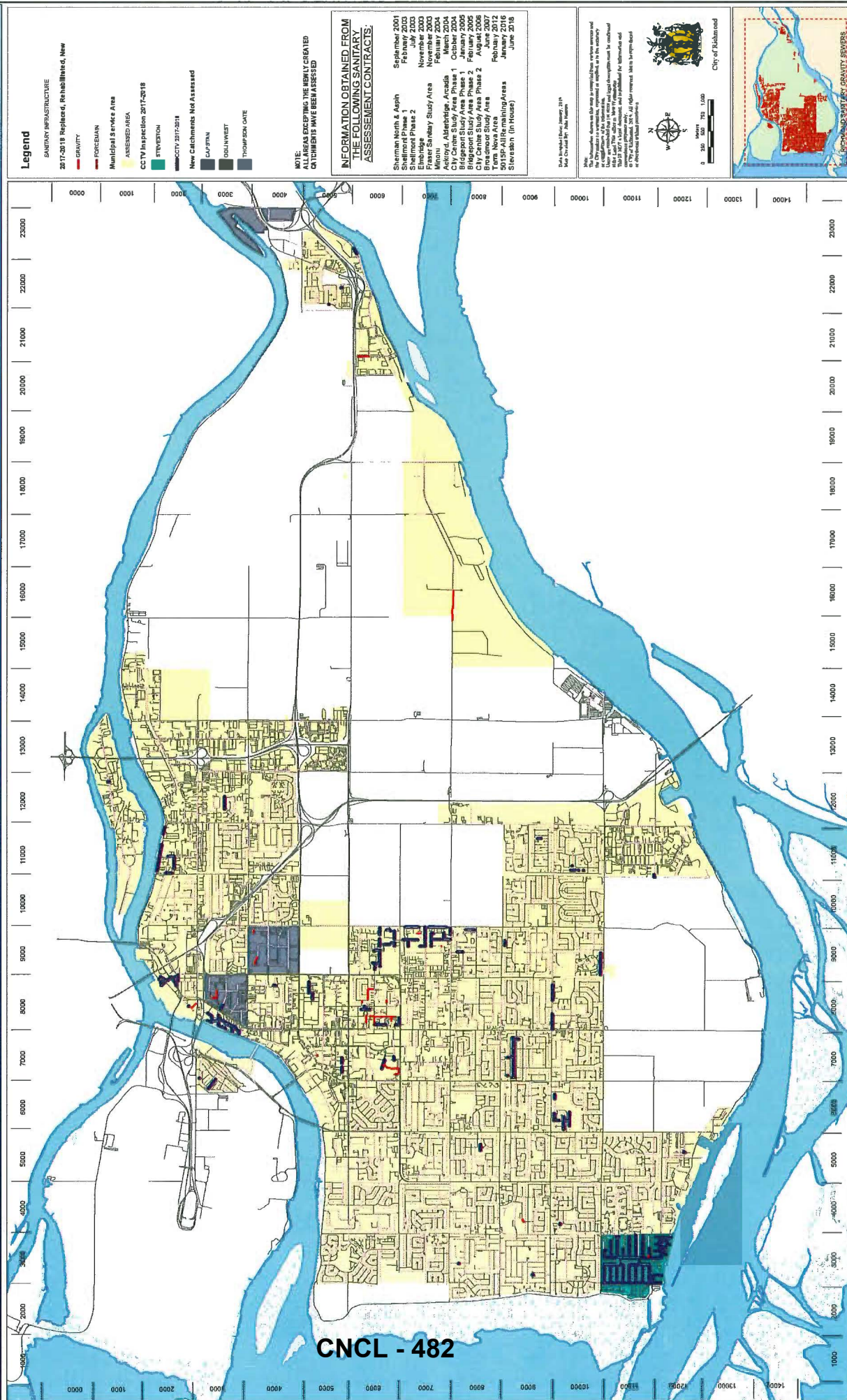
Richmond

City of Richmond Modelled Sanitary Catchment I&I Rates - January 2019

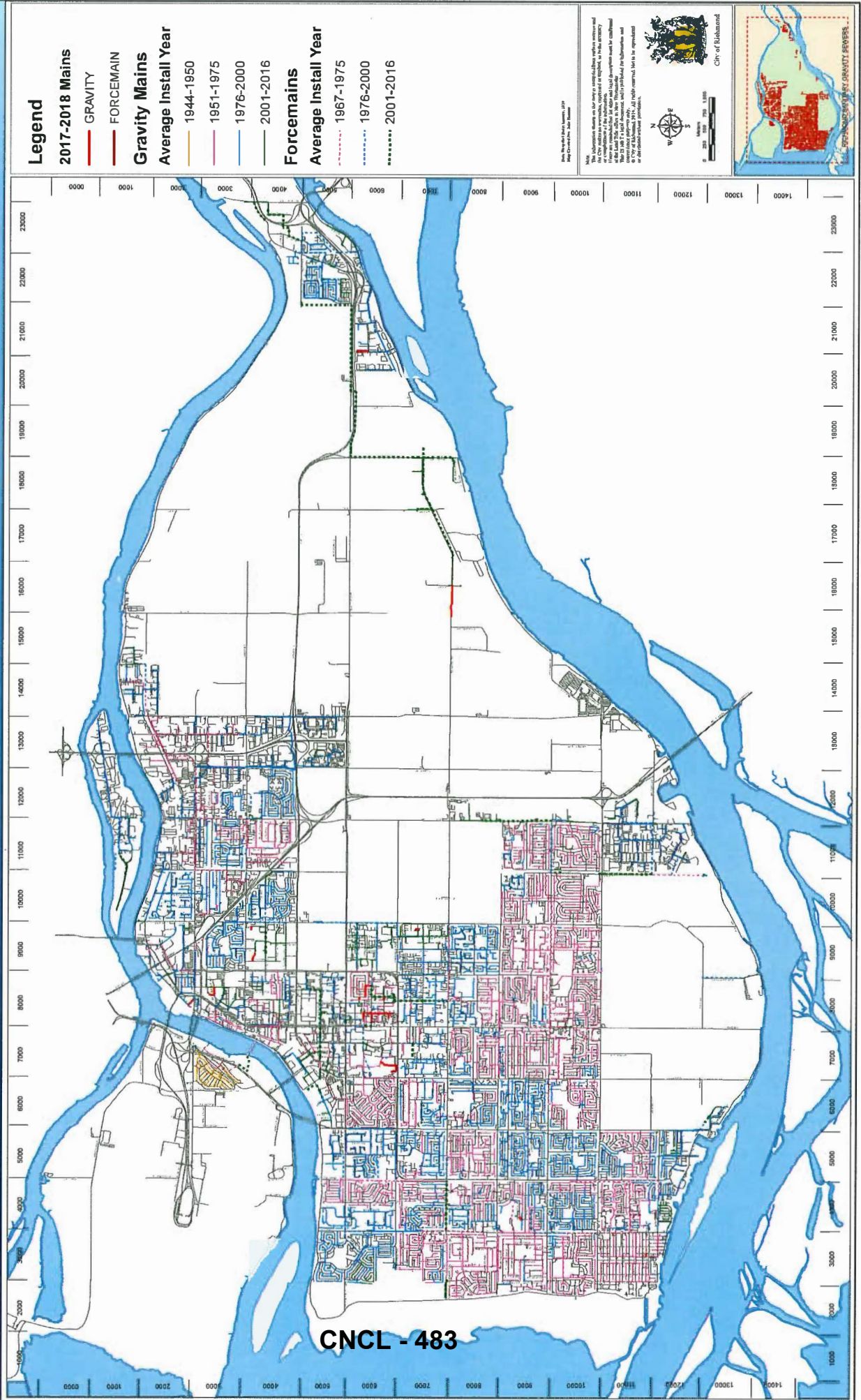
ATTACHMENT 1







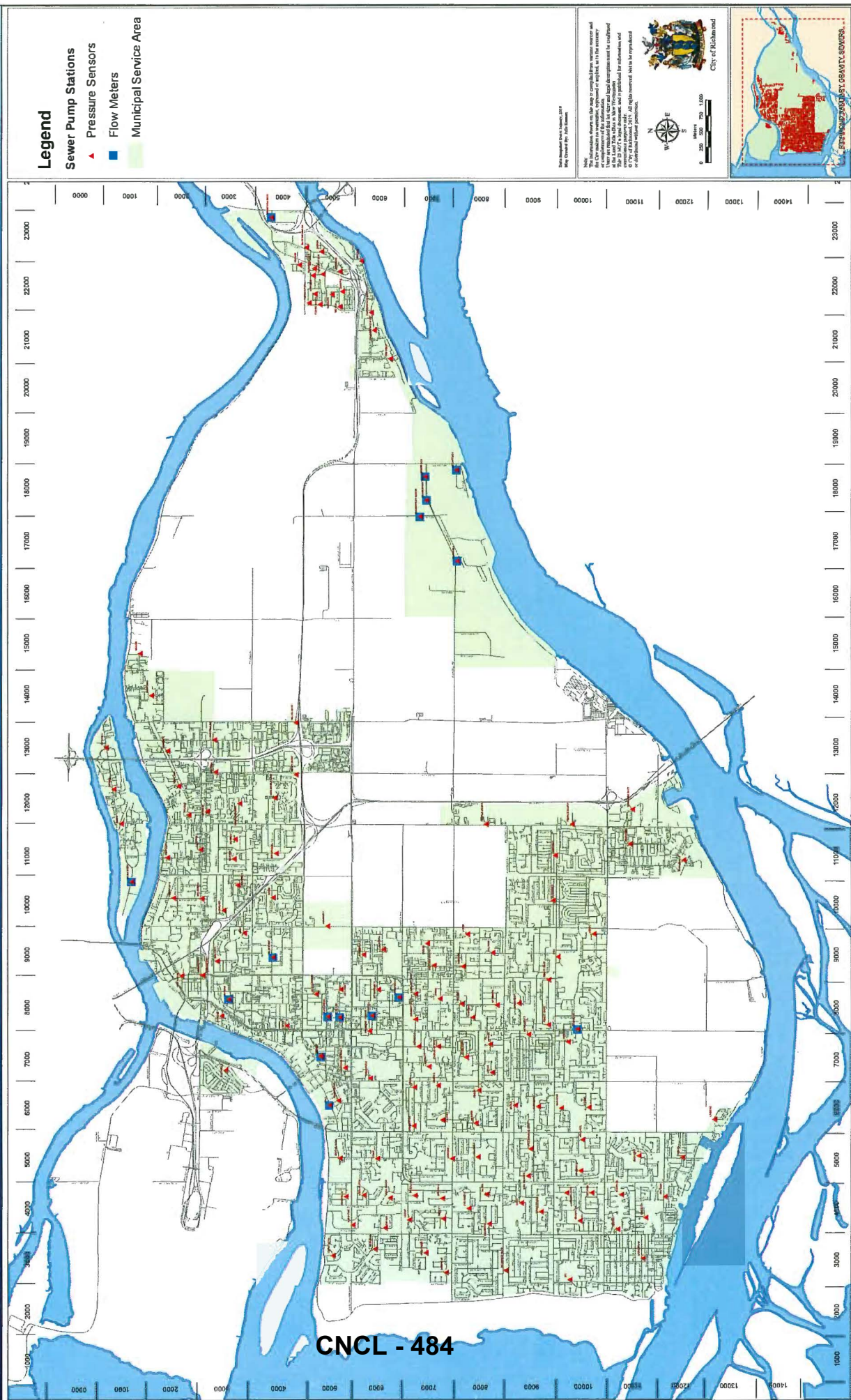
City of Richmond Sanitary System Age - January 2019



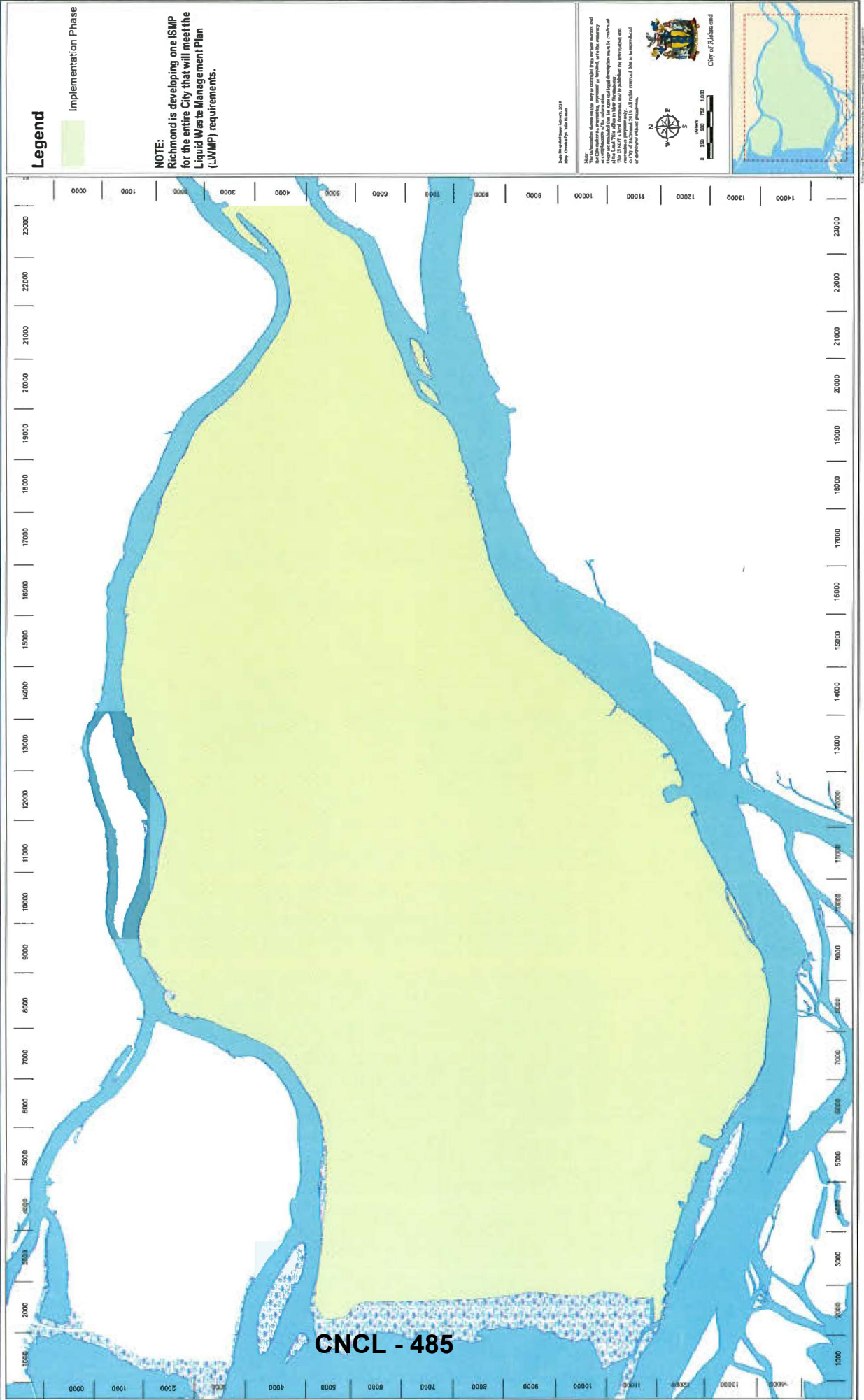


City of Richmond Active Sewer Flow & Level Monitors - January 2019

ATTACHMENT 8



Richmond Integrated Stormwater Management Plan (ISMP) Status Map - January 2019





City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 16, 2019

From: Biliana Velkova
Public Art Planner

File: 11-7000-09-20-244/Vol
01

Re: Hollybridge Way Public Art Landmark Proposed Location

Staff Recommendation

That the proposed location for the Hollybridge Way Public Art Landmark artwork "Typhas" by artists Charlotte Wall and Puya Khalili, as presented in the report titled "Hollybridge Way Public Art Landmark Proposed Location," dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.

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

Att. 5

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

Staff Report

Origin

Following discussion of the Staff Report titled “Hollybridge Way Public Art Landmark Concept” at the Regular Council meeting on December 10, 2018 Council made the following referral motion:

(1) That the concept proposal and installation for the Hollybridge Way Landmark public artwork "Typhas" by artists Charlotte Wall and Puya Khalili, as presented in the report titled "Hollybridge Way Public Art Landmark Concept," dated November 1, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed; and

(2) That the proposed location for the "Typhas" public artwork installation be referred back to staff for alternative siting on the Hollybridge Way Public Art Landmark.

This report responds to part two of the referral.

Analysis

As per the Hollybridge Way Public Art Landmark Terms of Reference, approved by Council in June 2018, and as identified in the City Centre Public Art Plan as adopted by Council in 2011, the siting of *Typhas* is intended to:

- mark a high profile location at the terminus for the proposed Lansdowne Road ceremonial route;
- act as a gateway/landmark for the new Hollybridge Waterfront Park and Pier; and
- provide a signature artwork anticipated to attract people to gather, pose for photos and create a sense of place.

At the December 10, 2018 Council meeting, additional issues were raised regarding whether the artwork would block the view of the river, whether the mirror finish of the artwork would pose a safety risk for motorists and whether the location of another artwork in the adjacent development would compete visually.

Staff has conferred with Parks, Public Works, Engineering and Transportation accordingly.

Oval Precinct and Surrounding Area Public Art Plan

The Richmond Olympic Oval Precinct and Surrounding Area Public Art Plan, approved by Council on April 25, 2006, incorporates the themes “flow, flight and fusion” to guide the shape and form of the art, landscape design and architecture in the precinct.

These themes support design and artwork that encapsulate the spirit of Olympic speed skating, the legacy of a community health and wellness centre and the growing complete community located at the water’s edge. Public artworks within the precinct have taken the themes of “flow, flight and fusion” as a point of departure in developing their artworks; these include Susan Point’s *Buttress Runnels*, Janet Echelman’s *Water Sky Garden* and Buster Simpson’s *Ice Blade*.

Typhas will mark the completion of the Oval Precinct and Surrounding Area Public Art Plan, making the area an important collection of a number of high profile and diverse works of public art in Richmond.

City Centre Public Art Plan

The City Centre Public Art Plan builds on the guiding principles of the City Centre Area Plan to create continuity throughout the City Centre and its individual villages. The City Centre Public Art Plan identifies themes and opportunities for public art to play a role in achieving a connected community.

“Richmond: Yesterday, Today and Tomorrow” is the thematic framework within which artists will design their artwork. This framework offers context to create continuity and synergy, while allowing room for artistic expression and diverse projects.

Oval Village—a high-density, mixed commercial and residential district—is an important location for public art and builds on the success of the Richmond Olympic Oval’s public art program. The growth underway in this area provides an opportunity to incorporate public art which reflects the cultural history and waterfront environment.

The City Centre Public Art Plan identifies an estimated budget of \$100,000–\$350,000 for artwork related to the Middle Arm Waterfront Art Walk, in which Hollybridge Park is located.

Location Options

As this artwork is part of the Council approved Olympic Oval Precinct and Surrounding Area Public Art Plan funded from the Oval Precinct Public Art Capital Budget, only locations within the Olympic Oval Precinct have been considered in this report. Any locations elsewhere in the city would require an alternative funding source.

See Attachment 1 for a map showing the following identified locations:

- A. Hollybridge Way Pier
- B. Hollybridge and Lansdowne Intersection
- C. Grand Staircase

Any locations involving the dike or pump station are not considered options due to the potential negative impact to current and future flood protection infrastructure. The Riverside Plaza area which is already fully programmed with public artwork, volleyball court, etc. is also not considered an option for the siting of this work. The Legacy Plaza is, as well, fully programmed and already has a large-scale public artwork, *Water Sky Garden*. (Attachment 2)

Option A: Hollybridge Way Pier (Attachment 3)

In the initial planning stages of the area, Hollybridge Way Pier was considered as a location for the Hollybridge Way Public Art Landmark; however, it was concluded that placement of an

artwork there would limit programming opportunities for the pier as well as visually compete with the pier design and river view.

The City has entered into a contract for construction of the pier, which is scheduled to start in 2019. The project has been delayed for two years due to a lengthy process to obtain approval from the Province (for the license agreement). To locate *Typhas* on the pier would necessitate changing the contract to add this additional scope of work which is already tendered. First, a structural engineer would need to be retained to do a feasibility study to determine the nature of the new structural reinforcement to install the artwork and related additions (such as electrical power supply). The estimated cost for retaining a structural engineer for this feasibility study is up to \$15,000, which is not available in the Oval Precinct Public Art Capital Budget. Additionally, there is no dedicated funding source for the expenses that would follow the feasibility study: detailed design and specifications as well as additional construction costs for the structural and other modifications.

A changed scope of work would also be expected to result in renewed costly delays in obtaining approval from the Province.

Option B: Hollybridge and Lansdowne intersection (Attachment 4)

This location, due to its proximity to Hollybridge Canal Park, would thematically link with the intent of the artwork to connect with the river ecology. In order to accommodate the artwork, the site would require engineering and construction of a reinforced footing and installation of a new electrical power supply with an additional estimated combined cost of \$50,000 to \$75,000, which is not available in the Oval Precinct Public Art Capital Budget. There is significant underground infrastructure in this area including drainage box culverts, BC Hydro and the Metro Vancouver Gilbert Trunk Sewer, so placement of the artwork would also need to take this infrastructure into account.

Option C: Grand Staircase – (Recommended):

The landing on the grand stairs is a high profile location with visibility from the dyke trail, Dinsmore Bridge and No. 2 Road Bridge.

This location avoids conflict with event staging on the pier, safe pedestrian and cyclist movement, and road end turn-around (Attachment 3).

As this staircase location was previously designated for the placement of a piece of public art, the landing midway up the stairs was reinforced to take up to 8,000 kg (4 tonnes) in weight and up to 6 metres (20 ft.) in height. The recommended artwork has been designed specifically for this location based on these technical specifications as well as in response to the environmental heritage of the site as per the Council- approved Terms of Reference.

From the street level of Hollybridge Way, the river view is not visible due to the height of the dike (See photos on Attachment 5). The placement of the artwork at the mid-stair location follows the City Centre Area Plan recommendation of installing “markers” along the riverfront at the ends of view corridors to enhance way finding; the intention is to lead people to walk up the stairs to discover and enjoy the view, at which point, the artwork will be behind them.

Additional Concerns

A technical review and coordinating phase with City staff as well as other stakeholder agencies will be included with the design development phase of the work to ensure it meets safety and maintenance standards. Transportation staff have reviewed the art concept and do not have concerns with the mirror finish of the artwork from traffic safety and operational perspectives.

With the installation of *Typhas* (marking the completion of the Oval Precinct Public Art Plan) and additional artworks installed at adjacent developments, the Oval Precinct will feature a number of high profile works of public art. A new public art work by Douglas Coupland proposed to be installed at the plaza located along River Road at Hollybridge Way as part of the Aspac Development, will not be visible from the recommended Hollybridge Way stairs location and, therefore, will not visually compete with the work.

Financial Impact

There will be no financial impact to install the work in the recommended location.

There will be no financial impact as the funding for the public artwork is from the approved Oval Precinct Public Art Capital Budget.

Conclusion

The Hollybridge Way Public Art Landmark supports the Oval Precinct and Surrounding Area Public Art Plan to include an integrated artwork in the new Hollybridge Way Park. The recommended location is on the staircase leading up to the dike and Pier. This location best fulfills the criteria, approved by Council, to be a landmark gateway to the Hollybridge Way Park and Pier. A major artwork at this landmark location that celebrates "River and Sky" provides an opportunity to reveal the connection of Richmond to the Fraser River estuary and Pacific flyway. Hollybridge Way Landmark public artwork will enhance this culturally and ecologically rich place and contribute in making a vibrant, healthy and sustainable city.



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

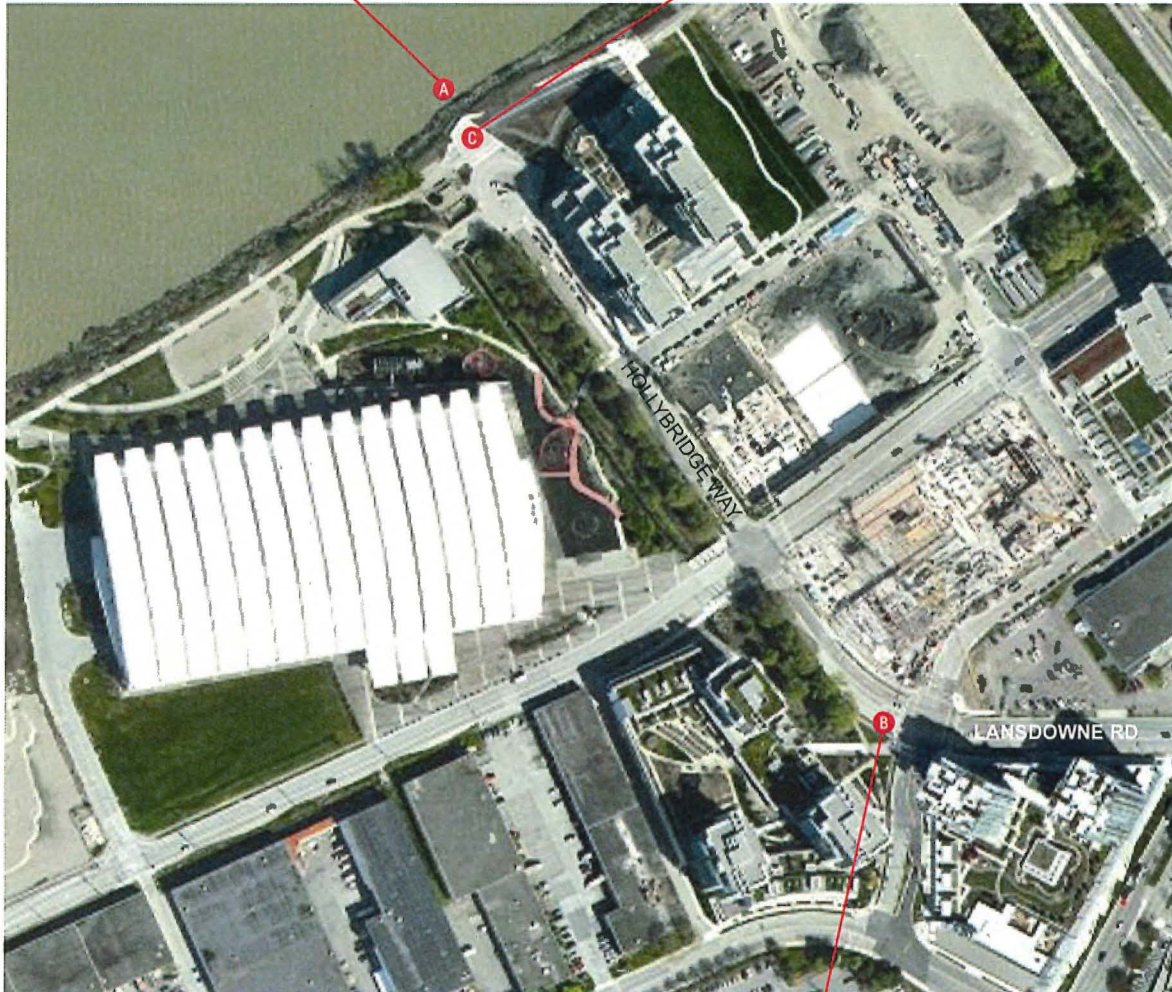
- Att. 1 Aerial View of Oval Precinct
- Att. 2 Aerial view of Richmond Olympic Oval Site
- Att. 3 Aerial View of Option A and Option C
- Att. 4 Aerial and Street View of Option B
- Att. 5 Street Level View of Grand Staircase

AERIAL VIEW OF OVAL PRECINCT

Attachment 1

Option A. Future Hollybridge Way Pier (in progress)

Option C. Grand Staircase



Option B.
Hollybridge and Lansdowne Intersection

Shaded area
indicates Oval
Precinct



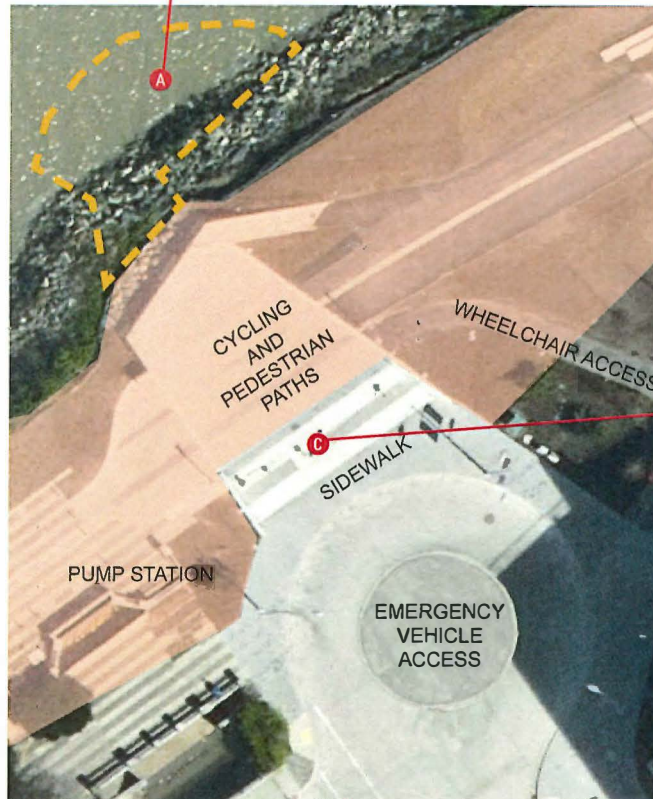
INSTALLED EXTERIOR PUBLICARTWORKS

- ① *Buttress Runnels*, Susan A. Point
- ② *Hupakwanum: The Chief's Treasure Box*, Nu-u-chah-nuth artists
- ③ *Sight Works*, Elspeth Pratt and Javier Campos
- ④ *Water Sky Garden*, Janet Echelman
- ⑤ *Ice Blades*, Buster Simpson
- ⑥ *Star Arc*, W3

Shaded area not viable artwork location due to current and future flood protection infrastructure

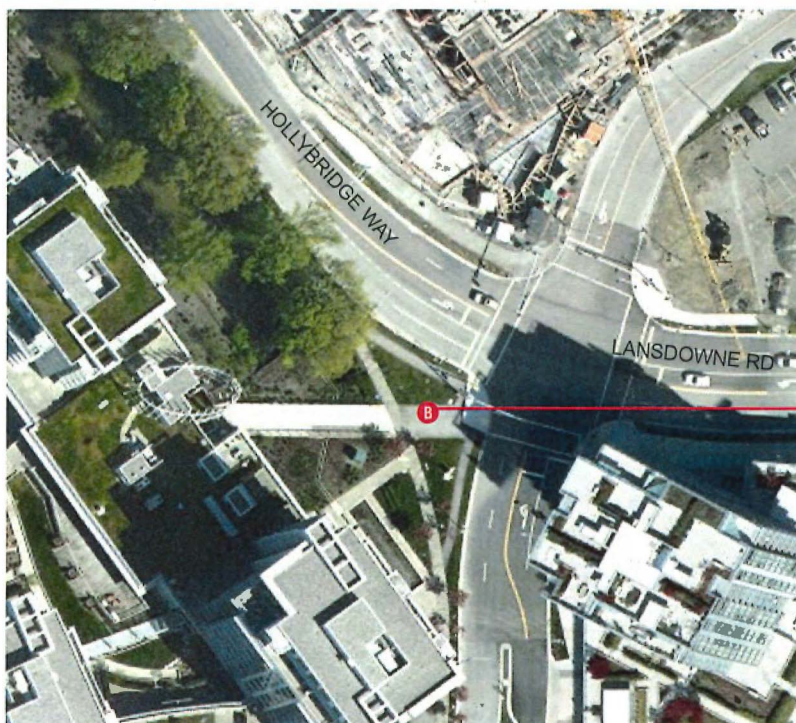
Shaded area
not viable due
to current and
future flood
protection
infrastructure

A. Future Hollybridge Way Pier (in progress)



C. Grand Staircase
with reinforced base





Option B.
Hollybridge
and Lansdowne
Intersection



View of Option B from street level



View of grand staircase from street level



View of artwork concept in recommended location, at street level



City of Richmond

Report to Committee

To: General Purposes Committee
From: Elizabeth Ayers
Director, Recreation and Sport Services
Re: 2019 Parks, Recreation and Community Events Grants

Date: January 14, 2019
File: 11-7000-01/2019-Vol 01

Staff Recommendation

That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$109,100, as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Att. 4

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

CNCL - 496

Staff Report

Origin

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

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant Program.

Findings of Fact

2019 Parks, Recreation and Community Events Grant Budget

The 2019 Parks, Recreation and Community Events Grant budget is \$110,616. This includes a 2.2 per cent Cost of Living increase over the 2018 budget as per City Grant Program Policy 3712.

Notice Given and Applications Received

In August 2018, announcements were placed on the City website and circulated via press release and social media channels, advising the public that applications were being accepted for the 2019 City Grant Program until November 5, 2018. A link to the City website was provided for further information and for access to the City's online application system. Previous grant applicants and City Area Coordinators were also notified directly that the online application system was open for submissions. This is the sixth year that the City has employed a web-based system to facilitate a more efficient and effective application process.

The main goal of the City Grant Program is to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. In the Parks, Recreation and Community Events category, a total of 15 applications were received with an aggregate request of \$216,660. The following table provides a summary of the number and types of applications received, along with the number of grants recommended for the past three years, and the number of grants recommended for 2019.

Table 1: Applications, requests and recommendations.

| 2016–2018 Applications, Requests and Recommendations* | | | | 2019 Recommendations* |
|--|--------------|--------------|--------------|------------------------------|
| | 2016 | 2017 | 2018 | 2019 |
| Total number of applications | 15 | 14 | 15 | 15 |
| New applicants | 5 | 2 | 2 | 4 |
| Minor requests received (\$5000 or less) | 4 | 6 | 7 | 8 |
| Multi-year funding requests received | 3 | 2 | 4 | 5 |
| Grant not recommended (did not meet criteria) | 2 | 3 | 2 | 3 |
| Partial amount of request recommended | 13 | 11 | 13 | 11 |
| Full amount of request recommended | 0 | 0 | 0 | 1 |
| Total amount requested | \$210,974.22 | \$252,466.60 | \$257,482.51 | \$216,660.00 |
| Total budget | \$103,828.00 | \$106,008.00 | \$108,235.00 | \$110,616.00 |
| Total Parks, Recreation and Community Events Grant funds recommended | \$100,700.00 | \$103,250.00 | \$106,600.00 | \$109,100.00 |

*Some categories overlap, numbers are not meant to be totalled.

A table outlining the 2019 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

New Applicants

There were four new applicants in the Parks, Recreation and Community Events category:

- B.C. Kitefliers' Association;
- Foolish Operations Society;
- Growing Chefs Society; and
- Rabbitats Rescue Society.

Minor/Major Grant Requests

There are two streams of applications: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000). Although both grant streams require supporting financial

documents, a minor grant application requires fewer details. A full application form is required for major grant requests and the first year of multi-year funding cycle requests.

In the Parks, Recreation and Community Events category, eight organizations applied for minor grants of \$5,000 or less, and seven organizations applied for major grants of greater than \$5,000.

Table 2: Minor and Major Grant Requests

| Minor Grant Requests | Major Grant Requests |
|--|--|
| <ol style="list-style-type: none"> 1. B.C. Kitefliers' Association 2. East Richmond Community Association 3. Foolish Operations Society 4. Growing Chefs Society 5. Gulf of Georgia Cannery Society 6. Hamilton Community Association 7. Sea Island Community Association 8. WEqual Foundation | <ol style="list-style-type: none"> 1. Kidsport – Richmond Chapter 2. Rabbitats Rescue Society 3. Richmond Fitness and Wellness Association 4. Richmond Food Security Society 5. Steveston Community Society – Richmond Summer Project 6. The Sharing Farm Society 7. WildResearch Society |

Multi-Year Funding Requests

In order to streamline the grant application process for applicants with consistent, ongoing operations, services or events, City Grant Policy 3712 provides organizations the option of applying for a maximum three-year funding cycle, provided that the applicant has received a grant for the same purpose as the current year's application for at least each of the past five years.

In the first year of a multi-year funding cycle, a full application form is required regardless of the amount of the grant request. For the remaining two years of a cycle, only a short application form is required. Council reviews the status of multi-year funding cycles on an annual basis as approval is required to fund each year of a cycle. Council approval to enter into the first year of a multi-year funding cycle does not guarantee that subsequent years will be funded.

In the Parks, Recreation and Community Events category, five organizations applied for multi-year funding:

1. B.C. Kitefliers' Association;
2. Sea Island Community Association;
3. Steveston Community Society – Richmond Summer Project;
4. The Sharing Farm Society; and
5. WildResearch Society.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of six staff members from the Community Services Division, reviewed the applications against 23 criteria (Attachment 3) that were developed based on the 2019 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). Each application was systematically evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials, and the quality of the application itself.

To ensure neutrality, each application was independently assessed by a minimum of three committee members to determine eligibility for multi-year funding and to form a preliminary evaluation based on the mean scores. Each application was subsequently evaluated by the committee as a whole to reach a consensus on the final score, which was used to collectively determine a recommendation on funding.

2019 Multi-Year Funding Recommendations

Two applicants are recommended for multi-year funding:

1. Steveston Community Society – Richmond Summer Project, which applied for and met the criteria for multi-year funding in 2018, is in the second year of a three-year cycle. It is recommended that Steveston Community Society – Richmond Summer Project be approved for the second year of a multi-year funding cycle.
2. The Sharing Farm Society, which applied for and met the criteria for multi-year funding in 2018, is in the second year of a three-year cycle. It is recommended that The Sharing Farm Society be approved for the second year of a multi-year funding cycle.

Three applicants are not recommended for multi-year funding due to a failure to meet the requirements for a multi-year funding cycle:

1. B.C. Kitefliers' Association applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that B.C. Kitefliers' Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.
2. Sea Island Community Association applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2018 as it failed to submit a full application form as required for the first year of a multi-year funding cycle. It is recommended that Sea Island Community Association not be approved for the second year of a multi-year funding cycle, but be approved for consideration as a minor grant application.

3. WildResearch Society applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2018 as it had not received a City Grant for the same purpose for the past five consecutive years. It is recommended that WildResearch Society not be approved for the second year of a multi-year funding cycle.

2019 Grant Recommendations

Twelve out of 15 applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. A table outlining the 2019 grant requests and recommended grant allocations is provided in Attachment 1.

The principal reasons for partial funding are:

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

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

- Ineligible funding purpose;
- Funding responsibility lies in other jurisdictions;
- Other funding partners have not been sought;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Duplication of service;
- Uncommitted, substantial surplus;
- Fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- Quality, including completeness, of the application.

Three applicants are not recommended for a Parks, Recreation and Community Events Grant:

1. Growing Chefs Society is not recommended to receive a 2019 Parks, Recreation and Community Events Grant due to an ineligible funding purpose under Sections 4(ii) and 4(v) of the 2019 Grant Program Guidelines for Parks, Recreation and Community Events, and insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.
2. WEqual Foundation is not recommended to receive a 2019 Parks, Recreation and Community Events Grant due to an ineligible funding purpose under Sections 4(ii) and

4(v) of the 2019 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.

3. WildResearch Society is not recommended to receive a 2019 Parks, Recreation and Community Events Grant due to insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.

Financial Impact

The 2019 Parks, Recreation and Community Events Grant budget is \$110,616. Staff recommend that a total of \$109,100 in grant allocations as indicated in Attachment 1 be approved for disbursement.

Conclusion

The Parks, Recreation and Community Events Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and livable community.

Staff recommend that the 2019 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2019 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
2: 2019 Parks, Recreation and Community Events Grants – Application Summary Sheets
3: 2019 Parks, Recreation and Community Events Grants – Application Scoring Criteria
4: 2019 Grant Program Guidelines for Parks, Recreation and Community Events

| 2019 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations | | | | | | |
|---|---------------------|----------------------|----------------------|--------------------------|--|---------------------------|
| APPLICANT NAME | 2018 GRANT | 2019 REQUEST | 2019 RECOM. | MULTI YEAR RECOM. | COMMENT SUMMARY | SEE ATT 2 PAGE NO. |
| B.C. Kitefliers' Association | N/A | \$ 3,000.00 | \$ 600.00 | Single Year | Supplies for a Children's Kite Making Workshop as part of the Pacific Rim Kite Festival - a free community event in June at Garry Point Park. | Page 1 |
| East Richmond Community Association | \$ 950.00 | \$ 1,800.00 | \$ 1,200.00 | Single Year | Personnel expenses to support three free summer events at King George Park, geared towards youth, seniors, and families. | Page 4 |
| Foolish Operations Society | N/A | \$ 5,000.00 | \$ 1,000.00 | Single Year | Personnel and operations expenses to run a "Dancing for Generations" pilot program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren. | Page 7 |
| Growing Chefs Society | N/A | \$ 5,000.00 | \$ - | N/A | Operational expenses to run a Classroom Gardening & Cooking Program at a Richmond school in Spring 2019, which teaches children about healthy eating and healthy food systems. | Page 11 |
| Gulf of Georgia Cannery Society | N/A | \$ 5,000.00 | \$ 1,000.00 | Single Year | Supplies, volunteer support and performer fees for the Cannery Farmer's Market (12 Sundays from November to April), which offers locally made products under the "Make it, Bake it, Grow it, Catch it" philosophy to promote healthy local eating. | Page 14 |
| Hamilton Community Association | \$ 850.00 | \$ 4,400.00 | \$ 1,000.00 | Single Year | Marketing and entertainment/interactive game expenses to expand marketing reach, and community engagement for the annual Hamilton Night Out. | Page 17 |
| Kidsport - Richmond Chapter | \$ 22,617.50 | \$ 25,000.00 | \$ 23,000.00 | Single Year | Subsidized sport program fees for children of low-income families, who may not otherwise be able to participate. | Page 20 |
| Rabbitats Rescue Society | N/A | \$ 45,460.00 | \$ 1,000.00 | Single Year | Operating expenses for the rescue and control of feral rabbits in Richmond. | Page 23 |
| Richmond Fitness and Wellness Association | \$ 12,617.50 | \$ 18,000.00 | \$ 13,500.00 | Single Year | Consultant fees and supplies to facilitate free walking programs and opportunities in Richmond. | Page 26 |
| Richmond Food Security Society | \$ 10,000.00 | \$ 18,000.00 | \$ 12,000.00 | Single Year | 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, Local Eating Guide. | Page 29 |
| Sea Island Community Association | \$ 800.00 | \$ 1,000.00 | \$ 800.00 | Single Year | Funds requested for Burkeville Daze annual event. | Page 33 |
| Steveston Community Society - Richmond Summer Project | \$ 27,500.00 | \$ 50,000.00 | \$ 35,000.00 | Multi-Year - Year 2 | Personnel and operations expenses for the organization and coordination of the Richmond Summer Project 2019, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents. | Page 35 |
| The Sharing Farm Society | \$ 19,000.00 | \$ 19,000.00 | \$ 19,000.00 | Multi-Year - Year 2 | Operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations. | Page 37 |
| WEEqual Foundation | \$ - | \$ 5,000.00 | \$ - | N/A | Personnel and program expenses to implement a badminton training program in seven elementary schools (K-7) as part of their PE classes. | Page 39 |
| WildResearch Society | \$ 2,000.00 | \$ 11,000.00 | \$ - | N/A | Operating expenses for wildlife monitoring and research programs (for breeding, wintering and migratory birds at Iona Beach Regional Park), which provide education on conservation science. | Page 42 |
| Totals | \$ 96,335.00 | \$ 216,660.00 | \$ 109,100.00 | | | |
| 2019 PRCE Grant Budget | | | \$ 110,616.00 | | | |
| Remaining Funds | | | \$ 1,516.00 | | | |



Grant Application for 2019 Parks, Recreation & Community Events Program

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

Society: B.C. KITEFLIERS' ASSOCIATION

Grant Type: \$5,000 or Less Multi Year - Year 1

Grant Request: \$3,000

Proposal Title: Pacific Rim Kite Festival at Garry Point Park

Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): 6/15/2019

End Date (if applicable): 6/16/2019

Number To Be Served: 600

Richmond Residents: 400

Grant Request Summary:

The BCKA is a registered non-profit organization that promotes kite making and flying for all ages. The Pacific Rim Kite Festival held in June at Garry Point Park in Steveston is a free community event and is always well attended and popular with children and families. This year the festival will feature: Kids Kite Making Workshops, Candy & Teddy Bear Drops, kite displays, music and kite flying demonstrations. The Club is requesting funding for the Children's Kite Making Workshop so that the kites can be offered free of charge, and no family will be denied participation because of their financial situation. Other moneys will be used to fund the Teddy Bear and Candy Drops. This successful community event was very well received by the community. This grant proposal was suggested by:

Gregg Wheeler

Manager of Sport and Community Events

Community Services

City of Richmond

604-244-1274

Richmond Services Received by Your Organization:

Power for our sound system

Parks, Recreation & Community Events 2019
B.C. KITEFLIERS' ASSOCIATION

\$5,000 or Less Multi Year - Year '
Summary Page 2

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$5,845.00 | \$4,371.00 |
| Total Expenses: | \$5,807.00 | \$9,073.00 |
| Annual Surplus or (Deficit): | \$38.00 | (\$4,702.00) |
| Accumulated Surplus or (Deficit): | \$7,905.00 | \$3,159.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus funds to cover Club insurance, website fees, storage locker, and Festival expenses (kite making supplies, sound system etc.)

Current Year:

same as above

Explanation for Accumulated Surplus or (Deficit):

no accumulated surplus

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|---|------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| 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 | \$300.00 |
| Photocopying | \$0.00 |
| Program Materials | \$1,800.00 |
| Local Travel | \$0.00 |
| Other | \$700.00 |

Toilet rental \$300

Sound system rental \$200

Drinks/snacks/lunch for volunteers

Advertising \$200

CNCL - 505

| | |
|---|--------------------------|
| Transportation cost of featured kite flyers | |
| TOTAL | <u>\$3,200.00</u> |

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name**Funder 3 Name**

\$0.00

Amount Your Society will Provide:

Total Proposed Funding:

\$3,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$600

Recommendation:

Recommended for single year funding. Not eligible for multi-year funding, as the applicant has not received a City Grant for a minimum of the five most recent consecutive years for the same purpose.

Staff Comments / Conditions:

None

Society: East Richmond Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$1,800
Proposal Title: Summer event series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 19, 2019 End Date (if applicable): August 28, 2019
Number To Be Served: 800
Richmond Residents: 750
Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events at King George Park in the summer of 2019. These events will be themed to attract specific demographics: youth, seniors and families.

The youth event will be a fun interactive celebration that builds strong connections between young people and their community. An event designed by youth for youth, it will showcase the accomplishments and diversity of Richmond youth.

Seniors will delight in local musical entertainment and light refreshments. The event will provide them with social benefits, allowing them to socially interact, be part of our community, and develop relationships with their peers and neighbours.

The Family event will have a "meet your neighbour" theme with games, activities and entertainment. This gathering will help children practice social skills in a safe, supportive environment and give parents a chance to meet and speak with other parents.

This event series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. It also provides the community with the opportunity to learn more about their community centre and how they can become involved within their community. All events will be free and inclusive, attended by a cross section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organise and run the games and activities.

Richmond Services Received by Your Organization:
CNCL - 507

percentage basis with the City of Richmond and Richmond School District.

Estimated value: \$744,000

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$595,599.00 | \$1,014,563.00 |
| Total Expenses: | \$921,797.00 | \$957,226.00 |
| Annual Surplus or (Deficit): | \$38,102.00 | \$57,336.00 |
| Accumulated Surplus or (Deficit): | \$57,911.00 | \$33,012.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Program registrations exceeded projections.

Current Year:

A decrease in expenses with an increase in registration in some areas. Significant savings to expenses due to staff time loss.

Explanation for Accumulated Surplus or (Deficit):

Surplus is used for projects and community initiatives and for ERCA to continue to offer its programs and services at low/no cost to the community.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$950.00 | Parks, Rec and Community Events |
| 2017 | \$2,384.00 | Parks, Rec and Community Events |
| 2016 | \$750.00 | Parks, Rec and Community Events |

PROPOSED CITY GRANT USE

| | |
|---|------------|
| Personnel (Salaries and Benefits) | \$1,800.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| CNCL - 508 | |

Parks, Recreation & Community Events 2019
East Richmond Community Association

\$5,000 or Less Single Year
Summary Page 3

| | |
|-------------------|--------------------------|
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |
| TOTAL | <u>\$1,800.00</u> |

Financial Assistance from Other Sources (if applicable)

| | | | |
|----------------------|-----------------------|---------------|--------------|
| Funder 1 Name | Patsy Hui - Re/MAX | Amount | \$500 |
| Funder 2 Name | Volendam Automotive | Amount | \$150 |
| Funder 3 Name | Richmond Funeral Home | Amount | \$500 |

Amount Your Society will Provide: **\$4,850.00**

Total Proposed Funding: **\$7,800.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,200

Recommendation:

**Staff Comments /
Conditions:**

Society: Foolish Operations Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Dancing for Generations
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): March 1, 2019 End Date (if applicable): December 20, 2018
Number To Be Served: 550
Richmond Residents: 550
Grant Request Summary:

This innovative pilot project aims to serve seniors and their grandchildren through healthy dance activities and movement exploration.

“Dancing for Generations” recognizes a need within the community for intergenerational programming that targets seniors providing childcare for their extended families who also may face language barriers to accessing regular programming. By creating an environment where both seniors and their grandchildren have a chance learn and explore together that intentionally promotes connections with other members of the community, we intend to reduce the risk of isolation for the seniors, while promoting physical and social connectedness for the group as a whole. The “Dancing For Generations” program supports Council Term Goal: A Vibrant, Active and Connected City as well as the Seniors Services Plan Direction #3 and the soon to be adopted Community Wellness Strategy focus #2.

The program is located centrally, at the Minoru Centre for Active Living. Classes start with the sharing of children’s songs in all the participant’s languages. The warm-up also includes introduction to the “BrainDance”, a warm up using the Developmental Movement Patterns, that are fun and healthy for everyone.

It is our intention to publicize and reach out in innovative ways to bring community members from diverse neighbourhoods. “Dancing for Generations” starts with a “Try It Class” during Seniors Week, on the first week of June. It continues in the fall for 8 weeks,

ENCLOSURE 510

once a week. Drop-ins will always be allowed.

Please refer to Roles and Activities in the partner information section for more details on our strategies to remove barriers for participation, outreach, and details on our program evaluation.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$39,915.00 | \$91,040.00 |
| Total Expenses: | \$44,669.00 | \$90,992.00 |
| Annual Surplus or (Deficit): | (\$4,754.00) | \$48.00 |
| Accumulated Surplus or (Deficit): | \$0.00 | \$0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In 2016-2017, we omitted to forward \$2000 in grants that was received in 2016-2017 but for a project that was in the 2017-2018 financial year. Therefore, in 2016-2017, we had a "surplus" in our financial statement. In 2017-2018 we decided to invest part of our accumulated surplus in our program costs. Please note that we have in-kind revenues of expenses of \$29 000 in 2017-2018. See notes in our financial statements.

Current Year:

Our budget this year is substantially higher because we are touring performances in BC and Ontario. We have included \$26 000 in-kind in this year's budget. Finally, we do not have included this project full grant amount in this budget as most of the grant, if received, will be spent in the 2019-2020 financial year.

Explanation for Accumulated Surplus or (Deficit):

Our annual surplus is forecasted to be minimal.

Financial statements: see our 2016-2017 and 2017-2018 financial statements attached. Our AGM is on November 10, therefore the 2017-2018 are not signed yet. We do not foresee any changes to these statements to be added at the AGM. We are happy to confirm with you that they have been approved, at your request, or provide the signed statements after November 10, at your request. Thank you for your understanding.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$5,050.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$50.00 |
| Supplies | \$25.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$500.00 |
| Local Travel | \$150.00 |
| Other | \$2,175.00 |

| |
|--|
| Administrative Expenses: |
| · bookkeeping: \$175 |
| |
| In kind room rental (\$50 per hour) total= \$1220: |
| · 8 sessions @ 2 hours per session (\$800) |
| · Try it class during seniors week = 1 session (\$100) |

TOTAL \$7,950.00

Financial Assistance from Other Sources (if applicable)

| | | |
|--------------------------------|--------|--------|
| Funder 1 Name Seniors Centre | Amount | \$750 |
| Funder 2 Name | Amount | \$0.00 |
| Funder 3 Name | Amount | \$0.00 |

Amount Your Society will Provide: \$200.00

Total Proposed Funding: \$7,950.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,000

Recommendation:

**Staff Comments /
Conditions:**

Society: Growing Chefs Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Classroom Gardening & Cooking Program
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): March 1, 2019 **End Date (if applicable):** June 30, 2019
Number To Be Served: 26
Richmond Residents: 26

Grant Request Summary:

We are requesting funding of \$5,000 to bring our 7-lesson Classroom Gardening & Cooking Program to one Richmond classroom in the spring of 2019.

Growing Chefs! teaches children and families about healthy eating and healthy food systems by placing chef and community volunteers into elementary schools. We increase food security awareness, reduce childhood obesity, increase urban agriculture skills and practices, and improve physical health and nutrition among children by offering hands-on experience growing and preparing their own food. Growing Chefs! strives to teach children skills that foster independence and to cultivate deeper connections between children and the food that they eat by teaching them how their food choices impact their community, health, and environment. Plus, the kids have a blast learning! The Growing Chefs! Classroom Gardening and Cooking Program is a 3.5-month hands-on program that teaches children gardening and cooking skills in elementary school classrooms Grades 1 - 7. On the volunteers' first visit, they help the students plant a fast-growing indoor vegetable garden. The same volunteers return every two weeks to do capacity and awareness-building activities on urban agriculture skills, gardening skills, healthy eating, food security, and food preparation.

Each child will participate in our program for a minimum of 14 hours (7 lessons x 2 hours). The program lessons are delivered by our chef and community volunteers in the classroom. We also provide additional extension and integration lessons that the classroom teacher can use to expand upon the hands-on activities delivered.

Food literacy - healthy eating, how food is grown, and where food comes from - is not currently part the B.C. school system's curriculum. This valuable knowledge is also not present at home for some families, particularly for those children that come to school hungry and rely on hot breakfast and lunch programs. In many cases children are not involved in the preparing o

Richmond Services Received by Your Organization:

Currently, we do not receive funding from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|-----------------------------------|---------------------------|----------------------|
| Total Revenue: | \$316,309.00 | \$0.00 |
| Total Expenses: | \$345,687.00 | \$0.00 |
| Annual Surplus or (Deficit): | (\$29,378.00) | \$0.00 |
| Accumulated Surplus or (Deficit): | \$149,363.00 | \$0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The last complete year we have records for was our 2016/2017 FY. Please contact us for additional details.

Current Year:

We began our current year on October 1, 2018. We are still finalizing our numbers for our 2017/2018 FY.

Explanation for Accumulated Surplus or (Deficit):

Please contact us for additional details.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$5,000.00 |

CNCL - 515

It currently costs us approximately \$5,000 to deliver our Classroom Gardening & Cooking Program to one classroom. This is an average and we can provide more details and a more accurate division if needed.

The costs associated with one classroom fall under your sections of Personnel, Volunteer Support, Office Rent, Utilities and Telephone, Supplies, Equipment, Printing, Program Materials, Local Travel, and Other (fresh produce).

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

| | | | |
|----------------------|-----------------------------------|---------------|-----------------|
| Funder 1 Name | Vancouver Airport Authority (YVR) | Amount | \$10,000 |
|----------------------|-----------------------------------|---------------|-----------------|

| | | | |
|----------------------|--|---------------|---------------|
| Funder 2 Name | | Amount | \$0.00 |
|----------------------|--|---------------|---------------|

| | | | |
|----------------------|--|---------------|---------------|
| Funder 3 Name | | Amount | \$0.00 |
|----------------------|--|---------------|---------------|

Amount Your Society will Provide: **\$0.00**

Total Proposed Funding: **\$5,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation: Not recommended for funding (due to an ineligible funding purpose).

Staff Comments / Conditions: None

Society: Gulf of Georgia Cannery Society

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Cannery Farmers' Market

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): October 4, 2015 **End Date (if applicable):** April 17, 2016

Number To Be Served: 15000

Richmond Residents: 10000

Grant Request Summary:

The Cannery Farmer's Market is uniquely situated inside the Gulf of Georgia National Historic Site, a 120 year old historic building celebrating the West Coast fishing industry. Free to the public, the Market offers a variety of locally made products, adhering to the "Make it, Bake it, Grow it, Catch it" philosophy to promote healthy, local eating. The Market operates between November and April every other Sunday for a total of 12 dates. In addition to providing a location to purchase locally grown and made food and craft items, each Market also serves as a local economic stimulant, a source for regional tourism in the winter season, and a gathering place for Richmond residents.

This year, the Gulf of Georgia Cannery Society is seeking funds to offer increased cultural programming inside the site to increase the community engagement, artistic performances by local musicians and entertainers, and workshops on topics related to local food production, preservation, and sustainability. Capitalizing on its unique location, the Cannery Farmer's market aims to build stronger community ties with local residents while supporting local artisans and merchants.

In the 2016-17 season, the Cannery Farmer's market showcased roughly 90 local merchants, over 20 local artists and entertainers and attracted over 15,000 local residents.

Richmond Services Received by Your Organization:

We receive no regular or ongoing support from the City.

FINANCIAL INFORMATION
Your Society's Budget:
~~Last Completed Year~~
Proposed Year

Parks, Recreation & Community Events 2019
Gulf of Georgia Cannery Society

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

| | | |
|--|----------------|----------------|
| Total Revenue: | \$1,027,094.00 | \$1,266,216.00 |
| Total Expenses: | \$1,001,728.00 | \$1,266,216.00 |
| Annual Surplus or (Deficit): | \$24,380.00 | \$0.00 |
| Accumulated Surplus or (Deficit): | \$134,676.00 | \$0.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2017 was free admission for Canada 150, this led to record numbers of attendance, event and store revenue. Our income exceeded budgeted expectations and was routed to our contingency fund and re-invested into the organization to facilitate a break even budget.

Current Year:

We are projecting to break event in 2018.

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus funds are required to support our operation in the high season when our expenses exceed our revenue. Each summer our surplus is drawn down to cover the cost of added staffing.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2017 | \$750.00 | Parks, Rec and Community Events |
| 2016 | \$500.00 | Parks, Rec and Community Events |
| 2015 | \$1,000.00 | Parks, Rec and Community Events |

PROPOSED CITY GRANT USE

| | |
|---|------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$1,000.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$1,000.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$700.00 |
| Local Travel | \$0.00 |
| Other | \$2,300.00 |
| CNCL - 518 | |

Performers Fees & Honoraria - \$1200

Promotion - \$1100

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

| Funder 1 Name | Amount | |
|--------------------------|---------------|---------------|
| Funder 2 Name N/A | Amount | \$1.00 |
| Funder 3 Name N/A | Amount | \$1.00 |

Amount Your Society will Provide: **\$0.00**

Total Proposed Funding: **\$5,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,000

Recommendation: Recommended for single year funding.

**Staff Comments /
Conditions:** None

Society: Hamilton Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,400
Proposal Title: Hamilton Night Out
Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): June 21, 2019 **End Date (if applicable):** June 21, 2019

Number To Be Served: 2000

Richmond Residents: 1750

Grant Request Summary:

We would like to request to have the potential grant funds to be allocated to a variety of areas of local entertainment, marketing strategy plan, and interactive sport games to community members of all ages. This will create an opportunity for community connectedness and foster sense of belonging in the Hamilton Community.

Richmond Services Received by Your Organization:

We are seeking funds from the City of Richmond to execute our plans for further growth and community engagements for the annual Hamilton Night Out. Last year was our first year which we were able to advertise with additional funding from City of Richmond and Richmond Community Foundation grants. In 2018, we implemented a strategic marketing plan on social media. We were able to create a Facebook event and books the event page with a \$300.00 budget, two months prior to the event. We hope to continue this strategic marketing plan with hopes of receiving this grant. We will continue to target to Richmond residents that are not currently engaged with Hamilton Community Association online. A larger strategic placement of marketing budget will allow us to reach an additional 6,500 - 20,000 potential attendees that have not heard about Hamilton Night Out. This plan will lead to a growth in our attendance from 900 - 1,500 attendees.

FINANCIAL INFORMATION
Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | \$650,536.15 | \$623,246.43 |
| Total Expenses: | \$642,275.70 | \$615,225.60 |
| Annual Surplus or (Deficit): | \$8,260.45 | \$8,020.83 |
| Accumulated Surplus or (Deficit): | \$0.00 | \$0.00 |

Explanation for Annual Surplus or (Deficit): **CNCL - 520**

Parks, Recreation & Community Events 2019
Hamilton Community Association

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

Last Complete Year:

2017

Current Year:

2018

Explanation for Accumulated Surplus or (Deficit):

We accumulate very little surplus each year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|------|------------|---------------------------------|
| 2018 | \$850.00 | Parks, Rec and Community Events |
| 2014 | \$500.00 | Parks, Rec and Community Events |
| 2013 | \$1,000.00 | Parks, Rec and Community Events |

PROPOSED CITY GRANT USE

| | |
|--|------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$4,400.00 |

\$500.00 in additional marketing posters distributed in the community

\$400.00 Social Media Advertising Plan

\$1,750 Entertainment by local Richmond

\$1,750 Interactive sport games

TOTAL **\$4,400.00**

Financial Assistance from Other Sources (if applicable)

| | | | |
|--|---------------------------|---------------|--------------------------|
| Funder 1 Name | TD Ready Commitment Grant | Amount | \$6,000 |
| Funder 2 Name | n/a | Amount | \$0.01 |
| Funder 3 Name | | Amount | \$0.00 |
| Amount Your Society will Provide: | | | <u>\$0.00</u> |
| Total Proposed Funding: | | | <u>\$4,400.00</u> |

GRANTRECOMMENDATIONS

**Recommended
Amount:** \$1,000

Recommendation:

**Staff Comments /
Conditions:**

Society: Kidsport - Richmond Chapter
Grant Type: Over \$5000 Single Year
Grant Request: \$25,000
Proposal Title: KidSport™ Grant
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 300
Richmond Residents: 300
Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of \$500 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 70% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION
Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$129,423.00 | \$76,864.00 |
| Total Expenses: | \$111,561.00 | \$108,486.00 |
| Annual Surplus or (Deficit): | \$19,245.00 | (\$31,622.00) |
| Accumulated Surplus or (Deficit): | \$46,203.00 | \$14,581.00 |

Explanation for Annual Surplus or (Deficit):
Last Complete Year: CNCL - 523

Revenue for 2017 was greater than expected due to donations received from one time donors such as: Mayor Brodie's fundraising dinner \$13,500 and White Spot \$3,100. The accumulated surplus also includes a carry-over surplus of \$27,000 from 2016.

Current Year:

Current year revenue are lower than previous years and athlete funding has increased due to increased number of applications for funding.

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 way we always have sufficient financial resources to fund approved applications each month and not having to wait for needed grants or donations.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$22,617 | Parks, Rec and Community Events |
| 2017 | \$20,758 | Parks, Rec and Community Events |
| 2016 | \$19,000 | Parks, Rec and Community Events |

PROPOSED CITY GRANT USE

| | |
|---|-------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$0.00 |
| Local Travel | \$0.00 |
| Other | \$25,000.00 |

Provide partial sport registration fees (up to \$500) for needy children and youth who reside in Richmond to

CNCL - 524

| |
|---|
| participate in community sports that are affiliated to Sport BC.. |
|---|

TOTAL

\$25,000.00**Financial Assistance from Other Sources (if applicable):**

Funder 1 Name Sunrise Rotary Club \$5,000

Funder 2 Name BC Government \$3,000

Funder 3 Name SpencerCreo Foundation \$5,000

Amount Your Society will Provide: \$0.00Total Proposed Funding: \$25,000.00**GRANT RECOMMENDATIONS****Recommended**

Amount: \$23,000

Recommendation:

| |
|--------------------------------------|
| Recommended for single year funding. |
|--------------------------------------|

Staff Comments /**Conditions:**

| |
|------|
| None |
|------|

Society: **Rabbitats Rescue Society**
Grant Type: **Over \$5000 Single Year**

Grant Request: **\$45,460**

Proposal Title: **Rabbitats Rabbit Control Development Program**

Grant Purpose: **Operating Assistance**

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: **100000**

Richmond Residents: **95000**

Grant Request Summary:

Rabbitats wants to facilitate the rescue and control of the many abandoned pet rabbits in Richmond by first developing infrastructure and housing then embarking on a multi-year, innovative relocation plan.

Rabbitats was formed in 2012 after its founder volunteered for the successful relocation of close to 1000 rabbits from the UVic campus. The organization went on to successfully relocate 400 rabbits from the Richmond Auto Mall among other rescue efforts.

We built and maintain a sanctuary in South Surrey and a number of smaller 'rabbitats' around the lower mainland.

We will be identifying and reaching out to non-traditional destinations, soliciting support from other agencies, businesses, governments and communities, and building at least a temporary rabbit sanctuary at our newly rented Richmond headquarters.

Donors and fundraisers have been covering costs for the 250 rabbits still in our care and we now have donated materials and funding for phase one of the construction, but development and infrastructure costs are a challenge.

The society is insured, keeps good records, has active social media accounts, stages a number of fundraisers annually, and has partnered with (or at least cooperated with) with all other relevant rescues, associations and government departments. We actively seek sponsorship.

Individual rabbits will invariably be taken out of the environment over the course of the year but the planning and resource gathering will be preparing for aggressive trapping next winter.

CNCL - 526

The first areas tackled will depend on geography and the level of local support. Trapped rabbits will be processed at our headquarters and mostly relocated to secure enclosures on farms and sanctuaries, although businesses and even parks may take advantage of the rabbits as an attraction.

Rabbitats remains responsible for the rabbits for life; if a situation doesn't work out, our organization will be tasked with finding alternatives.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | \$30,365.16 | \$62,334.34 |
| Total Expenses: | \$28,964.59 | \$60,600.45 |
| Annual Surplus or (Deficit): | \$1,400.57 | \$1,733.89 |
| Accumulated Surplus or (Deficit): | \$3,717.00 | \$6,852.16 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We try to keep a small surplus for contingency and risk management purposes.

Current Year:

We've been developing our contingency and emergency funding while hoping to save funds for sanctuary development.

Explanation for Accumulated Surplus or (Deficit):

We've been developing our contingency and emergency funding while hoping to save funds for sanctuary development.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|---|-------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$800.00 |
| Volunteer Support (e.g. expenses, recognition) | \$2,050.00 |
| Office Rent or Mortgage | \$19,200.00 |
| Utilities and Telephone | \$8,560.00 |
| Supplies | \$2,500.00 |
| Equipment | \$1,500.00 |

CNCL - 527

Parks, Recreation & Community Events 2019**Over \$5000****Single Year****Rabbitats Rescue Society****Summary Page 3**

| | |
|-------------------|------------|
| Photocopying | \$1,000.00 |
| Program Materials | \$2,650.00 |
| Local Travel | \$300.00 |
| Other | \$6,900.00 |

Insurance (\$3000), Trailer (\$3900)

TOTAL**\$45,460.00****Financial Assistance from Other Sources (if applicable):**

| | | |
|---------------|---------------------|---------|
| Funder 1 Name | Richmond Auto Mall | \$8,000 |
| Funder 2 Name | Oxbow Animal Health | \$6,000 |
| Funder 3 Name | Private Donor | \$8,400 |

Amount Your Society will Provide:**\$35,500.00****Total Proposed Funding:****\$114,160.00****GRANTRECOMMENDATIONS****Recommended****Amount:** \$1,000**Recommendation:**

Recommended for single year funding.

Staff Comments /**Conditions:**

None

Society: Richmond Fitness and Wellness Association

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Walk Richmond Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3000

Richmond Residents: 3000

Grant Request Summary:

The RFWA submits its proposal to facilitate walking opportunities in Richmond by:

1. Continuing to coordinate and enhance the well-established, free, drop-in Walk Richmond program;
2. Building community capacity through supporting the development of sustainable and independent walking opportunities with less-connected populations in Richmond through community outreach efforts such as the StoryWalks Program with the Richmond Public Library;
3. Fostering partnerships with key community stakeholders in order to decrease the barriers to participation in physical activity outdoors.

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continued support from the City of Richmond Community Health & Wellness Coordinator.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$23,447.12 | \$26,483.00 |
| Total Expenses: | \$25,655.52 | \$22,645.02 |
| Annual Surplus or (Deficit): | (\$2,208.40) | \$3,837.98 |
| Accumulated Surplus or (Deficit): | \$57,913.48 | \$59,543.06 |

CNCL - 529

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

All of the programs the RFWA offers are at no cost to the public and therefore ran a deficit last year.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received.

Explanation for Accumulated Surplus or (Deficit):

The "surplus" on the balance sheet should be viewed as a contingency fund that can be drawn upon when funding is not at 100%. The RFWA has no other assets to borrow against and must maintain financial viability to ensure the success and longevity of the Walk Richmond program.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$12,617 | Parks, Rec and Community Events |
| 2017 | \$11,500 | Parks, Rec and Community Events |
| 2016 | \$11,000 | Parks, Rec and Community Events |

PROPOSED CITY GRANT USE

| | |
|---|-------------|
| Personnel (Salaries and Benefits) | \$0.00 |
| Consultant Services | \$13,500.00 |
| Volunteer Support (e.g. expenses, recognition) | \$1,000.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$500.00 |
| Equipment | \$500.00 |
| Photocopying | \$0.00 |
| Program Materials | \$1,500.00 |
| Local Travel | \$0.00 |
| Other | \$1,000.00 |

\$1000 towards the progression of the StoryWalk program in partnership with the Richmond Public Library.

TOTAL \$18,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$0.00

Total Proposed Funding:

\$18,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$13,500

Recommendation:

Recommended for single year funding.

Staff Comments /

Conditions:

None

Society: Richmond Food Security Society
Grant Type: Over \$5000 Single Year
Grant Request: \$18,000
Proposal Title: Building a Food Secure Richmond
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 10590
Richmond Residents: 10590
Grant Request Summary:

Richmond Food Security Society is inspiring a robust Richmond food system through education, advocacy, and community building initiatives, and are requesting core funding to continue to this work. Our vision is healthy people, community, and environment and to that end we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events.

Our current programs are:

Community Gardens: 340 plots at nine sites for residents to grow organic delicious organic produce,

Seed Library: providing locally-adapted heritage seeds to grow beans, peas, lettuce, and tomatoes,

Fruit Recovery: nourishing families in need by gleaning backyard fruit trees and giving the Richmond Food Bank fruit that otherwise would be wasted,

Get Rooted Youth Program: training youth as food security leaders in action,

Kids in the Garden: a new initiative launched in 2018 building on the success of Richmond Schoolyard Society, this program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on

Farm Festival, and resources include the Local Eating Guide: a map to Richmond's farms.

We have 3 strategic priorities for the next 3 years, to:

Grow a food literate community, by offering high-quality programs and events, and helping form a Food Systems Action Team,

Nurture Urban Agriculture, by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved,

Enrich our organizational foundation, by achieving charitable status, developing consistent, reliable and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure.

Working towards a robust food system is a long-term endeavour, and we aim to balance on the ground initiatives with long-term planning.

Richmond Services Received by Your Organization:

We receive office space from the City of Richmond, currently in Paulik Park at Ash and Blundell. The City kindly supports us for facility maintenance, utilities, and staple office furnishings. We provide our own phone and internet.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$162,946.00 | \$212,525.00 |
| Total Expenses: | \$154,837.00 | \$206,537.00 |
| Annual Surplus or (Deficit): | \$8,109.00 | \$5,988.00 |
| Accumulated Surplus or (Deficit): | \$9,012.00 | \$15,000.00 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to work hard to stabilize the organization financially in 2017/2018, and ended the last fiscal year with a surplus of \$8,109.00. We plan to continue building this surplus until we have three months of operating funds of \$15,000.00 on hand.

Current Year:

CNCL - 533

A change in leadership happened during the first quarter of this year. Ian Lai, an established ED with 12 years of experience now leads RFSS. The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2018/2019 fiscal year. At just over half way through the year, we are projecting revenues of close to \$212,000, and expenses close to \$206,000. We are actively working to continue building our financial surplus to protect us against the unexpected.

Explanation for Accumulated Surplus or (Deficit):

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Having successfully held our annual fundraiser - Richmond Eats: the Local Eating Challenge for three consecutive years, we intend to join our efforts with external funding to further our mission, increase organizational stability, and optimize the quality and capacity of our core programs. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens program (for which there is currently a waitlist of 500+ Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

| Year | Amount | Grant Program |
|-------------|---------------|--------------------------------------|
| 2018 | \$10,000 | Parks, Recreation & Community Events |
| 2017 | \$9,800 | Parks, Recreation & Community Events |
| 2016 | \$5,166 | Health, Social & Safety |

PROPOSED CITY GRANT USE

| | |
|---|--------------------|
| Personnel (Salaries and Benefits) | \$13,500.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$200.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$1,100.00 |
| Equipment | \$900.00 |
| Photocopying | \$500.00 |
| Program Materials | \$1,000.00 |
| Local Travel | \$800.00 |
| Other | \$0.00 |

CNCL - 534

TOTAL

\$18,000.00

Financial Assistance from Other Sources (if applicable):

| | | |
|----------------------|---------------------------------|-----------------|
| Funder 1 Name | Vancouver Coastal Health | \$39,000 |
| Funder 2 Name | BC Gaming | \$29,500 |
| Funder 3 Name | Lush | \$18,000 |

Amount Your Society will Provide: **\$88,537.00**

Total Proposed Funding: **\$206,537.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$12,000

Recommendation:

**Staff Comments /
Conditions:**

Society: Sea Island Community Association

Grant Type: \$5,000 or Less Multi Year - Year 2

Grant Request: \$1,000

Proposal Title: Burkeville Daze 2019

Number Served: 1000 **Richmond Residents:** 1000

Grant Request Summary:

This Community event is an opportunity for Community involvement, socialization, volunteering and engagement.

Changes that will impact grant use:

No significant changes.

FINANCIAL INFORMATION
Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | \$100,100.91 | \$5,863.30 |
| Total Expenses: | \$82,710.52 | \$4,439.42 |
| Annual Surplus or (Deficit): | \$17,390.39 | \$1,423.88 |
| Accumulated Surplus or (Deficit): | \$103,927.21 | \$88,356.80 |

Explanation for Annual Surplus or (Deficit):
Last Complete Year:

Our Association had a surplus in 2017/18 as a result of increased registration and new program offerings in conjunction with careful spending. Our current City Staff are experimenting with new ideas and the Centre is busier.

Current Year:

There are many expenses yet to be paid as we are only in third month of our new fiscal year. Any remaining surplus will be used to fund those program areas which do not produce a surplus such as Youth and Seniors programs.

Explanation for Accumulated Surplus or (Deficit):

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$103,000.00, These funds will be used in the event of a less successful year, or to continue to offer programs and services which do not produce a surplus. We may need to replace old equipment to purchase new items.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$800 | Parks, Rec and Community Events |
| 2017 | \$750 | Parks, Rec and Community Events |
| 2016 | \$750 | Parks, Rec and Community Events |

GRANT RECOMMENDATIONS

Recommended

Amount: \$800

Recommendation:

Recommended for single year funding. Not eligible for multi-year funding, as the applicant was not approved for year 1 of a multi-year funding cycle in 2018 (due to failure to submit the required full application form).

**Staff Comments /
Conditions:**

None

Society: Steveston Community Society - Richmond Summer Project**Grant Type: Over \$5000 Multi Year - Year 2****Grant Request: \$50,000****Proposal Title: Richmond Summer Project****Number Served: 4000 Richmond Residents: 4000****Grant Request Summary:**

Funds contributed to the overall organization and coordinating abilities of the Richmond Summer Project 2019. Grant monies ensure 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. Funds would be distributed between 13 facilities citywide. The City Grant enables low or no-cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre. In 2018, 275 staff and volunteers attended City-Wide training the weekend of June 23, 2018. A well-organized, informative and inspiring training day ensures that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component in providing a safe, creative and joyful summer day camp experiences for Richmond children. Steveston Community Society is submitting the grant application for Summer 2018 on behalf

Changes that will impact grant use:

We are applying for \$50,000 for 2019 with the goal of hiring an additional two Roving Support Leader, in order to provide increased inclusive opportunities for children who require additional support the opportunity to participate in Summer Daycamps at all of the facilities listed above.

FINANCIAL INFORMATION**Your Society's Budget:****CNCL - 538**

Parks, Recreation & Community Events 2019
Steveston Community Society - Richmond Summer Project

Over \$5000

Multi Year - Year 2
Summary Page 2

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|---------------------------|----------------------|
| Total Revenue: | \$133,881.54 | \$215,834.44 |
| Total Expenses: | \$143,772.24 | \$208,076.19 |
| Annual Surplus or (Deficit): | (\$9,890.70) | \$7,758.25 |
| Accumulated Surplus or (Deficit): | (\$25,363.64) | (\$17,605.39) |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Richmond Summer Project continues to research and purchase equipment for children's summer programs and events that can be utilized Citywide. The Richmond Summer Project will also continue to support our partners with Children's Outreach opportunities in their community.

Current Year:

Numbers shown are complete to October 31/18 and our fiscal year is Dec 31/18.

Explanation for Accumulated Surplus or (Deficit):

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funds being received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not received HRDC funding until July/August.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$27,500 | Parks, Rec and Community Events |
| 2017 | \$27,500 | Parks, Rec and Community Events |
| 2016 | \$30,000 | Parks, Rec and Community Events |

GRANT RECOMMENDATIONS

Recommended Amount: \$35,000

Recommendation: Recommended for year 2 of a multi-year funding cycle.

Staff Comments / Conditions: None

CNCL - 539

Society: **Sharing Farm Society**

Grant Type: **Over \$5000 Multi Year - Year 2**

Grant Request: **\$19,000**

Proposal Title: **The Sharing Farm Operating Assistance**

Number Served: 9300 **Richmond Residents:** 8500

Grant Request Summary:

This City of Richmond grant application will, if approved, enable The Sharing Farm to maintain our impact by growing food to feed low-income Richmond families. The Sharing Farm is run by community members for community members, and is dedicated to providing fresh, healthy, local and organic produce to our neighbours in need. The Sharing Farm has successfully put fresh vegetables on people's plates for many years, donating our fresh produce

to the Food Bank, Community Meals and other organizations

distributing food to vulnerable people. In 2018 we were able to donate 23,000 lbs of fresh produce, our most successful year to date. While we enjoy the support of a large group of volunteers, we operate on a small budget and funding has always been a challenge. In 2018, we have continued several social enterprise activities, which allowed us to earn about 25% of our total funding ourselves. We have been able to gradually grow this self-earned portion every year. We have also further developed relationships with sponsors and donors. However, grants will remain indispensable to enable TSF to continue the necessary work in 2019.

Changes that will impact grant use:

No changes

FINANCIAL INFORMATION
Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$294,289.00 | \$241,092.00 |
| Total Expenses: | \$233,548.00 | \$237,465.00 |
| Annual Surplus or (Deficit): | \$60,740.00 | (\$3,873.00) |
| Accumulated Surplus or (Deficit): | \$108,654.00 | \$104,781.00 |

Explanation for Annual Surplus or (Deficit): **CNCL - 540**

Last Complete Year:

Funds used to purchase assets, including a \$32,000 Kubota Tractor

Current Year:

We anticipate to complete the year close to break even.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus of \$108,654 at December 31, 2017 represents the approximately \$60,000 invested in fixed assets (including 3 greenhouses, tools, a Grillo tractor, and a Kubota tractor) plus the \$50,000 of working capital on hand at December 31, 2017 to bridge the farm in to the 2018 operating season.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$19,000 | Parks, Rec and Community Events |
| 2017 | \$18,000 | Parks, Rec and Community Events |
| 2016 | \$18,000 | Parks, Rec and Community Events |

GRANT RECOMMENDATIONS

Recommended

Amount: \$19,000

Recommendation:

Recommended for year 2 of a multi-year funding cycle.

Staff Comments /

Conditions:

None

Society: **WEqual Foundation**
Grant Type: **Over \$5000 Single Year**

Grant Request: **\$5,000**

Proposal Title: **Richmond School Badminton Program**

Grant Purpose: **Operating Assistance**

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: **2110**

Richmond Residents: **2110**

Grant Request Summary:

Richmond has capacity and resources to create more opportunities in sports, especially in badminton. WEqual hopes to help Richmond create more access and inclusive opportunities for Richmond elementary students to learn badminton through PE badminton, badminton season, and badminton league. WEqual will deliver three main outcomes through this project. The project will start by teaching badminton in PE classes and delivering instructional sessions to school P.E teachers. Through this, students will develop interest and be equipped with badminton skills and knowledge, and teachers will have the capacity to deliver improved badminton experiences. The project will then host afterschool badminton clubs/teams to start a badminton season in schools so students can continue to engage in badminton beyond PE class to meet friends, engage in sports, and develop physical literacy. Having established afterschool teams, WEqual will start a badminton league by inviting schools to play with each other to increase sport-related interactions among schools and for students to experience a sport league. The project will reach 2100 elementary school students, and by the end of the project, they will be equipped with badminton knowledge and skills, PE teachers will be able to deliver badminton education with enhanced student experience, participating schools will have its own badminton team to further engage students in sports, and schools will have a chance to interact with each other through badminton. Project benefits are 1. Increase access for students to learn badminton and increase student participation in badminton 2. Healthier community as children will have more options to be physically active 3. Long--term adoption of badminton and sport involvement 4. Improve student experience in PE class 5. Creates more volunteering opportunities 6. More interactions between schools and build friendships through badminton league.

Richmond Services Received by Your Organization:

City of Richmond will help us print flyers and distribute them to the community. Total cost is worth 100\$.

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$161,103.49 | \$204,989.97 |
| Total Expenses: | \$97,741.94 | \$238,822.84 |
| Annual Surplus or (Deficit): | \$63,361.55 | (\$33,832.87) |
| Accumulated Surplus or (Deficit): | \$63,361.55 | \$29,528.68 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus in 2016-2017: Kept as a backup cash source. This surplus is reinvested in the company in 2017-2018 to fill the deficit originating from employee training.

Current Year:

Deficit in 2017-2018: Although we generated more revenue this year, we also provided more training for volunteers and employees. Since we are launching projects in elementary schools, we must train our coaches and volunteers to interact with children and prepare them mentally and technically. Thus, leadership development and umpire trainings were offered to our volunteers and coaches once every month as to equip them with communication and technical skills to succeed in the school badminton project. However, the training expense will decrease next year as most of our staff and volunteers are already equipped with skills such as umpiring.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus will be used to back up our projects and make our contributions in the project. It is also a backup source to other projects.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

| | |
|---|------------|
| Personnel (Salaries and Benefits) | \$4,500.00 |
| Consultant Services | \$0.00 |
| Volunteer Support (e.g. expenses, recognition) | \$0.00 |
| Office Rent or Mortgage | \$0.00 |
| Utilities and Telephone | \$0.00 |
| Supplies | \$0.00 |
| Equipment | \$0.00 |
| Photocopying | \$0.00 |
| Program Materials | \$500.00 |
| Local Travel | \$0.00 |
| Other | \$0.00 |

CNCL - 543

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **Badminton BC** **\$2,200**

Funder 2 Name **WEqual Foundaiton** **\$10,000**

Funder 3 Name **Richmond Community Foundation** **\$5,000**

Amount Your Society will Provide: **\$10,000.00**

Total Proposed Funding: **\$67,200.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** **\$0**

Recommendation: Not recommended for funding (due to an ineligible funding purpose).

**Staff Comments /
Conditions:** None

Society: WildResearch Society**Grant Type: Over \$5000 Multi Year - Year 2****Grant Request: \$11,000****Proposal Title: Conservation Outreach and Citizen Science at Iona Island Bird Observatory****Number Served: 500 Richmond Residents: 500****Grant Request Summary:**

WildResearch's mission is to build, train, and educate a community that contributes to conservation science. Through our wildlife monitoring and research programs, we provide education and guidance to young aspiring biologists and community naturalist. Since 2010, the Iona Island Bird Observatory (IIBO) has been monitoring populations of breeding, wintering, and migratory birds at the Iona Beach Regional Park (IBRP), an ecologically important area for native wildlife in Richmond, BC. IIBO programs provide hands-on ornithological training to volunteers and engages the public through educational group visits. WildResearch plans to continue with IIBO in 2018. Proposed activities include: volunteer training, community outreach, and conducting citizen science related to the conservation of native birds in BC.

As one of western Canada's most active bird banding stations, we are seeking operational funding for our multi-year community service and program operation. Our programs are run almost entirely by volunteers, and we are funded by grants and donations to maintain our initiatives. WildResearch's three year funding cycle with the Sitka Foundation has finished and we are in search of a funding so we can maintain a high level of quality to the delivery of IIBO.

Target groups: Through our volunteer--based programs, IIBO will be a focal point for conservation outreach and community engagement with members of the public. IIBO will provide an avenue for seniors, children/youths, and young families to get outside and not only learn about nature, but also actively participate in the conservation of it.

Community benefits: IIBO will teach volunteers and park visitors about the ecological sensitive areas within Iona Beach Regional Park, and how to recreate responsibly within it. IIBO will provide a very unique, first-hand experience to connect with birds, as we often allow park visitors to observe them up-close, or even release them from their hands.

Changes that will impact grant use:

Funds received will be used to hire a bander-in-charge that will be best able to engage with the public. Many visitors to the park stumble upon Iona Island Bird Observatory (IIBO) where we are given an opportunity to educate and make the visitors aware of the importance of migratory birds and the habitat needed for the birds to make their voyage.

As well, to bring to the public's attention, more signage will be created (not in the budget but an organizational goal) to point visitors towards IIBO whiel visiting Iona Island Regional Park.

FINANCIAL INFORMATION

Your Society's Budget:

| | <u>Last Complete Year</u> | <u>Proposed Year</u> |
|--|----------------------------------|-----------------------------|
| Total Revenue: | \$55,072.52 | \$19,486.59 |
| Total Expenses: | \$49,283.52 | \$23,565.88 |
| Annual Surplus or (Deficit): | \$5,789.00 | (\$4,079.29) |
| Accumulated Surplus or (Deficit): | \$94,728.64 | \$90,749.35 |

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus funds are remnant from program based grant funding and fundraising events in 2017.

Current Year:

Deficit funds are from the not running high revenue generating fundraising event

Explanation for Accumulated Surplus or (Deficit):

A proportion of our accumulated surplus is tied up in the WildResearch Foundation Account (\$35,000.00 as of Sept. 31, 2018) managed by the Vancouver Foundation. Further, the Sitka Foundation who has supported our research programs at Iona for the last 5 years has ceased providing financial support due a change in their funding priorities and we are anticipating deficits from 2018 onwards unless we can secure other funding sources.

MOST RECENT PREVIOUS GRANT(S)

| Year | Amount | Grant Program |
|-------------|---------------|---------------------------------|
| 2018 | \$2,000 | Parks, Rec and Community Events |
| 2016 | \$5,000 | Parks, Rec and Community Events |

CNCL - 546

GRANTRECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

**Staff Comments /
Conditions:**

2019 Parks, Recreation and Community Events Grants – Application Scoring Criteria

| Scoring | | |
|--|---|--|
| <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes</i> | | |
| Eligibility | | |
| 1 | The applicant is a non-profit society and its Board of Directors approved the grant application. | |
| 2 | The applicant is requesting a grant for: <ul style="list-style-type: none"> • operating assistance; • a community service program or project for Richmond residents; or • a neighbourhood or community-based event for Richmond residents. | |
| 3 | The applicant has not received another grant from the City this year for the proposed project or service. | |
| 4 | If the applicant received a grant last year, it <ul style="list-style-type: none"> • submitted a grant use report; and • used the full grant amount for the stated purpose or returned the remaining funds to the City. | |
| 5 | If the applicant applied for multi-year grant, the current application is for the same purpose as previous years. | |

| Scoring | | | | | | | | | | |
|----------------------------------|---|---|--------------------------|---|----------------|---|-----------------------|---|-----------------------|--|
| <input type="checkbox"/> ←—————→ | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| <i>No Answer</i> | <i>Strongly Disagree</i> | | <i>Somewhat Disagree</i> | | <i>Neutral</i> | | <i>Somewhat Agree</i> | | <i>Strongly Agree</i> | |
| Applicant | | | | | | | | | | |
| 6 | The applicant has a reputation for: <ul style="list-style-type: none"> • high quality; • credible; • efficient; • effective; and • stable; operations and programs (e.g. accreditation, licenses). | | | | | | | | | |
| 7 | The applicant demonstrates efficiency and effectiveness. | | | | | | | | | |
| 8 | The applicant has sufficient organizational capacity to deliver the proposed project or service. | | | | | | | | | |
| 9 | The applicant is self-sufficient and does not rely largely on City funding, assistance, programs or services for its operations. | | | | | | | | | |

| Impact on Community and Engagement | | |
|------------------------------------|---|--|
| 10 | The grant will be used to improve quality of life for Richmond residents, build community or improve the applicant's organizational capacity. | |
| 11 | The proposed project or service: <ul style="list-style-type: none"> • 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. | |

| Financials | | |
|------------|---|--|
| 17 | The applicant submitted: <ul style="list-style-type: none"> • 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. | |

| Quality of Application | | |
|------------------------|--|--|
| 23 | The application is complete and provides detailed explanations. | |
| 24 | Information is presented in a clear, coherent and convincing manner. | |

City of Richmond

2019 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) for information about these programs.

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well managed City in Canada".

(iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user -pay when applicable
- Innovation.

(iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

(v) Objectives

- To assist Council to achieve Term Goals and adopted Strategies
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

2. Program Funding

(i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council
- The amount allocated to the Programs will be based on overall City corporate priorities.

(ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are returned to the City's General Revenue Account.

3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

Partnership: A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

Duplication: Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

School (public and private) based programs: "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

Community based programs in schools: "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school –based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.

4. Eligibility

(i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided)
- The Society's Board of Directors must approve of the application being submitted.

(ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative salaries
2. **Community Service**
Specific programs or projects to deliver services to Richmond residents
3. **Community Event**
Neighbourhood or community-based events to enhance quality of life for Richmond residents

(iv) Items Eligible For Funding

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals [e.g., vehicles, equipment, and maintenance]
- Heat
- Light
- Telephone
- Photocopying
- Materials

(v) Items Not Eligible For Funding

The following items will not be funded:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
 - Promoting or serving a political party or organization,
 - Lobbying of a political party, or for a political cause.
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need
- Expenses that are the responsibility of other government programs or entities
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions)
- Child care purposes (the City has a separate Child Care Grant Program, see www.richmond.ca)
- Travel costs outside the Lower Mainland
- Other.

(vi) Grant Limitations

- Due to limited funds, applicants may receive only one grant per year
- Grant allocations are partially dependent on the annual budget
- Not all applicants meeting the Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it
- Grants are not to be regarded as an entitlement
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought, and
- Partnerships and/ or collaborative relationships with other organizations to strengthen the proposal have been established.

(ii) Assessment Considerations

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large.
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

(iv) Financial Statements

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget.
- Grant proposal budget

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

(vi) Multi-Year Funding Criteria

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

6. The Grant Review Process

(i) The Grant Review Process

There is one intake period per year. Please see the City website for dates (www.richmond.ca). 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).

- 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) for dates.

(iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

(v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are lead by staff in the respective divisions:
 - Health, Social and Safety (Community Social Development)
 - Parks, Recreation and Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no such information will be provided until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

(vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

7. Awarding of Grants

(i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting. .
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

(ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

(iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

(iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

(v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at www.richmond.ca or contact the Community Services Department at 604-276-4000.

**City Grant Policy**

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
 - Health, Social and Safety (Community Social Services)
 - Arts and Culture (Arts, Culture and Heritage)
 - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the three City Grant Programs will receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



Delegation to Richmond City Council February 25, 2019

My name is Phil Dunham and I live in Steveston. Don Creamer and I are speaking on behalf of the Richmond Poverty Response Committee or PRC.

We are here to ask City Council to approve the **#All On Board transit campaign** resolution tonight, which is to endorse the campaign and advocate to the Mayors' Council and the BC government to implement the following improvements to the transit fare system:

- Free transit for 0-18 years
- Sliding scale fares for low-income individuals
- Changes to Translink fines program

Free transit for children and youth will 'raise-a-rider' and develop enthusiastic transit users over time.

Sliding scale fares will give disadvantaged residents access to public amenities that we all pay for.

And changes to the transit fines programs can mean local non-profits won't have to use grant funds to pay their clients' fines.

New Westminster, Port Moody and Vancouver have all approved resolutions in support of #AllOnBoard.

The campaign is now pushing forward in Burnaby, North Vancouver, Port Coquitlam, Delta and White Rock. Richmond could be next!

Now Don Creamer will speak on his experience with fines.

Thank you,

Phil Dunham
On behalf of
Richmond PRC

cc. De Whalen,
Chair, Richmond PRC
H 13631 Blundell Road
Richmond V6W1B6
C 604.230.3158

City of Richmond

Notice of Motion: #AllOnBoard Campaign

WHEREAS the City of Richmond has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion and labour market inclusion for low income adults and youth; and

WHEREAS the #AllOnBoard campaign, concerned agencies in Vancouver and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of Richmond the direct harm that is brought to them through the bad credit ratings they develop due to fare evasion ticketing. Those living below the poverty line have brought forward that they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines; and

WHEREAS the City of Richmond and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided by the City of Richmond and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies;

BE IT RESOLVED THAT the City of Richmond endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible; and

THAT the City write a separate letter to the Mayors' Council on Regional Transportation asking them to 1) require TransLink adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) to request the Mayors' Council on Regional Transportation and TransLink immediately and without delay amend existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community service as an alternative to the financial penalty of a fare evasion ticket; and lower the ticket price substantially; and

THAT the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention

AND THAT the #AllOnBoard forthcoming research report containing evidence and testimonies in support of the #AllonBoard Campaign be included in the submission to the LMGMA once available.

Research conducted by Peter Greenwell

Fare Evasion Fines and Enforcement: TriMet, Portland and King County Metro Transit, Seattle **CONFIDENTIAL**

Summary

In Metro Vancouver, we took fare evasion fines and enforcement out of the court system in 2012, through amendments to the South Coast Transportation Authority Act. The non-court based alternative enforcement mechanisms included: non-renewal of drivers' licenses, referral to debt collectors, and barring from the transit system. In 2016 the Province of Alberta fare evasion and jay walking fines were also removed from the criminal system. In 2015, in Alberta, a tragic situation occurred when Barry Stewart chose five days in jail instead of paying \$287 in fare evasion and jay walking tickets¹ and then died in remand. In 2018 both TriMet (Portland) and King County Metro Transit (Seattle)² decriminalized fare evasion. Importantly these two transit systems are also making significant changes to the level of fare evasion fines and the process and objectives of the enforcement mechanisms being implemented.

After the completion of audits³ on their fare evasion citation programs, considering effectiveness and cost-recovery, both TriMet and King County Metro Transit concluded their existing fare evasion and enforcement procedures were not cost-effective and, in addition, were punitive to particular population groups. The King County Audit said Metro Transit "cannot determine whether its model of fare enforcement makes sense, in terms of costs and outcomes, or identify ways to improve it." Both transit systems elected to establish, with extensive community discussions and research of approaches in other USA cities, programs that had multiple resolution options in a non-court based framework. Portland and Seattle, working under State and County policies on equity and social justice, are implementing reforms that TransLink is not currently considering. TriMet and Metro Transit's approaches are discussed below.

TriMet, Portland

Portland's regional transit system⁴, TriMet, has a seven member Board of Directors that is appointment by the Governor of Oregon. The General Manager answers to the Board of Directors. There is a necessary but indirect relationship with City of Portland and Tri-County governments. TriMet's electronic card is called the HOP Fastpass. Since 2010, TriMet has been going through a process of simplifying their fare structure, first by ending their zone system, and then re-setting fare levels at the same level for Honored Citizens (seniors, disabled and veterans) and youth.

TriMet issues approximately 20,000 fare evasion tickets per year⁵. The agency completes an annual fare evasion survey; and in 2017 the estimated fare evasion rate was 13.1 percent. This percentage is high compared with other transit systems and represented a challenge for TriMet fare enforcement.

¹ News article here: <https://www.cbc.ca/news/canada/edmonton/alberta-bill-proposes-end-to-arrests-for-transit-fare-jaywalking-scofflaws-1.3534395>

² Washington DC Council voted to support the *Fare Evasion Decriminalization Act 2018*, November 13, 2018 <http://lims.dccouncil.us/Download/38590/B22-0408-CommitteeReport1.pdf>

³ Portland had a third-party independent audit completed, and Seattle's was an internal audit

⁴ TriMet operates in three different counties and numerous cities: <https://trimet.org/pdfs/taxinfo/trimetdistrictboundary.pdf>

⁵ In a September, 2018 Appellate Court decision, not specifically related to fare evasion, but deemed to be applicable, the issue of checking for fares evasion without probable cause, was deemed unconstitutional, as the process lacked reasonable suspicion.

Research conducted by Peter Greenwell

Repeat violations (i.e. getting caught with either no fare or improper fare more than once in the two years of data) comprise 25.5% of all enforcement incidents.

In 2017 TriMet had a third-party independent review conducted which revealed a growing fare evasion rate, as well as a need for a fare enforcement regime that included both opportunities to make consequences less punitive, while maintaining an effective incentive for riders to pay fares. The independent review considered the fare enforcement practices used by other transit systems including Dallas, Los Angeles, Minneapolis, New York, Phoenix, Buffalo, and San Francisco.

Beginning July 1, 2018 TriMet rolled out, in conjunction with the implementation of a low-income fare program, a revised fare evasion enforcement plan. TriMet's previous fine was similar to TransLink's fare evasion ticket, with a \$175 fine per infraction. State legislation was enacted to allow TriMet to hold fare evasion citations for 90 days⁶, to allow for alternative dispute resolution, before the citation was registered with the Court. The new system is a hybrid system that provides adults, riding without a valid fare, with three options:

1. Fine
2. Community service
3. Enrollment in the Low income/Honored Citizen program

If completed within 90 days, the citation is not referred to the Court system. If it is not resolved, then it continues to be referred to Court.⁷ Currently, citations are issued on paper. TriMet is in the final stages of testing the filing of electronic citations. Currently, all citations are tracked in a database, but that information is manually entered from the citation form to a database.

It should be noted an appeal process, regarding proof of payment only, is available for citations issued for non-payment. Essentially a passenger is given a second chance to produce proof of payment (for example, when a monthly employee pass was paid for but forgotten and not shown at the time of the citation). There is no appeal for extenuating circumstances. If the citation is resolved within the 90 days, then administratively it is referred to the Court system.

Tiered fines

There were extensive discussions before fine levels were determined, to find a balance between effective deterrence without being punitive. This discussion was informed by empirical research undertaken by Dr. Brian Renauer, Criminal Justice Policy Research Institute, Portland State University, on

TriMet will modifying their fare checking process. The issue does not come up with non-police security. Full report here: <https://trimet.org/meetings/board/pdfs/2018-11-14/ord-351.pdf>

⁶ The violation statute (ORS 153.054) used to say that the citing officer "shall cause" the citation to be delivered to the court. Oregon changed the statute so now it says that except as provided in ORS 267.153 (which is where the administrative fine option is outlined). So TriMet has the clear authority to not file until after 90 days, and not file at all if the person resolved administratively. *Knight versus Spokane*, Washington State Court ruling from the 1970's, a ticket must be served within 3 days of issuance (this addressed graft issue with officers 'issuing' tickets, but paid to them directly, and then not filed with Court).

⁷ Los Angeles opted for an completely internal system for adjudicating citations, without referral to court system, and has had difficulties with compliance enforcement

Research conducted by Peter Greenwell

compliance results and efficacy of ‘get tough policies.’ The fine structure approved is tiered⁸ based on the number of fare evasion violations:⁹

- First offense: \$75
- Second offense: \$100
- Third offense: \$150
- Fourth offense and beyond: \$175 (no reduction options available)

Community Service

TriMet has developed relationships with five larger agencies that already had an established relationship with the Court system, for the completion of community service hours, see list here:

<https://trimet.org/citation/communityservice/>. A person that receives a citation must register with one of the five agencies, complete the required hours, and have the agency report back to TriMet within 90 days of the citation being issued, to avoid a referral of the citation to the Court system. An adult fare evader may have the option to complete community service in lieu of a fine:

- First offense: 4 hours (\$18.75/hour in-kind service)
- Second offense: 7 hours (\$14.28/hour in-kind service)
- Third offense: 12 hours (\$12.50/hour in-kind service)
- Fourth offense and beyond: 15 hours (\$11.66/hour in-kind service)

Low income/Honored Citizen Program enrollment

TriMet will waive the fare evasion citation if an adult rider meets ALL of the following criteria:

- Eligible for, but not enrolled in, TriMet’s low income fare program (July 2018) or the agency’s Honored Citizen program, <https://trimet.org/citation/programs/>
- Successfully enroll in the low income or Honored Citizen program during the 90-day stay period.
- Load a minimum of \$10 on their reloadable HOP Fastpass™ fare card during the 90-day stay period.

Qualification for the Honored Citizen HOP is handled through verification by third parties (non-profit agencies and other government departments/agencies). It is a two year qualification period, the same as Seattle’s Metro Transit. A person must go to the TriMet’s downtown ticket centre with the verification, to have their photo taken, and have a HOP card printed for them at that time. Resolution of a ticket through these options is only available to adults for fare evasion citations, and not when other violations (such as behavior) of the TriMet Code have been committed.

King County Metro Transit, Seattle

Fare enforcement on King County Metro Transit¹⁰ started in 2010. Currently, the RapidRide lines are the only bus lines in the Metro Transit system with fare enforcement¹¹. On the regular buses, much like in

⁸ Calgary Transit also has a tiered fine system, but at much higher rates, \$250 (1st fine), \$500 (2nd) and \$750 (3rd)

⁹ If paid during the 90-day stay period

¹⁰ Metro Transit has 1/3 of the County workforce, and is being elevated from a Division of the Transportation Department, to its own department.

¹¹ Starting March, 2019 no Metro Transit busses will run through the downtown transit tunnel, Sound Transit light rail only. Most busses will be rerouted onto the 3rd Street transit corridor, where all busses, including non-RapidRide, will be subject to proof of payment enforcement

Research conducted by Peter Greenwell

Metro Vancouver, operators may ask for proof of payment, but do not enforce payment and do not issue tickets for fare evasion¹².

King County Metro Transit contracts with Securitas, the same private company used by Sound Transit, for fare enforcement officers. Sound Transit runs the regional light rail system. Metro Transit adopted the same fare enforcement practices used on Sound Transit. Metro Transit operates in a different policy environment than TransLink; they have their own *Service Guidelines* – similar to TransLink’s *10-Year Vision* – and in addition they operate within the *King County 2016-2022 Equity and Social Justice Strategic Plan*, which outlines the need to consider the equity impacts of County services. Metro Vancouver’s *Metro 2040*, does not have explicit social equity or social sustainability goals.

In 2016 the Securitas enforcement officers checked almost 300,000 passengers, or about 1.4 percent of RapidRide ridership. Of those 300,000 checks, officers encountered 9,352 instances where riders could not show proof of payment. Depending on the number of times a person has been encountered by officers without valid proof of payment or deceitful behavior, officers can:

- issue a verbal warning
- a \$124 fine¹³, or
- recommend a misdemeanor to Metro Transit Police (adults only)

Almost 19,000 people received penalties between 2015 and 2017. Of those people, 99 individuals (0.5 percent) received a total of 1,589 penalties or six percent of all penalties in this time period. One person received 53 penalties over two years. The majority of this group are people of color, people who experienced housing instability during this time, or both. An Auditor’s report on the existing fare evasion system found that about 10% of people given warnings were homeless or experiencing housing instability, 25% of citations were given to this group of people, and nearly 30% of misdemeanors were to this category of people¹⁴.

The table below details the approximate cost of the past fare evasion ticket system for various activities¹⁵.

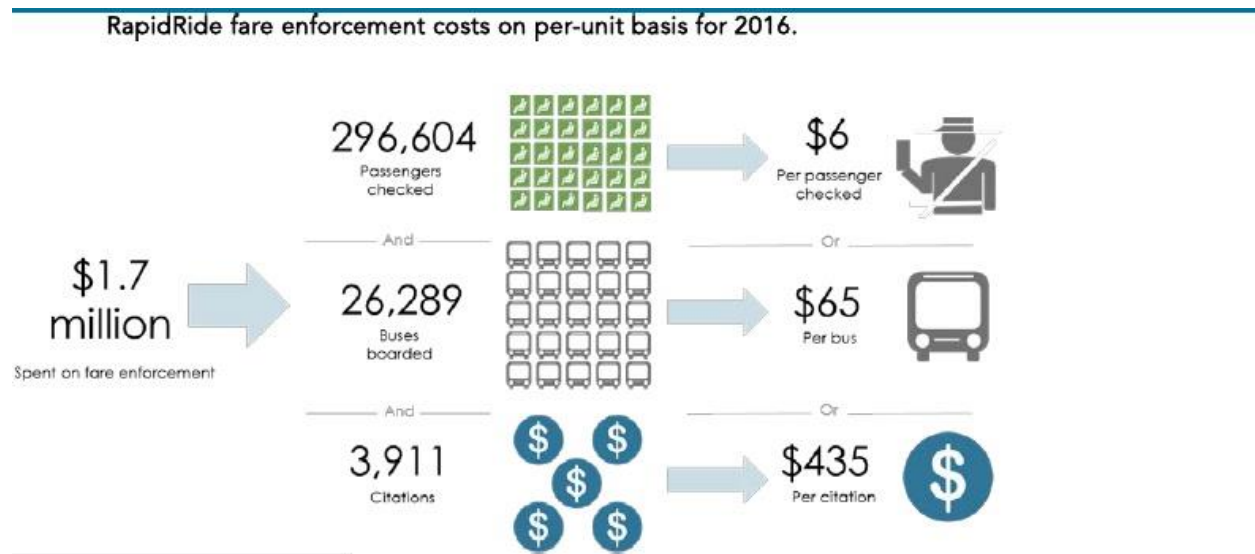
¹² Practice in Seattle, a bus operator might provide a transfer to a non-paying person, so that if a fare inspector is on the bus, the rider will have ‘proof of payment’ – to prevent situation where the rider says the bus driver let me on, but not having proof.

¹³ Under State Law, Theft in 3rd Degree (theft of services) which is a criminal gross misdemeanor, as there is a real value being stolen, and could be referred to the County Prosecutor

¹⁴ During interviews, officers stated they try to use their discretion in enforcement with individuals they encounter frequently or who may be experiencing housing instability, but their tools were limited and their primary task is fare evasion enforcement.

¹⁵ From staff report to King County Executive, September 8, 2018

Research conducted by Peter Greenwell



According to the King County Executive, the past process was intended to provide a deterrent to fare evasion, however, a King County Auditor's Office report found that most infractions went unresolved.

The District Court estimated that processing fare evasion tickets cost more than \$343,760 in staff time in 2016, with only \$4,338—about 1.3 percent— recovered in payments to the county. The District Court began charging Transit for the remainder of its ticket processing costs. With Metro Transit expanding fare enforcement to additional RapidRide lines, these costs were expected to increase. By 2025 Metro Transit has plans to increase the RapidRide bus lines from six lines to 19 lines, and 26 lines by 2040.

In early 2017 there was an internal review of fare enforcement. The fare evasion citation is a civil infraction such as a red light infraction. Reviewed infractions to look for trends with race, geography and looked at ways to address/prevent (for example, parking a police vehicle near a transit stop with frequent evasion boarding). Officers rotate through the system so everyone should have the same ticketing profile, couldn't find any statistically significant trends amongst the officers. The position of Quality Assurance Supervisor was created, to review all complaints, uses of force and look for any undesirable trends.

On September 8, 2018 the King County Council approved Ordinance 2018-0377 to amend the *King County Code*, to replace the existing infraction system for fare evasion on RapidRide buses and replace it with an alternative resolution process. The Ordinance directs the creation of an internal Metro Transit process, where customers will have several options for resolution of any fare violation. The intent is to provide offenders with an option to resolve the citation, outside of court, and not face debt collection and subsequent penalties. The new system will allow for several options for resolution—an opportunity to mitigate a fine by early payment, allow for community service in lieu of a fine, or provide for the ability to administratively cancel a fine. Estimated that January, 2019 will be when new tickets will be issued.¹⁶

¹⁶ In the transition period Metro Transit has stopped referring adult citations to prosecutor (youth citations have not been referred for two years with an additional warning given before ticketing). Currently doing a Title 6 check (compliance with the Civil Rights Act), which is why the program is likely not in place until January, 2019.

Research conducted by Peter Greenwell

The following transit fare evasion penalties and resolution for use by Metro King County Transit on the RapidRide busses have every step based on ‘a fresh start.’ Two people have been hired to administer the program, one person is responsible for outreach – job is to connect with violators and explain/work through the prevention and/or resolution steps. The proposed fines and resolutions are:

\$50 Infraction**WITHIN 30 DAYS**

- Paying infraction = fine halved

WITHIN 90 DAYS (TBD)

- LIFT enrollment the fine is waived
- 4 hours Community Service the fine is waived. On the back of the infraction form is a certification form to be filled out and signed by the agency where hours completed, a self-addressed stamped envelope is provided.
- Add \$25 stored value to ORCA Lift the fine is waived (limited to once per year)
- Add \$50 to ORCA the fine is waived (limited to once per year)
- Appealed to
 - 1st – Metro Adjudicator¹⁷
 - 2nd – Mitigation Panel¹⁸

IF UNRESOLVED AFTER 90 DAYS

The ticketed person’s name would be added to the “Pending Suspension” list. The next failure to pay, results in a 30 day suspension per unresolved infraction. After 30 days, the infraction is considered to be resolved. The link that is maintained to the Court system¹⁹ is that non-payment of a fare during a suspension could have transit police either issue a ticket for criminal trespass, ask the rider to disembark the bus (under the County Code’s *RideRight* can have civil or criminal charges depending on infraction) or take the person to jail. A 30 day suspension can be issued anytime during the 365 days.

¹⁷ The new position of Metro Adjudicator, within Transit Security, was created with the goal of engaging people in violation with resolution options.

¹⁸ The final step is an appeal to the Mitigation Panel (an existing process used for suspensions). The Mitigation Panel has five members representing: Transit Security, Operations, Diversity, Customer Service and ParaTransit.

¹⁹ Los Angeles Metro Transit brought both fare evasion/enforcement and parking tickets in-house: <https://www.metro.net/about/transit-court/>, including an inability to pay waiver, http://media.metro.net/about_us/transit_court/images/waiver_transitcourt_declaration_inability_to_pay.pdf

Affordable Transit Pass Programs for Low Income Individuals: Options and Recommendations for the City of Winnipeg

Markus Beveridge – Practicum Student

July 22, 2016



Social Planning Council
of Winnipeg

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INTRODUCTION

Accessible and affordable transportation for low-income individuals and families has been demonstrated to create economic and social benefits for not only those experiencing low income, but for society as a whole. A majority of Canadian cities have either fully implemented, or are piloting, affordable public transit passes for people living in low-income. Winnipeg currently has discount pass options for seniors and in September, 2016, will be implementing a UPASS program for students. These two discount programs recognize that cities can play an important role in meeting the transportation needs of people with fixed or lower incomes.

Winnipeg considered implementing an affordable transit pass (ATP) program in 2010. At the time, Transit Finance Manager Carrie Erickson wrote, “a transit system that is accessible to all Winnipeggers is an important contributor to employment and economic opportunity” (Kives, 2010). On March 24, 2010, Winnipeg City Council voted in favour of a motion to consider low income and off-peak passes, “after the implementation of Winnipeg Transit’s Fare Collection System Update Project to provide for the review and development of intergovernmental partnerships as well as technical, financial, and administrative support systems that may be necessary” (City of Winnipeg, 2010).

There are various types of affordable transit initiatives being employed in Canada and internationally. The two primary reasons that these are implemented are to increase public transit use and/or to make transit more affordable (Serebrisky et al., 2009). This report is concerned with the latter, focusing especially on initiatives targeted at helping low-income individuals and families. The current types of programs being used include indirectly and directly targeted discounts. Indirect programs such as family passes and off-peak passes are universal, but operate under the implicit assumption that these will be utilized most by those with low incomes. Direct programs have eligibility restricted to those with low incomes, such as reduced transit tickets and reduced monthly passes. Some jurisdictions even have free transit, which may be either universal or needs based.

Family passes, off-peak passes, and reduced ticket programs have undergone little research, but are generally considered impractical due to their significant limitations (Hardman, 2015; Taylor, 2014; Dempster, 2009). It is not advised that these be implemented as standalone programs, although they could perhaps be used to supplement other affordability initiatives. Universal system-wide free transit models are the theoretical ideal, but are typically considered unfeasible for a city with the size and dispersion of Winnipeg (Perone & Volinski, 2003; Volinski, 2012). Needs based free transit could work since it is essentially a subsidy program with a very deep discount, although there was no available research that could be found on such a model. As such, this report will focus on reduced cost monthly passes. These are the most common transit initiatives currently used in Canada to benefit those with low incomes, and they are steadily increasing in number across the nation.

METHODOLOGY & STRUCTURE

Nineteen national affordable transit pass (ATP) programs were found and are each briefly profiled in Appendix A. Fourteen of them are permanent and five are pilots. Fifteen of the programs are municipal (seven with provincial funding and eight without), three are regional, and one is provincial. Of the nineteen ATP programs, nine of them are analyzed in more depth below. Eight of these are permanent and one is a pilot; six are municipal (three with provincial

funding, three without) and three are regional. A review of eight international programs has also been very recently conducted by Toronto Public Health (2015) and is therefore not repeated in this report, but can be found in the list of references.

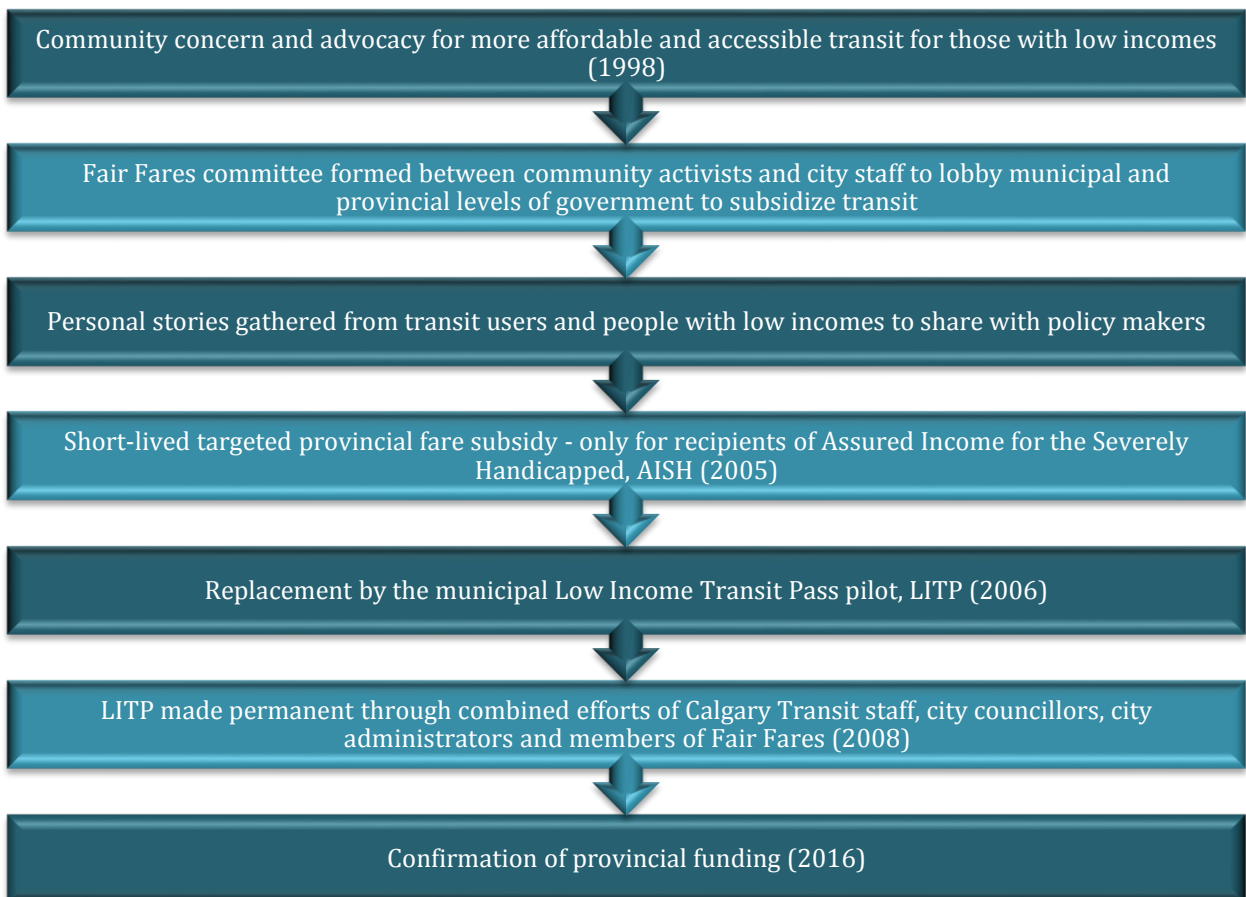
This paper reviews ATP program specifics in the following jurisdictions: City of Calgary, Region of Waterloo, Region of York, Region of Halton, City of Hamilton, City of Windsor, City of Kingston, City of Guelph, and City of Saskatoon. The establishment, funding, operation, challenges encountered, successful strategies, and impact are examined for each (much of which is adapted/updated from a 2012 review conducted by Dempster and Tucs for the City of Toronto). The paper then culminates in a final summary and comparison of all the programs profiled, out of which come brief options and recommendations for the City of Winnipeg.

Note: This review is not wholly comprehensive, it is comprised of all the information that was publicly available at the time of writing; it is meant to give a preliminary understanding of the types of programs already being implemented and a guide to what can be learned from them. For a list of all information sources used for each jurisdiction see Appendix B.

PROFILES: SELECTED CANADIAN ATP PROGRAMS

1. CITY OF CALGARY

1.1 Establishment



1.2 Funding

For the first years of operation the cost of the LITP program was covered by an anticipated surplus in the Calgary Transit budget. During this time, continuation of the program

was reliant on a sustained surplus. When the LITP program was approved as a permanent program in 2008, the municipal tax levy began to cover costs through an allotment to Calgary Transit. The city covered the full \$20 million per year costs until 2016 when the Government of Alberta confirmed \$4.5 million of yearly provincial funding to help supplement the program.

1.3 Operation

Calgary Transit operates the program. Applications for the LITP are accepted at the main transit office. Registration is open to all residents of Calgary 18-64 years old who meet the low-income criteria. With their application, registrants must provide an Income Tax Notice of Assessment (NOA) for all family members 18 years or older in the household. Applicants who are recipients of AISH can provide a Health Benefits stub or a current copy of an official letter stating their eligibility. Patrons who meet the criteria receive a confirmation letter, which they may then use to purchase a pass at any one of four locations. To reduce risk of fraud, registrants' names are maintained in a database, LITP passes have patrons' names on them and are non-transferable, and patrons must reapply annually. The passes were initially priced at just under half the regular adult pass (44%), with eligibility available to those falling below 75% of the before-tax Low Income Cut-Off (LICO). Eligibility has since increased to 100% of before-tax LICO in 2014, and the recent provincial funding has been touted as an opportunity to implement a sliding scale up to 130% of the LICO.

1.4 Challenges Encountered

- Logistical: establishing a benchmark for eligibility
- Financial: determining how the city's cost would vary with different criteria and different pass prices
- Administrative: finding ways to mitigate potential for fraud while still remaining non-stigmatizing and easily accessible

1.5 Successful Strategies

- Long-term community advocacy and involvement; the Fair Fares group continues to play a role in an advisory capacity
- Personal stories from people with low incomes helped councillors and staff appreciate the importance of the program and the barriers that regular prices create
- Studies conducted to assess costs (how many people would switch to the new pass) and appropriate fees (from the perspective of potential clients)

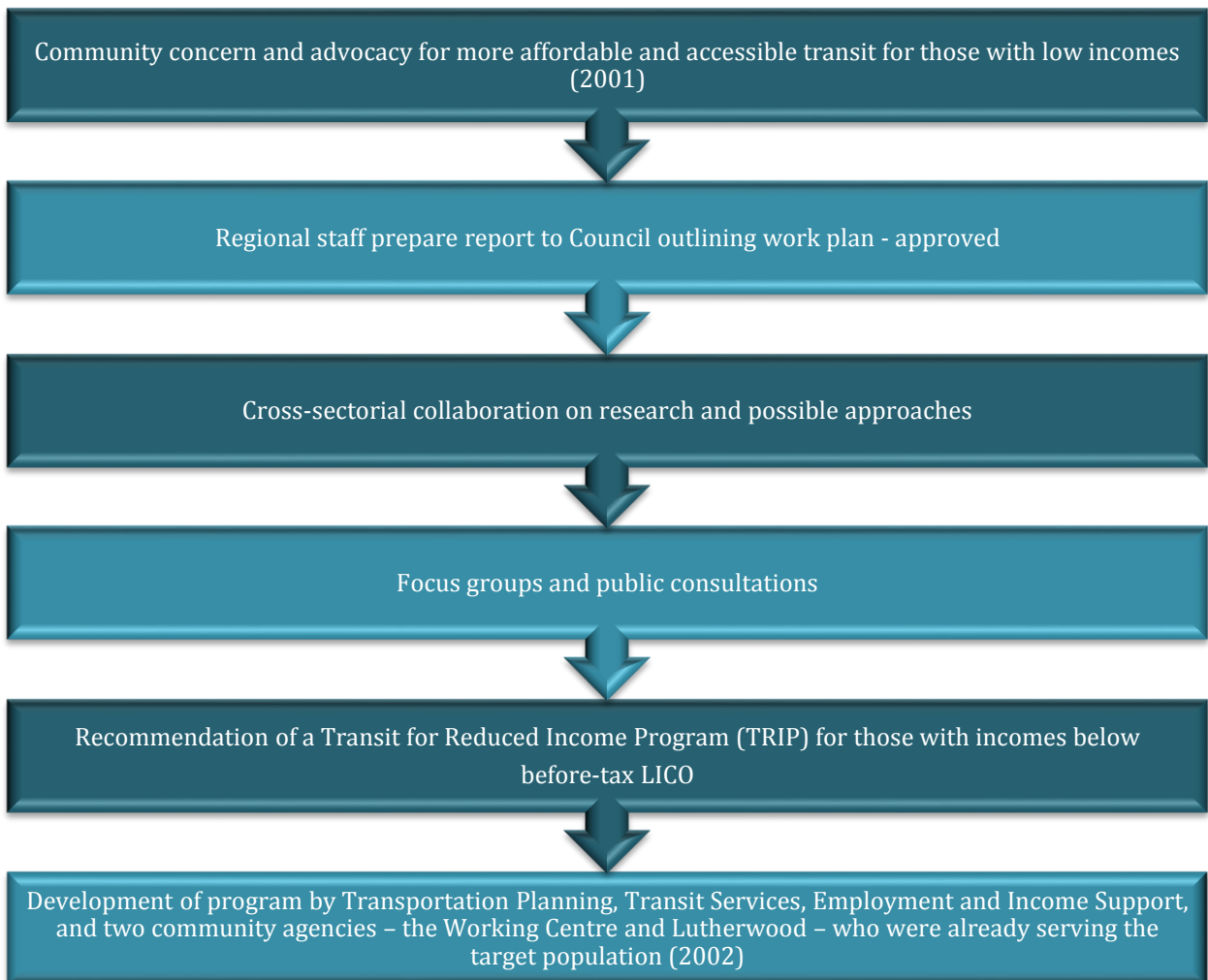
1.6 Impact

In 2007, the City and Fair Fares collaborated to assess the program impacts. The responses were strongly positive.

| Positive | Negative |
|---|--|
| <ul style="list-style-type: none">•99% of respondents agreed that the pass was useful to them•97% agreed that life was better with a pass•55% pointed to financial benefits, 35% to increased mobility, 8% to general assistance, and 5% to reduced stress•90% had more money to buy things, 62% visited family and friends more often, 60% went to medical appointments more often, 59% were able to keep a job, 55% took more training/education classes, 49% found employment/better employment, and 48% volunteered more often | <ul style="list-style-type: none">•56% of respondents had previously bought a regular pass, 25% had purchased books of tickets, and new patrons only accounted for about 10% |

2. REGION OF WATERLOO

2.1 Establishment



2.2 Funding

TRIP funds are allocated to the Employment and Income Support department of Social Services and come from the municipal tax levy and the gas tax revenue allocated to municipalities. Payment is made to Grand River Transit based on the number of passes sold. Administration costs are covered by: Region of Waterloo's Employment and Income Support (general administration), Transportation Planning (usage and projections), Grand River Transit (sales and marketing), and two community agencies, The Working Centre and Lutherwood (application and renewal). The total annual cost of the program in 2015 was \$407,000.

2.3 Operation

The application for TRIP is an honour-based process managed by two community agencies in the region. Applicants do not necessarily need to provide proof of income, as that is left to the discretion of agency staff who regularly work with the targeted demographic and may be well acquainted with the applicants. The program is capped at 2300 patrons, and a ratio of

40% employed to 60% unemployed is sought (although the ratio is quite flexible). Registrants receive a sticker on the back of their transit identification card, after which they can buy a regular adult pass at the discounted price at any main bus terminal. The stickers are valid for one year.

The TRIP price was originally the same as the reduced rate for seniors and students. After review the discount was increased to 44%, largely due to slow uptake and the realization that it was still too expensive for many. Initially restricted to people who were employed, TRIP was also expanded to include people in receipt of OW/ODSP or with other sources of income. TRIP has an advisory committee of those involved in management and administration of the program. Meetings occur every couple of months and provide an opportunity to make necessary changes. The committee also updates TRIP operating principles and procedures every two years.

2.4 Challenges Encountered

- Finding the right formula for price versus number of passes available
- Recognizing the importance of revenue from the fare box for the transit system
- Complexity of application process
- Dealing with the success of the program (ex. long wait lists due to rapidly increased interest)

2.5 Successful Strategies

- Cross-sectorial partnerships including community partners whose work and mandates complements the program
- Consistency in committee membership
- Recognizing the importance of accessibility as well as affordability
- Avoiding stigmatization
- Raising awareness of the necessity of transportation for people with low incomes

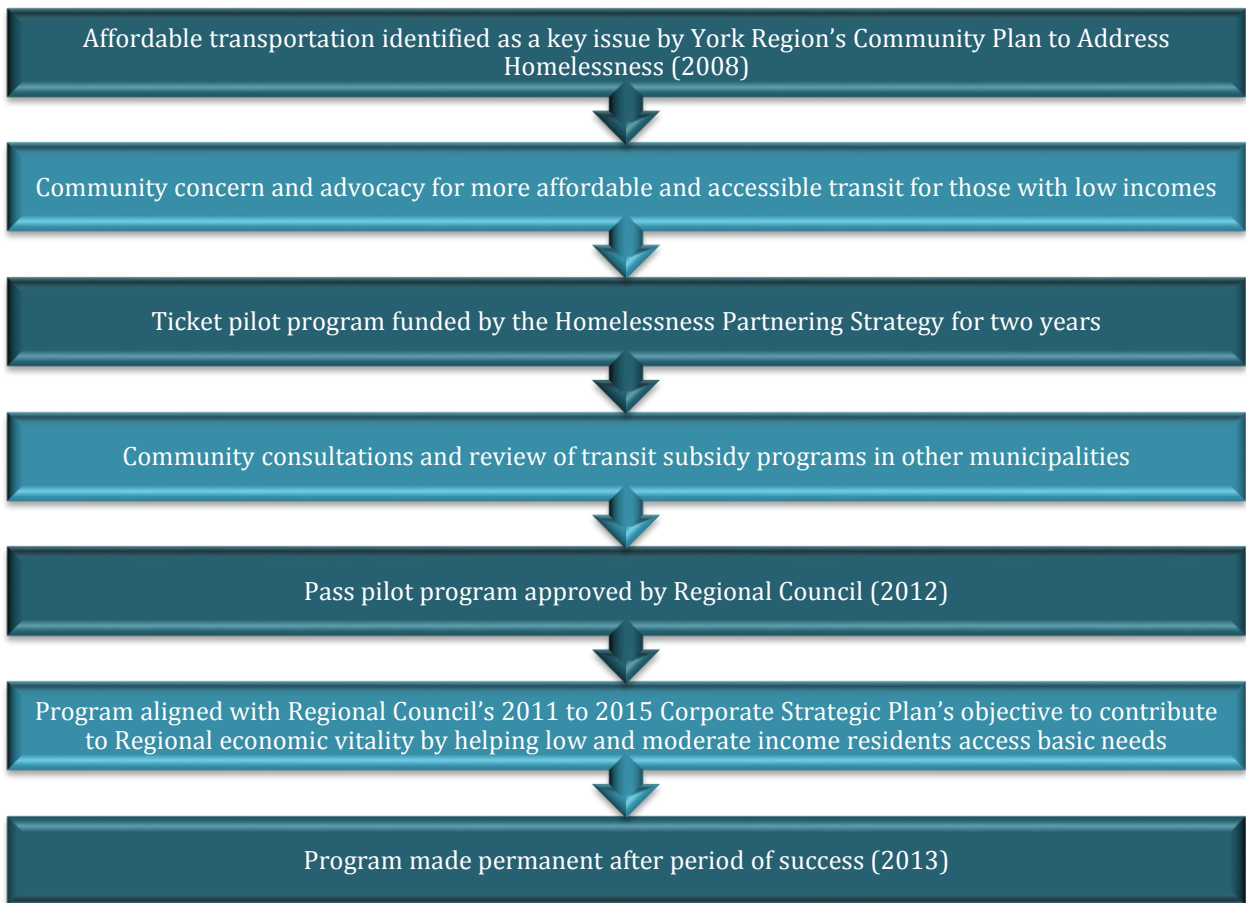
2.6 Impact

Evaluations of TRIP were undertaken in 2004 and 2013, showing that the program was well received and indicating continued benefits.

| Positive | Negative | Recommendations |
|--|--|---|
| <ul style="list-style-type: none"> •Almost all respondents saw public transit as vital and 99% said access to a reduced monthly pass made a positive difference in their life •Patrons reported increased community inclusion and socialization, as well as increased access to training, volunteer, and employment •62% of patrons purchased the TRIP pass every month •Patrons relied on the bus much more when they had a TRIP pass (96% of the time) than when they did not have a TRIP pass (41% of the time) | <ul style="list-style-type: none"> •Many noted that availability of passes was limited, eligibility criteria excluded many that need assistance, and transit service was not always accessible or available •The price of the reduced bus pass is still a significant amount for individuals with low income •TRIP patrons commented that the barriers they face with regard to transportation are in relation to costs (of the bus pass and rising prices), the timing of buses, and the schedules and routes being inconvenient for their travels | <ul style="list-style-type: none"> •Continue efforts to improve service, with particular attention to diversity and to the needs of people who rely heavily on public transit •Facilitate greater community involvement, specifically including low-income patrons in the design, planning and implementation |

3. REGION OF YORK

3.1 Establishment



3.2 Funding

The program had an initial budget of nearly \$1.33 million. With the majority allocated to passes (\$966,000), the remaining funds were allocated to tickets (\$250,000), to administrative expenses like staff and benefits (\$96,400), and to evaluation (\$15,000). The budget in 2014 went down to \$886,000. All the monies are paid to the Community and Health Services Department and are drawn from the York Region Social Assistance Reserve Fund, which is funded mainly through the municipal tax levy.

3.3 Operation

A working group comprised of regional staff members from the Community and Health Services Department (Social Services, Strategic Service Integration and Policy), the Transportation Services Department (Transit, Policy and Planning), and a provincial ODSP representative (York Region Office) was formed in the summer of 2011 to design program specifics. The working group identified a set of principles for the program and considered ways in which to provide support for their target group: OW/ODSP recipients with employment-related criteria.

By focusing on recipients of OW/ODSP, eligibility determination is facilitated through regular OW/ODSP case management processes. Development of a new application process was not required. Patrons are able to purchase transit passes at a 75% discount, and up to 1400 passes are available through the program. Program registrants receive six-months worth of vouchers, to be redeemed at York Transit's main office. Enrolment after six months may be renewed if the registrant has not found a job.

3.4 Challenges Encountered

- Inconsistent funding

3.5 Successful Strategies

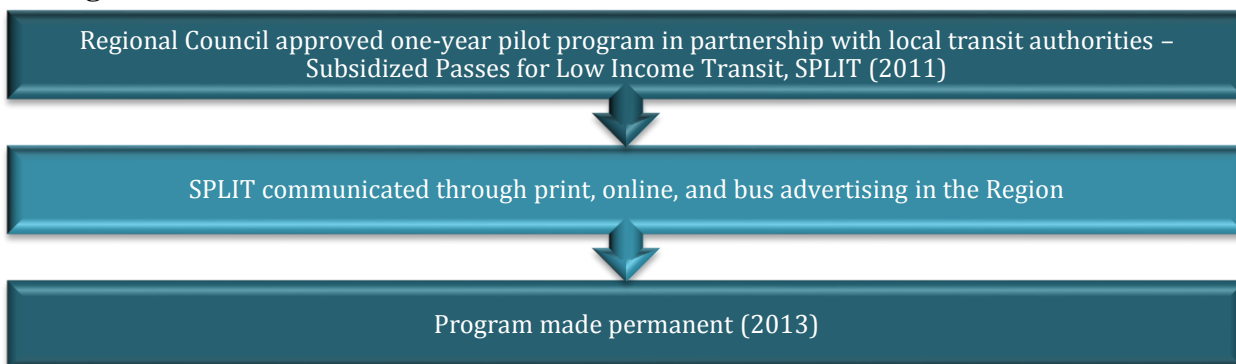
- Alignment with municipal and provincial strategic plans: responding to the transportation needs of all residents was part of Regional Government's broader strategic plan and the Community and Health Services Department's Multi-Year Plan.

3.6 Impact

[Not available]

4. REGION OF HALTON

4.1 Program Establishment



4.2 Program Funding

SPLIT is funded by regional social services but administered by the transit agencies, which have access to a database of eligible participants. Since inception the budget has more than doubled from \$300,000 to \$630,000 in 2014.

4.3 Program Operation

SPLIT covers 50% of monthly transit passes for seniors, students, and adults (including OW/ODSP recipients), respectively, who can demonstrate that their income is within 15% of the LICO (from most recent NOA). Individuals wishing to apply must contact the region by dialling 311 for an eligibility assessment. Upon approval, individuals can then purchase a pass from their local transit authority. Eligibility is reassessed annually.

4.4 Challenges Encountered

[Not available]

4.5 Successful Strategies

- Including para-transit/handi-transit programs and services
- Wide program outreach and communication
- Including both those receiving social assistance as well as those who are not
- Relating the program to municipal strategic plans/directions

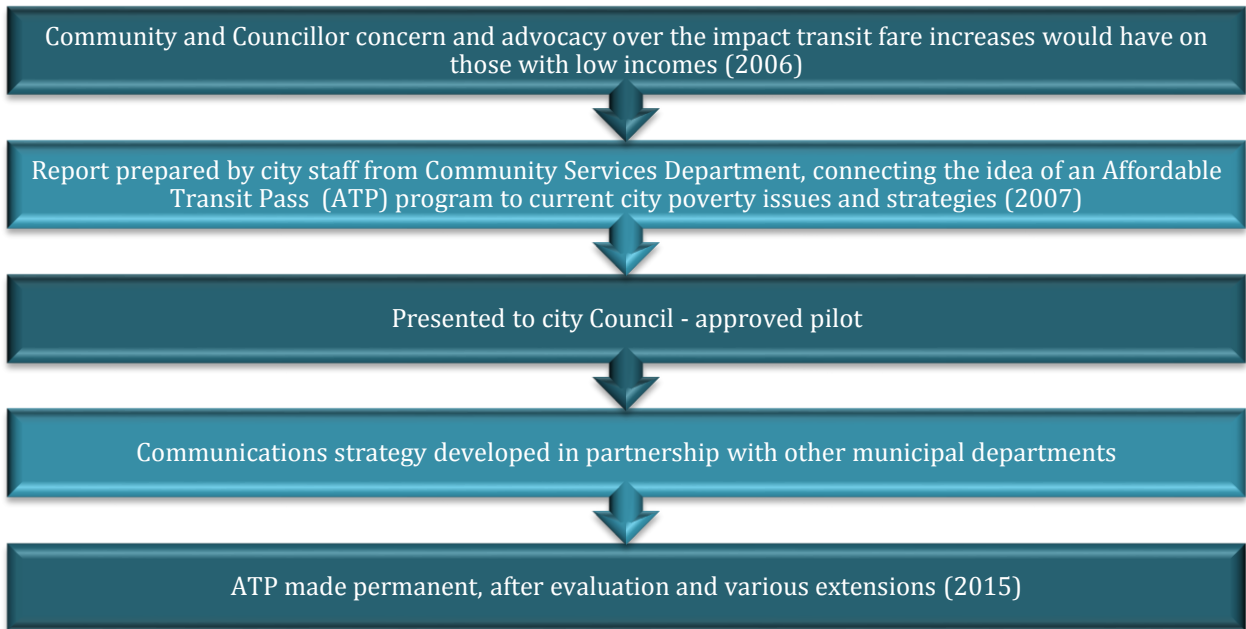
4.6 Impact

Upon completion of the SPLIT pilot, staff participated in a short assessment of the program.

| Positive |
|---|
| <ul style="list-style-type: none">•The program has been successful in terms of garnering interest and participation from low-income households and individuals in the Region•Take-up has doubled since the program began |

5. CITY OF HAMILTON

5.1 Establishment



5.2 Funding

The report first recommending an ATP in Hamilton suggested that \$500,000 be taken from the Social Services Initiative Reserve to fund a one-year pilot project. That initial budget included monies for administration and staffing, assistance with communication, and program evaluation. Additionally, inclusion of OW/ODSP recipients laid the groundwork for a cost sharing agreement with the province subsidizing OW/ODSP patrons on an 80%-20% ratio (province-municipality). A proposal to make the ATP program more permanent was tabled in the 2011 budget negotiation. The proposal was successful.

For 2012, the ATP budget was approximately \$403,000, including administrative costs. Most of the budget is allocated to the Community Services Department for passes: \$261,000 (500 passes). The total amount includes a provincial contribution of \$102,900. That amount breaks down into \$64,800 for passes and covers half of the administrative costs in the Community Services Department (\$36,300 for staff and \$1,800 for other administration costs). The program budget also includes about \$65,000 allocated to Public Works – Hamilton Street Railway for a ticket agent and other administrative expenses. The total annual cost more recently went down to \$271,000 in 2015.

5.3 Operation

The ATP covers 50% of a regular monthly pass. To be eligible for the program one must be a working full-time, part-time, or casual (but not self-employed) with a family income that falls below after-tax LICO, or one must be a working recipient of OW/ODSP not receiving other transportation subsidies. An Income Tax NOA and four weeks' pay stubs are required with applications. Applications can be made through the Community Services Department and letters of approval are valid for six months. Patrons can purchase passes at the Hamilton Street Railway main ticket office by showing their letter of approval. Letters are signed each time that a pass is

purchased to prevent anyone from purchasing additional passes. The City of Hamilton approves an average of around 600 applicants and the program has capacity for 500 monthly passes. When it does reach full capacity, the ATP program operates on a first-come, first-served basis.

5.4 Challenges Encountered

- Single downtown point of sale
- Slow uptake of program in the first few months

5.5 Successful Strategies

- Connecting the idea of an Affordable Transit Pass Program to municipal poverty issues and strategies
- Development of a communication strategy to increase program uptake
- Community-based poverty group provides periodic feedback and suggestions on the program, and members of the Public Works department are consulted occasionally with respect to program operation

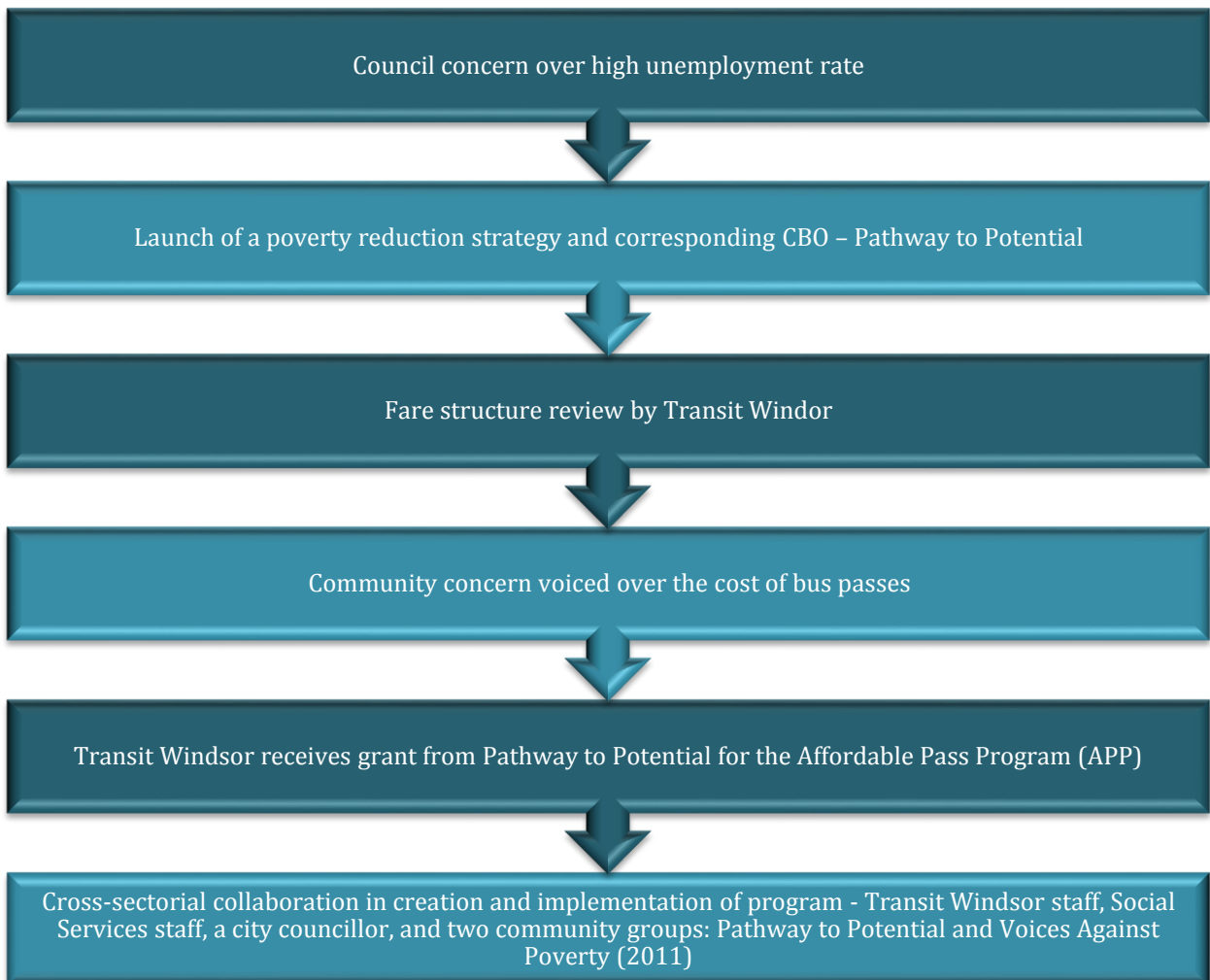
5.6 Impact

Six months into the program there was a telephone survey to evaluate the program.

| Positive | Negative |
|---|---|
| <ul style="list-style-type: none">•ATP used most often to get to and from work (22%), grocery shopping/running errands etc. (20%) and personal appointments (19%)•Helped patrons feel more independent (97%)•Easier for them to get to work (95%)•Made a difference in the family's budget (91%)•Helped maintain a connection to family and friends (87%)•Easier for them to run errands, schedule appointments, etc. (84%)•Helped them to keep their job (75%)•Many would not have been able to purchase a monthly transit pass without the ATP (73%) | <ul style="list-style-type: none">•Only 5% increase in respondents who relied on public transit before versus after the registering in the program•When asked about administrative aspects of the program applicants said they would prefer something other than the single downtown point of sale |

6. CITY OF WINDSOR

6.1 Establishment



6.2 Funding

Grant funding from Pathway to Potential covers the fare subsidy and administration costs. The funds are allocated to Transit Windsor. In 2011 program costs were approximately \$125,000, and in 2014 the budget for the program was \$200,000. The hope is that increased ridership through uptake of the APP will offset lost revenue as a result of the pass being discounted; however, this is not the expectation. Since City Council has promised limited tax increases, revenue generation to cover the subsidy and administration of the APP was noted as being critical to its continuation.

6.3 Operation

The initial uptake was slow, as with other similar programs, but the number of applicants increased as awareness of the program rose among eligible applicants interested in taking part in the program. There were 2500 patrons of the program in 2014. Applications are available online and at the Windsor transit terminal and centre. Free assistance completing the application is also

available. Eligibility is based on after-tax LICO and may last 6-12 months depending on the applicant's circumstances. Applicants must provide proof of their combined household income. The APP covers 50% of a regular monthly pass.

6.4 Challenges Encountered

- Slow uptake
- Revenue loss

6.5 Successful Strategies

- Non-confrontational communication between staff
- Exchange of information, knowledge, and experiences amongst stakeholders (inclusive of prospective pass users)

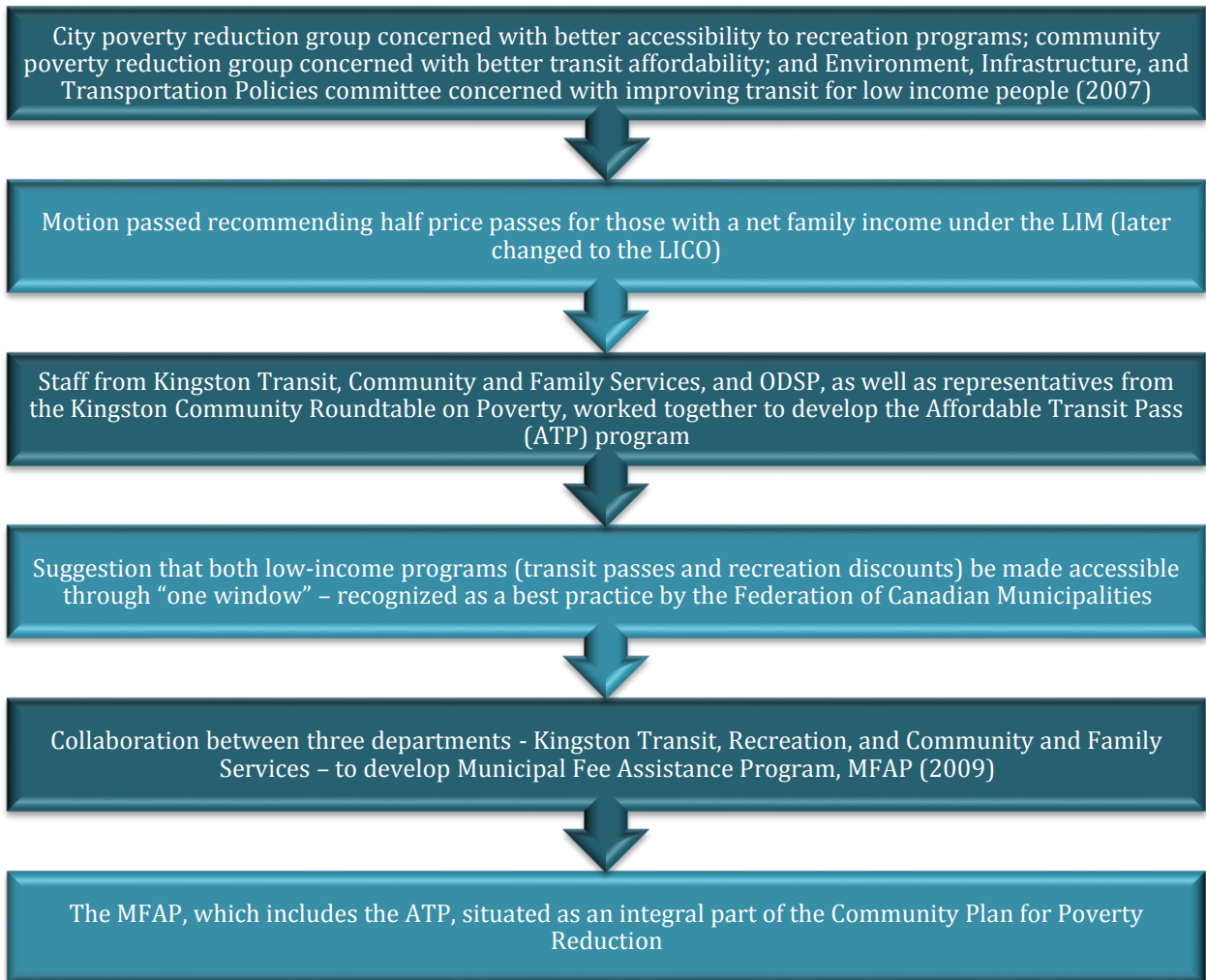
6.6 Impact

Pathway to Potential and Transit Windsor plan to continue to assess the impact of the APP. Anecdotally, impacts have been positive to date.

| Positive | Negative | Recommendations |
|--|--|--|
| <ul style="list-style-type: none">•New fare box and electronic bus passes, combined with information collected at the time of application, allow for data and information collection that can be used to determine needs, transit deficits, and benefits | <ul style="list-style-type: none">•Transit Windsor is aware that fares have been and remain a barrier for some patrons | <ul style="list-style-type: none">•Provide quality service and increase the accessibility, affordability, and availability of transit services |

7. CITY OF KINGSTON

7.1 Establishment



7.2 Funding

The ATP program is funded through municipal taxation. Partners developing the program thought the loss in revenue resulting from the discounted fare might be recovered by increases in ridership. However, even though the program was more successful than anticipated, this cost recovery has still not occurred. The actual cost of the program in 2010 was \$165,000 instead of the estimated \$108,000. Kingston Transit absorbs the cost of the ATP program, other than costs related to administration. The Community and Family Services Department manages the administration costs.

7.3 Operation

The program provides a 35% discount off the price of a monthly transit pass for residents of Kingston, inclusive of adults, children, youth, and seniors in low income households, and OW/ODSP recipients, as measured by the after-tax LICO. The application process is friendly, quick, and simple. Application can be made on a drop-in basis at the Community and Family

Services Department or at a number of alternative locations. There is no cap in regard to the number of passes issued. Eligibility is determined on the spot and reviewed yearly. Once registrants have obtained a card indicating their eligibility they can then purchase a photo ID card and monthly transit pass at City Hall. Subsequent passes can be purchased online, providing a more accessible option for those who have access to technology. Those receiving social assistance may be able to cover all or part of the cost of the reduced transit passes through OW discretionary benefits, depending on their individual circumstances.

7.4 Challenges Encountered

- Administrative approach for the MFAP is unique and entailed considerable learning
- Need to ensure quick implementation of the program and reduce applicants' stress or anxiety
- Municipal departments involved did not commonly work together

7.5 Successful Strategies

- Poverty was one of Council's top concerns, and the province was also concerned with poverty in Ontario
- Good communication across municipal departments – community services staff as bridge
- Access to quality research on best practices, and useful data on potential applicants
- Adapting processes, procedures, and tools developed by others
- Administrative process that is simple and unobtrusive
- Application procedures that can be easily implemented at any service/intake location
- Clear information sharing protocols
- Training for front line staff
- Invaluable input from the Kingston Community Roundtable on Poverty
- The one-window approach reduces the need for multiple applications, and the sharing of income information across several municipal departments.

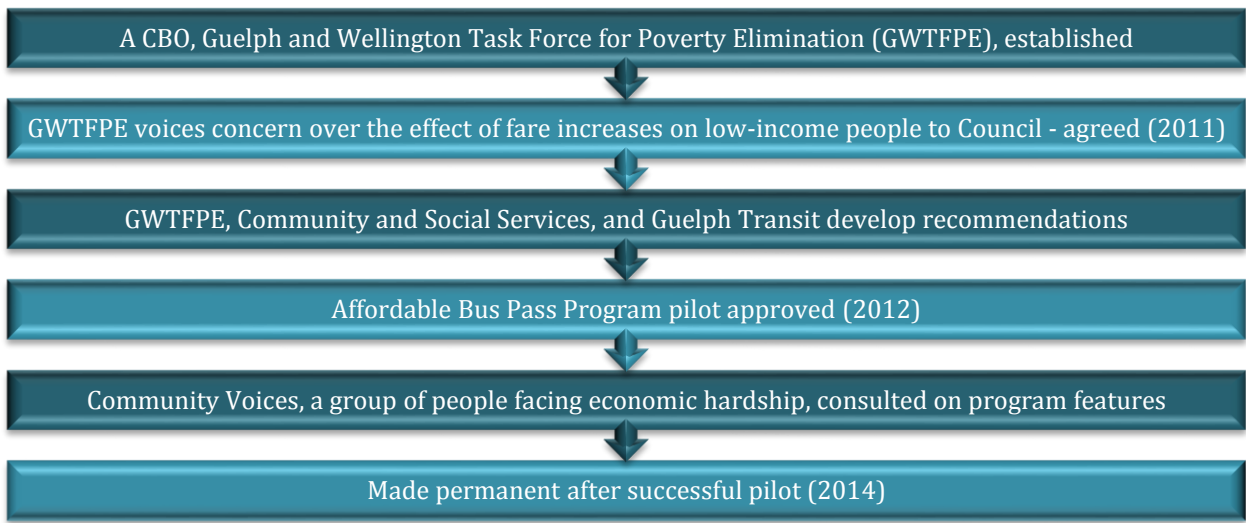
7.6 Impact

Approximately 2400 households completed MFAP applications during the first two years of operation.

| Positive | Negative | Recommendations |
|---|--|--|
| <ul style="list-style-type: none"> •80% of households accessing the program were on social assistance while the remaining 20% would be classified as "working poor" •Between Nov 2011 and the launch of the ATP program, 657 individuals purchased at least one monthly discounted transit pass •ATP riders average about 38 trips per month, which is consistent with the regular adult monthly pass riders | <ul style="list-style-type: none"> •The point was raised that public transit does not always meet the need of city dwellers, inclusive of those who live in low-income households | <ul style="list-style-type: none"> •People with low incomes may require something in addition to public transit (ex. a car or taxi) given challenges surrounding the accessibility and availability of public transit that may limit the utility of a discount bus pass |

8. CITY OF GUELPH

8.1 Establishment



8.2 Funding

The Affordable Bus Pass Program (ABPP) is covered through municipal taxes. In December 2011 City Council passed the next year's operating and capital budgets, also approving a 3.52% tax hike, the ABPP pilot, and reinstatement of bus service on some statutory holidays. The ABPP alone required a tax increase of over 3%, for implementation of the program mid-year. The cost of the program in 2012 was \$135,000.

8.3 Operation

Passes are priced at 50% of the regular bus pass for youth, adults and seniors, respectively. Residents of Guelph are eligible for the program if they are low income, based on the LICO, and experiencing barriers to accessing public transit. Patrons must reapply annually. To avoid a complicated and stressful application process, program designers first committed to developing a person-centred, transparent and reasonable application process. Applications are available at the various locations throughout the city: City Hall, Guelph Transit, Evergreen Seniors Community Centre, and West End Community Centre. Passes can be purchased at the same locations once an approval letter has been received. The program has no cap and had 1800 patrons in 2012.

8.4 Challenges Encountered

- Financial: difficulty estimating cost recovery/loss of revenue, increase in ridership, and change in service requirements
- Workload: no dedicated ABPP staff, more staff time required than was expected, program uptake exceeded forecasts
- Data collection: data collected by three very different means (application forms, sales data from all locations that sell affordable passes, and pass swipes on the buses used by transit to track ridership). Each of these databases is managed by a different team and organized in a different way.

8.5 Successful Strategies

- According to those involved, the ABPP's establishment was without incident, in large part because of the commitment to poverty reduction among council, community organizations, and the public
- Public transit is seen as contributing to Guelph's sustainability
- Examining similar ATP programs in other municipalities
- Proactive marketing of the program to counteract the lag that has been noted in many ATP's between the launch of the program and the widespread use of the pass

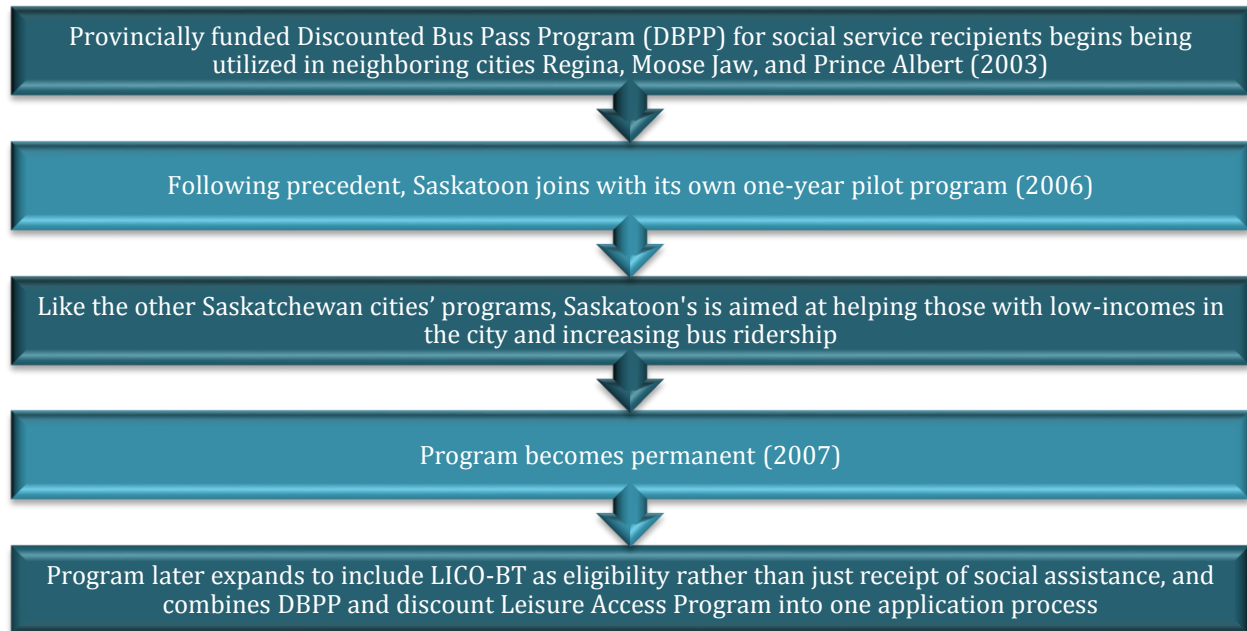
8.6 Impact

In 2013 an evaluation study was performed, indicating many positive results and recommending some areas for further improvements.

| Positive | Negative | Recommendations |
|---|---|--|
| <ul style="list-style-type: none">•An estimated 27% of people living below the Low Income Cut-off in Guelph have become users of the ABPP•It has built financial assets by reducing the cost of transit•It has built physical assets by enabling users to get to work, apply for jobs, and access the services they need more consistently•It has built social assets by enabling users to make more trips for a greater variety of reasons and in a more flexible way•Four primary program goals were met:<ul style="list-style-type: none">•Enabling more residents living with a low income to purchase monthly transit passes•Making a positive impact on the budget of low-income residents•Improving perceptions of overall wellbeing•Improving sense of contribution to community | <ul style="list-style-type: none">•The total number of applications has exceeded the original estimate (of 1,800 applications) by 50%•Almost all affordable bus pass users (96%) had used Guelph Transit before entering the program: of the 910 re-applicants who stated that they were transit users prior to the ABPP, 47% were previous subsidized pass holders, 35% used cash and/or tickets, and 19% used a regular bus pass | <ul style="list-style-type: none">•Explore extending turn-around times for applications, while maintaining customer focus•Consolidate and rationalize the application and sales databases•Review and streamline the process for analyzing and reporting program data•Create a dedicated program manager position and simplify the program structure•Assign additional staff time to the Service Guelph desk on "Bus Pass Days"•Explore the possibility of having key partners play a larger role in selling passes•Consider an alternate approach to income verification for users who are on ODSP/OW or users whose income is in transition due to recent unemployment, immigration or transition from school to work•Provide a plain language summary of the eligibility criteria and the application process•Create a formalized, transparent appeals process |

9. CITY OF SASKATOON

9.1 Program Establishment



9.2 Program Funding

The DBPP is partially funded through the provincial government's Ministry of Social Services, with the remainder from municipal taxes. The province contributed a total of \$1.6 million to programs in the seven largest Saskatchewan cities in 2014: Saskatoon, Regina, Prince Albert, Moose Jaw, North Battleford, Swift Current, and Yorkton.

9.3 Program Operation

The DBPP allows low-income Saskatoon residents the opportunity to purchase a monthly bus pass at a reduced rate. It is part of the Low Income Pass, which combines the DBPP with the subsidized Leisure Access Program into one application process. Eligibility is based on falling below the before-tax LICO or receiving social assistance. If eligible, patrons receive a 22% discount on their monthly bus pass. For low-income residents, application forms are available at all City of Saskatoon leisure centres and at the Customer Service Centre. Applicants must include their NOA and mail the completed application to the Community Development Branch. For social assistance recipients, application forms are available at the Social Services office. The completed forms can be dropped off at Saskatoon Transit to purchase the reduced pass. Patrons are accepted to the program for one year at a time, after which they must be reassessed. The DBPP does not have any cap set on the number of patrons.

9.4 Challenges Encountered

[Not available]

9.5 Successful Strategies

- Similar programs had already been running in neighbouring cities for three years
- Combined low-income subsidies for transport and recreation into one application

9.6 Impact

Since its inception the Saskatoon program has continued to expand.

Positive

- Now includes both receipt of social assistance and LICO-BT as eligibility, to include the "working poor"

SUMMARY & COMPARISON

Program Establishment

The key factors that played a role in establishing the ATP programs profiled are: advocacy on the part of community groups and champions within government; awareness of the importance of transportation for those living on low incomes; and impending change that would make transit less affordable (Dempster & Tucs, 2012). Other important factors include an in-depth study of transportation options, development of committees to assist in operationalizing programs, inter-sectorial collaboration, and justifying the programs through existing municipal and provincial poverty reduction strategies. When analyzing the establishment process of the various programs profiled in this report there seems to be a typical linear trend that they followed. It may be summarized into four phases:

- Phase 1 Impetus & Advocacy – includes public concern and community involvement
- Phase 2 Research & Proposal – includes public consultations and review of similar initiatives
- Phase 3 Development & Implementation – includes multi-sectorial collaboration and a communications strategy
- Phase 4 Evaluation & Expansion – includes the switch from pilot to permanent programs as well as reducing rates/increasing caps/expanding eligibility

Program Funding

Many aspects of funding for affordable transit passes have been explored, such as how programs are funded, fund allocation, administrative costs, and revenue generation or loss. Primary funding for most programs comes from the municipal tax base. With just under half ($n=8$) of the 19 Canadian programs profiled receiving any form of provincial support, funding is an ongoing concern. In some jurisdictions the programs are operated by social service departments, while in others they are run directly by transit authorities. On the one hand, allocating funds to social services may be advantageous in that it allows for an appeal to the province for ongoing support; on the other hand, allocating funds to transit budgets may be advantageous due to reduced potential for caps and cuts (Dempster & Tucs, 2012). The administrative costs for the different programs profiled are variably carried by social services, transit authorities, community agencies, or some combination. Revenue generation or loss is the most difficult aspect to estimate with some communities reporting large increases in ridership (Kalinowski, 2014), and other communities reporting overall revenue loss (Tanasescu, 2007). The key question one must consider: is most of the target group already purchasing transit passes, or will providing the discount lead to increased sales that will offset the cost?

Program Operation

The most salient elements of program operation are the eligibility criteria, the application process, the sale of passes, and the partnerships involved. The most common ATP program eligibility is based on receipt of social assistance and/or falling below the LICO (either before- or after-tax). However, it is important to note that the former may exclude the “working poor” and the latter may be considered inadequate because it is too low and not based on the cost of living (Citizens for Public Justice, 2013). Pilot programs in three municipalities—Mississauga, Guelph, and Kingston—have suggested using the Low Income Measure (LIM) instead. An NOA is the

most common way to assess eligibility, but this may be problematic for those who do not file income tax returns (eg. homeless individuals) and it does not necessarily reflect an individual's current circumstances. The Region of Waterloo has circumnavigated this issue by having community agencies already familiar with the clientele dole out passes through an honour-based system (Dempster, 2009). "One window" eligibility for recreation subsidies and discounted monthly transit passes has been recognized as a best practice as well (Federation of Canadian Municipalities, 2010), and is currently being used by Calgary's Fair Entry program, Kingston's Municipal Fee Assistance program, and Saskatoon's Low Income Pass program. In regards to the sale of passes, processes that are non-stigmatizing are overwhelmingly favoured, with passes that look exactly the same as regular passes. Central sales locations have been found to create accessibility barriers for patrons, but are also beneficial due to having qualified staff and central database systems. Throughout the entirety of program operation, partnerships and collaboration are vital. Consensus and a readiness among leading partners like city councils, transit authorities, social services, and community groups to work together facilitated establishing and continuing the operation of programs.

Challenges Encountered

Challenges encountered by the various programs profiled were logistical, administrative, or financial in nature. Logistical challenges were the most common, for instance establishing a benchmark for eligibility, finding way to mitigate potential for fraud while still remaining non-stigmatizing, and dealing with the complexity of the application process. Administrative challenges were also common, for example training and learning involved with the new program, no dedicated staff for the program, and dealing with long waitlists due to higher uptake than anticipated. Lastly, financial challenges were encountered, such as loss of revenue, inconsistent funding, and finding the right formula for price versus number of passes.

Successful Strategies

Many of the municipalities found creative ways to mitigate the challenges. Analysis reveals that in their establishment ATP programs are most likely to succeed with the support of long-term community advocacy and cross-sectorial partnerships. They were also aided by rigorous research and relevance to current poverty reduction strategies. Accessibility was improved through clear information sharing protocols and using a single, simple and unobtrusive application process. Quick program uptake was ensured through wide communication strategies, and exchange of information amongst stakeholders similarly improved results. Finally, many of the programs strove to be as inclusive as possible, extending eligibility to both those receiving social assistance and those who are not.

Program Impacts: Benefits and Weaknesses

Many pilot programs have developed into permanent programs due to their success. Four of the longer-term programs have undergone formal evaluation (Region of Waterloo, 2013; Taylor Newberry Consulting [Guelph], 2013; City of Hamilton, 2008; HarGroup Management Consultants [Calgary], 2007). In each case, results have been used to support program continuation and/or expansion. The clearest indicator of success is the rise in consistent use of public transit within the low-income population. This trend was seen throughout all jurisdictions profiled, and take-up has even doubled in some of them. Benefits can also be viewed from the perspective of patrons, who considered the programs vital and effective in creating a positive difference in their lives. With the passes, patrons had more money to buy other things, visited

family and friends more often, went to medical appointments more often, took more training/education classes, found employment/better employment, and volunteered more often. Various low-income residents across Canada have had the opportunity to participate in ATP programs, including people on social assistance, people living with disabilities, youth, seniors, and the working poor. Each of these populations has gained valuable financial, physical, social, and quality of life assets as a result:

- Financial assets – reduced cost of transit resulted in more money to provide for other basic needs (eg. food and rent)
- Physical assets – increased mobility enabled users to get to work, apply for jobs, and access the services they need more consistently (eg. training/education and medical appointments)
- Social assets – users were able to make more trips for a greater variety of reasons and in a more flexible way; passes were used most often for getting to and from work, grocery shopping/running errands, and personal appointments, but could also be used to go out to events and community meetings more often
- Quality of Life assets – feeling more independent, improvements in family budget, maintaining connection to family and friends, greater sense of contribution to community, increased social inclusion, and reduced stress

While patrons and others celebrated the numerous benefits of the programs, they made several qualifications, too. Passes are still considered unaffordable for many, even at the reduced rates. Not enough passes are available in jurisdictions with caps, and restrictive eligibility criteria exclude many that require assistance. Furthermore, a greater diversity in types and points of sale is needed, rather than just one or a limited number. These barriers overlap with other limitations surrounding accessibility and availability of public transit. That is to say that the timing of buses and inconvenient schedules/routes can restrict the overall utility of an ATP program, regardless of the rate of discount.

It is important to try to broadly consider the full benefits of such discount transit programs. Most evaluations view the impact in narrow terms of direct benefits reaching only those involved in the programs. However, researchers suggest that a complete and comprehensive cost-benefit analysis considering the wider health, educational, economic, and social impacts of these programs would likely illustrate even greater value than they are currently credited with (Dempster & Tucs, 2012). Consider, for example, instances where vast amounts of money are being spent on social service programs, but the target population remains unable to access them because they lack the money required to take the bus. Such factors must also be addressed in evaluations going forward.

CONCLUSION & RECOMMENDATIONS

Research has identified access to affordable transportation as a significant feature in reducing income inequalities and improving quality of life (Muntaner et al., 2012; Litman, 2012). The growing number of income-based Affordable Transit Pass programs across Canada in recent years attests to the veritable possibility of implementing, continuing, and expanding such programs. This brief review found that nineteen municipalities across Canada have ATP programs in place, and two more are seriously considering implementing soon (Peterborough and Halifax). With this number steadily increasing, clearly it is time for the City of Winnipeg to step up as well. Winnipeg is one of the only major cities in Western Canada that is not currently running a pilot or permanent ATP program. Additionally, all provinces west of Manitoba have some form of provincially subsidized ATP programs. The main recommendation of this report is for the City of Winnipeg to implement its own ATP program, ideally with provincial support and funding. Other key learning and unique recommendations for the development of this ATP are as follows:

- Although the LICO is most common in other jurisdictions, the LIM may be a more appropriate benchmark measure for the target population
- The NOA may not adequately reflect an individual's current circumstances and therefore may not be ideal as the standalone method for assessing eligibility; community agencies familiar with the target population could be given the flexibility to manually override
- All of these "affordable" subsidized programs (usually ~50% discount) still found in their evaluations that the cost is too high for many, so a sliding scale may be a useful addition; this was recently approved and will soon be implemented in the City of Calgary, with the proposed discount ranging from 50-95% off the cost of an adult monthly pass
- Combine the ATP application process with the Recreation Fee Subsidy Program that is already being offered in Winnipeg, as this has been identified as a national best practice
- All possible perspectives and partners (especially relevant community groups and individuals experiencing poverty) should be considered and involved when working out details of program design, planning, implementation, and evaluation
- Ensure that an evaluation plan is developed into the program design, gathering both quantitative and qualitative data from patrons; this has been integral in many of the programs profiled to show areas of success and drive continued improvements

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APPENDIX A: Brief Profile of All Canadian Affordable Transit Pass Programs

| Location | Program Name | Discount | Eligibility | Funding | Started | Cost (year) | Cap (n=?) | Users (year) |
|---------------------|--|----------|---|-----------------|---------|---------------------------|--------------|--------------|
| Calgary | Low Income Monthly Pass | 56% | LICO-BT | City & Province | 2005 | \$20,000,000 (2016) | No | 25000 (2016) |
| Waterloo Region | Transit for Reduced Income Program | 44% | LICO-BT, honour-based | City | 2002 | \$407,000 (2015) | Yes (n=2300) | 2300 (2013) |
| York Region | Transit Fare Subsidies Program | 75% | OW/ODSP and working | City | 2012 | \$886,000 (budget 2014) | Yes (n=1400) | 623 (2014) |
| Halton Region | Subsidized Passes for Low Income Transit | 50% | LICO-BT | City | 2011 | \$630,000 (budget 2014) | No | 550 (2016) |
| Hamilton | Affordable Transit Pass Program | 50% | LICO-AT, OW/ODSP, and working | City & Province | 2008 | \$271,000 (2015) | Yes (n=500) | 500 (2012) |
| Kingston | Affordable Transit Pass | 35% | LICO-AT | City | 2009 | \$165,000 (2010) | No | not found |
| Guelph | Affordable Bus Pass | 50% | LICO | City | 2012 | \$135,000 (2012) | No | 1800 (2012) |
| Saskatoon | Discounted Bus Pass Program | 22% | LICO-BT or social assistance | City & Province | 2006 | not found | No | not found |
| Regina | Discounted Monthly Pass | 70% | Social assistance | City & Province | 2003 | not found | No | 2250 (2014) |
| Moose Jaw | Discounted Bus Pass | 70% | Social assistance | City & Province | 2006 | \$54,000 (2014) | No | 2400 (2014) |
| Prince Albert | Reduced Bus Pass | 75% | Social assistance | City & Province | 2006 | \$190,000 (2014) | No | not found |
| Cornwall | Community Bus Pass | 35% | OW/ODSP - first come, first served | City | 2009 | not found | Yes (n=150) | 150 (2012) |
| Banff | ROAM Low Income Transit Pass | 100% | LICO, AISH, or Alberta Seniors benefit | City | 2007 | not found | No | not found |
| British Columbia | BC Bus Pass Program | \$45/yr | Low-income seniors and persons with disabilities | Province | 1967 | not found | No | 1200 (2012) |
| Windsor - Pilot | Affordable Pass Program | 50% | LICO-BT, OW/ODSP | City | 2011 | \$200,000 (budget 2014) | No | 2500 (2014) |
| Moncton - Pilot | Affordable Transit Program | 50% | Subsidized tickets provided to community agencies | City | 2016 | \$22,000 (2016) | not found | not found |
| Sudbury - Pilot | Affordable Transit Pass Program | 50% | LICO-BT, OW/ODSP, and working | City | 2016 | not found | not found | not found |
| Mississauga - Pilot | MiWay Affordable Transportation | 50% | LIM-AT - first come, first served | City | 2016 | \$1,300,000 (budget 2016) | Yes (n=2500) | not found |
| Edmonton - Pilot | Low Income Transit Pass | 60% | LICO | City & Province | 2017 | not found | not found | not found |

APPENDIX B: List of All Information Sources by Jurisdiction

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Entitlement to concessionary public transport and wellbeing: a qualitative study of young people and older citizens in London, UK

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Abstract

Access to transport is an important determinant of health, and concessionary fares for public transport are one way to reduce the ‘transport exclusion’ that can limit access. This paper draws on qualitative data from two groups typically at risk of transport exclusion: young people (12-18 years of age, n=118) and older citizens (60+ years of age, n=46). The data were collected in London, UK, where young people and older citizens are currently entitled to concessionary bus travel. We focus on how this entitlement is understood and enacted, and how different sources of entitlement mediate the relationship between transport and wellbeing. Both groups felt that their formal entitlement to travel for free reflected their social worth and was, particularly for older citizens, relatively unproblematic. The provision of a concessionary transport entitlement also helped to combat feelings of social exclusion by enhancing recipients’ sense of belonging to the city and to a ‘community’. However, informal entitlements to particular spaces on the bus reflected less valued social attributes such as need or frailty. Thus in the course of travelling by bus the enactment of entitlements to space and seats entailed the negotiation of social differences and personal vulnerabilities, and this carried with it potential threats to wellbeing. We conclude that the process, as well as the substance, of entitlement can mediate wellbeing; and that where the basis for providing a given entitlement is widely understood and accepted, the risks to wellbeing associated with enacting that entitlement will be reduced.

Key words

UK; Entitlement; Public transport; Young people; Older citizens; Belonging; Social exclusion; Wellbeing

Research Highlights

- Young people (12-18 year-olds) and older people (over-60s) receive free bus travel in London, UK.
- The receipt and enactment of entitlement can contribute to wellbeing by fostering a sense of community belonging.
- Where an entitlement is perceived to be ‘earned,’ participants also reported that it improved their sense of self-worth.

Introduction

Recent years have seen growing recognition that access to transport is an important determinant of health, including in the UK NICE guidance (NICE, 2008), The Marmot Review (Marmot et al., 2010, pp. 134-136), and transport policy approaches in cities such as London (GLA, 2011, pp. 196-197). In general, however, the multiple connections between transport and health are still far from receiving the policy attention they merit. Transport is normally needed in order to access health services; the goods necessary for health; the work and education that are determinants of health and the social networks that foster a healthy life. Differential access to transport is one of the ways in which health inequalities between people and places are generated (Macintyre et al., 2008), and age is one social factor that influences the risk of 'transport exclusion'. In the UK, for instance, the Social Exclusion Unit (2003, p. 2) cited transport-related problems as restricting young people's capacity to take up education or training opportunities. Young people's exclusion from participation has been variously conceptualised as arising from immobility (Barker et al., 2009; Thomsen, 2004), disempowerment (L. Jones et al., 2000; Kearns & Collins, 2003) or dependency on adults for transport (Barker, 2009; Fotel & Thomsen, 2004; Kullman, 2010). Older people have also been described as particularly at risk of transport-based social exclusion (King & Grayling, 2001, p. 166) or 'transport disadvantage' (Hine & Mitchell, 2001) and consequently of becoming isolated (Titheridge et al., 2009; Wretstrand et al., 2009), with significant numbers of older people reported to face difficulties in getting to health centres, dentists and hospitals (Audit Commission, 2001, p. 30).

Within the London region, a number of policy initiatives have formed part of a broader transport agenda that has, at various points, been more or less explicitly oriented to public health as well as other social goals including reducing dependence on car travel and mitigating the health effects of transport exclusion (Mindell et al., 2004). Concessionary fares for public transport are one approach to addressing transport exclusion, and in London two specific policies relate directly to age-related transport exclusion through the provision of fare exemptions. First, free bus travel for 12-16 year-olds was introduced by the Greater London Authority in September 2005 (TfL, 2007). This concession was subsequently extended in 2006 to include 17 year-olds in full-time education (TfL, 2006, p. 7) and subsequently all 18 (and some 19) year-olds in full-time education or on a work-based learning scheme (TfL, 2010a, pp. 8-9). On its introduction the scheme was explicitly positioned as a way of addressing transport exclusion with a particular emphasis on improving access to education and jobs: as a means "to help young people to continue studying, improve employment prospects and promote the use of public transport" (TfL, 2006, p. 7). Second, the 'Freedom Pass', funded by the 33 local authorities that make up London, is provided to all of those over 65 (or over 60 if born before 1950), entitling them to free transport at any time of day on all bus, underground and tram services and to off-peak travel on many rail services in the Greater London area (London Councils, 2011).

There is a small but growing body of evidence on the positive impact of such concessions on health generally. For older residents, the Freedom Pass was reported to reduce transport exclusion and enhance mental health (Whitley & Prince, 2005), and concessionary bus travel for older people is associated with a reduced risk of obesity (Webb et al., 2011) and with increased likelihood of walking more frequently (Coronini-Cronberg et al., 2012). For young people, concessionary bus travel in London has been reported to contribute to reductions in transport poverty, gains in independence and opportunities for enhancing wellbeing (A. Jones

et al., 2012). In Canada, significant association between transport mobility benefits and quality of life for older Canadians have been identified (Spinney et al., 2009).

However, the relationship between transport and health is not based solely on access to transport. Beyond the instrumental functions of transport for accessing goods and services, which can be enhanced by offering concessionary fares, are the less tangible psycho-social impacts of access to, use of and entitlement to transport. These are mediated in part by the social meanings of particular modes. For instance, in the context of what has been called a ‘regime of automobility’, in which the private car dominates as the default mode of transport (Sheller & Urry, 2000), those without access to a car report adverse effects on wellbeing from using less-valued alternatives (Bostock, 2001). For older people, driving cessation or lack of access to a car has been widely reported as a threat to wellbeing (Adler & Rottunda, 2006; Davey, 2007). In the UK, as in many other high-income countries, private car use is reported to provide a number of benefits for users, including self-esteem and a sense of autonomy (Goodman et al., 2012; Hiscock et al., 2002). Currently, such benefits are not always provided by public transport access. Bus travel in particular is often positioned as a stigmatised ‘other’ mode (Ellaway et al., 2003), primarily for use by those with few other options (Root et al., 1996, p. 32).

In this paper, we discuss the relationship between entitlements to concessionary fares, mobility and wellbeing. We focus not on the direct effects of entitlement to concessionary public transport on ‘objective’ measures of health, illness and disease, but rather on the symbolic meanings of ‘entitlement’ to public transport, and the implications of this for people’s subjective perceptions of their wellbeing in one particular locality (London). Acknowledging that it “may be a somewhat slippery concept” (Cattell et al., 2008, p. 546), we understand ‘wellbeing’ here as a concept that captures understandings of health “which extend beyond a narrow bio-medically oriented definition of health as ‘the absence of disease’” (Airey, 2003, pp. 129-130). Importantly for the present analysis, it is a concept that emphasises the ways that people interpret their own circumstances or social contexts in ways that relate to health (Airey, 2003; Cattell et al., 2008). As Hiscock, Ellaway and colleagues have argued (Ellaway et al., 2003; Hiscock et al., 2002), if policies to wean people off car use are to succeed, the social and cultural associations of public transport need to be addressed. Reducing transport exclusion, and its damaging health effects, entails more than just increasing the provision of or access to transport. In order to optimise use, the mode provided needs to be culturally valued, and capable of enhancing autonomy, self-esteem and social inclusion; providing, in short, the kinds of psychosocial benefits associated typically with private car use. In London, with a relatively good public transport infrastructure, and a policy context in which private car use is actively discouraged, the meanings of public transport, particularly for older people, may be less devalued than has been reported for other settings.

Theoretically, ‘entitlement’ to a benefit of this kind provided explicitly to address transport exclusion could further stigmatise the groups targeted (Sen, 1995), thus off-setting health gains from concessionary transport with losses from the effects of loss of self-esteem or autonomy. This is likely to be particularly true if the benefit provides access to a mode of transport that is of low relative value. Alternatively, concessionary transport may be intrinsically good for ‘wellbeing’ simply because it enables participation: a theme echoed in social policy literature that has addressed participation (Jordan, 2012). As well as being a route to social participation, transport also provides a way of *enacting* participation – a theme taken up in recent literature on cycling in particular (Aldred, 2010; J. Green et al., 2012), but

less well addressed in relation to public transport. To explore the symbolic effects of transport entitlement on wellbeing in the context of public transport systems, we examine how two groups entitled to free bus transport in London – young people aged 12-18 and older citizens – understand and value their entitlements, and how this might mediate the relationships between mobility and wellbeing.

Methods

This paper draws on qualitative data collected as part of a larger study examining the public health implications of concessionary transport for young people. Older citizens were included in the study for two reasons. First, those aged 60+ are entitled to a public transport fares concession in London (as discussed above). Second, young people's entitlement to free bus use raised some concerns in the media about possible negative effects on older people's access to bus travel as a result of over-crowding or fear-based exclusion (TfL, 2008). Between February 2010 and April 2012 we spoke to 118 12-18 year-olds and 46 60+ year-olds living in London. Data were generated using a mix of individual, pair and group interviews in order both to access interactions about public transport and also to ensure more private settings. The latter was thought necessary in case participants found groups a difficult place to discuss more sensitive issues such as financial barriers to transport. In-depth interviews (individual, pair or triad interviews) were conducted with 62 young people and 28 older people. These interviews, and 13 focus groups (ten with younger people and three with older people), focussed on the everyday travel experiences of research participants, and their preferences for different modes of transport.

Both younger and older people were recruited primarily from four local areas across London, selected to include a range of public transport provision. Two were inner London areas ('Hammersmith & Fulham' and Islington), with typically denser housing and more abundant public transport options, and two outer London (Havering and Sutton), where public transport is both less abundant and less used (TfL, 2010b). Areas were sampled in this way in order to include accounts from a range of inner and outer London communities characterised by different levels of public transport provision. Within each area participants were recruited purposively to include a range of participants by age, gender, ethnicity, ability, socio-economic status and typical mode of transport, with recruitment continuing until saturation.

Younger participants were recruited primarily via education and activity-based settings (including schools, academies, youth clubs and a pupil referral unit) with 22 participants also recruited from among young Londoners engaged in the 'Young Scientists' programme at the institution leading the study.¹ Excerpts from these accounts are tagged with the identifier 'YS'. Older residents were recruited mainly via community groups, charitable organisations and a local authority event. Harder to reach individuals such as those with visual impairments or aged 90+ proved difficult to recruit, and in these cases (n=3) we used personal networks from within London but outside the local areas listed above. Excerpts from these accounts are tagged with the identifier 'Other'.

Analysis was largely inductive, drawing on principles of the constant comparative method (Strauss, 1987), but informed by concepts from theoretical literatures on entitlement and the determinants of wellbeing. The authors collectively developed coding frameworks and coded data for analysis. When quoting directly from the data we have anonymised all names and other potential identifiers and have tagged all extracts with an identifier for gender (M or F),

area (Inner London [I] or Outer London [O]) and age or age range. Where quotes from two or more participants in a given interview or focus group are given, numbered identifiers for gender (e.g. 'F1') are given before each quote to help the reader differentiate between the individual participants quoted. This study was approved by the LSHTM Ethics Committee.

Findings

Two sets of narratives around the theme of 'entitlement' were evident in the accounts that we generated. In the first set, which we term '*formal entitlements*', the narratives relate to the receipt of statutory "welfare benefit entitlements" (Moffatt & Higgs, 2007, p. 450) – in this instance the entitlement of young and older citizens in London to travel without charge on particular public transport modes. In relation to this theme, participants talked about how and why they considered themselves to be 'entitled' to concessionary use of public buses. In the other set of narratives, which we term '*informal or perceived entitlements*', respondents discussed an interrelated set of ideas relating to their own personal sense of entitlement. Entitlements of this kind have been conceptualised "as a stable and pervasive sense that one deserves more and is entitled to more than others" (Campbell et al., 2004, p. 31; see also Lessard et al., 2011, p. 521). In the present study participants described the ways they understood their and others' 'rights', for want of a better term, to occupy particular, contested spaces on the bus, such as the 'priority seating' areas or the space near the door. Accounts of informal or perceived entitlements were organised by participants primarily in a categorical way – in particular according to age, disability, pregnancy and being accompanied by young children.

The significance of concepts of entitlement to respondents, and the degree to which these were linked to facets of wellbeing, arose inductively from the analysis, rather than being anticipated as an effect of, or explanation for the effects of, free bus travel. The notion of formal entitlements emerged without prompting in interview and focus group discussions with older people as an *in vivo* code, whereas 'informal entitlements' was a useful analytical code to make sense of some otherwise contradictory accounts of the role of bus travel in wellbeing (such as experiencing a bus ride as socially inclusive, but also potentially generating conflict with other passengers). In this sense, 'entitlement' is an explanatory theme which helps make sense of some of the more direct effects of free bus travel reported by younger and older passengers, such as providing accessible transport, enhancing social participation and providing a space for social interaction (J Green et al., in press; A. Jones et al., 2012).

Formal entitlements earned: Older citizens' understandings of their right to free bus travel

Older study participants, discussing why they thought they received free bus travel via their 'Freedom Passes', gave clear and consistent explanations. These revolved around the 'dues' that older Londoners reasoned that they had paid over their lifetimes (cf. Moffatt & Higgs, 2007, p. 458), with free public transport in turn conceptualised as a 'repayment' of sorts. On occasion, this was explicitly framed as an entitlement. As one respondent put it succinctly:

[W]e're entitled to them. We've worked all our life. (F, I, 75-89)

Notably, the Freedom Pass was generally understood as something that older people rightfully 'deserved', even on the odd occasion where people reported feeling 'lucky' to have it:

I know we've paid...our taxes and our dues and all the rest of it, but I still think we're very lucky to have this pass. (F, I, 65-89)

The primary understanding that travel concessions were a return on previous societal contributions was evidenced in some participants' explanations of why others did not deserve the same entitlements. These explanations often mirrored those for why older people did get free travel, in that free bus travel was described as less justified when granted to those they felt had 'not paid their dues'. One group mentioned on occasion was recent immigrants to London (who are eligible for the scheme on the basis of their age):

F1: What I can't understand is...the people who come in [migrate], and they've not paid any of the taxes or insurances like we all have done during my years... And they get bus passes.

F2: Yeah, well that's what I'm against. That's not fair. (I, 75-89)

Criticisms by older respondents of the entitlement of young people to free bus travel were more implicitly articulated in terms of a lack of contribution. Sentiments that young people's concession is undeserved were framed either in terms of a generational unfairness (for example, older participants did not benefit from this concession when they were children themselves or when they were parents of young children) or in terms of the ways in which young people choose to use concessionary travel:

[A]ll my children had to...walk to and from school... I could have killed Ken [Livingstone, former Mayor of London] for giving kids the right to travel on the buses, really and truly... They [young people] do abuse it [free bus travel] they get on, they get off [the buses]. (F, I, 70-74)

Well I used to have to walk to school...now, they get on for two bus stops (F, I, 75-89)

In summary, therefore, older citizens shared a strong and coherent sense of entitlement in relation to their own receipt of free public transport, which was evident in an unproblematic acceptance of their rightful entitlement, and a consequent questioning of that of others. It was understood as part-and-parcel of a wider set of benefits to which they are entitled on the basis of the taxes, insurances and 'dues' that they have paid over the course of their lives.

Formal entitlements as conditional: Young people's understandings of their right to free bus travel

Young people offered a more disparate, and in general more tentative, set of explanations for why they felt they had been granted their free bus travel. For some, and dovetailing with the official rationale for the scheme (TfL, 2006, p. 7), it was about increasing young people's capacity to "stay in education longer" (F, I, 16) and to pursue "extra-curricular activities" (M, O, 14-18). However, there was less consensus across young people's accounts than among the older respondents, and a range of other explanations were given by young people as to why they thought they were granted free bus travel, including the scheme being a means to cut transport-related pollution and it coming into force to help relieve financial pressure on working mothers. The lack of consensus was overtly played out in many of the group discussions, with some explicitly debating both the rationale and the likely effects of the scheme:

M1: I think it [the granting of free travel] could be because some people are lazy, tired, if they're tired they won't go to school. So then the government try and encourage them to go in, and they've got free travel...

M2: But then wouldn't that...defeat the point of...the government fitness thing? Because if they're trying to encourage people to get fit, why encourage them to take the bus then?

M1: True. (I, 15)

Thus, unlike the explanations given by older people, those from young people as to why they are granted free travel were more varied and were offered with uncertainty, with young people challenging, debating and altering each others' assumptions about the rationale for the concessionary bus travel they received. In addition, nothing in the accounts of young people suggested that, like their older counterparts, they felt that they had *earned* the right to travel without charge. However, as a universal benefit (Goodman et al., in press), entitlement was still understood as *relatively* unproblematic, given it was legitimated largely through socially valued ends such as fostering access to education, rather than as a potentially stigmatised benefit for those in particular need. Young people thus displayed a weaker sense of being entitled to free travel – and did not once conceptualise it explicitly as an 'entitlement' in the way that older people did – but they valued it all the same, with accounts of its benefits universal across our data set.

The fragility of formal entitlements to travel

The weaker sense of entitlement articulated by young people is perhaps most evident in accounts of what happened when they did not have the pass with them because it had been stolen or confiscated (for breaches of the 'Behaviour Code' (TfL, 2010c) – a code of conduct linked to receipt of concessionary bus travel which applies to young people but not to older citizens). As this young man's account of a journey following the theft of his 'Oyster'ⁱⁱ travel pass implies, apart from the transport exclusion that results from a stolen card, there are social risks that can arise from negotiating their rather more fragile entitlement:

[T]he day I was robbed I lost my Oyster. I had a missing [glasses] lens, ...buttons ripped off my shirt and a bruise on my face. And then I tell him [the bus driver] I don't have my Oyster, I got robbed, and he's like 'I've heard all these excuses...' and he was actually swearing at me...and then he kicked me off (M, I, 15-16)

Enacting entitlement, as Sen (1995) describes, can be difficult, and in situations where participants were without their pass, entitlement to use the bus could not be assumed as a 'right', but had to be negotiated. As one respondent put it, if you "just lost it [your pass] that same day you'd have to find a nice caring bus driver or they'll just be like, sorry mate I can't help you" (M, O, 15).

Young people conveyed the fragility of their entitlement in accounts, therefore, in a manner that corresponds both to the conditionality of their particular entitlement (on 'good behaviour') and to the lesser extent to which they felt they had actively earned their passes. While the substance of the entitlement conferred to young people and older citizens is comparable (bus and public transport fare exemptions respectively), it is clear that the conditions in which these entitlements are conferred mediate the status of the entitlement (and how this is in turn enacted) for each group.

Affective formal entitlements: riding the bus and belonging in London

When entitlement was unproblematic, and users had the capabilities to enact that entitlement, a salutogenic function was conferred not just by the receipt of that right, but also the enactment of those rights. Entitlement to free bus travel not only brought an

understanding of the operation of entitlements to the fore for young and old people but also, in turn, this understanding impinged on the sense of belonging (to London as a community or polity) experienced by our participants. The concessions informed the place-based identities (or sense of belonging) that our study participants construct for themselves. Specifically, the concessions engendered an enhanced and significant sense of ‘being a Londoner’. As one older person put it:

I guess some other thing that is quite good [about the travel concession], it makes you feel a Londoner. For what it’s worth. (F, I, 70-74)

For younger users, often aware that their concession was unusual to their city, this sense of belonging to the city was often stronger, and more explicitly framed as having an effect on wellbeing through fostering pride:

It [the Zip Card scheme]...makes you feel proud [to be a Londoner] because you’re at the front of everyone, because you’re the ones who have brought in these new schemes that are working and making your life easier... (M, O, 15)

And also you have this mutual understanding of [being...] a Londoner, you’re the same as me now. ...And there’s...this sense of community in this huge, huge [city.] (F, O, 18)

In part, the enhanced sense of ‘being a Londoner’ that participants derived from concessionary access to public transport stemmed from the capacity these concessions afforded them to “get to know” (M, I, 12-13) or “learn about” (F, YS, 17) London by travelling widely in it. As one young person put it:

I like it [having the Zip Card] because you feel kind of unique..., and it’s only in London. [Y]ou can travel around London because you’re a kind of a Londoner, but other people can’t. (F, O, 17)

In this respect, many of the younger aged study participants, in particular from the outer London boroughs, recounted exploratory bus journeys they had conducted “up London” (M, O, 13-16) to “the West End” (F, O, 15-16) or even to destinations unknown on account of their being able to travel by bus without charge. Concessionary bus travel, therefore, affords young people a topographical engagement with their urban surroundings which enhances their familiarity with the city by rendering them “more aware of where you’re going, how to get to places” (F, O, 14-15).

Beyond evoking a feeling of belonging or a sense of community, the receipt of a transport concession was important to recipients because it indicated to them that they resided in an innovative polity – in a city that is “at the front of everyone” as the young man quoted earlier puts it. Some recipients valued the concession, that is, not only for the belongingness that it implies, but also because it indicated to them that they live in a progressive society:

I’ve just taken it [concessionary travel] for granted... That’s what a civilised society would do (M, Other, 90+)

On occasion, this distinctiveness of London was described in comparison to other settings, in particular by young people. For instance, one focus group participant described how her “cousin [who] lives really far away...just wishes she could have more buses and the free travel...to get around more” (F, O, 14-15). By contrast, for older passengers who shared concessionary fares with other older people in England (Department for Transport, 2012), the referent for ‘belonging’ was typically more generic than just the city, and instead encompassed a broader sense of societal belonging. Specifically, this was articulated in terms of entitlement to a Freedom Pass being a sign of ‘recognition’ from the wider polity, and as therefore a positive affirmation of social worth:

[I]t's like [being] an old army veteran or something, you sort of feel, oh, well, I've got a free pass and I'm recognised. [P]eople say, that people who are, women who are older are invisible. And there's a sort of thing, well, I'm being recognised, acknowledged. I'm not being shunted, for once I'm not being shunted I'm being acknowledged. So I think in this way it's...quite important... The Freedom Pass isn't just, I've got a free pass. It does mean a lot of things. (F, I, 70-74)

Thus, entitlement to concessionary bus travel, if understood as resulting from valued, or at least unproblematic, social attributes or needs has potentially beneficial effects on wellbeing through the positive symbolic meanings that attach to that entitlement. Entitlement can, that is, contribute to a user's sense of belonging to a place or society.

However, when entitlement is understood as deriving from less valued social attributes, its enactment may have less positive implications for a sense of self worth. One rare example from accounts of formal entitlement to concessionary public transport suggests this, describing the discomfort felt at times by a Freedom Pass user in the course of using the bus:

[Y]ou do get this impression, from people, that you haven't paid, so you don't deserve a space of your own, you know? I don't take it to heart, I really don't...I just pick that up as...you can see the look on their [other passengers'] faces (F, I, 70-74)

Although such accounts are rare, they do indicate that an understanding of how group-specific entitlements such as concessionary bus travel are perceived by others (and how in turn this shapes attitudes towards recipients) is crucial to the likely health promoting effects (or otherwise) of transport entitlements. Whether the entitlement is constructed as based on valued attributes (contribution to society, ability to take part in education) or on less valued attributes (such as not paying one's way) is likely to change the symbolic meaning of enacting that entitlement, and in turn the psycho-social implications of that enactment. To illustrate, we turn now to the category of less formal or perceived entitlements to particular spaces or seats on the buses discussed by the study participants, which were more likely than formal entitlements to be open to contested claims to legitimacy.

Informal entitlements: Contested claims to occupy space on the bus

Informal entitlements included those to sit at crowded times of day, or to sit in 'priority seats', or to board the bus ahead of others. For older participants, accounts often focussed on the normative expectations these participants hold about getting or being offered a seat on the bus, and on the Goffman-esque social interaction strategies (Goffman, 1966) they employed to signal that they were entitled to a seat:

[T]he schoolchildren.... They're so noisy and well they do give you your seat now because the look we give them, they decide they'd better give you the seat. (F, O, 80-84)

There was no straightforward and mutually-recognised hierarchy of spatial rights on public buses. Rather, a cross cutting hierarchy based on the one hand on 'needs', and on the other 'rights', was articulated through stories of contested claims and difficulties in identifying whose access should be prioritised. A number of scenarios were brought to our attention in which rights to seating and to other passenger space on buses (and here the term 'rights' was often explicitly used) were disputed. These accounts often pertained to the section of the bus opposite the rear (exit) doors where seats are not provided. This is a clear space that is usually occupied by standing passengers during peak travel periods, and by infant buggies, passengers in wheelchairs, pieces of luggage or stowed shopping trolleys belonging to older/less mobile passengers at other times of the day. It is at these non-peak times that

reported problems in terms of a clash of perceived entitlements to space on the bus were repeatedly reported to arise, as in the following example:

Because... people are so unsociable on buses I tend not to get on with my trolley.
...Not because I'm shy, but you get these mums, with their great big four-by-four [wheels] prams and I have been told, "that [her trolley] needs to go!" I have got a letter... from [TfL – London's transport authority] to say that I have as much right as them to be on the bus. (F, I, 70-74)

Given the policy concern that offering concessionary bus travel to young people would reduce older passengers' ability to use the bus, one somewhat surprising finding was that the most frequently reported tension when it came to competing rights claims on the bus was between mothers with buggies and others (including older people with shopping or mobility trolleys and those using wheelchairs) in need of non-seating space. The recourse to external legitimisation for a rights claim, as in the example above of the "letter from TfL", was rare, but it does illustrate the potentially contestable nature of the entitlement to such space. More typical as a way to negotiate disputed rights was a range of subtle gestures deployed by fellow bus passengers to communicate their perceived superior entitlement to space on the bus. While many young people talked about their willingness to offer their seats to "whoever is deserving" (M, I, 15), their accounts on occasion highlighted how the occupation of space on the bus could be a source of dispute. Thus, two young focus group participants described their experience of such interactions between passengers as follows:

F1: [I]t's when you're on the bus and you're sitting down and the old person comes along and they look at you expecting you to stand up.

F2: Yeah, they give you that dirty look.

F1: They give you the look...as if you're supposed to stand up for them. But sometimes you're tired. ...And if that little area...chosen for them [the priority seating area] is full up [then] they come to the back and then start expecting other people to get up.

F2: ...I feel old people feel they have the right to the whole bus. (O, 15-16)

Here again the language of rights, and rights that are perceived as applying in an unequal way, is used explicitly when disputes over space on the bus is discussed. In this instance it is clear that these young people do not share the view that older people should be offered a seat automatically if there is nowhere else to sit: the 'right' derived from a social attribute (age) does not necessarily trump that derived from a 'need' (being tired).

In the abstract, users could construct a hierarchy of claims to space on the bus. Thus, in one interview two of the interviewees articulated their understanding of the hierarchy of bus users that they would give their seat up for – old people, disabled people and pregnant women (M, I, 15) – and similar hierarchies were provided in other accounts. However, in discussions, and in accounts of actual experiences of contested claims, what becomes clear is that this hierarchy is mutable. For instance, in one discussion, some of the participants argued that they "don't feel like [an overweight person] should have a seat as much as...an elderly person or someone with a small child" (F, O, 14-18). At the same time, however, some of the young people we spoke to expressed how they felt very much *subject to* these entitlement claims, rather than in a position to assert their own claims.

The findings also suggested that where entitlement is based overtly on need (rather than rights), enactment of the informal right is recognised as carrying a certain risk of disrespect for either party involved in a given negotiation of space on the bus. For instance, as the discussion above shows, both older and younger respondents referred to the "look" that older

bus users would have to give on occasion in order for a young person to give up their seat. This bore the risk for the older person of having to assert themselves in public, but also for the younger person of having to defer to another passenger in front of their peers, in particular if they were not thanked for their actions:

F1: The elderly people completely disrespect somebody just because they're young. ... [A] lot of the time...there's no verbal abuse but you can just see them looking at people like, you're in my seat...

M1: And then what annoys me is you give up your seat and...they don't even say thank you... They believe they have the right to sit there, that you should just get off, in a sense. (O, 14-18)

Elsewhere, in a group interview conducted with young people, uncertainty around whether or not a fellow bus user was pregnant was described as a potential source of disrespect:

M1: When I do sit down I'll give it up for an old person, a... paralysed person, or disabled [person]

M2: And pregnant people ... because that's the issue. ...If they ask for it [the seat] I'd jump up straightaway but...if I see someone I think is pregnant, I just try and figure it out. ...I just try and study [the person's figure], if you know what I mean, to make sure I don't end up insulting someone. (I, 15-16)

The ambiguity of entitlements based on need and vulnerability implied above meant that less mobile study participants on occasion indicated the important role of outward signifiers of entitlement to their everyday use of public transport. For instance, in an exchange between two older study participants, both over 90, one of them described how:

[E]specially because I've got a walking stick, people are extremely kind, and the kids help you down if necessary, they certainly give way to you once you get on the bus. And ... I don't even have to show my pass sometimes, [even though] I'm supposed to (M, Other, 90+)

Our findings also suggest that the potential for negotiations of space on the bus to generate disrespect and disharmony on occasion became visible when hierarchies of social difference intersected with those of vulnerability, as in this discussion between older bus users in outer London:

F1: They will not move, they will not move.... They don't move, schoolchildren do not *move*...

F2: I've always found they will move....

F3: *I'd have thought* that they would move but it's interesting, I wonder if they would give it to a white woman but not to [a non-white woman]

F4: Yes that's it, that's it. (O, 65-89 [emphasis in speech])

These accounts demonstrate that buses, as a constituent part of the urban public realm, constitute important 'sites' for the enactment of citizenship (see Isin, 2009, p. 370). Within this, they show that a complex set of norms and informal dicta are deployed in the course of everyday bus travel as a means to try to negotiate competing attitudes towards entitlement to sit, or occupy particular spaces, on buses. Importantly, these norms and dicta are mutable and so are contested, with the risks incumbent to this, in the course of bus travel.

Discussion

It is increasingly well established that access to transport is an important determinant of health, and emerging research findings suggest that concessionary fares have a role to play in fostering wellbeing. In this paper, we have explored an important mediator of the relationship between concessionary fares and wellbeing, namely how entitlement to that benefit is understood. We also discuss the conceptual significance of entitlements in relation to public bus travel by younger and older people. In doing so, we have shown how these understandings and deployments of formal and perceived entitlements can be ‘affective’, by which we mean that they can impinge on recipients’ sense of wellbeing as broadly conceived.

Where entitlements are understood as arising from valued aspects of the self (such as contributions to society) they straightforwardly constitute a route to enacting ‘belonging’ and deriving a sense of self-worth. When the rationale for a given entitlement is less easily understood via recourse to societal contribution, and the enactment itself is more fragile (as with entitlements granted to young people), there are possibilities that enactment can be fraught with risks of ‘disrespect’. The main implication of this study is that concessionary public transport has a set of effects on wellbeing that go beyond its effects on levels of physical activity through the elimination and generation of ‘active travel’ journeys (e.g. Besser & Dannenberg, 2005; Webb et al., 2011) and its capacity to mitigate the social isolation that may result from transport exclusion (e.g. King & Grayling, 2001; Spinney et al., 2009; Whitley & Prince, 2005). Though hard to measure, this set of potential health effects warrants attention as it relates to the degree to which often-marginalised groups (here, older citizens and young people) hold and report a sense of belonging (to a place or society) and perceive themselves to be recognised as valued and deserving citizens.

Study participants reported that the entitlement they received was important to them not only because it provided concessionary travel (and in turn facilitated participation in a range of social activities) *but also for symbolic reasons*. Our research suggests that for young people and older citizens alike, receipt of fare concessions on public buses and on the wider public transport network in London respectively signified a belonging to a conurbation (London in this case) and to the citizenry of that conurbation. The concessions were seen to bolster any ‘sense of being a Londoner’ that the recipient might construct for her- or himself, and to contribute “to the strengthening of people’s belonging to and perception of place” (Kearns, 1991: 530).

At the same time, for older recipients, receipt of the concession also brought a valued sense of societal recognition. The concession was understood to be, and presented to us as, a reflection of the entitlement to which older London residents were due on the basis of the contribution that they had made to society over the course of their lives so far. Notably, this sense of earned entitlement was not shared by the younger cohort of study participants.

In terms of outcomes for wellbeing (and in turn health if we see these two concepts “as part of a continuum” (Cattell et al., 2008, p. 546), these two concepts, belonging (or ‘solidarity’) and recognition (or ‘significance’), are component parts of the psychological sense of community construct outlined by Clarke (1973) and reframed in the context of ‘wellbeing’ by Young et al (2004). As Young et al (2004, p. 2629) put it “[s]ense of solidarity refers to sentiments such as feelings of belonging, togetherness, cohesion, and identification

[and...s]ense of significance entails members feeling that they are appreciated as important contributors to the group, thereby developing a sense of achievement, fulfilment and worth.” More recently, both concepts have been identified as key indicators of wellbeing – for example in the New Economics Foundation’s (2009) *National Accounts of Well-being*, ‘trust and belonging’ is included as an indicator of social wellbeing while ‘self-esteem’ is included as an indicator of personal wellbeing.

Critically, what this paper suggests is that it is not only the *substance* of entitlements that generate health outcomes, as has previously been demonstrated in relation to concessionary travel schemes (Coronini-Cronberg et al., 2012; A. Jones et al., 2012; Webb et al., 2011). In addition, the very act of entitling (or being entitled to) benefits can shape feelings of wellbeing (that can determine health) in and of itself. The very process of entitling individuals and groups impinges upon the wellbeing of entitlement recipients. In this instance, then, we argue that public transport concessions not only mitigate the particular transport-related barriers to social inclusion faced by young and older people discussed in the introduction to this paper, but more broadly that the act of entitlement can serve to mitigate wider forces of social exclusion faced by these groups. In this way, entitlements directed towards younger and older members of the population can act to reduce the feelings of exclusion, disenfranchisement and isolation felt by these groups, and might also act to improve their sense of self-worth.

Conclusion

The provision of concessionary transport is identified as a policy intervention that can support wider strategies to tackle social exclusion. In the UK context this is understood to be primarily by ensuring “that bus travel, in particular, remains within the means of those on limited incomes and those who have mobility difficulties” (Department for Transport, 2012). If the effectiveness of a free bus transport scheme resides in (say) its ability to promote access to goods and services or social inclusion, we suggest that its ‘affectiveness’ relies on how far it shapes the meaning of access and entitlement for its users. Here, where entitlement was understood as based on rights, it could enhance wellbeing. Where it was based on needs and vulnerability, it was more problematic, with social risks of underlining social marginalisation rather than fostering inclusion.

In this paper, we have sought to understand, through qualitative enquiry, the ways that recipients of such transport concessions understand and value the entitlements that they receive. This has suggested that beyond the substance of the entitlements themselves, the process and conditions of entitlement are also important when it comes to considering the effects of a given entitlement on recipients’ wellbeing. In particular, we have found that the relationship between entitlements and wellbeing is mediated by the sense of belonging that receipt of an entitlement confers on the individual. This, in turn, is a function of the nature of a given entitlement: where the entitlement has an ontological fit with a sense of personal entitlement then wellbeing can be enhanced, but where the entitlement is conditional or based on needs, rather than rights, then the rationale behind it is negotiable, and a recipient’s sense of wellbeing can be marginalised in the process of trying to enact that entitlement. This finding suggests that to reduce the risks to wellbeing that can come with enacting entitlements, policy-makers should pay attention to communicating a cogent rationale for a given entitlement so that the wider public better understand why that entitlement has been conferred.

Conflict of interest

None

Acknowledgements

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ⁱ The 'Young Scientists' programme offers work experience in an academic setting to young people aged 14-18 from schools in deprived parts of London. For further information see: <http://www.lshtm.ac.uk/aboutus/introducing/volunteering/ysp/index.html>.

ⁱⁱ 'Oyster' refers to the plastic card used to access London's transport system; as here, young people often used the term 'Oyster' to refer specifically to their free pass (the 'Zip Card').



Housing Agreement (23200 Gilley Road) Bylaw No. 9955

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID: 006-722-911 Lot 1, Section 1, Block 4, North Range 4 West New Westminster
District Plan 73888

This Bylaw is cited as **Housing Agreement (23200 Gilley Road) Bylaw No. 9955**

FIRST READING

FEB 11 2019

SECOND READING

FEB 11 2019

THIRD READING

FEB 11 2019

ADOPTED

| |
|--|
| CITY OF RICHMOND |
| APPROVED for content by originating dept. BO |
| APPROVED for legality by Solicitor LB |

MAYOR

CORPORATE OFFICER

Schedule A

To Housing Agreement (23200 Gilley Road) Bylaw No. 9955

HOUSING AGREEMENT BETWEEN ELASHI DEVELOPMENTS LTD. AND AMANA
DEVELOPMENTS LTD. AND THE CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference the ____, day of December, 2018,

BETWEEN:

ELASHI DEVELOPMENTS LTD., (INC. NO. BC0207849), a
company duly incorporated under the laws of the Province of British
Columbia and having its registered office at 9837 Waller Court,
Richmond, British Columbia, V7E 5S9

(“**Elashi**”)

AND:

AMANA DEVELOPMENTS LTD., (INC. NO. BC0116284), a
company duly incorporated under the laws of the Province of British
Columbia and having its registered office at 9837 Waller Court,
Richmond, British Columbia, V7E 5S9

(“**Amana**” together with Elashi, the “**Owner**” as more fully defined in
section 1.1 of this Agreement)

AND:

CITY OF RICHMOND, a municipal corporation pursuant to the
Local Government Act and having its offices at 6911 No. 3 Road,
Richmond, British Columbia, V6Y 2C1

(the “**City**” as more fully defined in section 1.1 of this Agreement)

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

Housing Agreement (Section 483 *Local Government Act*)
23200 Gilley Road
Application No. RZ 16-754305 Bylaw 9764
Consideration No.15

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **“Affordable Housing Strategy”** means the Richmond Affordable Housing Strategy adopted by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (c) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **“Building”** means any building constructed, or to be constructed, on the Lands, or a portion thereof, including each air space parcel into which the Lands may be Subdivided from time to time. For greater certainty, each air space parcel will be a Building for the purpose of this Agreement;
- (e) **“Building Permit”** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) **“City”** means the City of Richmond;
- (g) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (h) **“Common Amenities”** means all indoor and outdoor areas, recreational facilities and amenities that are designated for common use of all residential occupants of the Development, or all Tenants of Affordable Housing Units in the Development, through the Development Permit process, including without limitation visitor parking, the required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage, fitness facilities, outdoor recreation facilities, and related access routes;

Housing Agreement (Section 483 *Local Government Act*)
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- (i) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (j) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (k) **"Development"** means the mixed-use residential and commercial development to be constructed on the Lands;
- (l) **"Development Permit"** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (m) **"Director of Development"** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (n) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (o) **"Eligible Tenant"** means a Family having a cumulative annual income of:
 - (i) in respect to a studio unit, \$34,650.00 or less;
 - (ii) in respect to a one-bedroom unit, \$38,250.00 or less;
 - (iii) in respect to a two-bedroom unit, \$46,800.00 or less; or
 - (iv) in respect to a three or more bedroom unit, \$58,050.00 or less

provided that, commencing January 1, 2019, the annual incomes set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

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- (p) **“Family”** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (q) **“GST”** means the Goods and Services Tax levied pursuant to the Excise Tax Act, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (r) **“Housing Covenant”** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the Land Title Act) charging the Lands from time to time, in respect to the use and transfer of the Affordable Housing Units;
- (s) **“Interpretation Act”** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (t) **“Land Title Act”** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (u) **“Lands”** means certain lands and premises legally described as PID: 006-722-911, Lot 1 Section 1 Block 4 North Range 4 West NWD Plan 73888 as may be Subdivided from time to time, and including a Building or a portion of a Building;
- (v) **“Local Government Act”** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (w) **“LTO”** means the New Westminster Land Title Office or its successor;
- (x) **“Manager, Community Social Development”** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (y) **“Owner”** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (z) **“Permitted Rent”** means no greater than:
 - (i) \$811.00 (exclusive of GST) a month for a studio unit;
 - (ii) \$975.00 (exclusive of GST) a month for a one-bedroom unit;

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- (iii) \$1,218.00 (exclusive of GST) a month for a two-bedroom unit; and
- (iv) \$1,480.00 (exclusive of GST) a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (aa) “*Real Estate Development Marketing Act*” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (bb) “*Residential Tenancy Act*” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (cc) “*Strata Property Act*” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (dd) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (ee) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (ff) “**Tenant**” means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;

- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including"; and
- (l) the terms "shall" and "will" are used interchangeably and both will be interpreted to express an obligation. The term "may" will be interpreted to express a permissible action

ARTICLE 2

USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.

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Consideration No.15

- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
 - (ii) the Affordable Housing Units have received final building permit inspection granting occupancy; and
 - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the development of the Lands.

ARTICLE 3

DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.

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- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than all Affordable Housing Units located in the Development in a single or related series of transactions with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all the Affordable Housing Units located in the Development. Without limiting the foregoing, the Owner shall not Subdivide the Lands in a manner that creates one or more Affordable Housing Units into a separate air space parcel without the prior written consent of the City.
- 3.3 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:

“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Owner with the City’s strategy, policies and requirements with respect to the provision and administration of affordable housing within the municipality and for no other purpose, each month during the Tenant’s occupation of the Affordable Housing Unit:

 - (i) a statement of the Tenant’s annual income once per calendar year;
 - (ii) number of occupants of the Affordable Housing Unit;
 - (iii) number of occupants of the Affordable Housing Unit under 18 years of age;
 - (iv) number of occupants of the Affordable Housing Unit over 65 years of age;
 - (v) a statement of before tax employment income for all occupants over 18 years of age; and
 - (vi) total income for all occupants of the Affordable Housing Unit;”
 - (b) defines the term “Landlord” as the Owner of the Affordable Housing Unit; and
 - (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.
- 3.4 If the Owner sells or transfers any Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within three (3) days of the effective date of sale or transfer.

3.5 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:

- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
- (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities in the Development and will not Subdivide the Lands unless all easements and rights of way are in place to secure such use;
- (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;
 - (iii) strata property contingency reserve fees;
 - (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities;
 - (v) extra charged for the use of sanitary sewer, storm sewer, or water; or
 - (vi) property or similar tax;

provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of:

- (vii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle charging infrastructure); and
 - (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;

- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(o) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.5(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(o) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.5(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

3.6 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

- 3.7 The Owner shall not impose any age-based restrictions on Tenants of Affordable Housing Units, unless expressly permitted by the City in writing in advance.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

- 4.1 The Owner will not demolish an Affordable Housing Unit unless:
- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
 - (b) the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Affordable Housing Unit has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation , or imposes age-based restrictions on Tenants of Affordable Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any Common Amenities, common property, limited common

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property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation contrary to section 3.5(d).

- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities contrary to section 3.5(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:
- (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
 - (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent; or
 - (c) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

then the Owner will pay the Daily Amount to the City for every day that the breach continues after ten days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

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**ARTICLE 7
MISCELLANEOUS**

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 Modification

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

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7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;

- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement, including but not limited to Sections 7.5 and 7.6 above, will survive termination or discharge of this Agreement.

7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and

- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To: Clerk, City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

And to: City Solicitor
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising

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any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[The Remainder of This Page is Intentionally Blank]

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

ELASHI DEVELOPMENTS LTD. (INC. NO. BC0207849)

by its authorized signatory(ies):

Per: _____
Name: _____

Per: _____
Name: _____

AMANA DEVELOPMENTS LTD., (INC. NO. BC0116284)

by its authorized signatory(ies):

Per: _____
Name: _____

Per: _____
Name: _____

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
David Weber, Corporate Officer

| |
|--|
| CITY OF RICHMOND |
| APPROVED for content by originating dept. |
| APPROVED for legality by Solicitor |
| DATE OF COUNCIL APPROVAL |

Appendix A to Housing Agreement

STATUTORY DECLARATION
(Affordable Housing Units)

| | | |
|------------------------------|---|---|
| |) | IN THE MATTER OF Unit Nos. _____ "_____" |
| |) | (collectively, the " Affordable Housing Units ") located |
| CANADA |) | at |
| |) | _____ |
| PROVINCE OF BRITISH COLUMBIA |) | (<i>street address</i>), British Columbia, and Housing |
| |) | Agreement dated _____, 20____ (the |
| TO WIT: |) | " Housing Agreement ") between |
| |) | _____ and |
| |) | the City of Richmond (the " City ") |

I, _____ (*full name*),
 of _____ (*address*) in the Province
 of British Columbia, DO SOLEMNLY DECLARE that:

1. ☐ I am the registered owner (the "**Owner**") of the Affordable Housing Units;
 or,
 ☐ I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;
2. This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units for each of the 12 months for the period from January 1, 20____ to December 31, 20____ (the "**Period**");
3. Continuously throughout the Period:
 - a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
 - b) the Owner of the Affordable Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;

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4. The information set out in the table attached as Appendix A hereto (the "**Information Table**") in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration; and
5. I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such information relates to the Affordable Housing Unit occupied by such occupant/resident; and (ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at

_____ in the
Province of British Columbia, Canada, this
_____ day of _____, 20____

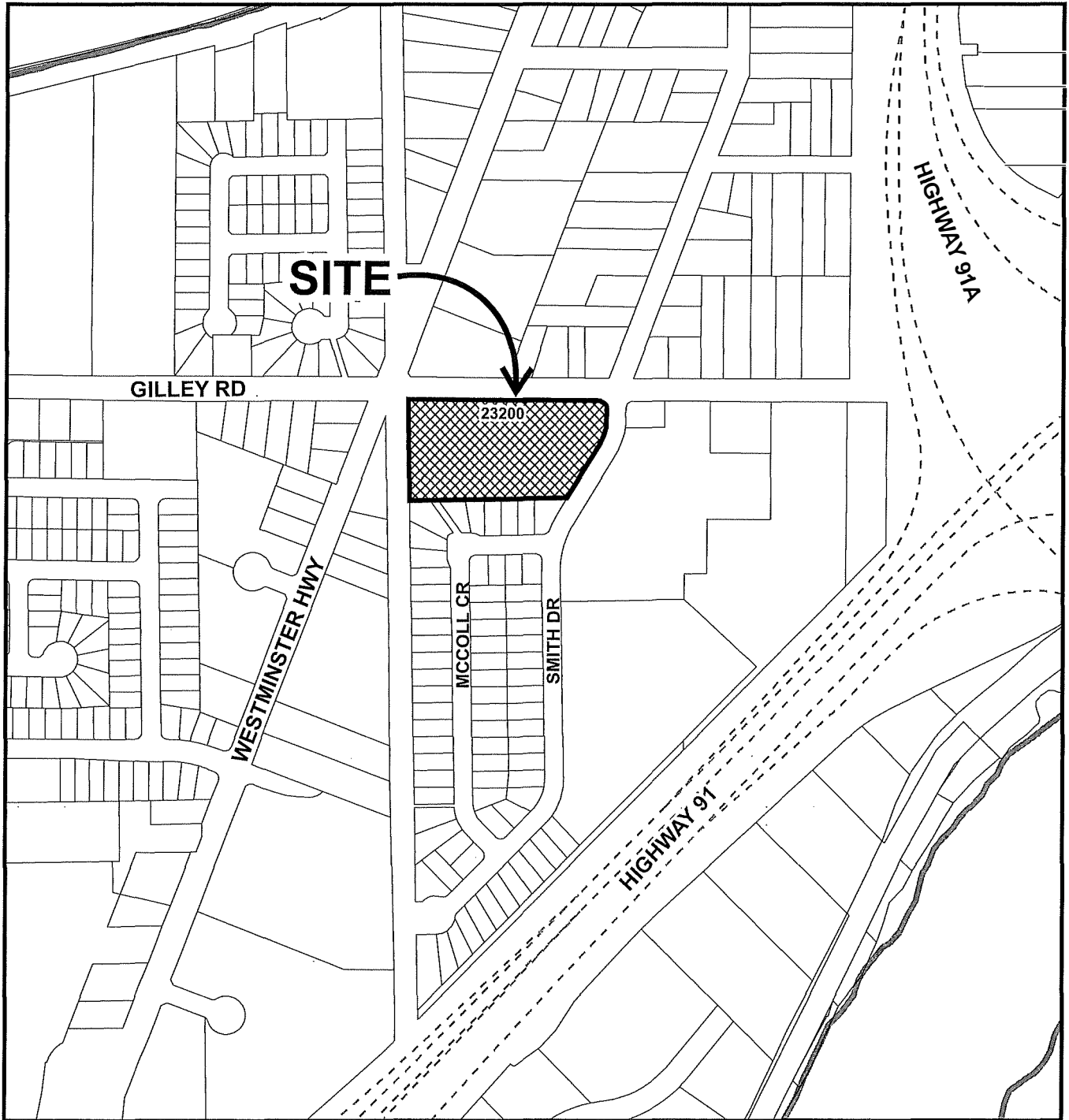
A Notary Public and a Commissioner for
taking Affidavits in and for the Province of
British Columbia

(Signature of Declarant)
Name:

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.



City of
Richmond



23200 Gilley Road

CNCL - 643

Original Date: 10/26/18

Revision Date:

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9670 (ZT16-740866)
4331 and 4431 Vanguard Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended by:
 - a) Adding “**vehicle sale/rental**” to Section 12.4.3 of the “Industrial Retail (IR1)” zone.
 - b) Inserting the following Section into the “Industrial Retail (IR1)” zone and renumbering subsequent Sections as necessary:

“12.4.11.7 “**Vehicle sale/rental**” uses shall be limited to a maximum of 10% **Gross Floor Area (GFA)** and shall be permitted only at the following **site(s)**;

4331 Vanguard Road

P.I.D. 001-404-008

Lot 22, Plan 23693, Section 36, Block 5 North Range 6 West, New Westminster District.”

4431 Vanguard Road

P.I.D. 001-403-991

Lot 21, PL 22601 Section 36, Block 5 North Range 6 West, New Westminster District.”

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9670**”.

FIRST READING

FEB 27 2017

PUBLIC HEARING

MAR 20 2017

SECOND READING

MAR 20 2017

THIRD READING

MAR 20 2017

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

APR 05 2017

OTHER CONDITIONS SATISFIED

FEB 20 2019

ADOPTED

MAYOR

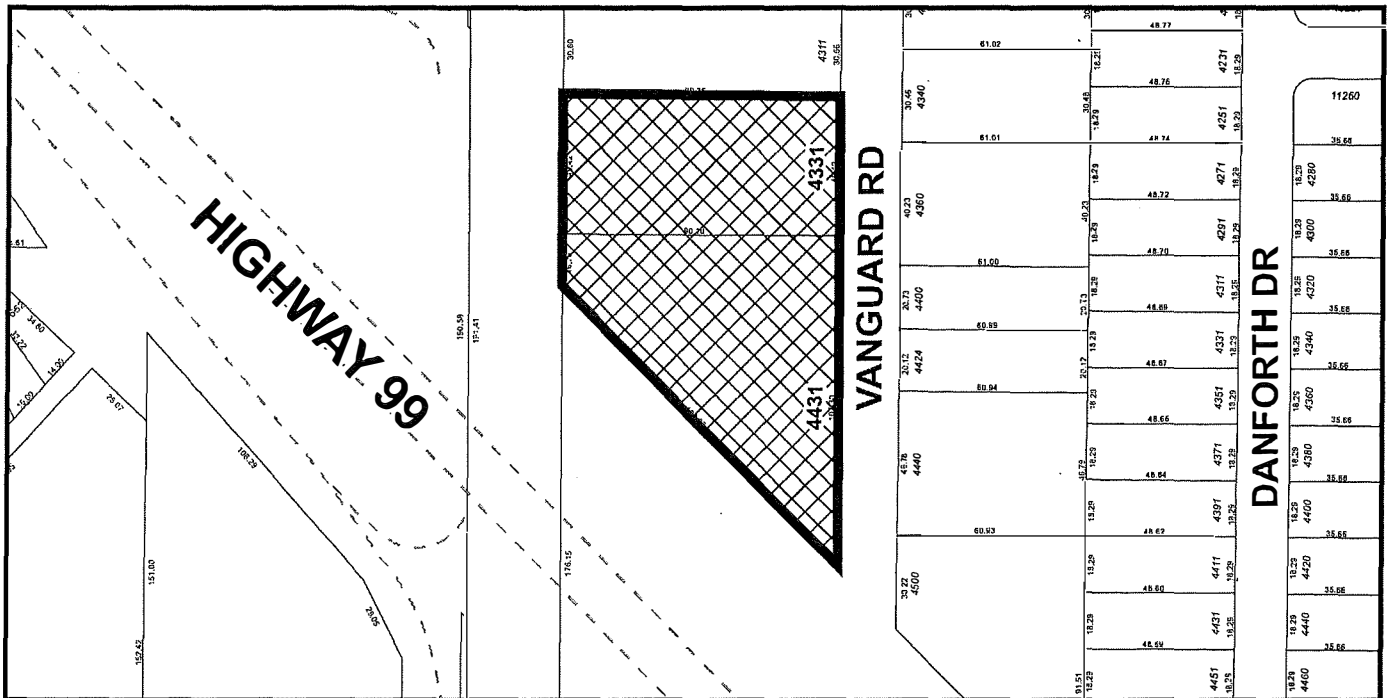
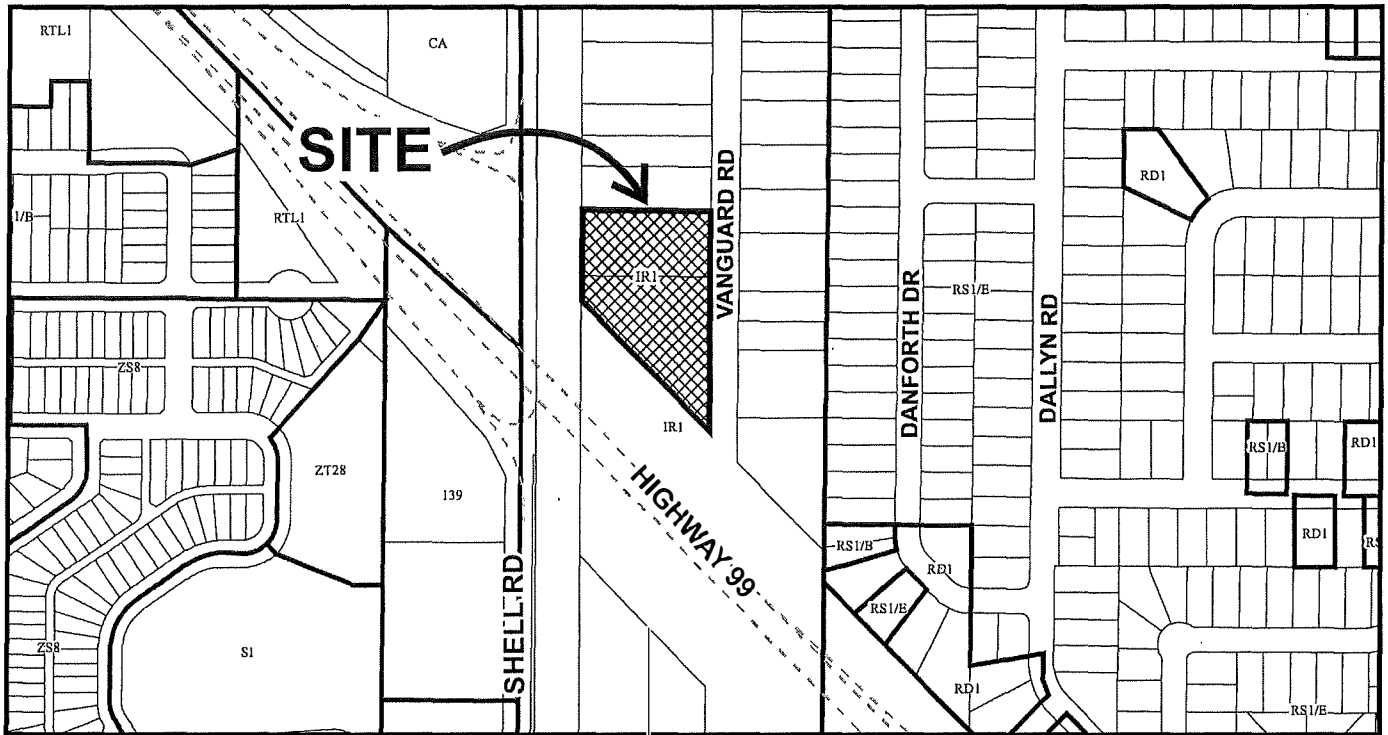
CORPORATE OFFICER

CNCL - 644





City of Richmond



ZT 16-740866

GNCL 645

Original Date: 09/13/16

Revision Date:

Note: Dimensions are in METRES



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 9899**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following to the list in Section 1.1 in alphabetical order:

“Richmond Zoning Bylaw No. 8500, as amended;”.
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding, the table in Schedule A attached to and forming part of this Bylaw to Schedule A of Bylaw No. 8122 as a new “Schedule – Richmond Zoning Bylaw No. 8500”.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9899**”.

FIRST READING

JAN 14 2019

SECOND READING

JAN 14 2019

THIRD READING

JAN 14 2019

ADOPTED

MAYOR

CORPORATE OFFICER



SCHEDULE A to BYLAW NO. 9899

| Schedule - Richmond Zoning Bylaw No. 8500 | | | | | | | |
|--|---|-----------------------|--|-----------------------|------------------------------------|-----------------------------------|---|
| Designated Bylaw Contraventions and Corresponding Penalties | | | | | | | |
| A1 Bylaw | A2 Description of Contravention | A3 Section | A4 Compliance Agreement Available | A5 Penalty | A6 Early Payment Option | A7 Late Payment Amount | A8 Compliance Agreement Discount |
| Richmond Zoning Bylaw No. 8500 | Period of Time from Receipt (inclusive) | | n/a | 29 to 60 days | 1 to 28 days | 61 days or more | n/a |
| | Bed and Breakfast - not operator's principal residence | 5.5.3 | No | \$ 500.00 | \$ 450.00 | \$ 525.00 | n/a |
| | Bed and Breakfast - operator not owner or family member | 5.5.3A | No | \$ 500.00 | \$ 450.00 | \$ 525.00 | n/a |
| | Bed and Breakfast - excess guest rooms | 5.5.5 | No | \$ 500.00 | \$ 450.00 | \$ 525.00 | n/a |
| | Bed and Breakfast - excess guest capacity | 5.5.5A | No | \$ 500.00 | \$ 450.00 | \$ 525.00 | n/a |
| | Bed and Breakfast - excess guest room capacity | 5.5.6 | No | \$ 500.00 | \$ 450.00 | \$ 525.00 | n/a |
| | Dwellings – rentals for less than 30 days | 5.20.1 | No | \$ 500.00 | \$ 450.00 | \$ 525.00 | n/a |



**Development Permit Panel
Wednesday, February 13, 2019**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: John Irving, Chair
Laurie Bachynski, Director, Corporate Business Service Solutions
Peter Russell, Senior Manager, Sustainability and District Energy

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on January 30, 2019 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 18-827622
(REDMS No. 6046065)

APPLICANT: Matthew Cheng Architect Inc.

PROPERTY LOCATION: 8280/8282 and 8300/8320 No. 3 Road

INTENT OF PERMIT:

Permit the construction of 10 townhouse units and one secondary suite at 8280/8282 and 8300/8320 No. 3 Road on a site zoned "Low Density Townhouses (RTL4)".

Applicant's Comments

Matthew Cheng, Matthew Cheng Architect Inc., provided background information on the proposed development and reviewed the site context and lay-out, building design, materials and colour scheme, interface with adjacent properties, building setbacks, grading plan, surveillance measures, and sustainability features.

Mr. Cheng highlighted the following significant features of the project:

Development Permit Panel

Wednesday, February 13, 2019

- a ground level secondary suite is proposed in one of the townhouse units and provided with a surface parking stall;
- a statutory right-of-way over the entry driveway and north-south drive aisle is provided to allow access to/from future developments to the north and south though the subject site;
- an on-site turnaround will be provided on the east side of the driveway and will be separated from the adjacent outdoor amenity space by bollards;
- the proposed contemporary design of the buildings is appropriate for the area;
- building height is stepped down from three-storey units along No. 3 Road to two-storey duplex buildings at the rear to provide an appropriate transition to the surrounding single-family homes;
- the existing grade along the east property line will be maintained; however, the existing grade of the outdoor amenity space at the southeast corner will be raised to provide a more functional children's play area;
- low retaining walls are proposed along the north and south property lines and on a portion of the east property line, along the east side of the outdoor amenity space;
- air source heat pumps are proposed for heating and cooling of townhouse units;
- all proposed units incorporate aging-in-place features; and
- one convertible unit is provided in the proposed development.

Denitsa Dimitrova, PMG Landscape Architects, briefed the Panel on the main landscaping features of the project, noting that (i) existing grades are retained in tree protection zones (TPZ) and no construction work is allowed within the TPZ, (ii) each unit is provided with a private yard with a patio, a lawn, and a shade tree, (iii) low metal fencing and a metal gate is proposed for each street-fronting unit, (iv) a six-foot wood fence with lattice and landscaping with trees are proposed along the three interior property lines to provide separation and screening from adjacent residential developments, (v) a play equipment is proposed in the children's play area to provide play opportunities for children in different age groups, (vi) pavers are proposed at the vehicle entrance, on-site turnaround area, surface parking spaces and designated walkways on the site, and (vii) a trellis is proposed at the north end of the internal drive aisle to provide visual interest.

Staff Comments

Wayne Craig, Director, Development noted that (i) there is a Servicing Agreement for frontage works associated with the project, (ii) the Servicing Agreement will be entered into as a condition for Building Permit issuance, and (iii) a statutory right-of-way will be registered over the internal drive aisle to facilitate future connection north and south of the subject site.

Development Permit Panel

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Panel Discussion

In reply to queries from the Panel, Ms. Dimitrova acknowledged that (i) a six-foot high wood fence and landscaping will provide separation between the subject site and adjacent properties to the north, south and east, (ii) wood chips or an equivalent Fibar surface will be used for the children's play area surface, (iii) the outdoor amenity area will be contained within a concrete border which is wheelchair accessible, (iv) bollards will be installed adjacent to the truck turning area to provide safety to users of the children's play area, and (v) lighting will be provided in the children's play area.

In reply to queries from the Panel regarding details on the proposed air source heat pump, Mr. Cheng noted that (i) a soundproofed air source heat pump will be provided for each unit and located inside the units, (ii) a split system air source heat pump is proposed, and (iii) the applicant will ensure that the installed air source heat pumps meet the City's Noise Bylaw requirement.

The Chair advised that staff work with the applicant to review the mechanical design of the air source heat pumps to ensure that they do not present a noise issue for residents.

In reply to a query from the Panel, Mr. Cheng acknowledged that electric vehicle charging will be provided in all townhouse garages.

In reply to further queries from the Panel, Mr. Cheng reviewed the project's interface with adjacent properties to the north, south and east, noting that the adjacent properties to the north and south are designated for townhouse development and it is anticipated that their site grades would be raised to match the grade of the subject site.

In reply to a query from the Panel, Mr. Cheng confirmed that perimeter drainage will be provided on the subject site to ensure that storm water will not impact neighbouring properties.

In reply to a query from the Panel regarding details of on-site tree removal and replanting, Mr. Craig advised that (i) 23 trees on-site have been identified for removal, (ii) the City's Official Community Plan requires 46 replacement trees, (iii) 24 new trees will be planted on the site, (iv) in lieu of the additional 22 trees that cannot be accommodated on the site, the applicant will provide a cash contribution of \$11,000 to the City's Tree Compensation Fund for tree planting elsewhere in the City, (v) there was detailed analysis of the condition of on-site trees and which trees could be retained and removed through the rezoning process, (vi) the sanitary sewer right-of-way that runs along the east property line limits the planting of new trees along the sanitary sewer line, and (vii) off-site compensation for removal of on-site trees is being sought by the applicant.

At this point, the Chair advised the project's design team regarding the Panel's expectation from applicants presenting their project to provide straightforward answers to questions from the Panel.

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In reply to a query from the Panel regarding the reason for the removal of the Cypress tree at the northeast corner and the two Mountain Ash trees on the west side of the site which do not appear to conflict with the design of the project, Mr. Craig advised that (i) an arborist assessed the condition of existing trees on the site at rezoning, (ii) the arborist determined that the 23 existing trees to be removed are in poor condition, (iii) the two Mountain Ash trees located on the City's property were assessed by the City's Parks Department and were determined to be in poor condition, and (iv) the Parks Department is seeking a \$2,600 compensation for the removal of the two trees and for replanting.

In reply to a query from the Panel, Ms. Dimitrova confirmed that on-site irrigation will be provided for new trees to be planted on the site.

In reply to a query from the Panel, Mr. Craig confirmed that the amount of compensation for the removal of two Mountain Ash trees is in addition to the applicant's cash contribution to the City's Tree Compensation Fund.

Correspondence

None.

Panel Discussion

The Panel expressed support for the project, noting that (i) the design, materials and colour scheme for the project are appropriate, (ii) the proposed landscaping along the three sides of the subject site provide separation from adjacent properties, (iii) the stepping down of building heights, landscaping and fencing provide an appropriate interface with adjacent properties, and (iv) the applicant is commended for providing air source heat pumps in the project.

The Panel noted that (i) the applicant needs to address and manage storm water on the site when the retaining walls are built in order not to impact the neighbouring properties, and (ii) more information provided by the applicant would have been helpful to the Panel.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would permit the construction of 10 townhouse units and one secondary suite at 8280/8282 and 8300/8320 No. 3 Road on a site zoned "Low Density Townhouses (RTL4)".

CARRIED

Development Permit Panel

Wednesday, February 13, 2019

2. **DEVELOPMENT PERMIT 18-831623** (REDMS No. 5932925 v. 3)

APPLICANT: W.T. Leung Architects, Inc. on behalf of Grand Long Holdings Canada Ltd.

PROPERTY LOCATION: 8071 and 8091 Park Road

INTENT OF PERMIT:

Permit the construction of two residential towers and one office-residential tower on a podium with street-oriented commercial and retail uses at ground level at 8071 and 8091 Park Road on a site zoned “High Density Mixed Use (ZMU39) – Brighthouse Village (City Centre).

Applicant’s Comments

Wing Ting Leung, W.T. Leung Architects, Inc., provided background information on the proposed development and highlighted the following:

- the proposed development is comprised of three towers, i.e., Towers A, B, and C, and stepped mid-rise buildings over a podium with ground level commercial and retail uses and office and residential uses above;
- 353 residential housing units are proposed, including 21 affordable housing units with Basic Universal Housing (BUH) features which are provided in Towers B and C;
- four levels of indoor vehicle parking are provided, including one level of underground parking, one level of at-grade parking, and two levels of above grade parking;
- vehicle parking is accessed off the existing north-south lane and east-west lane, which will be widened;
- loading and garbage and recycling facilities are accessed from the north-south lane and the east-west lane;
- the proposed siting and form of towers, stepped midrise buildings and angled midrise building corners enhance the views into and through the site and improve privacy and separation between buildings;
- terraced forms and proposed architectural treatments provide horizontal expression to the buildings;
- a mid-block public plaza is proposed on Park Road to break up the long frontage along Park Road, provide a central focal point to the project, assist in wayfinding, and provide a potential location for public art;
- a mid-block publically accessible north-south pedestrian connection through the building that connects Park Road, the public plaza, and the east-west lane is proposed, and will be closed and secured after stores close at night;

Development Permit Panel

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- two light wells are incorporated into the design of the parking podium to provide natural lighting to the north-south pedestrian connection and enhance wayfinding and the indoor parking experience of shoppers; and
- the two on-site car share vehicles and associated parking stalls to be provided are accessed from the north-south lane and are accessible 24 hours.

Stephen Vincent, Durante Kreuk Ltd., briefed the Panel on the main landscaping features of the project, noting that (i) there are currently no existing trees on the site and 96 new trees are proposed to be planted on the ground and podium levels, (ii) building entrances are highlighted with significant landscaping, including provision of seating areas, (iii) wide boulevards are broken up with paving patterns, (iv) high quality paving is proposed on entries to building lobbies, the public plaza, and the north-south public pedestrian connection, (v) location of potential public art and food and coffee shops with tables and chairs on the public plaza will animate the plaza space, (vi) soft and hard landscaping are proposed for the north-south public pedestrian connection, (vii) the common residential outdoor space located above the parking podium provides active and passive spaces and accommodates a significant amount of planting, (viii) all soft landscaping areas will be irrigated on-site, and (ix) the large terraces on the upper levels of the buildings will be planted with sedum plants, a low-growing groundcover.

In addition, Mr. Leung noted that (i) the podium level courtyard and angled building corners improve the views through the site, and (ii) the applicant will design, construct, and transfer the ownership to the City an on-site non-carbon energy plant.

In reply to a query from the Panel, Mr. Leung confirmed that the applicant worked with City staff and a private company regarding the design of the on-site energy plant.

Staff Comments

Mr. Craig noted that (i) there is a Servicing Agreement associated with the project for frontage improvements on Park Road, Buswell Street and the north-south and east-west lanes adjacent to the site, (ii) 57 percent of the total number of residential units in the project are family-friendly, (iii) the two car share stalls provided on-site are part of the Transportation Demand Management (TDM) measures of the project and two car share vehicles will be provided, (iv) the project has been designed to achieve the City's aircraft noise standards, and (v) the applicant has submitted an acoustical evaluation report and mechanical thermal report and recommendations will be carried through to the building permit stage.

Panel Discussion

In reply to a query from the Panel regarding the design of the Park Road public plaza, Mr. Leung noted that a potential public art feature could be located on the plaza space or incorporated on the building wall depending on the public art piece to be installed.

Development Permit Panel

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In reply to further queries from the Panel with regard to the design and function of the north-south pedestrian connection, Mr. Leung reviewed the proposed design for the pedestrian connection, noting that (i) the size of the two light wells on the podium courtyard are substantial and are generally open to provide natural ventilation and lighting and allow rainwater to irrigate the planters within the pedestrian connection, (ii) the light wells provide natural lighting for portions of indoor parking and enhances on-site wayfinding, and (iii) the north-south pedestrian connection could provide opportunities for potential pedestrian linkage to developments to the north of the subject site.

In reply to further queries from the Panel, Mr. Vincent acknowledged that sedum planting on the upper levels of the buildings is useful not only for storm water management but also for visual interest and provision of habitat for pollinators.

In reply to a query from the Panel, Mr. Leung advised that the concrete wall corners on the Park Road public plaza have been replaced with a glazing material in response to the comments of the City's Advisory Design Panel.

In reply to a query from the Panel regarding the small number of trees proposed to be planted along the Park Road and Buswell Street frontages, Mr. Vincent noted that (i) utilities installation including lighting along the two road frontages has impacted the number of trees to be planted, and (ii) the project's design team will investigate opportunities to install additional street trees to minimize the large gaps in tree planting along the two street frontages.

In addition, Mr. Craig clarified that all proposed off-site planting will be subject to the Servicing Agreement and the ultimate decision on tree spacing will be determined by the City's Parks Department in consultation with the Engineering Department through the Servicing Agreement process.

The Chair then advised that staff take the matter of installing additional trees along the Park Road and Buswell Street frontages under advisement.

In reply to a query from the Panel, Mr. Craig advised that (i) the proposed 21 affordable housing units complied with the City's Affordable Housing Strategy at the time that rezoning for the subject site was considered, and (ii) the affordable housing agreement has been completed and registered on Title.

In reply to a query from the Panel, Mr. Leung confirmed that occupants of affordable housing units will have access to all common residential entries and indoor and outdoor amenities in the three towers.

In reply to queries from the Panel, Mr. Leung noted that (i) a sidewalk is provided on the south side of the east-west lane for pedestrians exiting the north-south pedestrian connection, and (ii) speed bumps or markings could be installed on the east-west drive aisle on ground level indoor parking prior to approaching the raised pedestrian crossing as a traffic calming measure to enhance the safety of pedestrians using the north-south pedestrian connection.

The Chair then advised staff to take the matter of installing speed bumps or markings near the raised pedestrian crossing under advisement.

Development Permit Panel

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In reply to further queries from the Panel, the design team acknowledged that (i) the common residential courtyard above the parking podium could be accessed through either of the three towers, and (ii) low-level lighting will be provided on the courtyard to avoid light pollution and disturbance to residents.

Gallery Comments

George Smith, representative of the Richmond Masonic Temple Association which owns the property at 6740 No. 3 Road located to the west of the subject site, queried how the applicant will address overflow parking on the subject site to avoid their property's parking stalls being occupied by unauthorized users.

In reply to Mr. Smith's query, Mr. Leung noted that (i) the number of proposed commercial, restaurant, and office parking spaces provided on-site are adequate and are open to residential visitors and the public, and (ii) the applicant did not take advantage of the project's proposed TDM measure for parking relaxation as the project's proposed residential and non-residential parking spaces exceed the requirements of Zoning Bylaw.

In addition, Mr. Craig advised that the 243 spaces of commercial/restaurant and office parking provided on-site comply with the City's Zoning Bylaw requirement.

In response to a further query by Mr. Smith, Mr. Leung confirmed that there will be paid parking on-site.

With regard to Mr. Smith's construction-related concerns, the Chair advised Mr. Smith to coordinate with City staff and the applicant.

Mui Fong Chiu, 6533 Buswell Street, expressed concern regarding the proximity of the subject development to the adjacent residential building to the north across the east-west lane.

In reply to Ms. Chiu's concern, Mr. Leung noted that the adjacent east-west lane to the north of the subject site will be widened from six meters to nine meters and will provide additional separation between Building B on the subject site and the existing residential building to the north.

In addition, Mr. Craig advised that the separation between Tower B on the subject site and the existing residential building to the north slightly exceeds the City Centre Area Plan Development Permit guidelines of 24 meters.

Correspondence

None.



Development Permit Panel

Wednesday, February 13, 2019

Panel Discussion

The Panel expressed support for the project, noting that (i) the design of the project is appropriate for the City Centre Area, (ii) the raised courtyard provides a suitable amenity for the mixed-use development, (iii) there is adequate separation between the three towers on-site, (iv) the applicant made a thorough presentation and responded well to questions from the Panel, and (v) the proposed building setbacks are appreciated.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would permit the construction of two residential towers and one office-residential tower on a podium with street-oriented commercial and retail uses at ground level at 8071 and 8091 Park Road on a site zoned "High Density Mixed Use (ZMU39) – Brighthouse Village (City Centre).

CARRIED

3. Date of Next Meeting: February 27, 2019

4. Adjournment

It was moved and seconded

That the meeting be adjourned at 5:05 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, February 13, 2019.

John Irving
Chair

Rustico Agawin
Committee Clerk



City of Richmond

To Council - Jan 28, 2019.

Report to Council

To DPP - May 16, 2018.
Received for F.G.

To: Richmond City Council
From: Joe Erceg
Chair, Development Permit Panel

Date: January 23, 2019
File: 01-0100-20-DPER1-
01/2019-Vol 01

Re: Development Permit Meeting Held on May 16, 2018

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 15-715522) for the property at 9251/9271 Beckwith Road be endorsed, and the Permit so issued.

Joe Erceg
Chair, Development Permit Panel
(604-276-4082)

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on May 16, 2018.

DP 15-715522 – MATTHEW CHENG ARCHITECT INC. – 9251/9271 BECKWITH ROAD
(May 16, 2018)

The Panel considered a Development Permit application to permit the construction of a church on a site zoned “Auto Oriented Commercial (CA)” and partially designated as an Environmentally Sensitive Area (ESA). A variance is included in the proposal for a reduced interior side yard.

Architect, Matthew Cheng, of Matthew Cheng Architect Inc.; Registered Biologist, John Black, of JBL Environmental Services; and Landscape Architect, Cameron Woodruff, of PMG Landscape Architects, provided a brief presentation, noting that:

- A single-storey 700 m² church building is proposed for the subject site which is partially designated as an Environmentally Sensitive Area (ESA).
- The church building consists of, among others, a sanctuary, offices and classrooms for Sunday school uses and small group meetings only.
- The proposed building height is 9 m, which is below the maximum permitted height of 12 m.
- The proposed 52 parking spaces exceed the minimum Zoning Bylaw requirement.
- A variance for the minimum interior side yard setback is requested as there is an existing two-storey building on the property to the west that is located at the property boundary and to avoid a narrow 3 m gap between the two buildings.
- The property contains many ornamental trees and shrubs with limited habitat features.
- There is limited habitat in the area due to the extensive growth of invasive vegetation.
- Existing on-site trees which are in poor condition will be removed and replaced.
- 400 m² of ESA on City-owned Bridgeport Trail adjacent to the subject property will be cleared of invasive species.
- An on-site and off-site planting plan is proposed to offset habitat loss due to tree removal and vegetation clearing within the ESA.
- A three-year monitoring plan and post-planting maintenance for landscaping is proposed for on-site and off-site landscaping enhancements.
- Significant native planting is proposed on the north and east boundaries of the subject site.
- Proposed on-site planting includes some species which are symbolically related to the beliefs of the church.
- The row of six trees and native shrubs on the northern boundary of the site will be retained.
- The Horse Chestnut tree that will be removed will be replaced by two specimen trees.

In response to Panel queries, Mr. Black acknowledged that: (i) wildlife habitat could be better enhanced on a section of Bridgeport Trail than on the subject property; (ii) existing trees proposed to be removed are in poor condition and/or in conflict with the proposed development; (iii) on-site ESA is already overrun with invasive vegetation; and (iv) the applicant worked with Parks staff regarding the proposed off-site ESA enhancement scheme.

In response to a Panel query, Mr. Cheng noted that the proposed size of the loading space adjacent to the north property line meets the Zoning Bylaw requirement.

In response to a Panel query, staff advised that staff will work with the applicant to investigate opportunities for enhancing the landscaping on the north edge of the proposed loading space considering that the loading space will not be used frequently.

Staff noted that: (i) a variance is proposed to allow for the building to be located along the west property line in keeping with the existing two-storey building that is located to the west of the subject site; (ii) the applicant had reviewed the development plans with the owner of the adjacent property to the west and reported that the adjacent owner has no concerns with the proposal; (iii) there will be a Servicing Agreement for frontage improvements prior to Building Permit stage, as well as for the proposed ESA restoration on Bridgeport Trail which was reviewed by Parks Department; and (iv) the City will be securing a three-year landscaping monitoring period and a landscape security will be held by the City and released proportionally over the three-year period.

No correspondence was submitted to the Panel regarding the Development Permit application.

Subsequent to the meeting, the applicant revised the plans to shorten the length of the loading space and increase the landscaping in that freed up space between the loading space and the northern property boundary.

The Panel recommends the Permit be issued.



To: Mayor and Councillors
From: Wayne Craig
Director, Development
Date: February 22, 2019
File: DP 15-715522
Re: **Resolution for Item 20 of the January 28, 2019 Council Meeting Agenda Regarding Development Permit (DP 15-715522) - 9271 Beckwith Road**

Staff Recommendation

Staff recommend that Plans #10 -13 (date stamped May 16, 2018) in the Development Permit application plan set be replaced with the revised landscaping plans (Attachment 4 plans - labelled Plan # 10 – 13b and date stamped February 25, 2019) and that the revised Development Permit be considered by Council.

Background

At its regular Council meeting on January 28, 2019, Council made the following referral with regard to the Development Permit Application by Matthew Cheng Architects regarding the Pacific Grace Church proposal at 9271 Beckwith Road (formerly 9251/9271 Beckwith Road):

"That the Development Permit (DP 15-715522) application for the property at 9251/9271 Beckwith Road be referred to the Regular Council meeting scheduled on February 25, 2019 and that staff report back on:

- (1) opportunities to receive feedback from the Advisory Committee on the Environment (ACE) regarding the Environmentally Sensitive Areas (ESAs) of the subject site;*
- (2) options to relocate homeless individuals who may be living on the subject site;*
- (3) progress made to address the unsightliness of the premises and working with property owner to clean up the site;*
- (4) the remaining Environmentally Sensitive Areas considered old fields and shrub land;*
- (5) options to work with the applicant to work within the minimum 3.0 metre setback instead of the requested variance of zero; and*
- (6) options to increase plant coverage on-site. "*

This memorandum provides staff's responses to these referral items.

Referral Item 1: Feedback from the Advisory Committee on the Environment (ACE)

Staff arranged to attend the regular meeting of ACE on February 13, 2019. A package of background information (see Attachment 1) was electronically sent to each of the ACE members on February 8, 2019, as part of their agenda package in advance of the meeting.

Staff also arranged with the proponent to have the project biologist with JBL Environmental Services and the project arborist with Arbortech Consulting attend the ACE meeting.

During the meeting, staff provided an overview of the background and history of the site, the site's Environmentally Sensitive Area (ESA) designation, and the process through which the site was assessed by the environmental professionals and City staff. The mitigation and compensation proposal for the site was also presented and discussed with ACE. Opportunity was provided to ACE members to ask questions and provide comments on the site's ESA and the project's compensation proposal. Summary notes of the meeting are provided in Attachment 2.

As an outcome of the meeting, staff worked with the proponent to replace the two proposed Scarlet Oak specimen trees with two larger native trees. The revised landscape plans (Attachment 4) exchange the two Scarlet Oak trees with two native fir trees (Fraser Fir *Abies Fraseri* 4 m tall) which can be sourced from nearby nurseries. To enhance tree growth and improve growing conditions for these two specimen trees, the project arborist also provided an installation design sketch (see Plan #13b) as part of the revised landscape plans for the site.

Referral Item 2: Options to Relocate Homeless Individuals

The Manager of Community Bylaws and Licencing reports that staff work with RCMP and outreach workers to assist homeless people however, in this case, the homeless people that had previously resided on the site left on their own accord several weeks ago and have not returned to the site. No additional actions by staff were needed.

Referral Item 3: Progress Made to Address the Unsightliness of the Premises

Community Bylaws and Licencing staff report that, as of February 4, 2019, the subject property had been cleared of garbage and discarded articles and is now in compliance with the City of Richmond Unsightly Premises Bylaw. The site has also been secured by perimeter fencing. There are no outstanding compliance issues with this site. Community Bylaws staff conducted a follow-up site visit on February 21, 2019, and no evidence of any residential occupation of the site was observed and the site remains in compliance with the City's Unsightly Premises Bylaw.

Referral Item 4: The Remaining ESA Considered Oldfields and Shrub Land

Staff noted a discrepancy in terms of the habitat classification in question within the Clerk's referral record as the ESA habitat classification associated with the subject site is "Upland Forest" rather than "Oldfields and Shrub Land". With the assumption that Council's intent is related to the subject site designation, staff prepared the map provided in Attachment 3 showing all the ESA areas with either primary or secondary designations of "Upland Forest" under the Official Community Plan (OCP). As indicated on the map the total area designated "Upland Forest" is just over 105 ha (approximately 260 acres).

It should be noted that this ESA map is only updated as part of periodic ESA/OCP updates with the last review being completed in 2012. As a result, the map does not fully reflect the current “on-ground” situation as some of the identified sites have been subject to redevelopment activities. In addition to redevelopment, a number of the identified “Upland Forest” sites are located within agricultural lands. Under the OCP Development Permit Guidelines and right to farm legislation agricultural activities are exempt from obtaining an ESA Development Permit including the clearing of forested areas for agricultural purposes.

Referral Item 5: Work within the Minimum 3.0 m Setback

The referral requested that staff and the applicant conduct an investigation of the requested side yard setback variance. The proposed variance enables the proposed building to be located directly adjacent to the existing building located on 9231 Beckwith Road. Requiring the building to be setback 3.0 m from the side property line would create a narrow gap between the buildings which would create several significant Crime Prevention Through Environmental Design (CPTED) issues. The area between the buildings would also receive limited sunshine and thus provide limited opportunities for vegetation to grow in that space. The blank wall of the existing building on the adjacent site has also been subject to graffiti. Placing the proposed church adjacent to it would greatly improve the streetscape appearance. Moving the building to comply with the 3.0 m setback would also limit the number of parking stalls that can be accommodated on the site.

In light of the above, staff recommend the proposed building siting remain as shown in the Development Permit drawings.

Referral Item 6: Options to Increase Plant Coverage On-site

A reduction in the number of parking spaces was considered early in the application stages, however, given the nature of the use, the size of the congregation and parking challenges in the area this was not supported. The parking provided is consistent with the City’s minimum requirements for the proposed use.

The applicant’s landscape architect was able to adjust the landscape plans to increase the planting areas along the east and north side of the proposed church building to accommodate additional shrubs, grasses and ground cover plants. In addition, wheel stops have now been added to all the parking spaces along the northern and eastern property boundaries to accommodate additional ground cover and perennial plantings in those areas.

The net effect of the revised landscaping is to increase the overall number of on-site plants by approximately 18.5% (an additional 144 plants). The area containing live planting has been increased from 4,665 ft² (14.7% of the site) to 5,564 ft² (17.5% of the site).

In addition to the increased planting area, the area of permeable paving has been increased from 7,071 ft² (22.3% of the site) to 7,372 ft² (23.3% of the site).

The updated on-site landscape plan set (Attachment 4) reflecting the changes noted above. Staff recommend that Plans #10 -13 (date stamped May 16, 2018) in the Development Permit application plan set be replaced with the revised landscaping plans (Attachment 4 plans - labelled Plan # 10 – 13b and date stamped February 25, 2019) and that the revised Development Permit be considered by Council.


Wayne Craig
Director, Development
(604-247-4625)

DB:rg
Att. 4

pc: Senior Management Team (SMT)
Carli Williams, Manager Community Bylaws and Licensing



**City of
Richmond**

Memorandum
Planning and Development Division
Development Applications

To: Advisory Committee on the Environment **Date:** February 7, 2019
From: David Brownlee **File:** DP 15-715522
Planner 2
Re: DP 15-715522 Council Referral to ACE re: 9271 Beckwith Road (formerly 9251/9271)

Council Referral:

At their January 28, 2019 meeting, Council referred a Development Permit application by Matthew Cheng Architect back to staff. Included in the list of referrals to staff is the following Council referral:

“opportunities to receive feedback from the Advisory Committee on the Environment (ACE) regarding the Environmentally Sensitive Areas (ESAs) of the subject site”.

As a result, staff have arranged to bring this application to ACE for review and comment. The application was reviewed and endorsed by Development Permit Panel (DPP) on May 16, 2018.

For your reference the staff report submitted to DPP and the DPP minutes (including the Biologist’s power point summary of the site) can be found through the following links:

https://www.richmond.ca/agendafiles/Open_DPP_5-16-2018.pdf (see item # 1 for staff report)
https://www.richmond.ca/cityhall/council/agendas/dpp/2018/051618_minutes.htm (see item #1)

Background:

The development application was made on behalf of the Pacific Grace Church members with the purpose of constructing a 7,487 ft² church at the 30,722.01 ft² site (net). The site has an “upland forest” Environmentally Sensitive Area DP designation covering approximately 83% of the property. Two homeless camps had left significant debris on the site which has been cleaned up as of February 4th 2019.

As the site had never been ground-truthed, assessments were undertaken by JBL Environmental Services (John Black RPBio.) and Arbortech Consulting (Nick McMahon – ISA Certified Arborist).

The biologist reported that the site “is anthropogenic in nature and heavily overgrown with invasive species, and therefore not considered environmentally sensitive”. He reported that there are four areas totalling approximately 250 m² on the site might provide habitat features for small mammals and nesting birds. These areas are as follows:

- A row of six trees and native shrubs on the northern boundary.
- A single mature Western Red Cedar tree in the north-centre of the lot.
- A group of four mature fruiting trees in the west-centre of the lot.
- A large mature European Horse Chestnut at the east boundary of the lot.

After reviewing the arborist report and conducting multiple site visits, the City's Tree Preservation Coordinator determined that, of the 37 bylaw sized trees on the site:

- Six conifer trees located along the north property are in good condition and should be retained. The parking layout was re-designed to protect these trees. Additional enhancement with native shrubs around these trees is also included in the plans.
- The Western Red Cedar was noted to have structural concerns and fire damage and is not a good candidate for retention.
- Disease and structural flaws in the four fruit trees in the centre of the lot were noted by the arborist and concurred by City staff. These trees are not candidates for retention. To compensate for their removal, 50% of the replacement plantings have been selected for their fruit bearing capabilities.
- The Horse Chestnut was assessed several times but was found to have a significant structural crack and it was determined that it would have to be removed from a safety perspective. The owner agreed to replace this tree with two 11 cm diameter specimen trees (Scarlet Oak trees). One tree will be located in the location occupied by the Horse Chestnut tree. The other will be located at the south-east corner of the lot adjacent Beckwith Road. The area around the Chestnut tree will also be retained and planted with native shrubs.
- Two trees located on site (tag# 304, and 305) were noted to be in good condition but will be in conflict with the proposed assembly building and cannot be retained.
- The remaining twenty-three trees located on the site were assessed as being in poor condition - either dying (sparse canopy foliage), have been historically topped and, as a result, exhibit significant structural defects such as previous stem failure, narrow and weak secondary stem unions at the main branch union (below previous topping cuts) and co-dominant stems with inclusions. Staff noted that these trees are not good candidates for retention and should be replaced.

Due to the limited space on-site for compensation without jeopardizing the project itself, an overall compensation/enhancement plan was worked out with the proponent that would result in the retention and enhancement of the row of trees along the northern boundary, the area around the Horse Chestnut tree, a landscaped strip along most of the eastern property boundary (to be a mix of native and non-native plants). These areas result in approximately 346 m² of enhanced ESA on-site and along the site's frontage. To provide increased habitat compensation, an additional 400 m² of enhanced ESA is to be provided off-site along the Bridgeport Trail adjacent to the site by the proponent. The combined compensation/enhancement measures on and off site

were estimated at approximately 746 m² (8026 ft²). Three years of monitoring by a QEP are required for both on-site and off-site landscaping.

Staff Conclusions:

Staff's opinion is that the resulting enhancements should result in a more diverse, higher quality habitat that will benefit the small mammals and birds in the area. Based on the biologist's site assessment, the combination of the on-site and off-site planting will result in a net ecological gain in accordance with the City's Ecological Network policies and objectives. The extended monitoring requirement by a Qualified Environmental Professional should provide for the best chance for success of the enhancement project.

Additional Resources:

A copy of the final landscape plans (attached)

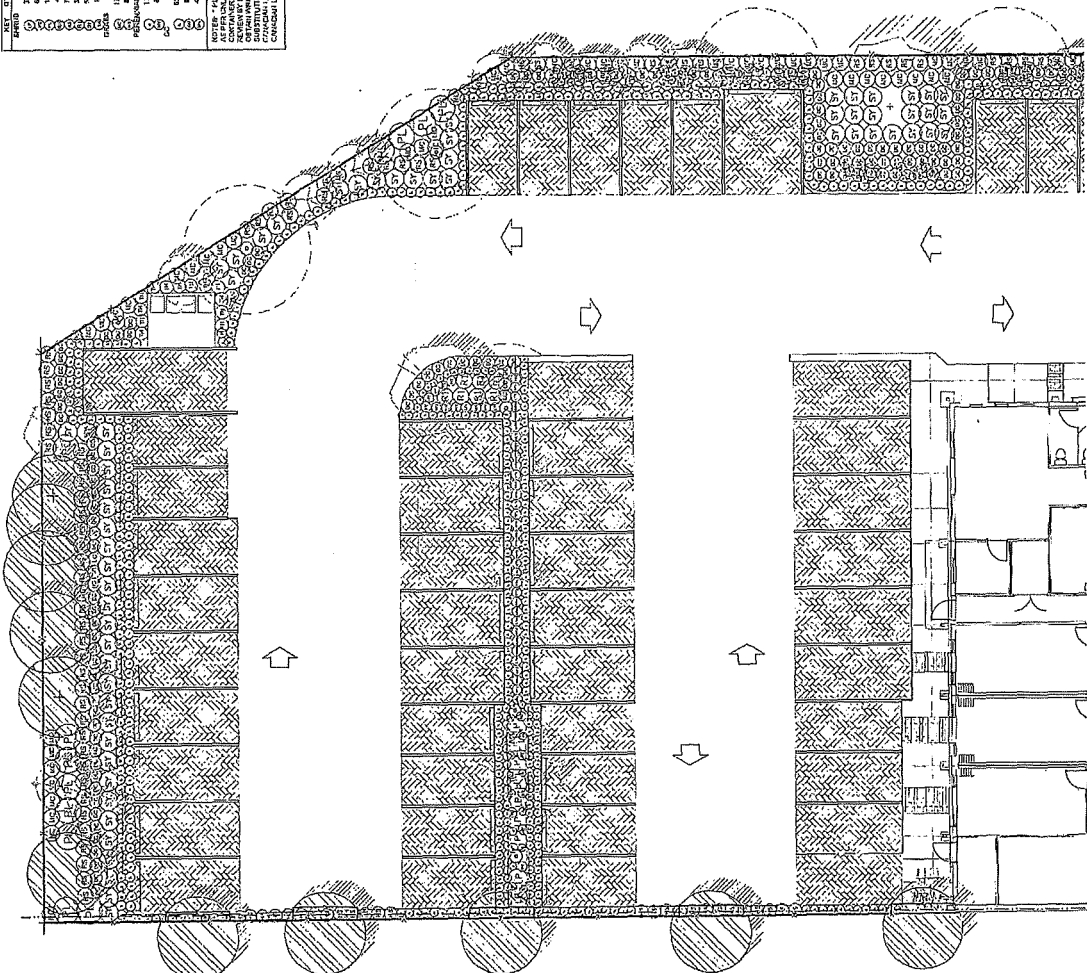
A copy of Arbortech initial tree inventory and assessment (attached).

Request:

Staff would appreciate any comments/motion from the Committee to convey back to Council.

David Brownlee
Planner 2

DCB:dcb

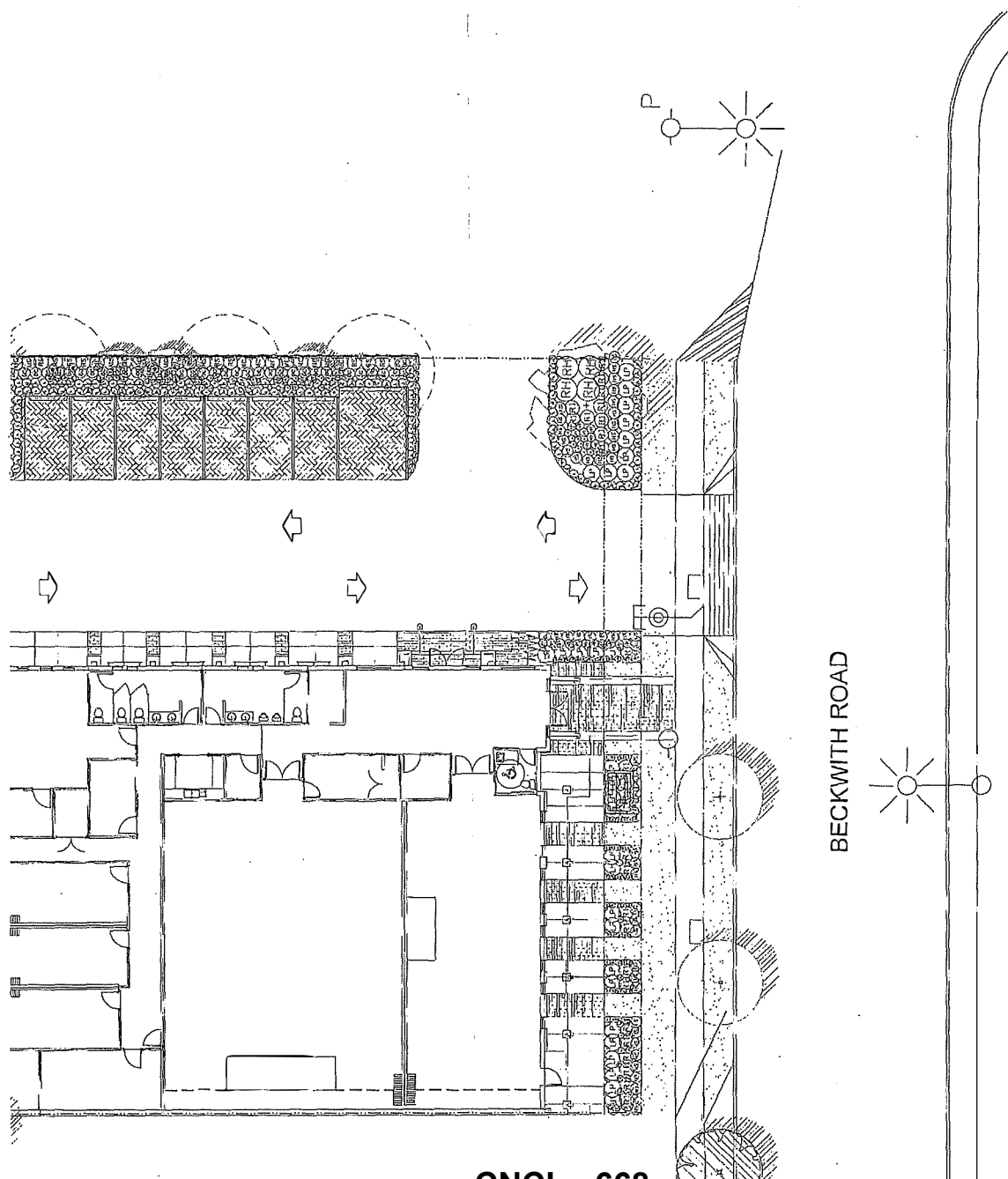
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• **5/17/2019**

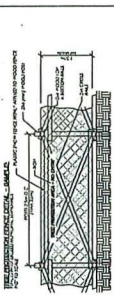
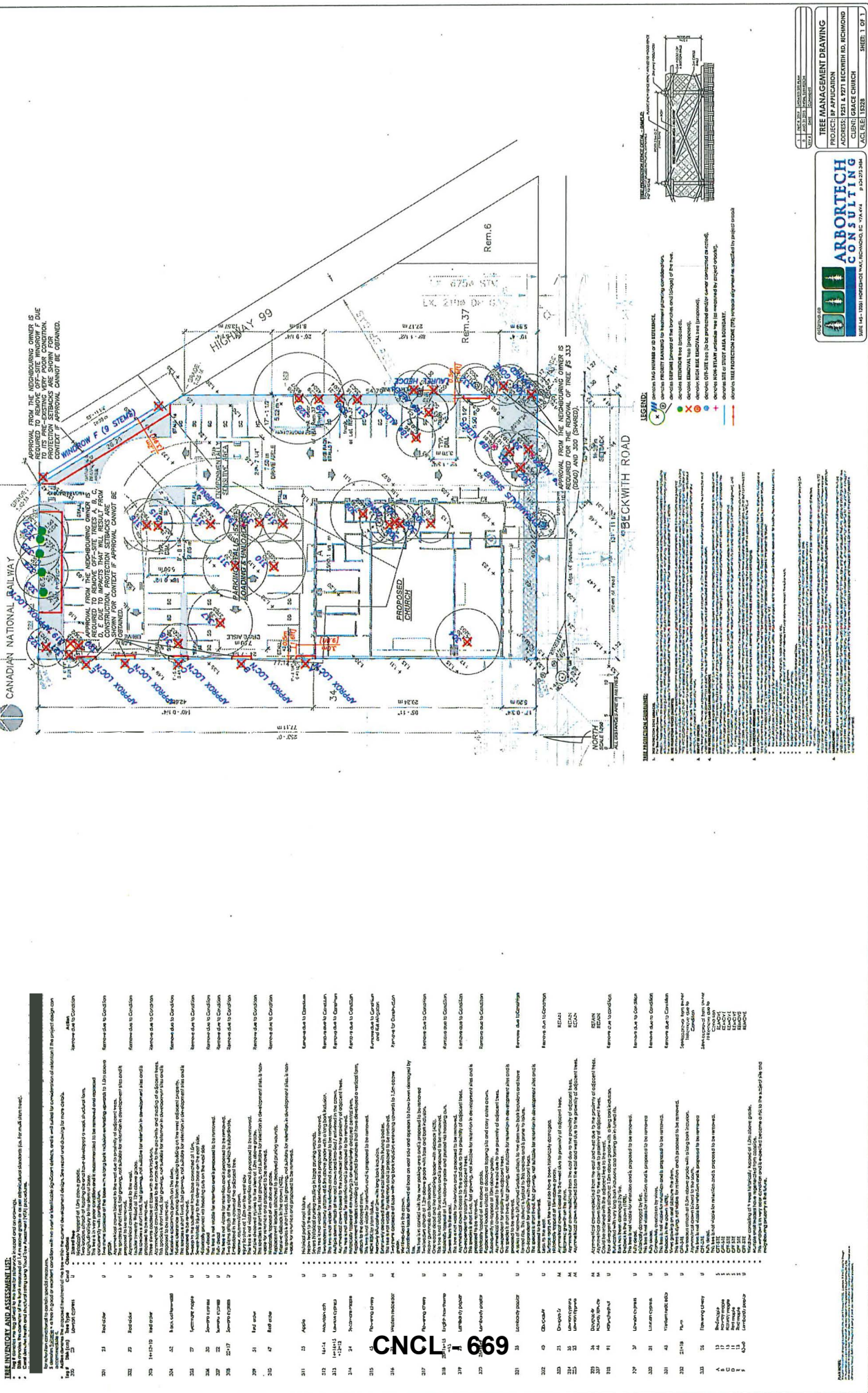
DD FORM 15-71522

6711-627 PLD PROJECT NUMBER

Plan #12



CNCL - 668



LEGEND:
 (X) Tree to be removed
 (O) Tree to be retained
 (R1) Tree to be removed - 10m or less in diameter
 (R2) Tree to be removed - 10m to 20m in diameter
 (R3) Tree to be removed - 20m or more in diameter
 (C1) Tree to be retained - 10m or less in diameter
 (C2) Tree to be retained - 10m to 20m in diameter
 (C3) Tree to be retained - 20m or more in diameter

THE PROPOSED DEVELOPMENT:
 The proposed development consists of a new building and a parking lot. The building is located on the eastern side of the site, and the parking lot is located to the west of the building. The development is bounded by Highway 99 to the north and the Canadian National Railway to the west. The site plan shows the proposed building footprint, parking lot, and the location of the trees to be removed and retained.

| Tree ID | Tree Name | Tree Size | Tree Status | Tree Location | Tree Notes |
|---------|-----------|-----------|-------------|-------------------|----------------------------|
| 101 | Red Cedar | 10m | Remove | North of Building | Remove due to Construction |
| 102 | Red Cedar | 10m | Remove | North of Building | Remove due to Construction |
| 103 | Red Cedar | 10m | Remove | North of Building | Remove due to Construction |
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ADVISORY COMMITTEE ON THE ENVIRONMENT

Held February 13, 2019

Room M.1.003

Richmond City Hall

Discussion Notes Excerpt Re: Council Referral #1

In Attendance:

David Tomlinson; Carolyn Prentice; Teresa Murphy; Kathryn Runnalls; Ayesha Ali; Sharon Dodd; Councillor Michael Wolfe

Regrets:

Rosa Salcido; Tadd Berger (Chair); Hon Sang Chan; Janet Tse; Winson Cheng; Karen Tso

Staff:

Kevin Eng, Staff Liaison to ACE, Policy Planning
David Brownlee, Development Applications
Joshua Reis, Development Applications

Guests:

Norman Hol, Senior Consultant, Arbortech Consulting
John Black, R.P. Bio, JBL Environmental Services
Matthew Cheng, Matthew Cheng Architect Inc.
William Chan, Pacific Grace Church

The staff liaison noted that ACE did not have committee quorum and that discussion notes would be taken and forwarded to be received for information.

3. New Business

a) Council referral to ACE re: 9271 Beckwith Road (DP 15-715522)

City staff noted that as directed by Council at the January 28, 2019 Council meeting, this development application at 9271 Beckwith Road (Environmentally Sensitive Area Development Permit) was referred to the Advisory Committee on the Environment for an opportunity for the Committee to provide feedback regarding the Environmentally Sensitive Area (ESA) on the subject site. City staff with the aid of a slide-show presentation, provided information on the following:

- Overview of the site context, location and land use designations and review of the historical/aerial photos of the site and ESA.
- Development proposal was for an assembly use (church) and off-street parking.
- Overview of the environmental assessment undertaken by a Qualified Environmental Professional (QEP), including purpose, methodology and findings (including notable habitat features on the property).
- Overview of the consulting arborists assessment of the trees on the subject site.

- Overview of the compensation and enhancement proposal for works on-site (approximately 346 m² along the north and east property boundaries and a portion of the front of the lot) and off-site (400 sq. m area in the Bridgeport trail north of the subject site).

ACE members provided the following questions and comments:

- Queried about whether the consultant observed or determined if there was any water or aquatic habitat on the subject site.
- For the horse chestnut tree located on-site, what assessment was undertaken?
- Questions about the density/spacing of plantings for the off-site compensation and enhancement area proposed for the Bridgeport trail north of the subject site.
- Members asked of the applicant to clarify the provisions to secure implementation and monitoring of enhancement and compensation plantings on-site and off-site (Bridgeport trail).
- Consideration of native tree replanting species as compensation for the proposed removal of the horse chestnut tree (currently two 11 cm calliper Scarlett oak trees proposed as replacement).
- ACE members were appreciative for the opportunity to receive information and provide feedback on this project.

The applicant's consultant and staff provided the following responses to committee questions and comments:

- The QEP indicated there was no evidence of water and/or aquatic habitat on-site.
- The QEP indicated no wildlife was observed on the subject site during site visits. The QEP observed and noted evidence of wildlife activity (animal tracks – racoons) within the Bridgeport trail right of way to the north of the subject site.
- The consulting arborists confirmed that a tree risk assessment was considered in the examination of the on-site horse chestnut tree.
- Medium density plant spacing was proposed.
- In addition to the identified bonds/securities secured for the purpose of tree survival and ensuring implementation of landscaping plantings, a 3 year monitoring program is proposed to address survivability and invasive plant species management in conjunction with annual reports submitted by the QEP to the City for review during this period. This monitoring and maintenance approach would apply to on-site and off-site enhancement and compensation areas. For plantings and works undertaken in the Bridgeport trail, Parks would be responsible for maintenance beyond this 3 year period.
- The comment about considering native tree plantings on site was noted by staff and would need to be examined based on the large size of replacement trees identified (i.e., 11 cm calliper) and available supply.

The following questions and comments were made by the Council Liaison to staff:

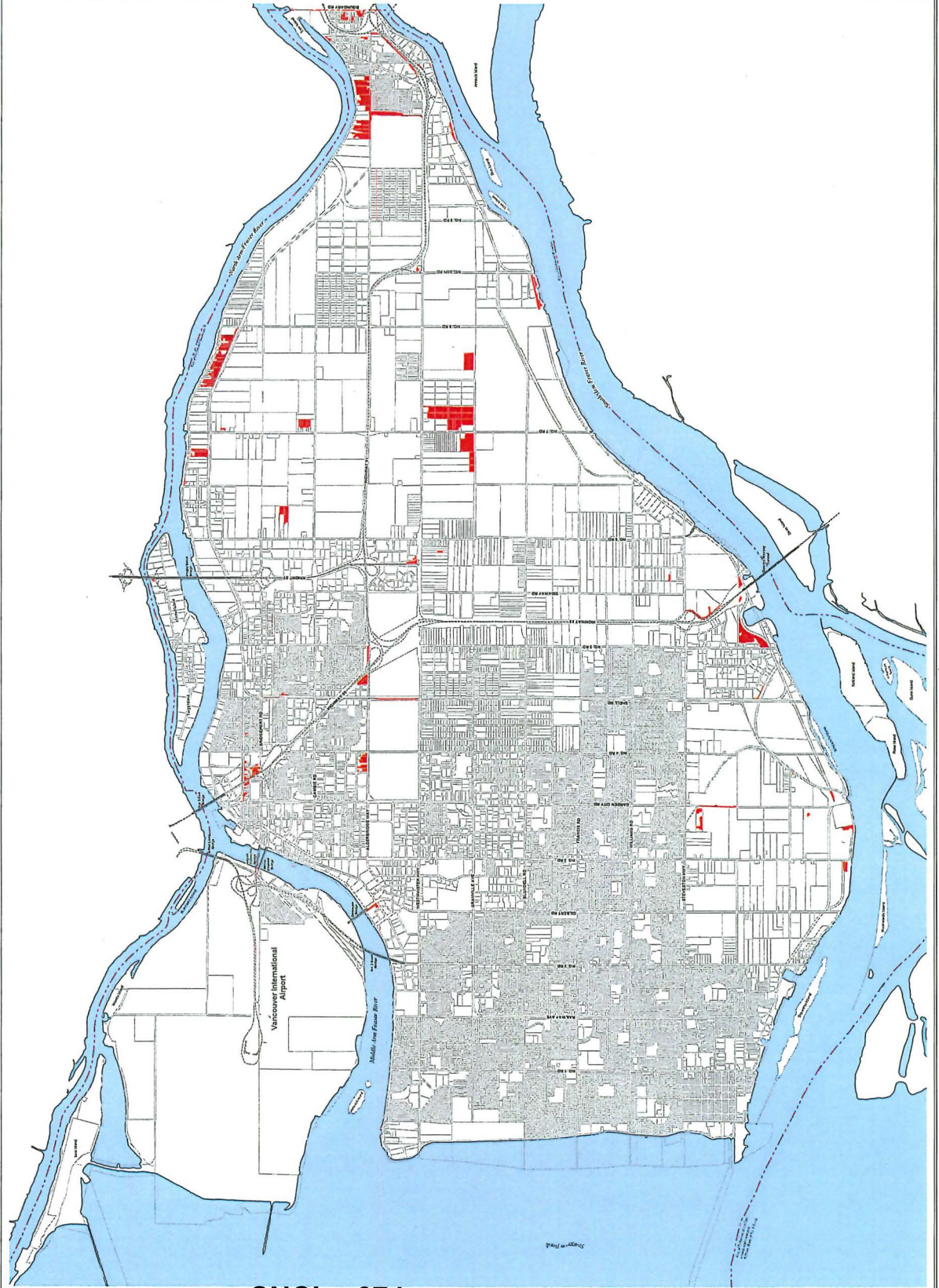
- Questioned why this ESA Development Permit was not brought forward to ACE as part of the processing of the application.
- Comments were made about the need to preserve ESA's from development and reviewing sites and locations to determine where this may be appropriate.

- Noted the impact of invasive plant species on ESA's, and the need to manage invasive plant species on ESA land.

In response to the question about prior ACE review of the ESA Development Permit, staff noted that in accordance with ACE's mandate, individual development applications (involving ESA's or other projects) are not reviewed by the committee unless specifically referred or directed by Council as was the case for this ESA Development Permit at 9271 Beckwith Road.

ATTACHMENT 3: ESA Sites Designated "Upland Forest"

ESA - Upland Forest



ATTACHMENT 4: REVISED LANDSCAPING PLANS
(Date Stamped February 25, 2019)

SEAL:

FEB 25 2019

15-715522

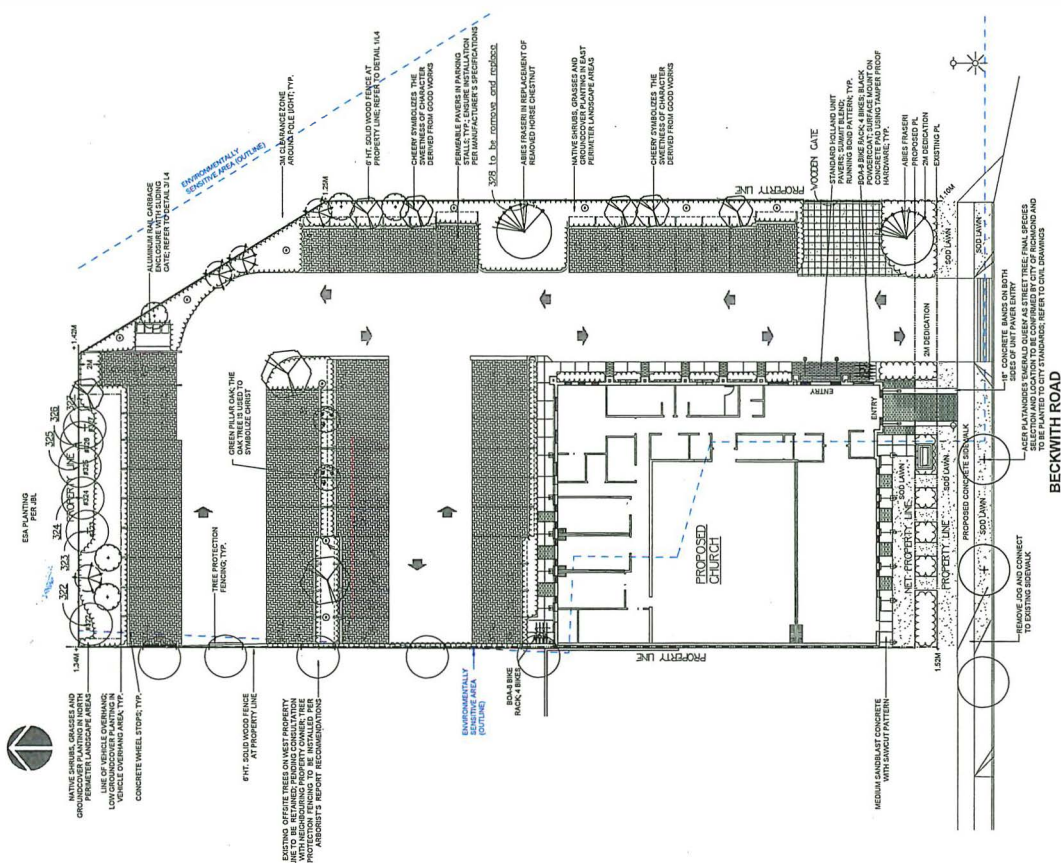
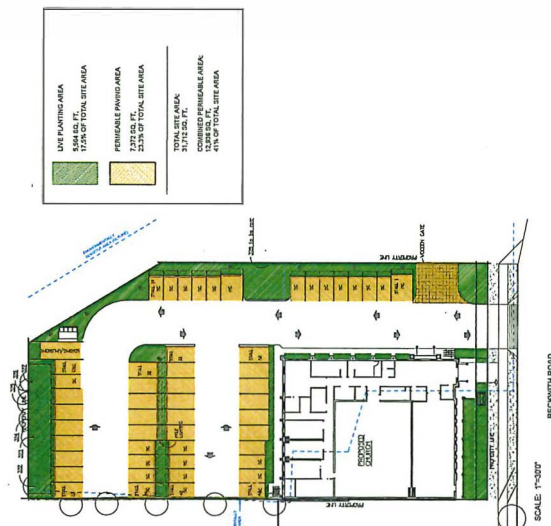
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Page #10

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LOT COVERAGE PERMEABILITY CALCULATIONS



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lmg
LANDSCAPE
ARCHITECTS
Suite C103 - 4185 58th Street Drive
Burnaby, BC V5A 4G1
Tel: 604-294-0001 Fax: 604-294-0002

SCALE:

FEB 25 2019

DP 15-715522

PROJECT:
**RICHMOND PACIFIC GRACE
(NB) CHURCH**
9251-9271 BECKWITH RD
RICHMOND BC

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PLAN**

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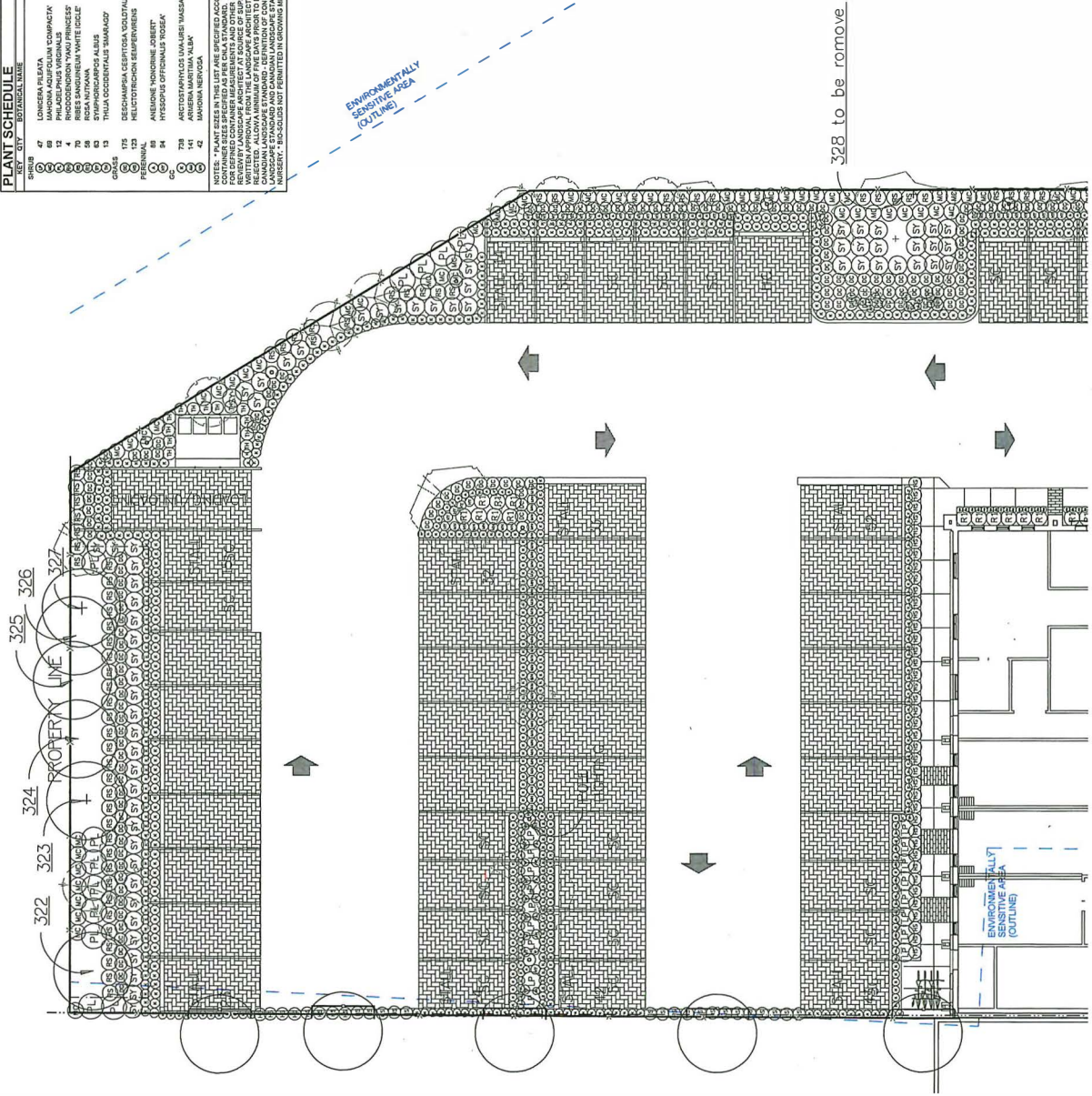
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Plan #11

| PLANT SCHEDULE | | | PLANTED SIZE / REMARKS | |
|----------------|------------------------|------------------------|------------------------|--|
| SYMBOL | SYMBOL NAME | COMMON NAME | | |
| 47 | LONGLEAF PINE | PRINCE OF WALES | 47 POT: 30CM | |
| 48 | PHILADELPHIA VIRGINICA | COMMON VIRGINICA | 48 POT: 30CM | |
| 49 | RHOENDELPHIA VIRGINICA | RHOENDELPHIA VIRGINICA | 49 POT: 30CM | |
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| 100 | SYMPHORICARPOS ALBA | SYMPHORICARPOS ALBA | 100 POT: 30CM | |

CNCL - 677



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SEAL:

FEB 25 2019

DP 15-715522

| NO. | DATE | REVISION DESCRIPTION | BY |
|-----|----------|----------------------|----|
| 1 | 11/15/18 | ISSUED FOR PERMITS | DM |
| 2 | 11/15/18 | ISSUED FOR PERMITS | DM |
| 3 | 11/15/18 | ISSUED FOR PERMITS | DM |
| 4 | 11/15/18 | ISSUED FOR PERMITS | DM |
| 5 | 11/15/18 | ISSUED FOR PERMITS | DM |
| 6 | 11/15/18 | ISSUED FOR PERMITS | DM |
| 7 | 11/15/18 | ISSUED FOR PERMITS | DM |
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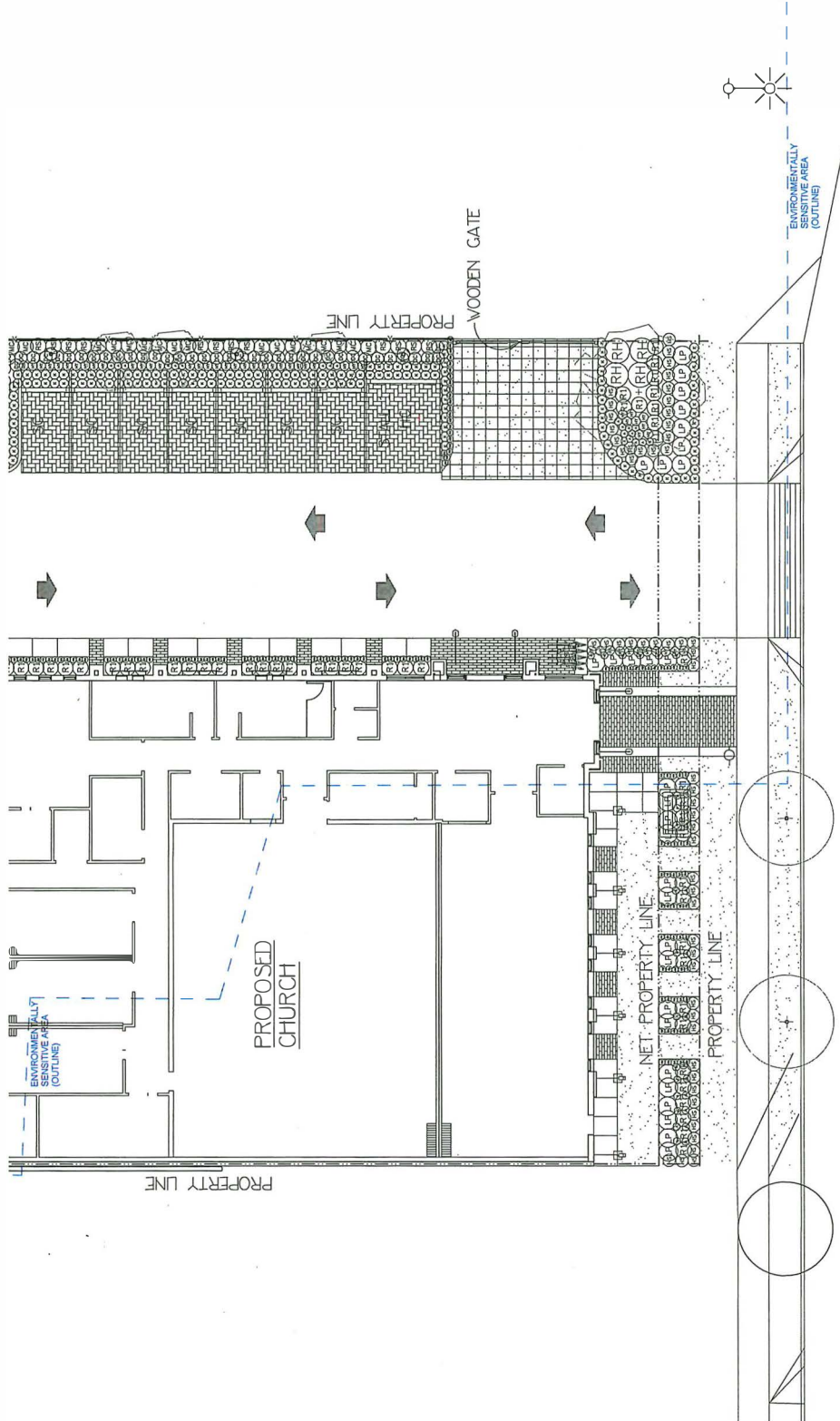
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(N/B) CHURCH
9251-9271 BECKWITH RD
RICHMOND BC

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PLAN

DATE: 12/01/18 DRAWING NUMBER:
SCALE: 1/8"=1'-0" L3
DRAWN: DM
DESIGN: DM
CHECKED: DM
PROJECT NUMBER: 15-715522

15211-132P

Plan #12



BECKWITH ROAD

CNCL - 678

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SEAL:



BOARD BIKE RACK AVAILABLE FROM
DORRA DESIGNS: BLACK POWDERCOAT
SURFACE MOUNT USING TAMPER
PROOF HARDWARE

| NO. | DATE | REVISION DESCRIPTION | BY |
|-----|------------|----------------------|----|
| 1 | 2019.02.25 | ISSUED FOR PERMIT | MD |
| 2 | 2019.02.25 | REVISED PERMIT | MD |
| 3 | 2019.02.25 | REVISED PERMIT | MD |
| 4 | 2019.02.25 | REVISED PERMIT | MD |
| 5 | 2019.02.25 | REVISED PERMIT | MD |
| 6 | 2019.02.25 | REVISED PERMIT | MD |
| 7 | 2019.02.25 | REVISED PERMIT | MD |
| 8 | 2019.02.25 | REVISED PERMIT | MD |
| 9 | 2019.02.25 | REVISED PERMIT | MD |
| 10 | 2019.02.25 | REVISED PERMIT | MD |
| 11 | 2019.02.25 | REVISED PERMIT | MD |
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| 16 | 2019.02.25 | REVISED PERMIT | MD |
| 17 | 2019.02.25 | REVISED PERMIT | MD |
| 18 | 2019.02.25 | REVISED PERMIT | MD |
| 19 | 2019.02.25 | REVISED PERMIT | MD |
| 20 | 2019.02.25 | REVISED PERMIT | MD |

CLIENT:

PROJECT:
**RICHMOND PACIFIC GRACE
(MB) CHURCH**
9751-9721 BECKWITH RD
RICHMOND BC

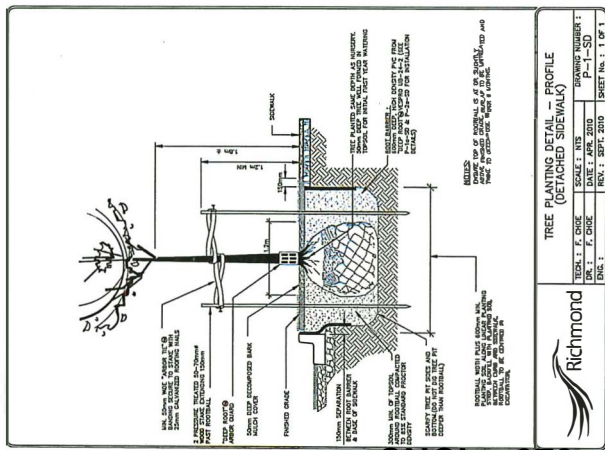
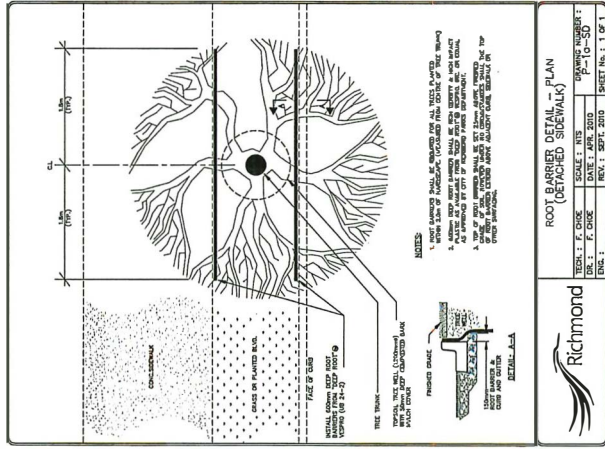
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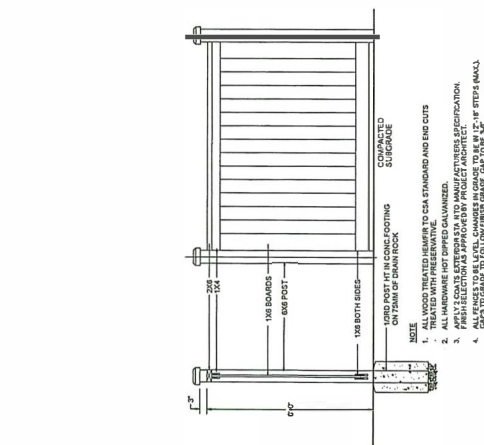
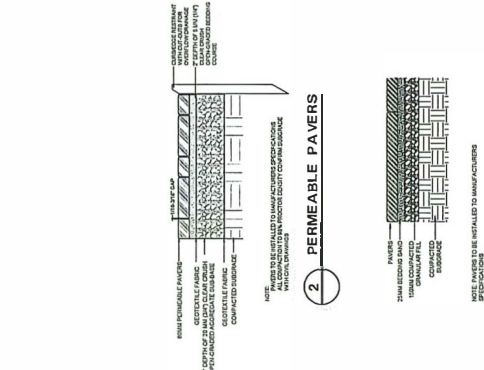
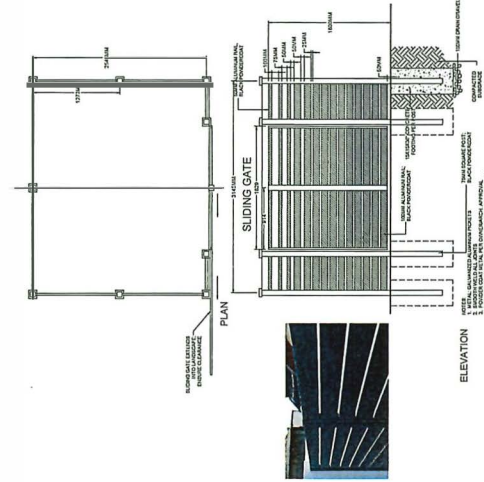
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Plan #13

FEB 25 2019

15-715522 DP



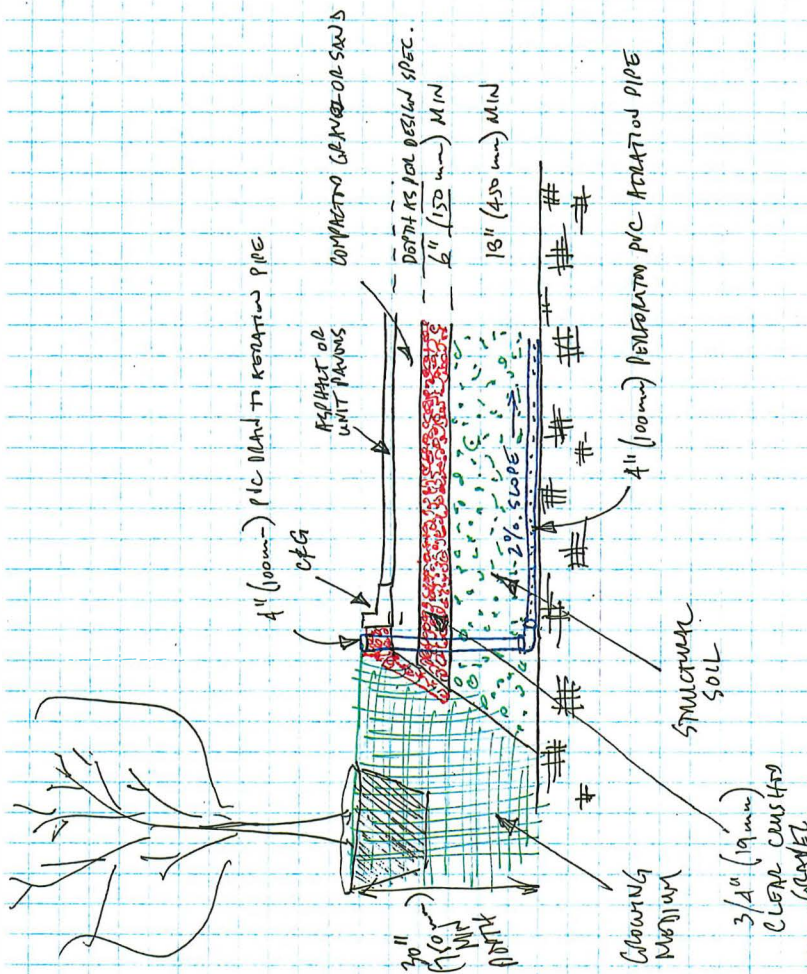
CNCL - 679



3 METAL RAIL GARBAGE ENCLOSURE WITH SLIDING GATE

2 PERMEABLE PAVERS

1 6' HT. SOLID WOOD PERIMETER FENCE





City of Richmond

Report to Council

To: Richmond City Council

Date: February 20, 2019

From: Joe Erceg
Chair, Development Permit Panel

File: 01-0100-20-DPER1-
01/2019-Vol 01

Re: Development Permit Panel Meeting Held on August 29, 2018

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 17-782793) for the property at 4331 and 4431 Vanguard Road be endorsed, and the Permit so issued.

Joe Erceg
Chair, Development Permit Panel
(604-276-4083)

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on August 29, 2018.

DP 17-782793 – CHRISTOPHER BOZYK ARCHITECTS LTD.
- 4331 AND 4431 VANGUARD ROAD
(August 29, 2018)

The Panel considered a Development Permit application to permit the construction of a three-storey 8,576 m² (92,310 ft²) industrial building on a site zoned “Industrial Retail (IR1)”. A variance is included in the proposal for increased building height.

Architect, Ernst Loots, of Christopher Bozyk Architects Ltd.; and Landscape Architect, Marlene Messer, of PMG Landscape Architects, provided a brief presentation, noting that:

- The project is a three-storey vehicle service, repair and storage facility with showroom.
- The proposed architectural design and exterior materials provide a modern feel.
- A living green wall frames the building’s main entrance along the southern elevation.
- The proposal includes green roof over portions of the showroom, an underground storage reservoir, and living green wall to comply with the City’s Green Roof Bylaw.
- Native and native-adaptive species and pollinators will be planted on the site and vines are proposed to grow up the main buildings eastern wall.
- Structural soil will be introduced in landscaped islands in at grade parking area to provide adequate soil volume.
- In response to Advisory Design Panel comments, proposed perimeter chain link fencing was removed along east and south property lines to provide a more open public frontage, and stone paving was increased in area in front of the main building.

In reply to Panel queries, Mr. Loots noted that: (i) the proposed height variance is needed to provide adequate clearance for vehicle lifts, accommodate a showroom roof and improve height clearance between the floors; (ii) the City’s Floodplain Bylaw requirements were considered for the proposed height of the building; (iii) the proposed building height variance applies only to the showroom and the entrance tilt panel feature; (iv) signage will be installed on the building including on the side fronting Highway 99; and (v) all signage, including the required signage by the Fire Department, will be subject to a separate Sign Permit application.

Staff advised that: (i) there is an associated Servicing Agreement for frontage improvements along Vanguard Road and servicing connections; (ii) the project complies with the City’s Green Roof Bylaw; (iii) proposed rooftop solar panels will provide supplement power; (iv) a voluntary Public Art contribution will be provided; and (v) the proposed building height variance was identified at rezoning and no concerns from the public were noted during the Public Hearing.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends the Permit be issued.



City of Richmond

Report to Council

To: Richmond City Council

Date: February 20, 2019

From: John Irving
Chair, Development Permit Panel

File: 01-0100-20-DPER1-
01/2019-Vol 01

Re: Development Permit Panel Meeting Held on February 13, 2019

Staff Recommendation

That the recommendation of the panel to authorize the issuance of a Development Permit (DP 18-831623) for the property at 8071 and 8091 Park Road be endorsed, and the Permit so issued.

John Irving
Chair, Development Permit Panel
(604-276-4140)

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on February 13, 2019.

DP 18-831623 – W.T. LEUNG ARCHITECTS INC. ON BEHALF OF GRAND LONG HOLDINGS CANADA LTD. – 8071 AND 8091 PARK ROAD
(February 13, 2019)

The Panel considered a Development Permit application to permit the construction of two residential towers and one office-residential tower on a podium with street-oriented commercial and retail uses at ground level on a site zoned “High Density Mixed Use (ZMU39) – Brighthouse Village (City Centre)”. No variances are included in the proposal.

Architect, Wing Ting Leung, of W.T. Leung Architects, Inc.; and Landscape Architect, Stephen Vincent, of Durante Kreuk Ltd., provided a brief presentation, noting that:

- 353 residential housing units are proposed, including 21 affordable housing units with Basic Universal Housing (BUH) features which are provided in Towers B and C.
- The proposed siting and form of towers with stepped midrise buildings and angled midrise building corners enhance the views into and through the site and improve privacy and separation between buildings.
- A mid-block public plaza is proposed on Park Road to break up the frontage, provide a central focal point, assist in wayfinding, and provide a potential location for Public Art.
- A mid-block publicly accessible pedestrian connection is proposed through the building from the Park Road public plaza to the east-west lane. The walkway will be closed and secured after stores close at night. Two light wells provide natural lighting to the north-south pedestrian connection, enhancing wayfinding and the indoor parking experience of shoppers.
- The two on-site car share vehicles and associated parking stalls to be provided are accessed from the north-south lane and are accessible 24 hours a day.
- There are currently no existing trees on the site and 96 new trees are proposed to be planted on the ground and podium levels.
- Building entrances are highlighted with significant landscaping, including provision of seating areas.
- High quality paving is proposed on entries to building lobbies, the public plaza, and the pedestrian connection, and wide boulevards are broken up with paving patterns.
- Location of potential Public Art, coffee shops and patios will animate the plaza space.
- Soft and hard landscaping are proposed for the north-south public pedestrian connection.
- The common residential outdoor space located above the parking podium provides active and passive spaces and accommodates a significant amount of planting.
- The large roof terraces will be planted with sedum plants; a low-growing groundcover.
- The applicant will construct an on-site energy plant and transfer ownership to the City.

Staff noted that: (i) there is a Servicing Agreement associated with the project for frontage improvements on Park Road, Buswell Street and the north-south and east-west lanes adjacent to the site; (ii) 57% of the total number of residential units in the project are family-friendly; (iii) the two car share stalls provided on-site are part of the Transportation Demand Management (TDM) measures of the project and two car share vehicles will be provided; (iv) the project has been designed to achieve the City's aircraft noise standards; and (v) the applicant has submitted an acoustical evaluation report and mechanical thermal report and recommendations will be incorporated through the Building Permit stage.

In response to Panel queries, Mr. Leung and Mr. Vincent advised that: (i) the applicant worked with City staff and a private company regarding the design of the on-site energy plant; (ii) a potential Public Art feature could be located on the plaza space or incorporated on the building wall depending on the Public Art piece to be installed; (iii) the size of the two light wells on the podium courtyard are substantial and are generally open to provide natural ventilation, lighting and allow rainwater to irrigate the planters within the pedestrian connection; (iv) the light wells provide natural lighting for portions of indoor parking and enhance on-site wayfinding; (v) the north-south pedestrian connection could provide opportunities for potential pedestrian linkage to developments north of the site; (vi) sedum planting on upper levels of the buildings is useful not only for storm water management, but also for visual interest and pollinator habitat; (vii) the Park Road public plaza walls were improved from concrete to glazing material in response to comments from the City's Advisory Design Panel; (viii) utilities installation including lighting has impacted the number of street trees along the Park Road and Buswell Street frontages; and (ix) the project's design team will investigate opportunities to install additional street trees to minimize gaps along the two street frontages.

Staff clarified that off-site street tree locations will be determined by the Parks Department in consultation with the Engineering Department through the Servicing Agreement process. The Chair then advised that staff take the matter of installing additional trees along the Park Road and Buswell Street frontages process under advisement.

In response to a Panel query, staff advised that: (i) the proposed 21 affordable housing units complied with the City's Affordable Housing Strategy at the time that rezoning for the subject site was considered; and (ii) the Affordable Housing Agreement has been completed and registered on Title.

In response to Panel queries, Mr. Leung advised that: (i) occupants of affordable housing units will have access to all common residential entries and indoor and outdoor amenities in the three towers; (ii) a sidewalk is provided on the south side of the east-west lane for pedestrians exiting the north-south pedestrian connection; (iii) speed bumps or markings could be installed on the east-west drive aisle on ground level indoor parking prior to approaching the raised pedestrian crossing as a traffic calming measure to enhance the safety of pedestrians using the north-south pedestrian connection; (iv) the common residential outdoor amenity area could be accessed through the three towers; and (v) low-level lighting will be provided in the amenity space to avoid light pollution and disturbance to residents.

The Chair then advised staff to take the matter of installing speed bumps or markings near the raised pedestrian crossing under advisement.

George Smith, representative of the Richmond Masonic Temple Association at 6740 No. 3 Road, addressed the Panel, expressing concerns regarding overflow parking and construction impacts.

In response, Mr. Leung noted that: (i) the number of proposed parking spaces are adequate and are open to residential visitors and the public; (ii) the proposed parking spaces exceed the requirements of Zoning Bylaw; and (iii) there will be paid parking on-site.

In addition, staff advised that the 243 spaces of commercial/restaurant and office parking provided on-site comply with the City's Zoning Bylaw requirement.

With regard to Mr. Smith's construction-related concerns, the Chair advised Mr. Smith to coordinate with City staff and the applicant.

Mui Fong Chiu, of 6533 Buswell Street, addressed the Panel expressed concern regarding the proximity of the subject development to the existing residential building to the north.

In response, Mr. Leung noted that the east-west lane will be widened, providing additional separation between Tower B and the existing residential building to the north.

In addition, staff advised that the separation between Tower B and the existing residential building to the north exceeds the City Centre Area Plan Development Permit guideline of 24 m.

The Panel expressed support for the project, noting that: (i) the design of the project is appropriate for the City Centre Area; (ii) the raised courtyard provides a suitable amenity for the mixed-use development; (iii) there is adequate separation between the three towers on-site; (iv) the applicant made a thorough presentation and responded well to questions from the Panel; and (v) the proposed building setbacks are appreciated.

No correspondence was submitted to the Panel regarding the Development Permit application.

Subsequent to the meeting, the applicant provided a revised site plan, incorporating painted speed bumps along the ground level east-west drive aisle. In addition, staff are reviewing opportunities to introduce additional off-site street trees within the road fronting boulevards along Park Road and Buswell Street through the standard Servicing Agreement process.

The Panel recommends the Permit be issued.