City of Richmond

Agenda

General Purposes Committee

Council Chambers, City Hall
6911 No. 3 Road

Monday, February 1, 2021
4:00 p.m.

Pg. # ITEM

MINUTES

GP-6 ***Motion to adopt the minutes of the meeting of the General Purposes Committee held on January 18, 2021.***

ENGINEERING AND PUBLIC WORKS DIVISION

1. **MINORU AQUATIC CENTRE – FACILITY CONDITION, PROGRAM AND COSTING UPDATE**
(File Ref. No. 06-2050-20-PCE) (REDMS No. 6587846 v. 11)

GP-13 See Page **GP-13** for full report

Designated Speaker: Martin Younis

STAFF RECOMMENDATION

(1) That staff be authorized to proceed with Option 1, Demolition of the Minoru Aquatic Centre as described in the staff report titled "Minoru Aquatic Centre - Facility Condition, Program and Costing Update" dated January 5, 2021 from the Director, Facilities and Project Development and the Director, Recreation and Sport Services; and

(2) That a capital project in the amount of $2,700,000 funded by the Rate Stabilization Account to demolish the Minoru Aquatic Centre as described in the staff report titled "Minoru Aquatic Centre - Facility Condition, Program and Costing Update" dated January 5, 2021 from the Director, Facilities and Project Development and the Director, Recreation and Sport Services be approved and included in the Consolidated 5 Year Financial Plan (2021 – 2025).

COMMUNITY SAFETY DIVISION

2. **DRAFT NEW SOIL DEPOSIT AND REMOVAL BYLAW**
(File Ref. No. 12-8080-12-01) (REDMS No. 6126462)

GP-20 See Page **GP-20** for full report

Designated Speaker: Carli Williams

STAFF RECOMMENDATION

(1) That the report titled "Draft New Soil Deposit and Removal Bylaw", dated January 11, 2021, from the General Manger, Community Safety, be received for information; and

(2) That staff be directed to consult with the Food Security and Agricultural Advisory Committee and report back with a proposed bylaw for adoption.

COMMUNITY SERVICES DIVISION

3. **2021 ARTS AND CULTURE GRANT PROGRAM**
(File Ref. No. 03-1085-01) (REDMS No. 6573723 v. 4)

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

Designated Speaker: Camyar Chaichian

STAFF RECOMMENDATION

(1) That the 2021 Arts and Culture Grants be awarded for the total recommended amount of $116,815, as identified in Attachment 1 of the staff report titled "2021 Arts and Culture Grant Program," dated December 3, 2020, from the Director, Arts, Culture and Heritage Services; and

(2) That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

4. **2021 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**
(File Ref. No. 11-7000-01) (REDMS No. 6575087)

GP-138

See Page **GP-138** for full report

Designated Speaker: Beayue Louie

STAFF RECOMMENDATION

(1) That the 2021 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of $110,800, as identified in Attachment 1 of the staff report titled "2021 Parks, Recreation and Community Events Grants," dated December 8, 2020, from the Director, Recreation and Sport Services and the Director, Parks Services; and

(2) That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

PLANNING AND DEVELOPMENT DIVISION

5. **2021 CHILD CARE GRANTS**
(File Ref. No. 07-3070-01) (REDMS No. 6571244 V. 4)

GP-190

See Page **GP-190** for full report

Designated Speaker: Chris Duggan

STAFF RECOMMENDATION

(1) That the Child Care Capital Grants be awarded for the recommended amounts and cheques for a total of $45,519 be disbursed as per the staff report titled "2021 Child Care Grants," dated December 3, 2020, from the Director, Community Social Development only if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council; and

(2) That the Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque for a total of $1,500 be disbursed only if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

6. **2021 HEALTH, SOCIAL & SAFETY GRANTS**
(File Ref. No. 03-1085-01) (REDMS No. 6566658 v.5)

GP-228

See Page **GP-228** for full report

Designated Speaker: Lesley Sherlock

STAFF RECOMMENDATION

(1) That the 2021 Health, Social and Safety Grants be awarded for the total recommended amount of $621,864 as identified in Attachment 1 of the staff report titled "2021 Health, Social and Safety Grants," dated January 18, 2021, from the Director, Community Social Development; and

(2) That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

DEPUTY CAO'S OFFICE

7. **SISTER CITY ADVISORY COMMITTEE POLICY AND PROCEDURES UPDATE**
(File Ref. No.) (REDMS No. 6564376 v.2)

GP-285

See Page **GP-285** for full report

Designated Speaker: Mike Romas

STAFF RECOMMENDATION

That the updates to the Sister City Advisory Committee Policy and Procedures, as outlined in the staff report "Sister City Advisory Committee Policy and Procedures Update", dated January 5, 2021, from the Manager, People Development, be approved.

ADJOURNMENT

City of Richmond

Minutes

General Purposes Committee

Date: Monday, January 18, 2021

Place: Council Chambers
Richmond City Hall

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

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

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on January 5, 2021, be adopted as circulated.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

1. **UPDATE: INVESTING IN CANADA INFRASTRUCTURE PROGRAM - MINORU PLACE ACTIVITY CENTRE CONVERSION TO ARTS CENTRE**
(File Ref. No. 10-6000-01) (REDMS No. 6582221 v. 4)

In reply to queries from Committee, staff noted that staff have been in discussion with BC Housing on potential opportunities to extend use of the site. Also, staff have updated community arts groups on the grant process and will provide Council with a memorandum on the matter.

It was moved and seconded
That Option 1, to delay tendering of the Minoru Place Activity Centre Conversion to an Arts Centre, as described in the staff report titled "Update: Investing in Canada Infrastructure Program - Minoru Place Activity Centre Conversion to Arts Centre," dated January 6, 2021 from the Director, Facilities and Project Development and the Director, Arts, Culture and Heritage Services be approved.

CARRIED

2. **INVESTING IN CANADA INFRASTRUCTURE PROGRAM - COVID-19 RESILIENCE INFRASTRUCTURE STREAM: THOMPSON COMMUNITY CENTRE AND HALL INFRASTRUCTURE RENEWALS**
(File Ref. No. 10-6000-01) (REDMS No. 6577995 v. 5)

It was moved and seconded

(1) That the submission to the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream, requesting funding of up to $900,000 as outlined in the staff report titled, "Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream: Thompson Community Centre and Hall Infrastructure Renewals," dated December 18, 2020 from the Director, Facilities and Project Development be endorsed;

(2) That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to enter into funding agreements with the government for the aforementioned project should it be approved for funding, as outlined in the staff report titled, "Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream: Thompson Community Centre and Hall Infrastructure Renewals," dated December 18, 2020 from the Director, Facilities and Project Development; and

(3) That a capital project in the amount of $900,000 be considered in the 2021 budget process as described in the staff report titled "Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream: Thompson Community Centre and Hall Infrastructure Renewals" dated December 18, 2020 from the Director, Facilities and Project Development.

The question on motion was not called as discussion ensued with regard to utilizing energy efficient equipment in the community centre.

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

COUNCILLOR CAROL DAY

3. **MENSTRUAL EQUITY INITIATIVE**
(File Ref. No. 6599125)

Discussion ensued with regard to (i) implementing the initiative as a pilot project with a one year review, (ii) distributing feminine products in most City facilities, and (iii) the budget required and estimated timeline to implement the proposed initiative.

Laura Greenwood, Richmond resident, spoke in support of implementing the proposed initiative, noting that other Metro Vancouver municipalities have proceeded with similar programs and that feedback on the matter was positive.

Karina Reid, Richmond resident, referred to her submission (attached to and forming part of these minutes as Schedule 1), and spoke in support of implementing the proposed initiative, noting that, in her opinion, such a program would assist the city's low income residents and homeless population.

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

It was moved and seconded
That the menstrual equity initiative be referred to staff to examine implementing a one year pilot program for 21 civic facilities, and report back.

The question on the referral motion was not called as discussion ensued with regard to defining the appropriate City facilities where feminine products would be distributed and similar programs implemented in other municipalities.

Mayor Brodie noted that as a result of the discussion, there was agreement from the mover and the seconder that the referral motion be amended to the following:

(1) That the menstrual equity initiative be referred to staff to provide free menstrual products in most civic facilities, including an education plan, and report back with a budget; and

(2) That the proposed initiative be reviewed one year after implementation.

The question on the amended referral motion was not called as a further amendment to the referral motion to change the distribution of feminine products in "most civic facilities" to "all staffed civic facilities" was introduced, but did not receive a seconder.

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

COUNCILLOR MICHAEL WOLFE

4. **CAT EDUCATION AND POLICY**
(File Ref. No. 6599131)

Cllr. Wolfe spoke on improving cat awareness and education for cat owners. He expressed concern with regard to cats hunting local wildlife and potential negative effects to the bird population, as well as disease prevention. He suggested that the City examine options to update the City's bylaws and website.

It was moved and seconded
That Council endorse the following resolution to modernize our cat related bylaws and provide options for enhanced cat owner education campaigns:

> ***The City of Richmond will work to reduce the number of bird and other wildlife-related fatalities from the teeth and claws of domestic cats. This includes a referral for a staff report to provide education for cat owners and revisions to the City website and bylaws.***

The question on the motion was not called as discussion ensued with regard to (i) examining alternative options for rodent control, (ii) retrieving Richmond-specific data related to cats, and (iii) coordinating with local animal welfare agencies such as RAPS and the BCSPCA.

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

Discussion ensued with regard to consulting with local animal welfare agencies, and as a result the following **referral motion** was introduced:

It was moved and seconded
That cat education and policy be referred to staff to work with the BCSPCA and RAPS to recommend the dissemination of cat education materials, and report back.

CARRIED

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 General Purposes Committee of the Council of the City of Richmond held on Monday, January 18, 2021.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Associate

Schedule 1 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, January 18, 2021.

From: Karina Reid <karinareid@outlook.com>
Sent: January 15, 2021 10:16 AM
To: MayorandCouncillors
Subject: Menstrual equity
Attachments: Richmond City Council letter - menstrual equity.docx

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

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Good morning Mayor Brodie and City Council,

Please find my attached letter.

Thank you,

Karina

Karina Reid
karinareid@outlook.com
https://twitter.com/KarinaReid38
https://www.facebook.com/KarinaReid38
604-318-5353

CITY OF RICHMOND
DATE
JAN 18 2021
RECEIVED
CITY CLERK'S OFFICE

January 14, 2021

Dear Richmond City Council,

As a Richmond resident I am writing to ask for your support to implement free menstrual products in our civic facilities. Periods are a fact of life and menstrual products can be expensive. Richmond has one of the highest child poverty rates and residents and families living in poverty often struggle to afford the basic products they need. Imagine having to choose between food or menstrual products?

In 2019, the provincial government of British Columbia issued a new policy requiring that all BC schools provide access to free menstrual products in school washrooms by the end of 2019. There are several cities that have already created free Menstrual Products in Civic Facilities Washrooms such as Coquitlam, Vancouver, Victoria, North Vancouver, Burnaby, and the list continues to grow.

Vancouver City Council also has a City of All Women, Women's Equity Strategy 2018-2028. This is also something I would like to see Richmond City Council create. This pandemic has pushed so many women out of the workforce, and we must create a strategy to support women. Periods should not hold anyone back, period. Therefore, we must support menstrual equity.

Lack of access to menstrual products and stigma surrounding menstruation should no longer be able to act as barriers to the full and equal participation of all community members in our city spaces.

The Period Promise initiative by United Way mobilizes local citizens to be a part of the solution. I would the City of Richmond to be a part of this solution.

Thank you for your consideration and support,

Karina Reid

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	January 5, 2021
From:	Jim V. Young, P. Eng. Director, Facilities and Project Development Elizabeth Ayers, Director, Recreation and Sport Services	**File:**	06-2050-20-PCE/Vol 01
Re:	**Minoru Aquatic Centre – Facility Condition, Program and Costing Update**		

Staff Recommendation

1. That staff be authorized to proceed with Option 1, Demolition of the Minoru Aquatic Centre as described in the staff report titled "Minoru Aquatic Centre - Facility Condition, Program and Costing Update" dated January 5, 2021 from the Director, Facilities and Project Development and the Director, Recreation and Sport Services; and
2. That a capital project in the amount of $2,700,000 funded by the Rate Stabilization Account to demolish the Minoru Aquatic Centre as described in the staff report titled "Minoru Aquatic Centre - Facility Condition, Program and Costing Update" dated January 5, 2021 from the Director, Facilities and Project Development and the Director, Recreation and Sport Services be approved and included in the Consolidated 5 Year Financial Plan (2021 – 2025).

for
Jim V. Young, P. Eng.
Director, Facilities and Project Development
(604-247-4610)

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Parks Services Finance Department	☑ ☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:** MO	**APPROVED BY CAO**

Staff Report

Origin

On May 8, 2017 Council considered the staff report titled "Viability of Repurposing Minoru Aquatic Centre" which reviewed the merits of repurposing the existing facility for community use or warehouse space suitable for open storage and Council adopted the following recommendation:

> *That upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park be decommissioned and demolished, and that the project be submitted for consideration in the 2018 capital budget as described in the staff report titled "Viability of Repurposing Minoru Aquatic Centre", dated April 21, 2017, from the Senior Manager, Capital Buildings Project Development and the Senior Manager, Parks.*

At the Regular Council meeting on February 11, 2019, staff received the following referrals in relation to the viability of repurposing the Minoru Aquatic Centre:

> *(1) That the Minoru Aquatic Centre Demolition ($3,392,000) be removed from the proposed 2019 Capital Budget;*
>
> *(2) That the Minoru Aquatic 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 Option" 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.*

Staff have followed the Council direction from February 11, 2019 and have not proceeded with demolition of the Minoru Aquatic Centre since it was vacated in September 2020. The facility is currently vacant with building systems being operated at reduced levels to minimize the possibility of mould growth, pipe freezing and trespass.

The purpose of this report is to respond to the referrals from the February 11, 2019 Council meeting.

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

> *4.3 Encourage wellness and connection to nature through a network of open spaces.*

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

> *Leadership in effective and sustainable growth that supports Richmond's physical and social needs.*
>
> *6.1 Ensure an effective OCP and ensure development aligns with it.*

Analysis

With reference to the referral to investigate low cost programming options, it is necessary to first evaluate the Minoru Aquatic Centre condition, including the extent of hazardous materials that may be present and to confirm suitability for programs and activities other than aquatics. With this information staff can fully understand the impact of building modifications that may be required to support programs other than aquatics.

Prior to inviting community groups to make submissions regarding possible uses of the Minoru Aquatic Centre, creating expectations among user groups, staff are reporting back on the findings of the facility condition, hazardous materials report and the associated cost implications for Council's consideration.

Current Facility Condition

The Minoru Aquatic Centre was originally constructed in two stages, in 1958 and 1977. In 2013, following Council's decision to locate and fund the new Minoru Centre for Active Living, staff proceeded to defer maintenance at the Minoru Aquatic Centre and carried out only the minimum amount of work necessary to keep it operational and safe for staff and public use. Aquatics facilities represent a harsh environment with higher than normal wear-and-tear on building systems. Since the facility was closed to the public the building has continued to deteriorate in various locations.

Staff engaged technical experts to review the current condition of Minoru Aquatic Centre and found that major building elements such as the envelope, mechanical and electrical systems have reached or surpassed their serviceable life cycle. Continued operation of this facility for any type of program would require either extensive refurbishment or full replacement of various building components to extend the building life 10 – 15 years with some of the main considerations highlighted below:

- Mechanical systems – Majority of the systems require replacement.
- Electrical systems – Majority of the systems require replacement.
- Plumbing – Significant leaks from cracked pipes at various locations require replacement.
- Building envelope – Roof requires replacement. Additional localized spot repairs in different areas of the building are also required, including skylights, eaves and windows.

The review was completed in the absence of a confirmed program and assumed general use assembly space in the west wing A-Frame, suitable for passive activities or no impact sports.

The facility mechanical system is not energy efficient by today's standards and requires high energy consumption and emissions. Studies have shown that modern HVAC units use 30% to 50% less energy compared to units at the Minoru Aquatic Centre made in the mid-1970s.

Hazardous Material Remediation

Following the facility condition assessment, staff engaged an environmental specialist to conduct destructive testing in the vacant building to determine the type and extent of hazardous materials that may exist in the facility. Asbestos, for example, was extensively used as a building construction material between 1950 and 1990 and poses a potential health risk when the fibers are disturbed, particularly during renovation work. Construction disturbance must follow the appropriate safe work procedures specific to hazardous material removal and disposal.

The results from the comprehensive hazardous building materials report confirmed the presence of extensive hazardous materials in the building including asbestos, lead, PCB/mercury and silica. Accordingly, the required renovation work affecting areas that contain hazardous materials must be properly removed or abated by a certified abatement contractor and the process monitored by an environmental specialist.

Suitability for Programming Other Than Aquatics

The Minoru Aquatic Centre was designed for aquatics and has features that make it impractical and/or very expensive to convert for other program uses.

The low cost option of infilling the pool and leveling the pool deck (required for safety) will result in one large program space of almost 11,000 sq. ft.. Indoor group sports are the only programs that need a space of this size and the flooring, perimeter windows, acoustics and ventilation are not suitable for indoor sports without a complete retrofit of the facility. The flooring is suitable for passive activities such as arts and crafts, card games, singing, knitting, and some low impact activities such as carpet bowling, and table tennis. These activities require good acoustics and typically take place in multipurpose rooms of 1,200 – 2,000 sq. ft. It is worth noting all of these activities are already offered at the Minoru Centre for Active Living and other community centres throughout the City.

To prepare the building for passive community group use for a period of 10 – 15 years, the following items need to be addressed at a minimum to ensure the building can be safely accessed and occupied:

- Pools – Infill of the pool basin with a specific structural fill and topping application is required to make the space usable.

- Deck – Pool decks by design are not level, rather they are sloped to facilitate drainage. Leveling of the decks is required to make the space useable and safe.

- Hazardous materials – The recently completed assessment confirms the building contains various types of hazardous materials. Disturbance of these contaminants resulting from renovation work must follow the appropriate safe work procedures.

- Interior modifications – Miscellaneous interior work is required to make the space functional for general use programs including flow into and egress from the building.

- Dedicated mechanical and electrical systems – New heat pumps are required to sufficiently heat and cool the repurposed space. Similarly, new light fixtures are also required to provide adequate lighting in the space.

- Building Code – Upgrades to life and safety requirements are needed to bring the facility up to current building standards. According to BC Building Code, additional washrooms are required to accommodate general assembly use.

- In response to COVID-19, automated features are being implemented in public spaces to limit the spread of the contagion. From the use of touchless technology – automatic doors, hands-free switches, controls and washroom fixtures – to UV light ventilation systems, these features are now becoming more common for reducing the risk of exposure and will have to be considered if the facility is to be repurposed.

Sustainability Considerations

The building assessment study also highlighted that a new similar sized facility designed and built to suit programming needs which meets LEED Gold standards could perform 80 - 90% better in GHG emissions than the current facility status quo. A new high performance building eliminates the need for fossil fuel energy replacing natural gas with electricity.

The Minoru Aquatic Centre A-Frame has a very high ceiling which is generally a good design for aquatic facilities to maintain good air quality. However, for uses other than aquatics, the high ceiling represents an inefficient space for heating, cooling and air circulation in general. This inefficiency results in higher usage of natural gas and electricity as compared to a purpose built facility to suit the intended program.

Options

Staff have prepared two options for consideration as outlined below. Should staff not receive direction from Council, the Minoru Aquatic Centre will continue to be left unused. There is an estimated annual operating cost of $110,000 for security, fire safety, power, pest control, landscaping and minimal maintenance. Costs in this regard commenced in September 2020 and are currently ongoing.

Option 1 - Demolish Facility - Recommended

The estimated cost to complete demolition is $2,700,000 (2021 dollars). The estimate has been reduced from 2019 based on the new findings and recommendations summarized in the hazardous building materials report. Should Council endorse Option 1, project funding will be submitted in the 2021 budget process.

An interim landscape treatment (grass) will be provided until a decision is made on this site as part of the Minoru Park Vision Plan. Funding for the interim landscape treatment is already in place as part of the 2018 Capital Program. An annual Operating Budget Impact (OBI) cost of $4,600 (2021 dollars) would be required to maintain the interim park.

This option would include a review of building materials that could potentially be salvaged and reused on other City projects. Those items that are not salvaged will be removed from the site according to the Council Policy 2308 which targets a waste diversion rate of 80% by weight for major facility renovations.

Option 2 - Repurpose Facility for Low Cost Options- Not Recommended

Taking into consideration the requirements for building modifications to facilitate limited programming, the cost to bring the existing west portion of the Minoru Aquatic Centre to current building standards for the next 10-15 years and prepare the building for limited programming is estimated to be $8,800,000 (order of magnitude 2021 dollars). The overall estimated cost has increased since the previous 2019 staff report as the updated estimate now includes the following:

- abatement and disposal of hazardous materials including supervision;
- roof replacement due to continued deterioration;
- significant repairs to plumbing leaks recently emerged in various locations;
- localized spot repairs in different areas of the building, including skylights, eaves and windows due to continued deterioration;
- dedicated mechanical system such as heat pumps to sufficiently heat and cool the repurposed space;
- new light fixtures to provide adequate lighting in the space;
- 10% increase in demolition waste recycling from 70% to 80%;
- updated building code requirements in relation to life safety;
- additional washrooms are required to accommodate general community use to comply with the building code;
- automated features such as touchless technology in response to COVID-19; and
- inflation.

Cost estimates were prepared by an independent cost consultant and general contractor. Should Council endorse Option 2, project funding will be submitted in the 2021 budget process.

If the west portion of the facility is utilized for programming by a community group, the annual operation and maintenance cost for the entire facility is estimated to be $165,000 (2021 dollars). There may be an additional annual operating cost associated with the proposed use based on program needs and the community group's proposal. Although Option 2 addresses only the west portion of the building, the east portion of the building would remain in place, boarded and fenced for safety. The ongoing costs to maintain the east portion of the facility includes security, pest control, fire safety and fire monitoring.

Should a community group with a suitable program be identified, creation of additional surface parking may be required depending on the extent of the programming. This may impact park space. The cost estimates provided in this report do not include allowances for additional parking or a parking study that may be required.

The overall cost to remediate and operate the Minoru Aquatic Centre is high and exceeds the community benefit of the limited programming opportunities that may be implemented.

Financial Impact

Should Council endorse the staff recommendation to demolish the Minoru Aquatic Centre, the estimated cost is $2,700,000 (2021 dollars) which includes the removal of hazardous materials present in the facility. Staff recommend that a capital project submission in the amount of $2,700,000 be submitted to the 2021 budget process, funded by the Rate Stabilization Account. If the site becomes a park, the above cost will be included in the City's Development Cost Charges program and funded accordingly.

Funding for the interim landscape treatment noted under Option 1 is already in place as part of the 2018 Capital Program. An annual OBI cost of $4,600 will be required to maintain the interim park and will be considered in the 2021 budget process.

Conclusion

The recommended option is to demolish the existing Minoru Aquatic Centre (Option 1), and convert the site back to much needed green park space, regaining park area that was lost to the Minoru Centre for Active Living. The concept design for the future renewal of the Minoru Aquatic Centre site will be considered as part of the Minoru Park Vision Plan process and presented to Council. While it is feasible to repurpose the existing facility, the cost to upgrade the building to a functional level and adapt for reuse is not considered economically viable.

Martin Younis, B. Eng., M. Eng.
Manager, Capital Buildings Project Development
(604-204-8501)

Marilyn Kam, PMP
Project Manager
(604-276-4176)

MY: mk

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	January 11, 2021
From:	Cecilia Achiam General Manager, Community Safety	**File:**	12-8080-12-01/Vol 01
Re:	**Draft New Soil Deposit and Removal Bylaw**		

Staff Recommendation

1. That the report titled "Draft New Soil Deposit and Removal Bylaw", dated January 11, 2021, from the General Manger, Community Safety, be received for information; and

2. That staff be directed to consult with the Food Security and Agricultural Advisory Committee and report back with a proposed bylaw for adoption.

Cecilia Achiam
General Manager, Community Safety
(604-276-4122)

Att. 6

REPORT CONCURRENCE	
ROUTED TO:	**CONCURRENCE**
Engineering	☑
Law	☑
Building Approvals	☑
Sustainability	☑
Policy Planning	☑
Transportation	☑
Finance	☑
SENIOR STAFF REPORT REVIEW	**INITIALS:** MO
APPROVED BY CAO	

Staff Report

Origin

The current Soil Removal and Fill Deposit Regulation Bylaw No. 8094 (the "Current Soil Bylaw") is applicable to lands within the Agricultural Land Reserve (ALR) only. Staff have undertaken a detailed review of the Current Soil Bylaw and determined that there are a number of opportunities to strengthen how the City of Richmond regulates soil deposition and removal throughout the City. In addition, at the General Purposes meeting on July 6, 2020, it was requested that:

> *staff examine the potential size of bonds in relation to soil fill applications.*

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

> *Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*
>
> *2.1 Continued leadership in addressing climate change and promoting circular economic* principles.
>
> *2.2 Policies and practices support Richmond's sustainability goals.*
>
> *2.3 Increase emphasis on local food systems, urban agriculture and organic farming.*

Analysis

Staff have reviewed the Current Soil Bylaw and determined that there are a number of opportunities to strengthen the existing regulatory framework and application beyond lands within the ALR. Staff review indicated that the security deposit, application and renewal fees collected under the Current Soil Bylaw are not sufficient given the scope and size of current and proposed projects. In addition, the regulations within the Current Soil Bylaw do not provide staff the ability to issue penalties to property owners depositing unacceptable soil or other material for unsanctioned projects. Staff have coordinated with Planning and Engineering staff, who are continuing with their ongoing work to support agriculture in Richmond and the management of soil deposition, to ensure that the changes in the Proposed Soil Bylaw are in support of Council objectives. Strengthening regulations within the Proposed Soil Bylaw will serve to protect Council endorsed strategies such as the Environmentally Sensitive Areas Management Strategy, Agricultural Viability Strategy, and the Invasive Species Action Plan.

As a result of the staff review and in response to the request from the General Purposes Committee, staff have reviewed the Current Soil Bylaw and drafted a new Soil Deposit and Removal Bylaw (the "Proposed Soil Bylaw") to replace the Current Soil Bylaw for discussion and consultation. The Proposed Soil Bylaw is attached to this report as Attachment 1.

Moving forward with the Proposed Soil Bylaw allows the City to modernize regulations and ensure that the fees collected reflect the cost to the City. In preparing the Proposed Soil Bylaw, staff consulted and received feedback from the Agricultural Land Commission (ALC), Ministry of Agriculture, Ministry of Environment & Climate Change Strategy, Ministry of Energy, Mines, and Petroleum Resources (MEMPR). As the regulatory regime for natural resources is a specialized discipline, the City retained external legal counsel (Borden Ladner Gervais) experienced in establishing soil bylaws to provide advice on the Proposed Soil Bylaw. Both internal and external legal counsel have reviewed the Proposed Soil Bylaw.

The Food Security and Agricultural Advisory Committee (FSAAC) provides comments on the application submissions for soil deposition and removal in the ALR and have made observations and comments for regulatory and enforcement improvements. The Proposed Soil Bylaw has taken into consideration two motions passed in 2020 by the advisory committee. The FSAAC unanimously recommended a review of the Soil Bylaw and that it include applying requirements to properties exempt from the ALR Regulations (e.g. less than 2 acres). In addition, FSAAC strongly recommended that staff review the exemption in the Current Soil Bylaw for soil deposition of 100 m^3 or less per year.

The following sections provide a description of how the Proposed Soil Bylaw would address the issues previously identified and overall improvements to the City's approach to regulating soil deposit and removal. The proposed changes are described in more detail in Attachment 2.

Exemptions in the Current Soil Bylaw

There are a number of exemptions within the Current Soil Bylaw that limit the ability of the City to ensure that agricultural lands within the City are not negatively impacted by authorized and unauthorized filling. Such exemptions include:

- allowing property owners to import 100 cubic metres of soil per year without requiring a permit;
- allowing the deposition of non-soil material including asphalt, concrete and construction waste;
- allowing the importation of soil to construct access roads; and
- allowing soil to be moved between contiguous parcels.

Each of these items are typically regulated by the ALC but do not require a permit from the City under the regulations in the Current Soil Bylaw. Also of note, under the current system, projects require Council approval only when approval by the ALC is required. The Proposed Soil Bylaw will require that all proposals exceeding 600m^3 on ALR lands (when required as per the *ALC Act* and ALR Regulations) and on non-ALR lands must be approved by Council.

In addition, the Current Soil Bylaw applies only to lands within the ALR. The exclusion of non-ALR lands from the Current Soil Bylaw has allowed some property owners to fill unabated, potentially impacting neighbouring lands. Regulating non-ALR lands will allow the City to require permits and ensure that drainage and geotechnical concerns are addressed prior to importation or removal of soil or other material. In addition, regulating soil and other material

deposition on non-ALR lands will ensure the appropriate material is deposited and that such work does not negatively impact neighbouring lands and City infrastructure.

One permit exemption that will remain is for the placement and removal of preload material on non-ALR Lands due to the temporary nature of these operations. The Proposed Soil Bylaw will continue to regulate soil and other material deposition and soil removal from properties in the ALR to ensure that the City's regulations regarding farm homeplate and agricultural areas are respected.

Soil Deposit/Removal Permit Fees and Security Deposit

As directed by Council, staff have reviewed the security deposit collected by the City with respect to soil deposit/removal permits. The current refundable security deposit collected by the City prior to permit issuance is relatively low and may not provide adequate protection or incentive for permit holders to respect permit conditions or the regulations in the Current Soil Bylaw. Staff are proposing that the City increase the current maximum allowable security deposit of $15,000 to $200,000. This will bring the City in line with municipalities within the Lower Mainland and Fraser Valley (listed for comparison in Attachment 3).

In addition, staff recommend that the City increase the application fee from $600 to $1,000 to assist in offsetting the cost to the City for assessing proposals. The proposed fee increase would be the first increase since the Current Soil Bylaw was adopted in 2007. These fees would be reflected in an amendment to Consolidated Fees Bylaw No. 8636, subject to Council approval.

Proposed Volume Fee

The Proposed Soil Bylaw introduces the requirement for an applicant to provide a non-refundable volume fee to the City, which is to be collected prior to issuance of a soil deposit and/or removal permit. This requirement is in keeping with other municipalities within the region and will be implemented on a per cubic metre basis (comparison shown in Attachment 4). The fee will be used to offset the costs of monitoring on-going projects, which typically increase with project size.

Distinct within the proposed volume fee structure is that projects that import soil from outside of Richmond will be required to provide a higher volume fee to the City. Staff view this as an opportunity to provide an incentive for soil deposit site operators to source soil from Richmond through approved development projects within the City.

The volume fees proposed for Richmond, if approved, would be the highest in the region. However, based on information collected through past surveys of industry representatives, tipping fees being collected in Richmond are also the highest in the region. This is due to Richmond's proximity to major land development projects. When compared as a percentage of tipping fees, the volume fee proposed to be collected by Richmond is comparatively less than other municipalities. Based on projects approved by Council in 2020, revenue generated for the City could range from approximately $50,000 to $150,000.

Enhanced Ticketing and Increased Fines

There are two bylaws that provide authority to issue tickets for bylaw offences. The Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 provides the Soil Bylaw Officer the authority to issue administrative penalties of up to $500, while providing an adjudication process for a person to appeal a ticket/settle disputes. However, there are currently no provisions in the Municipal Ticket Information Authorization Bylaw No. 7321 to issue fines for Current Soil Bylaw related issues. Best practice in bylaw enforcement is to have ticketing authority in both bylaws.

The Proposed Soil Bylaw will include modernized language and fines that reflect changes to Provincial regulations. Cities are now permitted to seek fines of up to $50,000 when pursuing bylaw prosecution in Provincial Court. The Proposed Soil Bylaw will include a $50,000 maximum fine and also a minimum fine amount. This is similar to the City's approach with other property related bylaws. Taken together the new ticketing provisions and increased fines will provide additional enforcement measures as an option, although staff will continue to rely on education and voluntary compliance as a first step.

Food Security and Agricultural Advisory Committee Recommendations

In 2020, FSAAC unanimously recommended a review of the Current Soil Bylaw and that the review include applying requirements to properties exempt from the ALR Regulations (e.g. less than 2 acres). In addition, FSAAC strongly recommended that staff review the exemption in the Current Soil Bylaw for soil deposition of 100 m^3 or less per year.

The Proposed Soil Bylaw removes the exemption within the Current Soil Bylaw that allows for the importation of 100 m^3 of soil per year; however; the Proposed Soil Bylaw will allow for up to 14 m^3 per year without a permit. This exemption is consistent with soil bylaws in neighbouring municipalities and allows property owners two truckloads of soil per year. In addition, measures added within the Proposed Soil Bylaw will serve to better protect ALR properties that are less than 2 acres that may not be subject to the *ALC Act* and/or ALR Regulations.

This report proposes that staff receive direction from Council to consult with FSAAC on all of the regulations in the Proposed Soil Bylaw and report back with a bylaw for enactment.

Review and Inspection of Soil Deposit Permits

The Proposed Soil Bylaw continues to apply the rigorous application requirements and inspection process undertaken by the City when assessing soil deposit or removal applications. All soil deposit and removal proposals requiring approval will continue to require professional oversight and review by a Geotechnical Engineer, Drainage Engineer, Agrologist (should the property be in the ALR), and other professionals as required. Such reviews and reporting requirements, including analysis on the impact of the soil deposition on the capillary action and crop type capability, is intended to ensure that the proposed project will not negatively impact the subject property, neighbouring lands and City infrastructure. For lands in the ALR, oversight and reporting requirements provided by an Agrologist will assist in ensuring the proposal

identifies and provides supporting evidence that the project will deliver an agricultural benefit and that other options, other than soil deposition/removal, have been considered.

The reliance on professionals occurs at both the application phase and throughout the deposition or removal operation. The Soil Bylaw Officer, in conjunction with other City staff, review applications, prepare reports to Council when required and ensure that all inspection and reporting protocols are followed at all times. This includes the detailed protocol established for the "Kavanagh Project" at 14791 Westminster Highway. A list of the City's application requirements are summarized in Attachment 5. Inspection and project oversight requirements are listed in Attachment 6 for information.

Financial Considerations

If the measures contemplated in the Proposed Soil Bylaw are approved by Council, the revenue is anticipated to increase even if the volume of permit remains stable. The increase would be due to increased permit fees, the addition of a volume fee and increased revenues from expanded ticketing. These fees would offset the costs currently being incurred by the City to administer, monitor and regulate soil movement. Each of these potential impacts to revenue are summarized below in Table 1.

Table 1 – Summary of Proposed Revenue Increase

	Collected in 2020	Annual Estimate if Proposed Soil Bylaw is Enacted
Application Fees	$7,000	$10,000
Tickets and Fines	$4,000	$10,000
Volume Fee	N/A	$50,000 to $150,000

Financial Impact

None.

Conclusion

In conjunction with direction from Council and FSAAC, staff have identified a number of opportunities to strengthen the City's approach to regulating soil deposit and removal. These measures include: modernizing the bylaw, closing unintended loop holes, expanding the requirement of permits beyond ALR lands, adjusting application fees to reflect cost recovery and increasing fines and penalties to promote compliance. Staff recommend that the Proposed Soil Bylaw described in this report be presented to FSAAC for input and that staff report back with a bylaw for adoption.

Carli Williams, P.Eng.
Manager, Business Licence and Bylaws
(604-276-4136)

Att. 1: Draft New Soil Bylaw
Att. 2: Comparison of Current Soil Bylaw to Proposed Soil Bylaw
Att. 3: Proposed Soil Deposit/Removal Application Fee and Security Deposit
Att. 4: Proposed Volume Fees
Att. 5: Soil Deposit and Removal Application Requirements Checklist
Att. 6: City Inspection and Project Oversight Protocols and Requirements

City of Richmond

Bylaw 10200

SOIL DEPOSIT & REMOVAL BYLAW NO. 10200

The Council of the City of Richmond enacts as follows:

CITY OF RICHMOND

SOIL DEPOSIT AND REMOVAL BYLAW

NO. 10200

TABLE OF CONTENTS

PART ONE	**APPLICATION**	
1.1	**Application**	1
PART TWO	**DEFINITIONS**	
2.1	**Definitions**	1
PART THREE	**DEPOSITING OR REMOVING**	
3.1	**General Permit Requirements**	6
3.2	**Deposit of Other Material**	6
3.3	**General Permit Exemptions**	6
3.4	**Agricultural Land Reserve Permit Exemptions & Requirements**	8
3.5	**Council Resolution**	8
3.6	**Conflict with Provincial Law or Other Permit or Approval**	8
PART FOUR	**PERMIT APPLICATION PROCESS**	
4.1	**Permit Application Requirements**	9
4.2	**Security Deposit**	13
4.3	**Depositing of Soil and Other Material and Removal of Soil**	14
4.4	**Permit Issuance**	16
4.5	**General Provisions**	17
4.6	**Permit Expiry**	17
4.7	**Permit Renewal, Extension, or Modifications**	18
PART FIVE	**REGULATIONS**	
5.1	**Regulations**	18
PART SIX	**ADMINISTRATION**	
6.1	**Inspections**	19
6.2	**Agricultural Land Commission Notices and Orders**	20
PART SEVEN	**ENFORCEMENT**	

7.1	**Enforcement**	20
PART EIGHT	**COUNCIL RECONSIDERATION**	
8.1	**Request for Reconsideration**	22
PART NINE	**OFFENCES AND PENALTIES**	
9.1	**Offences and Penalties**	23
PART TEN	**SEVERABILITY, CITATION, AND INTERPRETATION**	
10.1	**Severability**	23
10.2	**Citation**	23
10.3	**Interpretation**	23

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Soil Deposit and Removal Bylaw
No. 10200

The **Council** of the City of Richmond enacts as follows:

PART ONE: APPLICATION

1. Application

1.1 This Bylaw applies to all lands located within the City of Richmond.

1.2 Nothing in this Bylaw precludes or relieves a person from complying with any other applicable bylaws of the **City** or all **Applicable Laws**.

PART TWO: DEFINITIONS

2. Definitions

2.1 For the purposes of this Bylaw, the following words have the following meanings:

ALC	means the Provincial Agricultural Land Commission established under the ***ALC Act***.
ALC ACT	means the *Agricultural Land Commission Act*, S.B.C. 2002, c 36.
ALR	means land designated as an agricultural land reserve under the ***ALC Act***, and includes an agricultural land reserve under a former Act.
ALR PROPERTY	means a **Property** located in the **ALR**.
ALR REGULATIONS	means the *Agricultural Land Reserve General Regulation,* B.C. Reg. 171/2002 and the *Agricultural Land Reserve Use Regulation,* B.C. Reg. 30/2019.
APPLICABLE LAWS	means all enactments, regulations, bylaws, standards, ordinances, codes, rules, orders, judgments, directions, directives, guidelines, and policies enacted, adopted, issued or published by a **Governmental Authority** which are applicable in the **City**.

APPLICANT	means a person who has applied for a **Permit**.
BUILDING	has the meaning ascribed to it in the *Building Regulation Bylaw No. 7230.*
BUILDING PERMIT	has the meaning ascribed to it in *Building Regulation Bylaw No. 7230*.
CITY	means the City of Richmond.
CITY CLERK	means the person appointed by **Council** to the position having that name and includes, his or her designates and authorized agents.
CITY PERSONNEL	means the **City**, its agents, employees, officers and servants.
CONSOLIDATED FEES BYLAW	means the City of Richmond *Consolidated Fees Bylaw No. 8636*.
COUNCIL	means the municipal council of the **City**.
DEPOSIT	means the act of temporarily or permanently placing **Soil** or **Other Material** on a **Property**, but does not include the act of placing **Soil** or **Other Material** on a **Property** when such **Soil** or **Other Material** is or will be sold pursuant to a valid and subsisting business license.
END SITE	means a **Property** approved by the **City** to accept **Soil** or **Other Material**. An **End Site** (also known as a '**Soil Deposit** site' or 'fill site') may also be a **Property** that has accepted **Soil** or **Other Material** without obtaining the necessary approvals from the **City** or **ALC**.
ENVIRONMENTAL LAWS	means all **Applicable Laws** relating to fisheries, public health and safety, occupational health and safety, the protection or preservation of the environment, or the manufacture, operation, processing, distribution, use, treatment, storage, disposal, release, transport, handling, or remediation of contaminants as per the *Environmental Management Act,* S.B.C. 2003 c. 53, the *Canadian Environmental Protection Act, 1999* S.C. 1999, c. 33, and the *Fisheries Act,* R.S.C. 1985, c. F-14, and any other similar **Applicable Laws**.

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ENVIRONMENTALLY SENSITIVE AREA	means those areas designated for the purpose of protecting and enhancing the environmental resources and ecosystem services which are critical components in maintaining the **City's** natural attributes and liveability as designated by the *2041 Official Community Plan*.
GENERAL MANAGER	means the General Manager, Community Safety, his or her designates and authorized agents.
GOVERNMENTAL AUTHORITY	means any government, parliament, legislature, court, administrative or regulatory agency, board, tribunal or commission; any other authority or entity charged with the administration or enforcement of legal requirements or any person under the authority of any of the foregoing, other than the **City**.
HIGHWAY	includes a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right-of-way on private **Property**.
LANDFILL	means a site approved by **Council** or a **Governmental Authority** authorized to accept the disposal of **Other Material**, **Soil**, or any material approved by a **Governmental Authority**.
OTHER MATERIAL	includes, but is not limited to, **Woodwaste**, construction and demolition waste, masonry rubble, concrete, asphalt, glass, unchipped lumber, drywall, biological waste, organic waste, including any materials listed in the *Solid Waste and Recycling Regulation Bylaw No. 6803*, but does not include **Soil**.
OWNER	means a person registered in the records of the Land Title Office as the fee simple owner of a **Property**, including the strata corporation in the case of a **Property** under strata ownership.
PERMIT	means the written authority granted by the **General Manager** pursuant to this Bylaw for the **Deposit** of **Soil** or **Other Material**, or the **Removal** of **Soil**.

DRAFT

PERMITTEE	means the holder of a **Permit**.
PRELOAD	means **Soil Deposited** on a **Property** to increase the substrate's bearing capacity to support the designed loads of a proposed **Building** or **Structure** on the **Property**.
PROFESSIONAL AGROLOGIST	means an agrologist registered and in good standing with the British Columbia Institute of Agrologists.
PROFESSIONAL ENGINEER	means a professional engineer registered and in good standing with the Association of Professional Engineers and Geoscientists of British Columbia and maintaining professional liability and errors and omissions insurance in the amount of not less than $5,000,000 per occurrence during the term of his or her engagement.
PROPERTY	means any lot, block or other area in which land is held or into which it is subdivided, including unopened road allowances but excluding a **Highway**.
QUALIFIED ENVIRONMENTAL PROFESSIONAL	means a registered professional Biologist, Geoscientist, Engineer, Forrester, and/or **Professional Agrologist** registered in British Columbia, with demonstrated education, expertise, accreditation, and knowledge relevant to sensitive environments, ecosystems and/or riparian management and is recognized under the *Riparian Areas Regulation*, B.C. Reg. 41/2016.
REMOVE OR REMOVAL	means to take, excavate, or extract **Soil** from a **Property**, but does not include the act of taking, excavating, or extracting **Soil** from a **Property** when such **Soil** is or will be sold pursuant to a valid and subsisting business license.
RIPARIAN MANAGEMENT AREA	has the meaning ascribed to it in the *Zoning Bylaw*.
SECURITY DEPOSIT	means a deposit in the form of cash, cheque or an unconditional, irrevocable letter of credit drawn on a Canadian financial institution, in a form acceptable to the **General Manager**.

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SOIL	means topsoil, cobbles, boulders, sand, gravel, rock, silt, clay, peat, or any other substance of which land is naturally composed, down to and including bedrock, but does not include **Other Material**.
SOURCE SITE	means a **Property** in which **Soil** or **Other Material** is excavated or removed from.
STOCKPILE	means a man-made accumulation of **Soil** or **Other Material** held in storage for future use.
STOP WORK ORDER (SWO)	means a written or verbal notification from the **General Manager** ordering the **Owner** and **Permittee** (if different from the **Owner**) to stop the **Deposit** of **Soil** or **Other Material** and/or **Soil Removal** activities until further notification from the **General Manager**.
STRUCTURE	has the meaning ascribed to it in the *Building Regulation Bylaw No. 7230.*
SUBJECT PROPERTY	means: (a) the **Property** upon which the **Deposit** of **Soil** or **Other Material** has occurred or will occur (with or without a **Permit**); or (b) the **Property** from which the **Removal** of **Soil** has occurred or will occur (with or without a **Permit**).
TRAFFIC BYLAW	means the City of Richmond *Traffic Bylaw No. 5870.*
WATERCOURSE	has the meaning ascribed to it in the ***Zoning Bylaw***.
WOODWASTE	means: (a) wood residue, as defined within the *Code of Practice for Agricultural Environmental Management*; (b) sawdust, hog fuel, bark, and bark mulch; (c) woods chips, slabs, shavings, mill ends, trimmings, edgings; or (d) other wood waste which is the result of any manufacturing process involved in

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	the production of lumber or other wood products.
ZONING BYLAW	means the City of Richmond *Zoning Bylaw No. 8500.*

PART THREE: DEPOSITING AND REMOVING

3.1 General Permit Requirements

3.1.1 No person shall **Deposit Soil** on or **Remove Soil** from a **Property**, unless:

(a) that person has been authorized to undertake the **Deposit** or **Removal**, as applicable, by a **Permit**; or

(b) the person does not require a **Permit** to undertake the **Deposit** or **Removal** pursuant to section 3.3.1.

3.2 Deposit of Other Material

3.2.1 No person shall **Deposit Other Material** on a **Property** unless that person has been authorized to **Deposit Other Material** by a **Permit**.

3.2.2 The **General Manager** will only issue a **Permit** authorizing the **Deposit** of the following **Other Material**:

(a) concrete rubble which is used to construct roadways and has a maximum diameter of 150 mm;

(b) asphalt rubble which is used to construct roadways and has a maximum diameter of 25 mm; or

(c) any **Other Material** as determined by the **General Manager**.

3.2.3 For **Properties** in the **ALR**, the **General Manager** will only issue a **Permit** authorizing the **Deposit** of **Other Material** as permitted under the ***ALC Act*** and/or ***ALR Regulations***.

3.3 General Permit Exemptions

3.3.1 Subject to section 3.3.2, a **Permit** is not required to **Deposit Soil** on a **Property**, or **Remove Soil** from a **Property**, if one or more of the following circumstances apply:

(a) the **Deposit** or **Removal**:

(i) will not involve more than 14 cubic metres of **Soil** over the course of a calendar year;

(ii) is accessory to a permitted residential use of the **Subject Property** on a non-**ALR Property**; and

(iii) does not exceed 0.25 m in height at any point.

(b) the **Deposit** or **Removal** is undertaken by the **City** or a **Governmental Authority**;

(c) the **Deposit** or **Removal** is specifically authorized by a permit or other approval issued by a **Governmental Authority** in which authority to regulate is granted to that **Governmental Authority** pursuant to **Applicable Laws**;

(d) the **Deposit** or **Removal**:

(i) is, in the opinion of the **General Manager**, necessary to deal with a significant threat to the health, safety, or welfare of the public, on such terms and conditions, as required by the **General Manager**; and

(ii) if required by the **General Manager**, payment has been made to the **City** of some or all of the fees set out in Part 4;

(e) the **Deposit** or **Removal** is required to prepare the bearing capacity of **Soil** for the building of foundations for a **Building(s)** and **Structure(s)** on a non-**ALR Property**;

(f) the **Deposit** or **Removal** is related to works and services for a subdivision on a non-**ALR Property**;

(g) the **Deposit** or **Removal** is required for the construction or maintenance of a private sewage disposal system or septic field for which an approval has been granted;

(h) the **Deposit** or **Stockpiling** of **Woodwaste** in accordance with the provisions of the *Code of Practice for Agricultural Environmental Management*;

(i) the **Deposit** or **Removal** is required to maintain or repair an access road, driveway, paved parking area, berm, or dike on private property;

(j) the **Deposit** or **Removal** involves the movement of **Soil** existing within the boundaries of a single **Property**; or

(k) the **Deposit** is undertaken within a **Landfill** and is in compliance with all **Applicable Laws**.

3.3.2 Notwithstanding any other section of this Bylaw:

(a) a **Deposit** or **Removal** which does not require a **Permit** pursuant to section 3.3.1 must comply with section 4.3.1 and sections 5.1.1(a) through 5.1.1(e);

(b) a **Permit** will be required to **Deposit Soil** or **Remove Soil** to facilitate the **Deposit** of **Preload** on a **Subject Property** within the **ALR**, unless:

(i) a **Building Permit** or development permit for a **Building** or **Structure** to be located on the area of the proposed

Preload Deposit or **Soil Removal** has been issued by the **City**; and

(ii) such **Building Permit** or development permit has not expired or been revoked before the **Soil Deposit** has been completed and the **Preload** has been removed;

(c) general **Permit** exemptions granted under the Bylaw do not apply should **Soil** or **Other Material Deposition** or **Soil Removal** be undertaken within an **Environmentally Sensitive Area, Riparian Management Area, Watercourse** or violates any **Environmental Laws**;

(d) general **Permit** exemptions granted under the Bylaw do not apply to a **Subject Property** that is non-compliance with this Bylaw or any **City** Bylaws; and

(e) general **Permit** exemptions granted under the Bylaw do not apply to a **Subject Property** if the **Deposit** or **Removal** of **Soil** or **Deposit** of **Other Material** requires **Council** authorization as per **Applicable Laws** or any **City** Bylaws.

3.4 Agricultural Land Reserve Permit Exemptions & Requirements

3.4.1 A **Permit** is required to **Deposit Soil** on an **ALR Property**, or **Remove Soil** from an **ALR Property**, provided the **General Manager** is of the opinion that the requirement for a **Permit** will not effectively prohibit a **Deposit** or **Removal** which is expressly permitted by the ***ALC Act***, the ***ALR Regulations***, or an order or approval granted pursuant thereto.

3.4.2 A **Permit** will not be issued for a **Deposit** or **Removal** that requires the approval of the **ALC** until the **ALC** has granted such approval.

3.4.3 A **Deposit** or **Removal** referred to in section 3.4.2 must be carried out in accordance with any restrictions, limits or conditions specified for the **Deposit** or **Removal** by the **ALC** or its chief executive officer.

3.5 Council Resolution

3.5.1 A **Council** resolution shall be required only for:

(a) a **Soil Deposit** or **Removal** greater than 600 cubic metres on lands within the **ALR** when required as per the ***ALC Act*** and ***ALR Regulations***; and

(b) a **Soil Deposit** or **Removal** greater than 600 cubic metres on lands outside the **ALR**.

3.6 Conflict with Provincial or Federal Law or Other Permit or Approval

3.6.1 Notwithstanding anything to the contrary in this Bylaw, a person is exempt from compliance with a section of this Bylaw if compliance would:

(a) effectively prohibit an activity which is expressly permitted by a **Governmental Authority** or **Applicable Laws**; or

(b) cause the person to contravene a **Governmental Authority** or **Applicable Laws**.

For certainty, compliance with this Bylaw will not effectively prohibit an activity which is expressly permitted by a **Governmental Authority** or **Applicable Laws** if the section merely imposes additional requirements, conditions or restrictions on the activity.

PART FOUR: PERMIT APPLICATION PROCESS

4.1 Permit Application Requirements

4.1.1 Unless exempted by the **General Manager**, an application for a **Permit** must:

(a) be made in the form provided from time to time by the **City** for that purpose;

(b) be made by the **Owner** of the **Subject Property**, or by an agent of the **Owner**, provided that such agent has been granted written authority to act on behalf of the **Owner**;

(c) be accompanied by sufficient information, as required or determined as necessary by the **General Manager**, to adequately review and assess the proposed **Soil** or **Other Material Deposit** or **Soil Removal**, including information with respect to land ownership, land use, purpose for **Deposit** or **Removal**, site conditions, **Soil** or **Other Material** characteristics, and proposed **Deposit** or **Removal** methodology;

(d) include a non-refundable application fee as specified in the **Consolidated Fees Bylaw**, except that an application fee shall not be required for any application proposing to **Deposit** less than 100 cubic metres of **Soil** or **Other Material** or **Remove** less than 100 cubic metres of **Soil**;

(e) if required by the **General Manager**, provide the following information in form and substance acceptable to the **General Manager**:

(i) a Topographic Survey of the **Subject Property**, prepared by a Registered Land Surveyor showing some or all of the following:

(1) 0.5 metre contours or a grid of spot geodetic elevations;

(2) the area in which **Deposit** or **Removal** is to occur with details of the surface of the **Subject Property** before and after the proposed **Deposit** or **Removal** (including

geodetic elevations), as the case may be;

(3) the location of any existing or proposed improvements, **Structure(s)**, or **Building(s)** on the **Subject Property**;

(4) the location of all existing **Watercourses**, vegetation protection areas, **Riparian Management Areas**, **Environmentally Sensitive Areas**, and environmental covenant areas on or adjacent to the **Subject Property**; and

(5) the location of all existing underground, surface, and aerial services and utilities on or near the **Subject Property**.

(f) include a certified Drainage/Irrigation Plan prepared by a **Professional Engineer** containing some or all of the following, as determined as necessary by the **General Manager**:

(i) showing the design of all permanent and temporary slopes, drainage, and landscaping on the **Subject Property**;

(ii) the existing drainage methods before **Deposit** or **Removal**, the drainage methods to be used during **Deposit** or **Removal**, and the drainage methods to be implemented following completion of the **Deposit** or **Removal**;

(iii) certification that the proposed work will not injuriously affect adjacent **Properties**, **Structure(s)**, **Building(s)**, **City** infrastructure, railway rights-of-way or utilities; and

(iv) certification that adjoining **Properties** will not be subject to more flooding caused directly by storm water runoff from the **Subject Property**.

(g) include a certified Geotechnical Report prepared by a **Professional Engineer** containing some or all of the following, as determined as necessary by the **General Manager**:

(i) that there will be no more settlement or subsidence of any adjoining **Property** or **City** infrastructure, or a **Building** or **Structure** on an adjoining **Property**, than prior to the **Deposit**;

(ii) that the **Deposit** or **Removal**, and resulting settlement or subsidence, will not prevent any use permitted under the **Zoning Bylaw**; and

(iii) that the **Professional Engineer** has reviewed and approved the functionality of the required drainage plan confirming that the drainage plan will work and **City** infrastructure can manage increased capacity.

(h) include, should the **Subject Property** be in the ALR, a report prepared by a **Professional Agrologist** containing some or all of the following, as determined as necessary by the **General Manager,** in relation to the **Subject Property**:

(i) the **Soil** characteristics of the **Subject Property**;

(ii) proposed duration of the project;

(iii) **soil** placement plan including an outline of the proposed program for stripping, storing, and redistributing topsoil during and upon completion of the proposed **Deposit** or **Removal** works on the **Subject Property**;

(iv) site plan/description including site photos and historical land use of the property;

(v) the benefits that the proposed **Soil Deposit** and/or **Removal** project will provide for agricultural productivity and use; and

(vi) any limitations, conditions or recommendations to ensure agricultural integrity is maintained and improved.

(i) include, should the **Subject Property** be in the ALR, a Farm Plan prepared by a **Professional Agrologist** containing some or all of the following, as determined as necessary by the **General Manager,** in relation to the **Subject Property**:

(i) site plan and site description;

(ii) legal description, zoning and current land use;

(iii) **Soil** description and unimproved agricultural capability;

(iv) **Soil** management rationale/improved agricultural capability;

(v) recommended agricultural uses and suitable crops;

(vi) proposed agricultural plan, including:

(1) drainage requirements/rationale;

(2) irrigation requirements/rationale and water sources;

(3) proposed agricultural operator;

(4) proposed planting plan with site plan;

(5) agricultural improvement cost estimate; and

(6) project income statement (5-10 years).

(j) include certification from a **Qualified Environmental Professional** that the **Soil** to be **Deposited** meets any and all criteria for the intended land use at the **End Site**;

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(k) include the location of the **Source Site(s)** in the case of a **Soil** or **Other Material Deposit**, or the location of the **End Site(s)** to which **Soil** is to be **Removed** to, in the case of **Soil Removal**;

(l) include an environmental assessment and independent monitoring plan of the operation at the **Subject Property**;

(m) include a Traffic Management Plan and schedule for trucking of **Soil** or **Other Material** to be **Deposited** at or **Removed** from the **Subject Property**;

(n) include evidence, satisfactory to the **General Manager**, that all requirements have been met under the *Boulevard and Roadway Protection and Regulation Bylaw No. 6366* and *Tree Protection Bylaw No. 8057*;

(o) include an Erosion and Sediment Control Plan prepared by a **Qualified Environmental Professional** showing sediment control works to be implemented on the **Subject Property** to control the run-off of sediment laden water and to prevent the **Deposit** of **Soil** or **Other Material** onto **Properties** adjacent to the **Subject Property** or into nearby **Watercourses**;

(p) include copies of any permits and approvals issued by **Governmental Authorities**, and required by **Applicable Laws**, in connection with the proposed **Soil** or **Other Material Deposit** or **Soil Removal** operation at the **Subject Property**;

(q) include written confirmation from the **Owner** of the **Subject Property** that the **Owner** will waive, remise, release, indemnify and save harmless the **City Personnel** from and against all claims, demands, losses, costs (including legal costs), damages, actions, suits, or proceedings whatsoever brought by reason of, or arising from, the issuance of a **Permit** by the **City** or the proposed **Deposit** of **Soil** or **Other Material** or **Removal** of **Soil**, by or on behalf of the **Owner**;

(r) with respect only for an application for a **Permit** to **Deposit Other Material**, include:

(i) information satisfactory to the **General Manager** addressing possible concerns regarding the effect of the **Deposit** of **Other Material** on:

(1) the health, safety, or welfare of the public;

(2) the short and long term impact (whether positive or negative) on the use of the **Subject Property**;

(3) the short and long term impact (whether positive or negative) on the use of **Properties** adjacent to the **Subject Property**; and

(s) include any other information, reports, and certifications reasonably required by the **General Manager** to consider an application.

4.1.2 An application will be deemed to have been abandoned if the **Applicant** fails to fully and completely respond to a request by the **General Manager** for documentation or information under this Bylaw within six (6) months of the date the request is made. If the **Applicant** wishes to proceed with the **Deposit** of **Soil** or **Other Material**, or the **Removal** of **Soil**, after any such abandonment, the **Applicant** must, unless exempted in writing by the **General Manager**, submit a new application for a **Permit** and must pay an additional non-refundable application fee as specified in the **Consolidated Fees Bylaw**.

4.2 Security Deposit

4.2.1 Prior to the issuance of a **Permit**, every **Applicant** must provide a **Security Deposit** to the **General Manager**. The amount of the **Security Deposit** will be equal to the fee specified in the **Consolidated Fees Bylaw**, based on the approved volume, up to a maximum of two-hundred thousand dollars ($200,000.00) or a lesser amount as determined by the **General Manager** to be adequate in the circumstances, provided the amount of **Security Deposit** will not be less than fifteen thousand dollars ($15,000.00) to ensure full and proper compliance with the provisions of this Bylaw and all terms and conditions of the **Permit**.

4.2.2 If the **Security Deposit** is not sufficient for the **City** to rectify any contravention or non-compliance with the **Permit**, this Bylaw, or any other **City** bylaw relevant to the **Deposit** or **Removal** that is the subject of the **Permit**, the **Owner** of the **Subject Property** will pay any deficiency to the **City** within seven (7) days of receiving a written demand for same from the **City**.

4.2.3 If a **Security Deposit** which takes the form of a letter of credit will expire prior to the **Permittee** complying with the provisions of this Bylaw, or prior to the performance of all of the terms and conditions expressed in the **Permit**, the **Permittee** will deliver to the **City**, at least thirty (30) days prior to its expiry, a replacement letter of credit on the same terms as the original letter of credit provided to the **City**, unless otherwise approved by the **General Manager**. If the **Permittee** fails to do so, the **City** may realize the letter of credit and hold the **Security Deposit** in lieu thereof.

4.2.4 Where the **Security Deposit** is drawn upon for any reason, the **Permittee** will, within fifteen (15) days of receipt of written notice from the **City**, replenish the **Security Deposit** to the amount required by section 4.2.1, unless exempted in writing by the **General Manager**.

4.2.5 Upon expiry of the **Permit** (including any renewal thereof), or completion of the project which is the subject of the **Permit**, whichever occurs earlier, the **Permittee**, or if no longer authorized by the **Owner**, the **Owner** of the

Subject Property, will undertake any activity required by the **General Manager** to ensure that the provisions of this Bylaw, and the terms and conditions of the **Permit**, have been complied with. Such activities may include, but not be limited to, providing the following within thirty (30) days after the earlier of the expiration of the **Permit** or the completion of the project which is the subject of the **Permit**:

(a) a topographical survey prepared by a Registered Land Surveyor identifying the finished elevations to determine the total quantity of **Soil** or **Other Material Deposited**, or **Soil Removed**, from the **Subject Property**;

(b) a final lot grading plan signed and sealed by a **Professional Engineer**;

(c) a final report from a **Professional Agrologist** confirming that the **Soil Deposit and/or Removal** project has been completed as per the conditions of the **Permit**;

(d) a final report(s) from a **Qualified Environmental Professional**, confirming that the **Soil Deposit** and/or **Removal** project has been completed as per the conditions of the **Permit**; and

(e) when applicable, written confirmation from the **ALC** that the project has been completed as per the **ALC** approval.

4.2.6 Subject to sections 4.2.7 and 4.2.8, upon final completion of the **Soil Deposit** and/or **Removal** project which is the subject of the **Permit,** the **City** will have up to six (6) months, after the earlier of the expiration of the **Permit** and the completion of the **Deposit** and/or **Removal** project covered by the **Permit**, to return the **Security Deposit** with no interest attached. If after making reasonable efforts to locate the individual who provided the **Security Deposit**, a non-refundable administrative fee of $1,000 will be charged by the **City** and paid from the **Security Deposit** for each year that the **City** retains the **Security Deposit** commencing six (6) months after the earlier of the expiration of the **Permit** and the completion of the **Deposit** or **Removal** project covered by the **Permit**.

4.2.7 The **City** will not be required to release any **Security Deposit**, or issue a new **Permit**, or renew an existing **Permit**, until all requirements imposed by the **General Manager** pursuant to section 4.2.6 have been complied with to the satisfaction of the **General Manager**.

4.2.8 At the discretion of the **General Manager**, a **Security Deposit** may not be required for a **Permit** issued for the **Deposit** of **Soil** or **Other Material** or **Soil Removal** of less than100 cubic metres.

4.3 Depositing of Soil and Other Material and Removal of Soil

4.3.1 In addition to any terms and conditions contained in a **Permit**, no person shall **Deposit Soil** or **Other Material**, or **Remove Soil**, except in accordance with the following requirements, unless exempted in writing by

the **General Manager**:

(a) the slope or any part of an exposed face of any **Deposited Soil** or **Other Material** will not be greater than the angle of repose necessary for stability of the **Soil** or **Other Material** in question;

(b) the **Deposited Soil** or **Other Material**, or the **Removed Soil**, will not, in any way, interfere with the hydrological function and established above or below ground drainage pattern or capacity of any adjoining or reasonably adjacent **Properties** and will not cause the groundwater table to rise on the **Subject Property** or adjoining or reasonably adjacent **Properties** so as to cause flooding of those **Properties** or malfunctioning of any private sewage disposal system;

(c) the **Deposited Soil** or **Other Material**, or the **Removed Soil**, will not, in any way, foul, obstruct, destroy, impede, divert, or otherwise adversely affect any **Watercourse**, groundwater aquifer, waterworks, drain, sewer or other established drainage facility, whether privately or publicly owned;

(d) the **Deposited Soil** or **Other Material** shall be graded in such a manner that positive gravity drainage is assured throughout, and a drainage system will be installed which is of sufficient capacity and extent to ensure that groundwater and surface run-off will not drain into adjoining **Properties** at greater rates after commencement of the **Deposit** operation than prior to the commencement of the **Deposit** operation;

(e) where **Soil** or **Other Material** is **Deposited** within six (6) metres of a **Property** line, the **Deposited Soil** or **Other Material** will be graded in such a manner so that the slope of the **Deposit** closest to the **Property** line is not steeper than one (1) metre vertical to four (4) metres horizontal;

(f) no **Soil** or **Other Material** will be **Deposited** within three (3) metres of a **Property** line unless otherwise authorized by the **General Manager**;

(g) no **Soil** or **Other Material** will be **Deposited** over or **Removed** from a **City**-owned **Property** or a **Highway** without written authorization from the **General Manager** or, if applicable, from the **Governmental Authority** with jurisdiction over the **Highway**;

(h) no **Soil** or **Other Material** will be **Deposited** in the immediate vicinity of any utilities, railway right-of-way or services which may be damaged by any settlement resulting from such **Deposit**, without first providing the **General Manager** with written authorization to do so from the owner or operator of such utilities, railway right-of-way or services;

(i) no **Soil** or **Other Material** will be **Deposited** over wells or private

sewage disposal systems;

(j) no **Depositing** of **Soil** or **Other Material** or **Removal** of **Soil** may be carried out between the hours of 7:00 p.m. and 7:00 a.m. on any day;

(k) no **Depositing** of **Soil** or **Other Material** or **Removal** of **Soil** may be carried out on a Saturday, Sunday, or any statutory holiday unless specifically exempted in the **Permit**; and

(l) no **Soil** or **Other Material** will be **Deposited** within or **Removed** from an **Environmentally Sensitive Area** or **Riparian Management Area** except in accordance with all **City** bylaws and all **Applicable Laws**.

4.4 Permit Issuance

4.4.1 The **General Manager** may issue a **Permit** upon being satisfied that:

(a) the proposed **Soil** or **Other Material Deposit** or **Soil Removal** complies with all **City** Bylaws and all **Applicable Laws**;

(b) the **Deposit** or **Removal** operation can be carried out safely, without undue nuisance or interference to adjacent **Properties** or the public, or damage or injury to persons or **Property**;

(c) the **Deposit** or **Removal** operation will not cause a **Governmental Authority** to incur excessive costs to provide public utilities, works, or services to the **Subject Property**, or an adjoining or reasonably adjacent **Property**;

(d) the **Applicant** has paid the **City** the non-refundable volume fee required under the **Consolidated Fees Bylaw**;

(e) the **Applicant** has provided proof of general liability insurance coverage in an amount and on terms satisfactory to the **General Manager**; and

(f) the **Deposited Soil** or **Other Material**, or the **Removed Soil**, will not threaten the health, safety, or welfare of the public or be otherwise contrary to the public interest.

4.4.2 A volume fee may be waived at the discretion of the **General Manager**:

(a) if the transporting of **Soil** or **Other Material** is undertaken between adjoining **Properties** without impact or utilization of a **Highway**; or

(b) if a **Permit** to **Deposit Soil** or **Other Material** or **Remove Soil** is less than 100 cubic metres.

4.4.3 A **Permit** may authorize the processing of **Other Material** on the **Subject Property**, provided this activity is permitted by **Applicable Laws**.

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4.5 General Provisions

4.5.1 No person will make a false statement in relation to an application for a **Permit** or with respect to any reports or information provided to the **General Manager** or the **City** pursuant to this Bylaw.

4.5.2 No **Permit** or any interest in a **Permit** will be transferred or assigned, without the advance written approval of the **General Manager**. Unless such advance approval is provided by the **General Manager**, where an **Owner** sells, transfers, or otherwise disposes of a **Subject Property**, the **Permit** will be revoked and returned to the **General Manager**, and no further **Deposit** or **Removal** will be permitted on the **Subject Property** unless and until a new **Permit** is issued for the **Subject Property**.

4.5.3 The **Permittee**, or if the **Permittee** is no longer authorized by the **Owner** of the **Subject Property**, the **Owner** of the **Subject Property**, as applicable, will remove all signage from the **Subject Property** that displays or references the **Permit** within two (2) weeks of the earliest of:

(a) completion of the **Deposit** or **Removal** as provided for in the **Permit**;

(b) expiration or revocation of the **Permit**; or

(c) a written request by the **General Manager** to remove the signage,

failing which, the **Permittee**, as applicable, and the **Owner** of the **Subject Property** irrevocably grants the **General Manager** permission to enter upon the **Subject Property** and remove and dispose of all such signage at the **General Manager's** sole discretion and will indemnify and hold harmless the **City Personnel** from and against any and all claims, demands, losses, costs, damages, actions, suits, or proceedings whatsoever by whomsoever brought against the **City Personnel** by reason of the **General Manager** taking such action.

4.5.4 The **General Manager** is authorized to specify conditions consistent with the **Traffic Bylaw**, for traffic control, haul routes, and utilization of a **Highway** in connection with a **Permit**. Without limiting the generality of the foregoing, a **Permittee** or **Owner** may be required to maintain a truck log detailing:

(a) each date upon which there is a **Deposit** or **Removal**; and

(b) the number of trucks and amount of **Soil** or **Other Material Deposited**, or **Soil Removed**, on each such date.

The **Permittee** or **Owner** will provide the truck log to **City Personnel** upon request by the **General Manager**.

4.6 Permit Expiry

4.6.1 Subject to section 4.7.1, every **Permit** issued shall expire and cease to authorize any **Deposit** or **Removal** twelve (12) months following the date

of issue or such date as may be specified in the **Permit** or such date as may be specified in a renewal or extension of a **Permit**.

4.7 Permit Renewal, Extension, or Modifications

4.7.1 If the **Deposit** or **Removal** operations authorized by a **Permit** are not completed before the **Permit** expires, the **General Manager** may renew, extend, or modify the **Permit** upon written request of the **Permittee** or **Owner**, subject to the following:

(a) there is no obligation on the **City** to renew any **Permit** upon expiry of the **Permit**, except where the **Deposit** or **Removal** is being carried out pursuant to an approval issued by the province, in which case the **Permit** may be extended (annually or otherwise) for the period of time necessary to allow for the completion of the **Deposit** or **Removal** authorized by the provincial permit or other approval;

(b) the **Permittee** shall pay a non-refundable **Permit** renewal fee as specified in the **Consolidated Fees Bylaw**;

(c) the application for a renewal, extension, or modification is received no later than thirty (30) days before the expiry date of the existing **Permit** unless another date is specified by the **General Manager**;

(d) subject to section 4.7.1(a), the **General Manager** may renew or extend a **Permit** for an additional period of not more than one (1) year at a time; and

(e) the **General Manager** may require that the **Permittee** provide additional information authorized by this Bylaw as a pre-condition to considering an application for a **Permit** renewal, extension or modification.

PART FIVE: REGULATIONS

5.1 Regulations

5.1.1 Every **Deposit** or **Removal** and every **Permit** issued under this Bylaw is subject to the observance or fulfilment of the following requirements, restrictions and regulations, to the satisfaction and approval of the **General Manager**:

(a) all damage to drainage facilities, **Watercourses**, **Highways**, or other public or private **Property** shall be promptly and properly repaired to the satisfaction of the **General Manager** at the expense of the **Owner**;

(b) all **Watercourses**, groundwater aquifers, waterworks, drains, sewers, or other established drainage facilities shall be kept free of

all **Soil** or **Other Material** arising from or caused by the **Deposit** or **Removal** operations;

(c) any **Structure** erected or excavations made in connection with a **Deposit** or **Removal** operation shall be temporary in nature and shall be removed forthwith upon completion of the operation or upon request of the **General Manager**;

(d) all hazards or potential hazards arising from the **Deposit** or **Removal** operation shall be adequately fenced or otherwise protected for the safety of the public;

(e) during and upon completion of every **Deposit** or **Removal** operation, the boundaries of all adjacent **Properties**, **Highways**, rights-of-way, and easements shall be protected from erosion or collapse and from run-off of water or mud;

(f) all **Deposit** or **Removal** operations shall be limited only to the area specified in the **Permit** which the **General Manager** may require to be clearly marked at the **Subject Property** and such markings maintained for the duration of the **Permit** and not encroach upon, undermine, damage, or endanger any adjacent **Properties** or any setback area prescribed in the **Permit** or the Bylaw;

(g) a **Stockpile(s)** of **Soil** or **Other Material** shall be confined to the locations prescribed in the **Permit** and shall be maintained so that they do not adversely affect or damage adjacent **Properties** or cause a nuisance to any person; and

(h) every **Permittee** shall post a **Permit** placard in the form provided by the **General Manager** at the entrance of the **Subject Property** in a location visible to the adjacent **Highway**.

5.1.2 The **General Manager** may issue a **Permit** subject to the observance or fulfilment of additional conditions specified in the **Permit** which in the opinion of the **General Manager** are necessary to achieve the purposes of this Bylaw.

PART SIX: ADMINISTRATION

6.1 Inspections

6.1.1 The **General Manager** is authorized to, at all reasonable times, enter upon and inspect:

(a) any **Property** to determine if the **Owner** of a **Property** upon which a proposed **Deposit** or **Removal** operation is situated is required to obtain a **Permit**;

(b) any **Property** to determine if a **Deposit** or **Removal** has occurred in contravention of this Bylaw or any other **City** bylaws; and

(c) a **Subject Property** to ascertain whether the provisions of this Bylaw, the **Permit** issued pursuant thereto, or any of the **City's** bylaws, are being complied with.

6.1.2. Every **Permittee** or, if the **Permittee** is no longer authorized by the **Owner** of the **Subject Property**, the **Owner**, will maintain current records sufficient to allow the progress of the **Deposit** or **Removal** operation to be monitored by the **City** for compliance with the provisions of this Bylaw, the terms and conditions of the **Permit**, and any **City** bylaws relevant to the **Deposit** or **Removal**, and such records will be made available to the **General Manager** upon request.

6.2 Agricultural Land Commission Notices and Orders

6.2.1 Every person who is required to provide any notice to the **ALC** pursuant to the ***ALC Act*** or ***ALR Regulations*** concerning a **Deposit** or **Removal** will, within five (5) days of providing such notice and any subsequent amended notice, as may be applicable, provide to the **General Manager** a copy of such notice, along with any supporting documentation provided to the **ALC**.

6.2.2 Every person who receives an order from the **ALC** pursuant to the ***ALC Act*** or ***ALR Regulations*** concerning a **Deposit** or **Removal** will, within five (5) days of receiving such order and any subsequent amended order, as may be applicable, provide to the **General Manager** a copy of such order from the **ALC**, along with any supporting documentation provided by the **ALC**.

PART SEVEN: ENFORCEMENT

7.1 Enforcement

7.1.1 If an **Owner** of a **Subject Property** or a **Permittee** contravenes a provision of this Bylaw or a **Permit** condition, the **General Manager** may issue a **Stop Work Order** notifying the **Owner** and **Permittee** of such a contravention and may instruct the **Owner** and **Permittee** to correct the contravention. Such a correction may include, but not be limited to:

(a) immediately ceasing all **Soil** or **Other Material Deposit** or **Soil Removal** activities;

(b) addressing any contravention of the **Permit** as specified by the **General Manager** by a date specified by the **General Manager**;

(c) **Removal** of unauthorized **Soil** and/or **Other Material** from the **Subject Property** by a date specified by the **General Manager**;

(d) remediating the **Subject Property** to a standard suitable to the **General Manager** by a date specified by the **General Manager**; and

(e) if requested by the **General Manager**, submit a completed **Soil** or **Other Material Deposit** and/or **Soil Removal** application with a non-refundable application fee twice the amount specified within the **Consolidated Fees Bylaw** to the **City** within five (5) business days, unless specified otherwise by the **General Manager**. Unless exempted by the **General Manager**, the **Applicant** would be required to meet all other requirements within the Bylaw or **Permit**, should one be issued. If an application is not submitted within the specified period, the **General Manager** is authorized to stipulate the means to correct the contravention.

7.1.2 If the **Owner** of the **Subject Property** or a **Permittee** fails to correct a contravention referenced in section 7.1.1, by the date specified in the **Stop Work Order**, or as otherwise instructed by the **General Manager**, then:

(a) the **City** or its appointed agents may enter upon the **Subject Property** or any part thereof and may carry out such works and undertake such actions as the **City** deems necessary to correct or remedy the contravention; and

(b) the **General Manager** may revoke the relevant **Permit**, which will then cease to authorize any **Deposit** or **Removal** at the **Subject Property**.

7.1.3 Other than in case of emergency (as determined by the **General Manager**), in which case notification from the **City** is not required, the **City** will give ten (10) days' written notice to the **Owner** of the **Subject Property** of the **City's** intention to carry out works pursuant to section 7.1.2.

7.1.4 If the **City** carries out works pursuant to section 7.1.2, the **Owner** of the **Subject Property** will reimburse the **City** for the **City's** cost of carrying out such works, plus a 20% administrative fee, within ten (10) days of receiving a written request by the **City** for such reimbursement. If not paid within ninety (90) days, the expense, with interest at the prescribed rate and costs, shall be recovered in the same manner and with the same remedies as municipal taxes or as per section 7.1.5.

7.1.5 The **City** may cash and use the **Security Deposit** provided pursuant to section 4.2.1, for one or more of the following purposes:

(a) to remedy a contravention of this Bylaw, a **Permit** or any other **City** bylaws relevant to the **Deposit** or **Removal** that is the subject of the **Permit**;

(b) to remedy any emergency condition which, in the opinion of the **General Manager**, is associated with, arises from, or is the result of a contravention of this Bylaw, a **Permit**, or any other **City** bylaw relevant to the **Deposit** or **Removal** that is the subject of the **Permit**, and requires immediate action; and

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(c) to satisfy any outstanding fee payable under this Bylaw, including but not limited to, any outstanding volume fee as determined by a final topographical survey.

7.1.6 The **City** will not be liable for any damage, loss or expense of any nature or kind whatsoever, arising out of or in connection with the issuance of a **Permit**, or the **Deposit** or **Removal** of any material, or any other action by the **City** under this Bylaw.

7.1.7 In the event of damage to **City** or privately-owned drainage facilities, **Watercourses**, **Highways**, lands, or other **City** or privately-owned **Property** or facilities, resulting from a **Deposit** or **Removal** operation, the **Owner**, or an agent of the **Owner**, will promptly and properly repair the damage to the satisfaction of the **General Manager**.

7.1.8 All drainage facilities, **Watercourses**, and ground water aquifers will be kept free of **Soil** and **Other Material** originating from the **Deposit** of **Soil** or **Other Material** upon a **Subject Property**, and every obstruction or damage caused to such drainage facilities, **Watercourses**, or ground water aquifers will constitute an offence under this Bylaw.

7.1.9 Dirt, mud, debris, and other substances, which as a result of a **Deposit** or **Removal** operation, are **Deposited** on a **Highway**, will be removed on a daily basis by the **Permittee**. Where the dirt, mud, debris, and other substances cause a hazard or nuisance, they are to be removed immediately by the **Owner** or **Permittee** unless otherwise directed by the **General Manager**.

7.1.10 Where **Soil** or **Other Material** is to be **Deposited**, or **Soil** is to be **Removed**, and is to be transported over a **Highway** or portion in the **City** that is restricted to truck traffic, as defined in the **Traffic Bylaw**, the **Permittee** will be responsible for any damage occurring to that **Highway** as a result of the transportation of the **Soil** or **Other Material**.

7.1.11 Section 7.1 is without prejudice to any other remedies available to the **City** under this Bylaw, under other **City** bylaws, under other **Applicable Laws**, or in equity.

PART EIGHT: COUNCIL RECONSIDERATION

8.1 Request for Reconsideration

8.1.1 Where an **Owner** of a **Property** or **Applicant** is subject to a requirement under this Bylaw, a decision made by the **General Manager** under this Bylaw to refuse, suspend, or revoke a **Permit**, or a decision to take remedial action pursuant to section 7.1.2, the **Owner** or **Applicant** may appeal to **City Council** for reconsideration of the matter within thirty (30) days of the requirement or decision being communicated to them.

8.1.2 An application for reconsideration must be delivered in writing to the **City Clerk** and must set out the grounds upon which the **Applicant** considers

the requirement or decision of the **General Manager** inappropriate and what, if any, requirement or decision the **Owner** or **Applicant** considers **City Council** ought to substitute.

8.1.3 **City Council** may either confirm the requirement or decision of the **General Manager** or substitute its own requirement or decision.

PART NINE: OFFENCES AND PENALTIES

9.1 Offences and Penalties

9.1.1 A violation of any of the provisions of this Bylaw or any **Permit** shall:

(a) result in liability for penalties and late payment amounts established in Schedule A of the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122;

(b) be subject to the procedures, restrictions, limits, obligations and rights established in the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c.60; and

(c) be subject to such fines as may be prescribed in Municipal Ticket Information Authorization Bylaw No. 7321.

9.1.2 Every person who contravenes any provision of this Bylaw or any **Permit** issued under this Bylaw is considered to have committed an offence against this Bylaw and is liable on summary conviction, to a fine of not more than Fifty Thousand Dollars ($50,000), and each day that such violation is caused, or allowed to continue, constitutes a separate offence.

PART TEN: SEVERABILITY, CITATION, AND INTERPRETATION

10.1 Severability

10.1.1 If any part, section, subsection, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of any Court of competent jurisdiction, it will be severed and the validity of the remaining provisions of this Bylaw will not be affected.

10.2 Citation

10.2.1 This Bylaw is cited as **"Soil Deposit and Removal Bylaw No. 10200"**.

10.3 Interpretation

10.3.1 In this Bylaw:

(a) words importing the singular number include the plural and vice versa;

(b) words importing the neutral gender include the masculine and the feminine genders;

(c) the definitions include the past, present, and future tense as applicable;

(d) headings given to sections are for convenience of reference only and do not form part of this Bylaw;

(e) unless expressly stated otherwise, a reference to a "section" is a reference to a section in this Bylaw and a reference to a "Part" is a reference to a Part in this Bylaw; and

(f) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw or policy is a reference to a **City** bylaw or policy, as amended, revised, consolidated or replaced from time to time.

FIRST READING	_____	CITY OF RICHMOND
SECOND READING	_____	APPROVED for content by originating dept.
THIRD READING	_____	APPROVED for legality by Solicitor
ADOPTED	_____	

_____ _____

MAYOR CORPORATE OFFICER

DRAFT

Comparison of Current Soil Bylaw to the Proposed Soil Bylaw

Part	Section	Proposed Change in New Soil Bylaw	Current Soil Bylaw No. 8094
1	**Application**	To apply to all lands (ALR & non-ALR) in the City.	Only applies to lands within the ALR.
2	**Definitions**		
	Deposit	Language is expanded so that the deposit of other material, not just soil, is regulated	Language applies only to soil and does not reference other material (ie. construction waste).
	End Site	A defined term so that all sites receiving soil or other material will be regulated. Term employed within the Bylaw to delineate from 'Source Site'	Not defined.
	Environmentally Sensitive Area	Means those areas designated for the purpose of protecting and enhancing the environmental resources and ecosystem services which are critical components in maintaining the City's natural attributes and liveability as designated by the 2041 Official Community Plan.	Not defined.
	Fill	Term is removed and replaced by more specific definitions of soil and other material.	Means a deposit comprised of soil or permitted material or combination thereof.
	Other Material	A new term that includes, but is not limited to, woodwaste, construction and demolition waste, masonry rubble, concrete, asphalt, glass, unchipped lumber, drywall, biological waste, organic waste, or any materials listed in the Solid Waste and Recycling Regulation Bylaw No. 6803, but does not include soil.	Not defined.
	Preload	Means soil deposited on a property to increase the substrate's bearing capacity to support the designed loads of a proposed building or structure on the property.	Not defined.
	Riparian Management	Has the meaning ascribed to it in the Zoning Bylaw.	Not defined.

	Area		
	Security Deposit	Means a deposit in the form of cash, cheque or an unconditional, irrevocable letter of credit drawn on a Canadian financial institution.	Not defined.
	Soil	Means topsoil, cobbles, boulders, sand, gravel, rock, silt, clay, peat, or any other substance of which land is naturally composed, down to and including bedrock, but does not include other material.	Means topsoil, sand, gravel, rock, silt, clay, peat or any other substance of which land is composed, or any combination thereof.
	Stop Work Order	Means a written or verbal notification ordering the owner and permittee (if different from the owner) to stop the deposit and/or removal activities.	Not defined.
	Watercourse	Has the meaning ascribed to it in the Zoning Bylaw.	Not defined.
3.2	**Deposit of Other Material**	Adding language that allows the City to regulate the deposition of non-soil material ("Other Material").	Not defined. Bylaw does not provide staff the authority to fine or issue a stop work and/or removal order when construction waste has been deposited on properties in the ALR.
3.3	**General Permit Exemptions**	Permit exemption limit capped at 14 cubic metres of soil over the course of a calendar year.	100 cubic metres per calendar year.
		Permit exemption limit reduced to 0.25 metres in depth when depositing 14 cubic metres of soil over the course of a calendar year.	1 metre in depth.
		Exemption not included.	Floriculturist or horticulturist not required to obtain a permit prior to depositing and/or removing material on lands owned by that person or business and in connection with such trade or business.
		Exemption amended such that material can be deposited or removed only for maintenance or	Allows a property owner to import material to "create, maintain or repair a private road,

		repair of an access road, driveway, paved parking area, berm, or dike on private property.	driveway, paved parking area, dyke or any highway or statutory right-of-way necessary to accommodate a permitted use on the property".
		Exemption amended such that the deposit or removal is exempted if undertaken by the City or a Governmental Authority.	Permit exempted if material is required "for the construction, maintenance or repair of utility works within a highway or municipal works, by or on behalf of the City".
3.3	**General Permit Exemptions**	Exemption amended such that the deposit or removal involves the movement of soil existing within the boundaries of a single property.	Permit exempted if moving "existing soil within the boundaries of a single parcel or contiguous parcels of land".
		Exemption not included.	Permit exempted if it "involves the open storage or stockpiling of soil or woodwaste intended to be processed and removed in connection with a lawful use of the land on which they are stored".
		Exemption added: "The deposit is undertaken within a landfill and is in compliance with all applicable laws".	N/A
		Added language within the 'General Permit Exemption' section that stipulates that permit exemptions do not apply within an Environmentally Sensitive Area, Riparian Management Area, Watercourse and/or deposition or removal of soil or other material violates any Environmental Laws. In addition, that general permit exemptions granted under the Bylaw do not apply to a subject property that is non-compliance with any City bylaws.	N/A
3.5	**Council Resolution**	A Council resolution shall be required for proposals exceeding 600m^3 on ALR lands (when required as per the *ALC Act* and ALR Regulations) and on non-ALR lands.	N/A
4.1	**Permit**	Application fee:	Application fee - $600.

	Application Requirements	• Less than 100 cubic metres - $0 • 100 to 600 cubic metres - $600 • Exceeding 600 cubic metres - $1,000 (to be specified in the Consolidated Fees Bylaw)	
		Formal language added regarding requirement to provide a drainage plan prepared by Professional Engineer.	N/A
		Formal language added regarding requirement to provide a geotechnical report prepared by Professional Engineer.	N/A
		Formal language added regarding requirement to provide a report prepared by a Qualified Agrologist for Properties in the ALR.	Current language: "A description of the composition and volume of the soil to be removed or fill to be deposited as prepared by a Professional Agrologist".
		Formal language added regarding requirement to provide a Farm Plan prepared by a Qualified Agrologist for Properties in the ALR.	N/A
4.2	**Security Deposit**	$5.00 per cubic metre ($200,000 max.; $15,000 min.) (to be specified in the Consolidated Fees Bylaw)	$15,000 maximum.
4.3	**Depositing of Soil and Other Material and Removal of Soil**	Soil importation/removal will be restricted on weekends and statutory holidays unless specifically exempted in the permit. Hours to be restricted between 7:00pm and 7:00am.	Soil importation/removal currently restricted on Sundays and statutory holidays. Hours currently restricted between 8:00pm and 7:00am.
4.4	**Permit Issuance - Volume Fee**	Adopting a non-refundable volume fee to be collected from the applicant by the City to be collected on permits issued over 100 cubic metres. (to be specified in the Consolidated Fees Bylaw)	N/A

4.7	**Permit Renewal, Extension, or Modification**	Permit Renewal Fee - $300. (to be specified in the Consolidated Fees Bylaw)	Permit Renewal Fee - $100.
7.1	**Enforcement**	Formalizes the Stop Work Order and Removal Order process and remediation requirement.	Current process allows City to issue an order to cease activities and require a remedy to obtain compliance.
7.1.1	**Enforcement - Application Fee**	Application fee to be twice the amount if application is submitted following unauthorized soil or other material deposition or soil removal.	N/A
7.1.4	**Enforcement - Payment for Remedial Works**	If the City carries out works, the owner of the subject property will reimburse the City for the City's cost of carrying out such works, plus a 20% administrative fee.	Current language does not allow the City to recover administrative or overhead costs for carrying out remedial works on the owner's behalf.
9.1.1	**Offences and Penalties**	Clause added to allow for issuance of Municipal Ticket Information, with fines of $1,000 per offence.	Currently only Bylaw Violation Notices can be issued.
9.1.2	**Offences and Penalties - Bylaw Prosecution**	$50,000 maximum fine; $1,000 minimum.	$10,000 maximum fine; no minimum.

Local Government Application Fee and Security Deposit Table

Local Government	Application Fee	Security Deposit	Permit Renewal Fee
Richmond	**$600**	**$15,000 max.**	**$100**
Richmond (proposed)	**$0 - up to 99m³** **$600 - 100 to 600m³** **$1,000 - Over 600m³**	**$5.00 per m³ ($200,000 max)**	**$0 - up to 99m³** **$300 - 100 to 600m³** **$500 - Over 600m³**
Abbotsford	No amount charged	$10,000 + $5,000 per ha ($15,000 min to $100,000 max.)	No amount charged
Chilliwack	$250	$5,000 max.	No amount charged
Delta	$500 (non-ALR lands) $100 (ALR lands)	$0.50 per m³ ($100,000 max.)	$500 (non-ALR lands) $100 (ALR lands)
Maple Ridge	$50 - Up to 350m³ $350 - 351 to 5,000m³ $750 - Over 5,000m³	$1,000 – up to 350m³ $5,000 min. – over 350m³ $2.00 per m³ for up to 20,000m³ $1.00 per m³ over 20,000m³	$50 – up to 350m³ $175 – over 350m³ $375 – over 5,000m³
Pitt Meadows	$250	$5.00 per m³ (no max)	$100
Surrey	$741	$5.00 per m³	$741 $281 - permit transfer fee
Township of Langley	$250 - Up to 600m³ $500 - Over 600m³	$5.00 per m³ ($1,000 min.)	$500

Notes: A security deposit is typically refundable unless drawn upon by the City to address issues of non-compliance or damage to City infrastructure due to soil deposit and/or removal operations.

COR staff most recent review of Soil Bylaws from neighbouring municipalities occurred in July 2020

Local Government Volume Fee Table

Local Government	Volume Fee (per m^3) *Typical load equals $7m^3$	Approximate Tipping Fee ($ per load)	Volume Fee as a Percentage of Tipping Fee
Richmond	**No amount charged**	**$75-$100**	**0%**
Richmond (proposed)	**$1.00 (removal)** ($7.00) **$1.00 (deposit) Soil sourced within Richmond** ($7.00 per load) **$2.00 (deposit) Soil sourced from outside of Richmond** ($14.00 per load)	**$75-$100**	**9.3%-7%** **9.3%-7%** **18.6%-14%**
Abbotsford	$0.67 ($4.69 per load)	$35-$50	13%-9%
Chilliwack	$0.50 ($3.50 per load)	$35-$50	10%-7%
Delta	$0.50 ($3.50 per load)	$50-$70	7%-5%
Maple Ridge	$0.50 ($3.50 per load)	Unknown	Unknown
Pitt Meadows	$0.50 ($3.50 per load)	Unknown	Unknown
Surrey	$0.57 (for removal) ($3.99 per load)	Unknown	Unknown
Township of Langley	$1.00 ($7.00 per load)	$50-$70	14%-10%

Notes: The City of Richmond, unlike surrounding municipalities, does not currently collect a 'volume fee'. A 'volume fee' is paid directly by the permit holder to Local Government on a per cubic metre basis and should not be mistaken with a 'tipping fee'.

A 'tipping fee' is typically paid by the contractor and/or soil source site operator to the property owner/permit holder to deposit soil on the owner's property. Tipping fees are variable and can be wide ranging throughout the region as the tipping fee amount is based on the soil source location in proximity to the approved soil deposit site, type of soil, and season.

The percentage indicated in Column 3 outlines the approximate amount of income other municipalities collect as a percentage of what the property owner may receive per load via the 'tipping fee'.

COR staff most recent review of Soil Bylaws from neighbouring municipalities occurred in July 2020

Soil Deposit and Removal Application Requirements Checklist

A property owner or designated agent typically provides some or all of the following to the City:

- **Soil Deposit Application** and **Non-Refundable Application Fee** ($600.00)
- **Agrologist Report** prepared by a qualified Agrologist. The report should include, but not be limited to:
    - Soil placement plan (including topsoil stockpiling plan)
    - Description of the type and volume of soil being to be deposited on or removed from the property
    - A site plan/description including site photos and historical land use of the property
    - Reasons for the application (ie. explanation of why soil deposition or removal is required)
    - Duration of time required to complete the project
    - Proposed monitoring/reporting recommendations
    - Address any drainage issues and the measures that will be taken by the property owner to avoid impacting neighbours, City property, Riparian Management Areas (RMA), and Environmentally Sensitive Areas (ESA) within or bordering the property
- **Farm Plan** to include the following information:
    - A Site Plan and Site Description
    - Legal Description, Zoning and Current Land Use
    - Soils Description and Unimproved Agricultural Capability
    - Soil Management Rationale/Improved Agricultural Capability
    - Recommended Agricultural Uses and Suitable Crops
    - Proposed Agricultural Plan including:
        - Drainage Requirements/Rationale
        - Irrigation Requirements/Rationale and Water Sources
        - Proposed Agricultural Operator
        - Proposed Planting Plan with a site plan
        - Agricultural Improvement Cost Estimate (including material costs, drainage costs, irrigation costs and installation costs)
        - Projected Income Statement (5-10 years)
- **Drainage/Irrigation Plan** prepared by a Qualified Professional with acceptable related experience. The drainage plan should include, but not be limited to, the following:
    - Engineering assessment (memorandum):
        - Calculate additional rainfall run off that will be generated by the development
        - Identify the capacity of the City drainage system to accommodate the additional flow and/or how drainage will be managed within the applicants property
        - Provide details of impacts (if any) to surrounding properties and the City's drainage system
            - Should the proposed project create flows beyond the capacity of the existing City drainage system, the applicant will be required to provide drainage infrastructure improvements that can accommodate the additional drainage capacity
    - Drainage Plan drawing:
        - Show all nearby utilities and proposed drainage infrastructure
        - Identify all right-of-ways

        - Identify dedications for Environmentally Sensitive Areas and Riparian Management Areas

- **Geotechnical Report** prepared by a Geotechnical Engineer. The geotechnical report should include, but not be limited to the following:
    - Geotechnical assessment of the impacts to the surrounding properties (both public and private) and City infrastructure and must confirm that there will be no negative impacts during the proposed operations and post-project completion
    - Establish and identify the soil placement plan and/or removal process plan
    - Review and approve functionality of the Drainage Plan supplied by the Civil Engineer
    - Provide guidance on drainage infrastructure installation
    - Ensure the Drainage Plan does not allow groundwater to drain into the City's drainage system
- **Topographic Survey provided** by a Registered Land Surveyor. The survey may be incorporated within the Geotechnical Report and should include, but not be limited to identifying the following:
    - Pre and post-fill geodetic elevations with cross sections
    - Proposed soil placement area
    - Existing property lines, right-of-ways, structures and nearby utilities
    - Dedications for Environmentally Sensitive Areas and Riparian Management Areas
- **Water Management Plan** prepared by a by a Qualified Professional with acceptable related experience explaining why improving drainage cannot be undertaken – rather than soil deposition – to improve the property should the proposal to import soil be due to drainage and/or water table issues. In addition, provide an explanation as to why berming and pumping cannot be implemented to improve on-site drainage and/or water table issues
- **Erosion and Sediment Control Plan** prepared by a Qualified Environmental Professional or Civil Engineer:
    - The plan must ensure that erosion and sediment from the proposed development/alterations to the subject property(s) do not impact City watercourses or drainage infrastructure in accordance with Bylaw 8441 - Watercourse Protection and Crossing Bylaw and Bylaw 8475 - Pollution Prevention and Clean-Up.
- **Traffic Management Plan** detailing the proposed access route to and from the property, site access/egress route, and traffic control measures.
- **Certificate of Title**
- **Corporate Registry** must be included if the Registered Owner is a Company
- **Agent Authorization Form** is required if an agent is representing the Owner(s)
- **Current BC Assessment Roll Report** which includes parcel information and Farm Status provided by BC Online
- **ALC Submission** document
- **ALC Application Fee** ($1,500.00) is to be provided to the City should a 'Soil Use for the Placement of Fill' application receive Council resolution authorizing staff to forward the application to the ALC

Soil Deposit Permit Requirements and City Inspection and Project Oversight Protocols

Following a soil deposit or removal proposal receiving approval from the ALC and City, City staff prepares a comprehensive soil deposit and/or removal permit that sets out a number of conditions, including but not limited to:

- Required oversight by a professional agrologist
- Project reporting requirements, including
  - Source site inspection by the agrologist-of-record
  - Agrologist report every 3,000m^3
  - Final report from the agrologist-of-record
- On-site monitor providing inspection of imported soil
- Should it be deemed necessary by the General Manager:
  - Reports from the Drainage Engineer, Geotechnical Engineer or any other professionals responsible for the project
  - Revised/final drainage plans
- Final topographic Survey provided by a Registered Land Surveyor
- Required protection measures for Riparian Management Areas, Environmentally Sensitive Areas and watercourse (if applicable)
- Measures needed to eliminate impacts, including drainage, to neighbouring properties and City infrastructure
- Permitted hours/days of operation
- Implementation of a Traffic Management Plan

In addition to the expected reporting requirements of the agrologist-of-record or other qualified professionals to the City and ALC, the City's Soil Bylaw Officer maintains proactive inspection/oversight to ensure Permit conditions are being adhered to. Inspection protocols include:

- multiple site inspections per week of the approved soil deposit site at the onset of the project to ensure conditions of the Permit are being maintained
- weekly site assessments to continue to be undertaken when soil importation is underway to ensure the Permit conditions are respected
- meet on-site with the site supervisor on a regular basis
- maintain communication with the agrologist-of-record and/or agent on a regular basis;
- ensure qualified professionals are adhering to their requirements
- review reports to ensure conditions of the Permit are being satisfied; and
- advise the ALC staff of concerns relative to the project and ensure ALC staff undertake inspection or review project outcomes to ensure compliance with the approval conditions as ALC staff do not maintain any on-site inspection of approved soil deposit and/or removal projects

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	December 3, 2020
From:	Marie Fenwick Director, Arts, Culture and Heritage Services	**File:**	03-1085-01/2020-Vol 01
Re:	**2021 Arts and Culture Grant Program**		

Staff Recommendation

1) That the 2021 Arts and Culture Grants be awarded for the total recommended amount of $116,815, as identified in Attachment 1 of the staff report titled "2021 Arts and Culture Grant Program," dated December 3, 2020, from the Director, Arts, Culture and Heritage Services; and

2) That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

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

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance Department	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:** CJ	**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 2021 Arts and Culture Grant Program, now in its tenth year.

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

> *Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*
>
> *3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*
>
> *3.2 Enhance arts and cultural programs and activities.*
>
> *3.3 Utilize an interagency and intercultural approach to service provision.*

Findings of Fact

2021 Arts and Culture Grant Budget

The 2021 Arts and Culture Grant Budget is $116,815. Following Council direction in response to the COVID-19 pandemic, there is no 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 per cent of the annual operating budget, to a maximum of $10,000.

- Project Assistance Grants are provided to support organizations working on a project basis or undertaking a special initiative outside the scope of their normal operations, and are awarded up to a maximum of 50 per cent of the total project budget, to a maximum of $5,000.

Notice Given and Applications Received

In September 2020, announcements were placed on the City website, circulated via email and social media channels and a press release was issued advising the community that applications were being accepted for the 2021 City Grant Programs until October 28, 2020. A link to the City website was provided for further information and to access the online application system.

Each month between September and November, emails were sent to subscribers of the Arts & Culture eblast, comprised of more than 490 individual artists and arts/cultural organizations that have opted to receive information from City staff throughout the year. Application Guidelines are available as pdfs along with links to the online form on both the "City Grant Program" and the "Artists' Opportunities" pages of the City website.

Staff met with all previous grant recipients individually over the summer to review their 2020 application and activities, discuss any updates to their organization and project offerings, and make recommendations where appropriate.

Twelve applications were received for Operating Assistance and 10 for Project Assistance, for a total combined request of $148,970. Tables outlining requests and recommended allocations for the 2021 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary Sheets, providing key information about each application, are found in Attachment 3. The Grant Application Summary Sheets are taken verbatim from the applicants' submissions. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the October 28, 2020 deadline. However, a one-week extension for supplementary documents (to November 4) was provided for applicants who had experienced technical difficulties with their applications.

New Applications

This year, three new Project Assistance applications were received from three organizations that had never previously applied for a City Grant: Arisun Yue Opera Society, BC Philharmonic Society and Uzume Taiko Drum Group Society.

Application Review Process

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

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

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

In this tenth year of the Arts and Culture Grant Program, most applicants expressed challenges and uncertainty as a result of the COVID-19 pandemic. Despite this, staff noted the innovation and resilience groups have shown. There is also continued improved self-awareness among many of the applicants regarding the value of professional administrative support and a desire to undertake professional development initiatives to increase their capacity.

Analysis

2021 Arts and Culture Grant Program Information

The number of Operating Assistance applications received remained stable in 2021 with a total of 12 applications, an increase of one since 2020. There was a slight decrease in the number of Project Assistance applications submitted this year with 10 applications, down by two from 2020.

Numbers of applications, allocations and staff recommendations are:

Table 1: Operating Assistance

OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012–2021)										
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Total number of applications	10	9	9	9	9	12	11	12	11	12
New applicants	n/a	2	n/a	1	0	2	0	0	0	0
Grants denied	2	0	0	0	0	0	0	1	0	0
Partial amount of request recommended	3	1	9	7	2	12	11	2	11	12
Full amount of request recommended	5	8	0	2	7	0	0	9	0	0
Total amount requested	$71,000	$71,700	$77,600	$71,000	$76,300	$106,300	$99,500	$102,050	$93,175	$101,200
Total amount allocated/ recommended	$50,900	$71,200	$62,170	$62,190	$76,000	$89,454	$89,159	$91,824	$86,385	$85,875

Table 2: Project Assistance

PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012–2021)										
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Total number of applications	17	13	14	12	7	9	7	5	12	10
New applicants	n/a	5	6	2	0	1	0	0	6	3
Grants denied	4	4	2	1	0	3	1	0	4	2
Partial amount of request recommended	8	5	12	11	2	6	6	3	8	8
Full amount of request recommended	3	5	0	1	5	0	0	2	0	0
Total amount requested	$58,780	$50,600	$59,736	$53,150	$32,150	$36,900	$35,000	$23,000	$68,410	$47,770
Total amount allocated/ recommended	$31,400	$23,100	$41,870	$42,890	$31,497	$20,300	$22,900	$22,700	$30,430	$30,940

Table 3: Combined Operating and Project Assistance

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012–2021)										
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Total number of applications	26	22	23	21	16	21	18	17	23	22
New applicants	n/a	5	6	2	0	1	0	0	6	3
Grants denied	7	4	2	1	0	3	1	1	4	2
Partial amount of request recommended	18	9	21	18	4	18	17	5	19	20
Full amount of request recommended	8	13	0	3	12	0	0	11	0	0
Total amount requested	$133,280	$122,300	$137,336	$124,150	$108,450	$143,200	$134,500	$125,050	$161,585	$148,970
Total budget	$100,000	$102,020	$104,040	$105,080	$107,497	$109,754	$112,059	$114,524	$116,815	$116,815
Total amount allocated/ recommended	$82,300	$94,300	$104,040	$105,080	$107,497	$109,754	$112,059	$114,524	$116,815	$116,815

Reasons for Partial or No Funding

The recommended grant allocations vary depending on the degree of competition among applicants in any given year. This year was particularly competitive with the City receiving $32,115 in requests in excess of the allocated budget of $116,815. As such, none of the applicants were recommended for the full amount requested and all organizations who were recommended for funding in 2021 will receive a slight decrease in their funding over the previous year. As per the adjudication process noted above, applicants recommended for a higher percentage of requested funding scored higher than those recommended for lower percentages.

Overall, 20 out of 22 applicants were recommended for funding. Two applicants from the Project Assistance grant stream were not recommended for funding. One did not meet the program's eligibility criteria as the applicant sought Project Assistance in addition to Operating Assistance, which is not permitted under the Grant Guidelines. The other was denied based on the substance of their proposed project and budget. With the growth in the number of new applicants last year, City staff offered free information and grant writing workshops prior to this year's deadline and plan to repeat this for the next application year.

Financial Impact

The 2021 Arts and Culture Grant Program has a budget of $116,815. The 2021 recommended allocations are itemized in Attachments 1 and 2. Disbursement of grant funds will only be made once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

Project Assistance	$30,940
Operating Assistance	$85,875
Total	$116,815
Remaining	$0

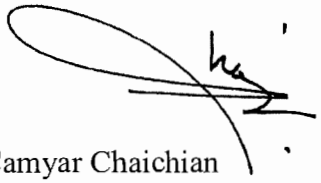
Conclusion

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

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

The City of Richmond Arts and Culture Grant Program is a source of funding for the applicants, who range from long-standing professional institutions to groups of enthusiastic amateur artisans. The program also provides an important opportunity for capacity building for these organizations, including those who may have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in many of the Grant Use Reports. The program also supports organizations to build their capacity and skills through annual face-to-face meetings with City staff.

The 2021 Arts and Culture Grant Program makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff recommend that the 2021 Arts and Culture Grants be allocated as proposed for the benefit of Richmond organizations and residents.



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

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

2021 Arts and Culture Grant - Summary of Recommendations

OPERATING ASSISTANCE GRANTS	
Society Name	**Recommendation**
Canadian YC Chinese Orchestra Association	$8,100
Cinevolution Media Arts Society	$9,200
Community Arts Council of Richmond	$8,400
Richmond Arts Coalition	$9,300
Richmond Community Band Society	$1,600
Richmond Community Orchestra and Chorus Association	$8,000
Richmond Delta Youth Orchestra	$8,000
Richmond Music School Society	$9,400
Richmond Potters' Club	$5,800
Richmond Singers	$8,000
Richmond Youth Choral Society	$8,000
Textile Arts Guild of Richmond	$2,075
TOTAL OPERATING ASSISTANCE	**$85,875**

PROJECT ASSISTANCE GRANTS	
Society Name	**Recommendation**
Arison Yue Opera Society	$3,490
BC Philharmonic Society	$4,000
Caravan Stage Society	$0
Direct Theatre Collective Society	$2,500
Philippine Cultural Arts Society of BC	$3,500
Richmond Art Gallery Association	$4,450
Richmond Arts Coalition	$0
Steveston Historical Society	$4,000
Uzume Taiko Drum Group Society	$4,550
Vancouver Cantonese Opera	$4,450
TOTAL PROJECT ASSISTANCE	**$30,940**

OPERATING ASSISTANCE SUBTOTAL	**$85,875**
PROJECT ASSISTANCE SUBTOTAL	**$30,940**
COMBINED TOTAL	**$ 116,815**

2021 Arts and Culture Grant – Table of Applicant Requests and Recommendations

OPERATING

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	$ 9,400	$ 10,000	$ 8,100	The organization has worked well to adapt to pandemic restrictions by offering online rehearsal and performance opportunities for members. They are encouraged to seek more partnerships in the community. There are also some concerns with the budget presentation as well as the organization's capacity to maintain services outlined with little or no staff support.	1
Cinevolution Media Arts Society	$ 9,550	$ 10,000	$ 9,200	Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, youth, and new immigrants. They are to be commended for providing innovative and provocative programming at a range of popular events and pop-up locations across Richmond. As the Society continues to grow, they are encouraged to continue to strategically plan for long-term growth and organizational sustainability.	3

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Community Arts Council of Richmond	$ 8,800	$ 10,000	$ 8,400	This organization is commended for demonstrating a commitment to their growth and evolution through their well-managed arts initiatives and their focus on improving organizational systems. They have adapted to the challenges of the pandemic with strong digital platforms. They are encouraged to continue their efforts to ensure their volunteer capacity is not strained by their growth. The group is also encouraged to further broaden their activities to reflect the diverse make-up of the city.	5
Richmond Arts Coalition	$ 9,400	$ 10,000	$ 9,300	This organization is making positive strides as they transition from a purely volunteer-run organization to supporting an Executive Director who has delivered robust programs and strengthened community partnerships. Their application has the depth and clarity required for success and they are encouraged to use this grant as leverage for other sources of funding that can further strengthen their capacity.	7
Richmond Community Band Society	$ 3,500	$ 2,000	$ 1,600	This organization has a long history of providing uplifting arts experience in community events and social service settings. The group is facing considerable challenges due to the pandemic and support to help them weather this period is recommended.	9

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Richmond Community Orchestra and Chorus Association	$ 8,400	$ 10,000	$ 8,000	This organization has a long history of providing arts experiences for audiences and participants alike. They are commended for their efforts to adapt to pandemic restrictions. The group is encouraged to engage in capacity building initiatives in order to ensure organizational management and systems, such as staffing, marketing and accessibility, are reflecting the growth and diversity of the community.	11
Richmond Delta Youth Orchestra	$ 9,400	$ 10,000	$ 8,000	This organization continues to provide meaningful artistic experiences and has made commendable efforts to adapt to the challenges of the pandemic. It is recommended that in future grant applications the organization highlights and demonstrates the strengths and benefits of their engagement of youth through the arts.	13
Richmond Music School Society	$ 9,300	$ 10,000	$ 9,400	This organization is commended for the significant improvement in their organizational systems. They implemented a strong plan in response to the pandemic and continue to provide meaningful work for artists and excellent education opportunities for children and youth. Additionally, they have launched a program that addresses the need to support seniors against social isolation during the pandemic.	15

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Richmond Potters' Club	$ 6,500	$ 6,500	$ 5,800	This organization provides an art form that is unique and in high demand. The group has a long history of success and they have weathered the restrictions of the pandemic, thus far. They are encouraged to find creative solutions to reviving their popular pottery sales during the pandemic. In order to support their continued evolution from a club to a robust arts service provider for the community, the organization is encouraged to prioritize their proposed organizational review.	17
Richmond Singers	$ 9,405	$ 10,000	$ 8,000	Although this organization has an excellent track record, it is recognized that their art form faces particular challenges and restrictions due to the pandemic. The group has strong volunteer and financial foundations that will help it weather this period. They are encouraged to continue to find creative ways to conduct their operations within the current restrictions.	19
Richmond Youth Choral Society	N/A	$10,000	$8,000	This group continues to provide valuable arts experiences for children and has good partnerships including the school district. Having weathered some internal organizational transformation, there is some concern that the revenue expectations over-reach organizational capacity. The group is encouraged to prioritize their organizational capacity in the immediate future.	21

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Textile Arts Guild of Richmond	$ 2,730	$ 2,700* *Only 2,297 eligible as per guidelines	$2,075	This organization has a long history of maintaining an important cultural practice. They are generous with their time and provide exceptional community service through their charitable activities. To address the group's self-identified concern of reduced membership, a continuation of their efforts to build partnerships and a review of their membership recruitment strategy is recommended.	23

PROJECT ASSISTANCE

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Arison Yue Opera Society	N/A	$5,000	$3,490	With their first application to the Arts and Culture Grant Program, this organization's project boasts numerous local artists, strong volunteer support and provides a diverse and unique arts experience. The organization has a good implementation plan that responds to presenting arts programs given the realities of the pandemic. The audience target is set very high given the specificity of the art form and the capacity of the organization. The group is encouraged to develop a more robust marketing strategy in order to meet their goals.	25

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
BC Philharmonic Society	N/A	$5,000	$4,000	With their first application to the Arts and Culture Grant Program, this project adds to the diversity of arts experiences in Richmond and supports youth development. The artistic leadership has strong credentials and an impressive number of local artists are engaged. Connections with volunteers and community partners are strong. Receipt of the grant is subject to availability of the local theatre venue and the mitigation of pandemic restrictions, if still in effect.	27
Caravan Stage Society	$ 2,500	$ 5,000	$ 0	The various governmental safety and regulations approvals required, in addition to pandemic restrictions, make the feasibility of the project being successful within the timeline presented very low. The organization is encouraged to re-apply next year when there will be a greater chance for success. Prior to re-applying, it is recommended that the group review their financial reports with staff.	30
Direct Theatre Collective Society	$ 3,670	$ 2,770	$ 2,500	This organization is commended for conceiving a project that is responsive to community needs during the pandemic. The project also shows strong commitment to the enhancement of the art form. There is some concern about capacity and the group is encouraged to build a strong contingency plan in the event all current projected revenues do not materialize.	32

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Philippine Cultural Arts Society of BC	$ 4,000	$ 5,000	$ 3,500	This annual event is both important to the community it serves and provides a diverse arts experience in Richmond. The application does not demonstrate how participant in-person engagement will be managed given pandemic restrictions. It is strongly urged that a pandemic safety plan is created. The workshop and rehearsal engagement alone is worthy of funding even if a large-scale performance may not be feasible.	34
Richmond Art Gallery Association	$ 4,700	$ 5,000	$4,450	This project has a highly successful track record and is a valuable resource for local artists. The organization runs the project in a professional manner and has increased participation despite the pandemic. The gallery has shown leadership in transitioning programs into successful online engagement during the pandemic. They are encouraged to fold this project into their overall operations.	36
Richmond Arts Coalition	N/A	$5,000	$0	As the Richmond Arts Coalition is receiving Operating assistance, this application is not eligible.	38
Steveston Historical Society	$ 1,500	$ 5,000	$4,000	This project is commended for the strong focus on youth arts development as well as providing an engaging challenge for a local arts professional. For future grants, the organization is encouraged to work with staff to ensure budget elements, such as in-kind expenses, align correctly with the guidelines.	41

Organization	2020 Grant	2021 Request	2021 Recommend	Comments	Pg
Uzume Taiko Drum Group Society	N/A	$ 5,000	$ 4,550	Though their first application to this grant program, this well-known local organization has a strong track record in producing online arts events with a robust audience reach. The artistic partnerships are strong and project is planned well. As their success grows, it is recommended that the organization reflect on staff and volunteer capacity to manage that growth.	43
Vancouver Cantonese Opera	$ 4,700	$ 5,000	4,450	This project has strong leadership and a proven track record of both live and online presentation. The organization is encouraged to continue to build on their good efforts to provide accessibility to their art form. They are also encouraged to continue to ensure Richmond artists are well represented in their presentation. These efforts will support their continued evolution from a club to a robust arts service provider for the community.	46
TOTALS		**$148,970**	**$116,815**		

Operating Assistance Application for 2021

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 6 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, provide free performance for senior homes, local regional center, cultural events, festivals, and celebrations across our community. As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond at the performing Hall of the Richmond Art Center. With Cultural Grants from the City of Richmond in the last six years, we have been able to produce large scale concerts at The Richmond Gateway Theatre. 2014 Ocean Home Town concert, 2015 Qiao's Grand Courtyard concert, 2016 Festival Gala and Multicultural Art Festival concert, 2017 Rising stars concert, 2018 Canada International Art Festival, 2019 Colors of Summer concert. In fact, the above concerts were huge success and we had full house of over 500 audiences each time. In 2019, all tickets were sold out 4 weeks before concert.

GRANT REQUEST

Requested Amount:	$10,000
Society Operating Budget:	$61,000

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

Most Recently Completed Year	Proposed Year

Total Revenue:	$31,326	$43,300
Total Expenses:	$30,510	$43,000
Surplus:	$3,359	$300
Accumulated Surplus:	$816	$300
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: $8,100

Aggregate Score: 42.75

Recommendation:

The organization has worked well to adapt to pandemic restrictions by offering online rehearsal and performance opportunities for members. They are encouraged to seek more partnerships in the community. There are also some concerns with the budget presentation as well as the organization's capacity to maintain services outlined with little or no staff support.

Society: Cinevolution Media Arts Society

Society Mandate Summary:

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

Society History:

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

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

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

In 2015, we transitioned from a traditional film festival model to two signature programs:

Digital Carnival (DC), an annual festival of cutting-edge media art for community audiences. Encompassing a wide range of emerging and established media artists and art forms, the series has established experimental media arts as part of Richmond's public landscape. From 2015-2019, DC took place as part of the Richmond World Festival. In 2021, DC will be a hybrid festival with online components and a physical exhibition at the Richmond Art Gallery.

DocuAsia Forum uses documentary film as a platform to gather artists, researchers, community organizers and diverse publics for critical dialogue on current issues in contemporary Asia, their local relevance, and global implications.

Cinevolution has also produced two notable original online projects: Underwater Chinatown (2014 -2016) and Art Talking Women (2012-2016).

GRANT REQUEST

Requested Amount: $10,000

Society Operating Budget: $130,543

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$40,893	$347,224
Total Expenses:	$40,729	$347,250
Surplus:	($164)	$26
Accumulated Surplus:	$4,116	$4,142

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

GRANT RECOMMENDATIONS

Recommended Amount: $9,200

Aggregate Score: 45.3

Recommendation: This organization continues to be impressive in their evolution from a small community intiative to a well-respected organization on the national landscape. Their mission and mandate is unique and forward thinking. There are some concerns about the ambitious revenue targets. A continued emphasis on supporting staff organization and capacity is recommended in order to ensure continued success.

Society: Community Arts Council of Richmond

Society Mandate Summary:

Our mission is to develop the arts and culture sector of Richmond to provide a wide range of opportunities for citizens of all generations to enjoy the benefits that the arts and culture provide.

Society History:

Before 1970 a group of like-minded arts advocates decided they needed to support and sustain the arts community in Richmond and encourage its growth: The Community Arts Council of Richmond was born. The CACR soon expanded their reach to Richmond's residents as well, connecting artists and citizens to share all the invaluable benefits the arts offer.

The CACR is a working board that is actively involved in all the organization's projects. Board members meet monthly to plan initiatives both independently and through partnerships with Richmond's local artists and cultural organizations. Our initiatives and projects serve different purposes such as strengthening the presence of the arts in the community, providing new opportunities to artists, and supporting the City's Art Strategy.

Some highlights include:

• We raised major funds to support the capital building projects like The Gateway Theatre and the Richmond Cultural Centre.

• We have run the Reach to Teach program that gifts youth of various socio-economic backgrounds the chance to collaborate and reap the benefits of art education, successfully for 9 years.

• We have successfully adapted the 10th annual Midsummer Art's Dream exhibition in Richmond to a digital platform to adapt to social distancing regulations and increase its availability

• We contribute significantly to all art disciplines in Richmond in the form of grants and scholarships and organize and host workshops throughout the city.

• We facilitate the development of quality programs in the arts for our members and the public alike.

• We provide gallery space for artist members to exhibit and sell their work at a nominal cost, produce countless exhibitions, shows, and performances in partnership with Richmond's arts and culture organizations.

• We promote a greater public awareness of the arts by providing whenever possible, free events, programs, and exhibitions that will benefit Richmond's citizens and support the City of Richmond's Arts Strategy.

GRANT REQUEST

Requested Amount: $10,000

Society Operating Budget: $44,715

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$39,972	$48,050
Total Expenses:	$27,773	$60,768
Surplus:	$12,199	$12,718
Accumulated Surplus:	$115,218	$102,500

Other Funders: BC Gaming $10,000, BC Creative Communities $7,900

GRANT RECOMMENDATIONS

Recommended Amount: $8,400

Aggregate Score: 43

Recommendation:

This organization is commended for demonstrating a commitment to their growth and evolution through their well-managed arts initiatives and their focus on improving organizational systems. They have adapted to the challenges of the pandemic with strong digital platforms. They are encouraged to continue their efforts to ensure their volunteer capacity is not strained by their growth. The group is also encouraged to further broaden their activities to reflect the diverse make-up of the city.

Society: Richmond Arts Coalition

Society Mandate Summary:

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

Society History:

In 2004, the City of Richmond passed the Richmond Arts Strategy, which included a recommendation to improve communication between arts groups and to strengthen the arts community as a whole. RAC was formed as a Society on November 1st, 2005 as a direct result. In 2008, the City endorsed a '2010 Arts Plan', identifying RAC as the organization responsible for bringing local artists, arts organizations together, leading RAC to becoming an advocacy group for the local arts and culture community. RAC continues to partner with the City on Art Symposiums and the Annual Richmond Arts Awards, and has facilitated substantial grants for hiring local artists for the annual Richmond Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation. In 2019 and 2020, a youth scholarship was awarded via the fund. Also in 2013, RAC surveyed artists, arts organizations, and the public about the state of the arts in Richmond. Since 2015, RAC has collaborated with the Richmond Art Gallery on ArtRich, a bi-annual, month-long, juried exhibition of local artists. Starting in 2018, RAC has collaborated with the Steveston Historical Society on the annual Songs in the Snow: A Vintage Christmas, finding performers and paying artist fees with awarded BC Arts Council grants. Also in 2018, with help from Tourism Richmond, RAC launched a refreshed website. RAC's social media and website share arts events and opportunities, and feature local artists. RAC's monthly newsletter reaches artists, arts supporters, local newspapers, and Tourism Richmond. During the COVID-19 pandemic in 2020, RAC successfully organized and negotiated a production plan for a digital Maritime Festival; the virtual online event received over 46,000 viewings by the end of the festival. RAC regularly engages with staff and City Council to speak on arts issues, and actively reaches out to other community groups to promote and advocate the importance of Arts for a healthy and vibrant Richmond.

GRANT REQUEST

Requested Amount:	$10,000
Society Operating Budget:	$75,000

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$81,414.81	$111,740
Total Expenses:	$76,719.65	$111,740
Surplus:	$4,695.16	$0.01
Accumulated Surplus:	$12,856	$12,856
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: $9,300

Aggregate Score: 45.75

Recommendation:

This organization is making positive strides as they transition from a purely volunteer-run organization to supporting an Executive Director who has delivered robust programs and strengthened community partnerships. Their application had the depth and clarity required for success and they are encouraged to use this grant a leverage for other sources of funding that can further strengthen their capacity.

Society: Richmond Community Band Society

Society Mandate Summary:

To provide Richmond - focused musical concerts for the public,

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

Society History:

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

Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals, most of whom are seniors resident in Richmond. Past performances have included Nov 11 ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 34 consecutive years) ticketed fund raising concert at the Gateway Theatre. XXXXXXXX We also have performed at various seniors' residences, the Minoru Seniors' Centre, and now the Center for Active Living,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 July and August 7 members joined band teacher Brenda Khoo for an hour of Monday "night music" in Kozier Park to demonstrate support of our front line COVID workers, and to provide a much - needed live music social event for nearby residents.

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

GRANT REQUEST

Requested Amount:	$2,000
Society Operating Budget:	$10,387.02

MOST RECENT PREVIOUS GRANT(S)

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

2016	$2,900 Operating Assistance

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$4,651.54	$7,200
Total Expenses:	$5,735.48	$11,225
Surplus:	$1,083.94	($4,025)
Accumulated Surplus:	$28,547.72	$24,522.72
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: $1,600

Aggregate Score: 41.25

Recommendation: This organization has a long history of providing uplifting arts experience in community events and social service settings. The group is facing considerable challenges due to the pandemic and support to help them weather this period is recommended.

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:	$10,000
Society Operating Budget:	$133,700

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$98,455	$51,094

Total Expenses:	$103,224	$75,134
Surplus:	($4,769)	($24,040)
Accumulated Surplus:	$75,728	$51,688

Other Funders: BC Gaming $25,000

GRANT RECOMMENDATIONS

Recommended Amount: $8,000

Aggregate Score: 41.75

Recommendation:

This organization has a long history of providing arts experiences for audiences and participants alike. They are commended for their efforts to adapt to pandemic restrictions. The group is encouraged to engage in capacity building initiatives in order to ensure organizational management and systems, such as staffing, marketing and accessibility, are reflecting the growth and diversity of the community.

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 enrollment has nearly doubled. The Orchestra currently includes 111 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year, the RDYO performs numerous outreach concerts in Richmond and Metro Vancouver, including (in 2019 and 2020) at the Richmond World Festival, Culture Days, Richmond Cultural Centre, Richmond Public Library, WE Day, Maple Residences, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

GRANT REQUEST

Requested Amount:	$10,000
Society Operating Budget:	$147,652.93

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$149,210.17	$119,380
Total Expenses:	$147,652.93	$119,800
Surplus:	$1,557.24	($420)
Accumulated Surplus:	$36,925.58	$36,505.58

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $8,000

Aggregate Score: 41.75

Recommendation:

This organization continues to provide meaningful artistic experiences and has made commendable efforts to adapt to the challenges of the pandemic. It is recommended that in future grant applications the organization hi-lights and demonstrates the strengths and benefits of their engagement of youth through the arts.

Society: Richmond Music School Society

Society Mandate Summary:

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

Society History:

The Richmond Music School Society (RMS) has been a committed contributor to the cultural life of Richmond since it was established in 1979. As we enter our 41st anniversary season, we remain as committed as ever to a high standard of professional criteria with a focus on the accessibility of quality music education to all sectors of Metro Vancouver. As a founding member of the BC Association of Community Music Schools, RMS must adhere to a high standard of professional criteria to which commercial schools are not bound. Our focus is on the accessibility of music education to all sectors of the Richmond community, with an emphasis on program excellence and community work. As part of our commitment to the community, we can often be seen performing at events such as Culture Days, Aberdeen Centre, Lansdowne Mall, in addition to the free concerts that we house at the School. Our students also perform monthly recitals for different senior care facilities in Richmond, bringing the gift of music to those often isolated from the performing arts. Between the cost of instrument purchases, equipment rentals, sheet music, lesson fees and program fees; music lessons can be a luxury that not everyone can afford. RMS is bridging this gap by ensuring equity of access to quality music education through its various outreach programs, bursaries, scholarships and affordable lesson fees.

GRANT REQUEST

Requested Amount:	$10,000
Society Operating Budget:	$401,270

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$349,357.95	$262,350
Total Expenses:	$344,796.02	$262,350
Surplus:	$4,561.93	$1
Accumulated Surplus:	$1,005	$1

Other Funders: Outreach Violin Program $44,290

GRANT RECOMMENDATIONS

Recommended Amount: $9,400

Aggregate Score: 46.5

Recommendation: This organization is commended for the vast improvement in their organizational systems. They implemented a strong plan in response to the pandemic and continue to provide meaningful work for artists and excellent education opportunities for children and youth. Additionally, they have launched a commendable program that addresses the need to support seniors against social isolation during the pandemic.

Society: Richmond Potters' Club

Society Mandate Summary:

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

Society History:

Formed in 1969 the RPC has, as volunteers, organized, administered & provided adult ceramic art classes to the Richmond public & is open to the public to join. The RPC offers workshops/demonstrations, provides in-house education in clay arts for adults, has regular meetings, have exhibition & workshop opportunities to enhance the talents of artists, holds annual sales, maintains a website & social media account, and is a long-time supporter & participant in City community events providing demonstrations & displays. RPC shares the studio with the City's children program. It is anticipated that each group will have their own studios in 2021/2022 & are working collaboratively with the City. RPC currently owns about $40,000 worth of equipment & materials & will have the funds needed for the separate studio. Members have studio access throughout the year to create & voluntarily do the many jobs needed for the operation of the studio & club. We welcome the public into the studio, answer their queries & share our joy of the arts. We support the children's classes, offered by the City of Richmond, working with the instructors to ensure the studio is well kept & safe for the groups to work in harmony. Our well attended yearly sales, which include the Richmond Spinners & Weavers Guild, give us a chance to engage with the public, exposing them to art, and giving them an opportunity to shop locally & support local artists. The Club supports local organizations with donations/outreach. RPC has been a dedicated participant & supporter of the City of Richmond events providing displays & demonstrations to the public. RPC has provided opportunities to enhance artist creativity & education with classes, workshops & demonstrations. As ambassadors of the arts, the RPC hopes to convey to & share with the public its passion for clay work & the value of art of in our community. *Covid-19 pandemic has effected many of the above and adjustments are made in compliance with safety protocols.

GRANT REQUEST

Requested Amount:	$6,500
Society Operating Budget:	$59,000

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

Most Recently Completed Year **Proposed Year**

Total Revenue:	$46,994	$25,500
Total Expenses:	$47,381	$25,500
Surplus:	($387)	$0.01
Accumulated Surplus:	$6,111.85	$0.01
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: $5,800

Aggregate Score: 43

Recommendation:

This organization provides an art form that is unique and in high demand. The group has a long history of success and they have weathered the restrictions of the pandemic, thus far. They are encouraged to find creative solutions to reviving their popular pottery sales during the pandemic. In order to support their continued evolution from a club to a robust arts service provider for the community, the organization is encouraged to prioritize their proposed organizational review.

Society: Richmond Singers

Society Mandate Summary:

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

Society History:

In 1971 our founder Pam Hiensch, an active member of our Ensemble, placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet. A group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and changed our name to The Richmond Singers. With 55 active members and 3 associates, we provide a choral presence in the community for over 49 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston, Natasha Neufeld, and since Sept 2019, Fabiana Katz. Our members range in age from 20s – 70 + and come from varied backgrounds and talents. The choir produces two to three major concerts per season, often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our concerts. The choir is available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 18-member Richmond Singers Ensemble sing an interactive program at senior facilities and daytime events, receiving little or no remuneration. Both choirs are very involved with our community, by giving benefit concerts to raise funds for other organizations such as the Richmond Hospice Society, Canadian Cancer Foundation, Tim Horton's Kids Camps and Music Heals. We were very fortunate to be invited to represent BC at the July 1, 2003 "UNISONG" celebrations in Ottawa. In 2009, the Richmond Singers were proud to represent BC at Festival 500 in St John's, Newfoundland. In 2016 we joined 1000 singers from around the world in Powell River to sing at the Kathaumixw International Choral Festival. We actively participate in BC Choral Federation activities. In 2019 we adopted a Diversity Policy to promote equality of opportunity for all our members. We embrace and respect the diversity of our community and we endeavour at all times to celebrate music and song without discrimination.

GRANT REQUEST

Requested Amount:	$10,000
Society Operating Budget:	$62,925

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

Most Recently Completed Year **Proposed Year**

Total Revenue:	$44,118.71	$63,745
Total Expenses:	$50,570.44	$71,925
Surplus:	($6,451.73)	($8,180)
Accumulated Surplus:	$1	($1)
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: $8,000

Aggregate Score: 41.5

Recommendation:

Although this organization has an excellent track record, it is recognized that their art form faces particular challenges and restrictions due to the pandemic. The group has strong volunteer and financial foundations that will help it weather this period. They are encouraged to continue to find creative ways to conduct their operations within the current restrictions.

Society: Richmond Youth Choral Society

Society Mandate Summary:

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

Society History:

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-10 season of the RYHC, the choirs were recognized as a premiere group within our city. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, performing with and hosting the Wakayama Children's Choir from our sister city. Wakayama, Japan and in 2015 we returned the visit to Wakayama. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. We have worked with other composers like Larry Nickel and Iman Habibi. In 2015 we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we planned a year of celebration including a collaboration with the RDYO to premier another new commission partnering with Timothy Corlis called "We Will Sing You Home". We also represented Richmond and BC in Ottawa on July 1st for Canada 150. In 2017 we collaborated with a professional Theater production called "The Ridiculous Darkness" with Alley theater. The production won a Jessie. In July 2018 we represented Canada in South Africa at the World Choir Games. We are anticipating attending again in Belgium pending the pandemic. We are also planning for our 20th Anniversary season for 2021-2022!

GRANT REQUEST

Requested Amount:	$10,000
Society Operating Budget:	$33,000

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$33,000	$33,000
Total Expenses:	$32,500	$32,500
Surplus:	$500	$500
Accumulated Surplus:	$1	$1

Other Funders: BC Gaming $4,200

GRANT RECOMMENDATIONS

Recommended Amount: $8,000

Aggregate Score: 41.25

Recommendation:

This group continues to provide valuable arts experiences for children and has good partnerships including the school district. Having weathered some internal organizational transformation, there is some concern that the revenue expectations over-reach organizational capacity. The group is encouraged to prioritize their organizational capacity in the immediate future.

Society: Textile Arts Guild of Richmond

Society Mandate Summary:

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

Society History:

TAGOR was formed in 1975. From 1976 to 1988 the Guild focused on educational workshops and speakers. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993. TAGOR hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. In 2016 TAGOR added Habitat for Humanity as a community partner and created 12 quilts for the families moving into their Richmond Project houses. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public. In 2018 the TAGOR website was totally re-designed including online registration for workshops. Also that year, TAGOR's Constitution and By-Laws were updated to comply with the BC Societies Act. In 2019, TAGOR was a finalist in the Richmond Arts Award Volunteer Category. Also that year, TAGOR was chosen by Richmond Public Art to participate in the No. 3 Road Art Column project which was successfully completed in February 2020.

GRANT REQUEST

Requested Amount:	$2,700
Society Operating Budget:	$12,900

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$6,229	$7,255
Total Expenses:	$7,414	$7,255
Surplus:	($1,185)	$1
Accumulated Surplus:	$10,533	$3,278
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: $2,075

Aggregate Score: 43.25

Recommendation:

This organization has a long history of maintaining an important cultural practice. They are generous with their time and provide exceptional community service through their charitable activities. To address the group's own concern of reduced membership, a continuation of their efforts to build partnerships and a review of their membership recruitment strategy is recommended.

Society: **Arisun Yue Opera Society**

Project Name: **Yue Opera Cloud Performance**

Dates: Chinese new year period (spring of 2021)

Project Summary:

By inviting professional Yue Opera players from all over the world (e.g. from Toronto, Hong Kong, China etc), we are going to make a Yue Opera Public Performance in the cloud for citizens in Richmond, Vancouver, our province as well as all over the world just before summer 2021 (June 2021).

Society Mission/Mandate:

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

Society History:

Our association is a 40+ members organization which will produce a formal public performance at a formal performance hall such as the Michael J Fox Theatre or similar community centers every year. Since the inception, we organize workshops for the purpose of opera practice under the guidance of our senior professional performers on every Saturday at a rental place in Richmond until February 2020 as Covid-19 became a serious threat.

Most of our members are residents in the Richmond community and our association play a very unique role to promote, to train and to produce live Yue Opera performances to the local citizens.

We have on a regular basis an audience of 30 to 40 (non-members from our association)to come and enjoy live performance of Yue Opera. On April 22 2019, we produced the first ever formal Yue Opera Performance at the Michael J Fox Theatre to the citizens of Vancouver. We have a full house of audiences over 530 and was a big success. Local citizens from all walks of lives and different ethnic backgrounds came and enjoy a professional level of Yu Opera performance. With hard working from our members, we have been able to set tickets at a reasonable price and seniors and students are happy to get their 20% discount. The videotaping for the above production at Michael J Fox Theatre can be accessed from this link: https://youtu.be/FkXSOVxCeY8.

On the other hand, our AYOS also performs for the local community during Ethnic festival (e.g. during the Chinese Spring festival, Canadian Multi-cultural events, Christmas time) at local community centers such as The Vancouver Round House Community Center, Sunset Community centers and senior homes .

Since February this year, we basically move all activities on line. Using Zoom and wechat, we have been able to provide Yue Opera training and appreciation to our members as well Yue Opera

lovers.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$26,000
Society Operating Budget:	$26,560

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$28,701	$26,560
Total Expenses:	$28,418	$26,000
Surplus:	$283	$500
Accumulated Surplus:	$667	$1,167

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $3,490

Aggregate Score: 38

Recommendation: With their first application to the Arts and Culture grant program, this organization's project boasts numerous local artists, strong volunteer support and provides a diverse and unique arts experience. The organization has a good implementation plan that responds to presenting arts programs given the realities of the pandemic. The audience target is set very high given the specificity of the art form and the capacity of the organization. The group is encouraged to develop a more robust marketing strategy in order to meet their goals.

Society: **BCPhilharmonic SOciety**

Project Name: **Music Travels Time and Space**

Dates: June 19, 2021

Project Summary:

The project " Music Travels Time and Space " is combined by symphony orchestra, mixed choral, soloists together and performing the vocal/instruments of new compositions concert. These compositions will apply use of a modern concert form, with the help of modern choral performance ,with symphonic forces (combining modern composition technique and traditional Chinese folk music producing a novel orchestral sound) leading the Canadian audience, through Time and Space, back to the Chinese Tang Dynasty era.

Society Mission/Mandate:

Formed at the end of 2016, the BC Philharmonic Orchestra Society BCPO (formally known as Vancouver Youth Philharmonic Orchestra Society) is a non-profit society with a mandate to promote, to perform and to produce orchestra music in Vancouver as well as all over the world.

The mission of the BC Philharmonic Society is to provide organizational support to promote and serve the needs of its members in their many musical activities. The founding principles of the Society are inclusion and innovation in developing a musical legacy.

The mandate of the Society is to develop a greater understanding and appreciation of regional cultural activities, both contemporary and traditional, and share and develop common cultural understanding and experience with members and audience alike through public performance events and educational programs.

Society History:

Since the end of 2016, in these 4 years, the BCPO has become very popular in the greater Vancouver (included Richmond) community by giving out many public performances with more than 50 musicians under the supervision of the music director/conductor Zhuo, Rui Shi who won the first prize at Romania Black Sea International Conducting Competition at different occasions with a high level professional performing.

We made our first "Flash Mob" at the Richmond Lansdown Mall in April 2017. And we had our first

annual concert at the Fraser-view Church in Richmond In June 2017. Also we were invited to perform to celebrate the Chinese New Year at the Richmond Aberdeen Center in February 2018. Especially, our orchestra performed at big theater of Disney Land World, Los Angeles, California USA on March 2018 and also we held a jiont performances with Telesis Academy Orchestra, Nogales and Rowland High School Combines Orchestra and RUSD Honor Orchestra in USA.

We have our second annual concert at the Norman Rothstein Theatre Vancouver BC in June 19, 2018. A week before, BCPO and VYPO had a joint performance for annual 2019 concert. Aa lot of audience joined our wonderful performance in the Vancouver Scottish Culture Center on June 15, 2019.

Especially, we performed a very successful concert of the commemoration of the 80th anniversary of the creation of the "Yellow River Cantata. On October 20, 2019 with BC Philharmonic Orchestra and Vancouver Youth Philharmonic Orchestra combined Herald Chanters Choir and Si-Chuan Xing Hai Choir, we produced a very successful concert at the Chan Center of UBC and, Grand Concert with BC Philharmonic Orchestra and Vancouver Youth Philharmonic Orchestra combined Herald Chanters Choir and S.C.U.T. Vancouver Alumni Chorus on Vancouver Playhouse on December 22, 2019. Now, BCPOS received a lot of performing invitation.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$32,300
Society Operating Budget:	$25,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$32,909.12	$25,500
Total Expenses:	$32,288.45	$25,300
Surplus:	$620.67	$200
Accumulated Surplus:	$620.67	$820

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $4,000

Aggregate Score: 41.5

Recommendation: With their first application to the Arts and Culture grant program, this project adds to the diversity of arts experiences in Richmond and supports youth development. The artistic leadership has strong credentials and an impressive number of local artists are engaged. Connections with volunteers and community partners are strong.

Society: **CARAVAN STAGE SOCIETY**

Project Name: **Virtual Rogues Mainland Premiere in Richmond**

Dates: Aug 10-15, 2021

Project Summary:

The Caravan will be presenting our Lower Mainland Premiere of our newest production VIRTUAL ROGUES -- in the city of Richmond. We have a site secured at Shelter Island Marina to mount the production for a run of 6 days from August 10 to August 15, 2021. This event is a show celebrating the Caravan Stage Company's 51st year of producing, and creating, and touring original theatrical productions (all under the continuous artistic management of founders and directors, Paul Kirby & Adriana Nans Kelder) ...and bringing these shows to audiences in very unique venues.

Society Mission/Mandate:

The Caravan Stage is a Canadian non-profit touring theatre company, founded in BC in 1970. The Caravan creates and tours original contemporary theatre works on the themes of environmental degradation, social equality, and human rights. The Caravan tours these works to audiences in an unusual mode ... from 1970 to 1993 with large wagons pulled from town to town by Clydesdale horses and performing in a large tensile tent ... from 1994 to the present, in a custom-built 90ft Tallship with the audience sitting on the shore watching the shows presented on the decks and up in the rigging of the Caravan ship, the Amara Zee ("The Heart of the Sea Goddess"). The Caravan created these culturally evocative venues in order to entice and attract a non-traditional popular audience to contemporary Canadian theatre. This, in turn, allows the Caravan to create and perform experimental productions with a content that resonates with the dreams and concerns of peoples from a diverse range of social and economic backgrounds. The Caravan shows embrace the contemporary ethos of current times: environmental degradation & climate change, gender conflicts, digital surveillance techno culture, annihilation of indigenous peoples, exploitation of racism and the loss of mystery, magic, and mythology.

Society History:

Initially, from 1970 to 1997, the Caravan toured in five large colourful circus style wagons pulled by teams of Clydesdale horses, staging the shows in a unique Tensile Tent that seated 800 patrons. The Caravan World's Only Horse Drawn theatre toured throughout BC, Alberta, & Ontario as well as in the US: WA, OR, CA, NY, & FL. Then in 1993, the Caravan decided to "switch horses in mid-stream" to a Tall Ship Showboat. The Caravan's new touring venue, the Amara Zee, a 90ft Tall Ship built by the Caravan artists and technicians, was launched in 1997 and began voyaging over the Seven Seas. From 1997 to 2018, the Caravan travelled to cities up and down the East Coast of North America, the Great Lakes and the Gulf of Mexico, plus touring for nine years in Europe, the Balkans, and the Mediterranean performing in over 20 countries with its multi-lingual, multi-artistic disciplinary creations. In 2017, the Caravan was invited to "Come Home", and returned to its Home-waters, the Salish Sea, after we were invited to perform our new show, Nomadic Tempest, in Vancouver and Victoria for the Canada 150 celebration. After 25 years from the commencement of construction, and touring over 70,000 nautical miles, performing in 22 countries, and voyaging in six of the Earth's seven seas, it became time to put the Amara Zee in a boatyard to do a re-fit and re-equip of this unique venue. The Caravan was offered a dry-dock

sponsorship by the Shelter Island Marina & Boatyard in Richmond BC, and engaged in this re-fit from October 2018 to August 2020. The Caravan will hold the Lower Mainland Premiere of our new show, Virtual Rogues, in 2021 at Shelter Island, as a thank you to the community for hosting and supporting our re-fit of the ship and our continued presence in the community.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$53,125
Society Operating Budget:	$299,884

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$574,988	$299,884
Total Expenses:	$412,312	$299,884
Surplus:	$162,676	$0.01
Accumulated Surplus:	($175,857)	$0.01

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $0

Aggregate Score: 20.25

Recommendation: The various governmental safety and regulations approvals required, in addition to pandemic restrictions, make the feasibility of the project being successful within the timeline presented very low. The organization is encouraged to re-apply next year when there will be a greater chance for success. Prior to re-applying, it is recommended that the group review the financial reports with staff.

Society: **Direct Theatre Collective Society**

Project Name: **Working Title**

Dates: February - May 2021

Project Summary:

We are applying for this grant so that our lead writer, Jill Raymond, can participate in writing workshops, research, and collaboration with other writers, producers and dramaturgs, in the creation of a brand new Direct Theatre Collective production.

Jill will work collaboratively with other artists, and also interview members of the public to explore the themes of the new production: isolation, technology and mental health.

The writing process is fundamental and we want to produce work of the highest calibre which reflects the gravity and nuance of the themes we are exploring.

Society Mission/Mandate:

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

In order to carry out this mandate the Society will:

a. Strive to provide opportunities to collaborators/participants of all races, ages and gender identities,

b. Focus on producing new artistic works or presenting established works in revised ways,

c. Provide honorariums for all artistic and technical contributions.

Society History:

The society was created and founded by Richmond Artist - Jill Raymond, and the home of Direct Theatre Collective is in the Artists Village in Capstan/Richmond North Centre. To date, the society has successfully produced two full scale productions (in 2018 and 2019), a smaller scale in-person cabaret fundraiser (in 2019) and most recently A COVID CABARET exclusively created and livestreamed for BC Culture Days in 2020. Direct Theatre Collective is a progressive company making strides in artistic development and has plans to bring more diverse performance programming to Richmond. Direct Theatre Collective is also committed to building the artistic

community in Richmond and bringing together multi-disciplines to create its work. Direct Theatre Collective stands boldly within the burgeoning artistic scene in Richmond; connecting with cultural, artistic and educational leaders and brings important new work to audiences in the City and throughout the Lower Mainland. We are the proud recipients of the 2020 Richmond Arts Award for Artistic Innovation, a title we take with great esteem, and plan to continue our work relishing the challenges of this time and finding opportunities to create wherever and however we can.

GRANT REQUEST

Requested Amount:	$2,770
Project Budget:	$6,470
Society Operating Budget:	$5,015

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$7,854.71	$5,650
Total Expenses:	$7,715.32	$5,015
Surplus:	$139.39	$635
Accumulated Surplus:	$849.87	$1,484.87

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $2,500

Aggregate Score: 44.25

Recommendation: This organization is commended for conceiving a project that is responsive to community needs during the pandemic. The project also shows strong commitment to the enhancement of the art form. There is some concern about capacity and the group is encouraged to build a strong contingency plan in the event all current projected revenues do not materialize.

Society: **Philippine Cultural Arts Society of BC**

Project Name: **Mabuhay 2021**

Dates: Mid-Late November 2021

Project Summary:

Our show "Mabuhay 2021", will mark PhilCAS' 21st year anniversary with a cast including alumni and current members alike to present a collection of Filipino traditions and celebrations. We will be presenting this mosaic of dance and music at Gateway Theatre in late November 2021. In preparation for this event, we encourage members and new participants to learn traditional dance and music through workshops, practices, and performances. We invite residents of Richmond and the lower mainland to celebrate PhilCAS' 21 years of enriching the community with the history and art of the Philippines.

Society Mission/Mandate:

• To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry, or affiliation.

• To create activities where people can participate in order to explore, learn, understand and share the values, tradition and practices and customs of the Filipino people as well as the varied cultures existent in

this Canadian society.

• To assist the youth in developing a sense of community and responsibility they learn to respect their own cultures, heritage and traditions.

Society History:

Tonette and Nes Gatus envisioned a niche for Filipino-Canadian youth that would give them the opportunity to discover their heritage through dance and music. In the year 2000, the couple shared with the local Richmond community the beauty of Filipino culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of British Columbia (PhilCAS of BC). The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette and Nes' house, to practice traditional Filipino folk dances. Tonette's pride in traditional folk dance that she had learned from the Philippines reverberated through her pupils and has since then been a source of pride. Her dancers were constantly motivated and inspired each time they were invited to perform at theatres, multicultural festivals, and private events. Over the years, PhilCAS has grown in the age and number of volunteer members. This is due to the passion and commitment of Tonette and Nes in providing Filipino youth the opportunity to learn their heritage. The society is larger than ever each sharing in the pride and passion that Tonette, Nes, and the rest of the rising leaders within the PhilCAS community continue to exhibit today. Today, both youth and adults make up the Board of Directors, but PhilCAS' success cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$14,505
Society Operating Budget:	$16,005

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$1,749.83	$16,005
Total Expenses:	$8,660.44	$16,005
Surplus:	($6,910.61)	$0.01
Accumulated Surplus:	$3,975.06	$3,975.06

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $3,500

Aggregate Score: 39.5

Recommendation: This annual event is both important to the community it serves and provides a diverse arts experience in the city. The grant does not demonstrate how participant in-person engagement will be managed. It is strongly urged that a pandemic safety plan is created. The workshop and rehearsal engagement alone is worthy of funding even if a large-scale performance may not be feasible.

Society: **Richmond Art Gallery Association**

Project Name: **RAG Artist Salon program**

Dates: February 23 - November 30, 2021

Project Summary:

RAGA seeks funding towards the Artist Salon, a professionalizing series of webinars for local artists. A series of monthly online events, we invite guest art professionals to host talks that foster connections among our community's diverse range of artists. Talks are recorded and posted on our social media platforms for free access after. Initially an in-person program, due to COVID the program moved online to much success. In 2021 we aim to renew the program with increased time for live conversation and questions from participants, so the program is more interactive and responsive.

Society Mission/Mandate:

The only public gallery in Richmond, the RAG's mandate is to exhibit, preserve and promote contemporary visual arts, and support visual artists in the public presentation of their work. Through exhibitions, publications, educational programming, collections, and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving the contemporary arts community in Canada.

Society History:

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. The Gallery has 3,500 square feet of exhibition space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open and free to the public seven days a week. Education and outreach programs operate year round both online and in person, and include the School Art Program, artist talks and tours, and artist workshops. A corps of docents offer Richmond Art Gallery Association tours in English, Cantonese and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Art Program is led by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$10,650
Society Operating Budget:	$377,551

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$282,903	$379,889
Total Expenses:	$302,462	$377,551
Surplus:	($19,559)	$2,338
Accumulated Surplus:	($14,913)	($12,575)

Other Funders: Metro Vancouver $5,000

GRANT RECOMMENDATIONS

Recommended Amount: $4,450

Aggregate Score: 43

Recommendation: This project has a highly successful track record and is a valuable resource for local artists. The organization runs the project in a professional manner and has increased participation despite the pandemic. The gallery has shown leadership in transitioning programs into successful online engagement during the pandemic. They are encouraged to fold in this project into their overall operations.

Society: **Richmond Arts Coalition**

Project Name: **Richmond Arts Coalition YouTube/Media Channel**

Dates: February 2021 (anticipated)

Project Summary:

A Richmond Arts Coalition YouTube / media channel that will support, promote, highlight and showcase Richmond performers, musicians, dancers, actors, comedians, magicians, painters, sculptors, weavers and visual artists of all genres, and all age groups from youth to seniors.

Society Mission/Mandate:

The Richmond Arts Coaliton (RAC) mandate is to be the VOICE for artists and the arts in Richmond. RAC promotes, supports, and advocates for the Arts in all their various forms within Richmond, BC.

Full Society Mission/Mandate

The Richmond Arts Coalition is your ArtsVoice for the arts and artists of Richmond.

V - a Volunteer-led organization, we

O - Offer opportunities for artists and the arts within Richmond,

I - Inform artists and assist with innovative ideas,

C - Connect artists, businesses, and audiences, and

E - Engage and advocate for the arts community.

Founded in 2005, RAC recognizes Richmond as a creative community. This means:

A) The city is an Arts destination with a vibrant Arts scene which values and appreciates all forms of the Arts.

B) The city is a community engaged in activities including:

i. A variety of Arts-related objects, performances and experiences available to the public

ii. Arts gathering spaces

Society History:

In 2004, the City of Richmond passed the Richmond Arts Strategy, which included a recommendation to improve communication between arts groups and to strengthen the arts community as a whole. RAC was formed as a Society on November 1st, 2005 as a direct result. In 2008, the City endorsed a '2010 Arts Plan', identifying RAC as the organization responsible for bringing local artists, arts organizations together, leading RAC to becoming an advocacy group for the local arts and culture community. RAC continues to partner with the City on Art Symposiums and the Annual Richmond Arts Awards, and has facilitated substantial grants for hiring local artists for the annual Richmond Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation. In 2019 and 2020, a youth scholarship was awarded via the fund. Also in 2013, RAC surveyed artists, arts organizations, and the public about the state of the arts in Richmond. Since 2015, RAC has collaborated with the Richmond Art Gallery on ArtRich, a bi-annual, month-long, juried exhibition of local artists. Starting in 2018, RAC has collaborated with the Steveston Historical Society on the annual Songs in the Snow: A Vintage Christmas, finding performers and paying artist fees with awarded BC Arts Council grants. Also in 2018, with help from Tourism Richmond, RAC launched a refreshed website. RAC's social media and website share arts events and opportunities, and feature local artists. RAC's monthly newsletter reaches artists, arts supporters, local newspapers, and Tourism Richmond. During the COVID-19 pandemic in 2020, RAC successfully organized and negotiated a production plan for a digital Maritime Festival; the virtual online event received over 46,000 viewings by the end of the festival. RAC regularly engages with staff and City Council to speak on arts issues, and actively reaches out to other community groups to promote and advocate the importance of Arts for a healthy and vibrant Richmond.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$20,600
Society Operating Budget:	$111,740

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$81,414.81	$111,740
Total Expenses:	$76,719.65	$111,740
Surplus:	$4,695.16	$0.01
Accumulated Surplus:	$12,856	$12,856

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $0

Aggregate Score: 0

Recommendation: Not eligible for funding.

Society: **Steveston Historical Society**

Project Name: **Steveston Alive! Walking Tour Vignettes**

Dates: January - August 2021 (EITHER: Script workshops spring 2021 or performances

Project Summary:

Vignettes launched in summer 2017, and was repeated in 2018 & 2019. Costumed secondary school drama students performed five short plays set in 1917 along a guided walking tour of Steveston village. The tours were extremely well received by our audiences, and were fully booked in our final month of 2017 production. For our student actors this was extremely encouraging as this was their first time being involved in arts and heritage programming in their community. In 2020, we cancelled our planned tours and organized discussions with arts professionals. We hope to resume tours in 2021.

Society Mission/Mandate:

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

Society History:

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

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

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

Recent projects include:

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

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

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

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

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$16,474.14
Society Operating Budget:	$65,000

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$21,869	$70,276.5
Total Expenses:	$30,069	$64,812
Surplus:	($8,200)	$5,464.5
Accumulated Surplus:	$2,052	$5,464.5

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $4,000

Aggregate Score: 41.25

Recommendation: This project is commended for the strong focus on youth arts development as well as providing an engaging challenge for a local arts professional. For future grants, the organization is encouraged to work with staff to ensure budget elements, such as in-kind expenses, align correctly with the guidelines.

Society: **Uzume Taiko Drum Group Society**

Project Name: **SPRING ARTS LIVESTREAM CONCERT EVENTS**

Dates: THREE SATURDAY OR SUNDAY EVENING DATES: March 20 or 21 April 17 or

Project Summary:

Uzume Taiko produces three 60-minute SPRING ARTS LIVESTREAM CONCERT EVENTS from the Uzume Taiko Studio in March, April and May 2021.

The Spring Arts Livestream Concert Events will broadcast from the Uzume Taiko Studio in Richmond, B.C. and feature Guest Artists, Lorita Leung Dance Company, Tetsu Taiko, the Orchid Ensemble and Silk Road Music who join Uzume Taiko in three different Programmed Events.

Uzume Taiko will Livestream on their Youtube Channel and market the Shows through Weshowup.io, a pay-what-you-want digital platform.

Society Mission/Mandate:

Mission:

To promote the artistic development of taiko music in Canada.

To educate the Canadian public about taiko music and its history in Canada.

Mandate:

To create and perform new works for taiko (Japanese drums).

To collaborate with other performing artists to develop and perform multidisciplinary and cross-cultural works.

To educate Canadian audiences and expand awareness of traditional and contemporary taiko drumming through public workshops and presentations.

Society History:

The Uzume Taiko Drum Group Society was founded in December, 1989 by Vancouver Taiko drummers John Endo Greenaway, Eileen Kage and Leslie Komori along with company manager, Diane Kadota. The work of the Society is mainly carried out by the Uzume Taiko Drum Group.

In 1991, Bonnie Soon and Boyd Seiichi Grealy joined as core drummers under the artistic direction of John Endo Greenaway. Bonnie Soon and Boyd Seiichi Grealy became co-artistic directors from 1999 to 2004 initiating new musical collaborations to produce evening concert work and creating school shows that toured locally, provincially and internationally. Bonnie Soon assumed artistic direction in 2004 with Jason Overy as musical director continuing work on multidisciplinary collaborations, CD recordings and touring new evening concert and school show works.

Uzume Taiko developed a new West Coast Canadian style that their European taiko colleagues called "a new taiko art form." The core members have strong performance skills with dance, classical percussion, martial arts and theatre backgrounds.

Uzume Taiko also performs for special and corporate events and acts as Canadian Cultural Ambassadors abroad on their international Concert Tours. They completed their eleventh international tour to Europe in the Fall 2015. Uzume Taiko has self-produced seven CD recordings and one Concert DVD documenting their original taiko works.

The group relocated from east Vancouver to Mitchell Island, Richmond in January 2019. They have participated in Richmond Cultural Events; the Gulf of Georgia Cannery "Pull of the Net" Virtual Event 2020, the Richmond Children's Festival 2015-2019, Richmond Canada Day 2020, Richmond Culture Days 2019-2020 and Richmond ParticipACTION 2019 celebration events. The group leads ongoing public taiko classes for the community at their Mitchell Island Studio and ZOOM taiko classes for distance learning.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$15,085
Society Operating Budget:	$88,990

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$106,229	$80,131
Total Expenses:	$108,480	$88,990
Surplus:	($2,251)	($14,920)

Accumulated Surplus:	$8,859	($6,061)

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: $4,550

Aggregate Score: 44.5

Recommendation: Though their first application to this grant program, this well-known local organization has a strong track record in producing online arts events with a robust audience reach. The artistic partnerships are strong and project is planned well. As their success grows, it is recommended that the organization reflect on staff and volunteer capacity to manage that growth.

Society: **Vancouver Cantonese Opera**

Project Name: **Cantonese Opera Goes Live!**

Dates: January and February 2021

Project Summary:

Cantonese Opera Goes Live! is a three-part series of "virtual opera parties" that will feature behind-scenes demos, short performances, sing-alongs,and facilitated conversation. The events will be held in January and February 2021 to coincide with the festivities of the Lunar New Year season. Each event will focus on a different aspect of the operatic art form, encompassing costuming, live instrumental music, and stage performance. These free events will be held on Zoom and Facebook Live, with bilingual English and Cantonese narration.

Society Mission/Mandate:

The mission of Vancouver Cantonese Opera is to preserve and present the unique traditional art form of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives.

OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES

1) Artistic excellence – creates high quality works; maintain high standards and creative excellence from all performers.

2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation and understanding of Cantonese opera.

3) Accessible, affordable & entertaining performances for the public

4) Provide employment and business opportunities to Cantonese opera artists, musicians, technicians and local business.

Society History:

Vancouver Cantonese Opera is uniquely situated as a Canadian arts organization deeply rooted in its local community yet maintaining strong global ties to the opera scenes in China, Hong Kong, and across North America. Our core values center on artistic integrity and innovation, intercultural and intergenerational dialogue, accessibility, and giving back to our communities.

Our performances are always bilingual, incorporating live translation and English/Chinese subtitles. We have also moved beyond the traditional theatre to perform in libraries, community centers, parks, city squares, and festivals. We have an extensive repertoire of outreach programs,

including regular

performance and singing classes, annual youth summer camps, and free concerts for adults and seniors living in care homes.

Since 2005, VCO has been offering Cantonese Opera singing and performance technique classes in Richmond , and participated in various multicultural events in Richmond community and senior homes. In 2013, VCO activated Multicultural Heritage Festival in Richmond and starting from 2016 VCO partnered with Richmond World Festival in the activation of "The Bamboo Theatre". In 2018 and 2019, VCO offered free watersleeve summer camp and workshop "Cantonese Opera Behind the Scenes". In 2020 VCO planned to offer 4 free Cantonese Opera concerts at the Richmond Cultural Centre. Due to the Covid-19, we only managed to offer one free live concert on Jan.25.2020..

It is our goal to keep on presenting free workshops, classes and concerts for the communities in the City of Richmond.

GRANT REQUEST

Requested Amount:	$5,000
Project Budget:	$13,900
Society Operating Budget:	$105,459

MOST RECENT PREVIOUS GRANT(S)

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

FINANCIAL SUMMARY

	Most Recently Completed Year	Proposed Year
Total Revenue:	$138,060	$103,049
Total Expenses:	$126,869	$105,459
Surplus:	$11,191	($2,410)
Accumulated Surplus:	$38,818	$36,408

Other Funders: Canadian Heritage $5,000, BC Gaming $5,000

GRANT RECOMMENDATIONS

Recommended Amount: $4,450

Aggregate Score: 43.25

Recommendation:

This project has strong leadership and a proven track record of both live and on-line presentation. The organization is encouraged to continue to build on their good efforts to provide accessibility to their art form. They are also encouraged to continue to ensure Richmond artists are well represented in their presentation. These efforts will support their continued evolution from a club to a robust arts service provider for the community.

ATTACHMENT 4

City of Richmond Arts and Culture Grants Program

Operating Assistance Guidelines

The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application**.

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Camyar Chaichian, Program Manager, Community Cultural Development
604-237-8326, Camyar.Chaichian@richmond.ca

Grant information and other information about our programs and services are available on the City website at www.richmond.ca/artists.

2021: 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

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for the recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

City of Richmond Arts and Culture Grants Program

Project Assistance Guidelines

The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Camyar Chaichian, Program Manager, Community Cultural Development
604-237-8326, Camyar.Chaichian@richmond.ca

This information and other information on our programs and services are available on the City website at www.richmond.ca/artists.

2021: 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 recommdation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	December 8, 2020
From:	Elizabeth Ayers Director, Recreation and Sport Services	**File:**	11-7000-01/2020-Vol 01
	Todd Gross Director, Parks Services		
Re:	**2021 Parks, Recreation and Community Events Grants**		

Staff Recommendation

1. That the 2021 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of $110,800, as identified in Attachment 1 of the staff report titled "2021 Parks, Recreation and Community Events Grants," dated December 8, 2020, from the Director, Recreation and Sport Services and the Director, Parks Services; and

2. That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Todd Gross
Director, Parks Services
(604-247-4942)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance Department	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:** CJ	**APPROVED BY CAO**

Staff Report

Origin

The City Grant Program was established to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. Richmond City Council has the authority to provide financial assistance to community organizations under the *Local Government Act*.

This report outlines the 2021 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #2 A Sustainable and Environmentally Conscious City:

> *Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*
>
> *2.3 Increase emphasis on local food systems, urban agriculture and organic farming.*
>
> *2.4 Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.*

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #4 An Active and Thriving Richmond:

> *An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*
>
> *4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

Background

2021 Parks, Recreation and Community Events Grants Budget

The 2021 Parks, Recreation and Community Events Grants budget is $112,828. Due to a significant reduction in casino funding (the funding source of the City Grant Program) as a result of the COVID-19 pandemic, an annual Cost of Living increase was not applied to the 2021 grant budget as per City Grant Policy 3712 in order to maintain the fiscal health of the City Grant Program's funding source for future years.

Notice Given and Applications Received

In September 2020, announcements were posted on the City's website, social media channels, Community Services e-newsletter, and in a press release, advising the public that applications were being accepted for the 2021 City Grant Program until October 28, 2020. A link to the City's website was provided for further information and for access to the City's online

application system. Previous grant applicants and City Area Coordinators were also directly notified that the online application system was open for submissions. This is the eighth year that the City has employed a web-based system.

In the Parks, Recreation and Community Events category, a total of ten applications were received with an aggregate request of $200,374. The following table provides a summary of the number and types of applications received, along with the number of grants approved for the past three years, and the number of grants recommended for 2021.

Table 1: Applications, Requests, Grants Approved and Recommendations

2018–2020 Applications, Requests, Grants Approved and Recommendations*				**2021 Recommendations***
Year	2018	2019	2020	2021
Total number of applications	15	15	15	10
New applicants	2	4	3	2
Minor requests received ($5000 or less)	7	8	8	3
Multi-year funding requests received	4	5	5	2
Grant not recommended (did not meet criteria)	2	3	3	1
Partial amount of request recommended	13	11	11	8
Full amount of request recommended	0	1	1	1
Total amount requested	$257,483	$216,660	$237,762	$200,374
Total budget	$108,235	$110,616	$112,828	$112,828
Total Parks, Recreation and Community Events Grant funds approved/ recommended	**$108,235**	**$110,616**	**$107,828†**	**$110,800**

* Some categories overlap, numbers are not meant to be totalled.

† At the direction of Council, $5,000 in grant funds were held back to be administered by City staff for subsidized sport program fees for children and youth of low-income families participating in sports not recognized by Sport BC.

A table outlining the 2021 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

As per City Grant Policy 3712, no late applications were accepted after the October 28, 2020 deadline. No post-deadline applications were received.

Flexible Uses for the 2020 City Grant Program

In May 2020, Council approved flexible uses of the 2020 City Grants to help local non-profit community organizations adapt to the changing needs and public health requirements of the COVID-19 pandemic. 2020 grant recipients could:

- Change elements of their approved program or event or postpone it to a later date in 2020;
- Defer their unused grant to 2021 if the approved program or event could not be held in 2020 (the specific program or program component would not be funded again in a 2021 grant); or
- Propose a new grant use that met Parks, Recreation and Community Events Grants criteria.

The following grant recipients fully or partially deferred their 2020 grant to 2021:

- BC Kitefliers Association deferred a grant of $900 for kite kits for a children's workshop at the Pacific Rim Kite Festival in Garry Point Park;
- Hamilton Community Association deferred a grant of $1,364 for entertainment expenses for Hamilton Night Out at McLean Park;
- Sea Island Community Association deferred a grant of $750 for supplies for Burkeville Daze at Burkeville Park; and
- Steveston Community Society – Richmond Summer Project deferred $10,000 of a $32,000 grant for outreach programs and support staff to help 13 City community partners provide equitable summer day camp programs and services, and decreased their 2021 grant request to exclude these specific program components.

New Applicants

There were two new applicants in the Parks, Recreation and Community Events category:

1. CLF Cultural Canada Association, which was incorporated in April 2020 by the Executive Director of CLF Kung Fu Club Ltd. to promote the exchange of culture, diversity and dialogue, and to provide cultural performances for civic and charitable functions; and
2. Richmond BC Pickleball Association, which was incorporated in July 2019, with 120 members, to advocate for the growth of pickleball racquet sports in Richmond.

Minor/Major Grant Requests

There are two application streams for Parks, Recreation and Community Events Grants: one for minor grant requests ($5,000 or less), and one for major grant requests (over $5,000). The application for minor grant requests contains fewer sections to complete, while a more comprehensive application is required for major grant requests. This year, three organizations applied for minor grants ($5,000 or less), and seven organizations applied for major grants (over $5,000).

Multi-Year Funding Requests and Recommendations

Applicants that have received a Parks, Recreation and Community Events Grant for the same purpose for the past five consecutive years have the option of applying for a three-year funding cycle. In the first year of a cycle, a comprehensive application form is required, while only a short application form is required for the following two years. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Two organizations applied for multi-year funding in the Parks, Recreation and Community Events category:

1. Sharing Farm Society, whom meets the criteria for multi-year funding, is recommended for approval for the first year of a three-year funding cycle; and

2. Steveston Community Society – Richmond Summer Project, whom meets the criteria for multi-year funding, is recommended for approval for the first year of a three-year funding cycle.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of four staff members from the Community Services Division, reviewed the applications against 23 scoring criteria (Attachment 3) that were developed based on the 2021 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events (Attachment 4). Each application was evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 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.

2021 Grant Recommendations

Nine out of ten applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. As the total amount requested exceeds the 2021 City Grant budget, providing partial assistance to multiple organizations is preferable to providing full

assistance to only a few. A table outlining the 2021 grant requests and recommended grant allocations is provided in Attachment 1.

Reasons for recommending partial or no funding also include, but are not limited to, the following:

- Ineligible funding purpose;
- Other funding partners have not been sought;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Duplication of services;
- Uncommitted, substantial surplus;
- Fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- Quality, including completeness, of the application.

One applicant, the CLF Cultural Canada Association, is not recommended to receive a 2021 Parks, Recreation and Community Events Grant due to duplication of services and an ineligible funding purpose (operating deficits) under Section 4(v) of the 2021 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.

Financial Impact

The 2021 Parks, Recreation and Community Events Grant budget is $112,828. A total of $110,800 in grant allocations is recommended for disbursement. Disbursement of grant funds will only be made if the 2021 Parks, Recreation and Community Events Grants budget is approved as part of the 2021 budget process, and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

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 2021 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: 2021 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
2: 2021 Parks, Recreation and Community Events Grants – Application Summary Sheets
3: 2021 Parks, Recreation and Community Events Grants – Application Scoring Criteria
4: City of Richmond 2021 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events

2021 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	**2020 GRANT**	**2021 REQUEST**	**2021 RECOM.**	**MULTI YR. RECOM.**	**APPLICATION SUMMARY**	**SEE ATT 2 PAGE NO.**
CLF Cultural Canada Association	$ -	$ 20,000	$ -	N/A	Personnel and operating expenses to host a Health and Wellness Interactive Online Seminar with seminars on tai chi, strengthening muscles, flexibility and agility, and increasing mental focus and stamina.	Pages 1-3
East Richmond Community Association	$ 1,800	$ 1,800	$ 1,800	Single Year	Personnel, supplies and entertainment expenses for three free in-person and online summer events, geared towards youth, seniors, and families.	Pages 4-6
KidSport - Richmond Chapter	$ 19,000	$ 25,000	$ 24,000	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.	Pages 7-9
Richmond BC Pickleball Association	$ -	$ 1,000	$ 500	Single Year	Maintenance equipment to clear water and leaves from the pickleball courts at Hugh Boyd Community Park and South Arm Community Park.	Pages 10-12
Richmond City Centre Community Association	$ 2,014	$ 4,959	$ 3,000	Single Year	Personnel, supplies, marketing and program expenses for a LGBTQ2S+ youth leadership program to enable youth volunteers to explore their own event and project ideas with a focus on diversity and inclusion.	Pages 13-15
Richmond Fitness and Wellness Association	$ 13,500	$ 18,000	$ 15,500	Single Year	Consultant fees, supplies and program expenses to facilitate free walking programs and opportunities in Richmond.	Pages 16-18
Richmond Food Security Society	$ 12,000	$ 18,000	$ 13,000	Single Year	Personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Honeybee and Pollinator Program.	Pages 19-22
Richmond Winter Club	$ 5,000	$ 56,615	$ 7,000	Single Year	Personnel and operating expenses for the Richmond Curling Centre, including maintenance and repair expenses for its refrigeration plant and building.	Pages 23-25
Sharing Farm Society	$ 19,000	$ 30,000	$ 22,000	Multi-Year - Year 1	Personnel expenses to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.	Pages 26-28
Steveston Community Society - Richmond Summer Project	$ 32,000	$ 25,000	$ 24,000	Multi-Year - Year 1	Personnel (summer administrator) and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.	Pages 29-32
Totals*	**$ 104,314**	**$ 200,374**	**$ 110,800**			
2021 PRCE Grant Budget			**$ 112,828**			
Remaining Funds†			**$ 2,028**			

*Total for 2020 does not include 2020 PRCE Grants awarded to applicants whom elected not to apply for a 2021 PRCE grant or whom deferred their 2020 PRCE Grant to 2021 due to the pandemic, or the $5,000 in 2020 PRCE Grant funds held back at the direction of Richmond City Council for subsidized sport program fees for children and youth of low-income families participating in sports not recognized by Sport BC (to be administered by City staff). The aggregate total of PRCE Grants awarded in 2020 was $107,828.32.

†Remaining funds to be distributed at Council's discretion.

Richmond

Grant Application for 2021

Parks, Recreation & Community Events Program

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

Society: CLF Cultural Canada Association

Grant Type: Over $5000 Single Year

Grant Request: $20,000

Proposal Title: Health and Wellness Interactive Online Seminars

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:

The main purpose of the Health and Wellness Interactive Online Seminar is to make available community-based events to enhance the quality of life for Richmond residents. The interactive seminars will promote a healthy lifestyle through techniques and tips to enhance health and wellness through different aspects of physical, mental, and social well-being. There will be seminars, including but not limited to, Tai chi which is a low-impact, slow-motion exercise often described as "meditation in motion". Tai chi involves the mind and body together with breathing techniques. It can also be easily adapted for everyone, even to those who may be confined to a wheelchair or those who are recovering from surgery. There will also be seminars which will help to strengthen muscles, encourage flexibility and agility; and focus on increasing mental focus and stamina. Also, there will be demonstrations on practical and effective self-defence strategies suitable for anyone ranging from children to seniors. Seminars may also include special guests to speak about healthy lifestyle and food choices. Especially during these difficult times where everyone is adhering to social distancing measures and self-isolation due to COVID-19, it is not easy for Richmond residents to partake in exercises and health awareness classes that would normally take place in-person in a public setting. There are obviously benefits to healthy exercise, but when it's done correctly, in a safe manner, and together with children, adults, and seniors at the same time, the results are more than amazing. There are many benefits to intergenerational learning and exercise where both young and old will learn new fun skills together; motivate, invigorate and energize the older adults with the boundless energy of the youths; help children understand and alleviate their fears that children may have of the elderly; and reduce the isolation and likelihood of depression in the elderly. The benefits are endless.

Richmond Services Received by Your Organization:

We do not currently receive any City of Richmond services.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$0.00	$52,000.00
Total Expenses:	$0.00	$61,000.00
Annual Surplus or (Deficit):	$0.00	$9,000.00
Accumulated Surplus or (Deficit):	$0.00	$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Zero amounts as CLF Cultural Canada Association was incorporated this year in April 2020.

Current Year:

The deficit for this year is due to the affects of COVID as there are many performance opportunities that had to be cancelled. There has also been a disruption of in-person training classes and competition opportunities which leads to sponsorships.

Explanation for Accumulated Surplus or (Deficit):

There is no accumulation of surplus or deficit as CLF Cultural Canada Association was incorporated this year in April 2020.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$10,000.00
Consultant Services	$400.00
Volunteer Support (e.g. expenses, recognition)	$200.00
Office Rent or Mortgage	$5,800.00
Utilities and Telephone	$1,000.00
Supplies	$500.00
Equipment	$700.00
Photocopying	$100.00
Program Materials	$300.00
Local Travel	$0.00
Other	$1,000.00
Rentals (Video Equipment, Training Equipment)	
TOTAL	**$20,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**CLF Kung Fu Club Ltd.**	**$3,000**
Funder 2 Name		
Funder 3 Name		

Amount Your Society will Provide: **$1,000.00**

Total Proposed Budget: **$24,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: $0

Recommendation: Not recommended for funding due to duplication of services and an ineligible funding purpose (operating deficits are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2021 Grant Program Guidelines).

Staff Comments / Conditions: None

Society: East Richmond Community Association

Grant Type: $5,000 or Less Single Year

Grant Request: $1,800

Proposal Title: Summer Fun Event Series

Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): June 11, 2021 **End Date (if applicable):** August 27, 2021

Number To Be Served: 1050

Richmond Residents: 1000

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events held in the summer of 2021. They are planned to be a combination of in-person and virtual offerings to support changes to health regulations that may be in place. These events will be themed to attract specific demographics: youth, seniors and families. The youth event will help to build connections between other youth and their community while celebrating the diversity found in our neighborhood and across Richmond. Seniors will be entertained by a series of multicultural performances that highlight the different backgrounds of our community. They will be encouraged to share their own cultural knowledge and experiences to enrich the whole community. The Family event is a chance for neighbors to connect and build relationships as well as learn more about their neighborhood spaces and services. We hope that this event will entice families to be more involved in creating a supportive community. All events will be free and inclusive, attended by a cross-section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organize and run the games and activities.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with City of Richmond and Richmond School District. Estimated value $735,695

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$961,555.72	$1,139,920.48
Total Expenses:	$808,938.63	

Annual Surplus or (Deficit):	$152,617.09	($1,920.79)
Accumulated Surplus or (Deficit):	$266,000.16	$264,079.37

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A decrease in expenses with With the surplus ERCA will continue to offer programs to its community at low/no cost.

Current Year:

Program registrations decreased due to COVID.

Explanation for Accumulated Surplus or (Deficit):

For projects and community initiatives in progress

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$1,800.00	Parks, Rec and Community Events
2018	$950.00	Parks, Rec and Community Events
2017	$2,384.00	Child Care Capital

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$1,000.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$100.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$0.00
Supplies	$4,000.00
Equipment	$0.00
Photocopying	$0.00
Program Materials	$0.00
Local Travel	$0.00
Other	2950.00

Fees (Entandem) $450, Entertainment $2500

TOTAL **$8,050.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Patsy Hui - Re/MAX	**Amount**	**500**
Funder 2 Name	Volendam Automotive	**Amount**	**500**
Funder 3 Name	TELUS	**Amount**	**500**

Amount Your Society will Provide: **$4,750.00**

Total Proposed Budget: **$8,050.00**

GRANT RECOMMENDATIONS

Recommended Amount: $1,800

Recommendation: A (single year) grant is recommended to assist with personnel, supplies and entertainment expenses for three free in-person and online summer events, geared towards youth, seniors, and families.

Staff Comments / Conditions: None

Society: Kidsport - Richmond Chapter

Grant Type: Over $5000 Single Year

Grant Request: $25,000

Proposal Title: KidSport™ Richmond Grant

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 350

Richmond Residents: 350

Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of $700 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 80% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

The community need for sport funding will increase in 2021 due to the economic impact of the COVID pandemic on financially challenged families.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$152,292.00	$120,192.00
Total Expenses:	$127,957.00	$73,967.00

Annual Surplus or (Deficit):	$24,335.00	$46,224.00
Accumulated Surplus or (Deficit):	$110,598.00	$156,823.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We have experienced a strong increase in revenue over the past 3 years due to increase in our net revenue from our annual Community Champions Banquet.

Current Year:

2020 grants paid out have been disrupted by the COVID pandemic due to the stop in community sporting activities. We were fortunate that our 20202 Banquet was held before the pandemic caused a shut down in fundraising activities. We were able to generate almost $71,000 in net revenue from that event. Corresponding grants paid out stopped for the last 6 months. We are expecting an increase in applications for the remainder of 2020 and into 2021 the need for sport funding will steadily increase due the economic impacts to the community of the pandemic.

Explanation for Accumulated Surplus or (Deficit):

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 9 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources. We are expecting a sharp decline in revenue for 2021 as we will not be hosting our annual banquet and an increase in grants required to support the community, putting us in a deficit position in 2021.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$23,000	Parks, Rec and Community Events
2018	$22,617.5	Parks, Rec and Community Events
2017	$20,758	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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 $700) for financially challenged children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..

TOTAL **$25,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**BC Government (Sport BC funding)**	**$4,000**
Funder 2 Name		
Funder 3 Name		

Amount Your Society will Provide: **$0.00**

Total Proposed Budget: **$25,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: $24,000

Recommendation: A (single year) grant is recommended to assist with subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.

Staff Comments / Conditions: None

Richmond

Grant Application Summary for 2021

Parks, Recreation & Community Events Program

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

Society: Richmond BC Pickleball Association

Grant Type: $5,000 or Less Single Year

Grant Request: $1,000

Proposal Title: Year Round Pickleball

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 160

Richmond Residents: 120

Grant Request Summary:

Pickleball will be played year round, as long as it's not raining. When it does rain and water or leaves accumulate in puddles, the courts become dangerous and unusable. Our association would like to help maintain the courts so that people can play year round.

We have purchased a squeegee and broom for Hugh Boyd and require the same equipment for South Arm ($300). In addition, we are in need of a leaf blower/mulcher at both courts. These are $500 ea. The RYOBI Leaf Vacuum and Mulcher from Home Depot.

The City of Richmond has agreed to provide lock boxes and sheds at both sites to store the equipment. The executive committee will have access and clean the courts as needed.

Richmond Services Received by Your Organization:

The use of the outdoor Pickleball Courts at South Arm and Hugh Boyd.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$2,441.09	$3,177.50
Total Expenses:	$1,108.47	$2,194.47
Annual Surplus or (Deficit):	$1,332.62	$983.03
Accumulated Surplus or (Deficit):	$1,332.62	$2,315.65

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Please see attached financial file below.

As we are a new non-profit organization, and the outdoor dedicated courts just opened in August, we have just started to accumulate funds and expenses. Mostly through membership fees and selling t-shirts. Expenditures have included registration as an association and setting up the web site. We purchased t-shirts with our logo for sale and have purchased some equipment to help maintain the Hugh Boyd Courts. Due to COVID, we are somewhat restrained by what we are able to provide. We hope to be able to hold tournaments next year.

Current Year:

As above.

Please see attached file for details

Explanation for Accumulated Surplus or (Deficit):

As above.

Please see attached file for 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	$1,000.00

Photocopying		$0.00
Program Materials		$0.00
Local Travel		$0.00
Other		$0.00
	TOTAL	**$1,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Clean and Dry Courts	**Amount**	**$500.00**
Funder 2 Name	N/A	**Amount**	**0.01**
Funder 3 Name		**Amount**	**$0.00**

Amount Your Society will Provide:	**$300.00**
Total Proposed Budget:	**$1,800.00**

GRANT RECOMMENDATIONS

Recommended Amount: $500

Recommendation: A (single year) grant is recommended to assist with maintenance equipment to clear water and leaves from the pickleball courts at Hugh Boyd Community Park and South Arm Community Park.

Staff Comments / Conditions: None

Society: Richmond City Centre Community Association

Grant Type: $5,000 or Less Single Year

Grant Request: $4,959

Proposal Title: We're Here! Youth Leadership - Diversity, LGBTQ2S+, and Inclusion

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): January 4, 2021 **End Date (if applicable):** December 17, 2021

Number To Be Served: 10-75

Richmond Residents: all

Grant Request Summary:

"We're Here!" is a proposed youth leadership program for LGBTQ2S+ youth and allies to coordinate and plan initiatives that celebrate diversity and foster inclusion. While the primary objective of the project is asset building for the youth volunteers, a secondary objective is to connect members of the LGBTQ2S+ community and allies through the events and initiatives. Some of these events may include:

- Webinars
- Virtual Pride Week Celebrations
- LGBTQ2S+ youth hangouts
- LGBTQ2S+ Blog / Social Media project

An aspect of "We're Here!" is providing youth volunteers with the opportunity to explore and try their own original event and project ideas. However all projects will have a focus around diversity and inclusion. This project benefits the community by providing opportunities for youth empowerment, development of pre-employment skills and bridging services for vulnerable youth. When it is safe to do so, we are also hoping to integrate City Centre's past LGBTQ2S+ hangout program "AllWays" into "We're Here!" by having youth volunteers lead, plan, and implement the weekly hangout. By integrating a youth involved process, we hope to be able to show youth how to create safe spaces for others. Activities will be online but may be moved indoors in the future when it is safe to do so.

Richmond Services Received by Your Organization:

Supplies that are in-kind for this program: 1) Use of City Centre Community Centre - Room Booking ($1800) 2) Photocopying/Office Supplies ($120). Total is $1920.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$1,363,897.00	$868,152.96
Total Expenses:	$1,257,192.00	$854,099.59
Annual Surplus or (Deficit):	$106,705.00	$14,053.37
Accumulated Surplus or (Deficit):	$212,308.32	$237,635.83

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A sizable portion of the surplus was transferred to the amortization fund to cover large equipment purchases such as furniture and fitness equipment.

Current Year:

Transfer of amortization funds has not yet occurred.

Explanation for Accumulated Surplus or (Deficit):

Funding transferred to Amortization account for coverage of large equipment purchases such as replacement of fitness equipment. This transfer has not yet occurred for the current fiscal year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$3,409.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$100.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$0.00
Supplies	$550.00
Equipment	$200.00
Photocopying	$0.00
Program Materials	$400.00
Local Travel	$0.00
Other	300.00

Marketing $100. Honorarium for guest speakers $200.

TOTAL

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: **$2,971.36**

Total Proposed Budget: **$7,930.36**

GRANT RECOMMENDATIONS

Recommended Amount: $3,000

Recommendation: A (single year) grant is recommended to assist with personnel, supplies, marketing and program expenses for a LGBTQ2S+ youth leadership program to enable youth volunteers to explore their own event and project ideas with a focus on diversity and inclusion.

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 Richmond Family Place and Touchstone Family Services;

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, Manager of Arena and Aquatic Services.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$37,590.00	$233,736.12
Total Expenses:	$36,823.00	$232,345.37
Annual Surplus or (Deficit):	$767.00	$1,390.75
Accumulated Surplus or (Deficit):	$60,310.06	$66,291.02

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Even with expenses increasing last year a surplus was realized due to increase in administration revenue and unexpected decrease in activity and expenses due to COVID -19 pandemic.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. Increase in overall budget revenue and expenses is due to administration of payroll for RFWA fitness staff .

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
2019	$13,500	Parks, Rec and Community Events
2018	$12,617.5	Parks, Rec and Community Events
2017	$11,500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$0.00
Consultant Services	$14,500.00
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	$0.00
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:	**$5,500.00**
Total Proposed Budget:	**$23,500.00**

GRANT RECOMMENDATIONS

Recommended Amount: $15,500

Recommendation: A (single year) grant is recommended to assist with consultant fees, supplies and program expenses to facilitate free walking programs and opportunities in Richmond.

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: 5610

Richmond Residents: 5605

Grant Request Summary:

Richmond Food Security Society is inspiring a robust Richmond food system through education, advocacy, and community-building initiatives, and are requesting core funding to continue to this work. Our vision is healthy people, community, and environment and to that end, we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events.

Community Gardens: 358 plots at nine sites for residents to grow organic delicious organic produce,

Seed Library: providing locally-adapted heritage seeds to grow beans, peas, lettuce, and tomatoes,

Fruit Recovery: nourishing families in need by gleaning backyard fruit trees and giving the Richmond Food Bank fruit that otherwise would be wasted,

Get Rooted Youth Program: training youth as food security leaders in action,

Kids in the Garden: This program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

Honeybee and Pollinator Program; Beehives across four city sites

Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival.

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:

	Last Complete Year	Proposed Year
Total Revenue:	$252,688.00	$262,200.00
Total Expenses:	$236,228.00	$252,871.00
Annual Surplus or (Deficit):	$16,460.00	($9,329.00)
Accumulated Surplus or (Deficit):	$16,460.00	($25,789.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to work hard to stabilize the organization financially in 2019/20, and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us for the unexpected. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees for our charity status application with CRA as well as hiring a facilitator to develop out the strategic plan for the next three years.

Current Year:

The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2020/21 fiscal year. At just over halfway through the year, we are projecting revenues of close to $260,000, and expenses close to $250,000. We are actively working to continue building our financial surplus to protect us against the unexpected such as COVID.

Explanation for Accumulated Surplus or (Deficit):

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens Program (for which there is currently a waitlist of 350+ Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$12,000	Parks, Rec and Community Events
2018	$10,000	Parks, Rec and Community Events
2017	$9,800	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$13,500.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$200.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$0.00
Supplies	$1,100.00
Equipment	$900.00
Photocopying	$500.00
Program Materials	$1,000.00
Local Travel	$800.00
Other	$0.00
TOTAL	**$18,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **Vancouver Coastal Health** **$41,000**

Funder 2 Name	**BC Gaming**	**$29,500**
Funder 3 Name	**VCH One time only**	**$10,000**
Amount Your Society will Provide:		**$163,700.00**
Total Proposed Budget:		**$262,200.00**

GRANT RECOMMENDATIONS

Recommended Amount: $13,000

Recommendation: A (single year) grant is recommended to assist with personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Honeybee and Pollinator Program.

Staff Comments / Conditions: None

Society: Richmond Winter Club

Grant Type: Over $5000 Single Year

Grant Request: $56,615

Proposal Title: Richmond Winter Club Operating Assistance

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 2717

Richmond Residents: 2030

Grant Request Summary:

Richmond Winter Club is requesting assistance for facility operating expenses including wages, utilities, repairs and maintenance of the refrigeration plant. We are also requesting a one-time funding for a fire safety plan required by Richmond Fire Rescue estimated to cost between $3800-$5000 (grant funding was received last spring for this project however with the pandemic, funds were redirected to operating costs as approved by the city). The quote received for this project has been guaranteed by the service provider.

Richmond Services Received by Your Organization:

25 year land lease agreement (September 2017) and property tax relief.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$577,880.00	$392,731.00
Total Expenses:	$690,135.00	$516,152.00
Annual Surplus or (Deficit):	($112,255.00)	($123,421.00)
Accumulated Surplus or (Deficit):	($66,395.00)	($77,561.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Richmond Winter Club was forecasting a break-even year after three years of hardship due to ongoing upgrades and maintenance required to the ice plant by Technical Safety BC when the coronavirus struck in early March. The resulting shut-down happened just as the club was entering its final week of league competition and a few weeks shy of three major events that cumulatively would have provided over 40% of the club's annual operating revenue.

Current Year:

Since the pandemic forced the facility closure in March of 2020 the curling club has suffered a catastrophic financial hardship with revenue falling by over 90% yet fixed costs remaining relatively unchanged other than a drop in wages. The club has undertaken all options for government support however the situation remains tenuous. The budget has been retooled to focus on fixed costs and offering basic programming and services within limits permitted by public health orders. Revenue options are severely impacted by the pandemic as much of the club's public programs and events have been restricted or simply not permitted due to health and safety orders. The club's food service and all non-essential staff have been eliminated for the 2020-21 year. The plant start up in September also did not go well as unexpected repairs were required which further impacted our available resources.

Explanation for Accumulated Surplus or (Deficit):

The Richmond Winter Club deficit is due to a catastrophic chain of events starting with plant upgrades over a three year period which depleted reserve funds and subsequent coronavirus pandemic forcing a shut-down which eliminated over 40% of anticipated revenue to conclude the 2020 fiscal year. The club intended to open in early October but due to an unexpected repair to the ice plant the season has been delayed by one month and expected to open mid-November and start generating revenue again.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$25,969.00
Consultant Services	$5,000.00
Volunteer Support (e.g. expenses, recognition)	$0.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$16,516.00
Supplies	$0.00
Equipment	$0.00
Photocopying	$0.00
Program Materials	$0.00
Local Travel	$0.00
Other	$9,130.00
refrigeration plant repairs and maintenance	
TOTAL	**$56,615.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**Province of BC**	**$41,350**

Funder 2 Name Canada	**$40,000**
Funder 3 Name	
Amount Your Society will Provide:	**$378,187.00**
Total Proposed Budget:	**$516,152.00**

GRANT RECOMMENDATIONS

Recommended Amount: $7,000

Recommendation: A (single year) grant is recommended for the development of a fire safety plan for the Richmond Curling Club, and health and safety costs durnig the pandemic. A portion of the application request cannot be considered due to ineligible funding purposes (operating deficits, and building construction and repairs are not eligible for a Parks, Recreation and Community Events Grant under s. 4 (v) of the City's 2020 Grant Program Guidelines).

Staff Comments / Conditions: None

Society: **Sharing Farm Society**

Grant Type: **Over $5000** **Multi Year - Year 1**

Grant Request: **$30,000**

Proposal Title: **The Sharing Farm Operating Assistance**

Grant Purpose: **Operating Assistance**

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: **3020**
Richmond Residents: **3000**

Grant Request Summary:

This City of Richmond grant application will, if approved, enable The Sharing Farm to maintain our impact by growing food to feed low-income Richmond families. The Sharing Farm is run by community members, for community members, and is dedicated to providing fresh, healthy, local and organic produce to our neighbours in need. The Sharing Farm has successfully put fresh vegetables on people's plates since 2002, donating our fresh produce to the Food Bank, Community Meals and other organizations distributing food to vulnerable people.

Despite the COVID-19 crisis The Sharing Farm planted as usual in 2020. Our mission to grow food for the food bank was more important than ever during this uncertain time. The pandemic has proven how food security is truly vital and most important of all is access to fresh produce. We continued our donations to the food bank, added a delivery program for 35 families and also sold produce to 100 families through our Harvest Basket program as well as an additional 220 customers (to date) who purchased our garlic and honey online.

Our target groups include all demographics in Richmond. Between the recipients of our produce, our volunteers and our program attendees, we attract people from children to seniors, from a wide variety of cultural and economic backgrounds.

Richmond Services Received by Your Organization:

Use of land in the Terra Nova Park (4 acres at est. $500/year per acre = $2,000); rental of Buemann house ($1,400/month x 12 months = $16,800/year utilities

included); rental of the Red Barn 332 hours @ $20 per hour = $6,640

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$321,341.00	$301,052.00
Total Expenses:	$275,333.00	$313,708.00
Annual Surplus or (Deficit):	$460,008.00	($12,656.00)
Accumulated Surplus or (Deficit):	$184,477.00	$171,831.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Provision for 2020 working capital

Current Year:

Some reduction of available grants, plus hiring a Field Assistant (new position) to support the Farm Manager

Explanation for Accumulated Surplus or (Deficit):

Invested in farm assets plus a small contingency reserve

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$19,000	Parks, Rec and Community Events
2018	$19,000	Parks, Rec and Community Events
2017	$18,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$30,000.00
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	**$30,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**Service Canada: New Horizons for Seniors**	**$25,000**
Funder 2 Name	**Service Canada: Canada Summer Jobs**	**$50,000**
Funder 3 Name	**Community Gaming Grant**	**$26,000**

Amount Your Society will Provide: **$100,000.00**

Total Proposed Budget: **$290,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: $22,000

Recommendation: A (Year 1 of 3) grant is recommended to assist with personnel expenses to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.

Staff Comments / Conditions: None

Society: Steveston Community Society - Richmond Summer

Grant Type: Over $5000 Multi Year - Year 1

Grant Request: $25,000

Proposal Title: Steveston Community Society - Richmond Summer Project

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 4000

Richmond Residents: 4000

Grant Request Summary:

Funds contributed to the overall organization and coordinating abilities of the Richmond Summer Project 2020. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners to provide equitable summer daycamp 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 up to 360 hours of support throughout the summer to children who otherwise might not be able to safely and successfully participate in summer daycamps 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 daycamp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre. We will be utilizing the $10,000.00 surplus from 2020 to fund the Roving Support Leaders in 2021. In 2020, 150 online training opportunities were provided to summer staff discussing topics such as Physically Distant Camps, Supporting Behaviour and Setting Up Your Outdoor Camp for Success, Having Difficult Conversations with Kids and Parents, and more. This training ensured staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards, as well as increase knowledge on new COVID-19 procedures. Steveston Community Society is submitting the grant application for Summer 2020 on behalf of the Richmond Summer Project.

Richmond Services Received by Your Organization:

The use of City facilities and City Staff support throughout the planning and execution of programs.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	$228,326.72	$237,427.03
Total Expenses:	$221,708.06	$194,945.47
Annual Surplus or (Deficit):	$6,618.66	$42,481.56
Accumulated Surplus or (Deficit):	$11,090.85	$29,217.78

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 15, 2020 and our fiscal year end is December 31, 2020. Additional funds can be seen here compared to last year due to COVID-19 and having to cut the Roving Support Leader position and outreach programs. We are also extending the Summer Administrator position to December in order to maintain the HRDC Canada Summer Jobs Grant extension so extra funds are needed to compensate this. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not receive HRDC funding until August/September.

Explanation for Accumulated Surplus or (Deficit):

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding being received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not receive HRDC funding until later in the year. Additionally, we are seeing a larger surplus than usual that will also be carried over due to COVID-19 and having to cut support workers and outreach programs.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$35,000	Parks, Rec and Community Events
2018	$27,500	Parks, Rec and Community Events
2017	$27,500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits) $21,326.43

Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$1,500.00
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	$5,020.00

Accounting: $2,625.00

Bank Charges: $245.00

City Wide Training: $800.00

Misc: $550.00

TOTAL **$27,846.43**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**HRDC Canada Summer Jobs - Sea Island**	**$81,441**
Funder 2 Name	**HRDC Canada Summer Jobs - Steveston**	**$82,892**
Funder 3 Name		

Amount Your Society will Provide: **$0.00**

Total Proposed Budget: **$189,333.00**

GRANT RECOMMENDATIONS

Recommended Amount: $24,000

Recommendation: A (Year 1 of 3) grant is recommended to assist with personnel (summer administrator) and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.

Staff Comments / Conditions: None

2021 Parks, Recreation and Community Events Grants – Application Scoring Criteria

		Scoring ☐ No ☐ Yes
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: • 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 • 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 ☐ 0 No Answer; 1 Strongly Disagree; 2; 3 Somewhat Disagree; 4; 5 Neutral; 6; 7 Somewhat Agree; 8; 9 Strongly Agree
Applicant		
6	The applicant has a reputation for: • 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.	

		Scoring
		0 No Answer; 1 Strongly Disagree; 2; 3 Somewhat Disagree; 4; 5 Neutral; 6; 7 Somewhat Agree; 8; 9 Strongly Agree
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: • 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: • 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.	

Scoring									
☐	←								→
0 No Answer	1 Strongly Disagree	2	3 Somewhat Disagree	4	5 Neutral	6	7 Somewhat Agree	8	9 Strongly Agree

	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

2021 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

Table of Contents

1. **Overview** 3
   (i) City Grant Policy 3
   (ii) Purpose 3
   (iii) Principles 3
   (iv) Goal 3
   (v) Objectives 3
2. **Program Funding** 3
   (i) Base Program Funding 3
   (ii) Annual Cost of Living Increase 3
   (iii) Unused Program Funds 3
3. **Definitions** 4
4. **Eligibility** 4
   (i) Who is Eligible 4
   (ii) Who Cannot Apply 4
   (iii) Purposes Eligible for Funding 4
   (iv) Items Eligible For Funding 5
   (v) Items Not Eligible For Funding 5
   (vi) Grant Limitations 5
5. **Application Assessment Criteria** 5
   (i) Key Assessment Criteria 5
   (ii) Assessment Considerations 6
   (iii) Less Favourably Considered Applications 6
   (iv) Financial Statements 6
   (v) User Pay Principle 6
   (vi) Multi-Year Funding Criteria 6
6. **The Grant Review Process** 7
   (i) The Grant Review Process 7
   (ii) Program Guidelines and Application Forms 7
   (iii) Application Deadline 7
   (iv) Late Applications 7
   (v) Staff Review 7
   (vi) Council Review 7
7. **Awarding of Grants** 8
   (i) Council Decision 8
   (ii) Grant Disbursement 8
   (iii) Reporting and Acknowledgement of Grant Benefits 8
   (iv) Recuperation of Grant 8
   (v) No Appeal 8
8. **Further Information** 8

1. Overview

(i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy (attached).
- These Guidelines pertain to the following City Grant Programs:
    - Health, Social & Safety
    - Parks, Recreation and Community Events
- Separate programs exist for Arts and Culture and Child Care grants. Please see the City website (www.richmond.ca/citygrants) for information about these programs.

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

(iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user-pay when applicable
- Innovation.

(iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

(v) Objectives

- To assist Council to facilitate the Council Strategic Plan
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

2. Program Funding

(i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council
- The amount allocated to the Programs will be based on overall City corporate priorities.

(ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are 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
- Partnerships and/ or collaborative relationships with other organizations to strengthen the proposal have been established.

(ii) Assessment Considerations

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

(iv) Financial Statements

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
  - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget
- Grant proposal budget.

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

(vi) Multi-Year Funding Criteria

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

6. The Grant Review Process

(i) The Grant Review Process

There is one intake period per year. Please see the City website for dates (www.richmond.ca). The following Grant Review stages will be followed (see sections below for further information):

1. Applications submitted by deadline
2. Staff review applications
3. Staff prepare recommendations
4. Council reviews recommendations and make final decisions
5. Grants distributed
6. Recipients report on grant use.

(ii) Program Guidelines and Web-based Application

Program Guidelines and access to the web-based application system will be posted on the City website (www.richmond.ca/citygrants).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation and Community Events Grant Programs
- A simplified application is available for minor requests ($5,000 or less), or year 2 or 3 of a multi-year funding cycle (see Multi-Year Funding Criteria, p. 6)
- A longer application is required of applicants requesting over $5,000, or wishing to be recommended for a three-year funding cycle.

(iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City website (www.richmond.ca/citygrants) for dates.

(iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

(v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are led by staff in the respective divisions:
  - Health, Social and Safety (Community Social Development)
  - Parks, Recreation and Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no such information will be provided until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

(vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

7. Awarding of Grants

(i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

(ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

(iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

(iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

(v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at www.richmond.ca/citygrants 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	**Date:**	December 3, 2020
From:	Kim Somerville Director, Community Social Development	**File:**	07-3070-01/2020-Vol 01
Re:	**2021 Child Care Grants**		

Staff Recommendation

1. That the Child Care Capital Grants be awarded for the recommended amounts and cheques for a total of $45,519 be disbursed as per the staff report titled "2021 Child Care Grants," dated December 3, 2020, from the Director, Community Social Development only if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council; and

2. That the Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque for a total of $1,500 be disbursed only if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

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

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance Department	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:** MO	**APPROVED BY CAO**

6571244

Staff Report

Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 1) which acknowledges that child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including facilities, spaces, programming, equipment and support resources. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist non-profit societies by providing child care grants for minor capital improvements and supportive resources for child care providers.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

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

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

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

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

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

Findings of Fact

2021 Child Care Grants Budget

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

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2021 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 2021 Child Care Capital Grants and an expenditure of $4,000 from the Child Care Operating Reserve to be used for the 2021 Child Care Professional and Program Development Grants. The $4,000 from the Child Care Operating Reserve will be combined with the $6,000 surplus available following the 2020 grant allocations for a total of $10,000 for Child Care Professional and Program Development Grants and $50,000 for Child Care Capital Grants for 2021.

Notice Given and Applications Received

On September 23, 2020, the application window for the 2021 Child Care Grants opened and information 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 Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was October 28, 2020. A total of eight applications were received of which six were for Child Care Capital Grants and two were for Child Care Professional and Program Development Grants.

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2021 Child Care Grant applications and supporting materials. The Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner met with the subcommittee on November 19 and November 30, 2020 to prepare recommendations for consideration by the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Guidelines (Attachment 2).

The Child Care Grants Subcommittee summarized their review of the 2021 Child Care Grants applications received and outlined their recommendations to the CCDAC. The CCDAC approved the recommendations of the subcommittee which is reflected in the meeting minutes of December 2, 2020. The total requests for the 2021 Child Care Grants amount to $62,019 and the grant allocations recommended amount to $47,019.

City Centre Community Association, Family Services of Greater Vancouver, Little Wings Day Care Centre Society, Richmond Society for Community Living – Treehouse Early Learning Centre, Richmond Society for Community Living – Youth Connections, and West Richmond Community Association are seeking funding for playground equipment, facility renovations, program equipment and furnishings. All six 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 six Capital Grant requests amount to $45,519. The CCDAC is recommending that the six Child Care Capital Grants applicants, as outlined in Table 1, be funded for a total amount of $45,519.

Table 1: 2021 Child Care Capital Grant Applicants and Requests

2021 Child Care Grant Applicants and Requests		Requested Amount	Recommended
Capital Grant Applicants and Requests			
1.	City Centre Community Association	$11,813	$11,813
2.	Family Services of Greater Vancouver	$10, 962	$10,962
3.	Little Wings Daycare Society	$5,268	$5,268
4.	Richmond Society for Community Living – Treehouse	$3,500	$3,500
5.	Richmond Society for Community Living – Youth Connections	$7,500	$7,500
6.	West Richmond Community Association	$6,476	$6,476
Total Amount Requested for Capital Grants		**$45,519**	**$45,519**

The two Professional and Program Development Grant requests amount to $16,500. The Richmond Society for Community Living has requested $1,500 to purchase books and materials to expand the Supported Child Development Program's lending library for parents and child care providers. The Steveston Society of Children's Centres is seeking $15,000 in funding to conduct quality assessments of twenty-five child care programs in Richmond.

The Child Care Professional and Program Development Grant requested by the Richmond Society for Community Living's grant is recommended for approval and the application by the Steveston Society of Children's Centres is not recommended for funding at this time. The application submitted by the Steveston Society of Children's Centres was missing required financial information and was deemed ineligible for funding at this time.

These recommendations are outlined in Table 2. The total amount recommended for the 2021 Professional and Program Development Grant is $1,500.

Table 2: 2021 Child Care Professional and Program Development Applicants and Requests

2021 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Professional and Program Development Grants			
1.	Richmond Society for Community Living – Supported Child Development Program	$1,500	$1,500
2.	Steveston Society of Children's Centres	$15,000	$0
Total Amount Requested for Professional and Program Grants		**$16,500**	**$1,500**

Staff support the CCDAC recommendations as proposed in the attached list of 2021 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2021 Child Care Grant applications are included with this report (Attachment 4). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

Financial Impact

The 2021 Child Care Grants budget of $54,000 was requested as part of the City's 2021 Capital Budget. These funds are supplemented with $6,000 of unallocated funds from 2020 for a total of $60,000 in total funding available. This funding is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of $47,019 in allocations is being recommended for the 2021 Child Care Grants, subject to City Council's approval. Disbursement of grant funds will only be made if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by City Council.

Conclusion

Child care is an important service that supports Richmond's children, families and employees. The City's 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 2021 Child Care Grants totaling to $47,019 with $45,519 allocated to the six Child Care Capital Grant requests and $1,500 allocated to the Child Care Professional and Program Development Grant request.

Chris Duggan
Program Manager, Child Care
(604-204-8621)

Att. 1: Child Care Development Policy 4017
2: Child Care Grants Program Guidelines
3: 2021 Child Care Grants Requests and Recommendations
4: 2021 Child Care Grants Summary Reports

City of Richmond

Policy Manual

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,

(b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.

(c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.

(d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

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

5. CHILD CARE RESERVE FUNDS

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

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

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

(i) Establishing child care facilities and spaces in:

- City buildings and on City land.
- Private developments.
- Senior government projects.
- Community partner projects.

(ii) Acquiring sites for lease to non-profit societies for child care; and

(iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

(b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)

(i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;

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

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

(a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and

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

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

6. DEVELOPMENT OF CHILD CARE FACILITIES

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

(a) Undertake periodic child care needs assessments to update its child care strategy.

(b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.

(c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.

(d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.

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

(a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.

(b) Providing City land and facilities for child care programs in locations throughout the City.

(c) Encouraging child care program expansion through the enhancement of existing community facilities.

7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

(a) Facilities.

(b) Spaces.

(c) Programming.

(d) Equipment and furnishings.

(e) Professional and program development support.

8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

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

9. POLICY REVIEWS

9.1 From time to time, the City will:

(a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.

(b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. AREA PLANS

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

11. INFORMATION

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

(a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;

(b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;

(c) Review, update and distribute City produced public information material to the public on child care.

12. PROMOTION

12.1 The City will:

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

Child Care Grants
Program Guidelines

2021 Child Care Grant Information Session:

Monday, October 5, 2020

4:00-5:00 p.m.

This event will be held virtually. Please RSVP to childcare@richmond.ca to request log in details.

City of Richmond - Community Services
Community Social Development
August 2020

Child Care Grants - Program Guidelines

Introduction

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

Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible for Child Care Grants.

Applicants may be either:

- non-profit child care providers delivering licensed child care in Richmond and seeking to improve the quality or capacity of care in their facility, or
- non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Purpose

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

(1) Capital Grants

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

(2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and beneficial to the broader child care community in

Richmond, rather than to a few specific individuals or centres. The necessity and benefits of the initiative to the child care community must be demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

***NOTE**: The City of Richmond recognizes the need for both capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial Child Care BC Program, including:*

- *Child Care Operating Funding- to assist with the day-to-day costs of running a licensed child care facility. To learn more about operating funding opportunities, visit the Provincial Government- Child Care Operating Funding website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading. To learn more about funding opportunities, visit https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/recruitment-retention-strategy or Westcoast Child Care Resource Centre at https://www.wstcoast.org/pd-funding-2019-2020*

Priorities

Priority will be given to applications for facilities or programs that:

- support infant/toddler and school-age care, identified as priorities in the 2017 – 2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit (formerly Child Care Subsidy) and, if eligible, participate in the Child Care Fee Reduction Initiative.

Grant Application Process

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

In preparation for submitting an application, please have electronic documents to attach as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that can be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;

- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;
- Itemized project budget, including quotes (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

***NOTE**: If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted to be considered for a new grant in a future intake year.*

Applications must include the following:

Step 1 - Applicant Contacts

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

Step 2 - Applicant Information

a) Briefly outline the Society's history, mandate, goals and objectives.
b) Describe the programs and services provided in the last five years.
c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
f) Attach minutes of the Society's most recent annual general meeting.
g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
    - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;

- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
- If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.

h) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, Prototype Funding, other grants, fundraising).

a) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

Step 3 - Grant Request Details – Proposal Information

The following items are required:

Capital Grant Requests

a) Proposal title
b) Purpose of the grant - what is the intent of the proposed grant (e.g. for equipment, furnishings, playground improvements, other)? If you select "other", please provide a description of what capital project you wish to undertake.
c) Provide a detailed description of how the funds would be used to enhance the delivery of licensed child care in Richmond (e.g. improve quality, availability, accessibility).
d) Describe who will benefit from the grant if received (e.g. the number and age groups of children who will benefit).
e) List any partners who will be assisting with the project (e.g. any other funders, volunteers, or companies who will provide money, services, in-kind assistance or other contributions).
f) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
    - dollar figure for the total requested grant amount.
    - 2 quotes for each outlined expense including source of the quote.
    - all other sources of revenue or funding approved or requested for this project (e.g. Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant), the date of application, amount of funding requested and the status of the application.

Professional and Program Development Grant Requests

a) Proposal title
b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.

d) Describe the expected outcomes for this project and how this project will be evaluated.
e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).
g) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
    - dollar figure for the total requested grant amount.
    - 2 quotes for each outlined expense including source of the quote.
    - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

Supporting Documents

a) Attach copies of the following:
    - An itemized budget for how grant funds will be used (using the *Proposed Project Budget* form available on the City grant website);
    - Additional supporting information for the projected costs (e.g. workshop presenters quotes or 2 quotes from suppliers/trades for Capital projects);
    - A timeline for completing the project and using the grant funds.

Additional Documentation to Support your Application (optional)

b) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
c) Letters of support from parents, community partners or others.

Terms and Conditions

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

- Successful applicants must use the funds for the stated purpose as outlined in the approval letter and within one year of approval.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo of capital items and itemized receipts for all expenses.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

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

Review Process and Approval Process

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

Application Deadlines and Decisions

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

If you are unclear on any part of the grant application, please contact Chris Duggan, (Program Manager, Child Care) for clarification.

Chris Duggan
Program Manager, Child Care
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: cduggan@richmond.ca

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOM. AMOUNT	CONDITIONS	Page #
Family Services of Greater Vancouver	**Child Care Capital Grant**	**COLTS - Playground Improvement** Funds will increase the quality of care for the children at COLTS by providing sturdy and engaging playground equipment. Items include a custom gazebo for sandbox and playground equipment.	$10,962.00	$10,962.00		1
Little Wings Day Care Centre Society	**Child Care Capital Grant**	**Infant & Toddler (I/T) Program - Equipment** The purpose of this grant is to purchase new equipment for the I/T program. This will ensure the infants and toddlers have inviting, safe, durable equipment that is accessible for all ranges of development.	$5,268.00	$5,268.00		3
Richmond City Centre Community Association	**Child Care Capital Grant**	**Circle of Friends Preschool - Equipment** The purpose of this project is to replace and upgrade essential safety supplies including floor mats and appropriate seating, in addition to improving the quality of program by acquiring new discovery and learning equipment.	$11,813.00	$11,813.00		5
Richmond Society for Community Living	**Child Care Capital Grant**	**Treehouse Early Learning Centre Replacement - Equipment** The purpose of this grant is to make capital replacements for two items at Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to replace an out-dated creative play area with a new and larger play kitchen as well as replacing traditional faucets with manual taps with touchless options. These replacements will enhance safety for the centre as they will allow for increased physical distancing and choice in our creative play area, as well as improved hand hygiene for our children and staff.	$3,500.00	$3,500.00	Condition - must submit all prior Child Care Grant Use Reports prior to new funds being released.	7

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOM. AMOUNT	CONDITIONS	Page #
Richmond Society for Community Living	**Child Care Capital Grant**	**Youth Connections - Storage and Equipment** - Grant funds will be used to improve accessibility and safety of the program by adding requisite bike storage outdoors, purchasing new adjustable tables and improved storage for program supplies.	$7,500.00	$7,500.00	Condition - must submit all prior Child Care Grant Use Reports prior to new funds being released.	9
West Richmond Community Association	**Child Care Capital Grant**	**Prechool and Out of School Care (OSC) - Equipment** The purpose of this grant is to purchase a sensory table for the Preschool and Junior OSC programs to use on the patio during outdoor play and to purchase cubbies for the offsite Senior OSC program to increase the supply of storage space for the children's belongings during program time.	$6,476.00	$6,476.00		11
Child Care Capital Grant Request Total			**$45,519.00**	**$45,519.00**		
Steveston Society of Children's Centres	**Professional and Program Development Grant**	**Quality Assessment/Improvement Plan** The purpose of this project is to conduct Quality Assessments on participating programs (Phase 1), support providers in accessing training in the BC Child Care Quality Assessment Standard (BCQAS) and creating their own Quality Improvement Plan (Phase 2) and then creating a professional network of support and resources for early childhood educators to support one another in reaching their quality improvement plan goals (Phase 3). The BCQAS has been used in one pilot project with 5 programs in three health regions, and is comparable to outcomes found using Toronto's Assessment for Quality Improvement (AQI) and the more common Early Childhood/Infant & Toddler Development Rating Scale (ECERS/ ITERS).	$15,000.00	$0.00	Not Eligible - application missing required financial information which is not available.	13

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOM. AMOUNT	CONDITIONS	Page #
Richmond Society for Community Living	**Professional and Program Development Grant**	**Supported Child Develoment Program (SCDP) Lending Library** SCDP is a community based early intervention program that provides practical information, resources and strategies for the inclusion of children ages 3-12 with disabilities in child care settings. SCDP consultants assist families to access child care in their community as well as supporting child care facilities where a child with a developmental disability is enrolled. By providing information, resources and training to child care providers, families are able to access child care that+C12 allow all children to participate alongside their typically developing peers. The RSCL Lending Library makes adaptive equipment and specialized toys available to licensed Richmond child care programs (preschool, daycare and out of school care) that support children with developmental disabilities through SCDP.	$1,500.00	$1,500	Condition - must submit all prior Child Care Grant Use Reports prior to new funds being released.	16
Professional & Program Development Grant Request/Recommended Total			**$16,500.00**	**$1,500.00**		
Child Care Capital Grant Requests/Recommended Total			**$45,519.00**	**$45,519.00**		
TOTAL 2019 CHILD CARE GRANTS REQUESTS & RECOMMENDED			**$62,019.00**	**$47,019.00**		
2020 Child Care Grants Program Budget:		**Amount Available**	**Requests**	**Recom. Amount**	**Balance remaining**	
Capital Grants		**$50,000.00**	**$45,519.00**	**$45,519.00**	**$4,481.00**	
Prof & Prog Dev't Grants		**$10,000.00**	**$16,500**	**$1,500.00**	**$8,500.00**	
Total		**$60,000.00**	**$62,019.00**	**$47,019.00**	**$12,981.00**	

ATTACHMENT 4

Capital Assistance Application for 2021

Childcare Grants Program

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

Society: **Family Services of Greater Vancouver**

Title: **COLTS Daycare Playground Improvement**

Amount: **$10,962.00**

Purpose: **Playground**

COLTS Daycare provides on-site daycare for the children (aged 0-36 months) of young parents attending Richmond Secondary School and working to complete their high school education. The infants and toddlers need engaging playtime that is also safe during COVID, for the duration of the pandemic. For this reason, we're applying for outdoor playground equipment that is easily cleaned and sanitized, as play in outdoor spaces carries a lower risk of COVID transmission.

Service Delivery Benefits:

These funds will increase the quality of care for the children at COLTS by providing sturdy and engaging playground equipment.

Beneficiaries:

The beneficiaries will be the young children enrolled in COLTS, who will have high quality outdoor playground equipment, and their young parents who benefit from the daycare service so they can complete high school.

Our staff will also benefit from having new and engaging toys available for play time.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$48007.00	Health, Social & Safety
2019	$3477.00	Child Care Capital

2018	$48007.00	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: $10,962.00

Recommendation: That Family Services of Greater Vancouver be funded for a total amount of $10,962.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None

Richmond

Capital Assistance Application for 2021
Childcare Grants Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

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

Title: **Little Wings Infant Room Equipment**

Amount: **$5,267.91**

Purpose: **Equipment**

The purpose of this grant is to purchase new equipment for our infant/toddler program now that we have relocated to our new space. The majority of our fundraising efforts have had to go towards the capital costs of building a new facility. Now that we have moved we would like to ensure the infants and toddlers have inviting, safe, durable equipment that is accessible for all ranges of development.

Service Delivery Benefits:

Little Wings Daycare Society relocated to a new facility in January 2020. This relocation project was a large endeavor and all funds raised needed to be used for the moving and building costs. Now that we are in our new space, we want to be able to provide ECE quality equipment for the Infants and toddlers to use in this new space.

We believe these items will help us support peer interaction, gross motor development and meet the needs of the range of abilities in our programs. The indoor loft and shelving units will help to provide accessible gross motor development opportunities as well as additional table space to ensure proper and safe social distancing measurements are being implemented into our programs.

The addition of an outdoor climber will help the infants and toddlers use their hands and feet to climb up the ladder and challenge the children to critically think and problem solve how they can independently get up and down from the climber. During these unprecedented times, being outside and having the opportunity to purchase a new small climber is safer to use than using playgrounds open to the public to decrease the spread of germs.

We would also like to purchase a sun shield for our 4 seat stroller to shield the children from sun and rain while out on daily walks.

Beneficiaries:

This grant will directly benefit 15 infants and 15 toddler aged children on a daily basis, along with 8 teachers and 60 parents.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$17687.00	Child Care Capital
2019	$5734.00	Child Care Capital
2018	$5297.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: $5,268.00

Recommendation: That the Little Wings Day Care Centre Society be funded for a total amount of $5,268.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None

Society: **Richmond City Centre Community Association**

Title: **Safety & Education Supplies for Circle of Friends Licensed Preschool**

Amount: **$11,813.45**

Purpose: **Furnishings**

I am writing to you in hopes that you will consider "Circle of Friends" Preschool from the City Centre Community Association for a City of Richmond Child Care Capital Grant. The purpose of our project is to replace and upgrade essential safety supplies including floor mats and appropriate seating, in addition to improving the quality of program by acquiring new discovery and learning equipment.

Service Delivery Benefits:

Pre-COVID times "Circle of Friends" at Lang Centre serves between 60 to 70 families. Our building is located on the ground floor of a high rise in Richmond's downtown core. There isn't a dedicated outdoor space attached to the preschool, therefore we are forced to access the public park adjacent to the building, alongside the regular park attendees. Our preschool rooms have no windows, and many of the children who attend our programs live in near by apartment buildings. There is very little nature in the surrounding area and many of the children live with grandparents who can't always take the children to further away playgrounds or parks.

As a licensed preschool we are required to provide the children with opportunities for gross motor development. As often as possible we take the children outside however with our local weather conditions, the duration and opportunities to comfortably be outside are often limited. As an alternative we must provide the children with opportunities for gross motor activities indoors.

The Association acquired a small climber and other small indoor equipment for the children's big muscles needs. This equipment sits on floor mats as per Licensing Regulations requirements. On her last inspection the Centre's Licensing officer felt that the mats were not sufficient to cover the safety zone around the climber; She also felt that the ones that are being used currently are not safe as some of the vinyl is torn. They were also considered unsuitable to be properly sanitized to protect against COVID or other communicable diseases. Seeing the opportunity in this grant has provided us

with hopes to replace some of the damaged and unsafe equipment, particularly the mats to cushion the children's falls around our little climber.

Furthermore, we would like to replace our worn out plastic chairs for health

Beneficiaries:

Children who attend our Circle of Friends licensed preschools at Lang Centre will benefit from these safety and quality upgrades to our furnishings. In addition, preschoolers who participate in our licensed daycamps will also benefit and use these resources. Camps occur in July/August and during Winter Break and Spring Break.

Partners (if applicable):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

GRANT RECOMMENDATIONS

Recommended Amount: $11,813.00

Recommendation: That the Richmond City Centre Community Association be funded for a total amount of $11,813.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None

Society: **Richmond Society for Community Living**

Title: **Treehouse early Learning Centre Replacement**

Amount: **$3,500.00**

Purpose: **Equipment**

The purpose of this grant is to make capital replacements for two items at Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to replace an out dated creative play area with a new and larger play kitchen as well as replacing traditional faucets with manual taps with touchless options.

This replacements will enhance safety for the centre as they will allow for increased physical distancing and choice in our creative play area, as well as improved hand hygiene for our children and staff.

Service Delivery Benefits:

Our new play kitchen area will enhance children's creative/pretend play, encourage social interaction, language and cognitive development. The proposed equipment is moveable, allowing staff to create different spatial environments, to accommodate different type of plays and have the children involved.

Because the equipment is larger, children will be able to space out appropriately, while continuing to play together.

Replacement faucets will not only benefit children with gross/fine moto challenges which make operating manual taps difficult, it will also allow for improved hand hygiene with a goal to reduce the spread of germs at the centre.

Beneficiaries:

Treehouse offers both full and part-time daycare and preschool for 25 children ages 2.5 to 5 years. Treehouse is an integrated program offering care for typically developing children with dedicated spots for children with disabilities or who have additional support needs.

Treehouse operates with five staff members and one supervisor who are certified Early Childhood Educators and trained in the Reggio Emilia approach to emergent curriculum. The program is based on principles of respect, responsibility, and community and the curriculum focuses on the interests of the children. Self-guided learning occurs through exploration and discovery in a supportive and enriching environment.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$15500.00	Health, Social & Safety
2019	$3500.00	Child Care Capital
2019	$5000.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: $3,500.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of $3,500.00 for a Child Care Capital Grant for Treehouse Early Learning Centre.

Staff Comments/Conditions:

Subject to the City of Richmond's review and approval (as landlord) of the materials to be used in this project.

Subject to the completion of all previously funded Child Care Grant Projects and the submission of all Grant Use Reports.

Richmond

Capital Assistance Application for 2021
Childcare Grants Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: **Richmond Society for Community Living**

Title: **Youth Connections Capital Improvement Purchases**

Amount: **$7,500.00**

Purpose: **Equipment**

Grant funds will be used to improve accessibility and safety of the program by adding requisite bike storage outdoors, purchasing new adjustable tables and improved storage for program supplies.

Service Delivery Benefits:

Located in Richmond Caring Place, Youth Connections ensures that youth with developmental disabilities receive supervision and support while their parents are at work. Each individual is encouraged to set goals, and program staff work to plan activities and outings to support participants to achieve their goals. Improved accessibility is vital during Covid 19 as we work toward improving available space indoors. With the theft of all our adaptive bikes several years ago, YC has been storing our replacement bikes in the program. Even leaving them outside during program hours has resulted in theft. Recently, Child Care Licensing has indicated a requirement to remove the bikes from licensed program space. In order to move the bikes outdoor, it is necessary to purchase closed bike storage which will deter theft more effectively than an open bike rack and locks. At the same time, YC will undertake to improve the accessibility and flow of people indoors by purchasing new (adjustable height) tables and a storage unit for program materials and supplies. The laminate top on our existing tables is worn through, and the existing cupboards are also worn adequate cleaning and sanitizing is compromised.

Beneficiaries:

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities aged five to nineteen. Operating after school weekdays during the school year and for full days during the summer, spring, and winter breaks, the program offers school-aged children and teens the opportunity for social interaction and recreation. Therapeutic recreation offered through Youth Connections allows participants to expand their independence skills and improves overall quality of life. With a focus on adventure, excitement, friendship, and fun, Youth Connections is living proof that some of life's greatest lessons are taught in a recreational setting.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$15500.00	Health, Social & Safety
2019	$3500.00	Child Care Capital
2019	$5000.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: $7,500.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of $7,500.00 for a Child Care Capital Grant for Youth Connections.

Staff Comments/Conditions:

Subject to completion of all previously funded Child Care Grant projects and submission of all Grant Use Reports.

Society: **West Richmond Community Association**

Title: **West Richmond Child Care Program I**

Amount: **$6,475.56**

Purpose: **Equipment**

To purchase a sensory table for the Preschool and Junior OSC program to use on the patio during outdoor play.

To purchase cubbies for the offsite Senior OSC program to increase the supply of storage space for the children's belongings during program time.

Service Delivery Benefits:

The Outlast Cascade sensory table will be used outdoors on the West Richmond Community Centre patio. The Preschool and Junior OSC program spaces have access to the patio space and use it for outdoor play. Increased outdoor program time is part of the BCCDC Covid-19 child care guidelines and the programs are in need of high quality outdoor learning materials. The sensory table will improve the quality of the learning experiences in this outdoor space as there is currently limited equipment for outdoor play on the patio.

The Senior Out-of-School program, which operates offsite at Gilmore Elementary, will benefit from increased storage for children's personal items. With the addition of two new cubby units, the children in our program will access to individual storage for their belongings. With Covid-19 guidelines, clearly defined space for personal items is imperative for a safe child care experience.

Beneficiaries:

Participants registered in childcare programs at West Richmond Community Centre.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

GRANT RECOMMENDATIONS

Recommended Amount: $6,476.00

Recommendation:

That the West Richmond Community Association be funded for a total amount of $6,476.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None

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

Title: **Quality Assessment Standard project**

Amount: **$15,000.00**

Purpose:

This project has three phases, and we are applying for funding to be used for phase 1 and 2.

Quality in child care is instrumental in ensuring positive public health outcomes. A recent large-scale study in Australia found that quality child care was not related to auspice or care type (which supports earlier research in BC and AB), but rather related to using a learning framework, accreditation assessments and strong administrative support. Child Care in Richmond is heavily in-home or stand-alone operators, leaving these programs without the structures or support that larger providers have access to.

In response to this issue, we are proposing a project that conducts Quality Assessments on participating programs (Phase 1), supports providers in accessing training in the BCQAS and creating their own Quality Improvement Plan (Phase 2) and then creating a professional network of support and resources for early childhood educators to support one another in reaching their quality improvement plan goals (Phase 3).

Service Delivery Benefits:

These funds will be used to enhance child care service delivery by supporting 25 child care facilities in assessing the quality of their service and creating a quality improvement plan for each facility / licensed program to implement.

These funds will support skill development of early educators by providing extensive training in how to administer the quality assessment themselves and

in receiving coaching / mentorship in how to interpret the results of a quality assessment and then apply those results to transform daily practice.

This supports the greater Richmond community through changing the dominant discourse about child care - moving from "availability" and "cost" (which in itself, has little relevance to the day to day work of front line educators) and moving towards quality, inclusion, pedagogical narrations, professional capacities and parent community. As the discourse within a community changes, the demand for quality over simple availability will increase. As a group of educators works collaboratively within their facility team and a network on in-home providers works collaboratively in support of one another as they wrestle with ideas and measures of quality, the capacity of educators and facilities to deliver quality care will improve.

Beneficiaries:

We propose that 25 programs participate in this program - 16 in home care providers and 4 group care programs (stand-alone, with 1-4 classrooms).

Benefit a large group of educators and administrators with hands-on, tangible quality assessments and coaching about their program.

Benefit a large group of ECE's with 32 hours of direct pro-d hours that focuses on how as a team, administrators, parents and educators work together to create and sustain quality child care.

Benefits for children and families within the programs, as quality of the child care program improves.

Benefits for the viability of the child care programs - as quality improves, registration will improve and child/family turnover decreases (as seen in programs who participated in the original pilot project).

As programs begin to share their quality rating and quality improvement plan with families, this will build an increased awareness of what quality child care is (and isn't). Increased parental awareness around quality will increase parental demand for quality - over time, causing a sector-wide change in dominant discourse, benefiting the Richmond community as a whole.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

GRANT RECOMMENDATIONS

Recommended Amount: $0.00

Recommendation: That this application be deemed ineligible due to the absence of required financial information and not be funded at this time.

Staff Comments/Conditions:

None

Society: Richmond Society for Community Living

Title: SCDP - Lending Library Replacement and Refurbishment

Amount: $1,500.00

Purpose:

SCDP is a community based early intervention program that provides practical information, resources and strategies for the inclusion of children ages 3-12 with disabilities in child care settings. SCDP consultants assist families to access child care in their community as well as supporting child care facilities where a child with a developmental disability is enrolled. By providing information, resources and training to child care providers, families are able to access group child care and preschool child(ren) to allow them to participate alongside their typically developing peers. The RSCL Lending Library makes adaptive equipment and specialized toys available to licensed Richmond child care programs (preschool, daycare and out of school care) that support children with developmental disabilities through SCDP.

Service Delivery Benefits:

Toys, books and equipment purchased for the SCDP lending library will be available to all Richmond child care providers that care for children with developmental disabilities and who require adaptive equipment or resources to fully participate in programming. By making equipment available through the Lending Library, RSCL is able to help alleviate the burden of cost to the child care provider. With use of equipment assessed on an individual basis, child care centres may have a particular piece of equipment for a short term or trial basis, or for as long as the child is participating in the program.

Beneficiaries:

RSCL SCDP helps working parents to maintain their employment with the comfort that their child care provider has the resources and training to provide quality care for their child with additional support needs. This allows single parents to maintain financial stability and allows families to maintain and improved quality of life. Further, the child is able to participate in a typical child care setting which adapts to meet specific needs. RTSCL SCDP currently supports 499 children and youth ages 3-18 at 75 child care centres throughout Richmond. Very often, families who have a child with special needs experience challenges due to costly intervention services or the need for one parent to stay at home to care for the child. The Lending Library ensures that lower income families are able to access specialized toys and adaptive

equipment that they may not otherwise be able to afford. This allows the child to trial a particular item to assess the benefits and ensures that their child care program is equipped to best support them to fully participate.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$15500.00	Health, Social & Safety
2019	$3500.00	Child Care Capital
2019	$5000.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: $1,500.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of $1,500.00 for a Child Care Professional and Program Development Grant for the Supported Child Development Program.

Staff Comments/Conditions:

Subject to completion of all previously funded Child Care Grant Projects and the submission of all Grant Use Reports.

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	January 18, 2021
From:	Kim Somerville Director, Community Social Development	**File:**	03-1085-01/2020-Vol 01
Re:	**2021 Health, Social & Safety Grants**		

Staff Recommendations

1. That the 2021 Health, Social and Safety Grants be awarded for the total recommended amount of $621,864 as identified in Attachment 1 of the staff report titled "2021 Health, Social and Safety Grants," dated January 18, 2021, from the Director, Community Social Development; and

2. That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance Department	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:** MO	**APPROVED BY CAO**

Staff Report

Origin

This report supports Council's Strategic Plan 2018-2022 Strategic Focus Area #1 A Safe and Resilient City:

> *Enhance and protect the safety and well-being of Richmond.*
>
> *1.4 Foster a safe, caring and resilient environment.*

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

> *An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*
>
> *4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

This report also supports the Social Development Strategy 2013-2022 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

2021 Health, Social and Safety Grant Budget

In September 2020, City Council resolved to continue supporting 2021 City Grant Programs at 2020 funding levels in spite of significantly reduced casino funding. As a result, the 2021 Health, Social and Safety (HSS) Grant Budget is $626,970, the same as the 2020 HSS budget. Due to the loss of casino revenue, the annual Cost of Living increase indicated in the City Grant Policy (No. 3712) has not been applied to the 2021 City Grant budget.

Notice Given and Applications Received

In September 2020, last year's HSS grant recipients were advised of the opening of the City's 2021 HSS Grants through correspondence. Information was posted on the City website and included in the Community Services newsletter. The Richmond Community Services Advisory Committee was informed about the 2021 HSS program, as well as other non-profit societies by request.

In the HSS category, a total of 27 applications were received for a total request of $1,127,468. A table outlining requests and recommended 2021 allocations is provided in Attachment 1. A summary of each application, generated directly from information submitted by applicants to the web-based system, is provided in Attachment 2. As summary contents are taken verbatim from

the applicants' submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are also included in the summary.

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

Late Applications

As the City Grant Policy indicates that no late applications will be accepted, the web-based system was closed to submissions after the deadline. However, due to technical difficulties, those reporting the inability to submit prior to the deadline, although their applications were completed, were assisted to ensure entry into the system. No post-deadline requests to submit were received.

New Applications

One application was received from an organization that had not previously applied to the HSS Grant Program, that being The Governing Council of the Salvation Army. The Richmond Poverty Reduction Coalition, receiving non-profit society registration in 2020, had applied previously under the auspices of the Richmond Food Bank so is not considered a first-time applicant.

Application Review Process

A HSS Grant Review Committee, consisting of Community Social Development staff, reviewed the applications. Assessment criteria outlined in the HSS Grant Program Guidelines, Sections 4 (Eligibility) and 5 (Application Assessment Criteria), were used to guide the recommendation considerations (Attachment 3). Recommended allocations were determined by the committee rather than individual reviewers.

Analysis

The following analysis provides information about the HSS Grant Program, specifically regarding multi-year funding; the difference between minor and major grant requests; and the rational for partial or no funding recommendations. Information is also provided about recent grant application trends as well as 2021 applications.

Minor/Major Grant Requests

Two application streams are available for HSS grants; one for minor grant requests ($5,000 or less) and one for major grant requests (over $5,000). Minor grant requests have fewer sections to complete, while a more comprehensive application is required for major grants. In the Health, Social and Safety category, six organizations applied for grants of $5,000 or less (minor), while 21 applied for grants over $5,000 (major).

Multi-Year Funding Request

Applicants receiving grants for the same purpose for a minimum of five consecutive years have the opportunity to apply for a three-year funding cycle. In the first year of a cycle, the comprehensive application form is required, while for the following two years, a briefer application is required. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Reasons for Partial or No Funding

Most recommendations (15 of 27, or 56%) are for partial rather than full or no funding. The principal reasons for partial funding are:

- The City supports, but is not a primary funder, of non-profit organizations whose main sources of support include federal and provincial governments, BC Direct Access Gaming, numerous granting organizations, foundations, endowments, donations and fundraising efforts; and

- The total amount requested by organizations exceeds the recommended City Grant budget; providing some assistance to many organizations is considered preferable to providing full assistance to only a few organizations.

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

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

Health, Social and Safety Grant Application Information 2019–2021

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

Table 1 – Applicant Information 2019-2021

	2019	2020	2021
Total number of applications	35	24	27
New applicants	4	1	1
Late applications	0	0	0
Denial recommended (did not meet criteria)	4	2	2
Partial amount of request recommended	21	13	15
Full amount of request recommended	10	9	10
Minor request ($5,000 or less)	10	7	6
Total amount requested	$1,089,095	$737,394	$1,127,468
Total budget available	$614,676	$626,970	$626,970
Total HSS allocated	$614,590	$593,133	$621,864*

*Subject to Council approval

2020 City Grants: Council-Approved Flexible Uses

Since the 2020 City Grants were awarded, the COVID-19 pandemic significantly altered the manner in which community services and programs were delivered due to physical distancing directives from public health authorities. As a result, many programs and services were changed dramatically, with organizations needing to acquire new skills, technology, approaches for supporting vulnerable clients, and increasing demand while coping with reduced staff, volunteers and fundraising capacity. In recognition of these challenges and to support the efforts of non-profit organizations to adapt to these unprecedented circumstances, at the Open Council Meeting on May 25, 2020, Richmond City Council announced the approval of flexible uses of 2020 City Grants due to the impact of COVID-19 and related public health measures on the community and non-profit societies.

Health, Social and Safety applicants reported a number of flexible uses of their 2020 grants, primarily to train staff in developing and delivering virtual programs and services, upgrading technology, hiring additional staff, maintaining operations with reduced funding, and providing one-to-one supports by telephone or in person following physical distancing protocols. Many organizations increased measures to address the food security of their clientele, and were further supported by various grants made available throughout the year. The Richmond Food Bank played a pivotal role in the distribution of supplies to community food programs and supported the City's pilot project with FoodMesh to establish a Richmond Food Security Network.

As public health orders remain in effect, the changes noted regarding 2020 HSS grant use will continue to be implemented into 2021 as long as required. Staff will monitor social service changes during the course of the year and advise City Council regarding related developments.

2021 HSS Grant Budget Considerations

As three regular applicants to the HSS Grant Program did not apply for a 2021 grant, staff do not recommend the full expenditure of the 2021 budget. Retaining an amount in the budget helps to ensure that some funds would be available for those organizations in 2022 recommendations, should the overall grant budget be retained, without having to reduce 2022 allocations to other agencies.

Financial Impact

The 2021 HSS Grant Program budget is $626,970. A total of $621,864 is recommended for disbursement.

Disbursement of grant funds will only be made once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by City Council.

Conclusion

The City's HSS Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. These grants support the work of non-profit social service agencies whose mandates align with the City's Social Development Strategy goals of social equity and inclusion; citizen engagement; and building on social assets and community capacity. Staff recommend that 2021 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 Grant Recommendations - 2021
2: 2021 Grant Application Summary Sheets
3: 2021 Health, Social and Safety Grant Program Guidelines

Health, Social and Safety Grant Recommendations - 2021

APPLICANT NAME	2020 GRANT	2021 REQUEST	RESIDENTS TO BE SERVED	2021 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT. 2 PG #
Amyotrophic Lateral Sclerosis Society of British Columbia	$4,000	$5,000.00	16	$4,000.00		This grant will be used to purchase a Voyager Portable Motor for a lift system to support a Richmond resident with ALS. There are currently 16 such residents. This recommendation is for the same level as last year.	1
Big Brothers of Greater Vancouver	N/A	$10,000.00	41	$6,000.00	1	This Multi-Year (Year 1) 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. One-on-one and virtual meetings will be held. The recommendation is for the same level as their previous grant (2019).	5
Boys and Girls Clubs of South Coast BC	$6,500	$10,000.00	39	$6,500.00		This grant will support an after school program at Mitchell Elementary in East Richmond typically reaching 30 children aged 6 to 12 years, ensuring accessibility to those who cannot afford to pay. While fewer (10) children can be served in person under current physical distancing requirements, virtual programs will also be offered. This recommendation is for the same level as last year.	8
Canadian Mental Health Association, Vancouver-Fraser Branch	$8,670	$30,500.00	78	$8,670.00		This grant will support staff costs of the Super Fun Group Kids Program providing monthly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. Smaller groups due to distancing requirements and one-to-one support is provided. The recommendation is for the same level as last year.	11
Chimo Community Services	$50,000	$50,000.00	5,499	$50,000.00	1	This Multi-Year (Year 1) grant is to support the delivery and expansion of Chimo Community Service's Crisis Line, Outreach & Advocacy, and Community Engagement programs. The Crisis Line and Outreach & Advocacy programs provide immediate emotional support to residents in crisis by providing referrals to supportive services and other assistance regarding poverty, family, immigration and civil matters. In person as well as on-line services will be offered. The recommendation is for the full amount requested.	14
Community Mental Wellness Association of Canada	$10,200	$42,000.00	12,000	$10,200.00	2	This Multi-Year (Year 2) grant will support mental wellness education, workshops and referrals to other community services. Virtual programs and one-to-one telephone support will be provided. The recommendation is for the same level as last year.	17
Connections Community Services	NA	$15,000.00	1,200	$14,321.00	3	This Multi-Year (Year 3) grant will support the Connections Youth Resource Centre's Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. In-school programs have resumed while other programs will be offered on-line. The recommendation is for the same level as their previous application (2019).	19

Health, Social and Safety Grant Recommendations - 2021

APPLICANT NAME	2020 GRANT	2021 REQUEST	RESIDENTS TO BE SERVED	2021 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT. 2 PG #
Family Services of Greater Vancouver	$48,007	$54,604.00	150	$48,007.00	1	This Multi-Year (Year 1) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. In-person and virtual counselling will be provided to accommodate client preferences for the duration of the pandemic. The recommendation is for the same level as last year.	21
Heart of Richmond AIDS Society	$12,740	$17,000.00	750	$12,740.00	3	This Multi-Year (Year 3) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. School programs will be offered virtually, and increased food distribution will continue. The recommendation is for the same level to support operating expenses.	24
Minoru Seniors Society	$5,000	$5,000.00	140	$5,000.00		This grant will support the Wellness Connections outreach program for frail, at-risk and isolated seniors aged 55+ years to reconnect them with their community, increase independence and improve their health through social, recreational and leisure programming. The program is operating on-line and the grant will fund instructor costs and equipment purchases. The recommendation is for the full amount requested.	26
Multicultural Helping House Society	Denied	$67,000.00	1500	$0.00		This application does not demonstrate a shared funding approach as the amount requested of the City far exceeds that requested of the one other funder approached for the same purpose. No Richmond partnerships are proposed. Therefore, denial is recommended.	29
Muscular Dystrophy	Denied	N/A	N/A	N/A		N/A	
Pacific Autism Family Centre Society	N/A	$300,000.00	43,060	$0.00		The amount requested far exceeds the capacity of the grant program to fund. The amount requested is similar to the deficit, which City grants will not cover. Other than PAFN fundraising, the application does not reflect a shared funding approach as considerably less is requested of two other funders. Therefore, denial is recommended.	32
Pacific Post Partum Support Society	$3,000	N/A	N/A	N/A		N/A	
Parish of St. Alban's (Richmond)	$15,300	$30,000.00	12,500	$15,300.00		This grant is to support the homeless and those at risk through the Tuesday night community meal program, the Friday hot lunch program, and the outreach meal delivery service distributed five nights a week to those unable to access programs or prepare their own meals. The accumulated surplus is due to the cancellation of the shower program and will go towards increased food distribution as well as medical costs including foot care, dental work, eyeglasses, etc. The grant is for the same level as last year.	35

APPLICANT NAME	2020 GRANT	2021 REQUEST	RESIDENTS TO BE SERVED	2021 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT. 2 PG #
Pathways Clubhouse	$35,027	$35,027.00	400	$35,027.00	1	This Multi-Year (Year 1) grant is to support the Pathway Clubhouse meal program, which provides opportunities for members on fixed-incomes to eat healthy meals at affordable prices. The program also provides opportunities for social connection and for members to learn employment skills related to working in the restaurant industry. Pathways will continue providing on-line programs, one-to-one telephone support and weekly meal delivery to those who are physically isolated. The recommendation is for the same level as last year.	38
PLEA Community Services of BC (now includes Children of the Street)	$5,000	$5,000.00	3,000	$5,000.00		This request is to fund virtual and in-school workshops to educate children and youth about sexual exploitation. The workshops aim to reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested.	41
Richmond Addiction Services Society	$226,860	$226,860.00	7500	$226,860.00	1	This Multi-Year (Year 1) grant will support programming that prevents the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors. One-to-one counselling as well as on-line prevention and education will be offered. The recommendation is for the same level as last year.	44
Richmond Cares, Richmond Gives	$42,634	$50,000.00	60,000	$42,634.00	1	This Multi-Year (Year 1) grant will support core operating costs, including the Information & Volunteer Centre which supports residents and organizations seeking volunteer opportunities and the free Community Services directory, including the Seniors and Low Income Services Directories. RCRG will continue providing referrals on-line, over the phone and via e-mail. The recommendation is for the same level as last year.	48
Richmond Family Place Society	$38,560	$38,000.00		$38,000.00	2	This Multi-Year (Year 2) grant is for family support programs and other preventative services for families with children up to 12 years, including an intergenerational program. A blend of in-person and virtual programming will be offered as health restrictions permit. The recommendation is for the full amount requested.	52
Richmond Mental Health Consumer and Friends Society	$5,355	$13,777.24	103	$5,355.00	3	This Multi-Year (Year 3) grant is to support the operations of a Peer Support Social Group, which aims to empower and re-integrate people who struggle with mental health into the community through volunteer work, social activities, education, and leadership opportunities. Services will continue on-line and by telephone. The recommendation is for the same level as last year.	55

Health, Social and Safety Grant Recommendations - 2021

APPLICANT NAME	2020 GRANT	2021 REQUEST	RESIDENTS TO BE SERVED	2021 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT. 2 PG #
Richmond Multicultural Community Services	$12,750	$25,000.00	103	$12,750.00	1	This Multi-Year (Year 1) grant will support the core funding of programs for immigrant and refugee communities in Richmond, including assistance with settlement and integration. Virtual programs, including support for those experiencing racism/discrimination, as well as support for isolated individuals, will be provided. This recommendation is for the same level as last year.	58
Richmond Poverty Reduction Coalition	N/A	$5,000.00	35	$5,000.00		This grant will be used to support the operating costs of expanding the Self Advocacy Network, providing confidence and leadership skills to people with lived experience of poverty, into ongoing programming with other local social service agencies. Virtual community forums will be produced. This recommendation is for the same level as awarded previously (2019).	61
Richmond Society for Community Living	$15,500	$15,500.00	5,000	$15,500.00	3	This Multi-Year (Year 3) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. Programs and supports will continue virtually or by telephone. The recommendation is for the full amount requested.	64
Richmond Stroke Recovery Centre	$2,030	N/A	N/A	N/A			
Richmond Women's Resource Centre	$26,000	$41,000.00	7,000	$26,000.00	3	This Multi-Year (Year 3) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. Programs and supports will be offered on-line and by telephone. The recommendation is for the same level as last year.	67
The Governing Council of the Salvation Army in Canada*	N/A	$11,200.00	175	$6,000.00		This grant will cover the mileage costs of the Salvation Army Outreach Worker who picks up and delivers meals to homeless individuals five days a week. In addition to meals, the Outreach Worker provides services, referrals and connections to shelter beds, where further supports are provided. This recommendation is a first-time grant for the Salvation Army.	70
The Kehila Society of Richmond	N/A	$5,000.00	25,000	$3,000.00		This grant is requested to purchase supplies other than groceries for those receiving the Society's food and meal programs, including personal protective equipment such as face masks and gloves, personal hygiene products, food packaging materials, and food gift cards. The recommendation would be the first grant for the Kehila Society in recent years.	74
Touchstone Family Association	$5,000	$5,000.00	40	$5,000.00		This grant is to support the Street Smart Program for at-risk youth, designed to stop or prevent Street gang involvement. Both on-line and in-person services will be provided, including small groups+l31 when physical distancing is possible. The recommendation is for the full amount requested.	77

Health, Social and Safety Grant Recommendations - 2021

APPLICANT NAME	2020 GRANT	2021 REQUEST	RESIDENTS TO BE SERVED	2021 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT. 2 PG #
Turning Point Recovery Society	$15,000	$15,000.00	125	$15,000.00	1	This Multi-Year (Year 1) request is to continue services that would usually be provided at the Drop-in Centre (now closed) in an outdoor environment, including social connection, referrals to additional support programs and services, and a more robust lunch program, served Monday to Thursday in Brighouse Park, to 25 to 30 guests. The recommendation is for the full amount requested.	80
TOTAL	$593,133	$1,127,468.24		$621,864.00			
TOTAL AVAILABLE	$626,970	$626,970.00		$626,970.00			
REMAINING	$33,837	-$500,498.24		$5,106.00			

***BOLD = New Applicant**

Please note that, as three regular applicants did not apply this year, staff recommend maintaining the $5,106 remainder for 2022 budget purposes.

ATTACHMENT 2

Grant Application Summary for 2021

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): **End Date (if applicable):**

Number To Be Served: **372 ALS patients and their families**

Richmond Residents: **16 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 Voyager Portable Motor in the amount of $5,300.

Richmond Services Received by Your Organization:

The ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond in June. It was a virtual walk this year because of the pandemic. The Richmond walk is the biggest ALS Walk in British Columbia. The Richmond Walk raised $136K in 2019; this year the walk only raised $93K this year. Although it is $43K short from last year, this is already a good turn-out compared to other virtual locations. Our mayor and other MLAs always support the society's events in Richmond which help create a profile when promoting our events. In fact, even though there is a pandemic Mayor Brodie and MLA Linda Reid attended the society's Richmond Walk of the year awarding held in June 2020 to give support and help kick-off our virtual walk promotions. 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	Proposed Year
Total Revenue:	3,149,248.00	2,278,451.00

Total Expenses:	2,122,473.00	2,172,290.00
Annual Surplus or (Deficit):	611,902.00	1,547.00
Accumulated Surplus or (Deficit):	4,597,085.00	4,500,000.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2019 ACTUAL – The revenue includes 331K value of gift-in-kind donations, and expenses include 410K amortization.

*As mentioned in our previous application, the Society has a goal to raise 5 million for the ALS Centre of Excellence in BC. The goal is to enhance the quality of life and to make clinical trials available in BC.

*Another goal of the Society is to raise the Operating Reserve of the Society (rainy day funds) to 6 months to ensure the stability of the organization in case of economic turbulence.

*The Society was able to transfer funds to the Operating Reserve, and in 2019 year-end, the balance was 400K. Six months operating reserve is equivalent to 1 million. The Society was also able to contribute to the ALS Centre of Excellence managed by an independent investment manager. The balance in 2019 year-end was 1,029,761.

Current Year:

2020 Budget - The budget revenue includes 202K value of gift-in-kind donations, and expenses include 228K amortization. Surplus revenues will be allocated to the ALS Centre of Excellence and Operating Reserve of the Society.

Update on September 16, 2020, ALS Society of BC Board Strategic Planning:

1. Increase the target operating reserve of the Society from a minimum of 6 months to a maximum of 24 months.

2. Rename the ALS Centre of Excellence project to ALS Society of BC Project Hope

a. Goal 1 – To raise 5.3 million and fund an ALS Society of BC Professorship at the University of British Columbia. One of the main tasks of the professor is to make clinical trials available in BC. Currently, the Society has raised 2.4 million for this goal. The board would like to accomplish this goal sooner than later to give hope to ALS patients.

b. Goal 2 – To strive for an optimal environment integrating research and clinical care. A financial plan was not yet identified during the meeting. Accomplished Goal 1 before

initiating activities for Goal 2.

Explanation for Accumulated Surplus or (Deficit):

The Society's fundraising events were down by 39% because of the pandemic. We have two vacant positions that we put on hold to ensure that support services for patients will not be affected. The board made the right decision in setting aside funds for the operating reserve of the Society. Currently, because of the pandemic, the society is uncertain about fundraising activities in the next two years.

To date, the ALS Society of BC Project Hope raised 2.4 million. The society will continue to fundraise to fund the ALS Professorship at UBC, sooner than later.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$2,500.00	Health, Social & Safety
2018	$2,000.00	Health, Social & Safety
2017	$700.00	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	$5,000.00
Photocopying	$0.00
Program Materials	$0.00
Local Travel	$0.00
Other	$0.00
TOTAL	**$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	**Amount**	**$0.00**
Funder 2 Name	**Amount**	**$0.00**
Funder 3 Name	**Amount**	**$0.00**
Amount Your Society will Provide:		**$0.00**
Total Proposed Budget:		**$5,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: $4,000

Recommendation: This grant will be used to purchase a Voyager Portable Motor for a lift system to support a Richmond resident with ALS. There are currently 16 such residents. This recommendation is for the same level as last year.

Staff Comments / Conditions: None

Society: Big Brothers of Greater Vancouver

Grant Type: Over $5000 Multi Year - Year 1

Grant Request: $10,000

Proposal Title: Big Brothers Community Program, Teen Mentoring Program, Youth

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 41

Richmond Residents: 41

Grant Request Summary:

When our children are emotionally, socially and physically healthy, everyone in the community benefits. Especially during the pandemic where we are forced to stay apart, children and youth need stable positive influences more than ever. In the 2016 BC Provincial Health Officer's Annual report, one of the key messages states "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 20 matches and 16 children on the waitlist to be matched. Children in Richmond on our waitlist often wait up to 2 years before being matched with their mentors. The Teen Mentoring Program matches elementary school boys and girls (grades 1-7) with teen "Buddy" mentors from nearby high schools. In Richmond, this program is supported by A.R. MacNeill Secondary and Anderson Elementary. Big and Little Buddies spend one hour a week engaging in fun non-academic activities. This program connects each child one-on-one with teen mentors, thereby increasing their network of support and enabling them to form a relationship with someone who is engaged in and cares about their life. Youth Leadership aims to further support teens to develop leadership skills that they can apply in their everyday lives. These include career planning, conflict resolution, and more. Mentees experience many life-long benefits of a quality mentoring relationship, including higher self-esteem, reduced risky behavior, stronger relationships, and a more positive attitude toward school. The family benefits from the improved wellbeing of the child and volunteer mentors report feeling immense personal reward - thus bringing the entire community closer.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	2,255,050.00	1,738,430.00
Total Expenses:	2,368,034.00	2,084,286.00
Annual Surplus or (Deficit):	(112,984.00)	(345,856.00)
Accumulated Surplus or (Deficit):	(59,432.00)	(405,288.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

When the COVID-19 pandemic hit our economy, we were forced to close all operations which earned our main source of revenue for over 3 months. Costs were cut in this time to mitigate the losses but the forecast which initially projected a breakeven year instead projected a large loss.

Current Year:

Our operations are slowly ramping up again but we anticipate a slow recovery. The support of our grantors is imperative in this time.

Explanation for Accumulated Surplus or (Deficit):

The hope for 2020 was for a breakeven year, however the COVID-19 pandemic hit us hard and will continue to do so for several months into the future. We are hopeful for a stronger 2022.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$6,000	Health, Social & Safety
2018	$6,000	Health, Social & Safety
2017	$4,843	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$8,000.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$1,000.00
Office Rent or Mortgage	$1,000.00
Utilities and Telephone	$0.00
Supplies	$0.00
Equipment	$0.00
Photocopying	$0.00
Program Materials	$0.00

Local Travel		
Other		$0.00
	TOTAL	**$10,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**BC Community Gaming Grant**	**$9,750**
Funder 2 Name	**United Way**	**$2,975**
Funder 3 Name	**N/A**	**$1**

Amount Your Society will Provide:	**$85,155.00**
Total Proposed Budget:	**$107,879.00**

GRANT RECOMMENDATIONS

Recommended Amount: $6,000

Recommendation: This Multi-Year (Year 1) 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. One-on-one and virtual meetings will be held. The recommendation is for the same level as their previous grant (2019).

Staff Comments / Conditions: None

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: 30

Richmond Residents: 30

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. Programming is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. All children and families can access our programs, regardless of their financial situation.

Impact of COVID-19: The pandemic has had a significant impact on our Clubs. We closed all sites at the end of March, and transitioned to offering virtual programs in April. We offered some in-person summer day camps, combined with ongoing virtual programs so that more kids could benefit from staying connected with their friends and Club leaders. We are prepared to continue with this hybrid model of service delivery in our after-school programs as long as necessary. Due to physical distancing, we can only serve only 10 kids in person at the Richmond Club (compared to the usual 25-35). Our goal is to continue to provide the best services to our families during these challenging times. We recognize that the model may need to change depending on how schools operate and/or any other new developments that arise. Meanwhile, our staffing costs have increased, as we have much higher staff-to-participant ratios in our Clubs to ensure that all recommended safety protocols are maintained, fewer volunteers, and our main fundraising event, the annual Club House Gala, was cancelled this fall and is being transitioned to an online event.

Richmond Services Received by Your Organization:

We received a $6,500 City Grant in 2020, but receive no other services from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	9,878,053.00	9,916,135.00
Total Expenses:	9,895,161.00	9,916,135.00
Annual Surplus or (Deficit):	(17,108.00)	0.00
Accumulated Surplus or (Deficit):	1,606,446.00	1,606,446.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Actual operations resulted in a surplus. The overall deficit for last year was very small (0.17%), and only appears when non-cash items (e.g., amortization of property and equipment) are taken into account.

Current Year:

No surplus or deficit is forecast for the current. BGC strives to maintain a balanced year-end position for operations.

Explanation for Accumulated Surplus or (Deficit):

Sound financial management over the last 80 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$5,115	Health, Social & Safety
2018	$5,000	Health, Social & Safety
2017	$5,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$60,000.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$0.00
Office Rent or Mortgage	$4,600.00
Utilities and Telephone	$250.00
Supplies	$0.00
Equipment	$0.00

Photocopying	$0.00
Program Materials	$900.00
Local Travel	$850.00
Other	$9,500.00

Insurance: $1,700

Food: $1,300

Allocation for Central Administration: $6,500

TOTAL **$76,100.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**Province of BC - Gaming**	**$5,000**
Funder 2 Name	**Membership Fees**	**$10,000**
Funder 3 Name	**Boys and Girls Clubs Foundation of South Coast BC**	**$51,100**

Amount Your Society will Provide: **$51,100.00**

Total Proposed Budget: **$76,100.00**

GRANT RECOMMENDATIONS

Recommended Amount: $6,500

Recommendation: This grant will support an after school program at Mitchell Elementary in East Richmond typically reaching 30 children aged 6 to 12 years, ensuring accessibility to those who cannot afford to pay. While fewer (10) children can be served in person under current physical distancing requirements, virtual programs will also be offered. This recommendation is for the same level as last year.

Staff Comments / Conditions: None

Society: Canadian Mental Health Association, Vancouver-Fraser

Grant Type: Over $5000 Single Year

Grant Request: $30,500

Proposal Title: Super Fun Group

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 78

Richmond Residents: 78

Grant Request Summary:

Our grant request is to fund our Super Fun Groups that we operate in Richmond.

In order to service the same number of kids and provide the same service during COVID -19, we need to hire 2 casual staff and rent a van so that we can take 12 kids in two separate vehicles.

Super Fun Groups provide long-term support for children of parents living with a serious mental illness or addiction. All program participants are residents of Richmond aged 8-15. Over 90% of our participants are from families with low incomes. To ensure families who need this service can access it, barriers to access have been minimized (income, transportation, food security, etc.) and the program is provided at no cost to the families. Once a month, the program provides participants with a full day of recreational or leisure activities (i.e.: Beach Day, Waterslides, Aquarium, Urban Safari, hiking, Playland, Christmas events and snowboarding). These group activities enable them to have fun, participate in sports and recreation activities, build social and resiliency skills, and establish strong friendships with other kids in the program who have similar situations in their life. They develop healthy attachments to non-related adults. As well, the program also provides parents with respite to attend to their own mental health needs while knowing that their kids are well cared for by trained staff.

Richmond Services Received by Your Organization:

Richmond Super Fun Groups do not receive any services from the City of Richmond. The City of Richmond has supported 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. However, the pandemic has resulted in the cancellation or large group events forcing us to reposition our event as a virtual ride.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	7,810,862.00	8,408,957.00
Total Expenses:	7,821,679.00	7,675,419.00
Annual Surplus or (Deficit):	10,817.00	733,538.00
Accumulated Surplus or (Deficit):	100,000.00	211,523.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Fundraising and contributions from grants were higher than projected.

Current Year:

Fundraising and contributions from grants are higher than projected, including COVD-19 related subsidies that are atypical.

Explanation for Accumulated Surplus or (Deficit):

We hace created a prudent reserve fund to ensure the organization is able to pay wind up costs if required and/or survive significant changes to contract revenue. The accumulated surplus will be transferred to a prudent reserve fund once there are sufficient funds to do so.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$8,500	Health, Social & Safety
2018	$8,000	Health, Social & Safety
2017	$6,329	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$73,000.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$0.00
Office Rent or Mortgage	$8,000.00
Utilities and Telephone	$5,000.00
Supplies	$0.00
Equipment	$0.00
Photocopying	$0.00
Program Materials	$10,000.00
Local Travel	$22,500.00

Other	$0.00
TOTAL	**$118,500.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	$17,000
Funder 2 Name	CMHA Contributions	$71,000
Funder 3 Name		

Amount Your Society will Provide:	**$71,000.00**
Total Proposed Budget:	**$118,500.00**

GRANT RECOMMENDATIONS

Recommended Amount: $8,670

Recommendation: This grant will support staff costs of the Super Fun Group Kids Program providing monthly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. Smaller groups due to distancing requirements and one-to-one support will be provided. The recommendation is for the same level as last year.

Staff Comments / Conditions: None

Society: Chimo Community Services

Grant Type: Over $5000 Multi Year - Year 1

Grant Request: $50,000

Proposal Title: 2020 Health, Social and Safety Grant

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 11375

Richmond Residents: 5499

Grant Request Summary:

This grant supports delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, and Community Engagement programs, all of which are delivered by professionally-trained and supervised volunteers. In a typical year, these services support 19,000+ people. Our Crisis Line and Outreach & Advocacy programs provide immediate emotional support; help with problem identification, clarification, and resolution; provide strong linkages to community resources; give practical assistance with poverty, administrative, family, immigration, and civil matters; and intervene in life-threatening situations. As a result, individuals and families are supported, in some cases lives are saved, people are able to resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges. Our Community Engagement program offers eight educational workshops for Richmond secondary students. Topics include suicide awareness, bullying, body image, financial literacy, stress management, and teen relationship abuse prevention.

Richmond Services Received by Your Organization:

Use of city-owned lot for social housing (60 year no cost lease for Nova Transition House property), partial tax relief for Nova House property.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	2,196,183.00	2,341,856.00
Total Expenses:	2,137,746.00	2,341,856.00
Annual Surplus or (Deficit):	58,437.00	0.00
Accumulated Surplus or (Deficit):	190,248.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus reflects the savings in some program expenses during the fiscal year.

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, an adjustment of our contingency reserve in the amount of 24,286 and some other savings in program expenses during the following years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$50,000	Health, Social & Safety
2018	$50,000	Health, Social & Safety
2017	$49,392	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$30,000.00
Consultant Services	$3,500.00
Volunteer Support (e.g. expenses, recognition)	$3,000.00
Office Rent or Mortgage	$4,500.00
Utilities and Telephone	$1,250.00
Supplies	$1,300.00
Equipment	$500.00
Photocopying	$500.00
Program Materials	$1,000.00
Local Travel	$150.00
Other	$4,300.00
Administration costs	
TOTAL	**$50,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**Vancouver Coastal Health**	**$147,642**
Funder 2 Name	**Ministry of Attorney General**	**$127,946**
Funder 3 Name	**BC Community Gaming Grant**	**$85,000**

Amount Your Society will Provide: **$12,657.00**

Richmond

Grant Application Summary for 2021
Health, Social & Safety Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Richmond Poverty Reduction Coalition
Grant Type: $5,000 or Less Single Year
Grant Request: $5,000
Proposal Title: Self-Advocacy & Leadership for Low-Income Richmond Residents
Grant Purpose: Operating Assistance

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 35
Richmond Residents: 35

Grant Request Summary:

The Richmond Poverty Reduction Coalition typically handles one project per year. The RASC project is a network of low-income Richmond residents who learn and practise self-advocacy & leadership skills through art literacy (visual arts, poetry, spoken word, song, etc) so they can tell their stories of lived experience with confidence and validation. The project outcomes have been so successful that other social service agencies have approached the RPRC asking for this model to be brought to their memberships. In 2021 the RPRC wishes to amplify the project model into ongoing programming with other local social services agencies. Funding from the City of Richmond would allow the RPRC to manage two part time staff to coordinate the project and keep our website and soclal media operating. Activities are detailed in the draft budget.

Richmond Services Received by Your Organization:

Use of Caring Place rooms (Family Services of Greater Vancouver is a tenant and they book rooms for us) In-kind value about $1,000.00/ year

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	32,201.00	18,718.00
Total Expenses:	13,483.00	13,502.00
Annual Surplus or (Deficit):	18,718.00	5,216.00
Accumulated Surplus or (Deficit):	0.00	5,216.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The RPRC was hosted by the Richmond Food Bank Society and they administered the two-year grant funds we received from the Vancouver Foundation for 2018-19. In 2020 we

we not able to apply for any more funding and had to use up the 2nd year of VF funds going into 2020. We have been very frugal in stretching out the funds normally used in one year to two years 2019-2020. We started 2020 with 18,728 to work with.

Current Year:

As above, the remaining funds as of October 2020 total about 5200.00 This funding will run out before year end. It will be used for staff costs and we have additional technical costs for producing two public forums in a virtual format. We will be forced to lay off our part time staff and halt our project work until we can obtain more funding.

Explanation for Accumulated Surplus or (Deficit):

As above. The RPRC has been very frugal and has completed a two year project over three years with two years of VF funding.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

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	**$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Disability Alliance of BC	**Amount**	**$30,000.00**
Funder 2 Name	VCH-ACTION mini grant	**Amount**	**1500.00**
Funder 3 Name		**Amount**	**$0.00**

Amount Your Society will Provide: **$4,000.00**

Total Proposed Budget: **$40,500.00**

GRANT RECOMMENDATIONS

Recommended Amount: $5,000

Recommendation: This grant will be used to support the operating costs of expanding the Self Advocacy Network, providing confidence and leadership skills to people with lived experience of poverty, into ongoing programming with other local social service agencies. Virtual community forums will be produced. This recommendation is for the same level as awarded previously (2019).

Staff Comments / Conditions: None

Richmond

Multi-Year Grant Application for 2021
Health, Social & Safety Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: **Richmond Society for Community Living**

Grant Type: **Over $5000** **Multi Year - Year 3**

Grant Request: **$15,500**

Proposal Title: **Family Resource Program**

Number Served: **Richmond Residents:**

Grant Request Summary:

Richmond Society for Community Living (RSCL) is the largest provider of services for people with developmental disabilities in the City of Richmond. RSCL programs and services support more than 1000 infants with special needs, and children and adults with developmental disabilities to participate and contribute fully as valued members in the community. RSCL offers supports for their families to navigate a complicated system of funding and care. RSCL offers awareness initiatives to schools, community groups and local businesses which help to create a more inclusive community and improve everyday life for everybody in Richmond.

The Family Resource Program provides information, resources and support to individuals and families who currently receive services. The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individual and the improved well-being of the family unit.

The Family Resource Program responds to requests from the community including inquiries from residents who are new to the community. Workshops, information sessions, and special events such as the annual Family Picnic and the Children's Holiday party allow families to connect and create natural support networks.

Through the program health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate connection for families to specialized and generic services and supports. This creates efficiency in the referral process among organizations and consistency for families who require multiple forms of support.

Changes that will impact grant use:

Due to Covid 19, many supports have relied on remote connections either by phone or

virtual platforms. RSCL continues to offer our Family Resource Program and we have experienced an increased demand for supports due to individuals and families who are feeling isolated or require new/additional supports.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	18,355,093.18	18,465,194.05
Total Expenses:	18,302,383.18	18,439,681.63
Annual Surplus or (Deficit):	52,710.00	25,512.42
Accumulated Surplus or (Deficit):	300,480.00	325,992.42

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual surplus is related to the sale of a property and will be held in capital reserves for future purchases.

Current Year:

Current year surplus is related to program adjustments due to Covid 19 and will be held in reserves for PPE purchases as required.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus will be held in capital reserves for future purchases and repairs to properties.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	$15,500	Health, Social & Safety
2019	$3,500	Child Care Capital
2019	$5,000	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: $15,500

Recommendation: This Multi-Year (Year 3) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities.

	Services will continue virtually or by telephone. The recommendation is for the full amount requested.

Staff Comments / Conditions:	None

Society: Richmond Women's Resource Centre

Grant Type: Over $5000 Multi Year - Year 3

Grant Request: $41,000

Proposal Title: Richmond Women's Resource Centre - Women Support Services Program

Number Served: **Richmond Residents:**

Grant Request Summary:

Richmond Women's Resource Centre is a non-profit organization that has been operating in Richmond since 1976. We are a long-standing and vibrant community network of women of all ages living in Richmond. Our goal is to provide community-based resource options to help women build connections and thrive in their community. Through a supportive environment, we encourage women to empower themselves and enhance their lives through our training programs, peer support groups and community partnership. Our mission statement is: "To empower women one at a time through education and training in a safe and supportive environment.

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 improve the quality of life, to provide a safe, comfortable environment for women to learn, to improve their skills, to share experiences, and to find support so that they can better function in the community.

Community 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 programs are open to all women regardless of age, ability, ethnicity, religion, income, or sexual orientation. Our Centre and classrooms are wheelchair accessible.

COVID-19 Updates: To ensure the safety of our staff, volunteers, participants and visitors, we have changed the delivery of most of our programs to an online format and through telephone channels. In person services will resume once it is safe to do so based on public health authorities guidance. Some services will be delivered in a hybrid model with a combination of virtual and in-person services.

Changes that will impact grant use:

The general grant use will remain the same.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	154,469.00	155,800.00
Total Expenses:	148,979.00	155,800.00
Annual Surplus or (Deficit):	5,490.00	0.00
Accumulated Surplus or (Deficit):	40,062.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual surplus is due to an increase in revenues from membership, program administration fees and donations.

Current Year:

We budgeted a balanced budget for the current year.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is the result of the Board continues to work diligently to organize fundraising events such as the annual International Women's Day Brunch Fundraiser which was well-attended. An accumulated surplus is desirable for stability due to uncertainty in funding and revenue.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program

2018	$24,000	Health, Social & Safety
2017	$20,420	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: $26,000

Recommendation: This Multi-Year (Year 3) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. Programs and supports will be offered on-line and by telephone. The recommendation is for the same level as last year.

Staff Comments / Conditions: None

Richmond

Grant Application for 2021
Health, Social & Safety Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: The Governing Council of The Salvation Army in
Grant Type: Over $5000 Multi Year - Year 1

Grant Request: $11,200
Proposal Title: Homelessness Outreach Program
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 175
Richmond Residents: 175

Grant Request Summary:

Our Outreach Program will be losing its funding this year under our BC Housing shelter funding.

We will be applying with BC Housing for funding under another envelope to pay the staffing costs for one Outreach Worker.

We are also partnering with the Food Aid Delivery Society in this Outreach Program. They have arranged for several churches and restaurants to provide 30 meals five days a week to be delivered to those who are homeless.

Our Outreach Worker uses this food to build relationships with people that he comes in contact with on his rounds each day. This relationship building results in the Outreach Worker being able to bring needed services, referrals, food and in many cases bringing them into the shelter. When they come into the shelter we can then work with them to get the into the right services - addiction, mental health and housing.

The amount we are requesting covers the cost of the mileage that our Outreach Worker drives when traveling

The additional amount of $5200.00 will be used to buy gift cards to take-out restaurants and coffee shops, to provide a small meal to those our Outreach Worker reaches after his meals have run out.

The program targets individuals who are absolutely homeless and may fall within the following groups: indigenous, LGBTQI2, people of colour, Canadian citizens from Richmond, immigrants from Richmond, and all ages from 19-65+, also including youth under 19.

The benefits to our community are great. In helping the homeless to have access to meals and an opportunity to get into a shelter, apply for housing or be referred to a needed service, we are helping people who live in Richmond and increasing their quality of life.

Richmond Services Received by Your Organization:

We do not receive any funds from the City at this time. However, the city does own the property that BC Housing leases for the emergency shelter.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	1,717,131.00	655,974.00
Total Expenses:	1,940,238.00	772,839.00
Annual Surplus or (Deficit):	(223,107.00)	(116,865.00)
Accumulated Surplus or (Deficit):	(223,107.00)	(339,972.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In the 2019-2020 fiscal year, The Salvation Army moved into the new shelter. We paid invoices on behalf of BC Housing. Due to administration errors at both locations, many of these invoices were not submitted and therefore not reimbursed to The Salvation Army. We have a change in management and those unpaid invoices will be taken care of this fiscal year.

This budget amount includes our Community & Family services officer on Gilbert Rd. We have struggled to raise funds annually with our current model, the Annual Christmas Kettle

Campaign.

Current Year:

This year our current deficit at our emergency shelter is due to an increase of unexpected expenses in staffing and supplies due to COVID-19. We are also awaiting the payment of a grant to cover a large purchase.

The current deficit at our Community & Family Services office is due to the fact that we have not yet had our Annual Christmas Kettle Campaign.

Explanation for Accumulated Surplus or (Deficit):

We expect most of our deficit in the shelter to be taken care of after the payment of the invoices from BC Housing. Also, we are expecting grant money to come in to cover a large expense we incurred this year.

We are always in a deficit at this time of year in our Community & Family Services until our Annual Christmas Kettle Campaign takes place.

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	$6,000.00
Other	$5,200.00
gift cards to take-out restaurants, coffee shops for homeless individuals	
TOTAL	**$11,200.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**BC Housing**	**$57,237**
Funder 2 Name	**Food Aid Delivery Society**	**$15,600**
Funder 3 Name		
Amount Your Society will Provide:		**$0.00**
Total Proposed Budget:		**$68,437.00**

GRANT RECOMMENDATIONS

Recommended Amount: $6,000

Recommendation: This grant will cover the mileage costs of the Salvation Army Outreach Worker who picks up and delivers meals to homeless individuals five days a week. In addition to meals, the Outreach Worker provides services, referrals and connections to shelter beds, where further supports are provided. This recommendation is a first-time grant for the Salvation Army.

Staff Comments / Conditions: None

Richmond

Grant Application Summary for 2021
Health, Social & Safety Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: The Kehila Society of Richmond
Grant Type: $5,000 or Less Single Year
Grant Request: $5,000
Proposal Title: Community Outreach Food Subsidization
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 25000.00+
Richmond Residents: 100%

Grant Request Summary:

The funds we hope to receive would be used to assist in the following ways:

1. To continue to run and serve a meals on wheels program that feeds approximately 200 meals per week. This user group is a mixed demographic of seniors , families and those who have been affected by COVID in a variety of ways.

2. To continue to contribute gift cards to the homeless for local food venues to purchase a meal

3. To assist with St Albans Church Outreach project for those who are most at risk such as Shut ins, isolated and the street entrenched

4. We are also working to move some social educational programs to Zoom for those that can access. Programs are such as Slip and Fall, music , Political discussions and programs with the Library.

Richmond Services Received by Your Organization:

We receive no city funding at all

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	169,946.00	170,846.00
Total Expenses:	169,241.00	179,201.00
Annual Surplus or (Deficit):	525.00	(8,325.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

It is because of late donations that were carried to the following year.

Current Year:

We are running at a loss due to the increase need of food subsidization and sanitization products such as gloves, masks and sanitizers. Additionally we are assisting with personal hygiene products for our clients as well as Homeless Connect and St Albans Church Outreach programme. Additionally to the Richmond Multi cultural Food Aid Committee to help feed the Homeless.

Explanation for Accumulated Surplus or (Deficit):

not applicable to date

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$500.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$250.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$0.00
Supplies	$10,000.00
Equipment	$2,000.00
Photocopying	$0.00
Program Materials	$0.00
Local Travel	$0.00
Other	$1,000.00

caterer services. This is minimal as they donate most of their time for this program but we have them oversee and plan for us

TOTAL **$13,750.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Richmond Cares Richmond Gives COVID emergency funds	**Amount**	**$8,000.00**
Funder 2 Name	Jewish Federation of Greater Vancouver	**Amount**	**5000.00**

Funder 3 Name	**Amount**	**$0.00**
Amount Your Society will Provide:		**$4,000.00**
Total Proposed Budget:		**$22,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: $3,000

Recommendation: This grant is requested to purchase supplies other than groceries for those receiving the Society's food and meal programs, including personal protective equipment such as face masks and gloves, personal hygiene products, food packaging materials, and food gift cards. The recommendation would be the first grant for the Kehila Society in recent years.

Staff Comments / Conditions: None

Richmond

Grant Application Summary for 2021
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 $100,700.00 per year.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	3,619,259.00	3,903,639.00
Total Expenses:	3,577,806.00	3,828,497.00
Annual Surplus or (Deficit):	41,453.00	75,142.00
Accumulated Surplus or (Deficit):	534,706.00	470,072.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus was in wages do to time lag in hiring for vacant positions.

Current Year:

The expectation is for a balanced budget with a small surplus.

Explanation for Accumulated Surplus or (Deficit):

Real estate disposal.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$5,000.00	Health, Social & Safety
2018	$5,000.00	Health, Social & Safety
2017	$5,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$5,000.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$0.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$0.00
Supplies	$0.00
Equipment	$0.00
Photocopying	$0.00
Program Materials	$0.00
Local Travel	$0.00
Other	$0.00
TOTAL	**$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Betty Averbach Foundation	**Amount**	**$10,000.00**
Funder 2 Name	Coast Capitol	**Amount**	**20000.00**
Funder 3 Name	RBC	**Amount**	**20000.00**

Amount Your Society will Provide: **$20,000.00**

Total Proposed Budget: **$75,000.00**

GRANT RECOMMENDATIONS

Recommended 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. Both on-line and in-person services will be provided, including small group when physical distancing possible. The recommendation is for the full amount requested.

Staff Comments / Conditions: None

Richmond

Grant Application for 2021
Health, Social & Safety Program
6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Turning Point Recovery Society

Grant Type: Over $5000 Multi Year - Year 1

Grant Request: $15,000

Proposal Title: Turning Point Drop-in Center and Continuing Care Program

Grant Purpose: Operating Assistance

Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 125

Richmond Residents: 125

Grant Request Summary:

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations for Richmond's only Drop-in Centre/ Resource Hub and Outreach program. 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. With the onset of the pandemic in 2019 and subsequent closure of the Drop-in Centre at the Salvation Army on Gilbert, we have moved our programming outside. We are continuing to work with the City and other community partners to secure a more permanent location for the future. Funding from the City grant this year will support Drop-in Center guests in the revised program as well as those that will be residing in Storeys with Outreach Support and after care. A Drop-in Centre is critical to addressing the essential needs of everyone: food, shelter and community. In Richmond, these needs often go unmet for a significant percentage of our citizens. This is based on information and statistics from several sources including the 2019 Metro Vancouver Homeless Count, reports from the Richmond Food Bank, the Community Meal Program and other providers of Outreach services in Richmond. 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.

Richmond Services Received by Your Organization:

Turning Point has enjoyed the use of City owned meeting spaces in the past. We are also the current operator of the Emergency Response Centre at the old Minoru Senior Center, owned by the City of Richmond. We also lease a house on No. 2 Road and Williams where we operate Richmond's only licensed residential Support Recovery facility for women.

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	3,205,594.00	3,630,089.00
Total Expenses:	3,023,626.00	3,630,089.00
Annual Surplus or (Deficit):	181,968.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus resulted when auditors capitalized some of the site repairs and fixed asset purchases that had occurred during the FY.

Current Year:

We are currently completing our audit for FY 2019-20. A small surplus is projected as auditors usually capitalize expenses not capitalized during the year. We also received a significant operating subsidy from BC Housing to offset a deficit earlier in the year that resulted when we were mandated to increase staffing in response to the opioid overdose crisis.

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	$8,500	Health, Social & Safety
2018	$7,000	Health, Social & Safety
2017	$6,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	$6,500.00
Consultant Services	$0.00
Volunteer Support (e.g. expenses, recognition)	$0.00
Office Rent or Mortgage	$0.00
Utilities and Telephone	$0.00
Supplies	$1,500.00
Equipment	$0.00
Photocopying	$0.00
Program Materials	$0.00

Local Travel	$0.00
Other	$7,000.00

Given the current pandemic and uncertainty of when services will resume indoors at the current Drop-in Centre location, we are seeking funding to support the more robust meal program this year. Lunch is served daily Monday- Thursday, currently at Brighouse Pavilion for 25-30 guests.

TOTAL **$15,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	**Province of BC Gaming Policy and Enforcement Branch**	**$90,000**
Funder 2 Name	**Ministry of Health - One Time Funding 2018 for 2019-22**	**$90,000**
Funder 3 Name		

Amount Your Society will Provide: **$90,000.00**

Total Proposed Budget: **$195,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: $15,000

Recommendation: This Multi-Year (Year 1) request is to continue services that would usually be provided at the Drop-in Centre (now closed) in an outdoor environment, including social connection, referrals to additional support programs and services, and a more robust lunch program, served Monday to Thursday in Brighouse Park, to 25 to 30 guests. The recommendation is for the full amount requested.

Staff Comments / Conditions: None

City of Richmond

2021 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

6527940
September 2020

Richmond

Table of Contents

1. **Overview** 3
   (i) City Grant Policy 3
   (ii) Purpose 3
   (iii) Principles 3
   (iv) Goal 3
   (v) Objectives 3
2. **Program Funding** 3
   (i) Base Program Funding 3
   (ii) Annual Cost of Living Increase 3
   (iii) Unused Program Funds 3
3. **Definitions** 4
4. **Eligibility** 4
   (i) Who is Eligible 4
   (ii) Who Cannot Apply 4
   (iii) Purposes Eligible for Funding 4
   (iv) Items Eligible For Funding 5
   (v) Items Not Eligible For Funding 5
   (vi) Grant Limitations 5
5. **Application Assessment Criteria** 5
   (i) Key Assessment Criteria 5
   (ii) Assessment Considerations 6
   (iii) Less Favourably Considered Applications 6
   (iv) Financial Statements 6
   (v) User Pay Principle 6
   (vi) Multi-Year Funding Criteria 6
6. **The Grant Review Process** 7
   (i) The Grant Review Process 7
   (ii) Program Guidelines and Application Forms 7
   (iii) Application Deadline 7
   (iv) Late Applications 7
   (v) Staff Review 7
   (vi) Council Review 7
7. **Awarding of Grants** 8
   (i) Council Decision 8
   (ii) Grant Disbursement 8
   (iii) Reporting and Acknowledgement of Grant Benefits 8
   (iv) Recuperation of Grant 8
   (v) No Appeal 8
8. **Further Information** 8

1. Overview

(i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy (attached).
- These Guidelines pertain to the following City Grant Programs:
  - Health, Social & Safety
  - Parks, Recreation and Community Events
- Separate programs exist for Arts and Culture and Child Care grants. Please see the City website (www.richmond.ca/citygrants) for information about these programs.

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

(iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user-pay when applicable
- Innovation.

(iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

(v) Objectives

- To assist Council to facilitate the Council Strategic Plan
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

2. Program Funding

(i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council
- The amount allocated to the Programs will be based on overall City corporate priorities.

(ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are 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
- Partnerships and/ or collaborative relationships with other organizations to strengthen the proposal have been established.

(ii) Assessment Considerations

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

(iv) Financial Statements

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
  - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget
- Grant proposal budget.

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

(vi) Multi-Year Funding Criteria

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

6. The Grant Review Process

(i) The Grant Review Process

There is one intake period per year. Please see the City website for dates (www.richmond.ca). The following Grant Review stages will be followed (see sections below for further information):

1. Applications submitted by deadline
2. Staff review applications
3. Staff prepare recommendations
4. Council reviews recommendations and make final decisions
5. Grants distributed
6. Recipients report on grant use.

(ii) Program Guidelines and Web-based Application

Program Guidelines and access to the web-based application system will be posted on the City website (www.richmond.ca/citygrants).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation and Community Events Grant Programs
- A simplified application is available for minor requests ($5,000 or less), or year 2 or 3 of a multi-year funding cycle (see Multi-Year Funding Criteria, p. 6)
- A longer application is required of applicants requesting over $5,000, or wishing to be recommended for a three-year funding cycle.

(iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City website (www.richmond.ca/citygrants) for dates.

(iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

(v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are led by staff in the respective divisions:
  - Health, Social and Safety (Community Social Development)
  - Parks, Recreation and Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no such information will be provided until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

(vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

7. Awarding of Grants

(i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

(ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

(iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

(iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

(v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at www.richmond.ca/citygrants or contact the Community Services Department at 604-276-4000.

Page 1 of 1	Adopted by Council: July 25, 2011 Amended by Council: July 9, 2012	Policy 3712
File Ref: 03-1085-00	City Grant Policy	

City Grant Policy
Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
   - Health, Social and Safety (Community Social Services)
   - Arts and Culture (Arts, Culture and Heritage)
   - Parks, Recreation and Community Events (Parks and Recreation).

2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.

3. Each of the three City Grant Programs will receive an annual Cost of Living increase.

4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.

5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.

6. City Grant Programs will consist of two streams of grant requests, (1) $5,000 or less and (2) over $5,000, whereby application requirements may be streamlined for requests of $5,000 or less.

7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.

8. Applicants may receive only one grant per year.

9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.

10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.

11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.

6527940

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	January 5, 2021
From:	Mike Romas Manager, People Development	**File:**	99-HR/2020-Vol 01
Re:	**Sister City Advisory Committee Policy and Procedures Update**		

Staff Recommendation

That the updates to the Sister City Advisory Committee Policy and Procedures, as outlined in the staff report "Sister City Advisory Committee Policy and Procedures Update", dated January 5, 2021, from the Manager, People Development, be approved.

Mike Romas
Manager, People Development
(604-276-4081)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS: MO
APPROVED BY CAO	

Staff Report

Origin

The City of Richmond's Sister City Program (SCP) was established on February 11, 1974 (as the Sister City Twinning Committee) and fosters mutual understanding and meaningful cultural connections with designated Sister/Friendship cities in the interests of Richmond citizens for their common benefit.

This report addresses the following referral from the General Purposes Committee meeting held on February 18, 2020:

> *That the Richmond Sister City Advisory Committee Policies and Procedures be referred back to staff to review the number of participants as delegates to Sister Cities.*

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

> *Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*
>
> *3.2 Enhance arts and cultural programs and activities.*
>
> *3.4 Celebrate Richmond's unique and diverse history and heritage.*

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

> *An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*
>
> *4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

Analysis

At the beginning of 2020, the Sister City Advisory Committee (SCAC) received a referral from Council to review the number of participants as delegates participating in travel to Richmond's Sister Cities. The Policies and Procedures document was revised to reflect Council's direction and to modernize Sister City Policies and Procedures when referring to official and unofficial delegations. The changes provide more clarity for Sister City members with regards to their role and the role of staff. The SCAC passed a motion in September 2020 in support of the updates to the Policies and Procedures document.

Current Policy and Procedure (last updated February 2018)

In section *1.2 Official Delegations/Visits* of the SCAC Policy and Procedure document (Attachment 1) the participants section allows for travel to Richmond's Sister Cities by political representatives, up to three SCAC members and designated City staff (see table 1 below). The section further outlines that the Official Delegation may also include local leaders in education,

culture, arts, sport, business, science and technology and other sectors actively engaged in supporting the Sister/Friendship City relationship as identified by the SCAC. All participants in official delegations are subject to the approval of Council.

Table 1 below outlines the current Sister City Policies and Procedures identified Official Delegation participants.

Table 1: Excerpt from the Current SCAC Policy and Procedure Document

	TO Sister/Friendship City	FROM Sister/Friendship City
Official Delegations/Visits (Paid for by City)	A minimum of: • Mayor or Acting Mayor; • Two other Members of Council or such other number as Council may decide; • City Staff Member(s) as designated by the CAO • Three SCAC members, as approved by Council. • Any additional persons the SCC wishes to invite must be approved by Council. • Increased participation by Richmond City Council may be expected for milestone event situations (ie. 40th, 45th, 50th anniversary, etc.).	• Mayor or Acting Mayor; • All Members of Council; • City Staff Member(s) as appropriate; • All Sister City Advisory Committee voting members; • Up to 20 delegates from the Sister City (City will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses) • City of Richmond invited guests

Recommended Update to Policies and Procedures Document (Attachment 2)

The SCAC reviewed the current policy and procedure document and passed a motion in September 2020 approving the recommended changes.

Section *1.2 Official Delegations/Visits* was revised to reflect discussions in the February 18, 2020 General Purpose meeting to reduce the size of Official Delegations and soften the language around requirements and recommendations. An Official Delegation will now include a recommended number of Councillors and any other participants (Sister City members, City Staff, and Community Partners) are at the discretion of Council (see Table 2). All participants in official delegations are subject to the approval of Council.

Table 2: Excerpt from updated SCAC Policy and Procedure Document

	TRAVELLING TO Sister/Friendship City	DELEGATION FROM Sister/Friendship City
Official Delegations/Visits (Paid for by City)	A recommended minimum of: • City of Richmond Mayor or Acting Mayor; • Two other Members of Richmond City Council or such other number as Council may decide; At the discretion of Council: • City of Richmond Staff Member(s) as designated by the Chief Administrative Officer (CAO). • Up to three SCAC members may be invited to participate; and • Any additional recommended persons. Increased participation by Richmond City Council may be expected for milestone events (ie. 50th anniversary)	• City of Richmond Mayor or Acting Mayor; • All Members of Richmond City Council; • City of Richmond Staff Member(s) as appropriate; • All Sister City Advisory Committee voting members (inclusive of the Richmond School Board appointee); • Up to 20 delegates from the participating Sister City (Richmond will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses); and • City of Richmond invited guests.

Financial Impact

None.

Conclusion

The SCAC has reviewed the current Policy and Procedure document and has recommended updates to the language in the Official Delegation section to more accurately reflect the number of people that will participate in this type of visit.

Mike Romas
Manager, People Development
(604-276-4081)

MR:mr

Att. 1: SCAC Policy and Procedure marked up version (last revised February 2018)
Att. 2: SCAC Policy and Procedure (updated November 2020)

RICHMOND SISTER CITY ADVISORY COMMITTEE
POLICIES AND PROCEDURES

Original: January 2013
Updated: ~~February 2018~~November 2020

1. Existing Sister/Friendship City Relationships

1.1 4-Year Activity Plans

For each existing Sister/Friendship City relationship, a 4-Year Activity Plan shall be developed by ~~the~~ City staff in consultation with the Sister City Advisory Committee (SCAC) and in coordination with staff counterparts in the respective Sister/Friendship Cities. The 4-Year Activity Plan should contain priority goals and actual planned and potential activities for the upcoming 4-year period to achieve these goals.

The 4-Year Activity Plan will include:

- Reference to Official Delegations/Visits (Section 1.2)
- Exchanges – currently planned or to be promoted (Section 1.3)
- Non-visit related annual base program activities (Section 1.4)
- Four year estimated budget

The 4-Year Activity Plan~~s~~ and budget~~s~~ will be updated annually and provided to Council by the SCAC as specified in their Terms of Reference.

1.2 Official Delegations/Visits

Official Delegations/visits will only be referenced in the 4-Year Activity Plan. A separate report will be brought forward to Council detailing the Official Delegation Request/Visit and include a separate budget request.

Definition: An Official Delegation is a visit from or to a Sister/Friendship City involving ~~political representatives~~current elected officials from each City and ~~others~~ support staff for a specific purpose related to ~~the~~ Sister City Program (SCP) objectives, individual Sister/Friendship City agreement objectives and the SCAC 4-Year Activity Plan~~s~~. The *visit* may involve multiple days and multiple events including: official meetings with City Council~~;~~, meetings with representatives from community organizations and other community leaders ~~to further~~for the purpose of furthering the Sister City relationship (e.g. ratification of agreement and/or 4-Year Activity Plan)~~.~~; Other Official Delegation activities may include: site visits~~;~~, sightseeing~~,~~; ceremonial dinners~~,~~; and gift exchanges.

Planning: ~~Under the direction and guidance of City staff, the SCAC will be the primary resource for planning delegations identified and approved by Richmond City Council.~~ Delegation Plans will be produced by ~~the SCAC~~City Staff for each visit, outlining specific purposes (linked to SCP objectives, individual Sister/Friendship City agreements and Activity Plan), associated

events, duration and anticipated costs. The Delegation Plan together with estimated budget must be reviewed by the SCAC for endorsement and be forward to Richmond City Council for approval ~~approved by Richmond City Council at least two months before~~prior to the Official Delegation.

Participants: In addition to political representatives, an~~the~~ Official Delegation ~~will~~ may include SCAC members and City staff (see ~~table below under 'Costs'~~Table 1). The Official Delegation may also include local leaders in education, culture, arts, sport, business, science and technology and other sectors actively engaged in supporting the Sister/Friendship City relationship. All participants in official delegations ~~will~~ are ~~be~~ subject to the approval of Council.

Frequency: For each Sister/Friendship City, there ~~shall~~ may be one visit either to or from the Sister/Friendship City every four years. Visits may be timed around key dates such as agreement anniversary dates and special events in the cities involved. ~~This means that the City of Richmond would send one official delegation to each of its Sister/Friendship Cities every eightyears.~~ The frequency and duration of outbound travel is at the discretion of City Council.

Table 1: Official Delegation Costs covered by the City:

	TRAVELLING TO Sister/Friendship City	DELEGATION FROM Sister/Friendship City
Official Visit Delegation[1] (Paid for by City)	A recommended minimum of: • City of Richmond Mayor or Acting Mayor; and • Two other Members of Richmond City Council or such other number as Council may decide.~~;~~ At the discretion of Council: • City of Richmond Staff Member(s) as designated by the Chief Administrative Officer (CAO); ~~; and~~ • Up to three SCAC members may be invited to participate; and • Any additional recommended persons. ~~• Three SCAC members, as approved by Council.~~ ~~Any additional persons the SCAC wishes~~	• City of Richmond Mayor or Acting Mayor; • All Members of Richmond City Council; • City of Richmond Staff Member(s) as appropriate; • All Sister City Advisory Committee voting members (inclusive of the Richmond School Board appointee); • Up to 20 delegates from the participating Sister City (Richmond will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses); and • City of Richmond invited guests.

[1] Other participants who wish to join any delegation to a Sister/Friendship City must:
- Be recommended by the Sister City Committee by reason that they directly support the objectives of the Sister/Friendship City 4-Year Activity Plan and receive approval from City Council
- Pay for their own costs
- The total Official Delegation may not exceed 20 people.

City funds may not be used to defray costs of spouses or other friends or relations of the official delegation participants nor should Richmond's Sister/Friendship City be expected to fund the cost of these individuals for dinners or other events where costs are incurred.

	TRAVELLING TO Sister/Friendship City	DELEGATION FROM Sister/Friendship City
	~~to invite must be approved by Council.~~ Increased participation by Richmond City Council may be expected for milestone event situations (ie. 40th, 45th, 50th anniversary, etc.).	
Budgeted costs for above individuals (Paid for by City)[2]	• Transportation • Hotel • Meals (not covered by official events) • Gifts • Translator	• Meal(s) – e.g. ceremonial dinner • Tour (s) • Transportation (Bus) • ~~Presentations~~Meeting costs (e.g. rental fees, refreshments) • Gifts • Local Translator • Photographer
TOTAL FUNDS	The program activity budget will be submitted during the annual budget process. ~~, either taken from SCAC Program Fund or as otherwise directed by Richmond City Council~~	

[2] In-kind contributions from organizations in the community may be sought for Official Delegations to the City of Richmond (e.g. hosting a tour or a meal) with the prior approval of Council.

1.3 Exchange (Unofficial) Visits

Definition: Exchange visits do not involve political leaders and are for the purpose of community involvement in the Sister City relationship. Exchange visits are promoted and encouraged by the Sister City Advisory Committee (SCAC). Members of the SCAC (and/or any organization they represent) may take a leadership role in developing or running regular or special event exchanges. The City normally has minimal involvement in these visits, unless they are City staff exchanges.

Planning: Typically, organizations in the community take lead responsibility for planning exchange visits and should provide City staff with reasonable advance notice of tour requests and other requested involvement. There are occasions where a delegation request is received by the SCAC and City staff would take the lead in planning the exchange visit, as appropriate. Travel by a SCAC member on an exchange visit~~,~~ as a SCAC member, shall require prior Council approval and shall be at the SCAC member's own cost.

Participants: Types of exchange visits are referenced in the Sister City Program objectives. They may involve individuals and/or groups of artists, students, athletes, ~~business person, youth,~~ seniors, and/or any other community groups~~s~~ interested in relationship building exchanges.

Frequency: Exchanges ensure the on-going vibrancy and community participation in a Sister City relationship and should be encouraged. The exchange visit must be outlined in the Four Year Activity Plan or be brought forward to Council in a separate report, should City funds be required.

Costs: Participating community organizations/individuals are responsible for the exchange visit and costs associated with it. Generally, there should be little or no cost to the City for exchange visits ~~(except in cases of City staff exchanges).~~.

~~*Government Related*~~*Unofficial -Delegate Visits:* The SCAC shall host any Unofficial Delegate Visit. Unofficial delegates means no elected officials are participating in the visit from sister or friendship cities. Should additional City funds be required, City Council approval must be provided in advance of the visit. ~~Outside of Official Delegation visits and Exchange (unofficial) visits, as described above, all other government related visits from each sister/friendship city, hosted by the SCAC, shall be pre-approved by the City.~~

1.4 Annual Base Program Activities (Non-Visit)

The following low-cost, non-trip related activities ~~should~~ are recommended to occur every year and be included in the 4-Year Activity Plan~~s~~ for each Sister/Friendship City relationship:

- Annual 'state of the city' letter between the two Mayors;
- Congratulations letters for elections and other milestone events;

- Sympathy letters for emergencies and disasters (e.g. flooding, earthquakes, epidemics/pandemics); and
- Exchanges of the cities' annual reports and city plans by senior staff at the City.

Other ideas should be developed and may include:

- Exchanges of children's artwork, letters, or e-mails (eg/ penpal exchange);
- Periodic exchange of interesting newspaper articles that show how society, technology, the environment are changing ~~in the City~~in Richmond;
- Cultural festivals, movies or presentations that celebrate the culture of the Sister/Friendship City (foreign students or business people from the nation of the Sister/Friendship City can be guest speakers);
- Other city events/communications where it is relevant to feature the Sister/Friendship City (e.g. Community event displays, photography shows, local art shows, bookmark series).

2. Gifts

Purchase of gifts for SCAC related use, funded by the City, will ~~require~~ be within pre-approved~~al~~ SCAC budget and will require preapproval from the Committee's staff liaison. ~~from City staff.~~

3. SCAC Travel

SCAC members will not engage in any SCP related travel to a Sister/Friendship City unless accompanied by an official of the City or as approved by Richmond City Council. All travel outside of this approval requirement is as a civilian. All SCP related travel, unless otherwise stated, is paid for by the Sister City member and not the City of Richmond. ~~.~~

4. Communications

Where communication is desired with the public, in the course of delivering the Sister City Program, all media releases, social media posts and public communications shall be developed by the City's Corporate Communications ~~unit~~ department in coordination with the Sister City Committee ~~and receive approval from the Senior Manager of Communications or Senior Manager of Media Relations before release.~~.

5. New Relationships

5.1 Requests from Other Cities

Requests that involve forming a formal relationship with a new city should be made in writing to Richmond City Council. ~~and~~ These requests may be referred to the Sister City Advisory Committee for review and advice, based on current program activity levels and policies.

5.2 Council Requests

Council may request specific advice from the SCAC on any program related matter, including new sister city relationships. Council may request that the SCAC investigate the forming of a relationship with a Sister/Friendship City in another country. ~~This request could occur following a major review of the program activities and/or at the beginning of a Council's term.~~ Where Council has approved investigation of another Sister/Friendship City relationship, the SCAC will be requested to submit an estimate for any additional funds required in addition to the existing Sister City Program budget. Unless directed by Council to do so, the SCAC is not authorized to initiate any discussion or exploration of a new sister city relationship.

5.3 Type and Number of Relationships

City Council will determine the number of Sister/Friendship relationships.

5.4 Selecting a Sister/Friendship City

The process of selecting a Sister/Friendship City should be based on the assessment process recommended in the 2007 BC Asia Twinning Toolkit produced by the provincial government and Union of BC Municipalities.

5.5 Reaching a Sister/Friendship City Agreement

The process of reaching an agreement with a new Sister/Friendship City should be informed by the recommendations in the 2007 BC Asia Twinning Toolkit and include the following basic steps:

- A formal invitation to the selected candidate to develop a Sister/Friendship City relationship;~~.~~
- ~~•~~ Discussions with the selected partner community to set terms of the relationship; and ~~.~~
- ~~•~~
- ~~•~~ Signing the official Sister/Friendship City Agreement.~~.~~
- ~~•~~

The official agreement should, at a minimum, cover the following elements: purpose, focus, contacts, delegations, exchanges, subsidiary agreements ~~and~~, relationship review process and duration. New Sister City Agreements will be limited to a five-year term with the option to renew following a review.

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6. Financial Support

6.1 City of Richmond Sister City Program Funding

The Sister City Program funding includes:

- The SCAC Annual Operating Fund
- Sister City Program Fund

6.2 Sister City Advisory Committee Annual Operating Fund

This funding shall be used for regular operations, meeting costs, gifts and costs associated with exchanges from Sister/Friendship Cities. This funding cannot be carried over to future years.

6.3 Program Fund

~~The Program Fund is set in the City's Annual Operating Budget and must be included in the budget review process.~~ Funding will cover the costs of program activities outlined in the 4-year Activity Plan. These include sending Official Delegations to a Sister/Friendship City and hosting Official Delegations from a Sister/Friendship City~~.~~. An Official Delegation Plan tied to the program and 4-Year Activity Plan objectives, together with an estimated budget for these visits must be submitted for approval to Richmond City Council prior to release of any funds. The Program Activity Budget will be included in the City's budget process for consideration. Any unused funds may be carried forward into the next fiscal year, subject to approval.

6.4 Other Contributions – Financial and In-kind Support

Organizations in the community will be encouraged to participate in the Sister City Program and in doing so, draw upon their own resources, including financial support, staff and volunteers. Any funds raised for the Sister City Program shall be from appropriate sources, directly tied to program activities and pre-approved by Richmond City Council. If approved, the funding can be used to supplement the program or offset costs.

~~e~~

6.5 Reporting and Accountability

As per the Sister City Committee Terms of Reference, based on the 4-Year Activity Plan and budgets, by the end of the first quarter of each year the SCAC, with assistance from City staff, shall provide an annual summary on their primary activities during the previous year and proposed activities and budgets for the current/upcoming year for City Council's information within 150 days following the City's fiscal year-end.

7. Relationship Review and Termination Policy

Each Sister/Friendship City Relationship will be reviewed by the City, with the Sister City Advisory Committee, every ~~six~~ four years to:

- ~~Determine whether outcomes are generally commensurate with inputs~~
- Determine whether outcomes are generally commensurate with inputs;
- Track progress towards stated goals and objectives; and
- ~~Identify opportunities to enhance and improve the arrangements.~~

This review should include both qualitative and qualitative measures. Reviews can be timed around the renewal date in the case of new Sister/Friendship City Agreements or around the development of 4-Year Activity Plans.

The SCAC may recommend termination or non-renewal of a relationship that, despite best efforts, has remained inactive or has unsatisfactory outcomes for the City and community.

RICHMOND SISTER CITY ADVISORY COMMITTEE
POLICIES AND PROCEDURES

Original: January 2013
Updated: November 2020

1. Existing Sister/Friendship City Relationships

1.1 4-Year Activity Plans

For each existing Sister/Friendship City relationship, a 4-Year Activity Plan shall be developed by City staff in consultation with the Sister City Advisory Committee (SCAC) and in coordination with staff counterparts in the respective Sister/Friendship Cities. The 4-Year Activity Plan should contain priority goals and actual planned and potential activities for the upcoming 4-year period to achieve these goals.

The 4-Year Activity Plan will include:

- Reference to Official Delegations/Visits (Section 1.2)
- Exchanges – currently planned or to be promoted (Section 1.3)
- Non-visit related annual base program activities (Section 1.4)
- Four year estimated budget

The 4-Year Activity Plan and budget will be updated annually and provided to Council by the SCAC as specified in their Terms of Reference.

1.2 Official Delegations/Visits

Official Delegations/visits will only be referenced in the 4-Year Activity Plan. A separate report will be brought forward to Council detailing the Official Delegation Request/Visit and include a separate budget request.

Definition: An Official Delegation is a visit from or to a Sister/Friendship City involving current elected officials from each City and support staff for a specific purpose related to Sister City Program (SCP) objectives, individual Sister/Friendship City agreement objectives and the SCAC 4-Year Activity Plan. The visit may involve multiple days and multiple events including: official meetings with City Council; meetings with representatives from community organizations and other community leaders for the purpose of furthering the Sister City relationship (e.g. ratification of agreement and/or 4-Year Activity Plan). Other Official Delegation activities may include: site visits, sightseeing, ceremonial dinners, and gift exchanges.

Planning: Delegation Plans will be produced by City Staff for each visit, outlining specific purposes (linked to SCP objectives, individual Sister/Friendship City agreements and Activity Plan), associated events, duration and anticipated costs. The Delegation Plan together with estimated budget must be reviewed by the SCAC for endorsement and be forward to Richmond City Council for approval prior to the Official Delegation.

Participants: In addition to political representatives, an Official Delegation may include SCAC members and City staff (see Table 1). The Official Delegation may also include local leaders in education, culture, arts, sport, business, science and technology and other sectors actively engaged in supporting the Sister/Friendship City relationship. All participants in official delegations are subject to the approval of Council.

Frequency: For each Sister/Friendship City, there may be one visit either to or from the Sister/Friendship City every four years. Visits may be timed around key dates such as agreement anniversary dates and special events in the cities involved. The frequency and duration of outbound travel is at the discretion of City Council.

Table 1: Official Delegation Costs covered by the City:

	TRAVELLING TO Sister/Friendship City	DELEGATION FROM Sister/Friendship City
Official Visit Delegation[1] (Paid for by City)	A recommended minimum of: • City of Richmond Mayor or Acting Mayor; and • Two other Members of Richmond City Council or such other number as Council may decide. At the discretion of Council: • City of Richmond Staff Member(s) as designated by the Chief Administrative Officer (CAO); • Up to three SCAC members may be invited to participate; and • Any additional recommended persons. Increased participation by Richmond City Council may be expected for milestone event situations (ie. 40th, 45th, 50th anniversary, etc.).	• City of Richmond Mayor or Acting Mayor; • All Members of Richmond City Council; • City of Richmond Staff Member(s) as appropriate; • All Sister City Advisory Committee voting members (inclusive of the Richmond School Board appointee); • Up to 20 delegates from the participating Sister City (Richmond will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses); and • City of Richmond invited guests.
Budgeted costs for above individuals (Paid for by City)[2]	• Transportation • Hotel • Meals (not covered by official events)	• Meal(s) – e.g. ceremonial dinner • Tour (s) • Transportation (Bus) • Meeting costs (e.g. rental fees,

[1] Other participants who wish to join any delegation to a Sister/Friendship City must:
- Be recommended by the Sister City Committee by reason that they directly support the objectives of the Sister/Friendship City 4-Year Activity Plan and receive approval from City Council
- Pay for their own costs
- The total Official Delegation may not exceed 20 people.

City funds may not be used to defray costs of spouses or other friends or relations of the official delegation participants nor should Richmond's Sister/Friendship City be expected to fund the cost of these individuals for dinners or other events where costs are incurred.

[2] In-kind contributions from organizations in the community may be sought for Official Delegations to the City of Richmond (e.g. hosting a tour or a meal) with the prior approval of Council.

	TRAVELLING TO Sister/Friendship City	DELEGATION FROM Sister/Friendship City
	• Gifts • Translator	refreshments) • Gifts • Local Translator • Photographer
TOTAL FUNDS	The program activity budget will be submitted during the annual budget process.	

1.3 Exchange (Unofficial) Visits

Definition: Exchange visits do not involve political leaders and are for the purpose of community involvement in the Sister City relationship. Exchange visits are promoted and encouraged by the Sister City Advisory Committee (SCAC). Members of the SCAC (and/or any organization they represent) may take a leadership role in developing or running regular or special event exchanges. The City normally has minimal involvement in these visits, unless they are City staff exchanges.

Planning: Typically, organizations in the community take lead responsibility for planning exchange visits and should provide City staff with reasonable advance notice of tour requests and other requested involvement. There are occasions where a delegation request is received by the SCAC and City staff would take the lead in planning the exchange visit, as appropriate. Travel by a SCAC member on an exchange visit as a SCAC member, shall require prior Council approval and shall be at the SCAC member's own cost.

Participants: Types of exchange visits are referenced in the Sister City Program objectives. They may involve individuals and/or groups of artists, students, athletes, seniors, and/or any other community groups interested in relationship building exchanges.

Frequency: Exchanges ensure the on-going vibrancy and community participation in a Sister City relationship and should be encouraged. The exchange visit must be outlined in the Four Year Activity Plan or be brought forward to Council in a separate report, should City funds be required.

Costs: Participating community organizations/individuals are responsible for the exchange visit and costs associated with it. Generally, there should be little or no cost to the City for exchange visits.

Unofficial Delegate Visits: The SCAC shall host any Unofficial Delegate Visit. Unofficial delegates means no elected officials are participating in the visit from sister or friendship cities. Should additional City funds be required, City Council approval must be provided in advance of the visit.

1.4 Annual Base Program Activities (Non-Visit)

The following low-cost, non-trip related activities are recommended to occur every year and be included in the 4-Year Activity Plan for each Sister/Friendship City relationship:

- Annual 'state of the city' letter between the two Mayors;
- Congratulations letters for elections and other milestone events;
- Sympathy letters for emergencies and disasters (e.g. flooding, earthquakes, epidemics/pandemics); and
- Exchanges of the cities' annual reports and city plans by senior staff at the City.

Other ideas should be developed and may include:

- Exchanges of children's artwork, letters, or e-mails (eg/ penpal exchange);
- Periodic exchange of interesting newspaper articles that show how society, technology, the environment are changing in Richmond;
- Cultural festivals, movies or presentations that celebrate the culture of the Sister/Friendship City (foreign students or business people from the nation of the Sister/Friendship City can be guest speakers);
- Other city events/communications where it is relevant to feature the Sister/Friendship City (e.g. Community event displays, photography shows, local art shows, bookmark series).

2. Gifts

Purchase of gifts for SCAC related use, funded by the City, will be within pre-approved SCAC budget and will require preapproval from the Committee's staff liaison.

3. SCAC Travel

SCAC members will not engage in any SCP related travel to a Sister/Friendship City unless accompanied by an official of the City or as approved by Richmond City Council. All travel outside of this approval requirement is as a civilian. All SCP related travel, unless otherwise stated, is paid for by the Sister City member and not the City of Richmond.

4. Communications

Where communication is desired with the public, in the course of delivering the Sister City Program, all media releases, social media posts and public communications shall be developed by the City's Corporate Communications department in coordination with the Sister City Committee.

5. New Relationships

5.1 Requests from Other Cities

Requests that involve forming a formal relationship with a new city should be made in writing to Richmond City Council. These requests may be referred to the Sister City Advisory Committee for review and advice, based on current program activity levels and policies.

5.2 Council Requests

Council may request specific advice from the SCAC on any program related matter, including new sister city relationships. Council may request that the SCAC investigate the forming of a relationship with a Sister/Friendship City in another country. Where Council has approved investigation of another Sister/Friendship City relationship, the SCAC will be requested to submit an estimate for any additional funds required in addition to the existing Sister City Program budget. Unless directed by Council to do so, the SCAC is not authorized to initiate any discussion or exploration of a new sister city relationship.

5.3 Type and Number of Relationships

City Council will determine the number of Sister/Friendship relationships.

5.4 Selecting a Sister/Friendship City

The process of selecting a Sister/Friendship City should be based on the assessment process recommended in the 2007 BC Asia Twinning Toolkit produced by the provincial government and Union of BC Municipalities.

5.5 Reaching a Sister/Friendship City Agreement

The process of reaching an agreement with a new Sister/Friendship City should be informed by the recommendations in the 2007 BC Asia Twinning Toolkit and include the following basic steps:

- A formal invitation to the selected candidate to develop a Sister/Friendship City relationship;
- Discussions with the selected partner community to set terms of the relationship; and
- Signing the official Sister/Friendship City Agreement.

The official agreement should, at a minimum, cover the following elements: purpose, focus, contacts, delegations, exchanges, subsidiary agreements, relationship review process and duration. New Sister City Agreements will be limited to a five-year term with the option to renew following a review.

6. Financial Support

6.1 City of Richmond Sister City Program Funding

The Sister City Program funding includes:

- The SCAC Annual Operating Fund
- Sister City Program Fund

6.2 Sister City Advisory Committee Annual Operating Fund

This funding shall be used for regular operations, meeting costs, gifts and costs associated with exchanges from Sister/Friendship Cities. This funding cannot be carried over to future years.

6.3 Program Fund

Funding will cover the costs of program activities outlined in the 4-year Activity Plan. These include sending Official Delegations to a Sister/Friendship City and hosting Official Delegations from a Sister/Friendship City. An Official Delegation Plan tied to the program and 4-Year Activity Plan objectives, together with an estimated budget for these visits must be submitted for approval to Richmond City Council prior to release of any funds. The Program Activity Budget will be included in the City's budget process for consideration. Any unused funds may be carried forward into the next fiscal year, subject to approval.

6.4 Other Contributions – Financial and In-kind Support

Organizations in the community will be encouraged to participate in the Sister City Program and in doing so, draw upon their own resources, including financial support, staff and volunteers. Any funds raised for the Sister City Program shall be from appropriate sources, directly tied to program activities and pre-approved by Richmond City Council. If approved, the funding can be used to supplement the program or offset costs.

6.5 Reporting and Accountability

As per the Sister City Committee Terms of Reference, based on the 4-Year Activity Plan and budgets, by the end of the first quarter of each year the SCAC, with assistance from City staff, shall provide an annual summary on their primary activities during the previous year and proposed activities and budgets for the current/upcoming year for City Council's information within 150 days following the City's fiscal year-end.

7. Relationship Review and Termination Policy

Each Sister/Friendship City Relationship will be reviewed by the City, with the Sister City Advisory Committee, every four years to:

- Determine whether outcomes are generally commensurate with inputs;
- Track progress towards stated goals and objectives; and

- Identify opportunities to enhance and improve the arrangements.

This review should include both qualitative and qualitative measures. Reviews can be timed around the renewal date in the case of new Sister/Friendship City Agreements or around the development of 4-Year Activity Plans.

The SCAC may recommend termination or non-renewal of a relationship that, despite best efforts, has remained inactive or has unsatisfactory outcomes for the City and community.