



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, March 19, 2012  
4:00 p.m.

Pg. #      ITEM

### MINUTES

- GP-5**      *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, March 5, 2012.*



### DELEGATION

1. Gordon Hardwick, Manager, Community Affairs, BC Film Commission.

### COMMUNITY SERVICES DEPARTMENT

2. **RICHMOND FILM OFFICE UPDATE AND BYLAW AMENDMENTS**  
(File Ref. No. 08-4150-09-01/2012-Vol 01) (REDMS No. 3425923v6)

**GP-11**

See Page **GP-11** for full report

*Designated Speaker: Amarjeet Rattan/Jodie Shebib*

### STAFF RECOMMENDATION

*That:*

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

- (2) *the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8709 be introduced and given first, second and third readings.*



3. **2012 ARTS AND CULTURE GRANT PROGRAM**  
(File Ref. No.) (REDMS No. 3484781)

**GP-25**

See Page **GP-25** for full report

*Designated Speaker: Jane Fernyhough*

STAFF RECOMMENDATION

*That the 2012 Arts and Culture Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$75,050 as per the staff report from the Director, Arts, Culture and Heritage Services, dated March 2, 2012.*



CHIEF ADMINISTRATIVE OFFICE

4. **COUNCIL TERM GOALS FOR THE TERM 2011-2014**  
(File Ref. No. 01-0103-65-20-02/Vol 01) (REDMS No. 3482823)

**GP-107**

See Page **GP-107** for full report

*Designated Speaker: Lani Schultz*

STAFF RECOMMENDATION

*That the Council Term Goals for the 2011-2014 term of office, as outlined in the staff report dated February 28, 2012 from the Director, Corporate Planning, be approved.*



PROJECT DEVELOPMENT & FACILITY MANAGEMENT  
DEPARTMENT

5. **SOUTH ARM POOL PIPING REPAIRS**  
(File Ref. No. 06-2050-20-PSA/Vol 01) (REDMS No. 3489639)

**GP-115**

See Page **GP-115** for full report

*Designated Speaker: Greg Scott*

STAFF RECOMMENDATION

*That the estimated expenditures of \$70,000 with respect to the South Arm Pool Piping Repair project be funded from the Minor Capital Provision.*

☐

ADJOURNMENT

☐





## General Purposes Committee

Date: Monday, March 5, 2012

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:04 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, February 20, 2012, be adopted as circulated.*

**CARRIED**

### BUSINESS & FINANCIAL SERVICES DEPARTMENT

1. **DHI PROPERTY MANAGEMENT INC., DOING BUSINESS ASRAINFLOWER RESTAURANT, 3600 NO 3 ROAD, RICHMOND BC**

(File Ref. No.: 12-8275-05/2012-Vol 01) (REDMS No. 3475478)

The Chief Licence Inspector & Risk Manager, Glenn McLaughlin, was available to answer questions.

## **General Purposes Committee**

**Monday, March 5, 2012**

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It was moved and seconded

*That the application by DHI Property Management Inc., doing business as Rainflower Restaurant, for an amendment to add patron participation under Food Primary Liquor License No. 303143, in order to offer entertainment in the form of soft music and allowing dancing, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:*

- (1) Council supports the application as the issuance will not pose a significant impact on the community.*
- (2) Council comments on the prescribed considerations are as follows:*
  - (a) The potential for additional noise in the area if the application is approved was considered and determined that there will be little or no impact of additional noise.*
  - (b) The impact on the community if the application is approved was considered and based on no responses being received from the public notices, the licence approval would have little impact.*
  - (c) The amendment to permit patron participation under the Food Primary Licence should not change the establishment so that it is operated in a manner that is contrary to its primary purpose as there has been no history of non-compliance with the operation.*
- (3) As the operation of the establishment as a licensed establishment with entertainment, might affect residents, the City gathered the views of the community as follows:*
  - (a) Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and notice provided information on the application and instructions on how community comments or concerns could be submitted.*
  - (b) Property owners and businesses within a 50-metre radius of the subject property were contacted by letter detailing the application and provided instructions on how community concerns could be submitted.*
- (4) Council's comments and recommendations respecting the views of the residents are as follows:*
  - (a) That based on the lack of response received from all public notifications, Council considers that the amendment is acceptable to the community.*

**CARRIED**

# General Purposes Committee

Monday, March 5, 2012

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## PARKS & RECREATION DEPARTMENT

### 2. WEST CAMBIE AREA PLAN AND ALEXANDRA NEIGHBOURHOOD NATURAL PARK CONSIDERATIONS

(File Ref. No.: 06-2345-01/2012-Vol 01) (REDMS No. 3456301)

Mike Redpath, Senior Manager, Parks, accompanied by Terry Crowe, Manager, Policy Planning, noted the West Cambie Area Plan was created six years ago, and spoke about the City's success in acquiring the greenway which meets the parks and open space needs for the Alexandra neighbourhood. Mr. Redpath also noted that it was recommended that the City not acquire the 15 properties identified for parkland acquisition in the Development Cost Charges (DCC) Program.

A discussion then ensued about:

- a pending application for the proposed development of Walmart in the area;
- the feasibility of having staff provide information on the current designations of the land parcels adjacent to the residential properties on the east side of Garden City Road between Alexandra and Cambie Roads, as well as comments regarding the changes to the area since the establishment of the designations;
- retention and protection of the Environmentally Sensitive Area (ESA), and a study to assess the ESA value of the properties in the Alexandra neighbourhood;
- the importance of maintaining a connection between the Garden City Lands and Alexandra neighbourhood; and
- the public consultation process that would take place prior to any changes to the West Cambie Area Plan. It was noted that the process may take approximately four months.

It was moved and seconded

*That as per the staff report dated February 15, 2012, titled "West Cambie Area Plan and Alexandra Neighbourhood Natural Park Considerations", Planning and Parks staff lead a planning process to bring forth an Area Plan amendment to remove the Area Plan Natural Park designation on 9540, 9560, 9580, 9600, 9620, 9660, 9680, 9700, 9740, 9800, 9820 Alexandra Road and 4711, 4731, 4751, 4771 No 4 Road.*

The question on the motion was not called as discussion ensued about future parks needs. It was noted that the Parks and Open Space Strategy, which is currently under development, will identify all future parks needs. Also, it was noted that the main difference between option 2 and option 3, as presented in the report, was that option 3 would allow the Committee to direct staff to make the change to the West Cambie Area Plan to remove the park designation from the 15 properties.

## General Purposes Committee

Monday, March 5, 2012

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

It was moved and seconded

*That staff provide further information on the designation of the lots on the east side of Garden City Road between Alexandra and Cambie Roads.*

The question on the motion was not called as a brief discussion ensued about the type of information that staff was being requested to provide. It was noted a memo with information on the current designations, and staff's comments pertaining to changes in the area since those designations were established, would suffice.

**CARRIED**

OPPOSED: Cllr. Halsey-Brandt

### 3. **RICK HANSEN 25TH ANNIVERSARY RELAY CELEBRATION**

(File Ref. No. 11-7200-01/2012-Vol 01) (REDMS No. 3470408)

Eric Stepura, Manager, Sports & Community Events, confirmed that Rick Hansen would be attending the 25<sup>th</sup> Relay Celebration event in Richmond. Discussion took place about securing sponsorship for the event, as well as media coverage by CTV, which will provide an opportunity to showcase the Richmond Olympic Oval.

It was moved and seconded

*That \$40,000 from the Major Events Provisional Fund be allocated to provide funding for End of Day events on the Richmond portion of the Rick Hansen 25th Anniversary Relay Celebration.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:37 p.m.).*

**CARRIED**



## **General Purposes Committee**

**Monday, March 5, 2012**

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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, March 5, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Dhaliwal  
Executive Assistant  
City Clerk's Office





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** March 13, 2012

**From:** Cathryn Volkering Carlile  
General Manager - Community Services

**File:** 08-4150-09-01/2012-  
Vol 01

**Re:** Richmond Film Office Update and Bylaw Amendments

### Staff Recommendation

That:

1. The Filming Regulation Bylaw No. 8708 be introduced and given first, second and third readings; and,
2. The Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8709 be introduced and given first, second and third readings.

Cathryn Volkering Carlile  
General Manager - Community Services  
(4068)

Att. 4

FOR ORIGINATING DEPARTMENT USE ONLY			
<b>ROUTED TO:</b>		<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Law		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>
			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## Staff Report

### Origin

British Columbia is the fourth-largest overall film and television production centre in North America behind Los Angeles, New York and Toronto. Although recent tax credit incentive changes in Ontario and other jurisdictions have made this sector more competitive, as outlined in a recent Government of British Columbia press release, BC Film & TV Spending Up, (Attachment 1), 2011 film and television production expenditures in B.C. have increased 16% to approximately \$1.18 billion.

With a goal of attracting more production activity locally, City Council adopted a Richmond Film Strategy in 2007. This strategy committed to establishing a dedicated film office with the objective of making the City 'film friendly' through offering 'One Stop Shop Service' delivery to the film and television industry.

The purpose of this report is to provide:

1. An update on film and TV production activity in the City of Richmond; and,
2. To propose amendments to the Filming Application and Fees Bylaw No. 8172 and the Consolidated Fees Bylaw No. 8636.

### Analysis

#### 1. Update on Film and TV Activity in the City of Richmond

Since the creation of the Richmond Film Office (RFO) in 2007 there has been a steady volume of filming requests in the City. In 2011, the RFO generated over \$160,000 in service and location rental charges from production activity. Of this, approximately \$113,990 went directly to City Departments and \$51,000 to the RCMP.

In addition to City service and location rental charges, the film and TV sector also contributes significantly to the local economy. Individual productions can generate up to \$60,000 in direct local spending for each production day of activity. Based on the number of filming days in 2011, approximately up to \$500,000 of economic activity was generated in the local community.

As well, local Richmond residents who were employed in the film and TV production sector received approximately \$12 million in direct wages in 2010<sup>1</sup>.

Richmond has become a popular location for filming and particular areas of the City, such as Steveston are in high demand. In 2011 a total of thirty-two movies, commercials and television shows (often multiple episodes) were shot in Richmond. These included high profile productions such as Mission Impossible 4, Diary of a Wimpy Kid 3, Once Upon a Time, The Secret Circle, The Killing, Fringe and Supernatural. A number of these shows filmed repeatedly in the City or stayed for an extended period for a shoot.

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<sup>1</sup> Information provided by the BC Film Commission.

There were approximately eighty-four (84) filming days in 2011, an increase of about 20% over 2010 at sixty-eight (68) filming days in 2010. The locations for filming were varied, but included City parks, City Hall, Finn Slough and rural land in East Richmond.

The following feature films, TV Series and commercials filmed in Richmond in 2011 include:

Feature Films	TV Series	Commercials
Mission Impossible 4	Human Target	TR Promo Shoot
Diary of a Wimpy Kid 3	Fringe	Means of Production
The Gay Dude	The Killing	Work Safe BC
Big Time Movie	Once Upon a Time	Woolite
Love Hua (Indian Film)	The Secret Circle	Campbell's Soup
Deck the Halls	Chaos	Mark's Work Wearhouse
Untitled Sardo Project	Psych	Kal Tire
Various Student films	Geek Charming	Coast Capital Savings
	Eureka	Hyundai Canada
	Supernatural	Ride to Conquer Cancer
	Psych Music Video	Will Minsky Lighting Project
	Fairly Legal	

The most popular location in Richmond continues to be Steveston Village, due to its unique small village look and feel. There are very few locations in the lower mainland that have these attributes, and for that reason the RFO anticipates that requests for this area will increase at a steady rate. RFO staff continues to liaise with the merchants and residents in this area to ensure that the needs of the community are balanced with the production demands.

Staff regularly attend the areas of high volume filming to meet with the locals to determine how filming is affecting them, and to ensure that concerns are documented and minimised. Film Office staff meets with the Steveston Merchants Association (SMA), members of the Steveston 20/20 group and local Steveston businesses to discuss any issues of concern and work together to reap the benefits filming can have in the area. Staff have committed to ensuring an ongoing dialogue with the SMA to improve the environment for film crews and merchants alike.

A certain amount of disruption is sometimes inevitable when filming takes place, however the RFO works to ensure that the disruption is kept to a minimum, and that all productions adhere to the professional Code of Conduct, as set out by the BCFC.

A limited amount of filming was done at the Richmond Olympic Oval in 2011. Filming events at the Oval were approved only in cases where impact to members was minimised and day-to-day operations maintained. The legal agreements used by Oval Staff for filming at the facility include specific clauses that limit use of Olympic marks, including the Olympic wordmark and the Olympic Rings. City Hall and Oval staff will collaborate in the coming year to market the Oval for filming and coordinate filming activity in the area.

To remain 'film friendly', in the past twelve months, major revisions have been made to the City film agreement, including the creation of a short version for smaller filming events. This has

reduced significantly the amount of time the Law Department needs to spend on each filming agreement, making the process for filming on City property more streamlined as well as making the contract more customer friendly.

Staff are currently working to update the 2007 Richmond Film Strategy and will bring recommendations forward to Committee at a later date. This will include a comprehensive review of facility filming rates to ensure that the City remains competitive with other jurisdictions and that an inventory of City facilities and sites available for filming are updated. Staff will also be reviewing the information and updating the City's website. The review will also seek to harmonise City filming processes with the Richmond Olympic Oval. A market survey on municipal rates is attached. (Attachment 2)

In addition, staff have reviewed the City Council Policy 1000 - Filming on Location in Richmond and feel that the policy is up to date and meets the needs of the City and the film industry.

## **2. Proposed Amendments to the Filming Application and Fees Bylaw No. 8172 and the Consolidated Fees Bylaw No. 8636.**

As part of being a 'film friendly' City, staff regularly liaise with the BCFC and the production industry as well as review best practises in other municipalities. The RFO strives to improve the bylaws and other requirements which govern film and TV production activity in the City.

The Community Affairs office at the BCFC works to keep all film stakeholders in the loop on current issues and events that impact filming activity. The BCFC provides guidance with protocols, assists location managers and municipal staff with location selection and acts as a resource to the industry. The BCFC plays an active role with each municipality in troubleshooting unique issues that may arise on location.

RFO and Law staff have conducted a review of the Filming Application and Fees Bylaw No. 8172 and the Consolidated Fees Bylaw No. 8636 and proposed changes are attached.

- Filming Regulation Bylaw No. 8708 (Attachment 3)
- Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8709 (Attachment 4)

The majority of the proposed changes are of "housekeeping" nature, and designed to facilitate more efficient management of film production activity in the City. The changes include rescinding the current Filming Application and Fees Bylaw and replacing it with a new Filming Regulation Bylaw.

This proposed Filming Regulation Bylaw 8708 removes the rates for the use of City locations and only includes fees that are required under the Community Charter. Any city owned facility, site and/or location charges will be created as a schedule responsive to market rates. A General Manager or the Chief Administrative Officer approves rates included in each film agreement. All rates are market driven and site specific. The proposed new bylaw presents a streamlined approach with an emphasis on being able to charge specific fees for the provision of certain services.

All other fees have been moved into the Consolidated Fees Bylaw No. 8636 in accordance with current Community Charter requirements in this regard. Fees related to filming in this bylaw are subject to a 20% administration fee to offset city overhead costs.

One noteworthy change in the proposed Filming Regulation Bylaw No. 8708 is the requirement that anyone who wishes to film for commercial purposes on non-City owned property must first apply to the City for permission. Prior to these amendments only those filming on City owned or controlled property needed to apply to the City. In practise, the majority of filmmakers have already been applying to the City; however, with the recent increase in filming in Richmond it is important to formalise this.

This new requirement springs from the desire that the RFO is made aware of all filming in the City so that impacts to neighbourhoods can be managed. For example, due to the high demand for filming in Steveston, the RFO has a role in ensuring that disruption is minimized and that there are not an excessive number of film productions taking place in that location at the same time.

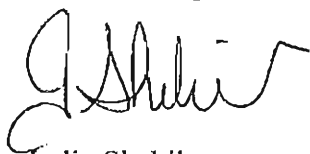
RFO staff have consulted with a range of industry location managers and BCFC staff on the proposed bylaw amendments and have received no negative feedback.

### **Financial Impact**

The proposed application fee increase to \$200 will result in approximately \$6000 in additional cost recovery fees (based on 2011 production activity).

### **Conclusion**

The Richmond Film Office continues to work strategically with the BC Film Commission and film and television production companies to position Richmond as a 'film friendly' community. The office offers 'one stop shop' service to the production industry, facilitating access to City land, buildings, staff, exhibits or services that may be needed for film and television production.



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

<b>Attachment 1:</b> BC Government Press Release – BC Film & TV Spending Up
<b>Attachment 2:</b> Market Survey on Municipal Rates
<b>Attachment 3:</b> Filming Regulation Bylaw No. 8708
<b>Attachment 4:</b> Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8709

**THE BC  
JOBS PLAN**

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## NEWS RELEASE

For Immediate Release  
2012CSCD0008-000230  
March 5, 2012

Ministry of Community, Sport and Cultural Development

### **B.C. film and TV spending up**

VICTORIA – Film and television production spending in British Columbia rose by 16 per cent during 2011, Minister of Community, Sport and Cultural Development Ida Chong announced today.

BC Film Commission data shows film and television expenditures in 2011 topped \$1.188 billion, an increase of \$167 million over 2010. A total of 281 productions were undertaken in B.C. in 2011 (35 more than in 2010):

- 134 foreign productions: 58 feature films, 24 television series, 25 television projects and 27 animated series or projects.
- 147 domestic productions: 19 feature films, 45 television series, 74 television projects and nine animated series or projects.

Television series (\$504 million) and feature films (\$447 million) provided the most production activity for 2011. Other television projects and animation accounted for the remaining \$237 million.

Foreign feature film activity for 2011 increased 55 per cent over the previous year to \$430 million. Visual effects produced by B.C. studios contributed much of this growth. Domestic production spending in B.C. decreased to \$209 million in 2011 from \$244 million in 2010.

### **Quotes:**

#### **Ida Chong, Minister of Community, Sport and Cultural Development –**

“British Columbia shines as a hub for film and TV production. The industry provides good jobs for British Columbians and helps promote B.C.’s unique identity as a great place to live, work and invest.”

“We will continue to support the success of film and TV through strategic tax credits, as well as funding for organizations that help filmmakers do business in our province.”



**Peter Leitch, chair, Motion Picture Production Industry Association of British Columbia –**

"B.C. has earned its reputation for excellence in film and TV production, having built an enviable infrastructure and an outstanding talent pool behind and in front of the camera. We are now competing in a dramatically shifting global environment, which presents considerable challenges, but even greater potential."

"The industry is committed to working together with government to ensure that B.C. is a world leader in screen-based entertainment production, creating new jobs and investment for future generations."

**Quick Facts:**

- British Columbia is the fourth-largest overall film and television production centre in North America (behind Los Angeles, New York and Toronto).
- Film and television production contribute over a billion dollars annually to the provincial economy, employing 20,000 people directly while supporting 15,000 jobs indirectly.
- Film, television and animation projects produced in British Columbia in 2011 include:
  - Twilight Saga: Breaking Dawn
  - Superman: Man of Steel
  - Elysium
  - Foreverland
  - The Grey
  - Mission Impossible: Ghost Protocol
  - Arctic Air
  - Alcatraz
  - Sanctuary S.4
  - Once Upon a Time
  - Real Housewives of Vancouver
  - Consumed
  - Bob's Burgers
  - League of Super Evil S.3
  - Thomas and Friends
- The provincial government promotes B.C.'s film industry through a film-favourable tax regime, nearly \$200 million in tax credits and funding for the BC Film Commission, BC Film + Media and regional film commissions.
- Vancouver's robust digital media sector represents a major asset that will grow increasingly important as film, TV and digital continue to converge.
- British Columbia has more than 600 digital media companies employing 16,000 people and generating \$2.3 billion in annual sales.

**Learn More:**

- For a closer look at how the B.C. government helps film production in the province, visit the BC Film Commission at: <http://www.bcfilmcommission.com/>
- Check out the provincial government's role in supporting artists, arts and cultural organizations through the Ministry of Community, Sport and Cultural Development at: <http://www.gov.bc.ca/cscd>
- View a backgrounder with financial details for 2011 film and television spending in B.C. at: <http://www.newsroom.gov.bc.ca/downloads/Film-Backgrounder.pdf>

Contacts:     Jeff Rud  
                  Communications Director  
                  Ministry of Community, Sport  
                  and Cultural Development  
                  250 953-3677

Susan Croome  
BC Film Commissioner  
Ministry of Community, Sport  
and Cultural Development  
[susanc@bcfilmcommission.com](mailto:susanc@bcfilmcommission.com)  
604 660-2732

Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)

### Filming Fees: City Comparisons

City	Application Fee	Permit Fee	Filming in Parks Per Day	Filming at City Hall Per Day	Police Rate/Hr	Business Licence Fee
Burnaby	\$150	N/A	\$740	\$1100	\$100	\$125 - \$189
North Vancouver	N/A	\$650-\$900 Dependant on length of shoot	\$600	\$600	\$90	\$107 - \$498
West Vancouver	\$500	\$450-\$750 Dependant on length of shoot	\$1020	\$400-\$500	\$105	\$142
New Westminster	N/A	\$275 Flat Rate Plus \$50/each additional location	\$565	\$5000 Interior \$1000 Exterior	\$100	\$150
Vancouver	\$100	\$150 per location and per a day	\$832	\$1000	\$50 - \$136	\$86
Richmond	\$200 (proposed)	N/A	\$500-\$750	\$2040	\$100	\$121

#### Description of Fees:

Application and Permit Fees are the fees charged to process the permit or application by the Film Office and/or other City departments. Some Cities charge both fees, while others have an either/or approach to recover costs. In addition to the costs in this table actual miscellaneous costs such as staff time, room rentals, labour required for a film shoot, etc are also charged to the production company.



City of Richmond

Bylaw 8708

### Filming Regulation Bylaw No. 8708

The Council of the City of Richmond enacts as follows:

1. No person (other than the City) may use or affect the use of any real property located in the City of Richmond, for the purpose of **film production** for a **commercial purpose** without first applying to the City for permission.
2. A person applying to the City for permission for the purpose of **film production** as contemplated by section 1 of this bylaw, shall pay the City the application fees in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.
3. No person (other than the City) may use or affect the use of real or personal property owned, held by or in the possession or control of the City, including, without limitation, lands, roads, sidewalks, boulevards, buildings, facilities, equipment, vehicles, materials and supplies, for the purpose of **film production** for a **commercial purpose** or for a **non-commercial purpose** without first applying to the City for permission.
4. If, on reviewing an application by a person under section 3, the City considers that a filming agreement is necessary or advisable, a person intending to carry out **film production** shall enter into a filming agreement with the City in relation to the proposed **film production**.
5. In addition to obligations established in and agreed to in a filming agreement with the City:
  - (a) a person applying to the City for permission for the purpose of **film production** as contemplated by section 3 of this bylaw, shall pay the City the application fees in the amount set from time to time in the Consolidated Fees Bylaw No. 8636;
  - (b) a person using the services of City employees, RCMP employees, contractors provided by the City, and equipment, vehicles, materials and supplies provided by the City, all for the purpose of **film production**, shall pay the City the costs in the amount set from time to time in the Consolidated Fees Bylaw No. 8636; and

- (c) a person using **special effects** for the purpose of **film production**, shall pay the City the costs in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.

- 6. Applicable fees must be submitted to the City at least one business day prior to a person undertaking **film production**.
- 7. A person holding the position of General Manager or Chief Administrative Officer at the City is authorized to execute filming agreements on behalf of the City.
- 8. In this bylaw:

**commercial purpose** means any purpose for which the person can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the product resulting from the **film production**;

**film production** means the photographing, filming, and production of a photoplay, film, motion picture, television production, or other recording, and includes preparation activities and dismantling and removal and restoration activities;

**non-commercial purpose** means any purpose for which the person cannot reasonably anticipate the receipt of monetary gain from the direct or indirect use of the product resulting from the **film production**; and

**special effects** include, but are not limited to:

- (a) fire;
- (b) explosives;
- (c) detonators;
- (d) guns;
- (e) squibs;
- (f) bombs/mock-ups;
- (g) gunfire;
- (h) flash powder;
- (i) vehicle collisions; and
- (j) other material, equipment or activity, whether actual or simulated, that is or may reasonably be viewed as hazardous to the safety or health of human beings or to the safety or integrity of property.

- 9. This Bylaw is cited as "Filming Regulation Bylaw No. 8708".

10. Filming Application and Fees Bylaw No. 8172 is repealed.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
41
APPROVED for legality by Solicitor
BDS

\_\_\_\_\_  
MAYOR

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



City of Richmond

Bylaw 8709

**Consolidated Fees Bylaw No. 8636,  
Amendment Bylaw No. 8709**

The Council of the City of Richmond enacts as follows:

1. The Schedule entitled "Schedule-Filming Application and Fees" of the Bylaw shall be deleted and replaced with the attached Schedule A.
2. This Bylaw is cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8709".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
<b>BDS</b>

**SCHEDULE A to Consolidated Fees Bylaw No. 8636,  
Amendment Bylaw No. 8709**

**SCHEDULE – FILMING FEES**

**Filming Regulation Bylaw No. 8708  
Sections 2 and 5**

**A. Application Fees**

Application for film production in the City of Richmond  
(commercial purpose) \$200.00

Application for film production in the City of Richmond  
(non-commercial purpose) \$ 50.00

**B. City Employee Costs**

All fees for services provided by City employees (including fire fighters) shall be charged at the hourly wage paid for the employees attending as determined by the applicable working/collective agreement or pay grid for nonunion employees plus an amount per hour per employee which equates to the employee fringe benefits and all deductions and all applicable taxes incurred by the City for each hour of service provided.

**C. RCMP Costs**

All fees for services provided by RCMP employees shall be charged at the hourly wage paid for the employees attending as determined by the applicable working/collective agreement or pay grid for nonunion employees plus an amount per hour per employee which equates to the employee fringe benefits and all deductions and all applicable taxes incurred by the City for each hour of service provided.

**D. Contractor Costs**

All fees for services provided by contractors provided by the City shall be charged at the City's actual cost of providing such services.

**E. Equipment, Vehicles, Materials and Supplies Costs**

All fees for equipment, vehicles, materials and supplies provided by the City shall be charged at the City's prevailing rates for providing such equipment, vehicles, materials and supplies.

**F. Special Effects**

Use of special effects per day \$110.00





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Re:** 2012 Arts and Culture Grant Program

**Date:** March 2, 2012

**File:**

### Staff Recommendation

That the 2012 Arts and Culture Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$75,050 as per the report from the Director, Arts, Culture and Heritage Services, dated March 2, 2012.

*Jane Fernyhough*  
for Jane Fernyhough

Director, Arts, Culture and Heritage Services

Att. 5

FOR ORIGINATING DEPARTMENT USE ONLY					
<b>ROUTED TO:</b>		<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		<i>[Signature]</i>	
<b>REVIEWED BY TAG</b>		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>	
<i>[Signature]</i>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
				<i>CD.</i>	

## Staff Report

### Origin

On July 25, 2011, Council approved the establishment of an interim City of Richmond Arts and Culture Grant Program. The resolution was:

*That:*

- (1) the City Grant Policy be adopted;*
- (2) the revised City Grant Program be implemented on an interim basis until specific guidelines are prepared for the proposed (1) Health, Social & Safety, (2) Arts, Culture and Heritage, and (3) Parks, Recreation and Community Events City Grant Programs;*
- (3) staff propose the following Casino revenue allocations to City Grant Programs be considered during the 2012 budget process:*
  - Health, Social & Safety, \$536,719;*
  - Arts, Culture and Heritage, \$100,000;*
  - Parks, Recreation and Community Events, \$96,587;*
- (4) staff report back, following implementation of the 2012 City Grant Programs and prior to implementation of the 2013 City Grant Program, regarding:*
  - stakeholder consultations regarding the new Policy and Programs, including the appropriate amounts for each category; and*
  - possible impacts of the Social Planning Strategy on the Health, Social and Safety Grant Program; and*
- (5) staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

At the Council meeting of February 13, 2012, the funding to support the new program was approved in the 2012 City Operating Budget.

The 2012 Arts and Culture Grant Programs supports the Council Term Goal:

*ensure our development as a vibrant cultural city with well-established festivals and arts.*

This report provides information pertaining to the 2012 Arts and Culture Grant Program and makes recommendations for the recipients.

## Analysis

### 1. Development of 2012 Arts and Culture Grant Program

To facilitate the implementation of a 2012 Arts and Culture Grant program, staff prepared the following interim grant program structure, to be reviewed after the first year of implementation.

**Vision:** A robust arts and cultural community that showcases its talent, enterprise and diversity to our citizens and visitors, thereby contributing to the vibrancy, appeal and liveability of the city.

**Goals:** The City of Richmond Arts and Culture Grants Program aims to:

- strengthen the infrastructure of arts & culture organizations;
- invest in arts opportunities to create more opportunities;
- show support for the careers of local artists and encourage them to remain in the community;
- support a range of artistic and cultural activity including, but not limited to, literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary and community-based arts reflecting different historic cultural traditions as well as contemporary art forms and practices; and
- support ongoing annual activity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance.

In so doing it supports the Goals of the City as adopted in the Richmond Arts Strategy (2004):

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

**Eligibility:** In keeping with best practices as well as standards set for similar programs in other cities, the Interim 2012 City of Richmond Arts and Culture Grants Program offers two types of grants – Project Assistance and Operating Assistance – to registered non-profit arts and culture organizations; specifically, the applicants must be independent organizations with a clear mandate which includes the provision of public programs and services within an arts and culture focus. Arts organizations are encouraged to collaborate or partner with other service organizations in the delivery of their projects, if applicable.

Operating Assistance Grants are provided to support the annual programming and operating activities of eligible organizations, and are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000. (**Attachment 1**)

Project Assistance Grants are provided to support organizations working on a project basis or undertaking a special initiative outside the scope of their normal operations, and are awarded up to a maximum of 50% of the total project budget, to a maximum request of \$5,000. (**Attachment 2**)

## 2. Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in August and September, 2011 for the Health, Social and Safety Grants, announcing that the new Arts and Culture Grant program would be available on October 21. An email announcing the new program was sent to members of the Richmond Artists Directory (270 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) on October 20, 2011, and a media release was issued on November 4, announcing the new program.

Both notices advised the community to visit the website for details and invited interested applicants to attend one of two introductory workshops offered on November 8 and 9, to review eligibility criteria and the application form itself. The workshops attracted 12 and 11 participants, respectively.

On the City website at both the “City Grant Program” and the “Artists’ Opportunities” pages, downloadable Guideline documents were available, as well as the Project Assistance Form. The Operating Assistance Form was emailed to applicants upon request.

For Operating Assistance, 10 applications were received and 16 were received for Project Assistance, for a total combined request of \$133,280. Tables outlining requests and recommended allocations for the 2012 Arts and Culture Grant Program are provided in **Attachment 3 and Attachment 4**. Grant Application Summary Sheets, providing key information about each application, are found in **Attachment 5**. Staff recommendations and comments are included in the Summary Sheets.

## 3. Application Deadline

The deadline was January 6, 2012. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received. However, upon reviewing the applications received by that date, it was evident that a number of key organizations had missed the opportunity to apply either because they misunderstood the eligibility parameters or found the deadline – which landed very soon after the holidays – not tenable. For this reason, on January 10, an extended deadline of February 3, 2012, was announced via media release and email with updates to the City website. No late applications were accepted after this date.

## 4. Application Review Process

As per the direction of Council, an Adjudication Panel made up of City staff reviewed the applications. They evaluated the applications on three key areas: Merit, Organizational Capacity and Impact (described in the Application Guidelines, **Attachments 1 and 2**). As per best practices in similar granting programs, for each application, these three key areas were assigned a numerical ranking to create a total numeric score out of 50. At the Adjudication Meeting, the combined scores of all four members of the Adjudication Panel were distilled to an average score to determine a funding recommendation:

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

The Grant Application Summary Sheets, found in **Attachment 5**, indicate the average score of each applicant.

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

The majority of applications are recommended for funding. Principal reasons for not recommending funding are: (1) the applicant is recommended for Operating Assistance (or already receives the equivalent of operating funds from the City) and has also applied for funding of a Project that is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding, and (2) the application is ineligible under the criteria listed in the Guidelines.

Most applications were recommended for partial funding and seven of the 26 were recommended for full funding. As per the adjudication scoring system described above, recommendations were made based on each application's average score.

## **6. Notes on Eligibility**

The criteria for both Project Assistance and Operating Assistance require that the applicant be a registered non-profit society; however, at least one of the applicants had received previous City funding without this status. Given this is a new program and a precedent had been set, staff elected to accept applications from organizations without a Society Number – namely, the Richmond Artists Guild and Richmond Potters Club – with the understanding that they will become a non-profit society within the year, in order to be eligible in future.

Both the Richmond Potters Club and BC Children's Art and Literacy Society applied for Operating Assistance but were deemed ineligible due to the criteria that applicants must have "recently received City Grant funding." The Richmond Potters Club is, however, recommended for funding based on their Project Assistance application. Although the BC Children's Art and Literacy Society had not also applied for Project Assistance, staff moved their application to this program for their principal project, the Children's Arts Festival, in order to be able to support it. Assuming both organizations successfully complete their projects, they will be eligible for Operating Assistance funding in future years.

## **7. 2012 Arts and Culture Grant Program Information**

The establishment of a grant program specific to Richmond Arts and Culture is a landmark advance in the development of the local arts and culture sector. As such, the program is understood as not only a new source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an

unprecedented opportunity for capacity building, including those who have limited or no previous experience writing grant applications.

Indeed, the process of grant writing itself is an important part of an arts and culture business practice that requires some opportunity for trial and error. Staff consider this grant program to be a valuable professional development opportunity for less-experienced members of the arts and culture community to gain skills and confidence in their business practice, with this inaugural program to be a learning/foundation year.

An evaluation of the 2012 Arts and Culture Grant program will be conducted and a report brought back to Council before the implementation of the 2013 program.

### **Financial Impact**

The 2012 Arts and Culture Grant Program has a proposed budget of \$100,000. The 2012 allocations itemized in **Attachments 3 and 4** are recommended.

Operating Assistance	\$45,300
Project Assistance	<u>\$29,750</u>
Total	<u>\$75,050</u>
Remaining	\$24,950


As per the adjudication scoring system described above, recommendations were made based on each application's average score. While the combined recommended grant figures total under the \$100,000 budgeted, this is expected to change as the number and quality of applications is expected to increase and improve in future years.

It is recommended that the remaining funds be earmarked to invest in additional arts and culture programming opportunities that support local artists as may arise in the course of the year, subject to Council approval.

### **Conclusion**

The 2012 Arts and Culture Grant Program is a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff recommend that the 2012 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.

A report evaluating the Interim 2012 Arts and Culture Grant Program will be forwarded to Council before commencing the 2013 grant program process.

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

LJ:ljl

## City of Richmond Arts and Culture Grants Program 2012 Operating Assistance Guidelines



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

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

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

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

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@richmond.ca)

Grant Information and other information about our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations receiving Operating Assistance may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

### Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact the Cultural Development Manager (contact info above) to discuss your proposal, confirm your eligibility and request an application form. If eligible, staff will forward you the appropriate application forms and guidelines electronically.

- The application form is available as fillable pdf or Word doc upon request.
- Information should be typewritten. Handwritten forms will not be accepted.
- 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.
- Use the provided checklist to ensure that your application is complete.
- Budget information should be provided only in the requested format.

## **Operating Assistance Eligibility Criteria**

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least 2 years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide.
- Applicants must be an independent organization with a clear mandate, which includes the provision of public programs and services with an arts and culture focus. Applicant must produce or present work primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- Social Service, Religious, Political or Sports organizations
- Clubs

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate



## Multiple Applications for Operating and Project Grants

Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations that already receive the equivalent of operating funds from the City of Richmond are ineligible for Operating grants; however, they are eligible for project funding if the project is outside the scope of normal operations.

### Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities as well as proposed ones are taken into consideration when assessing an application.

#### Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports their organization's mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

#### Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

#### Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

### Assessment and Awarding of Grants

Applications are received and assigned to a City staff person to undertake a preliminary check to ensure a) the proposal meets eligibility and b) there is no missing or unclear information. The applicant will be contacted if there is any missing or unclear information and/or the application needs further discussion, either in person or by phone. The applicant is given a deadline to submit any requests for revised or missing information.

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - in total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## **Conditions of Assistance**

Please note that if your organization receives a City Grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City
- The City of Richmond requires organizations receiving a City grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e. brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years
- Receipt of a grant does not guarantee funding in the following fiscal year
- Successful applicants will provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

## **Use of Funds**

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
  - Fees and related expenses for artists, musicians, programming staff, cultural workers

- Volunteer expenses (recruiting, training, support, etc.)
- Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
- Marketing, community outreach and promotional expenses
- Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
  - Deficit reduction
  - Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)
  - Organizations that forecast a deficit budget are not eligible for support

## **Confidentiality**

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

## City of Richmond Arts and Culture Grants Program 2012 Project Assistance Guidelines



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

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

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

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

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### Arts & Culture Grants Program Objectives and Description

The Arts & Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary and community-based arts, reflecting different historic cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are, however, eligible for Project Assistance if their project is outside the scope of their normal operations.

Organizations meeting Project Assistance eligibility criteria (please see below) may make multiple applications for Project Assistance.

### Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal, confirm your eligibility and request an application form.

- The application form is available as a fillable PDF and Word file online at [www.richmond.ca/artists](http://www.richmond.ca/artists)
- Information should be typed in. Handwritten forms will not be accepted.
- 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.
- Use the provided checklist to ensure that your application is complete.
- Budget information should be provided only in the requested format.

## **Project Assistance Eligibility Criteria**

- Project Assistance is available for new and/or developing arts and culture organizations, or arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

## **Examples of Eligible Activity**

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Special requests for audio recordings, publications, film, video or web-based unique initiatives (for operating applicants, this must be outside of regular operations.)
- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists and qualified host organizations. See Artistic Residencies, below.

## **Ineligible Organizations**

- Organizations which do not meet eligibility criteria and requirements
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations
- Clubs

## **Ineligible Activities**

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

## **Artistic Residencies**

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
  - is recognized as such by peers; and
  - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
  - host a residency, or
  - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

## **Artistic Residencies (cont'd)**

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Capacity**

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

### **Impact**

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

## **Assessment and Awarding of Grants**

Applications are received and assigned to a City staff person to undertake a preliminary check to ensure a) the proposal meets eligibility and b) there is no missing or unclear information. The applicant will be contacted if there is any missing or unclear information and/or the application needs further discussion, either in person or by phone. The applicant is given a deadline to submit any requests for revised or missing information.

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
  - In total, with or without conditions (i.e., subject to a mid-year review)
  - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

## **Conditions of Assistance**

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years



**Conditions of Assistance (cont'd)**

- Receipt of a grant does not guarantee funding in the following fiscal year
- Successful applicants will provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

**Confidentiality**

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

# 2012 Arts and Culture Grants - Recommendations

ATTACHMENT 3

## OPERATING ASSISTANCE

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
BC Children's Arts and Literacy Centre	n/a	10,000	0	Due to eligibility criteria requiring that the applicant have received previous City Grant funding in order to receive Operating Assistance, this application is ineligible. The applicant is being recommended for Project Assistance for this year.	1
Cinevolution Media Arts Society	\$2,335 (2011)	10,000	10,000	Full grant request recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences and successfully collaborates with other artists and supporters. In future, the applicant is urged to be more attentive to their budget, be mindful of over-extending themselves with so many activities and continue to ensure that they have local artists in their programming.	3
Pacific Plano Society	\$508 (2011)	1,500	1,500	Pacific Plano Society fosters emerging artists to international standards. Operating Assistance support at the full requested amount is recommended.	5
Richmond Community Band Society	\$1,000 (2010)	3,600	3,000	Operating Assistance recommended in support of this long-standing musical group as it has a high public profile, regularly performing at major events in Richmond and has demonstrated intergenerational community outreach to seniors centres and elementary schools. The applicant is encouraged to further grow its operations.	7
Richmond Community Orchestra & Chorus Assoc.	\$1,015 (2011)	10,000	9,000	Operating Assistance funding recommended for this well-established arts organization, noting its strong emphasis on mentorship, healthy self-awareness of future challenges and solid history.	9
Richmond Music School Society	\$914 (2011)	10,000	8,500	Operating Assistance funding recommended as the applicant plays a vital role in Richmond, providing music education for all income levels with high calibre results. The RMS also provides opportunities for the public to hear classical music.	11
Richmond Potters Club	n/a	3,500	0	Due to eligibility criteria requiring that the applicant have received previous City Grant funding in order to receive Operating Assistance, this application is ineligible. The applicant is being recommended for Project Assistance for this year.	13
Richmond Youth Choral Society	\$1,000 (2011)	9,000	9,000	Operating Assistance funding to the full amount requested is recommended. The applicant demonstrates an inclusive approach to music education that not only builds talents and skills, but self-worth and other developmental needs. Moreover, the society has a clear and realistic self-awareness and recognition of a need to do long-term strategic planning.	15

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
Textile Arts Guild of Richmond Society	\$1,015 (2011)	4,300	4,300	Operating Assistance funding to the full request is recommended. TAGOR has demonstrated successful partnerships with like-minded organizations, has an active community outreach program, and presented an accurate budget. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.	17
The Community Arts Council	\$2,030 (2011)	9,100	0	Operating Assistance is not recommended for this applicant. While it is recognized that the society provides valuable opportunities for local artists to display their art in public settings -- and has demonstrated an eagerness to work with partners and engage in community outreach -- its accumulated deficit in excess of \$60,000 indicates that it is not sustainable and is, therefore, not suitable for funding.	19
<b>OPERATING ASSISTANCE SUBTOTAL</b>		<b>71,000</b>	<b>45,300</b>		

# 2012 Arts and Culture Grants - Recommendations

## PROJECT ASSISTANCE

ATTACHMENT 4

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
Cinevolution Media Arts Society: Your Kontinent: Richmond International Film & Media Arts Festival 2012	\$2,335 (2011)	5,000	0	Project Assistance is not recommended for this applicant because it is recommended for Operating Assistance instead. The proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	21
Richmond Printmakers Co-op Sponsored by Cinevolution Media Society	\$2,335 (2011) for Cinevolution	5,000	2,500	Project Assistance is recommended. An innovative pilot partnership of Cinevolution Media Arts Society and the newly formed Richmond Printmaker's Co-op will offer accessible and collaborative hands-on opportunities in an intercultural context. In future, the Richmond Printmaker's Co-op is encouraged to apply independently as a non-profit society and ensure that they have a plan to make themselves sustainable. The recommended Project Assistance funding is directed to this particular Project, and not to Cinevolution administration.	23
Britannia Heritage Shipyard Society: MERRILLEE II Restoration Project	n/a	5,000	850	According to the Project Assistance guidelines, restoration of a boat is ineligible. However, there is a component of the Project that qualifies: new partnerships with local photographers and video artists to document the process. Project Assistance funding is recommended for this component of the project only.	25
Gateway Theatre Society: (1) The Brds - Fall 2012 development workshop	4,060 (2011)	5,000	3,800	This workshop is above typical production development and has a strong focus on supporting emerging artists with the majority of the budget going directly to artists. For this reason, Project Assistance is recommended.	27
Gateway Theatre Society: (2) Web Video Documentation	4,060 (2011)	5,000	0	With existing City funding for Operations for the Gateway Theatre, this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	29
Gateway Theatre Society: (3) SceneFirst 2012	4,060 (2011)	5,000	0	With existing City funding for Operations for the Gateway Theatre, this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	31
Gulf of Georgia Cannery Society: Music at the Cannery	1,015 (2011)	2,000	2,000	Project Assistance to the full requested amount is recommended for this Project which animates public space, is free and accessible, reflects the maritime cultural identity of the area, engages local artists and demonstrates solid partnerships with like-minded organizations. In future, the applicant is encouraged to increase the artist compensation to meet industry standards.	33
Richmond Art Gallery Association: Chinese Community Outreach Program	\$2030 (2011)	5,000	5,000	Project Assistance at the full request is recommended for this educational and proactive Project that will connect with hard-to-reach communities and builds relationships with recent immigrants. There are other confirmed financial partners and, while the Richmond Art Gallery already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations.	35

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
Richmond Artists Guild: Fraser River Art Festival	\$750 (2010)	2000*  *max eligibility \$1000 (50% of \$2000 Project budget)	750	Project Assistance is recommended in support of this event which provides an accessible, free opportunity for the public to engage directly with artists. This event would benefit from more diverse programming, additional funding partnerships and community outreach. For future applications, the applicant is encouraged to provide a consistent and clear budget with a funding request that is no more than 50% of the total projected budget (for the project) and become a not-for-profit society.	37
Richmond Potters Club: Potters Club Workshop	n/a	1500*  *max eligibility \$1000 (50% of \$2000 Project budget)	800	Project Assistance is recommended for this long-standing hub to promote and develop ceramic arts, and which offers opportunities for a diverse group of pottery enthusiasts. The applicant also applied for Operating Assistance but was ineligible for funding as eligibility criteria require that applicants have recently received City Grant funding. For this year, Project Assistance is recommended with the recognition that this is a transition year for the applicant who will be eligible for Operating Assistance funding in future years. The applicant is encouraged to increase community outreach and public programming (outside of classes) beyond their membership, provide a detailed budget with a funding request that is no more than 50% of the total projected budget, demonstrate more varied forms of revenue, and register as a not-for-profit in order to be eligible for future funding.	39
Richmond Museum Society: Imaginary Enclave, Doors Open	n/a	5,000	3,500	Project Assistance funding is recommended for this unique and creative Project with a diverse range of artists showcased as a distinct programmed event within Doors Open, which is otherwise part of the Richmond Museum's normal operations. The recommended funding is to be directed specifically to Imaginary Enclave artists and production expenses. For future applications, the applicant is encouraged to provide a Project budget that is separate from the overall Doors Open budget.	41
Textile Arts Guild of Richmond Society: (1) Community Club Sewing Projects	\$1,015 (2011)	3,930	0	This applicant is recommended for Operating Assistance and this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	43
Textile Arts Guild of Richmond Society: (2) Quick Carling Quilt YouTube Video	\$1,015 (2011)	350	350	Project Assistance funding is recommended to support this forward-thinking proposal to work with emerging young videographers to create a youtube video. In future, the applicant is encouraged to consider administrative costs in the Project budget.	45
The Richmond Singers: Sound Recording 'Favorites' CD	\$500 (2004)	2,500	1,500	Project Assistance funding is recommended for Richmond Singers to produce a recording, recognizing this as an important step in the group's evolution. The applicant is encouraged to pursue further community outreach beyond CD's; for example, have music be available digitally, and in future budgets, include revenue beyond projected sales.	47
Theatre Conspiracy: Extraction	n/a	5,000	0	The Project is considered ineligible because it is proposed by a Vancouver-based organization and will not involve Richmond-based artists.	49

Name of Organization	Most Recent City 2012		2012	Comments	Page
	Grant	Request	Recom		
World Poetry Reading Series Society: World Poetry Richmond Canada and International Festival	n/a	5,000	4,000	Project Assistance funding is recommended for this second annual poetry festival by a new society that engages new immigrants creatively, and attracts a diversity of participants and arts practice including music and dance. In future, the applicant is encouraged to diversify its revenue base and provide more clarity in the budget.	51
BC Children's Art and Literacy Centre: Children's Arts Festival	n/a		4,700	This applicant applied for Operating Assistance funding but is ineligible as criteria require that applicants have recently received City Grant funding. However, the main project of this society, the Children's Arts Festival, is a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. Project Assistance funding is recommended for this year. The applicant will be eligible for Operating Assistance funding in future years. In future, the applicant is encouraged to provide more clarification in their budget.	53
<b>PROJECT ASSISTANCE SUBTOTAL</b>		<b>58,780</b>	<b>29,750</b>		

<b>PROJECT ASSISTANCE SUBTOTAL</b>	62,280	29,750
<b>OPERATING ASSISTANCE SUBTOTAL</b>	71,000	45,300
<b>COMBINED TOTAL</b>	<b>133,280</b>	<b>75,050</b>
<b>TOTAL AVAILABLE</b>		100,000
<b>Balance Remaining</b>		24,950



**City of  
Richmond**

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>BC Children's Art and Literacy Centre</b>
<b>Mission/Mandate</b>	To lead, develop, house and promote programs that engage British Columbian children, youth and adults in the enjoyment of art for its own sake as well as a means of enhancing literacy and learning.
<b>Organizational Background</b>	Registered incorporated non-profit society – September 2006; Just over 6000 children participated in the making of the book "the House that Max Built" which will launch on June 7 at the Richmond Cultural Centre; 120 children worked with Stigman Puppets to create their masterpieces; 700 children registered in our Drama and Literacy Projects; Provided cartooning classes to 60 underprivileged children; Launched our concept publicly with our partners on June 7 with approx 500 people in attendance; Presented workshops this year to 120 teachers bringing them practical and easy to implement ideas from drama and visual arts all with a focus on literacy; Pro-Day for teachers Oct 24, 2008 at Gateway Theatre – workshops and Keynote speakers focused on the everyday teacher who needs help incorporating the arts into their everyday classroom life; Sept 2008 we launched our formal programming for teachers and students; Feb 2009 launched our first Children's Art Festival (sold out); March 2010 art workshops and professional development given to Blair elementary; Drumming workshops given to Gilmore Elementary-400 students for a week; April 2010 second Children's Art Festival (sold out); Feb 2011 third Children's Art Festival with addition of a public day (sold out); 2011 nominated for Richmond Arts Award (Education); 2011 nominated and finalist Richmond Arts Award (Volunteerism); Planning committee for our 2012 Children's Art festival 5 days total (sold out); Plans underway for 2012 Children's Art Festival; We are in the process of obtaining title sponsors and partners to expand our endeavour.

Grant Request	\$10,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	15,367	152,090	
Total Expenses	1,085	152,090	
Annual Surplus (Deficit)	14,282	0	
Accumulated Surplus (Deficit)			
Other Sources of Revenue	Earned: \$13,000 Fundraising: \$75,750 Canadian Heritage: \$53,340 (pending)		
Adjudication Score (Average)	0.0	Recommended Grant	\$0
Comments	Due to eligibility criteria requiring that the applicant have received previous City Grant funding in order to receive Operating Assistance, this application is ineligible. The applicant is being recommended for Project Assistance for this year.		





**City of  
Richmond**

**2012 Arts and Culture Grant Program**

**OPERATING ASSISTANCE  
Application Summary Sheet**

<b>Organization</b>	<b>Cinevolution Media Arts Society</b>
<b>Mission/Mandate</b>	Our mandate is to organize activities related to film, video, animation and digital media, including exhibitions, festivals, workshops, public forum, and production, to stimulate innovative and progressive ideas, to foster a deeper appreciation of different cultures and art forms, to encourage the new residents' engagement and involvement with local cultural activity, and to enhance cultural exchange between Canada and the world.
<b>Organizational Background</b>	<p>Founded in 2007, Cinevolution Media Arts Society has rapidly grown into its role as a leading promoter of film and new media arts in Richmond. In 2011, it gained recognition as a finalist for the Cultural Leadership Award on the 2011 Richmond Arts Awards.</p> <p>For the past four years, we have organized many activities related to film, video, animation, and digital media, including exhibitions, festivals, workshops, public forum, and commissions of original art works.</p> <p>Key highlights include: 1) Successfully produced 4 editions of an international film &amp; media arts festival in Richmond: New Asia Film festival 2008-2010 and Your Kontinent Festival 2011. The Richmond Review has chosen the YK Festival as one of the top 10 Richmond Arts stories of 2011. 2) Highly successful youth film outreach Initiative: Dream Project (2010-2011) 9 films completed and a big multimedia video mapping show was held at the Olympic Oval at the 2011 Richmond Winter Art's Festival. 3) Successfully produced the My Richmond Story: the first community digital storytelling project in Richmond (2011) 4) Successfully organized the first Richmond Film Appreciation Month seminar with the Richmond Public Library in July 2011. 5) Successfully organized the first Get Animated! National Film Board animation event in Richmond. 6) Collaborating with the R2R International Film Festival for youth, successfully co-produced a filmmaking workshop targeting new immigrant youth and aboriginal youth in Aug 2011. 7) Collaborating with the David Lam Centre of SFU, successfully co-produced 3 editions of the DocuAsia in Metro Vancouver. 8) Since 2008, organized over 30 public screenings in Richmond. 9) In Feb 2009, organized the first public screening and community forum on gang violence prevention in Metro Vancouver. 10) In Aug 2009, organized the first multimedia/multicultural outdoor eco-event in Richmond.</p>

Grant Request	\$10,000	Previous City Grant	2,335 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	55,371	107,944	
Total Expenses	54,772	107,944	
Annual Surplus (Deficit)	599	0	
Accumulated Surplus (Deficit)	667		
Other Sources of Revenue	Earned: \$4,800 Fundraising: \$110,350 BC Arts Council: \$10,000 Canada Council/DCH: \$22,000 BC Job Creation: \$23,244		
Adjudication Score (Average)	46.0	Recommended Grant	\$10,000
Comments	Full grant request recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences and successfully collaborates with other artists and supporters. In future, the applicant is urged to be more attentive to their budget, be mindful of over-extending themselves with so many activities and continue to ensure that they have local artists in their programming.		



<b>Organization</b>	<b>Pacific Piano Society</b>
<b>Mission/Mandate</b>	The Society promotes musical excellence, increases performance opportunities for talented young pianists, promotes interest in the study of music and advances knowledge and appreciation of piano music.
<b>Organizational Background</b>	<p>The Pacific Piano Competition originated in 1993 as a component of Gateway Theatre's Multi-cultural Audience Development program. The first competition was held in 1995 and then annually until 2004 when it became a biannual event.</p> <p>In conjunction with the competition, the Society also presents Masterclasses, winners' recitals and recitals by established musicians. The competition has grown in size, status and scope in the past 14 years. Gifted competitors from around the world come together for one week to be adjudicated by acclaimed professional pianists. The Pacific Piano Competition has welcomed competitors from Ukraine, Germany, Austria, Japan, Hong Kong, USA as well as our Canadian musicians. Past adjudicators of this prestigious event have included James Barbagallo, Wu Han, Janina Fialkowska, Marc-Andre Hamelin, Angela Cheng, Clyde Mitchell (conductor), Stephane Lemelin, Gwen Beamish, Bernadene Blaha, Janet Scott-Hoyt, Ronald Turini, Francine Kay, Jaques Despres, Evelyne brancart, Henri Brassard, Gustavo Romero, Karen Shaw, Robin McCabe, Alvin Chow, Marcella Crudeli and Richard Raymond.</p> <p>In order to administer its events more effectively, the Pacific Piano Competition incorporated under the Society Act in 2004 and acquired a charitable group number from Revenue Canada. The Pacific Piano Competition changed its name to Pacific Piano Society in 2007 to reflect the broader scope of its mandates. The Pacific Piano Society is a satellite company of the Gateway Theatre.</p>

Grant Request	\$1,500	Previous City Grant	508 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	19,614	14,700	
Total Expenses	22,879	14,700	
Annual Surplus (Deficit)	(3,265)	0	
Accumulated Surplus (Deficit)	1,138		
Other Sources of Revenue	Earned: \$7,700 Fundraising: \$5,500		
Adjudication Score (Average)	40.0	Recommended Grant	\$1,500
Comments	Pacific Piano Society fosters emerging artists to international standards. Operating Assistance support at the full requested amount is recommended.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>Richmond Community Band Society</b>
<b>Mission/Mandate</b>	Our mandate is to provide live musical concerts for the public, mostly in Richmond, promote music in schools via joint concerts and to provide an outlet for the musical aspirations of our members.
<b>Organizational Background</b>	<p>Our Band was started in 1973 by Richmond's Branch 5 of the Royal Canadian legion. In 1976 it become independent of the Legion and was incorporated as the J/H Thompson Band Society. Still later (1996) it was renamed as the Lulu Island Music society and even still later (2003) as the Richmond Community Band Society. Throughout these name changes it has been the same musical group.</p> <p>Rehearsals are held every Monday evening in the Murdoch Centre of Brighthouse United Church from 8 to 10 pm. Our conductor is Bob Mullett, a local professional musician.</p> <p>Our role in Richmond is to rehearse and thereby hone the musical skills of our members, many of whom are senior residents in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Salmon Queen parade in Steveston, the Ladner Bandfest and an annual concert at the Gateway Theatre.; we have been doing the latter for 26 consecutive years.</p> <p>We also perform at seniors residences, seniors centres, at shopping malls, at the Steveston Cannery, in Richmond schools, and in the summer, outdoor concerts in parks in Richmond. In the rather distant past, our Band was invited to join in the ceremonies celebrating the 50th anniversary of the liberation of the Netherlands by Canadian Armed Forces. A few years earlier the Band made a tour of England and Scotland.</p>

Grant Request	\$3,600	Previous City Grant	1,000 (2010)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	10,077	12,850	
Total Expenses	11,382	12,515	
Annual Surplus (Deficit)	(1,304)	335	
Accumulated Surplus (Deficit)	(2,807)		
Other Sources of Revenue	Earned: \$3,500 Fundraising: \$5,750		
Adjudication Score (Average)	39.0	Recommended Grant	\$3,000
Comments	Operating Assistance recommended in support of this long-standing musical group as it has a high public profile, regularly performing at major events in Richmond and has demonstrated intergenerational community outreach to seniors centres and elementary schools. The applicant is encouraged to further grow its operations.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>Richmond Community Orchestra &amp; Chorus Association</b>
<b>Mission/Mandate</b>	To be leaders in music education and training for musicians in the Richmond community and to make exemplary contributions to the rich cultural scene of Richmond.
<b>Organizational Background</b>	<p>In 1986 a small group of Richmond musicians came together to make music for their community. The impetus came from local music teacher, George Austin, who approached Richmond Leisure Services with the ideas for a local orchestra and chorus. The result was the establishment of the Richmond Community Orchestra and Chorus Association with an orchestra and a chorus under one administration.</p> <p>The two groups rehearse and perform both separately and together, and present up to six formal concerts per year. The Chorus has had only two conductors since its inaugural year: Len Lythgoe and currently Brigid Coult. Orchestra conductors have included Peter Rohloff, Charles Willett, Wallace Leung, Lorraine Grescoe and Chris Robertson. James Malmberge is the current conductor.</p> <p>Special performances have included singing at the opening of the new International Terminal at Vancouver Airport, performances on the Main Stage and at the Captain's Ball of the Tall Ships festival in August 2002. In March 2006, the Chorus sang in New York's famed Carnegie Hall under the baton of BC composer Imant Raminsh, as he conducted his "Missa Brevis" and "Magnificant". In October 2009 the Chorus sang with the Xiamen Philharmonic Orchestra (under the direction of Zheng Xiaoying) at the River Rock Theatre, and in February 2010, had the privilege of singing the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone".</p> <p>The orchestra in particular is working to encourage and mentor young local musicians and provide them with performance opportunities.</p>

Grant Request	\$10,000	Previous City Grant	1,015 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	85,662	85,030	
Total Expenses	75,825	85,030	
Annual Surplus (Deficit)	9,837	0	
Accumulated Surplus (Deficit)	18,831		
Other Sources of Revenue	Earned: \$44,330 Fundraising: \$30,700		
Adjudication Score (Average)	42.3	Recommended Grant	\$9,000
Comments	Operating Assistance funding recommended for this well-established arts organization, noting its strong emphasis on mentorship, healthy self-awareness of future challenges and solid history.		





**City of  
Richmond**

**2012 Arts and Culture Grant Program**

**OPERATING ASSISTANCE  
Application Summary Sheet**

<b>Organization</b>	<b>Richmond Music School Society</b>
<b>Mission/Mandate</b>	To act as a centre for Richmond music lovers of all ages through direct musical participation, in depth listening or active learning.
<b>Organizational Background</b>	The Richmond Music School is operated by the Richmond Music School Society which was incorporated as a non-profit society in Feb 1980, and registered with the Provincial Government in Feb 1980. It has been in continuous operation since then, growing from a student body of 30 to the present 440 students. The school offers private lessons in most instruments and voice as well as violin classes, all areas of theory classes, guitar ensembles and children's choirs. There are over 25 teachers employed at the school, 18 apprentice teachers, a part-time principal, a full-time administrative assistant and a part-time bookkeeper. Over 500 public performances are presented by students and faculty in Richmond and metro Vancouver.

Grant Request	\$10,000	Previous City Grant	914 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	493,198	501,200	
Total Expenses	457,757	501,200	
Annual Surplus (Deficit)	35,441	0	
Accumulated Surplus (Deficit)	2220		
Other Sources of Revenue	Earned: \$487,200 Fundraising:\$5,000		
Adjudication Score (Average)	41.3	Recommended Grant	\$8,500
Comments	Operating Assistance funding recommended as the applicant plays a vital role in Richmond, providing music education for all income levels with high calibre results. The RMS also provides opportunities for the public to hear classical music.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>Richmond Potters Club</b>
<b>Mission/Mandate</b>	The Richmond Potters Club strives to maintain a well-equipped studio environment for ceramic artists, to provide adult ceramic classes, and to share our knowledge within our community at local events.
<b>Organizational Background</b>	<p>The Richmond Potters Club began on March 16, 1969. From the beginning, the Richmond Potters Club arranged classes, held workshops, put out a newsletter and took part in displays and shows. The pottery club continues to be an active participating art group in the city of Richmond. The Club owns and maintains studio equipment including 2 kilns and 10 electric pottery wheels.</p> <p>Club members hire teachers and offer 5 adult classes in each of 3 terms. Each set of classes runs for 9 weeks. Club members volunteer their time for Club administration duties, class and membership registration, ordering chemicals, mixing glazes, loading and unloading kilns, maintaining equipment as well as a myriad of other duties required to run a pottery studio.</p> <p>Members use the studio approximately 23 hours per week doing club work as well as working on their own pottery projects. Members also participate in community activities such as Doors Open, Winterfest, London Farm Art Show, Richmond Maritime festival where we demonstrate our craft.</p>

Grant Request	\$3,500	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	38,528	36,357	
Total Expenses	34,678	36,357	
Annual Surplus (Deficit)	3,849	0	
Accumulated Surplus (Deficit)			
Other Sources of Revenue	Earned: \$36,357		
Adjudication Score (Average)	35.0	Recommended Grant	\$0
Comments	Due to eligibility criteria requiring that the applicant have received previous City Grant funding in order to receive Operating Assistance, this application is ineligible. The applicant is being recommended for Project Assistance for this year.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>Richmond Youth Choral Society</b>
<b>Mission/Mandate</b>	To provide children in the City of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them to become proud community contributors and builders in our city's multicultural atmosphere.
<b>Organizational Background</b>	<p>In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkinson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued at Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cutbacks, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002.</p> <p>Memberships began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city.</p> <p>Performance highlights include: 2010 Olympic Performances (4); Emperor and Empress of Japan; Philharmonic Orchestra from our sister city, Xiamen, China; World senior Badminton Championships; Vancouver Symphony Orchestra; Richmond Community Chorus and Orchestra; and Richmond Singers. Current invitations include: Vancouver Youth Symphony Orchestra; Vancouver Peace Choir; and Richmond Sings.</p> <p>Parents, the Board of Directors, and members of the community continue to volunteer to make this choir successful.</p>

Grant Request	\$9,000	Previous City Grant	1,000 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	23,585	41,140	
Total Expenses	23,895	41,689	
Annual Surplus (Deficit)	(309)	-451	
Accumulated Surplus (Deficit)	4353		
Other Sources of Revenue	Earned: 23,090 Fundraising: \$6,050 BC Gaming: \$3,000 (pending)		
Adjudication Score (Average)	46.0	Recommended Grant	\$9,000
Comments	Operating Assistance funding to the full amount requested is recommended. The applicant demonstrates an inclusive approach to music education that not only builds talents and skills, but self-worth and other developmental needs. Moreover, the society has a clear and realistic self-awareness and recognition of a need to do long-term strategic planning.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>Textile Arts Guild of Richmond Society</b>
<b>Mission/Mandate</b>	1) Advancing textile arts creation by our members 2) Producing items requested by community organizations, and 3) Maintaining an environment that provides friendship and support to our guild members.
<b>Organizational Background</b>	<p>TAGOR began in 1975. From 1975 to 1988 our guild focused on educational workshops and speakers as many products, tools and machines were changing at this time. TAGOR offered eight major public exhibitions either by ourselves or in user group shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial Quilt and Expo '86.</p> <p>The early 1990's saw us based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the studio were purchased by TAGOR when the new Cultural Centre opened in 1993. As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, we hosted exhibitions in 2000, 2002, 2006 and 2008.</p> <p>From 2000 to 2010, TAGOR members wanted to do more community work and began actively searching for local organizations to help. We were given rent-free days by the Arts Centre to support this work. We created a special Millennium Quilt in 2000 and created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06.</p> <p>In 2009, we became a non-profit society. In December 2010, the TAGOR website was launched. Also in December 2010, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. We have seen many changes - some we couldn't control, but most have been in response to our members and community needs. We see change as a growth opportunity, and look forward to working with Arts Centre staff and the public well into the future.</p>

Grant Request	\$4,300	Previous City Grant	1,015 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	10,403	14,200	
Total Expenses	10,870	14,200	
Annual Surplus (Deficit)	(467)	0	
Accumulated Surplus (Deficit)	1,509		
Other Sources of Revenue	Earned: \$1,200 Fundraising: \$5,100		
Adjudication Score (Average)	44.8	Recommended Grant	\$4,300
Comments	Operating Assistance funding to the full request is recommended. TAGOR has demonstrated successful partnerships with like-minded organizations, has an active community outreach program, and presented an accurate budget. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.		





# City of Richmond

## 2012 Arts and Culture Grant Program

### **OPERATING ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>The Community Arts Council</b>
<b>Mission/Mandate</b>	To support the arts, artists, and artisans in Richmond in a variety of ways, including exhibitions, education, promotions and as advocates.
<b>Organizational Background</b>	<p>As a federally and provincially registered charity since 1970 in pursuit of our mission and mandate, we have had many accomplishments. A few of these include: being instrumental in raising funds to help build both the current Cultural Centre and Gateway Theatre.</p> <p>As the primary arts group in the 1980-90 period we distributed thousands of dollars in grants and support to art groups and organizations. Held numerous workshops, classes, events and exhibitions and as the main arts organization in Richmond for many years, paved the way for others to come forward. Operated an Artisans Galleria for local artists to display and sell their work and where numerous exhibitions and events were held.</p> <p>All events/exhibitions are offered free to the public as a way to encourage participation in the arts by the community and to strengthen partnerships between businesses and the arts, while welcoming all cultures and disciplines.</p> <p>We were the first to offer a full exhibition in a gallery setting, of work created by the artists involved in the arts program of the Richmond Society for Community Living. Following this, they were recognized as true artists and their work is now shown in many areas including City Hall. We have had many "firsts" in Richmond and are always trying to "think outside the box" for ways to engage and connect groups, artists and the community in the development and appreciation for the arts.</p>

Grant Request	\$9,100	Previous City Grant	2,030 (2011)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	93,556	39,735	
Total Expenses	105,439	39,735	
Annual Surplus (Deficit)	(\$22,244)	0	
Accumulated Surplus (Deficit)	(61,837)		
Other Sources of Revenue	Earned: \$1,200 Fundraising: \$19,935 BC Arts Council: \$9,500 (pending)		
Adjudication Score (Average)	29	Recommended Grant	0
Comments	Operating Assistance is not recommended for this applicant. While it is recognized that the society provides valuable opportunities for local artists to display their art in public settings -- and has demonstrated an eagerness to work with partners and engage in community outreach -- its accumulated deficit in excess of \$60,000 indicates that it is not sustainable and is, therefore, not suitable for funding.		



City of  
Richmond

2012 Arts and Culture Grant Program

**PROJECT ASSISTANCE**  
Application Summary Sheet

<b>Organization</b>	Cinevolution Media Arts Society
<b>Project Title</b>	Your Kontinent: Richmond International Film & Media Arts Festival 2012
<b>Project Summary</b>	As the only film festival in Richmond, this project is a community celebration of international films and media arts. The Festival will exhibit a spectrum of films and multi-media art works from both Canada and around the world, invite renowned filmmakers and artists to participate, and public forums and community workshops will be offered.
<b>Date of Project</b>	July 18-22, 2012
<b>Mission/Mandate</b>	Our mission is: to promote innovative creation and critical discourse through film, video, animation, and new media art works, to bring new ways of thinking and expression into cross-culture communication, and to foster exchange and collaboration among filmmakers and media artists in Canada and around the world.
<b>Organizational Background</b>	Founded In 2007, Cinevolution Media Arts Society has rapidly grown into its role as a leading promoter of film and new media arts in Richmond. In 2011, it gained recognition as a finalist for the Cultural Leadership Award in the 2011 Richmond Arts Awards. For the past four years, we have organized many activities related to film, video, animation, and digital media, including exhibitions, festivals, workshops, public forum, and commissions of original art works. The annual international film festival is our signature event, and a total of 4 editions have been held successfully: New Asia Film Festival (2008-2010) and Your Kontinent festival (2011). The Richmond Review has chosen the YK Festival as one of the top 10 Richmond arts stories of 2011.

Grant Request	\$5,000	Previous City Grant	2,335 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	55,371	69,944	
Total Expenses	54,772	69,944	
Annual Surplus (Deficit)	599	0	
Accumulated Surplus (Deficit)	667		
Society Operating Budget for current year	96,744		
Other Sources of Revenue for this Project	Earned: 2,800 Fundraising: 19,400 BC Arts Council: \$7500 BC Job Creation: \$23,244 Canada Council: \$12,000		
Adjudication Score (Average)	0.0	Recommended Grant	\$0
Comments	Project Assistance is not recommended for this applicant because it is recommended for Operating Assistance Instead. The proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



City of  
Richmond

2012 Arts and Culture Grant Program

**PROJECT ASSISTANCE**  
Application Summary Sheet

<b>Organization</b>	<b>Richmond Printmakers Co-op</b> <b>Sponsored by Cinevolution Media Society</b>
<b>Project Title</b>	Richmond Printmakers Co-op
<b>Project Summary</b>	The Richmond Printmakers' Co-Op offers an inclusive and collaborative studio environment for artists and community members wishing to explore the field of print media and multimedia experimentation. We will supplement studio activities with workshops from guest artists, collaborations with local organizations, and community outreach. The project culminates at the end of the year with a group exhibition.
<b>Date of Project</b>	Mar 1-Dec 31, 2012
<b>Mission/Mandate</b>	Mission: To promote innovative creation and critical discourse through new digital media art works and multidisciplinary artistic creation; To bring new ways of thinking and expression into cross-culture communication; To encourage the expression and cultural engagement of recent immigrants; To enhance exchange and collaboration amongst artists in Canada and around the world. Mandate: To organize community-based festivals and activities related to new digital media arts and multidisciplinary art forms; To produce and commission originally conceived art works; To provide multilingual public educational programs, such as workshops, seminars, etc.; To enhance the collaboration between artists of diverse disciplines and cultures; To initiate international cultural exchange projects.
<b>Organizational Background</b>	Founded in 2007, Cinevolution Media Arts Society has rapidly grown into its role as a leading promoter of film and new media arts in Richmond. In 2011, it gained recognition as a finalist for the Cultural Leadership Award on the 2011 Richmond Arts Awards. For the past four years, we have organized many activities related to film, video, animation, and digital media, including exhibitions, festivals, workshops, public forum, and commissions of original art works. Cinevolution is the only professional Arts Resident group in the Media Lab. Your Kontinent Festival, our signature international film event was chosen by the Richmond Review as one of the top 10 art stories in 2011. Highlights of our past achievements are: 1) Successfully produced 4 editions of an international film & media arts festival (2008-2011) 2) First youth film outreach program: Dream Project (2010-2011) 3) First Richmond digital storytelling project, My Richmond Story (2011) 4) First Richmond Film Appreciation Month (2011) 5) Get Animated! First National Film Board animation festival (2011) 6) Three editions of the DocuAsia Forum (2009-2011).

Grant Request	\$5,000	Previous City Grant	2,335 (2011) for Cinevolution
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	55,371	30,635	
Total Expenses	54,772	30,635	
Annual Surplus (Deficit)	599	0	
Accumulated Surplus (Deficit)	667		
Society Operating Budget for current year	96,744 (for Cinevolution)		
Other Sources of Revenue for this Project	Earned: \$3,500 Fundraising: \$22,135		
Adjudication Score (Average)	39.5	Recommended Grant	\$2,500
Comments	Project Assistance is recommended. An innovative pilot partnership of Cinevolution Media Arts Society and the newly formed Richmond Printmaker's Co-op will offer accessible and collaborative hands-on opportunities in an intercultural context. In future, the Richmond Printmaker's Co-op is encouraged to apply independently as a non-profit society and ensure that they have a plan to make themselves sustainable. The recommended Project Assistance funding is directed to this particular Project, and not to Cinevolution administration.		



**City of  
Richmond**

**2012 Arts and Culture Grant Program**

**PROJECT ASSISTANCE  
Application Summary Sheet**

<b>Organization</b>	<b>Britannia Heritage Shipyard Society</b>
<b>Project Title</b>	MERRILLEE II Restoration Project
<b>Project Summary</b>	Merrilee II, a 1950's pleasure craft typical of the era, is being restored in order that she become a tourist draw at Britannia. Master craftsmen will be engaged to work with volunteers from the community. The outcome is an added tourist draw and volunteers will have increased craftsmen skills. The project will be documented through photographs and video for an on-site exhibit and website enhancement.
<b>Date of Project</b>	Jan 1-Dec 31, 2012
<b>Mission/Mandate</b>	The purpose of the Society is to preserve history. This will include establishing a working heritage shipyard site in Steveston; raising funds for, and participating in the operation of such a site; collecting artifacts, photographs and documents; participating in the restoration, preservation and repair of heritage buildings, vessels and associated elements of Steveston's history. Internal functions of the Society will include education, research and promoting the general understanding and enjoyment of Canada's West Coast boat building history in an open, accessible park-like setting.
<b>Organizational Background</b>	Britannia Heritage Shipyard Society was established in 1991. The operation of the Society is to be chiefly carried out in the community of Steveston, in the City of Richmond. A Board of Nine Directors; Chairperson, Vice-Chairperson, Secretary, Treasurer, and five additional directors oversee the Society affairs and receive no remuneration from the Society.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	71,040	20,750	
Total Expenses	43,573	20,750	
Annual Surplus (Deficit)	27,466	0	
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	27,600		
Other Sources of Revenue for this Project	Earned: \$5,500 Fundraising: \$15,750		
Adjudication Score (Average)	24.8	Recommended Grant	\$850
Comments	According to the Project Assistance guidelines, restoration of a boat is ineligible. However, there is a component of the Project that qualifies: new partnerships with local photographers and video artists to document the process. Project Assistance funding is recommended for this component of the project only.		





# City of Richmond

## 2012 Arts and Culture Grant Program

### PROJECT ASSISTANCE Application Summary Sheet

<b>Organization</b>	Gateway Theatre Society
<b>Project Title</b>	(1) The Birds - Fall 2012 development workshop
<b>Project Summary</b>	For The Birds development workshop, we are producing a special workshop focused on bringing elements together. We will be working to integrate puppets, design and music into the script which allows the writer and artistic team to truly understand the theatrical possibilities! We share our findings with an audience to engage our community by seeking out feedback for the artists involved.
<b>Date of Project</b>	Fall 2012
<b>Mission/Mandate</b>	Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community. Our core values are leadership, quality, inclusiveness and respect. These values dictate working relationships and decision-making. We aim to provide a professional theatre company, an academy for the performing arts and rental opportunities for artists groups. Support for these activities come from box office, grants, sponsorships, and other earned revenues.
<b>Organizational Background</b>	The Richmond Gateway Theatre Society was incorporated in 1982 to serve the people of Richmond by offering arts to their community. In 2000, the Board hired Simon Johnston to restructure the administration and to create a professional theatre company. In the past decade, the Main Stage has included co-productions with companies such as the Arts Club Theatre, MTC, WCT, Firehall Arts Centre, Theatre One, The Belfry and the Citadel Theatres. Similar work has been accomplished at the Academy that has grown from two summer classes to fifteen year round, after-school classes taught by professional theatre artists. The activities of the professional Theatre Company and the Academy take up one third of the calendar year. the remaining time is open to artist groups who wish to rent the facility for a variety of performing arts events. Revenues from these rentals are used to support the other two core programs.

Grant Request	\$5,000	Previous City Grant	4,060 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	2,382,740	10,000	
Total Expenses	2,378,920	10,000	
Annual Surplus (Deficit)	3,820	0	
Accumulated Surplus (Deficit)	(26,870)		
Society Operating Budget for current year	1,235,918		
Other Sources of Revenue for this Project	Earned: \$300 Fundraising: \$4,700		
Adjudication Score (Average)	37.8	Recommended Grant	\$3,800
Comments	This workshop is above typical production development and has a strong focus on supporting emerging artists with the majority of the budget going directly to artists. For this reason, Project Assistance is recommended.		



<b>Organization</b>	Gateway Theatre Society
<b>Project Title</b>	(2) Web Video Documentation
<b>Project Summary</b>	We intend to create new original video content for the Gateway Theatre website. Our video will include information about all Gateway programming from mainstage shows to studio shows to educational programs to theatre rental opportunities. We want to communicate with our potential audiences and supporters about the breadth of activity happening at the Gateway and how they can get involved!
<b>Date of Project</b>	Feb - Oct 2012
<b>Mission/Mandate</b>	Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community. Our core values are leadership, quality, inclusiveness and respect. These values dictate working relationships and decision-making. We aim to provide a professional theatre company, an academy for the performing arts and rental opportunities for artists groups. Support for these activities come from box office, grants, sponsorships, and other earned revenues.
<b>Organizational Background</b>	The Richmond Gateway Theatre Society was incorporated in 1982 to serve the people of Richmond by offering arts to their community. In 2000, the Board hired Simon Johnston to restructure the administration and to create a professional theatre company. In the past decade, the Main Stage has included co-productions with companies such as the Arts Club Theatre, MTC, WCT, Firehall Arts Centre, Theatre One, The Belfry and the Citadel Theatres. Similar work has been accomplished at the Academy that has grown from two summer classes to fifteen year round, after-school classes taught by professional theatre artists. The activities of the professional Theatre Company and the Academy take up one third of the calendar year. the remaining time is open to artist groups who wish to rent the facility for a variety of performing arts events. Revenues from these rentals are used to support the other two core programs.

Grant Request	\$5,000	Previous City Grant	4,060 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	2,382,740	10,000	
Total Expenses	2,378,920	10,000	
Annual Surplus (Deficit)	3,820	0	
Accumulated Surplus (Deficit)	(26,870)		
Society Operating Budget for current year	1,235,918		
Other Sources of Revenue for this Project	Earned: \$5,000		
Adjudication Score (Average)	0.0	Recommended Grant	\$0
Comments	With existing City funding for Operations for the Gateway Theatre, this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### **PROJECT ASSISTANCE** Application Summary Sheet

<b>Organization</b>	<b>Gateway Theatre Society</b>
<b>Project Title</b>	(3) SceneFirst 2012
<b>Project Summary</b>	For SceneFirst 2012, we are producing workshops for three to four plays. These works feature diverse cultural perspectives and are intended to appeal to our diverse community of Richmond residents. We share the scripts with audiences over several nights and engage our community by seeking out feedback for the artists involved.
<b>Date of Project</b>	Jan-Jun 2012
<b>Mission/Mandate</b>	Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community. Our core values are leadership, quality, inclusiveness and respect. These values dictate working relationships and decision-making. We aim to provide a professional theatre company, an academy for the performing arts and rental opportunities for artists groups. Support for these activities come from box office, grants, sponsorships, and other earned revenues.
<b>Organizational Background</b>	The Richmond Gateway Theatre Society was incorporated in 1982 to serve the people of Richmond by offering arts to their community. In 2000, the Board hired Simon Johnston to restructure the administration and to create a professional theatre company. In the past decade, the Main Stage has included co-productions with companies such as the Arts Club Theatre, MTC, WCT, Firehall Arts Centre, Theatre One, The Belfry and the Citadel Theatres. Similar work has been accomplished at the Academy that has grown from two summer classes to fifteen year round, after-school classes taught by professional theatre artists. The activities of the professional Theatre Company and the Academy take up one third of the calendar year, the remaining time is open to artist groups who wish to rent the facility for a variety of performing arts events. Revenues from these rentals are used to support the other two core programs.

Grant Request	\$5,000	Previous City Grant	4,060 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	2,382,740	10,171	
Total Expenses	2,378,920	10,171	
Annual Surplus (Deficit)	3,820	0	
Accumulated Surplus (Deficit)	(26,870)		
Society Operating Budget for current year	1,235,918		
Other Sources of Revenue for this Project	Earned: \$5,000 Fundraising: \$1,500		
Adjudication Score (Average)	0.0	Recommended Grant	\$0
Comments	With existing City funding for Operations for the Gateway Theatre, this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### PROJECT ASSISTANCE Application Summary Sheet

<b>Organization</b>	<b>Gulf of Georgia Cannery Society</b>
<b>Project Title</b>	Music at the Cannery
<b>Project Summary</b>	This grant will be used to help fund Music at the Cannery - a series of nine free concerts on the Gulf of Georgia Cannery's Tank Deck. The concerts will be held every Friday evening throughout July and August 2012.
<b>Date of Project</b>	Jul-Aug 2012
<b>Mission/Mandate</b>	The Society's mandate is to preserve and promote the history of Canada's West Coast fishing industry. As a community based organization, our mission also extends to offering programs and special events that contribute to the cultural life of the City of Richmond, promote community engagement, volunteerism and diversity.
<b>Organizational Background</b>	<p>Established in 1986, the Gulf of Georgia Cannery Society is an independent, non-profit society and registered charity responsible for the operation of the Gulf of Georgia Cannery National Historic Site. After the Gulf of Georgia Cannery ceased operations, the local community lobbied various levels of government to preserve the Cannery due to its significant contribution to Canadian history.</p> <p>In 1979, it was purchased by the federal government and transferred to Parks Canada. Development of the site began in the early 1990s and the first phase opened to the public in 1994. The site is now fully restored. In 2012, 48,484 people visited the Gulf of Georgia Cannery. Key exhibits include a functioning salmon canning line that presents both the social and technological history of the canning industry, a herring reduction plant and a flexible exhibit space.</p> <p>The Cannery offers a wide range of interactive school programs designed to complement the social studies and science curricula for students in grades K-7 and for ESL programs. This year, over 4,000 students visited the Cannery to participate in our educational programs.</p> <p>The Cannery also offers a variety of programs and special events for the general public including guided tours, drop-in children's activities, Music at the Cannery, Strolling through Steveston (a walking tour of the village of Steveston), Fishing the West Coast (an annual photography contest and exhibition), Haunted Cannery tours, Christmas programs and the Steveston Farmers and Artisans Market. Many of these programs are delivered in partnership with other local organizations.</p>

Grant Request	\$2,000	Previous City Grant	1,015 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	787,632	8,500	
Total Expenses	727,456	8,500	
Annual Surplus (Deficit)	60,176	0	
Accumulated Surplus (Deficit)	52227		
Society Operating Budget for current year	900,000		
Other Sources of Revenue for this Project	Earned: \$5,000 Fundraising: \$1,500		
Adjudication Score (Average)	46.0	Recommended Grant	\$2,000
Comments	Project Assistance to the full requested amount is recommended for this Project which animates public space, is free and accessible, reflects the maritime cultural identity of the area, engages local artists and demonstrates solid partnerships with like-minded organizations. In future, the applicant is encouraged to increase the artist compensation to meet industry standards.		





**City of  
Richmond**

**2012 Arts and Culture Grant Program**

**PROJECT ASSISTANCE  
Application Summary Sheet**

<b>Organization</b>	<b>Richmond Art Gallery Association</b>
<b>Project Title</b>	Chinese Community Outreach Program
<b>Project Summary</b>	A series of social and educational events appealing to the Chinese newcomer community, creating opportunities to learn more about Canadian art and culture. Funding will cover programming and advertising expenses.
<b>Date of Project</b>	Apr-Nov 2012
<b>Mission/Mandate</b>	The Richmond Art Gallery is mandated to exhibit, preserve, and promote visual art, and support visual artists in the public presentation of their work. We believe our role is to promote dialogue between artists and between diverse communities on ideas and issues that challenge and stimulate our audience. Through exhibitions, publications, educational programming, collections and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving and contributing to the contemporary art community in Canada.
<b>Organizational Background</b>	<p>The Richmond Art Gallery began as a volunteer organization in 1970s exhibiting in the corridors of the old Richmond Art Centre. The Gallery moved to a small exhibition space in 1980 and continued to develop through community involvement until moving to its permanent home in the Richmond Cultural Centre in 1992. In 2005, the Gallery celebrated its 25th anniversary. In 2012, the curatorial program broadened to include national and international art. That year also saw the Gallery receive a Richmond Arts Award for Arts Leadership, and host a Cultural Olympiad exhibition, Arthur Renwick, "Mask".</p> <p>The Richmond Art Gallery is a dynamic and vital community organization, well respected regionally and nationally for its quality programming and publications, and for its excellence in art education. In addition to our exhibition program, we regularly organize artist talks, workshops, panels and demonstrations. Our art lounge is supplied with books and art activities related to our exhibitions, and gallery-produced artist interviews. Our popular school art program serves over 110 regional schools and our Family Sunday program serves over 2,500 parents and children annually.</p>

Grant Request	\$5,000	Previous City Grant	2,030 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	227,529	27,450	
Total Expenses	206,040	27,450	
Annual Surplus (Deficit)	21,489	0	
Accumulated Surplus (Deficit)	(4,675)		
Society Operating Budget for current year	161,000		
Other Sources of Revenue for this Project	Fundraising (G&F Financial Sponsorship): \$10,000 BC Arts Council: \$12,450		
Adjudication Score (Average)	47.7	Recommended Grant	\$5,000
Comments	Project Assistance at the full request is recommended for this educational and proactive Project that will connect with hard-to-reach communitites and bullds relationships with recent immigrants. There are other confirmed financial partners and, while the Richmond Art Gallery already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations.		



City of  
Richmond

2012 Arts and Culture Grant Program

**PROJECT ASSISTANCE**  
Application Summary Sheet

<b>Organization</b>	<b>Richmond Artists Guild</b>
<b>Project Title</b>	Fraser River Art Festival
<b>Project Summary</b>	A one day festival held on the second Sunday of July at London Farms Heritage site. (Outdoor event). Free admission and open to all. Original artwork, pottery, ceramic sculpting, jewelry for sale, childrens' activities, painting or drawing, music all day, refreshments. Demonstrations by professional artists using a live model.
<b>Date of Project</b>	Jul 8, 2012
<b>Mission/Mandate</b>	To encourage local artists to meet together to improve their skills and increase their general knowledge of visual art.
<b>Organizational Background</b>	<p>The Richmond Artists Guild was founded in 1955, at that time a group of artists were gathering in each other's homes to exchange ideas, critique artwork and increase their knowledge of art. The principal objective of the guild is to "promote and encourage art in all forms, especially in painting, and to encourage all art interests in the community". Membership is open to anyone in the Lower Mainland of BC with an interest in the visual arts. An annual fee of \$40 is applied.</p> <p>The Richmond Artists Guild supports local activities such as Winterfest, Doors Open, the Maritime Festival, the Olympics, Cultural Days and the Grand Prix of Art Steveston, as well as hosting the Fraser River Festival of Art. Guild members have donated paintings for permanent display in Richmond Hospital and Richmond Hospice. Members have supported fundraisers and charitable events such as Gateway Theatre's Cocktail party, Richmond Hospital Foundation's fundraiser Cork and Canvas, and many other community causes.</p>

Grant Request	\$2,000	Previous City Grant	750 (2010)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	4,289	2,100	
Total Expenses	5,264	2,200	
Annual Surplus (Deficit)	(975)	-100	
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	2,500		
Other Sources of Revenue for this Project	Earned: \$600		
Adjudication Score (Average)	31.3	Recommended Grant	\$750
Comments	Project Assistance is recommended in support of this event which provides an accessible, free opportunity for the public to engage directly with artists. This event would benefit from more diverse programming, additional funding partnerships and community outreach. For future applications, the applicant is encouraged to provide a consistent and clear budget with a funding request that is no more than 50% of the total projected budget (for the project) and become a not-for-profit society.		



<b>Organization</b>	<b>Richmond Potters Club</b>
<b>Project Title</b>	Potters Club Workshop
<b>Project Summary</b>	A weekend workshop in the Richmond Arts Club pottery studio with a well known potter providing slide show, wheel and/or handbuilding demonstration, instruction, critique, etc for pottery club members. If space available, it may be offered to other potters or adult students as well.
<b>Date of Project</b>	Sep 14-16, 2012
<b>Mission/Mandate</b>	The Richmond Potters Club is a group of local potters who work together to promote and develop ceramic arts in their own community. We strive to share our knowledge and love of our Art within our community.
<b>Organizational Background</b>	<p>The Richmond Potters Club had its first organizational meeting in March 16, 1969. From the beginning, the Richmond Potters Club arranged classes, held workshops, put out a newsletter and took part in displays and shows. The pottery club continues to be an active participating art group in the City of Richmond.</p> <p>The Club owns and maintains studio equipment including 2 kilns and 10 electric pottery wheels. Club members hire teachers and offer 5 adult classees in each of 3 terms. Each set of classes runs for 9 weeks. Club members volunteer their time for Club administration duties, class and membership registration, ordering chemicals, mixing glazes, loading and unloading kilns, maintaining equipment as well as a myriad of other duties required to run a pottery studio.</p> <p>Members use the studio approximately 23 hours per week doing club work as well as working on their own pottery projects. Members also participate in community activities such as Doors Open, Winterfest, London Farm Art Show, Richmond Maritime festival where we demonstrate our craft. In the past we offered a scholarship to a Richmond student pursuing ceramic art but in recent years financial constraints have restricted our ability to continue this practice.</p>

Grant Request	\$1,500	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	38,528	2,000	
Total Expenses	34,678	2,000	
Annual Surplus (Deficit)	3,849	0	
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	36,357		
Other Sources of Revenue for this Project	Earned: \$500		
Adjudication Score (Average)	23.3	Recommended Grant	\$800
Comments	Project Assistance is recommended for this long-standing hub to promote and develop ceramic arts, and which offers opportunities for a diverse group of pottery enthusiasts. The applicant also applied for Operating Assistance but was ineligible for funding as eligibility criteria require that applicants have recently received City Grant funding. For this year, Project Assistance is recommended with the recognition that this is a transition year for the applicant who will be eligible for Operating Assistance funding in future years. The applicant is encouraged to increase community outreach and public programming (outside of classes) beyond their membership, provide a detailed budget, demonstrate more varied forms of revenue, and register as a not-for-profit in order to be eligible for future funding.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### PROJECT ASSISTANCE Application Summary Sheet

<b>Organization</b>	<b>Richmond Museum Society</b>
<b>Project Title</b>	Imaginary Enclave, Doors Open
<b>Project Summary</b>	The Imaginary Enclave in a unique gala event that marks Richmond's celebration of Asian Heritage Month and Doors Open Richmond 2012. Modelled after the innovative HIVE 3 Cultural Olympiad production in Vancouver, this is the Richmond Cultural Centre's 2nd annual collaborative event that provides a unique artistic experience throughout its multi-agency facility, that showcases a multi-disciplinary approach to artistic performance.
<b>Date of Project</b>	May 5, 2012
<b>Mission/Mandate</b>	The Richmond Museum Society is committed to celebrating Richmond's past, present and future; and in so doing, involving and engaging the entire community. Its mission is to "make the history of Richmond relevant, engaging and accessible." Part of its mandate is to provide educational programs for all ages which increase public awareness and appreciation for Richmond's history. As well, RMS participates in and serves as a community resource for culture and heritage projects. RMS also strives to develop and maintain a community museum that collects, documents, researches, preserves, exhibits and interprets objects of cultural and historical significance to the development and history of Richmond.
<b>Organizational Background</b>	<p>Since the establishment of the Richmond Museum Society (RMS) in 1961, RMS has undergone enormous growth and change. What started as a group of concerned citizens collecting local historical artefacts, was soon endorsed by Council as an Historical and Mesuem Advisory Committee to gather, preserve and make available for public view, items of cultural and historical interest relating to Richmond. By 1999, the RMS was registered as a non-profit society, and established the goal of developing and maintaining a community museum tied to Richmond's development and history.</p> <p>Under a partnership model with the City of Richmond, the RMS manages an artefact collection, and provides both public and school programming and temporary exhibitions within the Richmond Cultural Centre and at Richmond City Hall. RMS is able to increase public awareness and appreciation for Richmond's history. RMS has developed the outreach capacity to participate in and serve as a community resource for culture and heritage projects.</p> <p>A significant purpose of the Society is to ensure a coordinated approach to preserving and documenting the heritage of Richmond. Today, its Board consists of 4 City appointees, 5 members at-large, a Youth Now representative and representatives from various heritage and community organizations including Steveston Historical Society, the Farmers Institute, London Heritage Farm Society, the Gulf of Georgia Cannery Society and Britannia Heritage Shipyard Society.</p>

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	92,840	87,900 (for all of Doors Open)	
Total Expenses	58,971	87,900	
Annual Surplus (Deficit)	33,858	0	
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	83,450		
Other Sources of Revenue for this Project	Earned: \$1,500 Fundraising: \$62,900 BCAH: \$12,000		
Adjudication Score (Average)	43.3	Recommended Grant	\$3,500
Comments	Project Assistance funding is recommended for this unique and creative Project with a diverse range of artists showcased as a distinct programmed event within Doors Open, which is otherwise part of the Richmond Museum's normal operations. The recommended funding is to be directed specifically to Imaginary Enclave artists and production expenses. For future applications, the applicant is encouraged to provide a Project budget that is separate from the overall Doors Open budget.		





<b>Organization</b>	<b>Textile Arts Guild of Richmond Society</b>
<b>Project Title</b>	(1) Community Club Sewing Projects
<b>Project Summary</b>	We actively partner with community organizations to support a more livable Richmond. Hundreds of items are created to welcome immigrant families, comfort those with health challenges, support low income families, brighten the lives of our elders and more. Who would think that scraps of fabric and fibre could do so much? Our members do -- their time and talent has been a commitment to the City since 1975.
<b>Date of Project</b>	Sep 2012-Jun 2013
<b>Mission/Mandate</b>	Our mandate is to 1) Provide education in the domain of textile arts to our members, 2) To produce items as requested by community organizations to meet the needs of their clients, and 3) Maintain an environment that provides friendship and support to our guild members.
<b>Organizational Background</b>	<p>The Guild, established in 1975, resides in the Fabric Arts Room (FAR), Richmond Arts Centre. The specialized lighting and electrical outlets in the FAR were purchased by the Guild members to meet our sewing needs when the new Cultural Centre was built. One storage cupboard houses our library, all donated fabric, equipment and supplies necessary to complete our community sewing projects and stores them until delivery.</p> <p>We spend six hours a week with about 20 members dedicating our efforts and resources to meet the requests of our community partners: Lion's Manor and Pinegrove Place Complex Care Homes, the Public Health Nurses, Family Place, Volunteer Richmond Christmas Fund, the Birthing Centre and Cancer Care Clinic at Richmond Hospital, and Rotary Hospice House. We produce these items using the fabric and yarns donated by Richmond residents and our own members.</p> <p>City of Richmond Grant money, cash donations from our members and cash donations from the Sharing Table at our General Meetings allow us to purchase fabrics and yarns for specific projects. Our completed projects are then returned to our community partners to be distributed as necessary. Besides our charity work, we support and encourage our members' creativity through meetings with guest speakers, special events, workshops and open sessions where members gather to work on individual projects in a friendly and supportive group setting. Having fun while we work is a requirement.</p>

Grant Request	\$3,930	Previous City Grant	1,015 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	10,403	7,810	
Total Expenses	10,870	7,770	
Annual Surplus (Deficit)	(467)	40	
Accumulated Surplus (Deficit)	1,509		
Society Operating Budget for current year	10,508		
Other Sources of Revenue for this Project	Fundraising: \$4,000		
Adjudication Score (Average)	0.0	Recommended Grant	\$0
Comments	This applicant is recommended for Operating Assistance and this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



**City of  
Richmond**

**2012 Arts and Culture Grant Program**

**PROJECT ASSISTANCE  
Application Summary Sheet**

<b>Organization</b>	<b>Textile Arts Guild of Richmond Society</b>
<b>Project Title</b>	(2) Quick Caring Quilt YouTube Video
<b>Project Summary</b>	Members of the Textile Arts Guild of Richmond (TAGOR) will show their expertise in co-operatively making a Quick Caring Quilt in a 2 to 3 min video which is planned and executed in partnership with the Richmond Media Lab and the Richmond Youth Media Program. This video will be uploaded to YouTube and promoted to quilt guilds, service organizations and local residents as a fast way to make a supportive gift for someone with a health challenge.
<b>Date of Project</b>	Apr-Dec 2012
<b>Mission/Mandate</b>	The Textile Arts Guild of Richmond (TAGOR) currently fulfills its mandate by: 1) Advancing textile arts creation by offering our members educational and inspiring services such as guest speakers, demonstrations, workshops, library and archive resources. We publicize and encourage members to enter shows and exhibitions. We offer demonstrations of our craft and hands-on learning experiences several times a year at events for the public (e.g. Culture Days). 2) Producing quilts, book bags, knitted items etc., as requested by our community partner organizations. We also actively seek out new organizations with connections to Richmond that can benefit from our donations. 3) Maintaining an environment that provides friendship and support to our guild members into the future.
<b>Organizational Background</b>	<p>TAGOR began in 1975. From 1975 to 1988 our guild focused on educational workshops and speakers as many products, tools and machines were changing at this time. TAGOR offered eight major public exhibitions either by ourselves or in user group shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial Quilt and Expo '86. The early 1990's saw us based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the studio were purchased by TAGOR when the new Cultural Centre opened in 1993.</p> <p>As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, we hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010, TAGOR members wanted to do more community work and began actively searching for local organizations to help. We were given rent-free days by the Arts Centre to support this work. We created a special Millennium Quilt in 2000 and created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In 2009, we became a non-profit society. In December 2010, the TAGOR website was launched. Also in December 2010, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. We have seen many changes - some we couldn't control, but most have been in response to our members and community needs. We see change as a growth opportunity, and look forward to working with Arts Centre staff and the public well into the future.</p>

Grant Request	\$350	Previous City Grant	1,015 (2011)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	10,403	700	
Total Expenses	10,870	700	
Annual Surplus (Deficit)	(467)	0	
Accumulated Surplus (Deficit)	1,509		
Society Operating Budget for current year	10,508		
Other Sources of Revenue for this Project	Fundraising: \$350		
Adjudication Score (Average)	43.0	Recommended Grant	\$350
Comments	Project Assistance funding is recommended to support this forward-thinking proposal to work with emerging young videographers to create a youtube video. In future, the applicant is encouraged to consider administrative costs in the Project budget.		



<b>Organization</b>	<b>The Richmond Singers</b>
<b>Project Title</b>	Sound Recording 'Favorites' CD
<b>Project Summary</b>	Sound recording of a CD to be entitled 'Favourites' by the Richmond Singers. The project is to be held over 3 days (not consecutively) at Broadmoor Baptist Church in Richmond. The music will consist of some of our favourite songs in repertoire, including 'And My Heart Soars' a poem that was written by Chief Dan George and arranged for the Richmond Singers by a local artist.
<b>Date of Project</b>	Jan-May 2012
<b>Mission/Mandate</b>	The Richmond Singers is a 55-voice women's choir and began performances in 1971. For the past 40 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society is to "sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".
<b>Organizational Background</b>	<p>The Richmond Singers is an adult ladies choir with 55 active members and 3 associates who have provided a choral presence in the community for over 40 years. The choir produces two major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our major concerts and we are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers.</p> <p>Our 15-member Richmond Singers Ensemble "sing out" over 25 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year.</p> <p>We are the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice within our choir. Our members range in age from 20's-70+. We sing a wide variety of music from classical, jazz, spiritual to modern.</p>

Grant Request	\$2,500	Previous City Grant	500 (2004)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	47,506	7,000	
Total Expenses	41,437	7,000	
Annual Surplus (Deficit)	6,668	0	
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	31,745		
Other Sources of Revenue for this Project	Earned: \$4,500		
Adjudication Score (Average)	39.3	Recommended Grant	\$1,500
Comments	Project Assistance funding is recommended for Richmond Singers to produce a recording, recognizing this as an important step in the group's evolution. The applicant is encouraged to pursue further community outreach beyond CD's; for example, have music be available digitally, and in future budgets, include revenue beyond projected sales.		



# City of Richmond

## 2012 Arts and Culture Grant Program

### PROJECT ASSISTANCE Application Summary Sheet

<b>Organization</b>	<b>Theatre Conspiracy</b>
<b>Project Title</b>	Extraction
<b>Project Summary</b>	Extraction is a bilingual documentary theatre show based on the biographies of non-actor performers from Beijing, Vancouver and Ft. McMurray, all of whom will have at least a working knowledge of both English and Mandarin. Their stories of transition from their native country to new life abroad serve to intimately illuminate highly charged debates about tar sands development, Chinese investment in Ft. McMurray, and Canada/China relations.
<b>Date of Project</b>	Jul 18-21, 2012
<b>Mission/Mandate</b>	Theatre Conspiracy taps the crosscurrents of international culture, society and politics to create, interpret, translate and curate theatre shows that speak beyond borders. Conspiracy explores internationalism theatrically by: Creating original work that explores international themes; Interpreting work by international playwrights; reaching beyond the English-speaking world with projects involving contemporary world drama in translation; and curating and producing events where local, national and international artists cross-pollinate.
<b>Organizational Background</b>	<p>Theatre Conspiracy was incorporated in 1995 and is a registered charity. Tim Carlson became artistic producer in 2008, with James Foy and Quinn Harris (GasHeart Theatre) joining as artistic associates in 2008. Jeremy Waller joined as artist-in-residence in 2011. Conspiracy has produced 19 mainstage plays, 14 of which were Canadian or World premieres, 8 of which were created and developed by the company, including 4 collective creations. The work has drawn 24 Jessie Richardson nominations over the years, including 4 for best production and won 8 awards in total.</p> <p>In 2012, we will be co-producing the third edition of Club PuSh International Performing Arts Festival. The Company is an active member of Progress Lab, having collaborated on HIVE, HIVE 2, and HIVE 3 as a part of the Cultural Olympiad in 2012. Theatre Conspiracy was a founding member of the See Seven subscription series and also co-produces work in association with such organizations as the PuSh International Performing Arts Festival, the Vancouver East Cultural Centre and Rumble Productions. Mentoring and offering residences to emerging artists and administrators will be an increasingly important aspect of Conspiracy activity in the coming years as we share 15 years of production experience and continue to build unique opportunities for theatre artists.</p>

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	216,622	19,000	
Total Expenses	206,446	19,000	
Annual Surplus (Deficit)	10,176	0	
Accumulated Surplus (Deficit)	323		
Society Operating Budget for current year	228,700		
Other Sources of Revenue for this Project	Earned: \$1,500 Fundraising: \$1,000 BC Innovations: \$1,500 Canada Council: \$10,000		
Adjudication Score (Average)	0.0	Recommended Grant	\$0
Comments	The Project is considered ineligible because it is proposed by a Vancouver-based organization and will not involve Richmond-based artists.		





# City of Richmond

## 2012 Arts and Culture Grant Program

### PROJECT ASSISTANCE Application Summary Sheet

<b>Organization</b>	<b>World Poetry Reading Series Society</b>
<b>Project Title</b>	World Poetry Richmond Canada and International Festival
<b>Project Summary</b>	The 2nd World Poetry Richmond Festival brings together international poets and diverse local poetry groups. There will be a First Nations welcome, dignitaries, music at the grand opening on May 25th and the main program on May 26th with selected poets presenting poetry, books or papers. There will be a Peace Panel to discuss the theme of World Peace. Local poetry groups will also be featured, welcoming international and Canadian poets.
<b>Date of Project</b>	May 25-26, 2012
<b>Mission/Mandate</b>	World Poetry was created by Ariadne Sawyer and Alejandro Mulica-Olea and has been in existence for over 12 years, beginning with the goal to provide a much needed venue where diverse, multi-lingual poets, writers, and those in other artistic disciplines could perform in English and in their language of origin in an atmosphere of respect and enrichment. World Poetry's foundation is built on the need to provide respect, honour, support, peace and love for all through the arts and education. World Poetry seeks to empower and educate young and old, creators at all levels, those just starting out and those who may have published books. To create venues where participants can share their work in a safe environment they develop the skills and confidence to share their work with the Canadian public. We have strong First Nations and Canadian components as well as poets and writers from 64 different countries.
<b>Organizational Background</b>	<p>World poetry and the City of Richmond have presented numerous life celebrations among them Li Bai, E. Pauline Johnson, William Blake and Tagore. In 2011, we had our first World Poetry International Festival with poets from various countries and local poetry groups performing. We also had dance, music and a CD launch plus a youth panel and talks from India on the history of poetry in India and from Canada on the history of Canadian poetry.</p> <p>We have partnered with many groups including Asian Heritage Month, The Aboriginal Writers Collective West Coast, The Richmond Writers, Rice Paper Magazine, Asian Writers Workshop and others to present the best possible program for the public and visiting cultural tourists. World Poetry Richmond has a strong connection with the City of Richmond, the Cultural Centre, the Richmond Public Library and the volunteers from Richmond.</p> <p>We believe strongly in diversity and welcome all ages and races, providing a safe and comfortable venue for those whose voices may not be heard. We hope to have a monthly venue with workshops, rotating hosts and a home in Richmond for the World Poetry Youth Team, with a number of youth poets from Richmond, ranging in age from 10 to 23. During our years in Richmond, we have involved a number of Richmond poets who now travel to other areas to read their poetry.</p>

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	408	12,065	
Total Expenses	817	12,065	
Annual Surplus (Deficit)	422	0	
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	6,000		
Other Sources of Revenue for this Project	Fundraising: \$7,065		
Adjudication Score (Average)	42.0	Recommended Grant	\$4,000
Comments	Project Assistance funding is recommended for this second annual poetry festival by a new society that engages new immigrants creatively, and attracts a diversity of participants and arts practice including music and dance. In future, the applicant is encouraged to diversify its revenue base and provide more clarity in the budget.		



<b>Organization</b>	<b>BC Children's Art and Literacy Centre</b>
<b>Project Title</b>	Children's Arts Festival
<b>Project Summary</b>	Children's Arts Festival at Richmond Cultural Centre where children create art with the instruction of professional artists.
<b>Date of Project</b>	Feb 14-18, 2012
<b>Mission/Mandate</b>	To lead, develop, house and promote programs that engage British Columbian children, youth and adults in the enjoyment of art for its own sake as well as a means of enhancing literacy and learning.
<b>Organizational Background</b>	Registered incorporated non-profit society – September 2006; Just over 6000 children participated in the making of the book "the House that Max Built" which will launch on June 7 at the Richmond Cultural Centre; 120 children worked with Stigman Puppets to create their masterpieces; 700 children registered in our Drama and Literacy Projects; Provided cartooning classes to 60 underprivileged children; Launched our concept publicly with our partners on June 7 with approx 500 people in attendance; Presented workshops this year to 120 teachers bringing them practical and easy to implement ideas from drama and visual arts all with a focus on literacy; Pro-Day for teachers Oct 24, 2008 at Gateway Theatre – workshops and Keynote speakers focused on the everyday teacher who needs help incorporating the arts into their everyday classroom life; Sept 2008 we launched our formal programming for teachers and students; Feb 2009 launched our first Children's Art Festival (sold out); March 2010 art workshops and professional development given to Blair elementary; Drumming workshops given to Gilmore Elementary-400 students for a week; April 2010 second Children's Art Festival (sold out); Feb 2011 third Children's Art Festival with addition of a public day (sold out); 2011 nominated for Richmond Arts Award (Education); 2011 nominated and finalist Richmond Arts Award (Volunteerism); Planning committee for our 2012 Children's Art festival 5 days total (sold out); Plans underway for 2012 Children's Art Festival; We are in the process of obtaining title sponsors and partners to expand our endeavour.

Grant Request	\$10,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	15,367	(152,090 Operating budget)	
Total Expenses	1,085		
Annual Surplus (Deficit)	14,282		
Accumulated Surplus (Deficit)			
Society Operating Budget for current year	152,090		
Other Sources of Revenue for this Project	Earned: \$13,000 Fundraising: \$75,750 Canadian Heritage: \$53,340 (pending)		
Adjudication Score (Average)	43.8	Recommended Grant	\$4,700
Comments	This applicant applied for Operating Assistance funding but is ineligible as criteria require that applicants have recently received City Grant funding. However, the main project of this society, the Children's Arts Festival, is a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. Project Assistance funding is recommended for this year. The applicant will be eligible for Operating Assistance funding in future years. In future, the applicant is encouraged to provide more clarification in their budget.		

# 2012 Arts and Culture Grants - Recommendations

ATTACHMENT 3

## OPERATING ASSISTANCE

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
BC Children's Arts and Literacy Centre	n/a	10,000	0	Due to eligibility criteria requiring that the applicant have received previous City Grant funding in order to receive Operating Assistance, this application is ineligible. The applicant is being recommended for Project Assistance for this year.	1
Cinevolution Media Arts Society	\$2,335 (2011)	10,000	10,000	Full grant request recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences and successfully collaborates with other artists and supporters. In future, the applicant is urged to be more attentive to their budget, be mindful of over-extending themselves with so many activities and continue to ensure that they have local artists in their programming.	3
Pacific Piano Society	\$508 (2011)	1,500	1,500	Pacific Piano Society fosters emerging artists to international standards. Operating Assistance support at the full requested amount is recommended.	5
Richmond Community Band Society	\$1,000 (2010)	3,600	3,000	Operating Assistance recommended in support of this long-standing musical group as it has a high public profile, regularly performing at major events in Richmond and has demonstrated intergenerational community outreach to seniors centres and elementary schools. The applicant is encouraged to further grow its operations.	7
Richmond Community Orchestra & Chorus Assoc.	\$1,015 (2011)	10,000	9,000	Operating Assistance funding recommended for this well-established arts organization, noting its strong emphasis on mentorship, healthy self-awareness of future challenges and solid history.	9
Richmond Music School Society	\$914 (2011)	10,000	8,500	Operating Assistance funding recommended as the applicant plays a vital role in Richmond, providing music education for all income levels with high calibre results. The RMS also provides opportunities for the public to hear classical music.	11
Richmond Potters Club	n/a	3,500	0	Due to eligibility criteria requiring that the applicant have received previous City Grant funding in order to receive Operating Assistance, this application is ineligible. The applicant is being recommended for Project Assistance for this year.	13
Richmond Youth Choral Society	\$1,000 (2011)	9,000	9,000	Operating Assistance funding to the full amount requested is recommended. The applicant demonstrates an inclusive approach to music education that not only builds talents and skills, but self-worth and other developmental needs. Moreover, the society has a clear and realistic self-awareness and recognition of a need to do long-term strategic planning.	15

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
Textile Arts Guild of Richmond Society	\$1,015 (2011)	4,300	4,300	Operating Assistance funding to the full request is recommended. TAGOR has demonstrated successful partnerships with like-minded organizations, has an active community outreach program, and presented an accurate budget. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.	17
The Community Arts Council	\$2,030 (2011)	9,100	0	Operating Assistance is not recommended for this applicant. While it is recognized that the society provides valuable opportunities for local artists to display their art in public settings -- and has demonstrated an eagerness to work with partners and engage in community outreach -- its accumulated deficit in excess of \$60,000 indicates that it is not sustainable and is, therefore, not suitable for funding.	19
OPERATING ASSISTANCE SUBTOTAL		71,000	45,300		

# 2012 Arts and Culture Grants - Recommendations

## PROJECT ASSISTANCE

ATTACHMENT 4

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
Cinevolution Media Arts Society: Your Kontinent: Richmond International Film & Media Arts Festival 2012	\$2,335 (2011)	5,000	0	Project Assistance is not recommended for this applicant because it is recommended for Operating Assistance instead. The proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	21
Richmond Printmakers Co-op Sponsored by Cinevolution Media Society	\$2,335 (2011) for Cinevolution	5,000	2,500	Project Assistance is recommended. An innovative pilot partnership of Cinevolution Media Arts Society and the newly formed Richmond Printmaker's Co-op will offer accessible and collaborative hands-on opportunities in an intercultural context. In future, the Richmond Printmaker's Co-op is encouraged to apply independently as a non-profit society and ensure that they have a plan to make themselves sustainable. The recommended Project Assistance funding is directed to this particular Project, and not to Cinevolution administration.	23
Britannia Heritage Shipyard Society: MERRILLEE II Restoration Project	n/a	5,000	850	According to the Project Assistance guidelines, restoration of a boat is ineligible. However, there is a component of the Project that qualifies: new partnerships with local photographers and video artists to document the process. Project Assistance funding is recommended for this component of the project only.	25
Gateway Theatre Society: (1) The Birds - Fall 2012 development workshop	4,060 (2011)	5,000	3,800	This workshop is above typical production development and has a strong focus on supporting emerging artists with the majority of the budget going directly to artists. For this reason, Project Assistance is recommended.	27
Gateway Theatre Society: (2) Web Video Documentation	4,060 (2011)	5,000	0	With existing City funding for Operations for the Gateway Theatre, this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	29
Gateway Theatre Society: (3) SceneFirst 2012	4,060 (2011)	5,000	0	With existing City funding for Operations for the Gateway Theatre, this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	31
Gulf of Georgia Cannery Society: Music at the Cannery	1,015 (2011)	2,000	2,000	Project Assistance to the full requested amount is recommended for this Project which animates public space, is free and accessible, reflects the maritime cultural identity of the area, engages local artists and demonstrates solid partnerships with like-minded organizations. In future, the applicant is encouraged to increase the artist compensation to meet industry standards.	33
Richmond Art Gallery Association: Chinese Community Outreach Program	\$2030 (2011)	5,000	5,000	Project Assistance at the full request is recommended for this educational and proactive Project that will connect with hard-to-reach communities and builds relationships with recent immigrants. There are other confirmed financial partners and, while the Richmond Art Gallery already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations.	35

Name of Organization	Most Recent City Grant	2012 Request	2012 Recom	Comments	Page
Richmond Artists Guild: Fraser River Art Festival	\$750 (2010)	2000*  *max eligibility \$1000 (50% of \$2000 Project budget)	750	Project Assistance is recommended in support of this event which provides an accessible, free opportunity for the public to engage directly with artists. This event would benefit from more diverse programming, additional funding partnerships and community outreach. For future applications, the applicant is encouraged to provide a consistent and clear budget with a funding request that is no more than 50% of the total projected budget (for the project) and become a not-for-profit society.	37
Richmond Potters Club: Potters Club Workshop	n/a	1500*  *max eligibility \$1000 (50% of \$2000 Project budget)	800	Project Assistance is recommended for this long-standing hub to promote and develop ceramic arts, and which offers opportunities for a diverse group of pottery enthusiasts. The applicant also applied for Operating Assistance but was ineligible for funding as eligibility criteria require that applicants have recently received City Grant funding. For this year, Project Assistance is recommended with the recognition that this is a transition year for the applicant who will be eligible for Operating Assistance funding in future years. The applicant is encouraged to increase community outreach and public programming (outside of classes) beyond their membership, provide a detailed budget with a funding request that is no more than 50% of the total projected budget, demonstrate more varied forms of revenue, and register as a not-for-profit in order to be eligible for future funding.	39
Richmond Museum Society: Imaginary Enclave, Doors Open	n/a	5,000	3,500	Project Assistance funding is recommended for this unique and creative Project with a diverse range of artists showcased as a distinct programmed event within Doors Open, which is otherwise part of the Richmond Museum's normal operations. The recommended funding is to be directed specifically to Imaginary Enclave artists and production expenses. For future applications, the applicant is encouraged to provide a Project budget that is separate from the overall Doors Open budget.	41
Textile Arts Guild of Richmond Society: (1) Community Club Sewing Projects	\$1,015 (2011)	3,930	0	This applicant is recommended for Operating Assistance and this proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	43
Textile Arts Guild of Richmond Society: (2) Quick Carling Quilt YouTube Video	\$1,015 (2011)	350	350	Project Assistance funding is recommended to support this forward-thinking proposal to work with emerging young videographers to create a youtube video. In future, the applicant is encouraged to consider administrative costs in the Project budget.	45
The Richmond Singers: Sound Recording 'Favorites' CD	\$500 (2004)	2,500	1,500	Project Assistance funding is recommended for Richmond Singers to produce a recording, recognizing this as an important step in the group's evolution. The applicant is encouraged to pursue further community outreach beyond CD's; for example, have music be available digitally, and in future budgets, include revenue beyond projected sales.	47
Theatre Conspiracy: Extraction	n/a	5,000	0	The Project is considered ineligible because it is proposed by a Vancouver-based organization and will not involve Richmond-based artists.	49



Name of Organization	Most Recent City 2012 Grant	2012 Request	2012 Recom	Comments	Page
World Poetry Reading Series Society: World Poetry Richmond Canada and International Festival	n/a	5,000	4,000	Project Assistance funding is recommended for this second annual poetry festival by a new society that engages new immigrants creatively, and attracts a diversity of participants and arts practice including music and dance. In future, the applicant is encouraged to diversify its revenue base and provide more clarity in the budget.	51
BC Children's Art and Literacy Centre: Children's Arts Festival	n/a		4,700	This applicant applied for Operating Assistance funding but is ineligible as criteria require that applicants have recently received City Grant funding. However, the main project of this society, the Children's Arts Festival, is a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. Project Assistance funding is recommended for this year. The applicant will be eligible for Operating Assistance funding in future years. In future, the applicant is encouraged to provide more clarification in their budget.	53
<b>PROJECT ASSISTANCE SUBTOTAL</b>		<b>58,780</b>	<b>29,750</b>		

<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>62,280</b>	<b>29,750</b>
<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>71,000</b>	<b>45,300</b>
<b>COMBINED TOTAL</b>	<b>133,280</b>	<b>0</b>
<b>TOTAL AVAILABLE</b>		<b>100,000</b>
<b>Balance Remaining</b>		<b>18,950</b>





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** February 28, 2012

**From:** Lani Schultz  
Director, Corporate Planning

**File:** 01-0103-65-20-02/Vol 01

**Re:** Council Term Goals for the Term 2011-2014

### Staff Recommendation

That the Council Term Goals for the 2011-2014 term of office, as outlined in the staff report dated February 28, 2012 from the Director, Corporate Planning, be approved.

Lani Schultz  
Director, Corporate Planning  
(604-276-4286)

### FOR ORIGINATING DEPARTMENT USE ONLY

#### ROUTED TO:

#### CONCURRENCE

Intergovernmental Relations & Protocol Unit	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Arts, Culture & Heritage	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Community Social Services	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Economic Development	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Sustainability	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Engineering	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Law & Community Safety Administration	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Parks and Recreation	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Development Applications	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Transportation	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Project Development	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

#### REVIEWED BY TAG

YES

NO

YES ☒ NO ☐

#### REVIEWED BY CAO

YES

NO

YES ☒ NO ☐

## **Staff Report**

### **Origin**

At the beginning of each new term of Council, a term goal setting process is undertaken to help Council fulfil its governance role and achieve a successful term of office. This process is an integral part of City operations, helping to ensure a productive workforce focused on Council's priorities and making the most effective use of public resources. By articulating Council's common goals and priorities for the next three years, this process helps provide clear corporate direction and guides the alignment of City work programs and resources to achieve these goals. These goals also provide a sound framework for evaluating and monitoring the organization's progress towards achieving its vision during this term.

The purpose of this report is to seek the approval of a set of Term Goals for the 2011-2014 term of Council.

### **Analysis**

To determine Council goals, a review of organizational, community, regional and global trends/issues were carried out. As well, confidential input was gathered from individual Council members regarding their priorities for a successful term of office. This information was compiled, summarized and analyzed, resulting in the emergence of several common high priority areas, including (in alphabetical order):

1. Community Safety
2. Community Social Services
3. Economic Development
4. Facility Development
5. Financial Management
6. Intergovernmental Relations
7. Managing Growth and Development
8. Sustainability

Within each of the above focus areas, three-year goals and priorities were identified for consideration for Council term goals, to help guide City work programs and ensure a successful term of office. A summary of these goals follows.

#### **1. Community Safety**

##### **Council Discussion:**

As in past years, Council considers community safety an important area of focus. While Council is generally happy with the emphasis currently placed on community safety through City operations, the costs and sustainability of community safety services were high priorities issues. Enhancing the community's sense of safety was also viewed as important to maintaining a healthy, livable community. Council's desire is to ensure that public safety services, measures, service delivery

models, and resources are effectively targeted to the City's specific needs and priorities. The following goals and priorities were identified for this term of office:

- 1.1. Completion of the upgrade program for Richmond Fire-Rescue Firehalls.
- 1.2. A successful conclusion to the RCMP contract renewal process that includes affordable services and officers that are committed to the Richmond community and its own unique needs.
- 1.3. Continued progress in the cultural transformation of the Richmond Fire Department.
- 1.4. A strategic review of the City's community policing needs, including community policing needs of the City Centre.
- 1.5. Improved perception of Community Safety by the community.

## **2. Community Social Services**

### **Council Discussion:**

Council is very mindful of the significant demographic changes occurring in the Richmond community. Particular concerns for Council include the aging population and the adequacy of our services for this sector; increasing pressures to respond to legitimate social issues which are largely outside of the City's prescribed mandate; strategies for youth services and people with disabilities; service and funding expectations from non-profit agencies and senior levels of government with respect to social services; the City's role and strategy with respect to providing space for non-profits; the need for a clear role, along with related strategies and policies, for social services (and the effective communication of these); affordable housing; cultural diversity; and new public amenity space that keeps pace with the rate of growth. The following goals and priorities were identified for this area for this term of office:

- 2.1. Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to the public in order to appropriately target resources and help manage expectations.
- 2.2. Completion of an update the Older Adults Service Plan to address the growing needs of older adults in the community, including services and facilities for active older adults, the development of a volunteer base to serve the older adult population, as well as to provide opportunities for volunteering for this population.
- 2.3. Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.
- 2.4. Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.
- 2.5. Development of clear policies around the City's role in social services and the grant processes, and corresponding clear communications with the public on these roles and policies.
- 2.6. Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.
- 2.7. Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

### **3. Economic Development**

#### **Council Discussion:**

Council members are very cognizant of the role that economic development plays in the City's financial sustainability and economic well being. They recognize the desirable job/worker ratio that Richmond currently enjoys, the value of having YVR as an economic development driver in the City, and the fortuitous location that Richmond enjoys relative to the airport, the border and Vancouver. Areas where Council would like to see increased emphasis in the economic development initiatives of the City include a more proactive approach to economic development, a stronger focus on tourism, more representative community engagement, and business attraction and retention. The following economic development goals and priorities were identified for this term of office:

- 3.1. Increase the emphasis on economic development activities in the City.
- 3.2. Foster a collaborative economic development culture within the City where the City and businesses are working together to build on and seize opportunities in a faster, more efficient manner, with critical mass.
- 3.3. Ensure the Richmond Economic Advisory Committee provides for integration of the mandates from Sister City, tourism, the Chamber of Commerce, and the Asian business community.
- 3.4. Update the City's economic development strategy, ensuring sport hosting and events are a part of it. As part of this initiative, ensure the updated strategy is proactive and clear on what kind of City we aspire to be, and what kind of businesses we want to attract and retain.
- 3.5. Develop a conceptual framework for tourism in Richmond that broadens the current focus and the City's role, and work with Tourism Richmond to implement.
- 3.6. Develop an integrated strategy for the Steveston Waterfront that blends business and public interests in a manner that allows for continued sustainable development in this area.
- 3.7. Develop a waterfront destination museum as an important element for tourism in the City and the region.
- 3.8. Develop a "stay-cation" appeal for the City and region.
- 3.9. Build on the filming opportunities in the City.
- 3.10. Collaborate on economic development initiatives with YVR and Port Metro.
- 3.11. Increase the focus on business retention.

### **4. Facility Development**

#### **Council Discussion:**

Council members have a strong desire to ensure the provision of quality public facilities and amenities that keep pace with the rate of growth in Richmond. Members of Council are very aware that there are existing facility needs that are important to address, in addition to the provision of new growth related facilities. The timing and order of provision of these facilities are important considerations for Council members. While a number of priority facility projects were identified including the provision of a new older adults centre, construction of the remaining firehalls, a new aquatic facility or facilities, and a museum, Council also identified the need for an updated comprehensive facility plan to address both present and future needs. The updated plan should include an analysis of existing facilities, the identification of required new facilities, and the recommended timing, financial strategies and public process for implementing the plan. Given the current low interest rate environment, Council members are open to considering financial strategies that include strategic borrowing opportunities to help with

the pace of facility development. The following priorities were identified related to facility development for this term of office:

- 4.1. Development and implementation of a comprehensive facility development plan for current and future needs that:
  - preserves the replacement of the remaining firehalls (#1 and 3), Minoru Older Adults Activity Centre, and Minoru Aquatic Centre as high priorities
  - includes the provision of a waterfront museum
  - responds to the demographic needs of the City (families, older adults, increasing cultural diversity)
  - responds to the City Centre facility needs to address the growing population, including location considerations as the City Centre population begins to shift northward towards the water
  - outlines an effective public process
  - identifies strategic financial and location strategies

## **5. Financial Management**

Council Discussion:

Council views sound financial management as core to everything the community expects from the City and would like to see the City maintain its current emphasis in this area. Balancing the funding requirements associated with growth, urbanization, aging infrastructure, rising external costs including senior government downloading, and increasing expectations from taxpayers is a complex task. If Richmond is to remain in good financial and economic health over the long term, sound and innovative financial policies and initiatives will be required to guide sustainable City financing. Council recognizes that we are in unique economic times and has identified a number of strategic opportunities, including low borrowing costs, and imminent retirement of City debt for the No. 2 Road Bridge and Terra Nova. Council has also identified the need for a sound facility and infrastructure program (to respond to both growth and replacement needs) and believes a land strategy is an important part of the long term financial wellness of the City. Goals and priorities for the Financial Management focus area include:

- 5.1. Develop a strategic borrowing plan that takes advantage of the current low interest rates and results in significant long term financial benefits for the City.
- 5.2. Develop an aggressive land acquisition plan that is both strategic and meets the long term land needs of the City.
- 5.3. Update the Long Term Financial Management Strategy (LTFMS) to ensure relevancy and representation of needs relative to growth, aging infrastructure, changing demographics, and other City strategies.
- 5.4. Ensure the Business taxation levels are not a deterrent to businesses locating and staying in Richmond.
- 5.5. Continue to vigorously pursue joint funding opportunities between ourselves and federal and provincial governments for capital projects.

## **6. Intergovernmental Relations**

### **Council Discussion:**

Council views the intergovernmental relations focus area as critical to the City's operations and aspirations. Given downloading by senior levels of government and changing agendas/legislation of governments in general; growth and changes at YVR; grant funding opportunities; a potential upcoming change in provincial government leadership and; a myriad of intergovernmental issues such as transit and community safety, Council has expressed a desire to place greater emphasis on intergovernmental relations. Specifically, Council has identified the following goals and priorities:

- 6.1. Strengthen our presence in Victoria and Ottawa, building stronger personal relationships, particularly at the staff level, in order to be a recognizable face and to be ready to seize funding and other opportunities as they arise.
- 6.2. Develop closer working relationships with Richmond MLAs and MPs so that Richmond's needs are better represented and opportunities can be developed and acted upon.
- 6.3. Develop an enhanced and more effective working relationship with YVR.
- 6.4. Work with Port Metro to promote the development and build out of the Eco-Waste Industrial site, to reduce the need for industrial use farmland.

## **7. Managing Growth and Development**

### **Council Discussion:**

While growth in many cities has slowed during the current economic downturn, Richmond has continued to grow rapidly. While growth is occurring according to the approved OCP and area plans, Council is sensitive to community perception of the rate at which growth is occurring in the City. To this end, Council would like increased emphasis on managing the perception about too much growth. Other areas of concern for Council related to managing growth and development include: the need to ensure our facilities and services are keeping up with the growth, especially in the City Centre; plans for the Garden City Lands; neighbourhood preservation; affordability of housing for future generations; and transit. Council also expressed an interest in streamlining the development process, as well as reviewing the adequacy of developers' contributions towards affordable housing, public art and public amenities. Specific goals and priorities emerging for the growth and development area included:

- 7.1. Increase the emphasis on communications and other efforts to better manage the public's perception of too much growth.
- 7.2. Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.
- 7.3. Review the adequacy of developers' contributions towards affordable housing, public art and public amenities.
- 7.4. Commence planning for the eventual use of the Garden City Lands.
- 7.5. Ensure the timely implementation of TransLink's Richmond Area Transit Plan.



## **8. Sustainability**

### **Council Discussion:**

Council likes the current emphasis on sustainability and feels strongly that the City must continue to pursue the targets and measures outlined in the City's sustainability program. This program focuses on a number of key areas including: a Climate Prepared City; Sustainable Resource Use; Green Built and Natural Environment; Mobility; Local Agriculture and Food; Sustainable Business; Leadership in Municipal Practices; Vibrant Communities; and Inclusive, Safe and Accessible Communities. In particular, Council is cognizant that with the onset of climate change, related challenges such as agricultural viability, food security and aging infrastructure need proactive strategies to be addressed. Specific sustainability related goals and priorities for this term of office include:

- 8.1. Continued implementation and significant progress towards achieving the City's Sustainability Framework, and associated targets.
- 8.2. Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development and initiatives such as community farms.

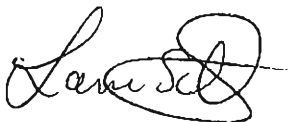
### **Financial Impact**

There is no financial impact to this report. Any actions requiring funding or resources related to Council goals will be brought forward as part of the normal approval process.

### **Conclusion**

This report seeks Council's endorsement of a set of Council Term Goals to help guide the City's work program during this term of office. These goals have been developed based on an analysis of community, regional and global trends and issues, and individual input from Council members. Once approved by Council, these goals will form the basis for updating the City's Corporate Plan and its Strategic Management Program, in order to focus organizational efforts accordingly.

It is intended that these goals and priority areas be reviewed on a regular basis throughout the year to monitor progress, with a full review annually to make revisions as needed. In order for organizational success to occur, it is important that there exists both corporate focus and flexibility in light of changing community, organizational and political priorities.



Lani Schultz  
Director, Corporate Planning  
(604-276-4286)

SLS:sls





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Greg Scott, P. Eng., LEED A.P.  
Director, Project Development  
**Re:** South Arm Pool Piping Repair

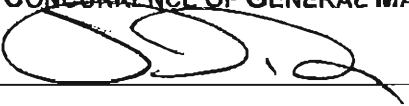
**Date:** March 9, 2012  
**File:** 06-2050-20-PSA/Vol  
01

### Staff Recommendation

That the estimated expenditures of \$70,000 with respect to the South Arm Pool Piping Repair project be funded from the Minor Capital Provision.

*Whitehead per*

Greg Scott, P. Eng., LEED A.P.  
Director, Project Development  
(604-276-4372)

FOR ORIGINATING DEPARTMENT USE ONLY			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Recreation	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## **Staff Report**

### **Origin**

South Arm Pool is a 40 year old outdoor pool that operates from June through August. Last summer, the mechanical systems had difficulty maintaining pool temperature and staff determined the pool was losing approximately 3,500 gallons of water per day. Without interrupting pool operations, limited inspections and repairs were completed. The repairs reduced the water loss to 2,700 gallons per day and based on the inspection, it was thought that the replacement of the expansion joints, repairs to pipes outside of the pool basin and replacing the valves in the water slide pit would stop the water loss. The cost of these repairs was estimated to be \$85,000 and Council approved the work as part of the 2012 Capital Plan.

The pool was emptied in early March 2012 and a thorough investigation was completed. All pipes have been tested for collapse and was determined that the pipes requiring repairs are located under the concrete pool basin. The repair work is far more extensive than previously thought as well as more difficult to access which results in higher repair costs.

### **Analysis**

The most recent investigation identified repairs required to stop the water loss. The revised scope of work includes:

1. Replace all pipes that return water from the filter system to the pool,
2. Replace 100M of expansion joint material,
3. Replace deck drain pipes that have been damaged by shrubs (roots) that surround the pool.
4. Reinstate concrete, fibreglass and gelcoat finish.
5. Remove shrubs and replace with sod.

### **Schedule:**

In order to have the pool ready for public use June 9, 2012, the work must commence no later than April 2, 2012.

### **Financial Impact**

The initial scope of work was estimated at \$85,000. The quote for the revised scope of work is \$155,000, an increase of \$70,000. Given the 2012 Infrastructure Replacement Program funds are fully allocated, staff propose that \$70,000 be funded from the Minor Capital Provision.

### **Conclusion**

The repairs to the South Arm Pool identified in this report need to be underway by April 2, 2012 if the pool is to open as scheduled. Utilizing funds from the Minor Capital Provision is the most timely way of addressing the funding issue.

A handwritten signature in cursive script, reading "Janet M. Whitehead".

Janet M. Whitehead  
Senior Project Manager  
(604-233-3312)

JW:jw