



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, April 7, 2015
4:00 p.m.

Pg. # ITEM

MINUTES

- GP-3** *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on Monday, March 16, 2015.*



COMMUNITY SERVICES DIVISION

1. **RICHMOND WOMEN'S RESOURCE CENTRE FUNDING REQUEST**
(File Ref. No. 08-4055-01) (REDMS No. 4538770)

GP-10

See Page GP-10 for full report

Designated Speaker: Lesley Sherlock

STAFF RECOMMENDATION

That the Richmond Women's Resource Centre's request for additional funding be considered as part of the 2016 Health, Social and Safety Grant Program review.



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ITEM

2. **RICHMOND PUBLIC LIBRARY STEVESTON BRANCH SHORT TERM OPTIONS**

(File Ref. No. 01-0155-04-01) (REDMS No. 4500353 v. 11)

GP-59

[See Page GP-59 for full report](#)

Designated Speaker: Kim Somerville

STAFF RECOMMENDATION

That the staff report titled Richmond Public Library Steveston Branch Short Term Options, dated March 18, 2015, from the General Manager, Community Services, be received for information.

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, March 16, 2015

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo (entered at 4:07 p.m.)
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on Monday, March 2, 2015, be adopted as circulated.

CARRIED

COUNCILLOR CAROL DAY

1. **POLICY 3707 – LONG TERM FINANCIAL MANAGEMENT STRATEGY**

(File Ref. No. 0970-03-01) (REDMS No. 4531019)

Councillor Day commented on the provision of Policy 3707 as it relates to the transfer of one per cent transfer to reserves for infrastructure replacement needs. She was of the opinion that the provision restricts staff's ability to prepare the City's budgets with the realities of the day, and suggested that the policy be revised to reflect that up to one per cent be transferred to reserves for infrastructure replacement needs.

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It was moved and seconded

WHEREAS:

the 2015 budgeted expenditure of gaming revenue is 18 million and the total gaming revenue allocated to reserves since 2004 is 56.1 million dollars;

and the City of Richmond has 854.3 million in our investment portfolio;

and in 2015 these reserves from gaming revenue contributed approximately 76.9 million dollars to the comprehensive Major Capitals Facilities Program which included Minoru Aquatic centre, seniors centre, City Centre Community centre, and replacement of No. 1 Fire Hall;

BE IT RESOLVED that Policy 3707 that currently states: under tax revenue that tax increases will be at Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0% towards infrastructure be changed to state: up to 1% towards infrastructure.

The question on the motion was not called as discussion ensued and it was noted that Policy 3707 may be amended by Council ad hoc, and thus, there is no need to revise it. Also, it was noted that the City's budgets are presented to Council annually for approval, at which time any changes with regard to the preparation of the budgets may be made by Council.

Discussion further ensued and it was highlighted that the City has the lowest taxes in the Lower Mainland as a result of its prudent financial planning. Also, it was noted that a service level review is forthcoming, and therefore, deferring any changes to the City's Long Term Financial Management Strategy would be timelier.

Cllr. Loo entered the meeting (4:07 p.m.).

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

FINANCE AND CORPORATE SERVICES DIVISION

2. GAMING REVENUE UPDATE

(File Ref. No. 03-0905-01) (REDMS No. 4266078 v. 2)

Andrew Nazareth, General Manager, Finance and Corporate Services, provided background information and commented on the proposed gaming revenue allocation model as it relates to fixed and variable items, noting that staff recommend the budgeted revenue be based on a three-year rolling average of actual revenues with projections for the most recent year.

Discussion ensued regarding the proposed Council Community Initiatives account, and it was suggested that a stabilization fund for social services may better meet the needs of the community.

2.

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In reply to queries from Committee, Mr. Nazareth advised that Council has a few accounts in which it may draw from in urgent situations. Discussion took place on the potential for a stabilization fund to support social service agencies, and it was noted that these agencies are underfunded as result of shortfalls from other levels of government.

In reply to further queries from Committee, Mr. Nazareth stated that, commencing 2016, once the proposed allocation of gaming revenue needs have been met, any remaining revenues would be allocated to the major capital community facility replacement program. Also, he advised that the proposed gaming revenue allocation model would be utilized unless otherwise specified by Council resolution.

Discussion ensued and it was noted that gaming revenue is finite and therefore, it is important to maintain a level of financial sustainability.

Discussion further took place and it was noted that the proposed Council Community Initiatives account be renamed the Community Initiatives account to clarify and reflect that the funds from this account would be utilized for community-led projects.

It was suggested that a terms of reference for the future use of funds from the proposed Council Community Initiatives account be examined.

Discussion took place on funding for land acquisitions and Mr. Nazareth advised that a staff report on the matter is forthcoming. Also, it was noted that an endowment fund in the form of land may be more valuable as real estate in Richmond has often grown at a higher rate.

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

It was moved and seconded

- (1) *That the proposed gaming revenue allocation model as presented in the staff report titled, Gaming Revenue Update, from the Director of Finance be endorsed effective January 1, 2016;*
- (2) *That a Council Community Initiatives account be established, and \$3.0M of the existing Gaming Revenue Provision be transferred to this account;*
- (3) *That \$12.0M of the existing Gaming Revenue Provision be transferred to the Capital Reserve (Revolving Fund) for future capital work;*
- (4) *That the 2016 Operating Budget decrease by \$1.4M to remove tax funded grants and increase by \$1.4M for transfer to the Capital Reserve (Revolving Fund) for a net impact of zero to the Operating Budget;*
- (5) *That a Grant Provision account be established for the unspent grant funds to accumulate for future distribution;*

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- (6) *That item 2 of the Long Term Financial Management Strategy Policy 3707 be amended as follows:*

“Gaming revenues are designated for the capital reserves, the major capital community facility replacement program, the grants program, the Council initiatives account, and towards the cost of policing relating to gaming activities.”

- (7) *That staff consider terms of reference for the Council Community Initiatives account.*

The question on the motion was not called as discussion took place on removing the word “Council” from the name of the proposed Council Community Initiatives account. As a result, the following **amendment** motion was introduced:

It was moved and seconded

That the word “Council” be removed from Part (2) of the main motion.

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

Additional discussion took place on funding strategies for the City’s land investments and a possible land legacy reserve fund.

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

CHIEF ADMINISTRATOR’S OFFICE

3. RESOLUTION FOR LMLGA AND UBCM: ENVIRONMENTAL BILL OF RIGHTS

(File Ref. No. 01-0150-01) (REDMS No. 4520265 v. 2)

It was moved and seconded

That Council approve the following resolution to be forwarded to the Lower Mainland Local Government Association (LMLGA) for consideration:

Environmental Bill of Rights

WHEREAS municipalities and regional districts are the government nearest to people and the natural environment, and therefore share a deep concern for the welfare of the natural environment and understand that a healthy environment is inextricably linked to the health of individuals, families, future generations and communities;

AND WHEREAS fostering the environmental well-being of the community is a municipal purpose under section 7(d) of the Community Charter and regional district purpose under section 2(d) of the Local Government Act;

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THEREFORE BE IT RESOLVED that the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM) request that the Province of British Columbia enact a Provincial environmental bill of rights that:

- (a) recognizes the right of every resident to live in a healthy environment, including the right to clean air, clean water, clean food and vibrant ecosystems;***
- (b) provides for public participation in decision-making respecting the environment and access to environmental information;***
- (c) provides access to justice when environmental rights are infringed; and***
- (d) has whistleblower protection***

CARRIED

4. PORT METRO VANCOUVER RESOLUTION TO LMLGA, UBCM AND FCM

(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 4508241)

It was moved and seconded

- (1) That the Port Metro Vancouver Resolution, as proposed in the February 25, 2015 staff report from the Director, Intergovernmental Relations and Protocol Unit, be submitted to the Lower Mainland Local Government Association, the Union of BC Municipalities and the Federation of Canadian Municipalities for their endorsement (Attachment 2);***
- (2) That a letter and the staff report titled "Port Metro Vancouver Resolution to LMLGA, UBCM and FCM" dated February 25, 2015, be sent to Metro Vancouver, the City of Vancouver, the Corporation of Delta, the City of Coquitlam, the Village of Belcarra, the City of Burnaby, the City of New Westminster, the City of Port Moody, the City of North Vancouver, the City of Surrey, the District of North Vancouver, the City of Port Coquitlam, the District of West Vancouver, the District of Maple Ridge, the City of Pitt Meadows and the Township of Langley, requesting their support for the endorsement of the Port Metro Vancouver Resolution; and***
- (3) That the above mentioned letter and staff report be copied to the Office of the Prime Minister, the Minister of Transport Canada, the Premier of British Columbia, the BC Minister of Agriculture, Richmond Members of Parliament and Members of the Legislative Assembly, the Federal Leader of the Official Opposition and the Provincial (BC) Leader of the Official Opposition.***

5.

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The question on the motion was not called as, in reply to queries from Committee, Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit, commented on the resolution approval process, and Port Metro Vancouver's position on growth, noting that their growth should not come at the expense of communities.

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

COMMUNITY SERVICES DIVISION

5. **KIWANIS TOWERS – SECOND DISBURSEMENT FROM THE AFFORDABLE HOUSING RESERVE FUND TO 7378 GOLLNER AVENUE**

(File Ref. No. 08-4057-01) (REDMS No. 4324592 v. 16)

It was moved and seconded

- (1) *That, subject to Resolution 2 below, \$5,848,406 be paid to Richmond Kiwanis Senior Citizens Housing Society (the "Society") towards construction costs associated with 296 subsidized senior housing units at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) to be used by the Society*
- (2) *That, pursuant to the Contribution Agreement, dated November 9, 2012, between the City and the Society, no payment be made by the City until:*
 - (a) *substantial completion of all 148 Seniors Housing Units in the first tower is confirmed by a quantity surveyor retained by and reporting to BC Housing; and*
 - (b) *the City grants its final building inspection permitting occupancy of all 148 units;*
- (3) *That the Chief Administrative Officer and the General Manager of Community Services be authorized to:*
 - (a) *negotiate and execute all amendments to the Contribution Agreement and other agreements and documents in relation to the disbursements and revised payment schedule; and*
 - (b) *disburse the amount as stated in Resolution 1 above.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:09 p.m.).

CARRIED

6.

General Purposes Committee
Monday, March 16, 2015

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 16, 2015.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Committee Clerk



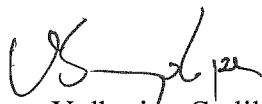
City of Richmond

Report to Committee

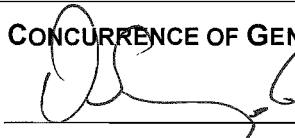


To: General Purposes Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Date: March 18, 2015
File: 08-4055-01/2015-Vol
01
Re: **Richmond Women's Resource Centre Funding Request**

Staff Recommendation

That the Richmond Women's Resource Centre's request for additional funding be considered as part of the 2016 Health, Social and Safety Grant Program review.


Cathryn Volkering Carlile
General Manager, Community Services

Att. 3

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

Staff Report

Origin

At the January 27, 2015 Parks, Recreation and Cultural Services Committee Meeting, reference was made to correspondence from the Richmond Women's Resource Centre (RWRC) requesting increased grant funding from the City. It was resolved "that staff examine options to respond to the letter from the Richmond Women's Resource Centre, dated January 15, 2015, and report back".

This report supports Council's Term Goal #2 Community Social Services:

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.

Findings of Fact

Request

On November 3, 2014, and January 15, 2015, Mayor and Councillors received correspondence from the RWRC (Attachment 1) requesting a "substantial increase" in funding. The request was precipitated by the agency's increasing expenses and inadequate revenue, resulting in a financial crisis in spite of ongoing fundraising efforts. The RWRC indicated that a deficit of \$32,000 was forecast as of April 1, 2015.

Representatives of the RWRC delegated at the February 2, 2015 General Purposes Committee Meeting when recommendations regarding the 2015 Health, Social and Safety (HSS) Grant Program were being considered. At this meeting, RWRC indicated that \$30,000 was needed to address the Centre's immediate need for funding. As staff reports were anticipated regarding options for Council's response to the RWRC request, as well as Casino Fund use, no further decisions were made at that time. Council subsequently awarded the RWRC the recommended 2015 HSS Grant of \$15,762.

At staff's request, the RWRC provided clarification regarding the agency's funding needs (Attachment 2).

- Of the \$30,000 requested, \$15,000 would be allocated to their current operating deficit, and \$15,000 would go to support their 2015 operating expenses. In addition, an ongoing \$15,000 above their existing HSS Grant level was requested to sustain operations in future years, representing an annual grant allocation of approximately \$30,000.

- A second option proposed, although less desirable from the RWRC's perspective, would be to receive a one-time grant of \$15,000 to cover their current operating deficit. To prevent further deficits, the RWRC would reduce operating costs through further closures.

The RWRC further clarified that a grant was required, indicating that a loan would not be a viable option.

City Assistance

Over the years, the City has provided the RWRC with the following support:

- Since the mid-1990's, the RWRC received intermittent, small grants of \$1,000 or \$2,000 from the Richmond City Grant Program.
- In 2003, Council received a request from the Richmond Women's Resource Centre to provide up to \$12,000 in bridge funding due to delays in distribution of BC Gaming Commission "Direct Access" funding. Council provided a non-repayable grant of \$12,000 as emergency funding only, on the basis that the Centre secure long term sustainable funding.
- In 2006, Council increased the RWRC's City Grant to \$12,000 in operating assistance to help the Centre to remain open.
- In 2008 and 2009, increases were provided to support the RWRC's Grandmothers' Program and the Hot Ink Program respectively, for a total grant allocation of \$14,400 in 2009.
- Since 2011, the RWRC has received a Cost of Living increase each year on this base HSS grant.
- On February 10, 2015, Council approved an operational grant of \$15,762 to the RWRC for Year 3 of a multi-year funding cycle. As HSS Program Guidelines indicate, "multi-year requests must be for the same purpose for each of the three years", hence shorter application submissions are required. A full application will be required of the RWRC next year, providing more complete information regarding their funding and programs.

As outlined in the Health, Social and Safety Grant Program Guidelines, one of the principles of the program is to "enhance but not sustain programs and services". Furthermore, items ineligible for funding include "operating deficits". One indicator of a "less favourable application" is one which "risks the applicant becoming dependant on City grants".

RWRC Funding Changes and Impact

The RWRC has experienced the following funding changes and impacts:

- The most significant funding change for the RWRC occurred in 2004, when the Province terminated operational funding for all women's centres throughout the Province, representing a loss of \$47,000 for the RWRC. As a result, staff hours were reduced.
- The 2010 B.C. Direct Access funding reductions did not further impact the RWRC. The RWRC receives approximately \$50,000 per annum from this source, although the allocation was raised by approximately \$15,000 in 2011 for two new programs, then was reduced back to current levels in 2012. This grant is tied to specific program funding and limits operational expenses to a nominal amount (e.g., 10%).
- The RWRC also continues to receive program grants from various funders. Most funders do not support operations, exacerbating the RWRC's current challenges.
- In 2014, the RWRC had an operating deficit of \$13,188. In 2015, the RWRC is forecasting a deficit of \$32,000 due to reduced grants and increased administrative costs (specifically, rent and wages/contracts/benefits).
- To address the deficit, the RWRC closed for six weeks in July and August 2014, resulting in service cuts to approximately 700 individuals, based on the 709 women served in July/August 2013 (a total of 8,090 individuals were served in 2013/2014).
- In addition, as of July 2014, the RWRC is no longer open on Fridays. Operating hours are limited to 10:30 a.m. to 3:30 p.m., Monday to Thursday.
- If additional funds are not secured, the RWRC will need to further reduce operations (e.g., extend summer closure) but must consider staff and program impacts.

Analysis

RWRC Prospects

The RWRC continues to pursue fundraising opportunities. In addition to an annual Gala, a sing-along event and a Women's Day breakfast were held in February and March respectively. A direct mail campaign is also conducted annually. However, such initiatives usually generate small amounts of revenue (e.g., \$1,000 - \$2,000 each).

Other initiatives are in progress. The RWRC has approached the Richmond Foundation, and is seeking to increase stability through partnerships, still at the exploration stage. They are also planning to approach the Richmond Night Market, other Asian-Canadian businesses, and will be attempting a crowd-funding initiative. The RWRC is also seeking to increase its profile in the community by raising awareness of their services and issues impacting women.

The RWRC will continue to pursue program grants but without core operational funding, their financial situation will not improve.

Options

The following options are proposed and assessed in the context of City policies and practices, as well as the impact on the RWRC and Richmond residents.

Option 1: Consider the RWRC request for additional funding as part the 2016 Health, Social and Safety Grant Program review. *Recommended*

Advantages	Disadvantages
2015 HSS Grant decisions have been made and according to City Grant Policy 3712, applicants may receive only one grant per year, and there is no appeal to Council's decision.	The RWRC, already operating on reduced hours, will need to plan further closures.
Consistent with the HSS Grant principle of supporting, but not sustaining, non-profit agencies.	Richmond women will have less access to a dedicated, unique service centre offering barrier-free services to those in need.
Supports the City position of not accepting downloading of social service costs from senior governments to the City.	

Option 2: Provide one-time funding from the Council Contingency account (\$15,000 to address current deficit), with future grant levels to be determined by annual HSS Grant Program allocations.

Advantages	Disadvantages
This would address the RWRC's current operating deficit.	Further RWRC closures would result, e.g., extending the summer closure from 6 to 10 weeks, resulting in less access for Richmond women to critical supports and services.
Less City resources would be expended than under Option 3, below.	Constitutes reliance on City funding for social services, a Provincial responsibility.
	Sets precedence for other non-profit societies to make similar requests.

Option 3: Provide one-time funding from the Council Contingency account (\$30,000 to address both current deficit and support 2015 operations), with future grant levels to be determined by annual HSS Grant Program allocations.

Advantages	Disadvantages
This is the only option that would fully address the RWRC request, allowing the RWRC to sustain its current service levels and prevent further closures.	Constitutes additional reliance on City funding for social services, a Provincial responsibility.
Richmond women would continue to benefit from RWRC programs and services at current levels.	Sets precedence for other non-profit societies to make similar requests.
The RWRC would be in a better position to leverage funding from other sources.	

In consideration of the three options, only Option 1 is consistent with current City policies and practices, and prevents expectations that the City would replace Provincial funding.

Furthermore, Finance staff have reviewed the RWRC's Financial Statements (Attachment 3) and note that the operations may not be sustainable as the majority of funding that RWRC receives is from the Province and the City through gaming grants, while donations and membership revenues are lower.

Financial Impact

There is no financial impact.

Conclusion

While acknowledging that the RWRC provides valuable, unique and barrier-free services to Richmond women, there are no existing City policies or practices that would support replacing the operational funding discontinued by the Province in 2004.

It is recommended that any request for additional funding be considered as part of the 2016 HSS Grant Program review, as per City policies, mandate and designated funds.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls

March 18, 2015

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- Att. 1: Letters dated November 3, 2014, and January 15, 2014 from the Richmond Women's Resource Centre
- 2: Letter dated March 12, 2015, from the Richmond Women's Resource Centre
- 3: Richmond Women's Resource Centre Annual Report 2013-2014



Richmond Women's Resource Centre

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

		INT
DW		
NJ		
DB		
✓ AB	✓	✓

for John Foster
Cathy Dwyer

01-10BS-20-RWRC1

FILE - 01-10BS-01

November 3, 2014

To the Mayor and Councilors of Richmond,

The Richmond Women's Resource Centre (RWRC) has been a vibrant non-profit since 1976. The Centre reaches out to assist and empower women and girls in the city of Richmond by providing a community of sisterhood where women new to Richmond need no longer feel isolated or lonely in a new land and culture. Our services include providing information and referral support, and providing a safe place for women to share their experiences, solve problems and celebrate their achievements. Altogether, we run a total of 16 programs. Some of you on Council have participated in our fundraising efforts and are aware of these programs. To give you some idea of the number of women we served, in 2013 the centre served 7274 individuals whereas in 2011 the number was 5008.

The City of Richmond has financially supported the Richmond Women's Resource Centre with an annual grant, for which the centre is grateful. The amount for the past several years has been approximately \$15,000 per year. However RWRC has been facing a financial crisis due to increasing demands and inadequate funding. This past summer the centre was closed for eight weeks as a cost cutting measure.

Non-profit funding is always challenging and the board has been working diligently to increase the number of fundraising opportunities. We hold an annual women's breakfast on International Women's Day, and a Tea and Trivia event in the Spring. For the past two years we have used a direct mail campaign to ask for funds. Our efforts have met with some success but so far have not brought in the money we require.

The RWRC wants to continue to operate the centre for Richmond's women. We need the city's help. We are counting on the City for a substantial increase in our funding this year. Please consider our request.

Thank you for your consideration.

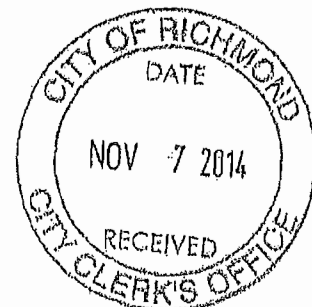
Sincerely,

President
Colleen Glynn

PHOTOCOPIED

NOV 7 2014

& DISTRIBUTED



MAIL IN DONATION FORM

We Need You!

The Richmond Women's Resource Centre provides a range of free services to support women in Richmond. We need your help to keep programs running and our office open.

ENCLOSED IS MY DONATION IN THE AMOUNT OF...

☐ \$25 ☐ \$35 ☐ \$50 ☐ \$100

OTHER AMOUNT _____

Please make your cheque payable to:
Richmond Women's Resource Centre

Name: _____

Address: _____

Phone: _____

Email: _____

RWRC is a registered Canadian Charity
#107895674-RR-0001

A tax receipt will be issued for donations
\$20.00 or more

Please mail your cheque to:

Richmond Women's Resource Centre
#110 - 7000 Minoru Blvd.
Richmond, BC V6Y 3Z5

OUR PHILOSOPHY

All women have the fundamental right to economic, social, and political equality and justice. We are committed to providing a supportive environment for all women, regardless of race, age, sexual orientation, religion, class or ability, so that all women can achieve their potential and contribute fully to society.

"It takes a village to raise a child, and many a child's family life has been enriched because of the help, guidance and companionship provided by our Centre. Women who feel positive about their lives pass that feeling on to their families."


Christiane Cousins, Volunteer 2006

"The Women's Centre has long been an advocate for better child care in the community and has helped influence the City of Richmond to implement a Child Care Program. I believe that the Women's Centre has a positive influence on the community as a whole."

Greg Halsey-Brandt
Richmond Mayor, 1990-2001

THE RICHMOND WOMEN'S RESOURCE
CENTRE IS FUNDED BY:

Individual Donors and Members
The Province of British Columbia

 Richmond **Vancity**

RICHMOND WOMEN'S RESOURCE CENTRE

To provide a supportive environment in which all women are supported and encouraged to achieve their potential and work together for a better world.



#110 - 7000 Minoru Blvd.

Richmond, BC V6Y 3Z5

Phone: 604.279.7060

Fax: 604.279.7069

Email: office.rwrc@shawcable.com

Web: www.richmondwomenscentre.bc.ca

Drop In Hours *Thursday*
Monday thru Friday
10:30am - 4pm

CONNECT • SUPPORT • LEARN • ACHIEVE
• CHANGE •

Our Story

In 1976, a diverse group of women dedicated to improving women's lives formed the Richmond Women's Resource Centre. The Centre became a non-profit association with Charitable Tax Status in 1989. Together with more than twenty other agencies, we moved into the Caring Place in 1994.

What We Do

- Empower women by providing information and referral support, encouragement, education, and training so women are better equipped to make decisions in their own lives.
- Provide a safe place for women to come and share their experiences, solve problems, and celebrate achievements.
- Work with other organizations in the community to provide services and address social justice issues for women.
- Participate on the Richmond Community Services Advisory Committee and the Richmond Poverty Response Committee.
- Coordinate an annual celebration in honour of International Women's Day—March 8th.
- Organize an annual vigil on December 6th, the National Day of Remembrance and Action on Violence Against Women. Join us to remember the many women and girls murdered and missing, and work together to prevent violence against women.

PROGRAMS OFFERED

For Further Information, Please Call: 604.279.7060

Information & Referral Services

By Phone or Drop In

Monday to Friday 10:30 - 4:00

Computer Training

Mondays 10:00 - 1:00

Computer & Internet Access for Women

Monday to Friday 10:30 - 4:00

English Conversation

Mondays 1:00-3:00

English Writing

Tuesdays 1:00-3:00

French Speaking Women's Support Group

Wednesdays 10:00-12:00 (Richmond Centre)

Hot Ink Creative Writing for Teens

Thursdays 3:15- 5:15

Single Mothers Support Group

Thursdays 7:00 - 9:00

Ivy Women's Cultural Group

Saturdays 2:00- 4:00

Income Tax Prep for Low Income Families

Offered Only at Tax Time

Grandmother Support Group

Every Other Monday

Peer Support

By Appointment

Canadian Work Experience Program for Immigrant Women

"Work Ready" 3 Sessions per Year

Richmond Shares

www.richmondshares.bc.ca

Remember Our Sisters Everywhere

www.rememberoursisterseverywhere.com

RICHMOND WOMEN'S RESOURCE CENTRE

MEMBERSHIP APPLICATION

Name: _____

Address: _____

Phone: _____

Email: _____

One Year Membership Fee: ~~\$90.00~~ ^{140.00}

Non-Profit Group Membership: \$50.00

Business Membership: \$75.00

Life Membership \$200.00

Membership Includes:

Discounts on workshops and programs, access to the Centre's resources; opportunities to assist in activities and services; access to all programs offered.

Office Use only

Membership Date: _____

Receipt#: _____

Payment Method: _____

Mayor and Councillors Office
City of Richmond
6911 No. 3 Road
Richmond, British Columbia
V6Y 2C1

January 15, 2015

Dear Mayor and Richmond City Councillors,

The Richmond Women's Resource Centre (RWRC) first opened its doors in 1976, offering a wide range of programs and services in response to the needs of the women and children of Richmond. We are writing to you today on behalf of the Women's Centre to request emergency funds and on-going adequate funding to keep the Centre open.

You may recall, last November we wrote a letter to the City outlining our financial situation and asking for help. (We have not yet received a response.) On further reflection, we feel that a personal approach to City Council would enable us to more clearly represent our situation.

Can you please grant us, the RWRC Board of Directors, the opportunity to make a presentation to City Council? We hope to give the City of Richmond a better idea of what we are up against; more deeply acquaint you with our contribution to the well being of women and children in Richmond; and discuss with you how to maintain this precious resource.

Studies show women's organizations to be essential vehicles of positive social change, but in Canada most women's centres have closed due to lack of funding. Despite funding cuts, here in Richmond we have kept the flame burning.

However, our financial situation has deteriorated over the past few years. We have attempted to balance the books by increasing fundraising efforts but this has not proved to be a solution. Expenses have increased while overall grant funding decreased. The Centre has demonstrated great resourcefulness, surviving cut after cut and getting by on shoe-string funding. We are now seeing an end to that adaptability.

We are turning to you for assistance because our financial situation has reached a crisis with little reserves and a forecast deficit of \$32,000 as of March 31, 2015, despite having closed the Centre for the summer. Given that we are a Richmond charity, serving the women and children of Richmond, we believe that the City of Richmond is the appropriate government body to approach to meet this need.

Sincerely,

Colleen Glynn, President

Mary Scott, Vice-President

On behalf of the Board of Directors of the Richmond Women's Resource Centre

1 of 2

Attachment:

RWRC brochure (outlines our mandate, programs and services)

Further crucial information:

What does the Richmond Women's Resource Centre do?

To support the citizens of Richmond, the services and programs the Centre offers are broad ranging and flexible, because the challenges our clients face can change from one day to the next.

Richmond women of all ages – youth, young women, middle aged and elderly – come to the Centre to seek help at a challenging time in their lives. Issues women here face are the same issues faced in cities across Canada: personal fall-out from poverty, gentrification, addiction, discrimination, unemployment, mental illness, homelessness or immigration and not knowing the local language.

Many of our clients are new immigrants to Canada from Asia, who find services, programs and a place to connect, learn the language, and form real friendships at the Women's Centre. These relationships nurture individual success and are the backbone of creating a healthy society.

What about child poverty?

A 2014 study indicated that North and Central Richmond are areas of high child poverty*. We believe that the City of Richmond, by supporting and valuing the women of our community, will not only improve their lives, but will contribute to a much needed reduction in child poverty.

* <http://still1in5.ca/wp-content/uploads/2014/11/FACTSHEET-10-First-Call-2014-BC-Child-Poverty-Report-Card.pdf>

March 12, 2015

Lesley Sherlock
Social Planning Department
City of Richmond, BC
Lesley.Sherlock@richmond.ca

Re: Richmond Women's Resource Centre funding

Dear Ms. Sherlock,

In response to your conversation with Mary Scott, Vice President of the Richmond Women's Resource Centre, for further information concerning the Centre's request for funding, we hope that the following will fulfill that request.

We would appreciate the City considering the following two possibilities in support of the RWRC during this time of financial hardship. Of course we would prefer optimal funding, but whatever decision the City makes, we are urgently in need of some further financial support.

The first possibility we ask you to consider is a one-time contribution from the City of Richmond to the RWRC of \$15,000 to eradicate the current year's operating loss; plus, increasing the RWRC yearly grant by \$15,000 to a total of \$30,000. This would enable the Centre to function optimally without an operating loss in the future.

The second possibility is to please consider a one-time contribution to the RWRC of \$15,000 to eradicate the current year's operating loss. Be assured that the Board will then proceed with further reductions to our operating costs and prevent this loss from recurring.

Your financial support, either way, could greatly assist the Centre in continuing to serve the women and children of Richmond.

Thank you very much, you have been generous with your time. We deeply appreciate the consideration the City has given to our request for help.

Sincerely,

Colleen Glynn, President
Mary Scott, Vice-President
On behalf of the Board of Directors of the Richmond Women's Resource Centre
coordinator@richmondwomenscentre.bc.ca

ANNUAL REPORT 2013-2014



Richmond Women's Resource Centre

110 – 7000 Minoru Blvd
Richmond, BC V6Y 3Z5
Tel : 604 279 7060
Fax : 604 279 7069

Annual General Meeting report 2013-2014

Thursday, May 29, 2014

Richmond Caring Place

Room 340 – 7000 Minoru Blvd, Richmond

AGENDA

6:30 pm Registration

7:00 pm Opening

7:05 pm Annual General Meeting

1. Call to Order and Approval of Agenda
2. Approval of Minutes of Previous AGM, May 28, 2013
3. Annual Report
4. Auditor's Report
5. Stand Down of Previous Board
6. Election of Board Members
7. Other Business
8. Closing Remarks
9. Adjournment

7:30 pm Volunteer Recognition

7:40 pm Entertainment

8:05 pm Followed by Refreshments

Richmond Women's Resource Centre

Annual General Meeting, Tuesday, May 28, 2013

Minutes

Present: Approximately 68 members, guests and friends

Staff: Florence Yau and Penny Menezes

Special Guest: Councillor Bill McNulty

Regrets: Mayor Malcolm Brodie

Colleen Glynn welcomed everyone to join in taking some light refreshments. She introduced our life member Councillor Bill McNulty. Councillor McNulty expressed his continued support to the Centre and encouraged everyone to support the centre by being life members.

1. **Call to order by President Colleen Glynn.** Agenda adopted as presented.
2. **Minutes of** the previous annual general meeting adopted as presented.
3. **Annual Report** presented – see attached.
4. **Auditor's Report** presented – as in the package.
5. **Stand down** of Previous Board
6. **Election of Board Members** – Nominations received for Colleen Glynn, Linda Ramsey, Iveta Williams, Marielle Demorest, Mary Scott, Chris McDowell, Gemma Hui, Katrina Lau, Stella Pardo, Shireen Grégorious and Judy Chu

M/S/C that we accept all the nominees.
7. **Other Business** – Colleen informed the group that our first Tea & Trivia Fundraiser held on June 23rd 2012 was a great success. We are holding our second Tea & Trivia on June 22nd 2013, tickets are available. The Centre celebrated International Women's Day for the first time by having a Breakfast Fundraiser held on March 9th 2013; Sibel Thrasher's performance was the highlight and Colleen hopes Sibel will perform at the next Breakfast Fundraiser on Saturday, March 8th 2014; save the date.
8. **Closing remarks** and volunteer recognition followed by entertainment by our volunteer Portia Kwok and her Fun Line dancing group.
9. **Meeting Adjourned**



ANNUAL REPORT MAY 29, 2014

Thank you to our staff, volunteers, facilitators and board.

My name is Colleen Glynn and I am pleased to have served the membership for the past year in the capacity of President and look forward to what our new year brings.

I would like to thank our dedicated staff members, our Executive Director - **Florence Yau**, our Administrative Assistant - **Penny Menezes** and our Bookkeeper - **Fanny Tam**, who have managed, coordinated and supported all our programs and services to the women of Richmond.

I want to thank our program facilitators for serving our programs over the past year. They are: **Marielle Demorest, Carol Brindle, Laurie McEwan, Sarah Ross, Patience Tsai, Patricia Wang, Linda Chan, Kelly Shorrocks, Anna Parayno, Caroline Dyck, Portia Kwok, Jacquie Siemens, Gail Thompson, Clare Yow, Kathy Kent, Chris McDowell, Vicky Sun and Deborah Turner.**

Thanks also to our 2013 Board of Directors: **Marielle Demorest, Iveta Williams, Gemma Hui, Mary Scott, Chris McDowell, Judy Chu, Katrina Lau, Amanda MacPherson, Xinya Wang, Shireen Gregorius and Elaine Lin (YouthNow Leadership Mentorship Program).** Thanks for all your hard work! I want you to know that this is a hands-on Board and they collectively put in more than 726 hours of volunteer time in the last year.

I would also like to acknowledge and thank our Honorary Board: **Rev. Margaret Cornish, Charlotte Diamond, Devine Elden, Neeta Sandhu, Cherelle Jardine and Sibel Thrasher** for lending their names and visibility to the RWRC and for promoting our programs in the community.

Finally, a BIG thank you to all our **Volunteers** who help keep the programs going and spread the word about the good work done at the Women's Centre.

Accomplishments in 2013-2014

Funding

Despite the challenging financial climate, we have managed to keep our funding levels consistent. Again this year we received grants from **BC Gaming, the City of Richmond, Vancity, Decoda Literacy Solutions and the Province of BC.** All funds go directly into delivering our programs and services. Our Richmond Community Foundation **Endowment Fund** is in its sixth year of operation. This fund will eventually enable us to be self-sufficient. Donations are gratefully accepted of course!

New Programs

With funding from Decoda Literacy Solutions and the Province of BC, we were able to offer a literacy program called "Family Financial Smart for Life in Canada". This program provides financial workshops for adult and youth to enhance financial literacy. This program also reaches to women to help them feel

welcome and comfortable in the community while discovering new experiences and forging friendships through cultural events and activities.

Continuing Programs

Continued funding enables us to offer our many popular programs and services, such as **Information and Referral, Computer Training, Peer Support, English Conversation, English Writing, Les Femmes Francais, Single Mother's support group, Grandmothers Support Group, Community Volunteer Income Tax Program, Hot Ink, Work Ready and Richmond Shares.**

Outreach and Partnerships

We have grown our relationships with the **Richmond Art Gallery, ROSE (Remember Our Sisters Everywhere), The Richmond Review, Canadian Federation of University Women and The Richmond Community Foundation.** We are continuing in our relationship with ROSE as a project of the RWRC and we continue working with them on the very important issue of violence against women. We consolidate a rewarding relationship with **Richmond Multicultural Community Services** for our Work Ready program so that students can gain volunteer practicum experience.

We continue to foster relationships with Richmond's community agencies such as: **Richmond Community Services Advisory Committee, Family Services of Greater Vancouver, Richmond Poverty Response Committee, Richmond Food Security Society, Richmond Affordable Housing Task Force, Richmond Literacy Committee, Richmond Civic Engagement Network, Richmond Family Violence Prevention Network, Chimo Community Services, Richmond Multicultural Community Services, Volunteer Richmond Information Services, South Arm Community Centre, Richmond Secondary School and St. Albans Anglican Church.**

Advocacy

The RWRC continues to support the **B.C. Living Wage** campaign in Richmond, being a living wage employer ourselves, and continue to campaign for the City to become a living wage employer. We also work with other Richmond groups to advocate for more **Affordable Housing** through our participation in the Supportive Housing Committee. We also work with **First Call BC** in speaking out about **Child Poverty** – Richmond has the second highest rate of child poverty in BC.

Appendix 1: As per RWRC Bylaws, please see Stand-down of Previous Board and Slate of 2013-2014 Board.

APPENDIX 1

STAND DOWN OF 2013-2014 BOARD

Marielle Demorest

Colleen Glynn

Chris McDowell

Gemma Hui

Iveta Williams

Judy Chu

Katrina Lau

Shireen Grégorious

Xinya Wang

Amanda Macpherson

SLATE FOR 2014-2015 BOARD

Marielle Demorest

Colleen Glynn

Chris McDowell

Gemma Hui

Iveta Williams

Judy Chu

Mary Scott

Xinya Wang

Amanda Macpherson

Elaine Lin



EXECUTIVE DIRECTORS REPORT

The Richmond Women's Resource Centre continues to serve the community by delivering programs and services that make a difference in women's lives. We are proud to report that from April 2013 to March 2014 we responded to 8090 individuals and provided them with important community services.

Programs

Continued funding from our core funders: the Province of British Columbia, City of Richmond, Vancity, Decoda Literacy Solutions Society and financial support from our members and donors enable us to offer these popular programs and services: English Conversation and English Writing, Computer Training, Information and Referral, Book Club and Movie Night, Volunteer Program, French Speaking Women's Support Group, Grandmother's Support Group, Single Mother's Support group, Hot Ink Creative Writing for Teens, Ivy Cultural Group, Community Volunteer Income Tax, Peer Support, Canadian Work Experience Program, Richmond Shares, ROSE and Family Financial Smarts for Life in Canada.

Events

We would like to thank our members and supporters for their participation in many of our events such as potlucks, movie screenings, December candle light vigil, Christmas party and various fundraising initiatives: Fundscrip, the International Women's Day celebration and breakfast fundraiser, Plants & Seeds Sales, Raffle, Tea & Trivia, fundraising letter mail out campaign and St. Alban Fair Trade Fair. With your support, we were able to raise the much needed funds to continue to provide services to the community.

Highlights

Starting this year the Canadian Federation of University Women (Richmond) has provided a scholarship for the Work Ready graduates. We are delighted to report that this year's scholarship has been awarded to Maryna Pakhomova to help her to gain some Canadian training in the accounting field.

We would also like to extend our congratulations to Mary Scott our dedicated board member as the 2014 Ethel Tibbits Award nominee.

Resources

I would like to thank our Board members, staff and all our volunteers who worked hard to make the delivery of our programs and services possible! Our work is made possible with the talent and commitment from our dedicated staff, facilitators and 75 amazing volunteers with over 3,000 volunteer hours in total! Thank you for contributing your time, talents and diversity to help build the work at the Centre, to serve women and make a difference in our community! We are grateful for the resources we have and are looking forward to another year of strength!

Respectfully submitted,

Florence Yau
Executive Director

WORDS FROM OUR VOLUNTEERS

It has been an amazing experience as a tax volunteer with RWRC. I came to Vancouver three years ago. As a newcomer, integrating into society was a vexing question for me. Luckily, I found RWRC and became a tax volunteer. I still remember the first interview I had with Florence. At that time, her words and acceptance was really an encouragement to me. And during the tax clinics, whatever problems I faced, Penny has been there always to support. It is so enjoyable to work with warm-hearted people as them.

The tax volunteer experience has helped me overcome the fear of rejection and boosted my confidence in this new environment. Through helping others, I now feel like a part of this community

Catherine Kuang

(Community Volunteer Income Tax Program since 2011)

As a new immigrant, I hoped to continue my career here, confident that my skills and experience gained through decades of work from my home country would help. But all was just a dream. I was not able to get a job and everything seemed to be so hard for me. My self-esteem was low; no job, no friends. I was very frustrated. But I did not let depression rule my life; I started to look for help. After mustering courage, I found myself applying as a volunteer at Richmond Women's Resource Centre. And why did I choose RWRC? Simply, because I knew that a women's centre would understand me better. And I was right!! The people are friendly and welcoming. There was a spirit of belongingness. The centre's tranquility and silence brings comfort to the troubled heart of a woman. Every moment in the centre is an opportunity for learning. Computer skills, office work, dealing with people from different cultures and even the simple task of brewing coffee, all of these I learned here at the centre. They are very supportive. My volunteer work made me realize that I still have a lot to learn and a lot more to offer. I joined the Work Ready program. It was learning and having fun at the same time. Our instructors were generous in imparting their knowledge not only with communication skills, job search tools and techniques but as well as with some facts about the Canadian culture.

With all the skills I obtained, I am regaining my confidence. I am hopeful that the right opportunity will come in due time. And when it happens, I know that I am prepared. For now, I continue to volunteer here at the front desk where there is mutual relationship of giving and receiving. Some women come for help and others come to share. This is Richmond Women's Resource Centre. They call it an organization for women. I call it HOME.

Mariza Desiderio Mendoza

(Work Ready Program September 2013 and Front Office Volunteer since May 2013)

Grandmother's Support Group

In the past year, the activities in Grandmother's Support Group included:

Program Statistics

Number of Participants:

318

Sessions per month: 2

Facilitators:

Patience Tsai

Patricia Wang

Art Exhibitions

We visited five modern art exhibitions held in Richmond Art Gallery which was enjoyed very much. Especially after each exhibition, they discussed or shared their views about the theme demonstrated in the art. Some commented that the modern art exhibitions broadened their view around the world, and they would like to bring their family and grandchildren for a visit too.

Outdoor Activities

We held a tour in the Minoru Park. Though most of the grandmothers visited the park before, they found it different and fun to tour the park again in a group. They also discovered something or some places new through the sharing amongst the group.

Workshops and Resources

We held two workshops: "Introductory of Meditation" by Bodhi Meditation Center and "Staying Fit at Home" by COSCO, Council of Senior Citizens Organizations. Health, nutrition and exercise are the popular topics among the grandmothers. In addition, we share resources such as BC Housing and power of attorney during the group time.

Celebration

In January 2014 we held a potluck party for celebrating the Chinese New Year. Grandmothers shared about the traditions in their home towns and celebrated a new year with members.

Healthy Food & Cooking

The guest speakers from Richmond Food Security Society held the "Food Charter Kitchen Talks" among the grandmothers. They expressed their view regarding what Food meant to them personally, their family, and to the community. They also discussed issues related to organic food, gene modified food, food safety, etc.

A healthy food, quinoa, was introduced through a quinoa salad recipe. Grandmothers shared examples of healthy food and cooking.

Learning English Conversation

Grandmothers are good learners. Many of them have immigrated to Canada from China, Taiwan, or Hong Kong for more than 10 years. They hope to participate and be involved in the community through proficiency in language. Several sessions were themed in English learning. Grandmothers took notes, practiced with their grandchildren in learning phonics, English vocabulary, conversation for taking a bus, etc.

In Summary, grandmothers actively participate and support all the activities. They also enjoy the chatting with other members in the beginning of the group time. In the past year, more time is spent on English learning. For the coming year we hope to continue the language learning for empowering grandmothers in community participation and communication.

Patience Tsai and Patricia Wang

Basic English Conversation

Program Statistics:

Number of Participants:
581

Sessions per month: 4

Facilitator: Carol Brindle

Volunteer Facilitator:
Jacquie Siemens

The two hours on Mondays go by quickly. Each member of the group has creative ideas and lots to say so we must share our time wisely. We try to follow the **KISS** rule: **Keep It Short and Simple**, which at times can be difficult. Facilitating English conversation requires that everyone has equal opportunity to express their ideas in structured English. Time and sometimes the size of the group can affect speaking time.

Change can be difficult. Some people are more comfortable with change than others. Adults, particularly women, can hold high expectations of themselves, such as the ability to achieve excellence quickly. This takes time, patience, and practice.

One of the program's goals is to change the line, "My English is terrible" to "My English is improving", "My English is getting better", or "I'm new to English." Changing how participants view their English skills can improve their confidence and assist in their learning.

The weekly English Conversation class encourages participants to change roadblocks such as discouragements, frustration, and fear into stepping stones such as hopefulness, satisfaction, and courage. The English Conversation group encourages participants to concentrate on how far they've become, rather than how far they have left to go.

It's the participants, not the facilitator, who make Basic English Conversation Group successful. I wish to thank RWRC; volunteers – Mila, Sally, Marjorie, Josephine & Jacquie; and most of all the committed and determined participants who faithfully attended the class.

Carol Brindle



Basic English Writing

Our two-hour weekly meetings on Tuesdays provide opportunities to learn about the formal writing structure of the English language. This program combines handwriting, business English, creative writing, filling out forms, technology, and grammar in its classes. Each week we see the learning levels of each member progress steadily.

Vocabulary building and spelling play a big part in learning to improve writing. The writing class is divided into four to seven 15-30 minutes "chunks of time". These "chunks of time" cover different subjects such as Vocabulary, Spelling, Punctuation, Parts of Speech; Sentence structure, and Paragraph structure. This structure does not always work in practice, but we try to follow it to provide consistency in the classes. Class structure and "formal" English in the Basic Writing Program has proven to be essential in making progress.

The delivery of this class is always welcome to suggestions from participants. A new participant recommended doing more reviews of previous lessons.

Group exercises in class are chances to collectively make the best use of learning time. It is important to encourage cooperation to facilitate growth. Every participant has something to offer. It is encouraging to see participants feel comfortable about making mistakes and learning from them. It can be hard for participants to be easier on themselves when they have high expectations of themselves. Learning languages different from the one we grew up with is always difficult.

The program's most recent project was entering a writing contest to submit to *The WestCoast Reader publication*. The topic is "The Art of Writing" which provided participants practice in expressing their experience with learning English writing. The article was a good way to explore the similarities and differences that unite us in discovering the combination of learning and producing written compositions. We hope to see the article in the May issue of the WestCoast Reader.

Carol Brindle

Program Statistics:
Number of Participants:
 392
Sessions per month: 4

Facilitator:
 Carol Brindle



Computer Training

Program Statistics:

Number of Participants:

277

Sessions per month: 4

Facilitator:

Laurie McEwan

Every month files left on the computers are removed. All software is updated so we stay current as well. By keeping the computers clear of files we can ensure our computers remain relatively fast and not get bogged down. That way too, students always have their files on their flash drives. We installed a newer version of Professor Teaches. We now use **Professor Teaches Office 2010**. We continue to use **Professor Teaches Office 2007** for those who have an older version of office they need to learn or relearn. We also recently installed **Professor Teaches Windows 8**. All the computers now can have headphones plugged in so they can listen to files on the internet such as YouTube. **Mavis Beacon** is also used in the lab for practicing typing skills.

In the summer the computers are maintained. We do in-depth scanning for viruses and malware.

We get a lot of compliments on our tutorials that we use from our Work Ready students. The tutorials, with skill consolidation exercises, are designed to teach **Word** (including mail merge), **Excel** (including formulas, graphing, charting and Lookup Tables), and time permitting, **PowerPoint**. They also include a lesson on the Office **drawing tools**.

Laurie McEwan



Richmond Shares

This year Richmond Shares has had a total of 267 matches of donation. Richmond Shares provides a “virtual” place for donors to post gently used household items to be available for free to low income Richmond residents in need. It is a give and take practice all year round that benefits both the recipient and the donor and is environmentally friendly.

So far, the program has been running smoothly given its limited resources. There were times when it was sometimes busy and sometimes slow, and spirits were high and low. At some point when the inventory was very low, Richmond Shares did promotions at the Fair Trade Fair in St. Alban Church last December. With the help of Lynda Brummitt, co-ordinator of Richmond Poverty Response Committee, Richmond Shares was able to be better promoted along with the BC Poverty Reduction Coalition. Lynda offered to promote Richmond Shares to all related organizations by handing out posters and flyers. She invited me to promote Richmond Shares at their monthly meeting. I had the opportunity to explain how our website works and how and what their volunteer members may help. During the meeting, I provided them an update on Richmond Shares. The program has gained a wider audience and also received some valuable feedback and inspiring advice on how to approach other associated groups for publicity.

Participating with Richmond Shares takes commitment and can be very awarding. We hope to continue the program in the same manner, maintaining the website so it is up-to-date, keeping donations coming in, and informing people in need about the program. RWRC members are welcome and encouraged to consider signing up as volunteers for the program if they are like-minded individuals.

A special thanks to Florence Yau and to Laurie McEwan for being my mentor in managing the project.

Portia Kwok

Program Statistics:

Number of Matches: 267

Volunteers: 1

Transport Volunteers: 1

Facilitator: Portia Kwok



The Richmond Shares Plant & Seed Fundraiser held on May 5th 2013 was organised by Laurie McEwan and her team of volunteers.

Single Mother's Support Group

Single Mother's Support Group continued meeting in a theme of exercise and group discussion. Since November, we have added more activities to explore programs existing in the community and develop different themes fitting various needs.

Program Statistics:

Number of Participants:

134

Sessions per month: 4

Facilitator:

Patience Tsai

EXERCISE

Besides the group exercise held at Richmond Caring Place, we joined the drop-in fitness class "Strength & Stretch" at South Arm Community Centre. In summer, we went hiking along the West Dyke in the Steveston Village and practiced speed walking to achieve our fitness goal.

COMMUNITY PARTICIPATION

We visited Ersen's exhibition of "Passengers" at Richmond Art Gallery and participated the Conversation Lounge to discuss the issues related to social behaviours, identities and stereotypes portrayed in the exhibition. We also took part in the "Diverse Voices and Portraits" project in the community. Single mothers shared their stories about the theme of diversity, discrimination and inclusion based on their voluntary participation and comfortable realm.

WORKSHOP

We joined the "Laughing Yoga" workshop held by RWRC. It was an interesting experience to practice voluntary laughter in a way of group which is turned into real and contagious laughter through eye contact and playfulness between participants.

SOCIAL ACTIVITY

A survey among single mother participants was conducted in October 2013. The result showed that making friends/social activity was the most popular reason why single mother participants attended the support group. Therefore, we started to hang out for coffee in October 2013. Later in November we started our own cooking sessions. Single mothers in the group presented their creativity in making sushi/California roll, shrimp pesto bread, honey cake, baked wasabi salmon, cheese cake, Japadog, etc. It was the moment of highlight when all participants sat down to enjoy what they have prepared.

CELEBRATION

Thanksgiving was celebrated by bringing holiday themed foods-cranberry sauce, pumpkin pie, pumpkin bread etc. We talked about the origin of THANKSGIVING and the way we celebrate the holiday in different cultures.

ART

Starting in November 2013, we joined the monthly art program held at Richmond Art Gallery. We attended the "Collage Night" and "Pick Up Your Pencil" programs. The relaxing and artistic environments impressed the participants very much. A volunteer instructor was available to help to draw, to collage, or to create whatever you like.

KIDS WELCOME

In order to support the single mothers with small children, we try to incorporate kids welcome activities into our program. Kids are welcome to join the Coffee Night and cooking sessions. Moreover, we started our Movie Night in February 2014 to watch family movies so children are welcome to join with their mothers.

As more single mothers with young children are interested in joining the Single Mother's Support Group but cannot attend because of the need of childminding, in the future we expect to develop KIDS WELCOME activities to include the single mothers with young kids.

Patience Tsai

Ivy Women's Cultural Group

Ivy Group started in 2007 and has been successfully running for almost seven years. We appreciate the support received from RWRC office through the years

Through our activities, many Chinese women learned more about RWRC, especially the new immigrants. It has helped them to feel a part of the community through public performances and to make friends; enjoy the beauty and many opportunities that Canada provides. It has helped to foster a feeling of belongingness. The number of participants has grown over years.

From 2013, we changed the day of activity from Wednesday to Saturday, to make it more convenient for working women. We have a wonderful and amazing group of volunteer teachers like **Grace Gao, Doris Chung and Peggy**; they are motivated and passionate about sharing their knowledge with others.

We promote RWRC programs to all our participants so that they are aware of the services available and make use of it. The Ivy program has grown with women of different cultures participating and enjoying the exercise and dance. All participants feel that the program has helped them to keep fit, relax and at the same time have fun.

Vicky Sun

Program Statistics:

Number of Participants:

482

Sessions per month: 4

Volunteer Facilitator:

Vicky Sun



Hot Ink Creative Writing For Teens

Program Statistics:

Number of Participants:

294

Sessions per month: 4

Facilitator:

Caroline Dyck

We started the year strong, with over 40 girls signed up, and 25 attending. This number eventually stabilized at a small but diverse core group of girls. Ranging from grades 8-11, they included differing skill levels and challenges. We had girls at a variety of ESL levels, girls with learning disabilities, and girls who were highly verbose and advanced learners. Many of the girls were aware of their capabilities in regards to grammar and spelling, and were both overly critical of their own work, and afraid to share it with their peers. The girls expressed that they preferred the smaller group size, as it was less intimidating to share their writing. Their talents have truly blossomed throughout the year as some of these shy writers have begun to come out of their shells.

Throughout the year, we had a number of special guests and activities:

- Author Mark Thorburn ran a workshop on writing non-fiction and generously donated copies of his books so that each girl would go home with one.
- Local magician Joseph Daniels gave a talk on misdirection and red herrings in writing. He also performed feats of magic which amazed and astounded us. The girls loved him so much they requested that he come to our year end magazine launch.
- We studied the practical differences between genres: poetry, fiction, graphic novel, script writing, comedy, suspense, sci-fi, fantasy, and non-fiction.
- The girls created book spine poetry at the school library where each "spine" was a line in a poem. This was one of their favourite sessions this year.
- We played with substances and examined bizarre objects and wrote about the experiences.
- We re-captioned storybooks, creating new stories to go with the pictures.

We also wrote our own comics, tried out fountain pens, participated in literary group and individual exercises, and challenged ourselves by writing from different perspectives. It was a "hot" year for Hot Ink.

Care Dyck

Work Ready

The Work Ready Program has now been in existence since September 2008, and is growing in popularity as an increasingly larger number of women have participated in the Program.

At the end of March 2014, we will have completed 17 sessions and, although our mandate is to train a minimum of 18 participants per year, this year we will have trained 19. Over the past six years, the level of education and experience of our participants has continuously risen, and consequently more women are finding suitable employment after completing the Program and sometimes even before completion.

Our sponsoring body, Vancity, offers a 2-hour presentation to each group providing information about Basic Banking and Budgeting, which is always well received and appreciated.

This year, the Canadian Federation of University Women (CFUW) has contributed a \$500.00 educational scholarship which has been awarded to a participant in our sixteenth session who has applied to take an accounting course. We also have an arrangement with Dress for Success who willingly provides business clothes free of charge.

We have received the volunteer assistance of a career coach, Deborah Turner, this year in the area of Job Search Skills.

I will soon be entering into my seventh year in this position which gives me a great deal of personal satisfaction.

Sarah Ross

Program Statistics:

Number of Participants:

6/session

Sessions per year 3

Facilitator:

Sarah Ross



Peer Support

Program Statistics:
 Individual appointments: 8
 Relaxation workshop: 15
 Heart and stroke: 4
 Laughing yoga: 15
 Self defense workshop: 9

Facilitator:
 Anna Marie Parayano

Significant achievements:

- This year the peer support program has provided support for 51 women through individual appointments and workshops.
- In a single appointment, clients were able to open up about their emotions, current issues or conflicts they are going through, as well as talk about their lived experiences. Many come away with a better idea of what their next steps are in resolving their issues, as well as feeling that their experiences and emotions have been validated. Having someone to listen and help them getting their story out can be an empowering experience.
- The program has also organized four workshops this year. These workshops are organized with the intention of improving women's well-being. Pamela Patterson facilitated a Laughing Yoga workshop and a Relaxation yoga workshop. Each yoga workshop was attended by 15 participants. Anna Marie Parayno facilitated a workshop on Heart and Stroke, with 4 people in attendance. The latest workshop was a Women's Self Defense class with Michael Sirota, attended by 9 participants who heard about the workshop via the RWRC (out of a total of 42 women who attended). Clients have spoken of their appreciation of being able to take home what they learn from these workshops and would like to see more like them. Clients have also mentioned interest in having a general women's support group through the peer support program, where women can meet and discuss any topic of interest through open discussion. Another workshop that the program hopes to organize in the future is an Assertiveness workshop. Suggestions for future workshops are always welcome.

Anna Marie Parayano

French Speaking Support Group

The French group continues to meet every Wednesday at the Dining Terrace, Richmond Central Mall. They exchange information on the coming events of the French group, the Women's Centre and the community.

Six women came to celebrate International Women's Day with the Women's Centre and also enjoyed the Zumba class at the winter get-together.

Marielle took part in an interview on CBC for one hour on International Women's Day on the work of the Women's Centre. Marielle assisted at a conference on the New Family Law put on by the French Law Association.

On December 6th 2013, CBC TV came to the Women's Centre to film the ceremony of the Montreal massacre. It was showed twice on that day.

The women support each other and go in groups to the events in French in the Vancouver area. All women are welcomed to join us.

Marielle Demorest

Program Statistics:

Number of Participants:

359

Sessions per month: 4

Facilitator:

Marielle Demorest

Movie Night

Program Statistics:

Participants: 133

Sessions per month: 1

Volunteer Facilitators:

Gail Thompson, Clare Yow,
Kathy Kent, Sara B,
Kathy Zhang, Mary Miller

Movie Night was initiated in October of 2010, born out of a strong desire for a feminist-centered forum. Since then we have screened many documentaries and fictional movies illustrating women's issues and conditions in many countries.

Our events are free and open to all women. We provide popcorn and other light refreshments, good company, interesting movies and animated discussions. Donations are collected to help off-set our expenses and to help fund special events and celebrations.

Thank yous go out to: **Penny Menezes**, for all her support and organizational expertise; **RWRC**, for consistently spreading the word;

Mary Miller, an ardent supporter and provider of ongoing assistance; **Kathy Zhang**, who has responded to our cries for "help" whenever technical support was needed; and members of our core group of participants for their help in greeting new attendees and ensuring smooth running of our event. *Many hands make for light work*, as the saying goes.

Movie Night has managed to survive the coming and going of many key people (firstly Parvaneh Farajollahi and then Sara Baghbannezhad). We survive because the core group is really a team of like-minded, dedicated people. After Sara left for India, one of the key people to step up to take on more responsibility, was Clare who now produces all our posters, contributes greatly to choosing movies and takes care of technical aspects of the screenings. She also helps with the set-up and clean up.

Although she will continue to help out when possible, Gail will be stepping down from her role as co-coordinator in June. Enormous gratitude to Gail for her thoughtful leadership and brilliant facilitation of the post-screening conversations. Clare will continue to coordinate and contribute her support to the running of this monthly event. If you are interested in providing regular, ongoing assistance to Movie Night, please touch base with the office.

These movies and discussions have offered a casual way to learn more about one another including our countries of origin, our experiences and beliefs. This in turn has led to deepening respect, intercultural understanding and friendships among us. We hope that Movie Night continues to offer insight and stimulating conversation around women's issues in the years to come.

Gail Thompson & Clare Yow



Bread and Roses Book Club

RWRC's Book Club met in Rm 110 in Oct., Dec., Feb. and Apr. Our last session until next October will be on June 12, 2014. (Book pickup May 15 at Movie Night or in the office after that date.)

Around eight of us gathered each time to discuss plot, style, issues presented and how some of them related to our own lives. Books varied:

Oct. – CLARA CALLAN by Richard Wright (Cdn) starts out in small town Ontario and moves on to letter exchanges between two sisters and assorted friends and lovers from 1934 to 1939. Family dynamics, social mores, life-changing experiences.

Dec. - BLUE SHOES AND HAPPINESS by Alexander Smith is one of the No1 Ladies' Detective Agency series. It takes place in Botswana, Africa – witchcraft, pilfering, bad advice and gentle resolutions, along with a sense of the area and the people.

Feb. – a First novel by young Vancouver writer Gurjinder Basran. In EVERYTHING WAS GOODBYE, strong-willed, educated, young Indo-Canadian Meena tries to balance her mother's traditional family values, traditions and expectations with "real life". Most first generation children from immigrant families experience some of the problems as the novel moves through romance, passion and tragedy.

Apr. – LATE NIGHTS ON AIR, an award-winning book by Cdn Elizabeth Hay, Takes us to the mid-70s small town(then) of Yellowknife, the list of characters involved in the VERY local CBC radio station there, social challenges, news presentations in small communities, First Nation and Inuit concerns, The Berger pipeline Inquiry, and triumph tragedy on the tundra.

Enjoyable evenings of discussion and camaraderie – thanks to all who participate and to Clare Yow for the PR notices.

Kathy Kent

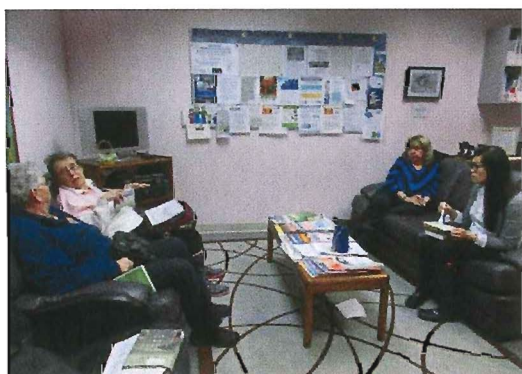
Program Statistics:

Number of Participants: 23

Book Club Coordinators:

Kathy Kent

Sara B



Remember Our Sisters Everywhere

Remember Our Sisters Everywhere is a community - online and on the ground - dedicated to the prevention of violence against women: www.rememberoursisterseverywhere.com

ROSE has wonderful volunteers and is currently looking for more. ROSE volunteers overlap with the Women's Monument Committee and last year formed the Women's Monument Action Committee. For almost two years we struggled to persuade the Vancouver Park Board to change their minds about adding the Irish Monument to Thornton Park and siting it 100 feet from Marker of Change, the Women's Monument.

We have had a special year holding events at Marker of Change and having a practicum student join the group and participate in ROSE and the actions taking place at the site, and with Women Transforming Cities (WTC), an initiative to make cities more livable for women and girls.

At Marker of Change, we have protested the murder of local women by veiling benches in black cloth and naming women as an act of remembrance and a way to bring attention to the on-going tragic loss of women and children to violence.

December 6th 2013 we held a public event at the site with a Native Elder giving an opening prayer followed by inspiring speakers, music and ceremony.

February 19th we held a public event working with WTC about the importance of dedicating public space to address the on-going violence against women and girls. We discussed preserving Thornton Park as a place to organize and create a better world. Amazingly, that evening we were able to announce that the Park Board changed its mind, and Marker of Change will remain the sole monument in the park! Special thanks to jil weaving and the Park Board management and elected Commissioners for acknowledging the park was best preserved as is.

Certain issues have been featured on the website this year, for example, the call for a public inquiry into the high numbers of Aboriginal women murdered and missing, and discussion around the possible implementation of the Nordic Model to address prostitution/sex trade in Canada.

We are presently gearing up for December 6th 2014 because it is the 25th anniversary of the Montreal massacre. Artist Margaret Dragu will be performing at Marker of Change a piece about how the education of girls can change the world. This is a tribute to Malala Yousafzai, the 16 year old Pakistani girl shot by the Taliban for promoting the education of girls.

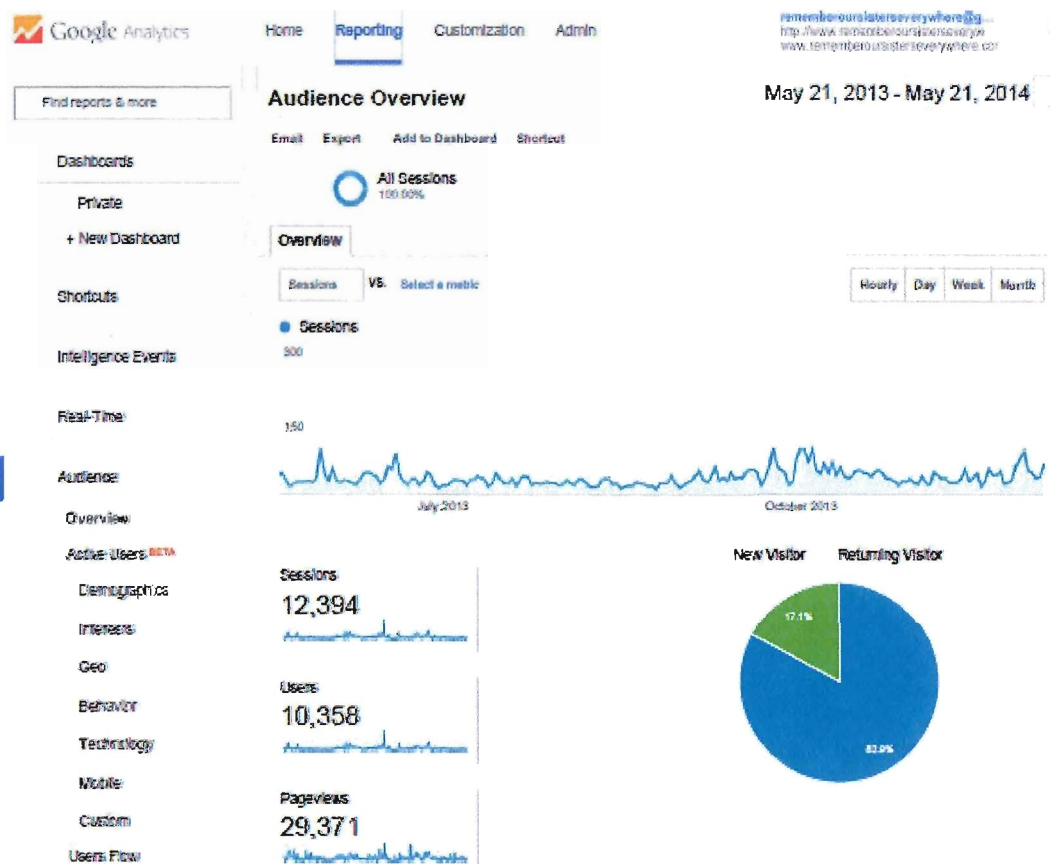
ROSE is deeply grateful for RWRC's interest and support. Thank you.

In Sisterhood,

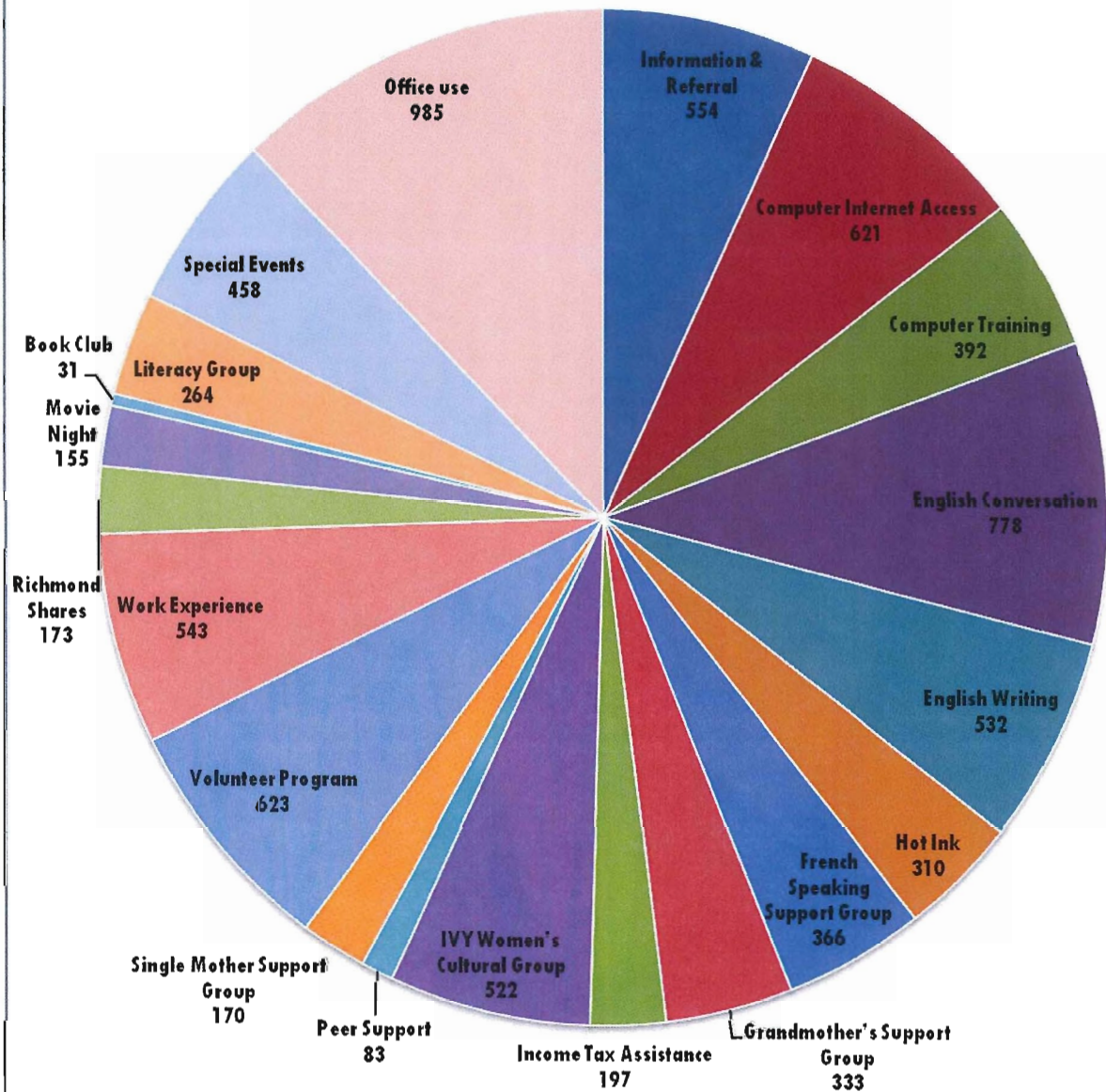
Chris McDowell

Attached: PDF of Google Analytics for 1 year, May 2013 to May 2014

Remember Our Sisters Everywhere: Google Analytics



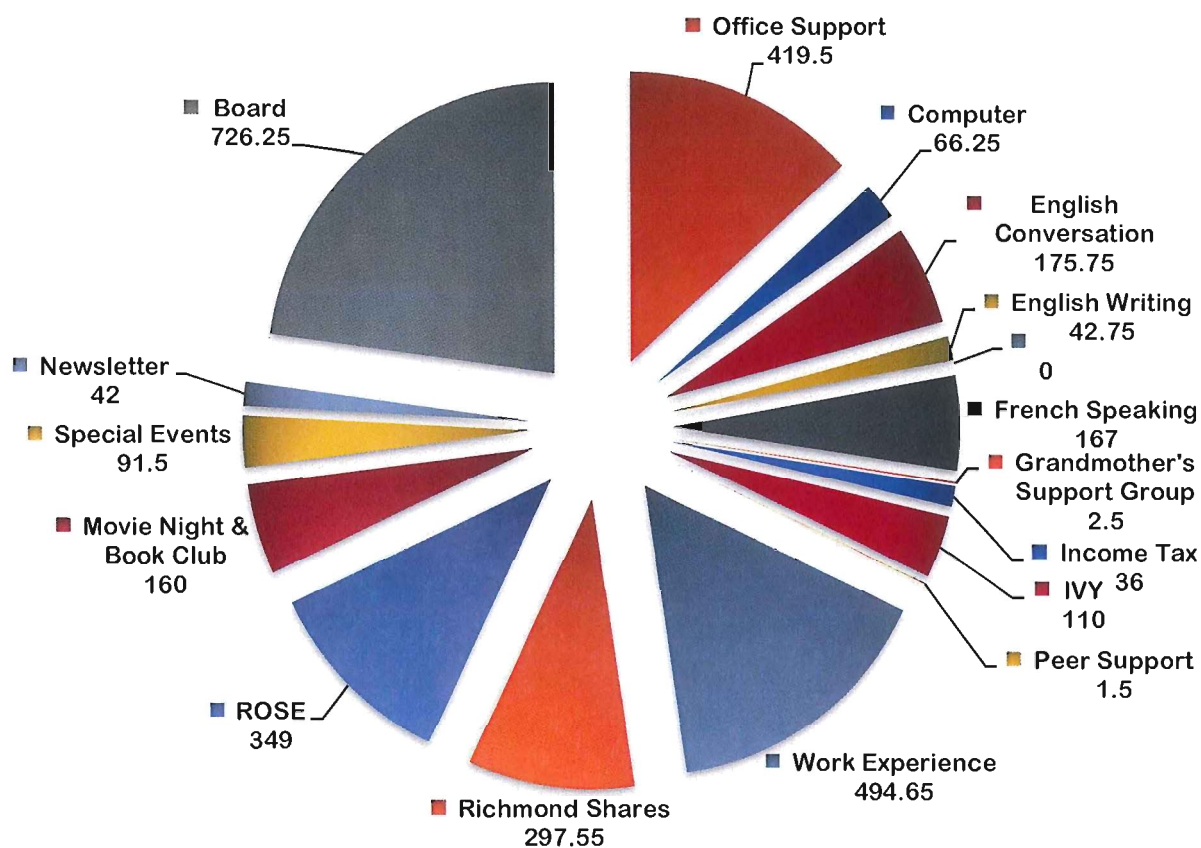
Program Statistics: April 2013 to March 2014



Total: 8090 persons used our services

Volunteer Hours

April 2013 to March 2014



Total Volunteer Hours: 3,182.2

THANK YOU! VOLUNTEERS

During 2013-2014 fiscal year, we had the privilege of working with over 75 amazing volunteers. They have added a vibrant and diverse atmosphere to the Richmond Women's Resource Centre. We would like to thank each and every one of them personally for their enthusiasm and support of the women in their community. Without them, this centre would not be the same.

**RICHMOND WOMEN'S RESOURCE
CENTRE ASSOCIATION**

Financial Statements

As at March 31, 2014

REVIEW ENGAGEMENT REPORT

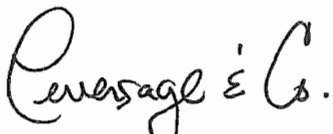
To the Members of:
Richmond Women's Resource Centre Association

I have reviewed the statement of financial position of Richmond Women's Resource Centre Association as at March 31, 2014 and the statements of changes in net assets, receipts and disbursements and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the Association.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accounting principles for not-for-profit organizations.

Richmond, B. C.
May 26, 2014


CHARTERED ACCOUNTANT

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION


Statement of Financial Position

As at March 31, 2014

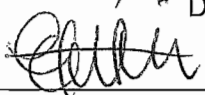
(Unaudited)

	2014	2013
Assets		
Current		
Cash - Unrestricted	\$ 23,134	\$ 23,489
Accounts Receivable	595	1,511
Prepaid Expense	<u>1,020</u>	<u>1,030</u>
	<u>24,749</u>	<u>26,030</u>
Cash – Externally Restricted (Note 2)	<u>54,759</u>	<u>60,899</u>
Equipment		
Office Equipment (Note 2)	31,097	31,097
Accumulated Amortization	<u>29,185</u>	<u>28,948</u>
	<u>1,912</u>	<u>2,149</u>
	<u>\$ 81,420</u>	<u>\$ 89,078</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable and Accrued Liabilities	\$ 1,690	\$ 1,701
Deferred Contributions (Note 3)	<u>67,259</u>	<u>60,899</u>
	<u>68,949</u>	<u>62,600</u>
Commitment (Note 5)		
Net Assets	<u>12,471</u>	<u>26,478</u>
	<u>\$ 81,420</u>	<u>\$ 89,078</u>

Approved by the Board of Directors:



Director



Director

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Statement of Changes in Net Assets

For the Year Ended March 31, 2014

(Unaudited)

	2014	2013
Net Assets, Beginning of Year	\$ 26,478	\$ 32,581
Disbursements in Excess Receipts for the Year	(13,188)	(5,703)
Transfer of Funds to Richmond Community Foundation Endowment Fund (Note 4)	<u>(819)</u>	<u>(400)</u>
Net Assets, End of Year	\$ <u>12,471</u>	\$ <u>26,478</u>

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Statement of Receipts and Disbursements

For the Year Ended March 31, 2014

(Unaudited)

	2014	2013
Receipts		
Grants - Gaming	\$ 50,015	\$ 47,900
- City of Richmond	15,300	15,000
- Work Ready Program	9,718	20,178
- Other	<u>19,282</u>	<u>35,842</u>
Total Grants	94,315	118,920
Donations	10,772	10,436
Donations - In Kind Labour - Governance	2,915	3,420
Donations - In Kind Labour - Volunteers	28,607	28,895
Fundraising	5,375	4,166
Memberships	3,660	2,590
Interest	293	300
Expense Recovery	<u>1,570</u>	<u>619</u>
	<u>147,507</u>	<u>169,346</u>
Disbursements		
Accounting and Legal	4,670	4,458
Advertising and Promotion	2,332	2,556
Amortization	237	237
Bank Charges/Credit Card Commissions	331	333
In Kind Labour - Governance	2,915	3,420
In Kind Labour - Volunteers	28,607	28,895
Insurance	1,765	1,772
Internet	1,046	949
Meetings/Conferences/Seminars	258	585
Office	5,771	5,167
Program/Resource Materials	17,526	31,270
Rent	12,572	12,942
Telephone	828	806
Travel/Parking	65	238
Volunteer Recognition	649	1,043
Wages, Contracts and Benefits	<u>81,123</u>	<u>80,378</u>
	<u>160,695</u>	<u>175,049</u>
Disbursements in Excess of Receipts		
For the Year	\$ <u>(13,188)</u>	\$ <u>(5,703)</u>

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Statement of Cash Flows

For the Year Ended March 31, 2014

(Unaudited)

	2014	2013
Operating Activities		
Disbursements in Excess of Receipts for the Year	\$ (13,188)	\$ (5,703)
Items Not Involving Cash:		
Amortization	<u>237</u>	<u>237</u>
	(12,951)	(5,466)
Cash Provided by Changes in Non-Cash Working Capital Items:		
Accounts Receivable	916	53
Prepaid Expenses	10	44
Accounts Payable and Accrued Liabilities	(11)	(356)
Deferred Contributions	<u>6,360</u>	<u>(14,091)</u>
Cash Provided by Operations	<u>(5,676)</u>	<u>(19,816)</u>
Investing Activities		
Decrease in Restricted Cash	6,140	14,091
Funds Transferred to Richmond Community Foundation	<u>(819)</u>	<u>(400)</u>
	<u>5,321</u>	<u>13,691</u>
Decrease in Unrestricted Cash During Year	(355)	(6,125)
Unrestricted Cash, Beginning of Year	<u>23,489</u>	<u>29,614</u>
Unrestricted Cash, End of Year	\$ <u>23,134</u>	\$ <u>23,489</u>

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Notes to Financial Statements

March 31, 2014

(Unaudited)

1. Nature of the Association

The Richmond Women's Resource Centre Association is a non-profit, volunteer organization founded in 1976. The Association is a registered Charity.

The Association provides a Women's Resource Centre at the Caring Place, Richmond, B.C.

The mission of the Association is to provide a supportive environment in which all women are encouraged and enabled to achieve their fullest potential.

2. Significant Accounting Policies

Accounting Standards

Richmond Women's Resource Centre Association reports on an accrual basis in accordance with Canadian accounting standards for not-for-profit organizations.

Cash – Externally Restricted

Externally restricted cash is cash contributed to the Association by funders with the stipulation that it be used for a specific purpose. Restricted cash is not available for general operations.

Equipment and Amortization

Equipment is stated at cost. Amortization is calculated at a rate established to write off the cost of the assets on a straight line basis over their estimated useful life at the following rate:

Office Equipment	8% per annum
------------------	--------------

Equipment acquired with Gaming funds is expensed in the year acquired.

Donations in Kind and Volunteer Labour

The Association records donations in kind at estimated fair market value. General volunteer labour is recorded as a donation and expense at a hourly rate of \$10 and professional labour is recorded at an hourly rate of \$25.

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Notes to Financial Statements

March 31, 2014

(Unaudited)

2. Significant Accounting Policies (continued)

Program Funding

The Association receives various grants during the year. The Grant Agreements provide for various conditions on the use of these funds.

The Community Gaming Grant provided by the Province of BC's Gaming Policy and Enforcement Branch is restricted to expenditure in eleven different program areas.

Work Ready Program funding is provided by the Province of BC Gaming Policy and Enforcement Branch and VanCity Credit Union's Community Project Grant. The program's goal is to provide immigrant women with basic skill which will boost their confidence in the Canadian job market and help them find employment.

ROSE(Remember Our Sisters Everywhere) Program funding is provided by the ROSE Project Steering Committee. The program's goal is to work towards preventing violence against women.

Family Financial Program funding is provided by Decoda Literacy Solution's Raise-A-Reader Fund. The goal of the program is to provide financial literacy and cultural awareness to newcomers.

These funds are externally restricted as they may only be used for eligible costs essential to the delivery of the approved programs.

Revenue Recognition

The Association uses the deferral method of accounting for contributions. Restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Use of Estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles, applicable to not-for-profit organizations, requires

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Notes to Financial Statements

March 31, 2014

(Unaudited)

Use of Estimates (continued)

management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of income and expense during the reporting period. Actual results could differ from those estimates.

3. Deferred Contributions

	2014	2013
Gaming Community Grant	\$ 50,000	\$ 49,895
Work Ready Program	10,630	8,148
ROSE Program	1,561	1,988
Family Financial Program	5,068	-
Richmond Shares Program	-	112
Womens' Shelter Program	-	314
Let's Read Together Program	-	442
	<u>\$ 67,259</u>	<u>\$ 60,899</u>

Deferred contributions represent externally restricted contributions from funders which are unexpended at the fiscal year end of the Association. These deferred contributions will be recorded as revenue in the following year as the requirements of the funders are met.

See Note 2 Program Funding for the purposes of the contributions.

4. Transfer of Funds to Richmond Community Foundation Endowment Fund

During the year, the Association received \$819 (\$400 in 2013) from the Richmond Community Foundation (RCF) from the Association's Endowment Fund. The amount of income to be distributed to the Association is determined annually by RCF in accordance with RCF policy relating to the long-term preservation of capital within funds under its management.

The funds received from RCF were reinvested in the Endowment Fund.

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Notes to Financial Statements

March 31, 2014

(Unaudited)

5. Commitment

The Association leases offices at the Caring Place in Richmond, B.C. for a two year term expiring August 31, 2015.

The lease rate, under the terms of the lease, is calculated to cover the Association's share of the operating costs of the Caring Place. The Board of the Caring Place reviews the operating costs of the Caring Place and the lease rate annually.

The Association's monthly lease payment for the lease term September 1, 2013 to August 31, 2014 is \$1,022.14 plus GST.

Monthly lease payments for the lease term September 1, 2014 to August 31, 2015 are projected to be \$1,051.68 plus GST.

6. Financial Instruments

The Association's financial instruments consist of cash, accounts receivable, prepaid expense, accounts payable, accrued liabilities and deferred contributions. The carrying values of these financial instruments approximate their respective fair values.

The Association is not exposed to foreign currency risk as all transactions are in Canadian funds. In the opinion of management, the Association is not exposed to significant interest rate or credit risk arising from its financial instruments.

7. Comparative Figures

Certain of the comparative figures for the prior year have been restated to conform to current financial statement presentation.

Cash, deferred contributions, receipts and disbursements of the Literacy Steward Program and the Community Adult Literacy Program have been removed from the comparative figures for the Association's Statement of Financial Position and Statement of Receipts and Disbursements for the Year.

RICHMOND WOMEN'S RESOURCE CENTRE ASSOCIATION

Notes to Financial Statements

March 31, 2014

(Unaudited)

7. Comparative Figures (continued)

The Literacy Steward Program and the Community Adult Literacy Program are programs of other organizations and therefore, the cash, deferred contributions, receipts and disbursements of these programs are not assets, deferred revenue, receipts and disbursements of the Association. The Association receives an administration fee for administering these programs.

The restatement of the comparative figures has not changed the amount of net assets of the Association or the disbursements in excess of receipts for the current or prior year.



City of Richmond

Report to Committee

To: General Purposes **Date:** March 18, 2015
From: Cathryn Volkering Carlile **File:** 01-0155-04-01/2015-
General Manager, Community Services Vol 01
Re: Richmond Public Library Steveston Branch Short Term Options

Staff Recommendation

That the staff report titled, "Richmond Public Library Steveston Branch Short Term Options", dated March 18, 2015, from the General Manager, Community Services be received for information.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att: 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Project Development	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO (ACTING)

Staff Report

Origin

At the May 6, 2014 Planning Committee meeting, staff were requested to review “potential sites for the expansion of the Steveston Library.” On September 24, 2014 at the Parks, Recreation and Cultural Services Committee meeting, the following referral was given to staff to examine:

(1) That the space issue in the Steveston Community Centre and/or replacement of the Steveston Community Centre, including development partnerships (e.g. Vancouver Coastal Health, the Buddhist Church, etc.), other City property, or other options and report back to Committee within 12 months; and

(2) That short term options for the relocation of the Steveston Library and report back to Committee within six months.

The purpose of this report is to respond to Part 2 of the September 24th referral. Staff will report back to Committee on the May 6th and September 24th referrals regarding options for library expansion and long term options for the Steveston Community Centre, by year end 2015.

Background

In September 2014, the Steveston Community Society delegated at the Parks, Recreation and Cultural Services Committee meeting on the urgent need for programmable space within the Steveston Community Centre and the constraints of the fitness area (Attachment 1). As a result, staff were instructed to examine potential short term options for the relocation of the Steveston Branch Library.

The Steveston Library has been located within Steveston Community Centre since the facility's renovation in 1988 with 4,000 ft² of programmable space. While the population in the Steveston area has grown significantly since that time, dedicated library space has not expanded and, as well, the current fitness centre within the community centre is not able to meet the growing demand for health and wellness services.

According to feedback from the Richmond Public Library Strategic and Long Range Plan 2014-2018 public consultation process, current library users are satisfied with the number of branches and their locations but they wish to see expansion in size, particularly the Steveston Library, which is identified as first priority for library expansion.

For the purpose of this report, staff have defined short term as being under 10 years and medium term as 10-20 years and approximately 12,000+ ft² to be a feasible size to consider for relocation of the library. The Library Board has confirmed that a viable library program could be offered with this size of space.

Analysis

To evaluate options, staff have developed criteria such as space, term length, accessibility, timing to relocate, purchase/lease options, Operating and Capital costs to analyze the relocation of the Steveston Branch Library.

The following four options have been reviewed:

1. Co-located with the Steveston Community Centre (Status Quo)
2. Imperial Landing – Building 5 (4280 Bayview Street)
3. Portable structure on Steveston Park
4. Commercial space in Steveston Village

Option 1 – Co-located with the Steveston Community Centre (Status Quo)

Continuing to locate the Library in the community centre would allow the cooperative relationship between the City, the Steveston Community Society and the Library to continue, and the Capital and Operating budgets would remain the same. This option will have no financial impact. While potentially not satisfactory to the Community Society, it would leave the replacement option to be studied in the upcoming facility replacement process. The short term impact is that the Library wouldn't be able to respond to the needs of changing library services in its current location nor would it allow the Society to expand the fitness centre to address growing community demand. Given the direction staff have received to come back with options to replace the Steveston Community Centre, and Council reviewing its building priorities in 2015, this status quo option may be short term. The replacement of a major community facility could take up to five years depending on approvals, funding, planning and construction cycles.

Option 2 – Imperial Landing (4280 Bayview Street)

Relocating the Library to the Imperial Landing site with approximately 12,000 ft² of programmable space would provide a possible 20 year solution for the Library by meeting community needs while addressing growing trends, relieving pressure on the Brighthouse (main) branch, and allowing the community centre to improve service delivery by expanding the fitness centre. Relocating the Library would change the patterns of use for current patrons. There would be a capital cost of \$3,715,000.

The lease rate information, provided by the developer to the City at the May 6, 2014 Planning Committee meeting, was based on a proposed amenity package that the developer put forth as part of a rezoning application for the site (RZ 13-633927). Council referred the application back to staff to further negotiate an enhanced amenity package with the developer and to clarify the full range of lease costs should City space in the development be included in any revised amenity proposal. Since that time, staff have not received any new information from the developer.

Should a potential City lease in the development continue to be proposed by the developer, this information would be brought forward to Council for consideration as part of a staff report on the rezoning application. For the purpose of this report, based on the lease rates presented on May 6,

2014, the Library's Operating budget would increase to \$1,096,025 for Years 1-5 with further increases in lease rates in term increments Years 6-10, Years 11-15 and Years 16-20.

Facility improvements to expand the community centre's fitness centre would also require Capital budget expenditures in the future.

Option 3 – Portable Structure (Steveston Park)

Locating the Library in a 13,000 ft² portable structure in Steveston Park, east of the Community Policing Station, would allow for expanded branch services that would provide a possible 15 year solution. It is anticipated that an increase in the Library's operating costs would be similar to Option 2, however, capital costs would be significantly higher at \$4,530,000 for the purchase of the portable and tenant improvements.

Placement of the portable would result in a decrease of park space on the property for the 15 year period. The lifespan of the portable is estimated to be only 15 years without significant capital investment. A lease option for the portable was explored and is not considered financially viable. With this option, the Community Centre would be able to pursue facility improvements to meet growing community demand for an expanded fitness centre. A Capital expenditure would be required in the future for these improvements.

Option 4 – Commercial Option

There may be opportunities for a property purchase at market value or investor purchase (with an option to lease) of commercial property in Steveston Village. However, acquiring more than 10,000 ft² of programmable space is a challenge and doesn't meet the threshold of 12,000 ft². This option is not considered viable.

The proposed options are reviewed with the following criteria:

Location	Current Location Steveston CC (Option 1)	Imperial Landing 4280 Bayview Street (Option 2)	Portable Structure Steveston Park (Option 3)	Commercial Option (Option 4)
Term Length	Short	Medium	Medium	Medium if leased
Co-locate	Yes	No	No	No
Programmable library space	4,000 ft ²	≈12,000 ft ²	≈13,000 ft ²	≈10,000 ft ²
Building Levels	One, street level	One, street level	One, street level	Two, street & 2nd flr
Common Area Space (e.g. washrooms, lobby, outdoor plaza)	Use of common areas & washrooms	Outdoor plaza only	Community centre park	N/A
Meets Parking Requirements	Yes	Yes	Yes	Yes
Accessibility	On bus route	Bus route - one block	On bus route	Bus route - one block
Own/Lease	Own	Lease	Own	Own/Lease
Library & Exhibit Rezoning Required	No	Yes	No	Potentially
Construction Timing	Now	*≈24 months	≈24 months	≈24 months

*Subject to discussions with the property owner.

Costs associated with the proposed options:

Location	Current Location Steveston CC (Option 1)	Imperial Landing 4280 Bayview Street (Option 2)	Portable Structure Steveston Park (Option 3)	Commercial Option (Option 4)
Base Library Operating Costs (utilities, staffing, janitorial, collections)	\$646,200 (Status quo)	\$752,800 (\$106,600 increase)	\$752,800 (\$106,600 increase)	\$934,800 (Potential \$288,600 increase if two floors)
≈Capital Costs (tenant improvements, shelving, moving, FFE's)	N/A	\$3,655,000	\$4,520,000	\$3,775,000
Fibre Optic Cabling	Yes	\$60,000	\$10,000	\$55,000
Common Area Fees Per Annum	N/A	≈\$120,000	N/A	N/A
Purchase cost/Annual Lease Rates	N/A	*Lease \$223,225 (Years 1-5)	Purchase included in Capital costs	Purchase: Market Value Lease rates currently unknown.
Total Library Operating Costs (per Annum)	\$646,200 (Status Quo)	\$1,096,025	\$752,800	\$934,800 Lease rate not included
Total Capital Costs (Includes Fibre Optic Cabling)	N/A	*\$3,715,000	\$4,530,000	Market Value + \$3,830,000 (purchase option) \$3,830,000 (lease option)
Community Centre Capital Expenditures	No	Yes	Yes	Yes

*Option 2 - Lease rates to increase in term increments Years 6-10, Years 11-15, Years 16-20. Lease information was based on information presented to Council as part of RZ-13633927. Capital Costs include Collections.

Staff consider the relocation of the library to be a significant financial investment for anything under 10 years. Based on the current information available, staff conclude that the Steveston Branch Library remain in its current location (Option 1) and that the library be included in the future staff report regarding the space issue and/or replacement of the Steveston Community Centre, which will be presented to Parks, Recreation and Cultural Services Committee later in the year.

However, if new information or other opportunities become available through the rezoning of the Onni site or through a commercial venture in Steveston, relocation of the Steveston Branch Library could be re-examined.

The Steveston Community Centre is coming to the end of its lifespan and timing for its replacement needs to be considered in the new Community Services Facilities Strategic Plan Update. Continuing to co-locate the library with the community centre in the future is considered highly desirable and beneficial to both parties and to the community and will be taken into account as the City examines its facility needs and options for replacement of the community centre, which will include 4320 Moncton Street, a City-owned site located adjacent to the current community centre, as an option for consideration.

Financial Implications

There are still many specific questions about the three stand-alone options for the Library that would need to be carefully reviewed such as operating costs, parking, servicing, tenant improvements, purchase cost and/or additional charges and lease terms in order to completely refine the estimated costs for each option.

Improvements to the existing Community Centre would also incur increased Capital costs for the City. These costs have not been determined at this time and would be outlined in future staff reports.

Financial Impact

There is no financial impact by receiving the short term options for the Steveston Library Branch for information.

Conclusion

In response to the Parks, Recreation and Cultural Services Committee's referral, staff have reviewed the short term options for relocating the Steveston Branch of the Richmond Public Library and conclude that it should remain in its current location. Staff will include the Library in the future report regarding the space issue and/or replacement of the Steveston Community Centre, which will be presented to the Parks, Recreation and Cultural Services Committee by year end 2015.

Population in the Steveston area has grown significantly over the past ten years resulting in an increased demand for services and for space in both the Community Centre and the Library. Continuing to co-locate the Library with the Community Centre in the future is considered desirable and beneficial to both parties and to the community.

Staff will keep the Library Board and the Community Centre Society informed as staff review the replacement of Steveston Community Centre and Library as directed by Council in 2014.



Kim Somerville
Manager, Arts Services
(604-247-4671)

KS:ks

Att: 1: Letter from the Steveston Community Society dated Sept 2, 2014



Home of the Steveston Salmon Festival

Canada's biggest little birthday party since 1945.

Steveston Farmers & Artisans Market

Make It – Bake It – Grow It – Catch It

02 September 2014

Councillor Harold Steves, Chair
Parks, Recreation and Cultural Services Committee
City of Richmond
6911 Road No. 3 Road
Richmond, BC V6Y 2C1

Re: Steveston Community Centre Space Needs

Dear Councillor Steves;

Over the past several months, there has been numerous discussions and opinions offered in the local newspapers and from other sources about the possibility of relocating the Steveston library to another site in Steveston.

Our Board is concerned that we have not been privy to these discussions or been asked officially for our position on this matter. For the record, my Board has directed me to present our position on this issue for your information and consideration.

The Board of the Steveston Community Society wish to advise City Council of our desperate need for additional space in the community centre. Currently, our greatest need is for space for our fitness programs. Our existing space is very limited and to be able to compete with other programs such as those offered by the Richmond Oval and other community centres, we need to expand and improve our facilities.

We are cognizant of the fact that with the new buildings proposed for Minoru Park, a new community centre in Steveston is a low priority in the City's capital works program. The only option available to us is to re-purpose our existing space.

Based on this need, my Board supports the relocation of the existing Steveston library to another location within the Steveston boundary.

My Board also points out the need for sufficient City funding to renovate the existing library space if the current library is relocated to another site.

If discussions regarding the possible relocation of the Steveston library progresses further, we appreciate being apprised of any new developments and being included in these discussions whenever possible.

Yours truly,

Beth Ovenden
President
Steveston Community Society

Cc: Steve Baker, Area Coordinator, Steveston Community Centre