



**Parks, Recreation and Cultural Services Committee
Electronic Meeting**

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

**Tuesday, June 28, 2022
4:00 p.m.**

Pg. # ITEM

MINUTES

PRCS-3 *Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on May 25, 2022.*



NEXT COMMITTEE MEETING DATE

July 20, 2022, (tentative date) at 4:00 p.m. in Council Chambers.

COMMUNITY SERVICES DIVISION

- 1. 2022 ENVIRONMENTAL ENHANCEMENT GRANT PROGRAM - SECOND INTAKE**

(File Ref. No. 03-1085-01) (REDMS No. 6905434)

PRCS-8

See Page PRCS-8 for full report

Designated Speaker: Magnus Sinclair

STAFF RECOMMENDATION

- (1) *That the second round of 2022 Environmental Enhancement Grants be awarded for the total recommended amount of \$4,900 as identified in Attachment 1 of the staff report titled “2022 Environmental Enhancement Grant Program – Second Intake” dated May 30, 2022, from the Director, Parks Services; and*
- (2) *That the grant funds be disbursed accordingly.*

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2. **MENSTRUAL EQUITY INITIATIVE UPDATE**

(File Ref. No. 11-7000-01) (REDMS No. 6896811)

PRCS-37

See Page **PRCS-37** for full report

Designated Speaker: Renata Turick

STAFF RECOMMENDATION

- (1) *That the Menstrual Equity Initiative be continued as outlined in the staff report titled “Menstrual Equity Initiative Update” dated May 27, 2022, from the Director, Recreation and Sport Services, and the Director, Community Social Development; and*
- (2) *That the City join the United Way’s Period Promise Campaign by signing on to the Period Promise Policy Agreement.*

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3. **MANAGER’S REPORT**

ADJOURNMENT

☐



Parks, Recreation and Cultural Services Committee

Date: Wednesday, May 25, 2022

Place: Council Chambers
Richmond City Hall

Present: Councillor Harold Steves, Chair (by teleconference)
Councillor Chak Au
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Michael Wolfe (by teleconference)

Also Present: Councillor Carol Day
Councillor Andy Hobbs
Councillor Alexa Loo

Call to Order: The Chair called the meeting to order at 4:52 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on April 26, 2022, be adopted as circulated.

CARRIED

DELEGATIONS

1. (1) Dr. Michael Bomford, Chair, Department of Sustainable Agriculture, Kwantlen Polytechnic University (KPU), was in attendance to briefly review the KPU Research and Teaching Farm 2021 Annual Report.

A PowerPoint presentation was given (copy on file) to briefly summarize 2021 activities and provide images/outline of land utilization of the KPU Farm at the Garden City Lands.

It was noted that the farm was certified organic April 1, 2021 and produced 18 tons of certified organic produce.

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It was moved and seconded

That the KPU Farm at the Garden City Lands 2021 Annual Report be received.

CARRIED

- (2) Brent Elliott, Director, Planning and Sustainability, Kwantlen Polytechnic University (KPU), was in attendance to speak to the proposed KPU Barn at Garden City Lands.

A PowerPoint presentation was given (copy on file) providing an overview of the proposed upgrades to the KPU Farm Master Plan, including renderings of the barn, which will securely store assets and equipment for improving farm operations. Once complete (by March 2024), the barn will have a strong presence and punctuate the importance of agriculture.

Councillor Day left the meeting (5:18 p.m.)

A brief discussion ensued with respect to consideration of public washroom facilities.

Councillor Au left the meeting (5:21 p.m.)

COMMUNITY SERVICES DIVISION

2. **RICHMOND ANIMAL SHELTER PUBLIC ART PROJECT TERMS OF REFERENCE**

(File Ref. No. 11-7000-09-20-284) (REDMS No. 6856017)

It was moved and seconded

That the Terms of Reference for the Richmond Animal Shelter Public Art Project as presented in the report titled, "Richmond Animal Shelter Public Art Project Terms of Reference", dated April 13, 2022, from the Director, Arts, Culture and Heritage Services, be approved.

CARRIED

2A. **REFERRALS**

- (i) *Designated BMX Track and Neighbourhood Pump Track*

Councillor Loo put forward the subject referral for consideration.

2.

Parks, Recreation & Cultural Services Committee
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It was moved and seconded

That staff analyze the concept of a designated BMX track and neighbourhood pump track, and report back with potential sites, estimated costs and possible funding sources.

CARRIED

(ii) National Historic Site Designation for Steveston Village

Councillor Steves put forward the subject referral for consideration.

A brief discussion ensued with respect to progress on the Steveston Museum and the Steveston Waterfront, noting concerns raised in 2014 when a large portion of the area had been approved.

It was moved and seconded

That staff prepare an update on the "National Historic Site designation for Steveston Village" for the next committee meeting. Designation to include the area from the Britannia Shipyard National Historic Site to the Gulf of Georgia National Historic Site. The following buildings with National Historic significance to be included:

- *Britannia Shipyard representing boat building and repairs,*
- *Two Phoenix Net Lofts, representing large cannery structures, Lubzinski Ship Wheel construction, and potential Easthope Engine Shop (one of the worlds earliest engine builder), indoor boat collection, maritime museum interpretation, maritime arts, marine habitat centre or "Estuarium"*
- *Chinese Bunkhouse, representing Chinese history,*
- *Murakami House, representing Japanese History,*
- *Murakami Boatworks, representing early Japanese boat building,*
- *Kishi Boatworks, representing later Japanese boat building,*
- *First Nation Smokehouse, representing First Nations and one of the last remaining smokehouses,*
- *Steveston Post Office, and bank, one the last remaining community Post Offices in Canada*
- *Japanese Fisherman's Benevolent society building, including the Benevolent Society Office, Japanese School Principals Office and Hospital office and nurses quarters for the Japanese Hospital and the first medicare system in Canada,*
- *Gulf of Georgia Cannery National Historic Site.*

CARRIED

Parks, Recreation & Cultural Services Committee
Wednesday, May 25, 2022

3. MANAGER'S REPORT

(i) Staffing Update

Mandy Hadfield was introduced as the new Manager, Sport and Community Events.

(ii) Doors Open Richmond

The 15th Doors Open Richmond returns in 2022 as a free, in-person and online event from June 2 to 5, 2022, celebrating cultural diversity and raising civic awareness by offering a look inside places of worship, cultural and civic centres, local businesses, museums and heritage sites.

(iii) Outdoor Pool Opening

Steveston Outdoor Pool was the first to open on May 21st, to be followed by South Arm on June 11th. Also seeing schools getting more active with 19 schools that have booked sessions at the outdoor pools this spring, as well as schools taking advantage of the water safety sessions, noting a total of 55 sessions booked at the pools to prepare children and youth for water safe activities through the spring and summer.

(iv) Seniors Week

Seniors Week – June 6-12, 2022, will kick off on June 6th with the Mayor's welcome and a walk around Minoru Track. Over 20 fun, free/low-cost, creative activities and events will be offered throughout the week.

(v) ParticipACTION Community Better Challenge

Taking place June 1-30, 2022, a calendar with over 40 activities has been created for Richmond residents to participate in the ParticipACTION Community Better Challenge, with participants eligible to win a variety of fun prizes. New for this year are some friendly competitions for aquatic and arena user groups, sports teams and school classrooms to become the most active in their respective categories. Download the ParticipACTION App, join the Community Better Challenge and track your physical activity as Richmond strives to be crowned Canada's Most Active Community.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:37 p.m.).

CARRIED

4.

Parks, Recreation & Cultural Services Committee
Wednesday, May 25, 2022

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on May 25, 2022.

Councillor Harold Steves
Chair

Lorraine Anderson
Legislative Services Associate



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: May 30, 2022

From: Todd Gross
Director, Parks Services

File: 03-1085-01/2022-Vol
01

Re: 2022 Environmental Enhancement Grant Program – Second Intake

Staff Recommendation

1. That the second round of 2022 Environmental Enhancement Grants be awarded for the total recommended amount of \$4,900 as identified in Attachment 1 of the staff report titled "2022 Environmental Enhancement Grant Program – Second Intake" dated May 30, 2022, from the Director, Parks Services; and
2. That the grant funds be disbursed accordingly.

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

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Sustainability & District Energy	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

In 2021, Council endorsed \$35,000 of funding to support the newly formed Environmental Enhancement Grant (EEG). In April, 2022, Council awarded the first round of EEG funding totalling \$30,100. Due to the remaining availability of funds of \$4,900, staff engaged in a second round of EEG intakes to distribute the remaining funds to individuals and non-profit organizations to support them in the delivery of projects and programs that benefit Richmond residents in the promotion of community stewardship.

This report outlines the second intake of the 2022 Environmental Enhancement Grant Program, and provides grant recommendations, as well as information regarding projects based on private property.

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

2.2 Policies and practices support Richmond's sustainability goals.

2.4 Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.

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

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

8.1 Increased opportunities for public engagement.

Background

Notice Given and Applications Received

In April, 2022, announcements were posted on the City's website and social media channels, advising the public that applications were being accepted for the second intake of the 2022 EEG Program until May 18, 2022. A link to the City's website was provided for further information and for access to the City's online application system. Individuals and organizations who had made inquiries after the first round of intakes were also notified that the online application system was open for submissions. A total of seven (7) applications were received with a combined total request of \$11,800.

A table outlining the second intake of 2022 grant requests and recommended grant allocations is provided in Attachment 1 along with staff recommendations. Summary sheets of each grant application, are provided in Attachment 2. As the contents of these summary sheets are taken

verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

Analysis

Application Review Process

The Environmental Enhancement Grant Review Committee reviewed the applications scored against 25 criteria (Attachment 3) that were developed based on the existing 2022 EEG Guidelines (Attachment 4), as well as the existing 2022 City Grant Program. Each application was evaluated on dichotomous (yes/no) questions regarding grant eligibility, and 25 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on the environment, community impact and engagement, budget, and the quality of the application itself.

2022 Grant Recommendations

Four (4) out of seven (7) applicants are recommended for the EEG funding based on existing City Grant Program Policy, as well as the EEG Guidelines.

Three applicants are not recommended for an EEG as outlined below:

1. Our Savior Lutheran Church is not recommended for a grant as funds requested are for the improvement of private property located at 6340 No 4. Road, which is restricted to or primarily serves the membership of the organization, and therefore is not eligible for grant funding as per the EEG Guidelines.
2. Elijah Place is not recommended for grant funding due to lack of clarity and information contained in their application. Furthermore, grant guidelines state that Richmond based organizations will be prioritized over non-Richmond based organizations.
3. Roveen Kandola is not recommended for grant funding as the proposed project is prohibited under the City of Richmond Boulevard Maintenance Bylaw.

2022 Grant Information – Private Property

The EEG Program Guidelines were developed utilizing existing grant guidelines for support and information. Denying project-based applications that utilize private property aligns with the Parks, Recreation, and Community Services Grant in order to ensure that grant funding goes towards initiatives that benefit the entire community, not for private property improvements. While projects based on private property can fulfill many of the objectives outlined in the EEG Guidelines, the use and enjoyment of these spaces can be restricted and can primarily serve the private interests of the property owner. Additionally, while applications for projects utilizing private property may be well intentioned, there is no guarantee that the projects will benefit the community nor provide public access to the improvement over the long term if property ownership changes.

In order to prevent the misuse of grant funding for enhancing private property, use of grant funding for projects based on private property are currently prohibited under the Environmental Enhancement Grant Guidelines.

If applications are denied based on the utilization of private property, staff work with applicants to ascertain whether the beneficial components of the application can be implemented on publicly owned property, and help them identify potential project locations. If the applicant is amenable to the guidance provided by staff, they are encouraged to re-apply for grant funding during the next round of the EEG program utilizing the new location identified.

Financial Impact

The 2022 EEG budget of \$35,000 was approved as part of the City's 2022 Operating Budget. A total of \$30,100 in allocations was made by Council on April 11, 2022 during the first round of EEG distribution. At this time, the remaining \$4,900 is being recommended to be approved for the second intake of the 2022 EEG program.

Conclusion

The EEG Program will contribute significantly to the quality of life in Richmond by supporting community organizations who seek to enhance Richmond's environment. The projects proposed serve to improve Richmond's parks and open spaces and directly connect residents to the importance of creating and maintaining an environmentally healthy City.

Staff recommend that the 2022 EEGs be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Magnus Sinclair
Coordinator - Leisure Services
(604-247-4453)

- Att. 1: 2022 Environmental Enhancement Grants Second Intake – Outline of Requests and Recommended Allocations
- 2: Grant Application Summary for 2022 Environmental Enhancement Grant Program – Second Intake
- 3: 2022 Environmental Enhancement Grant – Application-Scoring Criteria
- 4: City of Richmond Environmental Enhancement Grant Guidelines

2022 Environmental Enhancement Grants Second Intake – Outline of Requests and Recommended Allocations				
Applicant Name	2022 Request	2022 Recommended	Application Summary	See Att. 2 Page No.
Our Savior Lutheran Church	\$2,500	\$0	Add to existing pollinator garden in the back property to increase the number of plants and shrubs to enhance the existing natural forest and wetland area.	1-2
Richmond Chamber of Commerce	\$1,750	\$1,750	Invite members of the Chamber and greater community to actively clean waste products from shoreline at Garry Point Park and surrounding area to enhance coastal ecological health, and to educate on single use plastic bylaw.	3-4
Elijah Place	\$1,550	\$0	To work with groups of autistic youth in handling invasive species and planting of native shrubs and bushes at Terra Nova Park.	5-6
Macaela Bradley-Tse	\$500	\$500	Enhance the Steveston neighbourhood by restoring and repurposing a piece of land to create communal garden spaces for the community. Garden spaces are meant to create pollinator habitat and provide food production.	7-9
London Farm Heritage Society	\$2,500	\$1,650	Repair, restore and build new beehives at London Heritage Farm	10-11
Roveen Kandola	\$500	\$0	Reduce dust pollution and erosion by installing river rock along the boulevard between the sidewalk and the road.	12-13
The Somali Community Healthy Living Programme	\$2,500	\$1,000	Teaching community members to grow, prepare, and eat healthy meals from their own garden. Additional activities will also be held to promote environmental awareness.	14-16
Totals	\$11,800	\$4,900		
2022 EEG Grants Budget (Second intake)		\$4,900		
Remaining Funds		\$0		

Grant Application Summary for 2022 Environmental Enhancement Grant Program – Second Intake

Our Savior Lutheran Church

Project Title: **Our Saviour Community Pollinator Garden**

Applicant

Our Savior Lutheran Church

Society Number

S0005918

Grant Request: \$2,500

Description of Project (1000 words or less)

To add to our existing pollinator garden in the back property (approx 1000 square feet) of Our Saviour Lutheran Church. The focus in Year 2 will be on increasing the number of nectar and pollen producing plants, native plants and shrubs in order to utilize and enhance the existing natural forest and wetland areas. Our garden will supplement and beautify this natural area with bee-friendly plants, native plants and trees. It will also provide nesting for birds, enhance beneficial insect habitat and ensure important animals stay in the area to keep pollinating our crops for continued fruit and vegetable production. In Year 2, our project will also focus on engaging the septic field area on the south side of our property by removing the invasive Himalayan blackberry vines, and replacing them with non-invasive plants to attract the bees, insects and birds.

Project Start

June 2022 - November 2022

Project Location

6340

No 4. Road

Richmond BC

Community engagement and outreach

We will promote the project through media invitation, the Richmond News, our church website, newsletters and video promotion. We will encourage volunteers in the community to work with us.

Primary populations and specific environmental areas of Richmond the project will benefit

Our project will benefit the bees, birds, beneficial insects and the local blueberry farms.

How will the effects of the project be measured (short term and long term)

- increase the number of pollinator plants in our garden
- increase the number of pollinator insects to our garden
- increase the number of bees and birds to the surrounding agricultural areas
- raise awareness in our community and encourage contributions to the garden
- invite people to come to the garden for tranquility and reflection

- share our mission, vision and values as a church in our community and connect with potential new members

Partnering with other organizations – If so, who?

No

Description of expenses

1. Removal of invasive plants
2. Soil and watering hoses
3. Native plants
4. Lumber and tools for boxes and birdhouses
5. Video and media advertising

List of supplies and materials and projected cost

Native plants, soil, woodchips, hoses, lumber, tools

\$ 2000

List of marketing expenses and projected cost

Video and media advertising

\$500

List of other expenses and projected cost

None

Any other sources of funding

Donations from our Church and community

Richmond Chamber of Commerce

Project Title: Steveston Shoreline Clean-Up

Applicant

Richmond Chamber of Commerce

Society Number

XS0069760

Grant Request: \$1,750

Description of Project (1000 words or less)

The Richmond Chamber of Commerce's Steveston Shoreline Cleanup will invite members of the Chamber, and our greater community to actively clean waste products off of our beautiful shoreline. As an island community, our coastal ecological health is critical to all of us who live, work or play in Richmond.

As Bylaw 10000 went into effect in March of this year, this event would also be an opportunity to showcase some local alternative products, and underscore the importance of limiting single use plastic waste, which can make its way into the environment and cause significant damage to the ecology, pose a significant threat to wildlife and potentially contaminate the food chain.

Volunteers will check-in and be given safety equipment, bags for trash, recycling or compost, and maps for our clean-up area. After some very brief remarks, the group will begin to clear and sort trash from the area. A prize draw will be held to incentivize volunteers, ideally to a local business that has embraced principles of sustainability.

Project Start

August, 2022

Project Location

Garry Point Park

Community engagement and outreach

The Richmond Chamber of Commerce membership includes roughly 700 employers, representing nearly 11,000 employees. We will directly reach-out to these local businesses and non-profits to join the effort. Moreover, we will place an ad in the local papers, and post the event on notice boards in the Steveston Community.

Organizations capacity and experience in hosting similar events

The Richmond Chamber of Commerce hosts dozens of events annually. Though this will be the first volunteer-driven shoreline cleanup, our organization has a great deal of experience with event logistics, safety, and insurance requirements.

Primary populations and specific environmental areas of Richmond the project will benefit
The primary beneficiary of this initiative are the people, animals, and plants that live along and enjoy Steveston's shoreline.

How will the effects of the project be measured (short term and long term)
KPIs will be the number of volunteers, and volume of debris that is cleared.

Partnering with other organizations – If so, who?
No

What amount is requested from the EEG program
\$1,750

Description of expenses
Marketing & Promotion - \$1100
Cleaning Supplies & Protective Equipment - \$500
Insurance - \$150

List of supplies and materials and projected cost
safety gloves (preferably bio-fibre), tongs, waste bags (recycling, compost, and trash)

\$500

List of marketing expenses and projected cost
two newspaper ads, posters, gift card to local business for prize

List of other expenses and projected cost
Insurance

Any other sources of funding
No

Elijah Place

Project Title: Garden/Community Project

Applicant

Elijah Place

Society Number

S0068344

Grant Request: \$1,550

Description of Project (1000 words or less)

Our groups of autistic youth will be participating in handling invasive species (blackberry bushes) and planting native shrubs and bushes

Project Start

Summer break time.

July 4 - August 28

Project Location

Richmond, 2771 Westminster Hgw

Community engagement and outreach

We have a big community of families with autistic children. Our outdoor social groups are very popular. We will be advertising it on our website, Instagram and Facebook.

Organizations capacity and experience in hosting similar events

Elijah Place hosts social groups for a few years already. With the collaboration with Watermelon Sessions we adopted a few dykes in Richmond for clean up classes, and work on taking care of the local parks (raking and cleaning loans, clearing pathways from the leaves, etc.)

Primary populations and specific environmental areas of Richmond the project will benefit

The Farm Society and the house nearby. The volunteers and workers of that specific nonprofit company reached for help.

How will the effects of the project be measured (short term and long term)

Short term - throughout the summer time weed and clear invasive bushes. Plant native bushes and shrubs.

Long term - have a twice a month social groups to maintain the area. Create additional group for nature and wild education.

Partnering with other organizations – If so, who?

Yes - Watermelon Sessions INC

Description of expenses

Supplies

Marketing (ads on social media)

Materials

Honorarium

List of supplies and materials and projected cost

thick gloves, soil, plant food, big scissors, shears, bags for garbage disposal, shovels, rakes, soil, shrubs and bushes ~\$1000

List of marketing expenses and projected cost

Honorarium for facilitator

List of other expenses and projected cost

\$350

Any other sources of funding

Families' donations

Macael Bradley-Tse

Project Title: Hunt St. Garden

Individual Application Made By: Macaela Bradley-Tse

Grant Request: \$500

Description of Project (1000 words or less)

This program aims to enhance the Steveston neighbourhood by restoring and repurposing a piece of land that could be contributing much more to the community. This project will be to put a community garden on current city property which is not maintained and remains unpurposed. It is the perfect opportunity to create a space that will contribute to the natural pollinators and fauna in our neighbourhood, while fostering the community and creating a sense of belonging for those who partake in the garden. We will put in eight garden beds to provide fresh produce for our community and food for our pollinators. This will add an element of engagement, while also encouraging people of all backgrounds to learn about sustainable and local agricultural practices. This project will conserve the natural environment by giving the animals and beneficial insects additional space to habituate. Additionally, mycorrhizal relationships will be encouraged as the soil will be utilized by fungi and a mutually beneficial relationship will occur which benefits the growth of plants and the environment. A flourishing garden will then attract and maintain other local wildlife like the finches, hummingbird's, wood pecker's and other local animals. This will increase the overall life cycle of the insects and animals – providing more opportunity for local wildlife, including pollinators, to thrive.

The project's timeframe is in the current day, aiming to receive funding for this initiative to take place. Building garden plots and filling them with soil to prepare them for the transplant of seedlings. The annual process will begin with a renewal of the garden from about March until late Fall when harvesting the surviving fall vegetables, and resume in the spring when the weather warms up. Every year new seeds and plants will be sought to grow in our community, and provide food that will be consumed by our neighbours. There will be lots of opportunities for the community to be involved in planting, watering, monitoring, and harvesting the produce year after year. As this project is still in its early stages, beginning the process as soon as possible with the funds and resources available at this time is integral to the future of its success.

Project Start

As soon as we receive approval from the City, the project will begin. Firstly, we will begin by building the garden boxes and putting down compost and soil. We will then purchase some plants to jump-start our process of growing as we will be beginning later than most gardens already have. We will plant seeds when possible, however with the current climate starting with plants already seeded will provide us with a better opportunity to see results in the growth and production. This project will be ongoing year after year to maintain a space where community members can take part in revitalizing our community while contributing to food security and wildlife habitats.

Project Location

This will take place on the city property between 3rd and 4th avenue on Hunt Street. After the end of the road fence on the right. There is no access to motor traffic.

Community engagement and outreach

To promote the project, I have spoken and am continuing to speak to neighbours to garner support and to gauge interest in participating and supporting a community garden. I trust that through speaking to people in the community, there will be like-minded individuals who will be keen to spread the word to others. Additionally, I will start a Facebook group to keep the community updated. I have spoken to my local neighbours by word of mouth and many of them are keen on taking part, or in taking part in the creation of the project. I will also put up some signs along my street. City signage will also be necessary to increase public knowledge and address that the garden will be supported by them.

Organizations capacity and experience in hosting similar events

I have many things going on in my professional and academic life, I have a great support system and amazing community standing by me to make this project happen. I have worked on creating new projects previously while working with a team to set up virtual and in-person events. This project is new to me and will pose its own challenges, which I encourage and am excited for. This is not a one-time event, it will be ongoing so managing the capacity of volunteers and neighbours taking part will be more likely, and this would take place through social media which I am well versed with.

Primary populations and specific environmental areas of Richmond the project will benefit

The primary population will be the surrounding community of the garden's location. Specific environmental areas that will benefit are the location of the community garden, here in Steveston. It is hard to say how widely this garden will impact the environmental areas of Richmond however, we are very close to the dyke. An increase in pollinators and insects to this specific site and area may influence the spread into the greater Steveston area, like the dyke.

How will the effects of the project be measured (short term and long term)

I think the best way to measure the effects of this project will be through word-of-mouth discussions with my community members, emails, and surveys. I want to get their feedback on what to plant, what they would benefit from, and what they want out of the garden. Setting expectations will be important because this will gauge the level of success we are having by being able to uphold those expectations. Hearing from my community members will be exceptionally important in this regard, this garden is for them to be done in partnership with them. So providing surveys to hear how they feel the project is going anonymously will be a good way to gauge the long and short-term effects. I think in the long term as well it will be through the number of wildlife returning year after year in our neighbourhood that this project will contribute to enhancing.

Partnering with other organizations – If so, who?

No

Description of expenses

Total Expenses (\$1532.05)

- Soil (\$500)

- Wood (\$730.87)

- Rain Barrel (\$151.18)

- Plants and seeds (\$150)

Asking for half of soil and wood coverage (start with 4 plots)

- Soil (262.50)

- Wood (365.44)

List of supplies and materials and projected cost

Outlined above

List of marketing expenses and projected cost

0

List of other expenses and projected cost

N/A

Any other sources of funding

Not yet

London Farm Heritage Society

Project Title: Beehouse Restoration Project

Applicant: London Farm Heritage Society

Society Number

S0012279

Grant Request: \$2,500

Description of Project (1000 words or less)

To cover the cost of repairing and restoring beehives and associated equipment, and setting up 5 new beehives (with bees) on the existing foundation provided by the City of Richmond at London Heritage Farm.

Project Start

As soon as possible (bees will be available in about two weeks).

Project Location

London Heritage Farm

Community engagement and outreach

Bee talks and demonstrations will be arranged during the summer months.

Organizations capacity and experience in hosting similar events

Many events for over 20 years. The society was formed on April 3, 1998, but your form will not accept that date as an answer to question 2 above.

Primary populations and specific environmental areas of Richmond the project will benefit

Residents of Steveston and visitors to the dyke.

How will the effects of the project be measured (short term and long term)

Increase of visitors to the farm, and creation of a better understanding of the importance of bees.

Partnering with other organizations – If so, who?

No

Description of expenses

Bees (5 nucs) \$1,500.

Equipment (hive restoration and replacement): \$1,000

List of supplies and materials and projected cost

Bees, hives and associated equipment - \$2,500

List of marketing expenses and projected cost

N/a

List of other expenses and projected cost

Nil

Any other sources of funding

No

Roveen Kondola

Project Title: Street Restoration

Individual Application Made By: Roveen Kandola

Grant Request: \$500

Description of Project (1000 words or less)

Our project is to restore a section of Mitchell Rd. Given the industrial zoning and multiple recycling/aggregate plants in the area, there is a large amount of dust and sediment that is tracked onto the road and surrounding areas. We also own a gravel pit in this area and have seen firsthand the impact of the dust and sediment that comes with the trucks entering and exiting the pit. The dust and sediment that comes onto the street can have negative environmental impacts since it results in high levels of dust pollution as vehicles drive over the dust and sediment on the street. This airborne dust can then fly towards the nearby Fraser River and settle on other nearby nature (plants, trees...). Over the years the dust and sediment have slowly eroded parts of the street and have resulted in a generally unattractive and dirty street. With many Richmond-based businesses in the area, it is important to keep the neighbourhood clean and attractive to help attract customers. To restore this section of the road and make it more resistant to future erosion we want to strip the area between the sidewalk and road down to the soil, then cover it with landscape cloth, and fill the gap with beautiful round rock. This will result in that portion of Mitchell rd being restored to its original beauty and the round rock section between the sidewalk and road will significantly reduce the amount of dust and sediment that trucks' wheels are able to carry out from our own gravel pit and other adjacent pits. This will result in cleaner roads, less erosion, and less dust pollution in the area.

Project Start

as soon as we get the funding from this grant

Project Location

Mitchell Rd, right Infront of 12680 Mitchell Rd

Community engagement and outreach

We will contact other businesses on Mitchell Rd to let them know about the project and its benefits. We will also contact the local businesses to see if they are willing to provide materials or labour at a discounted price for this project

Organizations capacity and experience in hosting similar events

As a gravel and recycling company, we have lots of experience with landscaping projects similar to this one

Primary populations and specific environmental areas of Richmond the project will benefit

Businesses and residents of Mitchell Island

Wildlife in the Fraser River

How will the effects of the project be measured (short term and long term)

We will look at the amount of dust and sediment that goes onto the road after the project has been installed. We can also look at the amount of dust that is visible in the air after trucks pass on the road

Partnering with other organizations – If so, who?

No

Description of expenses

- round rock
- landscape cloth
- labour

List of supplies and materials and projected cost

\$380

List of marketing expenses and projected cost

None

List of other expenses and projected cost

Labor

Any other sources of funding

We will pitch in any additional amount from our own funds

Somali Women's Empowerment Society

Project Title: The Somali Community Healthy Living Programme

Applicant

Somali Women's Empowerment Society

Society Number

8758697

Grant Request: \$2,500

Description of Project (1000 words or less)

The Somali Community Healthy Living Programme and (SCHLP) aims at teaching community members, particularly the youth how to practise healthy living by learning to grow, prepare and eat healthy meals prepared by organic food grown by them in their garden. The SCHLP is designed to teach healthy ethnic eating, while learning about sustainable development and climate change. For the past 10 years we have been engaged in community farming at our community farm in Richmond at the Terra Nova Rural Park, 9631 Westminster HWY (<https://we.tl/b-SPO5RgEA15>) where our community members, including senior and youths plant a variety of crops and vegetables.

We have shared produce from the farm to underserved members of our community. Last year, over 30 families received donations of vegetables and fruits-- spinach, onions, tomato, and lettuce from farm.

Our goal is to expand and double the yield of the garden, so we can supply our Halal Food Bank with produce from our community garden. We also donated the rest to Richmond Food Bank.

Due to the Covid-19 Pandemic, we were compelled to postpone our monthly gardening workshops during which we teach our youth different aspects of farming, including soil preparation, sowing, manure/fertilization, irrigation, harvesting, safety procedures for equipment use, the biology plants (photosynthesis). We also organize special workshops for the youth during the summer season. We are currently discussing and re-imagining a hybrid mode (in-person and virtual) to organize the workshops, as we find the workshops to be well-received by the youth.

Our project has faced operational hurdles due to lack of funding, which was exacerbated by the Covid-19 Pandemic. With funding from BC Gaming, we hope to revitalize and expand on our farming project to the benefit of more members of our community.

We are holding monthly webinars on farming and gardening techniques, healthy living practices, including proper diet, balanced diet, etc., for senior members of our community. The SSHLP has so far reached 23 seniors. Our target is 60 families or 200 individuals. We could reach more but we lack funding to hire experts and to purchase culturally-appropriate foods.

Here a list the vegetables and crops on the farm: spinach, onions, tomato, lettuce, beans, herbs,

carrots, potato.

For more information, check out our community farm here (<https://we.tl/b-SPO5RgEA15>)

In the long-term, plan to expand the farm in size and introduce African crops, vegetables, and herbs. We also engage in greenhouse farming to provide food to our community all-year round.

Activities

a) Facts and Fiction about sustainable Development and Climate change: Scholars and researchers will be invited to give talks on sustainable development and climate change and the role of individuals in reducing their carbon footprint and protecting our planet.

b) Youth Community Garden And “Plant Organic Seed and Watch It Grow”: Our youth will be invited to participate in cultivating, tending, and harvesting specified vegetables, herbs, and crops. Participants will engage in the following activities: tilling the land, creating seedbeds, planting of seeds and seedlings, tending plants, herbs, and crops, harvesting produce, holding farm-to-table gatherings.

We will introduce the Ubuntu philosophical principle of our common humanity (“I am because we are. We are because I am.”), which enjoins participants to work together in the spirit of solidarity, cooperation, and mutual help. It is envisaged that such an approach will not only enhance the learning and teaching process; it will also promote productivity.

(c) Future Farmer Guest Speaker Series: The series will be devoted largely to the youth. Its goal is to encourage the youth to develop interest in environmental-friendly farming. Speakers will be drawn from across the agricultural-industrial complex spectrum to educate participants about every aspect of farming, from what farming is, and not, what is needed (resources—human and capital) to when to start, where to farm, who can farm, why farming is a viable occupation, etc.

(d) Africa Farmers Day: Once every year during summer, we will hold Africa Day festivities that will include intellectual, cultural, sporting, and farmers market fair activities/ events, all aimed at whipping up interest in farming among our members, especially the youth. The intellectual events will include workshops, symposiums, lectures, webinars, quizzes, etc. The cultural events will comprise, but not limited to poetry, dancing, folk stories, traditional African cultural performances, short skits. The sporting events will consist of traditional African games and a soccer tournament. The Farmers Market Fair will be dedicated to exhibiting, sampling, selling produce from our community garden. We will invite local farmers to participate in the farmers market fair.

Project Date

June 2022-July 2023

Project Location

Richmond

Community engagement and outreach

We will use multimedia channels and materials, including our website, social media platforms (Facebook and YouTube), promotional videos, a community townhall, flyers, and word-of-mouth

Organizations capacity and experience in hosting similar events

SWES has for the past 10 years we have been engaged in community farming at our community farm in Richmond at the Terra Nova Rural Park, 9631 Westminster HWY ((<https://we.tl/b-SPO5RgEA15>)) where our community members, including senior and youths plant a variety of crops and vegetables.

Primary populations and specific environmental areas of Richmond the project will benefit
Somali-Canadian youths and youths of African Descent and People of Colour

How will the effects of the project be measured (short term and long term)

We will use the following metrics to measure the success of the project: Interviews, self-administered surveys and the number of participants who successfully participate the project.

Partnering with other organizations – If so, who?

Yes - Africa-Canada Education Foundation

Description of expenses

Farming materials: \$500; Educ resources: \$500; Honorariums: \$500; Project management:\$1,500

List of supplies and materials and projected cost

Gardening tools. plant seeds, fertilizers, gloves, Wellington boots, digital infrastructure--website, social media platforms and maintenance,

\$1,000

List of marketing expenses and projected cost

Promotional videos (\$500), website, social media (\$500) Flyers: (\$200)s

List of other expenses and projected cost

Community townhall(hall rental), zoom fee, accountant's fee; insurance;
Project Manager's fee; Executive Director's fee; Meals and honorariums for youth participants

Any other sources of funding

We intend to

2022 Environmental Enhancement Grant – Application-Scoring Criteria

Scoring									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
Grant Guidelines									
1	The application includes activities that will lead to positive environment results within the timeframe of the project.								
2	The application includes opportunities for community members to be involved.								
3	The application clarifies the specifics of the positive environmental impact the initiative will yield.								
4	<p>The application is consistent with and supportive of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the OCP as follows:</p> <ul style="list-style-type: none"> - Protect, enhance and expand a diverse, connected and functioning Ecological Network; - Promote green infrastructure and the Green Infrastructure Network and their underlying ecosystem services; - Proactively implement practices to protect and improve water, air and soil quality; - Develop Partnerships for "Ecological Gain;" - Fostering Environmental Stewardship; and - Achieve long-term protection for ESAs through the implementation of the 2012 ESA Management Strategy. <p>Note: during evaluation, applicants only have to address one of theses goals, however, they should receive a higher score relative to the number of goals that they address.</p>								
5	<p>The application includes innovative projects that will contribute to a connected and functioning Ecological Network as presented in the City's ENMS and PTMS as follows:</p> <ul style="list-style-type: none"> - Manage and enhance ecological assets; - Strengthen City infrastructure; - Create, connect and protect diverse and healthy spaces; - Engage through stewardship and collaboration; - Preserve and protect the public urban forest; - Manage and maintain a healthy and safe public urban forest; - Enhance and expand the extent and health of the public urban forest; and - Educate and engage with the community on the benefits of the public urban forest and provide opportunities for community stewardship. <p>Note: during evaluation, applicants only have to address one of theses goals, however, they should receive a higher score relative to the number of goals that they address.</p>								
6	The application contributes to healthy, diverse and functioning ecosystems.								
7	The application supports the development of a stewardship ethic in the community.								

8	The application supports resident activation in the environmental enhancement.	
9	The application supports the City's circular economy principles: <ul style="list-style-type: none"> - Maximize the value of resources, by design, through responsible consumption, minimizing waste and reimagining how resources flow in a sustainable, equitable and low-carbon economy. 	

<div style="text-align: center;"> Scoring <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> <input type="checkbox"/> 0 <i>No Answer</i> </div> <div style="flex-grow: 1; border-bottom: 1px solid black; position: relative;"> <div style="position: absolute; left: 0; top: -5px;">←</div> <div style="position: absolute; right: 0; top: -5px;">→</div> </div> <div style="text-align: center;"> 9 <i>Strongly Agree</i> </div> </div> </div>		
Applicant		
10	The applicant is a non-profit society. (Yes/No)	
12	The applicant demonstrates the ability to perform efficiency and effectively in their application.	
13	The application includes information that demonstrates sufficient organizational capacity to deliver the proposed project or service.	

<div style="text-align: center;"> Scoring <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> <input type="checkbox"/> 0 <i>No Answer</i> </div> <div style="flex-grow: 1; border-bottom: 1px solid black; position: relative;"> <div style="position: absolute; left: 0; top: -5px;">←</div> <div style="position: absolute; right: 0; top: -5px;">→</div> </div> <div style="text-align: center;"> 9 <i>Strongly Agree</i> </div> </div> </div>		
Core Considerations		
14	The grant will be used to improve quality of life for Richmond residents, build community and enhance, restore, or conserve Richmond's unique environment.	
15	The application addresses the following items outlined in Council's Strategic Plan 2018 – 2022: A sustainable and Environmentally Conscious City <ul style="list-style-type: none"> - Addressing local climate change; - Local urban agriculture; - Utilization and naturalization of open spaces; and - Nature and wildlife education . 	
16	The application includes objectives that are realistic, achievable and measurable.	
17	The application demonstrates direct and measurable environmental benefit.	
18	The project has clear goals and objectives.	
19	The application contains a clear action plan.	
20	The application includes evidence of community support.	

21	The application includes evidence of an evaluation plan to measure the project effectiveness.	
Financials		
22	The applicant has sought funding from sources other than the City for the proposed project or service.	
23	The budget is reasonable and realistic for the proposed project or service.	

Scoring									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
Quality of Application									
24	The application is complete and provides detailed explanations.								
25	Information is presented in a clear, coherent and convincing manner.								

Notes:



City of
Richmond

Environmental Enhancement Grant Guidelines
Community Services Division
Parks Programs

Program Overview

The Community Environmental Enhancement Grant Program provides financial support to individuals and registered non-profit organizations for action-based projects that have measurable, positive outcomes on the environment in Richmond. Projects must be inclusive and focus on initiatives that contribute to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Program Requirements

All projects must demonstrate that initiatives are measurable and will result in positive environmental impacts. All applications will be reviewed and prioritized according to the following criteria:

- Activities that will lead to positive environment results within the timeframe of the project;
 - Opportunities for community members to be involved;
 - A clarification on the specifics of the positive environmental impact that the initiative will yield;
 - Consistent with and supportive of the City's environmental goals as presented in chapter [9.0 Island Natural Environment of the Official Community Plan](#);
 - Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's [Ecological Network Management Strategy and Public Tree Management Strategy](#);
 - Contributes to healthy, diverse and functioning ecosystems;
 - Supports the development of a stewardship ethic in the community;
 - Supports resident activation in environmental enhancement; and
 - Supports the City's [circular economy principles](#).
-

Core Considerations

A successful project should address Council Strategic Plan 2018-2022: *A sustainable and Environmentally Conscious City* by aligning with the following items:

1. Addressing local climate change;
2. Local urban agriculture;
3. Utilization and naturalization of open spaces; and
4. Nature and wildlife education.

The [Ecological Network Management Strategy](#) is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city, within neighbourhoods, and across land uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive. The Ecological Network is built upon the following four primary goals:

- Goal 1: Manage and Enhance our Ecological Assets;
 - Goal 2: Strengthen City Infrastructure;
 - Goal 3: Create, Connect and Protect Diverse and Healthy Spaces; and
 - Goal 4: Engage through Stewardship and Collaboration.
-

Eligibility

1. Individuals are eligible for a \$500 Environmental Enhancement Grant.
2. Registered non-profit societies (society incorporation number must be provided) are eligible for a \$2,500 Environmental Enhancement Grant. These groups include:
 - Environmental groups;
 - Community groups;
 - Youth and seniors groups;
 - Community-led associations; and
 - Service clubs.

Note: Non-profit organizations operating outside of Richmond are eligible to apply for grant funding for projects occurring in Richmond, however these projects will receive lower prioritization than Richmond based organizations.

Purposes eligible for funding

Grants may be used for the following purposes:

- Materials (e.g., plants, soil, amender);
- Supplies (e.g., equipment rentals, tools, safety equipment);

- Marketing and promotion;
- Education;
- Honorarium (up to \$350); and
- Insurance.

What type of projects will be considered for grant funding?

The following are examples of eligible projects under the Community Environmental Enhancement Grants Program. These projects may be part of a larger initiative, or be carried out as one-day events:

- Invasive species pulls;
- Native tree and shrub planting;
- Create or enhance bird habitat;
- Create or enhance pollinator and beneficial insect habitat;
- Watercourse enhancement;
- Shoreline and street clean-up's;
- Wildlife education;
- Fruit tree gleaning;
- Projects that expand programs such as [Richmond's Bat Friendly City certification](#), [Barn Owl Box Program](#), [Pollinator programs](#);
- Reduce light pollution in natural areas;
- Citizen science engagement and outreach initiatives;
- Water quality monitoring; and
- Green infrastructure projects (e.g., rain gardens, bioswales).

Projects are not limited to the above examples, if you have questions on whether or not your project is eligible for grant funding please contact the grant administrator.

What type of projects are not eligible for grant funding?

The following are examples of projects that are not eligible under the Community Environmental Enhancement Grants Program:

- Projects that have received funding from other City Grant Programs;
- Projects designed only to beautify an area for cosmetic purposes;
- Projects primarily focused on and/or expenses associated with the construction of infrastructure with the exception of projects related to natural infrastructure;
- Purchase of a vehicle or other non-grant related items;

- Lobbying, advocacy or fundraising activities;
 - Further disbursement of funds to a third party recipient;
 - Projects that take place outside of Richmond;
 - Projects only designed for recreation; and
 - Projects on Private Property.
-

What makes for a strong application?

- Enhances, restores, conserves and/or protects the environment;
 - Includes objectives that are realistic, achievable and measurable;
 - Demonstrates direct and measurable environmental benefit;
 - Provides an opportunity for community members to become actively engaged in the project activities and educates them on environmental issues;
 - Clearly demonstrates the ability to carry out the project successfully;
 - Clear project goals and objectives;
 - Clear action plan, which is realistic and attainable in terms of timing and resources;
 - Evidence of community support and inclusiveness;
 - Evidence of an evaluation plan to measure project effectiveness;
 - Evidence of financial need and fiscal responsibility; and
 - Willingness to work in collaboration with other City-related sustainability initiatives.
-

Awarding of Grants – Spring 2022

- i) **Council decision**
 - City Council reviews recommendations forwarded by the General Purposes Committee and makes the final decisions.
 - Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.
- ii) **Grant Disbursement**
 - Applicants may receive full, partial, or be denied funding for their application.
 - Applicants who receive partial funding will have the opportunity to confirm if their project can still be implemented.
 - Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end.
- Successful applicants must complete and submit the Environmental Enhancement Grant Final Report which will be disseminated upon application approval.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

v) No Appeal

There is no appeal to Council's decision.

vi) Final Report

A final report, which will be provided to successful applicants, must be submitted upon project completion

How to Apply

To apply, visit <https://bit.ly/rmdenvirogrant> (case sensitive URL)

Contact Information

For any information regarding the Environmental Enhancement Grant Program, contact Parks Programs at parksprograms@richmond.ca or call 604-247-4453.



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** May 27, 2022
From: Elizabeth Ayers **File:** 11-7000-01/2022-Vol 01
Director, Recreation and Sport Services
Kim Somerville
Director, Community Social Development
Re: Menstrual Equity Initiative Update



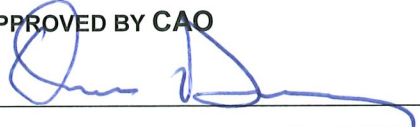
Staff Recommendation:

1. That the Menstrual Equity Initiative be continued as outlined in the staff report titled "Menstrual Equity Initiative Update" dated May 27, 2022, from the Director, Recreation and Sport Services and the Director, Community Social Development; and
2. That the City join the United Way's Period Promise Campaign by signing on to the Period Promise Policy Agreement.

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

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1

REPORT CONCURRENCE		
Routed To: Finance Department Arts, Culture & Heritage Library Services Facility Services	Concurrence <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

At the January 18, 2021, General Purposes Committee meeting, staff received the following referral in relation to the United Way's Period Promise Campaign Update memo:

- (1) That the menstrual equity initiative be referred to staff to provide free menstrual products in most civic facilities, including an education plan, and report back with a budget; and*
- (2) That the proposed initiative be reviewed one year after implementation.*

The purpose of this report is to provide Council with the one year operational review and budget update. This report also recommends that the City join the United Way's Period Promise Campaign by signing on to the Period Promise Policy Agreement.

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

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

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

This report also supports the following focus area of the City of Richmond's Community Wellness Strategy 2018–2023:

Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness.

This report also supports the City of Richmond's Social Development Strategy 2013–2022 Action 6:

Support and encourage community-based initiatives that promote independence and reduce the cost of living for low income households.

This report also supports the following focus area of the City of Richmond's Recreation and Sport Strategy 2019–2024:

Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.

Background

Period poverty is defined as the lack of access to menstrual products due to financial limitations. The United Way conducted the Period Promise Research Project funded by the Provincial Government to study the impact of not having access to menstrual products and the benefits of being able to find free products in community organizations. The final report highlights how

common the lack of access to menstrual products is and helps identify the negative effects on people's participation in their community. Key findings from the report include:

- Half of the respondents indicated that they had struggled to purchase product for themselves.
- More than a quarter indicated they had gone through a period without having menstrual products available to them.
- Not having access to menstrual products is an isolating factor: 18 per cent missed school; 22 per cent missed work; 29 per cent missed community events; and 27 per cent missed social events when they did not have access.
- Nearly 75 per cent of respondents indicated that having access to products at community organizations allows them to be more engaged in their community.

On July 17, 2019, the United Way of the Lower Mainland sent a letter to Council requesting that the City of Richmond consider contributing to the Period Promise Campaign. This campaign seeks to eradicate period poverty by ensuring that low income women, girls, non-binary and transgender people have access to free menstrual products in public washrooms throughout our communities.

At the January 18, 2021, General Purposes meeting, Council directed staff to provide free menstrual products in most civic facilities in support of the United Way's Period Promise Campaign. Staff were also directed to include an education plan and to report back with a program review and budget after one year.

Implementation

The Menstrual Equity Initiative was launched in the fall of 2021, which coincided with the re-opening of most community service facilities in alignment with health orders related to the pandemic. Dispensers for free menstrual products were installed in 30 City of Richmond public washrooms to support low income girls, women, non-binary and transgender people to ensure access to free menstrual products in civic facilities.

Dispensers were installed at the Cultural Centre, arenas, aquatic centres, community centres, and libraries. Most dispensers were located in women's washrooms, gender neutral washrooms and at some sites in the men's washrooms to provide access to transgender individuals.

Education Plan

An education and communication plan to support this initiative was implemented and included the following:

- Press release;
- Education with staff and community partners;
- Internal promotion of product availability; and
- Information sharing with stakeholders, including Vancouver Coastal Health-Richmond and Richmond School District No. 38.

Program Review

Customer response received to date has been positive. One appreciative customer stated “Thank you for this! Someone finally understands the struggle.” This is supported by the findings from the Period Promise Research Project, which found that when people have access to the products they need, it improves their health and well-being and makes it easier for them to go to school or work, and maintain social connections. While the program is early in the implementation, based on usage and feedback from the public, staff recommend that the program be continued. Usage across sites varies considerably with the highest used dispensers found in the libraries and aquatic centres.

Period Promise Campaign

The City of Richmond is further able to demonstrate their commitment to menstrual equity by joining the United Way’s Period Promise campaign and signing on to the Period Promise Policy Agreement (Attachment 1). The campaign aims to engage organizations of all types to adopt a policy to provide free products for staff, clients, or others related to the work they each do. By signing the agreement, the City commits to “provide, free of charge, diverse menstrual products to their employees, clients and community members that is easily accessible.” In order to be a designated Period Promise employer, a commitment to continue to provide free, accessible and diverse menstrual products must be made on a bi-annual basis in partnership with the United Way. A representative from the United Way will contact the City every two years to get its confirmation of continued involvement and, if available, collect data and stories related to the implementation of the Period Promise policy. Staff recommend that in addition to providing dispensers for free menstrual products at the Community Services facilities that dispensers be installed at City Hall, City Hall Annex and Public Works.

As a result of signing on to the Period Promise policy, the City will be named on the United Way’s public list of signatories recognizing its leadership in helping to reduce the prevalence of period poverty and menstrual stigma in our community and have access to a toolkit of resources on policy implementation and communications. There are currently 40 organizations who have signed on to this agreement, including the City of North Vancouver and City of Victoria.

Next Steps

Should Council support the continuation of the Menstrual Equity Initiative program, staff will continue to monitor usage, review the program as needed, and provide ongoing education and communication regarding the program, including:

- Program education with incoming hires;
- Program updates and reminders to existing staff;
- Signage in facilities will be kept up-to-date and relative; and
- Annual communication to community partners.

In addition, should Council decide to move forward with joining the Period Promise Campaign, staff will inform United Way of the City’s intention to join the campaign.

Financial Impact

The cost to install the dispensers was approximately \$30,000, with the cost being accommodated within the Community Services 2021 operating budget, which had a one-time savings associated with reduced operations due to COVID-19.

In 2022, a one-time additional level funding request was approved for \$40,000 to support the purchase of products for the first full year of this initiative. This amount is anticipated to fund the program for the next six to 12 months. Any 2022 costs above the \$40,000 provided will be accommodated within existing operating budgets.

Should Council support the recommendation to move forward with joining the Period Promise Campaign and expand the program to include additional civic buildings the cost to purchase and install the dispensers is \$20,000.

The ongoing operational costs for the program are projected to be \$65,000 per year. A one time additional level of \$20,000 will be submitted for consideration to purchase and install the dispensers and an ongoing additional level of \$65,000 will be submitted for consideration to support the expanded program costs with the 2023 budget process.

Conclusion

The Menstrual Equity Initiative has proven to be a successful program that removes barriers to participation in recreational activities, reduces menstrual stigma and promotes gender equity. Due to its success, staff recommend the continuation of the program which will be accommodated within existing budget allocations with an additional level being submitted for consideration within the 2023 budget process to support the existing and expanded program.

Staff also recommend that the City join the United Way's Period Promise Campaign and sign the Period Promise Policy Agreement. By signing on to the Period Promise Campaign, the City recognizes that it is contributing to the reduction of period poverty, further promoting inclusion, and investing in the overall health and well-being of our community.



Renata Turick
Coordinator, Aquatic Services
(604-448-5382)



Dorothy Jo
Program Manager, Social Planning
(604-276-4391)

Att. 1: Period Promise Policy Agreement



United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

Period Promise Policy Agreement

Preamble

Period Promise is a campaign designed to build on the successes of United Way's involvement with the Tampon Tuesday period product collection drive – an effort to bring attention to the need for making menstrual products more accessible to and affordable for those living in poverty or with other barriers.

Period Promise will continue to raise awareness for the issue of period poverty and menstrual equity. But it is going to do more to solve the problem by promoting the need for free and accessible products in the community. The campaign aims to engage organizations who are passionate about women's issues, transgender rights issues, and all those affected by poverty or stigma around menstruation to become more active in delivering community solutions.

The United Way's Period Promise campaign will continue to include asks for product and financial donations which are to be shared with vulnerable people in British Columbia. But, in an exciting new addition, it will be asking organizations of all types to adopt a policy to provide free products for staff, clientele, customers or others related to the work they each do.

This document is an agreement between the United Way British Columbia and the undersigned to join the Period Promise campaign by signing on to the policy below and committing to its implementation.

Policy Statement

The undersigned party agrees to provide, free of charge, diverse* menstrual products to their

- ☐ *Employees*
- ☐ *Clients*
- ☐ *Community members*

in a way that is easily accessible.

*An outline of potential distribution of diverse products is located in the "suggestions on policy implementation."

Purpose

Social responsibility is important to us at _____ and as such, we aim to positively impact our community through policies that build equity. By signing on to the Period Promise Campaign, we recognize we are contributing to the reduction of period poverty, de-stigmatizing menstruation, and working towards helping more people get access to the products they count on. We appreciate that providing free, accessible and diverse menstrual products will be an investment in the overall health and well-being of our community and will help de-stigmatize the need for others in our communities.



Definition

The Period Promise is the promise to provide free and diverse menstrual products in an accessible manner – in order to achieve menstrual equity, de-stigmatize menstruation and reduce period poverty. As menstrual blood cannot be held in and must be addressed immediately, the provision of period products to people is both a concern for human dignity and the realities of the human body. The Period Promise is an inherent recognition that period products are as essential to comfort as toilet paper, but that period products are less easily accessed.

Period poverty is defined as the lack of access to menstrual products due to financial limitations.

Menstrual equity means that all people who menstruate have access to menstrual products and recognizes that the “ability to access these items affects a person’s freedom to work, study, be healthy and participate in daily life with basic dignity. And if access is compromised – whether by poverty or stigma or lack of education and resources – it is in all of our interests to ensure those needs are met.”¹

The estimated cost of providing free, accessible menstrual products is approximately \$1.25/month per menstruating employee. The calculation of this cost is attached. This estimation is based on numerous assumptions which may not apply to your work space. Please note that, at this time, it is not possible to anticipate the cost for clients and community members without specific organizational information.

Detailed Conditions

Bi-Annual Recommitment

In order to be a designated Period Promise employer, a commitment to continue to provide free, accessible and diverse menstrual products must be made on a bi-annual basis.

This will be done in partnership with the United Way British Columbia. A representative from the United Way British Columbia will contact your organization every two-years to get your confirmation of continued involvement and, if available, collect data and stories related to the implementation of your Period Promise policy.

Benefits of Signing On To Period Promise

As a result of signing on to the Period Promise policy, your organization will:

1. Be named on our public list of signatories recognizing your leadership in helping us reduce the prevalence of period poverty and menstrual stigma in our community.
2. Be given the use of our Period Promise and United Way British Columbia logos to include in any media that you may create to highlight your involvement in the campaign.
3. Have access to a toolkit that will help explain to staff the reason for the policy shift and encourage them to become involved in the cause in the wider community.
4. A toolkit of posters and placards that will explain how properly use tampons and pads, how often to change them, how to properly dispose of them, and how to keep clean.



5. Be invited to be involved in policy consultation and discussion opportunities with other signatory partners and advocacy strategy meetings where signatories, activists, and local leaders can share ideas and discuss the next steps for policy implementation.
6. Be invited to public events highlighting the policy and Period Promise campaign.

Suggestions on policy implementation

There are many ways to provide free, accessible access to diverse menstrual products.

At a minimum, all female and gender-neutral washrooms should be supplied with free, accessible and diverse menstrual products. That said, we strongly encourage you to consider adding a small supply to the men's washrooms as well. This will ensure that, regardless of gender identity, anybody who menstruates or provides for people who menstruate can have access to products. For information on how transfolx experience menstruation differently than women and the importance of providing product for them in whichever washroom they use, please contact the United Way.

It should be assumed that any washroom with menstrual products in it will also have used product in it. Washrooms should have a hygienic and private means of disposing of used product. In many public washrooms this is done by placing a small garbage bin in a bathroom stall next to the toilet.

A diversity of products should be available for use, so that anybody who menstruates can have some choice in selecting which product works best for their needs. Examples of diverse products include but are not limited to: tampons, pads and panty liners.

Some other options on policy implementation include:

- Instead of in washrooms, have a designated, neutral location where anyone who needs menstrual products can obtain them. For example, accessible menstrual products in the office lounge. However, as menstruation can be a private experience for some in our community, this option is recommended only for spaces where providing product in washrooms is not deemed a realistic option.
- Provide access to diverse products that come in various sizes or absorption ratings for the varying levels of menstrual flow and body shapes.



United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

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Period Promise Policy Agreement

BETWEEN:

United Way British Columbia
4543 Canada Way
Burnaby BC, V5G 4T4

AND:

(Insert Organization)



United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

THIS AGREEMENT IS A DECLARATION THAT:

- A. _____ declares to fulfill their Period Promise as outlined in this Period Promise Policy Agreement.
- B. _____ agrees to the detailed conditions of the Period Promise Campaign.

The parties have signed this agreement this _____ day of _____ in the year _____. Follow-up reporting and a recommitment to the Period Promise Policy Agreement will be explored in the year _____.

(Insert Credentials from Representative from Signing Organization)

(Insert Credentials from United Way British Columbia Representative)



Thanks to Vancity for supporting the research and development of the Period Promise Policy.



Appendix to Agreement

Calculator to Assist Estimating Cost of Providing Product

This calculator aims to show that providing free, accessible and diverse menstrual products is relatively affordable. It also serves as a template to estimate the cost of providing access to free and accessible products to employees at your organization.

This calculator does come with some notable limitations.

It does not calculate the cost of providing products to clients and community members, as the level of variance is too high. Additionally, it assumes that employers are providing 100% of the products that people who menstruate need while at work. It is likely that employees will not require a 100% provision rate and that the total cost of \$1.25/month/applicable employee may be lower.

For assistance in using this calculator, please contact United Way British Columbia.

Cost Analysis

In order to calculate the cost of supplying free menstrual products to menstruators at work, the following information needs to be understood:

1. Number of products used per year
2. Percentage of time menstruators spend at work
3. Number of products used at work
4. Cost of products annually

1. Calculating number of products used per year

This costs analysis will use tampons, however there are other products which could be used in this analysis. Kotex instructs on changing your tampon every 4 to 8 hours¹, so we'll use 6 hours as an average.

Assuming there are 13 periods in a year², with each lasting 5 days then:

4 tampons x 5 days = 20

20 tampons x 13 cycles = 260 tampons per year

¹ How will I know when to change my tampon or pad? Retrieved from Kotex: <https://www.ubykotex.com.au/questions-and-answers/how-will-i-know-when-to-change-my-tampon-or-pad>. n.d.

² Periods and fertility in the menstrual cycle. Retrieved from NHS: <https://www.nhs.uk/conditions/periods/fertility-in-the-menstrual-cycle/>. 2016.



2. Calculating hours at work

$(\text{Hours spent working per day})(\text{\# of days worked per year})/(\text{total hours per year}) = x\% \text{ of time at work}$

Ex. $(8 \text{ hrs working per day})(250^* \text{ days worked per year})/8760 \text{ hours per year} = 0.23$ or 23% of time spent at work.

*The number 250 was determined based on a 5-day work week with 10 vacation days.

3. Calculating number of products needed while at work

$x\% \text{ time at work}/100 = x \text{ number of products}/260$

Ex. $23/100 = x/260 = 59.8$ products needed at work

4. Calculating cost of products

$(X \text{ number of products needed at work})(\text{cost per product}) = \text{annual product cost}$

Ex. $(59.8)(0.25) = \$14.95$ year/menstruating employee OR 1.25 per month

Summary

If a menstruator uses an average of 260 products/year and spends 23% of their time at work, they will require a total of 59.8 products while working. The total cost of 59.8 products at \$0.25/product in one year is \$14.95 or \$1.25 per month.

Disclosure

This is a cost estimate and the actual cost of supplying free menstrual products will vary. It is impossible to determine an exact number of employees/clients/community members who have menstrual requirements without asking directly. More than 50% of your workforce may be women. You may also have fewer than 50%. We would recommend that you estimate based on your employment records and then 5% to reflect employees with an unknown gender identity or unknown menstrual needs.