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**Parks, Recreation and Cultural Services Committee**

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

**Tuesday, July 20, 2021  
Immediately following the Public Works and Transportation  
Committee Meeting**

Pg. #      ITEM

**MINUTES**

**PRCS-4**      *Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on June 29, 2021.*



**NEXT COMMITTEE MEETING DATE**

September 28, 2021, (tentative date) at 4:00 p.m. in Council Chambers.

**COMMUNITY SERVICES DIVISION**

- 1. NATIONAL DROWNING PREVENTION WEEK JULY 18 - 24, 2021**  
(File Ref. No. 11-7000-01) (REDMS No. 6702759)

**PRCS-10**

**See Page PRCS-10 for full report**

*Designated Speaker: John Woolgar*

**STAFF RECOMMENDATION**

*That the staff report titled "National Drowning Prevention Week July 18 - 24, 2021," dated June 19, 2021, from the Director, Recreation and Sport Services be received for information.*



2. **COMMUNITY SERVICES – NON-PROFIT ORGANIZATIONS WELLNESS CHECK**

(File Ref. No. 11-7000-01) (REDMS No. 6700615)

PRCS-13

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

*Designated Speaker: Donna Lee*

**STAFF RECOMMENDATION**

*That Community Services staff continue to collaborate with non-profit community organizations on addressing the organizational impacts of COVID-19, including conducting a follow-up Wellness Check, as outlined in the staff report titled “Community Services – Non-profit Organizations Wellness Check,” dated June 23, 2021, from the Director, Arts, Culture and Heritage Services, and the Director, Recreation and Sport Services.*



3. **COMMUNITY ENVIRONMENTAL ENHANCEMENT GRANTS PROGRAM**

(File Ref. No. 10-6125-30-001) (REDMS No. 6663436)

PRCS-22

See Page **PRCS-22** for full report

*Designated Speaker: Chad Paulin and Jason Chan*

**STAFF RECOMMENDATION**

*That, as described in the report titled ‘Community Environmental Enhancement Grants Program’ dated July 6, 2021 from the Director, Park Services and Director, Sustainability & District Energy:*

- (a) The purpose, scope and process of Option 1 to support ongoing environmental initiatives be endorsed; and*
- (b) Council approve the proposed amendments to City Grant Policy 3712.*



4. **HOLLYBRIDGE PIER REDESIGN**

(File Ref. No. 06-2345-01) (REDMS No. 6702735)

PRCS-30

See Page **PRCS-30** for full report

*Designated Speaker: Jason Chan and Marcus Liu*

STAFF RECOMMENDATION

*That the conceptual redesign for the Hollybridge Pier as detailed in the staff report titled “Hollybridge Pier Redesign” from the Director, Parks Services, dated July 2, 2021, be endorsed for the purpose of detailed design and permitting application for the construction of a new waterfront amenity along the River Green Waterfront Park.*

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5.      **COMMUNITY GARDENS REFERRAL RESPONSE**

(File Ref. No. 06-2345-01) (REDMS No. 6705760)

**PRCS-37**

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

*Designated Speaker: Jason Chan*

STAFF RECOMMENDATION

*That the staff report titled “Community Gardens Referral Response,” dated July 2, 2021, from the Director, Parks Services, be received for information.*

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6.      **MANAGER’S REPORT**

**ADJOURNMENT**

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## Parks, Recreation and Cultural Services Committee

Date: Tuesday, June 29, 2021

Place: Council Chambers  
Richmond City Hall

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

Also Present: Councillor Carol Day (by teleconference)  
Councillor Andy Hobbs (by teleconference)

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on May 26, 2021, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

July 20, 2021, (tentative date) at 4:00 p.m. in Council Chambers.

### DELEGATIONS

1. Roidon Lamb, Strata Chair, Birchwood Estates, spoke against the proposed community garden adjacent to Branscombe House, expressing that the proposed community garden (i) will create an eyesore, (ii) will attract rodents and generate unpleasant odours, (iii) will generate excessive foot traffic, (iv) will only be open exclusively to 40 users, and (v) generates limited neighbourhood support.

## Parks, Recreation & Cultural Services Committee

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Pedro Villalon, Birchwood Estates resident, spoke against the proposed community garden and expressed concern with regard to the consultation and notification process and potential loss of useable park space. Also, Ms. Lamb and Mr. Villalon expressed that proposed buffering to their residence is not adequate and encouraged relocation of the proposal to other sites in the city.

Discussion ensued with regard to (i) the notification, consultation and development process for community gardens, (ii) alternative sites for the proposed garden, (iii) buffering requirements for community gardens, and (iv) maintenance of community gardens.

In reply to queries from Committee staff noted that (i) the City conducts community engagement on the matter, including discussion on the Let's Talk Richmond platform and with the Richmond Food Security and Agricultural Advisory Committee (FSAAC), (ii) other residents in the neighbourhood have expressed support for the proposed garden, and (iii) there are other potential sites for community gardens in the city.

As a result of the discussion, a referral motion to relocate the proposed community garden was introduced, but failed to receive a seconder.

Discussion then ensued with regard to the community garden development process, and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That the concept of community gardens be referred to staff and that staff:*

- (1) provide a list of potential community garden sites;*
- (2) provide information on the process of establishing community gardens and community consultation plan;*
- (3) examine community garden maintenance regulations;*
- (4) provide information on the submitted requests for community gardens; and*
- (5) examine buffers between community gardens and residential areas; and report back.*

The question on the motion was not called as staff responded to queries, noting that staff are in the process of developing a map of the City's community gardens.

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

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, June 29, 2021**

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**COMMUNITY SERVICES DIVISION**

**2. 2020 RICHMOND FILM OFFICE YEAR IN REVIEW**

(File Ref. No. 08-4150-09-01) (REDMS No. 6671925)

Discussion ensued with regard to mapping filming activities and the use of Steveston as a filming location.

It was moved and seconded

*That the staff report titled, "2020 Richmond Film Office Year in Review," dated May 30, 2021, from the Director, Arts, Culture and Heritage Services, be circulated to industry stakeholders for their information.*

**CARRIED**

**3. AMENDMENT TO REGULATING THE DISCHARGE OF FIREARMS BYLAW NO. 4183**

(File Ref. No. 11-7000-01) (REDMS No. 6687756)

Discussion ensued with regard to (i) the current 135 metre set back regulations, (ii) developing more detailed maps of the hunting areas, (iii) hunting in agricultural land to control pests and wildlife, (iv) enforcement of hunting regulations, (v) options to increase fines for offenders, (vi) consulting with farmers on firearm discharge regulations, (v) installing signage to clearly identify hunting areas, (vi) education for the community on firearm discharge regulations, and (vii) the process to obtain hunting permits.

In reply to queries from Committee, staff noted that the Richmond Rod and Gun Club (RRGC) administers a hunting by permission program that ensures that vetted hunters have the proper certification and insurance. Also, staff noted that the RRGC works closely with the Richmond RCMP and BC Conservation officers on enforcement of firearm discharge regulations. Furthermore, staff noted that the Richmond RCMP is investigating incidents of illegal hunting by unregistered hunters.

Helmut Pastick, Richmond resident, expressed concern with regard to the proposed bylaw, and spoke on (i) the hunting setbacks, (ii) enhancing hunting maps, (iii) consultation with farmers, and (iv) installation of signage in hunting areas.

Laura-Leah Shaw, Richmond resident, expressed concern with regard to hunting in agricultural land and suggested that such activities should be banned. Also, she noted her concern with regard to illegal hunters and the safety of residents and pets.

## **Parks, Recreation & Cultural Services Committee**

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Mike Thorne, President, Richmond Rod and Gun Club and Evan le Gal, Vice President, Richmond Rod and Gun Club, spoke on the Club's history, and encouraged that hunting activities continue in the city. Mr. Thorne added that no members of the RRGCC have been charged with any firearms-related offenses and suggested that public education be implemented to prevent non-permitted hunting.

Discussion ensued with regard to hunting to protect crops in agricultural areas and options to update the City's hunting policy. In reply to queries from Committee, staff noted that staff can provide a memorandum on the steps taken to ensure hunters are abiding by the regulations.

It was moved and seconded

***That Regulating the Discharge of Firearms Bylaw No. 4183, Amendment Bylaw No. 10278 to amend the terms of the bylaw as described in the staff report titled "Amendment to Regulating the Discharge of Firearms Bylaw No. 4183" dated June 2, 2021, from the Director, Recreation and Sport Services, be introduced and given first, second and third readings.***

**CARRIED**

Opposed. Cllr. Michael Wolfe

#### **4. MANAGER'S REPORT**

##### ***(i) Extreme Weather Temperatures***

Staff spoke on the City's response to the recent hot temperatures including (i) adding shade in through park tents, (ii) opening outdoor public pools and waterparks, (iii) adjusting program time to be earlier in the day, and (iv) distributing maps of the City's public water fountains.

##### ***(ii) Minoru Centre for Active Living Immunization Centre***

Staff briefed Committee on the usage of the Minoru Centre for Active Living as a COVID-19 immunization centre, adding that the program is currently targeting senior residents and their caregivers.

##### ***(iii) Canada Day at Home***

Staff briefed Committee of the City's upcoming virtual Canada Day program at 10:00 a.m. on July 1, 2021 and noted that more information can be found on [www.stevestonsalmonfest.ca](http://www.stevestonsalmonfest.ca).

##### ***(iv) Opening of Steveston Heritage Sites***

Staff noted the restoration of services at several heritage sites in Steveston including facilities in Britannia Shipyards, and London Farmhouse at the London Heritage Farm and the Japanese Fisherman's Benevolent Society building.

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(v) *Britannia Shipyard Society Management*

Staff advised that the Britannia Shipyard Society is developing a plan to manage the docks at Imperial Landing and discussions between the City and the Britannia Shipyards Society regarding the matter are on-going.

(vi) *Chinese Junk Boat*

Staff noted that discussions to use the Chinese Junk Boat for the upcoming Richmond Maritime Festival are on-going with the boat owners, the City and the Britannia Shipyards Society.

(vi) *Steveston Harbour Authority Dredging*

Discussion ensued with regard to increasing the frequency of dredging in the Fraser River. Staff noted that discussions on the matter between the City and the Steveston Harbour Authority have taken place and letters have been sent to the Province to address the concerns related to the dredging.

(viii) *Park Acquisition List*

Discussion ensued with regard to the City's park acquisition list, and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That staff prepare a park priority acquisition list for Council, and report back.*

**CARRIED**

(ix) *Richmond Resident Arjun Bhullar - Mixed Martial Arts Champion*

Committee noted the recent championship win by Richmond resident Arjun Bhullar and the recent community celebration. Staff noted that the recognition of the championship win can be discussed at an upcoming Sports Council meeting.

(x) *Waterfront Trail Access*

Staff advised that staff are currently reviewing waterfront trail access in Steveston.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (6:00 p.m.).*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, June 29, 2021**

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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 Tuesday, June 29, 2021.

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Councillor Harold Steves  
Chair

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Evangel Biason  
Legislative Services Associate



# City of Richmond

## Report to Committee

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**To:** Parks, Recreation and Cultural Services Committee  
**From:** Elizabeth Ayers  
Director, Recreation and Sport Services  
**Date:** June 19, 2021  
**File:** 11-7000-01/2021-Vol 01  
**Re:** National Drowning Prevention Week July 18 - 24, 2021

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### Staff Recommendation

That the staff report titled "National Drowning Prevention Week July 18 - 24, 2021," dated June 19, 2021, from the Director, Recreation and Sport Services be received for information.

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER   <hr/>	
SENIOR STAFF REPORT REVIEW	INITIALS:  <hr/>
APPROVED BY CAO   <hr/>	

## Staff Report

### Origin

The purpose of this report is to inform Council of the City's participation in National Drowning Prevention Week July 18 - 24, 2021, and the actions taking place to support this important initiative.

This report supports the following focus areas from the City of Richmond Recreation and Sport Strategy 2019 – 2024:

*Awareness and Understanding: Richmond residents understand the opportunities and benefits of participation in recreation and sport.*

*Physical Literacy and Sport for Life: Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.*

This report also supports the following focus area of the City of Richmond 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.*

### Analysis

National Drowning Prevention week, an annual public awareness campaign initiated by the Lifesaving Society of Canada, is taking place July 18 - 24, 2021. Drowning is the third leading cause of unintentional death among Canadians under the age of 60 and National Drowning Prevention Week promotes safe participation in water related activities and reminds everyone to be prepared before heading out to the water.

There are seven key themes to focus education and initiatives on based on the major risk factors identified in the Lifesaving Society's annual 'Drowning' reports from 2016-2020 which aim to reduce drownings:

1. **Prevent Drowning** – Over 400 Canadians die in preventable water related accidents each year.
2. **Supervise Children** – If you are not within arm's reach you have gone too far.
3. **Boating Safety** – Wear a lifejacket when in a boat.
4. **Learn to Swim** – 19 per cent of drownings in Canada were caused by an unintentional fall into the water.
5. **Stay Sober In, On, and Around the Water** – Both alcohol and cannabis use impair balance, judgement, and reflexes. Stay sober when in, on or around the water.
6. **Open Water Safety** – Make Smart Choices before going in, on or around the water.
7. **Be Water Smart All Year** – Take a learn to swim, lifesaving or first aid class.

### Local Action

The City of Richmond plays a significant role in promoting and educating citizens in safe water activity throughout the year. On average, 18,000 individuals participate in swimming lessons and learn water safety techniques each year, participants range in age from toddlers to seniors. This vital life skill is one of the most effective strategies in preventing drowning fatalities locally and across the country. It is important to note that less than one per cent of drownings happen in water supervised by a lifeguard. Most accidents occur in natural waterways and backyard swimming pools.

Education and training is another important strategy in the prevention of accidental drownings. Richmond is a leader in providing leadership training with over 2,500 youth and young adults enrolling in courses each year to learn to be a Lifeguard or Water Safety instructor. In addition, the City of Richmond offers an educational and skills testing program called WaterSafe to all children participating in summer camps.

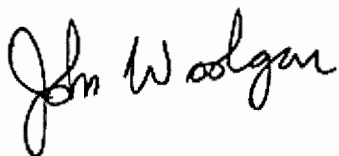
This year during National Drowning Prevention Week, staff will be engaging the public in water safety education online, at all four swimming pools and in summer camp programs across the City. The Swim to Survive program teaches the essential skills needed to survive an unexpected fall into deep water and it will be offered to the community free of charge. Finally, National Drowning Prevention Week initiatives are all supported by a promotional campaign that includes the E-newsletter, press release and social media feeds.

### **Financial Impact**

None.

### **Conclusion**

National Drowning Prevention Week is well supported in the City by initiatives that teach and promote drowning prevention skills and strategies in the community. These local and national initiatives provide an important foundation in preventing accidental drownings across the country.



John Woolgar  
Manager, Aquatic and Arena Services  
(604-238-8041)



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**Date:** June 23, 2021

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**File:** 11-7000-01/2021-Vol 01

Elizabeth Ayers  
Director, Recreation and Sport Services

**Re:** Community Services – Non-profit Organizations Wellness Check

### Staff Recommendations

1. That Community Services staff continue to collaborate with non-profit community organizations on addressing the organizational impacts of COVID-19, including conducting a follow-up Wellness Check, as outlined in the staff report titled "Community Services – Non-profit Organizations Wellness Check," dated June 23, 2021, from the Director, Arts, Culture and Heritage Services, and the Director, Recreation and Sport Services.

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

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Parks Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

The purpose of this report is to provide Council with information in regards to the overall organizational health of the non-profit organizations (“organizations”) that work closely with the Community Services Division to provide services to the community. In light of the challenges posed by the COVID-19 pandemic, a Wellness Check was completed with these organizations to assess their wellbeing in terms of finances, governance and the continued ability to provide services to the community. This report summarizes the findings and proposes next steps.

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

*3.3 Utilize an interagency and intercultural approach to service provision.*

This report also supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

*Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*

*5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

### Analysis

#### Background

The City holds service, lease or rental agreements with a number of organizations that work closely with the Community Services Division to provide a range of services to the community. These organizations play an integral role in delivering opportunities for Richmond residents to promote their health and wellbeing, connect with nature, explore avenues for creative expression, and build social and cultural connections. They also add vibrancy by enabling volunteerism. Non-profit organizations also play a role in providing employment opportunities in communities; in 2019, the non-profit sector provided almost 13 per cent of all jobs in Canada (Statistics Canada, 2021).

The operating budgets of these organizations range from tens of thousands of dollars to over 4 million dollars per year. Some function primarily with volunteers, while others employ over 100 full-time, part-time and/or seasonal staff in a given year.

In March 2020, the City made the decision to temporarily close all facilities to the public in order to mitigate the risk of COVID-19 transmission. This resulted in the cancellation of all in-person programs and a shift to alternate service delivery formats, such as online programs or wellness checks by telephone. This resulted in the need to lay off, or not schedule, a significant number of staff employed by some of these organizations. As restrictions have evolved, these organizations have adjusted program offerings in alignment with both the Public Health Orders (PHO) and the Restoring Richmond Plan, and many have been able to offer a range of public programs and services under modified conditions.

In light of the particular challenges related to COVID-19, a comprehensive Wellness Check with a standardized questionnaire was completed with these organizations. The Community Services Non-Profit Wellness Check Discussion Guide (Attachment 1) was designed to assess the wellbeing of these organizations in terms of finances, governance and the continued ability to deliver services.

### Process/Methodology

Staff conducted meetings with 26 organizations (Attachment 2) in April and May 2021 and provided them with the Wellness Check Discussion Guide and Questionnaire to facilitate a discussion regarding the impacts of the pandemic on program and service delivery, human resources, governance, and finances. Each organization completed the questionnaire and conducted a self-assessment of their organizational outlook, using a 'green, yellow, red' rating system. The results were compiled and analyzed, and the key learnings or outcomes are summarized below.

### Summary of Findings

#### *Overall organizational wellness*

- The Wellness Check demonstrated that the organizations are generally in a stable position, despite a challenging year.
- Based on a self-assessment, the vast majority of organizations identified that they are “confident” (green) or at least “optimistic” (yellow) that they will weather the pandemic relatively well.
- One organization identified that it is “very concerned” (red) about its organizational sustainability, but stated that this would be the case regardless of the pandemic. This organization is working with City staff to review their operations towards ensuring their long-term viability.
- A few organizations indicated areas of specific concern not necessarily related to COVID-19. Staff Liaisons to these organizations are aware of the challenges identified in the Wellness Checks and are working with them to address the situations.

#### *Financial sustainability*

- In 2021 (year to date), fourteen (14) organizations are reporting a surplus or break even operation. Eight (8) are reporting a deficit for 2021, which is more than in previous years.
- Organizations are concerned about reduced revenues and increased expenses as programs are reinstated. There is great uncertainty as to the rate at which people will return to participation which would impact revenues.
- Organizations that operate facilities independently from the City also expressed concern that they face additional costs related to time required to clean spaces and equipment along with the cost of purchasing cleaning supplies if PHO guidelines remain the same.
- Many organizations made it a point to identify that without the Canadian Employment Wage Subsidy (CEWS), they would have large deficits.

- Some organizations that reported a surplus during the pandemic have both been successful at accessing additional grant funding and also have lower expenses than in a typical year due to the cancellation of events that are typically subsidized.
- Some organizations anticipate the need to adjust service levels or increase the price of programs to offset the potential reduction in participation. Another option some are considering is to increase the number of volunteer-led programs to reduce expenses.
- Some organizations identified that they will continue to strategically seek grant funding to sustain programs and services. However, one organization noted that it had been working towards being less reliant on grant funding, but is now forced to seek grant support given the pandemic.

#### *Staff recruitment and retention*

- During the pandemic, it was difficult for organizations to offer consistent employment given the uncertainty of shifting health orders and restrictions. There is concern that this may impact re-hiring and retention of staff.
- At the time the questionnaire was completed, organizations reported that over half of the part-time and casual positions that were filled at the beginning of the pandemic had not been recalled to work. Some individuals have found other work or left the field entirely, therefore it is anticipated that new staff will need to be recruited. Recruitment and training of new staff will take more time than bringing back experienced staff.

#### *Board engagement and governance*

- Limited impacts on governance were reported. Changes in board processes were noted, including a move to online meetings. There were also some organizations that reported postponing their Annual General Meeting.
- Some organizations identified or anticipated challenges with board recruitment.

#### *Employee and volunteer health and wellness*

- An area of common concern was overall wellness and in particular the mental health of staff, board members, and community members. While many organizations noted that they tried to be more responsive to mental health needs through flexible work schedules and regular staff check-ins, some smaller organizations reported that they did not have the tools or resources to support staff and volunteers.

#### Next Steps

The Wellness Check program demonstrated that most of the organizations that were consulted through this process have a relatively positive, if cautious, outlook on the overall sustainability of their organization. However, many strongly emphasized their reliance on wage subsidies and other operating grants in order to support them through the pandemic, and the uncertainty of how their operations would fare once emergency funding was no longer available.

Community Services staff are anticipating the potential and ongoing impacts of COVID-19 and will continue to work closely with the organizations in the areas of program and service delivery

planning, human resources, governance and finances. As a result of learnings from the Wellness Check program, staff will meet with the organizations and discuss strategies for working collaboratively to address the areas of concern identified, including:

- Program restoration and implementation;
- Staff and volunteer recruitment and retention;
- Employee health and wellness; and
- Board engagement and recruitment.

Finally, given the concern expressed by many of the non-profit organizations that it may take time for the full impacts of the pandemic to manifest, staff recommend conducting a follow up Wellness Check in nine to 12 months.

### **Financial Impact**

No financial impact at this time.

### **Conclusion**

The City holds service, lease and rental agreements with numerous non-profit community organizations that deliver a range of services to Richmond residents that contribute to community wellbeing, connection and vibrancy. The Wellness Check provided staff with valuable information about the overall health of these organizations.

The pandemic has been difficult for many organizations to navigate, given the evolving restrictions put in place to mitigate COVID-19 transmission. While these organizations have generally weathered the past year by adapting their programs and services, and with assistance from emergency funding sources, they remain cautiously optimistic as the full impacts of COVID-19 are still unknown. Staff will continue to monitor and support organizations as required in program and service delivery planning, human resources, governance and finances.



Donna Lee  
Research Planner 2  
(604-204-8908)

- Att. 1: Community Services Non-Profit Wellness Check Discussion Guide  
2: List of Participating Non-profit Organizations

## **Community Services Non-Profit Wellness Check Discussion Guide**

This discussion guide has been created by the City of Richmond to facilitate assessment and communication of the impacts of COVID-19 on the non-profit service delivery associations and societies that work closely with the Community Services Division. The questions are intended to assist City Staff to better understand current and future areas of concern for community associations and societies in relation to organizational well-being, particularly around service delivery, financial health and governance. Answers may be recorded in brief bullet points.

Data collected will primarily be accessible by the organization's Staff Liaison and the Community Services Research Planner. Access to discussion notes may be limited to only City Staff who need this information (e.g. Staff Liaison, Research Planner, Managers). Staff Liaisons will continue following up with organizations, particularly if they express challenges or concerns, in order to gather more information if needed. Where possible, challenges will be addressed within existing budgets and service provision. Any sensitive information from individual associations or societies will not be discussed with other organizations.

The information gathered will be summarized into a report for the Community Services Division to provide a snapshot of the impacts of COVID-19 on organizations that work closely in service delivery with the Division, and their self-reported future outlook. Trends in difficulties and challenges, as well as promising practices and examples of adaptation and resilience will be highlighted.

A summary report may be presented to Council to provide a general overview of the overall wellness of service delivery associations and societies. Extraordinary concerns will be identified to Council in a separate communication process.

Should you have any questions about how the information will be used, please discuss with your Staff Liaison or contact Donna Lee, Research Planner ([dlee2@richmond.ca](mailto:dlee2@richmond.ca), 604-204-8908).

<b>Organization Name:</b>	
<b>Organizational Representative(s):</b>	
<b>Staff Liaison:</b>	

### **Service Delivery**

1. What current restrictions and modifications is your organization operating with? (select one)

- ☐ Open to the public (no changes to our facility operations)
- ☐ Open to the public under restricted conditions (please elaborate)
  - How have programs and services been modified to meet current COVID-19 restrictions?
    - ☐ Modifications to in-person programs (e.g. physical distancing, visitor capacity, engineering controls)
    - ☐ Shift to program delivery online
    - ☐ Shift to program delivery via phone
    - ☐ Shift to program delivery via drop off/pick up
    - ☐ Developed new programs/services (please indicate)
    - ☐ Other (please specify):

➤ What programs/services continue to be closed/ cancelled or indefinitely postponed?

- ☐ Full closure (no staff or public)

☐ Not applicable: My organization does not operate a facility or provide programs/services

2. Moving forward, has your organization developed strategies or a plan to guide how programs and services will be delivered and/or prioritized in the future? (☐ Yes / ☐ No / ☐ Not applicable)

### Human Resources

3. Did you lay off staff during any shut-down period? (☐ Yes / ☐ No / ☐ Not applicable)

	Regular Staff	Casual Staff
If yes, how many?		
For how long?		
How many staff remain laid-off?		

4. Please describe any other ways your staffing needs have changed since the onset of the pandemic.  
(☐ Not applicable)

5. Looking ahead to the future, what are you most concerned about regarding staffing and/or volunteers as programs and services resume? (☐ Not applicable)

➤ What strategies have you considered to address these concerns?

6. Does your organization have the tools it needs to support staff members through the ongoing challenges that COVID-19 has been presenting (e.g. health, mental health, other considerations)?

### Governance

7. Since March 2020 (pre-COVID), how has COVID-19 affected your governance?

- ☐ Questioning future/ purpose of organization
- ☐ Revising governance structure/ board processes
- ☐ Considering mergers/ alliances
- ☐ Managing conflict
- ☐ Other (please specify)

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☐ No impact on governance

### Financial Impact

*Please provide a copy of the following to your Staff Liaison:*

- ☐ Organization's most recent income statement and balance sheet
- ☐ Annual financial reports from the last 3 years (if not already submitted to the City)

8. Please provide the following summary of financial information for your organization.

*Staff Liaisons: Please complete this information if you already have the documentation.*

	2018-19 (or 2018 if operating on	2019-20 (Pre-COVID) (or 2019 if operating on	2020-21 (or 2020 if operating on

	a calendar year)	a calendar year)	a calendar year)
Annual operating budget (\$)			
Revenue from all sources (\$)			
Surplus or (Deficit) (\$)			

9. How did the pandemic affect your ability to host revenue generating or fundraising opportunities that you normally rely on to supplement your annual operating costs (e.g. special events, annual fundraisers)?  
(☐ Not applicable)

➤ Did you develop any new strategies for fundraising?

10. Did you receive any of the following governmental and other supports?

- ☐ Canadian Emergency Wage Subsidy  
☐ BC Government Emergency Funds  
☐ Canada Emergency Business Account  
☐ Canada Temporary 10% Wage Subsidy

☐ Other emergency or relief funding (please identify funding source)

☐ Not applicable

➤ What barriers (if any) got in the way of accessing these supports?

11. Looking ahead to the future, what concerns you most about your organization's financial situation or organizational sustainability?

➤ What strategies have you considered to address these concerns?

12. If the current environment continues, how long do you think you will be able to sustain your operations, before you would need to shut down your organization?

- ☐ Not a concern  
☐ 7 months – 1 year  
☐ 1-2 years  
☐ 2+ years  
☐ I don't know

### Organizational Self-Assessment

13. Please select the statement that best describes your organization's ability to thrive given the current circumstances:

- ☐ Green ● – Our organization is handling each challenge as it arises, we have been able to modify operations to limit costs and access funding programs, and we are confident that we will be able to resume operations to pre-COVID levels with little concern.
- ☐ Yellow ■ – We are optimistic about the future but guarded about our ability to thrive. We have been limited in our ability to maintain or access revenue streams and we will need support to resume operations.
- ☐ Red ◆ – We are very concerned about the future and our ability to continue to operate without immediate support including funding support. Our organization is seriously considering options for the future, including the possibility of disbanding or merging with another organization.

14. Are there any other COVID-19-related impacts on your programs/services/activities, human resources, governance and/or finances not already covered that you would like us to be aware of?

List of Participating Non-profit Organizations

1. Britannia Shipyards National Historic Site Society
2. City Centre Community Association
3. East Richmond Community Association
4. Hamilton Community Association
5. London Heritage Farm Society
6. Minoru Seniors Society
7. Richmond Arenas Community Association
8. Richmond Art Gallery Association
9. Richmond Arts Coalition
10. Richmond Fitness and Wellness Association
11. Richmond Food Security Society
12. Richmond Gateway Theatre Society
13. Richmond Gymnastics Association
14. Richmond Lawn Bowling Club
15. Richmond Museum Society
16. Richmond Nature Park Society
17. Richmond Rod & Gun Club
18. Richmond Sharing Farm Society
19. Richmond Tennis Club
20. Scotch Pond Heritage Cooperative
21. Sea Island Community Association
22. South Arm Community Association
23. Steveston Community Society
24. Steveston Historical Society
25. Thompson Community Association
26. West Richmond Community Association



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** July 6, 2021

**From:** Todd Gross  
Director, Park Services

**File:** 10-6125-30-001/Vol 01

Peter Russell  
Director, Sustainability and District Energy

**Re:** Community Environmental Enhancement Grants Program

### Staff Recommendation

That, as described in the report titled 'Community Environmental Enhancement Grants Program' dated July 6, 2021 from the Director, Park Services and Director, Sustainability & District Energy:

- a) The purpose, scope and process of Option 1 to support ongoing environmental initiatives be endorsed; and
- b) Council approve the proposed amendments to City Grant Policy 3712.

Peter Russell  
Director, Sustainability and District Energy  
(604-276-4130)

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
Arts, Culture and Heritage Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

This report is in response to the following committee referral endorsed at the February 1, 2021 General Purposes Committee:

*That staff review the possibility of a new grant category which is related to the environment and provide options, and report back*

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

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

*2.4 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 #8 An Engaged and Informed Community:

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

*8.1 Increased opportunities for public engagement.*

### Analysis

#### Current Programs

The City of Richmond established its annual City Grant Program to support the work of community service organizations in Arts and Culture, Child Care, Health, Social and Safety, and Parks, Recreation and Community Events. The Neighbourhood Celebration Grants program supports community organizations or groups of neighbours to plan events that connect residents with local parks, open spaces and streets as well as with each other. While each grant is unique, the goals of the City's Grant Program are to:

- Improve the quality of life of Richmond residents through a wide range of beneficial community programs;
- Assist primarily Richmond-based community groups to provide programs for residents;
- Build community and organizational capacity to deliver programs; and
- Promote partnerships and financial cost sharing among the City, other funders and organizations.

Access to nature and healthy, local ecosystems can improve the quality of life for residents. Emerging ideas, including those from the United Nations, reflect the common understanding that

a healthy environment is integral to individual wellbeing, including physiological and mental health benefits. Although many of the City's existing grants can incorporate environmental initiatives indirectly, residents must rely on alternative City-led initiatives such as the Partners for Beautification Program to seek support and resources for environmental-related activities such as shoreline cleanups, trail maintenance, (minor) invasive species management and boulevard enhancements. The development of a new grant that focuses specifically on environmental initiatives can promote environmental stewardship in Richmond and lead to the growth of community groups supporting the City's environmental objectives. A strong network of environmental organizations can catalyze more local environmental stewardship, a key goal in the Ecological Network Management Strategy.

The City currently offers a broad range of programs, services and funding to support environmental awareness, resident activation and ecological enhancement not included in the City Grant Program. Many of these initiatives, including the Partners for Beautification Program, are typically funded through operational budgets, sponsorship opportunities and staff support (see Attachment 1 for more information). Staff estimate that the level of support within the current operating budget to support these initiatives is approximately \$100,000 annually. In addition to these City-led and coordinated initiatives, staff note that further community support for community-led initiatives would be well-received in Richmond. Staff receive a variety of requests each year from community members that cannot fully be supported due to funding limitations that could be accommodated with additional financial support from the City.

#### Proposed Community Environmental Enhancement Grants Program

A grant for environmental initiatives that utilizes non-tax revenue funding for proposed environmental initiatives provides an opportunity to complement the City's existing plans and strategies such as the Ecological Network Management Strategy and promote community stewardship. Three potential options for the newly proposed environmental grant are outlined below.

#### **Option 1 (Recommended): Establish an Environmental Grant that complements existing City-led initiatives**

A new grant for environmental initiatives led by registered non-profit organizations can complement the City's ongoing environmental initiatives and promote community stewardship. Local, for-profit business are typically not eligible for community grants, but they may assist eligible applicants in organizing events. If endorsed, a new grant would provide targeted funding towards materials needed to enhance Richmond's natural environment. Amongst the many programs listed in Attachment 1, staff note that a common critical need, reflected mainly in requests from the community, relates to a need for funding or access to materials such as soil, trees, plants and small hand equipment. The sole purpose of the proposed Environmental Grant Program would be to support material needs and associated costs for applicants. The funding would not support administration activities of the applicants but would, for instance, support costs for gaining access to materials such as a truck rental to deliver materials. Under this option, a staff team would undertake review of applications and prepare a list of recommended recipients for Council's consideration in a consistent manner as the City Grants Program.

Staff also considered other methods in which staff could address the Council referral, listed as 'Not Recommended' options below.

**Option 2 (Not Recommended): Incorporate environmental criteria into the City's existing Grant Program with no additional funding**

This option would be supported through the City Grant Program and would add environmental criteria that applicants must meet to successfully receive funding. The City's existing grant program currently supports the work of community service organizations in four areas: Arts and Culture, Child Care, Health, Social and Safety, and Parks, Recreation and Community Events. No additional funding would be offered in this option. Applicants would utilize the existing funding pools and allocate (directly or indirectly) a portion of the approved funding to benefit aspects of the environment, which would need to be developed to support the current application process. This Option is not recommended. Additional criteria or requirements to support environmental initiatives may place a strain on funding needed to support other important social and cultural programs. Similarly, this option may not offer enough funding or resources to complete environmental initiatives, which can discourage meaningful results in both areas. Staff also note that criteria suitable for each area in the City Grant Program will be challenging to tailor for each area and monitor after implementation.

**Option 3 (Not Recommended): No action, maintain current operation and funding through the City Grants Program**

The City's well-established City Grant Program provides support to community service organizations that may indirectly support environmental initiatives through annual funding. In addition, the City offers a variety of City-led programs and initiatives that promote community education, awareness and activation each year (Attachment 1). This option is not recommended. Staff note that the City receives a significant amount of community requests each year for environmental initiatives such as watercourse clean-ups that cannot be supported due to resource and funding limitations. Further, specific funding for environmental initiatives may lead to the establishment of more citizen-led organizations in Richmond, currently lacking in the City. These organizations have been successful in neighboring municipalities at coordinating activities that complement existing City-led initiatives and building awareness related to environmental stewardship.

**Implementation**

Staff intend to administer the proposed grant through the City's existing 'Partners for Beautification Program' which provides opportunities for Richmond residents of all ages, community groups, and service clubs to get involved in environmental stewardship. Furthermore, staff are in the process of reviewing and updating the program to more strongly reflect sustainability and environmentalism, better supporting the City's environmental objectives. Further information will be provided in a report to Council later this year.

Staff are proposing to amend the City's *Grant Policy 3712* to add the Community Environmental Enhancement Grants Program as a separate grant category (Attachment 2). Applications will follow the defined criteria in the City's *Grant Policy 3712*. Under these guidelines, a maximum

\$2,500 annually will be available to applicants for select projects on City property such as boulevards, channelized watercourses, joint City school properties, parks and open spaces. Applications would first be assessed by a staff team for evidence of financial need and fiscal responsibility; community benefit and inclusiveness; and an evaluation plan to measure project effectiveness.

If endorsed, staff will refine the future evaluation criteria consistent with the City Grant Program and establish an appropriate staff team to evaluate submissions that may be related to environmental enhancement, restoration and/or conservation. Successful projects will be monitored and future results will be communicated to Council at the same time as the launch of the 2022 City Grant Program.

### **Financial Impact**

It is estimated that the additional costs for this program will not exceed \$35,000, which may be funded from gaming revenue or other non-tax revenue sources and will be included in the 2022 grants process for Council consideration.

### **Conclusion**

Richmond relies upon a healthy and diverse landscape to maintain quality of life, biological diversity, and a resilient natural environment. Richmond residents play a key role in shaping the initiatives that contribute to healthy, diverse and functioning ecosystems. Limitations of the City's existing grant program impede environmental initiatives from being highlighted or identified as the primary focus. Utilizing non-tax revenue funding for ongoing environmental initiatives that are already supported by the City presents the best opportunity to support and improve community-led environmental enhancement projects. Staff recommend that the Community Environmental Enhancement Grants Program be endorsed.



Chad Paulin M.Sc., P.Ag.  
Manager, Environment  
(604-247-4672)



Jason Chan  
Manager, Parks Planning, Design and  
Construction  
(604-233-3341)

- Att. 1: Current Environmental Initiatives Involving Residents
- Att. 2: City Grant Policy 3712 Amendments

### Current Environmental Initiatives Involving Residents

Programs	Description	Funding
Bat Friendly Program	Stewardship and educational program to support bat awareness.	\$2,000 annually, support and educational materials.
BC Sustainable Energy Association	Cool it! Climate Change Education for Grade 6 & 7 students.	Approximately \$10,000.
Butterfly Way Rangers (David Suzuki Foundation)	A volunteer-led movement that is growing habitat for bees and pollinator species in neighbourhoods across Canada.	Support from staff and financial support through the Partners for Beautification Program for projects on City owned land.
City Nature Challenge	Free program to encourage environmental education and stewardship.	Support from staff for facilities.
Community Workshops	Free community workshops in various topics; tied to the City's Enhanced Pesticide Management Program.	Approximately \$20,000 annually and staff time to organize.
Green Ambassadors Program	High school students that support event recycling and environmental efforts and projects in their schools or within the City of Richmond.	Approximately \$15,000, support for facilities and City staff mentors.
HUB	Generally supporting cycling education courses and Bike to Work Week Stations.	\$6,000 - \$8,000 annually.
Nectar Trail	Free program to encourage private properties to plant a pollinator friendly garden.	\$2,000 support from staff for facilities.
Partners for Beautification Program	A unique opportunity for Richmond residents of all ages, community groups, service clubs and businesses to get involved with one or more of the adoption programs to help make a difference in the parks, streetscapes and dyke legacy.	\$10,000 - \$30,000 annually, offset with grants, dedicated staff support provided.  \$5,000 - \$10,000 for removal of invasive plants funding for Invasive Pulls.
Project Wet	Youth engaged in water conservation initiatives.	Support for facilities and City staff, combined with annual Public Works Open house.

REVA	Youth (via GA program) in Richmond that help promote the adoption and education of electric vehicles.	Support for facilities and City staff.
Richmond Earth Day Summit (REaDY Summit)	A youth-led conference whereby high school students fully organize a half day conference for 300-400 grade school students.	Approximately \$3,000 per year, plus support from staff for facilities (e.g. for meetings) and City staff who mentor students.
Tree Canada Tree Plants	Corporate tree plants coordinated through Tree Canada with operational support from the City.	Native plant costs are covered by the Tree Canada, but the City covers the cost of tools, mulch and staff time.

\* Funding for these environmental-related initiatives is facilitated through the City's annual Operating Budget, Capital Budget or through external grant funding sources as determined through Council endorsement.



Page 1 of 1	<b>City Grant Program</b> Adopted by Council: July 25, 2011 Amended by Council: July 9, 2012	<b>Policy 3712</b>
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## POLICY 3712:

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation)
  - **Community Environmental Enhancement Grants Program (Parks and Recreation).**
2. Casino funding ~~will~~ **may** be used to create ~~three~~ **four** separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the ~~three-four~~ City Grant Programs ~~will~~ **may** receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture, ~~and~~ Parks and Recreation, ~~and~~ **Environment** will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** July 2, 2021

**From:** Todd Gross  
Director, Parks Services

**File:** 06-2345-01/2021-Vol  
01

**Re:** **Hollybridge Pier Redesign**

### Staff Recommendation

That the conceptual redesign for the Hollybridge Pier as detailed in the staff report titled "Hollybridge Pier Redesign" from the Director, Parks Services, dated July 2, 2021, be endorsed for the purpose of detailed design and permitting application for the construction of a new waterfront amenity along the River Green Waterfront Park.

Todd Gross  
Director, Parks Services

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Sustainability	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Intergovernmental Relations	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the January 29, 2013, Parks, Recreation and Cultural Services Committee meeting, the following referral was carried:

*“That the conceptual designs for the River Green Village’s waterfront park, Gilbert Greenway and public mews as detailed in the staff report titled River Green Village Parks and Open Space Plan from the Senior Manager, Parks, dated January 9, 2013, be endorsed.”*

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.*

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

### Analysis

#### Background

As part of the River Green Village Parks and Open Space Plan approved by Council in 2013, a new waterfront pier was proposed to be located at the corner of River Road and Hollybridge Way (just east of the Richmond Olympic Oval) and reaching out and over the Middle Arm (Figure 1).

Figure 1 – Original Concept of the Hollybridge Pier and Floating Docks



The Hollybridge Pier was considered an integral part of the design to complement the development of the River Green Waterfront Park completed in 2019. The City also received an amenity contribution of \$1 million from ASPAC Development in 2013 towards the construction of the future pier and the additional funding of \$1 million for the project was approved by Council during the 2015 capital budget process.

The City's application for the project's permitting review and construction approval process was submitted on January, 25, 2017, to Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). This permitting application process involved extensive evaluation reviews and requests for approvals from multiple agencies including:

- The former Ministry of Municipal Affairs and Housing's Land Act (for the tenure lease of the water lot where the pier was to be situated);
- FLNRORD's Water Sustainability Act in conjunction with First Nations consultation;
- Environment and Climate Change Canada for the environmental and sustainability review;
- Province of BC's Dike Management Act (DMA);
- Department of Fisheries and Oceans (DFO); and
- Transport Canada.

On February 22, 2017, staff consulted with FLNRORD Ministry staff and received a suggested permit approval timeline of October 2017. This timeline was not met due to backlog of applications they were experiencing.

On July 10, 2019, after nearly two and a half years of permitting delays with the application reviews and ongoing consultations, FLNRORD'S senior licenced authorization officer suggested that the application was being finalized and permitting approvals were to be completed shortly thereafter; however, once again their commitment to complete the evaluation was delayed.

As a result of a number of ongoing staff changes, changing regulations and continued delays within the permitting review process at FLNRORD, a meeting between members of Council and The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development occurred on September 18, 2020, during the UBCM convention where the City sought assistance with advancing the application.

On March 2, 2021, staff received a final decision letter from the Ministry stating that the City's application to construct a public pier situated on Crown Province's water lot has been disallowed for the following primary reason (Attachment 1):

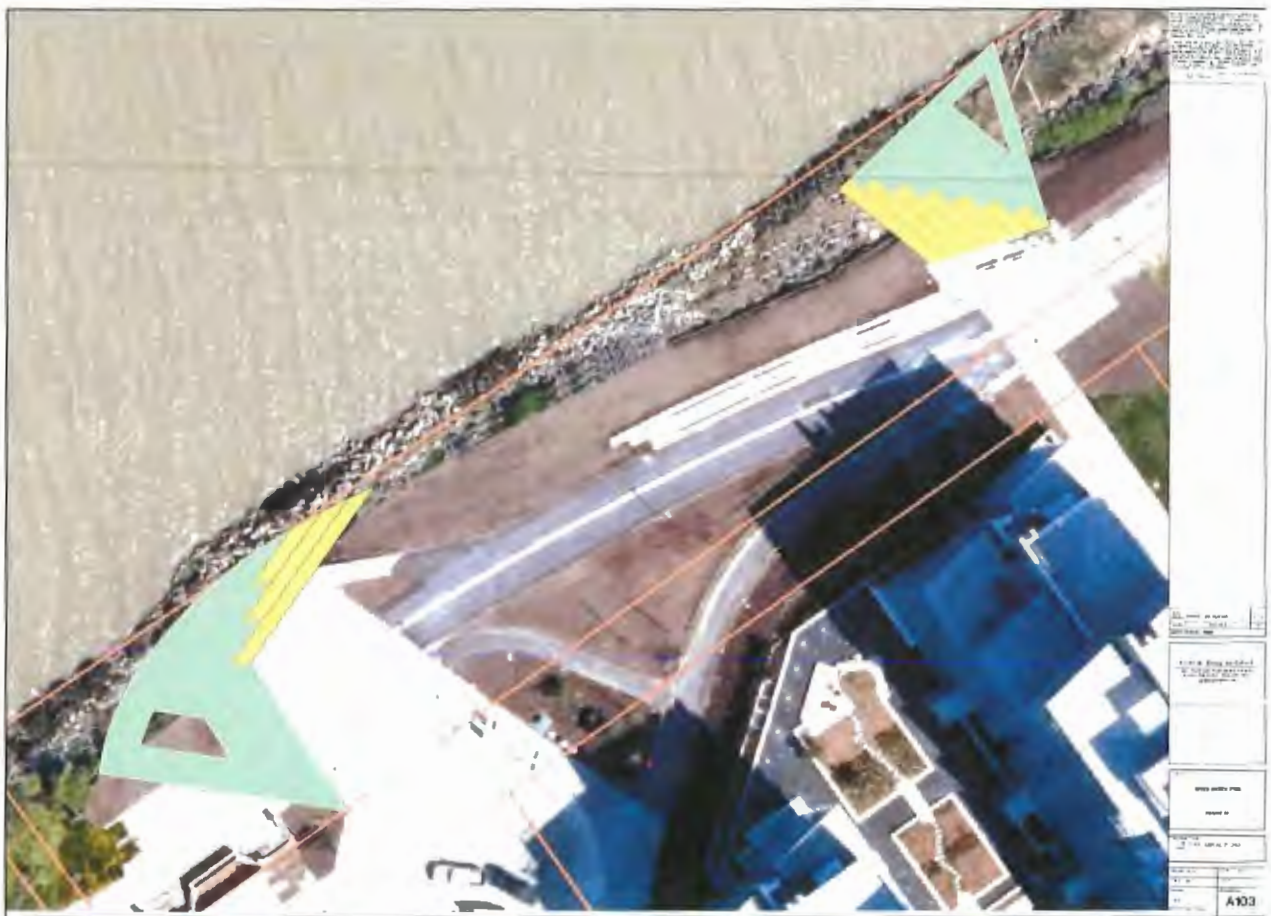
*"The primary consideration that led to the disallowance of your application is that the mitigation measures proposed by the City of Richmond do not adequately accommodate the potential impacts on Musqueam Indian Band's (hereafter referred to as Musqueam) Aboriginal rights and title, specifically Musqueam's right to fish, at this site."*

Based on this final decision from the Ministry and the fact that an appeal process is not available for the application to construct a pier and floating dock, staff reviewed options for a new revised design that meets the goals of the approved Parks and Open Space Plan; however, will not require a tenure lease with the Ministry of Lands, Parks and Housing Act (formally Ministry of

Municipal Affairs and Housing Land Act) and will also mitigate the issues identified in the previous approvals process.

The revised concept design below (Figure 2) presents two observation staging platforms overlooking the Middle Arm waterfront while keeping some of the design intent from the original pier concept. These proposed waterfront observation staging platforms could be constructed using steel (shown as green) and timber (shown as yellow) components with open grate sections to allow for sunlight to pass thru the decking for habitat considerations to address environmental review concerns and protecting the foreshore's vegetation. The proposed structures would then connect to the existing concrete abutments that were constructed to accommodate the original pier designed connections. This concept design would also complement the existing adjacent River Green Waterfront Park's features that includes a waterfront promenade pathway, gathering and seating areas, and landscapes connecting to the Middle Arm trail system.

Figure 2 – Revised Concept of two Observation Staging Platforms



Staff has consulted with ASPAC Development's team and they have provided their endorsement to move forward with this revised concept design.

If this redesign is approved, the City would still need to submit applications for the project's permitting review and evaluation process to FLNRORD which includes:

- Environment and Climate Change Canada for the environmental and sustainability review;
- Province of BC's Dike Management Act (DMA) for the diking considerations; and
- Potentially the Department of Fisheries and Oceans (DFO) with habitat shoreline considerations.

As detailed in the City's Flood Protection Management Strategy, Richmond is situated approximately 1.0 m above sea level and flood protection is integral to protecting the health, safety, and economic viability of the City. Richmond is protected from flooding by infrastructure that includes 49 km of dikes. The City's Flood Protection Management Strategy and Dike Master Plans are the guiding framework for continual upgrades and improvements to address climate change induced sea level rise. The dike in this section has already been raised to the target elevation of 4.7 m identified in the Flood Protection Management Strategy. Maintaining flood protection integrity as well as alignment with the City's Dike Master Plan and Flood Protection Management Strategy will continue to be ensured through the detailed design process of the proposed observation staging platforms.

### **Financial Impact**

Staff received a proposal from the consultant, Wood Environment and Infrastructure Solutions (formerly Amec Foster Wheeler) for the redesign of these new observation staging platforms and to assist the City with permitting requirements. The estimated cost of \$91,000 will include providing detail design, structural engineering, environmental considerations and permitting consultation with the various external agencies. Their team provided these services for the original pier design from 2016 to 2019.

Staff is recommending funding the design from existing approved capital funding for advance planning and design. Upon completion of a detail design, an estimate for construction can be established and a capital amendment to the existing project account would be required.

### **Conclusion**

After four years of extended delays with permitting reviews, studies, and consultation requested from the Ministry, and then receiving their final decision to disallow the City's application to construct the Hollybridge Pier on Crown Province's water lot, the City now has an opportunity to move forward with a redesign process. The redesign process does not require a tenure lease of the Ministry's water lot and still meets some of the design intent and objectives of the River Green Village Parks and Open Space Plan. This revised concept has also received endorsement from ASPAC Development to move forward with their amenity contribution.



Marcus Liu  
Parks Project Technologist  
(604-233-3313)

Att. 1: Letter from FLNRORD, dated March 2, 2021



March 2, 2021

File: 2411944

## REGISTERED MAIL

City of Richmond  
6911 No 3 Rd  
Richmond, BC V6Y 2C1

Dear City of Richmond:

Re: Crown Land Tenure Application for the Purpose of a Public Pier at the North End of  
Hollybridge Way, Richmond (the "Hollybridge Pier Project")

---

The purpose of this letter is to inform you that a decision has been made regarding your Crown Land tenure application for the purpose of a public pier at the north end of Hollybridge Way, Richmond. Your community-institutional tenure application under File 2411944 has been disallowed.

The primary consideration that led to the disallowance of your application is that the mitigation measures proposed by the City of Richmond do not adequately accommodate the potential impacts on Musqueam Indian Band's (hereafter referred to as Musqueam) Aboriginal rights and title, specifically Musqueam's right to fish, at this site.

In making this decision, I have reviewed all relevant and available information and considered all concerns raised, including information provided by the City of Richmond, referral agency responses, First Nations, the public and the Land Status report. I was also guided by relevant Strategic and Operational Land Use Policies (e.g. [the Community and Institutional Land Use Operational Policy](#) and [the Strategic Policy – Crown Land Allocation Principles](#)) in this decision, including the following Crown Land Allocation Principles:

1. Crown land values are managed for the benefit of the public.
2. Economic, environmental and social needs and opportunities are identified and supported.
3. The interests of First Nations' communities are recognized.
4. Decisions are timely, well-considered and transparent.
5. Public accountability is maintained during the allocation of Crown land.

.../2

These principles require me to consider and balance multiple and often competing interests. Economic benefits to the province are a consideration, as is the need to achieve greater reconciliation with First Nations. The interests of local governments, as partners with the province in governance of the land for the benefits of all British Columbians, is also a consideration. I note that the intent of the application was to construct a new public pier as a community recreational amenity. I also note that the city has endeavoured to address and minimize the potential environmental impacts of the project.

Musqueam shared substantive and specific information with the province regarding the importance of this particular site to their ongoing fishing practices for food, social and cultural purposes. Having reviewed extensive consultation with Musqueam by the province, I am convinced that this site is crucial for Musqueam and their cultural practices. Further, given the other commercial and industrial pressures on this part of the Fraser River, I understand that any constraint on this area would limit ongoing practices undertaken by Musqueam. Therefore, the project is not compatible with Musqueam's Aboriginal interests in this part of the Fraser River.

Having reviewed and considered all the available information, I recognize that the project's use of this particular site would have a serious impact on Musqueam's Aboriginal interests in this area. While there have been significant efforts to mitigate these impacts by the city, it is my view that the proposed mitigation measures do not adequately accommodate those impacts. For this reason, the application is disallowed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Haberl', with a stylized, flowing script.

Kevin Haberl  
Director, Authorization  
South Coast Region

Attachment: Reasons for Decision



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**From:** Todd Gross  
Director, Parks Services

**Re:** Community Gardens Referral Response

**Date:** July 2, 2021

**File:** 06-2345-01/2021-Vol  
01

### Staff Recommendation

That the staff report titled "Community Gardens Referral Response," dated July 2, 2021, from the Director, Parks Services, be received for information.

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

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

## **Staff Report**

### **Origin**

At the June 29, 2021, Parks, Recreation and Cultural Services Committee meeting staff received the following referral:

*That the concept of community gardens be referred to staff and that staff:*

- 1) provide a list of potential community garden sites;*
  - 2) provide information on the process of establishing community gardens and community consultation plan;*
  - 3) examine community garden maintenance regulations;*
  - 4) provide information on the submitted requests for community gardens; and*
  - 5) examine buffers between community gardens and residential areas;*
- and report back.*

---

The purpose of this report is to respond to the above referral.

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

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

*2.3 Increase emphasis on local food systems, urban agriculture and organic farming.*

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

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

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

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

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

*8.1 Increased opportunities for public engagement.*

## **Analysis**

### **Site Selection Process**

The criteria for selecting potential community garden sites are varied due to specific needs of each location. The following is a list of criteria used to evaluate potential sites (in no particular order of priority):

- Location: availability, site ownership, proximity to demand, surrounding density;
- Proposed size of garden site: compatibility to garden needs and resident impacts;
- Site features: solar access, existing trees, topography, drainage, water connection, proximity to other park amenities;
- Accessibility: accessibility and proximity to transit, greenway, cycling routes and parking (on- or off-street);
- Community synergy: connection to existing community facilities, e.g., community centres, schools, washrooms and other City facilities;
- Partnership capacity: input from Urban Bounty (formerly known as Richmond Food Security Society) on resident need and management capacity.

### **Waitlist Neighbourhood Analysis**

Urban Bounty manages the community gardens waitlist for the City. When a resident submits their name onto the waitlist, their home address/location is noted based on postal area code. As of June 2021, the waitlist for community gardens was 661 residents.

Attachments 1 and 2 are two maps shared by Urban Bounty, indicating where waitlisted residents reside. On a City-wide basis, residents currently on the waitlist are generally spread throughout Richmond, but concentrated west of Highway 99 (Attachment 1), and within this area the highest concentration of residents resides in the City Centre and Steveston Neighbourhood.

The 2021 proposed project locations (Garden City Lands, City Centre, and Railway Corridor) are located in these areas to directly address waitlist demand. The waitlist for the existing Railway Community Garden (Attachment 2) indicates a generally widespread demand throughout the City for this specific community garden with higher concentration in the Steveston Area. This indicates to staff that another community garden in this vicinity would help address this waitlist demand.

### Public Consultation Process

Upon Council approval of the 2021 Capital Project for community gardens (including the identification of specific sites), the City initiated a multi-faceted, community-wide public consultation process. Each site is evaluated to consider the extent public input is required. Every public consultation process begins with a “Capital Project Highlights” via its virtual Let’s Talk Richmond (LTR) portal. This online platform allows the community to view upcoming capital projects, ask questions online or contact the project lead directly to find out more about specific highlights or the City’s Capital Project Strategy.

For sites where demand for community gardens is high and there is little impact to the existing community, staff will install a sign announcing the upcoming construction of a new garden with contact information to provide comments or feedback. This is typically done several months prior to construction commencing. An example of this would be the upcoming Garden City Lands and Cook Neighbourhood School project sites.

For other sites where community impacts are determined to be higher due to current use of the site and proximity to private residents, staff will utilize a more robust public consultation and Council check in process similar to major park planning construction projects. This may include:

- On site signage;
- Design options on LTR;
- Public survey;
- Public feedback;
- Public meetings;
- Committee updates and reports, and
- Posting of final consensus on LTR.

Regardless of which process is utilized, staff check in with Council and use public feedback to develop the best option for the community which may include cancelling or relocating a project. Where ever possible, staff seek to find a compromise that will meet Council’s direction, address all interests (those in support and in opposition of a project) while balancing the concerns of those immediately impacted by the project.

### List of Currently Planned Sites

Since last year, staff have been studying potential locations throughout Richmond where new community gardens may be suitable. These include: Riverport waterfront; the Gilbert Lands along South Dike; King George Park; Paulik Park; Terra Nova Rural Park; Alexandra Neighbourhood Park and Greenway; Garratt Community Garden; Railway Greenway and McCallan Neighbourhood Park. Some of the above locations may be expansion projects on existing community gardens, while others will be new gardens.

The following sites are currently planned for construction in 2021:

Site Location		Proposed Number of Plots
1	Garden City Lands*	200
2	Railway (existing community garden site, south of Moncton Street)	15
3	Cook Neighbourhood School Park	20
4	Railway Greenway corridor	25
<b>Total</b>		<b>260</b>

\*This project is pending approval from the Agricultural Land Commission (ALC).

#### Comparable Railway Greenway Corridor Site Options

Locating community gardens along a greenway corridor is not without precedence. The Arbutus Greenway in Vancouver is host to a significant number of community gardens along the multi-use path in both residential and commercial areas. Locating gardens along the Railway Greenway, which generally bisects the area of concentrated waitlisted residents (see Attachment 2) capitalizes on transit and alternative transportation modes as well as provides the largest areas of unprogrammed space as potential community garden sites. Staff have identified a number of sites beyond the Branscombe House site. With Council's direction, staff can look at those locations and develop a public consultation process to gain resident feedback for these alternative sites.

#### Current Maintenance Regulations

The maintenance of individual community garden sites is the responsibility of Urban Bounty as per the License to Use Agreement for each site. The care, maintenance and overall appearance of each individual plot is the responsibility of each plot gardener as per the commitment made each year when their annual fee is renewed. Urban Bounty rules and regulations can be found in Attachment 3.

City staff maintain the grounds outside of the community garden fence line per standard City maintenance practices for that location which include grass mowing, removal of refuse, and annual vegetation management. In the event that there is a need to increase the level of service due to new community gardens, the City works with Urban Bounty to address these concerns on a case by case basis.

### Community Garden Setbacks

Setbacks for each site are evaluated based on existing context. While there are no specific setback requirements for community gardens when located near adjacent land uses, staff will work with adjacent properties to provide soft landscapes (e.g., trees or shrubs) or fixed site materials (e.g., fencing) to provide buffers.

The existing Railway Community Garden site near Moncton Street and Homma Elementary School is the best example of a garden located near private residents. The fenced-in gardens area is separated by Railway Avenue to the east and a 10 meter (33 feet) offset to residential fencing to the west. In comparison, the proposed Branscombe House garden would have a minimum 10 metre setback offset from the mean fence line.

### **Financial Impact**

None.

### **Conclusion**

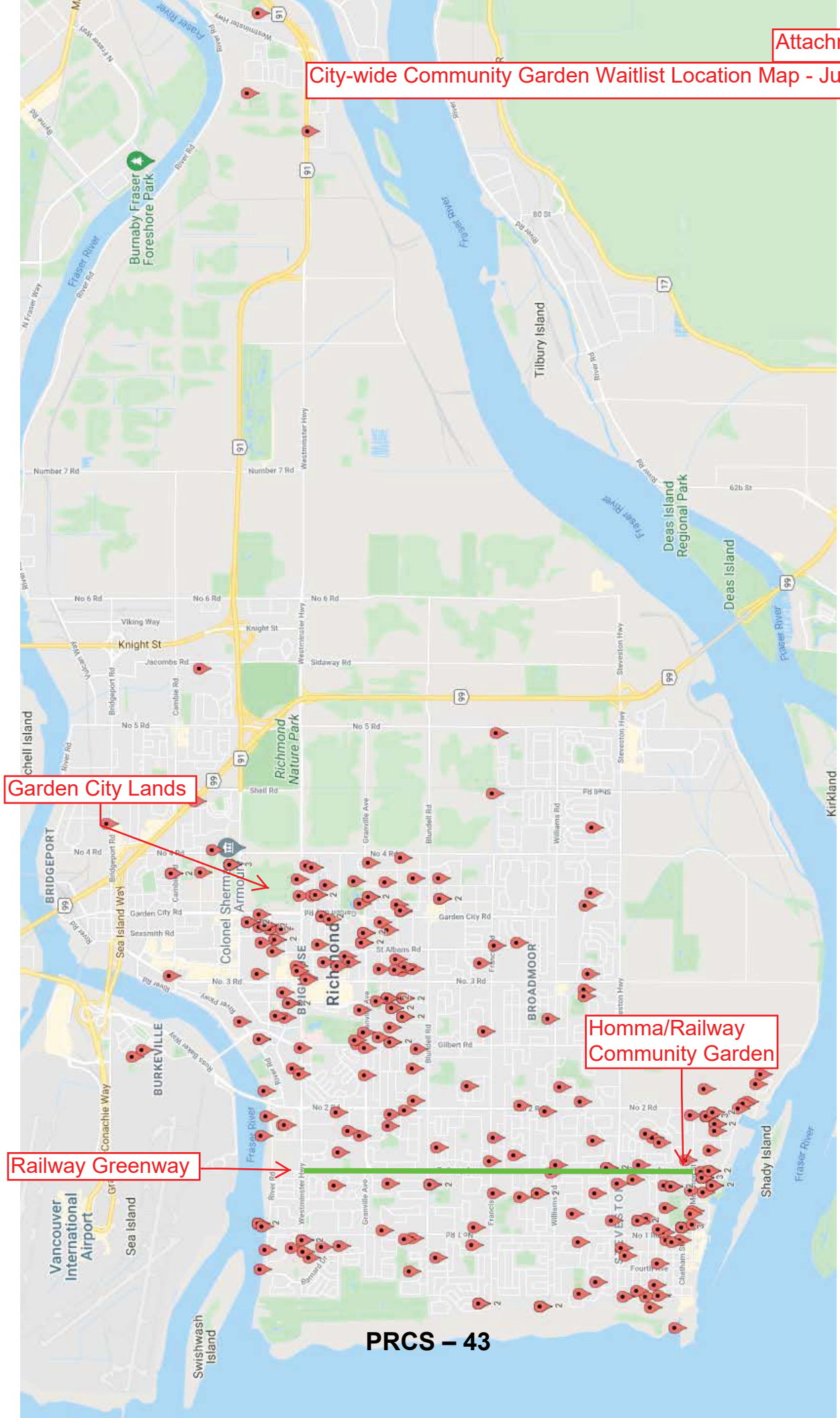
Following Council's direction, staff will continue to work with Urban Bounty to address the specific garden location needs and the extensive waitlist.



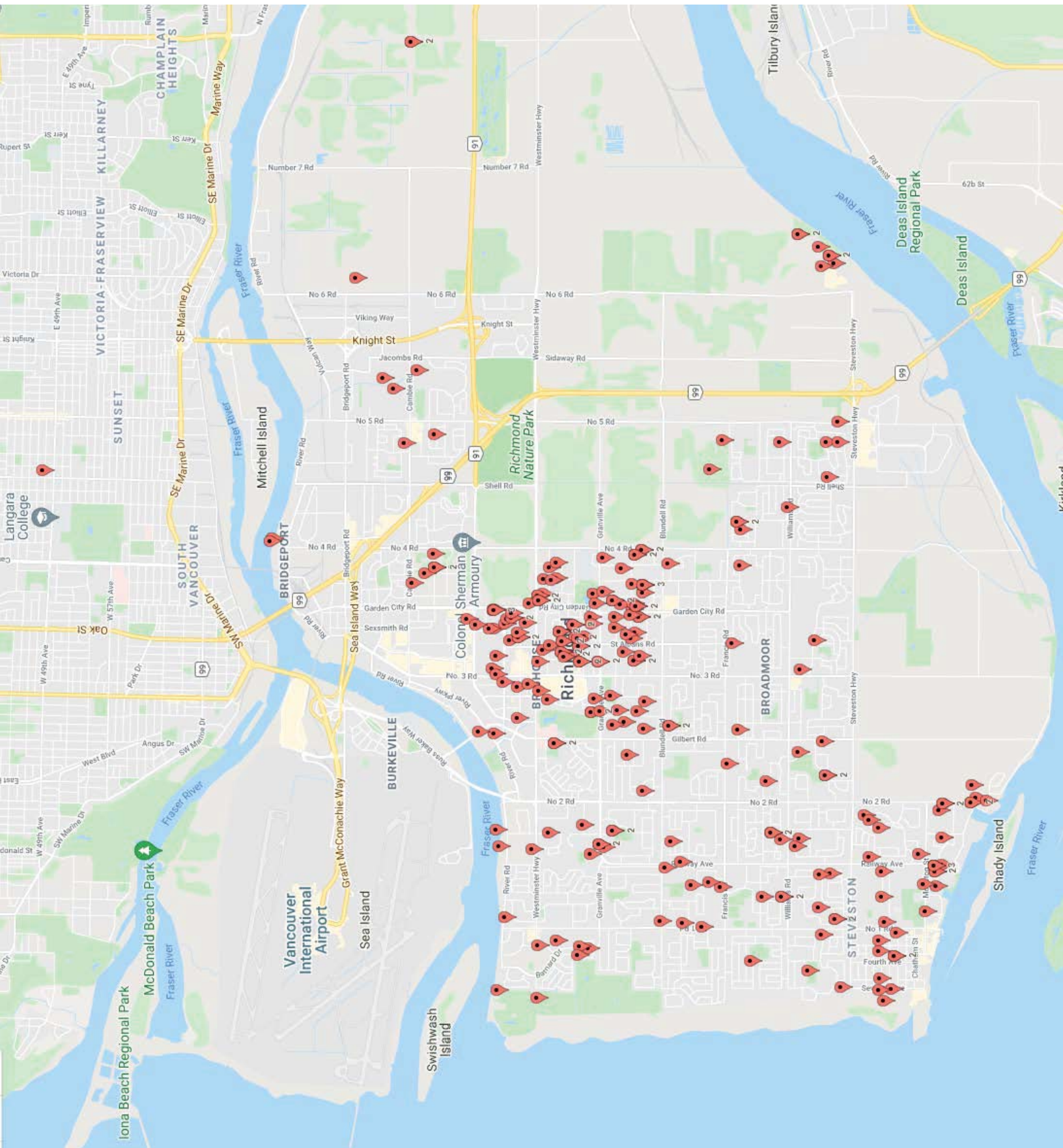
Alexander Kurnicki  
Research Planner 2  
(604-276-4099)

- Att. 1: City-wide Community Garden Waitlist Location Map – June 2021  
2: Homma/Railway Community Garden Waitlist Location Map – June 2021  
3: Urban Bounty's Richmond Community Garden Rules and Agreement 2021

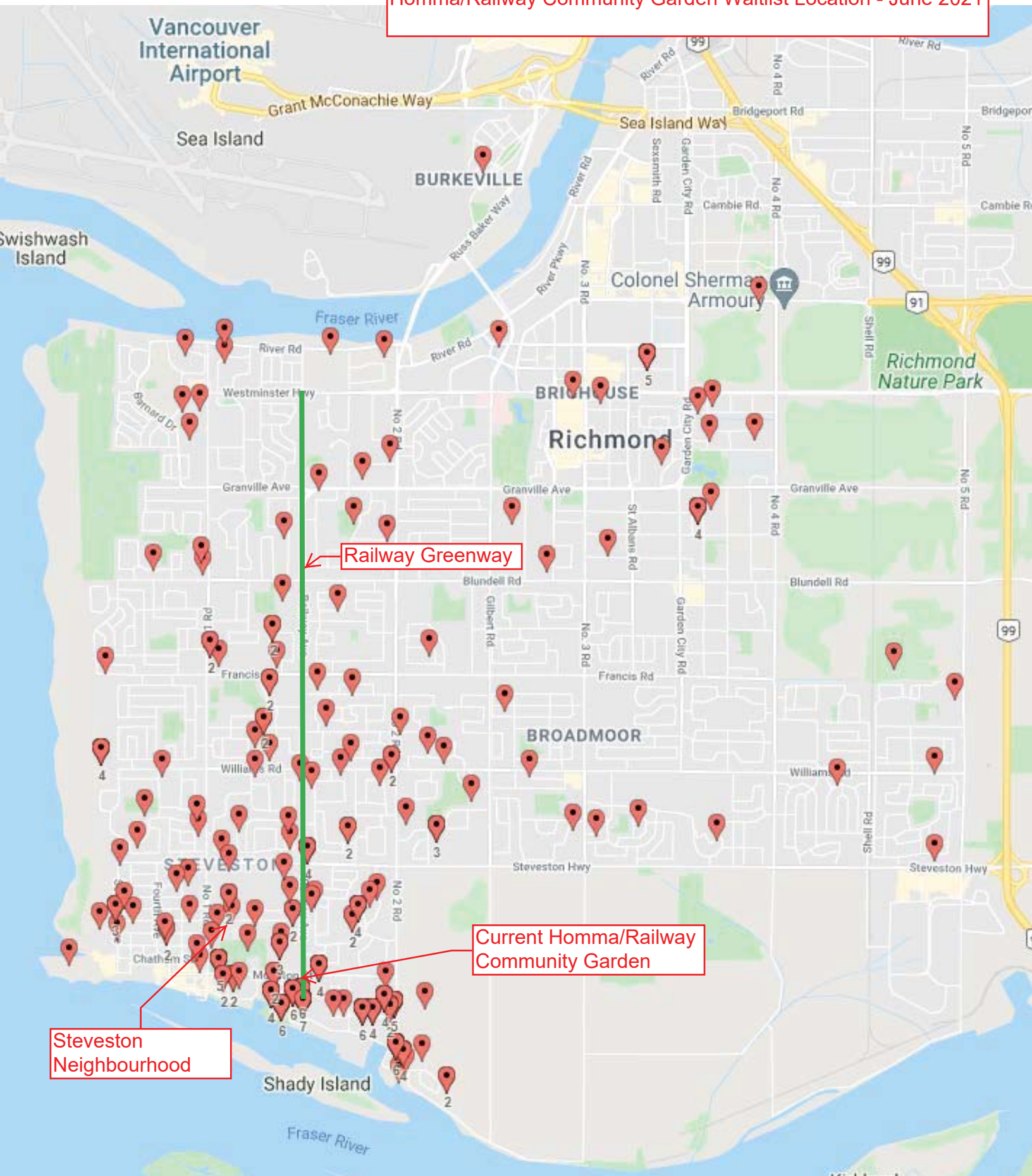
City-wide Community Garden Waitlist Location Map - June 2021



## City-wide Community Garden Waitlist Location Map - June 2021



Homma/Railway Community Garden Waitlist Location - June 2021



# Richmond Community Garden

## Rules and Agreement 2021

The Community Garden Rules & Agreement ensure that the community gardens are maintained as vibrant, shared, green spaces within the City of Richmond. Garden members are required to agree to and honour the rules in exchange for the privilege of gardening on public land. We reserve the right to make exceptions to these rules in extenuating or justified circumstances.

The following is a bullet-point summary of the Community Garden Rules & Agreement that must be followed by all gardeners at any community garden site in Richmond. For a full description and to understand their application and interpretation, please see the expanded section below.

Community Gardeners must:

- Follow all rules as outlined in these Rules & Agreement;
- Pay their plot fee on time;
- Volunteer time in the gardens (beyond time spent working in their personal plot) to contribute to the general operations and maintenance of the garden site shared spaces;
- Rent only one garden plot per household;
- Use the garden plot for personal gardening only, and not for any commercial business;
- Treat fellow gardeners, community members, and Richmond Food Security Society employees with respect;
- Supervise all guests in the garden, especially children;
- Clean and return the common tools to the storage area and help to keep the shed tidy and organized;
- Not remove communal garden tools from the garden site;
- Not drive vehicles on the pathways, plaza, or within the community garden area;
- Not use abusive or obscene language while in the garden;
- Not bring dogs or other domestic animals into the gardens;
- Follow all City of Richmond public parks bylaws; and
- Contact and receive permission from the garden coordinator prior to making any structural changes to the plot;
- **Keep in contact with the Urban Agriculture Program Coordinator, either by responding to phone calls or emails, or reaching out if circumstances prevent you from gardening at**

**anytime;**

While gardening at your community garden you should:

- Have fun!
- Actively cultivate your garden plot to grow food and other plants;
- Only use organic growing methods;
- Receive training and approval prior to using weed-eaters in the community gardens, and to not use any other power tools in the community gardens;
- Take responsibility for garden waste by composting in the garden plot, taking compost home, or using the on-site green bins;
- Not leave garbage or useless gardening materials at the garden site or in the garden shed;
- Not dump green waste into bushes and/or surrounding garden areas;
- Not harvest or remove anything from garden plots other than the garden plot to which the gardener has been assigned;
- Follow water restrictions when in effect and conserve water by hand watering and using mulch to reduce water evaporation; and
- Not use any pesticides, herbicides (weed killers), insecticides, chemical fertilizers, animal poisons, and non-organic materials including pressure treated wood in the garden plot, and comply with the Pesticide Use Control Bylaw #8514 and Public Health Protection Bylaw # 8969

#### **Important dates:**

**May 1st:** Last day to prepare your garden plot for the growing season (plot is cleaned, doesn't have to be planted)

**November 1st:** Last day to have your garden bed cleaned for the winter. A clean garden bed can include cover crops, mulch, perennials, and overwintering plants.

#### **Garden Plot Reviews**

Garden reviews are done three times each year, in spring, summer, and fall. Reviews may also be done outside of these times if necessary. Garden Review Volunteers will visit each site, and thoroughly review each garden plot to ensure plot holders are following the rules set out in the Community Garden Rules & Agreement. During reviews, the rules will be defined and enforced according to their expanded definitions below. If you have received an infraction notice and have any questions or concerns about it, please contact the community gardens program coordinator.

To pass a review you must ensure that:

- Your plot and pathways are weed free;
- Your plot has been planted and is being actively used;
- There are no trees, non-edible shrubs, Jerusalem artichokes, raspberries, blackberries, or invasive species according to provincial regulations;
- There are no materials in or around garden plots or in common areas;
- There are no objects including but not limited to chairs, containers, pots, planters, pieces of wood, bricks, cardboard, or plastic lumber wrap in common areas or pathways;
- There are no structures of any kind in the garden plots, including greenhouses;
- You do not grow plants or erect any structures including trellises and bean poles over 6 feet;
- You have a compost bin, and it is within your plot; and
- There is no treated or painted lumber in your garden plot.

### **Infractions**

By reading these rules & agreement, you indicate that you understand and agree to follow all rules set out by Richmond Food Security Society. This is further agreed upon by paying for and registering as a tenant of an assigned garden plot.

Volunteer Reviewers will look at all plots 3 times per year: in case of an infraction the first notice will be a written (paper or email) notice with explanation. **Plotters will be given 14 days to correct the identified issue(s).**

**If there are no significant changes, we may resort to sending a second notice (only by email) with a date that the plot rental is cancelled and you must forfeit your plot.**

Forfeiting plots is done on a case by case basis. Our intention with this process is to ensure that people gardening at the community gardens are using the land to grow food for themselves and their families. We understand that circumstances change throughout the growing season and if something has come up please let us know by contacting the community gardens program coordinator to explain your specific situation. We can often find resources to help!

### **Community Garden Rules and Agreement – Expanded**

Community Gardeners must:

#### **Follow all rules as outlined in these Rules & Agreement:**

This includes all of the rules outlined in the rules & agreement above and detailed below, as well as respecting deadlines regarding plot renewals.

#### **Pay their plot fee on time:**

When current gardeners pay late, it slows down the renewal process. It is hard for us to know if someone isn't going to renew, and that we can then allocate a plot to the next person on the waitlist. Having this done earlier in the season allows us to proactively ensure all plots are being used.



**Volunteer time in the gardens (beyond time spent working in their personal plot) to contribute to the general operations and maintenance of the garden site shared spaces:**

All members of the Richmond Community Gardens are required to maintain the shared spaces at the garden sites, to the best of their ability. We have developed new volunteer positions for gardeners to contribute to their garden site including mulch monitoring, communications coordinator, and tool coordinator, among others. If you are interested in one of these positions please contact us.

**Rent only one garden plot per household.**

To allow more of Richmond households to have access to a garden, we only allow one plot per household.

**Use the garden plot for personal gardening only, and not for any commercial business:**

Commercial business includes, but is not limited to, the sale of produce grown in the garden plot.

**Treat fellow gardeners, community members, and Richmond Food Security Society employees with respect:**

Being respectful of all people at the community gardens allows for the gardens to become the safe and shared space that they were intended to be.

**Supervise all guests in the garden, especially children:**

Family members and friends are more than welcome to join garden members in the community gardens. Just like gardeners, they are required to follow these rules and it is the responsibility of the individual community gardener to make sure this happens. Please ensure your guests do not pick produce or make changes to any garden plot but your own. The gardens can be educational and engaging green spaces for children to enjoy, but also have tripping hazards and sharp tools. Please keep a close eye on young children in the gardens.

**Clean and return the common tools to the storage area and help to keep the shed tidy and organized:**

We hope that every community gardener is proud of the community garden sites and will maintain them in a way that reflects this. Maintenance of these community spaces is a shared responsibility of all of the community gardeners at each garden.

**Not remove communal garden tools from the garden site:**

Garden tools are provided for gardeners to use at the garden sites and must be kept in the locked sheds. If you can't remember the code for the tool shed and need to return a tool, please [contact the community garden program coordinator](#) to request the access code.

**Not drive vehicles on the pathways, plaza, or within the community garden area:**

Please park in designated parking areas outside of the community gardens. If needed, wheelbarrows are available at the garden sites to carry heavy materials into the gardens.

**Not use abusive or obscene language while in the garden:**

The community gardens are safe, welcoming, and shared spaces where all community members are

treated with respect at all times.

**Not bring dogs or other domestic animals into the gardens:**

While we encourage gardeners to invite family and friends with them to the gardens, please leave your four-legged and other domestic animals at home.

**Follow all City of Richmond public parks bylaws:**

The City of Richmond [Public Parks and School Ground Regulations](#) apply to all public parks, which includes community gardens. For everyone's safety, public parks (including the community gardens), are closed from 11:00 p.m. to 5:00 a.m., unless otherwise posted.

**Contact and receive permission from the garden coordinator prior to making any structural changes to the plot:**

Structural changes include, but are not limited to, building, replacing, or extending plot borders, or building any type of significant trellising or fencing structure.

**While gardening at your community garden you should:**

**Have fun!**

Community gardens are spaces to grow food and help build a more food secure Richmond but also they are a space to meet new neighbours, forge friendships, and strengthen community.

**Actively cultivate your garden plot to grow food and other plants:**

Garden plots must be used to grow plants, with a focus on food production, throughout the summer season and cannot be left vacant. This supports the intention for the community gardens to be vibrant green spaces that are used by community members to grow food, flowers, and other useful plants.

**Only use organic growing methods:**

No synthetic fertilizers or pesticides are allowed in the gardens. If you are unsure if a product is okay to be used in the community gardens, please contact the community gardens program coordinator.

**Receive training and approval prior to using weed-eaters in the community gardens, and to not use any other power tools in the community gardens:**

No power tools of any kind are allowed to be used in the community gardens, except for by garden members who have received training and approval by Richmond Food Security Society to use weed-eaters. If you are interested in operating a weed-eater in the community gardens, and would like to know more about receiving this training, [contact the community garden coordinator](#).

**Take responsibility for garden waste by composting in the garden plot, taking compost home, or using the on-site green bins.**

Green waste should only be put into the compost bin that is inside your plot. If your compost bin is full, you can put your compost into the communal bins at your garden site. These are provided by the city and get picked up weekly.

**Not leave garbage or useless gardening materials at the garden site or in the garden shed:**

Please practice the “pack out what you pack in” principle. Garbage bins are not provided at the garden sites for gardening materials, and any significant garden-related garbage or other gardening materials must be taken home. The garbage cans are provided for wastes associated with use of the community gardens as a public, shared park, and can be used to dispose of a small amount of waste, such as food wrappers, seed packages, or other small debris.

**Not dump green waste into bushes and/or surrounding garden areas:**

You should never dump any green waste into bushes and/or surrounding garden area. Dumping green waste around the garden site could spread weeds to neighbouring plots and throughout the garden, this is unacceptable. If your compost bin in your plot is full, you can either take the compost home with you or use one of the communal green bins at your garden site.

**Not harvest or remove any plants or items from garden plots other than the garden plot to which the gardener has been assigned:**

Taking plants from any plot that is not your own is considered theft. Changing or altering any plot other than your own is also not acceptable.

**Follow water restrictions when in effect and conserve water by hand watering and using mulch to reduce water evaporation:**

Automatic watering is not permitted in any of the Richmond Community Gardens. More information regarding Richmond water restrictions can be found on the City of Richmond [water restrictions website](#).

**Not use any pesticides, herbicides (weed killers), insecticides, chemical fertilizers, animal poisons, and non-organic materials including treated wood in the garden plot, and will comply with the Pesticide Use Control Bylaw #8514 and Public Health Protection Bylaw # 8969:**

Please [contact the community gardens program coordinator](#) if you have any questions regarding products that are allowed in the community gardens. Pressure treated wood is treated with chemical preservatives, and is not suitable for use in organic food producing gardens. Wooden plot borders are not mandatory, and are not supplied; they must be added and maintained by gardeners at their own expense. When choosing a wooden border, please consider using cedar which is naturally rot resistant.

Important Dates:

**Prepare the garden plot for planting by May 1st at the latest:**

The plot must be actively cultivated beginning May 1st and through the duration of the gardening season.

**Clean up the garden plot by October 31st, except for a planted cover crop, mulch, perennials, and overwintering plants:**

Besides a planted cover crop, mulch, perennials, and overwintering plants the plots should be cleaned up and tidy for the winter. This includes organizing and tidying any trellising materials and the removal of dead plants and weeds. Plot holders are responsible for their plot 12 months of the year and therefore are required to ensure that the plot and pathways are kept reasonably weed free, even during the winter months. Using a mulch, such as straw or leaves, or planting a cover crop to protect the soil and suppress weeds during the winter is highly recommended but not mandatory. However, using a

mulch or cover crop will significantly reduce the amount of work required during the winter months in keeping the plot weed free and tidy.

During a review you must ensure that:

**Your plot and pathways are weed free:**

The plot and the pathways surrounding the plot are the responsibility of the plot holder to maintain. Depending on the garden site, the pathway may be maintained as either mulch, gravel, or dirt. If bark mulch is used, the weeds need to be dug up and removed prior to adding bark mulch. The plot must be kept reasonably free of weeds at all times of the year, and gardeners must make sure that weeds do not go to seed.

**Your plot has been planted and is being actively used:**

During the growing season you must have your plot planted with vegetables and herbs before May 1st. You must actively harvest from your plot to ensure that plants do not go to seed and spread to neighbouring plots. There is a long waitlist and we want to ensure that the community gardens are being actively used and are thriving. If something comes up throughout the growing season and you are unable to attend to your plot, please contact the community garden coordinator to discuss your specific situation in more detail.

**There are no planted trees and non-edible shrubs, Jerusalem artichokes, raspberries, blackberries, or invasive species according to provincial regulations:**

No trees, non-edible shrubs, Jerusalem artichokes, blackberries, or invasive species can be planted in the community gardens. Edible shrubs such as blueberries or rosemary are accepted plants in the community gardens. Edible shrubs must follow all other garden rules, such as not growing taller than six feet or overhanging into pathways. Garden members must choose plant species/varieties that are appropriate for raised-bed, small-space gardening, and that have growth patterns that will allow them to abide by all other garden rules.

**There are no materials in or around garden plots or in common areas:**

A reasonable amount of gardening materials, such as planting pots and trellis structures, which are currently being used, may be kept in the plot. However, items that are extra, unused, or unrelated to gardening cannot be stored in or around the garden plot or in common areas.

**There are no objects including but not limited to chairs, containers, pots, planters, pieces of wood, bricks, cardboard, or plastic lumber wrap in common areas or pathways.**

All items must be stored within the plot borders, and pathways must be free of tripping hazards. As of 2018, Gardeners agreed to not use plastic lumber wrap in pathways to keep down weeds. Lumber wrap does not help with weed control, the best weed control is persistence! If your plot already had lumber wrap around it prior to 2018, it can stay until it deteriorates but no new lumber wrap will be allowed at the gardens moving forward.

**There are no structures of any kind in the garden plots, including greenhouses:**

As of 2017, no new garden structures may be built in the community gardens, including greenhouses. If you wish to build a structure in your garden, you must contact us first to make sure that it is in line

**with our rules. We will ask you to take it down if you do not check with us first.**

**You do not grow plants or erect any structures including trellises and bean poles over 6 feet:**

All plants and trellis structures must be no taller than six feet. This measurement is taken from the top of the garden plot border. In the absence of a garden plot border, this measurement will be taken from the surface of the soil at the base of the garden structure. The occasional tall plant is okay if it is an annual such as sunflowers.

**You have a compost bin and it is within your plot:**

Green waste must be composted within the garden plot, taken home, or disposed of in the on-site green bins. Green waste cannot be piled next to the garden plot or anywhere else in the garden. Green bins are provided at the community garden sites for materials that cannot be composted within individual garden plot composts. Gardeners should compost green waste on their plot as much as possible, but may use the on-site green bins for excess plant matter, or challenging green wastes such as:

- Weeds with seeds
- Diseased plants
- Invasive plants (such as horsetail, buttercups, knotweed, etc.)
- Large plants or stalks that will not break down quickly (such as brussel sprout stalks)

**There is no treated or painted lumber in your garden plot:**

Lumber that is treated with chemicals to preserve the wood from weather damage is not suitable for organic growing. Wooden borders are not required for your garden plot but if you would like one we suggest using cedar as it is naturally rot resistant and will last a long time.

If you have any questions or concerns, please email [coordinator@richmondfoodsecurity.org](mailto:coordinator@richmondfoodsecurity.org)