



---

**Planning Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Tuesday, February 5, 2013  
4:00 p.m.**

Pg. #      ITEM

**MINUTES**

**PLN-5**

*Motion to adopt the minutes of the meeting of the Planning Committee held on Tuesday, January 22, 2013.*



**NEXT COMMITTEE MEETING DATE**

Tuesday, February 19, 2013, (tentative date) at 4:00 p.m. in the Anderson Room

**COMMUNITY SERVICES DEPARTMENT**

1. **2012 ANNUAL REPORT AND 2013 WORK PROGRAM: RICHMOND INTERCULTURAL ADVISORY COMMITTEE**  
(File Ref. No. 01-100-20-RIAD1-01) (REDMS No. 3737959)

**PLN-11**

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

*Designated Speaker: Alan Hill*

Pg. #      ITEM

STAFF RECOMMENDATION

*That the Richmond Intercultural Advisory Committee's 2012 Annual Report and 2013 Work Program (as presented in Attachment 1 of the staff report dated January 8, 2013 from the General Manager, Community Services) be approved.*

2.    **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE 2012 ANNUAL REPORT AND 2013 WORK PROGRAM**  
(File Ref. No. 01-100-20-RCSA1-01) (REDMS No. 3754997)

PLN-25

See Page PLN-25 for full report

*Designated Speaker: Lesley Sherlock*

STAFF RECOMMENDATION

*That the Richmond Community Services Advisory Committee's 2013 Work Program be approved.*

3.    **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2012 ANNUAL REPORT AND 2013 WORK PROGRAM**  
(File Ref. No. 01-100-20-CCDE1-01) (REDMS No. 3749043)

PLN-57

See Page PLN-57 for full report

*Designated Speaker: Lesley Sherlock*

STAFF RECOMMENDATION

*That the Child Care Development Advisory Committee's 2013 Work Program be approved.*

4.    **2013 CHILD CARE GRANTS**  
(File Ref. No.) (REDMS No. 3744108)

PLN-67

See Page PLN-67 for full report

*Designated Speaker: Lesley Sherlock*

STAFF RECOMMENDATION

*That, as per the staff report dated January 9, 2013 from the General Manager, Community Services, Child Care Grants be awarded as follows:*

- (1) Child Care Capital Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$49,998.53, and*
- (2) Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$15,000.*



PLANNING & DEVELOPMENT DEPARTMENT

5. **APPLICATION BY DUNBAR EQUIPMENT LTD. (DOING BUSINESS AS DON DICKEY SUPPLIES) FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8540 RIVER ROAD**

(File Ref. No. TU 12-614858) (REDMS No. 3705887)

PLN-77

See Page PLN-77 for full report

*Designated Speaker: Wayne Craig*

STAFF RECOMMENDATION

- (1) That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit for property at 8540 River Road be considered at the February 18, 2013 Public Hearing at 7:00 pm in the Council Chambers of Richmond City Hall; and*

- (2) that the following recommendation be forwarded to that meeting for consideration,*

*“That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd (doing business as Don Dickey Supplies) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.”*



Pg. #      ITEM

6.      **PROPOSED REVISIONS TO THE COACH HOUSE ZONE ALONG ARTERIAL ROADS**

(File Ref. No. 12-8060-20-8987) (REDMS No. 3730295)

**PLN-91**

See Page **PLN-91** for full report

*Designated Speaker: Holger Burke*

STAFF RECOMMENDATION

- (1)      *That Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads), be introduced and given first reading; and*
- (2)      *That, if Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads) is adopted, staff review the experience of the proposed new RCH1 zone in one year or when some coach houses are built under this new zone, and report back to Planning Committee.*

7.      **MANAGER’S REPORT**

**ADJOURNMENT**



## Planning Committee

Date: Tuesday, January 22, 2013  
Place: Anderson Room  
Richmond City Hall  
Present: Councillor Bill McNulty, Chair  
Councillor Evelina Halsey-Brandt  
Councillor Chak Au  
Councillor Harold Steves  
Absent: Councillor Linda Barnes  
Also Present: Councillor Linda McPhail  
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 Planning Committee held on Tuesday, January 8, 2013, be adopted as circulated.*

**CARRIED**

1. **REFERRAL REPORT ON DRIVE-THROUGHS IN RICHMOND'S ZONING BYLAW AND APPLICATION BY EVERBE HOLDINGS LTD. FOR AGRICULTURAL LAND RESERVE EXCLUSION, OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING AT 11120 AND 11200 NO. 5 ROAD FROM AGRICULTURE (AG1) TO COMMUNITY COMMERCIAL (CC)**

(File Ref. No. 12-8060-20-8988/8989, RZ 10-556878, AG 10-556901) (REDMS No. 3736284)

Wayne Craig, Director, Development, provided background information. In regards to the staff referral, Mr. Craig stated that staff recommend not proceeding with a review to ban or to restrict drive-through development in Richmond, and he spoke of more effective alternatives for reducing greenhouse gas emissions.

1.

**Planning Committee**  
**Tuesday, January 22, 2013**

---

Discussion ensued regarding the intent of the referral and it was noted that the current zoning bylaw has no provisions to prohibit a business from having a drive-through component; a comment was made that drive-throughs should be considered on an individual basis.

It was moved and seconded

- (1) *That Option 2 (in the report dated January 8, 2013 from the Director of Development), which recommends that no further review of restricting drive-throughs in Richmond's Zoning Bylaw 8500 for new developments, be approved;*
- (2) *That authorization for Everbe Holdings Ltd. to apply to the Agricultural Land Commission to exclude 11120 and 11200 No. 5 Road from the Agricultural Land Reserve be granted;*
- (3) *That Official Community Plan Amendment Bylaw No. 8988, to re-designate 11120 and 11200 No. 5 Road from "Mixed Employment" to "Commercial" in the 2041 Official Community Plan Land Use Map to Schedule 1 of Official Community Plan Bylaw 9000 and to amend the Development Permit Area Map in Schedule 2.8A (Ironwood Sub-Area Plan) of Official Community Plan Bylaw 7100, be introduced and given first reading;*
- (4) *That Bylaw 8988, having been considered with:*
  - (a) *the City's Financial Plan and Capital Program;*
  - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;**is hereby deemed to be consistent with said program and plans, in accordance with Section 882(3) (a) of the Local Government Act;*
- (5) *That Bylaw 8988, having been considered in accordance with the City Policy on Consultation During Official Community Plan development is hereby deemed not to require further consultation; and*
- (6) *That Bylaw 8989, for the rezoning of 11120 and 11200 No. 5 Road from "Agriculture (AG1)" to "Community Commercial (CC)", be introduced and given first reading.*

**CARRIED**

2. **APPLICATION BY CRESSEY (GILBERT) DEVELOPMENT LLP FOR REZONING AT 5640 HOLLYBRIDGE WAY FROM INDUSTRIAL BUSINESS PARK (IB1) TO RESIDENTIAL/LIMITED COMMERCIAL (RCL3): FOLLOW-UP ON REVISED AFFORDABLE HOUSING PROVISIONS**

(File Ref. No. 12-8060-20-8957, RZ 12-602449) (REDMS No. 3741616)

**Planning Committee**  
**Tuesday, January 22, 2013**

---

Mr. Craig noted that after revisions to the affordable housing component of the proposed application, staff support the submission of an Affordable Housing Special Development Circumstance in order to keep the location of the affordable housing units within one building block. Mr. Craig stated that the developer has agreed to provide interior finishes that are of similar value and quality to those found in the market units. Also, he advised that the developer has agreed to provide permanent access to the shared interior amenity space at no charge to the future occupants of the affordable housing units.

Dena Kae Beno, Affordable Housing Coordinator, provided background information and advised that the proposed development has been revised to increase the number of affordable housing units to best support its target tenant group. She stated that the number of two-bedroom units has been increased to accommodate single parents with one or two children and that the sole studio unit would be suitable for an expectant mother.

Ms. Beno commented on the proposed housing program, highlighting that the City would work with the future affordable housing provider and local non-profit community service and health providers to develop a coordinated approach for access and delivery of the housing support programs. Also, Ms. Beno spoke of the adjacent childcare facility, noting that spaces would be provided to accommodate children from the affordable housing units.

Discussion ensued and Ms. Beno advised that the proposed affordable housing model builds community support and would be the first of its kind in Richmond.

It was moved and seconded

*That Bylaw 8957 to rezone 5640 Hollybridge Way from "Industrial Business Park (IB1)" to "Residential / Limited Commercial (RCL3)" be introduced and given first reading.*

**CARRIED**

**3. APPLICATION BY INTERFACE ARCHITECTURE INC. FOR REZONING AT 4991 NO. 5 ROAD FROM SCHOOL & INSTITUTIONAL USE (SI) TO LOW DENSITY TOWNHOUSES (RTL4)**

(File Ref. No. 12-8060-20-8947/8948/8986, RZ 11-593406) (REDMS No. 3646966)

Mr. Craig provided background information and advised that the complex leased by the City for the operation of gymnastics, air pistol and archery programming would remain in place as the lease would be in effect until February 2016.

**Planning Committee**  
**Tuesday, January 22, 2013**

---

In reply to queries from Committee, Mr. Craig advised that (i) the proposed floor area ratio is 0.6; (ii) although the site is located within a High Aircraft Noise Area, the area does not restrict the development of multi-family dwellings; and (iii) a condition to building in a High Aircraft Noise Area is that the proposed development must be designed and constructed in a manner that mitigates potential aircraft noise.

Discussion ensued and Committee expressed concern in relation to the potential loss in recreational space should the subject property be rezoned. In response to Committee's concerns, Dave Semple, General Manager, Community Services, advised that staff are examining options on how to address this matter.

In reply to queries from the Chair, Ken Chow, Architect, Interface Architecture Inc., stated that the subject site consists of approximately 76,000 square feet of recreational space. Also, Mr. Chow advised that the subject site could potentially be better utilized with a residential mixed-use development; however a residential mixed-use development would require an increase in density.

In reply to queries from Committee, Mr. Craig stated that a residential mixed-use development was not considered due to access concerns with the subject site, the narrow site geometry, and adjacency concerns expressed from the existing single-family neighbourhood to the north. Also, he stated that the proposed \$700,000 contribution towards the City's Leisure Facilities Reserve Fund can be utilized at Council's discretion.

Discussion ensued and the following Committee comments were noted:

- a residential mixed-use development should be examined in pursuit of the best use of the subject site; and
- staff should research the history of the subject site as it relates to rezoning.

Joe Erceg, General Manager, Planning and Development, advised that should the proposed application be referred back to staff, staff would require sufficient time to consider a residential mixed-use application for the subject site. Mr. Erceg stated that in consulting with the neighbourhood, the applicant has learned that the neighbourhood is sensitive to density matters and height of future buildings on the subject site. As such, a change from low density townhomes to residential mixed-use would require the applicant to further consult with the neighbourhood.

Sean Lawson, 6463 Dyke Road, accompanied by Davy Sangara, 2485 West 5<sup>th</sup> Avenue, Vancouver, and Colin LaRiviere, 6200 25<sup>th</sup> Avenue, Delta, representing the applicant, provided background information and was of the opinion that the application before Committee was the best use for the subject site.



**Planning Committee**  
**Tuesday, January 22, 2013**

---

Mr. Lawson commented on the neighbourhood consultations, highlighting that they were well attended and that the design of the proposed project was altered in an effort to complement the existing single-family neighbourhood north of the subject site. Also, he commented on nearby commercial centres, noting that there is a strip mall at the corner of No. 5 Road and Cambie Road.

In relation to Committee's concern regarding the potential loss in recreational space should the subject property be rezoned, Mr. Lawson advised that the majority of those that utilize recreation space at the subject site are non-Richmond residents. Mr. Lawson listed the various soccer and tennis facilities throughout Richmond, noting that these groups are well represented.

Mr. Sangara commented on the traffic impact study, noting that the current use of the subject site creates surges in parking demand due to special events. As such, the proposed development would likely generate less parking spill over to adjacent neighbourhoods.

Mr. LaRiviere commented on his business, noting that most programs are at full capacity. He stated the City has been successful in meeting the demands of various sports groups as many users of his facility are non-Richmond residents. Also, Mr. LaRiviere spoke of various recreational facilities in Richmond that offer similar space, and was of the opinion that any sport group that may be displaced could find comparable recreational space elsewhere in Richmond.

Mr. Lawson commented on the proposed \$700,000 contribution towards the City's Leisure Facilities Reserve Fund, noting that the proposed contribution is generous in light of the density of the proposed development.

Annie Watson, representing the Richmond Gymnastics Association, expressed concern regarding the future home of the Richmond Gymnastics Association.

Mr. Semple advised that a staff report on matter was forthcoming.

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

It was moved and seconded

*That the Application by Interface Architecture Inc. for rezoning at 4991 No. 5 Road from School & Institutional Use (SI) to Low Density Townhouses (RTL4) be referred back to staff to:*

- (a) consider other development options including but not limited to commercial / retail or mixed-use development and an increase in density to ensure the best utilization of the site;*
- (b) research the history of the subject site as it relates to the existing recreational uses on the site; and*

**Planning Committee**  
**Tuesday, January 22, 2013**

---

- (c) *examine the potential implications that the loss of the existing on-site private recreation facility space would have on the City's recreation facility inventory and its various user groups.*

The question on the referral was not called as discussion ensued and it was noted that Committee would like to hear from the various sports groups that would be impacted by the proposed development.

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

4. **MANAGER'S REPORT**

(i) *Lingyen Mountain Temple*

Mr. Craig advised that the Lingyen Mountain Temple has indicated that they are proposing to conduct a telephone survey of the immediate neighbourhood in relation to the future expansion of the temple.

(ii) *Neighbourhood Open House – Tait Area*

Mr. Craig spoke of a City-led open house that would take place on January 24, 2013 seeking the neighbourhood's input on potential land use options and road alignment options for the extension of McKessock Place.

(iii) *Former Steveston Secondary School Site*

Discussion ensued regarding the status of the former Steveston Secondary School site, and Mr. Erceg advised that a copy of a past position paper regarding the City's position on the matter would be re-circulated to Council.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (5:05 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, January 22, 2013.

---

Councillor Bill McNulty  
Chair

---

Hanieh Berg  
Committee Clerk



**To:** Planning Committee **Date:** January 8, 2013  
**From:** Cathryn Volkering Carlile **File:**  
 General Manager - Community Services  
**Re:** 2012 Annual Report and 2013 Work Program:  
 Richmond Intercultural Advisory Committee

**Staff Recommendation**

That the “2012 Annual Report and 2013 Work Program: Richmond Intercultural Advisory Committee”, the Richmond Intercultural Advisory Committee 2012 Annual Report and 2013 Work Program (**Attachment 1**) be approved.

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

Att. 1

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b> 	
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

This report presents the Richmond Intercultural Advisory Committee (RIAC) 2012 Annual Report to Council, describing RIAC activities and accomplishments for the year 2012, and the proposed RIAC 2013 Work Program and Budget. (**Attachment 1**)

### Findings of Fact

1. RIAC 2012 Annual Report: The highlights of RIAC's 2012 activities are described in **Attachment 1**.
2. Proposed RIAC 2013 Work Program/Budget: The proposed RIAC 2012 Work Program and Budget are also described in **Attachment 1**.

### Analysis

#### 1. 2012 Annual Report

Highlights of RIAC's activities for 2012, as summarised in the Annual Report, include:

- The development and launch of the second edition of the Richmond Newcomers Guide with the development for the first time of a Tagalog version.
- The co-organising and hosting of a National Aboriginal Day event which brought different communities together to celebrate Aboriginal culture.
- The implementation of a community questionnaire on attitudes towards diversity and the organising of follow up workshops.
- The conducting of a sign audit to address issues around language specific signage in the Richmond City Centre area.

#### 2. Proposed 2013 Work Program

RIAC has identified four strategic directions from the "2012 – 2015 Richmond Intercultural Strategic Plan and Work Program", and specific initiatives pertaining to each, to implement in 2013. Planned initiatives include:

- Contributing to City Planning Processes, with an initial priority being to provide comments on the draft Richmond Social Development Strategy.
- The production and launching of a Punjabi version of the Newcomers' Guide, and the ongoing search for sources of corporate sponsorship to develop future versions in other community languages.

- The ongoing organisation and facilitation of community forums and events in relation to the exploration and promotion of Richmond's intercultural vision and values. Examples of these events for 2013 include a) an interfaith bridging event in partnership with Richmond Museum and the Multi-faith Action Group b) a National Aboriginal Day event c) community dialogues exploring intercultural community relations in Richmond.

City staff will support the RIAC 2013 Work Program as City policies, work programs, staff time and resources permit.

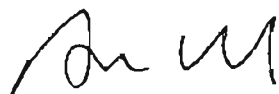
#### **Financial Impact**

None

#### **Conclusion**

RIAC's 2013 Work Program presents steps to further achieve the Council approved vision for intercultural life in the City, "for Richmond to be the most welcoming, inclusive and harmonious community in Canada".

Staff recommends support for RIAC's 2012 Annual Report and proposed 2013 Work Program.



Alan Hill  
Cultural Diversity Coordinator  
(604-276-4391)

---

---

## Richmond Intercultural Advisory Committee

### 2012 Annual Report 2013 Work Program and Budget

---

---

#### 1. INTRODUCTION

Richmond City Council established the Richmond Intercultural Advisory Committee (RIAC) in February 2002 to assist the City in working toward its Corporate Vision of making Richmond the “most appealing, liveable, and well-managed city in Canada”. The mandate of RIAC, as outlined in its terms of reference, is to “enhance intercultural harmony and strengthen intercultural co-operation in Richmond”. In 2012 the RIAC continued to work to achieve its goals as laid out in the 2012 - 2015 Richmond Intercultural Strategic Plan and Work Program.

Throughout the year the Committee invited guest speakers who presented on current intercultural issues in our city and organized events and activities with the aim of assisting diverse cultures in integrating and assisting communication between communities and City of Richmond staff and elected officials. The Committee also engaged in a major strategic planning exercise to revisit its mandate and vision and review and update the 2004-2010 Strategic Plan to cover the 2012-2015 period.

Newly appointed members who replaced the outgoing members were welcomed and the collaboration between the new and the continuing members made 2012 a successful year.

In keeping with the committee's rotational system, Chairs and Vice-Chairs were elected in January 2012 for six-month terms.

#### 2. RIAC's 2012 ACTIVITIES

##### 2.1 Guest Speakers

###### 2.1.1 January Guest Speaker

###### Sarah Chung- Translink

Sarah belongs to Translink's “Access Transit Group”. This group makes presentations to seniors, those living with disabilities and new immigrant groups. Sarah particularly came to the group to discuss the *‘Travel Smart for New Immigrants’* program.

###### 2.1.2 February Guest Speakers

###### Arzeena Hamir- Richmond Food Security Society

Arzeena reported that she is aware of a lack of engagement in food security issues by the new immigrant communities and is hoping RIAC can pass on information about Richmond Food Security Society to the widest possible audience.

## **Alvin Lau- Department of Citizenship and Immigration (CIC)**

Alvin briefed RIAC on CIC's providing funding through a grant program called 'Inter-Action' in order to support CIC's mandate and the *Canadian Multiculturalism Act* by assisting the socio-economic integration of individuals and communities and their contributions to building an integrated and socially cohesive society.

### **2.1.3 March Guest Speaker**

#### **Philip Hse - Greater Vancouver Society for Accelerated Integration (GVSSAI)**

The Greater Vancouver Society of students for Accelerated Integration (GVSSAI) was founded in December 2011 and incorporated on January 13th, 2011. The goals and purposes of the GVSSAI, in compliance with the BC Society Act, are:

- To raise awareness concerning the importance of integration among immigrants
- To assist immigrants in integration through various programs and functions
- To ease racial tensions between immigrant communities and the mainstream society

### **2.1.4 May Guest Speakers**

#### **Lynn Moran and Lindsay March- Affiliation of Multicultural Societies and Service Agencies (AMSSA)**

A presentation by AMSSA (Affiliation of Multicultural Societies and Service Agencies) on their mission, membership and programs across a range of areas including, multicultural health, and settlement and integration.

### **2.1.5 June Guest Speakers**

#### **British Columbia Model United Nations (BCMUN)**

The BCMUN (British Columbia Model United Nations) explained the concept behind their program and asked for endorsement of their project and upcoming conference from the committee. They plan to hold a model United Nations youth conference at Richmond City Hall in October 2012 and are looking for sponsorship.

RIAC moved to offer its full endorsement to the work of the BCMUN and fully supported the idea of subsidised meeting space being made available at City hall to allow the 2012 BCMUN conference to take place.

### **2.1.6 November Guest Speaker**

#### **Liesl Jauk- Manager, City of Richmond Cultural Development**

Liesl briefed RIAC on the process for choosing participants for Arts-based cultural events supported by the City.

## **2.2 Major projects for 2012**

### **2.2.1 Sign Audit**

Members of RIAC walked the length and breadth of Richmond's downtown core to investigate the extent of Chinese-only signs, to address an issue that has been raised repeatedly by a small number of concerned citizens, by actually counting them. A total of 9 Chinese-only signs were found – less than 1% - indicating that the problem is more one of perception than fact.

### **2.2.2 National Aboriginal Day**

The event was organised by the RIAC Youth Sub Committee in partnership with SD38, VCH, Pathways Aboriginal Project and the City of Richmond. More detail can be found in the subcommittee report below.

#### **Goals/RIAC objectives:**

- platform for promoting and laying the groundwork for youth involvement in RIAC's cross-community dialogue re: racism and inclusion
- dispelling cultural stereotypes
- programs focusing on commonality
- organization of cultural events
- more intercultural events at community centers and schools

#### **General partner objectives:**

- giving Aboriginal youth a public voice
- raising awareness regarding Aboriginal history in Richmond and SD38
- potential federal funding through Inter-Action, proposal deadline may have passed already
- cultural center booked for June 21
- targeting local SD38 elementary schools

### **2.2.3 Community Dialogue**

The Civic Engagement Committee embarked on a process to engage citizens who normally don't participate in intercultural dialogues or other such events by providing them with an opportunity to air their concerns about how changes to Richmond's cultural dynamic are affecting them.

The process included a questionnaire intended to 'take the pulse' of Richmond's citizens with respect to diversity and Richmond's evolving cultural composition to be followed by a day of dialogue on January 19<sup>th</sup> 2013, with sessions in English, Punjabi, Cantonese and Mandarin, culminating in a major community event in the spring to be organised around input received both from the questionnaires and the dialogues.

### **2.2.4 Newcomers' Guide**

A revised, version two, of Richmond's Newcomers' Guide has been published.

In December 2012 funding was secured for a Punjabi language version of the Newcomers Guide. It is planned that this version the Guide will be launched in the spring of 2013.



### **3. RIAC SUB-COMMITTEES**

The following sub-committees are actively working on issues pertaining to their areas (please see sub-committee reports below):

- Newcomers Guide
- Civic Engagement/Intercultural Vision and Outreach
- Youth Integration

### **4. RIAC 2013 WORK PROGRAM**

The 2013 work program is based on an extensive evaluation and review of the 2012-2015 RIAC Intercultural Plan, adopted by Council in February 2012. The main focus areas of this new plan are civic engagement and fulfilment of the RIAC intercultural vision and these priorities are reflected in the 2013 Work program.

### **5. RIAC 2013 Proposed Budget**

RIAC is requesting an operating budget of \$2500 for 2013. This will cover costs incurred by meetings, forums, interpretation/translation of materials and consultant fees (should these be required) associated with the implementation of the 2013 Work Program.

### **6. Acknowledgements**

I would like to take this opportunity to thank all RIAC members who have worked so diligently with great enthusiasm throughout the year, Mayor and Council for their ongoing support and Councillor Derek Dang (RIAC Council Liaison) for attending the meetings and supporting us. I would also like to extend our greatest appreciation to Alan Hill, Staff Liaison, for undertaking extensive work to ensure that committee needs are met and its goals reached.

Prepared by:  
Joe Greenholtz  
Chair, Richmond Intercultural Advisory Committee  
December 2012

### **RIAC 2012 Membership**

#### **Citizen Appointees**

Joe Greenholtz  
Shawkat Hasan  
Diane Jubinville  
Lawrence Lim  
Jake Pogoson  
Jamie Makutra  
Christopher Chan  
Mohinder Grewal

## **Organizational Representatives**

Shashi Assanand, Ministry of Children & Family Development  
David Purgart, RCMP Richmond Detachment  
Juliana Leung, Richmond Community Services Advisory Committee  
Shams Jilani, Richmond Seniors Advisory Committee  
Diane Tijmam, School District #38  
Nick Chopra, Richmond Community Services Advisory Committee  
Parm Grewal, Richmond Community Services Advisory Committee  
Diane Bissenden, Richmond Health Services  
Jocelyn Wong, Richmond Community Services Advisory Committee  
Viet Vu, Richmond Centre for Disability

## **RIAC 2012 SUBCOMMITTEE REPORTS**

### **RIAC - Newcomer's Guide Sub-Committee**

During 2012, we published the second edition of both the English and Mandarin editions of the Richmond Newcomer's Guide. We are also able to produce the first Tagalog edition of the Richmond Newcomer's Guide.

The second editions of the English and Mandarin Guide were finalized after updating and editing the original edition. We would like to thank City Staff for their effort in the revision of the draft. The membership of RIAC also reviewed the draft before the final copy was printed. Besides print editions all editions of the Richmond Newcomer's Guide have been made available on the City website.

We were pleased to collaborate with the City of Richmond in locating our new corporate sponsor, Western Union, which sponsored both the English and Tagalog publications. ASPAC Development continues their support of the Mandarin Edition.

The launch of the Newcomer's Guide was held at the City Hall, with media participation. The Mayor and some members of Council were there during the launch. Representatives from the corporate sponsors were also present.

### **Work Plan for 2013**

We will continue to work towards keeping the 2<sup>nd</sup> edition up-to-date, in preparation for the 3<sup>rd</sup> edition in the future.

Our goal for 2013 is to launch a Punjabi Edition of the Richmond Newcomer's Guide and a launch event is planned for the spring.

Lawrence Lim  
Chair, Newcomer's Guide Subcommittee

### **Youth Integration**

The Youth Integration Committee resumed functioning in 2012 as Subcommittee members completed their contribution to the planning work for the 2012-2015 RIAC Strategic Plan. This year's major project was National Aboriginal Day, undertaken in conjunction with Richmond School District, Pathways Aboriginal Centre and Vancouver Coastal Health.

Diane Jubinville  
Chair, Youth Integration Subcommittee

## **Civic Engagement/Intercultural Vision and Outreach**

### **Community Dialogue**

The Civic Engagement Committee worked on a process of engaging Richmond residents who normally don't participate in intercultural dialogues or other such events by providing them with an opportunity to air their concerns about how changes to Richmond's cultural dynamic are affecting them. This process will culminate in a series of dialogue events in 2013.

Shawkat Hasan

Chair, Civic Engagement/Intercultural Vision & Outreach Subcommittee

## RIAC 2012 SUBCOMMITTEES

Committee/RIAC Actions	Members
<p><b>Civic Engagement</b>  <i>Participation in governance:</i></p> <ul style="list-style-type: none"> <li>- Advise RIAC re: research and information</li> <li>- Advise RIAC re: research initiatives</li> <li>- Advise Council as appropriate</li> </ul> <p><i>Information re: rights and responsibilities:</i></p> <ul style="list-style-type: none"> <li>- Advise RIAC and community partners re: existing awareness materials and information campaigns</li> <li>- Advise Council as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Shawkat Hasan*</b></li> <li>- Jake Pogson</li> <li>- Shashi Assanand</li> <li>- Nick Chopra</li> <li>- Lawrence Lim</li> <li>- Jamie Makutra</li> <li>- Joe Greenholtz</li> <li>- Stella Au (Community Volunteer)</li> </ul>
<p><b>Intercultural Vision and Outreach</b></p> <ul style="list-style-type: none"> <li>- Expand on civic engagement exercise in partnership with community civic groups</li> <li>- Annual meeting with Richmond newcomers</li> <li>- Annual meeting with help providers for newcomers in need in Richmond. Better statistical and evaluation processes will be encouraged.</li> <li>- Promote a more “open door” policy among community religious and ethnic groups</li> <li>- Direct community feedback to Council, recommendations as appropriate</li> </ul>	
<p><b>Newcomer's Guide</b></p> <ul style="list-style-type: none"> <li>- Continue updating the Newcomers' Guide</li> <li>- Seek corporate sponsorship and governmental support for translation (e.g., Punjabi, Tagalog)</li> <li>- Seek corporate sponsorship and governmental support for 2<sup>nd</sup> edition of English and Chinese versions</li> <li>- Explore possible role for Volunteer Richmond Information Services (VRIS) and advise Council</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Lawrence Lim*</b></li> <li>- Nick Chopra</li> <li>- Mohinder Grewal</li> <li>- Jocelyn Wong</li> </ul>
<p><b>Youth Integration</b></p> <ul style="list-style-type: none"> <li>- Continue to explore opportunities for youth to participate in open and respectful dialogue in a variety of venues</li> <li>- Support and promote access to information that addresses the understanding of intercultural issues in the community</li> <li>- Encourage access to cultural events for youth and their families</li> <li>- Advise Council as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Diane Jubinville*</b></li> <li>- <b>Jocelyn Wong*</b></li> <li>- Parm Grewal</li> <li>- Lawrence Lim</li> </ul>

\*Sub Committee Chairs

Proposed RIAC 2013 Work Program

Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	Status
<b>1. Address language and information and cultural barriers.</b>						
The provision of training in public participation for all groups.	RIAC host a skills forum/workshop on public participation	Public participation enhanced	Number of Richmond residents who have a greater ability to participate in public life	Civic Engagement	Richmond Civic Engagement Network/City Community services	Ongoing
The continuing development, printing distribution translation and updating of the Richmond Newcomers Guide	Guide printed in Punjabi and a launch event held.	Immigrants informed and empowered	Number of newcomers to Richmond who know where to go to get information and assistance	Newcomers	City/VCH/SD38 SUCCESS/RMCS	Punjabi version of the Guide produced and distributed.
The encouragement of dialogue and discussion with immigrants and longer term residents on involvement in civic life.	RIAC to devise and implement community dialogues on Interculturalism in Richmond	Intercultural perspective and vision explored and understood	Dialogue series devised and greater diversity of Richmond residents involved in civic life	Civic Engagement	City/VCH/SD38 SUCCESS/RMCS Richmond Civic Engagement Network	Ongoing - with the first dialogues to be held in January 2013.
The identification of barriers faced by newcomers- articulation of barriers and needs.	RIAC to work with partners to identify opportunities for an annual inter-agency new immigrants clinic	Barriers identified and delivery of City services enhanced	Barriers faced by newcomers identified and articulated	Civic Engagement	City/VCH/SD38 SUCCESS/RMCS Richmond Civic Engagement Network	Ongoing
<b>2. Address racism and misconceptions.</b>						
A dialogue on racism implemented with Richmond residents	RIAC to facilitate a dialogue on racism	Racism explored and perspectives incorporated into RIAC work plans	Dialogue report written with recommendations made	Civic Engagement	City/VCH/SD38 SUCCESS/RMCS RCMP	Ongoing - to be incorporated into general dialogues on interculturalism

Proposed RIAC 2013 Work Program

Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	Status
The development of programs that focus on commonality rather than difference and the organizing of cultural events to eliminate silos between communities	RIAC to meet with City Parks and City Recreation programmers to discuss intercultural programming opportunities	Parks and Recreation programming reflecting RIAC intercultural Vision and values.	Number of intercultural programming opportunities identified	Civic Engagement	City/Arts Community/SD38	Ongoing
The support and implementation of interfaith dialogues	RIAC to dialogue with partners to identify opportunities for creating interfaith dialogue or supporting existing programs	Outcomes of interfaith dialogues incorporated into RIAC work plans	Workshop report produced and opportunities for inter faith dialogue identified	Civic Engagement	RMCS/SUCCESS/ RCSAC/CH/SD38 /Richmond Museum/ Multi-faith Action Group	Dialogue and Interfaith networking event to be held during 'World Interfaith Harmony Week 2013'
<b>D</b> More intercultural events at community centers and schools	Liaison with SD38 and non-profit partners to hold an annual National Aboriginal Day event	Stronger partnerships and understanding between RIAC/City /SD38 and immigrant groups around Aboriginal issues.	Number of youth participants  Greater understanding between Aboriginal and new immigrant communities	Youth	City/SD38/Non Profit Partners.	Event held on National Aboriginal Day June 21 <sup>st</sup> 2013
<b>3. Ensure that City &amp; other governmental and stakeholder systems, policies and planning processes are aligned with the Intercultural Vision</b>						
Review key City policies and procedures to ascertain if they are reflective of the Intercultural Vision.	RIAC review undertaken of key City policies and procedures.	Intercultural values influencing the development of City policies and procedures	Number of policies reviewed and incorporating intercultural vision and values.	Civic Engagement	City	Ongoing

Proposed RIAC 2013 Work Program

Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	Status
Review and provide input on the draft Social Development Strategy	RIAC review and promote formal submission on the Social Development Strategy	Intercultural values and vision reflected in the Social Development Strategy.	Formal written submission provided by RIAC.	Civic Engagement	City	This work to be completed in the Spring of 2013.
<b>4. To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.</b>						
The encouragement of cross-generational and intercultural programming (e.g.: the role of empathy	Explore the creation of a 'Richmond Day', an annual day event to celebrate diversity in the whole of Richmond.	Intercultural value and vision incorporated in City and partners major intercultural event planning.	Report written and submitted to Council	Youth	City/ SD38	Ongoing







# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 14, 2013  
**From:** Cathryn Volkering Carlile **File:**  
 General Manager, Community Services  
**Re:** **Richmond Community Services Advisory Committee 2012 Annual Report and 2013 Work Program**

### Staff Recommendation

That the Richmond Community Services Advisory Committee's 2013 Work Program be approved.

Cathryn Volkering Carlile  
General Manager, Community Services

Att. 1

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b> 	
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

The mandate of the Richmond Community Services Advisory Committee (RCSAC) is to encourage and promote social policies and community services that contribute to the well-being and quality of life of Richmond residents, and to develop the capacity of the community service sector.

While an advisory body, the RCSAC is not a City-appointed committee (i.e., only two citizen representatives are Council-appointed). The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

This report presents the RCSAC 2012 Annual Report and proposed 2013 Work Program (**Attachment 1**), which supports the following 2011 – 2014 Council Term Goals regarding Community Social Services:

- 2.1 Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners and the public in order to appropriately target resources and help manage expectations.
- 2.3 Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.
- 2.4 Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.
- 2.5 Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.
- 2.7 Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

### Analysis

#### 1. 2012 Annual Report

In 2012, the RCSAC participated in consultations regarding the Official Community Plan and the Social Development Strategy. In addition, their Work Program focused on four key action areas: affordable housing; youth; addictions and mental health; and service development. A notable achievement is the development of an addictions and mental health service inventory, which will be circulated to Council shortly. A number of Communication Tools were also circulated to keep Council informed of community service issues and developments, including the one recently reviewed by Planning Committee regarding Richmond Children First (RCF) requests for City support of initiatives stemming from the RCF City Centre Early Child Development Report.

The RCSAC also completed a Community Social Services Survey regarding funding changes, which will be presented to Council with the 2013 Health, Social & Safety Grant Program.

## **2. 2013 Work Program**

For 2013, the RCSAC noted duplication in the work of some of the RCSAC subcommittees with those in the community, and decided to reorganize by foregoing the subcommittee structure and instead using Council Term Goals as a Work Program framework. The RCSAC will stay informed of community committee activity through a reporting system, whereby community groups provide updates as appropriate to the RCSAC. Task forces, with specific mandates and time-frames, will be struck as the need arises.

In supporting Council Term Goals in 2013, key initiatives will be reviewing the draft Social Development Strategy and implementation programs, as well as participating in the Affordable Housing Strategy and Youth Service Plan Updates.

### **Financial Impact**

None.

### **Conclusion**

The RCSAC is to be commended for re-structuring to minimize duplication and enhance its ability to advise Council by using Council Term Goals as a 2013 Work Program framework.

In addition to advising Council, the RCSAC continues to strengthen the community service sector in Richmond by exploring members' funding status, encouraging mentorship, raising the profile of social and community service issues, and by facilitating information exchange and networking opportunities. Staff recommend that the proposed 2013 RCSAC Work Program be endorsed.



Lesley Sherlock  
Social Planner  
(604-276-4220)  
LS:ls



**RCSAC** | **Richmond Community Services  
Advisory Committee**

## **2012 Annual Report 2013 Work Plan and Budget**

*Approved by RCSAC Committee: January 17, 2013*

*Approved by Richmond City Council:*

## Executive Committee Report

### 2012 Executive Committee Membership:

Brenda L. Plant, Turning Point Recovery Society (1984)	Co-Chair
Rick Dubras, Richmond Addiction Services Society	Co-Chair
Lisa Whittaker, Family Services of Greater Vancouver	Treasurer
Richard Lee, Citizen Appointee	Member-at-Large
Belinda Boyd, Vancouver Coastal Health	Member-at-Large
Judy Valsonis, Touchstone Family Association	Member-at-Large
Councillor Linda McPhail	City Council Liaison
Lesley Sherlock	City Staff Liaison

### Results of Executive Elections at the November 10, 2012 Annual General Meeting

As documented in the RCSAC Operating Policies and Procedures members on the executive, with the exception of the Co-Chair positions, hold their positions for a period of one year. Elections are held at the November Annual General Meeting (AGM) to elect/re-elect committee members to their respective executive roles. In order to accommodate additional Members-at-Large a motion was put forward at the 2012 AGM to increase the number of Members at Large from a minimum of 2 to a maximum of 4. A nominating committee was struck to fill vacant positions.

At the November 2012 AGM, after nominations were put forward, the following individuals were elected to executive positions:

Co-Chair	Rick Dubras, Richmond Addiction Services Society (2 <sup>nd</sup> year)
Co-Chair	Lisa Whittaker, Family Services of Greater Vancouver
Treasurer	Richard Lee, Citizen Appointee
Members-at-Large	Belinda Boyd, Vancouver Coastal Health
	Brenda Plant, Turning Point Recovery Society
	Pam Khinda, Richmond Youth Services Agency
	Parm Grewal, Richmond MultiCultural Community Services

Judy Valsonis (past Co-Chair) of Touchstone Family Association was acknowledged for 4 years of service as Co-Chair and Executive member.

The Executive Committee, on behalf of the membership, wishes to acknowledge and thank all exiting members of the Executive Committee for their dedication and leadership throughout 2012, as well as welcoming new members. The Executive Committee also acknowledges our City Staff Liaison, Lesley Sherlock, and our City Council Liaison, Linda McPhail, for their contributions and support while working with the RCSAC during 2012.

### **Executive Committee Summary of 2012 Activities:**

#### Membership

- ❖ Membership was reduced by one member to 30. Two member agencies left the committee: Big Brothers of Vancouver and the Open Door. In November the BC Responsible and Problem Gambling Program Contractor joined the committee.
- ❖ There are two Citizen Appointee positions each with 2 year terms. The incumbents of these positions are: Richard Lee (appointed: December 2010), Hamid Ghanbari (appointed: March 2011). Both Citizen Appointees' terms were extended until fall 2014.

#### RCSAC Focus:

- The RCSAC identified the following hot topics and action groups in 2012 under the umbrella of existing sub-committees:
  - Affordable Housing – Rental Crunch in Richmond
  - Addictions and Mental Health–Identifying Gaps in Service and Accomplishments to Date
  - Service Development–Space and Premises Needs and the RCSAC website update

#### Communications with City of Richmond

At the request of the City of Richmond, the RCSAC submitted suggested recommendations to the grant program by:

#### Providing a review and recommendations to the 2012 City of Richmond Grants Program

- Led by executive committee member, Rebeca Avendano, an action group was formed to put forward a committee approved list of recommendations to the City of Richmond for their consideration.
- The Community Social Services survey was administered for a 2<sup>nd</sup> year. The 2011/2012 Community Social Services Survey results were compared by a task force resulting in a committee approved summary of key points from the survey. The summary will be submitted with the 2013 City of Richmond Grant Report.

Presentation Updates from the City of Richmond were provided as follows:

- Affordable Housing Strategy, Dena Kae Beno

- Affordable Housing Project at (8111 Granville Avenue/8080 Anderson Road), City of Richmond and Contracted Architects
- Official Community Plan, John Foster and June Christy
- Richmond InterCultural Advisory Committee, Strategic Plan, Alan Hill

#### Technology:

- The RCSAC website project was completed in 2012 which included an update to the 10 year old website platform resulting in a change to a local hosting company. The project has resulted in a more user friendly site along with updated functionality including a youth focussed webpage communicating youth activities, events and services in Richmond.

#### Financial

A 2012 financial report and proposed 2013 budget was drafted by the Treasurer and approved by the membership at the November AGM. Please refer to page 20 and 21 of this document for details regarding the 2012 financials and proposed 2013 budget.

#### 2012 Reports and 2013 Work Plans

The completed 2012 Report details the work of the RCSAC sub-committees. Hot Topics have been identified along with their outcomes within the framework of the sub-committee reports. In particular the work plans outline the body of issues and concerns identified as relevant, the corresponding strategies / actions developed and the results of any actions undertaken.

Please note the 2013 Work Plans are documented in a new template making them easier to read and have been written to reflect and support the 2011-2014 Council Term Goals. The 2013 Work Plan was approved at the January 17, 2013 RCSAC General Meeting as a working document that will be revisited throughout the year and revised as necessary.



**RCSAC** | **Richmond Community Services  
Advisory Committee**

## ***2012 Annual Reports***



**RCSAC 2012 Work Plan - Affordable Housing Working Group**

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
<p><b>Collaborate with City of Richmond Affordable Housing Coordinator and Community Services Department to identify, advance, and support to completion, housing projects and programs that meet the spectrum of affordable housing needs.</b></p>						
<p>a. Work collaboratively with Richmond Homelessness Coalition – Homes for All (RHC) to identify and prioritize affordable and supportive housing initiatives in Richmond</p>	<ul style="list-style-type: none"> <li>Work with RHC to determine scope of RHC</li> <li>Identify priority areas and implement initiatives</li> </ul>	<p>Coordinated and focused effort to address affordable housing and related issues in Richmond</p> <p>The Coalition will provide opportunity to sustain a multi-sector partnership approach to:</p> <p>Respond to community identified needs and priorities.</p> <p>Engage stakeholders in opportunities to leverage resources, ideas, and the support required to generate action-oriented solutions to address and eliminate homelessness throughout the City, and</p> <p>Build community awareness and outreach efforts to promote learning, support, and knowledge sharing about the importance of the development of and access to affordable housing and appropriate community supports.</p>	<p>Terms of Reference for Richmond Homelessness Coalition – Homes for All completed</p>	<ul style="list-style-type: none"> <li>Turning Point Recovery Society (TPRS)-Chair: Brenda L. Plant</li> <li>City of Richmond Affordable Housing Coordinator – Dena Kae Beno</li> <li>Richmond Mental Health Consumers &amp; Friends Society (RCFC)</li> <li>VCH Richmond – Belinda Boyd</li> <li>Richmond Poverty Response Committee (RPRC) – De Whalen</li> <li>RPRC Affordable Housing Task Force – Lynda Brummitt</li> <li>Richmond Seniors Advisory Committee – Aileen Cormack</li> </ul>	<ul style="list-style-type: none"> <li>RCSAC members</li> <li>City of Richmond</li> <li>Faith Housing Group</li> <li>RPRC: Affordable Housing Task Force</li> <li>Study Circles Affordable Housing Working Group</li> <li>St. Alban's</li> </ul>	<p>The Terms of Reference (TOR) for the RHC have been drafted and are currently under review with the Coalition. It is anticipated that the TOR will be completed at the January 2013 Coalition meeting</p>

**RCSAC 2012 Work Plan - Affordable Housing Working Group**

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
<p>b. Work collaboratively with Richmond housing organizations and advocates to craft regular communication, which highlights housing needs and projects, to city staff and council.</p>	<ul style="list-style-type: none"> <li>- Work with RHC to review initiatives and develop a communication tool for joint submission to City staff and councillors about initiatives in Richmond</li> </ul>	<ul style="list-style-type: none"> <li>- Regular communication to city staff and council regarding affordable housing initiatives in Richmond</li> </ul>	<ul style="list-style-type: none"> <li>- Communication tool developed and implemented. City council and staff appraised regularly of ongoing initiatives and housing needs in Richmond</li> </ul>	<p>As above</p>	<p>As above</p>	<p>The Affordable Housing Coordinator of Richmond continues to advise city staff of the progress and work being completed by the subcommittee.</p> <p>Communication Tools regarding the work of the Affordable Housing Committee and important community issues specific to affordable and/or supportive housing are used as indicated to inform council.</p>
<p>c. Develop a report of housing needs and current projects. Provide rationale for a proactive approach to implementing affordable housing. Use report to inform city staff, council, corporate and community.</p>	<ul style="list-style-type: none"> <li>- Work with AHC, RHC, Community Services, and community partners to assemble information regarding housing continuum and needs in Richmond</li> </ul>	<ul style="list-style-type: none"> <li>- Materials will be available for use at presentations to city staff and council regarding AH in Richmond</li> </ul>	<ul style="list-style-type: none"> <li>- Power Point presentation and other informational materials completed and available for distribution to city staff, council and community at large</li> </ul>	<p>As above</p>	<p>As above</p>	<p>The RHC has scheduled an event in April 2013 that will include resource sharing and the compilation of materials that will be distributed to city staff, council and contributed to the Drop-in Center Library.</p>

**RCSAC 2012 Work Plan - Affordable Housing Working Group**

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
d. Propose a link to the city website to include content on the continuum of housing, how to access housing, FAQ's etc.	<ul style="list-style-type: none"> <li>- Meet with AHC to identify updates required for the housing section on the city's web site. Work with city IT staff to implement recommended changes</li> </ul>	<ul style="list-style-type: none"> <li>- Community will have immediate access to information regarding housing and housing services via the city web site</li> <li>- Increased community awareness of housing continuum in Richmond</li> </ul>	<ul style="list-style-type: none"> <li>- City's web site to have a link to RHC and other linkages to services and additional information</li> </ul>	As above	As above	The City web site on Affordable Housing has been updated.
e. Support and work collaboratively with AHC on the development of an Implementation Plan for Richmond's Affordable Housing Strategy	<ul style="list-style-type: none"> <li>- Meet with AHC quarterly to discuss plan and affordable housing initiatives in progress</li> </ul>	<ul style="list-style-type: none"> <li>- AH Working group will be aware of changes, revisions or developments regarding Affordable Housing Strategy and Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>- AHC presents quarterly updates to RCSAC Affordable Housing Working Group</li> </ul>	As above	As above	<p>The AHC has reported monthly to the RCSAC AH Working group on updates, revisions and accomplishment of the City's AH Strategy. Two presentations were made to the General RCSAC membership during the year.</p> <p>The committee chair continues to meet with the AHC regularly to discuss and plan affordable housing initiatives in progress and in need of development in Richmond.</p>

**RCSAC 2012 Work Plan - Affordable Housing Working Group**

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
<p>f. Other noteworthy accomplishments during 2012</p>	<p>To bring landlords and tenants together in Richmond through meetings and workshops.</p> <p>To collaborate with the RHC and other organizations in the 2012 to open a Drop-in Center in Richmond</p> <p>To collaborate with Metro Vancouver Homeless Secretariat, on homelessness and housing initiatives</p> <p>To collaborate with Metro Vancouver Homeless Secretariat, the RHC and other Richmond-based housing groups in organization and of the 2012 Homeless Connect Event</p> <p>Advocate for the development of affordable and supportive housing projects in Richmond</p>		<ul style="list-style-type: none"> <li>- Establishment of Rental Connect</li> <li>- Workshops will be focused on the development of relationship building between landlords and tenants.</li> <li>- The Drop-in center will be opened.</li> <li>- enhanced relationship with Metro Vancouver Homeless Secretariat</li> <li>- Homeless Connect Event held annually</li> <li>- Support housing projects and other housing groups in Richmond</li> </ul>			<p>Rental Connect established by the Richmond Poverty Response Committee; several workshops held</p> <p>St. Alban's Drop-in Center opened in October 2012.</p> <p>Representatives from the Steering Committee and consultants from Metro Vancouver have worked with the AHWG members in the development and set up of RHC and other community based initiatives.</p> <p>Homeless Connect event held in October 2012 in conjunction with the opening of the new Drop-in Center. Summary Report attached.</p> <p>Members of the AHWG attended public hearing to support the Kiwanis project and have been vocally supportive of the KFC development</p>

**RCSAC 2012 Work Plan – Addictions and Mental Health**

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
<p><b>Addictions and Mental Health: To work in an advisory capacity to the City of Richmond on issues related to A&amp;MH. To enhance the continuum of A&amp;MH services in Richmond. To develop partnerships and identify funding sources for the implementation of A&amp;MH working group's initiatives.</b></p>						
<p>a) To advocate for and support initiatives that provide for easy access to a comprehensive and appropriate range of services for individuals with addiction and mental health issues</p>	<p>- work with Community Services Dept., - City of Richmond and *Vancouver Coastal Health (VCH) on the development and implementation of programs and services for residents wanting to access A&amp;MH services in Richmond</p>	<p>Community will know what services are available and how to access services along the A&amp;MH continuum</p>	<p>An established range of services for A&amp;MH that span the continuum of need as identified by Working Group and RICAS(1) will be in place</p>	<p>Turning Point Recovery Society (TPRS): Brenda Plant – Chair  Richmond Addiction Services Society (RASS): Rick Dubras  VCH: Richmond Belinda Boyd, Natalie McCarthy RCMP FSGV Touchstone, CHIMO, Heart of Richmond AIDS Society, Canadian Mental Health Association (CMHA)</p>	<p>- RCSAC members  - City</p>	<p>Following the restructure of subcommittees to encourage a focus on specific action items, the RCSAC AMH Subcommittee formed an Action Group for the purpose of completing a Gap Analysis on Mental Health and Addictions Support Services in Richmond. A final draft of the report is currently being reviewed by the survey respondents and RCSAC general membership. The final report will be Forwarded to Council in 2013</p>

<p>b) To support initiatives that seek to reduce barriers to treatment services</p>	<p>work with community partners to deliver public information sessions about A&amp;MH issues and services in the City of Richmond</p>	<p>Community will participate in a dialogue about addictions, including myths and misconceptions and treatment needs of people with addictions and mental illness</p>	<p>A Study Circles project on A&amp;MH developed in partnership with VCH and other community stakeholders will be scheduled</p>	<p>As above</p>	<p>As above</p>	<p>Funding for this initiative has not yet been secured although there are several programs and initiatives currently operating in Richmond that address this goal including:</p> <ul style="list-style-type: none"> <li>a. Supporting Families with Parental Mental Illness and Addictions Community groups for families and children</li> <li>b. RASS operated the following: <ul style="list-style-type: none"> <li>• Quarterly Community Education Series</li> <li>• National Addiction Awareness Week Event</li> <li>• Hockey Day in Richmond</li> </ul> </li> </ul> <p>The committee has completed a tri-fold resource card to be widely distributed in the community that includes information on how to access services across the AMH continuum including housing.</p>
<p>c) To support prevention initiatives and provide education</p>	<ul style="list-style-type: none"> <li>• work with VCH, RASS, CMHA and other community partners to develop and/or update existing educational materials on A&amp;MH for public distribution</li> </ul>	<p>Opportunities will be readily available for the community to access information on A&amp;MH</p>	<p>Presentations to RCSAC, city staff, council and community regarding A&amp;MH; materials widely distributed in community and on city web site</p>	<p>As above</p>	<p>As above</p>	<p>Materials are updated regularly by providers across the AMH service sector and upon review will be posted on the RCSAC web site. Committee members continue to discuss with city staff placing materials on city web site.</p>

<p>d) To make recommendations that inform the development of a City response pertaining to addiction and mental health services in Richmond</p>	<ul style="list-style-type: none"> <li>- collect and submit data and statistics regarding A&amp;MH in Richmond to aid in the development of City responses pertaining to A&amp;MH</li> </ul>	<p>The city will have established responses pertaining to A&amp;MH services in Richmond</p>	<p>Responses will be posted on city web site with links to A&amp;MH provider organizations</p>	<p>As above</p>	<p>As above</p>	<p>Committee members have been discussing the role of the RCSAC AMH committee with respect to informing a city response to AMH in Richmond. It is anticipated that the Gaps Analysis Report will be used to direct this process.</p>
<p>e) To support the coordinated development of an integrated addictions and mental health service delivery plan for Richmond</p>	<ul style="list-style-type: none"> <li>- work with VCH, RASS and other community partners to identify service and delivery needs for A&amp;MH population in Richmond</li> </ul>	<p>A service delivery plan will be developed and implemented</p>	<p>A status report regarding services and delivery will be presented to RCSAC</p>	<p>As above</p>	<p>As above</p>	<p>There are current initiatives within the Health Authority that are addressing this issue. The committee will continue to work with VCH and will contribute to the plan based on the findings of the Gap Analysis.</p>
<p>f) In conjunction with the RCSAC-Affordable Housing Sub Committee, City of Richmond Affordable Housing Coordinator (AHC), A&amp;MH services providers and other Affordable Housing groups, ensure that the housing needs specific to this population are identified and supported</p>	<ul style="list-style-type: none"> <li>- work with AHC of the Community Services dept and VCH to identify housing needs of A&amp;MH population, develop continuum of housing and identify areas of greatest need</li> </ul>	<p>A&amp;MH housing providers will know what opportunities are available in Richmond and how to access options</p>	<p>A&amp;MH housing will be identified and accessible</p>	<p>As above</p>	<p>As above</p>	<p>Progress continues on the Richmond EO project on Anderson and Granville that will provide over 75 units of affordable and supportive housing for individuals (many of whom have addictions and/or mental health issues).  A member agency will be opening 11 units of affordable housing for individuals advanced in their recovery from addictions in April 2013.</p>

PLN - 39

\*For the purposes of this plan VCH refers to Vancouver Coastal Health Richmond and includes the Mental Health & Addictions Coordinating Committee (MH&ACC)

(1) RICAS – Richmond Integrated Comprehensive Addiction Services: A project of VCH – Richmond Health Services, the mandate of RICAS was to develop and implement an integrated, comprehensive, collaborative and evidence-based, substance use and addiction system in Richmond that endorses a life stage approach, is gender and diversity sensitive, timely and accessible, and is backed up by an integrated client information system. RICAS was merged into the RCSAC Addictions and Mental Health Working Group in May 2009.

## RCSAC 2012 Work Plan

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cite (RCSAC Members)	Prospective Partners	Status & Date Achieved
<b>Youth: Identify opportunities to support integrated youth service delivery models that accommodate the health, social, and recreational needs of Richmond youth.</b>						
<p><b>A. Create a comprehensive online resource manual for Richmond youth to access community information, services, and support that will increase and promote their well-being, health and success.</b></p> <p><b>B. Promote and profile new initiatives to the RCSAC as needed.</b></p> <p><b>C. Modification to original vision of website development – replaced with a ‘youth specific – information only’ Richmond community FACEBOOK page.</b></p>	<ol style="list-style-type: none"> <li>1. Pilot/launch ‘Youth in Richmond’ information based FACEBOOK page!</li> <li>2. Extend committee membership to other stakeholders – RSB, Youth Probation, MCFD, Roving Leaders, Child and Youth Mental Health, RYSA, public health nurse and other interested parties; recruitment of youth for sub committee</li> <li>3. Solicit funding sources for in-kind support for page development and maintenance (RCSAC, corporate community, collaborative fund development)               <ol style="list-style-type: none"> <li>a. Provide ‘letter of intent’ to RCSAC for funding.</li> </ol> </li> <li>4. Propose partnership with Richmond community secondary and post-secondary schools – FACEBOOK page.</li> <li>5. Promotion of resource to youth in community via RCSAC membership as well as</li> </ol>	<ul style="list-style-type: none"> <li>- Community information and resources will be made accessible to youth in Richmond across the continuum of care in web based access format.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of youth that access the resources (hits); online feedback</li> <li>- Number of financial and in-kind contributions from RCSAC members and broader community.</li> <li>- Involvement and feedback from community stakeholders</li> </ul>	<p>Richmond Addiction Services (RASS): <b>Danny Taylor: Chair</b></p> <p>Touchstone Family Association (TFA): <b>Carol Hardie</b></p> <p>Boys and Girls Club Delta/Richmond(BGCS): <b>Kristen Hamaoki</b></p> <p>Family Services of Greater Vancouver: <b>Michelle Beech</b></p> <p>City of Richmond-Roving Worker Team – <b>Sunny Haer (TBD)</b></p> <p>Youth Representative – (TBA)</p>	<p>Subcommittee members will take responsibility to complete RCSAC work plan.</p> <p>Community partners will be requested once page is launched.</p>	<ul style="list-style-type: none"> <li>- 4 youth (grade 10/11/12) from McMath Secondary volunteered to join the Youth Sub-Committee in January 2012.</li> <li>- Purchased domain name <a href="http://www.whatsuprichmond.com">www.whatsuprichmond.com</a> in January 2012. Domain is not hosted as of yet</li> <li>- Letter of intent provided to RCSAC for funding. Granted \$1000.</li> <li>- Using funding from the RCSAC, we had Jesse Miller, Social Media safety expert provide an in-service to committee.</li> <li>- Using RCSAC funding, via a collaborative process with 4 youth members of our Youth Sub-committee, and web developer Real Magic, we were able to design a WEBPAGE as part of the RCSAC website. <a href="http://www.rcsac.ca/youth">www.rcsac.ca/youth</a></li> </ul>



## RCSAC 2012 Work Plan

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Prospective Partners	Status & Date Achieved
	local media outlets, community centers, high schools, non-profits, and others;  6. Provide program information to the RCSAC membership.					<ul style="list-style-type: none"> <li>- The page was updated through the summer and early fall 2012 by our youth.</li> <li>- RASS staff Danny Taylor was trained by web developer Real Magic on manual updating/changes to page Oct 2012.</li> <li>- WebPage put on hold when youth sub-committee was eliminated in Nov 2012.</li> <li>- Danny Taylor provided a report to the RCSAC on "Current Issues that may be Impacting Richmond Adolescents." Nov. 2012</li> </ul> 2012 work plan.

# RCSAC 2012 Report

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
<b>Service Development: Identify method of continually updating service needs for Richmond</b>						
<p>a) In conjunction with City staff establish method for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services</p> <p><b>P</b> <b>EN</b> <b>4</b></p>	<ul style="list-style-type: none"> <li>- Invite city staff to meetings of the RCSAC when member agencies are presenting on services</li> </ul>	<ul style="list-style-type: none"> <li>- timely identification of needs and issues</li> <li>- better informed planning</li> <li>- an established list of who can mentor and who requires mentoring from which connections can be made</li> </ul>	<ul style="list-style-type: none"> <li>- provision of services that are reflective of changing community needs</li> <li>- number of times the Communication Tool for Council was used</li> <li>- a tool that can easily reflect gains and losses of funding and related services to the community of Richmond</li> <li>- number of member agencies reporting that they gave or received mentoring in 2012</li> <li>- number of general meetings at which a member agency presented</li> </ul>	<ul style="list-style-type: none"> <li>- Belinda Boyd – Chair, VCH Richmond Committee:</li> <li>- Sandy McIntosh RCP</li> <li>- Brenda Plant TPRS</li> </ul>	RCSAC City	<p>City Staff provided presentations and asked for feedback from RCSAC members on:</p> <ul style="list-style-type: none"> <li>• Affordable Housing Strategy and updates on AH Projects</li> <li>• Social Development Strategy</li> <li>• Official Community Plan</li> </ul> <p>Administered Community Social Services Survey 2011/2012 survey results were reported on and trends /highlights compiled by a task group of the RCSAC</p> <p>The report was approved by the general committee and submitted as part of the 2013 Grant Report (view full survey results and report in appendix 1)</p> <p>10 year old website</p>
<p>c) Facilitation of knowledge transfer on processes, practices, and emerging issues</p>	<ul style="list-style-type: none"> <li>- Update and administer RCSAC Community Social Services Survey to gather data on impact (gains or losses) of services to Richmond</li> <li>- Develop a mechanism to track and summarize financial gains / losses in program funding experienced by member</li> </ul>	<ul style="list-style-type: none"> <li>- new learning that expands capacity of agencies to meet growing demands for services</li> </ul>				

# RCSAC 2012 Report

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
	<p>agencies in the form of a graphic, like a scale that could be posted on the RCSAC website for agencies and Council to view.</p> <p>- Monthly reminders to members to utilize Communication tool to identify and communicate issues as they arise</p>					<p>Platform updated, moved to more user friendly administration software allowing for future updates including member updates on events and access to a log in members page, relocated website hosting to a local area company</p> <p>S Communication Tools were sent to City Council:</p> <p>1) A Report from RASS on one client's use of Richmond service</p> <p>2) Introduction of RCSAC Action /Task group</p> <p>3) Richmond Children First on United Way Funding Change</p> <p>4) Children's Charter endorsement</p> <p>5) City Centre Early Childhood Development Report</p>

# RCSAC 2012 Report

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
<p style="text-align: center;"><b>PLN - 44</b></p>	<ul style="list-style-type: none"> <li>- Update Mentor tool annually to build capacity of agencies to gain assistance and build skills to support clients</li> <li>- Work with RCSAC Executive to ensure member agencies continue to present to RCSAC members on their agency mandate to share learning and best practice</li> </ul>					<p>Previously administered Mentoring Survey will be deferred to 2013</p> <p>Space Needs Update:</p> <ul style="list-style-type: none"> <li>· A working group was created to develop a fair and transparent process in finding premises with the City of Richmond.</li> <li>· There were 2 meetings in the spring with interested organizations.</li> <li>· They reviewed the previous work done by the City and the RCSAC to address this issue which included:                             <ul style="list-style-type: none"> <li>Space Needs Survey (2008)</li> <li>Richmond 101 (2009)</li> <li>Redraft of Space Needs Survey (2009)</li> </ul> </li> <li>· 3 step process proposed by City but was felt to be too cumbersome (2010)</li> <li>· Letter sent to Mayor and Council requesting an implementation strategy to allow for the creation of community service space for non-profits (2010)</li> </ul>

## RCSAC 2012 Report

*To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.*

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
						The working group has ceased to meet at this time.



**RCSAC** | **Richmond Community Services  
Advisory Committee**

## ***Membership and Budget Information***

## RCSAC Membership 2012

Organization	Representative(s)
BC Responsible and Problem Gambling	Jenn Fancy de Mena
Boys and Girls Club Comm. Services of Vancouver	Jason Lee
Canadian Mental Health Association (Richmond)	Dave MacDonald
CHIMO Crisis Services	Rebecca Avendano/Lisa Westermark
City Appointee	Richard Lee
City Appointee	Hamid Ghanbari
City Liaison (Non-Voting Member)	Lesley Sherlock
Council Liaison (Non-Voting Member)	Linda McPhail
Developmental Disabilities Association	Danielle White /Donna Cain
Family Services of Greater Vancouver	Lisa Whittaker / Kareen Hudson
Heart of Richmond AIDS Society	Carol White
Individual Member	Jennifer Larsen
RCMP Richmond	Heather Hall
Richmond Addictions Services Society	Rick Dubras, (Co-Chair)
Richmond Caring Place Society	Sandy McIntosh
Richmond Children First	Helen Davidson
Richmond Centre for Disability	Ella Huang/Eileen Kalshoven
Richmond Family and Youth Court Committee	MaryAnne Schulz
Richmond Family Place Society	Kim Winchell
Richmond Food Bank Society	Margaret Hewlett/Alex Nixon
Richmond Mental Health Consumer & Friends Society	Barb Bawlf
Richmond Multicultural Community Services	Pam Grewal
Richmond Poverty Response Committee	Lynda Brummitt
Richmond Seniors Advisory Committee	Corisande Percival-Smith
Richmond Society for Community Living	Janice Barr
Richmond Therapeutic Equestrian Society	Frances Clark
Richmond Women's Resource Centre	De Whalen/Florence Yau
Richmond Youth Service Agency	Pam Khinda
Salvation Army (Richmond)	Brad Smith
S.U.C.C.E.S.S.	Francis Li
Touchstone Family Services	Judy Valsonis
Turning Point Recovery Society	Brenda L. Plant
Vancouver Coastal Health	Belinda Boyd
Volunteer Richmond Information Services	Elizabeth Specht /Jocelyn Wong

## RCSAC Financial Report and Statement 2012 as of November 10<sup>th</sup>, 2012

BUDGET	January	February	March	April	May	June	July	August	Sept	YTD ACTUAL	Q4 Projected	TOTAL 2012
\$3,500.00	\$4,776.74									\$4,776.74		
\$1,500.00		\$815.00	\$400.00		\$50.00			\$50.00		\$1,315.00		
\$11,000.00			\$11,000.00							\$11,000.00		
\$10.00	\$0.14	\$0.10	\$1.10	\$1.03	\$1.04	\$0.90	\$0.90	\$0.78	\$0.67	\$6.66	\$1.20	
\$0.00												
\$16,010.00	\$4,776.88	\$815.10	\$11,401.10	\$1.03	\$51.04	\$0.90	\$0.90	\$50.78	\$0.67	\$17,098.40	\$1.20	\$17,099.60
\$10,000.00	\$622.83	\$655.60	\$655.60	737.55	\$721.16	671.99	\$0.00	\$458.92	622.82	\$5,146.47	\$2,100.00	
\$500.00	\$8.39		\$121.93							\$130.32	\$300.00	
\$1,500.00	\$116.31	\$172.53	\$116.31	\$121.80	\$116.31	\$301.98			\$130.31	\$1,075.55	\$400.00	
\$1,000.00	\$5.54	\$5.54	\$5.62	\$5.62	\$5.54	\$89.54		\$1,741.60	\$5.54	\$1,864.54	\$400.00	
\$400.00	\$508.88									\$508.88		
								\$156.80		\$156.80		
\$2,000.00												
	\$1,000.00									\$1,000.00	\$0.00	
\$15,400.00	\$2,261.95	\$833.67	\$899.46	\$864.97	\$843.01	\$1,063.51	\$0.00	\$2,357.32	\$758.67	\$9,882.56	\$3,200.00	\$13,082.56
												\$4,017.04

Respectfully submitted,

Brenda L. Plant, Co-Chair

Rick Dubras, Co-Chair



**RCSAC Budget for December 2012 to November 2013**

	2013 Budget - January 1 - December 31
<b>Balance Projected to be brought Forward December 31, 2012</b>	\$3,500.00
<b>Revenue</b>	
City of Richmond	\$11,000.00
Membership Dues	\$1,200.00
Bank Interest	\$10.00
Sponsorship	\$0.00
<b>Total Revenue</b>	<b>\$15,710.00</b>
<b>Expenses</b>	
Admin Assistant	\$10,000.00
Admin Expenses	\$500.00
Forums/Meetings	\$1,500.00
Website + IT	\$1,000.00
Post Box Renewal	\$157.00
Volunteer Appreciation	\$500.00
All Candidates Meeting	\$1,000.00
Sub Committee	\$1,000.00
<b>Total Expenses</b>	<b>\$15,657.00</b>
<b>Total Balance</b>	<b>\$53.00</b>



**RCSAC** | Richmond Community Services  
Advisory Committee

## ***2013 Work Plan***

## 2013 RCSAC Work Plan

For the 2013 year the RCSAC has chosen to link its annual work plan initiatives to the Richmond City 2011-2014 Council Term Goals. The 2013 Work Plan is designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

*To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.*

Within this goal statement, the RCSAC will focus on providing advice on Council's following priorities that are scheduled for implementation in 2013.

---

### Council Term Goal 2.1

**Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.**

#### Objectives:

- To support and provide input to the Social Development Strategy
- To advise City Council on Social Development Strategy implementation plans once adopted

#### Actions:

- Review Social Development Strategy and form Task Groups as needed
- With respect to addiction and mental health services, advise Council regarding
  - Addiction and Mental Health Services Gap Analysis outcomes and implementation plan
  - Housing needs for this population
  - Stakeholder roles and responsibilities to address gaps
  - Proposed City supports considering City's role, priorities and policies, including advocacy to senior levels of government
- Mental Health and Addictions Action Team continue, and others as required
- Continue to implement annual Social Services Survey to inform Council of changes in social service programs and corresponding funding structures that will impact the City
- Identify initiatives that reduce barriers to accessing services

#### Outcomes/Indicators of success:

- Provide comments on Social Development Strategy
- Social Services Survey and Report completed
- Communication Tools to Council as required
- Annual report on successful actions completed

---

### Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

#### Objectives:

- Continue to identify changes in space needs by non-profit societies within Richmond

#### Actions:

- Form action group if required, building on previous Space Needs Surveys and related correspondence

#### Outcomes/Indicators of Success:

- Communication Tools to Council as required
  - Annual report on successful outcomes completed
- 

### Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downsizing.

#### Objectives:

- To provide Council with information re: impact of provincial and federal funding decisions on social services agencies
- To provide RCSAC members with an opportunity to meet and connect with provincial candidates

#### Actions:

- RCSAC will host a provincial all candidates meeting prior to the provincial election
- Completion of annual Social Services Survey to provide information to Council on provincial and federal funding decisions affecting the delivery of social services
- Consider roles of senior governments in Addiction and Mental Health Services Gap Analysis results

#### Outcomes/Indicators of Success:

- All candidates meeting successfully completed
- Social Services Survey completed and report submitted to Council
- Communication Tools to Council as required, including requests for advocacy to senior levels of government
- Final report on successful outcomes completed

---

**Council Term Goal 2.5**

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

and

**Council Term Goal 2.8**

Development of a continuously updated catalogue of affordable housing projects coming on stream for easy reference.

**Objective:**

- Continue to support implementation of the Affordable Housing Strategy
- Participate in the 2013 Affordable Housing Strategy Update process
- Support the development of a catalogue of affordable housing projects

**Actions:**

- Work collaboratively with Richmond housing organizations, advocates and the City to identify, prioritize and highlight affordable and supportive housing needs and projects in Richmond
- Provide information as required for the catalogue
- Action Team formed if necessary
- Propose a housing page on the city website including content on the housing continuum , how to access, FAQ's etc.

**Outcomes/Indicators of Success**

- Stakeholders' report on housing needs, current projects and proactive approaches completed
- Communication Tools to Council as required
- RCSAC perspective incorporated into 2013 Affordable Housing Strategy Update
- Annual report on successful outcomes completed

---

**Council Term Goal 2.6**

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

**Objective:**

- Support Council in the development of an updated Youth Strategy

## **Actions**

- Continue to work with existing youth committees
- Form a Youth Action Team if required to provide input on the Youth Strategy Update
- Recommend the establishment of a Youth Page to provide one stop access to information, including a comprehensive, regularly updated online resource manual, and who should host

## **Objectives/Indicators of Success**

- RCSAC perspective incorporated in the updated Youth Strategy
  - Youth website page established and resource manual completed
  - Communication Tools to Council as required
  - Annual report on successful outcomes completed
- 

**Council Term Goal 7.2** Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

### **Objectives:**

- Continue to support and work with the Richmond Children First (RCF) committee on their City Centre Early Childhood Development Report

### **Actions:**

- Follow-up on Communication Tool sent to Council about the City Centre Report
- Review RCF progress reports

### **Outcomes/Indicators of Success:**

- Regular RCF reports at RCSAC
  - Annual report on successful actions completed
- 

**Council Term Goal 8.2** Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

### **Objectives:**

- Examine issues of food security in relation to community and social services in Richmond
- Support the City as it advocates for a coordinated regional approach to enhance local food security

### **Actions:**

- Receive presentation related to food security and intersection with community and social services
- Action teams formed as necessary to meet objectives
- Potential gap analysis undertaken
- Communication Tool to Council as required

**Outcomes/Indicators of Success:**

- Communication Tools to Council as required
  - Annual report on successful actions completed
- 

**Additional RCSAC Workplan Activities**

**Objectives:**

- Increase connections within RCSAC members
- Increase information RCSAC members can access to plan and promote social service events and activities
- Increase administrative efficiency for RCSAC

**Activities:**

- Website developed so members can easily access calendar to post activities and events
- Create members log-in section on RCSAC website so members can access minutes, agendas, reports, etc.
- Support on-going updates to website

**Outcomes/Indicators of Success**

- Members-only log in page created
- Website utilization increased
- Increased number of events and program information posted to website
- Annual report on successful outcomes completed







**To:** Planning Committee **Date:** January 11, 2013  
**From:** Cathryn Volkering Carlile **File:**  
 General Manager, Community Services  
**Re:** **Child Care Development Advisory Committee 2012 Annual Report and 2013 Work Program**

**Staff Recommendation**

That the Child Care Development Advisory Committee's 2013 Work Program be approved.

Cathryn Volkering Carlile  
General Manager, Community Services

Att. 1

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b> 	
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

The mandate of the Child Care Development Advisory Committee (CCDAC) is to provide Council with advice regarding the development of quality, affordable and accessible child care in Richmond.

This report presents the CCDAC 2012 Annual Report and proposed 2013 Work Program (**Attachment 1**), which supports the following 2011 - 2014 Council Term Goals regarding Community Social Services:

- 2.1 Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, the public in order to appropriately target resources and help manage expectations.
- 2.4 Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

### Analysis

#### 1. 2012 Annual Report

The CCDAC 2012 Annual Report (**Attachment 1**) highlights the committee's advice to Council and undertakings to strengthen child care services during the past year.

The CCDAC, most significantly, continued to advocate for the creation of a staff Child Care Coordinator position, culminating in Council's establishment of a full-time, ongoing Child Care Coordinator, subject to a three-year review. Another significant achievement initiated by CCDAC advice to Council was the establishment of a Child Care Operating Reserve Fund to hold developer and other contributions to improve the quality of care in Richmond. As a result, applications for Child Care Professional and Program Grants, in addition to Child Care Capital Grants, were solicited for the first time in 2012. CCDAC grant recommendations will be presented to Council in the first quarter of 2013.

Also in 2012, the CCDAC contributed to the development of the Official Community Plan Update and the draft Social Development Strategy. Members continued to review and keep informed about City Planning Processes and the progress of City-owned facilities, pillars of the child care system, and Child Care Month Activities.

## 2. 2013 Work Program

In 2013, CCDAC will give priority to advising Council regarding 2011 – 2014 Council Term Goals, and particularly to review the draft Social Development Strategy, from which future CCDAC Work Programs may develop. Members will also participate in testing the on-line City Grant Application system under development to further enhance the accessibility and effectiveness of Child Care Grant Programs from both applicants' and reviewers' perspectives.

CCDAC will continue to explore advocacy opportunities, including providing advice to Council regarding the proposed Integrated Learning Framework, also known as the "\$10/day Plan", developed by the Early Childhood Educators of BC and the Coalition of Child Care Advocates of BC.

CCDAC is looking forward to working with the Child Care Coordinator as their Staff Liaison and will keep the Coordinator apprised of the CCDAC perspective on work program and other child care matters. Staff will support the CCDAC 2013 Work Program as City policies, work programs, staff time and resources permit.

### Financial Impact

None.

### Conclusion

CCDAC members are devoted to improving the availability and accessibility of quality child care in Richmond. In the coming year, CCDAC initiatives will focus on providing advice to Council and staff regarding Council Term Goals by reviewing the draft Social Development Strategy, proposing advocacy to senior levels of government, and reviewing Child Care Grant applications and processes. Staff recommend approval of the proposed CCDAC 2013 Work Program.



Lesley Sherlock  
Social Planner  
(604-276-4220)

LS:ls

CITY OF RICHMOND  
CHILDCARE DEVELOPMENT ADVISORY COMMITTEE  
2012 ANNUAL REPORT

The Childcare Development Advisory Committee (CCDAC) had a very busy and productive year in 2012. Meetings were stimulating and enjoyable, with a full membership and relatively good attendance at meetings. A summary of the highlights of our meetings and events is outlined below:

1. We began the year with two new citizen appointments to our committee: Ofra Sixto and Sue Sihota. Sue Sihota subsequently resigned in September 2011.
2. In March we enjoyed a presentation by Gavin Woo and Karen McDougall regarding Building Approval Procedures and Requirements for Child Care Centres. This helped to clarify policies and procedures when opening a new childcare facility.
3. At our September meeting John Foster hosted a discussion and information session on the 2011 surplus appropriation and our committee's request for a Child Care Coordinator's position.
4. Setting up a non-profit society workshop (facilitated by Anders Ourum, June 25) This workshop was organized to encourage the formation of non-profit societies so that additional childcare providers would be eligible to operate City-owned facilities.
5. Sharon Gregson, representing the Child Care Advocates of BC, was the guest speaker at our October meeting where a discussion and question period took place surrounding the \$10/Day plan for a Public System of Integrated Early Care and Learning in BC.
6. In May we hosted, in conjunction with the Richmond Childcare Alliance, a display of children's art work contributed by various childcare facilities. The event took place at The Caring Place. In addition, members of the committee attended the annual childcare dinner, held at the Richmond Curling Club.

The sub-committees formed during 2011 continued with their work throughout 2012, with only some minor adjustments made based on new membership. These committees were:

- Lobbying/Advocacy
- Child Care Month
- Childcare Grants
- City Planning Processes
- Pillars of the Child Care System

These sub-committees reported regularly to the Committee and a brief outline of their discussions is attached to this report.

There were a few topics that dominated our meetings throughout the year and which remain high on our priority list for 2013. These are: implementation of the new Child Care Coordinator's position; monitoring the Coalition of Childcare Advocates of BC's plan for a Public System of Integrated Early Care

and Learning and how it would affect existing providers; and contributing our input and recommendations regarding placement and size of new City-negotiated facilities.

**2013 BUDGET**

CCDAC received an operating budget of \$5000.00 for 2012. The proposed 2013 budget is as follows:

Meetings and Miscellaneous Expenses	\$3,000
Forums and Conventions	\$1,000
Child Care Month Expenses	<u>\$1,000</u>
Total	\$5,000

**MEMBERS of the 2012 Childcare Development Advisory Committee**

**VOTING:**

1. Linda Shirley (Chair)
2. Shyrose Nurmohamed (Vice Chair)
3. Janet Dhanani
4. Ofer Marom
5. Sonia Dhudwal
6. Gina Ho
7. Sushma Wadhwanja
8. Alice Law
9. Lori Mountain
10. Harp Mundie
11. Ofra Sixto

**NON-VOTING:**

1. Marcia MacKenzie (Child Care Resource and Referral)
2. Kenny Chiu (School Board Liaison)

The work of our committee is greatly enhanced by the capable oversight of Lesley Sherlock (City Staff) and by the support, advice and advocacy of Cllr. Evelina Halsey-Brandt.

Prepared by

Linda Shirley  
Chair, Child Care Development Advisory Committee  
January 2013

**ADDENDUM**  
**REPORTS FROM WORK PROGRAM SUBCOMMITTEES**

Advocacy

This sub-committee continued to review its recommendation and proposed job description of the Childcare Coordinator position, according to the budget decision made by Council. Eventually, with a most appreciated effort by our Council Liaison Evelina Halsey-Brandt and Staff Liaison Lesley Sherlock, the sub-committee recommendation resulted in an approved full time coordinator's position.

City Planning Process

CCDAC was pleased to provide advice to City staff regarding whether to negotiate a built facility or cash-in-lieu at the proposed Cressey development in the Oval village. The following motion was conveyed to City Planners:

*That the Child Care Development Advisory Committee recommend negotiating a built facility instead of cash in lieu for the Cressey development.*

This opportunity responds to a previous CCDAC request to provide advice about child care facility negotiations prior to finalization, and we appreciate Council's support of this request.

Pillars of the Child Care System

Following last year's review of quality and collaboration/partnership, this subcommittee reviewed affordability, minimized bureaucracy and central coordination. CCDAC will build on this work in 2013.

Childcare Grants

The Child Care Grant sub-committee's 2011 program recommendations have been incorporated into the 2013 child care grant process that now includes both Capital and Professional Development Grants. The grant terms also emphasize the principle of reaching as many children as possible with the funds, a principle that was a major component in the sub-committee decision making.

In 2012, the sub-committee reviewed applications and made recommendations on allocating the funds. We also hope to look at the mechanism of reviewing the use of the funds.

Child Care Month

On May 26-27<sup>th</sup>, the sub-committee co-hosted, along with the Richmond Child Care Alliance, a display of children's art work at Richmond Caring Place. The theme of the display was "Our World, Our Cultures", and centres were encouraged to contribute a group project along with documentation of the children's work. The event was a success with 17 Richmond child care centres contributing to the display.

Members of the two committees rotated through shifts in order to monitor the display and act as 'greeters' to the families who came in for viewing. It is estimated that over 200 people visited over the two day period.

## CCDAC 2013 Work Program

This Work Program reflects the following 2011 - 2014 Council Term Goals regarding Community Social Services:

- 2.1. Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners and the public in order to appropriately target resources and help manage expectations.
- 2.3. Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.
- 2.4. Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>Advocacy</b>				
More effective advocacy to senior levels of government to address the funding, bureaucracy, changing policies, and licensing issues for child care providers	<ul style="list-style-type: none"> <li>• Monitor issues, emerging trends</li> <li>• Discuss, consider roles, summarize issues</li> <li>• Pass motions or resolutions</li> <li>• Prepare letters/briefs</li> <li>• Submit to Council through Staff Liaison</li> </ul>	Lobbying through Council to senior levels of government	Improved funding, policy and licensing programs	<ul style="list-style-type: none"> <li>• Federal Govt.</li> <li>• Provincial Govt.</li> <li>• Child Care Licensing (VCH)</li> </ul>
<p><b>P</b> <b>C</b> <b>W</b></p> Liaise with the Child Care Coordinator regarding past and present issues discussed at CCDAC meetings that need further attention, action or clarification.	<ul style="list-style-type: none"> <li>• Brief Child Care Coordinator on issues/concerns</li> <li>• At monthly meetings, provide Child Care Coordinator with information and CCDAC perspective</li> <li>• Present CCDAC advice on Council referrals through Child Care Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Child Care Coordinator will be the Staff Liaison to CCDAC</li> <li>• Child Care Coordinator informed regarding CCDAC's perspective</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator works with CCDAC advice and Council direction to address priority child care issues for Richmond</li> <li>• Liaison with CCDAC assists the Child Care Coordinator to successfully address work program objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Caregivers</li> </ul>
Make recommendations to Council on merits or disadvantages of supporting the Integrated Learning Framework group and their proposal for a \$10 per day plan.	<ul style="list-style-type: none"> <li>• Discuss advantages and disadvantages of the proposal</li> <li>• Document discussion into a report that can be used as a guideline for recommendations</li> <li>• Discuss proposal with local caregivers to obtain opinions of the framework and how it could serve their needs</li> </ul>	Informed CCDAC members advocate through Council to the Provincial Government with recommendations and proposed changes to the framework	The proposal is established with guidelines and recommendations according to our local community	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Caregivers</li> </ul>

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>City Planning Processes</b>				
Participate in City consultations	<ul style="list-style-type: none"> <li>Continue to participate in Social Development Strategy consultations</li> </ul>	Plans for future growth will address the need for quality, affordable childcare	Social Development Strategy incorporates CCDAC perspective	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Caregivers</li> </ul>
Advise the City regarding the development of new child care centres and service models.	<ul style="list-style-type: none"> <li>CCDAC to be consulted at the earliest point possible in the development process</li> <li>Review guidelines for City-owned facilities, e.g., minimum size, location, when to prioritize monetary contributions</li> <li>Advise Council regarding establishing early childhood hubs</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion of CCDAC in planning new facilities and implementing guidelines</li> <li>Better planned child care facilities that address needs of the local community</li> <li>Explore opportunities for private operators to develop and own facilities</li> <li>Model centres with varied programs that may not be available elsewhere, catering to all age levels of children and perhaps even seniors</li> </ul>	Guidelines adopted and CCDAC consulted regarding: <ul style="list-style-type: none"> <li>When/where to negotiate built facilities vs. cash contributions</li> <li>Built facilities are designed and cater to needs of community according to size, location, design, program offered</li> <li>When/where to prioritize hubs and ideal size, design, model</li> <li>Inclusion of CCDAC into the planning, developing and operating process of the facility</li> </ul>	<ul style="list-style-type: none"> <li>City Planners</li> <li>Developers</li> <li>Stakeholders</li> <li>Caregivers</li> </ul>
<b>Terms of Reference Review</b>				
Review Child Care Development Advisory Committee Terms of Reference	<ul style="list-style-type: none"> <li>Establish subcommittee</li> <li>Recommend revisions</li> </ul>	Updated Terms of Reference adopted by Council	Terms of Reference provide effective framework for CCDAC proceedings	



Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<p><b>Pillars of Child Care System</b></p> <p>Develop guidelines or targets to help establish high performance in the five pillars of the childcare system – quality, collaboration/partnership, space, affordability, minimized bureaucracy, and central coordination. (Two of the pillars have been addressed, last three remaining.)</p>	<ul style="list-style-type: none"> <li>Develop guidelines or targets for high performance</li> <li>Discuss one topic at each meeting</li> <li>Streamline the discussion and format into a report for submission to City planners</li> <li>Request that above report be formed into a booklet that is available to serve as a general guideline for builders, planners and public for reference, quality control</li> </ul>	<ul style="list-style-type: none"> <li>Improved quality, partnering, availability, efficiency and coordination</li> <li>Milestone: A booklet of recommendations that would provide guidelines that can be used in the future for quality programs and facilities</li> </ul>	<p>Definitions, standards, guidelines and targets established with written references from CCDAC</p>	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Caregivers</li> </ul>
<b>Child Care Grants</b>				
<p>Recommend Child Care Grant allocations</p> <p><b>PLN - 65</b></p>	<ul style="list-style-type: none"> <li>Review applications</li> <li>Recommend grants to Council</li> <li>Review allocation of a portion of the grants to educational programs and workshops for caregivers</li> <li>Provide advice regarding the development of an on-line application system</li> </ul>	<ul style="list-style-type: none"> <li>Caregivers will have opportunities to attend workshops, participate in professional development</li> <li>Application and review will be facilitated by the on-line application system</li> </ul>	<ul style="list-style-type: none"> <li>Council endorses recommendations, allocates grants</li> <li>Quality and capacity of child care programs will be enhanced</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Caregivers</li> </ul>
<b>May is Child Care Month</b>				
<p>Propose activities for Child Care Month in May</p>	<ul style="list-style-type: none"> <li>Plan suggestions for activities that are multicultural and inclusive of all children in the community</li> </ul>	<ul style="list-style-type: none"> <li>Enhance role of CCDAC</li> <li>Encourage participation from the community</li> <li>Celebrate</li> </ul>	<p>Multicultural child-oriented festivities that celebrate all children and their families</p>	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Caregivers</li> </ul>





# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Cathryn Volkering Carlile  
 General Manager, Community Services  
**Re:** 2013 Child Care Grants

**Date:** January 9, 2013  
**File:**

### Staff Recommendation

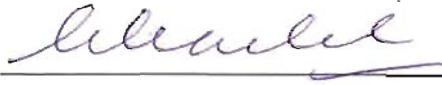

That, as per the report from the General Manager of Community Services, dated January 9, 2013, Child Care Grants be awarded as follows:

1. Child Care Capital Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$49,998.53, and
2. Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$15,000.

Cathryn Volkering Carlile  
 General Manager, Community Services

Att. 2

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b>

## Staff Report

### Origin

The purpose of this report is to recommend the expenditure of \$64,998.53 for Child Care Grants.

This report supports the following Council Term Goal Statement regarding Community Social Services:

*To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.*

### Findings of Fact

The City has established two Child Care Reserve Funds:

- The Child Care Development Reserve Fund, established in 1994 for capital expenses including providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground development, and
- The Child Care Operating Reserve Fund, established in April 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within the City.

To offer both capital and non-capital grants this year, Council approved an expenditure of \$20,000 from the 2011 Surplus Appropriation for Professional and Program Development Grants as no funds had yet accrued in the newly established Child Care Operating Reserve Fund. Council had previously approved the expenditure of \$50,000 from the Child Care Development Reserve Fund for Capital Grants in the 2012 Capital Budget. Combined, a total of \$70,000 was made available for 2013 Child Care Grants.

In September 2012, a call for applications was posted on the City Page, City Website, and circulated by the Richmond Child Care Resource and Referral Centre, as well as Richmond Health Services Child Care Licensing, with a deadline for submissions of November 2, 2012. A total of 8 applications were received as outlined in **Attachment 1**.

### Analysis

A Child Care Grants subcommittee was mandated by the Child Care Development Advisory Committee (CCDAC) to review applications. The subcommittee met to discuss the merits of each application and sought further information to clarify some of the requests, as well as to receive information regarding a previously awarded Child Care Grant.

At the January 2013 CCDAC meeting, the subcommittee report (**Attachment 2**) was reviewed and the recommendations endorsed. All applicants were recommended for a grant, and all except one were recommended to receive the full request.

Staff support the rationale and recommendations proposed by CCDAC.

**Financial Impact**

The recommended grants are within previously approved expenditure amounts, as outlined in Findings of Fact, above.

**Conclusion**

Staff recommend CCDAC's proposed expenditure of \$64,998.53 in Child Care Grants to support the provision of quality, affordable and accessible child care throughout Richmond.



Lesley Sherlock  
Social Planner  
(604-276-4220)

LS:ls

## 2013 Child Care Grant Applications

### Summary Table

Applicant	Program	Purpose	Request	Recomm.
<b>Capital Requests</b>				
Brighthouse United Church Daycare and Nursery Preschool	35 Preschool and 25 Group Day Care (3 – 5 year-olds )	Painting interior walls of preschool (\$1,937.50) Replacing fluorescent lights and painting of daycare (\$3,031.00)	\$4,968.50	\$4,968.50
East Richmond Community Association	126 Preschool and 94 Out-of-School Care spaces	Outdoor Play Space Expansion	\$5,723.20	\$5,723.20
Hamilton Community Association	62 Out-of-School Care and 20 Preschool spaces	New Playground	\$20,000.00	\$20,000.00
Richmond Society for Community Living	25 Group Day Care (3 – 5 year-olds)	Laminate flooring for Treehouse	\$5,892.49	\$5,892.49
Society of Richmond Children's Centres	Projected: 12 Infant, 12 Toddler, 25 (3 – 5), 20 Preschool, 20 Out-of-School Care	Equipment for West Cambie infant/toddler program	\$5,104.34	\$5,104.34
Tapestry Christian Preschool Society	25 Group Day Care (3 – 5 year olds)	New flooring (\$11,250) Four tricycles (\$800)	\$12,050.00	\$8,310.00
<b>Total Requested/Recomm.</b>			<b>\$53,738.53</b>	<b>\$49,998.53</b>
<b>Total Available</b>				<b>\$50,000.00</b>
<b>Remaining</b>				<b>\$1.47</b>
<b>Professional and Program Development Requests</b>				
Richmond Society for Community Living	Supported Child Development Program for inclusion of children with disabilities in child care settings	"Supporting Children with Autism in Child Care Settings" Training Series for child care providers	\$5,000.00	\$5,000.00
Volunteer Richmond Information Services	Child Care Resource and Referral Services, providing training, resources and services for child care providers and parents	Child Care Resource and Referral Professional development and training (\$5,000) and Circles of Caring Conference (\$5,000)	\$10,000.00	\$10,000.00
<b>Total Requested/Recomm.</b>			<b>\$15,000.00</b>	<b>\$15,000.00</b>
<b>Total Available</b>				<b>\$20,000.00</b>
<b>Remaining</b>				<b>\$5,000.00</b>

## 2013 Child Care Reserve Fund Grants

### CCDAC Recommended Allocations

#### Background

The Child Care Development Advisory Committee (CCDAC) Grants Sub-Committee reviewed the applications received in response to the 2012 call for applications. There were six applications requesting Capital Grants with a total requested amount of \$53,738.53. Two applications were submitted for Professional and Program Development Grants with a total of \$15,000.

#### Recommendations

There is \$50,000 allocated for Capital requests and \$20,000 allocated for the Professional and Program Development Requests for 2013 Child Care Grants. Most of the applications were well drafted and contained all of the required support materials. A few of the applicants were asked to clarify extra information in order to be eligible to receive the funds. These applicants were contacted and the clarification was obtained.

Prior to evaluating the applications, the CCDAC Grants Sub-Committee reviewed the principles that were recommended and supported by the CCDAC last year. These included:

- that the children in our City would be at the center of our decision making, and
- that priority would be given to applications that supported the broader childcare community.

At this time the CCDAC recommends that the City of Richmond release a total of \$64,998.53 of which \$50,000 is to support the six Capital Request applications received and \$15,000 is to support two Professional and Program Development Request applications received. Priority was given to applicants who fit the principles addressed above. Unlike past years, since the remaining applicant requests were only slightly over the allocated funds, the sub-committee is pleased to be able to support all applicants this year, almost all to the full amounts requested.



## Capital Requests

### Brighthouse United Church Daycare and Nursery Preschool

**Funds requested: \$4,968.50** (\$1,937.50 for Painting interior walls of Nursery Preschool; \$3,031.00 to replace fluorescent lights and paint interior walls of Daycare)

**Recommended Allocation: \$4,968.50** as requested

**Rationale:** The center has requested funds to help paint the interior walls of their nursery preschool, as well as to paint and replace the fluorescent lights in the daycare. We have chosen to support this request because we believe children are happier when they are in a nicer environment and we believe that the appearance of the classrooms will be a noticeable improvement to their existing programs.

### East Richmond Community Association

**Funds requested: \$5,723.20** for Outdoor Play Space Expansion

**Recommended Allocation: \$5,723.20** as requested

**Rationale:** The center has requested funds to help enhance their playground. We have chosen to support this request because this center serves children of all ages from several schools in its neighborhood, many of them from lower socio-economic levels.

As well, outdoor play space is very important in a child's development, therefore, we believe this is a good project to help fund.

### Hamilton Community Association

**Funds requested: \$20,000** for New Playground

**Recommended Allocation: \$20,000** as requested

**Rationale:** The center has requested funds to help develop their new community playground. We have chosen to support this request because the center serves a broad community that is growing. As well, outdoor play space is very important in a child's development, therefore we believe this is a good project to help fund.

**Richmond Society for Community Living**

***Funds requested: \$5,892.49*** for laminate flooring for Treehouse Early Learning Centre

***Recommended Allocation: \$5,892.49*** as requested

***Rationale:*** The center has requested funds to change the laminate flooring. We have chosen to support this request because we believe children are happier when they are in a nicer environment and we believe that the appearance of the classrooms will be a noticeable improvement to their existing programs.

**Society of Richmond Children's Centers**

***Funds requested: \$5,104.34*** for equipment for West Cambie Infant-Toddler program

***Recommended Allocation: \$5,104.34*** as requested

***Rationale:*** The center has requested funds for equipment in their West Cambie infant-toddler program. We have chosen to support this request because creating warm, nurturing and beautiful spaces for children is important. In addition infant-toddler programs have been identified as a priority by the last Needs Assessment report. Therefore, to help with the newly built space is important.

**Tapestry Christian Preschool Society**

***Funds requested: \$12,050.00*** (\$11,250.00 for new flooring +\$800.00 for 4 tricycles)

***Recommended Allocation: \$8,310.00*** (\$7,510.00 for new flooring + \$800.00 for 4 tricycles)

***Rationale:*** The center has requested funds for new floorings for their child care center and four heavy-use tricycles. We have chosen to partly support this request because we believe children are happier when they are in a nicer environment and we believe that the appearance of the classrooms will be a noticeable improvement to their existing programs.

However we have found the suggested flooring quote higher than similar requests, and were not able to support it with the full requested amount.

Therefore the \$7,510 grant money for the flooring will be recommended for the applicant, with the condition that it receives the rest of the amount from other sources, and finishes the project within one year of grant approval. Full funding (\$800) is recommended for the tricycles.

## Professional and Program Development Requests

### Richmond Society for Community Living

**Funds requested:** \$5,000.00 for Supporting Children with Autism in Child Care Settings Training Series

**Recommended Allocation:** \$5,000.00 as requested

**Rationale:** The CCDAC supports this application, as RSCL will be using these funds to provide training for members of the community who support children with Autism in a child care setting.

### Volunteer Richmond Information Services

**Funds requested:** \$10,000 for Professional development/training workshops and Circles of Caring Conference.

**Recommended Allocation:** \$10,000 as requested (\$5,000 for workshops; \$5,000 for the Conference)

**Rationale:** The CCDAC supports this application, as the CCRR is providing childcare resource services to the entire child care community. The workshops and conference will be attended primarily by members of the community. The conference, for child care providers, is planned in partnership with the Richmond Child Care Training Committee. The funding will support the Keynote address and allow for a larger venue to accommodate more participants, as a lengthy waitlist developed last year.

Prepared by

CCDAC Child Care Grants Subcommittee

January 2013





**To:** Planning Committee

**Date:** January 15, 2012

**From:** Wayne Craig  
Director of Development

**File:** TU 12-614858

**Re:** Application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit at 8540 River Road

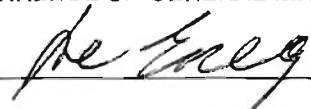
**Staff Recommendation**

1. That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit for property at 8540 River Road be considered at the February 18, 2013 Public Hearing at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration.

“That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd (doing business as Don Dickey Supplies) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.”

  
Wayne Craig  
Director of Development

CL:kt  
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road (**Attachment 1**).

### Background

From 1969 until 2007, the applicant operated its business at 8611 Beckwith Road as an existing non-conforming use on a "Light Industrial (IL)" zoned lot. In 2007, due to a property acquisition arising from construction of the Canada Line, the applicant relocated to its current location at 8540 River Road [also zoned "Light Industrial (IL)"]. A TCUP was issued by Council on November 19, 2007 to allow the retail sale of outdoor power equipment at this site (TU 07-372359). The TCUP expired in 2009 and was inadvertently not renewed by the applicant.

The applicant wishes to continue to carry on business activities at the subject site, that, in addition to servicing outdoor power equipment, involve the wholesale and retail sale of parts and equipment including lawnmowers, trimmers, blowers, generators, chainsaws, and pressure washers. Servicing and wholesaling of equipment is in keeping with the existing zoning. Retail sales account for only a minor part of business operations, requiring only 25% of the total floor area, and making up an estimated 17 to 20% of the annual dollar volume of equipment sales.

The applicant indicates that every effort has been made to locate an appropriately-zoned site for the permanent operation of the business, but to-date no appropriate site has been identified. The applicant indicates that they have been working closely with Honda Canada to identify either a stand-alone or shared retail site that would be appropriate. The applicant has operated in Richmond for over 40 years.

The subject site is located in an area that is intended to redevelop from the existing industrial to commercial, consistent with the City Centre Area Plan. This application for a TCUP is being pursued as an interim use, as substantial off-site works would be required through rezoning. The Local Government Act allows Council to consider TCUP issuance on its own merits.

### Findings of Fact

A Development Application Data Sheet providing details about the proposal is attached (**Attachment 2**).

### Surrounding Development

The subject site is located in a transitioning area within the Bridgeport Village area of City Centre, which is currently characterized by industrial, commercial, hotel and entertainment uses. Development immediately surrounding the site is as follows:

- To the north and west, across River Road is Duck Island, a vacant site zoned "Light Industrial (IL)", formerly used for concrete manufacturing and distribution, and on which is proposed a commercial, office, hotel, and entertainment complex (RZ 12-598104). Duck Island is also the site of a TCUP for the Richmond Night Market issued by Council

in 2012, which is valid for another two (2) years (TU 11-595782). Also, further north is the River Rock Casino Resort fronting River Road on sites zoned “Casino Hotel Commercial (ZC17)”, “Marina (MA1)”, and “Auto-Oriented Commercial (CA)”.

- To the east and south, the adjacent “Light Industrial (IL)” zoned sites are warehouses fronting River Road with service access via the existing rear lane. Also, to the east across the existing rear lane, are several lots zoned “Light Industrial (IL)” fronting No. 3 Road on which the Canada Line guideway is located and on which is proposed a commercial development (RZ 11-566630).

### **Related Policies & Studies**

#### 2041 Official Community Plan (OCP)

The subject site is located in the Bridgeport Village of City Centre and is designated as “Commercial” on the 2041 OCP Land Use Map. The site is also designated as “Urban Centre T5” on the Bridgeport Village Specific Land Use Map, which provides for medium and high-density office, restaurant, arts, culture, entertainment, hospitality and various other land uses including retail sales and services.

The OCP allows TCUPs in areas designated “Industrial”, “Mixed Employment”, “Commercial”, “Neighbourhood Service Centre”, “Mixed Use”, “Limited Mixed Use”, and “Agricultural” (outside of the Agricultural Land Reserve), where deemed appropriate by Council and subject to conditions suitable to the proposed use and surrounding area.

The proposed temporary commercial use by Dunbar Equipment Ltd for retail sales of outdoor power equipment and parts is consistent with the land use designations and applicable policies in the OCP.

#### Aircraft Noise Sensitive Development Policy

The subject site is located within “Area 1A – Restricted Area” of the Aircraft Noise Sensitive Development Policy, where new Aircraft Noise Sensitive Land Uses are prohibited. An aircraft noise sensitive use covenant was registered on title prior to issuance of the initial TCUP in 2007, to address aircraft noise mitigation and public awareness.

The proposed temporary commercial use is consistent with the Aircraft Noise Sensitive Development Policy as no new Aircraft Noise Sensitive Land Uses are proposed at the site.

#### Flood Management

In accordance with the City’s Flood Management Strategy, a flood indemnity covenant was registered on title prior to issuance of the initial TCUP in 2007.

#### Local Government Act

The Local Government Act identifies that TCUPs are valid for a period of up to three (3) years from the date of issue and that an application for an extension to the permit may be made and issued for up to three (3) more years.

## Staff Comments

### Business Activities

As indicated previously, the applicant services and sells outdoor power equipment and parts to retail and wholesale customers throughout Richmond. Wholesale customers include government, industrial customers, lumber mills, and landscapers. The total floor area of the existing building at the subject site is approximately 319 m<sup>2</sup> (3,425 ft<sup>2</sup>), and is allocated to the various aspects of business activities as follows:

**Main Floor:** Showroom 79 m<sup>2</sup> (850 ft<sup>2</sup>)  
Parts/Service 65 m<sup>2</sup> (700 ft<sup>2</sup>)  
Storage/Utilities 40 m<sup>2</sup> (430 ft<sup>2</sup>)

**2<sup>nd</sup> Floor:** Office/Storage 135 m<sup>2</sup> (1,445 ft<sup>2</sup>)

A majority of the space allocated in the existing building on-site is for office, service, and storage of parts and equipment (i.e. 240 m<sup>2</sup>), compared with the retail component of the business (i.e. showroom), which makes up approximately 25% of the total floor area.

The applicant indicates that equipment sales accounted for approximately 57% of the total annual dollar volume in 2012, of which 30% consisted of retail sales (or approximately 17 to 20% of total revenue).

### Zoning

The subject site is zoned "Light Industrial (IL)", which provides for a range of general industrial and limited compatible uses and services, which must be wholly enclosed within a building. The zone permits wholesale distribution and servicing of materials, but does not permit retail sales and services to the general public.

The applicant's business activities include wholesale as well as retail sales and servicing of outdoor power equipment and parts, including lawnmowers, trimmers, blowers, generators, chainsaws, and pressure washers. As the retail sale and servicing of materials is not a permitted use in the "Light Industrial (IL)" zone, a TCUP application is being made to allow for the retail component of the business.

To support the application, documentation has been provided by the applicant to confirm zoning compliance in terms of required building setbacks, lot coverage, density, and building height. The attached Development Application Data Sheet (**Attachment 2**) provides a comparison of the existing development data with the relevant Zoning Bylaw requirements.

### Parking

The subject site provides five (5) vehicle parking spaces at the front of the site, as well as four (4) vehicle parking spaces and a minimum of one (1) loading space at the rear of the site, off the rear lane. On-street parking is also permitted on the west side of River Road between No. 3 Road and West Road, opposite the subject site.

The Zoning Bylaw allows existing on-site parking conditions that predate the current parking requirements to be maintained for existing buildings. Staff notes that the vehicle parking spaces



at the front of the subject site are located closer than 3 m to a lot line which abuts a road, and that the overall number of vehicle parking spaces on-site is slightly less than that required by the current regulations of the Zoning Bylaw (i.e. 10 vehicle parking spaces). Staff has no objection to the current parking arrangement on-site, considering:

- The existence of the building and parking arrangement on the site prior to the date of adoption of the Zoning Bylaw.
- The number of vehicle and loading spaces on-site and the availability of off-street parking on River Road are adequate to meet the parking demand of business operations on-site.

#### Landscaping

The subject site and surrounding industrial sites in the area consist mainly of buildings and asphalt surface parking and loading to assist with the volume of distribution and deliveries associated with business activities.

The Zoning Bylaw requires the portion of industrially-zoned lots that are within 3 m of a property line abutting a road to be planted and maintained with a combination of trees, shrubs, ornamental plants or lawn.

The existing surface area conditions at the subject site and surrounding sites were developed prior to the adoption of the Zoning Bylaw, therefore the 3 m landscaped road buffer is not applicable in this case. Given the temporary nature of business activities at the subject site and the transitioning surrounding area, Staff has no objection to the surface area conditions.

#### **Analysis**

As indicated previously, the applicant has operated business at two (2) light industrial-zoned properties within this neighbourhood since 1969 and wishes to continue to carry on business activities from the current location at 8540 River Road on an interim basis until they identify an appropriately-zoned site for the permanent operation of the business.

A TCUP at this site may be valid for a period of up to three (3) years from the date of issue, at which time an application for an extension to the permit may be made and issued for up to three (3) more years. The Local Government Act allows Council to consider TCUP issuance on its own merits.

The subject site is located in an area that is transitioning from light industrial uses to an area that is designated in the City Centre Area Plan to contain a mix of commercial uses and services. The proposed minor retail commercial use at this location is acceptable to staff on the basis that it is consistent with the land use designations in the OCP, and that it is temporary in nature until such time that the property redevelops or that a permanent site can be found for the operation of the business.

**Financial Impact**

None.

**Conclusion**

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road, zoned "Light Industrial (IL)".

A TCUP was issued by Council in 2007 to allow the proposed use. The applicant wishes to continue to carry on wholesale and retail business activities at the subject site, while continuing to seek an appropriately-zoned site for the permanent operation of the business.

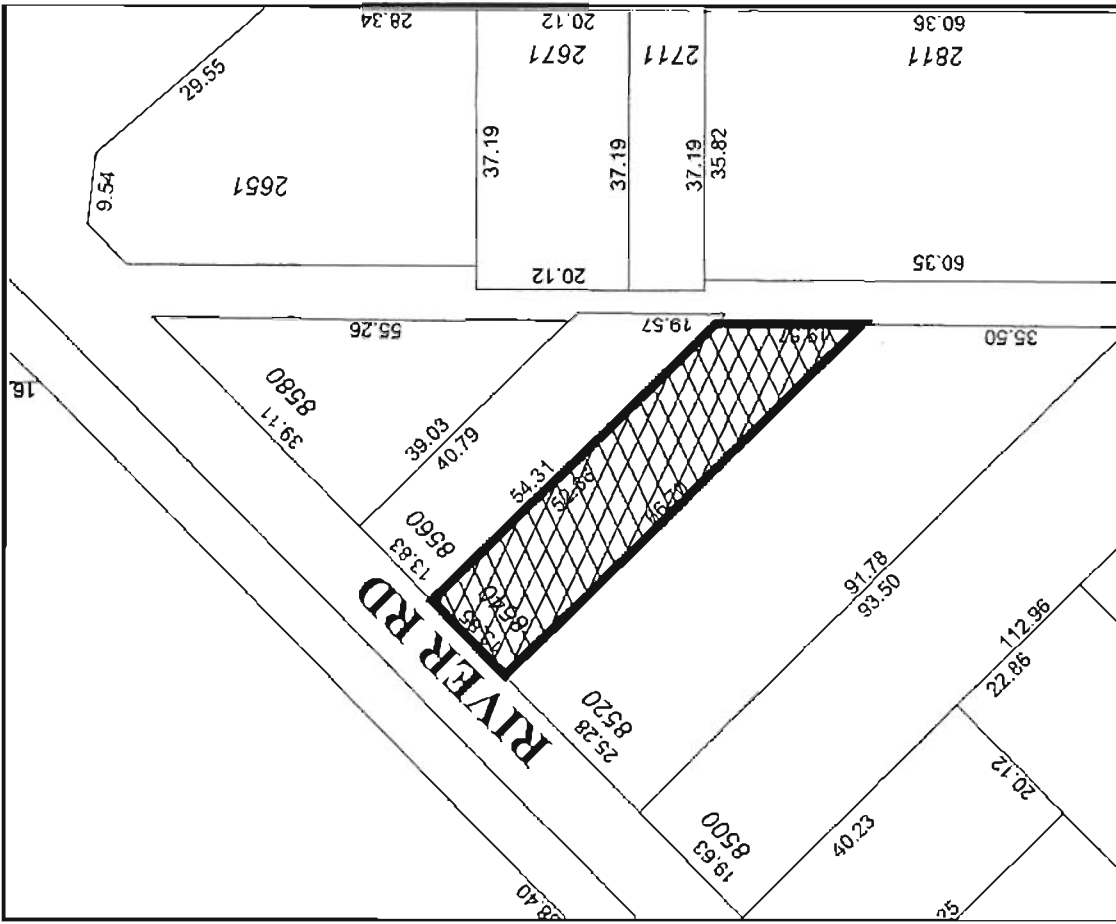
The proposed retail commercial use at this location is acceptable to staff on the basis that it is consistent with the land use designations in the OCP, and is temporary in nature.

Staff recommend that the attached Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies), to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.

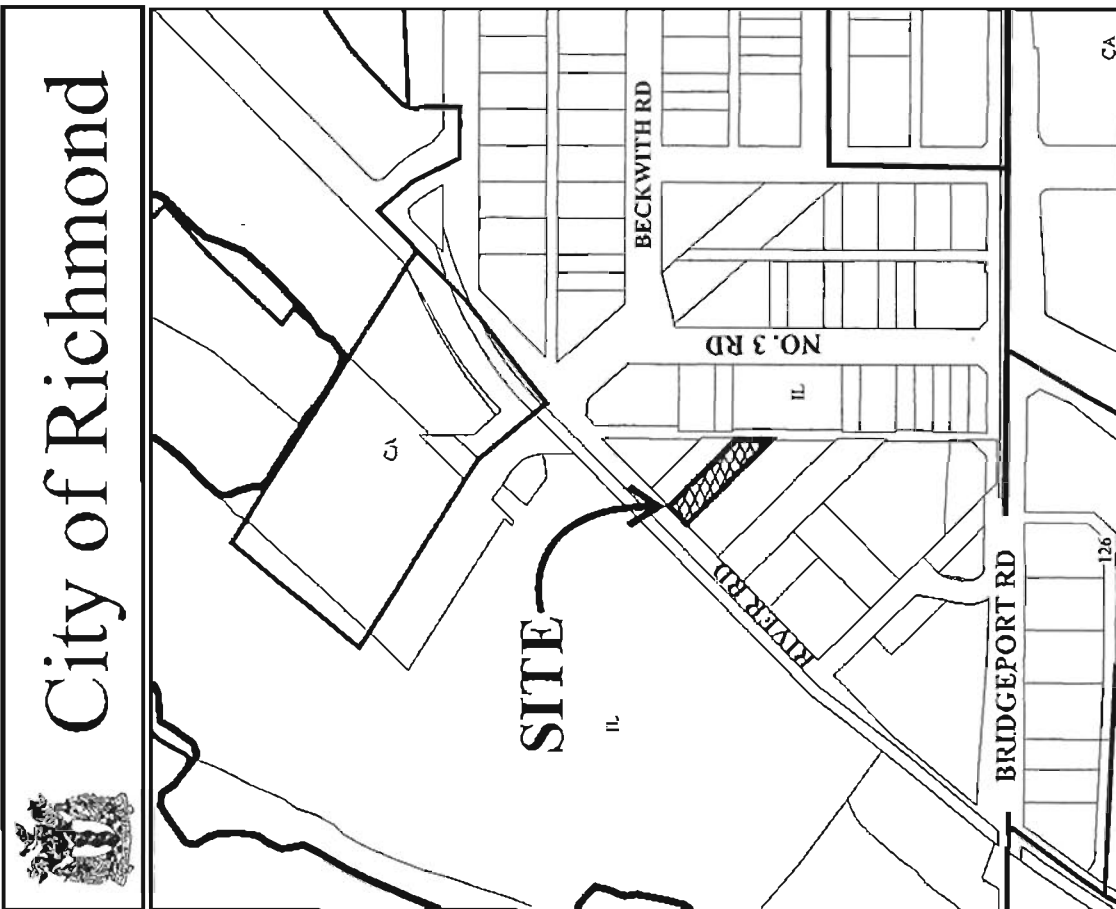


Cynthia Lussier  
Planning Technician


CL:kt



Original Date: 07/09/12  
 Revision Date:  
 Note: Dimensions are in METRES

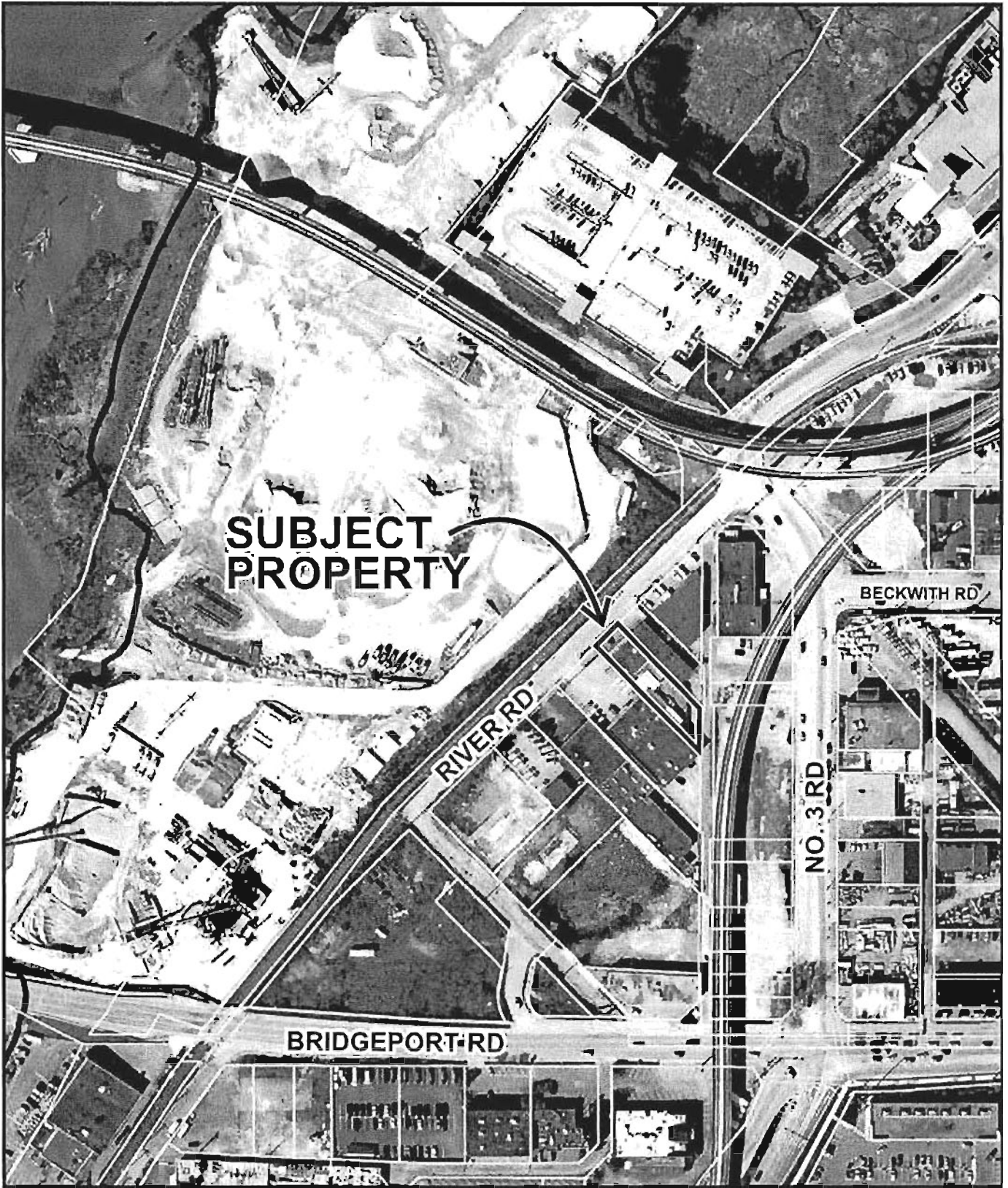


**TU 12-614858**



City of Richmond





TU 12-614858

Original Date: 07/09/12

Amended Date:

Note: Dimensions are in METRES



**TU 12-614858**

**Attachment 2**

Address: 8540 River Road

Applicant: Dunbar Equipment Ltd. (dba Don Dickey Supplies)

Planning Area(s): City Centre (Bridgeport Village)

	<b>Existing</b>	<b>Proposed</b>
<b>Owner:</b>	Opus Mobile Sound Ltd.	No change
<b>Site Area:</b>	827 m <sup>2</sup>	No change
<b>Land Uses:</b>	Light Industrial	No change
<b>OCP Designation:</b>	Commercial	No change
<b>Area Plan Designation:</b>	Urban Centre T5	No change
<b>Zoning:</b>	Light Industrial (IL)	No change

	<b>Bylaw Requirement</b>	<b>Proposed</b>	<b>Variance</b>
Floor Area Ratio:	Max 1.2 in City Centre	0.38	none permitted
Lot Coverage:	Max. 80%	22%	none
Setback – Front Yard:	Min. 3.0 m	8.08 m	none
Setback – Side Yard:	None	Min. 0.04 m	none
Setback – Rear Yard:	None	31.0 m	none
Height (m):	Max. 15.0 m	5.87 m	none
Lot Size:	None	827 m <sup>2</sup>	none
On-site parking spaces – Vehicle and Loading:	n/c	10	none
On-site parking spaces - Accessible:	n/c	none	none



No. TU 12-614858

To the Holder: Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)

Property Address: 8540 River Road  
Richmond BC

Address: C/O Thomas Fairbrother  
8540 River Road  
Richmond BC V6X 1Y4

---

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial uses:  

Retail sale of outdoor power equipment as an accessory use.
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
6. This Permit is valid for a maximum of three years from the date of issuance.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.  
DAY OF

ISSUED BY THE COUNCIL THE

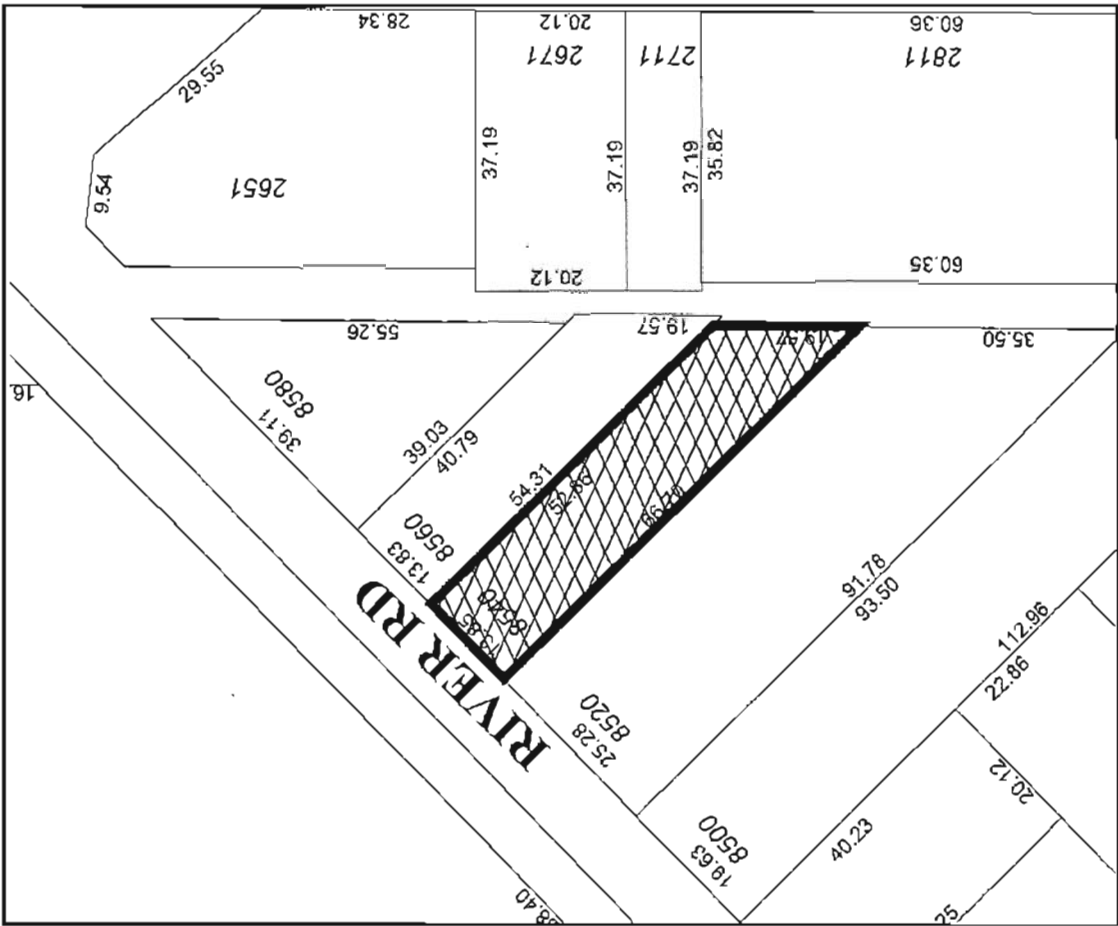
DELIVERED THIS DAY OF

---

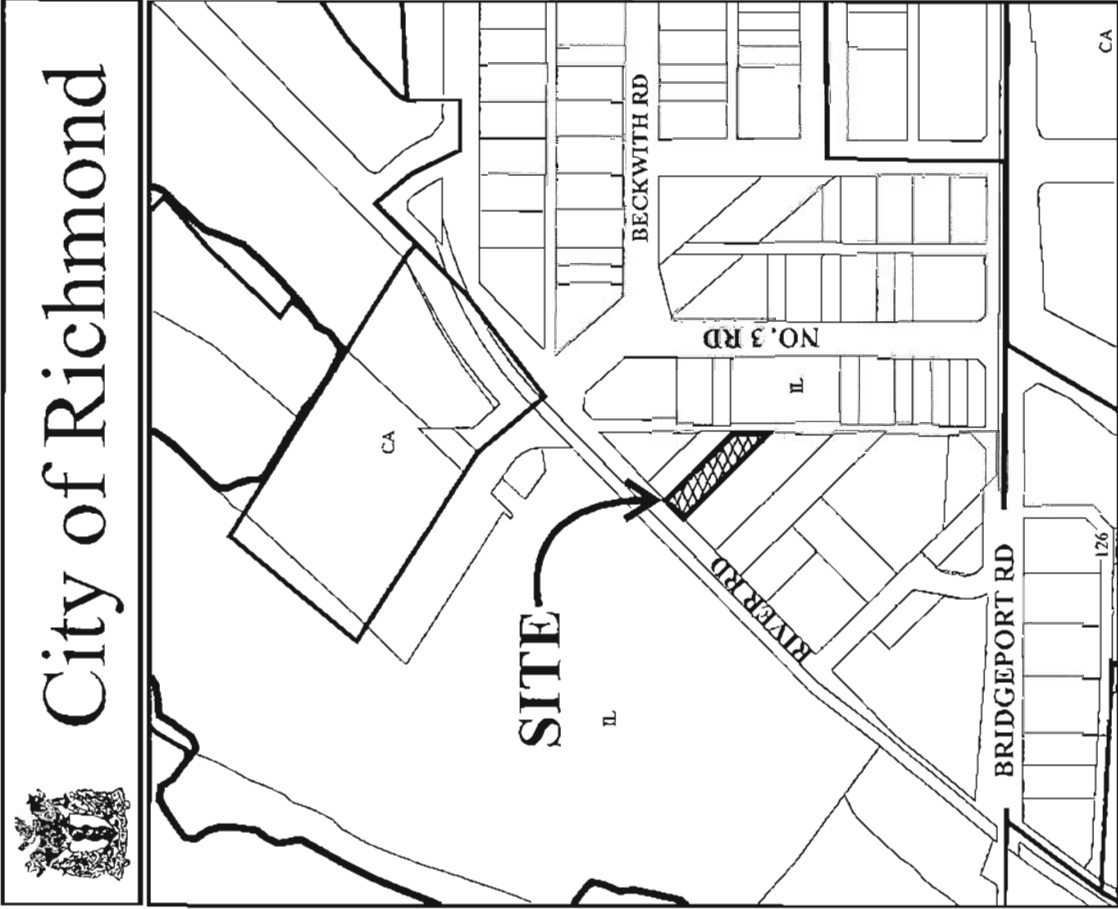
MAYOR

---

CORPORATE OFFICER



Original Date: 07/09/12  
 Revision Date:  
 Note: Dimensions are in METRES



TU 12-614858



City of Richmond



**Undertaking**

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

Dunbar Equipment Ltd.(doing business as Don Dickey Supplies)  
by its authorized signatory

(signed original on file)

\_\_\_\_\_  
Thomas Fairbrother, President  
Dunbar Equipment Ltd. dba Don Dickey Supplies





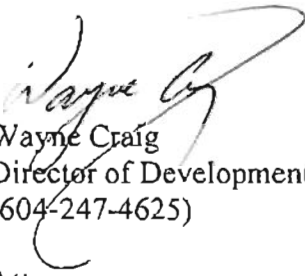
# City of Richmond

## Report to Committee

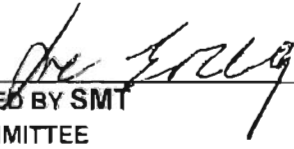


**To:** Planning Committee **Date:** January 23, 2013  
**From:** Wayne Craig **File:** 08-4430-03-01/2012-  
Vol 01  
 Director of Development  
**Re:** Proposed Revisions to the Coach House Zone Along Arterial Roads

### Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads), be introduced and given first reading.
2. That, if Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads) is adopted, City staff review the experience of the proposed new RCH1 zone in one year or when some coach houses are built under this new zone, and report back to Planning Committee.



Wayne Craig  
 Director of Development  
 (604-247-4625)  
 Att.

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
 REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO	INITIALS: 

## Staff Report

### Origin

The purpose of this report is to propose some revisions to the Coach House zone along arterial roads in response to the following motions from Planning Committee:

*"That a moratorium will be placed on rezoning applications which include coach houses if staff is not satisfied that the applications: (i) meet the Zoning Bylaw and OCP requirements; and (ii) address height and design concerns."* (September 18, 2012)

*"That staff explore the feasibility and benefits of reducing the footprint of... (ii) coach house lot sizes, in exchange for a larger third storey."* (November 22, 2011)

This report responds to these referral motions by recommending revisions to the Coach House (RCH) zone that are intended to improve the overall height and design of new coach houses.

### Findings of Fact

There are currently around 97 Coach House (RCH) zoned lots in Richmond. Twenty six (26) of these are located in the Hamilton Area. The remaining 71 are located on arterial roads in Central Richmond that were permitted under the Official Community Plan's (OCP) Arterial Road Policy.

Another four (4) rezoning applications to the RCH zone are pending final reading. There is only one (1) coach house rezoning application on an arterial road in Central Richmond that has not been considered by Planning Committee. It will be processed based on the revisions to the Coach House zone and rezoning process approved by Council.

### Analysis

The main concerns Planning Committee has expressed about the appearance of coach houses on arterial roads relate to:

- their height, massing and footprint;
- the lack of private on-site outdoor space;
- outside stairs and balconies that are highly visible or obtrusive;
- overlook and privacy concerns upon neighbouring properties;
- the provision of sufficient parking on-site and not on the arterial road; and
- their unattractive, box-like appearance.

City staff share these concerns, and in consultation with the Richmond small builders, are proposing the revisions noted in **Attachment I** to the Coach House zone.

Many of these proposed revisions are based upon, and consistent with, the new Single Detached with Granny Flat or Coach House (RE) zone that Council recently approved for the Edgemere area.

All of these zoning changes have been agreed to by representatives from the Richmond small builders.

Staff do not recommend that the footprint of the single-family house be reduced in exchange for a larger third storey. Currently, all of the houses and coach houses in the RCH zone are 2 storeys and utilize the allowable maximum lot coverage of 45%. Without increasing the maximum permitted density (floor area ratio – FAR) of 0.60, there is no opportunity to accommodate any additional building area on a RCH1 lot having a minimum lot area of 315 m<sup>2</sup>.

Furthermore, introducing a three (3) storey single-family house on some arterial road lots would likely result in increased neighbourhood concerns related to privacy, overlook and building massing.

The one item the Richmond small builders do not support is the idea of introducing Development Permit Guidelines in the OCP for coach houses on arterial roads and requiring them to go through the Development Permit process in order to address “form and character” issues and concerns.

The small builders’ position is that:

- the building height has been reduced to control the bulk mass of the coach house;
- 1<sup>st</sup> storey sloping roof, to give the coach houses a nicer look, reduces the bulky design;
- the stairs are enclosed into the building, to improve the aesthetics of the coach house;
- proper guest parking is provided; and
- other zoning changes address the City's concerns.

Once all of these new elements are incorporated in the Zoning Bylaw, the builders believe this will automatically improve the coach house and when the bylaw changes are followed it will also provide design certainty to all new coach house developments. The builders think a one year review process should be applied to all of the zoning changes and that staff monitor how the new changes look on the sites and get further feedback.

City staff recommend that Council accept the Richmond small builders position and not require a Development Permit for coach houses along arterial roads at this time for the following reasons:

- with the creation of the aforesaid RCH1 sub-zone and changes to the coach house requirements, many of the design concerns will be addressed and there may not be that much benefit to running the form and character of the coach house through the Development Permit process;
- there aren't that many lots left for the RCH1 zoning and by increasing the minimum lot depth and lot area requirements, the City is eliminating from the inventory of potential coach house sites many of the remaining lots along No. 1 Road and Williams Road which caused the concerns (i.e., it is estimated that there may be around 20 coach house rezoning applications in the future based on past development trends);
- the Development Permit requirement will lengthen the normal processing time for a rezoning application, subdivision approval and building permit and, unlike the Edgemere neighbourhood where the City pre-zoned the area, may serve as a deterrent to coach house rezoning applications; and
- similar to Edgemere, staff are prepared to give the proposed zoning changes a chance first and would prefer that Council review this matter in 1 year or so to see if there are still problems that warrant the need for a Development Permit.

Should Council accept this recommendation, it is proposed that all future rezoning applications, including the one (1) in-stream application, for coach houses on an arterial road in Central Richmond be:

- rezoned to the proposed, new RCH1 zone (not the RCH zone);
- required to submit building permit like drawings of the coach house to Planning Committee to ensure that Council is satisfied with the exterior design; and
- required to submit and have a building permit ready for issuance for the coach house as a condition of final reading for the rezoning application.

In doing so, it should be recognized that there is still the minor risk that the coach house may change after Council has approved the rezoning application. The only way to guarantee that Council controls the final design of the coach house is through a Development Permit.

Staff believe this risk is manageable because:

- the one (1) in-stream rezoning application is from the builder/owner of the property;
- the building permit requirements will discourage speculative rezoning applications;
- the Richmond small builders prefer this approach and believe the building permit plans will become part of any potential sales transaction;
- interior changes can be made after a rezoning application is adopted or a Development Permit is issued; and
- this approach will be monitored and reviewed in 1 year or when some new coach houses have been built under the proposed RCH1 zone.

### **Financial Impact**

None.

### **Conclusion**

This report proposes some revisions to the Coach House zone along arterial roads in response to two motions from Planning Committee. Staff have discussed these proposed revisions with the Richmond small builders and they are supportive of the proposed new RCH1 sub-zone and requirements.

However, the small builders prefer not to go through a Development Permit process for a coach house. Staff support foregoing the proposal to require a Development Permit for coach houses along arterial roads in Central Richmond at this time (subject to a review based on City's experience in 1 year or when some coach houses are built under the new RCH1 zone).



Holger Burke, MCIP  
Development Coordinator  
(604-276-4164)

HB:cas

**ATTACHMENT 1**

SUMMARY OF PROPOSED CHANGES TO COACH HOUSES ZONE RE: COACH HOUSES ONLY			
Zoning Section	Existing RCH	Proposed RCH1*	
1	Purpose	No Change	
2	Permitted Uses	Coach house (attached or detached)      Coach house (detached only)	
3	Secondary Uses	No Change	
4	Permitted Density	New	
		Unenclosed/uncovered balcony: - maximum area 8.0 m <sup>2</sup> - face lane or side street  Stairs enclosed within building area (no exterior stairs to 2 <sup>nd</sup> floor)	
5	Permitted Lot Coverage	No Change	
6	Yards & Setbacks	Only one wall attached to house	(Not permitted – detached only)
		0.6 m interior side yard for detached coach house	0.6 m interior side yard if lot width less than 10.0 m 1.2 m interior side yard if lot width 10.0 m or more
		1.2 m rear yard for detached coach house	1.2 m to 10.0 m of rear lot line
		3.0 m building separation	4.5 m building separation space
		New	1.5 m rear lot line waste/recycling bins 0.6 m side yard and rear yard projection sustainable building elements
7	Permitted Heights	No Change to Single Detached House	
		2 storeys or 7.4 m, whichever is less	2 storeys or 6.0 m above the highest elevation of the crown of the abutting lane, whichever is less
		New	3.7 m above grade eave 1 <sup>st</sup> storey with sloping roof 4.0 m above grade top of roof facing building separation space
8	Subdivision Provisions/ Minimum Lot Size	24.0 m minimum lot depth	35.0 m minimum lot depth
		270.0 m <sup>2</sup> minimum lot area	315.0 m <sup>2</sup> minimum lot area
9	Landscaping & Screening	20.0 m <sup>2</sup> private outdoor space	30.0 m <sup>2</sup> private outdoor space
		New	Private outdoor space: - for coach house only - access from rear yard, lane or coach house - clearly defined and screened deck, balcony, porch or yard
			Landscape rear yard between coach house and lane
			Permeable driveway to parking spaces where the lane has curb & gutter
			High quality screening: - between lane and parallel parking - along lot line adjacent to surface parking if abutting a neighbouring lot
			Yard on corner lot between coach house and road to be designed and treated as front yard of coach house and not private outdoor space
Vertical greening to improve privacy			
0.9 m wide permeable pathway from road to coach house			
10	On-Site Parking	New	Coach house over maximum 2 parking spaces in detached garage
			Parking space and driveway for coach house must be unenclosed, uncovered and porous surfaces
11	Other Regulations	New	Coach house must be over detached garage
			Boarding & lodging and child care program not permitted in coach house

\* Proposed RCH1 zone to be used for 1 in-stream rezoning application and future coach house rezonings



**Richmond Zoning Bylaw 8500, Amendment Bylaw 8987  
(Coach House Zone Amendment for Arterial Roads)**

1. The Council of the City of Richmond enacts as follows:

- a) Richmond Zoning Bylaw 8500, as amended, is further amended by repealing the existing Section 8.3 Coach Houses (RCH) zone as amended and replacing it with the following new Section 8.3 Coach Houses (RCH; RCH1) zone:

**“8.3 Coach Houses (RCH; RCH1)**

**8.3.1 Purpose**

The **zone** provides for a **coach house** in conjunction with **single detached housing** where there is **vehicle access** to a rear **lane**.

**8.3.2 Permitted Uses**

- **housing, single detached**, with:
  - an attached or detached **coach house** in the RCH **zone**
  - only a detached **coach house** in the RCH1 **zone**

**8.3.3 Secondary Uses**

- **bed and breakfast**
- **boarding and lodging**
- **community care facility, minor**
- **home business**

**8.3.4 Permitted Density**

1. The maximum **density** is limited to one **principal dwelling unit** and one **coach house** per lot.
2. The maximum **floor area ratio** (FAR) is 0.6.
3. The **coach house** must have a minimum **floor area** of at least 33.0 m<sup>2</sup> and must not exceed a total **floor area** of 60.0 m<sup>2</sup>.
4. For the purposes of this **zone** only, 10% of the **floor area** total calculated for the **lot** in question must be used exclusively for covered areas of the **single detached housing** or **coach house** which are open on two or more sides, with the maximum for the **coach house** being 6.0 m<sup>2</sup>, and is not included in the calculations of the maximum **floor area ratio**.
5. An unenclosed and uncovered **balcony** of a detached **coach house** in the RCH1 **zone** shall have a maximum area of 8.0 m<sup>2</sup>, and shall be located so as to face the **lane** on a mid block lot and the **lane** or side street on a **corner lot**.
6. Stairs to the upper level of a detached **coach house** in the RCH1 **zone** must be enclosed within the allowable **building area**.



### 8.3.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 45% for **buildings**.
2. No more than 70% of a **lot** may be occupied by **buildings, structures and non-porous surfaces**.
3. 20% of the **lot area** is restricted to **landscaping** with live plant material.

### 8.3.6 Yards & Setbacks

1. The minimum **front yard** is 6.0 m, except that **accessory buildings, coach houses, carports, garages and parking spaces** must be **setback** a minimum of 15.0 m.
2. The minimum **interior side yard** is:
  - a) 1.2 m for a **principal building**;
  - b) 0.6 m for an **accessory building**, including a detached **coach house**, in the **RCH zone**;
  - c) 0.6 m for a **coach house** in the **RCH1 zone** where the **lot width** is less than 10.0 m; and
  - d) 1.2 m for a **coach house** in the **RCH1 zone** where the **lot width** is 10.0 m or more.
3. The minimum **exterior side yard** is 3.0 m.
4. The minimum **rear yard** is 6.0 m for the **single detached housing**, except for a **corner lot** where the **exterior side yard** is 6.0 m, in which case the **rear yard** is reduced to 1.2 m.
5. A detached **accessory building** of more than 10.0 m<sup>2</sup> in the **RCH zone** may be located in the **rear yard** but no closer than 3.0 m to a **lot line abutting** a public road or 1.2 m to any other **lot line**.
6. A **coach house** in the **RCH1 zone** shall be located within 1.2 m and 10.0 m of the **rear lot line**.
7. The minimum **building separation space** between the principal **single detached housing** unit and the **accessory building** containing:
  - a) a **coach house** in the **RCH zone** is 3.0 m; and
  - b) a **coach house** in the **RCH1 zone** is 4.5 m.
8. Only one wall of the **coach house** may be attached to the **single detached housing** in the **RCH zone**.
9. **Coach houses and accessory buildings** are not permitted in the **front yard**.
10. Waste and recycling bins for a **coach house** in the **RCH1 zone** shall be located within a **screened structure** that is **setback** a minimum of 1.5 m from the **rear lot line**.

11. **Building** elements in a **coach house** in the RCH1 zone that promote sustainability objectives such as solar panels, solar hot water heating systems and rainwater collection systems may project 0.6 m into the **side yard** and **rear yard**.

### 8.3.7 Permitted Heights

1. The maximum **height** for **single detached housing** is 2½ storeys or 9.0 m, whichever is less, but it shall not exceed the **residential vertical lot width envelope** and the **residential lot depth vertical envelope**.
2. The ridge line of a side roof dormer may project horizontally up to 0.91 m beyond the **residential vertical lot width envelope** but no further than the **setback** required for the **interior side yard** or the **exterior side yard**.
3. The ridge line of a front roof dormer may project horizontally up to 0.91 m beyond the **residential vertical lot depth envelope** but no further than the **setback** required for the **front yard**.
4. For the purpose of this zone only, **residential vertical lot depth envelope** means a vertical envelope located at the minimum **front yard setback** requirement for the lot in question.
5. The **residential vertical lot depth envelope** is:
  - a) calculated from the **finished site grade**; and
  - b) formed by a plane rising vertically 5.0 m to a point and then extending upward and away from the required **yard setback** at a rate of the two units of vertical rise for each single unit of horizontal run to the point at which the plane intersects to the maximum **building height**.
6. The maximum **height** for the **accessory buildings** is 5.0 m, except for the **accessory building** containing the **coach house**, in which case the maximum **height** shall be:
  - a) 2 storeys or 7.4 m, whichever is less, in the RCH zone; and
  - b) 2 storeys or 6.0 m above the highest elevation of the crown of the abutting **lane**, whichever is less, in the RCH1 zone.
7. The maximum **height** of the **eave** of the first **storey** of a **coach house** in the RCH1 zone with a sloping roof shall be 3.7 m above **grade**.
8. The maximum **height** to the top of the roof facing the **building separation space** between the **single detached housing** and the **coach house** in the RCH1 zone shall be 4.0 m above **grade**.
9. The maximum **height** for **accessory structures** is 9.0 m.

### 8.3.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot** dimensions and areas are as follows, except that the minimum **lot width** for **corner lots** is an additional 2.0 m:

<b>Zone</b>	<b>Minimum frontage</b>	<b>Minimum lot width</b>	<b>Minimum lot depth</b>	<b>Minimum lot area</b>
RCH	6.0 m	9.0 m	24.0 m	270 m <sup>2</sup>
RCH1	6.0 m	9.0 m	35.0 m	315 m <sup>2</sup>

2. A **coach house** may not be **subdivided** from the **lot** on which it is located.

### 8.3.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0, except that in the RCH and RCH1 **zone**:
  - a) **fences**, when located within 3.0 m of a **side lot lane abutting** a public road or 6.0 m of a **front lot line abutting** a public road, shall not exceed 1.2 m in **height**; and
  - b) **fences**, when located elsewhere within a required **yard**, shall not exceed 1.83 m in **height**.
2. A private outdoor space shall be provided on the **lot** zoned:
  - a) RCH with a minimum area of 20.0 m<sup>2</sup> and a minimum width and depth of 3.0 m; and
  - b) RCH1 with a minimum area of 30.0 m<sup>2</sup> and a minimum width and depth of 3.0 m.
3. All private outdoor space, regardless if it is in the RCH **zone** or RCH1 **zone** shall not be:
  - a) located in the **front yard**; and
  - b) occupied or obstructed by any **buildings, structures**, projections and on-site parking, except for **cantilevered roofs** and **balconies** which may project into the private outdoor space for a distance of not more than 0.6 m.
4. A private outdoor space in the RCH1 **zone**:
  - a) shall be for the benefit of the **coach house** only;
  - b) may include an open or covered deck, unenclosed **balcony, patio** pavers, **porch** or **fenced yard** space which is clearly defined and screened through the use of **landscaping**, planting or architectural features such as trellises, low **fencing** or planters, but not space used for parking purposes; and
  - c) shall be **accessed** from the **rear yard, lane** or **coach house**.
5. The **rear yard** between a **coach house** and the **lane** in the RCH1 **zone**, including the **building** entry to the **coach house**, must incorporate the planting of appropriate trees and other attractive soft **landscaping**, but not low ground cover so as to enhance the visual appearance of the **lane**, and high quality permeable materials where there is a driveway to **parking spaces** and where the **lane** has curb and gutter.

6. High quality **screening** shall be located between the **lane** and any **parking spaces** parallel to the **lane** and along the **lot line** adjacent to the surface **parking spaces** in the RCH1 **zone** if abutting a neighbouring **lot**. Where the space is constrained, a narrow area sufficient for the growth of the **screening** shall be provided at the base of the **screening, fence** or at the foot of the **coach house**.
7. The **yard** between the **coach house** and the **road** on a **corner lot** in the RCH1 **zone** shall be designed and treated as the **front yard** of the **coach house**, not be used as private outdoor space and have quality surface treatment, soft **landscaping** and attractive plant materials.
8. Where vertical greening is used in the RCH1 **zone** as a means to improve privacy, it may include **building** walls and/or the provision of **fences** and arbours as support structures for plants. In constrained areas, tall plantings may include varieties of bamboo for **screening** and **landscaping**.
9. A minimum 0.9 m wide, unobstructed, permeable pathway clearly leading from the **road** to the **coach house** shall be provided for emergency personnel, delivery agents and visitors in the RCH1 **zone**.

#### 8.3.10 On-Site Parking and Loading

1. On-site **vehicle** parking shall be provided according to the standards set out in Section 7.0, except that the maximum driveway width shall be 6.0 m.
2. For the purpose of this **zone** only, a driveway is defined as any **non-porous surface** of the **lot** that is used to provide space for **vehicle** parking or **vehicle access** to or from a public **road** or **lane**.
3. In the RCH1 **zone**:
  - a) a **coach house** may not be located above more than a maximum of 2 **parking spaces** in the detached **garage** for the **single detached housing**; and
  - b) the required **parking space** and driveway for a **coach house** must be unenclosed or uncovered and must be made of porous surfaces such as permeable pavers, gravel, grasscrete or impermeable wheel paths surrounded by ground-cover planting.

#### 8.3.11 Other Regulations

1. **Boarding and lodging** shall be located only in a **single detached housing** unit, and not in the **coach house**.
2. A **child care program** shall not be located in a **coach house**.
3. The **coach house** must be located above a detached **garage** in the RCH1 **zone**.
4. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and Specific Use Regulations in Section 5.0 apply.”

2. This Bylaw is cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8987**”.

FIRST READING  
 PUBLIC HEARING  
 SECOND READING  
 THIRD READING  
 ADOPTED

---



---



---



---



---

CITY OF RICHMOND
APPROVED for content by originating dept. HB
APPROVED for legality by Solicitor M

---

MAYOR

---

CORPORATE OFFICER