



**Planning Committee
Electronic Meeting**

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

**Tuesday, April 16, 2024
4:00 p.m.**

Pg. # ITEM

MINUTES

Motion to adopt the minutes of the meeting of the Planning Committee held on April 3, 2024. (distributed separately)



NEXT COMMITTEE MEETING DATE

May 7, 2024, (tentative date) at 4:00 p.m. in the Council Chambers.

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY KENNETH KIM ARCHITECTURE INC. FOR REZONING AT 6560 AND 6580 WILLIAMS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “LOW DENSITY TOWNHOUSES (RTL4)” ZONE**

(File Ref. No. RZ 21-945388) (REDMS No. 7590174)

PLN-4

See Page PLN-4 for full report

Designated Speaker: Ashley Kwan and Wayne Craig

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10546, for the rezoning of 6560 and 6580 Williams Road from “Single Detached (RS1/E)” zone to “Low Density Townhouses (RTL4)” zone, be introduced and given first, second and third reading.



2. **HERITAGE ALTERATION PERMIT AND STEVESTON VILLAGE HERITAGE CONSERVATION GRANT PROGRAM APPLICATIONS FOR 3711 AND 3731 CHATHAM STREET**

(File Ref. No. HA 23-035787) (REDMS No. 7570719)

PLN-30

See Page PLN-30 for full report

Designated Speaker: Minhee Park, John Hopkins and Wayne Craig

STAFF RECOMMENDATION

- (1) *That a Heritage Alteration Permit which would permit building envelope conservation work on the identified heritage building at 3711 and 3731 Chatham Street, be issued; and*
- (2) *That an additional grant request of \$100,000 from the Richmond Hospital/Healthcare Auxiliary be approved under the Steveston Village Heritage Conservation Grant Program to assist with the proposed exterior conservation of the identified heritage building at 3711 and 3731 Chatham Street, and disbursed in accordance with Council Policy 5900.*



3. **2021–2031 COLLABORATIVE ACTION PLAN TO REDUCE AND PREVENT POVERTY IN RICHMOND: PROGRESS REPORT FOR 2022–2023**

(File Ref. No. 08-4055-08) (REDMS No. 7582374)

PLN-80

See Page PLN-80 for full report

Designated Speaker: Melanie Burner and Donna Lee

STAFF RECOMMENDATION

- (1) *That the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Highlights from 2022–2023 (Attachment 1), as outlined in the staff report titled “2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Progress Report for 2022–2023”, dated March 14, 2024, from the Director, Community Social Development, be received for information; and*
- (2) *That the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Highlights from 2022 to 2023, be distributed to key community partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City website.*

4. **MANAGER’S REPORT**

ADJOURNMENT



To: Planning Committee

Date: March 28, 2024

From: Wayne Craig
Director, Development

File: RZ 21-945388

Re: Application by Kenneth Kim Architecture Inc. for Rezoning at 6560 and 6580 Williams Road from “Single Detached (RS1/E)” Zone to “Low Density Townhouses (RTL4)” Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10546, for the rezoning of 6560 and 6580 Williams Road from “Single Detached (RS1/E)” zone to “Low Density Townhouses (RTL4)” zone, be introduced and given first, second and third reading.

Wayne Craig
Director, Development
(604-247-4625)

WC:ak
Att. 6

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

Staff Report

Origin

Kenneth Kim Architects Inc. on behalf of Capstone Living Ltd. (Director: Jeffrey Lin), has applied to the City of Richmond for permission to rezone 6560 and 6580 Williams Road from the “Single Detached (RS1/E)” zone to the “Low Density Townhouses (RTL4)” zone, to permit the development of eight townhouse units with vehicle access from Williams Road over a Statutory Right-of-Way for Public Rights-of-Passage (SRW PROP) through the neighbouring development at 6520 Williams Road. A location map and aerial photo are provided in Attachment 1.

A Development Permit application is required to further address the form and character of the proposed townhouse development. Conceptual development plans are provided for reference in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

The subject site currently contains two single-family homes. The applicant has advised that there are no secondary suites and both homes are currently tenanted. The applicant has advised the tenants of the redevelopment plans and is committed to providing notice in keeping with the Residential Tenancy Act.

Surrounding Development

Existing development immediately surrounding the subject site is as follows:

- To the North: Across Williams Rd, two family dwellings fronting Williams Road, on lots zoned “Two-Unit Dwellings (RD1)”.
- To the South and East: Steveston London Secondary School, on a property zoned “School and Institutional Use (SI)”. A driveway to the school abuts the subject site to the east.
- To the West: A single family dwelling on a property zoned “Single Detached (RS1/E)” fronting Williams Road. This property at 6520 Williams Road is subject to separate rezoning (RZ 17-792242) and Development Permit (DP 21-936149) applications for an eight unit townhouse development which are pending final adoption and issuance. This development will provide shared vehicle access for the subject site from this property at 6520 Williams Road.

Related Policies & Studies

Official Community Plan

The subject site is located in the Blundell planning area and is designated “Neighbourhood Residential” in the Official Community Plan (OCP) (Attachment 4). The proposed rezoning for eight townhouses is consistent with the land use designation.

Arterial Road Policy

The Arterial Road Land Use Policy in the OCP directs appropriate townhouse development onto certain arterial roads outside the City Centre. The subject site is identified for “Arterial Road Townhouse” on the Arterial Road Housing Development Map and the proposal is generally consistent with the Townhouse Development Requirements under the Arterial Road Policy.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The Province has granted Royal Assent to Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the proposed rezoning.

School District

This application was referred to School District No. 38 (Richmond) for general information and comment as the subject site is immediately adjacent to a School District property. In response to comments provided by School District staff, the report includes requirement of a legal agreement on Title to prohibit access from the development to the Steveston-London School District property during the construction project, or at completion by the owners/strata. Additional items to be addressed at the Development Permit stage include ensuring landscaping on the site will be maintained by the owners/strata and not impede sightlines for those accessing the School District site.

Analysis

Built Form and Architectural Character

The applicant proposes to consolidate the two properties into one development parcel, for a total net site area of 1,618.00 m². The proposal consists of eight three-storey townhouses arranged into two clusters. Five units front Williams Road and three units are located in the rear. One convertible unit will be provided in the front cluster and one secondary suite will be provided in the rear. The proposed building forms, heights and setbacks are in compliance with the design guidelines for arterial road townhouse developments.

The townhouse units are oriented around a single east-west driveway with access to the site from Williams Road through the east-abutting property at 5620 Williams Road. An outdoor amenity area will be situated at the southwest corner of the site. Detailed design and programming of the outdoor amenity area will be reviewed through the Development Permit process.

Existing Legal Encumbrances

There is an existing 3.0 m wide Statutory Right-of-Way (SRW) along the rear property line for the sanitary sewer. The applicant is aware that no construction or tree planting is permitted within the SRW area.

Transportation and Site Access

Access to Williams Road will be provided over an SRW through 6520 Williams Road as part of the adjacent rezoning application (RZ 17-792242). The rezoning application at 6520 Williams Road is at third reading and must be adopted prior to the adoption of the subject rezoning amendment bylaw. To ensure site access for the subject development, a legal agreement is to be registered on Title requiring the adoption of the adjacent rezoning bylaw or the securement of an alternative means of access, prior to the adoption of this subject rezoning.

A reciprocal SRW PROP is required to be registered on Title to permit the shared use of the subject site's internal drive aisle by vehicular traffic generated by the subject site and 6520 Williams Road.

Consistent with Richmond Zoning Bylaw 8500, a total of 16 resident vehicle parking spaces are provided within eight individual side-by-side garages, in addition to two visitor parking spaces. Also consistent with the parking requirements, 10 resident (Class 1) bicycle parking spaces and two visitor (Class 2) bicycle parking spaces are proposed on site.

A 0.6 m wide road dedication is required across the entire Williams Road frontage in order to accommodate the standard sidewalk and boulevard width. This road dedication is required prior to final adoption of the rezoning bylaw.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist’s Report; which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 16 bylaw-sized trees on the subject property and four trees on neighbouring, Richmond School District No. 38, property.

The City’s Tree Preservation Coordinator has reviewed the Arborist’s Report and supports the Arborist’s findings, with the following comments:

- Two trees (tag # 658 and 659), a Scotch pine with 53 cm dbh and a Zebrina cedar with 30 cm dbh, located on the development site are in poor condition and are not a good candidate for retention.
- One ash tree (tag# 665) of 32 cm dbh, is located in good condition but in conflict with the proposed driveway and is not suitable for relocation.
- 13 trees (tag# 655, 656, 657, 660, 661, 662, 663, 664, 666, 667, 668, 669 and 670), of various coniferous and deciduous species ranging from 22-90 cm dbh, located along the south and east sides of the development site are identified in a good condition and to be retained and protected as per Arborist Report recommendation.
- Four beech trees (tag # ci1, ci2, ci3, ci4), of 15 cm dbh, located on adjacent School District property are identified to be retained and protected.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

Tree Replacement

The applicant wishes to remove three on-site trees (tag# 658, 659, 665). The 2:1 replacement ratio would require a total of six replacement trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
6	8 cm	4 m

The applicant’s preliminary Landscape Plan (Attachment 2) proposes to plant 11 trees on-site. As part of the Development Permit application review process, the number and species of proposed replacement trees is to be refined and additional planting opportunities are to be further examined where appropriate. To ensure that the replacement trees are planted and maintained on-site, the applicant is required to submit a Landscape Security prior to DP issuance in the amount of 100 per cent of a cost estimate prepared by the Registered Landscape Architect (including installation and 10 per cent contingency).

Tree Protection

The applicant is committed to retain and protect 13 trees on-site and four trees off-site on the east adjacent property.

The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5).

To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission to the City of a Tree Survival Security in the amount of \$122,880.00 to ensure that the 13 on-site trees (tag# 655, 656, 657, 660, 661, 662, 663, 664, 666, 667, 668, 669 and 670), identified for retention, will be protected. No Tree Survival Security will be returned until the post-construction assessment report, confirming the protected trees survived the construction, prepared by the Arborist, is reviewed by staff.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Housing Type and Tenure

The proposed development is a market townhouse development. Consistent with OCP policy respecting townhouse and multi-family housing development projects and in order to maximize potential rental and housing opportunities throughout the City, the applicant has agreed to register a restrictive covenant on Title prior to rezoning bylaw adoption, prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.

Affordable Housing Strategy

The City of Richmond's Affordable Housing Strategy seeks cash-in-lieu (CIL) contributions to the City's Affordable Housing Reserve Fund when considering rezoning applications with 60 or fewer dwelling units. In this case, the contribution requirement is \$125,395.20 (\$12.00 per buildable square foot) and must be provided to the City prior to final adoption of the rezoning bylaw. The applicant has also voluntarily proposed the inclusion of one studio secondary suite (approx. 29.26 m² in area) within the development.

Market Rental Housing Policy

The City of Richmond's Official Community Plan establishes a policy framework for the provision of market rental housing. Townhouse rezoning applications are to provide a CIL. In this case, the contribution requirement is \$27,691.44 (\$2.65 per buildable square foot) and must be provided to the City prior to final adoption of the rezoning bylaw.

Energy Efficiency

Consistent with the City's Energy Step Code requirements, the project architect has confirmed that the applicable Energy Step Code performance targets have been considered in the proposed design. The proposal is anticipated to achieve Step 3 of the Energy Step Code with EL-4 and a confirmation letter has been provided on file. Further details on how the proposal will meet this commitment will be reviewed as part of the Development Permit and Building Permit application review process.

Amenity Space

The outdoor amenity space is proposed to be situated at the southwest corner of the site. Based on the preliminary design, the total area of the proposed outdoor amenity space at 63.5 m². Staff will work with the applicant at Development Permit stage to ensure the design of the outdoor amenity space meets the Development Permit Guidelines.

The applicant is proposing a cash contribution in lieu of providing the required indoor amenity space on-space. The total cash contribution required for the proposed eight-unit townhouse development is \$16,528.00 based on \$2,066.00 per unit as per the current OCP rate and must be provided prior to rezoning adoption.

Development Permit Application

Prior to final adoption of the rezoning bylaw, a Development Permit application is required to be processed to a satisfactory level. Through the Development Permit, the following items are to be further examined:

- Compliance with Development Permit Guidelines for multiple-family projects in the OCP.
- Confirmation that all aging-in-place and convertible unit features have been incorporated into the dwelling design.
- Review of the new hydrant location on-site.
- Review of the proposed exterior building material and colour palette.
- Review of the size and species of on-site trees to ensure bylaw compliance and to achieve an acceptable mix of coniferous and deciduous species on-site.
- Refinement of landscape design to optimize replacement tree planting on-site and to maximize permeable surface areas.
- Review of acoustical and thermal reports and recommendations prepared by an appropriate registered professional, demonstrating that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements.
- Ensure an appropriate interface with the school site to the east and south including:
 - Confirming fence details and that no direct access to the School District property is being provided.
 - Ensuring that landscaping on the subject site does not impede sightlines for those accessing the School District property and does not impact the School property.
- Refinement of the outdoor amenity area design, including the choice of play equipment, to create a safe and vibrant environment for children's play and social interaction.

- Review of the sustainability strategy for the development proposal.

Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into a Servicing Agreement for the design and construction of the required site servicing and frontage works, as described in Attachment 6.

The developer is also required to pay Development Cost Charges (DCCs) (City and GVS & DD), School Site Acquisition Charge and Address Assignment Fee.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

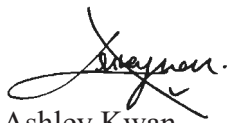
Conclusion

This application is to rezone 6560 and 6580 Williams Road from the “Single Detached (RS1/E)” zone to “Low Density Townhouses (RTL4)” zone, to permit the development of eight townhouse units with vehicle access from Williams Road over a Statutory Right-of-Way for Public Rights-of-Passage (SRW PROP) through the neighbouring development at 6520 Williams Road.

The proposed rezoning and ensuing development of the site is generally consistent with the land use designations and applicable policies contained in the Official Community Plan (OCP) for the subject site. Further review of the project design will be completed as part of the Development Permit application review process.

The list of rezoning considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

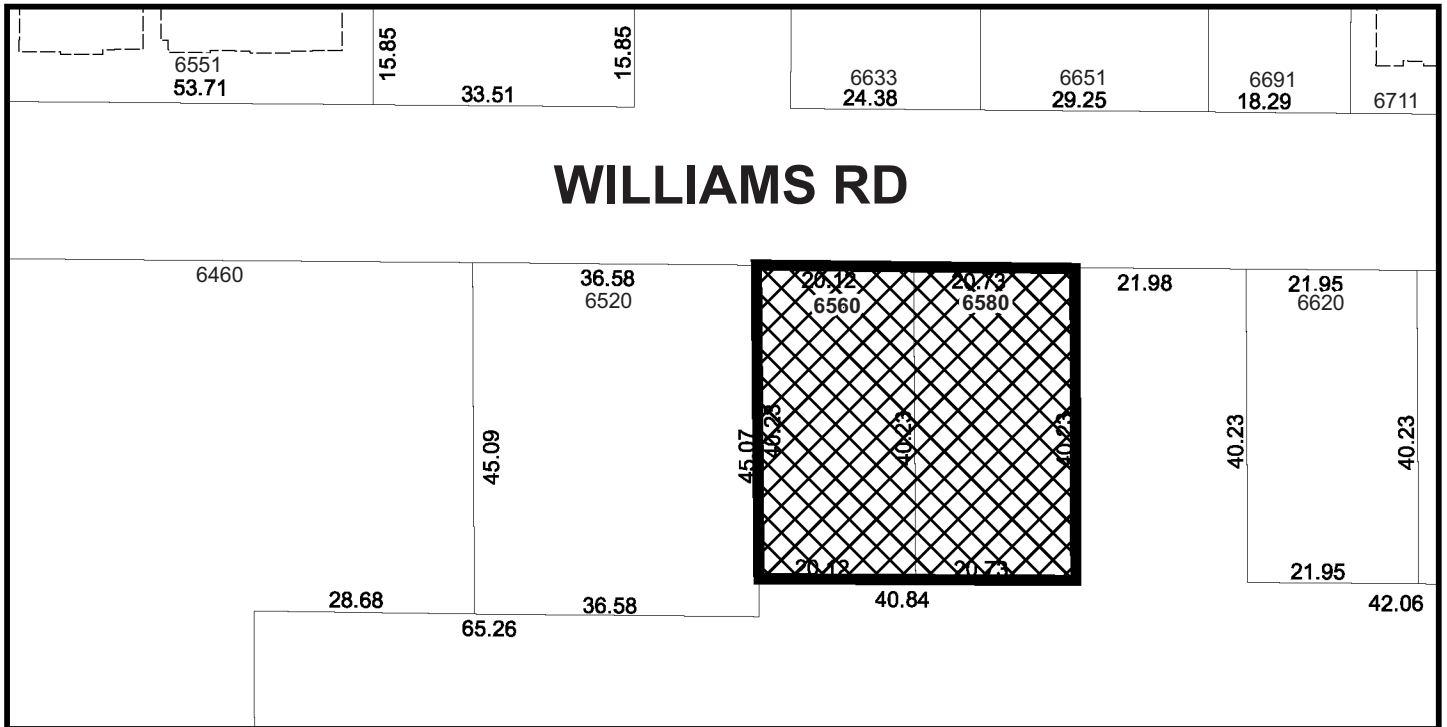
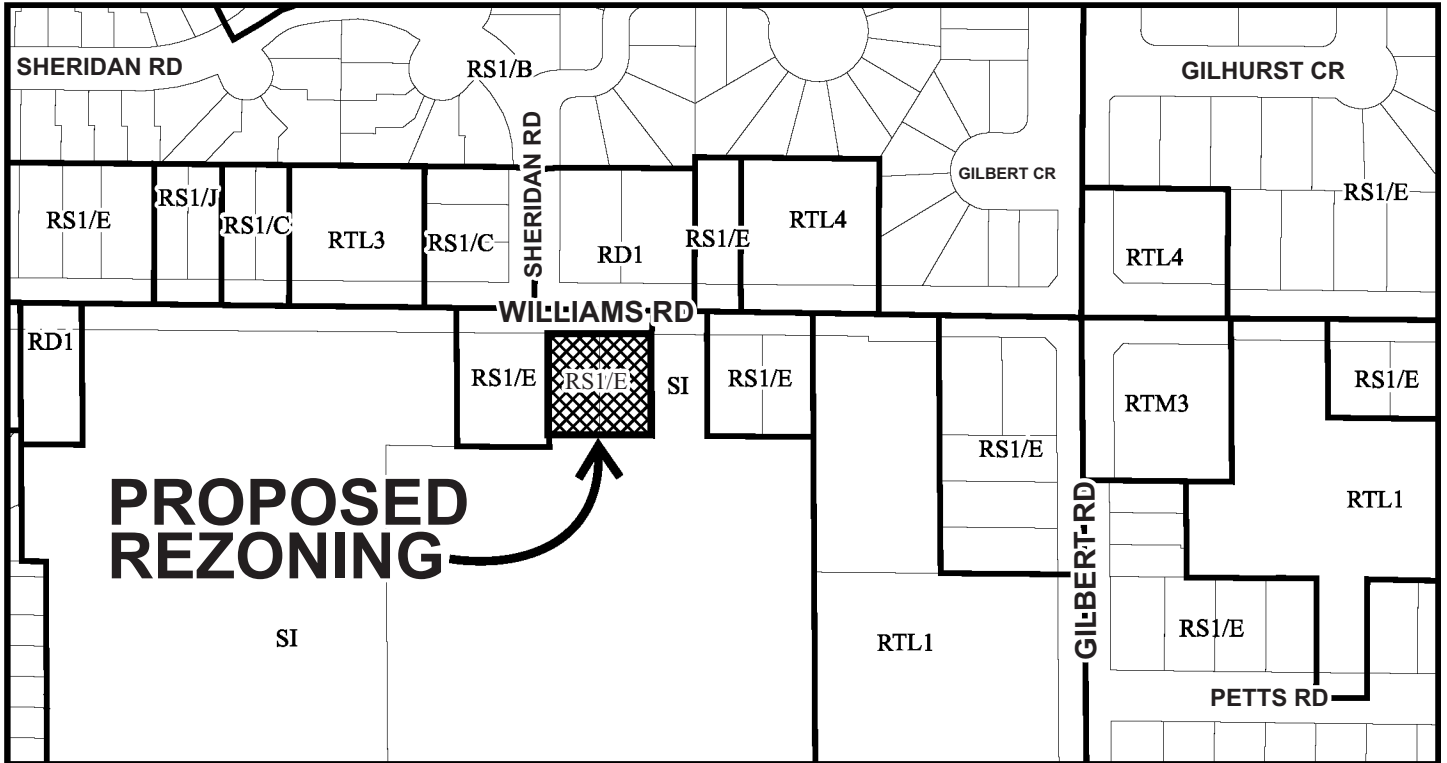
It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10546 be introduced and given first, second and third reading.



Ashley Kwan
Planner 1
(604-276-4173)

AK:js

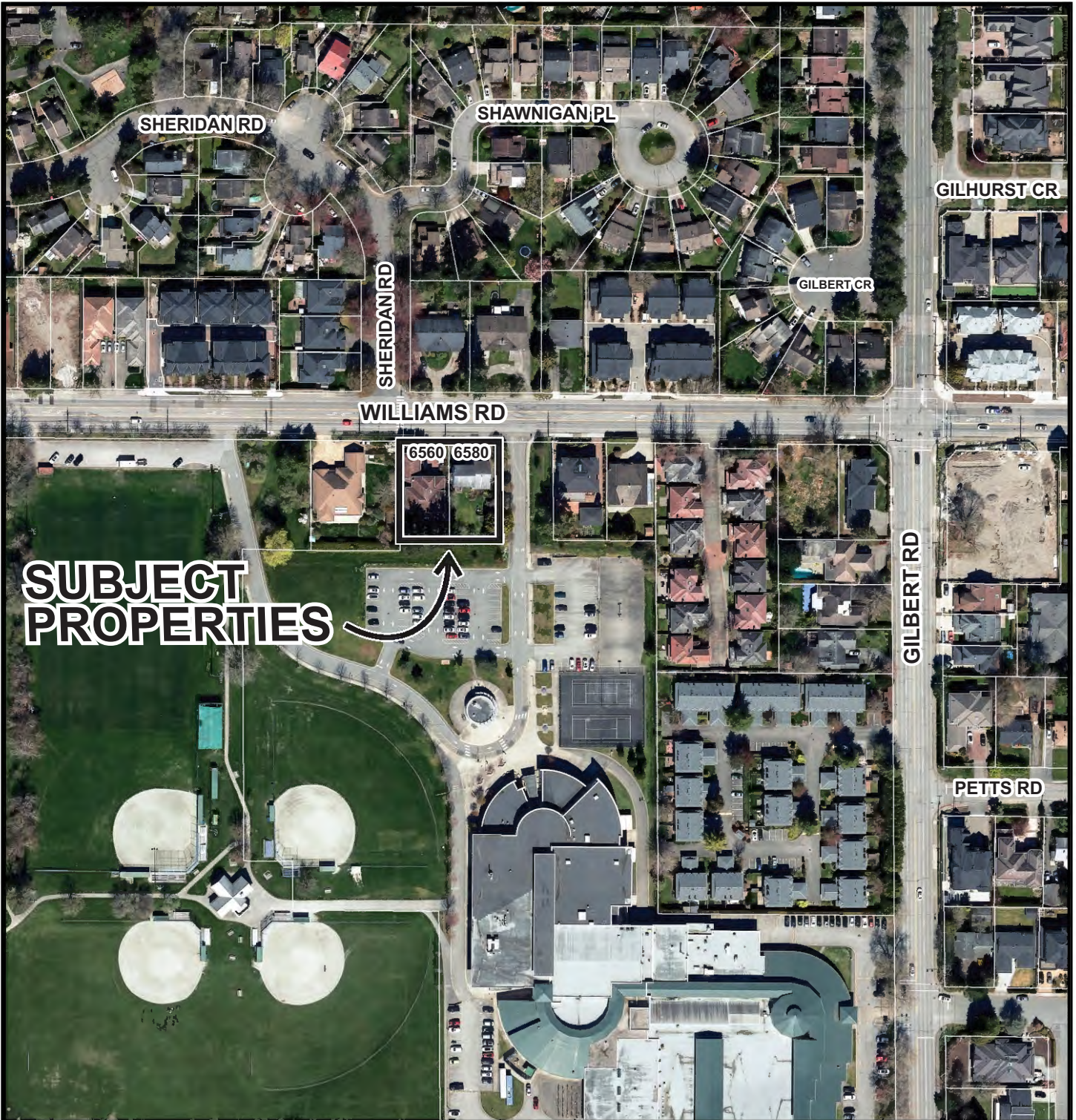
- Att. 1: Location Map
2: Conceptual Development Plans
3: Development Application Data Sheet
4: Blundell Area Plan
5: Tree Management Plan
6: Rezoning Considerations



	<h1>RZ 21-945388</h1>	Original Date: 12/16/21
		Revision Date:
		Note: Dimensions are in METRES



City of Richmond



RZ 21-945388

Original Date: 12/16/21

Revision Date:

Note: Dimensions are in METRES

8-UNIT TOWNHOUSE DEVELOPMENT 6560 & 6580 WILLIAMS RD

PROJECT DATA

Civic Address	6560 Williams Road, Richmond BC
Legal Description	6580 Williams Road, Richmond BC Lot 19, Block 4N, Plan NWP2857, Section 31, Range 6N, New Westminster Land District Lot 20, Block 4N, Plan NWP2857, Section 31, Range 6N, New Westminster Land District
PID	006-988-351 003-490-769
Lot Area	Combined: 1,642.50 sm (17,679.73 sq ft)
Dedications	0.6m Sidewalk Dedication - 24.50 sm (263.72 sq ft)
Net Lot Area	1,618.00 sm (17,416.01 sq ft)

Existing	Proposed
Land Uses	Single-family Townhouses
OCP Designation	Neighbourhood Residential
Zoning	RLT 1 Low Density Townhouses
Number of Units	8

On Future Development Site	Bylaw Requirement	Proposed	Variance
Floor Area Ratio	Max. 0.60	0.600	None
Buildable Floor Area (sf)	Max. 10,493.6 sf	10,457.7 sf (Current version)	None
Lot Coverage (% of Net Site Area)	Building: Max. 40%	Building: Max. 40% (37% Currently)	None
	Non-porous Surfaces: Max. 65%	Non-porous Surfaces: Max. 65% (64% Currently)	None
	Live Landscaping: Min. 25%	Live Landscaping: Min. 25% (32% Currently)	None
Lot Size (sm)	None	1,618.00 sm	None
Lot Dimensions (m)	Width: 40h	Width: 40.8 m	None
Setbacks (m)	Front: Min. 6.0m	Front: 6.0m	None
	Rear: Min. 3.0m	Rear: Min. 3.0m (4.24m Currently)	None
	Interior Side: Min. 3.0m	Interior Side: Min. 3.0m (3.25m Currently)	None
Height (m)	Max. 12.0m	Max. 12.0m (11.67m Currently)	None
Off-street Parking	16 Residents (2 per unit) + 2 Visitor (0.2 per unit)	18 (16 Residents + 2 Visitor)	None
Small Parking	None if fewer than 31	None	None
Tandem Parking	Max. 50%	None	None
Accessible Parking	None	None	None
EV charging	100% of resident parking spaces	100% of resident parking spaces	None
Bicycle Parking	Min. 7 Horizontal Class 1 + 3 Vertical Class (11.25 per unit) + Min. 2 Class 2 (0.2 per unit)	0 Horizontal Class 1 + 5 Vertical Class 1 + 2 Class 2	None
Amenity Space - Indoor	Min. 538 sf	None	Pay-in-lieu
Amenity Space - Outdoor	Min. 581 sf	684 sf with Child-play Area	None

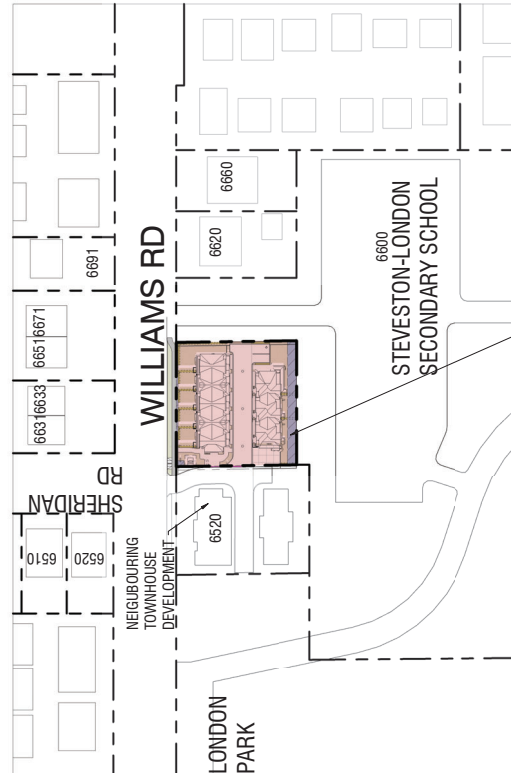
Average Grade Calculation		
Point Location	Existing Grade (m)	Proposed Grade (m)
01 South	0.99	0.99
02 West	1.26	1.45
03 Northwest	1.27	1.27
04 North	1.35	1.20
05 Northeast	1.06	1.27
06 East	1.05	1.40
07 Southeast	0.97	0.97
08 South	1.08	1.08
09 Building B Southwest	0.95	1.35
10 Building B Northwest	0.94	1.60
11 Building B Southeast	1.20	1.55
12 Building B Northeast	1.20	1.15
13 Building A Southwest	1.48	1.60
14 Building A Northwest	1.44	1.55
15 Building A Southeast	1.50	1.50
16 Building A Northeast	1.02	21.48
Total		1.943
Average Grade		1.943

Ground Floor Interior Elevation Calculation	
Highest Point of Crown of Adjacent Street	1.47 m
Flood Protection Requirements for L1 Living Space	0.3 m
Established L1 Interior Elevation for Living Space	1.77 m



AERIAL PHOTO

SUBJECT SITE:
6560 & 6580 WILLIAMS ROAD



CONTEXT PLAN
N.T.S.

SUBJECT SITE:
6560 & 6580 WILLIAMS ROAD



STREETSCAPE ELEVATION (WILLIAMS RD)
N.T.S.

SUBJECT SITE:
6560 & 6580 WILLIAMS ROAD



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Project File
**8-UNIT
TOWNHOUSE**
6560 & 6580 Williams Road,
Richmond BC.

Consultants
Civil:
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Email: info@vestor.com

Landscaper:
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Alcohol:
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Electrical:
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Burnaby, B.C. V5C 4E1
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Email: info@electrical.com

Structural:
CITC Traffic Engineering Specialists
1000 West 10th Avenue
V6Z 1G6
Burnaby, B.C. V5C 4E1
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Email: info@citc.com

Survey:
Arroyo Surveying Ltd.
1000 West 10th Avenue
V6Z 1G6
Burnaby, B.C. V5C 4E1
Tel: 604-291-1111
Email: info@arroyo.com

No.	Date	Revision
1	Feb 2, 2024	DP Revision 1
2	Feb 2, 2024	Posting Revision 2
3	Feb 2, 2024	Posting Revision 3
4	Nov 6, 2023	Posting Submission

PROJECT
SUMMARY &
CONTEXT

File Number:	
Print Code:	Feb 28, 2024
Drawn:	CL
Checked:	KK
Scale:	
Day No.:	A1.1



**Kenneth Kim
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Project Title
**8-UNIT
TOWNHOUSE**
6500 & 6508 Williams Road,
Richmond BC.

Consultants
Civil: Wesley Engineering Services Ltd.
100-11000 152 Street
Burnaby, B.C. V5E 4E1
Tel: 604-291-8888
Email: wesley@wesleyeng.com

Landscaper: PMCLandscape Architects Ltd.
11004 118th St. Oak. Cr.
Richmond, BC V6V 1E4
Tel: 604-282-4011 Ext 116
Email: contact@pmlandscape.com

Account: The Consulting Associates
100-11000 152 Street
Burnaby, B.C. V5E 4E1
Tel: 778-847-0669
Email: info@theconsultingassociates.com

Structural: Structural Engineering Ltd.
100-11000 152 Street
Burnaby, B.C. V5E 4E1
Tel: 604-430-3939
Email: info@structuraleng.com

MEP: CTS Utility Engineering Services
Attn: Chen
100-11000 152 Street
Burnaby, B.C. V5E 4E1
Tel: 604-430-3939
Email: info@ctsutilityeng.com

No.	Date	Revision
1	Feb 2, 2024	DP Revision 1
2	Oct 2, 2023	Perching Revision 2
3	Nov 1, 2023	Perching Revision 1
4	Nov 2, 2023	Perching Submission

PERSPECTIVES

File Path: /
Print Date: Feb 28, 2024
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Scale: 1:1
Date Plt: /

A1.2



SCHOOLYARD VIEW LOOKING NORTHWEST (BUILDING B REAR)



DRIVEWAY VIEW LOOKING SOUTHEAST (BUILDING B FRONT)



AERIAL VIEW LOOKING NORTHWEST



STREET VIEW LOOKING SOUTHEAST (BUILDING A FRONT)



DRIVEWAY VIEW LOOKING NORTHEAST (BUILDING A REAR)



AERIAL VIEW LOOKING SOUTHWEST



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21-2233 West Broadway
Vancouver, BC V6K 6E4

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**8-UNIT
TOWNHOUSE**
6520 & 6580 Williams Road,
Richmond BC.

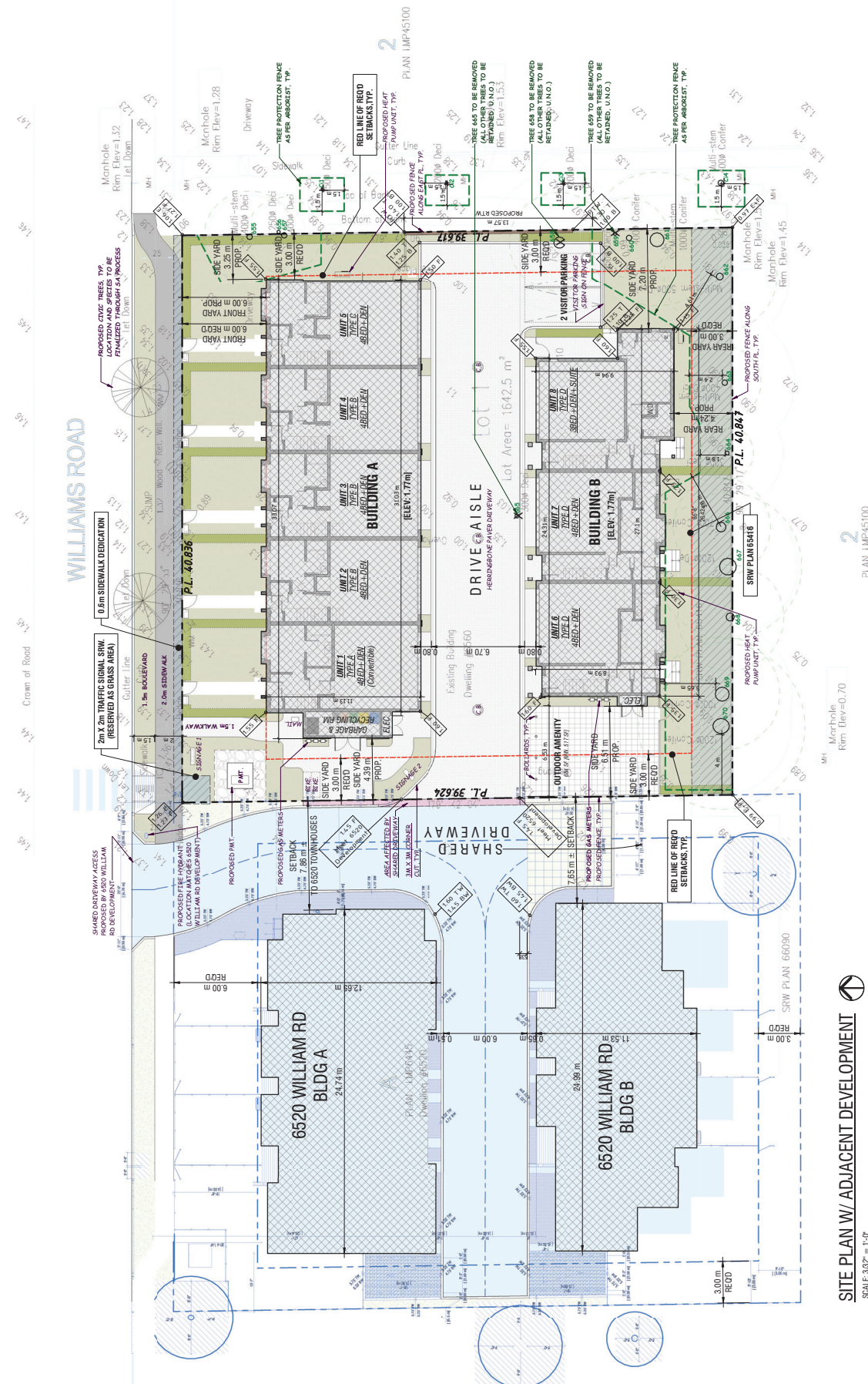
Consultants
Civil: Vector Engineering Services Ltd.
4150-160th Street
Burnaby, B.C. V5C 4E1
Email: info@vector-engineering.com
Landscape: PMK Landscape Architects Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 273-0111 Ext 116
Email: info@pmk.ca
Architect: Kenneth Kim Architecture Inc.
21-2233 West Broadway
Vancouver, B.C. V6K 6E4
Tel: (604) 682-0869
Email: info@kennethkim.com
Structural: Structural Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Email: info@vector-engineering.com
Mechanical: Mechanical Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Electrical: Electrical Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Fire: Fire Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Energy: Energy Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Acoustic: Acoustic Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Interior: Interior Design Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Lighting: Lighting Design Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Signage: Signage Design Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Survey: Surveying Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Traffic: Traffic Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Water: Water Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Wind: Wind Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869
Other: Other Engineering Services Ltd.
1000-1100 3rd Street
Vancouver, B.C. V6C 2G7
Tel: (604) 682-0869

No.	Date	Revision
1	Feb 2, 2024	01-Prevision 1
2	Feb 2, 2024	02-Prevision 2
3	Feb 2, 2024	03-Prevision 3
4	Feb 2, 2024	04-Prevision 4
5	Feb 2, 2024	05-Prevision 5

**SITE PLAN W/
ADJACENT
DEVELOPMENT**

Project File:
Permit No.:
Drawn: Feb 28, 2024
Checked: KK
Scale:
Date Plotted:

A1.8



PLN - 16

SITE PLAN W/ ADJACENT DEVELOPMENT

SCALE 3/8" = 1'-0"



**Kenneth Kim
Architecture Inc.**
178-79 St. 1st Floor
21533 West Broadway
Richmond, BC V6V 1K4

THE DRAWINGS SHALL BE USED FOR THE PROPOSED DEVELOPMENT ONLY. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE DRAWINGS SHALL NOT BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF KENNETH KIM ARCHITECTURE INC.

Project File
8-UNIT TOWNHOUSE
6550 & 6580 Williams Road,
Richmond BC.

Consultants
Civil: West Engineering Services Ltd.
100-10000 104th St.
Burnaby, B.C. V5E 4E1
Tel: 604-291-8888
Email: westeng@westeng.com

Landscaping: PML Landscape Architects Ltd.
100-10000 104th St.
Burnaby, B.C. V5E 4E1
Tel: 604-291-8888
Email: pml@pml.com

Architect: Kenneth Kim Architecture Inc.
178-79 St. 1st Floor
21533 West Broadway
Richmond, BC V6V 1K4
Tel: 604-291-8888
Email: kkim@kennethkim.com

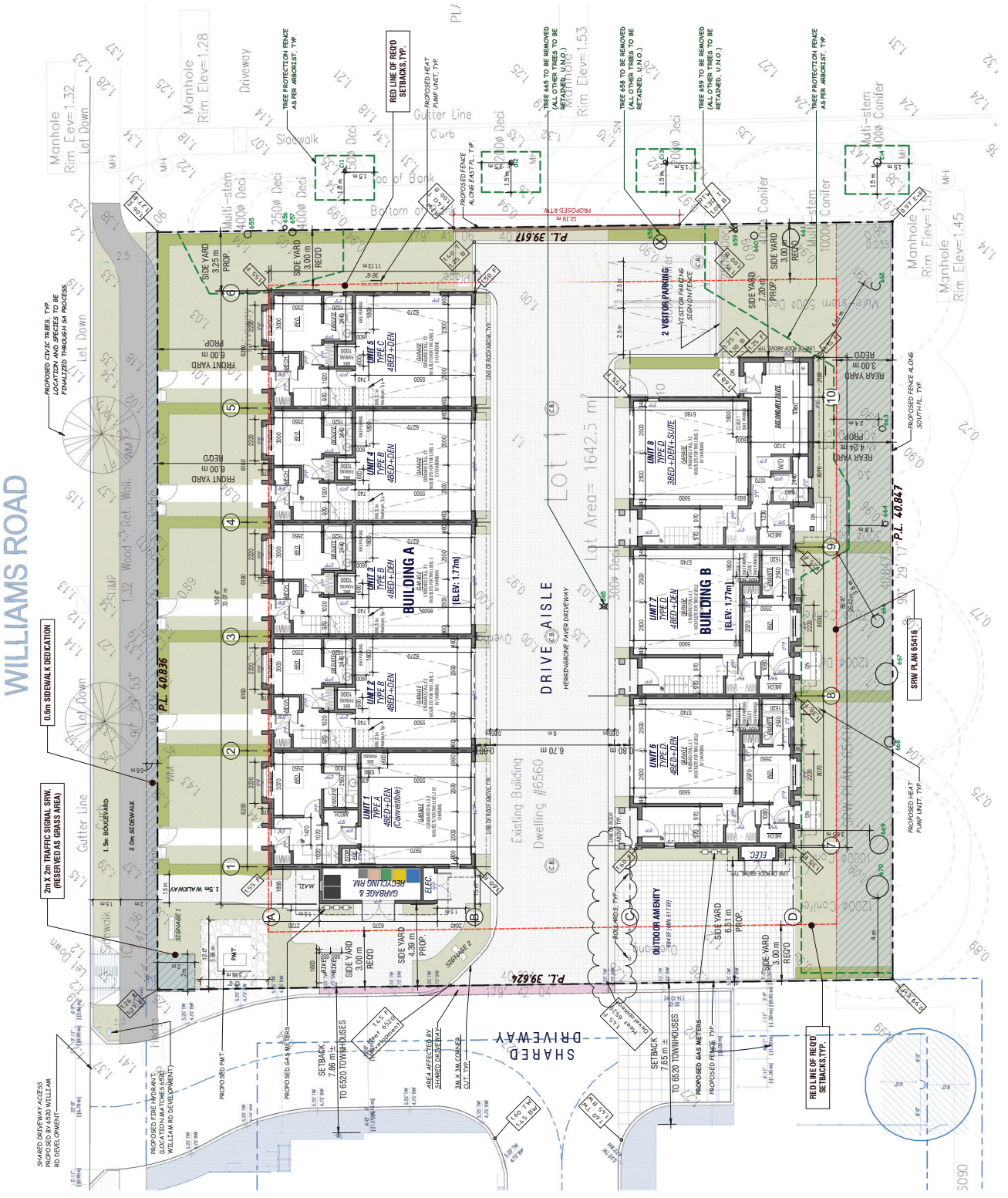
Tree Removal: CTS Tree Engineering Specialists
Attn: Chen
100-10000 104th St.
Burnaby, B.C. V5E 4E1
Tel: 604-291-8888
Email: cts@cts.com

Structural: Arty Lines Structural Ltd.
100-10000 104th St.
Burnaby, B.C. V5E 4E1
Tel: 604-291-8888
Email: artylines@artylines.com

No.	Date	Revision
1	Feb 2, 2024	IP Revision 1
2	Feb 2, 2024	IP Revision 2
3	Feb 2, 2024	IP Revision 3
4	Feb 2, 2024	IP Revision 4
5	Feb 2, 2024	IP Revision 5

Site Plan/1st Fl. Plan
Date: Feb 28, 2024
Drawn: CL
Checked: KK
Scale: 1/8" = 1'-0"

A2.1



- REVISION NOTE:**
- TREE 659 (POOR CONDITION) IS REMOVED DUE TO VISITOR PARKING BEING SLIGHTLY TOO CLOSE
 - BIKE PARKING UPDATED AS PER BY-LAW
 - PMT. SHIFTED 1 FOOT SOUTHWARD TO ALLOW SMALL HEDGE ON THE NORTH
 - NEW 1.5M WALKWAY NEAR UNIT 1
- DESIGN NOTE:**
- ALL DRAINAGE SHALL BE MANAGED ON SITE
 - ADJACENT TO SUPERVISE
 - 655, 657, 663, 664, 666, 667, 668, 669, 670
 - LANDSCAPING WITHIN THE TPZ OF TREES: 655, 656, 657, 660, 661, 662, 663, 664, 666, 667, 668, 669, 670
 - INSTALLATION OF SAM SERVICE INSIDE TPZ OF TREE 670- TO BE BY HAND OR HYDROVAC ONLY
 - ALL UNITS SHALL HAVE AGING IN PLACE FEATURES, E.G. INCLUSION OF BLOCKING TO BATHROOMS FOR INSTALLATION OF GRAB-BARS, PROVISION OF BLOCKING TO STAR WALKS TO ACCOMMODATE LIFT INSTALLATION AT A FUTURE DATE, AND PROVISION OF LEVER DOOR HANDLES.
 - THIS IS A CONVERTIBLE UNIT W/ CONVERTIBLE FEATURES AS PER CONVERTIBLE UNIT GUIDELINES FOR TOWNHOUSES (SEE PLAN LEFT).

PLAN - 17

SITE PLAN
SCALE: 1/8" = 1'-0"
NOTE: ALL BAY WINDOWS ARE 1P ABOVE FLOOR



**Kenneth Kim
Architecture Inc.**
1. 78.78.78.88 / 1. 666.666.666
21. 2323 West Broadway
Vancouver, B.C. V6K 4K4

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**8-UNIT
TOWNHOUSE**
6500 & 6580 Williams Road,
Richmond, B.C.

Consultants
Civil: West Engineering Services Ltd.
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Mechanical: M&M Mechanical
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Vancouver, B.C. V6C 2G7
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Electrical: M&M Mechanical
1000 10th Street
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Electrical
M&M Mechanical
1000 10th Street
Vancouver, B.C. V6C 2G7
Tel: 604-603-9030
Email: m&m_mechanical@shaw.ca

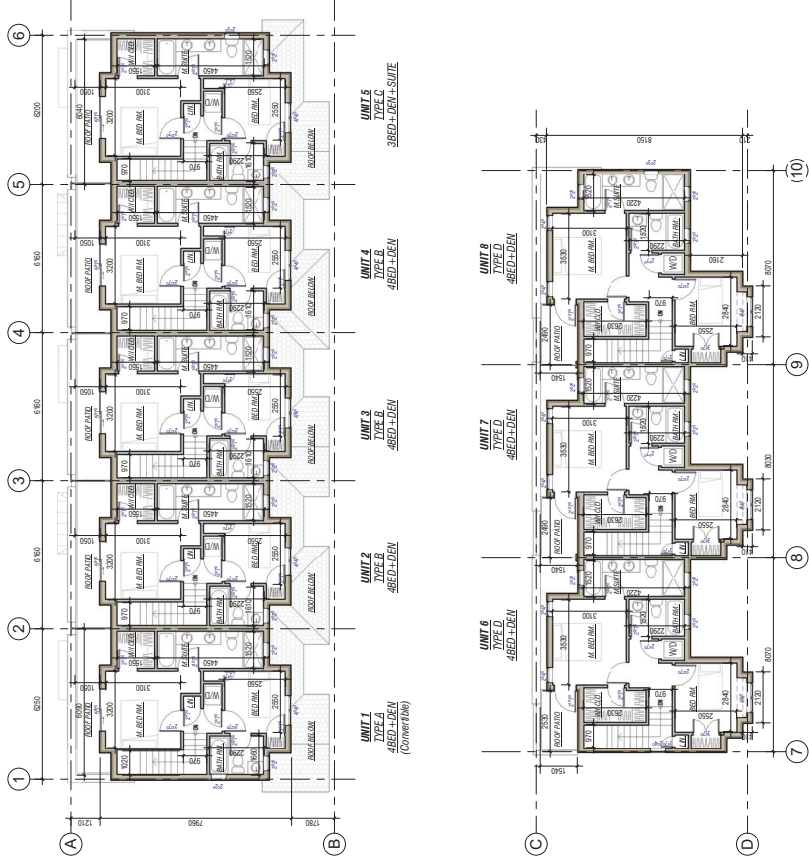
Interior Design
M&M Mechanical
1000 10th Street
Vancouver, B.C. V6C 2G7
Tel: 604-603-9030
Email: m&m_mechanical@shaw.ca

No.	Date	Revision
1	Feb 2, 2024	IP Revision 1
2	Oct 2, 2023	Permitting Revision 2
3	Apr 10, 2023	Permitting Revision 1
4	Nov 6, 2022	Permitting Submission

**UPPER FLOOR
PLANS**

File Number:
Print Date: Feb 28, 2024
Drawn: CL
Checked: KK
Scale:
Date Plotted:

A2.2



PLN - 18



**Kenneth Kim
Architecture Inc.**
1. 781.797.9881 / 604.600.0775
21-1223 West Broadway
Vancouver, B.C. V6E 4E4

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Project file
**8-UNIT
TOWNHOUSE**
6580 & 6588 Williams Road,
Richmond BC.

Consultants
Civil:
Vesky Engineering Services Ltd.
1000 West Broadway
Vancouver, B.C. V6E 4E1
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Landscape:
PMCLandscape Architects Ltd.
1000 West Broadway
Vancouver, B.C. V6E 4E1
Email: info@pmclandscape.com

Account:
Aurora Consulting Architects
1000 West Broadway
Vancouver, B.C. V6E 4E1
Tel: 778.847.0669
Email: info@auroraconsulting.com

Structural:
Blundell & Associates Ltd.
1000 West Broadway
Vancouver, B.C. V6E 4E1
Tel: 604.603.9300
Email: info@blundellandassociates.com

MEP:
CDS Utility Engineering Specialists
Attn: Chen
1000 West Broadway
Vancouver, B.C. V6E 4E1
Tel: 604.603.6100
Email: info@cdsutility.com

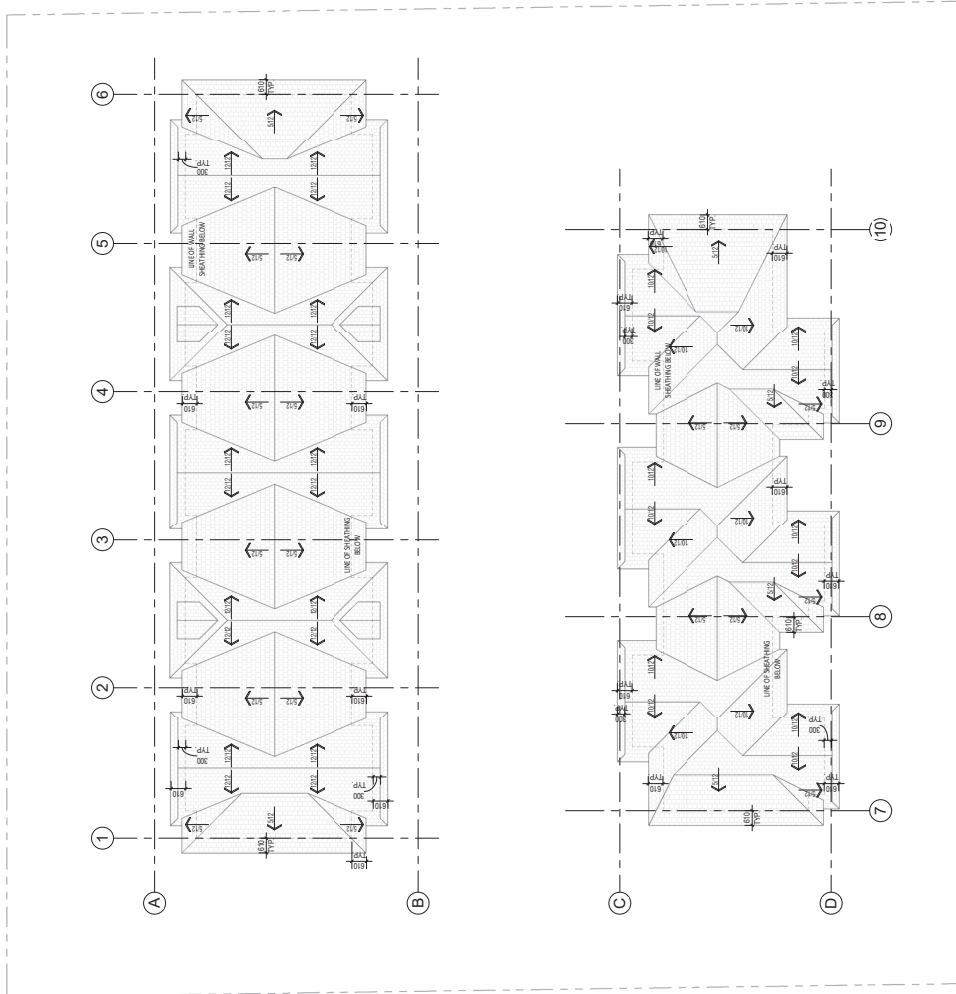
Survey:
Arroyo Land Surveying Ltd.
1000 West Broadway
Vancouver, B.C. V6E 4E1
Tel: 604.603.9309
Email: info@arroyolandsurveying.com

No.	Date	Revision
1		DP Revision 1
2		DP Revision 2
3		DP Revision 3
4		DP Revision 4

Roof Plan

File number:
Project: Feb. 28, 2024
Drawn: CL
Checked: KK
Scale:
Date: 7/1

A2.3



ROOF PLAN
SCALE: 1/8" = 1'-0"



**Kenneth Kim
Architecture Inc.**
178-79th St / 166-80th St
21523 West Broadway
Richmond, BC V6V 1K4

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Project File:

**8-UNIT
TOWNHOUSE**
6550 & 6580 Williams Road,
Richmond BC.

Consultants:

City: West Engineering Services Ltd.
1000 West 10th Ave
V6Z 1K2 Richmond BC
Tel: 604-273-8888
Email: info@westeng.ca

Survey: B.C. VRS #E1
1000 West 10th Ave
V6Z 1K2 Richmond BC
Tel: 604-273-8888
Email: info@westeng.ca

Landscape: PMS Landscape Architects Ltd.
1000 West 10th Ave
V6Z 1K2 Richmond BC
Tel: 604-273-8888
Email: info@westeng.ca

Alcohol: The Consulting Architects
2503 1st St
V6Z 1K2 Richmond BC
Tel: 604-273-8888
Email: info@westeng.ca

Electrical: Electrical Engineering Ltd.
1000 West 10th Ave
V6Z 1K2 Richmond BC
Tel: 604-273-8888
Email: info@westeng.ca

MEP: The Consulting Engineers
1000 West 10th Ave
V6Z 1K2 Richmond BC
Tel: 604-273-8888
Email: info@westeng.ca

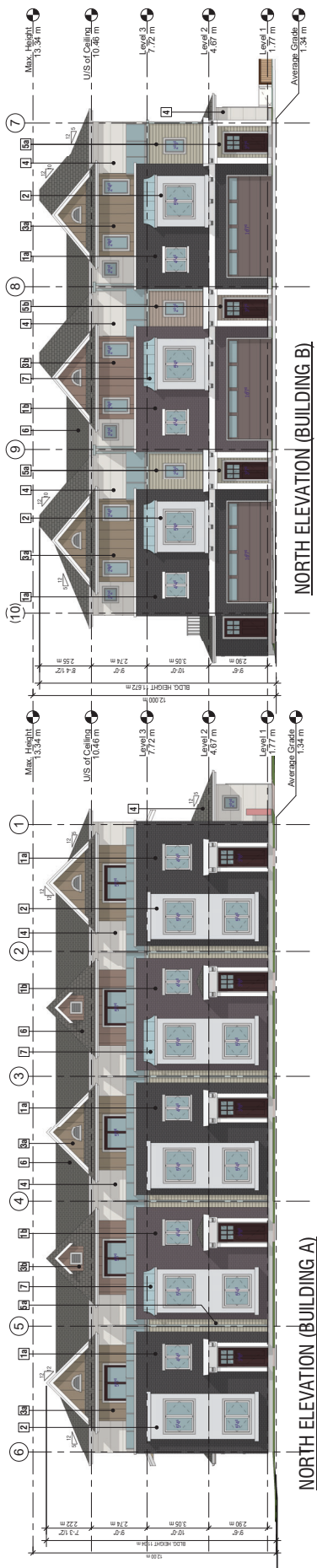
Architect: Kenneth Kim Architecture Inc.
178-79th St / 166-80th St
21523 West Broadway
Richmond, BC V6V 1K4
Tel: 604-603-9039
Email: info@kimarch.com

No.	Date	Revision
1	Feb 2, 2024	DP Revision 1
2	Oct 2, 2023	Permitting Revision 2
3	Oct 2, 2023	Permitting Revision 1
4	Nov 6, 2020	Permitting Submission

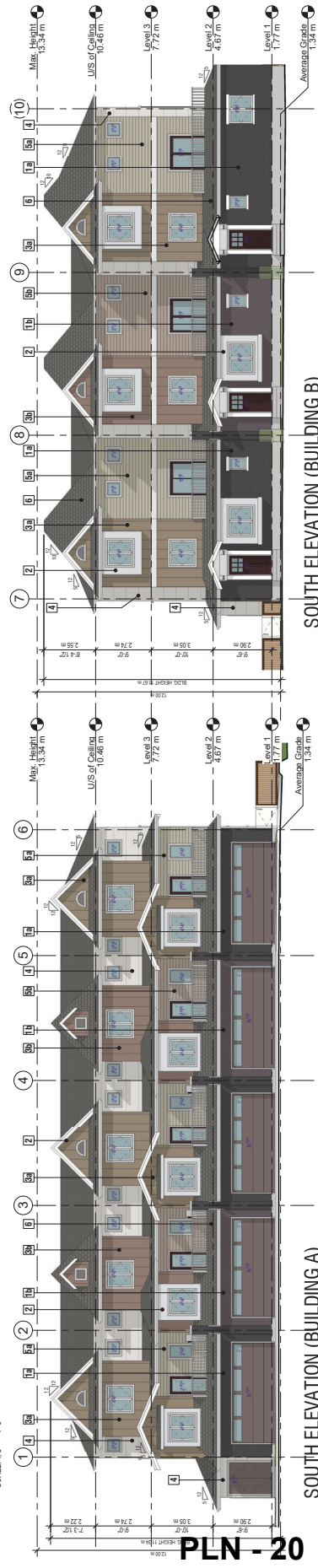
ELEVATIONS

File number:	
Print code:	Feb 28, 2024
Drawn:	CL
Checked:	KK
Scale:	
Day No.:	

A3.1



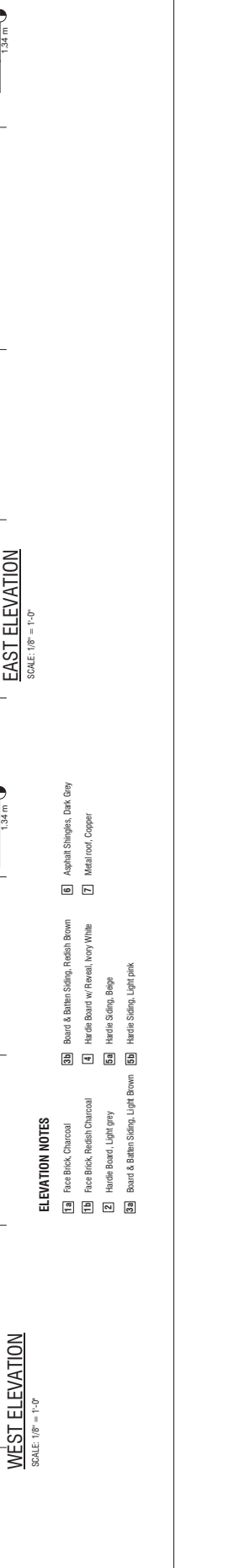
NORTH ELEVATION (BUILDING B)
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION (BUILDING B)
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION (BUILDING B)
SCALE: 1/8" = 1'-0"



EAST ELEVATION
SCALE: 1/8" = 1'-0"

WEST ELEVATION
SCALE: 1/8" = 1'-0"

- ELEVATION NOTES**
- 1 Face Brick, Charcoal
 - 2 Face Brick, Reddish Charcoal
 - 3 Hardie Board, Light grey
 - 4 Board & Batten Siding, Light pink
 - 5 Board & Batten Siding, Reddish Brown
 - 6 Asphalt Shingles, Dark Grey
 - 7 Hardie Board w/ Reveal, Ivory White
 - 8 Metal roof, Copper
 - 9 Hardie Siding, beige
 - 10 Hardie Siding, Light pink



RZ 21-945388

Attachment 3

Address: 6560 and 6580 Williams Road

Applicant: Kenneth Kim Architecture Inc.

Planning Area(s): Blundell Area Plan

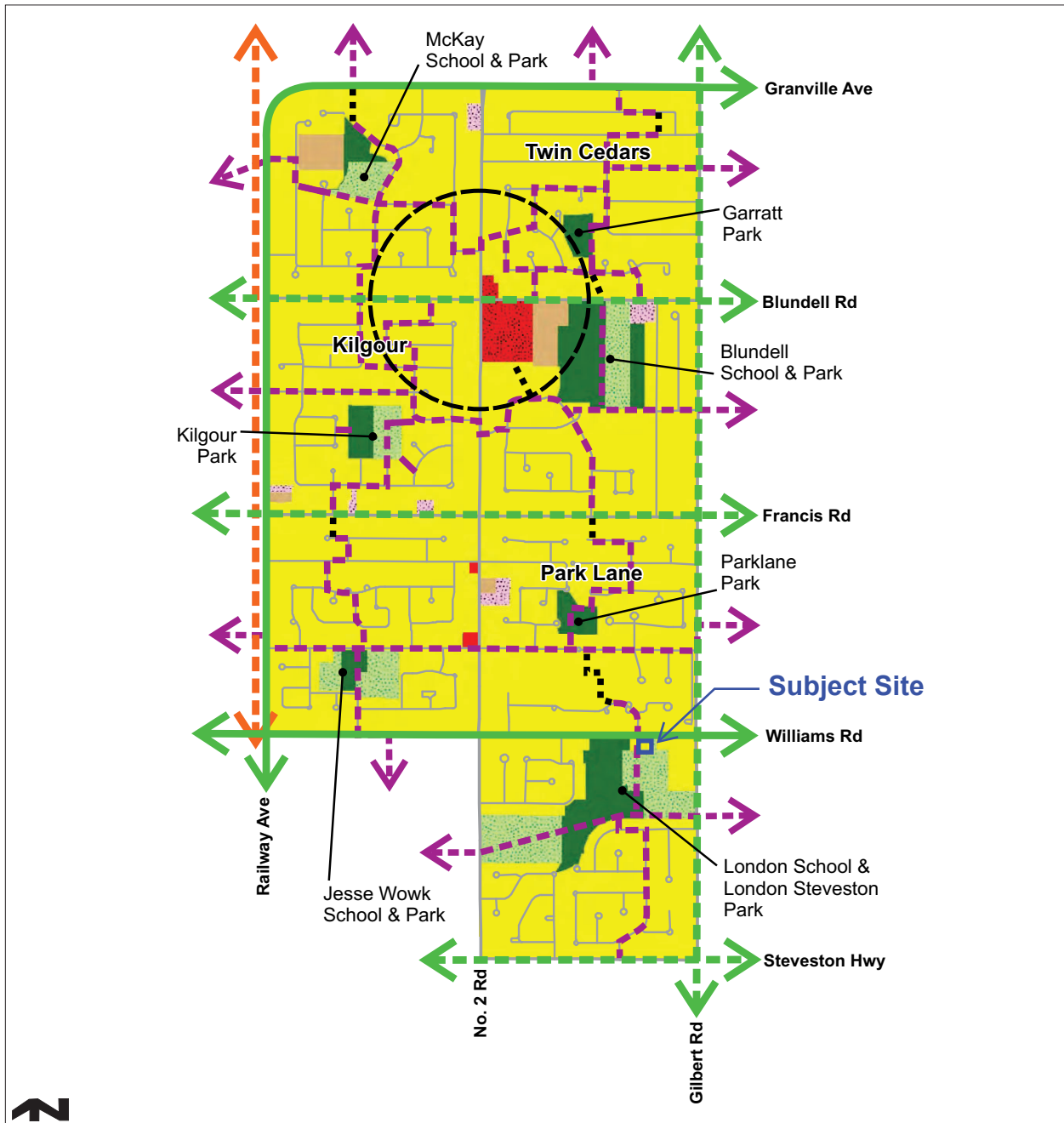
	Existing	Proposed
Owner:	Capstone Living Ltd.	No Change
Site Size (m²):	1,642.50 m ²	1,618.00 m ²
Land Uses:	Single-family	Townhouses
OCP Designation:	Neighbourhood Residential	No Change
Zoning:	Single Detached (RS1/E)	Low Density Townhouses (RTL4)
Number of Units:	Two Single-Family Dwelling	Eight Townhouses + One Secondary Suite

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60	0.60	none permitted
Lot Coverage (% of lot area):	Building: Max. 40% Non-porous Surfaces: Max. 65% Live Landscaping: Min. 25%	Building: 37% Non-porous Surfaces: 64% Total: Max. 32%	none
Lot Dimensions (m):	Width: Min. 40.0 m Depth: Min. 35.0 m	Width: 40.8 m Depth: 39.6 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 3.0 m Side: Min. 6.0 m	Front: 6.0 m Rear: 3.0 m Side (East): Min 3.0 m Side (West): Min 3.0 m	none
Height (m):	Max. 12.0 m	11.7 m	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	2 (R) and 0.2 (V) per unit	16 (R) and 2 (V)	none
Off-street Parking Spaces – Total:	16	18	none
Amenity Space – Indoor:	Min. 50 m ² or Cash in-lieu	Cash in-lieu	none
Amenity Space – Outdoor:	Min. 6.0 m ² per unit (48 m ²)	63.5 m ²	none

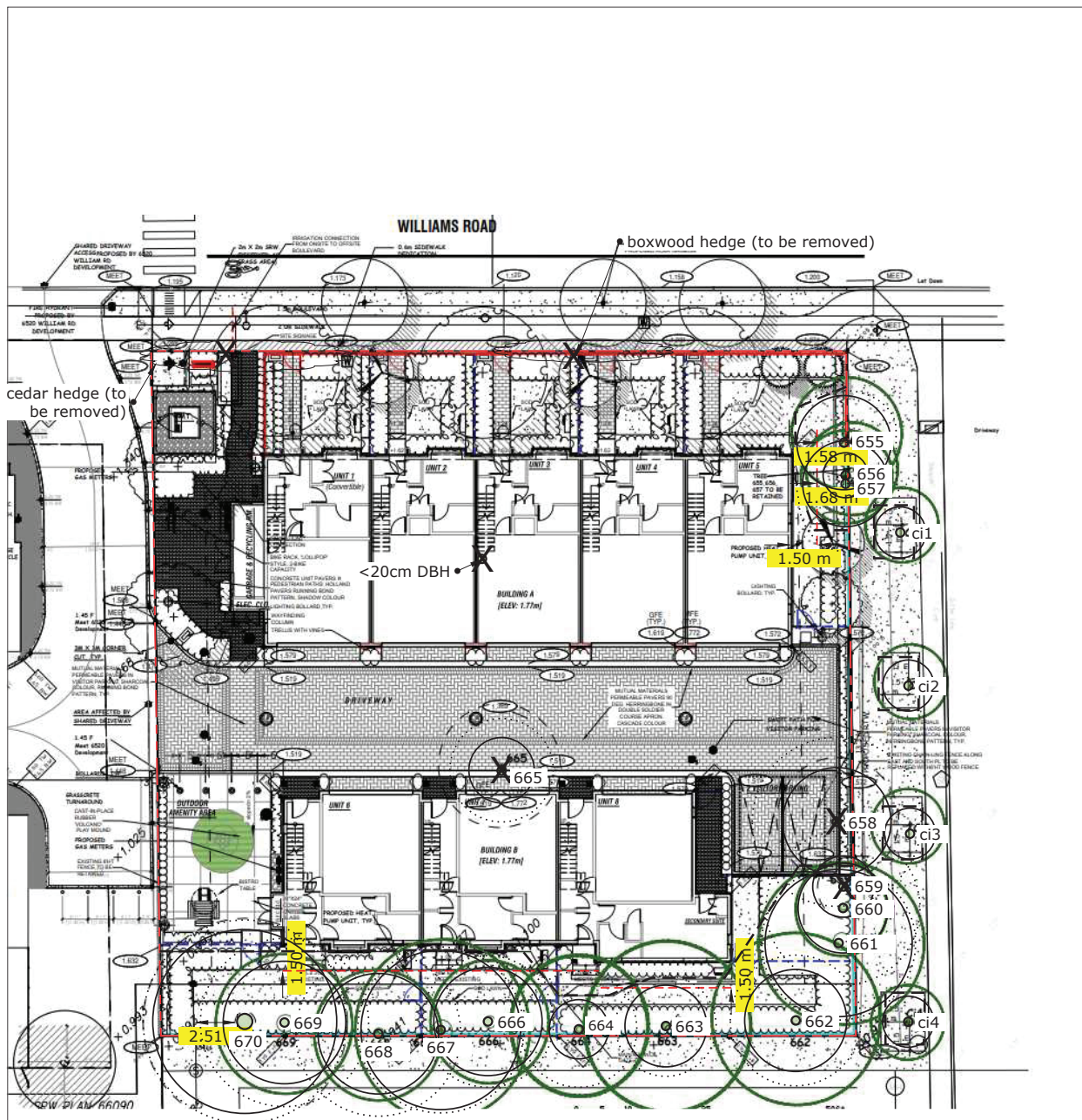
* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



5. Blundell



	Apartment Residential		Blundell Neighbourhood Centre (future)
	Commercial		Existing Major Street Bike Route
	Community Institutional		Future Major Street Bike Route
	Neighbourhood Residential		Future Greenway/Trail
	Neighbourhood Service Centre		Existing Neighbourhood Link - enhanced
	Park		Future Neighbourhood Link - unenhanced
	School		Future Neighbourhood Link



Tag	Common Name	Latin Name	DBH (cm)	TPZ (m)	Suitable Replacement Species	
					Latin Name	Common Name
655	Flowering Plum	<i>Prunus blireana</i>	51	3.06	Legend x = remove tree 1m 1:250 10m	
656	Flowering Plum	<i>Prunus blireana</i>	22	1.32		
657	Flowering Plum	<i>Prunus blireana</i>	42	2.52		
658	Scotch Pine	<i>Pinus sylvestris</i>	53	3.18		
659	Zebrina Cedar	<i>Thuja plicata</i> 'Zebrina'	30	1.80		
660	Zebrina Cedar	<i>Thuja plicata</i> 'Zebrina'	44	2.64		
661	Zebrina Cedar	<i>Thuja plicata</i> 'Zebrina'	72	4.32		
662	Threadleaf Cypress	<i>Chamaecyparis pisifera</i>	64	3.84		
663	Pear	<i>Pyrus communis</i>	40	2.40		
664	Apple	<i>Malus domestica</i>	29	1.74		
665	Mountain Ash	<i>Sorbus spp.</i>	32	1.92		
666	Douglas Fir	<i>Pseudotsuga menziesii</i>	53	3.18		
667	Douglas Fir	<i>Pseudotsuga menziesii</i>	78	4.68		
668	Douglas Fir	<i>Pseudotsuga menziesii</i>	59	3.54		
669	Douglas Fir	<i>Pseudotsuga menziesii</i>	60	3.60		
670	Douglas Fir	<i>Pseudotsuga menziesii</i>	90	5.40		
ci1-4	Beech	<i>Fagus sylvatica</i>	15	n/a		



Tree Management Plan
 6560 & 6580 Williams Road
 Richmond, BC
 LANDSCAPE PLAN

Date: November 16, 2021
Update: JANAURY 30, 2024

PLAN 23



Address: 6560 and 6580 Williams Road

File No.: RZ 21-945388

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10546, the developer is required to complete the following:

1. **(Site Access)** Registration of a legal agreement on Title for site access through 6520 Williams Road by requiring the adoption of the adjacent rezoning bylaw (RZ 17-792242, Amendment Bylaw 10224), or the securement of an alternative means of access by the applicant prior to the adoption of the subject rezoning bylaw.
2. **(Development Permit)** The submission and processing of a Development Permit* complete to a level deemed acceptable by the Director of Development.
3. **(Subdivision)** Consolidation of all lots into one development parcel (which will require the demolition of at least one of the existing dwellings).
4. **(Road Dedication)** Approximately 0.6 m road dedication along the entire Williams Road frontage to accommodate new 1.5 m wide treed/grassed boulevard and a new 2.0 m side concrete sidewalk; exact width is to be confirmed with survey information to be submitted by the applicant.
5. **(Shared Driveway)** Registration of a cross-access easement, statutory right-of-way, and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the internal drive-aisle in favour of the adjacent development to the west at 6520 Williams Road, including the installation of way-finding and other appropriate signage on the subject property, and requiring a covenant that the owner provide written notification of this through the disclosure statement to all initial purchasers, provide an acknowledgement of the same in all purchase and sale agreements, and erect signage in the initial sales centre advising purchasers of the potential for these impacts.
6. **(Access to Adjacent Property)** Registration of a legal agreement on Title prohibiting direct access from the subject site to the School District property to the south.
7. **(Flood Protection)** Registration of a flood indemnity covenant on title.
8. **(Secondary Suite)** Registration of a legal agreement on Title to ensure that:
 - a) No final Building Permit inspection is granted until a secondary suite with a minimum size of 29 m² is constructed on-site, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
 - b) The secondary suite cannot be stratified or otherwise held under separate Title.
9. **(Arborist Supervision)** Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
10. **(Tree Protection Fencing)** Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
11. **(Tree Survival Security)** Submission of a Tree Survival Security to the City in the amount of \$122,880.00 for the 13 trees to be retained (\$5,120 for each of Tree #656 and 664, and \$10,240 for each of Tree # 655, 657, 660, 661, 662, 663, 666, 667, 668, 669, and 670). To accompany the tree survival securities, the applicant must enter into a legal agreement, which sets the terms for its use and release.
12. **(Housing Tenure and Age Restriction)** Registration of a restrictive covenant prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.
13. **(Affordable Housing)** City acceptance of the developer's offer to voluntarily contribute \$12.00 per buildable square foot (e.g. \$125,395.20) to the City's affordable housing fund.

14. **(Market Rental)** City acceptance of the developer's voluntary contribution in the amount of \$2.65 (e.g. \$27,691.44) to future City community planning studies, as set out in the City Centre Area Plan.
15. **(Indoor Amenity)** Contribution of \$2,066.00 per dwelling unit (e.g. \$16,528.00) in-lieu of on-site indoor amenity space.
16. **(Required Notices)** Payment of all fees in full for the cost associated with the public notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the landscape architect, including the six required replacement trees, landscaping installation costs and 10% contingency.
2. If replacement trees cannot be accommodated on site, a cash-in-lieu contribution in the amount of \$768/tree to the City's Tree Compensation Fund for off-site planting is required.
3. Complete a proposed townhouse energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required BC Energy Step Code and/or Zero Carbon Code, in compliance with the City's Official Community Plan and Building Regulation Bylaw No. 7230.

Prior to Building Permit* Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:
 - a) Water Works:
 - (1) Using the OCP Model, there is 604 L/s of water available at a 20 psi residual at the Williams Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
 - (2) Provide a new hydrant at the Williams Road frontage to comply with the City's standard hydrant spacing of 75m for the proposed townhouses. Consult with the City's Fire Department to confirm the location of the required hydrant whether it will be installed on the south side of Williams Road.
 - (3) At Developer's cost, the Developer is required to:
 - (a) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - (b) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.
 - (c) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process (or via the servicing agreement process, if one is required).
 - (4) At Developer's cost, the City will:
 - (a) Cut, cap, and remove the existing water service connections and meters.
 - (b) Install a new water service connection, complete with meter and meter box, sized for the proposed development. The location of the service connection shall be determined during the Servicing Agreement process.

b) Storm Sewer Works:

(1) At Developer's cost, the Developer is required to:

- (a) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
- (b) Install approximately 48m of new 600mm storm sewer from the west PL of 6560 Williams Road to east PL of 6580 Williams Road, complete with manholes at the tie ins. Alignment shall be consistent with the existing storm sewers to the East and West, at the South side of Williams Road.

(2) At Developer's cost, the City will:

- (a) Cut and cap, at the inspection chamber, the existing storm service connection STCN26474 located at the northwest corner of the site. The existing inspection chamber shall be retained to service 6520 Williams Road.
- (b) Cut and cap the existing storm service connection STCN26473 along with the inspection chamber. Reconnect the existing catch basin, which is currently connected to the inspection chamber, to the storm sewer.
- (c) Install a new storm service connection, complete with inspection chamber off of the new 600mm storm sewer.

c) Sanitary Sewer Works:

(1) At Developer's cost, the Developer is required to not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.

(2) At Developer's cost, the City will:

- (a) Cut, cap and remove the existing sanitary service connection to the development site, and remove the inspection chamber.
- (b) Install a new sanitary service connection appropriately sized for the proposed development off the existing manhole SMH589.

d) Street Lighting:

(1) At Developer's cost, the Developer is required to review street lighting levels along all road and lane frontages, and upgrade as required.

e) General Items:

(1) At Developer's cost, the Developer is required to:

- (a) Complete other frontage improvements as per Transportation requirements.
- (b) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (i) To pre-duct for future hydro, telephone and cable utilities along all road frontages.
 - (ii) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - (iii) To underground overhead service lines.
- (c) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all above ground utility cabinets and kiosks located along the development's frontages, within the development's site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:
 - BC Hydro PMT – 4.0 x 5.0 m
 - BC Hydro LPT – 3.5 x 3.5 m
 - Street light kiosk – 1.5 x 1.5 m

- Traffic signal kiosk – 2.0 x 1.5 m
 - Traffic signal UPS – 1.0 x 1.0 m
 - Shaw cable kiosk – 1.0 x 1.0 m
 - Telus FDH cabinet – 1.1 x 1.0 m
- (d) Relocate the street light and pedestrian crosswalk signal pole at the property's frontage to accommodate the proposed driveway on the adjacent property
- (e) Provide a video inspection report of the existing utilities along the South property line frontage prior to start of site preparation works or within the first servicing agreement submission, whichever comes first. A follow-up video inspection, complete with a civil engineer's signed and sealed recommendation letter, is required after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities and provide recommendations to retain, replace, or repair. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced or repaired at the Developer's cost.
- (f) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
- (g) Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream. The developer's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
- (i) Corridors for City utilities (existing and proposed water, storm sewer, and sanitary) and private utilities.
 - (ii) Pipe sizes, material and slopes.
 - (iii) Location of manholes and fire hydrants.
 - (iv) Road grades, high points and low points.
 - (v) Alignment of ultimate and interim curbs.
 - (vi) Proposed street lights design.
- (h) Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
4. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
5. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



Richmond Zoning Bylaw 8500
Amendment Bylaw 10546 (21-945388)
6560 & 6580 Williams Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "LOW DENSITY TOWNHOUSES (RTL4)":

P.I.D. 008-986-851

Lot 19 Section 31 Block 4 North Range 6 West New Westminster District Plan 28557

and

P.I.D. 003-490-769

Lot 20 Section 31 Block 4 North Range 6 West New Westminster District Plan 28557

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10546".

FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

Five horizontal lines for signature or initials.

CITY OF RICHMOND APPROVED by [Signature] APPROVED by Director or Solicitor [Signature]

MAYOR

CORPORATE OFFICER



To: Planning Committee **Date:** April 2, 2024
From: Wayne Craig, Director, Development **File:** HA 23-035787
Re: **Heritage Alteration Permit and Steveston Village Heritage Conservation Grant Program Applications for 3711 and 3731 Chatham Street**

Staff Recommendation

1. That a Heritage Alteration Permit which would permit building envelope conservation work on the identified heritage building at 3711 and 3731 Chatham Street be issued; and
2. That an additional grant request of \$100,000 from the Richmond Hospital/Healthcare Auxiliary be approved under the Steveston Village Heritage Conservation Grant Program to assist with the proposed exterior conservation of the identified heritage building at 3711 and 3731 Chatham Street and disbursed in accordance with Council Policy 5900.

Wayne Craig
 Director, Development
 (604-247-4625)

Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Policy Planning	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 <hr style="border: 0; border-top: 1px solid black;"/>

Staff Report

Origin

The Richmond Hospital/Healthcare Auxiliary has applied for a Heritage Alteration Permit to undertake building envelope conservation work for the identified heritage building known as the Steveston Methodist Church, located at 3711 and 3731 Chatham Street in the Steveston Village Heritage Conservation Area.

The applicant has also submitted an application to seek a grant in the amount of \$100,000 through the Steveston Village Heritage Conservation Grant Program for the proposed exterior conservation work.

A location map and an aerial photo are included in Attachment 1.

Background

Heritage Value

The Steveston Methodist Church at 3711 and 3731 Chatham Street is one of the 17 identified heritage buildings in the Steveston Village Heritage Conservation Area. Originally built in 1894, it was established as a mission church for First Nations cannery workers. It is one of the oldest surviving church buildings in Richmond, located on its original site.

The heritage value of the Steveston Methodist Church lies in its historical association with the spiritual life of Steveston and its reflection of the multicultural workforce that supported the local salmon fishing and canning industries. The character-defining elements of the Steveston Methodist Church include its current location, form, scale and massing, its modest vernacular design and simple wooden construction.

The original 1894 church is rectangular in plan. The church hall was added in 1927 and is sited perpendicular to the original church.

Previous Heritage Alteration Permit and Funding Approval

On May 14, 2018, Council issued a Heritage Alteration Permit (HA18-818536) for the first phase of the conservation project to install a new foundation. A grant in the amount of \$150,000 was also approved for the foundation replacement at that time. The foundation work was completed and the grant was disbursed in 2021.

The subject application is the second phase of the conservation project and includes a grant request for an additional \$100,000 to undertake building envelope conservation work.

Surrounding Development

To the North: Across the unopened lane, the Steveston Congregation of the United Church of Canada at 3720 Broadway Street on a site zoned “Assembly (ASY)”.

- To the South: Across Chatham Street, a multi-unit commercial strata building governed by Land Use Contract 070 with underlying zoning for the property of “Steveston Office Commercial (ZC49) –Chatham Street (Steveston)”.
- To the East: A three-storey, mixed use development on a site zoned “Commercial Mixed Use (ZMU32) – Steveston Village” at 3755 Chatham Street.
- To the West: Across 2nd Avenue, a single detached dwelling at 3695 Chatham Street on a site zoned “Steveston Commercial (CS3)”.

Related Policies

Official Community Plan/Steveston Area Plan

The City’s 2041 Official Community Plan Section four includes city-wide direction and policy to preserve, promote and celebrate community heritage.

The Steveston Area Plan seeks to “conserve significant heritage resources throughout the Steveston area” and “conserve the identified heritage resources within the Steveston Village Node (e.g., as per the Steveston Village Conservation Strategy)”.

The Steveston Village is designated as a Heritage Conservation Area (HCA) in the Steveston Area Plan. In the HCA, 17 buildings and some landscape features are identified as protected heritage resources. The subject building is one of the 17 identified heritage buildings.

Steveston Village Heritage Conservation Grant Program

The Steveston Village Heritage Conservation Grant (SVHCG) Program was established in 2009 to collect contributions from development projects in exchange for additional density, and distribute funds for the exterior conservation of the 17 identified heritage buildings in the Steveston Village Heritage Conservation Area.

Council Policy 5900 regarding the SVHCG Program was updated on November 13, 2018 in order to better promote and facilitate exterior conservation of the identified heritage buildings.

The current balance of the account is \$930,635.42 as of December 31, 2023.

Below is a summary of current Council Policy 5900 (Attachment 2) regarding the SVHCG Program:

- The maximum grant amount per identified heritage building is \$150,000;
- The grant may not exceed 50% of the total cost of eligible expenses. However, for a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses;
- Eligible expenses include façade restoration or rehabilitation to improve the appearance and convey the heritage significance of the building, and repair or restoration of the character-defining elements such as wood windows or original cladding;

- An additional maximum grant of \$100,000 per identified heritage building may be considered by Council with private matching funding to achieve exceptional heritage conservation, as determined by Council;
- The owner/developer may apply more than once as heritage conservation may occur in stages; and
- A grant will not be provided where work has already been undertaken prior to Council approval.

The grant request for \$100,000 for building envelope conservation work is consistent with this policy. More information regarding the funding request, including the evaluation criteria, is provided in the “Analysis” section of this report.

Public Consultation

Two Heritage Alteration Permit notification signs have been installed on the subject property, one fronting Chatham Street and the other fronting 2nd Avenue. Also, early notification has been provided to residents and property owners within 100 metres of the subject site. Staff have not received any comments from the public about the application.

Richmond Heritage Commission

The Heritage Alteration Permit and the grant application were presented to the Richmond Heritage Commission on February 7, 2024 and were supported. An excerpt from the Commission meeting minutes is included in Attachment 3.

Analysis

Heritage Alteration Permit

The Steveston Methodist Church has been altered over time. The original exterior Fir wooden cladding has been covered with stucco, the original windows have been removed and the rectangular configuration of the windows has been altered with pointed-arched tops, and the front doors have been replaced with metal doors.

A qualified heritage consultant along with a contractor specializing in heritage restoration have been engaged to conduct physical on-site investigation of the original surviving elements and better understand their conditions. The heritage consultant has advised that the building envelope is in poor condition; the original siding is directly nailed to the framing with no sheathing or vapour barrier. The stucco is failing and the original siding and framing, notably around the window openings, have deteriorated.

The second stage of the conservation work involves conservation of the building envelope in order to restore the building to its original historic appearance as closely as possible, and install a rainscreen and traditional weather resistant barriers to ensure that the envelope is watertight.

Details of the proposed conservation works are as follows:

- Remove stucco carefully to allow maximum retention of the original siding and replace the siding as needed on a like-for-like basis;
- Remove existing windows with pointed-arched tops, restore the original rectangular rough window openings and install new replica wooden double-hung window sash;
- Replace the metal front doors with new wooden doors that are sympathetic to the historic original appearance and install appropriate period hardware as required;
- Repair and reconstruct the belfry if required; and
- Paint the exterior with the authentic historic colour scheme, which will be matched to the True Colours Palette, prepared by Vancouver Heritage Foundation (Attachment 4).

The stucco is proposed to be removed from all sides of the building, except for the east wall of the 1927 hall addition. There is a minimal setback (approximately 1 m) on the east side from the hall addition to the three-storey building located on the neighbouring property, so this wall is not visible from the streets.

All of the existing eight windows on the original 1894 building are proposed to be restored. A total of 12 windows and doors on the 1927 hall addition (three openings on each of the four elevations) are currently not being used and are covered with plywood on the inside and outside. As these windows and doors are not required for the function of the building and the budget for the restoration work is limited, all of them are proposed to be infilled, except for the two windows to the retail area on the west elevation of the 1927 hall addition, which will be recovered and restored with new replica wooden windows. Also, one small window to the janitor room on the rear elevation and one door to the sorting area on the west elevation will not be required for the function of the building, so they are proposed to be infilled. Staff are not concerned regarding the proposed infill of the window and door openings as the overall heritage value of the building will not be impaired and these windows and doors can be recovered and restored in the future if required.

The condition of the belfry will also be further assessed and determined through on-site investigation once the Heritage Alteration Permit is issued. The belfry will be repaired and reconstructed if required.

The exterior colour scheme will be determined based on on-site paint sampling once the stucco is removed. The paint colours will be historically appropriate, and matched to the True Colour Palette, prepared by Vancouver Heritage Foundation, which identifies authentic paint colours used in the region from the 1880s to the 1920s. Prior to painting the exterior of the building, the applicant is required to submit detailed information about the result of the paint sampling analysis to the Director, Development for review and approval to confirm that proposed colours match the historic colours of the building. The Heritage Conservation Plan prepared by the heritage consultant is included in Attachment 5.

Storage Containers on 2nd Avenue

As a pandemic response measure, three storage containers and a small shed were placed on 2nd Avenue for contactless donation drop-off. One of the storage containers has been removed, and the other two storage containers are scheduled to be removed. The owner has purchased three smaller storage sheds to accept donation, and these new sheds and the existing shed will be located in the west side yard within the private property until the building restoration work is complete. The long-term plan is to relocate the sheds to the rear yard once the large shipping container that is currently located in the rear yard is removed as part of the restoration project.

Funding Request

The current owner, the Richmond Hospital/Healthcare Auxiliary, is a registered non-profit society, and has been operating a thrift shop in the building since 2008. The owner purchased the property in 2017, and would like to continue to use the building as a thrift shop and work towards restoration of the building in phases. Constructing the new foundation was the first essential step to stabilize the building, and the current application is the next step of restoring the building.

The owner has requested the additional grant amount of \$100,000 to partially cover the costs of the conservation work. The letter outlining the proposal from the heritage consultant and estimate from the contractor are included in Attachment 6. The estimate for the work is \$434,262.26, and the requested grant amount of \$100,000 does not exceed 50% of the eligible costs.

The Richmond Hospital/Healthcare Auxiliary has also submitted a copy of the financial statements to show that they have the ability to provide the required private matching funds. A copy of the financial statements is on file.

If Council approves the grant application, the work must be completed before the heritage conservation grant is issued. As noted in Council Policy 5900, the owner will be required to submit a letter confirming the actual cost of the completed work, as well as a project completion report demonstrating that the work was completed in accordance with the approved plans.

Staff have used the following criteria to assess the application:

- How the proposed work contributes to preserving and enhancing the overall historic fabric of Steveston Village;
- The level of contribution of the proposed work in conserving the heritage character and conveying the historic significance of the building;
- How the proposed work helps extend the physical life of the building; and
- The overall quality of the submission and the applicant's ability to carry out the project in a reasonable time-frame and secure other funding sources.

Policy 5900 defines exceptional heritage conservation as a complete and comprehensive restoration of a building, in the opinion of the Director of Policy Planning and a retained heritage consultant, that would greatly enhance the heritage value of the Steveston Village Heritage Conservation Area.

The proposed conservation work is exceptional in that it restores the historic appearance of one of the oldest surviving buildings located on its original location, and extends its physical life by providing an updated envelope system. Once restored, the building will enhance the overall historic fabric of Steveston Village and represent the authentic, humble character of heritage buildings built with natural materials. The proposal does not involve a change of use, addition or redevelopment of the property, and exemplifies heritage stewardship and conservation by a community group with committed volunteers. Staff support the grant application.

Financial Impact

Funding for this \$100,000 grant request is available in the Steveston Village Heritage Conservation Grant Program fund.

Conclusion

It is recommended that the Heritage Alteration Permit (HA23-035787) for 3711 and 3731 Chatham Street be issued to permit the proposed exterior conservation work.

It is also recommended that Council approve the Richmond Hospital/Healthcare Auxiliary's grant request for \$100,000 through the Steveston Village Heritage Conservation Grant Program.



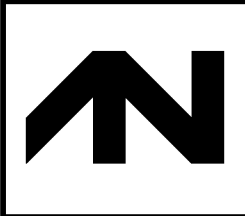
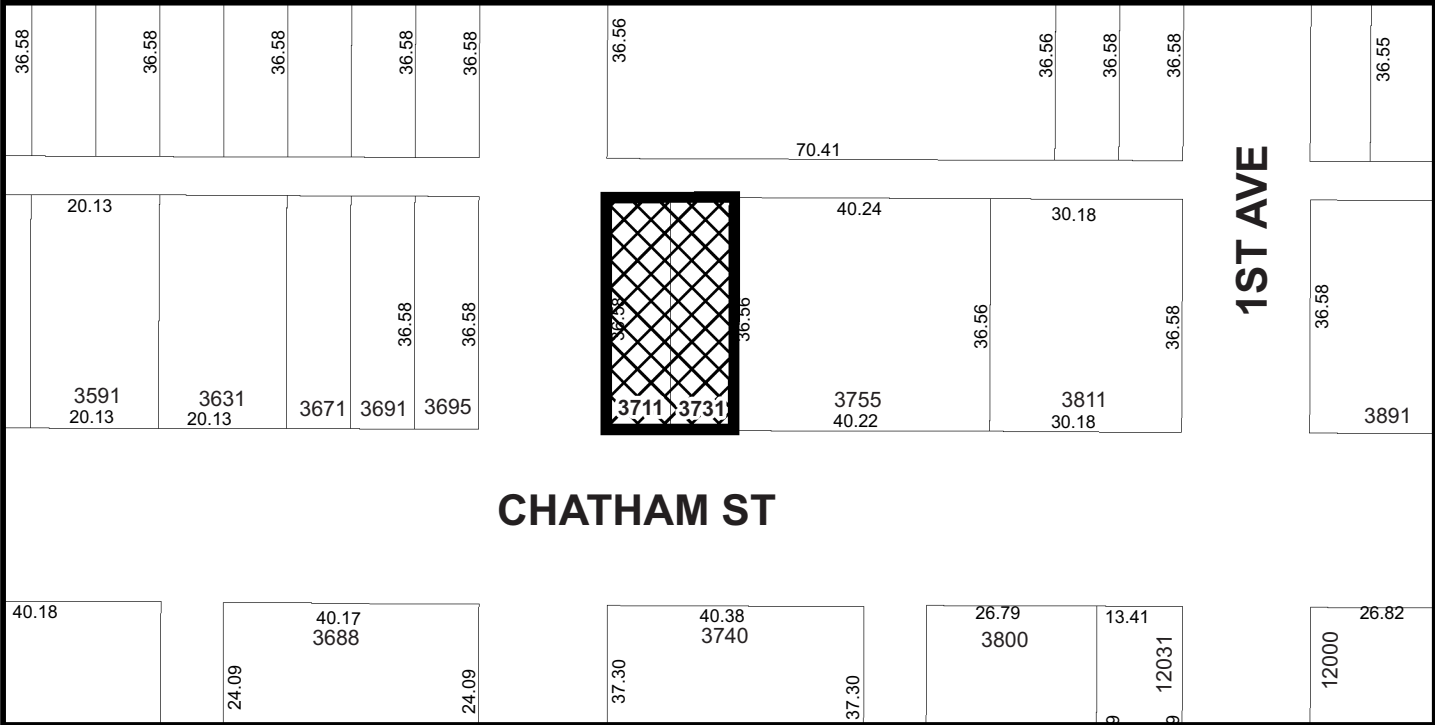
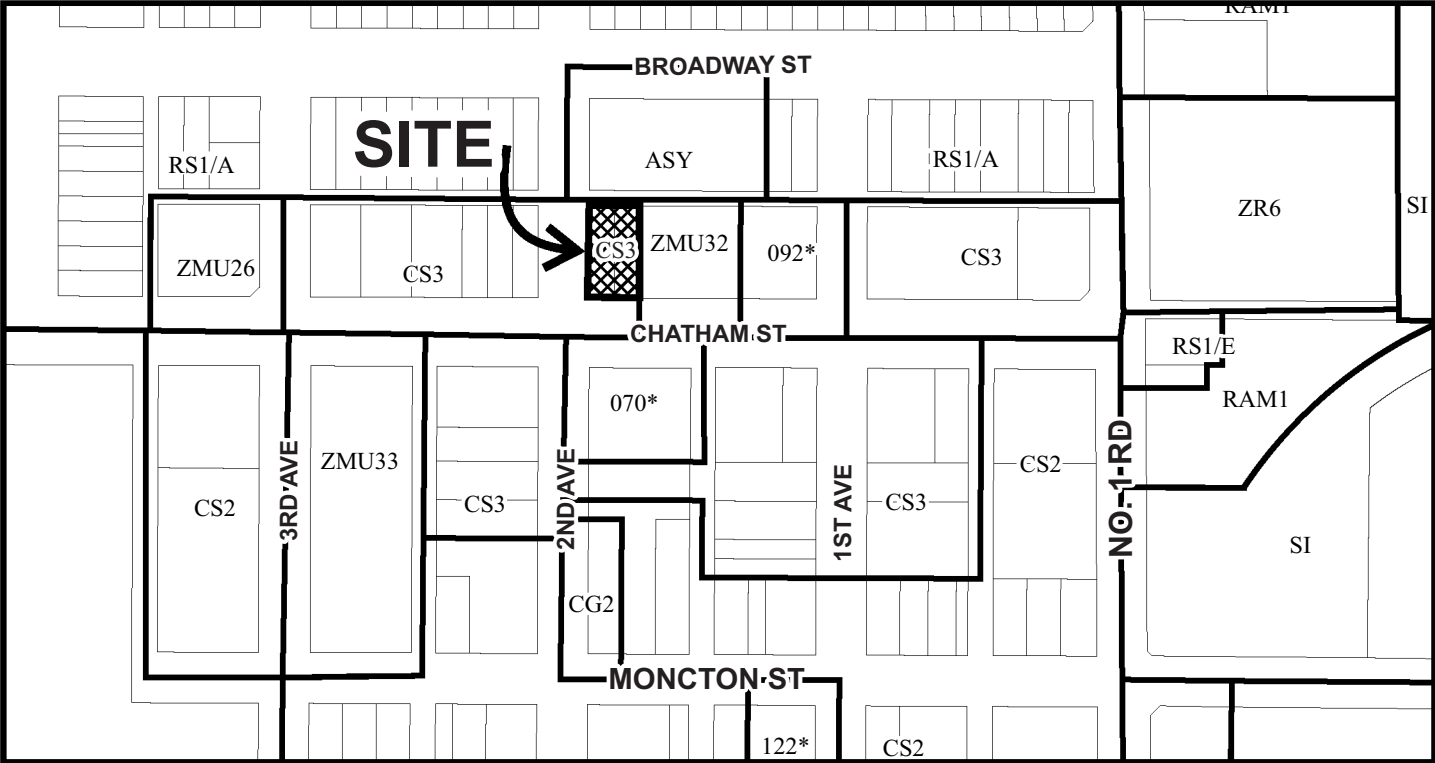
Minhee Park
Planner 3
(604-276-4188)

MP:cas

- Att. 1: Location Map and Aerial Photo
- 2: Council Policy 5900
- 3: Excerpt from the February 7, 2024 Richmond Heritage Commission Minutes
- 4: True Colour Palette
- 5: Heritage Conservation Plan
- 6: Letter and Estimate



City of Richmond

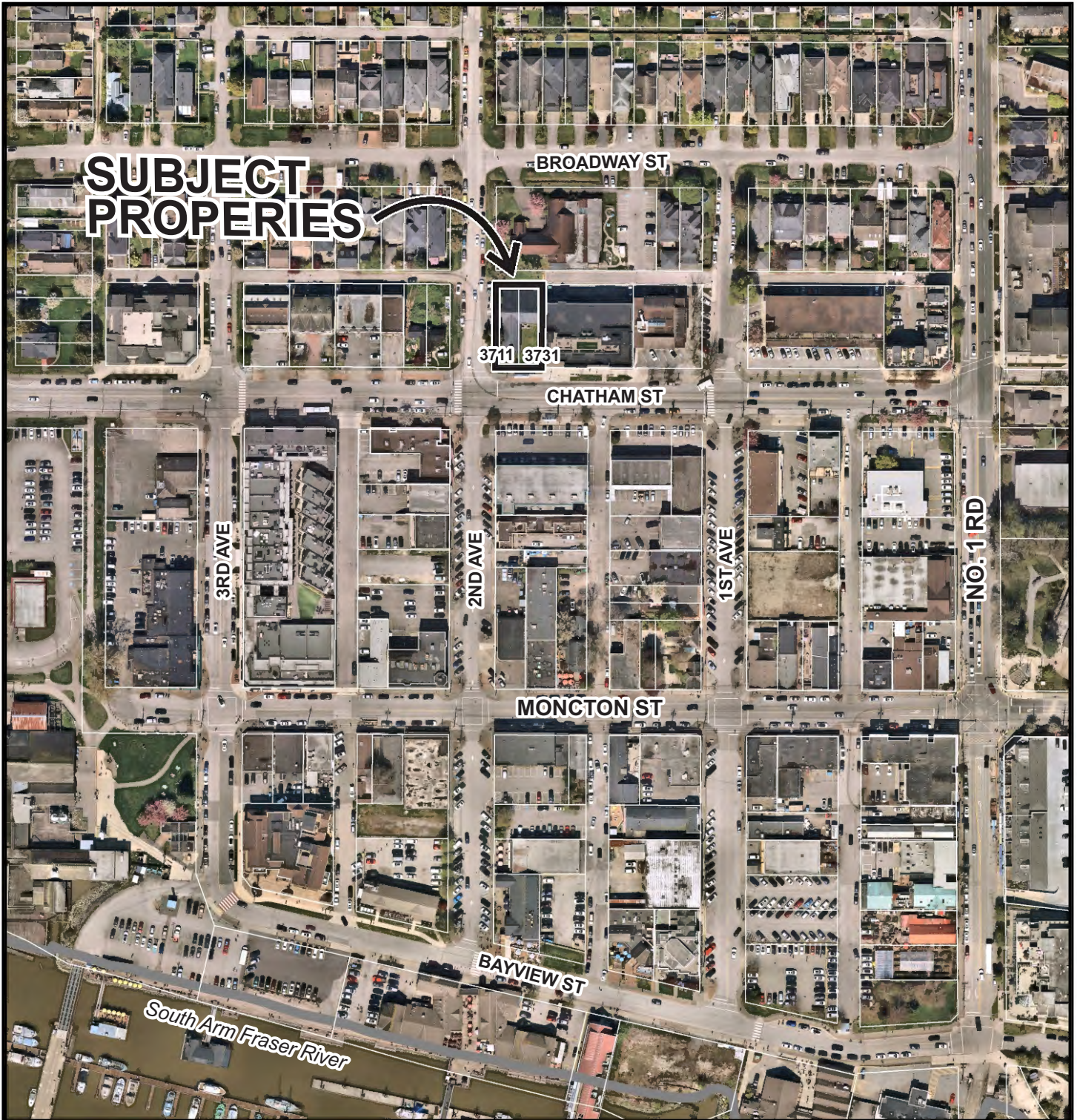


HA 23-035787

Original Date: 01/22/24
 Revision Date:
 Note: Dimensions are in METRES



City of Richmond



HA 23-035787

Original Date: 01/22/24

Revision Date:

Note: Dimensions are in METRES



Page 1 of 4	Steveston Village Heritage Conservation Grant Program	Policy 5900
Adopted by Council: April 27, 2009 Amended by Council: November 13, 2018		

POLICY 5900:

It is Council policy that:

The Steveston Village Heritage Conservation Grant (SVHCG) Program is established to provide financial assistance to property owners – on a cost share basis - for conserving the exterior of 17 heritage buildings in the Steveston Village Heritage Conservation Area, as identified in the Steveston Area Plan.

The 17 identified heritage buildings make a significant contribution to the heritage character of Steveston Village. The intent of the program is to help conserve the exterior of these significant buildings and support their continued legacy for future generations.

1. Program Funding Sources

The source of funds for the SVHCG Program includes:

- Density bonus contributions, as set out in the Steveston Area Plan*;
- Senior government and Non-Governmental Organization grants; and
- Other private donations.

*Specific sites within the “Steveston Village Land Use Density and Building Height Map” are identified for a maximum possible Floor Area Ratio (FAR) of 1.6. In order to achieve this maximum density, a contribution of \$608.05 per m² (\$56.49 per ft²) - based on the increase in net building floor area between the 1.2 FAR base density and up to the 1.6 FAR maximum density - must be provided.

Contribution amounts may be reduced by an amount equivalent to any cash-in-lieu contributions received under the City’s Affordable Housing Strategy.

The above contribution rate to the SVHCG Program will be revised, starting February 28, 2019, and then by February 28 every two years thereafter, by adding the annual inflation for the preceding two calendar years using the Statistic Canada *Vancouver Construction Cost Index – Institutional* inflation rate. The revised rates will be published in a City Bulletin.

2. Grant Amounts

- Maximum grant of \$150,000 per identified heritage building. The grant may not exceed 50% of the total cost of eligible expenses (e.g. only projects with eligible expenses of \$300,000 or more would be able to apply for the maximum amount).
- An additional maximum grant of \$100,000 per identified heritage building may be considered by Council, with private matching funding, to achieve exceptional heritage conservation. Exceptional heritage conservation means a complete and comprehensive restoration of a building, in the opinion of Manager of Policy Planning and a retained heritage consultant, that would greatly enhance the heritage value of the Steveston Village Heritage Conservation Area. The final determination of what is exceptional will



Page 2 of 4	Steveston Village Heritage Conservation Grant Program	Policy 5900
Adopted by Council: April 27, 2009 Amended by Council: November 13, 2018		

be made by Council based on the project’s overall contribution to conserving the character of Steveston Village.

- If the registered owner of the property containing one of the identified heritage buildings is a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses.
- As heritage conservation may occur in stages, an owner/developer may apply more than once; however, the total grant amount per identified heritage building is limited to \$150,000, and for exceptional conservation projects, it is limited to \$250,000.
- If no program funds are available, no grant applications will be considered (i.e., first-come, first-serve basis).

3. Eligible Expenses

Eligible expenses are limited to works related to the exterior conservation of the identified heritage buildings. These include, but are not limited to, the following:

- Façade restoration or rehabilitation to improve the appearance and convey the heritage significance of the building;
- Repair or restoration of the character-defining elements such as wood windows or original cladding;
- Reconstruction of lost heritage elements such as front porches or exterior trims;
- Roof replacement;
- Structural upgrades, including seismic upgrades, and stability work (e.g. new foundations) to extend the physical life of the building; and
- Directly related consultant costs, including the cost to prepare a conservation plan and architectural drawings, up to 10% of the total grant amount. Consultant costs without associated physical improvements to the building are not eligible.

Ineligible expenses include, but are not limited to, the following:

- General on-going maintenance work (e.g. power washing, gutter cleaning);
- Renovation or replacement of the non-historic elements of the building;
- New additions and/or construction of accessory buildings;
- Interior works; and
- Any other work deemed to be inappropriate at the discretion of the Manager of Policy Planning.

The Standards and Guidelines for the Conservation of Historic Places in Canada shall be used as a guide in determining eligible expenses. The Standards and Guidelines for the Conservation of Historic Places in Canada defines “conservation” as all actions or processes aimed at safeguarding the character-defining elements of a resource to retain its heritage value and extend its physical life.



Page 3 of 4	Steveston Village Heritage Conservation Grant Program	Policy 5900
	Adopted by Council: April 27, 2009 Amended by Council: November 13, 2018	

4. Grant Applications

- Grant applications must be submitted in accordance with the procedures and forms provided by the City;
- Owners or developers of sites with identified heritage buildings may include public entities (e.g. City or other levels of government), and are eligible to apply for a grant;
- Contributors to the SVHCG Program may apply for a grant (e.g., if the site proposed to be redevelop contains one of the 17 identified heritage buildings). However, the required contribution must be provided to the City prior to final approval of the accompanying rezoning or a Heritage Revitalization Agreement application;
- All grant applications that meet the eligibility criteria will be considered by Council. A grant will not be provided where work has already been undertaken prior to Council approval;
- Final decision on all grant applications that meet the eligibility criteria will be made by Council;
- If Council approves the application, the eligible works must be completed before the grant is issued. The following items must be submitted and accepted by City staff prior to the grant's issuance:
 - A letter from the applicant/owner indicating the actual cost of the completed project accompanied by paid bills as proof and a request for payment of the grant;
 - A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
 - Photographs of the completed project; and
- The completed works must be inspected and deemed satisfactory by the City staff.
- The works covered by the approved grant must be completed within 24 months of the date of the approval by Council. After 24 months from the date of the approval, the grant approval will expire.

5. Evaluation Criteria

The following considerations will form the basis for evaluation of grant applications:

- How the proposed work contributes to preserving and enhancing the overall historic fabric of Steveston Village;
- The level of contribution of the proposed work in conserving the heritage character and conveying the historic significance of the building;



Adopted by Council: April 27, 2009
Amended by Council: November 13, 2018

- How the proposed work helps extend the physical life of the building; and
- The overall quality of the submission and the applicant's ability to carry out the project on a reasonable time-frame at reasonable costs and secure other funding sources.

**Excerpt of the Minutes to
The Richmond Heritage Commission meeting**

**Wednesday, February 7, 2024 - 7:00 pm
Cisco Webex**

Heritage Alteration Permit and Steveston Village Heritage Conservation Grant Applications for 3711 and 3731 Chatham Street (HA23-035787 & HA24-006121)

The project heritage consultant, Don Luxton, provided an overview of the applications with an aid of PowerPoint slides including archival photos of the Steveston Methodist Church, highlighting the following:

- The Steveston Methodist Church is the oldest extant church on its original location in Richmond. It was built in 1894 in response to a number of canneries opening in Steveston.
- The building has been altered over time (e.g., the original cladding has been covered with stucco, the original windows have been removed and their rectangular configuration has been altered with pointed-arched tops, the porch has been enclosed and the front doors have been replaced with metal doors); however, its original form is generally intact.
- Phase 1 of the conservation was the installation of new foundations and stabilization of the structure, which was an essential step before any further conservation work was undertaken. The owner received a grant from the City through the Steveston Village Heritage Conservation Grant Program for the foundation work.
- The current proposal is the second stage of the conservation, which will upgrade the failing building envelope, through rehabilitation of the siding and windows and installation of a rain screen system designed to ensure the envelope is sound and weather tight.
- Details of the proposed work include removing the stucco as carefully as possible and salvaging the original siding for reinstallation where possible, replacing the siding on a like-for-like basis where the siding is too deteriorated to reuse, installing new replica wooden double hung sash windows, and replacing the front doors with new wooden doors that are sympathetic to the historic original appearance.

In response to the Commission's questions, Mr. Luxton provided the following additional information:

- Mr. Luxton has been working with a consultant to design the rain screen.
- The building colours are to be determined. Further on-site investigation is required to determine the original paint colours. The stucco needs to be removed to have a good sample.
- Currently, there is no plan or funding to restore the interior features. The interior has been altered significantly, but the hall addition has the original wood panelling, which will be preserved.
- There are no specific plan to alter the landscaping at the moment.
- The landing the front doors on the building's Chatham Street side requires a proper foundation, so it will likely need to be reconstructed.

- The shipping containers located along the property's 2nd Avenue frontage are currently being used to receive donations. Once the restoration work is done, the applicant will consider an alternative long term plan for storage.
- The owner also plans to submit an application for the Heritage Legacy Fund, which provides up to \$50,000.

In response to the Commission's query, the owner noted that the proposed budget was approximately \$500,000.

The Commission thanked the project representatives for the presentation and noted that it was an unusual and exciting project and the Commission was fully in support of the project going ahead. It was also noted that the proposed conservation was a great community gesture and the Commission hoped to see more similar projects and looked forward to seeing the results.

It was moved and seconded:

That Heritage Alteration Permit and Steveston Village Heritage Conservation Grant Applications for 3711 and 3731 Chatham Street (HA23-035787 & HA24-006121) be supported as presented.

CARRIED

VHF Historical True Colours

available in Sherwin-Williams™ paint

Classical White (SW 2829)

Oxford Ivory (SW 2833)

Craftsman Cream (SW 6681)

Pendrell Cream

Harris Cream (SW 7687)

Dunbar Buff

Edwardian Buff (SW 7691)

Edwardian Cream (SW 2834)

Mt Pleasant Buff

Kitsilano Gold

Strathcona Gold (SW 6383)

Comox Gold

Mt. Pleasant Tan (SW 2824)

Dunbar Grey

Bute Taupe

Point Grey (SW 7074)

Edwardian Porch Grey (SW 7075)

Edwardian Pewter (SW 2848)

Haddington Grey (SW 2845)

Harris Grey

Victorian Peridot

Pendrell Verdigris (SW 2811)

Pendrell Green

Lonsdale Green

Vancouver Green (SW 2847)

Harris Green

Comox Green

Cambie Olive

Strathcona Red (SW 2719)

Mellish Rust

Pendrell Red (SW 2802)

Hastings Red (SW 2801)

Harris Brown (SW 6048)

Mellish Mahogany (SW 7630)

Craftsman Brown

Strathcona Mahogany (SW 2838)

Tudor Brown

Wilmar Brown

Alhambra Green

Gloss Black (SW 6258)

The True Colours paint palette for Western Canada© is the product of more than 30 years of research by Vancouver Heritage Foundation. The style and era of homes affects the placement of colour and is key to an authentic historic scheme.

VHF recommends the following products and finishes for a hard-wearing, authentic look:



- Gable** Sherwin-Williams® Emerald® Rain Refresh - Satin
- Trim** Sherwin-Williams® Emerald® Rain Refresh - Semi-Gloss
- Body** Sherwin-Williams® Emerald® Rain Refresh - Satin
- Window sashes** Sherwin-Williams® Emerald® Urethane Gloss
- Doors** Sherwin-Williams® Emerald® Urethane Gloss

Trim should be painted on all sides in trim colour.



STEVESTON METHODIST CHURCH

3731 CHATHAM STREET, RICHMOND, BC

CONSERVATION PLAN

DECEMBER 2023

STEVESTON METHODIST CHURCH
3731 CHATHAM STREET RICHMOND CONSERVATION PLAN

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**STEVESTON METHODIST CHURCH
3731 CHATHAM STREET RICHMOND CONSERVATION PLAN**

1. INTRODUCTION



HISTORIC NAME: Steveston Methodist Church
CURRENT NAME: Richmond Hospital Auxiliary Thrift Shop
CIVIC ADDRESS: 3731 Chatham Street
YEAR OF CONSTRUCTION: 1894
ARCHITECT / DESIGNER: Unknown
BUILDER: Volunteer Labour

Steveston Methodist Church is a rare surviving early Indian mission church from the 1890s. Located within the Steveston Village Heritage Conservation Area, it is now used as a thrift shop by the Richmond Hospital/Healthcare Auxiliary. The building is listed on the City of Richmond Heritage Inventory and is a protected heritage property within the Steveston Village Heritage Conservation Area. Built in 1894 as the Steveston Methodist Church, it was established as a mission church for First Nations cannery workers. This is the oldest extant church on its original site in Richmond. It has been altered over time with additions and a later stucco cladding.

Recent rehabilitation work included the installation of new pile foundations and stabilization of the structure. The stucco cladding and the windows are failing. Exposed areas of the original siding display dry rot. The next stage of work will involve conservation of the building envelope, through rehabilitation of the siding and windows to ensure that the envelope is sound and watertight. All work will be undertaken according to Parks Canada *Standards and Guidelines for the Conservation of Historic Places*.

2. HISTORICAL CONTEXT



Second Avenue in Steveston, circa 1895, looking north from the dyke. The Steveston Methodist Church is shown in the back on the right. [City of Richmond Archives 1984 17 75]

Richmond's landscape at the time of the arrival of European settlers was comprised of a flat river delta, often flooded by the Fraser River, and traversed by a network of sloughs. This geography and location made it accessible and navigable by canoe and allowed for efficient movement between different First Nations settlements, as well as between the river and ocean. Settler preemption of what is now Richmond began with Hugh McRoberts, who established the first farm on Sea Island in 1862. By the late 1860s, settlers were clearing land and constructing dykes and ditches to drain the land of floodwater. Pioneers continued to arrive and inhabit the land, establishing commercial centres at Eburne on Sea Island and at Bridgeport and Brighthouse on Lulu Island. In 1864, England-born Samuel Brighthouse, one of a trio known as the 'Three Greenhorns' (along with John Morton and William Hailstone), bought six hundred and ninety-seven acres on Lulu Island, where he established a thriving farm and dairy enterprise.

In 1879, twenty-five local Lulu Island residents, including Samuel Brighthouse, petitioned the Lieutenant Governor-in-Council to grant official municipal status to Richmond. The estuarine nature of the land required settlers to build dykes and ditches to farm their acreages, which proved to be a significant, time consuming, difficult, and costly undertaking. It was felt that a local government was required if the land was to become, and remain, habitable and profitable. That same year, the scattered farming communities of the area were joined together as the Corporation of the Township of Richmond. Waves of European immigrants continued to arrive following the incorporation of the settlement.

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Steveston Village is named for Manoah Steves, who arrived with his family circa 1877–78. The townsite began in 1880 as a crown grant to his son, William Herbert Steves. The settlement grew rapidly over the following decade; the area was divided into small lots and was the first subdivision in Richmond. Salmon canning began on the Fraser River in 1870 at Annieville and moved closer to the mouth of the river with the first cannery in Steveston established in 1882. The rapidly-expanding salmon canning monopolies established Steveston as their home port that shipped product out to global markets, requiring support industries such as boatbuilding, as well as a large workforce that – typical of British Columbia’s other resource industries – was multicultural in nature. The Indigenous population became a prominent part of the salmon canning and fishing labour force, and many travelled seasonally from up the coast to work in the industry. By 1883, Japanese Canadians began to arrive in the area. After the completion of the transcontinental railway, Chinese workers also arrived in the area.

The European settlers in Richmond began to establish aspects of life familiar to them, including their religious practices. By the early 1860s, both Methodist and Presbyterian ministers, stationed in New Westminster, considered the whole area, including Richmond, to be their parish. Methodist missionaries were instrumental in having a small church erected on the mainland side of the North Arm around 1870. This little church became the preaching centre for all denominations. By the middle of 1887 a small church was built at London's Landing, and this, like the original church on the North Arm, became a Union Church, used by all denominations. Methodist services continued in the London's Landing Church until the construction of the Richmond Methodist Mission Church, located at the intersection of Cambie Road and River Road, adjacent to the Fraser River. Built in 1891, it established a physical landmark in the new townsite; its steeple dominated the area, offering both navigational and spiritual guidance to the early Lulu Island inhabitants. The Presbyterians used the London's Landing Church until 1906 when the South Arm Presbyterian Church was built. By 1890 Presbyterians also held services in the Steveston area; these services were discontinued around 1912, and some families from Steveston attended the South Arm Church. In 1917, the Presbyterians decided that they must reopen their work in Steveston. In 1925, the two existing congregations, Presbyterian and Methodist, came together in 1925 to form the Steveston United Church.

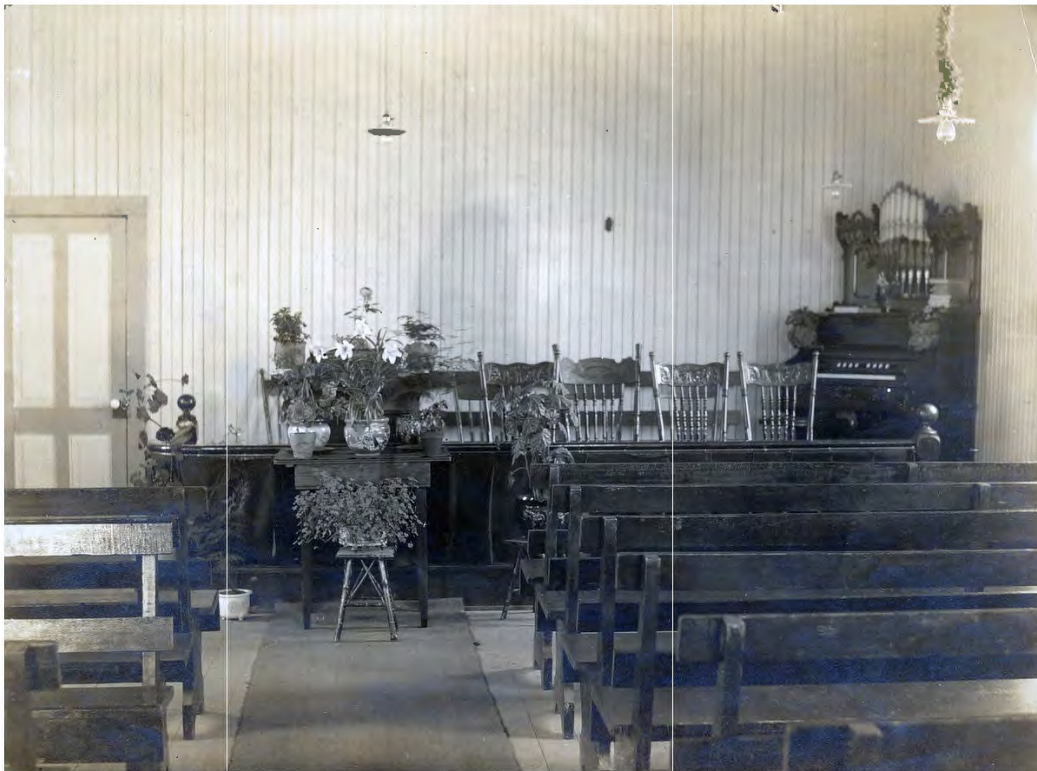
Steveston in the 1890s was a booming frontier settlement, rife with saloons and gambling dens. The Methodists were concerned that the Indigenous workers were unduly affected, and in 1893, a young lady missionary from Ladner held services in Steveston every evening for six weeks during the summer fishing season. Methodist Reverend Alfred E. Green was stationed at Richmond from 1894 to 1897; since 1877 he had been working at Indigenous missions in the Skeena and Nass Valleys. Rev. Green was instrumental in the building of the Steveston Methodist Church. Committed to the issues regarding Indigenous populations, he turned his attention to Steveston, where many were working in the fishing industry. The Missionary Society in England granted him \$300 to build an Indian mission church in Steveston, and contributions from the canneries paid off an additional \$200 debt. The church was built by volunteer labour with lumber that was shipped from New Westminster, and the first service was held on Sunday, July 15, 1894. The Methodists also established a Japanese mission in Steveston in the 1890s.

With Church Union in 1925, this became Steveston United Church. The United Church Hall was erected behind the church in 1927. In 1953, the Japanese Mission church amalgamated as part of the congregation. In 1978, a new church was built to the lot north of the old church, which was sold and used for commercial purposes.

**STEVESTON METHODIST CHURCH
3731 CHATHAM STREET RICHMOND CONSERVATION PLAN**



Exterior of Steveston Methodist Church, 1908. [City of Richmond Archives 1977 12 1]



Interior of Steveston Methodist Church, circa 1914. The interior was clad with tongue-and-groove siding, the floor was wooden planks, and the pews were simple wooden benches. [City of Richmond Archives 1978 8 12]

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Steveston Methodist Church, 1908. Timms' briefcase at bottom left.
[Philip Timms, Photographer. City of Richmond Archives 1977-0013-00016]

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**"Indian mission church and house at Steveston on the Fraser River during salmon canning season" circa 1912.
[United Church of Canada Archives 93_049P629N]**



Steveston Methodist Church, 1914. [City of Richmond Archives 2006 39 14]

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"Methodist Church in Steveston, corner of Nos 3 and 17 roads, 1923." [City of Richmond Archives 1985 39 136]



**Steveston United Church and Hall, corner of 2nd Avenue and Chatham Street, Steveston, 1930.
[City of Vancouver Archives Ch N84]**

3. STATEMENT OF SIGNIFICANCE

REVISED: DECEMBER 2023

DESCRIPTION

The Steveston Methodist Church is situated on a prominent corner lot on Chatham Street and Second Avenue in Steveston Village Heritage Conservation Area. The original 1894 church is rectangular in plan, with a front gabled roof, belfry, and enclosed front vestibule. The 1927 Church Hall is sited perpendicular to the church, with a front-gabled roofline. The remainder of the lot is a flat grassed area.

VALUES

The heritage value of the Steveston Methodist Church lies in its historical association with the spiritual life of Steveston, as a rare surviving example of an Indian mission church of the late Victorian era, and its reflection of the multicultural workforce that supported the local salmon fishing and canning industries.

The Steveston Methodist Church was built in 1894 to support mission work among the Indigenous peoples who were working seasonally in the fishing and canning industries. The Methodist Church was deeply committed to its work among First Nations peoples and other multicultural workers in the Steveston community. This modest church was built by volunteer labour with lumber shipped from New Westminster, with funding from the Missionary Society in England and from local canneries. Its vernacular architecture reflects the rustic simplicity of the institutions that serviced the populations of Steveston, particularly those working in the canning and fishing industries.

The location of this building on Chatham Street reflects the residential area that was being developed to accommodate a growing population north of the commercial core and waterfront of Steveston Village.

This historic place is also valued for its connections with the First Nations and culturally diverse populations of the Steveston community, seen in its historic associations with the Methodist Indian Mission and Steveston Methodist Church, and its later function as the first United Church in Canada to amalgamate Japanese and Caucasian congregations after WWII.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Steveston Methodist Church include its:

- location on Chatham Street, and its relationship to the commercial core and waterfront;
- form, scale, and massing as seen in its rectangular plan and addition, front gabled rooflines, central front entry, enclosed vestibule, and belfry;
- modest vernacular ecclesiastical design, that reflects its associations with the Steveston Methodist Church, the Methodist Indian Mission, and the Steveston United Church; and
- simple wooden construction including wooden drop siding and wooden trim.

4. CONSERVATION GUIDELINES

4.1 GENERAL CONSERVATION STRATEGY

The primary intent of the current conservation work is to preserve the existing historic structure, while undertaking a rehabilitation that will upgrade the failing building envelope, through rehabilitation of the siding and windows to ensure that the envelope is sound and watertight. As part of the scope of work, character-defining elements will be preserved, while missing or deteriorated elements will be rehabilitated and/or restored. The major proposed interventions of the overall project are to:

- Preserve the historic church;
- Rehabilitate the wooden siding and windows;
- Restore the original window configuration; and
- Restore missing character-defining elements.

4.2 STANDARDS AND GUIDELINES

Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* is the source used to assess the appropriate level of conservation and intervention.

Standards and Guidelines for the Conservation of Historic Places in Canada:

<https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

Under the guidelines, the conservation work proposed for the Steveston Methodist Church include aspects of *preservation*, *rehabilitation*, and *restoration*.

Preservation: the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.

Restoration: the action or process of accurately revealing, recovering, or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

Interventions to the building should be based upon the Standards outlined in the *Standards and Guidelines*, which are conservation principles of best practice.

STANDARDS

1. *Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.*
2. *Conserve changes to a historic place, which over time, have become character-defining elements in their own right.*

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3. *Conserve heritage value by adopting an approach calling for minimal intervention.*
4. *Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.*
5. *Find a use for a historic place that requires minimal or no change to its character-defining elements.*
6. *Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.*
7. *Evaluate the existing condition of character-defining element to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.*
8. *Maintain character-defining elements on an ongoing basis. Repair character-defining element by reinforcing the materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.*
9. *Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable upon close inspection. Document any intervention for future reference.*

Additional Standards relating to Rehabilitation

10. *Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.*
11. *Conserve the heritage value and character-defining elements when creating any new additions to a historic place and any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.*
12. *Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.*

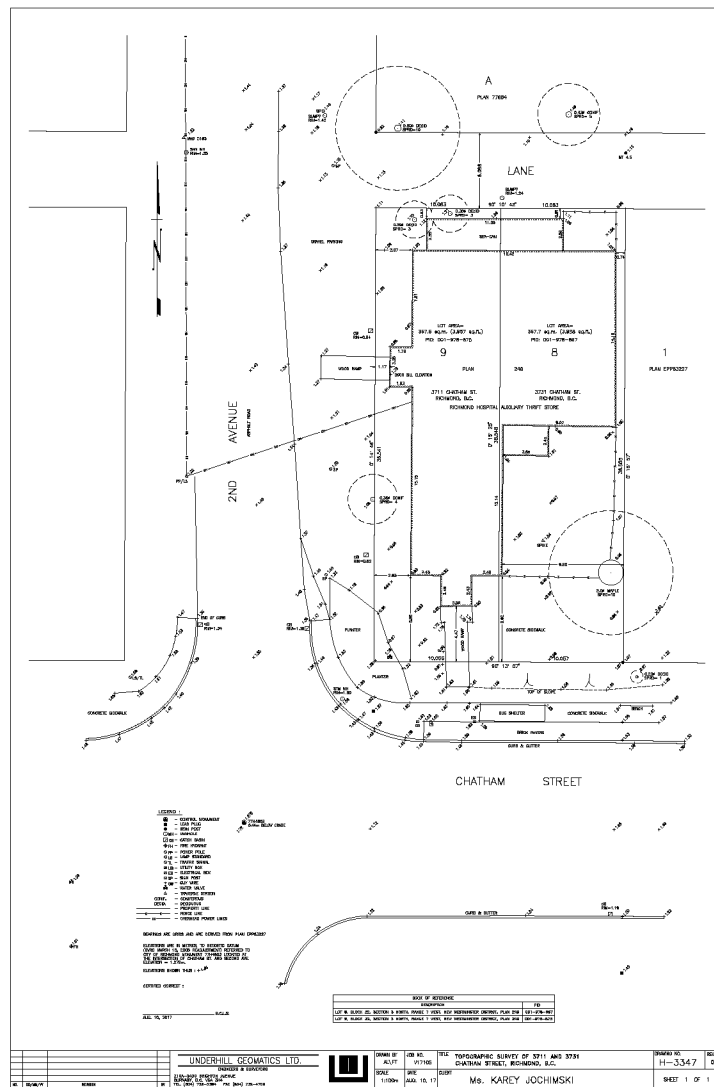
Additional Standards relating to Restoration

13. *Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.*
14. *Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.*

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5. CONSERVATION STRATEGIES

A condition review of the Steveston Methodist Church was carried during several site visits in 2022 and 2023. Previous work undertaken as a first stage of conservation included the installation of new pile foundations and stabilization of the structure; the Heritage Alteration Permit for this work was issued in 2018. Funding for this work was assisted by a grant from the City of Richmond through the Steveston Village Heritage Conservation Grant Program. The stucco cladding and the windows are failing, and exposed areas of the original siding display dry rot. The second stage of proposed work will involve conservation of the building envelope, through rehabilitation of the siding and windows to ensure that the envelope is sound and watertight. The following section describes the materials, their physical condition, and recommended conservation strategies that are based on the site review and archival documentary evidence that provide valuable information about the original appearance of the historic building, plus physical investigation of surviving original elements.



Site Survey, 2017.

STEVESTON METHODIST CHURCH
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5.1 EXTERIOR WOOD FRAME WALLS AND SIDING



Above and below: Existing condition of exposed wooden drop siding, and dry rot condition at window corners.



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Left: profile of original 1894 Fir drop siding.

The original exterior Fir wooden cladding of both the church and hall has been covered with a later stucco, attached to chicken wire nailed to the siding. The stucco is failing, and has been partially removed, exposing areas of deterioration in the siding and framing, notably around the window openings where there has been significant water ingress. The siding is nailed directly to the original wood framing, with no sheathing or vapour barrier.

As the initial stage of work, the stucco will be removed; it has been tested for hazardous materials and does not contain asbestos. The wooden siding will need to be removed to allow the installation of a more robust wall cladding system, then re-installed as possible.

Further investigation is required to determine the extent to which the original wood siding can be salvaged. Efforts will be made to ensure all sound material that is original to the construction of the church is salvaged for reuse where possible. All wood elements that are extensively deteriorated or beyond repair will be replaced in-kind to match the original. On the 1927 addition, the exterior wood siding will be managed in the same manner.

As the siding is removed, the location of original trim will be documented to allow new matching trim to be installed.

Conservation Strategy: Preservation and Rehabilitation

- Preserve the original wood-frame structure of the historic church.
- Remove later stucco cladding as carefully as possible to allow maximum retention and documentation of original siding. Work from the top down to allow gravity to assist in removal.
- Review exposed surfaces for evidence of trim placement, paint colours, etc.
- Salvage original wooden siding as possible for reinstallation.
- Where siding is too deteriorated to re-use, match original wood siding based on investigative findings in material, size, profile, and thickness.
- Cleaning procedures should be undertaken with non-destructive methods. Areas with biological growth should be cleaned using a soft, natural bristle brush, without water, to remove dirt and other material. If a more intense cleaning is required, this can be

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accomplished with warm water, mild detergent (such as D/2 Biological Solution®) and a soft bristle brush. High-pressure power washing, abrasive cleaning should not be allowed under any circumstances.

- Where original trim is missing, new material should visually and physically match the original.
- Combed and/or textured lumber is not acceptable.

5.2 WINDOWS

The original windows in the church have previously been removed, and their configuration altered with pointed-arched tops that once accommodated stained glass windows. When the stained glass windows were relocated the new church in 1978, metal sash was installed in the replaced with arched openings. Several windows in the Church Hall have been covered over with plywood on the inside and outside.

Church Window Conservation Strategy: Restoration

- Remove existing church window sash.
- Restore the original rectangular rough window openings.
- Install new replica wooden double-hung window sash. Match to original 2/2 configuration with upper sash horns.

Church Hall Conservation Strategy: Investigation and Rehabilitation

- Remove later plywood and investigate condition of any existing window sash.
- If extant and repairable, rehabilitate and reglaze. If not, install replica windows.

SPECIFICATIONS FOR NEW WINDOWS

For replacement wood windows or window sash, the following specifications need to be met by the manufacturer to produce compliant replica windows:

- New wood windows to match the appearance and character of the original wood windows.
- New wood windows to be through mortise and tenon construction.
- Each side of the window sash will be made from one piece of wood; splices are not acceptable
- The use of finger-jointed wood is not acceptable.
- Wood to be solid kiln dried Douglas Fir.
- Frames:
 - Heads and Jambs: solid flat grain Douglas Fir.
 - Stops: solid vertical grain Douglas Fir.
 - Sills: solid vertical grain kiln dried Douglas Fir.
- Sash horns must be replicated as an integral part of the side sash. Pinned or glued-on horns are not acceptable.

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5.3 FRONT DOORS

The front doors to the enclosed vestibule are not original and should be replaced, based on the appearance of the original wood panelled doors.

Conservation Strategy: Rehabilitation

- For the new front doors, provide in a design sympathetic to the historic original appearance.
- Install appropriate period hardware as required.

5.4 EXTERIOR COLOUR

Part of the conservation process is to finish the building in historically appropriate paint colours. An exterior colour scheme will be prepared by the Heritage Consultant, based on on-site paint sampling and microscopic sample analysis. The colours will be matched to the Vancouver Heritage Foundation Sherwin Williams True Colours Palette, which identifies authentic paint colours from the 1888-1928 period. Further on-site analysis is required for final colour confirmation.

Prior to final paint application, samples of these colours should be placed on the building to be viewed in natural light. Final colour selection can then be verified. Matching to any other paint company products must be verified by the Heritage Consultant.

Conservation Strategy: Restoration

- Restore with authentic historic colour scheme for exterior painted finishes.

**STEVESTON METHODIST CHURCH
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APPENDIX A: RESEARCH SUMMARY

PUBLISHED REFERENCES

- Kidd, Thomas. *History of Lulu Island and Occasional Poems*. Vancouver: Wrigley Printing Company Limited, 1927.
- Runnalls, Rev. F.J. *History of Steveston United Church*. Steveston: Steveston United Church, 1965.

DIRECTORIES:

- 1898 *Henderson's BC Gazetteer & Directory*, page 425:
STEVESTON... Has Methodist, Anglican and Roman Catholic churches and public school.

NEWSPAPER REFERENCES:

- *Vancouver Daily World*, October 19, 1893, page 1: CHURCH ANNIVERSARY. Richmond Methodist Church anniversary took place on Sunday and Monday last. Excellent sermons were preached on the former day by the Rev. W.W. Baer. On the latter evening a grand supper was laid out in the town hall by the ladies of the congregation, to which ample justice was done by crowds from the neighbourhood. After supper an adjournment was taken to the church. Rev. A.E. Green, the pastor, presided, and was supported by Rev. T.W. Hall, chairman of the district, Rev. Jas. Buchanan, Presbyterian, and Mr. Trythall, Vancouver, who delivered addresses interspersed with some first-class singing by Dr. Richardson, Mr. Spice, Gideon Hicks, Mrs. Rumble and Mrs. Walter Vermilyea, all of Vancouver. A most enjoyable evening was spent. Soon after 10 o'clock the large and happy gathering broke up after heartily singing God Save the Queen.
- *Vancouver Daily World*, Thursday, July 12, 1894, page 5: RICHMOND NOTES. The New Methodist Church is to be opened on Sunday next at Steveston. Rev. Mr. White preaching afternoon and evening. – Rev. Mr. Green is holding services amongst the Indians this season. Those fishing seem to be quite musical, as they have a good brass band at the Sea Island cannery, and they play remarkably well.



Monday, January 15, 2024

Minhee Park, RPP, MCIP
Senior Planner, Policy Planning
Planning and Development Division
City of Richmond
Email. mpark@richmond.ca

Dear Ms. Park;

3731 Chatham Street, Richmond: Steveston Village Heritage Conservation Grant Program Application

The former Steveston Methodist Church, located at 3731 Chatham Street, is identified as a candidate for this Grant Program, which provides financial assistance to heritage property owners in Steveston for eligible conservation work. The building is currently used as the Richmond Hospital Auxiliary Thrift Shop, owned and operated by the Richmond Hospital/Healthcare Auxiliary, a non-profit organization.

This letter outlines the proposed conservation work and how this project achieves program objectives. Stage One conservation work has been completed on the building, which involved stabilization of the building through the installation of micro-piles and concrete foundations. This work received a \$150,000 grant through the Steveston Village Heritage Program. As this work was structural in nature, it was an essential step in ensuring the continuing occupancy and use of the building. Although this work was critical, it was always anticipated as the Stage One in the overall conservation of this historic resource. Please note that this essential structural work did not provide enhancement of the appearance of the building.

Now that structural stability has been addressed, Stage Two of the work involves building envelope renewal. The scope of the work has been anticipated in the plans already submitted to the City of Richmond. A *Conservation Plan* for the building has been prepared (Donald Luxton & Associates, December 2023) and submitted to the City along with the HAP application. The *Conservation Plan* notes that the stucco cladding and the windows are failing. Exposed areas of the original siding display dry rot. The next stage of work will involve conservation of the building envelope, through rehabilitation of the siding and windows to ensure that the envelope is sound and watertight. All work will be undertaken according to Parks Canada *Standards and Guidelines for the Conservation of Historic Places*.

The Conservation Plan provides specific archival information and a revised Statement of Significance that will guide the envelope renewal. As outlined, the following items are subject to conservation work:

- 1. Exterior Wood Frame Walls and Siding:**
 - *Conservation Strategy: Preservation and Rehabilitation*
- 2. Windows:**
 - *Church Window Conservation Strategy: Restoration*
 - Remove existing church window sash.
 - Restore the original rectangular rough window openings.
 - Install new replica wooden double-hung window sash. Match to original 2/2 configuration with upper sash horns.
 - *Church Hall Conservation Strategy: Investigation and Rehabilitation*
- 3. Front Doors:**
 - *Conservation Strategy: Rehabilitation*
- 4. Exterior Colour:**
 - *Conservation Strategy: Restoration*

In its current condition, the building's authentic character is severely hampered by the later, non-historic stucco and by the installation of inappropriate windows. The proposed envelope work is therefore intended to fully restore the historic appearance of the church, while providing a renewed envelope that will ensure its continued viability. Please note that there is no proposed change to the square footage of the building and the work is confined to the building envelope upgrades.

The applicant therefore requests the additional maximum grant of \$100,000 per identified heritage building to achieve exceptional heritage conservation, based on its overall contribution to conserving the character of Steveston Village. With a completely rehabilitated envelope, based on authentic historic representation, this heritage resource will once again become a source of pride to the community. The church has been run-down in appearance for many years, and this transformation from its current state to its historic appearance will give it new landmark status in Steveston Village. This project will complete the work already undertaken to conserve the church and now reveal it as a proud heritage structure. When completed, the exterior appearance of the building will once again resemble its historic appearance as seen in archival images.

This additional grant will ensure that heritage conservation standards can be met and will help cover the additional costs expected in the provision of authentic heritage materials, including historic wooden drop siding painted in authentic colours and historic wooden-sash windows. It is anticipated that an application will also be made to the BC Heritage Legacy Fund Conservation Program. The remainder of the proposed budget will be provided by the Richmond Hospital/Healthcare Auxiliary. These heritage grants are essential to achieving the authenticity of the proposed conservation work.

The renewal of this historic resource, while maintaining its form and scale, will greatly enhance the heritage value of the Steveston Village Heritage Conservation Area.

Please let me know if you have any questions or wish to discuss. Please accept my sincerest thanks for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "don luxton", with a long, sweeping flourish extending to the right.

Donald Luxton, FRAIC, CAHP
Principal, Donald Luxton & Associates Inc.

cc: Mary Derksen, Treasurer, Richmond Hospital/Healthcare Auxiliary

EXTRAORDINARY LEAGUE CONTRACTING BUDGET FOR EMERGENCY REPAIR WORK JAN 2024		Ft2 Church			3,500	
Seg Code	3731 Chatham Street 01 29 2024	BUDGET			Unit Cost Per SF	Comments
		Budget (Estimate)	Change Orders	Revised Budget		
APPENDIX: A						
DIVISION C -000 SERVICES & CONSULTANTS						
C-024	STRUCTURAL DESIGN SERVICES	3500.00	0.00	3500.00	1.00	required for missing footings / foundation support
C-029	ENVIRONMENTAL CONSULTANT	500.00	0.00	500.00	0.14	localized testing for asbestos
C-030	HERITAGE CONSULTANT	0.00	0.00	0.00	0.00	Paid by client
C-031	BUILDING ENVELOPE CONSULTANT	5000.00	0.00	5000.00	1.43	Envelope details by AIBC architect
C-037	PERMITS & REGULATORY REQUIREMENTS	0.00	0.00	0.00	0.00	Paid by client
DIVISION 1 GENERAL REQUIREMENTS						
1-205	FIELD SUPERVISION	39600.00	0.00	39600.00	11.31	6 months 4 hours a day (blended)
1-526	TEMPORARY SCAFFOLDING	10671.00	0.00	10671.00	3.05	Scaffolding by LIONS GATE - QUOTED
1-660	HOUSEKEEPING / GENERAL LABOUR	29040.00	0.00	29040.00	8.30	6 months 4 hours a day (blended)
1-670	TRASH DISPOSAL	2400.00	0.00	2400.00	0.69	Disposal of construction debris (not stucco)
DIVISION 2 SITEWORK						
2-050	DEMOLITION & SITE CLEARING	7040.00	0.00	7040.00	2.01	stucco tearoff plus disposal
DIVISION 6 - WOOD & PLASTICS						
6-010	FRAMING SUBCONTRACT	48375.00	0.00	48375.00	13.82	framing repairs / alterations including frost wall
6-999	LUMBER & MATERIALS	48500.00	0.00	48500.00	13.86	new sheathing, custom siding, trims
DIVISION 7 - THERMAL & MOISTURE PROTECTION						
7-210	INSULATION	8800.00	0.00	8800.00	2.51	allowance new frost wall plus exterior
7-310	SHINGLES & TILES	0.00	0.00	0.00	0.00	roof na
7-411	WALL SIDING	68640.00	0.00	68640.00	19.61	exterior siding restoration / window install
7-710	ROOF CURBS / ACCESSORIES & MISCELLANEOUS FLASHINGS	6950.00	0.00	6950.00	1.99	gutter allowance
DIVISION 8 - DOORS & WINDOWS						
8-840	GLAZING SYSTEMS	47021.48	0.00	47021.48	13.43	vintage wood works 8 dh windows 1 door
DIVISION 9 - FINISHES						
9-900	PAINTING & WALL COVERINGS	24850.00	0.00	24850.00	7.10	exterior paint plus interior touch ups
DIVISION 16 - ELECTRICAL SYSTEMS						
16-010	ELECTRICAL SUBCONTRACT	8750.00	0.00	8750.00	2.50	knob & tube replacement where found
CONSTRUCTION / PROJECT MANAGEMENT				359637.48		subtotal
1-204	CONSTRUCTION MANAGEMENT FEE	0.00	0.00	53945.62	15.41	15 percent management fee on all costs
Sub-Total		0.00	0.00	413583.10	118.17	
5%gst		0		20679.16	5.91	
construction total including gst		0.00	0.00	434262.26	124.07	
Total		0.00	0.00	434262.26	124.07	



File No.: HA 23-035787

To the Holder: The Richmond Hospital/Healthcare Auxiliary, Inc. No. S0018630
Property Address: 3711 and 3731 Chatham Street
Legal Description: Lot 8 & 9 Block 22 Section 3 Block 3 North Range 7 West New Westminster
District Plan 249

(s.972, *Local Government Act*)

1. (Reason for Permit)
 - Designated Heritage Property (s.967)
 - Property Subject to Temporary Protection (s.965)
 - Property Subject to Heritage Revitalization Agreement (s.972)
 - Property in Heritage Conservation Area (s.971)
 - Property Subject to s.219 Heritage Covenant
2. This Heritage Alteration 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. This Heritage Alteration Permit is issued to authorize the proposed heritage conservation work as shown in the attached Plan #1 to Plan #11.
4. This Heritage Alteration Permit is issued subject to the condition that the Permittee shall submit detailed information regarding the proposed exterior building colour scheme based on on-site paint sampling and microscopic sample analysis to the Director, Development for review and approval prior to painting the exterior of the building. The exterior building colours shall be historically appropriate, and matched to the True Colour Palette, prepared by Vancouver Heritage Foundation, which identifies authentic paint colours used in the region from the 1880s to the 1920s.
5. This Heritage Alteration 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.
6. If the alterations authorized by this Heritage Alteration Permit are not commenced within 24 months of the date of this Permit, this Permit lapses.
7. This is not a Building Permit.

AUTHORIZING RESOLUTION NO. <Resolution No.> ISSUED BY THE COUNCIL THE DAY OF <Date>

DELIVERED THIS <Day> DAY OF <Month>, <Year>

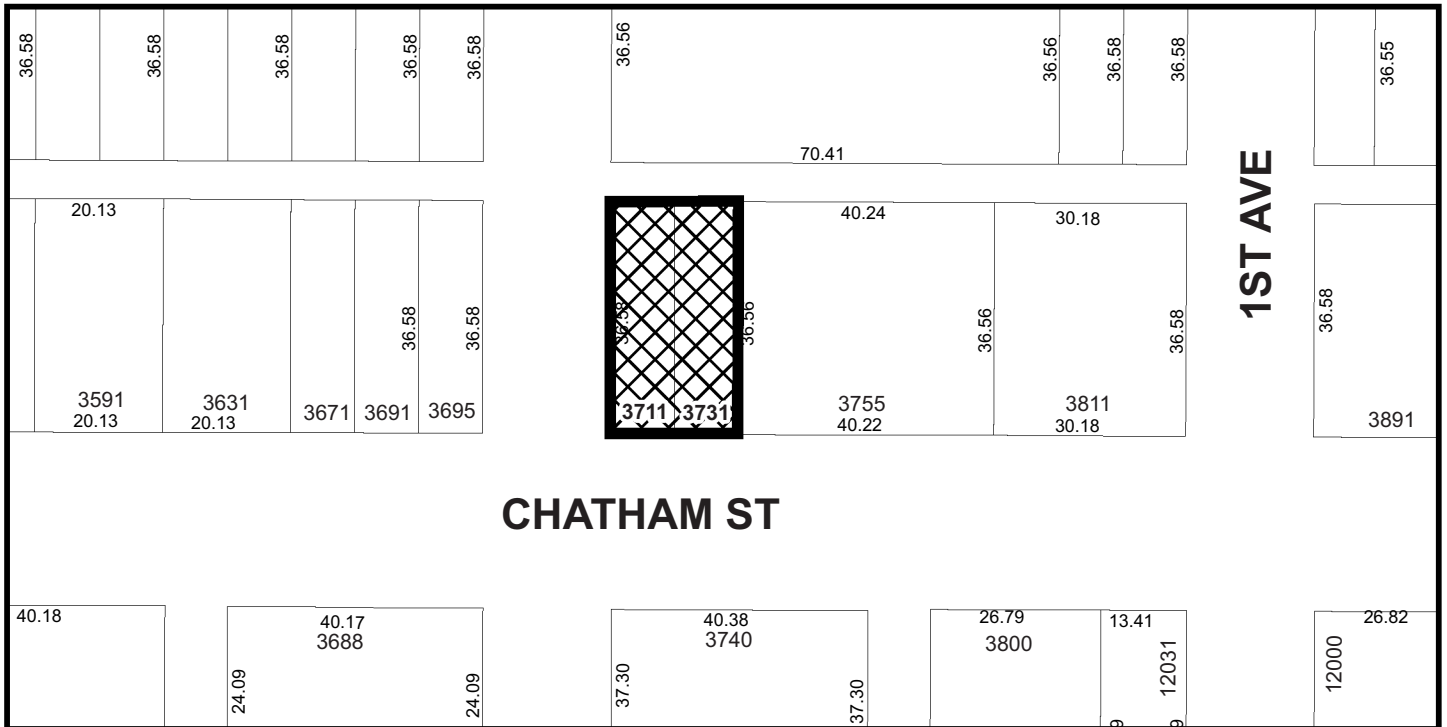
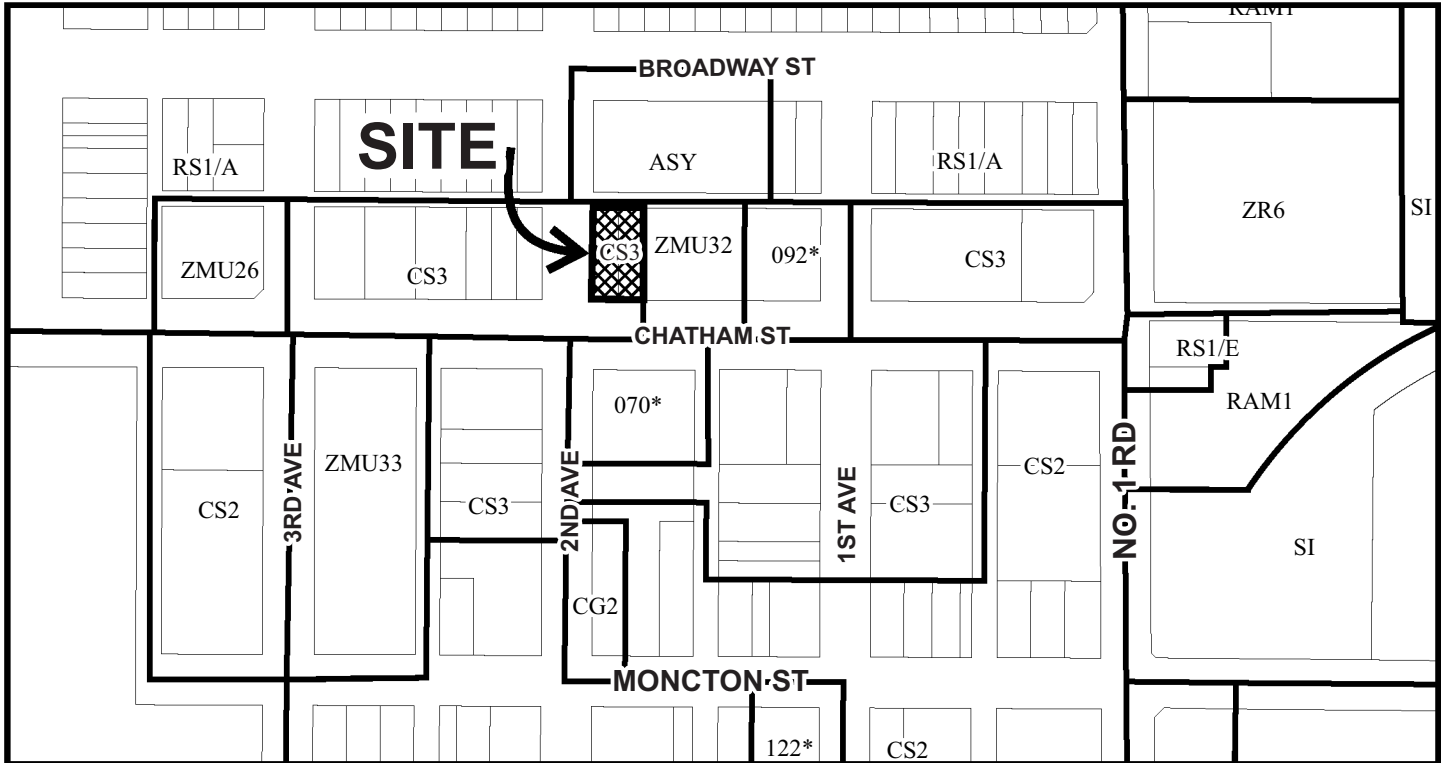
MAYOR

CORPORATE OFFICER

IT IS AN OFFENCE UNDER THE *LOCAL GOVERNMENT ACT*, PUNISHABLE BY A FINE OF UP TO \$50,000 IN THE CASE OF AN INDIVIDUAL AND \$1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.



City of Richmond



HA 23-035787 SCHEDULE "A"

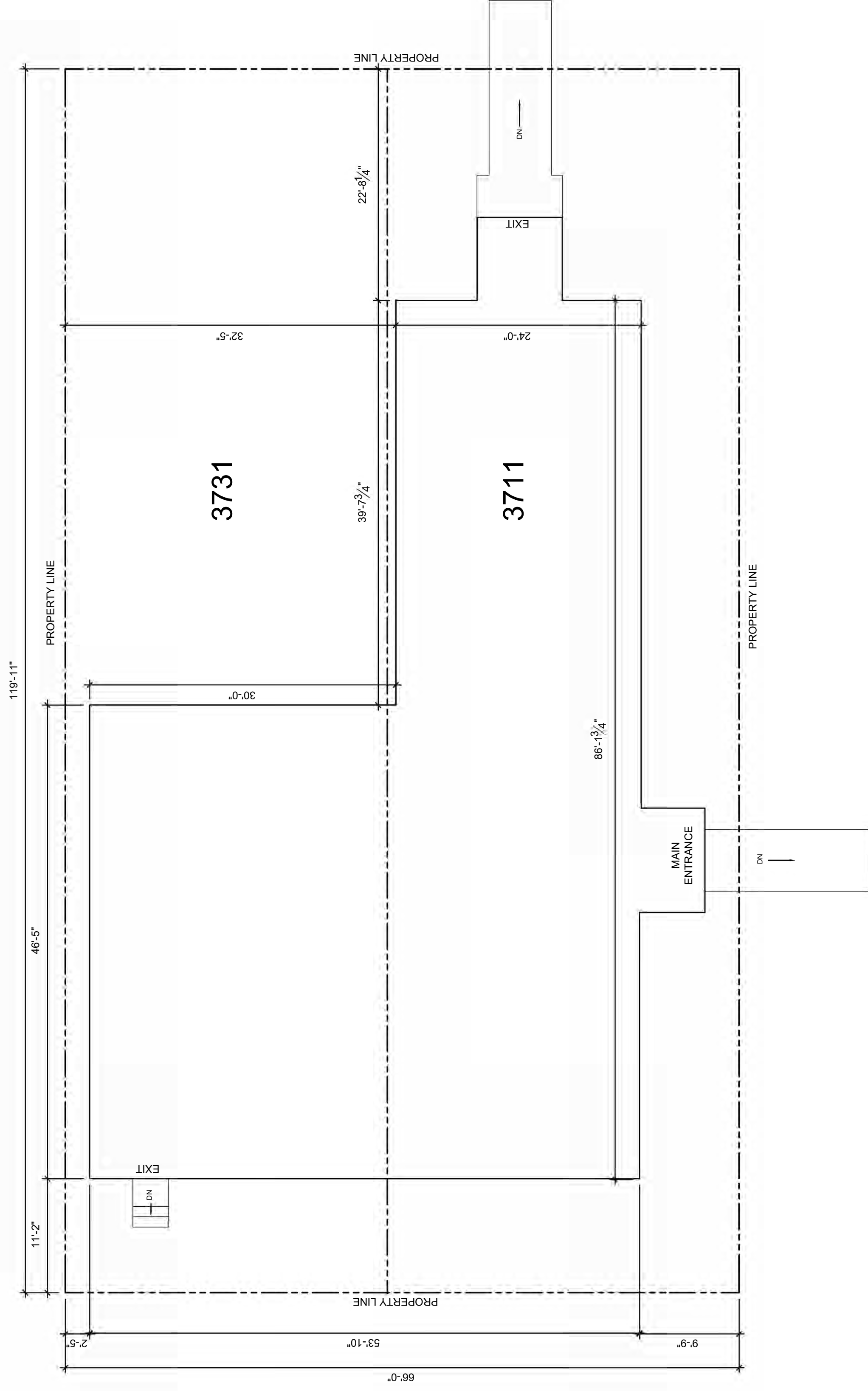
Original Date: 01/22/24

Revision Date:

Note: Dimensions are in METRES

HA 23-035787 Plan #1

- RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP - 3731 CHATHAM STREET RICHMOND, BC V7E 2Z3



2ND AVENUE

SITE PLAN

SCALE: 1/8" = 1'-0" (24"x36" sheet size)

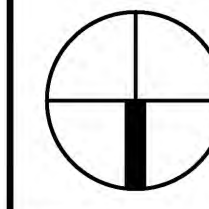
LEGAL DESCRIPTION

LOT 8 SEC 3 BLK 3N RG 7W PL NWP249 LOT 8,
BLOCK 3N, SUB BLOCK 22, PLAN NWP249,
SECTION 3, RANGE 7W, NEW WESTMINSTER
LAND DISTRICT

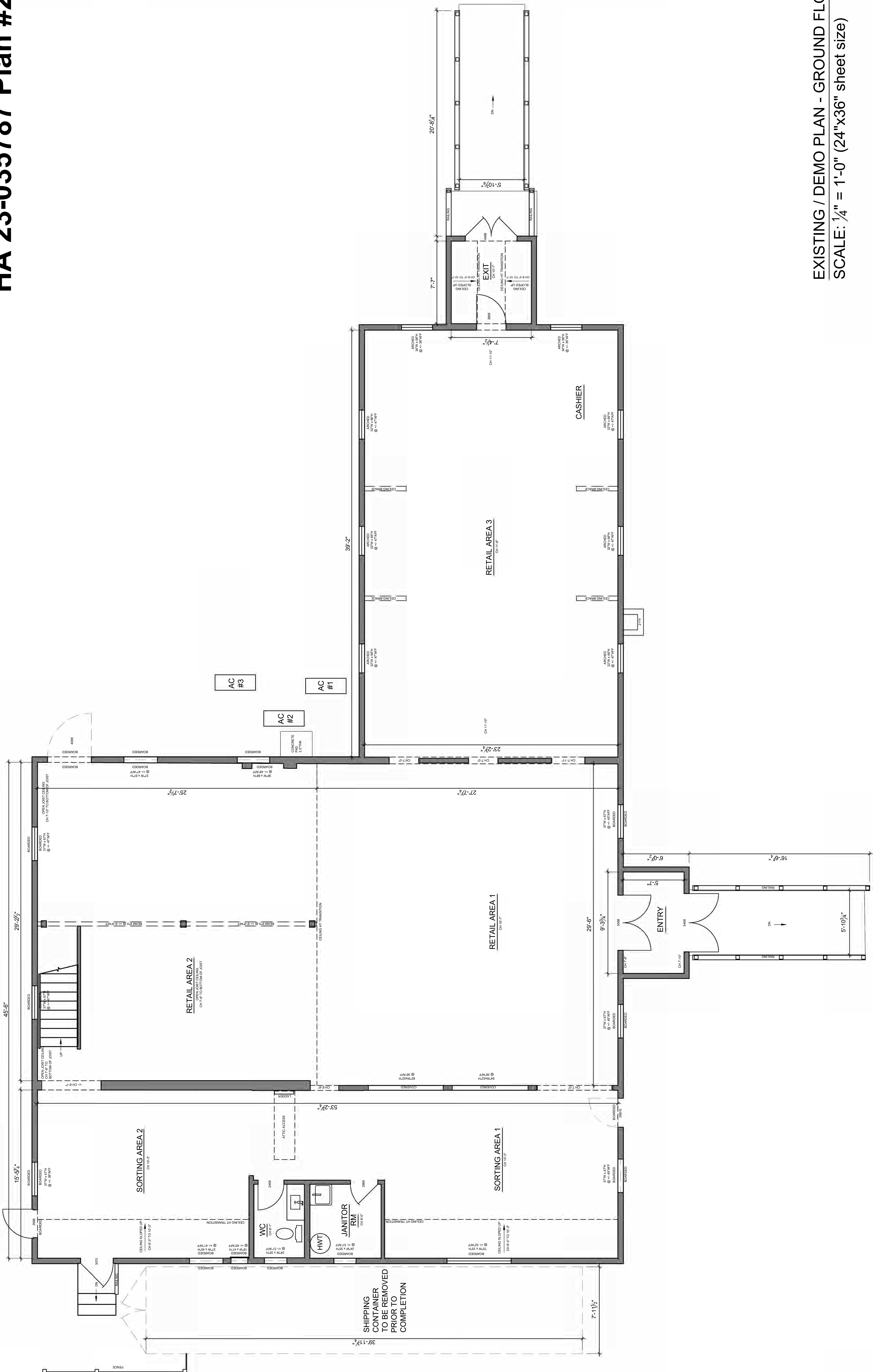
LOT 9, BLOCK 22, SECTION 3 NORTH, RANGE 7
WEST, NEW WESTMINSTER DISTRICT, PLAN249

DRAWING LIST

- | | |
|-----|---------------------------------------|
| 01 | SITE PLAN |
| 02 | GROUND FLOOR - EXISTING / DEMO PLAN |
| 03A | GROUND FLOOR - PROPOSED - SHORT TERM |
| 03B | GROUND FLOOR - PROPOSED - LONG TERM |
| 04 | MEZZANINE - EXISTING |
| 05 | NORTH ELEVATION - EXISTING & PROPOSED |
| 06 | SOUTH ELEVATION - EXISTING & PROPOSED |
| 07 | EAST ELEVATION - EXISTING & PROPOSED |
| 08 | WEST ELEVATION - EXISTING & PROPOSED |

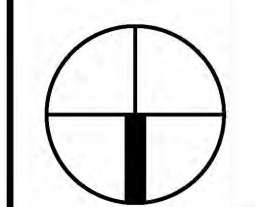


HA 23-035787 Plan #2



EXISTING / DEMO PLAN - GROUND FLOOR
 SCALE: 1/4" = 1'-0" (24"x36" sheet size)

Extraordinary League Contracting Ltd
 3598 Mainshall Street
 Vancouver, BC V5N 4S4
 Tel: 604-728-3707
 Web: www.eli.ca



PROJECT:
RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP
 3731 CHATHAM STREET, RICHMOND BC V7E 2Z3

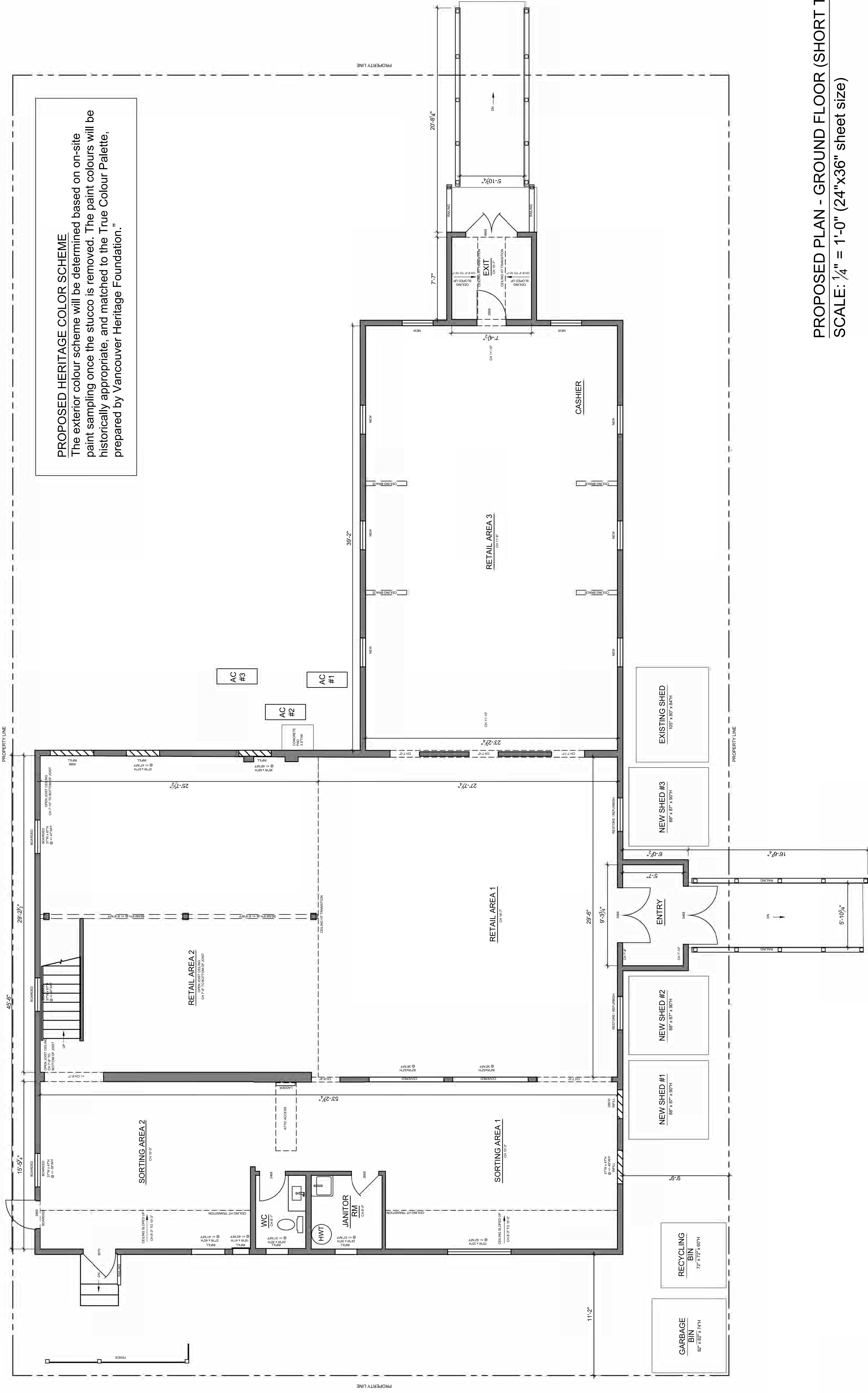
NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

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DRAWN BY: MF
 SCALE: AS NOTED
 DATE: APR. 3, 2024

DRAWING TITLE:
EXISTING PLAN
GROUND FLOOR

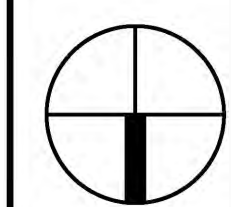
DRAWING NO:
02



PROPOSED HERITAGE COLOR SCHEME
 The exterior colour scheme will be determined based on on-site paint sampling once the stucco is removed. The paint colours will be historically appropriate, and matched to the True Colour Palette, prepared by Vancouver Heritage Foundation."

PROPOSED PLAN - GROUND FLOOR (SHORT TERM)
 SCALE: 1/4" = 1'-0" (24"x36" sheet size)

Extraordinary League Contracting Ltd
 3598 Main Street
 Vancouver, BC V5N 4S4
 Tel: 604-728-3707
 Web: www.eli.ca

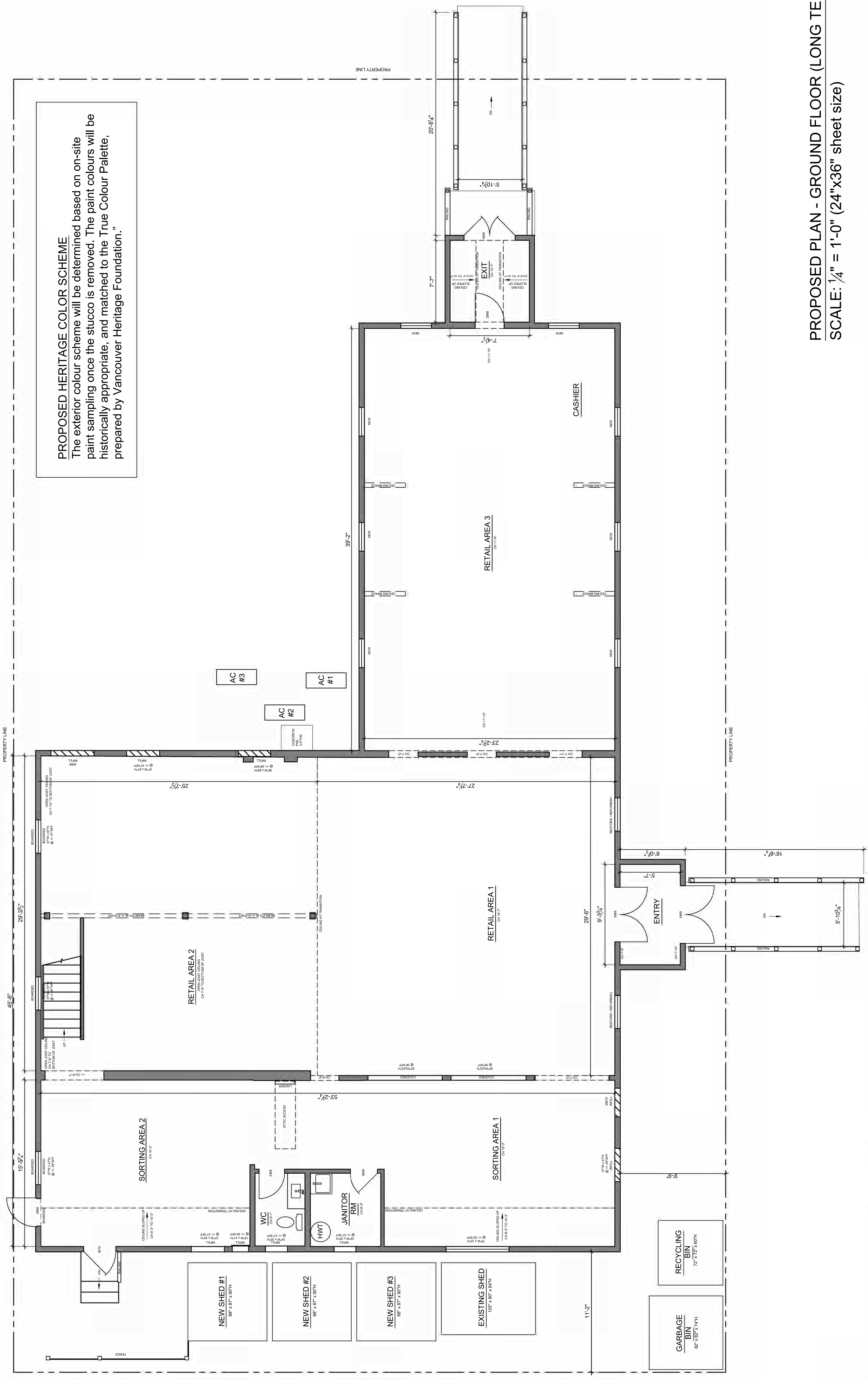


PROJECT:
 RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP
 3731 CHATHAM STREET, RICHMOND BC V7E 2Z3

NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

DRAWING NO: 03A
DRAWING TITLE: PROPOSED PLAN GROUND FLOOR
DRAWN BY: MF
SCALE: AS NOTED
DATE: APR. 3, 2024

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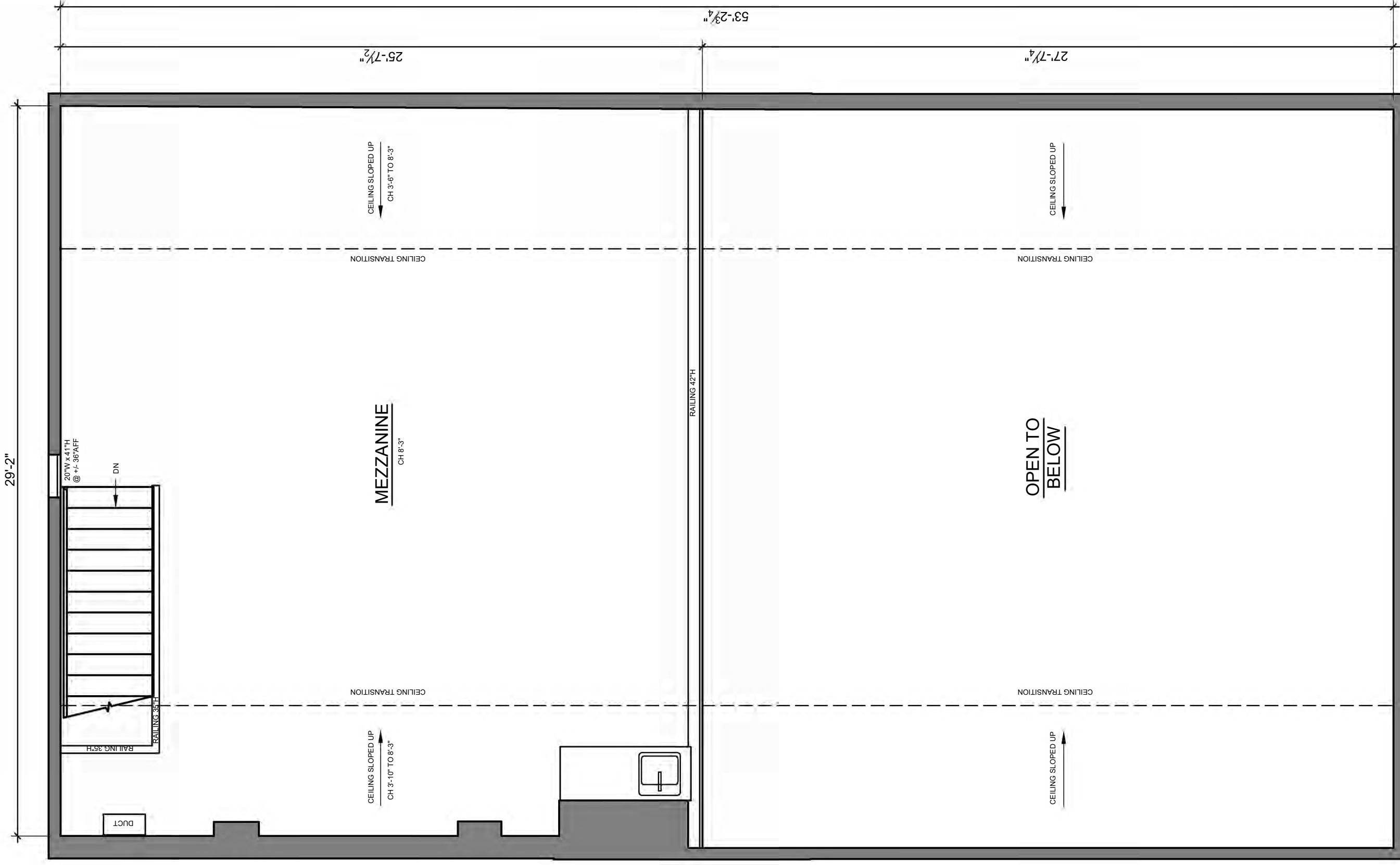


PROPOSED HERITAGE COLOR SCHEME
 The exterior colour scheme will be determined based on on-site paint sampling once the stucco is removed. The paint colours will be historically appropriate, and matched to the True Colour Palette, prepared by Vancouver Heritage Foundation."

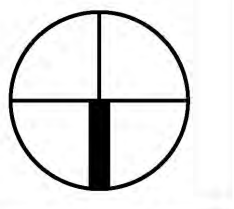
PROPOSED PLAN - GROUND FLOOR (LONG TERM)
 SCALE: 1/4" = 1'-0" (24"x36" sheet size)

<p>Extraordinary League Contracting Ltd 3598 Main Street Vancouver, BC V5N 4S4 Tel: 604-728-3707 Web: www.elle.ca</p>		<p>PROJECT: RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP 3731 CHATHAM STREET, RICHMOND BC V7E 2Z3</p>	<p>NO: 1</p>	<p>DATE: APR 3, 2024</p>	<p>DESCRIPTION: ISSUED FOR BUILDING PERMIT</p>	<p>DRAWING NO: 03B</p>
		<p>THIS DRAWING IS THE PROPERTY OF THE DESIGNER & MAY NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. THE DESIGNER ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR CHECKING AND VERIFYING ALL DIMENSIONS, LEVELS & DIMENSIONS. DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE DESIGNER AND OBTAIN CLARIFICATION PRIOR TO COMMENCING WORK. DO NOT SCALE DRAWINGS.</p>	<p>DRAWN BY: MF SCALE: AS NOTED DATE: APR. 3, 2024</p>	<p>DRAWING TITLE: PROPOSED PLAN GROUND FLOOR</p>		

HA 23 -035787 Plan #5



EXISTING PLAN - MEZZANINE (no change)
SCALE: 1/4" = 1'-0" (24"x36" sheet size)



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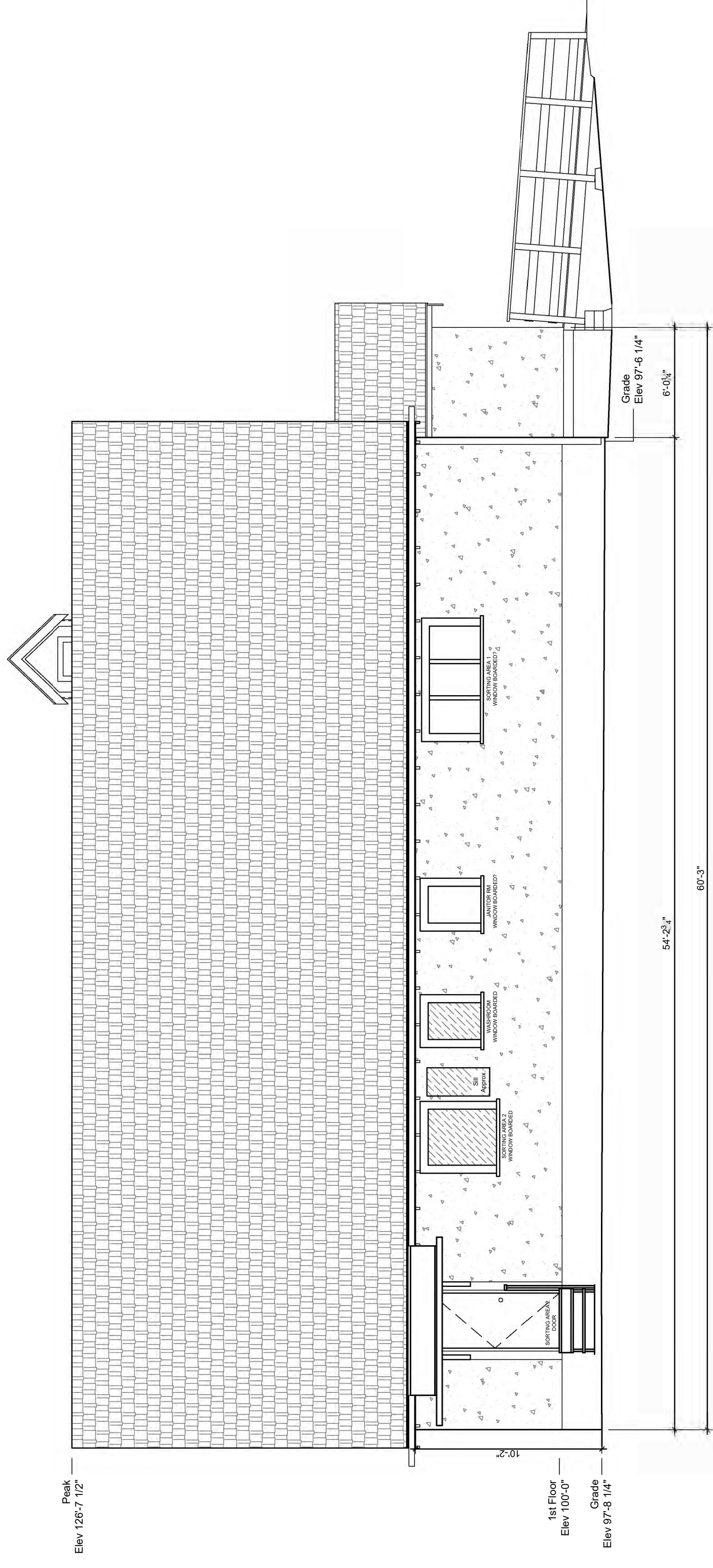
NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

DRAWN BY: MF
SCALE: AS NOTED
DATE: APR. 3, 2024

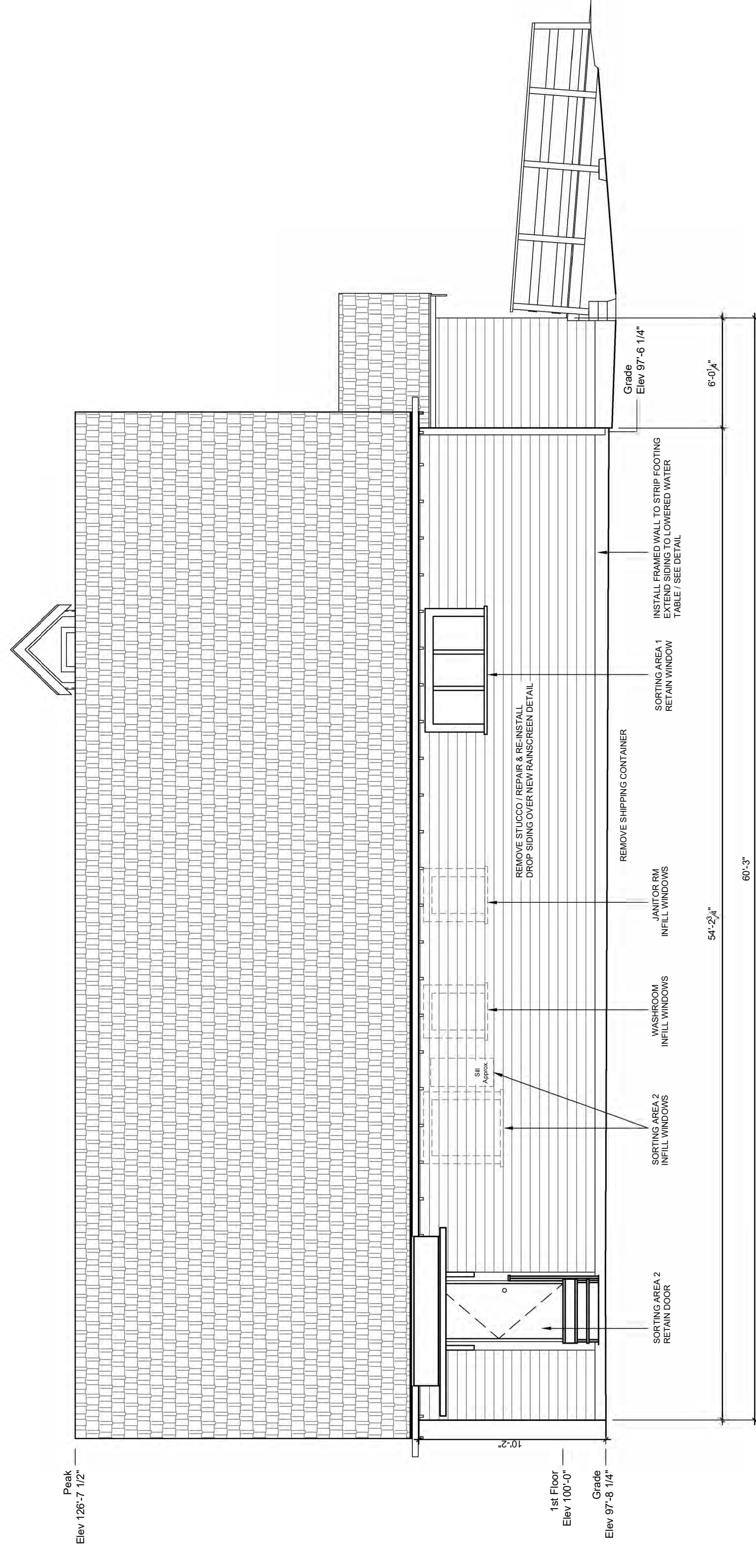
DRAWING TITLE:
EXISTING PLAN
MEZZANINE

DRAWING NO:
04

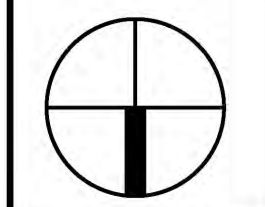
HA 23 -035787 Plan #6



NORTH ELEVATION - EXISTING
SCALE: 3/16" = 1'-0" (24"x36" sheet size)



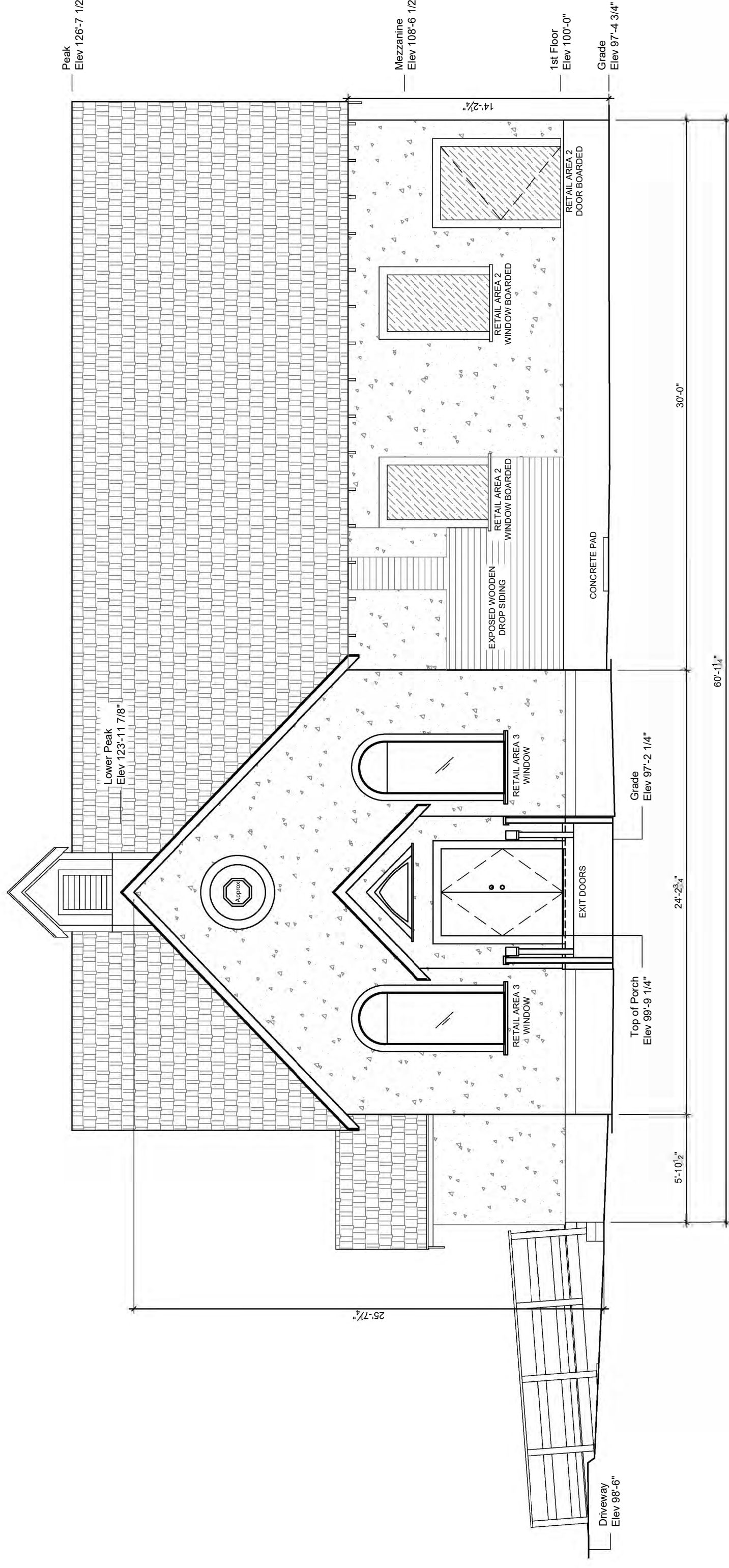
NORTH ELEVATION - PROPOSED
SCALE: 3/16" = 1'-0" (24"x36" sheet size)



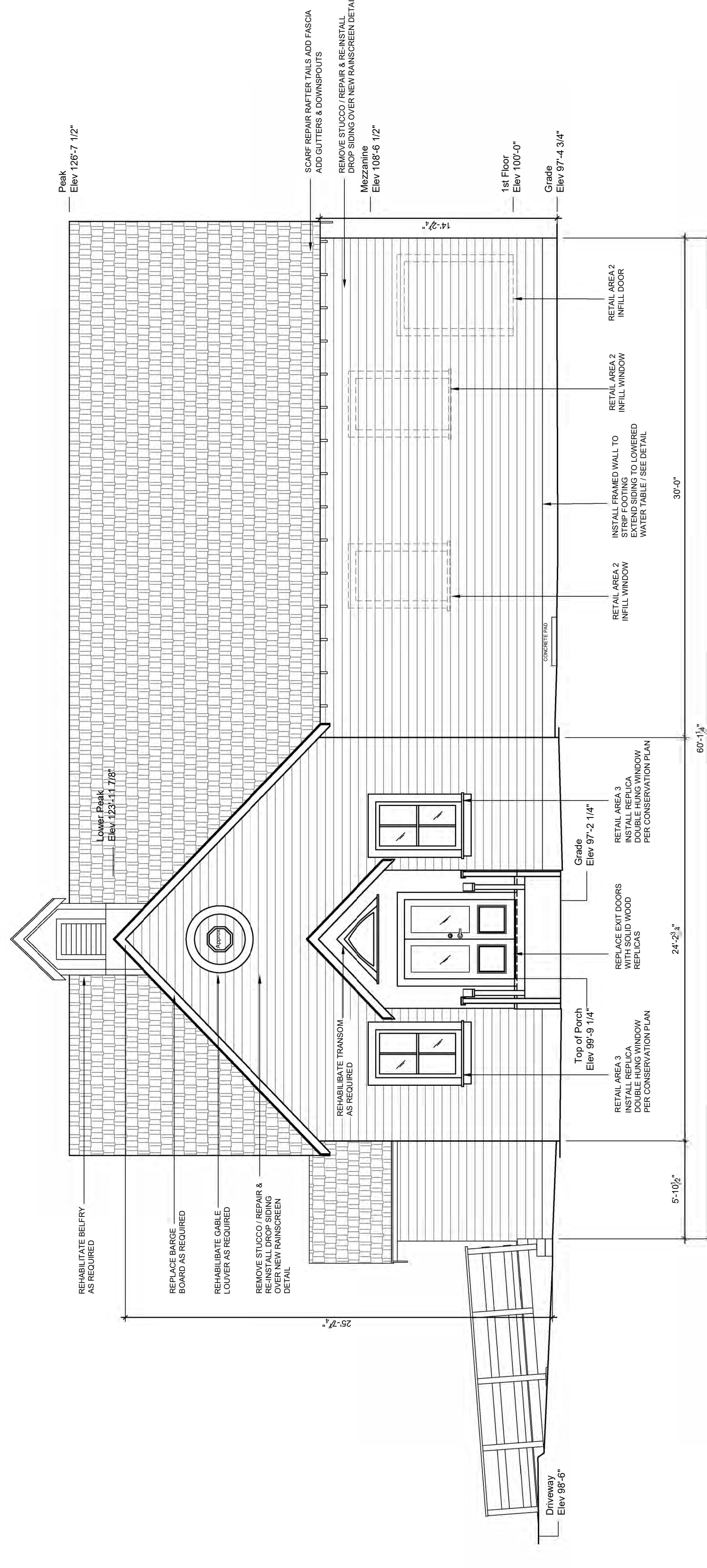
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NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

HA 23 -035787 Plan #7

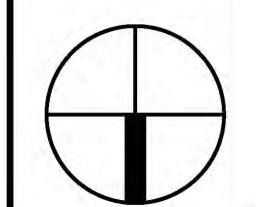


SOUTH ELEVATION - EXISTING
SCALE: 3/16" = 1'-0" (24"x36" sheet size)



SOUTH ELEVATION - PROPOSED
SCALE: 3/16" = 1'-0" (24"x36" sheet size)

Extraordinary League Contracting Ltd
 3598 Mainshall Street
 Vancouver, BC V5N 4S4
 Tel: 604-728-3707
 Web: www.elle.ca



PROJECT:
RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP
 3731 CHATHAM STREET, RICHMOND BC V7E 2Z3

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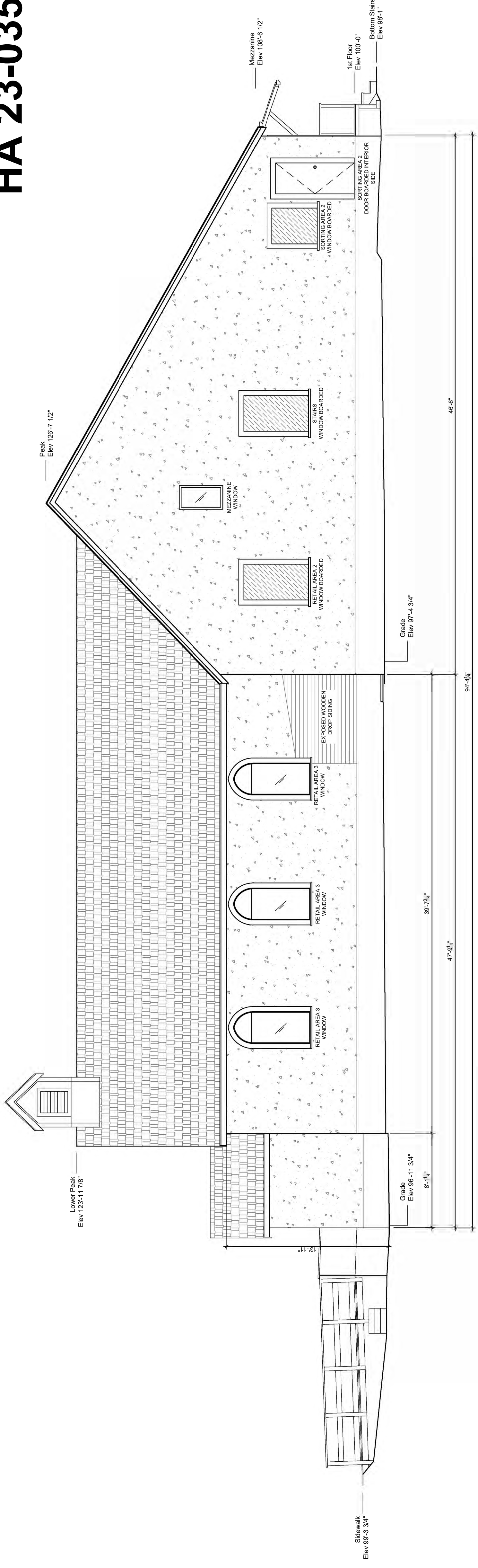
NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

DRAWN BY: MF
 SCALE: AS NOTED
 DATE: APR. 3, 2024

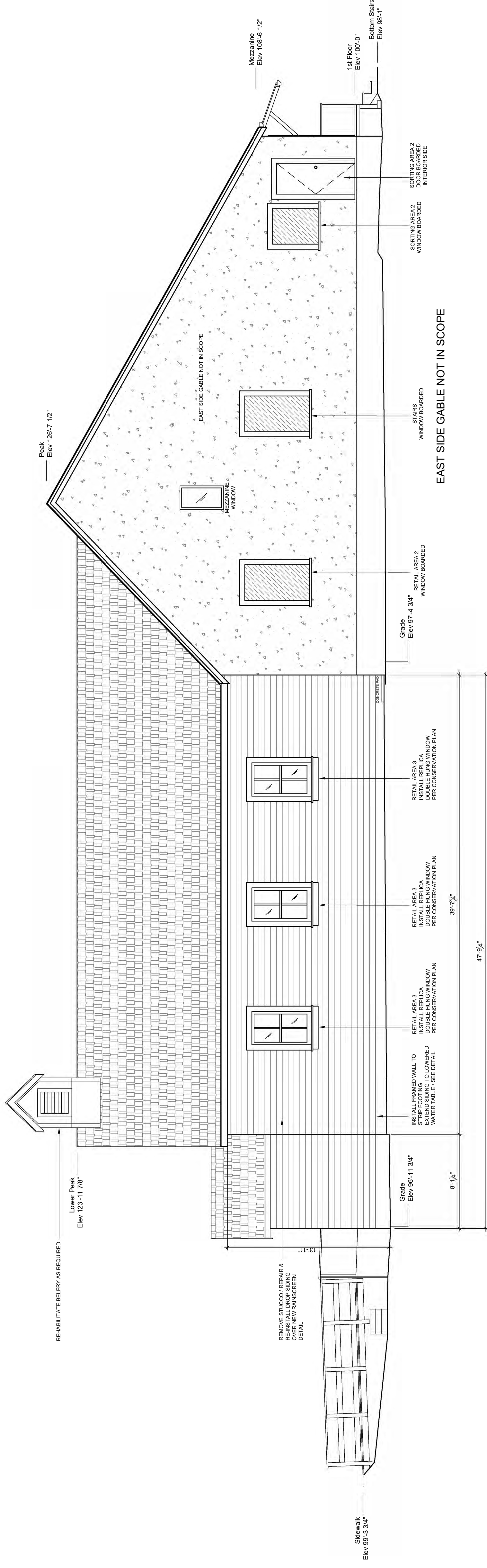
DRAWING TITLE:
EXTERIOR ELEVATIONS

DRAWING NO:
06

HA 23-035787 Plan #8



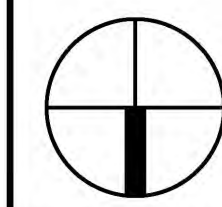
EAST ELEVATION - EXISTING
SCALE: 3/16" = 1'-0" (24"x36" sheet size)



EAST ELEVATION - PROPOSED
SCALE: 3/16" = 1'-0" (24"x36" sheet size)

PROJECT:

RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP
3731 CHATHAM STREET, RICHMOND BC V7E 2Z3



Extraordinary League Contracting Ltd
 3598 Mainhall Street
 Vancouver, BC V5N 4S4
 Tel: 604-728-3707
 Web: www.7.e1x6.ca

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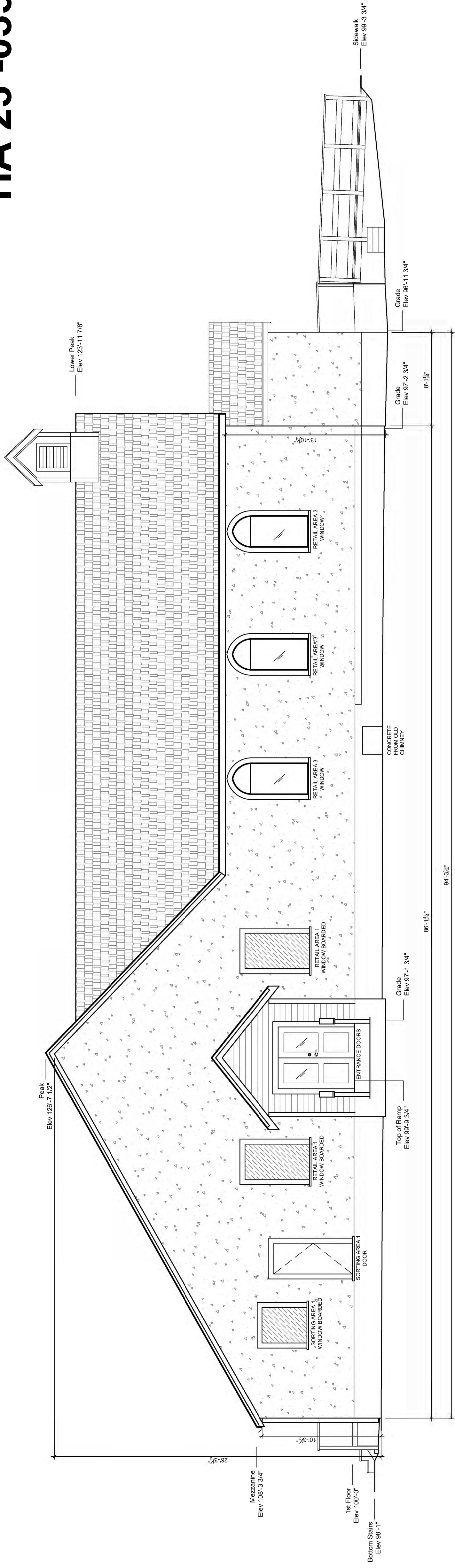
NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

DRAWN BY: MF
 SCALE: AS NOTED
 DATE: APR. 3, 2024

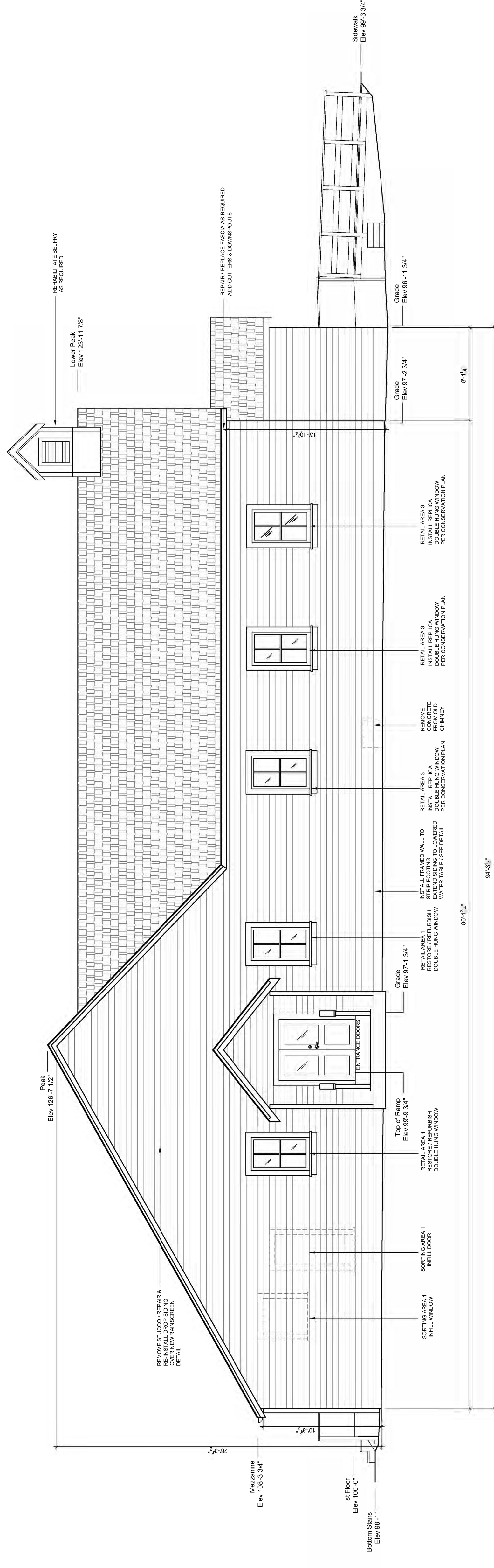
DRAWING TITLE:
EXTERIOR ELEVATIONS

DRAWING NO:
07

HA 23 -035787 Plan #9



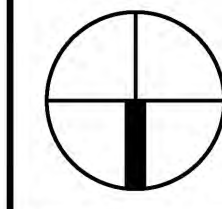
WEST ELEVATION - EXISTING
SCALE: 3/16" = 1'-0" (24"x36" sheet size)



WEST ELEVATION - PROPOSED
SCALE: 3/16" = 1'-0" (24"x36" sheet size)

Extraordinary League Contracting Ltd

3598 Marjshall Street
 Vancouver, BC V5N 4S4
 Tel: 604-728-3707
 Web: www.7.eXIG.ca



PROJECT:
RICHMOND HOSPITAL HEALTHCARE AUXILIARY THRIFT SHOP
 3731 CHATHAM STREET, RICHMOND BC V7E 2Z3

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NO.	DATE	DESCRIPTION
1	APR 3, 2024	ISSUED FOR BUILDING PERMIT

DRAWING TITLE:
EXTERIOR ELEVATIONS

DRAWN BY: MF
 SCALE: AS NOTED
 DATE: APR. 3, 2024

DRAWING NO:
08

HA 23 -035787 Plan #10

QUOTE	
PRELIMINARY	
FOR APPROVAL	✓
MANUFACTURE	

JOB DETAILS
 Job# **Pro2024-1590**
 Job Name **3731 Chatham Street**
 Customer **EXLE**
 Client Contact **Ryan Bahrns**
 Vintage Contact **Keri Briggs**

DWG DETAILS
 Rev **A**
 Date **Feb 1, 2024**
 Drawn **Justin Murai**
 Approved
 Scale **NTS**
 Units **Inches**
 Page **1**

REVISION HISTORY

WINDOW SPECS
 Type **Double Hung**
 Species/Grade **Clear VG Douglas Fir**
 Finish -INTERIOR **Prime only/ Painted by others**
 Finish -EXTERIOR **Prime only/ Painted by others**

Stops/Putty
 Sash Thickness **1 3/4" / 44.4mm**
 Stile Width **2 5/8" / 66.67mm**
 Top Rail Width **2 5/8" / 66.67mm**
 Bottom Rail Width **4 1/4" / 107.95mm**
 Meeting Rail Width **1 1/2" / 38.1mm**
 Glazing Bar Width **1 1/4" / 31.75**

JAMB SPECS
 Type
 Species/Grade **Clear FG Douglas Fir**
 Finish -INTERIOR **Prime only/ Painted by others**
 Finish -EXTERIOR **Prime only/ Painted by others**

Jamb Width **4 9/16" / 115.88mm**
 Jamb Thickness **3/4" / 19.05mm**
 Sill Height at nose **1 1/2" / 38.1mm**
 Sill Depth **8" / 203.2mm**

GLASS: Type
3mm Solarban 60 annealed (face #2), 1/2" Black Kodispacer 4SG + Argon, 3mm clear annealed

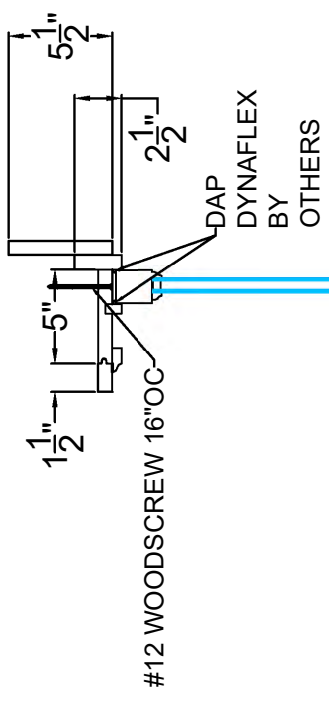
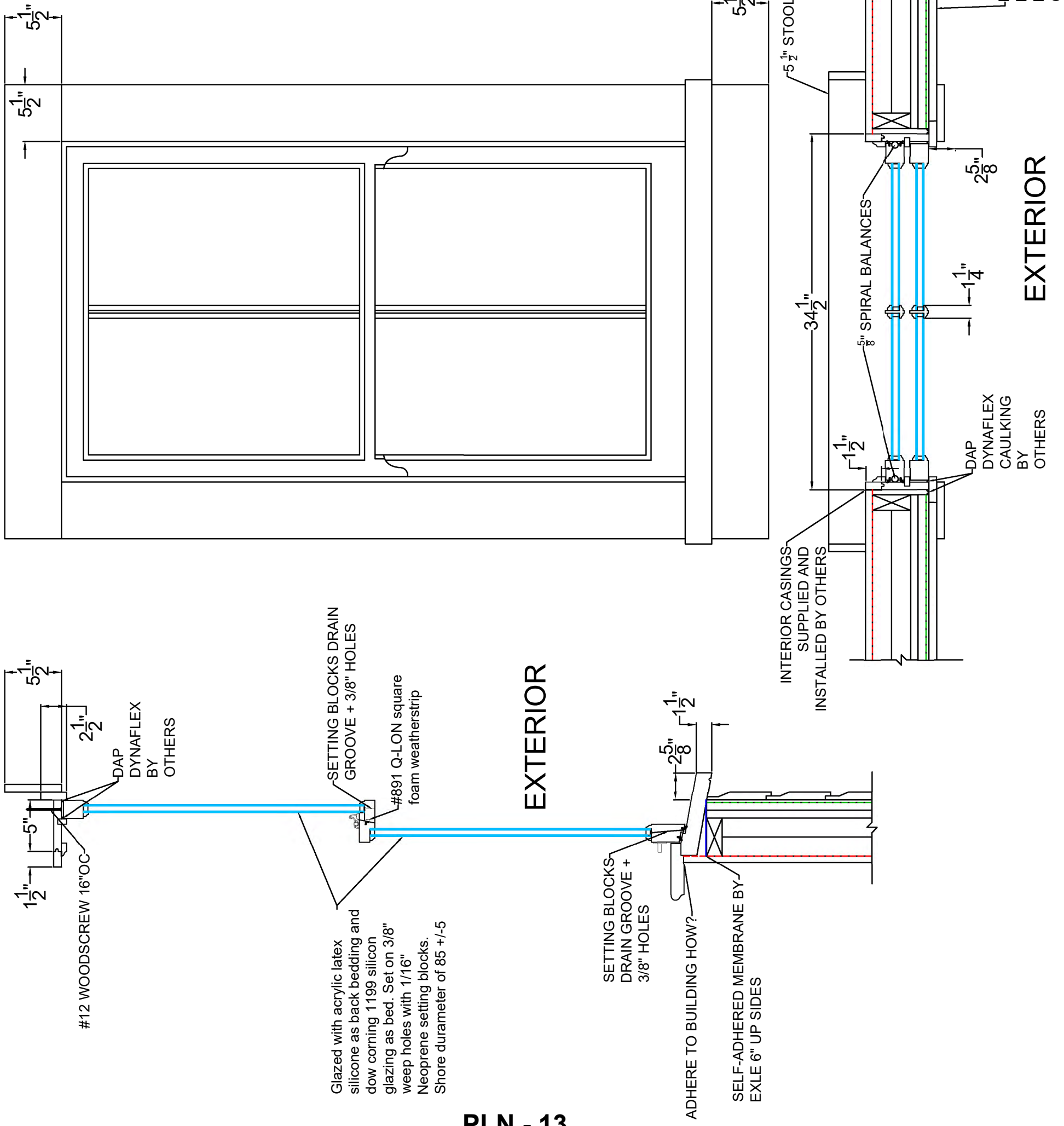
HARDWARE
 Spiral Balance - Aluminium Tube, Max 32"/35lbs FJ Series
 Sash Lock, Aged Bronze- for thermal sash sets
 Narrow catch plate, oil rubbed bronze
 4" Sash D Handle, Dark Bronze
 H3759 spiral balance carrier
 1 1/4" long screws (for thermal sash lock)

NOTES

6701 Oldfield Rd, Sannichton, BC, Canada, V8M 2A1
 Phone 250-386-5354
 www.vintagewoodworks.ca

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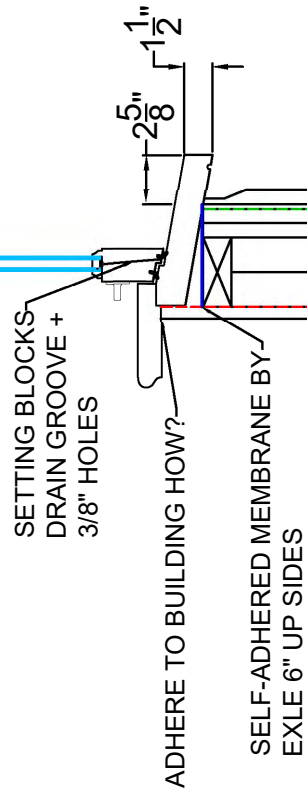
By signing below, I approve the design and dimension contained in this drawings as submitted to me.
APPROVED BY: _____



Glazed with acrylic latex silicone as back bedding and dow corning 1199 silicon glazing as bed. Set on 3/8\"/>

#891 Q-LON square foam weatherstrip

EXTERIOR



INTERIOR CASINGS SUPPLIED AND INSTALLED BY OTHERS

5 1/2\"/>

5\"/>

1 1/4\"/>

2 5/8\"/>

34 1/2\"/>

5\"/>

1 1/2\"/>

DAP DYNAFLEX CAULKING BY OTHERS

VAPOUR BARRIER BY OTHERS

2 LAYERS 30 MIN. BUILDING PAPER OVER PLYWOOD SHEATHING AS PER STRUCTURAL OVER EXISTING 2X4 STUDS AT 24\"/>

1/4 X 2\"/>

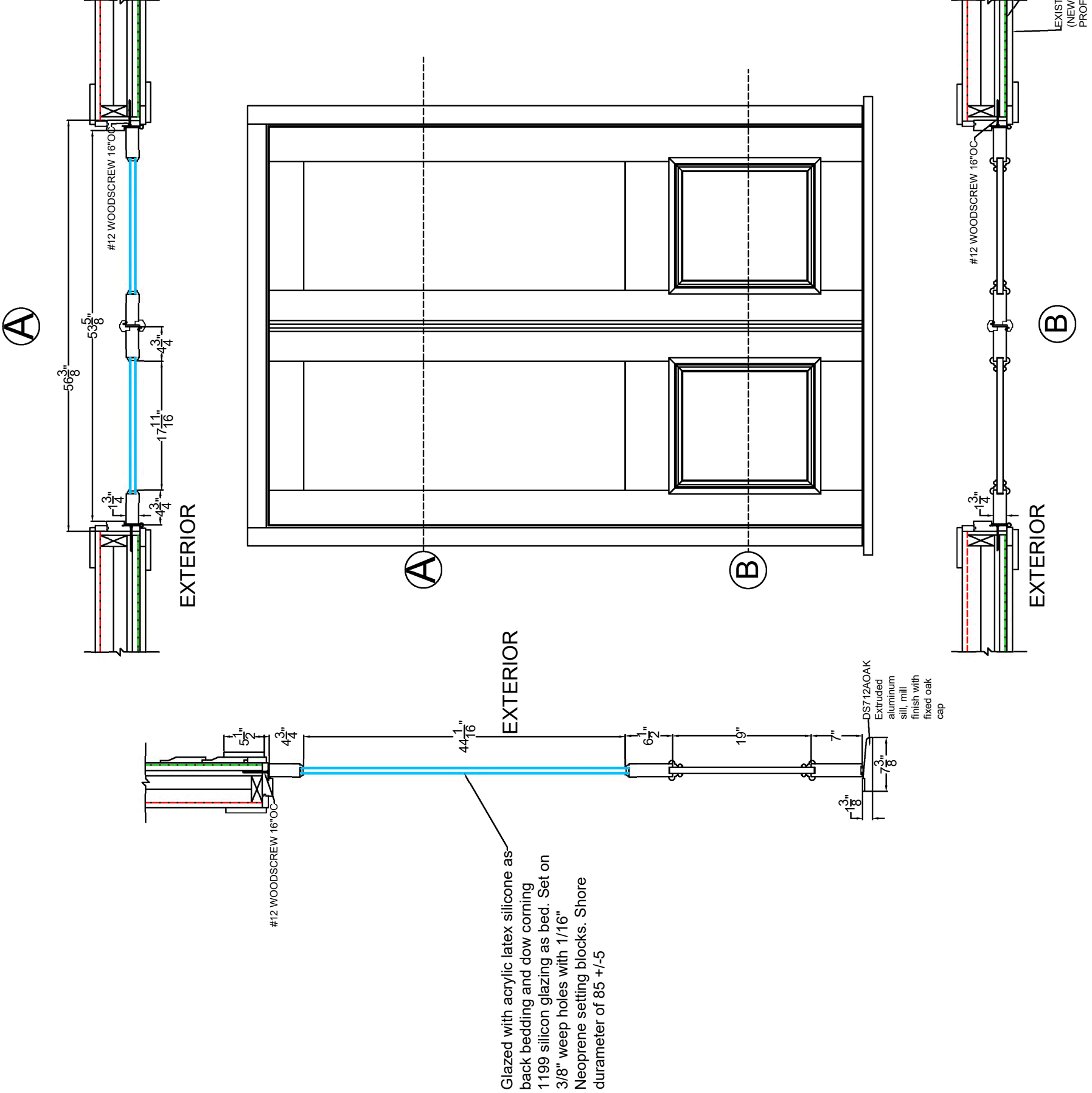
AT 24\"/>

EXISTING WOOD SIDING TO BE RETAINED/ RESTORED (NEW WOOD SIDING IF REQUIRED TO MATCH SIZE & PROFILES OF ORIGINAL). BY OTHERS

EXTERIOR

HA 23-035787 Plan #11

QUOTE	PRELIMINARY	FOR APPROVAL	MANUFACTURE
JOB DETAILS Job# Pro2024-1590 Job Name 3731 Chatham Street Customer EXLE Client Contact Ryan Bahrts Vintage Contact Keri Briggs			
DWG DETAILS Rev A Date Feb 1, 2024 Drawn Justin Murai Approved Scale NTS Units Inches Page 2			
REVISION HISTORY			
DOOR SPECS Type Double Door Species/Grade Clear VG Douglas Fir Finish -INTERIOR Prime only/ Painted by others Finish -EXTERIOR Prime only/ Painted by others			
Stops/Puity Door Thickness 1 3/4" / 44.4mm Stile Width 4 3/4" / 120.65mm Top Rail Width 4 3/4" / 120.65mm Bottom Rail Width 7" / 177.8mm Lock Rail Width 6 1/2" / 165.1mm Muntin width N/A			
JAMB SPECS Type Commercial Box Jamb Species/Grade Clear FG Douglas Fir Finish -INTERIOR Prime only/ Painted by others Finish -EXTERIOR Prime only/ Painted by others			
Jamb Width 5" / 127mm Jamb Thickness 1 1/8" / 28.5mm			
GLASS: Type 4mm Solarban 60 tempered (face #2), 1/2" Black Kodispacer 4SG + Argon, 4mm clear tempered			
HARDWARE 4.5x4 ball bearing solid brass hinge (button tip) Oil Rubbed Bronze solid brass Ball tip Oil Rubbed Bronze Door Shoe, 36" Extension bolt Oil Rubbed Bronze			
NOTES 6701 Oldfield Rd, Sannichon, BC, Canada, V8M 2A1 Phone 250-386-5354 www.vintagewoodworks.ca			
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City of Richmond

Report to Committee

To: Planning Committee

Date: March 14, 2024

From: Kim Somerville
Director, Community Social Development

File: 08-4055-08/2024-Vol 01

Re: **2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Progress Report for 2022–2023**

Staff Recommendations

1. That the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Highlights from 2022–2023 (Attachment 1) as outlined in the staff report titled, “2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Progress Report for 2022–2023”, dated March 14, 2024, from the Director, Community Social Development, be received for information; and
2. That the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Highlights from 2022 to 2023 be distributed to key community partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City website.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Corporate Communications & Marketing	<input checked="" type="checkbox"/>	
Intergovernmental Relations	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Richmond Public Library	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

Since its adoption on December 6, 2021, the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond (Collaborative Action Plan) has guided the City’s approach to working with the community to reduce and prevent poverty in Richmond. The purpose of the Collaborative Action Plan is to develop a more holistic understanding of the experiences and circumstances of individuals at risk of or living in poverty in Richmond and to provide a framework to promote collective action. Through a shared understanding of poverty, the City and community partners are able to more effectively collaborate on initiatives to improve access to community resources, address immediate needs and foster a greater sense of belonging and inclusion in the community.

The Collaborative Action Plan is composed of four strategic directions encompassing 26 actions to be undertaken by the City together with community partners over a ten-year period. The Collaborative Action Plan complements other City strategies that focus on other key areas related to poverty reduction and prevention, including the City of Richmond Affordable Housing Strategy 2017–2027 and City of Richmond Homelessness Strategy 2019–2029.

The purpose of this report is to provide an initial progress update on the first two years of implementation. It highlights the work of the City both independently and collaboratively with a range of community partners.

This report supports Council’s Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

- 1.2 *Advocate for the needs of Richmond in collaboration with partners and stakeholders.*
- 1.3 *Increase the reach of communication and engagement efforts to connect with Richmond’s diverse community.*

This report supports Council’s Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

- 6.1 *Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.*
- 6.3 *Foster intercultural harmony, community belonging, and social connections.*
- 6.4 *Support vulnerable populations through collaborative and sustainable programs and services.*

This report also responds to 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond Strategic Direction 4: Research, Monitor and Evaluate:

- 4.5 *Report out every two years on the progress of the Collaborative Action Plan.*

Analysis

While poverty may be understood as a lack of financial resources to meet basic needs, it results in broader social impacts on individuals and families that can include inequitable access to opportunities and limited ability to participate in different aspects of community life. The definition of poverty that informs the City's approach recognizes it as "the condition of a person who is deprived of the resources, means, choices and power necessary to acquire and maintain a basic living standard needed to promote and facilitate integration and participation in society."¹

Since the Collaborative Action Plan was adopted in 2021, the context for poverty reduction and prevention has been rapidly changing. In recent years, rising costs of living and inflation have put increased pressure on household finances across the country. These affordability challenges have further exacerbated difficulties for some individuals and families that were more severely impacted by employment and income losses experienced during the COVID-19 pandemic. This has led to a growing number of households relying on supportive services to meet basic needs, even those that do not fall below poverty thresholds. The 2023 National Advisory Council on Poverty annual report identified that increasing unaffordability is likely to cause poverty rates to increase.²

Similarly, community data indicates that there is a growing number of Richmond residents who are seeking social supports to meet basic needs. These include:

- An increased number of Richmond households on the BC Housing Applicant Registry;
- More Richmond households supported by BC Income and Disability Assistance;
- A rise in the number of Richmond residents counted in the Metro Vancouver Homeless Count; and
- Continued growth in the number of households supported by the Richmond Food Bank.

Poverty reduction and prevention requires commitment and action from all levels of government and sectors of the community. In its first two years of implementation, the Collaborative Action Plan has already played a role in strengthening coordinated efforts by Richmond-based community organizations and public sector agencies, including the City of Richmond, that are committed to working together on initiatives that contribute to preventing and reducing poverty in the community.

Collaborative Action Plan: Highlights from 2022 and 2023

The 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: Highlights from 2022–2023 document (Attachment 1) describes key initiatives led, collaborated on or supported by the City to address the plan's 26 strategic actions. It also outlines some of the key contributions of community partners across sectors in Richmond. As the Collaborative

¹ Employment and Social Development Canada (2018). [Opportunity for All - Canada's First Poverty Reduction Strategy](#).

² National Advisory Council on Poverty (2023). [Blueprint for Transformation: The 2023 Report of the National Advisory Council on Poverty](#).

Action Plan was adopted in December 2021, the highlights in the attachment and those summarized below are from the timeframe, January 2022 to December 2023.

- On February 28, 2022, City Council adopted the Terms of Reference for the Community Poverty Reduction and Prevention (CPRP) Table. This table was established in April 2022 to advance actions identified in the Collaborative Action Plan. Co-chaired by the City and Richmond Public Library (RPL), the CPRP Table is comprised of representatives from community non-profit organizations, cornerstone institutions such as Richmond School District No. 38 and Vancouver Coastal Health, the Ministry of Social Development and Poverty Reduction, and Richmond residents with lived and living experience of poverty. (Action 1.1)
- In September 2023, a sub-committee of the CPRP Table was formed to increase work experience, mentorship and upskilling opportunities available in Richmond. Co-chaired by staff from the City, Back in Motion, Turning Point Recovery Society and Pacific Autism Family Network, representatives from over 10 community organizations have been collaborating to identify and implement initiatives to expand employment resources for Richmond residents at risk of or living in poverty. (Action 1.4)
- Through the City's Health, Social and Safety Grants (HSS) more than \$195,000 in total funding has been provided over the past two years (2022 and 2023) to eight different organizations delivering community meal and food delivery programs in Richmond. As well, through the City's Parks, Recreation and Community Events Grants, over \$78,000 in total funding was provided during this two-year timeframe to support the work of Urban Bounty and the Sharing Farm. (Action 2.4)
- In 2022, the City received a \$50,000 grant from the Province of BC's Poverty Reduction Planning and Action program, administered by the Union of British Columbia Municipalities (UBCM), to develop and implement the Community Services Pop Ups (Pop Ups) in collaboration with RPL. These free, monthly drop-in sessions at Brighthouse Library connected residents to a wide range of community-based services that support people with lower incomes. By December 2023, the Pop Ups had supported over 1,000 Richmond community members to access resources available in the community. Due to ongoing need, the Pop Ups have continued as a monthly program at Brighthouse Library. (Action 3.2)
- In 2023, the City received another \$50,000 grant from UBCM to develop the Community Services Connectors Pilot Program (Connectors Pilot Program) in collaboration with RPL. This peer-to-peer program trained Richmond community members to help residents with lower incomes access community resources. Complementing the Pop Ups, the Connectors Pilot Program provides additional targeted outreach to connect residents outside of the city centre to one-on-one support on a weekly basis. The program launched in January 2024 at Ironwood Library. (Action 3.2)
- In an effort to share local promising practices, in 2022, the City presented at the annual Tamarack Conference to highlight the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. In 2023, the City and RPL also presented on a province-wide webinar panel convened by the Tamarack Institute to highlight the success of the Community Services Pop Ups. (Action 4.4)

A complete list of the 26 actions outlined in the Collaborative Action Plan and their current status is presented in the Appendix of Attachment 1. In summary, during the first two years of implementation, progress on the Collaborative Action Plan is well underway as:

- Three of six short-term actions have been completed and the remaining three actions are in progress;
- Four of seven medium-term actions have been initiated;
- One of two long-term actions have been initiated; and
- 11 of 11 ongoing actions have been initiated or are in the maintenance phase.

Over the next two-year period, initiatives will focus on: reducing food insecurity; strengthening employment resources; continuing to improve access to community resources and City services; and fostering dialogue with people with lived and living experience of poverty. Upon approval, the Collaborative Action Plan: Highlights from 2022–2023 will be distributed to key community partners, local Members of Parliament, and local Members of the Legislative Assembly. It will also be available on the City website.

Financial Impact

None.

Conclusion

Since the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond was first adopted, community data shows that more Richmond residents have needed to rely on community resources to meet basic needs. Even households that have incomes above poverty thresholds are experiencing financial pressures due to inflation and cost of living increases. The City continues to work together with cross-sectoral community partners to reduce and prevent poverty in Richmond. Community impacts of reducing poverty include strengthening the local economy and improving social connectedness, resiliency and well-being. Poverty reduction and prevention efforts also promote a greater sense of choice, agency, belonging and inclusion for Richmond residents at risk of or living in poverty.



Donna Lee
Planner 2 (Poverty Reduction)
(604-204-8599)

Att. 1: 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond:
Highlights from 2022–2023



**2021–2031
Collaborative
Action Plan to
Reduce and
Prevent Poverty
in Richmond**

**Highlights from
2022–2023**

Community Social
Development
Department





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Introduction

Poverty, and the circumstances that lead to it, is complex. It can be defined as “the condition of a person who is deprived of the resources, means, choices and power necessary to acquire and maintain a basic living standard needed to promote and facilitate integration and participation in society.”¹ Poverty affects different households in different ways and extends beyond a lack of financial resources to also include lack of access to opportunities and issues of inequity. It can also influence or limit the ability of individuals or families to participate in different aspects of community life (social, cultural, political, economic and recreational).

The recent global increase in the cost of food, gas and housing, in addition to inflation, has increased financial pressure on households across Canada resulting in growing numbers of people seeking support to meet basic needs. Strategic and coordinated action from all sectors is required to prevent more households from experiencing poverty. The City of Richmond recognizes that local governments have a role to play in addressing poverty and is committed to collaborating with community organizations and senior levels of government towards this goal.

In 2020, the City of Richmond received a grant from the Province of BC’s Poverty Reduction Planning and Action Program, administered by the Union of British Columbia Municipalities (UBCM). The purpose of the grant was to support the development of the City’s first poverty reduction plan. Significant community engagement with both community partner organizations and residents, including residents with lived and living experience, shed light on the barriers faced by residents at risk of or living in poverty. This feedback emphasized challenges in meeting basic needs, barriers to accessing a range of supportive programs and services, and the related impact on sense of belonging and inclusion in the community. These findings informed the development of a collaborative plan of action.

This document is the initial progress update on the first two years of implementation of the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. In addition to reporting achievements and highlights, it is also a tool for the City, partner organizations, service providers and community members to identify future collaborative opportunities to reduce and prevent poverty in Richmond.

¹ Employment and Social Development Canada (2018). [Opportunity for All – Canada’s First Poverty Reduction Strategy](#).

About the Collaborative Action Plan

On December 6, 2021, City Council adopted the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond (Collaborative Action Plan) to guide the City’s long-term approach to working with the community to reduce and prevent poverty in Richmond.

The Collaborative Action Plan identifies four strategic directions comprised of 26 actions to be implemented collaboratively over a ten-year timeframe. The strategic directions are:

- **Strategic Direction 1:** Prevent and Reduce Poverty
- **Strategic Direction 2:** Support Residents at Risk of or Living in Poverty
- **Strategic Direction 3:** Increase Awareness and Educate
- **Strategic Direction 4:** Research, Monitor and Evaluate

Alignment with Other City Strategies

To facilitate a comprehensive approach to poverty reduction and prevention, the strategic directions and actions outlined in the Collaborative Action Plan align with and build upon other City strategies and plans that address key areas related to poverty reduction and prevention, including:

- Richmond 2041 Official Community Plan (OCP)
- Building Our Social Future: A Social Development Strategy for Richmond 2013–2022
- City of Richmond Community Wellness Strategy 2018–2023
- Community Energy and Emissions Plan (CEEP) 2050
- City of Richmond Seniors Strategy 2022–2032
- City of Richmond Youth Strategy 2022–2032
- City of Richmond Cultural Harmony Plan 2019–2029
- City of Richmond Affordable Housing Strategy 2017–2027
- City of Richmond Homelessness Strategy 2019–2029
- 2017–2022 Richmond Child Care Needs Assessment and Strategy (strategy update in progress)
- ArtWorks: Richmond Arts Strategy 2019–2024
- City of Richmond Recreation and Sport Strategy 2019–2024

Rapidly Changing Context

Impacts from the COVID-19 pandemic together with increased costs of living and rising inflation have meant more households across the country are struggling to meet basic needs.

Impacts on Poverty Since COVID-19

The Collaborative Action Plan was adopted in late 2021, before the effects of the COVID-19 pandemic on lower income households were well understood. The pandemic disproportionately affected low-wage workers who faced increased job losses, reduced income and slower employment recovery, in comparison with higher-paid workers.² This especially impacted workers who were employed in frontline occupations in the accommodation, care and retail sectors, many of whom were racialized individuals.^{2, 3, 4} A slower employment recovery rate was also experienced by workers who had less than a bachelor-level of post secondary education.⁵ These employment and income losses exacerbated precarious situations of individuals who were at risk of or living in poverty. Of the 2023 Homeless Count respondents from across Greater Vancouver who reported losing their housing in the past three years, 15% identified the COVID-19 pandemic as a reason for their most recent housing loss.⁶

Effects of the pandemic combined with the recent cost of living increases have resulted in more households facing affordability issues, even those that do not fall below the poverty line. A recent Statistics Canada report noted that in 2022, about four in five families facing food insecurity had household incomes above the poverty line.⁷ In 2023, 27% of Canadians reported that it was very difficult to meet necessary expenses such as transportation, housing, food and clothing.⁸ The 2023 National Advisory Council on Poverty annual report identified that recent increases in costs of living represent one of the most important socioeconomic challenges faced by people living in Canada following the onset of the COVID-19 pandemic, and it is expected that increasing unaffordability will cause poverty rates to trend upwards.⁹

Richmond Context

Collaborative efforts to work towards poverty reduction and prevention require a common understanding of the context of poverty in Richmond. This section provides an overview of poverty indicators and community trends based on local data.

Prevalence of Low Income

Prevalence of low income refers to the percentage of a population that falls below an identified income threshold. While poverty is influenced by a number of factors, at the most fundamental level, households experiencing poverty lack the income and resources needed to meet a basic standard of living. While income-based data has limitations, it is one of the most consistent measures available for Richmond and is used nationally and internationally as an indicator for poverty.

2 Canadian Centre for Policy Alternatives, BC Office (2021). [Working for a Living Wage: 2021 Update](#).

3 National Advisory Council on Poverty (2023). [Blueprint for Transformation: The 2023 Report of the National Advisory Council on Poverty](#).

4 Canadian Centre for Policy Alternatives (2021). [A Disproportionate Burden: COVID-19 labour market impacts on Indigenous and racialized workers in Canada](#).

5 Statistics Canada (2023). [Changes in income across different levels of educational attainment during the first year of the COVID-19 pandemic](#).

6 Homelessness Services Association of BC (2023). [2023 Homeless Count in Greater Vancouver](#).

7 Statistics Canada (2023). [Food insecurity among Canadian families](#).

8 Statistics Canada (2023). [Difficulty meeting financial needs, by gender and other selected sociodemographic characteristics \[Table 45-10-0087-01\]](#).

9 National Advisory Council on Poverty (2023). [Blueprint for Transformation: The 2023 Report of the National Advisory Council on Poverty](#).

The Market Basket Measure (MBM) was adopted as Canada’s Official Poverty Line in 2019, and considers an individual to live in poverty if their disposable income is insufficient to purchase a predetermined basket of goods and services required to achieve a modest, basic standard of living. Since its adoption, the MBM has undergone comprehensive reviews and continuous updates to refine the methodology to be applicable regionally across Canada. Based on the 2021 Census, the prevalence of poverty according to the MBM in Richmond was 14.4%, which was 3% higher than the regional rate of 11.2% across Greater Vancouver.

In lieu of regular MBM threshold updates, the City has referenced the Low Income Measure After-Tax (LIM-AT), a relative measure of low income status based on 50% of the median after tax income of households. Based on the 2021 Census, the prevalence of low income in Richmond decreased to 15.9% (LIM-AT) from 22.2% in 2016. However, this decrease was largely attributed to pandemic income replacement benefits, such as the Canadian Emergency Response Benefit (CERB) that provided a temporary boost to income levels for some lower socioeconomic households. As the benefit has not continued, the resulting effect is likely temporary.¹⁰

Table 1: Richmond Residents Living in Poverty Based on the LIM-AT, 2016 compared with 2021 Census

	2016	2021
Total number of residents	198,309	208,395
Below LIM-AT	44,040	33,225
% Below LIM-AT	22.2%	15.9%

Source: Statistics Canada, 2016 and 2021 Census of Population.

While data based on reported income provides one measure of poverty levels in the community, it does not provide a complete picture. Instead, it is best used as an initial reference point supplemented with community-based data to provide a better understanding of the local context.



¹⁰ Tamarack Institute (2023). [Communities Ending Poverty Impact Report: A Deep Dive into 2022](#).

Community Trends

Trends in community data suggest that the positive effects of pandemic-related financial assistance were temporary. Data from multiple sources indicates that there is a growing number of Richmond residents accessing supports to meet basic needs. When possible, data from 2021 has been provided for comparison as a baseline indicator.

- The average number of households in Richmond on the BC Housing Applicant Registry rose by approximately 500 households, to 1,556 households in 2023, up from 1,074 households in 2021.
- The average number of Richmond households supported by BC Income and Disability Assistance grew by over 500 households, to 3,432 households in 2023, up from 2,913 households in 2021.
- Increases in BC Income and Disability Assistance cases in Richmond were seen among all household types (singles, couples and families with children), with the bulk of the increase due to a rise in Income Assistance cases (375 households).
- The average number of individuals in Richmond with no fixed address receiving BC Income and Disability Assistance increased by almost 100 cases, to 202 cases in 2023, up from 106 cases in 2021.
- The number of Richmond residents counted in the Metro Vancouver Homeless Count almost doubled, growing to 162 individuals in 2023, up from 85 individuals in 2020.
- 13% of Richmond residents participating in the 2023 Homeless Count reported earning income through full-time (6%) or part-time (7%) employment.
- The total number of households supported by the Richmond Food Bank more than doubled, growing to 4,770 households in 2023, up from 2,173 households in 2021.

Other indicators from programs delivered by the City and in partnership with Community Associations and Societies and Richmond Public Library (RPL), also reinforce similar trends of more residents seeking community supports.

- The number and dollar amount of Health, Social and Safety Grants disbursed to support emergency food programs increased by approximately \$32,000 to 7 organizations that received \$111,895 in 2023, up from 5 organizations that received \$79,433 in 2021.
- The number of Richmond residents enrolled in the City of Richmond's Recreation Fee Subsidy Program continued to grow, with 2,984 participants enrolled in the 2022–2023 program year, up from 1,992 participants in the 2021–2022 program year.
- Over 1,000 community members sought community resources and services through the Community Services Pop Ups' first year of implementation (December 2022 to December 2023).

Roles and Responsibilities in Poverty Reduction

Experiences of poverty are influenced by a broad range of social and economic conditions that occur at the community, regional and national levels. As a result, all three levels of government, community organizations and individuals have roles to play in creating systems and environments that work to effectively reduce and prevent poverty in communities.

The Government of Canada

The Government of Canada plays a central role in addressing and alleviating conditions of poverty in Canada. The federal government has responsibility for many of the broader macro-economic policies and social programs that affect the well-being of Canadians. This includes programs related to child and family well-being, such as the Canada Child Benefit, and employment-related policies and programs, such as the delivery of Canada's Employment Insurance programs. The federal government also provides funding transfers to provincial governments in key areas such as health care and child care, and provides funding to municipalities and community service organizations for projects and programs that align with federal priorities. Additionally, various federal agencies work closely with municipalities on areas of mutual concern, such as affordable housing that affect persons at risk of or living in poverty (e.g. Canadian Mortgage and Housing Corporation).



The Province of BC

The provincial government (the Province) has jurisdiction over a broad range of social policy areas that include health care, education and welfare. It furthers its social development mandate through the Ministry of Social Development and Poverty Reduction, which administers BC Income and Disability Assistance programs that provide social assistance for basic needs. The Province also funds service provision through health authorities, crown agencies (e.g. BC Housing), and contracts and grants with non-profit organizations. Additionally, the Province provides short-term funding to municipalities, school districts and other governmental organizations to advance provincial priorities, such as the 3-year UBCM Poverty Reduction Planning and Action Grants, and the Feeding Futures fund to enhance access to nutritious food in schools.

The City of Richmond

Local governments are uniquely positioned to understand the needs of those who live in their community. The City of Richmond (the City) is committed to working with senior levels of government and the public and non-profit sectors to address the needs of residents at risk of or living in poverty. The City utilizes its planning and regulatory powers to advance actions that support increased affordability and livability in the community, such as the development of affordable housing and the provision of child care amenities. The City also works to address the specific needs within the community by:

- Working with community-based organizations to advocate to senior levels of government for resources, programs and funding;
- Sharing best practice research with the community to increase awareness and education about the need for increased inclusion for all residents, regardless of socioeconomic standing;
- Analyzing data on community needs to create policy and implement actions that support residents at risk of or living in poverty;
- Delivering programs and services, including poverty reduction initiatives, within the City's mandate;
- Developing and implementing initiatives in collaboration with community-based organizations that respond to the needs of residents at risk of or living in poverty; and
- Assisting non-profit community service organizations by facilitating collaboration, enabling capacity building, and providing financial and in-kind supports (e.g. program space).

Community Associations and Societies

The City works with Community Associations and Societies to provide recreation, sport, arts, culture and heritage opportunities to all Richmond residents. The City provides the facilities and core staffing, and most of the Community Associations and Societies are responsible for the delivery of programs and events. The City and the Community Associations and Societies aim to provide programs that are inclusive and remove barriers to participation so all residents can participate. This includes offering a range of free and low-cost programs and opportunities. Community Associations and Societies also partner with the City to offer the Recreation Fee Subsidy Program (RFSP) for those with low incomes. Through the RFSP, participants receive financial support to participate in most registered and drop-in parks, recreation and cultural programs offered at City community facilities.

Richmond Public Library

Public libraries promote literacy and lifelong learning, and provide a range of resources, programs and services that are accessible to everyone in the community. Richmond Public Library (RPL) is committed to poverty reduction, inclusion and being responsive to community needs. RPL provides barrier-free access to its services with no late fines for borrowed items. In addition to print materials, RPL's collection includes a

variety of activity kits that are free to borrow, and provides dedicated spaces to access and learn about digital technology. As well, RPL acts as a resource hub, working in partnership with community-based organizations to better connect residents with skill building opportunities and community resources.

Community Service and Faith-based Organizations

Community service and faith-based organizations in Richmond play an integral role in advocating for and responding to the needs of families and individuals living in poverty in the community. These organizations provide critical services that respond to existing and emerging needs, and work collaboratively to break down barriers to ensure that all residents are able to access the services and supports they need. Examples include:

- Referrals to government programs, health care and mental health services;
- Supportive programming including life and employment training skills;
- Provision of emergency food supports, including community meals and food hampers;
- Owning and operating affordable housing units;
- Opportunities for social and community connection;
- Information and referral supports;
- Information on housing and education;
- Job skills training and career mentoring; and
- Support groups.



Richmond School District

Schools play a significant role in supporting children and families experiencing poverty that goes beyond their fundamental purpose of providing education. Schools are important community hubs that help families build support systems and create connections in the community. They provide access to social and recreational opportunities that contribute to healthy child development and help connect children and families to resources in the broader community. The Richmond School District No. 38 also operates programs that ensure all children and youth have access to supplies, nutritious snacks and other basic necessities.

Vancouver Coastal Health

Vancouver Coastal Health (VCH) provides health care services through a network of hospitals, primary care clinics, community health centres and residential care. VCH is one of five regional health authorities that governs, plans and coordinates health services in BC. VCH also works with municipalities and community service organizations to employ a population health approach to improve the health of the entire population and to reduce health inequities among population groups by improving the social determinants of health in communities.

Business Community

The business community plays an important role in reducing and preventing poverty. Members of the business community are both employers and often Richmond residents. Their decisions and actions have a direct impact on employment levels, labour and income, and overall quality of life in the community. Businesses also offer mentoring opportunities and assist with sponsorship of programs and events that help foster the full participation of all Richmond residents in the social, cultural, economic and political life of the city.

Residents and Community Members

Residents and community members in Richmond play an important role in reducing and preventing poverty. Some community members volunteer to support programs, services and organizations that aim to prevent or reduce the impacts of poverty, while others take on an advocacy role to promote equitable access to basic needs for fellow residents. Importantly, residents with lived and living experience with poverty have insights to share on the challenges they face and can be vital resources for others in the community, especially when supports and opportunities are available to do so.

Collaborations in the Community

Poverty prevention and reduction requires a community effort and is not the sole responsibility of one organization, sector or level of government. Richmond-based community organizations and public sector agencies, including the City of Richmond, are committed to working together on initiatives that contribute to preventing and reducing poverty in the community. The overview below provides a high-level snapshot of some of the important work being led by community partners in 2022 and 2023.

- **Social Services:** Richmond has over 45 non-profit community organizations, an active community of faith organizations and dedicated public sector agencies that continue to provide social services and lead a range of targeted initiatives to support populations that are at risk of or living in poverty. Key services that support poverty reduction include direct program delivery, resource navigation and individual support across population groups. This includes the provision of housing navigation services, addiction and recovery supports, mental health and wellness programs, and employment resources and upskilling programs. In addition to the ongoing work undertaken by these organizations to support vulnerable populations, several new initiatives have been introduced in the community since the plan was adopted. Since 2022, the City

has worked in partnership with Turning Point Recovery Society to operate the Brighthouse Pavilion Drop-in Centre and Shower Program. In the same year, S.U.C.C.E.S.S. and Vancouver Coastal Health piloted a bilingual (English and Chinese) community connectors program that assists vulnerable seniors to access community resources. In 2023, Richmond Cares, Richmond Gives introduced the provincially-funded Seniors Housing Information and Navigation Ease (SHINE) program.

- **Food Access:** The need for emergency food resources in Richmond has been increasing throughout 2022 and 2023, and the Food Aid Delivery Coalition, a network of primarily faith organizations, continued to provide community meals and food outreach to community members in need and those experiencing unsheltered homelessness. In 2023, the Richmond Food Bank began convening quarterly Richmond Food Coalition meetings to enable information sharing among community meal service providers and other community partners. It also began working with the City to update the No or Low Cost Community Meals and Food Programs brochure. A number of community organizations, including Vancouver Coastal Health, Richmond Food Bank, and Family Services of Greater Vancouver, continued to distribute BC Farmers' Market Nutrition Coupons to lower-income community members. These coupons supported the purchase of fresh vegetables and fruits at the Kwantlen Farmers' Market and Steveston Farmers' and Artisans Market. In 2023, Richmond School District No. 38 received Feeding Futures provincial funding to enhance school nutrition programs. Urban Bounty led a number of initiatives to improve food system equity, such as initial work to explore the development of a community food hub. As well, Urban Bounty oversaw the City's 15 community garden sites that were tended by over 760 Richmond residents. Subsidized garden plot rentals were available to those living on low income and to organizations delivering programs targeted to people at risk of poverty. A total of 19 garden plots were subsidized in 2022, with this number growing to 36 subsidized garden plots in 2023.
- **Employment:** A key element in poverty reduction efforts is to support people in achieving adequate incomes to meet their needs. Richmond has a range of organizations and agencies that deliver employment resources and programs for community members who may face barriers to finding and maintaining meaningful employment. These groups include persons with disabilities, youth, immigrants and newcomers, and people experiencing multiple barriers. Over the past two years, community organizations and employers across the community collaborated on the delivery of job fairs and hiring events, with support from WorkBC, Community Associations and Societies, Richmond Public Library, and the City. In 2023, a sub-committee of service providers was established through the City's Community Poverty Reduction and Prevention Table to explore collaborative actions to further improve access to employment resources for people at risk of or living in poverty.
- **Mental Health Services:** Poverty can influence mental health through increased stress, lack of access to basic needs and limited opportunities to access mental health care.¹¹ During engagement for the Collaborative Action Plan, increased access to mental health services emerged as a priority for Richmond residents at risk of or living in poverty. In the past two years, Richmond has gained two new assets in this area. Foundry Richmond, operated by Vancouver Coastal Health, opened a permanent location on Cooney Road in 2023. In addition, Richmond School District No. 38 and Vancouver Coastal Health collaborated on the implementation of the Integrated Child and Youth Team. Both facilitate access to mental health resources for children, youth and their families in Richmond through outreach or low barrier programming, and partnerships with community social service organizations.
- **Financial Assistance to Participate:** Richmond has a network of financial support programs to improve access to sport and physical activity opportunities, in addition to the Recreation Fee Subsidy Program delivered by the City and Community Associations and Societies. KidSport Richmond provided a total of \$280,000 in funding in 2022 and 2023 to Richmond children and youth from low-income families.

11 Public Health Agency of Canada. canada.ca/content/dam/phac-aspc/documents/services/publications/science-research-data/health-inequalities-infographics/mental-health-inequalities-by-income-en.pdf

KidSport raises funds through private donations and grants, including the City’s Parks, Recreation and Community Events Grants. In 2023, the new Active Recreation and Sport Fund, administered by Richmond Sports Council with funding from the City, was introduced. As well, the Canadian Tire Jumpstart program continued to offer funding both for individuals and to support affordable programming in the community.

- **Awareness and Advocacy:** The Richmond Advocacy and Support Committee (RASC) supported citizen engagement of people with lived experience of poverty. RASC members assisted with participant recruitment for the 2023 BC SPEAK survey. RASC members also developed skills to advocate for the Vision Zero approach to traffic safety, with support from the Richmond Poverty Reduction Coalition (RPRC). RPRC is a collective of Richmond residents and agencies that raise awareness and advocate for social justice and equity on a number of policy topics to different levels of government. As well, the Food Access in Richmond (FAIR) committee, initiated in 2022 and supported by the Richmond Food Bank, is comprised of residents with lived experience of food insecurity. In June 2023, FAIR implemented a pilot community pantry which helped to raise awareness of the increasing need for food access in Richmond.

Over the course of the ten-year Collaborative Action Plan, the City is committed to continuing to cultivate collaborative actions together with community organizations to prevent and reduce poverty in Richmond.



Progress on the Collaborative Action Plan

As the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond was adopted in December 2021, the highlights reported below are from the timeframe of January 2022 to December 2023. Appendix 1 outlines the current status of Collaborative Action Plan strategic actions.

Strategic Direction 1: Reduce and Prevent Poverty

Poverty reduction and prevention means improving equitable access to the resources, means, choices and power needed for individuals to meet their immediate needs and to develop more financially stable futures. The City is committed to facilitating collective action with community organizations through ongoing conversations, information sharing and building social planning capacity.

Through implementation of Strategic Direction 1, the City aims to strengthen community capacity in Richmond to implement collaborative efforts to reduce and prevent poverty and increase participation and sense of belonging for community members at risk of or living in poverty.

Achievements and Highlights

- On February 28, 2022, Council adopted the Terms of Reference for the Community Poverty Reduction and Prevention (CPRP) Table. This table was established to advance actions identified in the Collaborative Action Plan. The CPRP Table commenced in April 2022 and meets bi-monthly to strengthen the network of cross-sectoral organizations and to advance annual priorities through collaborative actions. Co-chaired by the City and Richmond Public Library (RPL), the CPRP Table is comprised of community non-profit organizations, cornerstone institutions such as Richmond School District No. 38, Ministry of Social Development and Poverty Reduction, Vancouver Coastal Health, and Richmond residents. (*Action 1.1*)
- The City was a successful recipient of two Poverty Reduction Planning and Action Grants in 2022 and 2023, totalling \$100,000 in funding from the Province, administered by the Union of BC Municipalities. The intent of this provincial funding was to support local governments to implement initiatives that work to reduce poverty at the local level and to support the Province’s poverty reduction strategy, TogetherBC. These successful grants were used to implement an ongoing monthly drop-in program to connect residents at risk of or living in poverty to resources and supports, and develop a pilot peer-to-peer resource navigator program. (*Action 1.2*)
- In September 2023, a sub-committee of the CPRP Table was formed to increase work experience, mentorship and upskilling opportunities available in Richmond. Co-chaired by the City, Back in Motion, Pacific Autism Family Network and Turning Point Recovery Society, representatives from over ten community organizations have been collaborating to identify and implement initiatives to expand employment resources for Richmond residents at risk of or living in poverty. (*Action 1.4*)
- In May 2023, the City launched a new Instructor/Lifeguard Subsidy Program (ILSP) targeted to youth and adult residents (13+ years) who face financial barriers to accessing the training required to become a swim instructor or lifeguard. In the first six months, 13 Richmond residents were enrolled in the program; by the end of 2023, one participant had completed the required training and was hired by the City as an instructor/lifeguard. The ILSP continues to support enrolled individuals as they complete approximately 165 hours of training through a number of courses in lifesaving, lifeguarding, first aid and swimming

instruction. This program aims to both increase the recruitment pool for instructor/lifeguard positions in Richmond, as well as provide Richmond youth and adults with financial support to pursue a career or job that builds transferrable skills. (*Action 1.4*)

- The Richmond Youth Media Program (RYMP) is a free, referral-based program for youth to learn media literacy skills. It takes place in a supportive environment that includes drop-in times to work independently, as well as structured skill-building sessions with instructors and industry professionals. RYMP has been delivered in partnership with Vancouver Coastal Health and Richmond Addictions Services Society (RASS) for ten years. Recent highlights include:
 - In 2023, RYMP participants created a video of the City's Remembrance Day ceremony, through which they gained camera operation skills filming a large scale public event and received mentorship from a film industry professional.
 - RYMP's annual Youth Art Mart in Fall 2023 provided 40 youth artist vendors the opportunity to develop entrepreneurship experience and networking skills, and to add to their artistic portfolios.
 - As part of ongoing development of the RYMP program, New Music Jam sessions were introduced in 2023 to provide opportunities for youth to explore other creative industries. (*Action 1.4*)
- The City's Art at Work professional development series for artists provided free educational webinars and workshops targeted to self-employed artists and non-profit arts organizations. As income through artistic pursuits can be intermittent and variable, these learning opportunities provide local artists with knowledge, skills and networking opportunities to strengthen their ability to pursue a career in artistic fields.
 - In 2023, seven professional development workshops were delivered, including sessions on Tax Basics, Applying to Public Art Calls, Preparing Exhibition Proposals and Grant Writing.
 - The Richmond Art Gallery delivered eight Artist Salon sessions that promote networking among emerging and established artists to build their capacity and learn from other arts professionals, share or create work and discuss upcoming artist calls.
 - Together, through online and in-person formats, these sessions attracted 431 participants and hundreds more views on-demand via YouTube. (*Action 1.4*)
- In 2022 and 2023, RPL delivered and partnered with community organizations to host programs in Richmond libraries that support employment readiness in a welcoming and low-barrier environment, including:
 - In partnership with S.U.C.C.E.S.S., monthly resume clinics paired 57 job seekers with one-on-one assistance provided by volunteer experts to discuss strategies to tailor their resumes to industry standards.
 - In 2022 and 2023, eight lesson sets of the Computer Basics Training were offered at the Ironwood Library. The program engaged 122 participants who learned fundamental computer skills for beginners.
 - In 2023, 129 free Basic English Classes for Women were hosted, in partnership with the Richmond Women's Resource Centre (RWRC). These three-week English lesson sets assisted over 1,500 women to improve their vocabulary, English pronunciation and listening skills. (*Action 1.5*)
- In May 2023, a Planner 2 (Poverty Reduction) was hired as part of the City's commitment to reducing and preventing poverty in Richmond. Drawing on a collective impact approach, this new City position provides a subject matter resource dedicated to leading implementation of the Collaborative Action Plan and providing support to coordinate and align community efforts and resources. (*Action 1.7*)



Strategic Direction 2: Support Residents at Risk of or Living in Poverty

Challenges faced by people living in poverty include not being able to afford basic necessities, experiencing barriers to work and difficulties accessing supportive services. These situations can compound feelings of stress and isolation when individuals do not have necessary resources or supports. The City works regularly with Richmond’s network of community organizations and senior levels of government to increase access to a wide range of programs and services.

Through implementation of Strategic Direction 2, the City aims to remove barriers and increase access to the programs and resources available to community members at risk of or living in poverty and to promote resiliency and sense of inclusion in the community.

Achievements and Highlights

- In 2022, the City launched the Newcomers Video Series to reduce barriers to information and improve access to programs and services for newcomer residents in the community. Five short videos were created to highlight the different ways newcomers can access services in Richmond. The videos were designed to complement the City’s Newcomer’s Guide to Richmond that helps new residents learn about the city and the services available to help them settle into the community. Since 2023, the Newcomers Video Series and Newcomer’s Guide to Richmond have been available in eight different languages: English, Traditional and Simplified Chinese, Punjabi, Farsi, Arabic, Ukrainian and Korean. (*Action 2.1*)
- In 2023, the City updated its website to make it easier to access information about City amenities, programs and services through improved website navigation, adoption of the latest web accessibility standards and the addition of a translation tool. These improvements have also streamlined access to helpful resources available on the City’s website that support households at risk of or living in poverty to access community programs, services and supports. These resources include the Access Richmond Guide, No or Low Cost Community Meals and Food Programs brochure, and the Recreation Fee Subsidy Program. (*Action 2.1*)

- In 2023, a Community Needs Assessment was conducted to gain an enhanced understanding of resident perspectives on the Community Services Division's programs, services and facilities. Over 1,500 Richmond community members contributed feedback through multilingual engagement opportunities including a telephone survey, online survey hosted on Let's Talk Richmond and in-person focus groups. The study found that Community Services facilities, programs and services were well-used among Richmond residents. Recommended actions included conducting further engagement with residents who are not primary English or Mandarin speakers and lower income households (earning less than \$50,000 per year). These findings inform parks, recreation, cultural and library services' planning and delivery in Richmond. (*Action 2.1*)
- Richmond Public Library (RPL) is committed to improving access to library collections and resources to customers who are in the process of finding permanent housing or have no fixed address. By the end of 2023, 205 RPL customers have benefitted from the No Fixed Address Library Card that requires no proof of identification for registration. This reduced barrier card further enhances RPL's 'Fine Free' initiative to waive late fines, which was introduced in 2021. (*Action 2.1*)
- An Equity Lens Toolkit to support Community Recreation's equity-related work was developed in 2023. The toolkit included an Equity Lens for Recreation reflective guide, resource list and an evaluation plan. These resources support staff to: reflect on their collective efforts toward creating equitable access to programs, services and spaces in City recreation facilities; identify gaps and areas requiring focus; and plan actions and initiatives to continue to drive equity, diversity and inclusion forward in their work. The toolkit was developed with \$15,000 in provincial funding, provided by the PlanH Healthy Public Policy grant, administered by BC Healthy Communities, and will be implemented in early 2024. (*Action 2.1*)
- The Recreation Fee Subsidy Program (RFSP), offered by the City and Community Associations and Societies, supports residents of all ages experiencing financial hardship to access a wide range of recreation, cultural and parks programs. In the last two RFSP program years, almost 1,000 more community members have enrolled, from 1,992 participants in 2021–2022 to 2,984 participants in 2022–2023. City staff continue to monitor and refine the program to reduce barriers to accessing the program and to meet emerging community needs. Refinements in 2022 and 2023 included providing translated program materials, outreach to community organizations and expansion of a third party referral process. (*Action 2.2*)
- Through the annual City Grant Programs, the Health, Social and Safety Grants (HSS) have provided more than \$195,000 in total funding over the past two years (2022 and 2023) to eight different organizations delivering community meal and food delivery programs in Richmond. The HSS Grants provide funding to assist capacity building of non-profit agencies and faith organizations that undertook the important work of food access. As well, through the annual Parks, Recreation and Community Events Grants, over \$78,000 in total funding was provided in 2022 and 2023 to support the work of Urban Bounty and the Sharing Farm. This funding assisted Urban Bounty to lead a number of food security initiatives and the Sharing Farm to grow local produce that was primarily donated to the Richmond Food Bank. (*Action 2.4*)
- Introduced in 2023, the Active Recreation and Sport Fund aims to increase the number of Richmond children who are physically active and participating in organized sport. The introduction of this program filled a gap in funding by supporting participants enrolled in activities or sports that are not affiliated with a provincial sport organization and not delivered directly through the City's Community Services Division. The program is administered by Richmond Sports Council with funding from the City. (*Action 2.6*)

- In Fall 2023, a pilot program was implemented to evaluate the impact of a free, high-quality after-school program on building social connections and promoting mental wellness among school-age children. On a weekly basis, the Art Truck delivered after-school programming at Cook and McKay Elementary Schools to 60 children in Grades 4–7. Art Truck sessions featured an art lesson with a professional artist, 30 minutes of activity with a physical literacy instructor and a nutritious snack based on recipes provided by Vancouver Coastal Health. The pilot program will conclude in January 2024 and project findings will inform future plans to scale up delivery of the Art Truck to better support families that face barriers to accessing quality after-school programs. The pilot was a partnership between the City, Vancouver Coastal Health and Richmond School District (SD38) and received funding from Vancouver Coastal Health and the BC Healthy Communities PlanH Grant. (*Action 2.6*)
- Throughout 2022 and 2023, the City implemented a range of programs and services to support Richmond residents experiencing homelessness using \$3.35 million in provincial funding received through the Union of BC Municipalities (UBCM) Strengthening Communities’ Services Grant program, including:
 - A Drop-in Centre and Shower Program, operated in partnership with Turning Point Recovery Society at Brighthouse Pavilion, provided daily meals, access to computers and the Internet, service navigation and referral, and shower and laundry services to Richmond residents experiencing or at risk of homelessness.
 - Warming Centres, located at South Arm Outdoor Pool and Brighthouse Pavilion, provided a place for individuals experiencing homelessness to stay warm and dry on nights of extreme cold throughout the winter months. Visitors received snacks and warm beverages, and access to referrals to support services. Warming Centres were operated in partnership with Salvation Army and Turning Point Recovery Society.
 - A Clinical Support Program assisted people who are at risk of or experiencing homelessness provided access to a range of services and supports including mobility aids, foot care, dental work and other health and personal care services. Delivered by Turning Point Society and the Salvation Army, these much needed services improved the quality of life and the dignity of Richmond residents who are precariously housed or un-housed.
 - The City distributed \$39,500 in provincial funding to support emergency food programs and outreach initiatives. (*Action 2.9*)
- In 2022 and 2023, RPL offered 16 tax clinic programs in partnership with the Lord’s Harvest Fellowship. This program supported 376 people with filing their personal income tax returns with assistance from trained community volunteers. Provision of free income tax filing support for people with low incomes helps to reduce barriers for individuals to access government benefits that can supplement household finances. (*Action 2.9*)



Strategic Direction 3: Increase Awareness and Educate

Building a community that is inclusive of all residents regardless of socioeconomic standing requires increased awareness and understanding of the needs and challenges of those at risk of or living in poverty. As well, participation of residents with lived or living experience of poverty is essential to developing initiatives that address their needs to ensure solutions are accessible and meaningful.

Through implementation of Strategic Direction 3, the City aims to develop a shared understanding of the needs of individuals and families at risk of or living in poverty and to increase opportunities for people with lived experience to contribute to the development of poverty reduction initiatives. This enables the City, community organizations, and individuals themselves to advocate more effectively for funding, policies and programs that best support Richmond community members.

Achievements and Highlights

- The Union of British Columbia Municipalities' (UBCM) Convention provides an opportunity for members of City Council and staff to raise awareness with Provincial Members of the Legislative Assembly (MLAs) about social issues that affect Richmond residents. Many of the supports that assist residents at risk of or living in poverty are funded by senior levels of government. Some of the key messages delivered by the City in 2022 and 2023 reinforced that more Richmond residents relied on the food bank, the incidence of homelessness was on the rise, and there was a growing number of Richmond households on the BC Housing Registry. The City plays an important role in communicating local needs and advocating for funding and policy tools to take action. (*Action 3.1*)

- In 2022, the City received a \$50,000 grant from the Province of BC’s Poverty Reduction Planning and Action program, administered by UBCM, to develop and implement the Community Services Pop Ups (Pop Ups) in collaboration with Richmond Public Library (RPL). These free, monthly drop-in sessions at Brighthouse Library connected residents to a wide range of community-based services that support people with lower incomes. These included programs that assist with navigating health and benefit systems. The pilot was implemented from December 2022 to May 2023 and, due to ongoing need, the Pop Ups have continued as a monthly Brighthouse Library program. By December 2023, the Pop Ups supported over 1,000 Richmond community members in accessing community-based resources. Approximately 14 community organizations participated each month. *(Action 3.2)*
- In 2023, the City received another \$50,000 grant from UBCM to develop the Community Services Connectors Pilot Program (Connectors Pilot Program) in collaboration with RPL. This peer-to-peer program will train Richmond community members with experience navigating resources and benefit systems to help residents with lower incomes to find and access resources. Complementing the Pop Ups, the Connectors Pilot Program will provide additional targeted outreach to Richmond residents with lower incomes outside of the city centre on a weekly basis with one-on-one support. The program launched in early 2024. *(Action 3.2)*
- The Library Champions Project is a three-month volunteer program for newcomers that is offered bi-annually by RPL. In 2022 and 2023, 41 Champions participated in the program. In total, they delivered 150 group presentations to community agencies and connected with 710 newcomers. Library Champions receive training that builds their communication, presentation and outreach skills, and increases their awareness of programs, services and resources available in Richmond. Since the program began 10 years ago, RPL has trained 22 cohorts of Library Champions. *(Action 3.2)*
- In 2022 and 2023, RPL staff conducted targeted outreach through 13 onsite visits at the Richmond Food Bank where they connected with 303 residents who were experiencing food insecurity. Engagement included promotion of library resources, collections and programs, and resulted in 43 library card registrations. *(Action 3.2)*
- In 2023, RPL’s Community Table program, located at Brighthouse and Ironwood Libraries, helped over 550 customers receive information on a wide variety of free local services and resources, including addiction recovery, housing, mental health and newcomer supports. The Community Table program provides a free space for non-profit community partners to connect with library customers and inform them about Richmond-based resources and services. *(Action 3.2)*
- In February 2023, the City hosted a two part community conversation to raise awareness and build understanding about the circumstance of homelessness in Richmond. HOME: A Community Conversation on Homelessness provided an opportunity for participants to discuss what contributes to homelessness, share their hopes for the future, and generate ideas for how Richmond can be a more connected, inclusive community. In the first part, Richmond residents considered the meaning of homelessness through shared experiences, stories and discussion. The second part built upon previous discussions and explored ideas to create a sense of belonging for everyone in the community. Resources developed from this project will be available in 2024 to support the wider community to reflect on homelessness in Richmond. *(Action 3.4)*
- In June 2022, the Working with People Experiencing Homelessness training was introduced to equip City staff with knowledge, skills and resources when providing customer service to unhoused community members. Level 1 training launched in Fall 2022 and has been completed by 246 employees. Level 2 training, which builds on the information and concepts from Level 1, was launched in early 2023 and has been completed by 155 staff. These training resources were designed to help staff in City facilities respond with empathy and decrease stigma when interacting with community members experiencing homelessness. The training provided communication strategies for day-to-day interactions and increased staff awareness

about services available for unhoused community members. The training modules were developed in collaboration with the Homelessness Services Association of BC, and funded by the UBCM Strengthening Communities' Services Grant. (*Action 3.4*)

- In 2023, Richmond Public Library staff received training through Homelesslibrary.com, which provided all staff with 3.5 hours of core training and ongoing access to monthly webinars on various aspects of de-escalation and empathy-driven approaches to solving problems and preventing conflict. These critical skills and knowledge better equip library staff to support Richmond's diverse community with confidence, empathy and a high level of customer engagement. (*Action 3.4*)
- From May through June 2022, the Wayfinding Studio project paired Richmond-based artist Mickey L.D. Morgan with clients of the Richmond Emergency Response Centre (ERC) operated by Turning Point Recovery Society. ERC residents produced artwork through a variety of workshops, including drawing, painting, craft making and storytelling activities. Their collection of works spoke to themes of place, displacement, community, home and other issues important to the artists. The resulting exhibition at Brighthouse Library raised awareness about issues surrounding homelessness. This project was part of the City's Engaging Artists in the Community Program. (*Action 3.5*)
- From May to July 2023, the City engaged a team of community members to conduct peer-led public consultation activities to gather feedback to inform development of the City's updated Social Development Strategy. In addition to an online survey hosted on Let's Talk Richmond and pop-up engagements held in City parks, targeted outreach events were held at the Brighthouse Drop-In and Shower Program and Richmond Presbyterian Church Meal Program to explore what a more inclusive and thriving Richmond could look like. The engagement process also involved discussions with youth, seniors, newcomers and refugees, people with disabilities and people experiencing mental health and substance use concerns, as well as organizations that serve these populations. (*Action 3.5*)
- In Fall 2023, the City launched the Energize Richmond program that trained a total of 30 Community Leaders in Richmond to host climate conversations with peers. The recruitment process included targeted engagement in December 2023 to recruit six Community Leaders who aimed to include equity considerations in their climate conversations to be held in 2024. These individuals are planning a variety of activities such as a cycling tour, conversations in their places of work and worship, and hosting cooling stations. (*Action 3.5*)



Strategic Direction 4: Research, Monitor and Evaluate

Developing an understanding of the evolving context and local trends related to poverty in Richmond is essential to determining effective and appropriate responses. Beyond poverty line thresholds that are based on income measures, tracking community usage of supportive programs and services, as well as research on community vulnerability provides a snapshot of local need.

Through implementation of Strategic Direction 4, the City's aims to monitor Richmond-specific information and stay abreast of emerging best practices in poverty reduction and prevention. This contributes to the community's collective efforts to support its most vulnerable residents.

Achievements and Highlights

- To better understand evolving community needs, the City has compiled research on the ongoing impacts of the COVID-19 pandemic related to poverty reduction (**Action 4.2**) and developed a community data tracker to better understand trends in use of community-based services and supports (**Action 4.3**). Use of this information will inform the development of future collaborative poverty reduction initiatives.
- Hosted by Richmond Public Library (RPL), NewToBC delivered a presentation on the 2023 Immigration Demographics profiles for Richmond to RPL and City staff, community organizations and newcomers. This in-depth profile of immigrant settlement facts included analysis related to countries of origin, education levels, employment and income. Participants also heard first-hand settlement experiences from newcomers and engaged in discussion related to immigrant settlement in Richmond. This interactive session prompted staff and service providers to reflect on how the data and first-hand experiences inform program and service delivery to Richmond's newest residents. NewToBC is a program of Public Library Interlink, a federation of public library systems in BC. (**Action 4.3**)
- To share local promising practices, in 2022, the City presented at the annual Tamarack Conference to highlight the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. In 2023, the City and RPL presented on a province-wide webinar panel during a monthly BC Communities of Practice virtual meeting to highlight the success of the Community Services Pop Ups. The City is an active member of Tamarack Institute's Communities Ending Poverty network, enabling staff to stay abreast of best practices and emerging trends, and strengthen provincial networks. (**Action 4.4**)



Next Steps and Conclusion

Since the Collaborative Action Plan was first adopted in 2021, community data shows that Richmond residents have increasingly been accessing supportive services. In the current economic climate, even households that do not fall below the poverty line are experiencing financial pressures due to inflation and cost of living increases. It will take collaborative efforts from all community sectors to reduce the impacts of poverty and prevent more individuals and families from feeling its effects.

The City and its many community partners have made noteworthy progress on the implementation of strategic actions in the first two years of implementation of the 2021–2031 Collaborative Action Plan to Prevent and Reduce Poverty in Richmond. Collaboration is essential in developing whole community solutions that improve access to a range of supportive resources, services and programs. These include employment services, affordable housing navigation, transportation options, navigating health and benefit systems, and supports to promote mental health and wellness. Of the plan's 26 strategic actions, three of the six short-term actions have been completed, and a significant number of the remaining actions are in progress.

The City will continue to work together with community organizations and across sectors to reduce and prevent poverty in Richmond. Over the next two years, priority efforts will focus on: reducing food insecurity; strengthening employment resources; continuing to improve access to community resources and City services; and fostering dialogue with people with lived experience of poverty.

Reducing and preventing poverty improves a community's economy, social connectedness and overall resiliency and well-being. For Richmond residents at risk of or living in poverty, it is intended that collaborative efforts will ultimately promote a greater sense of choice, agency, belonging and inclusion in the community.





Appendix: Summary of Collaborative Action Plan Strategic Actions and Status

The tables below outline the strategic actions in the 2021–2031 Collaborative Action Plan to Prevent and Reduce Poverty in Richmond and their status at the end of 2023.

Strategic Direction 1: Reduce and Prevent Poverty

No.	Action	Time Frame	Status
1.1	Create a Community Poverty Reduction and Prevention Table to support implementation of the Collaborative Action Plan.	Short-term	Completed, converted to Ongoing
1.2	Pursue funding opportunities to advance poverty reduction and prevention initiatives.	Ongoing	Ongoing
1.3	Develop and implement a poverty lens criteria to support future City social planning processes (e.g. strategy and policy development, community needs assessments).	Medium-term	Initiated
1.4	Expand work experience, mentorship, and upskilling opportunities for residents at risk of or living in poverty.	Long-term	In progress
1.5	Increase educational opportunities to support employment readiness and digital literacy programs for residents at risk of or living in poverty.	Medium-term	Not yet initiated
1.6	Develop social enterprise opportunities in the community to stimulate job creation for populations at risk of or living in poverty.	Long-term	Not yet initiated
1.7	Provide additional staff resources to support the implementation of the Collaborative Action Plan and prevent and reduce poverty in the community.	Short-term	Completed, converted to Ongoing

Strategic Direction 2: Support Residents at Risk of or Living in Poverty

No.	Action	Time Frame	Status
2.1	Reduce barriers, address gaps and streamline access to City programs and services for residents at risk of or living in poverty.	Ongoing	Initiated
2.2	Continue to monitor and refine the Recreation Fee Subsidy Program to ensure it responds to changing community needs.	Ongoing	Ongoing
2.3	Explore the development of a city-wide community food hub to expand access to healthy food and food skills programs for residents at risk of or living in poverty.	Medium-term	Initiated
2.4	Implement initiatives to increase food security in the community for residents at risk of or living in poverty.	Ongoing	Initiated
2.5	Explore the development of a community resource centre for residents at risk of or living in poverty.	Short-term	Initiated
2.6	Provide accessible community wellness opportunities for residents at risk of or living in poverty (e.g. dental clinics, mental wellness-based programming).	Ongoing	Initiated
2.7	Explore ways to improve community connections and health impacts for residents at risk of or living in poverty.	Medium-term	Not yet initiated
2.8	Reduce transportation-related barriers in the community for residents at risk of or living in poverty.	Medium-term	Initiated
2.9	Develop programs and services that respond to the specific needs of demographics at risk of or living in poverty (e.g. energy poverty reduction programs, financial literacy training for young adults, family-based outreach programming).	Ongoing	Initiated

Strategic Direction 3: Increase Awareness and Educate

No.	Action	Time Frame	Status
3.1	Advocate to senior levels of government regarding the needs of residents at risk of or living in poverty in Richmond (e.g. health care, transportation).	Ongoing	Ongoing
3.2	Implement targeted outreach that facilitates connections to community programs and services for residents at risk of or living in poverty (e.g. community navigator programs).	Short-term	In progress
3.3	Identify new opportunities to share poverty-related information and best practices among the City, community service organizations and key stakeholders.	Medium-term	Not initiated yet
3.4	Raise awareness and increase understanding of the challenges faced by residents at risk of or living in poverty in the community to support increased inclusion.	Medium-term	Initiated
3.5	Foster dialogue with residents at risk of or living in poverty to ensure they are active participants in the development of initiatives related to reducing and preventing poverty.	Ongoing	Initiated

Strategic Direction 4: Research, Monitor and Evaluate

No.	Action	Time Frame	Status
4.1	Develop a consistent set of community-based measures to track trends and changing needs of residents at risk of or living in poverty.	Short-term	Completed, converted to Ongoing
4.2	Research and monitor the impacts of COVID-19 on populations at risk of or living in poverty in Richmond.	Short-term	In progress
4.3	Monitor and analyze trends in poverty-related data to understand and respond to emerging and changing community needs.	Ongoing	Ongoing
4.4	Research and evaluate best practices related to poverty reduction and prevention and continue to identify opportunities for Richmond.	Ongoing	Ongoing
4.5	Report out every two years on the progress of the Collaborative Action Plan.	Ongoing	Ongoing



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