



**Special General Purposes Committee
Electronic Meeting**

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

**Monday, April 22, 2024
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-3 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on April 15, 2024.*



PLANNING AND DEVELOPMENT DIVISION

1. **SUPPORT FOR NON-PROFIT ORGANIZATIONS PROVIDING MEALS TO FOOD INSECURE INDIVIDUALS IN RICHMOND**
(File Ref. No. 08-4055-01) (REDMS No. 7600831)

GP-16

See Page GP-16 for full report

Designated Speaker: Chris Duggan & Dorothy Jo

STAFF RECOMMENDATION

- (1) *That the Health, Social and Safety Grant criteria be reviewed to determine the appropriate allocation of resources based on community needs and priorities and that staff report back prior to the next application intake in September 2024;*

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Pg. # ITEM

- (2) *That one-time funding of \$54,560 be provided to Church on Five to support its After Hours Outreach Program in keeping with the terms of the Health, Social and Safety Grant Program Guidelines as described in the report titled “Support for Non-Profit Organizations Providing Meals to Food Insecure Individuals in Richmond” by the Acting Director, Community Social Development;*
- (3) *That one-time funding of \$12,210 be provided to St. Alban’s Anglican Church and one-time funding of \$24,097 be provided to Pathways Clubhouse towards their respective 2024 food security initiatives in keeping with the terms of the Health, Social and Safety Grant Program Guidelines as described in the report titled “Support for Non-Profit Organizations Providing Meals to Food Insecure Individuals in Richmond” by the Acting Director, Community Social Development; and*
- (4) *That a letter be written to senior levels of government, including the Premier of British Columbia; Minister of Housing; Minister of Diversity, Inclusion and Persons with Disabilities; Minister of Families, Children and Social Development; Minister of Housing; Minister of Social Development and Poverty Reduction; Attorney General; Richmond’s Members of Parliament and Members of the Legislative Assembly; and BC Housing, to advocate for increased sustainable funding to support municipalities in responding to the growing homelessness and food insecurity in communities.*

ADJOURNMENT



General Purposes Committee

Date: Monday, April 15, 2024

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

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

AGENDA ADDITION

It was moved and seconded
That Request from Church on Five be added to the agenda as Item No. 6.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on April 2, 2024, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, April 15, 2024

DELEGATION

1. Tamara Vrooman, President and CEO, Vancouver International Airport, and Dan Nomura, YVR Board of Directors, provided an annual update to Council, referencing their submission (attached to and forming part of these minutes as Schedule 1).

In response to queries from Committee, the delegation advised that (i) there is an emphasis on both cargo and passenger traffic, and most international long haul passenger routes carry a significant amount of cargo, making flights viable and efficient, (ii) there are no imminent plans for the area north-west of the Dinsmore Bridge, (iii) they have not been approached specifically regarding shelter space for refugees and asylum seekers, (iv) the jet fuel pipeline is fully operational, (v) sustainable aviation fuel can be blended with conventional aviation fuel and can flow through the existing infrastructure, (vi) they have experienced significant job growth in 2023 and the last several months, (vii) they have a strong partnership with the Canada Border Services Agency, (viii) the Vancouver Airport Authority is incorporated under the Canada Not-for-profit Corporations Act as a private non-share capital corporation, meaning that they must earn a profit but 100% of the profit must be reinvested into the airport for the betterment of the airport, and (ix) they do not have any contracts at other airports.

COMMUNITY SERVICES DIVISION

2. **2024 COMMUNITY CELEBRATION GRANTS ALLOCATION**
(File Ref. No. 11-7400-01) (REDMS No. 7618438)

In response to queries from Committee, staff advised that (i) all projects were evaluated by the adjudication team based on five key eligibility criteria and were assigned a percentage ranking, (ii) they reach out to some applicants that were not successful or had a lower score to assist with their application and ensure they understand the criteria for future grant opportunities, (iii) two applications were ineligible but were recommended for the Neighbourhood Block Party Program, which has been separated from the Community Celebration Grant Program, and (iv) there has been a 100% success rate on receiving post-event deliverables.

It was moved and seconded

- (1) *That the 2024 Community Celebration Grants be awarded for the recommended amount of \$52,536 as identified in Attachment 2 of the staff report titled, "2024 Community Celebration Grants Allocation", dated March 11, 2024, from the Director, Arts, Culture and Heritage Services; and*

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(2) *That the grant funds be distributed accordingly.*

CARRIED

3. **SISTER CITY ADVISORY COMMITTEE – 2023 YEAR IN REVIEW**
(File Ref. No. 01-0135-04-01) (REDMS No. 7606557)

In response to a query from Committee, staff advised that establishing and sustaining cultural and educational exchanges is a priority.

It was moved and seconded

That the staff report titled “Sister City Advisory Committee – 2023 Year in Review,” dated March 6, 2024, from the Director, Intergovernmental Relations and Corporate and Strategic Planning be received for information.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

4. **PROPOSED ENERGY AND EMISSIONS REPORTING REQUIREMENTS FOR LARGE EXISTING BUILDINGS IN RICHMOND**

(File Ref. No. 10-6125-07-02) (REDMS No. 7511048)

In response to queries from Committee, staff advised that (i) they will reach out to various partners that are outside the scope of the proposed engagement program to explore voluntary participation in the initiative, (ii) the recommended software for reporting data is Energy Star Portfolio Manager, a free reporting and benchmarking software to collect, store and report annual building energy and emissions data, (iii) building benchmarking involves the measurement and analysis of annual energy consumption for buildings and enables the comparison of annual energy and emissions data between similar types of buildings, (iv) the City cannot mandate a cap on energy use or greenhouse gas (GHG) emissions for existing buildings, (v) with Council endorsement, staff will develop and conduct an engagement process for building owners and managers of very large non-residential buildings in Richmond, and input gathered during the stakeholder engagement phase will inform the development of a proposed energy and GHG reporting bylaw requirement, (vi) based on stakeholder feedback, staff will present recommendations on proposed next steps, which could include reporting requirements and potential penalties, and (vii) they will keep the Richmond Chamber of Commerce informed of the stakeholder engagement program and results.

It was moved and seconded

3.

General Purposes Committee
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That, as described in the report titled “Proposed Energy and Emissions Reporting Requirement for Large Existing Buildings in Richmond” from the Director, Sustainability and District Energy, dated March 18, 2024:

- (1) Staff proceed with engaging building owners and managers of large industrial, light industrial warehouse, commercial retail and office uses on proposed annual energy and emissions reporting requirements as described in Proposed Stakeholder Engagement Program; and*
- (2) Report back on results of stakeholder consultation, including next steps on a proposed annual reporting requirement for buildings 100,000 ft² and larger in floor area.*

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

5. AWARD OF CONTRACT 8254S – PEOPLESOFT SOFTWARE TECHNICAL SUPPORT SERVICES

(File Ref. No. 04-1300-01) (REDMS No. 7575616)

In response to a query from Committee, staff advised that the Technical Support Services contract with Oracle Canada ULC enables the City to keep the PeopleSoft environments up to date with the latest system patches, security and product upgrades, and new features, noting that all software licensing agreements have a requirement to maintain a valid maintenance and support agreement which are only available directly through the license provider.

It was moved and seconded

- (1) That contract 8254S – PeopleSoft Software Technical Support Services as detailed in the staff report titled “Award of Contract 8254S – PeopleSoft Software Technical Support Services”, dated March 4, 2024, from the Director, Information Technology be awarded for a three-year term to Oracle Canada ULC for an aggregate value of \$1,263,008.87, excluding taxes; and*
- (2) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Oracle Canada ULC for the three-year term.*

CARRIED

General Purposes Committee
Monday, April 15, 2024

PLANNING AND DEVELOPMENT DIVISION

6. **REQUEST FROM CHURCH ON FIVE**

(File Ref. No.) (REDMS No.)

Discussion ensued regarding the letter from Church on Five dated April 12, 2024 and their funding request for their After-Hours Outreach Program (copy on file, City Clerk's Office).

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

It was moved and seconded

That the letter from Church on Five dated April 12, 2024 be referred to staff for total analysis and report back as soon as possible.

The question on the referral motion was not called as discussion ensued regarding (i) the timeline for staff to respond to the referral, (ii) funding sources, and (iii) current programs in place and the difference between the Church on Five after hours outreach program and the City's Homelessness Outreach Worker.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:07 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, April 15, 2024.

Mayor Malcolm D. Brodie
Chair

Shannon Unrau
Legislative Services Associate

Schedule 1 to the Minutes of the
General Purposes Committee
meeting of Richmond City
Council held on Monday,
April 15, 2024.

APRIL 2024

YVR UPDATE

Tamara Vrooman
President and CEO

GP - 8
(Special)



In 2023, YVR welcomed the third-highest number of passengers in our history and significantly invested in air cargo

GP - 9
(Special)



116

DESTINATIONS



53

AIRLINES



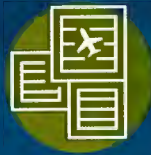
24.9 M

PASSENGERS



13

NEW INTERNATIONAL
ROUTES



319,000

TONNES OF CARGO



982

EMPLOYEES

YVR creates prosperity for Richmond residents

~20%

GP - 10
(Special)
OF THE 26,000 EMPLOYEES
ACROSS SEA ISLAND ARE
RESIDENTS OF RICHMOND

130

RICHMOND BUSINESSES
WORKING WITH YVR DIRECTLY





YVR and B.C. are advancing clean aviation and goods movement

GOVERNMENT OF B.C. - YVR PARTNERSHIP

- **Sustainable Aviation Fuel**
Opportunities study to inform future policy
- **B.C. Airports Carbon Reduction Measures**
Baseline study and 'Net Zero Action Plan'
- **Multi-modal Goods Movement**
Pre-feasibility study for air and marine connections

YVR is accelerating innovation



YVR's DIGITAL TWIN

Expanding our Digital Twin to unlock new functionality and use cases.



ENHANCED PASSENGER TOOLS

Launching new digital wayfinding and passenger journey tools.



CLEAN GROWTH ACCELERATOR

Growing Sea Island as a hub for the zero-carbon economy.



SUPPLY CHAIN DIGITIZATION

Developing innovative solutions to optimize cargo operations.

YVR is delivering a better, more predictable service to our community

91 %

CUSTOMER SATISFACTION

2.1 %

INCREASE OVER 2022

- Advancing more accessible and inclusive customer services including the new Curbside Greeters program.
- Reimagining the culinary experience with more local concepts.
- Opened Paper Planes Café – creating inclusive employment opportunities and elevating the travel experience.





YVR continued to strengthen its relationship with Musqueam

- 6th year of a 30-year agreement
- Indigenous hiring, scholarships
- Economic partnerships, joint ventures
- Support for ongoing operations and long-term development at YVR.
- Unveiled the **Musqueam Gathering Place**



Discussion

GP - 15
(Special)



To: General Purposes Committee

Date: April 19, 2024

From: Chris Duggan
Acting Director, Community Social Development

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

Re: **Support for Non-Profit Organizations Providing Meals to Food Insecure Individuals in Richmond**

Staff Recommendations

1. That the Health, Social and Safety Grant criteria be reviewed to determine the appropriate allocation of resources based on community needs and priorities and that staff report back prior to the next application intake in September 2024;
2. That one-time funding of \$54,560 be provided to Church on Five to support its After Hours Outreach Program in keeping with the terms of the Health, Social and Safety Grant Program Guidelines as described in the report titled "Support for Non-Profit Organizations Providing Meals to Food Insecure Individuals in Richmond" by the Acting Director, Community Social Development;
3. That one-time funding of \$12,210 be provided to St. Alban's Anglican Church and one-time funding of \$24,097 be provided to Pathways Clubhouse towards their respective 2024 food security initiatives in keeping with the terms of the Health, Social and Safety Grant Program Guidelines as described in the report titled "Support for Non-Profit Organizations Providing Meals to Food Insecure Individuals in Richmond" by the Acting Director, Community Social Development; and
4. That a letter be written to senior levels of government, including the Premier of British Columbia; Minister of Housing; Minister of Diversity, Inclusion and Persons with Disabilities; Minister of Families, Children and Social Development; Minister of Housing; Minister of Social Development and Poverty Reduction; Attorney General; Richmond's Members of Parliament and Members of the Legislative Assembly; and BC Housing, to advocate for increased sustainable funding to support municipalities in responding to the growing homelessness and food insecurity in communities.

Chris Duggan
Acting Director, Community Social Development
(604-204-8621)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Law & Legislative Services	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the January 15, 2024 Council meeting, Belinda Boyd and Hugh Freiberg from the Richmond Food Aid Delivery Coalition delegated to City Council regarding their support of the motion on the homeless crisis from the October 16, 2023 General Purposes Committee. The delegation spoke about the role of after hours outreach workers in supporting unhoused individuals access to nightly meals and essential services. They asked for more City funding for non-profit organizations providing meals to individuals experiencing homelessness in Richmond to support staffing, reduce volunteer burnout and secure sufficient food supplies. The presentation resulted in the following referral:

That staff review and report back on what is needed in the form of in kind services, people and funding to support the fifteen non-profit organizations providing emergency meals to feed food insecure individuals in Richmond and the feasibility of providing this support.

At the April 15, 2024 General Purposes Committee meeting, a letter from Church on Five (Attachment 1), requesting additional funding to support and expand its existing outreach program, was added to the agenda and resulted in the following referral:

That the letter from Church on Five dated April 12th, 2024 be referred to staff for analysis and report back as soon as possible.

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

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.

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

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

This report supports the following priority action of the City of Richmond's 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond:

Implement initiatives to increase food security in the community for residents at risk of or living in poverty.

This report also supports the following priority action of the City of Richmond's 2019–2029 Homelessness Strategy:

Enhance coordination of food programs and outreach for residents experiencing homelessness.

Background

There is an increased prevalence of food insecurity in Richmond. According to the Richmond Food Bank Society's (Food Bank) *2023 Impact Report*, there were a total of 59,061 household visits and 4,770 unique households served in 2023, marking a 34 per cent increase in food bank visits and a 41 per cent increase in the total number of households served from the previous year. In addition, one in four clients at the Food Bank were children (under 18 years), one in eight clients were seniors (ages 65+ years) and one in five clients reported having employment income. Rising costs of living, including food, housing, and transportation costs, combined with insufficient household income to meet these increased costs, have all been identified as contributing factors to growing levels of food insecurity in Food Banks Canada's *2023 Poverty Report Card*. In addition, homelessness and food-insecurity are often interconnected and supports to respond to homelessness are often initiated through programs that also address food-insecurity.

The City and its partners have provided a number of significant supports to address homelessness and immediate food needs in Richmond over the years primarily through the provision of space and funding to organizations providing emergency food and homelessness outreach programs. City supports toward homelessness and food security initiatives include the following:

- The City provides funding to various initiatives that serve individuals experiencing homelessness and food insecurity in Richmond through its City Grant programs. In 2024, the City provided a total of \$138,693 towards homelessness and food security-related initiatives through the Health, Social and Safety (HSS) Grants and a total of \$45,500 to Urban Bounty and The Sharing Farm through the Parks, Recreation and Community Events (PRCE) Grants.
- The City received \$3.35 million through the UBCM Strengthening Communities' Services Grant Program (UBCM Grant) in 2021 to help address the immediate needs of community members experiencing homelessness in response to the COVID-19 pandemic. This grant funding was used to implement a wide range of initiatives, including training for City staff, public awareness activities and clinical support, in addition to the food security-related initiatives mentioned in this report. One of the food security-related initiatives the grant supported is the Drop-in Centre and Shower Program at Brighthouse Pavilion, which provides daily meals, access to computers and the Internet, service navigation and referrals as well as shower and laundry services to Richmond residents experiencing homelessness. In anticipation of the UBCM Grant ending on March 31, 2024, the City provided ongoing funding to the Drop-in Centre through the City's 2024 Operating Budget.
- The City provides the Richmond Food Bank Society (Food Bank) with use of the Hugh Boyd Community Park parking lot at the corner of Francis Road and No. 1 Road for drive-through grocery distribution.
- The City, in cooperation with the Richmond School District, assists Urban Bounty by providing office space, utilities and other operating expenses, and use of up to 5.141 acres of City and School District land for an annual license fee of \$1. Urban Bounty uses the space to manage and operate the City's community gardens program and deliver community and educational programs related to community gardening and local food production and preparation. The City's in-kind assistance is valued at \$52,009 per year.
- The City assists The Sharing Farm Society by providing office space, utilities and other operating expenses, and use of up to four acres of land at Terra Nova Rural Park for an annual

licence fee of \$10. The Sharing Farm uses the space to grow produce for the benefit of the Society, the Food Bank and other charitable food distribution organizations in Richmond, and develop and deliver community educational programs related to agriculture. The City's in-kind assistance is valued at \$20,000 per year.

- The City provides Kwantlen Polytechnic University (KPU) up to five acres of land at Garden City Lands for an annual licence fee of \$10 plus in-kind community benefit. KPU uses the space to operate a research and education farm for research, formal education, public education, and community engagement with agriculture. The City's in-kind assistance is valued at \$6,000 per year.
- The City assists KPU by providing up to 5.385 acres of land at South Dyke Agricultural Lands for an annual licence fee of \$1,346. KPU uses the space to operate a teaching and research farm for the purposes of providing short-term opportunities for new farmers to actively farm in a cooperative and supportive manner. The City's in-kind assistance is valued at \$29,438 per year.
- The City provides the Provincial Rental Housing Corporation (PHRC) of up to 0.605 acres of land at Blundell Neighbourhood Park for an annual licence fee of \$1. PHRC, whose programs are administered by the British Columbia Housing Management Commission, uses the space to operate a community gardens program for residents of Rosewood Towers and Rosewood Village to grow food, flowers and other plants on individual or group garden plots. The City's in-kind assistance is valued at \$6,050 per year.
- The City's Supporting Food Security Through Community-Driven Events program provides \$30,000 in funding to support existing farmers markets and community events that support food security through the promotion of local food and food producers. The objectives of this program include promoting local farmers and food producers, supporting and promoting options for Richmond residents to access local food in an outdoor setting, and highlighting opportunities through community events to promote and address food security in innovative ways.
- The 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond provides a roadmap for collective initiatives to prevent poverty and reduce its impacts, such as food insecurity. Poverty reduction initiatives underway include improving access to community resources, including emergency food supports, for people at risk of or living in poverty through the Community Services Pop Ups and Community Services Connectors Pilot Program.

Currently, the estimated dollar value of City supports towards addressing food insecurity in 2024 is \$381,690 (including in-kind assistance), which has been steadily increasing since 2022. A summary of City supports for food security-related initiatives and the estimated dollar value for each of these supports is outlined in Table 1.

Table 1: City Supports towards Food Security-Related Initiatives (2022–2024)

Initiative	2022	2023	2024
1. Health, Social and Safety Grant Program	\$83,165	\$111,895	\$138,693
2. Park, Recreation and Community Events	\$33,000	\$45,500	\$45,500
3. Supporting Food Security Through Community-Driven Events	\$30,000	\$30,000	\$30,000
4. Urban Bounty	\$52,009 (estimated value of in-kind assistance)	\$52,009 (estimated value of in-kind assistance)	\$52,009 (estimated value of in-kind assistance)
5. The Sharing Farm Society	\$20,000 (estimated value of in-kind assistance)	\$20,000 (estimated value of in-kind assistance)	\$20,000 (estimated value of in-kind assistance)
6. Kwantlen Polytechnic University use of Garden City Lands	\$6,000 (estimated value of in-kind assistance under old agreement)	\$6,000 (estimated value of in-kind assistance under old agreement)	\$6,000 (estimated value of in-kind assistance under old agreement; renewal and expansion in process)
7. Kwantlen Polytechnic University use of South Dyke Agricultural Lands	\$29,438 (estimated value of in-kind assistance)	\$29,438 (estimated value of in-kind assistance; New terms/contract being discussed)	\$29,438 (estimated value of in-kind assistance; New terms/contract being discussed)
8. Provincial Rental Housing Corporation (Programs administered by British Columbia Housing Management Commission)	\$6,050 (estimated value of in-kind assistance)	\$6,050 (estimated value of in-kind assistance)	\$6,050 (estimated value of in-kind assistance)
9. Drop-in Centre (Food Budget Only)	N/A Previously Funded by UBCM Grant	N/A Previously Funded by UBCM Grant	\$54,000 (April 1 to December 31, 2024)
Total value of City's Monetary and In-kind Assistance	\$259,662	\$300,892	\$381,690
Total Value of City's In-kind Assistance	\$113,497	\$113,497	\$113,497
Total Value of City's Monetary Assistance	\$146,165	\$187,395	\$268,193

In addition to City funding, the City through the UBCM Grant allocated \$3.35 million in provincial funding to a number of homelessness and food security-related initiatives, such as the Drop-in Centre and Shower Program, Food Outreach and Winter Warming Centres. Furthermore, five churches, including St. Joseph the Worker Parish, Church on Five, St. Alban's Anglican Church, Gilmore Park Church and Richmond Presbyterian Church, received grocery gift cards towards their food programming initiatives through the UBCM grant in 2023 and 2024 for a total amount of \$15,575. In addition to the food security-related initiatives, a number of other activities were implemented to support the homelessness area which are not identified specifically in the report. A summary of provincial

supports from the UBCM Grant through the City for food security-related initiatives is outlined in Table 2.

Table 2: Provincial Supports through the City towards Food Security-Related Initiatives (2022–2024)

Initiative	2022	2023	2024
1. Warming Centres – Refreshments	\$4,770 (December 2021 to March 2022)	\$6,110 (November 2022 to February 2023)	\$27,835 (November 2023 to February 2024)
2. Drop-in Centre Lunch Program	\$139,500 (December 2021 to December 2022)	\$108,780	\$24,810 (January to February 2024)
3. Shower Program – Refreshments	\$1,175 (December 2021 to December 2022)	\$1,440	\$1,780 (January to March 2024)
4. Food Outreach – Grocery Gift Card Program	N/A	\$6,000	\$9,575
5. Food Outreach – Meal Delivery Program	\$78,550 (October 2021 to December 2022)	\$33,450 (January to July 2023)	N/A
Total	\$223,995	\$155,780	\$64,000

The City is committed to working with senior levels of government, key partners and members of the community to address homelessness and food insecurity in Richmond. It continues to provide a significant number of supports through funding and in-kind assistance to community organizations providing emergency meals and outreach services in the community. The City’s work in these areas is also guided by the Council-adopted 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond (Poverty Reduction Plan) and 2019–2029 Homelessness Strategy.

Analysis

On February 8, 2024, staff met with Belinda Boyd and Hajira Hussain, Co-Chairs of the Richmond Food Aid Delivery (FAD) Coalition, to identify the 15 non-profit organizations mentioned in the delegation to Council. It was determined that the presentation was referring to the 15 emergency food programs being run by 12 non-profit and one for-profit (Riverside Catering) organizations. The 13 organizations referred to in the delegation are:

- Richmond Food Bank Society
- Church on Five
- Fraserview Mennonite Church
- Gilmore Park United Church
- Peace Mennonite Church
- Richmond Presbyterian Church
- St. Alban’s Anglican Church
- St. Joseph the Worker Parish
- The Kehila Society
- The Salvation Army
- Turning Point Recovery Society
- Union Gospel Mission Mobile Mission
- Riverside Catering

Staff met with representatives from the non-profit organizations to discuss the kinds of supports they need to continue their emergency food programs, which for the purpose of this report refer to the

provision of community and outreach meals. While the Food Bank does not provide community or outreach meals, it is a vital cog in Richmond's emergency food system. In 2023, the Food Bank shared a total of 70,707 kilograms of food (equivalent to 117,845 meals) with 22 community partners, including many of the non-profit organizations that provide community and outreach meals to individuals experiencing food insecurity.

Many of Richmond's emergency food programs offer no-cost sit-down, take-away or outreach meals. Community meals are usually sit-down or take-away meals and open to members of the public. Outreach meals are usually take-away meals that are being delivered by an outreach worker to unsheltered and street-entrenched individuals across the city or being offered at the Drop-in Centre and Warming Centres. A summary of emergency food programs in Richmond is outlined in Attachment 2.

Additional Funding for After Hours Outreach Program

In a letter to City Council dated April 12, 2024, Church on Five requested additional City funding in the amount of \$54,560 for the period May 1 to December 31, 2024 for its After Hours Outreach Program in Richmond (Attachment 1). This proposed budget will provide funding of \$34,560 for a second outreach worker and a salary equity adjustment of \$20,000 for its lead outreach worker. The program aims to provide hot meals and essential items to people experiencing homelessness in Richmond.

Church on Five is a member of the Richmond Food Aid Delivery (FAD) Coalition, comprised of Richmond-based faith groups, social service agencies, and individuals, that coordinates the preparation and delivery of daily meals along with other essential items to individuals experiencing or at risk of experiencing homelessness in Richmond. Other coalition members include St. Alban's Anglican Church, Gilmore Park United Church, The Kehila Society, Our Saviour Lutheran Church, Richmond Food Bank Society, Richmond Poverty Reduction Coalition, St. Joseph the Worker Parish, Richmond Presbyterian Church, Union Gospel Mission and The Salvation Army.

In 2024, Church on Five requested \$35,000 through the HSS Grant towards 2024 programming. They were approved for and received the full amount of their funding request. These funds were dispersed in March 2024. The HSS Grant provided \$5,000 towards its Food for Life Community Meal Program and \$30,000 towards its After Hours Outreach Program, which included salary for its lead outreach worker. The current request for \$54,560 is in addition to the \$35,000 that Church on Five already received through the 2024 HSS Grant Program.

Service providers are typically encouraged to apply for a HSS Grant during the intake process in September of every year so providing funding outside the context of the grant program has potential for similar requests to be submitted. However, in order to address the immediate needs of Richmond residents experiencing homelessness, an additional, one-time funding allocation for 2024 would augment the important work that Church on Five is currently doing in the community. Should Council provide funding, it will be allocated to Church on Five and not any specified individual to avoid any potential argument that the individual(s) are employees of the City at law. The outreach workers under its After Hours Outreach Program would be employed directly by Church on Five and would not be employees of the City. The use of any funds allocated and reporting requirements to the City would be in keeping with the Program Guidelines for the Health, Social and Safety Grants program.

Should Council approve this additional, one-time funding request, the City would be funding the majority of Church on Five's After Hours Outreach Program for 2024. One of the objectives of the HSS Grant Program is to promote partnerships and financial cost sharing among the City, other funders and organizations. HSS Grant proposals must demonstrate that funding from sources other than the City and the applicant have been sought (i.e. more than one external funding source sought).

Staff will work with Church on Five during the 2025 HSS Grant cycle to develop and submit an application that reflects the overall funding needs of its outreach program and also meets the requirements of the HSS Grant program. Staff will also work with Church on Five to seek external funding sources to support its After Hours Outreach Program so it will not rely solely on City funding to maintain its outreach program.

Current Needs to Support Richmond's Emergency Food Programs

According to the non-profit organizations interviewed for this referral, the total cost to run a community and/or outreach meal program every year ranges between \$5,000 and \$55,000 per organization. The cost varies depending on the frequency of the meals, seasonal closures, the number of paid staff involved, volunteer capacity to cook and donate meals, food donations from food security agencies and food retailers, among others. A majority of the non-profit organizations that provide community and outreach meals are faith-based organizations that fund their meal programs through church donations. Five of these non-profit organizations, namely Church on Five, Richmond Presbyterian Church, St. Joseph the Worker Parish, The Kehila Society, and St. Alban's Anglican Church, received a HSS Grant in 2024 for a total amount of \$92,790. The emergency food programs being run by The Salvation Army and Union Gospel Mission are being funded through their own respective organizations. The Warming Centres this past winter season were funded through a combination of funding from the UBCM Grant, the City and BC Housing. The Extreme Weather Response shelter spaces at Richmond House were funded by BC Housing.

Financial support to offset food insecurity is identified as the most pressing need by the 15 non-profit organizations, which cite the rising cost of food as the main challenge in running the community and outreach meal programs. They serve about 80 to 120 community meals on any given evening. In addition, five faith-based organizations and one for-profit organization (Riverside Catering) also provide outreach meals through the Richmond FAD Coalition and have seen increased demand in recent years from an average of 35 to 70 outreach meals. Organizations report receiving less protein supply from the Food Bank in recent years as food supports rise at the Food Bank, further impacting the costs of these meals. They also notice a growing number of individuals and families who access community meals, particularly seniors, refugees and single-parent households.

Most of the community and outreach meal programs rely on a volunteer base to prepare and cook the meals. Some organizations express concerns about the decreasing number of volunteers in recent years and the gap in outreach meal delivery during periods when some individuals take a break (usually in July, August and December). One organization also cites the lack of a large, functional kitchen that their volunteers can access to prepare and cook meals when their own organization is closed for a period of time.

The following section discusses the kinds of supports the City could provide to further support non-profit organizations that are involved in emergency food programs.

Opportunities to Support Richmond's Emergency Food Programs

Funding

The HSS Grants provide funding to eligible non-profit service providers whose programs and services enhance the social and physical well-being of the community. In recent years, there has been growing demand for HSS funding towards homelessness and food security-related initiatives in Richmond. Over the period of 2021 to 2023, five to eight organizations applied for HSS Grants related to homelessness and food security with requests ranging from \$5,000 to just over \$35,000 each. In each of these years, the amounts requested exceeded the final amounts dispersed. In 2024, there was a total request of \$175,000 towards homelessness and food security initiatives and a total of \$109,427 was disbursed from the HSS Grant budget and an additional amount of \$29,266 from Council Contingency as the HSS budget was fully exhausted. After allocating the combined HSS Grants funding and additional funding allocated from the Council Contingency, five of the seven organizations that applied for HSS Grants involved in homeless and/or food security initiatives received full funding. Two organizations did not receive full funding of their HSS Grant applications in 2024: St. Alban's Anglican Church requested \$50,000 and received \$37,790; and Pathways Clubhouse requested \$60,000 and received \$35,903. Should Council decide to provide additional funding to Church on Five, it staff recommend Council also consider additional one-time funding of \$12,210 to St. Alban's Anglican Church and \$24,097 to Pathways Clubhouse, should there continue to be a need, in order to ensure a more equitable distribution of City resources towards homelessness and/or food security initiatives. Should Council not allocate additional funding to these two organizations it is anticipated that similar letters will be received from them for consideration.

As the HSS Grant program has been consistently oversubscribed over the years, there is an opportunity to conduct a review of the HSS Grant Program Guidelines (Attachment 3) and assign weights to the criteria according to priority areas in the community (i.e. homelessness and food security). This will ensure that funding is directed towards areas that have been identified as community needs and priorities. Through this review, there is also an opportunity to evaluate the HSS Grant budget to meet the growing need for social services in the community. The City Grant programs typically receive an annual cost of living increase that is added to the base funding of the programs. The increase is based on the Vancouver Consumer Price Index (CPI) annual average and ranged between 2.7 to 6.7 per cent in the last few years. Should Council direct staff to undertake this work, staff will bring a report forward with recommendations for Council's consideration before the next intake period in September 2024.

In-Kind Services

There are opportunities to build on the already strong network that has been established between the Richmond Food Bank and faith-based organizations through the Richmond FAD Coalition and facilitate further coordination of services provided by different non-profit organizations involved in Richmond's emergency food system. For example, The Sharing Farm Society donates fresh, organic produce to the Richmond Food Bank and has expressed interest to staff in partnering with and providing produce to emergency food providers. In addition, emergency food providers could explore partnerships with food rescue groups, such as FoodMesh and Immigrant Link Centre Society, to receive surplus food and augment their food supply. Staff will bring all of the key parties together to discuss opportunities and challenges and take a more coordinated approach in addressing food insecurity in Richmond.

Community meals not only address hunger, they can also be a source of social connections for those who are isolated in the community and connect participants to available programs and services in the community. For example, Gilmore Park United Church has previously invited staff from Chimo and the Richmond Public Library to attend their community meals to provide resources for those who may need access to their services. There is an opportunity to bring emergency food providers and social service agencies together to explore opportunities for collaboration. Staff will facilitate connections among these organizations to explore what resources can be made available at these community meals to allow participants to be connected to available programs and services.

People

In order to address the shortage of volunteers at some of these non-profit organizations, staff will facilitate connections between emergency food providers and the Richmond School District and Richmond Cares, Richmond Gives to explore the promotion of volunteer opportunities at their respective organizations.

In addition, the City has a dedicated Planner 2 (Poverty Reduction) who is responsible for overseeing the Council-adopted Poverty Reduction Plan and provides backbone support to the Community Poverty Reduction and Prevention Table. One of the priority actions of the Poverty Reduction Plan is to implement initiatives to increase food security in the community for residents at risk of or living in poverty. The City also has a Manager, Community Social Development who is responsible for overseeing the implementation of the City’s Homelessness Strategy and provides backbone support to the Richmond Community Homelessness Table. One of the actions of the Homelessness Strategy is to enhance the coordination of food programs and outreach for residents experiencing homelessness. And, the City has a Program Manager, Social Planning, who oversees social policies related to food security in Richmond.

Finally, the City participates in an Urban Bounty-led project to explore the creation of a community-oriented food network that will promote food access and literacy, access to other relevant supports and services, and strengthen the local food economy. The City will continue to participate in planning tables and community-led projects that advance food security in Richmond.

Options for Consideration

Based on the analysis of the kinds of supports the non-profit organizations providing emergency food programs in Richmond need and the opportunities presented above, staff have provided the following four options for Council’s consideration:

Options	Key Considerations	Cost
1. That the City continue to provide existing levels of support to food security initiatives in the community (Continue as Status Quo).	<ul style="list-style-type: none"> • The City currently provides a significant number of monetary and in-kind supports to address emergency food needs in Richmond, primarily through the provision of grant funding and space to organizations addressing food insecurity. • Non-profit organizations will bear the brunt of addressing the growing levels of food insecurity in the community. • Impacts the ability by Church on Five to increase their current level of outreach services in 2024. • Aligns with past practice to direct such requests to the Health, Social and Safety Grants Program. 	<ul style="list-style-type: none"> • No additional cost to the City at this time.

Options	Key Considerations	Cost
<p>2. That the City review the HSS Grant criteria to determine the appropriate allocation of resources based on community needs and priorities.</p> <p>(RECOMMENDED)</p>	<ul style="list-style-type: none"> The HSS Grant program has been consistently oversubscribed over the years and a review of the HSS Grant criteria will allow funding to go towards identified priority areas in the community. The review will provide opportunity to evaluate the HSS Grant Budget in relation to the growing need for social services in the community. 	<ul style="list-style-type: none"> No additional cost to the City at this time.
<p>3. That the City provide a one-time funding of \$54,560 to Church on Five to support its After Hours Outreach Program.</p> <p>(RECOMMENDED)</p>	<ul style="list-style-type: none"> Providing one-time funding will help sustain Church on Five's After Hours Outreach Program and allow the program to continue to provide hot meals and essential items to the homeless population in Richmond. Staff will work with Church on Five in its application for the 2025 HSS Grant in order to ensure that it reflects the needs of its After Hours Outreach Program in 2025 and meets the criteria of the HSS Grant Program for external funding sources other than the City. Option has additional, one-time budget implications for the City. 	<ul style="list-style-type: none"> \$54,560
<p>4. That the City provide one-time funding of \$12,210 to St. Alban's Anglican Church and \$24,097 to Pathways Clubhouse towards their respective food security initiatives for 2024 as outlined in their applications for HSS grant funding.</p> <p>(RECOMMENDED)</p>	<ul style="list-style-type: none"> In 2024, five of seven organizations that applied for HSS grants to fund initiatives related to homelessness and food security received full funding. St. Alban's Anglican Church and Pathways Clubhouse did not receive full funding of their HSS Grant applications in 2024. St. Alban's Anglican Church requested \$50,000 and received \$37,790, and Pathways Clubhouse requested \$60,000 and received \$35,903. St. Alban's Anglican Church operates various meal programs supporting people living on low income and those experiencing homelessness. Pathways Clubhouse operates a meal program providing its members with healthy meals at affordable prices. Providing additional, one-time funding of \$12,210 to St. Alban's Anglican Church and \$24,097 to Pathways Clubhouse supports equitable access to funding for all Health, Social and Safety Grant applicants related to homelessness and food security through the HSS Grant process in conjunction with considering requests outside this process. Option has additional, one-time budget implications for the City. 	<ul style="list-style-type: none"> \$36,307

Financial Implications

Two of the options outlined in this report have different, one-time financial implications for the City. Depending on the option(s) Council approves, additional funding may be required. Any additional funding required for implementation of these options can be offset using the balance of funds previously approved by Council in December 2023 to support services to individuals experiencing homelessness, including expanded operations of the Warming Centres and Drop-in Centre over the winter. This is further explained in the Financial Impact section of this report. Future requests for additional funding, beyond any one-time funds approved by Council now, would be

appropriately addressed through the regular, open Health, Social and Safety Grants program and requested during the identified application window for consideration within that process and budget.

Increased Funding from Senior Levels of Government towards Homelessness and Food Security

Furthermore, staff recommend that the City advocate to senior levels of government for ongoing funding for municipalities to support the significant increase in homelessness and food insecurity in communities. The UBCM Grant, to support municipal initiatives related to homelessness in response to the COVID-19 pandemic, has ended on March 31, 2024. The City has relied on this provincial funding to support a number of homelessness and food security initiatives over the past three years, including funding to support the operations of the Drop-in Centre, Shower Program, Warming Centres, and Food Outreach programs.

Pursuant to Council direction, staff will prepare letters to advocate to senior levels of government, including the Premier of British Columbia; Minister of Housing; Minister of Diversity, Inclusion and Persons with Disabilities; Minister of Families, Children and Social Development; Minister of Housing; Minister of Social Development and Poverty Reduction; Attorney General; Richmond's Members of Parliament and Members of the Legislative Assembly; and BC Housing to advocate for increased sustainable funding to support municipalities in responding to the growing homelessness and food insecurity in communities.


Financial Impact

Previously, Council approved one time funding in the amount of \$604,000 from the Rate Stabilization Account to support services to individuals experiencing homelessness, which was utilized towards the expenses with respect to the expanded operation of the two Warming Centres and the Drop-in Centre during the 2023/2024 winter season. However, a significant portion of the expenses for these expanded programs was covered by funding from the UBCM Strengthening Communities' Services Program Grant, which has now ended, and the contribution from BC Housing towards a portion of the South Arm Warming Centre costs. Due to the additional external funding there are surplus funds available. In addition, Council allocated an additional \$100,000 from this funding to cover the costs of the Ambassador Program in Brighthouse Park for the 2024 spring/summer season. There is approximately \$254,000 of previously approved funding that is available to utilize.

Two of the four options outlined in this report have different financial impacts for the City. Depending on the option(s) Council approves as outlined above, additional funding would be required in 2024 for implementation. One-time funding of up to \$90,867 from the previously Council-approved funding described above to support individuals experiencing homelessness could be utilized should Council endorse funding the applicable options without impacting other approved programs due to the City's ability to access funds through the UBCM Strengthening Communities' Services Program Grant.

Conclusion

Guided by the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond and 2019–2029 Homelessness Strategy, the City of Richmond is committed to responding to the needs of Richmond residents at risk of or currently experiencing homelessness and those experiencing food insecurity. While homelessness and food security is primarily a provincial mandate, the City continues to work with the tools available to municipalities to provide services and supports that meet the needs of Richmond’s diverse population and provide a number of significant supports to address homelessness and immediate food needs in Richmond.



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

- Att. 1: Letter from Church on Five (dated April 12, 2024)
2: Emergency Food Programs in Richmond
3: City of Richmond 2024 Grant Program Guidelines – Health, Social & Safety and Parks,
Recreation & Community Events

AFTER HOURS OUTREACH

C H U R C H O N F I V E



www.churchonfive.ca



office@churchonfive.ca



10200 No. 5 Road, Richmond

To:

RICHMOND CITY COUNCIL

6911 No. 3 Rd,
Richmond BC , V6Y 2C1

Date:

April 12, 2024

Your Worship Mayor Malcolm Brodie and Honorable City Councillors of Richmond,

I am writing on behalf of Church on Five, which supports the Richmond Food Aid Delivery program, to present a formal funding request for the After-Hours Outreach Program in Richmond. The program, which is currently spearheaded by the Lead Outreach/ Coordinator, Hugh Freiberg, has been steadfast in its mission to provide essential support to individuals grappling with homelessness in our community. As the needs of Richmond's homeless population continue to escalate, we are seeking additional funding for the period spanning May 1 st to December 31st 2024 to fortify the program's operational capacity and extend its reach to those most vulnerable within our city.

The proposed additional budget of \$54,560 encompasses the following financial allocations:

- Further funding of \$34,560 earmarked for a Second Outreach/Case Worker, who will work 36 hours per week over the next 8 months at a rate of \$30 per hour. tasked with coordinating services, and ensuring a seamless continuum of care for individuals experiencing homelessness. This role aims to enhance our outreach capabilities, increase safety measures and will enable us to engage with a broader spectrum of individuals facing homelessness in Richmond.
- A supplementary \$20,000 allocation designated for a salary equity adjustment for the Lead Outreach Worker, Hugh, in acknowledgment of his unwavering dedication and invaluable contributions to serving Richmond's homeless population.

**GP - 29
(Special)**

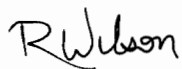
This additional funding is imperative to sustain and elevate the After-Hours Outreach Program's impact on Richmond's most vulnerable citizens, those who are either homeless or on the brink of homelessness. By bolstering our operational capacity, we aim to provide hot meals, essential items, and crisis/outreach care to an increasing homeless population in Richmond. On average, Hugh connects with a cohort of between 80-100 of Richmond residents, who are directly impacted by homelessness, every night. In recent months, the outreach workers have seen a dramatic shift and increase within the demographics of Richmond's homeless population and those at risk of being homeless. The noticeable trends include

1. more pensioners
2. an increase of women and couples, as 30-40 percent of our clients are now female
3. an influx of refugees needing food, housing and additional supports particularly needing access to affordable housing

These trends have been confirmed and statistics reported by Richmond Food Bank, Salvation Army - Richmond House Emergency Shelter, Richmond Food Aid Delivery outreach workers and other poverty reduction advocates. A large percentage of these people, with the exception of refugees, are struggling with mental health and/or substance abuse/misuse and most have physical ailments as well. By making these connections, we are able to address many of our clients immediate needs, as well as contribute to fostering a sense of security and support within our community.

Our mission is to ensure the seamless delivery of essential services and crisis support to those in need within our community. We respectfully urge your favorable consideration of this request and seek your support in fortifying the After-Hours Outreach Program to better serve Richmond's homeless and at-risk individuals. The proposed timeline for the requested funding spans from May to December 2024, aligning with our commitment to providing sustained assistance to those in need throughout the year. We welcome any further questions you may have and we appreciate your time and effort in addressing and supporting this important matter.

With utmost respect and gratitude,



Rachel Wilson
Church on Five

Emergency Food Programs in Richmond

Organization	Days of the Week	Time	Community Meals	Outreach Meals
1. Richmond Presbyterian Church	Monday	5:00 p.m.	Yes	Yes
2. St. Alban's Anglican Church	Tuesday	5:30 p.m.	Yes	Yes
3. Peace Mennonite Church	First and Third Tuesday	5:30 p.m.	Yes	N/A
4. The Kehila Society Meals on Wheels Program	Tuesday and Thursday	Daytime	Yes	N/A
5. The Salvation Army Food Truck	Tuesday, Wednesday, Thursday, Friday	7:00 p.m.	N/A	Yes
6. Union Gospel Mission (UGM) Mobile Mission	Wednesday	Daytime	N/A	Yes
7. Church on Five	Wednesday	6:00 p.m.	Yes	Yes
8. Fraserview Mennonite Brethren Church	Wednesday	6:00 p.m.	Yes	N/A
9. Gilmore Park United Church	Thursday	5:30 p.m.	Yes	Yes
10. St. Alban's Anglican Church Lunch Program	Friday	11:30 a.m.	Yes	Yes
11. Riverside Catering	Friday	Evening	N/A	Yes
12. St. Joseph the Worker Parish	Saturday	6:30 p.m.	Yes	Yes
13. Turning Point Recovery Society (Drop-in Centre)	Monday to Friday	11:30 a.m.	Yes	Yes
14. Turning Point Recovery Society (Warming Shelters)	When open	Evening	N/A	Yes
15. St. Alban's Anglican Church Sunday Outreach	Sunday	Daytime	N/A	Yes

City of Richmond

2024 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy (attached).
- These Guidelines pertain to the following City Grant Programs:
 - Health, Social & Safety
 - Parks, Recreation & Community Events
- Separate programs exist for Arts and Culture and Child Care grants. Please see the City website (www.richmond.ca/citygrants) for information about these programs.

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

(iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user-pay when applicable
- Innovation.

(iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

(v) Objectives

- To assist Council to facilitate the Council Strategic Plan
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

2. Program Funding

(i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council.
- The amount allocated to the Programs will be based on overall City corporate priorities.

(ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are deposited to the City's Grant Provision Account.

3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

Partnership: A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

Duplication: Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

School (public and private) based programs: "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

Community based programs in schools: "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school-based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.

4. Eligibility

(i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided)
- The Society's Board of Directors must approve of the application being submitted.

(ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 4)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative salaries
2. **Community Service**
Specific programs or projects to deliver services to Richmond residents
3. **Community Event**
Neighbourhood or community-based events to enhance quality of life for Richmond residents

(iv) Items Eligible For Funding

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals (e.g., vehicles, equipment, and maintenance)
- Heat
- Light
- Telephone
- Photocopying
- Materials.

(v) Items Not Eligible For Funding

The following items will not be funded:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need
- Expenses that are the responsibility of other government programs or entities
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions, p. 4)
- Child care purposes (the City has a separate Child Care Grant Program, see www.richmond.ca/citygrants)
- Travel costs outside the Lower Mainland
- Other.

(vi) Grant Limitations

- Due to limited funds, applicants may receive only one grant per year
- Grant allocations are partially dependent on the annual budget
- Not all applicants meeting the Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it
- Grants are not to be regarded as an entitlement
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought
- Partnerships and/or collaborative relationships with other organizations to strengthen the proposal have been established.

(ii) Assessment Considerations

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

(iv) Financial Statements

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget
- Grant proposal budget.

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

(vi) Multi-Year Funding Criteria

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

6. The Grant Review Process

(i) The Grant Review Process

There is one intake period per year. Please see the City website for dates (www.richmond.ca/citygrants). The following Grant Review stages will be followed (see sections below for further information):

1. Applications submitted by deadline
2. Staff review applications
3. Staff prepare recommendations
4. Council reviews recommendations and make final decisions
5. Grants distributed
6. Recipients report on grant use.

(ii) Program Guidelines and Web-based Application

Program Guidelines and access to the web-based application system will be posted on the City website (www.richmond.ca/citygrants).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation & Community Events Grant Programs
- A simplified application is available for minor requests (\$5,000 or less), or year 2 or 3 of a multi-year funding cycle (see Multi-Year Funding Criteria, p. 6)
- A longer application is required of applicants requesting over \$5,000, or wishing to be recommended for a three-year funding cycle.

(iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City website (www.richmond.ca/citygrants) for dates.

(iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

(v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are led by staff in the respective divisions:
 - Health, Social & Safety (Community Social Development)
 - Parks, Recreation & Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no information will be provided to applicants or the public until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

(vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to the General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

7. Awarding of Grants

(i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

(ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of the grant award or denial if applicable, and to contact staff if further information is required.

(iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include it with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

(iv) Recuperation of Grant

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

(v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at www.richmond.ca/citygrants or contact the Community Services Department at 604-276-4000.



Adopted by Council: July 25, 2011
Amended by Council: July 9, 2012
Amended by Council: April 11, 2022

POLICY 3712:

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

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
 - Health, Social and Safety (Community Social Services)
 - Arts and Culture (Arts, Culture and Heritage)
 - Parks, Recreation and Community Events (Parks and Recreation)
 - Community Environmental Enhancement Grants Program (Parks and Recreation).
2. Casino funding may be used to create four separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the four City Grant Programs may receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture, Parks and Recreation, and Environment will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of three streams of grant requests:
 - (i) \$5,000 or less;
 - (ii) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less; and
 - (iii) no more than \$500 for individuals applying for the Environmental Enhancement Grant.
7. Only registered non-profit societies governed by a volunteer Board of Directors requesting funding to serve primarily Richmond residents, are eligible, except for individuals accessing the Environmental Enhancement Grant.
8. Applicants may receive only one grant per year unless applying for Environmental Enhancement Grant funding for projects not utilizing other City Grant funding.
9. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.



Page 2 of 2	City Grant Program	Policy 3712
Adopted by Council: July 25, 2011 Amended by Council: July 9, 2012 Amended by Council: April 11, 2022		

10. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.