



To: Planning Committee **Date:** January 30, 2017
From: Cathryn Volkering Carlile **File:** 07-3300-01/2017
 General Manager, Community Services
Re: **Richmond Intercultural Advisory Committee 2017-2022 Intercultural Strategic Plan, 2016 Annual Report, 2017 Work Program, and the Committee's Terms of Reference**

Staff Recommendation

1. That the Richmond Intercultural Advisory Committee (RIAC), Draft Intercultural Strategic Plan - 2017-2022, be adopted by Council;
2. That the RIAC 2016 Annual Report and 2017 Work Program be adopted by Council; and
3. That the RIAC Terms of Reference be referred to staff for review and that any recommended changes are brought back to Council to ensure that the committee continues to be an effective resource for Council and the community.

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO 	

Staff Report

Origin

The mandate of the Richmond Intercultural Advisory Committee (RIAC), as outlined in its terms of reference, is to “enhance intercultural harmony and strengthen intercultural co-operation in Richmond”. The City supports RIAC by providing an annual operating budget, a Council liaison and a Staff liaison.

This report supports Council’s 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond’s demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.1. *Strong neighbourhoods.*

2.2. *Effective social service networks.*

This report has also been written in response to two commitments in the Social Development Strategy. The first of these commitments, under Goal 2 Action 15 is to ‘Implement, Monitor and Update the Intercultural Strategic Plan and Work Program’. The second commitment, under Goal 2 Action 26, is to ‘Review the City’s Advisory Committee Structure to determine: Mechanisms for ensuring committees are best positioned to provide helpful and timely advice to City staff and elected officials’.

Attached to this report are the RIAC Draft 2017-2022 Intercultural Strategic Plan (Attachment 1), the RIAC 2016 Annual Report to Council and proposed RIAC 2017 Work Program (Attachment 2) and the RIAC Terms of Reference (Attachment 3).

Analysis

2017 - 2022 Intercultural Strategic Plan

In January 2013, Council approved the 2012-2015 Richmond Intercultural Advisory Committee (RIAC) Intercultural Strategic Plan. In 2016, RIAC began a process of updating the plan to reflect the current community context to 2022. The resulting 2017-2022 RIAC Intercultural Strategic Plan re-affirms the City Intercultural Vision for Richmond to become the “most welcoming, inclusive and harmonious community in Canada”. It has re-visited the strategic directions and work program from the 2012-2015 Plan and revised them to reflect future work.

In launching this current review, it was acknowledged that the 2012-2015 Strategic Plan provided a solid foundation for preparation of an updated document. The new plan for 2017-2022 builds on the key vision, values and strategic directions of the 2012 -2015 plan, while making it more focused and relevant to Richmond today.

The demographic profile of Richmond continues to change. In addition to high levels of immigration from mainland China, there are new arrival of refugees (principally from Syria and Iraq). The refugee communities, although relatively small in comparison to those in other municipalities, face multiple barriers. The Filipino community has also grown substantially and has an active and visible role in Richmond's cultural and civic life.

There have also been some high profile issues that have developed in the community (e.g. signage) that have illustrated the need for innovative approaches to research, explore and promote cultural harmony. In 2017, the City's Community Social Development department will be embarking on a Cultural Harmony Plan and RIAC's work will help to complement this.

To support the implementation of the 2017-2022 Intercultural Strategic Plan, four strategic directions have been identified that will form the basis of future RIAC annual work programs. These strategic directions are:

1. Address language, information and cultural barriers that interfere with building a welcoming community and ensure that information on City and community activities is available for newcomers and residents in a manner that appreciates the needs, communication skills and traditions of different cultural groups;
2. Address the perception and reality of racism and discrimination in the community. Dispel misconceptions related to culture that maintain stereotypes and foster prejudice;
3. Work to explore potential areas of alignment between the intercultural vision and other governmental and stakeholder systems, policies and planning processes. Use "best practice" methods to make decisions and prevent cross-cultural misunderstanding and antipathy; and
4. Support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.

2016 Annual Report

Highlights of RIAC's activities for 2016, as summarized in the Annual Report (Attachment 2) include:

- The update and launch of the second Tagalog edition of the City's Newcomers Guide;
- The culmination of a partnership with the Canadian Race Relations Foundation (CRRF) and the planning of a public forum on cultural harmony, which was held on January 21, 2016;
- Planning sessions that resulted in the development of the 2017-2022 RIAC Intercultural Strategic Plan;
- Planning of the second City of Richmond Diversity Symposium that was held on November 18, 2016; and

- Providing input and support on the:
 - Food Security Strategy for Richmond;
 - City of Richmond Police Services Consultation;
 - City of Richmond's Use of Language on Signage pilot project and outreach;
 - RCMP "Block Watch" initiative; and
 - City of Richmond Affordable Housing Update public consultation.

2017 Work Program

RIAC has used the draft 2017-2022 Intercultural Strategic Plan to develop and prioritize a proposed Work Program for 2017. Some highlights of the proposed actions include:

- Updating the Richmond Newcomers Guide and assisting with the identification of future funding sources, revision of protocols and Terms of Reference;
- Developing a project plan for the "Hi Neighbour" community engagement initiative;
- Developing an outreach strategy to find ways of involving aboriginal residents in the work of RIAC;
- Assisting City staff with the planning and implementation of the City's 3rd Annual Symposium project (to be held late 2017);
- Continuing to promote civic engagement with new immigrant groups and building intercultural understanding through the partnership with the Canadian Race Relations Foundation (CRRF);
- Assisting with implementation and providing feedback on the City's Social Development Strategy, where and when appropriate.
- Assisting with the distribution of the 2017-2022 Richmond Intercultural Strategic Plan and Work Program to key stakeholders; and
- Meeting with a wide range of community stakeholders to build awareness, consensus and commitment in assisting with implementation of the 2017-2022 Richmond Intercultural Strategic Plan.

In addition, RIAC will continue its primary function of serving as a resource to City Council on intercultural matters, providing information and advice as required and responding to Council requests as they arise.

RIAC Terms of Reference

The current RIAC Terms of Reference was approved by Council at the meeting held January 28, 2008. The Terms of Reference (Attachment 3) contains the following:

- Purpose of the Committee
- Mandate of the Committee
- Role of the Committee
- Principles

Staff have noted that some of the language in the RIAC Terms of Reference may no longer be appropriate and an overall review is now warranted. Staff are recommending that a review be undertaken and recommendations from that review be brought back to Council for consideration. Updated Terms of Reference will better enable RIAC to implement its work programs and continue to be an effective resource for Council and the community. A review of the City structures aligns with Social Development Strategy Action #26.

Financial Impact

The RIAC operating budget of \$2,500 for 2017 reflects the existing funding plan, as budgeted.

Conclusion

RIAC's Draft 2017-2022 Intercultural Strategic Plan and 2017 Work Program present steps to further achieve the Council approved vision for intercultural life in the City: "*for Richmond to be the most welcoming, inclusive and harmonious community in Canada*". RIAC will continue to execute its mandate and mission as a resource for Council and respond to intercultural issues as they arise. RIAC's Terms of Reference are to be reviewed by staff and any recommended changes are to be brought back to Council for consideration. This will ensure that RIAC continues to be effective in supporting Council and in implementing its work programs and the Intercultural Strategic Plan.



Alan Hill
Cultural Diversity Coordinator
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- Att. 1: Draft 2017-2022 Intercultural Strategic Plan
2: RIAC 2016 Annual Progress Report and RIAC 2017 Work-Program
3: RIAC Terms of Reference

**Richmond Intercultural Advisory Committee
Draft 2017-2022: Intercultural Strategic Plan**

Prepared by:
Richmond Intercultural Advisory Committee

Acknowledgements

Richmond Intercultural Advisory Committee (RIAC), 2016 Membership

Citizen Appointees

James Hsieh
Lawrence Lim
Mohinder Grewal
Christopher Heathe
Wendy Yuan
Joan Page

Organizational Appointees

Diane Bissenden, Richmond Health Services (Chair)
Shashi Assanand, Ministry of Children & Family Development
Nigel Pronger, RCMP Richmond Detachment
Viet Vu, Richmond Centre for Disability
Aileen Cormack Richmond Seniors Advisory Committee
Diane Tijman, School District #38
Phyllis Chan, Richmond Community Services Advisory Committee
Parm Grewal, Richmond Community Services Advisory Committee
Diane Sugars, Richmond Community Services Advisory Committee
Barbara Bawlf, Richmond Community Services Advisory Committee

City Council Liaison

Councillor Derek Dang

City Staff Liaison

Alan Hill, Cultural Diversity Coordinator

For further information regarding RIAC and the RIAC 2017- 2022 Intercultural Strategic Plan, please contact Alan Hill, Cultural Diversity Coordinator, City of Richmond (604-276-4391, ahill@richmond.ca).

For additional copies of this document, please visit the City of Richmond website at www.richmond.ca.

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Introduction

RIAC Mandate

The Richmond Intercultural Advisory Committee (RIAC) was established by Richmond City Council in February 2002 to assist the City in working toward its corporate vision of making Richmond the "most appealing, liveable, and well-managed city in Canada."

The mandate of RIAC, as outlined in its terms of reference, is to "enhance intercultural harmony and strengthen intercultural co-operation in Richmond." RIAC achieves this mandate through several interrelated functions, such as providing information, options and recommendations to City Council and community stakeholders regarding intercultural issues and opportunities, and responding to intercultural issues referred by Council.

To be able to implement its mandate, RIAC has an Intercultural Strategic Vision and Work Program. The current Intercultural Strategic Plan came to an end in 2015 and RIAC made a commitment in its '2016 Annual Work Program' to update the Intercultural Strategic Plan to reflect current Council Term Goals and the City of Richmond's Social Development Strategy 2013-2022.

RIAC recognizes that the successful achievement of the Intercultural Vision necessitates the City to work in partnership, especially in a facilitative role, with numerous stakeholders that make up the Richmond community. The Intercultural Strategy cannot be successfully implemented without the participation and involvement of the many diverse cultural groups and interested stakeholders in Richmond.

Stakeholders include federal and provincial governments, institutions, agencies, educational organizations, the private sector, community, associations, the media, religious and cultural groups, and the general public.

RIAC Vision for Intercultural Life in Richmond

To achieve the overall vision of the City, "to be the most appealing, liveable and well-managed community in Canada," Richmond will continue to incorporate an understanding of diversity into all its planning and services.

Richmond's Intercultural Vision: "for Richmond to be the most welcoming, inclusive and harmonious community in Canada"

The vision for intercultural life in Richmond:

Promotes:

- Pride and acceptance of Canadian values and laws.
- Pride and respect for diverse heritages and traditions.
- Pride and participation in community life.

Recognizes:

- That "culture" is an integrated pattern of thought, speech, action and behaviour which is passed on from one generation to another, through education and learning.

- That “culture” evolves, and Richmond’s culture is shaped by historic patterns and traditions, current practices and trends, and future planning.

Embraces:

- The concept of “Interculturalism”, a culturally interactive and vibrant process, as the next step for Canadian multiculturalism.

Richmond Context

Intercultural Strategic Plan

During the 2012-2015 Intercultural Strategic Plan, there were significant changes to the context in which RIAC operates. A major development was the launch and implementation of the City of Richmond Social Development Strategy, whose prioritised actions the 2017-2022 Intercultural Strategic Plan will complement. Richmond City Council also adopted a new set of Council Term Goals for 2014- 2018 and these goals have also been taken into account in the planning of this document.

Since the endorsement of the 2012-2015 Intercultural Strategic Plan, Richmond has come to experience greater cultural diversity with arrivals in Richmond coming from a greater number of countries of origin than before. There has also been a marked increase in the number of Mandarin speaking immigrants arriving from Mainland China. This group is now residing in Richmond in greater numbers than the Cantonese speaking immigrants who originated from Hong- Kong. Cantonese speakers from Hong-Kong were until recently, the largest single group of immigrants in the community.

Another major change in Richmond is that the Filipino community is now the second largest immigrant community. This community is somewhat hidden and is often assumed to be more integrated into mainstream Canada because many Filipinos speak English well. However this community faces many barriers and Richmond has very few specific support structures to meet their needs.

Since the endorsement of the 2012-2015 Intercultural Strategic Plan, Richmond has developed a more diverse refugee community. Many of these refugees are from Arabic countries, particularly Iran and Iraq, and there are also some from Afghanistan. In early 2016, Richmond became home to a small number of Syrian refugees. There is also a well-established refugee community from Somalia that are often outside the reach of mainstream services. Since 2012, a much more confident Aboriginal community has become evident. Although this is a small community it has not had high levels of involvement in intercultural planning and is a community that RIAC anticipates to engage in the future.

This 2017-2022 Intercultural Strategic Plan update recognises that there is an increased need for innovative ways to build and maintain community. This also reflects the current operating priorities for non-profit, immigrant- serving agencies. Immigrant serving agencies are now directly funded by the Federal Government and the emphasis is on community planning and promoting cultural harmony. The main manifestation of this has been the development of the Richmond Community Collaborative Table (CCT) coordinated by Richmond Multicultural Community Services (RMCS). The CCT has developed an immigrant settlement plan for Richmond to the end of 2019.

Guiding Framework and Rationale

Strategic Considerations

○ Council Term Goals

The 2017-2022 Intercultural Strategic Plan has been developed with reference to the Council Term Goals. There are five Council Term Goals that specially build a framework for this document. These goals are:

- **A Safe Community:** Maintain emphasis on community safety to ensure Richmond continues to be a safe community.
- **A Vibrant, Active, and Connected Community:** Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.
- **A Well-Planned Community:** Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.
- **Partnership and Collaboration:** Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.
- **Well-informed Citizenry:** Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

City of Richmond- Social Development Strategy 2017- 2022

The City of Richmond Social Development Strategy has been a major framing and reference point in the development of this document. The main strategic direction in the Social Development Strategy that relates to RIAC's mandate and directions is Strategic Direction 5: Build on Richmond's Cultural Diversity.

Guiding Principles for Action

The following were agreed to by RIAC as foundation principles for the 2017-2022 Intercultural Strategic Plan:

- Inclusion: Participation by all sectors of the community is to be invited and encouraged.
- Co-operation: Partnerships are to foster co-operation, rather than competition.
- Collaboration: The interests (e.g. needs, goals, concerns) of all stakeholders are to be considered in decision-making processes.
- Dynamism: Flexibility and adaptability are required to stay abreast of emerging needs, issues and opportunities and being open to new ideas and approaches.
- Integration: Cultural diversity is to be recognized as a core aspect of Richmond life, and the principles of multiculturalism and the vision of interculturalism applied.
- Interculturalism: Recognized as a core aspect of Richmond life.
- Equity: Strategic initiatives are to be implemented in a manner that is fair to all groups, communities and individuals in need.

City and Stakeholder Intercultural Roles

It is acknowledged by RIAC that improving intercultural harmony requires full stakeholder participation and that neither the City nor any one stakeholder can achieve it alone.

The City's role is to:

- Emphasize leadership and facilitation; and
- Utilize existing City resources, including staff time and existing budget levels, unless otherwise approved by Council.

Stakeholders' (see Appendix A) roles include:

- Participation;
- Mutual support;
- Funding; and
- Resource sharing.

Strategic Focus Areas

To guide stakeholders in their involvement in the implementation of the 2017-2022 Strategic Plan, RIAC identified the following strategic areas of focus:

- Coordination;
- Partnerships;
- Research;
- Education & Training;
- Promotion & Information; and
- Project Management & Planning.

2017 - 2022 Intercultural Strategic Plan Development Planning Process

This timeline outlines the planning process that guided the development of the draft 2017-2022 Intercultural Strategic Plan.

Fall 2015

A workshop was conducted with RIAC members to review strategic directions and identify draft 2017-2022 actions. This workshop:

- reviewed the achievements and outstanding items contained in the 2012-2015 RIAC Intercultural Strategic Plan;
- reviewed Council Term Goals;
- reviewed the Social Development Strategy;
- reviewed the RIAC Mandate;
- identified key guiding principles; and
- identified draft 2017-2022 Intercultural Strategic Plan action items.

Spring 2016

A second planning workshop was held with RIAC members to review and finalise action items and identify community stakeholders and engagement strategies. This workshop:

- revisited and reviewed Council Term Goals;
- revisited and reviewed the Social Development Strategy;
- reviewed draft 2017-2022 action items and revised or added items as appropriate; and
- identified stakeholders and strategies of engagement.

Summer/Fall 2016

- RIAC members engaged stakeholders and reviewed feedback on the draft 2017- 2022 Intercultural Strategic Plan; and
- Stakeholder's feedback was integrated into the draft 2017- 2022 Intercultural Strategic Plan.

Fall 2016

- RIAC endorsed the draft 2017-2022 Intercultural Strategic Plan.

2012 - 2015 Intercultural Strategic Plan Evaluation

Achievements made from 2012-2015 and any outstanding work items have been taken into account in the development of the 2017-2022 Intercultural Strategic Plan.

2012 - 2015 RIAC Achievements

RIAC has achieved successes over the period of the 2012-2015 Strategic Plan. Greater details of RIAC achievements can be found in the annual RIAC reports to City Council. Brief highlights of these achievements include;

Community Dialogue

- This initiative was designed to engage citizens who do not normally participate in intercultural dialogues by providing them with an opportunity to discuss Richmond's changing cultural dynamic. This process included a questionnaire, a day of community dialogue with sessions in multiple languages and a major community event in the spring of 2012.

National Aboriginal Day

- The RIAC Youth Sub Committee was the lead on this initiative in partnership with SD38, VCH, Pathways Aboriginal Project and the City of Richmond. This work resulted in the first ever National Aboriginal Day event to be held at Richmond City Hall.

Social Development Strategy

- RIAC gave feedback on this document, which directs the social development agenda in the City and the City's relationship with its community partners in relation to social service provision.

Kiwanis Place Making

- A Simon Fraser University (SFU) researcher asked the committee for input into "place making" for the Kiwanis senior's affordable housing development. This research was conducted to understand how space is experienced by seniors transitioning into affordable housing and to identify how to create a role for seniors to participate as active "place makers" in community planning.

Diversity Symposium

- This 2015 event informed municipal staff/partner organizations on best practices in the area of community and neighbourhood building within intercultural environment and explored possible actions between different levels of government in relation to social inclusion and community building.

2012 - 2015 Outstanding Work Program Items

A number of outstanding work items contained in the 2012-2015 Strategic Plan were not implemented. This was due to capacity/resource issues or because they had become less relevant. These work items were revisited in the development of the 2017-2022 update and included;

The Encouragement of Intercultural Programming

- RIAC forum with City Departments to highlight best practices in culturally inclusive arts and cultural programming; and
- The creation of a “Richmond Day” to celebrate diversity in the city.

The Identification of Barriers Faced by New Immigrants

- Explore possible partnerships and concept of a new annual event to welcome immigrants.

Encourage Dialogue and Discussion with Immigrants Regarding Involvement in Civic Life

- RIAC to develop a lecture series on the principles of interculturalism.

2017 - 2022 Strategic Directions.

To achieve the Richmond’s Intercultural Vision: *“for Richmond to be the most welcoming, inclusive and harmonious community in Canada”*, RIAC is committed to establishing and working towards the following four strategic directions:

1. Address language, information and cultural barriers that interfere with building a welcoming community
2. Address the perception and reality of racism and discrimination in the community.
3. Work to explore potential areas of alignment between the intercultural vision recommended in this plan and other governmental and stakeholder systems, policies and planning processes.
4. Support the development and integration of Richmond's immigrants.

Key Overarching Commitments

To assist in the implementation of the 2017-2022 Plan Strategic Directions, RIAC has made the following overarching commitments:

- a) To invite stakeholders to share and find ways to make resources available (e.g. stakeholder staff, volunteers, facilities, equipment, funding) to implement the Intercultural Strategic Plan and Work Program.

The City will support the implementation of this Strategic Plan and Work Program through its existing contributions, which include providing:

- organizational support for RIAC;

- space for RIAC meetings, public forums and other RIAC sponsored events; and
 - facilitating connections with City departments, programs and resources (e.g. communications, recreation programming, community facilities) to explore possibilities to assist in the implementation the 2017-2022 Plan.
- b) When asked, work with and support training initiatives by stakeholder organisations that encourage attitudes, practices and communication skills that are central to achieving the intercultural vision and adhering to the principles set out in this plan.

Strategic Directions

To support the implementation of the 2017 -2022 Strategic Plan, for each strategic direction, specific initiatives have been identified. These are outlined below and are also suggested for consideration by RIAC stakeholders.

1. Address Language, Information and Cultural Barriers

Address language, information and cultural barriers that interfere with building a welcoming community and ensure that information on City and community activities is available for newcomers and residents in a manner that appreciates the needs, communication skills and traditions of different cultural groups.

Suggested RIAC Strategic Actions

- Continue to provide input on updating the *Newcomer's Guide* and add other languages as necessary. Review design and content to ensure that it is consistent with the RIAC mandate;
- Develop RIAC promotional materials to provide the community with easy to find and up to date information about RIAC events and engagement initiatives;
- Make recommendations for improving two way communication between RIAC and City departments to ensure that RIAC members feel confident discussing issues and transferring knowledge in the community; and
- Build on and improve RIAC member's knowledge of intercultural issues through continuing to feature guest speakers at RIAC meetings and through sharing relevant information and educational opportunities.

Indicators of Success

- Richmond residents can communicate and understand one or both of the official Canadian languages;
- There are fewer language barriers that are interfering with Richmond being a connected community;
- All Richmond residents have the ability to equally participate in public life; and

- Richmond residents and visitors know where to go to get information and assistance on settlement related issues.

2. Address the Perception and Reality of Racism

Address the perception and reality of racism and discrimination in the community. Dispel misconceptions related to culture that maintain stereotypes and foster prejudice.

Suggested RIAC Actions

- Support and promote a range of inter-ethnic community dialogues that focus on all types of diversity;
- Support and promote interfaith community events to recognize, understand, and celebrate harmony and diversity;
- Support and promote the 'Hi Neighbour' initiative within Richmond; and
- Support and promote partnerships to facilitate greater engagement with Aboriginal communities.

Indicators of Success

- Richmond is an inclusive, respectful and harmonious community;
- The reality of racism has been defined and dialogue on the issues carried out;
- Richmond residents have a better understanding and respect for different cultures;
- There is sense of belonging for all residents of Richmond; and
- There is increased social integration in Richmond.

3. Explore Areas of Alignment between RIAC Intercultural Vision and Governmental and Stakeholder Systems.

Work to explore potential areas of alignment between the intercultural vision recommended in this Plan and other governmental and stakeholder systems, policies and planning processes. Use best practice methods to make decisions and prevent cross-cultural misunderstanding.

Indicators of Success

- City departments are more aware of the diverse cultural values and realities of the population of Richmond;
- City and stakeholders organizations are aware and informed of the work of RIAC;
- City Advisory Committees are reflective of the community; and

- City uses an “intercultural lens” to inform planning processes.

Suggested RIAC Actions

- Promote the intercultural values and vision to ensure they are reflected in City events and operational practices;
- Build relationships and promote the intercultural vision through the facilitation of engagement strategies for partners and stakeholders;
- Develop capacity building programs for RIAC committee members to ensure the committee operates at full capacity and that individual members talents are fully utilised; and
- Work with City staff and community partners to research and promote best practices in intercultural project development and planning.

4. Support the Development and Integration of Richmond’s Immigrants.

To support the development and integration of Richmond’s immigrants while doing this in a way that respects family and cultural traditions.

Suggested RIAC Actions

- As and if requested by the COR and its community partners, assist with the promotion of employment opportunities and training for immigrants;
- Assist the COR and its community partners to engage the community in building “cultural bridges” and learning opportunities that allow the sharing and understanding of cultural traditions;
- Work with the COR and its community partners to devise innovative approaches to engage immigrant youth in intercultural dialogue; and
- Support engagement with the Richmond business sector to build cultural capacity by informing and educating on interculturalism and developing project partnerships.

Indicators of Success

- Immigrant families are supported with their integration into the community;
- Multicultural identities are supported across and between generations;
- Richmond community centres have intergenerational and multicultural programming; and
- All Richmond residents are proud to live in Richmond and are proud of the diversity in the community.

Next Steps

To implement the Intercultural Strategic Plan 2017 – 2022 Work Program the following next steps are proposed:

1. Meet with a wide range of stakeholders to build awareness, consensus and commitment for stakeholders' participation in implementing the 2017 - 2022 Richmond Intercultural Strategic Plan and Work Program.
2. Establish annual intercultural priorities within annual RIAC work programs that will be presented to Council for feedback and endorsement.
3. Produce achievable annual work programs by ensuring:
 - all relevant existing resources have been identified;
 - community partnerships and stakeholder involvement have been established; and
 - funding has been applied for from diverse sources.
4. Assist in building community capacity in building intercultural harmony.

2017- 2022 Richmond Intercultural Strategic Plan and Work Program

Stakeholder Index				
1.	RCMP/Fire Rescue			
2.	NGOs			
3.	Business Sector			
4.	Community Associations			
5.	SD38			
6.	Faith/Cultural Groups			
7.	VCH			
8.	Other Levels of Government			
9.	Local Media			
Strategic Areas and Specific Initiatives	Proposed RIAC Actions**	Possible City Actions***	Proposed Stakeholders * (see index below)	Indicators of Success.
Strategic Direction #1 – Address language and information and cultural barriers				
Continue to provide input on updating of the <i>Newcomer's Guide</i> and suggest other languages as necessary (including Arabic for the incoming refugees). Review design and content to ensure this is consistent with the RIAC mandate.	Assist in identifying appropriate sources of sponsorship.	Assistance with administration and research. Assistance with project planning, Newcomers Guide Protocol Implementation.	1, 2, 3, 4, 5, 7,	Sponsorship identified. Guide content reviewed and updated.
	Community need for additional languages researched.	Facilitation and guidance on sponsorship opportunities. Assistance with administration and research-identification of additional languages.	1, 2, 3, 4, 5, 7,	Additional languages identified. Community need mapped.
	Community consultation supported to ascertain information needs.	Assistance with administration and research.	1, 2, 3, 4, 5, 7, 8, 9	Consultation supported.
Increase awareness of RIAC through the support of the development of easy to find and up to date information about RIAC events and engagement initiatives.	Web content reviewed as appropriate.	Assistance with administration and research.	1, 2, 5, 7	Web content reviewed.
	Development of a promotional leaflet/flyer that introduces the work of RIAC and interculturalism.	Assistance with design and printing.	1, 2, 5, 7	Pamphlet produced.

Appendix A
2017 - 2022 Richmond Intercultural Strategic Plan and Work Program

Improve two way communication between RIAC and City departments to ensure that RIAC members feel confident discussing issues and transferring knowledge in the community.	RIAC communications plan produced and disseminated.	Assistance with administration and research. Assistance with plan production and distribution.	1,4	Communications plan produced.
Build on and improve RIAC member's knowledge of intercultural issues by continuing to feature guest speakers at RIAC meetings and through the sharing of relevant information, and educational opportunities.	Issues and guest speakers identified and annual guest speakers schedule produced.	Assistance with administration and research.	1,2,3,4,5,6,7,8,9	Guest speakers identified and asked to meetings.
Strategic Direction #2 - Address the perception and reality of racism and discrimination in the community.				
Support a range of inter-ethnic dialogues that focus on all types of diversity.	RIAC outreach plan produced. On-going advisory role with the City of Richmond Diversity Symposium.	Assistance with administration and research.	1,2,4,5,7	RIAC outreach plan developed. Advisory role in Diversity Symposium.
Support interfaith events to recognize, understand, and celebrate harmony and diversity.	Database of faith groups produced.	Assistance with administration and research.	2,6	Database of faith groups produced.
	Interfaith outreach plan developed.	Assistance with administration and research.	2,6	Interfaith outreach plan developed.
Adoption of the "Hi Neighbour" initiative in the City	Develop a "Hi Neighbour" project plan.	Assistance with administration, research and dissemination.	1,2,4,5,7	Project plan developed.
Welcome the Aboriginal voice at the RIAC table; create partnerships in the community to facilitate greater engagement with Aboriginal communities.	Propose and support outreach to promote engagement with Aboriginal communities.	Assistance with administration and research.	2,4,5,	Outreach plan developed.

Strategic Direction #3 - Explore Areas of Alignment between RIAC, Intercultural Vision and Governmental and Stakeholder Systems.					
Work to ensure that the Intercultural Vision is reflected in City events and operational practices	RIAC involvement in City consultation processes.	Assistance with administration and research.	1,2,5,7	RIAC input given on City plans and strategies.	
Build relationships and promote the Intercultural Vision through the facilitation of an annual RIAC event for partners and stakeholders.	Produce and disseminate an annual event plan.	Assistance with administration and research.	1,2,3,4,5,6,7,8,9	Annual partnership event held.	
Develop capacity building programs for RIAC committee members to ensure that the committee operates to its full capacity and that individual members talents are fully utilised.	Develop capacity building program for RIAC members.	Administrative support.	1,2,5,7	Capacity building program developed.	
Work with City staff and partners to research and promote municipal best practices in intercultural project development and planning.	Annual meeting and best practice sharing sessions held with other municipal diversity committees.	Administrative support.	1,2,5,7,8	Annual best practice session held.	
	Municipal best practices tool kit and resource guide developed.	Assistance with administration and research.	1,2,5,7,8	Toolkit developed.	
Strategic Direction #4 - To support the development and integration of Richmond's immigrants					
Recommend and promote City employment opportunities to new immigrant and diverse groups.	When requested, promote employment marketing opportunities.	Assistance with administration and research.	1,2,4,5,7	City employment opportunities promoted.	

Appendix A
2017 - 2022 Richmond Intercultural Strategic Plan and Work Program

Engage the community in building "cultural bridges"; learning opportunities that allow the sharing and understanding of cultural traditions	Plan produced that identifies opportunities for building bridges between communities.	Assistance with administration and research.	1,2,3,4,5,6,7,8,9	Community bridge building opportunities identified.
Engage with Richmond's business sector to build cultural capacity – inform and educate on interculturalism and develop project partnerships.	Outreach plan developed to engage Richmond corporate business sector.	Assistance with administration and research.	1,2,3,4,5,6,7,9	Outreach plan developed.
Work with community partners to devise innovative approaches to engage immigrant youth in intercultural dialogue	Community Engagement Manual developed that indicates best practice in immigrant youth engagement.	Assistance with administration and research.	1,2,3,4,5,6,7	Community engagement manual developed.

* Means stakeholder involvement will be sought, including providing resources (e.g., support, volunteer/staff time, ideas, facilities, funding, and programs).
 ** RIAC's role will be to facilitate, coordinate, promote, etc. as the case may be.
 *** Resources that the City may contribute are limited and may include staff time, materials, funding, and meeting space, subject to Council approval.

Richmond Intercultural Advisory Committee

2016 Annual Report and 2017 Work Program

1. INTRODUCTION

Richmond City Council established the Richmond Intercultural Advisory Committee (RIAC) in February 2002 to assist the City in working towards its Corporate Vision of making Richmond the “most appealing, liveable, and well-managed community in Canada”. The mandate of RIAC, as outlined in its Terms of Reference, is to “enhance intercultural harmony and strengthen intercultural co-operation in Richmond”. In 2016 the RIAC continued to work to achieve its goals as laid out in the 2016 Richmond Intercultural Advisory Committee Work Program.

Throughout 2016, the Committee invited guest speakers to present on current intercultural issues. The aim of inviting these speakers was for the committee to gain knowledge of Richmond’s diverse cultures and assist in communication between these communities, City of Richmond staff (CoR) and elected officials. Newly appointed members, who replaced the outgoing members, were welcomed and the collaboration between the new and the continuing members made 2016 a successful year (see Appendix A).

In keeping with the committee’s operational procedures, a Chair and Vice-Chair were elected in January 2016 for a one year term.

2. RIAC’s 2016 ACTIVITIES

Guest Speakers

January - Ted Townsend, CoR Corporate Communications and Mark Corrado, CoR Community Safety Policy and Programs- Police Services Consultation.

Mr. Townsend and Mr. Corrado introduced the City of Richmond’s formal public consultation on police services that was underway. Under Council’s direction, the City conducted an ongoing, comprehensive review of police services. As a result of that review, Council identified two options that were then under consideration for the delivery of police services in Richmond:

- continuation with the current service provided by the RCMP; or
- establishing an independent Richmond police force.

Before any final decision was made, Council was seeking community input on the two options. RIAC was one of the groups to be asked for feedback. RIAC was also asked to circulate information out about the review to community contacts and to help mobilize the community.

February - Christopher Heathe, CellProne

Chris Heathe introduced the CellProne project. The project is a practical and fun way of starting conversations with strangers as well as a way of promoting cultural harmony and breaking down social barriers between people. The group developed the CellProne wristband, and by wearing the wristband people will know that you are willing to have an open and friendly conversation. The CellProne group came to RIAC as they were looking for more volunteers to get involved and a small amount of funding to be used to produce wristbands.

CellProne, had at that point, yet to become a registered non-profit, but were considering that as a future priority. More details on the project and how to get involved are available on the project's Facebook page.

March - Jessie Sutherland, "Scaling Up - Elder Abuse Awareness"

The "Scaling Up" initiative was introduced as part of the "Finding Home" project which supports individuals and neighbourhoods to foster a sense of belonging, build inclusive communities and increase effectiveness in responding to personal and community challenges. This is achieved through seniors and neighbourhood dialogues, community engagement & diversity training, keynote addresses, asset mapping and publications. The "Scaling Up" project involved diverse newcomer groups of seniors from across the Lower Mainland in dialogue to explore senior-led solutions to such issues as financial abuse, loneliness and community connection. The dialogues explored what home meant to each individual and different cultural idea of what home means, and examined challenges faced by seniors and identified workable next steps that seniors themselves could take forward. For more information on this project visit www.worldviewstrategies.com or www.findinghome.ca.

April - Cpl Kevin Krieger, Richmond RCMP Block Watch.

The RCMP introduced "Block Watch", which is a program where neighbours work with each other to prevent crime in the neighbourhoods in which they live. The program is well established but it was reported that it needs to do more outreach to newcomers and diversify its membership base. RIAC discussed the idea of assisting with this and finding innovative ways to link Block Watch to the ongoing RIAC "Hi Neighbour" initiative. The RCMP representatives were open to this idea and the conversation will be continued at a later date.

May - Albert Lo, Chairperson, Canadian Race Relations Council

Albert Lo, who is a Richmond resident, gave an overview of the work of the Canadian Race Relations Council (CRRF). Mr. Lo talked to RIAC on the mandate and history of the CRRF. In 1988, the Government of Canada and the National Association of Japanese Canadians signed the Japanese Canadian Redress Agreement. The Agreement acknowledged that the treatment of Japanese Canadians during and after World War II was unjust and violated principles of human rights. Under the terms of the agreement, the federal government also promised to create a Canadian Race Relations Foundation, which would "foster racial harmony and cross-cultural understanding and help to eliminate racism."

The Federal Government proclaimed the Canadian Race Relations Foundation Act into law on October 28, 1996. The Foundation officially opened its doors in November 1997. The Foundation's office is located in Toronto; however its activities are national in scope. It operates at arm's length from the Federal Government, and its employees are not part of the federal public service. The Foundation has registered charitable status.

RIAC recently partnered with CRRF on one of a number of symposiums to “take the pulse” of Canadian attitudes towards multiculturalism.

June - Mary Wilson, Black History Month

Mary Wilson is a Richmond Resident that is involved in organizing and promoting Black History Month activities in our community. Black history refers to the stories, experiences, and accomplishments of people of African origin. The African-Canadian population is made up of individuals from a range of places across the globe including the United States, South America, the Caribbean, Europe, Africa, and Canada itself.

Every year, Canadians are invited to participate in Black History Month festivities and events that honour the legacy of black Canadians, past and present. Canadians take this time to celebrate the many achievements and contributions of black Canadians who, throughout history, have done so much to make Canada the culturally diverse, compassionate and prosperous nation it is today. During Black History Month, Canadians can gain insight into the experiences of black Canadians and their vital role in the community.

Mary asked RIAC to think about where she may be able to develop partnerships and where there may be funding for events in 2017.

June - Joyce Rautenberg and Monica Bennington CoR - Affordable Housing

The CoR Affordable Housing team, Joyce Rautenberg, Affordable Housing Coordinator and Monica Bennington, Affordable Housing Planner, presented on the Affordable Housing Strategy update. RIAC members were invited to participate in a stakeholder workshop and put forward feedback on behalf of the committee. RIAC members were asked to:

- Identify opportunities and challenges in Richmond related to affordable housing;
- Discuss the City’s current affordable housing policies; and
- Explore potential ideas for future policy direction.

September - Eliana Chia, Vancouver Foundation – Neighbourhood Small Grants

Eliana Chia spoke to the committee on Neighbourhood Small Grants. Neighbourhood Small Grants (NSG) is a program that helps build community and strengthen connections right where people live – in their neighbourhood. Small grants of up to \$500 are given to projects led by residents. The goals of NSG are to connect and engage neighbourhood residents and share residents’ skills and knowledge. It is also the goal of the program to provide opportunities for participants to learn from each other, build a sense of ownership and pride, respect and celebrate diversity, and promote accessibility and social inclusion. RIAC discussed the idea that the NSG program could be a fit for the proposed “Hi Neighbour” idea.

October - Ann Swann, Vancouver Coastal Health and Anita Georgy, Richmond Food Security Society re: Richmond Food Charter

The speakers presented a PowerPoint about the Richmond Food Charter. This Charter, endorsed by Council in July 2016, is the first step towards a Food Security Strategy for Richmond. It presents a definition of food security, as well as a set of values, principles and commitments to guide a food security program and policy development.

The Charter was developed by a working group including the Richmond Food Security Society, the Richmond Poverty Response Committee, Vancouver Coastal Health and the Canadian Federation of University Women. This group coordinated a series of “Kitchen Table Talks” to better understand the food security needs and aspirations of Richmond residents. The resulting Charter reflects a number of Official Community Plan objectives and is consistent with Metro Vancouver’s proposed Regional Food System Action Plan. Culture is one of the key themes, recognizing that culturally appropriate foods are an essential component of food security.

November - Dr. Meena Dawar, Medical Health Officer, Vancouver Coastal Health, ‘My Health My Community’- Survey Findings.

Dr. Meena Dawar shared VCH research that highlighted the connections between a person’s understanding and sense of community and their physical and mental health. The ‘My Health My Community’ survey was a voluntary survey that took place between June 2013 and July 2014. It provides a snapshot of the health, lifestyle, and neighborhood characteristics of a cross section of the community of Richmond. The findings were particularly useful to RIAC in planning future community engagement activities. Social Inclusion was shown to lead to an increased ability to access resources and racism and discrimination was shown to impact mental and physical health.

November - Cecilia Achiam, CoR Director, Administration and Compliance: ‘Sign Bylaw Update and Public Consultation Process’

Cecilia Achiam informed the committee of the steps being taken to create an updated sign bylaw, with a target date of early 2017. The current signage bylaw is deemed to be out of date and not reflective of current City values, practices and challenges. Ms. Achiam informed the committee that a public consultation process was underway and that recommendations made by the public during this process will form the basis of an updated signage bylaw. These recommendations were presented to RIAC and their views were sought.

3. Major Projects for 2016

Newcomers’ Guide

A new second edition of the Tagalog language version of the Newcomers Guide was produced with sponsorship for this being secured from Western Union Bank of Canada. This version was launched in August. A community volunteer has been working on an update of the Russian language version.

City of Richmond Diversity Symposium

RIAC helped plan and provide strategic direction to the second City of Richmond Diversity Symposium, which was held in November 2016 at Richmond City Hall. The symposium took the form of a series of talks and workshops aimed at sharing municipal level initiatives that promote/foster community building. Over 100 participants, including stakeholders, community leaders and staff attended. The event, which is to be repeated in 2017, was framed by the City of Richmond’s Intercultural Vision.

Developing the RIAC Intercultural Strategic Plan 2017-2022

During the course of 2016 two planning sessions were held to finalise the process of evaluating and updating the 2012 - 2015 Intercultural Strategic Plan. The 2017 - 2022 Intercultural Strategic Plan is the end result of this process. The committee revisited and reviewed:

- Council Term Goals;
- the Social Development Strategy;
- draft 2017-2022 action items and revised or added items as appropriate and;
- identified stakeholders and strategies of engagement.

4. RIAC 2016 Working Group Reports

RIAC - Newcomer's Guide, Lawrence Lim, Project Lead.

In 2016 the Newcomers Guide Sub-Committee produced a new Tagalog version of the Guide. This was possible due to sponsorship from Western Union. The new Tagalog version of the Guide was launched in the summer of 2016 and distributed to community partners and Filipino groups across Richmond.

Hi Neighbour, Phyllis Chan, Project Lead

This year saw the continuation of planning for the 'Hi Neighbour' Project. Research is underway and a project working group has been set up. A project plan is being developed which will be finished in 2017.

City of Richmond 2016 Diversity Symposium

This working group provided input on the 2016 City of Richmond Diversity Symposium that was held on November 18, 2016. RIAC members provided input on the vision, values and content of the event and the RIAC Chair was involved on the day and facilitated the closing of proceedings.

Inter-municipal Best Practice Sharing, James Hsieh, Project Lead.

During the year the lead of this group identified and contacted staff and volunteers involved in similar work to RIAC in other municipalities. This information was shared at RIAC committee meetings. It is intended that this work will be built upon in 2017 through the organizing of an inter-municipal information sharing and networking event.

5. 2016 Financial Statement

	January 1- December 31, 2016
Revenue- City Funding	\$2,500
Expenses	
Forums/Events	\$150
Meeting Refreshments	\$1,983
Printing	\$180
Total Expenses	\$2,313
Balance	\$187

6. RIAC 2017 PROPOSED BUDGET

RIAC is requesting an operating budget of \$2,500 for 2017. This will cover costs incurred by meetings, forums, interpretation/translation of materials and consultant fees (should these be required) associated with the implementation of the 2017 Work Program.

7. ACKNOWLEDGEMENTS

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

Prepared by: Diane Bissenden
Chair, Richmond Intercultural Advisory Committee
December 2016

**RIAC 2016
Membership**

Citizen Appointees

Philip He
Christopher Heathe
Diane Jubinville
Lawrence Lim
Wendy Yuan
James Hsieh
Mohinder Grewal
Joan Page

Organizational Representatives

Diane Bissenden, Vancouver Coastal Health- Richmond
Shashi Assanand, Ministry of Children & Family Development
Nigel Pronger, RCMP Richmond Detachment
Barbara Bawlf , Richmond Community Services Advisory Committee
Diane Sugars, Richmond Community Services Advisory Committee
Parm Grewal, Richmond Community Services Advisory Committee
Phyllis Chan, Richmond Community Services Advisory Committee
Aileen Cormack , Richmond Seniors Advisory Committee
Viet Vu, Richmond Centre for Disability
Diane Tijman, School District #38

RICHMOND INTERCULTURAL ADVISORY COMMITTEE WORK-PROGRAM 2017

The 2017 work program will have as its central pillar, an extensive roll out of the 2017- 2022 RIAC Intercultural Plan. The main focus areas of this new plan are civic engagement and fulfilment of the RIAC intercultural vision and these priorities are reflected in the 2017 Work program.

Council Term Goals 2014-2018

This Work Program supports the following Council Term Goal (2014-2018). RIAC will give priority to providing Council with advice regarding the following Council Goal in 2017:

Goal: 2 A Vibrant, Active and Connected City.

“Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond’s demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities”.

Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	Partners
1. Address language and information and cultural barriers.				
Continue to update the Richmond Newcomers Guide and identify future funding sources.	Revision of protocols and Newcomers Guide protocol document.	Newcomers Guide protocol document revisited and revised.	Newcomers Guide revised and distributed.	City of Richmond Community Services, Vancouver Coastal Health (VCH), Immigrant Serving Agencies, Richmond School District (SD38), Richmond RCMP, others TBD
	Support the Identification of funding sources.	Funding in place and Guide produced	Funding sources identified and accessed and publication of the Guide.	
	Support the update and review of existing versions of the Newcomers Guide.	Newcomers Guide contains updated information.	Existing Newcomers Guides updated.	
Assist in the promotion of the Intercultural Vision to influence the development of key cultural events.	Identify key cultural events in Richmond.	Number of community organizations aware of and incorporating RIAC vision and values.	Number of event organizers contacted	City of Richmond Arts Culture and Heritage, Community based arts and cultural groups, Richmond Public Library (RPL) Gateway Theatre.
	Develop appropriate RIAC marketing material to promote RIAC to cultural event organizers.	Cultural even organizers are aware of RIAC and the Intercultural Vision.	Number of marketing materials produced. Marketing materials developed that promote RIAC vision and values.	

Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	Partners
2. Address racism and misconceptions.				
Identify opportunities for interfaith dialogue	Faith groups identified and contacted.	Opportunities for interfaith dialogue identified.	Interfaith dialogue facilitated.	Faith Groups, Immigrant Serving Agencies.
	Meeting/forum held to identify opportunities for interfaith dialogue.	Faith groups engaged in dialogue.	Meeting /forum held.	
Promote the City of Richmond Intercultural Vision through outreach to the Richmond business sector.	Identify key messages and develop presentation materials.	Business Sector and service clubs more and understanding of RIAC Intercultural vision and values.	Meeting held with Richmond Chamber of Commerce.	<i>Richmond Chamber of Commerce, Richmond based service clubs (TBD)</i>
	Develop plan to outreach to Richmond Chamber of Commerce.	Business Sector and service clubs more and understanding of RIAC Intercultural vision and values.	Outreach plan developed.	
	Develop plan to outreach to service clubs.	Richmond service clubs connected and aware of RIAC and its values.	Meeting held with Richmond based service clubs	
Work with City staff to assist with the planning and implementation of the City of Richmond Diversity Symposium.	Meet with City staff to provide input into the vision, values and structure of the City of Richmond Diversity Symposium.	Practical actions identified and implemented to encourage intercultural education, planning and programming.	Diversity Symposium incorporates RIAC vision and values.	City of Richmond Community Services, Immigrant serving agencies, SD38, VCH, Other levels of government, others to TBD.

Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	Partners
3. Ensure that City & other governmental and stakeholder systems, policies and planning processes are aligned with the Intercultural Vision				
Continue to assist with implementation and feedback on the City of Richmond Social Development Strategy, where and when appropriate.	Assist and advise on implementation as required.	Actions identified and advise given to assist City of Richmond staff and community partners with the implement of the Social Development Strategy	Practical actions identified and implemented and advice given as and when requested.	City of Richmond – Community Social Development and others
Meet with a wide range of community stakeholders to build awareness, consensus and commitment in assisting with implementation of the 2017-2022 Richmond Intercultural Strategic Plan.	Identify relevant stakeholders.	Stakeholders engaged	Relevant stakeholders identified.	City of Richmond Community Services, Vancouver Coastal Health (VCH), Immigrant Serving Agencies, Richmond School District (SD38), Richmond RCMP, others TBD
	Develop outreach plan.	Successful outreach plan implemented, community stakeholders contacted.	Stakeholders engaged.	
	Organize an information sharing and planning forum.	Information and information sharing	Stakeholders engaged.	
4. To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.				
The developing of a project plan for the "Hi Neighbour" community engagement initiative.	Research opportunities for a 'Hi Neighbour' project- discuss with relevant stakeholders.	Neighbours connected- newcomers and more established Richmond residents connected around common goals	Research completed/ opportunities identified.	City of Richmond Community Services, Vancouver Coastal Health (VCH), Immigrant Serving Agencies, Richmond School District (SD38), Richmond RCMP, others TBD
Support the development of an outreach strategy to find ways of involving aboriginal residents in the work of RIAC.	Aboriginal groups identified.	Aboriginal issues reflected in RIAC work programs.	Comprehensive and inclusive list of aboriginal groups and key individuals	SD38, Richmond Youth Service Agency (RYSA)
	Outreach plan developed and implemented.	Aboriginal groups contacted and involved in dialogue	Number of aboriginal groups/individuals contacted.	

Terms of Reference

Richmond Intercultural Advisory Committee

**Terms of Reference
Richmond Intercultural Advisory Committee**

1. Purpose

These terms of reference shall apply to the "Richmond Intercultural Advisory Committee" (RIAC).

2. Mandate

The purpose of the Richmond Intercultural Advisory Committee is to enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

3. Role

The role of the RIAC is to carry out the following functions:

- advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities
- respond to intercultural issues referred to the RIAC by Council or the community
- assist Council and the community to:
 - develop a vision for improved intercultural relations in Richmond
 - determine appropriate goals, objectives, policies and guiding principles to enhance intercultural harmony
 - periodically review City policies and procedures pertaining to intercultural issues
- encourage and co-ordinate public participation and networking in the identification and development of solutions to intercultural issues
- enhance public awareness of and involvement in intercultural issues
- liaise with other levels of government to address Richmond intercultural issues

4. Principles

The RIAC will follow a community development approach by involving those affected in resolving issues and identifying opportunities.

In doing so, the RIAC will act on the following principles:

Inclusiveness:

- The RIAC will consult with and seek to include Richmond's many cultures and organizations in its activities.

Co-operation:

- The RIAC will co-operate with Richmond's many cultures and organizations to achieve enhanced intercultural harmony.

Partnerships:

- The RIAC will seek and encourage a wide range of partnerships with Richmond's many cultures and organizations to identify enhancing intercultural opportunities and available community resources to address intercultural issues.

Flexibility:

- The RIAC will operate with flexibility thereby encouraging Richmond's many cultures and organizations to determine themselves how they wish to co-operate.

Voluntary:

- Participation in and with the RIAC is voluntary.

3. City Councillor Liaison To RIAC

There shall be one Councillor Liaison appointed to the RIAC.

4. Composition

Voting Members:

RIAC shall be comprised of up to 18 Council appointed members consisting of:

- six citizens interested in enhancing intercultural harmony
- four RCSAC representatives
- one representative from each of the following statutory organizations:
 - School District 38
 - RCMP
 - Richmond Health Services
 - Ministry of Children and Family Development
- two youth representatives
- one representative from the Richmond Seniors Advisory Committee
- one representative from the Richmond Committee on Disability

5. Recruitment, Selection and Appointment

a) Recruitment

- Recruitment of citizen appointees shall be according to Council policy and procedures (e.g., the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- RCSAC representatives shall be recruited and nominated by the RCSAC.
- Statutory organizations shall recruit and nominate their own representatives.
- Organizations (e.g., School District #38) will be asked to nominate youth interested in participating.

b) Selection

All members of RIAC shall be selected based on one or both of the following criteria:

- Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- Represents the diversity of the community.

c) Appointment

- All members shall be appointed by Council.

6. Term

- Members shall be appointed for 2-year terms.
- The RIAC shall have rotating membership so that:
 - eight members shall initially be appointed for a one-year term, and
 - eight shall initially be appointed for a two-year term.
- When these respective initial terms expire, each appointment shall be for a two-year term.

7. Operation and Process

a) Operation

- Each year, in January, RIAC shall appoint a Chair, Vice Chair and Secretary.
- Meetings shall be held a minimum of six times a year.

- Sub-committees may be appointed by the RIAC as necessary. Membership in the sub-committees is not restricted to appointed RIAC members. The sub-committees will report to and take direction from the RIAC.

b) Accountability

The RIAC shall:

- produce annual reports, work programs, budgets and other reports for Council approval
- be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

c) Communication

- The RIAC shall report to Council through the staff liaison to Planning Committee and then to Council.
- The RIAC may communicate regularly with the public.
- RIAC meetings shall be open to the public.

d) Decision-Making Process

- Members of RIAC shall:
 - follow Council decision-making policy and procedures;
 - strive for consensus.
- Each member is entitled to one vote.
- Where RIAC recommendations are brought forward on a basis other than consensus, the submission of minority RIAC member(s) opinions shall be permitted.

8. Resources

- RIAC shall prepare and submit:
 - For the Year Just Completed:
 - an annual report
 - a financial statement
 - For the Upcoming Year
 - a proposed work plan
 - a proposed budget.
- Richmond City Council will review the RIAC annual budget submission and may provide funding subject to City budgetary priorities.
- RIAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- The RIAC may draw upon external consultants and volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RIAC budget.
- City staff support and liaison shall be co-ordinated through the Policy Planning Department.