



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** February 20, 2024  
**From:** John Hopkins **File:** 01-0100-30-HCOM1-01/2024-Vol 01  
 Director, Policy Planning  
**Re:** **Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation**

### Staff Recommendation

That the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation, as presented in the staff report titled “Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation”, dated February 20, 2024, from the Director of Policy Planning, be approved.

John Hopkins  
 Director, Policy Planning  
 (604-276-4279)

Att. 4

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

## Staff Report

### Origin

The Richmond Heritage Commission (RHC) was established by bylaw in 1998 (Bylaw No. 7906) which requires a work program, budget allocation and an annual report. The RHC advises Council on heritage conservation and public awareness matters, and undertakes and provides support for activities that benefit and advance heritage in the city.

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

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

*6.5 Enhance and preserve arts and heritage assets in the community.*

### Analysis

#### 2023 Annual Report

The 2023 Annual Report is contained in Attachment 1 and includes the following highlights:

- Reviewed and commented on a total of two development applications for properties located within the Steveston Village Heritage Conservation Area;
- Reviewed and commented on the proposed changes to streamline heritage-related application review processes;
- Received information and regular updates on various City policies and initiatives;
- Organized the annual Richmond Heritage Awards and selected five (5) recipients;
- Provided sponsorship to the annual Richmond Regional Heritage Fair and Oral Histories projects; and
- Undertook a promotional campaign (i.e., "Did You Know" campaign) to share interesting facts about local heritage sites to raise public awareness.

#### 2024 Work Program and Budget Allocation

The RHC endorsed the proposed 2024 Work Program and Budget Allocation at its February 7, 2024 meeting. The 2024 Work Program is contained in Attachment 2, and includes the following highlights:

- Continue to review and provide recommendations on development applications and the City's heritage-related policy projects;
- Receive information from staff on programs, initiatives and projects related to City-owned historic places and museums and provide feedback;

- Encourage and receive Richmond Heritage Award nominations, and select and publicly recognize the recipients;
- Continue to provide sponsorship to the Richmond Regional Heritage Fair and Oral Histories projects; and
- Continue to explore and develop public awareness initiatives to raise the profile of Richmond heritage and expand the RHC's knowledge and expertise through education and networking.

The 2024 Budget Allocation provides for a total operating budget of \$5,000 for the Richmond Heritage Commission, as described in Attachment 3. Among other things, this includes funds for public awareness initiatives (e.g., "Did You Know" campaign and Lulu speaker series) and networking with local and regional heritage groups to exchange knowledge and advance the City's heritage objectives.

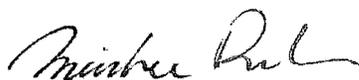
The RHC Work Program and Budget Allocation may be revised if necessary, based on emerging issues and future Council priorities.

#### **Financial Impact**

As an Advisory Commission to Council, the RHC's activities are fully supported by the Department's operating budget.

#### **Conclusion**

The Richmond Heritage Commission's mandate is to advise Council on heritage conservation and public awareness matters, and undertake and provide support for activities that benefit and advance heritage in Richmond. Staff recommend that the Richmond Heritage Commission's 2023 Annual Report and 2024 Work Program and Budget Allocation be approved.



Minhee Park  
Planner 3  
(604-276-4188)

MP:cas

- Att. 1: Richmond Heritage Commission 2023 Annual Report  
2: Richmond Heritage Commission 2024 Work Program  
3: Richmond Heritage Commission 2024 Budget Allocation  
4: Richmond Heritage Commission 2024 Membership List

**2023 Annual Report  
Richmond Heritage Commission**

<b>Projects/Initiatives</b>	<b>Results</b>	<b>Accomplishments/Comments</b>
Development Applications	Provided heritage perspective and advice to Council	<ul style="list-style-type: none"> <li>Reviewed and commented on a total of two development applications for properties in the Steveston Village Heritage Conservation Area.</li> </ul>
Heritage Policy	Provided heritage perspective and advice to Council	<ul style="list-style-type: none"> <li>Reviewed and commented on the proposed changes to heritage-related application review process.</li> </ul>
City of Richmond Museum and Heritage Services	Received for information	<ul style="list-style-type: none"> <li>Received information on programs, initiatives and projects related to City-owned historic places and museums.</li> </ul>
Richmond Heritage Awards	Recognized accomplishments of individuals and organizations	<ul style="list-style-type: none"> <li>Organized the annual Richmond Heritage Awards and selected five (5) recipients.</li> </ul>
Community Projects	Sponsored and supported community initiatives	<ul style="list-style-type: none"> <li>Provided \$1,500 to the Richmond Regional Heritage Fair.</li> <li>Provided \$350 to the Richmond Museum's Oral Histories project.</li> </ul>
Raise Profile of Richmond Heritage	Undertook a promotional initiative "Did you know" campaign and raised awareness of local heritage	<ul style="list-style-type: none"> <li>Created posters to share interesting facts about two heritage sites (i.e., Minoru Chapel and Chinese Bunkhouse) and distributed them to various City facilities and shared them through newspaper ads, social media and transit shelter display boards.</li> </ul>

**List of Applications Reviewed in 2023**

<b>Application</b>	<b>Address</b>	<b>Proposal</b>
RZ 20-919115	12071 2nd Avenue	<ul style="list-style-type: none"> <li>Rezoning to allow a three-storey mixed use building</li> </ul>
RZ 18-817742	3560 Moncton Street	<ul style="list-style-type: none"> <li>Rezoning to allow a two-storey mixed use building</li> </ul>

**2024 Work Program  
Richmond Heritage Commission**

<b>Projects</b>	<b>Results Expected</b>	<b>Comments</b>
Development Applications	Advice to staff and Council	<ul style="list-style-type: none"> <li>Review and provide recommendations on relevant development applications or other initiatives that may have an impact on the character of heritage resources city-wide and in Steveston Village.</li> </ul>
City Heritage-related Policy		<ul style="list-style-type: none"> <li>Review and provide comments on proposed changes to the Steveston Village Heritage Conservation Grant Program and other policy projects.</li> </ul>
City of Richmond Museum and Heritage Services		<ul style="list-style-type: none"> <li>Receive information from staff on programs, initiatives and projects related to City-owned historic places and museums and provide feedback.</li> </ul>
Richmond Heritage Awards	Organize/host Competition	<ul style="list-style-type: none"> <li>Encourage and receive award nominations, and select and publicly recognize the winners.</li> <li>Raise public awareness.</li> </ul>
Community-led Heritage Projects	Sponsorship	<ul style="list-style-type: none"> <li>Richmond Regional Heritage Fair (may include RHC participation as judges, etc.).</li> <li>Oral Histories.</li> </ul>
Public Awareness of Heritage Resources/Raise Profile of RHC	RHC promotional initiatives	<ul style="list-style-type: none"> <li>"Did you know" campaign (e.g., posters).</li> <li>Lulu Speaker Series (i.e. heritage themed presentation).</li> <li>Display for Heritage Week (e.g. Children's Arts Festival) and Richmond Regional Heritage Fair.</li> </ul>
RHC Education	Attend workshops or courses	<ul style="list-style-type: none"> <li>Increase the capacity and effectiveness of the RHC organization.</li> <li>Expand and enhance the heritage knowledge and expertise of RHC members.</li> </ul>
RHC Networking	Host a networking event	

**2024 Budget Allocation  
Richmond Heritage Commission**

<b>Work Item</b>	<b>Budget</b>
Advice to Staff and Council	Nil
Richmond Heritage Awards (i.e., advertising, promotion, and framing of awards)	\$750
Annual Sponsorship - Heritage Fair	\$1,800
Annual Sponsorship - Oral Histories	\$350
Public Awareness , including - Display for Heritage Week and Richmond Regional Heritage Fair - Lulu Speaker Series - "Did you know?" campaign	\$150
Networking (i.e., with local heritage groups and/or other heritage advisory committees in the region)	\$1,800
Meeting Refreshments	\$150
Contingency	N/A
<b>Total</b>	<b>\$5,000</b>

**RICHMOND HERITAGE COMMISSION**  
**Current Membership List 2024**

<b>Total Membership:</b>	6	<b>Authority:</b>	Bylaw 7906	<b>Staff Liaison:</b>	Minhee Park
<b>Total Appts By Cncl:</b>	6	<b>Length Of Term:</b>	2 Yrs	<b>Local:</b>	4188
<b>Cncl Rep:</b>	Cllr. Kash Heed	<b>Term Limits:</b>	4 terms		

<b>Members</b>	<b>Date First Appointed</b>	<b>Date of Most Current Re-appointment</b>	<b>Date Appointment Expires</b>
Mr. Jim Carter-Huffman	12/11/2023	N/A	12/31/2025
Ms. Brenda Clark (Vice-Chair)	10/12/2021	11/28/2022	12/31/2024
Mr. Todd Follett (Chair)	11/14/2017	12/11/2023	12/31/2025
Mr. Joseph Fry (Treasurer)	10/12/2021	11/28/2022	12/31/2024
Mr. Ron Hyde	11/14/2017	12/11/2023	12/31/2025
Mr. Rod Kawamoto	12/11/2023	N/A	12/31/2025