



City of Richmond

Report to Committee


To: Planning Committee
From: Terry Crowe
Manager, Policy Planning
Re: **Richmond Intercultural Advisory Committee**
2006 Annual Report and 2007 Work Program & Budget

Date: December 18, 2006

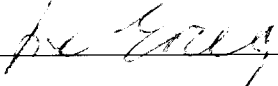
File: 4055

Staff Recommendation

That, as per the Manager, Policy Planning report dated December 18, 2006, entitled "Richmond Intercultural Advisory Committee 2006 Annual Report and 2007 Work Program & Budget", the Richmond Intercultural Advisory Committee 2007 Work Program (**Attachment 1**) be approved.


Terry Crowe
Manager, Policy Planning

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>GS</i>	NO <input type="checkbox"/>
REVIEWED BY CAO (ACTING) <i>27</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

This report presents the Richmond Intercultural Advisory Committee (RIAC) Annual Report to Council, describing RIAC activities and accomplishments for the year 2006, as well as the proposed RIAC 2007 Work Program and Budget.

Findings Of Fact

1. RIAC 2006 Annual Report

The highlights of RIAC 2006 activities are described in **Attachment 1**.

2. RIAC 2007 Work Program and Budget

The RIAC 2005 Work Program and Budget are described in **Attachment 1**.

Analysis

2006 Annual Report

RIAC addressed two Council referrals in 2006.

- 1. That staff consult with the Intercultural Advisory Committee as to how to include all religious groups in the City within the framework of the new policy.*

A memorandum from City staff to Council dated September 20, 2006 outlines RIAC work and staff follow-up resulting from this referral (**Attachment 2**).

- 2. That City staff examine the matter of the ethnic make up of all committees and consult with the Intercultural Advisory Committee on this issue.*

A memorandum from City staff to Council dated September 20, 2006 outlines RIAC work and staff follow-up resulting from this referral (**Attachment 3**).

2007 Work Program

RIAC has identified seven strategic directions from the 2004 – 2010 Richmond Intercultural Strategic Plan and Work Program, and specific initiatives pertaining to each, as priorities for 2007. Initiatives planned include further development of a draft Newcomers Guide, hosting a community forum and supporting the development of an Intercultural Website Network.

Financial Impact

None.

RIAC receives an annual operating grant of \$5,000 as part of the approved 2007 base budget.

Conclusion

RIACs 2007 Work Program presents steps to further achieve their vision for intercultural life in Richmond, "for Richmond to be the most welcoming, inclusive and harmonious community in Canada".

Staff recommend support for RIAC's proposed 2007 Work Program.

A handwritten signature in black ink, appearing to read "Lesley Sherlock". The signature is fluid and cursive, with the first name "Lesley" and last name "Sherlock" clearly distinguishable.

Lesley Sherlock
Social Planner
(4220)

LS:cas

Richmond Intercultural Advisory Committee

2006 Annual Report 2007 Work Program and Budget

RIAC 2006 Work Program and Activities

The 2006 calendar year marked the continuation of ongoing dedicated work by the respected members of the RIAC in making Richmond the most liveable place in Canada; rich by its multi-culture and diverse community.

The RIAC 2006 Work Program served three objectives:

- A- City Council referrals
- B- Community service
- C- Participation in community events.

A- Referrals:

A1- Display of Religious Symbols

This project intends to give the main faith groups in Richmond an opportunity to put an informative display at Richmond City Hall, describing the respective faith during religious occasions. Such projects would enable the public and citizens of Richmond to learn more about each other and to appreciate living in a multicultural society. The RIAC prepared a list of all existing major religious organizations in Richmond and requested that the city staff send a letter with information on the subject including an application form for the forthcoming display.

A2- Ethnic Make-Up of Richmond Committees

The RIAC acknowledged that City Council is taking positive steps towards addressing the lack of ethnic diversity and as such, representation, in some Council advisory committees. The committee also requested that City Council look at the broader interpretation of diversity in their exploration to include other points such as gender, age and disability.

RIAC also recommended that City staff encourage Advisory Committees to self examine and play a role in assessing how representative they are of the wider Richmond population. RIAC also re-inforced that Advisory Committee members be appointed principally on the skills that they can apply to the position.

B-Community Service

B1- Newcomer's Guide

The proposed Newcomer's Guide is to provide new residents of Richmond with an informational guide to welcome and provide information about available services in Richmond. Some topics include community centres, medical services, places of worships, disability, school enrolment, financial topics and many others.

The kick start of this project was a \$2400.00 donation received from Coast Capital Savings Credit Union. This amount is sufficient to cover the research, preparation and writing stages of the Newcomer's Guide. The RIAC is to review and approve the text before seeking Council's endorsement in the spring of 2007.

B2- Signage Audit

The aim of this project is to survey the signs and store fronts as bilingual.

- The subcommittee performed a signage audit on some of the business along No.3 Road and found no problems with the language on the signs. Most of the signs were bilingual.

B3- Building Safe Harbours

RIAC supported the Richmond Multicultural Concerns Society in presenting this program to Richmond service organizations. This project, piloted in the city of Nanaimo, B.C., offers training on how to deal with racism to those individuals working in contact with the public.

Three training sessions took place at the Culture Centre on March 30th 2006. Participants were impressed by the training provided and recommended that it be repeated for those involved with community service.

Presentations Received by the RIAC

The RIAC committee tried to establish a working relationship and cooperation amongst other community organizations by inviting different organizations to present during the monthly meetings.

Presentations were received from the following:

a) World Peace Assembly

Two members of the World Peace Assembly presented their activities to the committee on a multi-faith event to examine ways in which peace and harmony could be heightened on an individual and social level.

b) Vancouver Working Group on Immigration, by Mr. Zool Suleman.
The Chair of the Vancouver Working Group on Immigration described the work of their committee to date. B.C. is facing an influx of new immigrants with no prepared plan for a better way to deal with their huge needs. The idea of a Regional Task Force on Immigration was discussed. RIAC asked to be kept apprised of related developments.

c) Canadian Armed Forces, presented by Sergeant David Olaes.
Sergeant Davis Olaes presented the great opportunities available to young men and women who join the Armed forces. He emphasized the need for visible minorities to join the Armed forces.

d) Richmond Heritage Museum, presented by Janet Leduc.
A museum is being planned and input from RIAC was requested to ensure that the centre would be multicultural and inclusive.

C- RIAC Participation in Community Events

RIAC representatives attended community events including:

- Richmond Regional Heritage Fair.
- Richmond Multiculturalism Week.
- Richmond Civic Network.
- Kaleidoscope Event
- AMSSA Annual General Meeting

D- Correspondence

RIAC correspondence has included receipt of the following:

- Richmond Regional Heritage Fair.
- A letter from Fred Ursel on the concept of Multiculturalism.
- RMCS letter regarding Fundraising Dinner and membership renewal.
- Maytree Foundation Open Letter on Immigration and Cities.
- A letter to Richmond Council on Ethnic Make-up of Committees.
- Muslim Youth Conference.
- Multi-faith Calendars

Multifaith Calendars were purchased by the RIAC for distribution to Mayor, Council, Staff and RIAC members.

2007 Work Program

Please see the attached 2006 Work Program.

2007 Proposed Budget

RIAC has an approved budget of \$5,000 for 2007. This will cover the costs associated with meetings, forums, interpretation/translation materials and consultant fees associated with implementation of the 2006 Work Program. Any specific costs that may arise associated with the implementation of the Strategic Plan will be presented separately.

I would like to thank all RIAC members, Mayor, Councillors, community groups and stakeholders who cooperated and supported us throughout the year in promoting and working toward intercultural harmony.

Prepared by:

Shawkat Hasan

Chair, Richmond Intercultural Advisory Committee

November 2006

RIAC 2006 Members

Citizen Appointees

Norberto Balce

Rod Belleza

Shawkat Hasan

Howard Jampolsky

Lawrence Lim

Parvin Partovi

Joshua Singh (Youth)

Pablo Virk (Youth)

Organizational Representatives

Shashi Assanand, Ministry of Children & Family Development

Belinda Boyd, Richmond Health Services

Tony Carrigan, School District #38

Mohinder Grewal, Richmond Seniors Advisory Committee

Cpl. David Hansen, RCMP Richmond Detachment

Francis Chan, Richmond Community Services Advisory Council

Nick Chopra, Richmond Community Services Advisory Council

Parm Grewal, Richmond Community Services Advisory Council

Annie McKittrick, Richmond Community Services Advisory Council

RIAC 2007 Work Program						
Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	
1. Address the perception and reality of racism and discrimination in the community. Dispel misconceptions related to culture that maintain stereotypes and foster prejudice Establish media watch mechanisms to monitor media reports that present misconceptions and stereotypes and that foster prejudice.	<ul style="list-style-type: none"> - RIAC response coordinated by RIAC member - Invite dialogue with media representatives, city public relations and local media groups to develop partners for project. 	Report documenting the extent and nature of biased media reports.	Reduced incidence of media reports that contain stereotyped, biased or prejudicial statements	Francis Shashi	Media	
2. Ensure that City & stakeholder systems, policies and planning processes are aligned with the Intercultural Vision recommended in this plan and use 'best practice' methods to make decisions and prevent cross-cultural misunderstanding and antipathy Encourage reference to Intercultural Vision and Principles in City and stakeholders' Terms of Reference, where appropriate	<ul style="list-style-type: none"> - Arrange meetings to discuss the Vision, Principles and Strategic Initiatives and to explore ways in which RIAC and partners might work together. - Meet with City staff to discuss implementation of specific initiatives as way of achieving Vision 	<ul style="list-style-type: none"> - Some stakeholders and City Advisory Committees making reference to Vision and Principles 	<ul style="list-style-type: none"> - RIAC meets with stakeholders/committees to discuss Vision and Principles 	Nick, Rod Mohinder Alan Shawkat	<ul style="list-style-type: none"> - Other City Advisory Ctes. - All Stakeholders 	
3. Continue support for newcomers through current City and stakeholder programs and partnerships Welcome newcomers to Richmond through stakeholder partnerships (e.g. hosting an annual event, brochure, letter of welcome)	<ul style="list-style-type: none"> - Prepare draft of 'Newcomers' Guide 	Brochure prepared for newcomers to Richmond	Booklet distributed and found useful	Norberto, Rod, Francis, Nick, Alan, Lawrence	<ul style="list-style-type: none"> - School Board - Other levels of Gov't. - RCMP - Business - Media - NGO's - Religious / ethnocultural groups - others 	

RIAC 2007 Work Program						
Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	
4. Available Community Information	-				-	
Develop an Intercultural Website Network	- Coordinate development, contribute articles	Support the network			-	
5. Address Participation Gaps in Events & Electoral Processes	- Oversee preparation of materials	Contribute resources			-	
a. Analyze available research & information about barriers to participation in governance, etc. and make recommendations	- Initiate and advise re: development of research program	Contribute resources			-	
b. Develop awareness materials and information campaign for different populations re: their rights and responsibilities	- Oversee preparation of materials	Contribute resources			-	
6. Strategic direction #5 – Develop Opportunities for Intercultural Experiences	-				-	
Research opportunities for community forums	- Work with partners to develop plan	Contribute resources				
7. Strategic Direction #10 – Programs for Integrating Youth	-					
Support the development of anti-bullying and intercultural programs in schools	- Work with School District and other educational institutions	Assist				



City of Richmond
Planning and Development Department

Memorandum

To: See Distribution List **Date:** September 20, 2006
From: Terry Crowe **File:** 4055
 Manager, Policy Planning
Re: **Referral re: Display of Religious Symbols at City Hall**

Purpose

The purpose of this memo is to provide Council with a progress report regarding a Council referral to include all religious groups in the framework of City Policy 2019, "Display of Religious Symbols at City Hall."

Background

On November 14, 2005 Council made the following referral:

"that staff consult with the Intercultural Advisory Committee as to how to include all religious groups in the City within the framework of the new policy."

RIAC Motion

The Richmond Intercultural Advisory Committee (RIAC) formed a subcommittee in January 2006 to consider this referral as part of its 2006 work program.

RIAC advised that a letter should be sent to all religious organizations in Richmond:

- advising them of the new policy, and
- explaining that the intent of the policy is to enhance awareness of the diversity of religious faiths in Richmond, and to educate and inform the overall community.

The letter was to be accompanied by the Religious Displays Application Form and the "Display of Religious Symbols at City Hall" policy.

In discussion at the April 2006 RIAC meeting, it was pointed out that errors exist in the table of examples embedded in the policy. RIAC passed the following motions:

- *"RIAC will advise the City on how to send out the letter, but without the policy attached. [Committee Member] Howard [Jampolsky] will send out the updated[mailing] list."*
- *"To advise the Council to eliminate the religious examples from the policy."*

City Letter

On June 29, 2006 City staff sent a letter to Richmond-based religious organizations (attached) including the points recommended by RIAC. However, as the policy is still under review by the City Hall Coordinator, the policy was attached in its current form and religious organizations were asked to make suggestions about how to improve the policy, including identifying examples of possible religious symbol displays.

Next Steps

Policy changes stemming from religious organizations' recommendations and the City Hall Coordinator's review will be proposed at the same time (e.g., early 2007, following winter observances).

To date, no recommendations for policy revision have been received from religious organizations and no further applications to place displays have been received (most recent religious symbol application and display was the Menorah, displayed from December 25, 2005 to January 5, 2006) .

To further raise awareness regarding the "Display of Religious Symbols at City Hall" policy, RIAC advised that the City Page advertisement printed in December 2005 about this policy be repeated in the fall. An advertisement has been placed on the City Board in the Richmond Review on September 14 and September 16, 2006.

For further information, please contact me at 604-276-4139 or Lesley Sherlock, Social Planner, at 604-276-4220.



Terry Crowe
Manager, Policy Planning

TTC:ls

Att. 1

Distribution List:

- | | |
|---|---|
| <input type="checkbox"/> Mayor Malcolm Brodie | <input type="checkbox"/> Councillor Sue Halsey-Brandt |
| <input type="checkbox"/> Councillor Linda Barnes | <input type="checkbox"/> Councillor Rob Howard |
| <input type="checkbox"/> Councillor Cynthia Chen | <input type="checkbox"/> Councillor Bill McNulty |
| <input type="checkbox"/> Councillor Derek Dang | <input type="checkbox"/> Councillor Harold Steves |
| <input type="checkbox"/> Councillor Evelina Halsey-Brandt | |

pc:

- ☐ Richmond Intercultural Advisory Committee
- ☐ Joe Erceg, MCIP, General Manager, Planning and Development
- ☐ Richard Toda, Manager, Customer Service
- ☐ Lesley Sherlock, Social Planner



City of Richmond

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

Telephone (604) 276-4000

www.city.richmond.bc.ca

June 29, 2006

File: 4055

Planning and Development Department

Fax: 604-276-4052

Dear Richmond-based Religious Organizations:

Re: City Policy - Display of Religious Symbols at City Hall

The purpose of this letter is to inform Richmond-based religious organizations about a policy adopted by Richmond City Council in November, 2005, "Display of Religious Symbols at City Hall" (attached).

This policy permits recognized religious organizations in Richmond to voluntarily display religious symbols at City Hall, in addition to the Library/Cultural Centre, in recognition of the diversity of religious faiths in our community.

The purpose of the City's policy is to raise awareness about religious faiths in Richmond by providing an opportunity for religious organizations to inform and educate the overall community about their faith.

We will be conducting a review of the policy within a few months and would appreciate any suggestions that you may have to improve the policy, including the identification of examples of possible religious symbol displays.

If you have suggestions regarding the Policy

If you wish to suggest changes to improve the policy please contact Lesley Sherlock, Social Planner, at ph. 604-276-4220, fax 604-276-4052 or e-mail lsherlock@richmond.ca.

To display religious symbols

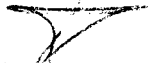
Please find attached an application form and copy of the policy, should your organization wish to take advantage of this opportunity.

At City Hall: To arrange a display of religious symbols at City Hall, please submit the enclosed application form to the Special Events Coordinator at Richmond City Hall. If you have any questions regarding the display procedure, please call the Special Events Coordinator at 604-276-4335.

At the Cultural Centre: To arrange a display of religious symbols at the Cultural Centre, please contact the Arts Coordinator at 604-231-6433.

Thank you.

Yours truly,



Terry Crowe
Manager, Policy Planning

pc Mayor and Council
Richard Toda, Manager, Customer Service
Lesley Sherlock, Social Planner
Richmond Intercultural Advisory Committee



POLICY:

It is Council policy that:

1. Religious organizations that are traditionally and widely recognized by the community may, upon request, temporarily display religious symbols at City Hall or the Library/Cultural Centre, in recognition of the diversity of cultures and religious faiths in Richmond, and to promote inclusiveness.
2. The display of religious symbols widely embraced by the community at City Hall must meet the following criteria:
 - (1) Religious organizations are to request the display.
 - (2) Displays must be accompanied by educational plaques or posters to explain the religious symbol.
 - (3) Displays must be respectful of other faiths.
 - (4) Displays are to occur during the normal duration of a major observance of that faith, not to exceed one month.
 - (5) Displays shall not be located in Council Chambers or the Anderson Room.
3. More than one religious organization may display their symbol simultaneously, space allowing.
4. If requests cannot be accommodated, space will be provided as available on a rotating annual basis or at another agreed upon time.
5. The display location will be determined by City staff.
6. As per City Policies (e.g., Policy 2017.01) and the City Hall Operational Manual,
 - (1) applicants are responsible for all associated costs and labour, including set-up and take-down, and are responsible for all materials displayed, including insurance for theft, damage and injury, and
 - (2) all other City Hall use and display criteria must be met, including ensuring that the displays are safe.
7. Applications for:
 - (1) City Hall religious displays are to be made to the City Hall Coordinator, and
 - (2) Library/Cultural Centre religious displays are to be made to the Arts Coordinator.



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Religious Displays Application Form

(604) 276-4000 Fax (604) 276-4029

On November 14, 2005 Council adopted Policy 2019 allowing the display of religious symbols at City Hall. Religious organizations that are traditionally and widely recognized by the community may submit applications to temporarily display their religious symbols. Displays must be accompanied by educational plaques or posters to explain the religious symbols.

The completed Application & Indemnity Agreement must be signed and forwarded to the City, Attention: Coordinator - City Hall, at least thirty (30) days prior to the first day of the display. [Attached to this Application Form are City Policy No. 2019 for reference & Indemnity Agreement].

Organization: _____ **Religion:** _____

Contact Person: _____ **Title:** _____

Mailing Address : _____ **Tel:** _____

E-mail Address: _____ **Fax:** _____

Canada Revenue Agency Charitable Status Tax Number: _____

Date of Display: From: _____ **To:** _____

Name of Religious Observance & brief description of Display (size: height, width, depth and whether power is required)

I _____ have read, and fully understand Policy 2019 and acknowledge that it is my responsibility to ensure that requirements of the Policy are complied with prior to the commencement of the display.

Applicant: _____ (Please print)

Signature: _____ **Date:** _____

Office Use Only

Reviewed by: _____ **Date:** _____

Action: _____

POLICY 2019:



City of Richmond

Memorandum

To: Mayor and Councillors
From: Terry Crowe
 Manager, Policy Planning

Date: September 20, 2006
File: 4055

Re: Council Referral – Ethnic Make Up of City Advisory Committees

Purpose

The purpose of this memo is to provide Council with the response of the Richmond Intercultural Advisory Committee (RIAC) to a Council referral regarding the ethnic make up of all committees.

Background

On November 28, 2005, at a closed discussion regarding “Appointments to the Richmond Public Library Board”, Council made the following referral:

“that City staff examine the matter of the ethnic make up of all committees and consult with the Intercultural Advisory Committee on this issue”.

Goal of the Referral

The goal of the referral was to ensure that a range of cultural perspectives would inform committee discussions, rather than to encourage some form of proportional representation.

RIAC Motion

The Richmond Intercultural Advisory Committee (RIAC) formed a subcommittee in January 2006 to consider this referral as part of its 2006 work program. At the March 2006 RIAC meeting, the following motion was passed:

“To write to the Council saying that while RIAC appreciates and welcomes the Councils concern with the ethnic make-up of committees, it also recommends that it look at the broader interpretation of diversity in their exploration of this issue”.

RIAC Letter

In May 2006, a draft letter was approved by RIAC and forwarded to staff (attached).

In the letter, RIAC advises that:

- the focus be more broadly on diversity, rather than focusing exclusively on ethnicity,
- Advisory Committees self-examine to determine if their membership is representative of the diversity of the community, and
- the current practice of emphasizing skills continue.

RIAC recommended steps are:

1. to devise a plan for examining the diversity of Advisory Committees
2. if needed, to devise a plan to gain wider community representation and to seek RIAC input should this be deemed necessary.

Staff Review

In response to the RIAC request that staff devise a plan for examining the diversity of Advisory Committees, staff gathered membership lists for all committees.

While acknowledging the obvious limitations of this method, staff conducted a cursory review of surnames. This review indicated that committees currently have a wide range of ethnocultural representation.

Conclusion

No changes are necessary.

City processes currently allow for a diverse ethnocultural makeup on City advisory committees, exemplified in the actual membership of committees. Therefore, no changes to City recruitment and selection procedures is required.

As well, it is noted that the following approaches can be taken to increase ethnic diversity on City advisory committees, as well as to address RIACs suggestion that diversity in general be addressed (e.g., age, gender):

1. Committees lacking representation from certain groups may encourage applications from those populations (e.g., the Richmond Seniors Advisory Committee encouraged applications from the Chinese community by contacting community leaders).
2. Advisory committees desiring certain perspectives in their discussions may amend their Terms of Reference to specify the representation sought (e.g., youth and/or seniors representatives).
3. Diverse perspectives on advisory committee work can also be attained by encouraging:
 - public attendance at City advisory committee meetings, with invited input, and
 - public participation in advisory committee work programs (e.g., on sub-committees).

A copy of this memo will be distributed to all City Advisory Committee staff liaisons to forward to advisory committee Chairs.

For further information, please contact me at 604-276-4139, or Lesley Sherlock, Social Planner at 604-276-4220.



Terry Crowe
Manager, Policy Planning

TC:ls

Att. 1

Council Distribution List

Mayor Malcolm Brodie	Councillor Sue Halsey-Brandt
Councillor Linda Barnes	Councillor Rob Howard
Councillor Cynthia Chen	Councillor Bill McNulty
Councillor Derek Dang	Councillor Harold Steves
Councillor Evelina Halsey-Brandt	

Staff Liaison Distribution List

Advisory Committee on the Environment Eric Fiss	Oval Building Advisory Committee Greg Scott
Advisory Design Panel Cecilia Achiam	Oval Stakeholder/User Advisory Committee Denise Tambellini-Abraham
Agricultural Advisory Committee Kevin Eng	Oval Steering Advisory Committee Gerry DeCicco
Aquatic Services Board David McBride	Parking Advisory Committee Wayne Mercer/Victor Wei
Board of Variance Fran Ashton	Parks, Recreation & Cultural Service Community Working Group Cathryn Carlile
Britannia Heritage Shipyard Advisory Board Bryan Klassen	Public Art Commission Suzanne Greening
Child Care Development Advisory Committee Lesley Sherlock	Public Library Board Greg Buss
Economic Advisory Committee Lee Malleau	Richmond Community Services Advisory Council Lesley Sherlock
Family Court Committee Sheila Johnston	Seniors Advisory Committee Lesley Sherlock
Gateway Theatre Society Board Suzanne Haines	Sister City Committee Nora Wright
Heritage Commission Terry Brunette	Spirit of BC Richmond Community Committee Kate Sparrow
Intercultural Advisory Committee Lesley Sherlock	YVR Environmental Advisory Committee Eric Fiss
Museum Advisory Society Board Connie Baxter	YVR Aeronautical Noise Management Committee Eric Fiss

pc Joe Erceg, MCIP, General Manager, Planning and Development
Jane Fernyhough, Manager of Heritage and Cultural Services
Alan Hill, Cultural Diversity Coordinator

**Richmond Intercultural Advisory Committee
Richmond City Hall
6911 No.3 Road
Richmond, BC. V6Y 2C1**

June 16, 2006

Mayor and Council
Richmond City Hall
6911 No.3 Road
Richmond, BC.
V6Y 2C1

Dear: Mayor and Council,

Re: Council Referral

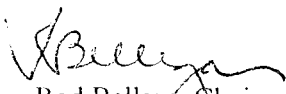
“ that city staff examine the matter of the ethnic make up of all committees and consult with the Intercultural Advisory Committee on this issue”

The Richmond Intercultural Advisory Committee has given careful consideration to Council's request for advice on this issue. We would advise that for City staff to examine the "ethnic make up" of committees would only limit Council in it's laudable aim of wishing to ensure that Council Advisory Committees reflect the make up of the Richmond population. This aim would be served more effectively by concentrating more generally on the question of whether Advisory Committees reflect the general diversity of all that live and work in our City.

We recommend that City staff collect this information on Committees with tact and sensitivity and with an emphasis on Advisory Committees themselves being encouraged to self examine and play a role in assessing how representative they are of the wider Richmond population. In all endeavors City staff make to examine the diversity of its Advisory Committees it should be reiterated that attempts to encourage wider community representation in these structures will not undermine Council's central commitment to appoint Advisory Committees members principally on the skills that they can apply to the position.

The Intercultural Advisory Committees recommends that Staff both a) devise a plan for examining the diversity of Advisory committees and b) devise a plan (if needed) for gaining wider community representation on Advisory Committees. We further recommend that these plans are submitted to the Intercultural Advisory Committee for our input and comment before implementation is carried out.

Yours truly,



Rod Belleza, Chair
Richmond Intercultural Advisory Committee
RB:AH



City of Richmond
Planning and Development Department

Memorandum

To: See Distribution List **Date:** September 20, 2006
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Next Steps

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Terry Crowe
Manager, Policy Planning

TTC:ls

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pc:

- ☐ Richmond Intercultural Advisory Committee
- ☐ Joe Erceg, MCIP, General Manager, Planning and Development
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City of Richmond

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

Telephone (604) 276-4000

www.city.richmond.bc.ca

June 29, 2006

File: 4055

Planning and Development Department

Fax: 604-276-4052

Dear Richmond-based Religious Organizations:

Re: City Policy - Display of Religious Symbols at City Hall

The purpose of this letter is to inform Richmond-based religious organizations about a policy adopted by Richmond City Council in November, 2005, "Display of Religious Symbols at City Hall" (attached).

This policy permits recognized religious organizations in Richmond to voluntarily display religious symbols at City Hall, in addition to the Library/Cultural Centre, in recognition of the diversity of religious faiths in our community.

The purpose of the City's policy is to raise awareness about religious faiths in Richmond by providing an opportunity for religious organizations to inform and educate the overall community about their faith.

We will be conducting a review of the policy within a few months and would appreciate any suggestions that you may have to improve the policy, including the identification of examples of possible religious symbol displays.

If you have suggestions regarding the Policy

If you wish to suggest changes to improve the policy please contact Lesley Sherlock, Social Planner, at ph. 604-276-4220, fax 604-276-4052 or e-mail lsherlock@richmond.ca.

To display religious symbols

Please find attached an application form and copy of the policy, should your organization wish to take advantage of this opportunity.

At City Hall: To arrange a display of religious symbols at City Hall, please submit the enclosed application form to the Special Events Coordinator at Richmond City Hall. If you have any questions regarding the display procedure, please call the Special Events Coordinator at 604-276-4335.



POLICY:

It is Council policy that:

1. Religious organizations that are traditionally and widely recognized by the community may, upon request, temporarily display religious symbols at City Hall or the Library/Cultural Centre, in recognition of the diversity of cultures and religious faiths in Richmond, and to promote inclusiveness.
2. The display of religious symbols widely embraced by the community at City Hall must meet the following criteria:
 - (1) Religious organizations are to request the display.
 - (2) Displays must be accompanied by educational plaques or posters to explain the religious symbol.
 - (3) Displays must be respectful of other faiths.
 - (4) Displays are to occur during the normal duration of a major observance of that faith, not to exceed one month.
 - (5) Displays shall not be located in Council Chambers or the Anderson Room.
3. More than one religious organization may display their symbol simultaneously, space allowing.
4. If requests cannot be accommodated, space will be provided as available on a rotating annual basis or at another agreed upon time.
5. The display location will be determined by City staff.
6. As per City Policies (e.g., Policy 2017.01) and the City Hall Operational Manual,
 - (1) applicants are responsible for all associated costs and labour, including set-up and take-down, and are responsible for all materials displayed, including insurance for theft, damage and injury, and
 - (2) all other City Hall use and display criteria must be met, including ensuring that the displays are safe.
7. Applications for:
 - (1) City Hall religious displays are to be made to the City Hall Coordinator, and
 - (2) Library/Cultural Centre religious displays are to be made to the Arts Coordinator.



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1

Religious Displays Application Form

(604) 276-4000 Fax (604) 276-4029

On November 14, 2005 Council adopted Policy 2019 allowing the display of religious symbols at City Hall. Religious organizations that are traditionally and widely recognized by the community may submit applications to temporarily display their religious symbols. Displays must be accompanied by educational plaques or posters to explain the religious symbols.

The completed Application & Indemnity Agreement must be signed and forwarded to the City, Attention: Coordinator - City Hall, at least thirty (30) days prior to the first day of the display. [Attached to this Application Form are City Policy No. 2019 for reference & Indemnity Agreement].

Organization: _____ Religion: _____

Contact Person: _____ Title: _____

Mailing Address : _____ Tel: _____

E-mail Address: _____ Fax: _____

Canada Revenue Agency Charitable Status Tax Number: _____

Date of Display: From: _____ To: _____

Name of Religious Observance & brief description of Display (size: height, width, depth and whether power is required)

I _____ have read, and fully understand Policy 2019 and acknowledge that it is my responsibility to ensure that requirements of the Policy are complied with prior to the commencement of the display.

Applicant: _____ (Please print)

Signature: _____ Date: _____

Office Use Only

Reviewed by: _____ Date: _____

Action: _____

POLICY 2019:



City of Richmond

Memorandum

To: Mayor and Councillors **Date:** September 20, 2006
From: Terry Crowe **File:** 4055
 Manager, Policy Planning

Re: Council Referral – Ethnic Make Up of City Advisory Committees

Purpose

The purpose of this memo is to provide Council with the response of the Richmond Intercultural Advisory Committee (RIAC) to a Council referral regarding the ethnic make up of all committees.

Background

On November 28, 2005, at a closed discussion regarding “Appointments to the Richmond Public Library Board”, Council made the following referral:

“that City staff examine the matter of the ethnic make up of all committees and consult with the Intercultural Advisory Committee on this issue”.

Goal of the Referral

The goal of the referral was to ensure that a range of cultural perspectives would inform committee discussions, rather than to encourage some form of proportional representation.

RIAC Motion

The Richmond Intercultural Advisory Committee (RIAC) formed a subcommittee in January 2006 to consider this referral as part of its 2006 work program. At the March 2006 RIAC meeting, the following motion was passed:

“To write to the Council saying that while RIAC appreciates and welcomes the Councils concern with the ethnic make-up of committees, it also recommends that it look at the broader interpretation of diversity in their exploration of this issue”.

RIAC Letter

In May 2006, a draft letter was approved by RIAC and forwarded to staff (attached).

In the letter, RIAC advises that:

- the focus be more broadly on diversity, rather than focusing exclusively on ethnicity,
- Advisory Committees self-examine to determine if their membership is representative of the diversity of the community, and
- the current practice of emphasizing skills continue.

RIAC recommended steps are:

1. to devise a plan for examining the diversity of Advisory Committees
2. if needed, to devise a plan to gain wider community representation and to seek RIAC input should this be deemed necessary.

Staff Review

In response to the RIAC request that staff devise a plan for examining the diversity of Advisory Committees, staff gathered membership lists for all committees.

While acknowledging the obvious limitations of this method, staff conducted a cursory review of surnames. This review indicated that committees currently have a wide range of ethnocultural representation.

Conclusion

No changes are necessary.

City processes currently allow for a diverse ethnocultural makeup on City advisory committees, exemplified in the actual membership of committees. Therefore, no changes to City recruitment and selection procedures is required.

As well, it is noted that the following approaches can be taken to increase ethnic diversity on City advisory committees, as well as to address RIACs suggestion that diversity in general be addressed (e.g., age, gender):

1. Committees lacking representation from certain groups may encourage applications from those populations (e.g., the Richmond Seniors Advisory Committee encouraged applications from the Chinese community by contacting community leaders).
2. Advisory committees desiring certain perspectives in their discussions may amend their Terms of Reference to specify the representation sought (e.g., youth and/or seniors representatives).
3. Diverse perspectives on advisory committee work can also be attained by encouraging:
 - public attendance at City advisory committee meetings, with invited input, and
 - public participation in advisory committee work programs (e.g., on sub-committees).

A copy of this memo will be distributed to all City Advisory Committee staff liaisons to forward to advisory committee Chairs.

For further information, please contact me at 604-276-4139, or Lesley Sherlock, Social Planner at 604-276-4220.



Terry Crowe
Manager, Policy Planning
TC:ls
Att. 1

Council Distribution List

Mayor Malcolm Brodie	Councillor Sue Halsey-Brandt
Councillor Linda Barnes	Councillor Rob Howard
Councillor Cynthia Chen	Councillor Bill McNulty
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Staff Liaison Distribution List

Advisory Committee on the Environment Eric Fiss	Oval Building Advisory Committee Greg Scott
Advisory Design Panel Cecilia Achiam	Oval Stakeholder/User Advisory Committee Denise Tambellini-Abraham
Agricultural Advisory Committee Kevin Eng	Oval Steering Advisory Committee Gerry DeCicco
Aquatic Services Board David McBride	Parking Advisory Committee Wayne Mercer/Victor Wei
Board of Variance Fran Ashton	Parks, Recreation & Cultural Service Community Working Group Cathryn Carlile
Britannia Heritage Shipyard Advisory Board Bryan Klassen	Public Art Commission Suzanne Greening
Child Care Development Advisory Committee Lesley Sherlock	Public Library Board Greg Buss
Economic Advisory Committee Lee Malleau	Richmond Community Services Advisory Council Lesley Sherlock
Family Court Committee Sheila Johnston	Seniors Advisory Committee Lesley Sherlock
Gateway Theatre Society Board Suzanne Haines	Sister City Committee Nora Wright
Heritage Commission Terry Brunette	Spirit of BC Richmond Community Committee Kate Sparrow
Intercultural Advisory Committee Lesley Sherlock	YVR Environmental Advisory Committee Eric Fiss
Museum Advisory Society Board Connie Baxter	YVR Aeronautical Noise Management Committee Eric Fiss

pc Joe Erceg, MCIP, General Manager, Planning and Development
Jane Fernyhough, Manager of Heritage and Cultural Services
Alan Hill, Cultural Diversity Coordinator

**Richmond Intercultural Advisory Committee
Richmond City Hall
6911 No.3 Road
Richmond, BC. V6Y 2C1**

June 16, 2006

Mayor and Council
Richmond City Hall
6911 No.3 Road
Richmond, BC.
V6Y 2C1

Dear: Mayor and Council,

Re: Council Referral


“ "that city staff examine the matter of the ethnic make up of all committees and consult with the Intercultural Advisory Committee on this issue"

The Richmond Intercultural Advisory Committee has given careful consideration to Council's request for advice on this issue. We would advise that for City staff to examine the "ethnic make up" of committees would only limit Council in it's laudable aim of wishing to ensure that Council Advisory Committees reflect the make up of the Richmond population. This aim would be served more effectively by concentrating more generally on the question of whether Advisory Committees reflect the general diversity of all that live and work in our City.

We recommend that City staff collect this information on Committees with tact and sensitivity and with an emphasis on Advisory Committees themselves being encouraged to self examine and play a role in assessing how representative they are of the wider Richmond population. In all endeavors City staff make to examine the diversity of its Advisory Committees it should be reiterated that attempts to encourage wider community representation in these structures will not undermine Council's central commitment to appoint Advisory Committees members principally on the skills that they can apply to the position.

The Intercultural Advisory Committees recommends that Staff both a) devise a plan for examining the diversity of Advisory committees and b) devise a plan (if needed) for gaining wider community representation on Advisory Committees. We further recommend that these plans are submitted to the Intercultural Advisory Committee for our input and comment before implementation is carried out.

Yours truly,


Rod Belleza, Chair
Richmond Intercultural Advisory Committee
RB:AH