



**General Purposes Committee
Electronic Meeting**

**Anderson Room, City Hall
6911 No. 3 Road**

**Monday, March 2, 2026
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-5 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on February 17, 2026.*



DELEGATIONS

1. TI Corp to present an update on the Steveston Interchange and Fraser River Tunnel projects.

CAO'S OFFICE

2. **SISTER CITY ADVISORY COMMITTEE YEAR IN REVIEW**
(File Ref. No. 01-0135-04-01) (REDMS No. 8272661)

GP-12

See Page GP-12 for full report

Designated Speaker: Alisa Carey

STAFF RECOMMENDATION

That the report titled “Sister City Advisory Committee – 2025 Year in Review”, dated February 5, 2026, from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be received for information.



ENGINEERING AND PUBLIC WORKS DIVISION

3. **FUEL PURCHASES AGREEMENT - 4REFUEL CANADA LP**
(File Ref. No. 03-1000-01) (REDMS No. 8292508)

GP-72

See Page GP-72 for full report

Designated Speaker: Owen Sinclair

STAFF RECOMMENDATIONS

- (1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with 4Refuel Canada LP for a five-year term, as outlined in the report titled “Fuel Purchases Agreement – 4Refuel Canada LP”, dated February 13, 2026, from the Director, Public Works; and*
- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to two additional one-year extensions of the fuel supply and delivery contract with 4Refuel Canada LP, as outlined in the report titled “Fuel Purchases Agreement – 4Refuel Canada LP”, dated February 13, 2026, from the Director, Public Works.*



FINANCE AND CORPORATE SERVICES

4. **AWARD OF CONTRACT – 8418P PROVISION FOR MANAGED PRINT SERVICE**

(File Ref. No. 04-1300-01) (REDMS No 8313065.)

GP-76

See Page GP-76 for full report

Designated Speaker: Grant Fengstad

STAFF RECOMMENDATION

- (1) *That Contract 8418P Provision for Managed Print Services be awarded to Konica Minolta Solutions (Canada) Ltd., for a five-year term at an estimated contract value of \$1,944,750 exclusive of taxes, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services”, dated February 18, 2026, from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend an additional five-year term valued at the amount of \$1,043,805, up to the maximum total term of ten years, for the maximum total amount of \$2,988,555, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services” dated February 18, 2026, from the Director, Information Technology; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute 8418P Provision for Managed Print Services and Related Services and all related documentation with Konica Minolta Solutions (Canada) Ltd.*



5. **ADDITIONAL INFORMATION ON HOMELESSNESS OUTREACH AND COMMUNITY FOOD PROGRAMS**

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

(Report will be distributed at a later date)



Pg. #

ITEM

ADJOURNMENT





General Purposes Committee

Date: Tuesday, February 17, 2026
Place: Anderson Room
Richmond City Hall
Present: Mayor Malcolm D. Brodie, Chair
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

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

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on February 2, 2026, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. 2026 LOCAL GENERAL AND SCHOOL ELECTION APPOINTMENT OF CHIEF ELECTION OFFICER AND DEPUTY CHIEF ELECTION OFFICER

(File Ref. No. 12-8125-85-18) (REDMS No. 6852969)

It was moved and seconded
(1) That Claudia Jesson be appointed as Chief Election Officer for the 2026 Local General and School Election; and,

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- (2) *That Evangel Biason be appointed as Deputy Chief Election Officer for the 2026 Local General and School Election.*

CARRIED

PARKS, RECREATION AND CULTURE DIVISION

2. RICHMOND CELEBRATES SOCCER SIGNATURE EVENT LOCATION AND PROPOSED BUSINESS TERMS FOR A CONTRIBUTION AGREEMENT

(File Ref. No. 11-7000-01) (REDMS No. 8266365)

It was moved and seconded

- (1) *That Option 1 - Aberdeen Neighbourhood Park be approved as the preferred location for the Richmond Celebrates Soccer Signature Event as detailed in the report titled "Richmond Celebrates Soccer Signature Event Location and Proposed Business Terms for a Contribution Agreement", dated January 26, 2026, from the Director Arts, Culture and Heritage Services;*
- (2) *That the proposed business terms, as detailed in Table 3 in the report titled "Richmond Celebrates Soccer Signature Event Location and Proposed Business Terms for a Contribution Agreement", be approved for the development of contribution agreements with Tourism Richmond and the Richmond Hotel Association; and*
- (3) *That staff be authorized to take all necessary steps to complete all matters detailed herein including authorizing the Chief Administrative Officer, and the General Manager, Parks, Recreation and Culture, to negotiate and execute the contribution agreements and related documentation with Tourism Richmond and the Richmond Hotel Association for the Richmond Celebrates Soccer program.*

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The question on the motion was not called as discussion ensued regarding (i) the public-facing name of the program to celebrate FIFA World Cup '26 in Richmond being “Richmond Celebrates Soccer” in order to avoid infringing on FIFA's intellectual property rights, (ii) licensing fees to broadcast the games, (iii) the estimated attendance at the Signature Event, (iv) hiring temporary staff to support event planning and delivery, (v) the City's Program Manager, Events, as the representative and primary liaison with Tourism Richmond/Richmond Hotel Association, (vi) engagement with local soccer organizations, including recruitment, demonstrations, and activations, (vii) traffic control measures around Aberdeen Neighbourhood Park for the Signature Event, and (viii) reasons for recommending the Signature Event take place in Aberdeen Neighbourhood Park, including an opportunity to showcase Aberdeen Neighbourhood Park to new users and less displacement of park users, especially compared to Minoru Park Oval.

Staff were directed to advise Committee of the licensing fees once known, noting significant fees would require Council approval; otherwise, a memorandum would suffice.

Cllr. Loo left the meeting (4:18 p.m.) and returned (4:19 p.m.).

There was agreement to deal with Part (1) and (2) (3) separately.

The question on Part (1) of the motion was not called as discussion ensued regarding (i) pros and cons of recommending the Signature Event take place in Aberdeen Neighbourhood Park rather than Minoru Park Oval and (ii) obtaining further information regarding other programming taking place at Minoru Park Oval.

Staff were directed to provide a memorandum outlining details on the Minoru precinct situation and how the park and related facilities would be able to manage if the Signature Event was held at the Minoru Park Oval.

The question on Part (1) of the motion was then called and it was **CARRIED** with Cllr. Day opposed.

The question on Parts (2) and (3) of the motion was then called and it was **CARRIED**.

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PLANNING AND DEVELOPMENT DIVISION

3. **ANALYSIS OF FINANCIAL RESOURCES AND REQUIREMENTS OF REFUGE CHURCH, THE SALVATION ARMY AND PARISH OF ST. ALBAN'S**

(File Ref. No. 08-4055-01) (REDMS No. 8310784)

In response to queries from Committee, staff advised that (i) City staff have communicated with the organizations that last year's additional funding was one-time funding and have shared external grant opportunities throughout the year and encouraged the organizations to pursue other sources of funding, (ii) a referral response regarding homelessness outreach and food programs will be brought forward in March 2026, (iii) without additional funding, the organizations anticipate needing to reduce services, (iv) The Salvation Army's Health, Social and Safety (HSS) Grant application requested funding to support existing and new programs for individuals experiencing food

insecurity, including salaries for three staff positions to operate feeding programs and outreach services, and did not include mention of a drop-in centre, (v) Refuge Church, The Salvation Army, and Parish of St. Alban's accept donations from individuals, (vi) although several grant opportunities were shared with the organizations during 2025, Refuge Church and Parish of St. Alban's have not applied for additional funding for 2026, and (vii) in recent years, the HSS Grant Program has been oversubscribed, with annual demand consistently exceeding the available budget.

Discussion ensued regarding (i) establishing metrics of need in relation to programs for people experiencing food insecurity, with staff noting that the community meal program and outreach meal program serve unique individuals, with some facing food insecurity and some experiencing homelessness, (ii) the Wednesday food hamper program which had previously been supported by SD38 but was discontinued in June 2025, with The Parish of St. Alban's requesting funding of \$70,000 to support this program, (iii) additional funding secured by The Salvation Army, (iv) work being done by the City's outreach workers, and (v) the possible need to increase the grant program budgets as needs continue to grow.

There was agreement to vote on the funding options for each organization separately.

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

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It was moved and seconded

That the report titled “Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban’s” be tabled until a forthcoming report providing a wider scan of food security organizations is presented at the March 2, 2026 General Purposes Committee meeting.

DEFEATED ON A TIE VOTE

Opposed: Cllrs. Day

Gillanders

Heed

Wolfe

It was moved and seconded

That funding Option 2 for Refuge Church, in the amount of \$75,000, with funding coming from the Council Community Initiative Account, as outlined in the report titled “Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban’s”, dated February 13, 2026 from the Director, Community Social Development, be approved.

CARRIED

Opposed: Mayor Brodie

Cllrs. Loo

McNulty

It was moved and seconded

That funding Option 2 for The Salvation Army, in the amount of \$20,000, with funding coming from the Council Community Initiative Account, as outlined in the report titled “Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban’s”, dated February 13, 2026 from the Director, Community Social Development, be approved.

The question on the motion was not called as discussion ensued regarding (i) one-time funding to allow the organizations to maintain their current levels of service, (ii) City staff’s discussions with The Salvation Army regarding other options for a drop-in centre, and (iii) The Salvation Army’s original Health, Social, and Safety Grant request of \$240,000 to establish a new outreach worker position and hire more staff to enhance their current level of service.

The question on the motion was then called and it was **CARRIED** with Mayor Brodie and Councillors Loo and McNulty opposed.

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It was moved and seconded

That funding Option 2 for Parish of St. Alban's, in the amount of \$26,416, with funding coming from the Council Community Initiative Account, as outlined in the report titled "Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban's", dated February 13, 2026 from the Director, Community Social Development, be approved.

DEFEATED ON A TIE VOTE

Opposed: Mayor Brodie
Cllrs. Loo
McNulty
Wolfe

It was moved and seconded

That funding Option 3 for Parish of St. Alban's, in the amount of \$99,416, with funding coming from the Council Community Initiative Account, as outlined in the report titled "Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban's", dated February 13, 2026 from the Director, Community Social Development, be approved.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Gillanders
Heed
Hobbs
Loo
McNulty

It was moved and seconded

That funding for Parish of St. Alban's in the amount of \$38,584, with funding coming from the Council Community Initiative Account, as outlined in the report titled "Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban's", dated February 13, 2026 from the Director, Community Social Development, be approved.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Heed
Hobbs
Loo
McNulty

General Purposes Committee
Tuesday, February 17, 2026

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:25 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, February 17, 2026.

Mayor Malcolm D. Brodie
Chair

Shannon Unrau
Legislative Services Associate



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** February 5, 2026
From: Jason Kita **File:** 01-0135-04-01/2025-
 Director, Intergovernmental Relations and Vol 01
 Corporate and Strategic Planning
Re: **Sister City Advisory Committee – 2025 Year in Review**

Staff Recommendation

That the report titled “Sister City Advisory Committee – 2025 Year in Review,” dated February 5, 2026, from the Director, Intergovernmental Relations and Corporate and Strategic Planning be received for information.

Jason Kita
 Director, Intergovernmental Relations and Corporate and Strategic Planning
 (604-276-4091)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	APPROVED BY CAO
Arts, Culture, & Heritage	<input checked="" type="checkbox"/>	
Corporate Communications & Marketing	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	

Staff Report

Origin

The City of Richmond's Sister City Advisory Committee (SCAC) fosters mutual understanding and meaningful cultural and educational connections with designated Sister/Friendship Cities.

In alignment with the SCAC's Terms of Reference, this report provides a summary of highlights on the work completed by the SCAC in 2025.

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.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.3 Foster intercultural harmony, community belonging, and social connections.

Findings of Fact

Background

The role of the SCAC is to support and deliver the Sister City Program (SCP) and pursue the City's goal to establish and sustain cultural, educational, and sustainable ties with approved Sister/Friendship Cities.

The City has Sister City relationships with Pierrefonds, Quebec established in 1967; Wakayama, Japan, established in 1973; and Xiamen, China, established in 2012. The City has a Friendship City relationship with Qingdao, China, established in 2008.

Summary of the 2025 Year in Review

The SCAC provides an update to City Council annually through the Year in Review (YiR), highlighting key activities undertaken from the past year. The 2025 SCAC YiR (Attachment 1) supports the approved Four-Year Activity Plan – 2023-2026, approved by City Council on December 21, 2022 (Attachment 2).

Some of the highlights from 2025 include:

- Four visits occurred in 2025, two outbound and two inbound. For example:
 - School Exchange Visit – in partnership with SD38, Richmond welcomed 29 students and four chaperones from Wakayama City in November in an exchange of learning and cultural connections; and
 - Steveston Kendo Club Exchange Visit – approximately 14 members of the Steveston Kendo Club visited Wakayama City in March.

- Getting to Know Our Cities – the SCP continued collaborating with our Sister/Friendship Cities on the annual photo exhibition. This year’s theme was “gardens” and was on display at the Cultural Centre.

Looking Ahead

The SCAC work is underway for 2026. Some of the activities planned for this year as part of the SCP include:

- Showcasing the annual Getting to Know Our Cities photo exhibition with all four cities. This year’s theme is “Sister/Friendship City Festivals.”
- Supporting the Japan Bowl in Vancouver. The Japan Bowl is a Japanese language and culture competition for high school students who are studying Japanese and takes place in Vancouver in March.
- Continuing to support local community events such as the Cherry Blossom Festival and the Steveston Salmon Festival.
- Exploring and continuing a variety of virtual and in-person educational and cultural exchanges.

Financial Impact

None.

Conclusion

The 2023-2026 Four Year Activity Plan for the Sister City Program provides a structure to deliver activities to continue to promote cultural and educational exchanges and meaningful connections with the City’s Sister/Friendship Cities. 2025 continued to build on annual and new activities to sustain cultural and educational connections between our Sister/Friendship Cities.



Alisa Carey
Manager, Intergovernmental Relations
(604-247-4695)

- Att. 1: SCAC 2025 Year in Review
2: SCAC Four-Year Activity Plan, 2023-2026



RICHMOND SISTER CITY ADVISORY COMMITTEE 2025 Year in Review



Our Sister and Friendship Cities

Sister Cities

Pierrefonds, Quebec, Canada — established 1967

Wakayama, Japan — established 1973

Xiamen, China — established 2012

Friendship City

Qingdao, China — established 2008

A Message from our Chair

Reflecting on 2025, we take great pride in the accomplishments of the Richmond Sister City Advisory Committee in during its 51st year. Guided by a shared commitment to cultural exchange, mutual understanding, and global friendship, our dedicated Committee worked collaboratively to strengthen meaningful international relationships.

This year's activities—including cultural exchanges, virtual learning, and artistic showcases—were made possible through the valued support of Richmond City Council, our community partners, our Sister/Friendship Cities, and staff. Together, we are building bridges of friendship that span the globe, right here from Richmond.

As we look ahead to 2026, we remain inspired to build on this momentum and further strengthen these enduring relationships, creating benefits for all involved.

Thank you for your support.

The Committee is pleased to share the 2025 highlights!

Melissa Zhang

Chair, Sister City Advisory Committee

2025 Richmond Sister City Advisory Committee



From left to right, top to bottom: *William Ying, E-Von Lai, Andy Cheung, Danny Chen, Niña Pangilinan, Jordan Oye, Anna Fei, Theresa Chen, Melissa Zhang, Councillor Andy Hobbs*

Absent: Trustee Alice Wong, Charan Gill, and Qin Ji

2025 Committee Members

Chair	Melissa Zhang
First Vice Chair	Jordan Oye
Second Vice Chair	William Ying
Members	Danny Chen Theresa Chen Andy Cheung Anna Fei Charan Gill Qin Ji E-Von Lai Niña Pangilinan
Council Liaison	Councillor Andy Hobbs
School Board Liaison	Trustee Alice Wong Trustee Ken Hamaguchi (Alternate)



Visits

Sport Exchange Visit

Steveston Kendo Club Visit to Wakayama City, Japan

From March 21-26, 2025, a delegation of youth from the Steveston Kendo Club visited Wakayama City, Japan to build new friendships and sharpen their kendo skills in the company of fellow kendo enthusiasts in Wakayama City.



Performing Arts Visit

Richmond Youth Honour Choir Visit to Wakayama City, Japan

The Richmond Youth Honour Choir visited Wakayama City, Japan, from August 6-16, 2025. 12 student performers and one instructor participated in the performing arts exchange. The delegation's itinerary included participating in joint camps with both domestic and international choir groups (including the Wakayama Children's Choir), attending instructor-led workshops, and performing alongside other choirs.



Delegation Visit

Dr. Iwahashi, President, Wakayama Sister City Affiliation Committee, Visit to Richmond

The City hosted Dr. Nobutada Iwahashi during his visit to Richmond to recognize his outstanding contributions to the Richmond—Wakayama Sister City relationship.

In 2025, Dr. Iwahashi also received the “Tim Quigley” Volunteer of the Year Award through Sister Cities International. The award celebrates individuals strengthening international relationships, cultural understanding, and community engagement.



Education

Richmond-Wakayama School Exchange Visit to Richmond

From November 17-24, 2025, the Richmond School Board, City of Richmond, and the Richmond Sister City Advisory Committee were honoured to welcome students from Wakayama City, Japan to Richmond for a week-long school exchange visit. The students were hosted by families from three Richmond high schools: Burnett Secondary, Richmond Secondary, and Palmer Secondary. Some of these activities included attendance at three Richmond high schools and visits to the Richmond Olympic Oval, Steveston, and Richmond City Hall. The week concluded with a Sayonara Open House to celebrate the school exchange and express gratitude to everyone for their contributions and efforts in making this exchange a special and memorable experience for all who participated.





Non-Visits

Education

Pen Pal Exchange

As in previous years, the SCAC continued to work with the Richmond School District to facilitate a Pen Pal Exchange Program between General Currie Elementary School in Richmond and Hengshan Road Primary School in Qingdao, China. Throughout the year, students from both schools sent cards with personalized messages and beautiful artwork to their designated pen pal, fostering intercultural connections and understanding through a fun and meaningful writing activity that is thoroughly enjoyed by students in both cities.



Japan Bowl

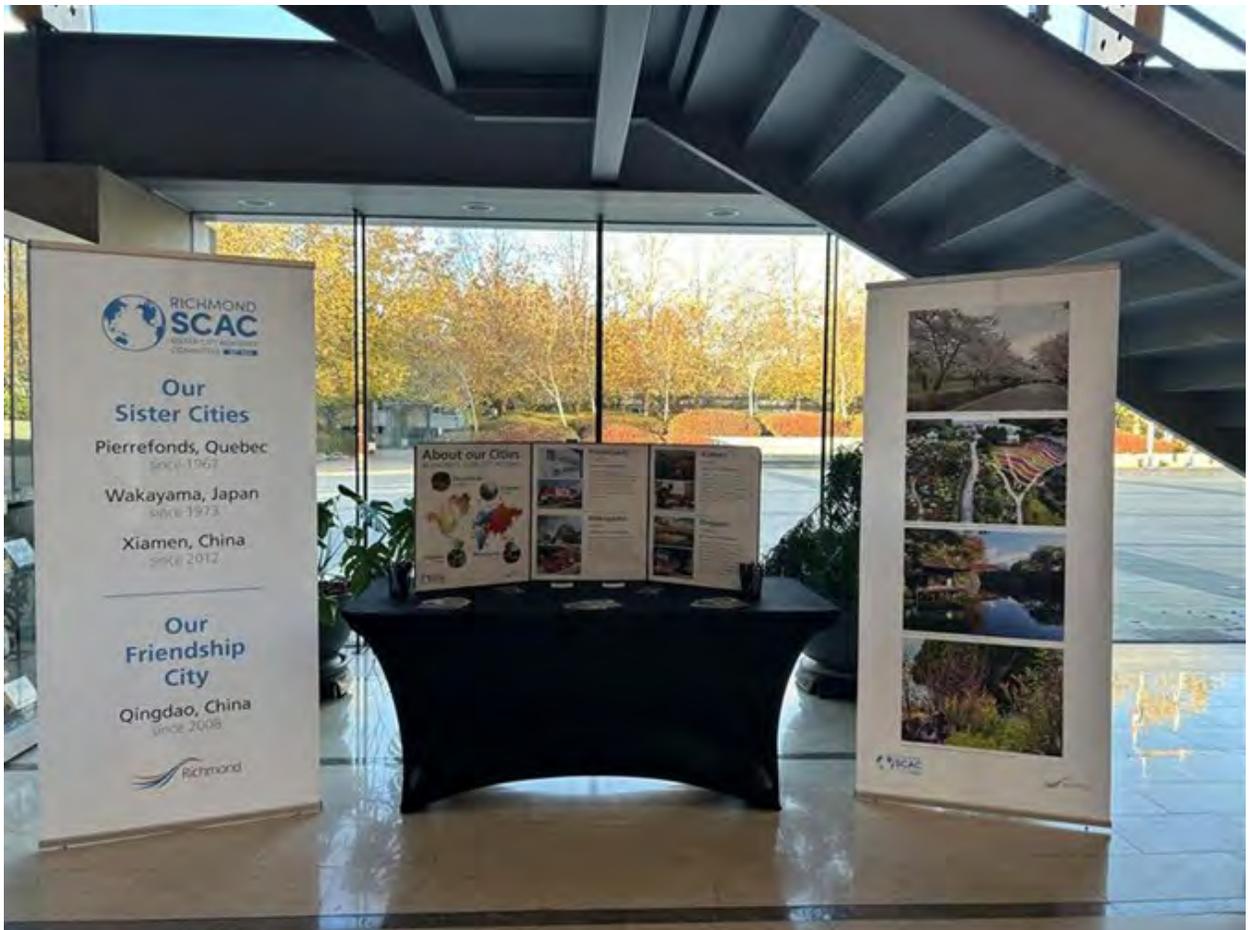
High School students from Richmond proudly took part in the 2025 Japan Bowl, an international competition that tests high school students on Japanese language and culture. Competing in teams of two to three, high school students from McMath and Hugh Boyd answered questions presented in both English and Japanese, demonstrating strong teamwork and dedication. Their participation highlighted the community's commitment to intercultural learning and offered a memorable opportunity to engage with students from across Canada and around the world.



Information Exchange

“About Our Cities” Display

This year, the development of an informative display to educate the public about Richmond’s Sister and Friendship Cities around the world was publicly shared. The display featured unique facts about each city accompanied by vibrant landscape photography. The display was installed in the Galleria of Richmond City Hall for over a week in October/November and appeared to be well-visited as the Sister City postcards, which were made available to the public at this display, were very popular!



Cultural Tea Exchange

The SCAC hosted a cultural tea exchange in December with a guest from Xiamen, China, during which the Committee learned about seven different types of tea, traditional preparation methods, and the rich history and customs surrounding Chinese tea culture, including the art of proper tea pouring. Committee members joined virtually and enjoyed tasting a variety of Chinese teas as they explored each tea's background and significance.



Arts and Culture

2025 Chinese New Year Greeting Card

In celebration of Chinese New Year, a digital greeting card for the Year of the Snake was sent on behalf of the SCAC and the City of Richmond to both Qingdao, China and Xiamen, China.



Community Engagement

Annual Photo Exhibition – Gardens

This year, the annual photo exhibition's theme was "Gardens". The photo collection highlights how each place cultivates its own sense of beauty and calm, capturing quiet paths, coastal greenery, and everyday pockets of nature discovered throughout the year in each of our Sister/Friendship Cities. This exhibition was on display in the upper rotunda of the Cultural Centre from March 28 – April 24, 2025.



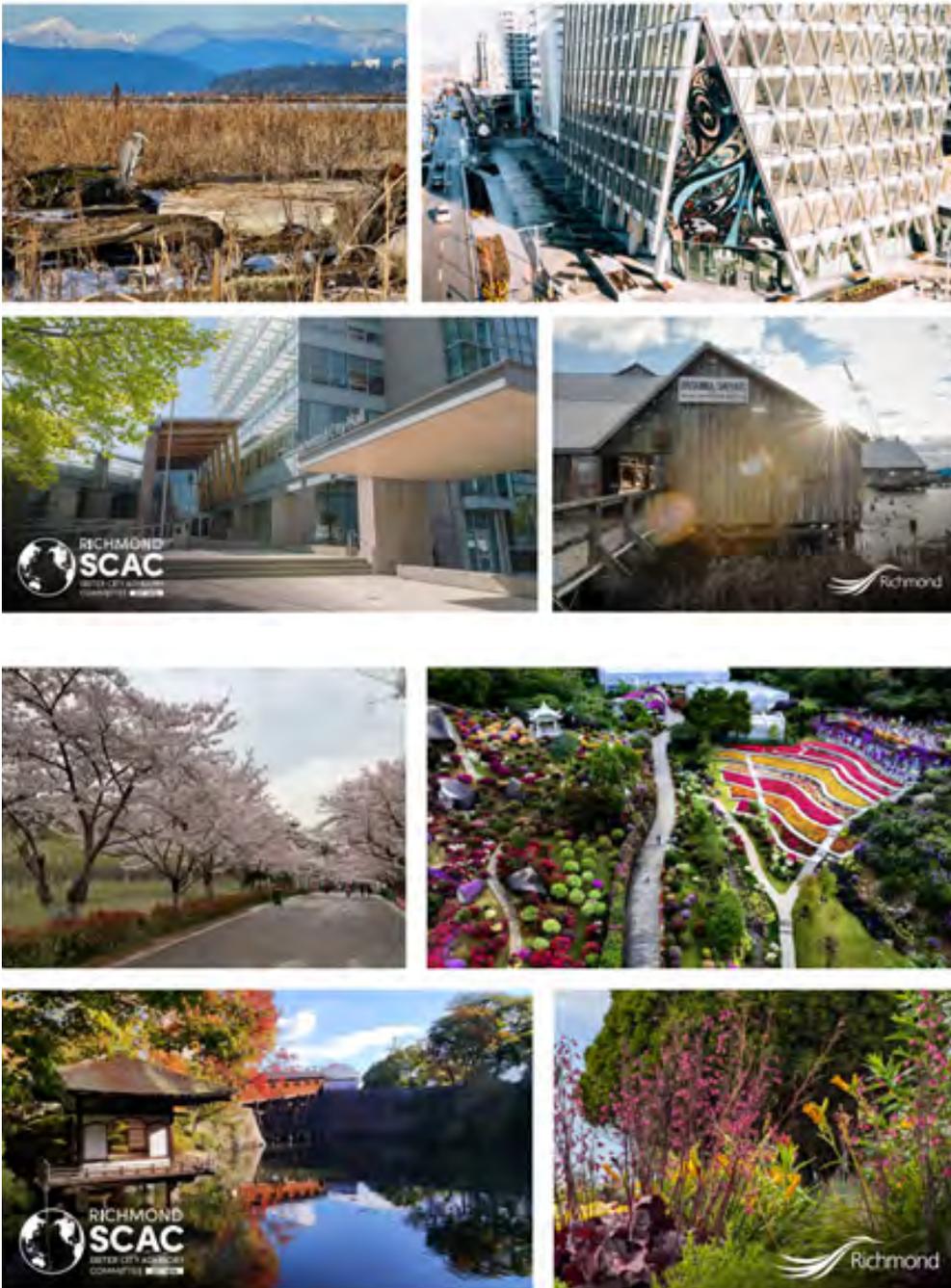
SCAC Event Selfie Stations

As part of the Committee’s community engagement initiatives, “Selfie Station” signs were developed for two of the City of Richmond’s signature community events – the 2025 Richmond Cherry Blossom Festival and the 2025 Steveston Salmon Festival. The custom signs featured cutouts that allowed for festival-goers to take pictures together to capture memories from the festivals.



Community Postcards

Custom postcards were developed this year that were distributed to the public at various engagement events and information booths, as well as provided to delegations and visitors during exchange visits. These materials supported outreach and awareness efforts by offering information on the City and Richmond Sister/Friendship Cities through a practical souvenir postcard design.



Thank You

Thank you to City Council for their ongoing support of the Sister City Program and for helping foster meaningful connections between Richmond residents and our Sister and Friendship Cities. Your commitment and engagement have been essential to our progress this year.

We also extend our appreciation to our committee members, staff, community partners, and to our Sister and Friendship Cities – Pierrefonds, Quebec (est. 1967); Wakayama, Japan (est. 1973); Xiamen, China (est. 2012); and Qingdao, China (est. 2008) – for their continued collaboration.

We look forward to another productive year together in 2026.



Richmond Sister City Advisory Committee

Four Year Activity Plan Proposal

2023 - 2026

2022 Sister City Advisory Committee Members:

Chair

Lisa MacNeil

Vice-Chairs

Allen Chan
Glenn Kishi
Melissa Zhang
Victor Zhuo

Members

Charan Gill
Joan Page
Karen Shigeno
Nick Sturtevant

GDAs

Polly Tang
Sue Tian
David Yang
Jenny Zhang

School Board

Ken Hamaguchi
Debbie Tablotney

Building meaningful connections in our global community

The past four years have been rather unique yet we learned so much. Going into 2019, the Sister City Advisory Committee (SCAC) wanted to broaden our reach in Richmond with more non-visit activities. 2020 provided us with new possibilities and opportunities as we learned to live within pandemic times. SCAC initiated dialogue with community partners, participated in community events and co-hosted internationally known authors in partnership with Richmond Public Library. Video platforms like Zoom opened up communication with our sister/friendship cities to real-time exchange of ideas. As a committee, we look forward to continuing this path and seeing more experiences between our residents and the residents of Pierrefonds, Quebec; Wakayama, Japan; Xiamen & Qingdao, China.

Sister City Advisory Committee
City of Richmond
October 2022

2023 – 2026 Activity Goals

- ✓ Build on current relationships with sister/friendship cities
- ✓ Promote Sustainability & Active Living
- ✓ Continue exploring non-visit activities and showcase innovative programs around the city
- ✓ Consider activities for ALL age groups
- ✓ Encourage more information sharing
- ✓ Develop archival process to preserve Sister City Program collection

COVID PANDEMIC NOTE:

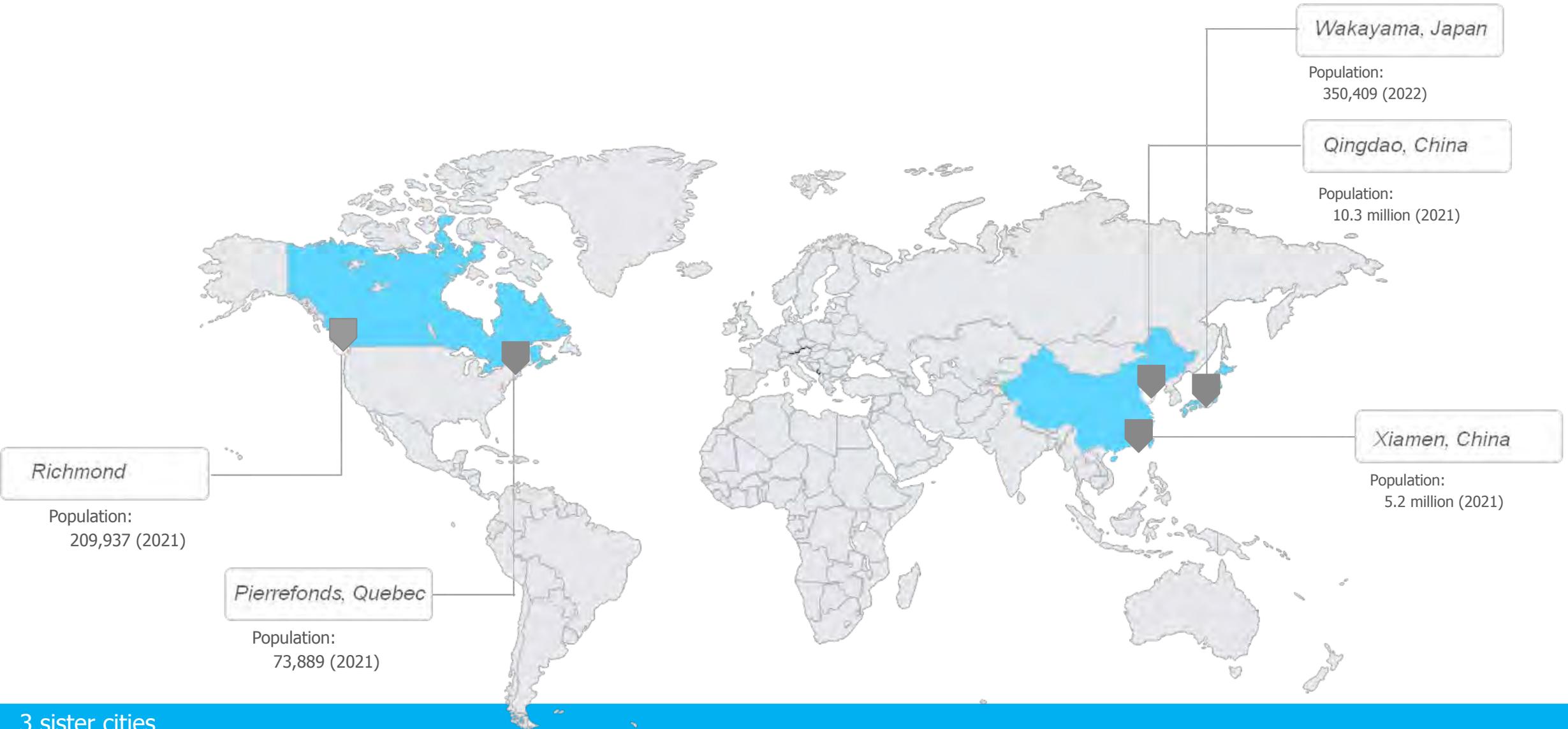
This plan was made in late 2021 / early 2022 when the COVID 19 pandemic continued. Given the uncertainty at what may happen in the time span of this proposal, this plan is subject to change.

Sister City

a city that is linked to another, usually for the purposes of cultural exchange

Friendship City

less formal relationship than sister city



3 sister cities

Pierrefonds, Quebec | Wakayama, Japan | Xiamen, China

1 friendship city

Qingdao, China

Relationship Review

All cities rated highly engaged since 2019

Goals in the upcoming four years:

Pierrefonds

- Continue building on strong relationship

Wakayama

- Document Budget Planning Timeline
- Encourage non-visit activities

Xiamen

- Explore education non-visit activities

Qingdao

- Explore education non-visit activities

Activity Summary

	2023	2024	2025	2026
Annual Base Program Activities (Visit)				
Education	Pierrefonds	Pierrefonds	Pierrefonds	Pierrefonds
		Wakayama	Wakayama	Wakayama
Active Living	TBC	TBC	Hockey Jamboree	Xiamen: FIFA Football
	TBC	TBC	Kendo	TBC
Art			Choir	

 Outbound Activity

Annual Base Program Activities (Non-Visit)				
Annual "state of the city" letter	x	x	x	x
Exchanges of cities' annual reports and city plans	x	x	x	x
SCAC Year in Review Summary	x	x	x	x
Community Engagement	x	x	x	x
Activities	x	x	x	x

Relationship Activities				
Anniversary Milestones	Wakayama (50 years) Qingdao (15 years)			
City Council/Delegation Visits	to be scheduled			
Activity Plan Relationship Review				x

Future Twinings				
Explore new Sister City Relationship	x	GP \bar{x} 40	x	x

Budget Summary

	2023	2024	2025	2026
Annual Base Program Activities				
Education	\$17,000	\$22,000	\$14,000	\$22,000
Active Living	\$20,000	\$20,000	\$20,000	\$20,000
Arts	\$20,000	\$15,000	\$23,000	\$15,000
Community Engagement	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Relationship Activities				
Anniversary Milestones*	TBA			
Administration				
Administration Costs	\$11,000	\$11,000	\$11,000	\$11,000
SUBTOTAL (year total)	\$71,000	\$71,000	\$71,000	\$71,000
GRAND TOTAL	\$284,000			

*Official celebration plans in separate report to Mayor & Council

Annual Base Program Activities

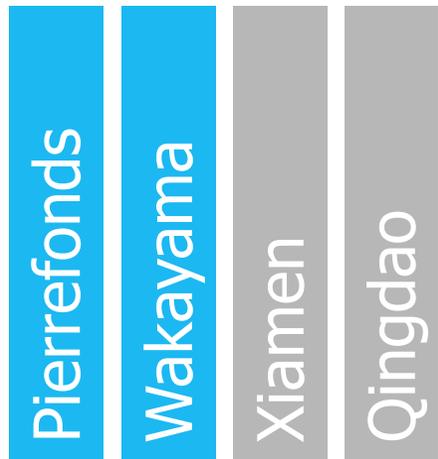
Visits

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Education

Student Exchanges/Visits

- ✓ Student exchanges/visits include opportunities to inbound/outbound to sister cities
 - Continue annual exchanges with Wakayama, Japan
 - Explore school visits to Montreal (Pierrefonds)



inbound & outbound

Students

Budget Breakdown:

- Outbound visit
 - **\$500** per student participant
 - up to maximum **\$10,000** for each annual student exchange
- Inbound visit
 - **\$200** per student participant
 - up to maximum **\$4,000** for each annual student exchange

NOTE:

Additional funding sources list provided to requestors (see appendix)

Active Living

Sport Exchanges

Pierrefonds

Wakayama

Xiamen

Qingdao

up to
2 activities annually
inbound & outbound

Adult

Youth

- ✓ Sport exchanges open to ALL age groups
- ✓ Competitions or Skills Clinics
- ✓ Schedule of Inbound & Outbound activities to be confirmed
 - Inbound activities
 - 2025: Richmond Hockey Jamboree
 - Outbound activities
 - 2025: Kendo Club
 - July/August 2026: Xiamen Youth FIFA Football

Budget Breakdown:

- Outbound visit
 - **\$500** per athlete
 - up to maximum **\$10,000** for each athletic exchange
- Inbound visit
 - **\$200** per athlete
 - up to maximum **\$4,000** for each athletic exchange

NOTE:

Additional funding sources list provided to requestors (see appendix)

Active Living

Hockey Jamboree: 2023 (virtual) | 2025 (in person)

Pierrefonds

Wakayama

Xiamen

Qingdao

virtual (2023) &
inbound (2025) activity

Youth

- ✓ Hockey Jamboree to discuss / practice player skills development with sister/friendship cities in virtual format (2023) & in person format (2025)
 - 2023: virtual Zoom workshop to discuss respective minor hockey systems (from Intro Hockey to the NHL)
 - 2025: in-person Hockey Jamboree in Richmond
 - Jamboree to include 1) mixing all the players up and form new teams AND 2) a skills program (hockey school)

Budget Breakdown:

- 2023 (virtual)
 - up to **\$3,000** for video taping
- 2025 (Inbound)
 - up to maximum **\$10,000** for jamboree

NOTE:

Additional funding sources list provided to requestors (see appendix)

Performing Arts

NEW! Richmond Youth Honour Choir (RYHC)

Pierrefonds

Wakayama

Xiamen

Qingdao

outbound activity

Youth

- ✓ Choir exchanges include opportunities to inbound/outbound to sister cities
 - 2025: Wakayama
- ✓ Choir available for participation in delegate visits

More details about RYHC can be found at <https://ryhc.org/>

Budget Breakdown:

- Outbound visit
 - **\$500** per participant
 - up to maximum **\$10,000** for each exchange

NOTE:

Additional funding sources list provided to requestors (see appendix)

Annual Base Program Activities

Non-Visits

GP – 47

Education

Non-visit Activities

Pierrefonds
Wakayama
Xiamen
Qingdao

up to
2 activities annually

Students

- ✓ Non-visit activities to engage students & teachers
 - Pilot sharing of lesson plans with educator in sister city
 - Pen Pal Exchanges - Pierrefonds & Qingdao elementary school level
 - Information Exchanges | Artwork Exchanges
 - Exploring Sustainability activities
 - Pierrefonds: Postal Art Poetry

Budget Breakdown:

- up to maximum **\$3,000** annually
 - cover costs of supplies and shipping costs

Education

2023 Japan Bowl®

Pierrefonds

Wakayama

Xiamen

Qingdao

- ✓ Secondary school competition around Japanese culture sponsored in part by the Government of Japan, local Japan Embassy and Nikkei Centre
 - Target: Richmond students who are in the Japanese Language Program
 - Sister City Program to present talk on sister city relationship with Wakayama

Event website:

<https://www.jetaabc.ca/news/2022-metro-vancouver-japan-bowl/>

Video of event - <https://www.youtube.com/watch?v=g1G-SzFc28E>

Budget Breakdown:

- Giveaways
- In-kind contribution
- Team registration fees

Students

Art & Culture

Richmond Public Library - Book Club

Pierrefonds

Wakayama

Xiamen

Qingdao

1 program annually
inbound & outbound

All

Launch various programs to coordinate sharing of information with sister city libraries with various target audiences from young children to seniors. The activity plan would be to continue or expand on successful activities:

- ✓ One Book, up to Five Cities adult book club
 - 2023: Wakayama Public Library to recommend book
- ✓ StoryWalk[®] young children
 - Offer sample stories to libraries in our sister/friendship cities
- ✓ Commemorative Milestone Anniversary Bookmarks
 - 2023: share with Wakayama & Qingdao Public Library

Budget Breakdown:

- Sister Cities to participate in Richmond Public Library book club program
- Bookmarks: printing & distribution

GP – 50

Art & Culture

NEW! Take & Make It!

Pierrefonds

Wakayama

Xiamen

Qingdao

**City Events &
School Activities**

Adult

Youth

- ✓ Take & Make crafts for all ages with a cultural inspiration from our sister/friendship cities to be used with schools, at City events (Culture Days) and as giveaways
 - QR code business cards to share instructions on how to make craft
 - Paper folding - fans & origami
 - Calligraphy - Chinese & Japanese Shūji
 - Canada Day crafts
 - Koinobori kite making
 - Chinese knot tying
 - Teru Teru Bozu (Japanese Sunshine Doll)

Culture Days website

[City of Richmond - Culture Days:](#)

Budget Breakdown:

- Printing of instructions
- Supplies

Annual Base Program Activities

Information Exchange

GP – 52

Information Exchange

About Richmond

Pierrefonds
Wakayama
Xiamen
Qingdao

as requested
Updated annually

- ✓ Build a toolkit of information requested by our sister/friendship cities from richmond.ca website & from Tourism Richmond

- Topics
 - Brief introductory to Richmond
 - Population - Stats Canada data source
 - Promotional videos
 - Photos including aerial view
 - Educational Institutions
 - Sustainability Practices
 - Other sister/friendship cities

Budget Breakdown:

- no cost

Information Exchange

Speaker Series

Pierrefonds

Wakayama

Xiamen

Qingdao

1+ sessions
annually

Adult

Youth

Launch interactive sessions with sister/friendship cities to promote sharing of information utilizing new technology at RPL. The activity plan would be to continue or expand on successful activities:

- ✓ Let's Go! virtual tours of sister/friendship cities
 - Live or prerecorded sessions via Zoom of local attractions, parks, cultural events, museums and libraries
- ✓ Speakers Series
 - Presentations on cultural customs, cuisine & crafts
- ✓ Virtual Sister/Friendship City Youth Session
 - Students chat with youth in French, Japanese & Chinese to learn about each other and each other's culture

Budget Breakdown:

- Speakers Fee: estimate between \$500 - \$4,000

Information Exchange

Community Groups / Advisory Committees

Pierrefonds

Wakayama

Xiamen

Qingdao

as requested

Virtually

All

✓ Knowledge sharing between like groups

- Initial thoughts
 - Advisory Committees
 - City Staff
 - Community Groups
 - Community Partners

Budget Breakdown:

- no cost

Annual Base Program Activities

Community Engagement

GP – 56

Community Engagement

Participation in City Events / Activities

Pierrefonds

Wakayama

Xiamen

Qingdao

Annual
up to
2 City Events

Sister City Advisory Committee members participate in activities to increase Community Engagement and sharing of experiences with our sister/friendship cities

- ✓ Steveston Salmon Festival Activation
- ✓ City Events - exhibitor booth
- ✓ Wakayama Sister City Garden
- ✓ Sister City Program theme Geocaching (2024)

Budget Breakdown:

- Event booth decorations
- T-shirts for participants
- Handouts for attendees

Community Engagement

Walk Richmond - community walks

Pierrefonds

Wakayama

Xiamen

Qingdao

All

Partner with Walk Richmond to coordinate sister city community walks

- ✓ Pierrefonds walk
 - Starting at Pierrefonds Sister City Garden at City Hall
 - Ending at Pierrefonds Garden by Minoru Chapel
- ✓ Wakayama walk
 - Similar to Pierrefonds walk
 - Garry Point Park to Britannia Shipyards National Historic Site
- ✓ Xiamen & Qingdao walk
 - Aberdeen Neighbourhood Park (TBC)

Budget Breakdown:

- Giveaways

Community Engagement

Photo Exhibition

- ✓ Photo shows at Cultural Centre to showcase sister/friendship cities
 - Upper Rotunda - 15 photos highlighting city
 - Atrium - 8 photos highlighting theme
 - 2023: Public Art
 - 2024: Fire Halls (to be confirmed)
 - 2025: to be confirmed
 - 2026: to be confirmed

Budget Breakdown:

- **\$1,000** annually for photo development

Pierrefonds

Wakayama

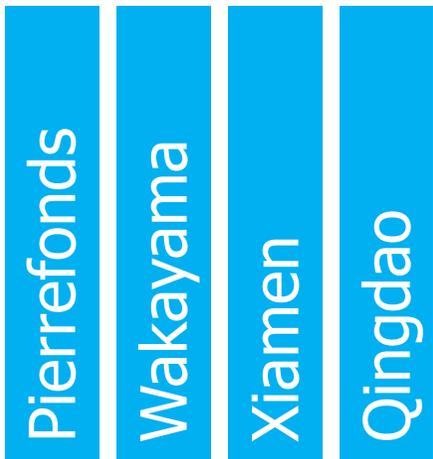
Xiamen

Qingdao

up to
2 activities annually
inbound

Community Engagement

Richmond Museum



2023 & 2024

- ✓ Share artefacts collected from Sister City Program at Richmond Museum
 - July 2023 - Wakayama
 - February 2024 - Sister City Program

Budget Breakdown:

- No cost

Annual Base Program Activities

Milestone Anniversaries

GP – 61

Milestone Celebrations

Occurring in 2023

- ✓ Two major milestones will be celebrated in 2023
 - Wakayama: 50 year anniversary (July)
 - Official celebration plans in separate report to Mayor & Council
 - Qingdao: 15 year anniversary (April)

Budget Breakdown:

- TBA

Pierrefonds

Wakayama

Xiamen

Qingdao

2 milestone celebrations

Milestone Celebrations

Street Banner Contest

Pierrefonds

Wakayama

Xiamen

Qingdao

2023

- ✓ 2023 Street Banner IN Richmond to be designed by individual IN Wakayama sharing a photo of a landmark in Wakayama
 - around City Hall



Budget Breakdown:

- estimate around ~\$1.5K

Community Spaces

Community Tribute Space/Site

GP – 64

Community Tribute Space/Site

Create a community tribute to sister city

Pierrefonds

Wakayama

Xiamen

Qingdao

- ✓ Recommendation for a commemorative space (i.e. garden or public art piece) to recognize the sister city relationship with Wakayama
 - Location: to be recommended by city staff
 - Installation by 2026 for next MOU signing with City of Wakayama
 - Tone: elegance garden / public art piece or garden structure such as pergola
 - Committee to collaborate with local Japanese community groups
 - Ask to Staff to further investigate

Annual Sister City Program Activities

Administration

GP – 66

Administration

Operational & Relationship Activities

Pierrefonds

Wakayama

Xiamen

Qingdao

- ✓ Annual administrative costs
- ✓ Letters between Mayors - annual "state of the city" letter
- ✓ Exchanges of City Annual Reports

Budget Breakdown:

- **\$11,000** annual administrative costs

Administration

Project 2024

Richmond Sister City Advisory Committee will celebrate **50 years** on February 11, 2024. In order to continue building meaningful connections with our global community, the committee must do our part to future proof our legacy and set up processes for the future. Steps to be taken:

- ✓ Digital File & Photo Management including archival process
- ✓ Website Enhancements
- ✓ Document activity timelines for each city
- ✓ Document names of current & past committee members
- ✓ Our extended family - establish & strengthen ties with sister city committees around the world sharing best practices

Celebration in February 2024

- Photo Exhibition
- Update committee logo used for online & print communications

Appendix

Looking to the Past

Report adopted by Council, February 11, 1974, Resolution 157.

The Mayor and Aldermen,
Corporation of the Township
of Richmond,
Municipal Hall,
RICHMOND, B.C.

Ladies and Gentlemen:

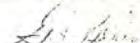
As Council are aware, Richmond has twinned with Pierrefonds, Quebec and Wakayama, Japan, the latter being formalized during 1973. The twinning with these Cities, but particularly with Wakayama, has engendered a great deal of interest and we are now getting into the position of requiring a correlation of our efforts in this regard.

This is particularly true in the field of organized exchange of our students, young people in general, and to a certain extent the visitation by various members of each community.

Wakayama has set up a Committee called "The Sister City Twinning Committee" and this is generally composed of members of Council, some members of the senior staff and a large number of non-political citizens, such as members of the Board of Trade, Medical Associations, Religious Institutions, businessmen and ordinary citizens. The Wakayama Committee functions under the chairmanship of a Dr. Benz, and he is very active in promoting sister city relationships.

It is therefore the recommendation to this Council that a similar-type Committee, to be called "The Sister City Twinning Committee", be organized and it is suggested that Mr. Jim Murray be named as Chairman. It is further suggested that Mr. Murray and our Chief Administrative Officer be empowered to solicit persons to be members of this Committee, with a particular view to obtaining a good cross-section of our citizens. It is further suggested that Mr. Murray and Mr. Carroll report to Council from time to time on the progress of formulating the Committee and subsequently on the activities of the Committee so that Council and the public will be fully informed of the scope of the twinning activities.

I would earnestly recommend the adoption of this report.


G. J. Blair
MAYOR

OBJECTIVES OF THE SISTER CITY TWINNING COMMITTEE

1. To coordinate and organize exchanges between our Sister Cities, Pierrefonds, Quebec, and Wakayama, Japan.
2. To carry out a continuing programme of cultural exchanges for the benefit of our communities and citizens.
3. To emphasize student and athletic exchange for the benefit of our younger people.
4. To foster economic ties with our Sister Cities, wherever possible.
5. To continue to enhance our mutual friendship through the promotion of better understanding of our cultures and ways of life.

Since inception of the Sister City Advisory Committee in February 1974, the objectives of the Sister City Program (SCP) remain the same:

- Carry out a continuing program of cultural exchanges
- Emphasize student and athletic exchange for the benefit of youth
- Promotion of better understanding of our cultures and ways of life

The addition in 2019 is SCP is inclusive of ALL ages to participate in activities.

Funding Sources

Funding Source & Website URL	
1	Kiwanis Club https://richmondkiwanis.org/
2	KidSport https://kidsportcanada.ca/british-columbia/
3	Canadian Tire https://corp.canadiantire.ca/English/community/default.aspx
4	TELUS https://www.telus.com/en/social-impact/giving-back/community-grants?INTCMP=tcom_social-impact_home_cta_to_community-grants
5	Viasport BC funded by Province of BC viasport.ca/grants
6	Community Gaming grants for Recreation, Parks and Culture, Events and Celebration funded by Prov. of BC. https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants
7	Civic Info BC has a grants database of federal, provincial grants https://www.civicinfo.bc.ca/grants
8	Government of Canada Youth Exchanges Grants - in Canada only https://www.canada.ca/en/canadian-heritage/services/funding/exchanges-canada/funding-organizations.html
9.	Richmond Rotary Clubs
10.	
11.	
12.	
13.	
14.	
15.	



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** February 13, 2026
From: Suzanne Bycraft **File:** 03-1000-01/2025-Vol
 Director, Public Works 01
Re: Fuel Purchases Agreement - 4Refuel Canada LP

Staff Recommendations

1. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with 4Refuel Canada LP for a five-year term, as outlined in the staff report titled “Fuel Purchases Agreement – 4Refuel Canada LP” dated February 13, 2026, from the Director, Public Works; and
2. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to two additional one-year extensions of the fuel supply and delivery contract with 4Refuel Canada LP, as outlined in the staff report titled “Fuel Purchases Agreement – 4Refuel Canada LP” dated February 13, 2026, from the Director, Public Works.

Suzanne Bycraft
 Director, Public Works
 (604-233-3338)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Richmond Fire Rescue	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City participates in the BC Petroleum Products Buying Group (“the BCPPBG”) for fuel purchases for all City operations. The BCPPBG is a buying consortium for fuel purchases, which allows the City to receive the benefits of economies of scale, process and information for all City fueling operations (Public Works Yard, Fire halls, etc.). The current supplier arrangement, approved by Council on January 28, 2019, is expiring in April, 2026. Therefore, a competitive bid process was undertaken via the buying consortium.

This report recommends that the City of Richmond enter into an agreement with 4Refuel Canada LP (the “Supply and Delivery of Fuels Agreement”) under the terms and conditions contemplated through the BCPPBG consortium competitive bid process.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.2 Seek improvements and efficiencies in all aspects of City business.

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

Analysis

Background

The City of Vancouver is the lead agency coordinating the competitive bid process on behalf of the BCPPBG. The City of Vancouver issued Request for Proposal No. PS20240941 (Supply and Delivery of Fuels) on December 17, 2024. There were six bid respondents. The City of Vancouver’s evaluation team concluded that the proposal submitted by 4Refuel Canada LP best meets the BCPPBG’s requirements and provides best overall value. The City of Vancouver followed their standard procurement methods in this tender process. Key criteria considered included technical, sustainability and financial requirements. Richmond staff are in agreement with the methodology applied.

The current fuel purchase supplier is Suncor Energy Products Partnerships (“Suncor”) under BCPPBG Contract No. PS20180305. The contract with Suncor commenced March 4, 2019, and continues pending 30 days written notice to cancel the contract. This notice will be provided by the City of Vancouver to Suncor once the new Supply and Delivery of Fuels Agreement is signed. The City of Richmond is coordinating efforts to align with that of the City of Vancouver for contract commencement. The consortium approach offers the ability to negotiate more favourable terms than if the City were to independently seek a fueling arrangement since more than 30 million litres of combined fuel is purchased annually. The recommended supplier,

4Refuel Canada LP, is proven in the industry and the City has no concerns with their ability to service the City's fueling needs.

Fuel Consumption

The City of Richmond has 10 fueling tanks, three located at the City Works Yard and one at each of the seven fire hall stations. These are used for fueling all gasoline and diesel-powered City vehicles and equipment. Fuelling services at the Works Yard are also made available to the Richmond RCMP and Richmond School Board on a cost-recovery basis. Richmond RCMP generally fuel at gas stations under separate federal arrangements and only fuel at the Works Yard when needed. The supply of propane is managed through a separate agreement not associated to the BCPPBG.

The City used an average of 1.4 million litres of fuel per year over the last three years, consisting of gasoline and diesel as shown in Table 1 below.

Table 1: Three-Year Fuel Consumption Analysis (Litres)

Business Unit	2023			2024			2025		
	Diesel	Gas	Total	Diesel	Gas	Total	Diesel	Gas	Total
City	485,952	576,335	1,062,287	494,859	572,192	1,067,051	457,395	590,687	1,048,082
Richmond Fire ¹	131,759	14,693	146,452	136,034	14,406	150,440	128,413	13,278	141,691
RCMP	47	3,123	3,170	170	15,399	15,569	0	21,849	21,849
School Board	100,599	72,972	173,571	99,601	79,024	178,625	95,508	79,377	174,885
TOTAL	718,357	667,123	1,385,480	730,664	681,021	1,411,685	681,316	705,191	1,386,507

¹ Richmond Fire has a fuelling tank at each of the fire halls and manages fuel purchases and consumption but can fuel at the Works Yard if required.

BCPPBG Fuel Purchases Contract

Key terms of the Supply and Delivery of Fuels Agreement include:

1. Contract term is five years, with the option to extend for two additional one-year terms.
2. Costing is based on a structure which adjusts for variations in fuel pricing as follows:
 - a. Regional weekly rack rate for diesel and gasoline products. The weekly rack rate is the price refineries sell fuel to their various clients, which varies based on fuel commodity market pricing.
 - b. Less a fixed discount for diesel and gasoline products. The discount remains fixed for the entire term of the agreement.
 - c. Plus bridging fees which includes items such as freight from the terminal, the terminal operations cost and delivery to the City of Richmond. Under the terms

of the Supply and Delivery of Fuels Agreement, the bridging fee will be fixed for the term of the contract.

Expected savings to the City under the Supply and Delivery of Fuels Agreement compared to what consumers would pay at fuelling stations vary depending on commodity pricing but are generally between 4%-6%. Rates vary due to the weekly rack rate changes, which are subject to the commodity price.

Financial Impact

Annual costs for fuel vary based on commodity pricing and consumption. Fuel expenditures in 2025 were approximately \$1,600,000 for City operations and \$200,000 for Richmond Fire Rescue, for a total of \$1,800,000. Given the volatility of fuel pricing (i.e. weekly rack rate), annual budget estimates are based on previous year fuel prices and consumption data. Based on consumption, adequate funding is included in the respective operating budgets for Fleet Operations and Richmond Fire Rescue.

Conclusion

The BCPPBG consortium approach for gasoline and diesel fuel purchases achieves economies of scale through a large-scale purchasing approach, thereby representing best value. The proposal by 4Refuel represents best value, as determined through the competitive bid process administered by the City of Vancouver on behalf of BCPPBG participants.

This report recommends that the City enter into the Supply and Delivery of Fuels Agreement with 4Refuel under the terms and conditions contemplated under City of Vancouver Request for Proposals No. PS20240941 Supply and Delivery of Fuels.



Owen Sinclair
Manager, Fleet Operations
(604-233-3301)



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** February 18, 2026
From: Grant Fengstad **File:** 04-1300-01/2026-Vol
Director, Information Technology 01
Re: **Award of Contract – 8418P Provision for Managed Print Services**

Staff Recommendations

1. That Contract 8418P Provision for Managed Print Services be awarded to Konica Minolta Solutions (Canada) Ltd., for a five-year term at an estimated contract value of \$1,944,750 exclusive of taxes, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services”, dated February 18, 2026, from the Director, Information Technology;
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend an additional five-year term valued at the amount of \$1,043,805, up to the maximum total term of ten years, for the maximum total amount of \$2,988,555, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services” dated February 18, 2026, from the Director, Information Technology; and
3. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute 8418P Provision for Managed Print Services and Related Services and all related documentation with Konica Minolta Solutions (Canada) Ltd.

Grant Fengstad
Director, Information Technology
(604-276-4096)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	 _____
Purchasing	<input checked="" type="checkbox"/>	
City Clerks	<input checked="" type="checkbox"/>	
Corp Communication & Mktg	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO  _____

Staff Report

Origin

The City has implemented a “best practice” program to refresh the Corporate Desktop Printers and Multifunctional devices (MFD, photocopiers) with the majority of its assets to ensure Information Technology equipment offer the best value and are updated when they reach the end of their lifecycle. This program results in keeping technology current for City employees and allowing them to work efficiently and meet community needs. Implementing an equipment refresh minimises risk by proactively planning equipment replacements, rather than responding to unforeseen device failures.

Information Technology currently oversees an inventory of approximately 110 desktop printers and 64 MFDs.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.2 Seek improvements and efficiencies in all aspects of City business.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.3 Encourage waste reduction and sustainable choices in the City and community.

Analysis

RFP Process

Contract 8418P Provision for Managed Print Services was posted to BC Bid on October 3, 2025, and closed on November 14, 2025.

The RFP set out the City’s requirements for MFDs and printing equipment for a five-year period with an option to renew for an additional five-year term, for a maximum of ten years. The RFP details technical specifications, and quantities required by the City including a needs analysis to confirm service level expectations.

The City’s operational printing output includes:

- Essential administrative documents;
- Internal reports;
- Meeting materials;
- Engineering drawings and plans;
- Council Committee and Council Agenda packages;
- High-volume output for public-facing and internal communications;
- Promotional and informational materials;
- Official publications/strategies. (i.e. posters, brochures, rack cards, bound strategies and booklets (the Annual Report); and
- Seasonal and event promotional pieces, agendas, signage and wayfinding, schedules, aquatics report cards, surveys, forms, bulletins, maps, Museum exhibit displays, etc.

Five proposals were received by the closing date from the following proponents:

- Xerox Canada Ltd.
- Konica Minolta Solutions (Canada) Ltd.
- Canon Canada Inc.
- Ricoh Canada Inc.
- Compugen Inc.

Review Process

Staff initially evaluated the five proposals against pre-determined criteria that included:

- Proponent profile and experience, including references;
- Ability to meet technical requirements, including stated specifications;
- Financial proposal and value offering; and
- Circular economy assessment.

Based on the submitted proposals, staff evaluated and scored against the evaluation criteria with the results summarized in Table 1.

Table 1- Results of Phase 1 Evaluation

Proponent	Total Cost based on 5 - year contract term	Total Cost based on 10 -year contract term	Phase 1 Evaluation Score	Shortlisted
Xerox Canada Ltd.	\$1,761,208.30	\$2,922,027	80.2%	Shortlisted
Konica Minolta Solutions (Canada) Ltd.	\$1,944,750.00	\$2,988,555	78.80%	Shortlisted

Canon Canada Ltd.	\$2,198,980.00	\$3,277,478	64.55%	Not Shortlisted
Ricoh Canada Inc.	\$2,435,948.00	\$4,871,896	53.05%	Not Shortlisted
Compugen Inc.	\$1,756,010.28	\$3,512,021	49.45%	Not Shortlisted

Upon completion of the Phase 1 evaluation, the two highest-ranked proponents advanced to Phase 2 of the evaluation process. During this stage, proponents were required to submit printed samples using materials provided by the City, respond to clarification questions, deliver a video demonstration of their proposed MFDs and printing equipment and supplier references were assessed. These submissions were assessed to confirm compliance with the stated requirements, resulting in the scores outlined below. (shown in Table 2).

Table 2 - Results of Phase 2 Evaluation

Proponent	Phase 2 Evaluation Score
Konica Minolta Solutions (Canada) Ltd.	100%
Xerox Canada Ltd.	83%

Despite not submitting the lowest total price over the maximum 10-year term of the contract, the proposal received from Konica Minolta Solutions (Canada) Ltd. received the highest overall score and reflected best overall value for the City. Their proposal included a detailed description of their technical support services and their mobile parts ordering infrastructure between their service vehicles and service center. Konica Minolta Solutions (Canada) Ltd. was able to demonstrate a higher quality of the print output and were able to meet all the organization’s operational requirements described in the RFP.

Contract Term

The recommended contract length is for an initial five-year term with an option to renew for an additional five-year term, for a maximum of ten years. This contract allows for cost efficiencies due to standardization. Given the lifecycle standards for this equipment, it is recommended that we maintain the equipment for 10 years in order to recognize the best value for total cost of ownership.

Financial Impact

The total value of the contract for the initial five-year term is estimated to be \$1,944,750, excluding taxes. The estimated annual cost of \$388,950 can be accommodated within existing operating budgets for 2026.

Conclusion

This report presents the results of a competitive procurement process for Award of Contract – 8418P Provision for Managed Print Services. It is recommended that the contract be awarded to Konica Minolta Solutions (Canada) Ltd., for an initial five-year term with an option to renew for an additional five-year term, for a maximum of ten years. This is for an estimated total value of \$2,988,555 exclusive of taxes.



Eddie Hung
Manager IT Departmental Solution
(604-276-4232)