



**General Purposes Committee
Electronic Meeting**

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

**Monday, April 15, 2024
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-4 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on April 2, 2024.*



DELEGATION

1. Tamara Vrooman, President and CEO, Vancouver International Airport, and Dan Nomura, YVR Board of Directors, to provide an **annual update** to Council.

COMMUNITY SERVICES DIVISION

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

GP-12

See Page GP-12 for full report

Designated Speakers: Dee Bowley-Cowan and Marie Fenwick

STAFF RECOMMENDATION

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



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

GP-27

See Page GP-27 for full report

Designated Speaker: Alisa Carey

STAFF RECOMMENDATION

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



ENGINEERING AND PUBLIC WORKS DIVISION

- 4. **PROPOSED ENERGY AND EMISSIONS REPORTING REQUIREMENTS FOR LARGE EXISTING BUILDINGS IN RICHMOND**
(File Ref. No. 10-6125-07-02) (REDMS No. 7511048)

GP-84

See Page GP-84 for full report

Designated Speakers: Norm Connolly and Gabriel Berenguer Vieira

STAFF RECOMMENDATION

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

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



FINANCE AND CORPORATE SERVICES DIVISION

- 5. **AWARD OF CONTRACT 8254S – PEOPLESOFT SOFTWARE TECHNICAL SUPPORT SERVICES**
(File Ref. No. 04-1300-01) (REDMS No. 7575616)

GP-94

See Page GP-94 for full report

Designated Speaker: Grant Fengstad

STAFF RECOMMENDATION

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



ADJOURNMENT





General Purposes Committee

Date: Tuesday, April 2, 2024

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders (by teleconference)
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 March 18, 2024, be adopted as circulated.

CARRIED

General Purposes Committee

Tuesday, April 2, 2024

DELEGATIONS

1. (1) Catharine Hume, Co-Executive Director, RainCity Housing and Sean Spear, Associate Director, RainCity Housing, presented on Alderbridge Supportive Housing highlighting that (i) Alderbridge received an extension for 3.5 years, (ii) provide transitional housing for people experiencing homelessness noting that many of their tenants also experience substance use and mental health challenges, (iii) provide onsite internal and external support services highlighting their Peer Services Department and Tapestry Church partnership, (iv) pet friendly housing and pet care, (v) offer assistance in obtaining identification, filing taxes and educational tools that all support tenants becoming independent, and (vi) currently have 5-6 tenants looking for permanent housing.

In reply to queries from Committee, the delegation noted that (i) RainCity is interested in additional supportive housing opportunities in Richmond, (ii) the eligibility criteria is given to those that have lived in Richmond for 1 year with established community connections, (iii) not an abstinent based program focusing on housing first, and (iv) RainCity works with outreach workers daily and the hiring of the City's outreach staff is welcomed.

- (2) Julie Roberts, Executive Director, Community Builders spoke on Aster Place Supportive Housing noting that (i) Aster Place opened in September 2022, providing transitional housing for 40 people, (ii) pet friendly, inclusive, holistic community based program helping people to stabilize and to gain the skills and tools needed to move on to permanent housing, (iii) provide daily support workers focused on individual plans and primary care, (iv) offer cultural, indigenous, professional and peer services and supports, (v) onsite chef that provides meal programs and education, and (vi) several residents waitlisted for permanent housing.

In reply to queries from Committee, the delegate noted that (i) recent rent subsidies received and the hiring of a mobile support worker is helping their residents move into LEMRs and/or private rentals, (ii) Aster Place's Peer Program allows residents to earn a small income, build a resume and gain employment, (iii) continually looking for affordable housing options and registries within Richmond, and (iv) outreach workers are regularly involved at Aster Place and they look forward to the support and partnership with the City's outreach staff.

2.

General Purposes Committee
Tuesday, April 2, 2024

- (3) Brenda Plant, Executive Director, Turning Point Recovery Society, representing the Storeys' consortium spoke on the Supportive Housing at Storeys highlighting that (i) Storeys innovative design concept includes 129 units of affordable housing, commercial and office space noting the Social Enterprise Café onsite, (ii) the success of Storeys is a collaboration between 3 levels of government and 5 non-profit housing providers, and (iii) Storeys offers a diverse selection of programs and supports for seniors, mental health challenges, addiction use, as well as continuing care and after care programs.

In reply to queries from Committee, the delegate noted that (i) affordable housing is the biggest barrier to residents leaving, (ii) residents have access to outreach workers and supports, (iii) an approximate length of stay at Storeys is 5 years, (iv) Richmond Addiction Services and Foundry are great supports for youth addiction, however Richmond does not have a housing program for youth addiction, (v) more social service providers are needed in Richmond but affordable space is difficult to find, and (vi) Turning Point supports the City's new outreach staff.

PLANNING AND DEVELOPMENT DIVISION

2. **RICHMOND ACCESSIBILITY PLAN 2023–2033**
(File Ref. No. 08-4055-05) (REDMS No. 7579296)

In response to queries from Committee, staff advised that (i) the plan is designed to meet the requirements of the Accessible British Columbia Act in addition to the City's enhanced design guidelines that utilize the new National Standard for the built environment, (ii) a report will be forthcoming with recommendations around the Rick Hansen Foundation standards, (iii) staff will forward the Richmond Accessibility Plan to the Richmond Chamber of Commerce and the business community in Richmond, and (iv) the Let's Talk Survey feedback allowed staff to review the plan to adjust details and to add clarity.

It was moved and seconded

- (1) *That the Richmond Accessibility Plan 2023–2033 as outlined in the report titled, "Richmond Accessibility Plan 2023–2033", dated February 21, 2024 from the Director, Community Social Development, be adopted; and*
- (2) *That the Richmond Accessibility Plan 2023–2033 be distributed to key partners and organizations, local Members of Parliament, local Members of the Legislative Assembly and posted on the City's website.*

CARRIED

3.

General Purposes Committee
Tuesday, April 2, 2024

3. **MANAGER'S REPORT**

None.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:41 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, April 2, 2024.

Mayor Malcolm D. Brodie
Chair

Mizuguchi, Andrea
Legislative Services Associate

2023

YVR Annual Update



YVR is more than travel and tourism.

PEOPLE GROWTH

2023 was a year of unprecedented people growth. To improve resiliency and better serve our passengers, we doubled our workforce in key operational and support functions.

PAPER PLANES CAFÉ

In partnership with the Pacific Autism Family Network, we proudly opened the Paper Planes Café, a first-of-its-kind inclusive and accessible restaurant in Canada.

DIGITAL TWIN

We incorporated YVR's entire airfield into the Digital Twin, unlocking new functionality and use cases.



2023 IN FOCUS

YVR welcomed 24.9 million passengers in 2023 – a 31 per cent increase over 2022. Domestic and U.S. traffic rebounded robustly beyond pre-pandemic levels. International volumes remain lower predominantly related to ongoing global geopolitical dynamics. YVR strengthened connectivity with 13 new routes, including new direct service to Dubai, Washington, D.C., Atlanta, Nashville, Austin and Boston. YVR’s air cargo volumes continue to grow while other U.S. West Coast airport cargo volumes shrink. To support future growth, work is underway on our \$150 million cargo facility expansion.

ECONOMIC ENGINE FOR THE PROVINCE

YVR is more than travel and tourism – it’s the gateway of British Columbia’s economy. As Canada’s gateway to the Indo-Pacific, B.C. stands at a strategic advantage, further amplified by global airspace shifts and constraints.

YVR’s first-mover advantage attracts more international air services to our province, and this allows YVR to efficiently move goods, bolstering economic opportunities and growth. A single direct international flight at YVR can fuel the B.C. economy, supporting 320 jobs, ~\$36 million economic output, and improving access for B.C.’s exports via cargo. Additionally, the combination of new international flights and increased cargo volumes bolster the viability of intraprovincial routes, improving regional connectivity for all British Columbians.

NET ZERO 2030 JOURNEY

YVR is on course to meet our Net Zero 2030 objectives. This includes championing sustainable aviation and building resilience and capacity to mitigate climate change impacts across the province. Low-carbon air travel is a key priority in YVR’s carbon reduction roadmap. We are playing an active role in accelerating the transition to Sustainable Aviation Fuel to create new economic and job opportunities in British Columbia.

Cleantech initiatives aim to grow Sea Island as a hub for zero-carbon innovation, with a commitment to ecosystem health and noise management. Additionally, YVR is advancing partnerships with industry, government, and higher education to accelerate the net zero economy and expanding skilled labour for both the aviation and the broader transportation sector.

INNOVATION ACCELERATOR

YVR is an innovation hub that leverages both internal and external resources to advance innovative cleantech solutions. This includes collaborating with B.C. based businesses to gain fresh insights into innovation and support their ability to scale. YVR’s Digital Twin is one of many projects that has emerged from these collaborations. Additionally, YVR was the first testbed for B.C.’s Integrated Marketplace Initiative to electrify and reduce airport emissions.

CREATING VALUE FOR OUR CUSTOMERS

2023 focused on delivering a better and more predictable service to passengers and our community. YVR invested \$40 million in over 130 initiatives. This included operational changes, upgraded traveller experiences, and data and technology enhancements.

YVR also advanced critical work to provide a more accessible and inclusive travel experience for all people of all abilities. This included the launch of *Beyond Accessibility*, a new three-year accessibility plan, and proudly opening the Paper Planes Café, a first-of-its-kind inclusive and accessible restaurant at a Canadian airport.

WALKING THE PATH TOGETHER

In 2023, the Musqueam Gathering Place, was unveiled at YVR. This is a place where airport passengers and guests can immerse themselves in Musqueam culture, learn about deep-rooted traditions, and gain a greater appreciation for the unceded and continuously occupied land that YVR and Musqueam call home.



QUESTIONS?

Please contact Trevor Boudreau, Director, Government Relations
Trevor_Boudreau@yvr.ca

GP - 11





City of Richmond

Report to Committee

To: General Purposes Committee **Date:** March 11, 2024
From: Marie Fenwick **File:** 11-7400-01/2024-Vol
 Director, Arts, Culture and Heritage Services 01
Re: **2024 Community Celebration Grants Allocation**

Staff Recommendations

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

Marie Fenwick
 Director, Arts, Culture and Heritage Services
 (604-276-4288)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The Neighbourhood Celebration Grant Program was relaunched in 2022 and delivered again in 2023. As part of the 2024 City Events Program at the regular Council meeting on November 27, 2023, Council endorsed the staff recommendation to split the program into two streams – the Community Celebration Grant Program and the Neighbourhood Block Party Program.

This change was proposed as a result of a review of the existing program and best practices research indicating that up to \$2,000 is suitable for a community-level event that is open to a broader public group while \$500 is a more suitable amount for a block party that is generally accessible to a more localized group of people.

The purpose of this report is to outline the Community Celebration Grant program process and recommend the recipients for Council approval.

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.

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

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

This report supports the following Strategic Directions set out in the *Richmond Arts Strategy*:

Strategic Direction #2: Promote Inclusivity and Diversity in the Arts

2.1. *Celebrate Richmond's cultural diversity, history, growth and change as a community.*

2.1.5 *Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music.*

This report supports the following Strategic Directions set out in the *Community Wellness Strategy*:

Focus Area #2: Enhance physical and social connectedness within and among neighbourhoods and communities.

Also, this report supports the following Strategic Directions set out in the *Cultural Harmony Plan*:

Strategic Direction #1: Intercultural Connections

- 1.1 *Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events.*
- 1.2 *Develop and implement a neighbourhood approach to facilitating positive intercultural exchange and understanding between Richmond's diverse cultural communities, such as community-based dialogues, storytelling, and sharing of art, food, and music.*
- 1.5 *Incorporate criteria into the City Grant program that supports programs and events that facilitate intercultural interaction and promote intercultural understanding.*

Strategic Direction #5: Programs and Services

- 5.4 *Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, cultural and heritage practices into the City's programs and events.*

Analysis

Program Objectives and Eligibility Criteria

The Community Celebration Grant Program supports the Council-endorsed guiding principles for City events, including building local capacity by investing in community-driven events, providing opportunities for Richmond residents and community groups to collaborate, contribute and participate; and maximizing social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.

The objectives of the program are to:

- Provide an opportunity for Richmond based school student councils and Parent Advisory Committees, faith-based groups and not-for-profit groups to receive funding to support hosting a free public event that offer opportunities to connect residents of diverse backgrounds through shared experiences;
- Encourage the development of grassroots events that support priority themes identified in the Cultural Harmony Plan, such as facilitating intercultural interaction and promoting intercultural understanding;
- Inspire community event planners to collaborate with community partners and Richmond-based artists; and
- Promote environmentally sustainable event practices, ensuring events follow the principles in the Richmond Sustainable Event Toolkit.

Eligible applicants include:

- Richmond-based not-for-profit community organizations/groups;
- Richmond-based not-for-profit faith-based groups;
- Richmond Parent Advisory Committees (PAC); and
- Richmond School Student Councils.

Eligibility criteria include:

- Event must be held in Richmond;
- Event must demonstrate alignment with program objectives, including creating events that build community in Richmond;
- Event must be free and open to the public;
- Applicant must demonstrate the capacity to host the event and a realistic estimate of resources and total budget required; and
- The event must take place in Richmond between June 1 and December 31, 2024.

Individuals, political parties or events related to political activities or lobbying, events or projects that have funding from another City of Richmond grants program, and for-profit organizations and businesses are ineligible for funding.

The Council-approved Richmond Neighbourhood Block Party Program, which has been separated from the Community Celebration Grant Program, will provide an opportunity for neighbours (two individuals not from the same household) to apply for up to \$500.00 in funding to host a block party that connects residents in their neighbourhood/strata. The program will launch to the community in April 2024. Council will be updated via a memo prior to the launch.

Program Promotions and Applications Received

The launch of the Community Celebration Grant Program was announced to the public, local non-profit and faith-based groups on January 29, 2024, via the City website, *What's On Bulletin*, the City's social media channels, Richmond School District No. 38 student councils and PACs, targeted communications to previous program applicants, groups and in community facilities throughout Richmond. (Attachment 1 – Community Celebration Grant Program Guidelines).

77 applications were received by the February 25, 2024 deadline. A summary of all submissions can be found in Attachment 2.

Adjudication Process

Of the 77 applications, 46 are recommended for funding. 29 do not meet the eligibility criteria or program mandate, and two are ineligible but recommended for the Neighbourhood Block Party Program.

An adjudication panel reviewed the applications and evaluated each project based on five key areas: alignment with program objectives, inclusiveness/accessibility and diversity, capacity, budget, and sustainability. The panel then assigned each project a score.

The 46 eligible projects requested a cumulative total of \$88,578 in total eligible funding requests.

For each application, the adjudicated score (expressed as a percentage) was multiplied by the project's eligible funding request and adjusted to accommodate the existing Council-approved budget, resulting in a total recommended funding of \$52,536.

While this amount exceeds the \$50,000 in 2024 funding approved by Council, staff recommend that the additional \$2,536 be allocated from the funds remaining from prior year funding to allow for the recommended funding to be distributed. These funds are available as a result of funds returned by recipients who either chose not to proceed with their proposed events or who did not require their full grant allocation to successfully deliver their event.

Next Steps

Pending Council approval of the 2024 Community Celebration Grant Program allocation, all applicants will be notified of the status of their application. Staff will provide the necessary resources and guidance to all successful applicants, including referring them to the Richmond Event Approval Coordination Team (REACT) process, if necessary. Applicants whose submissions are ineligible will be provided with recommendations to inform potential future applications, directed to the Neighbourhood Block Party Program, and/or provided connections with community organizations/associations which may offer future partnership opportunities either within or outside of this program.

Applicants who receive funding will be required to submit a final report providing an overview of the event/initiative, including the number of attendees, how the funds were used, and photographs.

Financial Impact

The 2024 Community Celebration Grant Program budget of \$50,000 was approved as part of the City's 2024 Operating Budget. In addition, this program has an unutilized balance of \$2,536 from prior year funding. A total of \$52,536 in allocations is being recommended for the 2024 Community Celebration Grant program for Council approval.

Conclusion

The distribution of \$52,536 through the 2024 Community Celebration Grant Program will support Richmond-based non-profit and faith-based groups, student councils and PACs, to develop and deliver events open to the public and/or a broader community. These events will provide lasting social benefits to the community by enhancing event planning and hosting capacity within Richmond, encouraging intercultural connections, and contributing to an increased sense of community connectedness and belonging.



Dee Bowley-Cowan
Program Manager, Events
(604-276-4320)

- Att. 1: Richmond Community Celebration Grant Program Guidebook
- 2: Application Summary: Community Celebration Grant Program

RICHMOND COMMUNITY CELEBRATION GRANT PROGRAM

Apply
now!

Receive up to \$2,000 in funding
to create an event that connects
residents and builds community.

richmond.ca/CelebrationGrant



APPLICATIONS TO BE SUBMITTED BY FEBRUARY 25, 2024.

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



For more information,
RichmondHasHeart@richmond.ca
richmond.ca/CelebrationGrant



OBJECTIVES:

The Richmond Community Celebration Grant Program is designed to provide funding support for not-for-profit organizations, not-for-profit faith-based groups, Parent Advisory Committees and Student Councils for hosting free public events that connect and build community in Richmond.

This year's program will:

- Support participatory activities reflective of the theme of connection;
- Encourage collaboration amongst not-for-profit organizations and school-based groups to animate neighbourhoods, local business districts, parks and open spaces; and
- Support free public events that facilitate intercultural interaction and promote intercultural understanding.

ELIGIBLE APPLICANTS:

- Richmond-based not-for-profit community organizations/groups
- Richmond-based not-for-profit faith-based groups
- Parent Advisory Committees
- Student Councils

INELIGIBLE APPLICANTS:

- Individual applicants
- Political parties or events related to political activities or lobbying
- Events that have funding from another City of Richmond grant program or fund
- For-profit organizations or businesses
- City of Richmond Staff or Council members with a direct, indirect or perceived conflict of interest

ELIGIBLE PROJECT EXPENSES:

- Supplies and materials (e.g., craft supplies, name tags, etc.)
- Rental of event infrastructure (e.g., tents, tables, chairs, etc.)
- Food
- Artist fees/honorariums
- Sustainability initiatives
- Marketing materials
- Event insurance
- Volunteer support (e.g., snacks, water, sun protection supplies, high-visibility safety vests, etc.)

INELIGIBLE PROJECT EXPENSES:

- Expenses that have already been incurred at the time of the application
- Purchase of event infrastructure (e.g., tents, tables, chairs, etc.)
- Purchase of games/activities that will not be made accessible to the community post-event (e.g., board games, sports equipment, etc.)
- Building construction and repairs
- Proposals that primarily fund or award other groups or individuals
- Political activities
- Travel costs (e.g., bus passes, gas, etc.)
- Ongoing operational expenses for organizations, including staffing costs/wages for regular operational purposes
- Capital projects
- Office administration
- Fundraisers
- Deficit reduction
- Event held outside of Richmond
- Bursaries or scholarships
- Giveaway prizes/"swag" items
- Alcohol

ASSESSMENT CRITERIA:

2023 Neighbourhood Celebration Grant recipients who apply must submit their 2023 Final Report by **February 25, 2024 at 11:59pm** in order to be considered for funding this year

Event is required to:

- take place in Richmond
- take place between **June 1 and December 31, 2024**
- demonstrate alignment with program objectives including creating events that build community in Richmond
- be inclusive, accessible and demonstrate engagement of community members from diverse backgrounds
- be free and open to the public
- primarily benefit Richmond residents
- encourage the collaboration and/or participation of Richmond-based artists, makers and/or entertainers

Applications/Applicants must:

- show evidence of capacity to host event
- show a realistic estimate of resources needed and total budget required
- demonstrate commitment to incorporate sustainability initiatives
- commit to submitting an additional Online Event Application (if request made by the Grant Administration Team) and comply with any relevant requirements through the Online Event Application process that may be in place at the time of event delivery. Further information regarding the Online Event Application can be found in the "Web Links" section below.

POST-EVENT DELIVERABLES:

- Two photos of the event with signed photo waivers
- Final Report within four weeks of event completion (expense report to be included)
- Refund cheque to the City of Richmond (for successful 2024 grant applicants that have more than \$50.00 of grant funding leftover)

APPLICATION TIMELINES:

- Opens: Monday, January 29, 2024
- Closes: Sunday, February 25, 2024 at 11:59pm
- **Note:** Event is required to take place between **June 1 and December 31, 2024**

WEB LINKS:

- Apply online: richmond.ca/CelebrationGrant
- 2023 Neighbourhood Celebration Grant recipients: Find instructions for submitting your 2023 Final Report at richmond.ca/CityGrants
- Information about the Online Event Application: <https://richmond.ca/...shared/assets/eventguide35661.pdf>
- **NEW!** If you are interested in hosting a block party in your Richmond neighbourhood, visit richmond.ca/BlockPartyFund starting April 15, 2024 to check if you are eligible to apply for the 2024 Richmond Neighbourhood Block Party Fund. Applications open on April 15, 2024.



APPLICANT SUMMARY: COMMUNITY CELEBRATION GRANT PROGRAM

All projects were evaluated by the adjudication team based on five key areas: alignment with program objectives; inclusiveness, accessibility and diversity; capacity; budget and sustainability and were assigned a percentage ranking (A). Staff then determined which items in the applicant's detailed budget were eligible costs (B). For each project, the adjudicated score (A) was multiplied by the eligible costs (B) and then multiplied by 87.4% to determine the recommended funding amount allow for all 46 projects to be funded within the Council-approved amount of \$50,000 and funds of \$2,536 remaining from prior year funding. (C). The reduction of 12.6% to the eligible requested funding allows for all 46 projects to be funded within the Council-approved budget.

Some projects are ineligible for funding as they did not meeting the criteria and/or guidelines (e.g., project was proposed indoors, project fell outside of eligible time period, applicants did not show capacity to put on the project, etc.)

Recommended Applications for Funding					
Project Number	Organization and Project Name	Event Description	(A) Rounded Percentage	(B) Eligible Requested Funding	(C) (A) x (B)*87.4% = (C) Adjudicators Recommended Grant Funding
1	Air Cadet League of Canada (609 Steveston Squadron) - 609 Annual Ceremonial Review Parade	This event invites the community to view the host parade involving the 609 Steveston Squadron's Air Cadet unit.	68%	\$2,000	\$1,189
2	Atira Women's Resource Society - Willow Early Childhood Learning Centre Open House	An open house where parents and children from the Centre invite the community to celebrate and enjoy the spaces at Willow.	46%	\$1,600	\$643
3	Beth Tikvah Congregation and Centre Association - Community Wellness Day	This event invites the community to engage with and learn about modern Jewish culture through a day of wellness. The event includes an exercise program, chanting, storytelling, mindfulness activities, crafts, and short guided tours.	76%	\$2,000	\$1,328
4	Blair PAC - Sports Day Community Carnival	This event invites parents, students, the community, local vendors, and small business owners to celebrate the Blair School Community Sports Day Carnival.	70%	\$2,000	\$1,224
5	Casa Meshiko Cultural Society - Latino Family Day	This cultural event will facilitate connections of Latinos and others in Richmond through networking and sharing music and culture.	53%	\$1,700	\$787

6	Chabad Richmond - Chabad Richmond Community Summer Family BBQ	A picnic in July at London Farm to connect the community.	72%	\$2,000	\$1,259
7	Church on Five - Community Carnival	A free carnival experience for Richmond families to gather and to build connections between different cultures and groups of people.	60%	\$2,000	\$1,049
8	East Richmond Community Association - Showing our Pride at Cambie Community Centre	This event will kick off Pride Week in Richmond with a program geared towards those above 13 years of age interested in self-expression and celebrating 2SLGBTQI+ community.	71%	\$1,728	\$1,072
9	Evangelical Formosan Church of Greater Vancouver - Summer Block Party	This event will include food, carnival games, a BBQ, art, and music to bring families together in the community and celebrate the different cultures.	42%	\$2,000	\$734
10	Ferris Elementary PAC - Music in the Park	The event invites the neighbourhood to come out and enjoy an outdoor concert performed by the school's bands.	70%	\$2,000	\$1,224
11	Gateway Theatre -Summer Songs by the Lake	A concert in the lakes area of Minoru Park, featuring a singer and musician set to perform selections of musical theatre and opera.	73%	\$2,000	\$1,276
12	Gulf of Georgia Cannery Society - Welcoming the Sun	This event aims to bring together diverse audiences of all ages in celebration of Indigenous culture, history and knowledge. The organizers will collaborate with many Indigenous performers, artists, storytellers, vendors and knowledge keepers.	78%	\$1,800	\$1,227
13	Islamic Art of BC - The Islamic Art Experience	This event aims to unite community members through the discovery of Islamic Art at the Richmond Public Library.	52%	\$2,000	\$909
14	James Gilmore Elementary School Parent Advisory Co. - James Gilmore Elementary School Indigenous Engagement Event	A school fair that invites both school families and community members to attend.	90%	\$2,000	\$1,573
15	Kingswood Elementary School Parent Advisory Committee - Kingswood Community's Got Talent and Picnic in the Park	A talent show to showcase the diversity and talents of students to their families and the local neighbourhood.	56%	\$2,000	\$979

16	Kobe Memory Basketball Club - Sunset Fraser Basketball Festival	A gathering for basketball fans with games and entertainment. The event will involve connection and cooperation with local community members and non-profit organizations.	63%	\$2,000	\$1,101
17	London Heritage Farm Society - Arts in the Park (Performing Arts)	Concerts on the lawn of the London Farm site this Summer featuring local community performing arts individuals/groups.	55%	\$2,000	\$961
18	McKay PAC - McKay Community Potluck	A sustainable, planet-friendly potluck for the neighbourhood and community, serving sustainably grown food, welcoming the use of cloth napkins and flatware from home. Each unique dish carries a story, offering the opportunity to cross borders and share new experiences.	66%	\$1,050	\$606
19	Minoru Seniors Society - Intercultural Celebrations in the Plaza	The event connects seniors to their community by fostering social connections in outdoor spaces. The event will feature public performances, and bite-sized food samples.	77%	\$2,000	\$1,346
20	More Than A Roof Housing Society - Summer Fun 2024	The event will bring the community together to enjoy a mini carnival, food and games.	40%	\$2,000	\$699
21	Multicultural Helping House Society - Together with Us - Celebrating Cultural Diversities	This event invites the neighbourhood to enjoy a cultural parade, performers, singers, icebreaker games, and food.	75%	\$2,000	\$1,311
22	Richmond Art Gallery Association - Collage Party	This event invites the community to learn, connect and create collages with artists who have current exhibits at the Art Gallery.	73%	\$2,000	\$1,276
23	Richmond City Centre Community Association - Trick or Treat at City Centre	A fun and safe way to trick-or-treat in Richmond's urban centre, while connecting with arts and culture. The event will include trick-or-treating at mini houses, arts and crafts, and storytelling.	72%	\$2,000	\$1,259
24	Richmond Cosom Floor Hockey Association - RCFHA Fall Celebration	An open house for the community to try floor hockey.	53%	\$2,000	\$926

25	Richmond Family Place Society - Roots & Relationships	An engaging outdoor summer community event that aims to foster connections with community members. Activities include gardening, sustainability demonstrations, partner agency resources, and local food experiences.	78%	\$2,000	\$1,363
26	Urban Bounty - Wellness in the Garden	This event welcomes all community members to Terra Nova Barn and Community Gardens, with the goal of bringing together a diverse range of residents to connect with each other while learning how connecting with nature can help improve health and wellbeing.	75%	\$2,000	\$1,311
27	Richmond Intermediate Care Society - Family Day at the Park	This event aims to offer the opportunity for Rosewood Manor residents and family members to spend a day outside the manor, provide an opportunity for the surrounding community to learn about the Rosewood Manor community, and celebrate people from different cultures who live and/or work in Richmond. Features performances by a Filipino dance group, Taiko 55 drummers, and the Rosewood Manor Drum Circle.	75%	\$2,000	\$1,311
28	Richmond Jewish Day School - Back to School Community Connection Barbecue	The event will be for the community to learn about each others faiths, cultures and traditions through a community BBQ held at the school. RJDS will also be inviting members from across the 'Highway to Heaven' community.	71%	\$2,000	\$1,241
29	Richmond Kiwanis Senior Citizens Housing Society - Annual Community Seniors BBQ	A BBQ that brings together the vibrant senior population in our community to foster a sense of community and connection among our residents. The event will incorporate local artists, adding a creative and cultural dimension.	70%	\$2,000	\$1,224
30	Richmond Minor Football League (RMFL) - Richmond Raiders Spring Wrap-Up Event/Coaches Cup 2024	This event is an open house for the community to try and watch football.	69%	\$2,000	\$1,206
31	Richmond Multicultural Community Services - A Vision for Richmond - A Connection of New and Old	This event encourages newcomers to come together to enjoy food, entertainment and learn about the resources in the community.	73%	\$2,000	\$1,276

32	Richmond Nature Park Society National Indigenous People Day Celebration, 3D Collaborative Art and BC Rivers Day	These events are to celebrate and learn about the history of National Indigenous Peoples Day and BC Rivers Day through guest speakers, live performances and artists.	72%	\$2,000	\$1,259
33	Richmond Winter Club - Open House	An open house to introduce the community to curling including wheelchair and adapted curling.	82%	\$2,000	\$1,433
34	RJ Tait Elementary School PAC Tait Community Summer Kick-Off	A BBQ aimed to connect students, parents by and the neighbourhood.	70%	\$2,000	\$1,224
35	South Arm Community Association - Community Block Party	This event serves as an opportunity for the local community to gather with neighbours and friends to enjoy an evening in the park. Includes live entertainment, outdoor intercultural games, refreshments and local non-profit organization community booths.	73%	\$2,000	\$1,276
36	St. Albans - Songs for the Season	This inclusive event brings the community together through festive seasonal music and food and is intended to promote intercultural collegiality.	68%	\$1,900	\$1,129
37	St. Joseph the Worker - St. Joseph the Worker Neighbourhood Celebration	This event offers residents a chance to participate in a community celebration enjoying kids crafts, carnival games, food, local entertainers and face painters.	66%	\$2,000	\$1,154
38	Steveston Community Society - Summer Fun in the Park	This event focuses on connecting local community members through inclusive and accessible activities for all ages. Hosted bi-weekly, activities include crafts, coloring, physical literacy, live talent and organized games facilitated by summer volunteers and staff.	73%	\$1,500	\$957
39	Steveston Historical Society - Steveston Vintage Fair	An "upscale vintage inspired" fair with curated antiques, clothing, jewelry, china, toys and more. A Japanese themed day will offer interactive demonstrations of origami and ikebana, as well as Japanese food.	70%	\$2,000	\$1,224
40	The Salvation Army Richmond Corps - Christmas Celebration Community Meal	An opportunity to celebrate the holiday with a dinner for the community.	46%	\$2,000	\$804

41	Thompson Community Association - Celebrating 10 years of Terra Nova Nature School	A community party that celebrates the Terra Nova Nature School including local performers, nature-based activities, and tours.	78%	\$2,000	\$1,363
42	Thompson Community Association - Thompson Community Picnic	Designed to cater to families and friends of all ages and backgrounds, this event offers a wide range of activities, from free drop-in sports and arts programs to try-it activities and food.	77%	\$1,300	\$875
43	Turning Point Recovery Society - Turning Point Recovery Society's Summer BBQ for Mental Health, Addictions and Homelessness Awareness	A BBQ that aims to create an inclusive and welcoming environment that fosters community engagement in Richmond. Activities include open-mic sessions, a resource fair and a community art project.	70%	\$2,000	\$1,224
44	Tzu Chi Foundation of Canada - Tzu Chi Sun Flower Festival	This free event invites the community to take pictures, enjoy a picnic in the field, watch local community entertainment and browse local vendors.	64%	\$2,000	\$1,119
45	West Richmond Community Association - Summer Event Series	This event series welcomes the community to enjoy games, crafts, art stations by local artists, and local music performances.	77%	\$2,000	\$1,346
46	Westwind Parent Advisory Council - Westwind PAC Community Carnival	A carnival that brings together students, families, and neighbours to celebrate the community.	72%	\$2,000	\$1,259
Total Amount Requested:				\$ 88,578	\$ 52,536

Not Recommended for Funding

Project Number	Organization and Project	Rationale
47	Adopt a Senior - Adopt a Senior	Ineligible application. It is not a public event.
48	ALS Society of BC - Move to Cure ALS	Ineligible application. It is a fundraiser.
49	Ave Maria Garden Foundation - Bouquets of Diversity: Celebrating Multiculturalism in Richmond	Ineligible application. It is a workshop.

50	Blundell Elementary School PAC - Blundell School Skate Night	Ineligible application. It is not a public event.
51	Canada Chain Commerce and Culture Association - The 14th Chinese's Small Golden Bell Music Oversea Final Contest Show	Ineligible application. It is a contest.
52	Dixon Elementary School PAC - Winter Wonderland Family Skate	Ineligible application. It is not a public event.
53	Ecole Elementaire William Bridge - Grade 7 Summer Splash	Ineligible application. It is not a public event.
54	General Curry School PAC - Parents & Teachers Opening Meet and Greet Celebration Event	Ineligible application. It is not a public event.
55	Hamilton Community Association - Hamilton Night Out	Ineligible application. The event already received funding through the Parks, Recreation and Community Events Grants program.
56	Henry Anderson PAC - Anderson Community Welcome Back to School	Ineligible application. It is not a public event.
57	HJ Cambie Sec School Student Council - HJ Cambie Day	Ineligible application. It is not a public event.
58	Homma Elementary PAC - Homma Family Celebration	Ineligible application. It is not a public event.
59	James Thompson Elementary School PAC - Meet the Staff BBQ	Ineligible application. It is not a public event.
60	James Whiteside PAC - Community BBQ	Ineligible application. It is not a public event.
61	JN Burnett Sec School - JNB Welcome Back Party	Ineligible application. It is not a public event.
62	Limitless Art Academy Ltd. - Eco-Art: Interior Design DIY Workshop	Ineligible application. The organization is not a not-for-profit.
63	MacNeil Sec. PAC - Year End Community BBQ	Ineligible application. It is not a public event.
64	Mamas for Mamas - Community Days	Ineligible application. It is not a public event.
65	McNeely PAC - Summer Solstice Community BBQ	Ineligible application. It is not a public event.

66	Palmer Secondary Parent Advisory Committee (PAC) - Palmer Grad Parents Dinner/Info Night	Ineligible application. It is not a public event.
67	Pian Pian Dancing Society - Richmond Chinese Mid-Autumn Festival Gala	Proposal does not align sufficiently with grant objectives.
68	Pythagoras Academy - Outdoor Interactive-Art Celebration in Richmond	Ineligible application. Event falls outside of eligible time period.
69	Richmond Arts Coalition - Artist Afternoons	Ineligible application. It is a workshop.
70	Richmond Neighbourhood Watch - Labour Day Neighbourhood Celebration	Ineligible application. The group is not a non-for-profit group. May be eligible for a Neighbourhood Block Party Fund.
71	Sea Island Community Association - Burkeville Halloween Haunted Trail	Ineligible application. The event already received funding through another City of Richmond fund.
72	September Saxophone Club - Mid-Summer Autumn Festival Gala: Anniversary Celebration	Proposal does not align sufficiently with grant objectives.
73	Spul'u'kwuks Elementary Parent Advisory Council - Meet the Teacher Night BBQ	Ineligible application. It is not a public event.
74	Terra Nova Housing Co-Operative - Terra Nova Co-op Socials Night	Proposal does not align sufficiently with grant objectives. Staff will work with the group to apply for the Neighbourhood Block Party Fund.
75	Vancouver Shuhua Academy Society - Richmond Fusion of Fans and Vision Exhibition	Proposal does not align sufficiently with grant objectives.
76	Walter Lee PAC - Walter Lee Welcome Back Event	Ineligible application. It is not a public event.
77	Xing Wu Zen Temple Society - International Buddha Bathing Day	Ineligible application. Event falls outside of eligible time period.



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** March 6, 2024
From: Jason Kita **File:** 01-0135-04-01/2024-
Director, Intergovernmental Relations and Vol 01
Corporate and Strategic Planning
Re: **Sister City Advisory Committee – 2023 Year in Review**

Staff Recommendation

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

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

Att. 2

SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO
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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 the interest of Richmond citizens for their common benefit.

In alignment with the SCAC's Terms of Reference, this report provides an update to City Council on the work completed by the SCAC in 2023, in support of the Four Year Activity Plan, 2023-2026, approved by City Council on December 21, 2022.

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 programs, 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 and purpose of the SCAC is to provide advice to and assist Council with promoting the City's culture and values. The SCAC is also responsible for delivering the Sister City Program and pursuing the City's goal to establish and sustain cultural, educational and sustainable ties with approved Sister/Friendship Cities.

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

Summary of the 2023 Year in Review

Each year, the SCAC provides an update to City Council through the Year in Review (YIR) on activity highlights undertaken during the previous year. The 2023 SCAC YIR highlights (Attachment 1) support the approved Four Year Activity Plan – 2023-2026 (Attachment 2).

Some of the highlights from 2023 include:

- **50th milestone anniversary with Wakayama** – The Mayors and members of Council from the City of Richmond and City of Wakayama met to celebrate the milestone anniversary in Wakayama, Japan in June 2023. Throughout 2023, six street banners of Wakayama Castle in Wakayama were on display on Granville Avenue parallel to City

Hall and the milestone anniversary celebrations concluded with three Japanese black pine trees planted in a tree dedication ceremony with a delegation from Wakayama at Richmond City Hall.

- **15th milestone anniversary with Qingdao** – Qingdao donated 178 books to the Richmond Public Library to honour the 15th milestone friendship city anniversary.
- **Photo Exhibitions** – The Sister City Program continued to explore photo exhibition activities at the Cultural Centre. These were collaborations with our Sister/Friendship cities, for example, in celebration of the 15th anniversary with Qingdao and 50th anniversary with Wakayama.
- **Pen Pal Program** – School boards from the City of Richmond and City of Pierrefonds, Xiamen, and Qingdao partnered up under the Sister City Program to connect students as pen pals through greeting cards, letters, and emails. The Pen Pal Initiative continues to be well received and over 250 students participated in the program in 2023.
- **Steveston Salmon Festival Parade** – The committee participated in its first in-person parade since the 2019 Canada Day.
- **Sport Exchange Visits** – The Sister City Program supported sport exchange community group visits between Sister Cities in 2023:
 - 14 athletes from Richmond Islanders 2005 Softball Club visited Wakayama in July; and
 - eight students and six coaches from Wakayama Judo Club visited Richmond.

Looking Ahead

The SCAC work is well underway in 2024. Some of the activities planned for this year as part of the Sister City Program include:

- Exploring and continuing a variety of virtual and in-person education and cultural exchanges, such as:
 - Information exchanges, for example, best practices from Sister/Friendship cities; and
 - Student Pen Pal Exchanges with Pierrefonds, Xiamen, and Qingdao.
- Supporting and encouraging in-person activities and visits, such as:
 - 12 students from Richmond's Japanese Language Program participating in Japan Bowl; and
 - The Steveston Judo Club to travel to Wakayama for a tournament and tour of the Sister City.
- Celebrating the 50th anniversary of the Sister City Advisory Committee through a photo exhibition at the Cultural Centre.
- Continuing to work to future-proof the committee's legacy and future work, for example:
 - Manage digital files and photos, including the archival process; and
 - Establish and strengthen ties with Sister/Friendship city committees worldwide and share best practices.

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 along with understanding and meaningful connections with the City's Sister/Friendship cities. While 2023 was a year of milestone celebrations, it also provided opportunities to continue virtual activities, as well as marking a return to in-person activities.



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

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



City of Richmond

Sister City Advisory Committee 2023 Year in Review

2023 Summary:

The Sister City Advisory Committee (SCAC) manages the relationships with three official Sister Cities: Pierrefonds, Quebec (since 1967), Wakayama, Japan (since 1973), and Xiamen, China (since 2012), as well as one Friendship City: Qingdao, China (since 2008). Highlights from various SCAC activities are outlined in the following pages and the highlights report can be found on www.richmond.ca/sistercity.

2023 Committee Members:

Chair	Lisa MacNeil
Vice Chair, Pierrefonds	Charan Gill
Vice-Chair, Wakayama	Polly Tang
Vice-Chair, Xiamen	Sue Tian
Vice-Chair, Qingdao	Melissa Zhang
Members	Allen Chan
	Danny Chen
	Joan Page
	Karen Shigeno
	William Ying
	Jenny Zhang
	Mandy Zhao
	Victor Zhuo
 Council Liaison	 Councillor Andy Hobbs
 School Board Liaison	 David Yang Alice Wong (Alternate)

2023 Sister City Program Highlights

January

- The newly appointed SCAC members were introduced at the first meeting in January.
- The SCAC elected:
 - Chair
 - Vice Chair, Pierrefonds;
 - Vice Chair, Wakayama;
 - Vice Chair, Xiamen; and
 - Vice Chair, Qingdao.
- The City of Richmond sent Lunar New Year greetings to Xiamen and Qingdao.



Lunar New Year Greeting from Council (left) and Sister City Advisory Committee (right)

- As part of the preparations for the 50th milestone anniversary with Wakayama City, the SCAC reached out to advisory committees to participate in making senbazuru (paper cranes) as a gift from community group volunteers. The SCAC hosted a paper-folding social with the Richmond Seniors Advisory Committee and the Richmond Centre for Disability.



Paper Folding Social with the Seniors Advisory Committee and Richmond Centre for Disability

February

- To celebrate Valentine's Day, 30 Richmond Kindergarten students continued the practice of creating Valentine's Day greeting cards to send to seniors at Manoir Pierrefonds, a senior's residence home in Pierrefonds, Quebec.



Valentines Greetings for seniors at Manoir Pierrefonds

- SCAC continued to work on digitizing documents and photos with assistance from the Richmond Archives as part of an ongoing project to preserve historical records leading up to the committee's 50th anniversary in 2024.

March

- On March 11, seven teams from Richmond high schools participated in the Japan Bowl® competition. The Japan Bowl is a Japanese language and culture competition for high school students who are studying Japanese sponsored in part by the Government of Japan, the Japan Embassy in Vancouver, and the Nikkei Centre. The final round consisted of three teams of which two were from Richmond ("4-ever" and "大吉" (Daikichi). In the end, it was the non-Richmond team that won.



Japan Bowl Competition at Nikkei Centre

- In early 2022, the Sister City Program launched a street banner photo contest in Wakayama, similar to the photo contest held in Richmond. Wakayama resident, Izuru Matsubayashi's photo, titled "Cherry Blossoms at Wakayama Castle" was selected as the winner.

The "Look Up" street banner was created to celebrate the 50th milestone anniversary between the City of Richmond and the City of Wakayama. The cities twinned on July 16, 1973. Six street banners were installed on Granville Avenue between No. 3 Road and Minoru Boulevard, outside Richmond City Hall.



Wakayama Street Banner on Granville Ave

April

- On April 2, 2023, SCAC members hosted a booth at the Cherry Blossom Festival to promote the Sister City Program and 50th milestone anniversary with Wakayama, Japan to the community. The booth featured display boards with information about the Sister City Program. The community enjoyed the Take & Make craft project to make a cherry blossom tree.



Sister City Program Booth at Cherry Blossom Festival in Steveston and Take & Make Kit

- From April 3 to June 1, 2023, the SCAC hosted a Sister City Photo Exhibition to celebrate the 50th milestone anniversary with Wakayama, Japan and the 15th milestone anniversary with Qingdao, China. Photos were on display at the Richmond Cultural Centre – Minoru Hall Gallery with the theme of “2008 Olympic Legacy” showing the pictures of Qingdao in addition to the “Look Up” Street Banner Photo Contest Winner Izuru Matsubayashi’s photo.



Sister City Photo Exhibition – Wakayama and Qingdao

- The cities of Richmond and Qingdao celebrated their 15th milestone anniversary on April 22, 2023 with letters from both Mayors.

- On April 25, 2023, Xiamen City launched the “Friends of Xiamen” book club. This book club featured residents from Richmond, Canada; Xiamen, China (host); Baltimore and Sarasota, USA; Wellington, New Zealand; and Sunshine Coast and Sydney, Australia who read “Off The Wall How We Fell For China” by Professor William Brown. The book club concluded a month later with a virtual *Meet the Author* event.



Richmond Public Library display of “Friends of Xiamen” book club

May

- SCAC committee members unveiled the new committee logo to celebrate the upcoming 50th anniversary and to promote the committee’s establishment in 1974.



Sister City Advisory Committee new logos

- SCAC was featured in the Richmond Archives ArchiveNews Spring Newsletter:

Richmond Sister City Committee

The Richmond Sister City Advisory Committee (SCAC) has a lot to celebrate these days. In 2022, Richmond observed two milestones: 55 year Sister City anniversary with Pierrefonds, Quebec and 10 year anniversary with Xiamen, China. This year, the SCAC will be honouring the 50th anniversary milestone with Wakayama, Japan and 15 year anniversary with Friendship City Qingdao, China. Finally, in 2024, SCAC will itself be marking 50 years since Richmond Municipal Council formed the “Sister City Twinning Committee” on February 11, 1974. With all of these important events to observe, the SCAC, and in particular Chair Lisa MacNeil, have spent time at the City of Richmond Archives researching their records in our holdings. There is a significant amount of records to review as well: correspondence, minutes, newsletters, general and operational records, scrapbooks and photo albums.

Richmond Archives ArchiveNews Spring Newsletter (Spring 2023 | Volume 28, Number 1)

- As the pandemic protocols and travel restrictions continued into 2023, the Richmond-Wakayama Student Exchange did not happen. The schools continue to engage in virtual activities and Richmond students also participated with the community volunteer groups in folding senbazuru (paper cranes) for the 50th anniversary with Wakayama.



Student-made senbazuru (paper cranes)

- April is National Card Writing Month. Schools in Richmond and Qingdao created greeting cards to celebrate the 15th milestone friendship anniversary. These cards arrived in May.



Greetings from Qingdao elementary school students

- During May, Qingdao hosted a photo exhibition featuring Richmond at May Fourth Square Metro Station. May Fourth Square, also known as Wu Si Guang Chang, is a large public square in Qingdao's central business district. It is located between the new municipal government building and Fushan Bay and is composed of Shizhengting Square, the central square and the coastal park. Photos highlighted City of Richmond in celebration of the 15th milestone friendship anniversary.



Photo Exhibition on Richmond at May Fourth Square



Scan the QR code
to view the video

- An outcome from last year's celebration of the 55th milestone anniversary of Pierrefonds and Richmond's Sister City relationship, delegations from Pierrefonds & Richmond met in Toronto, Ontario on May 26, 2023. The delegations were in Toronto to attend the Federation of Canadian Municipalities (FCM) conference.



From left to right: Councillor Benoît Langevin, Councillor Laura Gillanders, Mayor Jim Beis, Councillor Chahi (Sharkey) Tarakjian

June

- A delegation from Richmond met in Wakayama, Japan on June 17, 2023 for an official celebration. During this visit, delegation members participated in sightseeing around Wakayama, a Maple Tree Planting Ceremony at Tei Park in Nishiteikou, and meetings to discuss future plans. The overall sentiments were mutual in how to make the Sister City relationship stronger, reintroduce annual school visits, and explore virtual activities. Lots of appreciation for those before us for the work they put into this relationship and encouragement to continue the path for future generations to enjoy.



Official Delegation Group Photo

Richmond Participants

Mayor Malcolm Brodie
 Councillor Chak Au
 Councillor Bill McNulty
 Ms. Serena Lusk
 Mr. Mike Romas
 Ms. Lisa MacNeil
 Mr. Kevin Lainchbury

Wakayama Participants

Mayor Masahiro Obana
 Councillor Niwa Naoko
 Councillor Yamanaka Toshio
 Dr. Nobutada Iwahashi
 Mr. Hayashi (Henry) Hideaki
 Ms. Yoshiko Kitagawa
 Mr. Hiroshi Agata
 Mr. Masahiko Honda
 Mr. Keiichiro Suzaki
 Mr. Akinobu Senzaki
 Mr. Yasuyoshi Takemoto
 Ms. Yutsuki Uchita
 Ms. Yu Yamamoto
 Mr. Shinya Bando
 Mr. Shingo Kawamura
 Ms. Miki Tashima
 Mr. Jacob Teichrib



Courtesy Call on Mayors



Sugar Maple Tree Planting Ceremony



Welcome Event



Sister City to Sister City Gift

July

- The Sister City Advisory Committee continued to celebrate the 50th milestone anniversary of Wakayama and Richmond’s Sister City relationship with activities in the community in July. The cities twinned on July 16, 1973.



Wakayama Sister City Exhibition

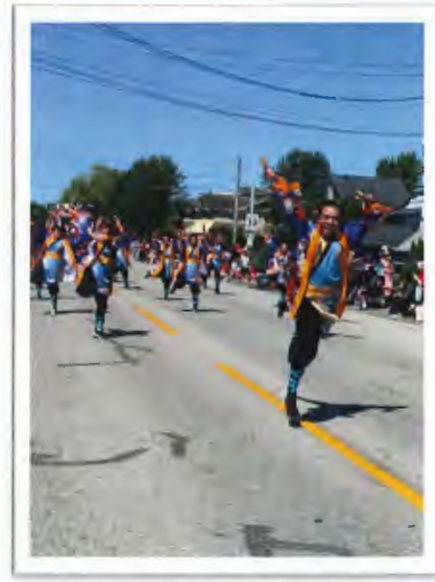


Walk Richmond – Sister City Walk

- On July 1, 2023, SCAC members participated in the Steveston Salmon Festival. Fifty volunteers participated in the parade entry including the Taiko 55 Drummers, Appare Yosakoi Dance Troupe, Japan Bowl competition students, and Richmond community volunteers.



Sister City Advisory Committee entry to the Steveston Salmon Festival Parade



Taiko 55 Drummers (left) and Appare Yosakoi Dance Troupe (right) in the SCAC entry to the Steveston Salmon Festival

- On July 4, 2023, 14 athletes, one coach, and two chaperones from the Richmond Islanders 2005 softball club visited Wakayama, Japan. The City of Richmond supported this trip as a SCP sport exchange activity. The athletes participated in an exchange of questions and answers about each other's culture; a cooking class to learn how to make miso soup; and having lunch and an afternoon of folding paper cranes with students at Wakayama High School. The group was extremely impressed with the warm reception they received from Wakayama.

Exchanges through cooking training, etc. Canadian high school students visit Ichi Wakayama High School

2023/7/5 20:00



Sankei WEST | life life | Life region | Kinki Wakayama



Wakayama Municipal High School students and Richmond high school students making miso soup together = Wakayama City

Media Post of Softball Visit

September

- In celebration of the 15th Friendship City anniversary with Richmond, Qingdao donated books to residents of Richmond. This donation of 178 books is under the Nishan Book Corner Program, which is an initiative to donate books to residents in Qingdao's friendship cities with the goal of learning about China and Qingdao. In partnership with Richmond Public Library, SCAC accepted this donation.



Book Display at Richmond Public Library

October

- On October 2, 2023, Pierrefonds City Council met in their Council Chambers as usual; in the background were the street banners that were gifted from the City of Richmond to the City of Pierrefonds. These were the street banners that were displayed along Granville Avenue in 2022 recognizing our 55th anniversary with City of Pierrefonds. Pierrefonds is looking into displaying the street banner on Richmond Street in 2024 before filing in the Pierrefonds Archives.



55th Anniversary Street Banners in Pierrefonds Council Chambers

- The 50th English Recitation Contest held in Wakayama for junior high students provides an opportunity for students to practice delivering a passage from a book in English. Wakayama requested Richmond to participate in honour of our 50th anniversary. Mayor Brodie provided a welcome message to all the competitors and SCAC sourced out awards for first, second, and third place winners.



Welcome Message by Mayor Brodie



Coin Awards

November

- From November 13-20, 2023, eight students and six coaches from the Wakayama Judo Club travelled to Richmond, Canada. The City of Richmond supported this trip as a SCP sport exchange activity. The Judo group participated in Judo training sessions and tournaments.



Wakayama Judo Club visit to Richmond

- On November 16, 2023, a ceremony was held to dedicate three Japanese black pines to the Wakayama Sister City Garden located at Richmond City Hall. The Japanese black pines, more commonly known as Kuromatsu in Japan, were planted to symbolize the strong relationship between Richmond and Wakayama. The event was attended by Mayor Malcolm Brodie, the Consul-General of Japan in Vancouver, Kohei Maruyama, members of Council, representatives of Richmond's Sister City Advisory Committee, and a member from Wakayama's Sister City Committee. In addition, a delegation of athletes and coaches from the Wakayama Judo Club attended the ceremony.

The ceremony included speeches and a ribbon cutting. The event was held exactly five months after the tree planting ceremony in Wakayama, Japan, highlighting the close relationship between the two cities.



Japanese Black Pine Tree Dedication Ceremony

- On November 23, 2023, 27 Grade 4/5 students from Lord Byng elementary school participated in an art workshop with Wakayama artist, Hisayuki Doi. The students learned 2D painting. This was an activity in partnership with Richmond Art Coalition. Their artwork will be featured in an online exhibition launching in January 2024.



Wakayama Artist Hisayuki Doi leads workshop with Richmond students

December

- The SCAC scored each of the Sister/Friendship cities participation over the past year. All cities achieved a highly engaged score on the Sister City Program's annual relationship scorecard.
- The committee members continued to work on Project 2024, a project to future-proof SCAC's legacy and set up processes for the future. The work includes:
 - Writing governance documents for the digital files and photo management started in with consultation with Richmond Archives;
 - Creating a membership list of all appointment committee members from 1974 to 2024; and
 - Building a robust assets inventory.



2023 Sister City Advisory Committee

2023 Acknowledgements

City Council Appointed Advisory Boards

- Public Library Board
- Seniors Advisory Committee

City of Richmond Partners

- Arts Services
- Corporate Communications
- Development Applications
- Economic Development
- Events and Film
- Museum & Heritage Services
- Production Centre
- Richmond Archives
- Sports & Community Events

Community Partners

- Japan Exchange and Teaching Alumni of BC (JETAABC)
- Metro Vancouver Japan Bowl
- Nikkei National Museum & Cultural Centre - Education Program
- Richmond Art Coalition
- Richmond Arts Centre
- Richmond Art Gallery
- Richmond Centre for Disability
- Richmond Museum
- Richmond Public Library
- Richmond School Board
- Sister City Advisory Committee Alumni
- Textile Arts Guild of Richmond (TAGOR)
- Tourism Richmond
- Walk Richmond

Special Thank You

- Mayor Malcolm Brodie
- Councillor Chak Au
- Councillor Carol Day
- Councillor Laura Gillanders
- Councillor Kash Heed
- Councillor Andy Hobbs
- Councillor Alexa Loo
- Councillor Bill McNulty
- Councillor Michael Wolfe

Thank You to

City of Pierrefonds, Wakayama City, City of Xiamen, and City of Qingdao



Richmond Sister City Advisory Committee

Four Year Activity Plan Proposal 2023 - 2026

GP - 47

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

School Board

Ken Hamaguchi

Debbie Tablotney

Polly Tang

Sue Tian

David Yang

Jenny Zhang

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.

CP - 48

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

GP - 49

Friendship City

less formal relationship than
sister city

Definition

GP - 50

Richmond

Population:
209,937 (2021)

Pierrefonds, Quebec

Population:
73,889 (2021)

Wakayama, Japan

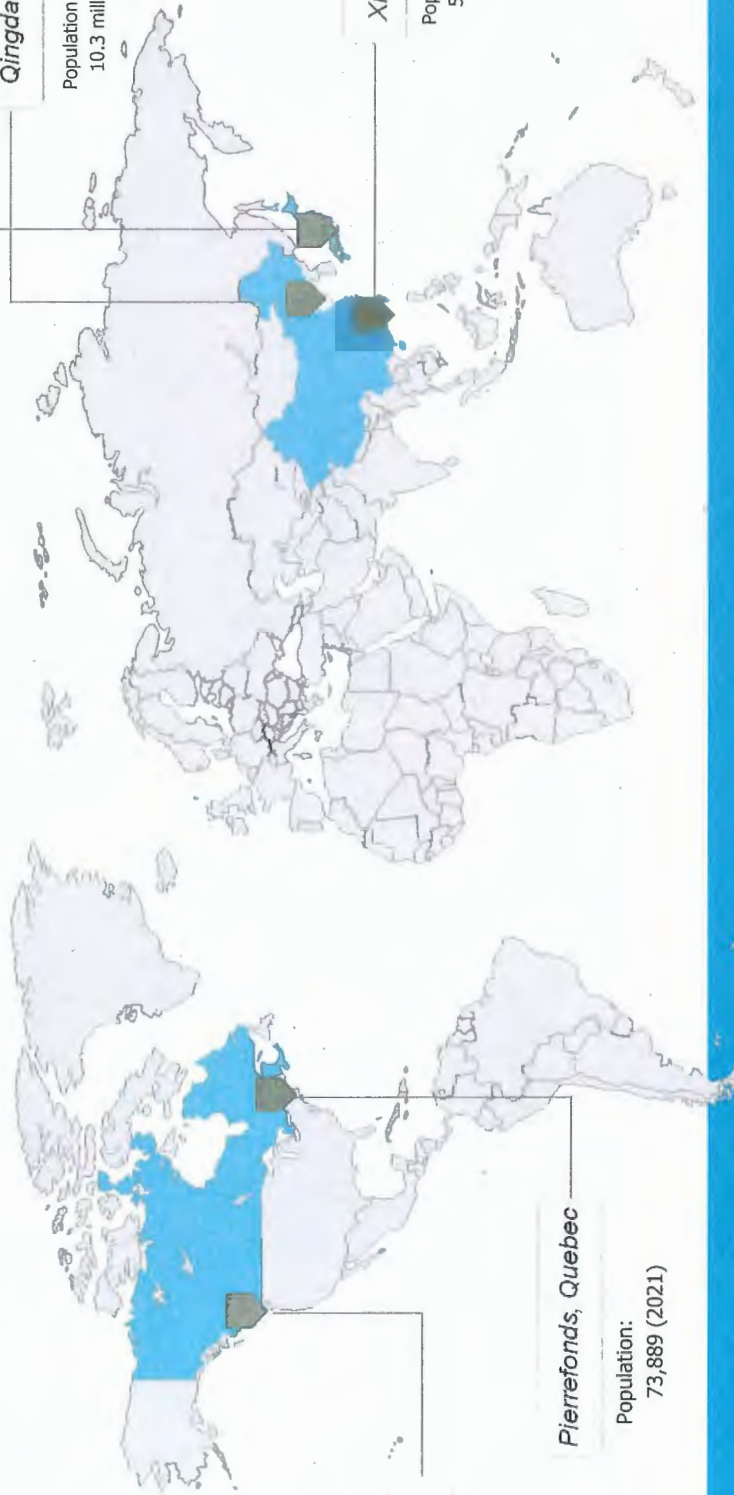
Population:
350,409 (2022)

Qingdao, China

Population:
10.3 million (2021)

Xiamen, China

Population:
5.2 million (2021)



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:

GP - 51

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
Active Living	TBC	Wakayama	Wakayama	Wakayama
	TBC	TBC	Hockey Jamboree	Xiamen: FIFA Football
		TBC	Kendo	TBC
			Choir	
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 Twinnings				
Explore new Sister City Relationship	X	X	X	X

Outbound Activity

Budget Summary

	2023	2024	2025	2026
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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			
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Administration

Administration Costs	\$11,000	\$11,000	\$11,000	\$11,000
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SUBTOTAL (year total)	\$71,000	\$71,000	\$71,000	\$71,000
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GRAND TOTAL			\$284,000	
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*Official celebration plans in separate report to Mayor & Council

Annual Base Program Activities

Visits

Education

Student Exchanges/Visits

<p>✓</p>	<p>Student exchanges/visits include opportunities to inbound/outbound to sister cities</p> <ul style="list-style-type: none"> • Continue annual exchanges with Wakayama, Japan • Explore school visits to Montreal (Pierrefonds) 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • Outbound visit <ul style="list-style-type: none"> ○ \$500 per student participant ○ up to maximum \$10,000 for each annual student exchange • Inbound visit <ul style="list-style-type: none"> ○ \$200 per student participant ○ up to maximum \$4,000 for each annual student exchange <p>NOTE: Additional funding sources list provided to requestors (see appendix)</p>
<p>Pierrefonds</p>	<p>Wakayama</p>	<p>inbound & outbound</p>
<p>GP - 55</p>	<p>Xiamen</p>	<p>Students</p>
<p>Qingdao</p>		

Active Living

Sport Exchanges

<p>GP - 56</p> <p>Pierrefonds</p> <p>Wakayama</p> <p>Xiamen</p> <p>Qingdao</p>	<p>up to 2 activities annually inbound & outbound</p> <p>Adult</p> <p>Youth</p>	<ul style="list-style-type: none"> ✓ Sport exchanges open to ALL age groups ✓ Competitions or Skills Clinics ✓ Schedule of Inbound & Outbound activities to be confirmed <ul style="list-style-type: none"> • Inbound activities <ul style="list-style-type: none"> ◦ 2025: Richmond Hockey Jamboree • Outbound activities <ul style="list-style-type: none"> ◦ 2025: Kendo Club ◦ July/August 2026: Xiamen Youth FIFA Football 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • Outbound visit <ul style="list-style-type: none"> ◦ \$500 per athlete ◦ up to maximum \$10,000 for each athletic exchange • Inbound visit <ul style="list-style-type: none"> ◦ \$200 per athlete ◦ up to maximum \$4,000 for each athletic exchange 	<p>NOTE: Additional funding sources list provided to requestors (see appendix)</p>
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Active Living

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

<p>GP - 57</p> <p>Pierrefonds Wakayama Xiamen Qingdao</p> <p>virtual (2023) & inbound (2025) activity</p> <p>Youth</p>	<p>✓ Hockey Jamboree to discuss / practice player skills development with sister/friendship cities in virtual format (2023) & in person format (2025)</p> <ul style="list-style-type: none"> • 2023: virtual Zoom workshop to discuss respective minor hockey systems (from Intro Hockey to the NHL) • 2025: in-person Hockey Jamboree in Richmond <ul style="list-style-type: none"> ◦ Jamboree to include 1) mixing all the players up and form new teams AND 2) a skills program (hockey school) 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • 2023 (virtual) <ul style="list-style-type: none"> ◦ up to \$3,000 for video taping • 2025 (Inbound) <ul style="list-style-type: none"> ◦ up to maximum \$10,000 for jamboree <p>NOTE: Additional funding sources list provided to requestors (see appendix)</p>
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Performing Arts

NEW! Richmond Youth Honour Choir (RYHC)

<p>GP - 58</p> <p>Pierrefonds</p> <p>Wakayama</p> <p>Xiamen</p> <p>Qingdao</p> <p>outbound activity</p> <p>Youth</p>	<p>✓ Choir exchanges include opportunities to inbound/outbound to sister cities</p> <ul style="list-style-type: none">• 2025: Wakayama <p>✓ Choir available for participation in delegate visits</p> <p>More details about RYHC can be found at https://ryhc.org/</p>	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• Outbound visit<ul style="list-style-type: none">○ \$500 per participant○ up to maximum \$10,000 for each exchange <p>NOTE: Additional funding sources list provided to requestors (see appendix)</p>
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Annual Base Program Activities

Non-Visits

Education

Non-visit Activities

- ✓ 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

GP - 60

Pierrefonds

up to

2 activities annually

Wakayama

Xiamen

Qingdao

Students

Education

2023 Japan Bowl®

- ✓ 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=q1G-SzFc28E>

Budget Breakdown:

- Giveaways
- In-kind contribution
- Team registration fees

Pierrefonds - 61 GP

Wakayama

Xiamen

Qingdao

Students

Art & Culture

Richmond Public Library - Book Club

<p>GP - 62</p> <p>Pierrefonds Wakayama Xiamen Qingdao</p> <p>1 program annually inbound & outbound</p> <p>All</p>	<p>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:</p> <ul style="list-style-type: none">✓ One Book, up to Five Cities adult book club<ul style="list-style-type: none">• 2023: Wakayama Public Library to recommend book✓ StoryWalk® young children<ul style="list-style-type: none">• Offer sample stories to libraries in our sister/friendship cities✓ Commemorative Milestone Anniversary Bookmarks<ul style="list-style-type: none">• 2023: share with Wakayama & Qingdao Public Library	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• Sister Cities to participate in Richmond Public Library book club program• Bookmarks: printing & distribution
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Art & Culture

NEW! Take & Make It!

GP - 63

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

Information Exchange

About Richmond

✓ 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

Pierrefonds
GP - 65

Wakayama

Xiamen

Qingdao

as requested

Updated annually

Information Exchange

Speaker Series

<p>GP - 66</p> <p>Pierrefonds</p> <p>1+ sessions annually</p> <p>Adult Youth</p>	<p>Wakayama</p> <p>Xiamen</p> <p>Qingdao</p>	<p>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:</p> <ul style="list-style-type: none"> Let's Go! virtual tours of sister/friendship cities <ul style="list-style-type: none"> Live or prerecorded sessions via Zoom of local attractions, parks, cultural events, museums and libraries <p>Speakers Series</p> <ul style="list-style-type: none"> Presentations on cultural customs, cuisine & crafts <p>Virtual Sister/Friendship City Youth Session</p> <ul style="list-style-type: none"> Students chat with youth in French, Japanese & Chinese to learn about each other and each other's culture 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> Speakers Fee: estimate between \$500 - \$4,000
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Information Exchange

Community Groups / Advisory Committees

<p>GP - 67</p> <p>Pierrefonds Wakayama Xiamen Qingdao</p> <p>as requested Virtually</p> <p>All</p>	<p>✓ Knowledge sharing between like groups</p> <ul style="list-style-type: none">• Initial thoughts<ul style="list-style-type: none">○ Advisory Committees○ City Staff○ Community Groups○ Community Partners	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• no cost
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Annual Base Program Activities

Community Engagement

Community Engagement

Participation in City Events / Activities

<p>GP - 69</p>	<p>Annual Parade & up to 2 City Events</p>	<p>Pierrefonds Wakayama Xiamen Qingdao</p>	<p>Sister City Advisory Committee members participate in activities to increase Community Engagement and sharing of experiences with our sister/friendship cities</p> <ul style="list-style-type: none"> ✓ Steveston Salmon Festival Activation ✓ City Events - exhibitor booth ✓ Sister City Program theme Geocaching (2024) 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • Event booth decorations • T-shirts for parade participants • Parade entry decorations • Handouts for attendees
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Community Engagement

Walk Richmond - community walks

GP - 70	Partner with Walk Richmond to coordinate sister city community walks	Budget Breakdown:
Pierrefonds	✓ Pierrefonds walk <ul style="list-style-type: none">Starting at Pierrefonds Sister City Garden at City HallEnding at Pierrefonds Garden by Minoru Chapel	• Giveaways
Wakayama	✓ Wakayama walk <ul style="list-style-type: none">Similar to Pierrefonds walkGarry Point Park to Britannia Shipyards National Historic Site	
Xiamen	✓ Xiamen & Qingdao walk <ul style="list-style-type: none">Aberdeen Neighbourhood Park (TBC)	
Qingdao		

All

Community Engagement

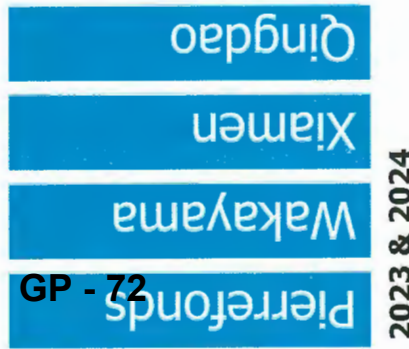
Photo Exhibition

<p>GP - 71</p> <p>Pierrefonds up to 2 activities annually inbound</p>	<p>✓ Photo shows at Cultural Centre to showcase sister/friendship cities</p> <ul style="list-style-type: none"> ▪ Upper Rotunda - 15 photos highlighting city ▪ Atrium - 8 photos highlighting theme <ul style="list-style-type: none"> ○ 2023: Public Art ○ 2024: Fire Halls (to be confirmed) ○ 2025: to be confirmed ○ 2026: to be confirmed 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • \$1,000 annually for photo development
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Community Engagement

Richmond Museum

<p>✓</p>	<p>Share artefacts collected from Sister City Program at Richmond Museum</p> <ul style="list-style-type: none">• July 2023 - Wakayama• February 2024 - Sister City Program	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• No cost
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Annual Base Program Activities

Milestone Anniversaries

Milestone Celebrations

Occurring in 2023

<p>GP - 74 Pierrefonds</p>	<p>Wakayama Xiamen Qingdao</p>	<p>✓ Two major milestones will be celebrated in 2023</p> <ul style="list-style-type: none">• Wakayama: 50 year anniversary (July)<ul style="list-style-type: none">◦ Official celebration plans in separate report to Mayor & Council• Qingdao: 15 year anniversary (April)	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• TBA
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2 milestone celebrations

Milestone Celebrations

Street Banner Contest

Pierrefonds GP - 75

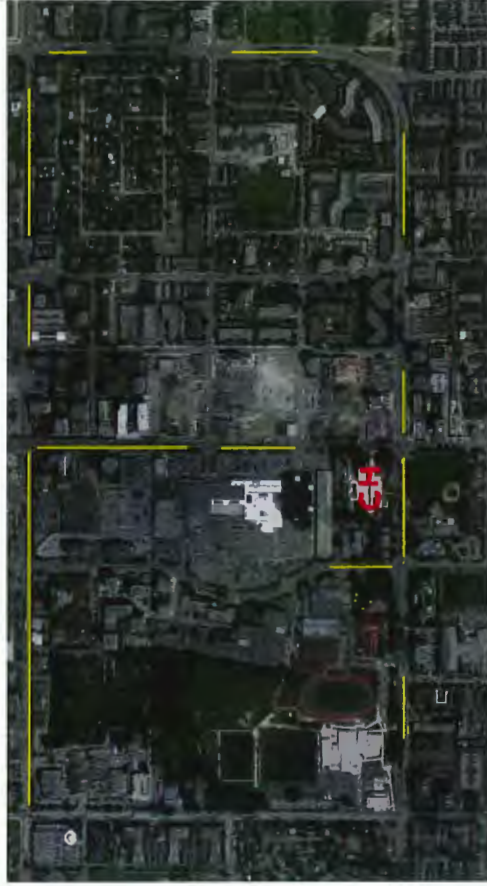
Wakayama

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

Community Tribute Space/Site

Create a community tribute to sister city

Pierrefonds
GP - 77

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

Administration

Operational & Relationship Activities

<p>GP - 79</p> <p>Pierrefonds</p> <p>Wakayama</p> <p>Xiamen</p> <p>Qingdao</p>	<ul style="list-style-type: none">✓ Annual administrative costs✓ Letters between Mayors - annual "state of the city" letter✓ Exchanges of City Annual Reports	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• \$11,000 annual administrative costs
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Administration

Project 2024

GP - 80

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,
Hamlet of Hill,
Richmond, N.Y.

Index and Synthesis:

As Council was aware, Richmond has entered into relationships with Montreal, Quebec and Tokyo, Japan, the latter being formalized during 1974. The training with these cities, but particularly with Tokyo, has equated 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 expanded exchange of our students, young people in general, and to a certain extent the participation by various members of our community.

Richmond has set up a Committee called "The Sister City Training Committee" and this is generally composed of members of Council, some members of the senior staff and a large number of citizens. The members of the committee are: the Mayor, the Mayor's Council, the Board of Trade, Social Organizations, Religious Organizations, and other interested citizens. The Training Committee functions under the chairmanship of a Dr. Kim, and he is very active in providing sister city relationships.

It is therefore the recommendation to this Council that a sister-city committee, to be called "The Sister City Training Committee", be organized and it is suggested that Mr. Jim Murray be appointed as its chairperson. The committee should be composed of 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 activities of the Committee so that Council and the public will be fully informed of the scope of the training activities.

I would earnestly recommend the adoption of this report.


JIM MURRAY
MAYOR

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.

OBJECTIVES OF THE SISTER CITY TRAINING COMMITTEE

1. To coordinate and organize exchanges between our Sister Cities, Montreal, Quebec, and Tokyo, Japan.
2. To carry out a continuing program 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.

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=community-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.	



To: General Purposes Committee **Date:** March 18, 2024

From: Peter Russell **File:** 10-6125-07-02/2023-
Director, Sustainability & District Energy Vol 01

Re: **Proposed Energy and Emissions Reporting Requirements for Large Existing Buildings in Richmond**

Staff Recommendations

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

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

Peter Russell
Director, Sustainability & District Energy
(604-516-9873)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Economic Development	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The City is a long-time supporter of benchmarking for large existing buildings; starting in 2014, Council endorsed the Richmond Building Benchmarking Challenge (Attachment 1). The program invited building owners and operators to voluntarily benchmark their buildings, and share data with the City. In March 2016, Council recognized participating building operators who, on average, achieved 12% reduction in site energy use and 16% in GHG emissions. Monitoring energy use and GHG emissions is a foundational energy management best practice that helps building owners manage their energy use and GHG emissions to achieve operating cost savings. Sharing this data with the City aids the development of new programs and policies.

In 2017, a Council-approved recommendation directed staff to report on options to establish a building energy and emissions benchmarking policy for large buildings in Richmond as a pilot measure. That report also included a legal opinion regarding the authority of local governments in BC to set mandatory energy and emission benchmarking and reporting requirements in their bylaws and administrative procedures.

In 2020, Council endorsed the City's participation in the Building Benchmark BC (BBBC), a voluntary benchmark and disclosure program. The City has been reporting annual energy use and GHG emissions for our larger civic buildings through this platform.

This report seeks Council endorsement to engage building owners and managers of large industrial, light industrial warehouse, commercial retail and office uses in Richmond 100,000 ft² or larger in floor area on proposed annual energy and GHG emissions reporting requirements. Feedback from consultation will inform the proposed program, address data sharing and privacy considerations, confirm timing, and technical and programmatic support for building owners/managers to successfully report this data. Program administration costs including opportunities for cost recovery will be assessed, as needed.

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

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

This report supports the implementation of Richmond's Community Energy and Emissions Plan (CEEP) 2050, and OCP emission reduction policies through:

Strategic Direction 1: Retrofit Existing Buildings

Action Categories: Advance building energy and emissions performance reporting and disclosure

Analysis

Rationale for a Proposed Annual Reporting Requirement

The City already has policies and regulation in place for reducing operational GHG emissions from new buildings achieved through the adoption of the BC Energy Step Code, the Zero Carbon Step Code into the Building Regulation Bylaw as well through the implementation of district energy infrastructure. For existing buildings in BC, a similar Code-based regulatory framework on energy efficiency and GHG emission limits does not currently exist. Building off the success of the City's 2014 reporting pilot and the BBBC initiative, CEEP 2050 notes that the implementation of an annual energy and emissions reporting requirement for existing large buildings would begin to address this regulatory gap.

Energy and GHG emission reporting is an essential tool for evaluating and improving the operating performance of existing buildings in Richmond. Building benchmarking goes further and involves measurement and analysis of annual energy consumption for an individual building, as well as across a portfolio of buildings. It also enables comparison of annual energy and emissions data between similar types of buildings, thereby establishing a baseline of current performance, and encouraging property owners to make improvements to energy efficiency and reduce operating emissions from their buildings over time.

An annual reporting requirement would provide the City with read-only access to summarized energy and emissions data from large buildings. The City would treat this information as confidential and it would not be disclosed publicly. This data would provide an understanding of the current energy profile in these buildings, and help inform new strategies and targeted programs to reduce operating GHG emissions.

Regional Policy and Regulatory Context

Some local governments in the region have implemented, or are considering implementing, annual energy and emission reporting requirements for existing larger buildings. A summary of Vancouver's current bylaw requirements, as well as adopted policy by Metro Vancouver Regional District is provided in Attachment 2. With Council approval, staff would align Richmond's future bylaw reporting requirements with regional partners.

Setting limits on annual GHG emissions for existing buildings is currently beyond the jurisdiction of the City. Local governments in BC cannot directly set energy and/or emissions performance requirements for existing buildings, as it is legislatively out of the scope, other than City of Vancouver, which has its own Charter. Metro Vancouver's efforts to bring forward regional GHG emission limits for existing buildings under its authority to regulate pollution in the regional air shed is ongoing.

Energy and Emissions Context for Larger Buildings in Richmond

Richmond has 33,617 existing buildings¹, which are responsible for 40% of total community GHG emissions on an annual basis. Of these buildings, 609 have floor areas 50,000 ft² and larger, representing just under 2% of the total number of buildings in Richmond (Attachment 3

¹ 2017 figures, as reported in CEEP 2050
7511048

includes breakdown by building type). While small in number, this subset of very large buildings is responsible for 31.4% of annual GHG emissions from existing buildings (see Table 1).

Table 1: Richmond Building Count, Energy and Emissions Breakdown by Floor Area

Floor Area	Building Count	GHG Emissions (tCO ₂ e / year)	Energy Use (GJ / year)	Proportion of all Building Emissions	Proportion of Total City Emissions
Area greater than 150,000 ft ²	14	39,816	1,354,368	9.5%	4.1%
100,000 ft ² up to 150,000 ft ²	143	36,075	1,143,638	8.6%	3.4%
50,000 ft ² up to 100,000 ft ²	392	55,080	1,700,310	13.2%	5.1%
25,000 ft ² up to 50,000 ft ²	611	[-- Data currently not available]
TOTAL	1,220	130,971	4,198,317	31.4%	12.6%

Date Source: Combined estimates from City studies of energy consumption and GHG emission intensities of larger buildings, by archetype and size range (2016, 2019), and 2023 building data from BC Assessment.

Building Count: Includes all building types in Richmond, excluding regulated large industrial emitters, as well as buildings on land administered by YVR Airport and Vancouver Port Authority.

Buildings located in areas administered by Vancouver Port Authority, YVR Airport, as well as a federally-regulated large emitter, are outside the scope of the proposed engagement program. However, staff will reach out to these partners during the engagement program to explore voluntary participation in the initiative.

Shaping a Future Building Energy and Emissions Bylaw Reporting Requirement

Staff propose to engage with building owners and property managers of the largest buildings, in terms of floor area. These buildings represent the initial cohort of buildings that staff expect to have the highest level of readiness and capacity to report their annual energy and emissions. This cohort consists of industrial, light industrial, retail buildings and office uses with a gross floor area of at least 100,000 ft². This group of buildings, 115 in total, represents 10.5% of annual GHG emissions from buildings in Richmond, and is the focus of proposed consultation in 2024, as described below in Table 2. This first cohort represents a significantly smaller number of buildings to be engaged, relative to proposed future phases, with experience gained in the first phase benefiting later stages.

To inform the proposed approach for Richmond, staff reviewed energy reporting and benchmarking bylaws and implementation approaches used by other North American jurisdictions. Based on this research, a phased approach over several years is proposed, with the initial phase covering the very largest buildings in Richmond, and then stepping down, by floor area range, to the next cohort of large buildings. With approval to proceed, staff will report back to Council in fall 2024 on results of stakeholder engagement. Based upon stakeholder feedback, staff will present recommendations on proposed next steps, which could include reporting requirements for the largest buildings to begin reporting annual energy use and GHG emissions in 2025.

For future phases, buildings covered by this reporting requirement would expand every 12 months to cover a subsequent group of buildings within a specific floor area range, subject to Council endorsement. This stepped approach would continue until 2028, when buildings 25,000 ft² or larger in gross floor area would fall under the reporting requirement, as shown below.

- **2025:** Industrial, light industrial, retail and office buildings 100,000 ft² and larger
- **2026:** All other building types 100,000 ft² and larger
- **2027:** All buildings types 50,000 ft² and larger
- **2028:** All buildings types 25,000 ft² and larger

Table 2 shows phasing timelines to 2028, where a year prior to an energy and emissions reporting requirement coming into force for a group of buildings (defined by floor area), the City would engage with building managers and property owners on the City’s proposed requirements. This engagement would be phased to occur for each group of large buildings covered by the City’s reporting requirements, from 2024 through 2027.

Staff are currently assessing the need to include buildings connected to Lulu Island Energy Company to this requirement. These buildings are already connected to a low-carbon system, or will be, and therefore achieve the same objectives as the proposed program to reduce GHGs emissions. The City already has access to energy data for these buildings for space heating and domestic hot water. Any further reporting of this data would provide a full understanding of the building emissions and energy usage, including lighting, pumps, and supplementary heating and cooling systems connected to BC Hydro and Fortis BC energy meters.

Finally, it is important to ensure that all building owners report their data in a standardized format. The recommended software for reporting is Energy Star Portfolio Manager (ESPM). ESPM is a free reporting and benchmarking software widely used in North America to collect, store and report annual building energy and emissions data. Data reported by each building owner will not be shared externally by the City.

Table 2: Timeline of Proposed Energy and Emission Reporting Requirements in Richmond

	<i>Year</i>				
	2024	2025	2026	2027	2028
Proposed Stakeholder Engagement	Now Report to Committee #1: Industrial, Light Industrial, Retail & Office buildings 100,000+ ft ² *				
Report Back and New Bylaw *	Fall Report to Committee #2: New Bylaw requiring reporting for Industrial, Light Industrial, Retail & Office buildings 100,000+ ft ² *	First year of annual reporting for Industrial, Light Industrial, Retail & Office buildings 100,000+ ft ² *			
Future Stakeholder Engagement *		All Buildings 100,000+ ft ² +	All Buildings 50,000+ ft ² +	All Buildings 25,000+ ft ² +	
Future Bylaw Amendments *			All Buildings 100,000+ ft ² +	All Buildings 50,000+ ft ² +	All Buildings 25,000+ ft ² +

Initial Phase, the scope of this report

* Subject to Council approval

+ All residential and non-residential uses

Proposed Stakeholder Engagement Program

With Council endorsement, staff will proceed to develop and conduct an engagement process for building owners and managers of very large non-residential buildings in Richmond, beginning in Q2 2024. Key questions to answer during the stakeholder engagement include:

- ***Are you aware of the benefits of energy and GHG emissions reporting and benchmarking?*** Staff will show how annual benchmarking and reporting can be leveraged to reduce energy costs and GHG emissions, thereby improving the overall building efficiency.
- ***What is your level of readiness to begin reporting to the City?*** Staff will ensure that stakeholders affected by a potential reporting requirement have sufficient capacity and knowledge to use the tools available to record and report energy use and emissions.
- ***Do you have additional feedback on the proposed reporting requirement?*** Staff will Gather feedback from stakeholders on timing, data privacy concerns, and proposed approach.
- ***What supports do you currently have or need?*** Staff will seek to understand if technical support is needed to assist applicants during the first reporting cycle, and what this looks like on an ongoing basis.
- ***Are you aware of available federal and provincial energy incentives?*** Staff will share information to gauge level of awareness of current energy efficiency and decarbonisation incentives, and how the City could assist.
- ***What is the best way to keep in touch?*** Staff will also determine the optimum format for ongoing engagement of existing building owners and property managers by the City.²

Input gathered during the stakeholder engagement phase will inform the development of a proposed energy and GHG reporting bylaw requirement, and a potential nominal annual fee for technical support. Engagement is forecast to conclude in Q4 2024, after which a summary Council report will be prepared on outcomes of the consultation, and will include recommendations for Council consideration regarding implementation of an energy and an emissions reporting requirement for this first group of existing buildings via bylaw.

Legality and Privacy Considerations

In 2017, external legal counsel was commissioned to provide an opinion to the City reviewing whether the City could mandate building owners to provide information regarding a building's annual energy consumption and emissions.

The findings of the report underscore the authority of local governments to mandate building owners to share energy consumption and GHG emissions data from their buildings. The legal opinion also highlights the need for transparency in justifying data collection and the importance of safeguarding confidentiality of that information once reported.

² For Richmond's new building design and construction community, the optimum engagement format to support implementation of the BC Energy Step Code has been through Richmond's successful *Builder Breakfast* series for local builders, as well as periodic online webinars and in-person meetings with large building developers.

Financial Impact

None for the stakeholder engagement phase. Staff will report on financial implications of moving forward following stakeholder engagement when the proposed bylaw is presented for Council consideration in a future report. It may include consultant and administrative costs, fees, as applicable, and resources for ongoing support.

Conclusion

The report outlines the importance of mandatory reporting as an effective tool for reducing energy use and GHG emissions for larger buildings in Richmond, and for meeting the City's targets. To ensure a smooth adoption of proposed reporting requirements a phased approach that incorporates lessons learned is proposed to commence in 2024 for industrial, light industrial warehouse, commercial office and retail uses. The floor area thresholds and criteria for reporting align with similar proposals set forth by Metro Vancouver and the City of Vancouver, establishing a regionally consistent approach.

Early implementation of an energy and emissions reporting requirement for larger buildings aligns with Richmond's leadership in building benchmarking. Finally, building-scale energy and emissions data facilitates informed planning and decision-making by the City on future policies and programs targeting large existing buildings in Richmond, and supports the City's decarbonisation objectives for this sector as outlined in the Community Energy & Emissions Plan 2050.



Gabriel Berenguer Vieira
Senior Climate Action Specialist
(604-247-4617)



Norm Connolly
Manager, Sustainability
(604-247-4676)

GB:NC

- Att. 1: Richmond Building Energy Challenge Results Summary
- Att. 2: Regional Policy and Regulatory Context: City of Vancouver and Metro Vancouver
- Att. 3: Total Buildings by Type (50,000 ft² or more in area)

Richmond Building Energy Challenge Results Summary



Building Energy Challenge

This program is now closed

Program Overview

In April 2014, Council endorsed the development and implementation of a "Building Energy Challenge", a friendly competition to reduce energy use in commercial, institutional and multifamily properties. The Challenge is part of the broader EnergySave Richmond suite of programs, which support the implementation of the 2014 Community Energy and Emissions Plan and are intended to help pursue greenhouse gas (GHG) reduction targets in the Official Community Plan.

Over the course of 2015, the City of Richmond hosted the first year of its Building Energy Challenge (BEC). As part of the program, participants are asked to track their energy performance and commit to pursuing strategies to reduce costs and benefit the environment. The Challenge provided the participants with:

- Energy coaching, whereby an energy management expert helps participants track and benchmark their energy use, and identify energy management opportunities.
- Subsidized training opportunities for buildings' operations staff.
- Access to and education about BC Hydro and Fortis BC energy rebate programs.
- Instruction and encouragement to benchmark buildings' energy performance.
- Networking and peer learning opportunities.

Participants and Partnership

Forty organizations representing 124 buildings registered in the Challenge. They included a variety of types of participants, including offices, warehouses, hotels, casinos, educational institutions, multifamily property managers, and other organizations.

Results:

- 5,596,804 square feet of property were benchmarked in Portfolio Manager.
- 75 buildings across 12 organizations were represented.
- 10 out these 12 organizations were deemed to be benchmarked because of their participation in the Building Energy Challenge.
- Site energy use decreased 12% over the last baseline year.
- GHG emissions decreased 16%.
- Electricity consumption reduced by 7%.

Regional Policy and Regulatory Context: City of Vancouver and Metro Vancouver

City of Vancouver

- **Annual Greenhouse Gas and Energy Limits By-Law No. 13472**

In July 2022, City of Vancouver introduced its Annual Greenhouse Gas Emissions and Energy Limits By-Law, outlining GHG emissions and heat energy thresholds for existing buildings within its jurisdiction. This bylaw also mandates energy and carbon emission reporting for existing large commercial and residential buildings. For residential uses, these requirements only apply to buildings that are four or more floors in height.

The bylaw requires commercial buildings in Vancouver 100,000 ft² or larger in floor area to annually report energy and emissions data to the City in 2024. The bylaw also sets 2025 as a reporting date for commercial buildings 50,000 ft² and higher in floor area, as well as residential buildings with floor area 100,000 ft² and higher. In 2026, residential buildings above 50,000 ft² would also be required to report this data.

There are costs associated with the implementation of Vancouver's bylaw. Vancouver is developing a reporting and data management system, providing technical support through a hotline, and creating a dedicated website with resources available to the community. Reporting properties are required to cover bylaw administration costs of \$500 per year.

Metro Vancouver Regional District

- **Clean Air Plan 2021**

The regional air quality and GHG management plan aims to reduce air contaminant emissions and their impacts, including greenhouse gases, over the next decade. The plan sets a commitment to a carbon neutral region by 2050, noting that achievement of plan objectives will improve regional air quality, and protect human health and environment.

- **Air Quality Management Bylaw No. 1082, 2008**

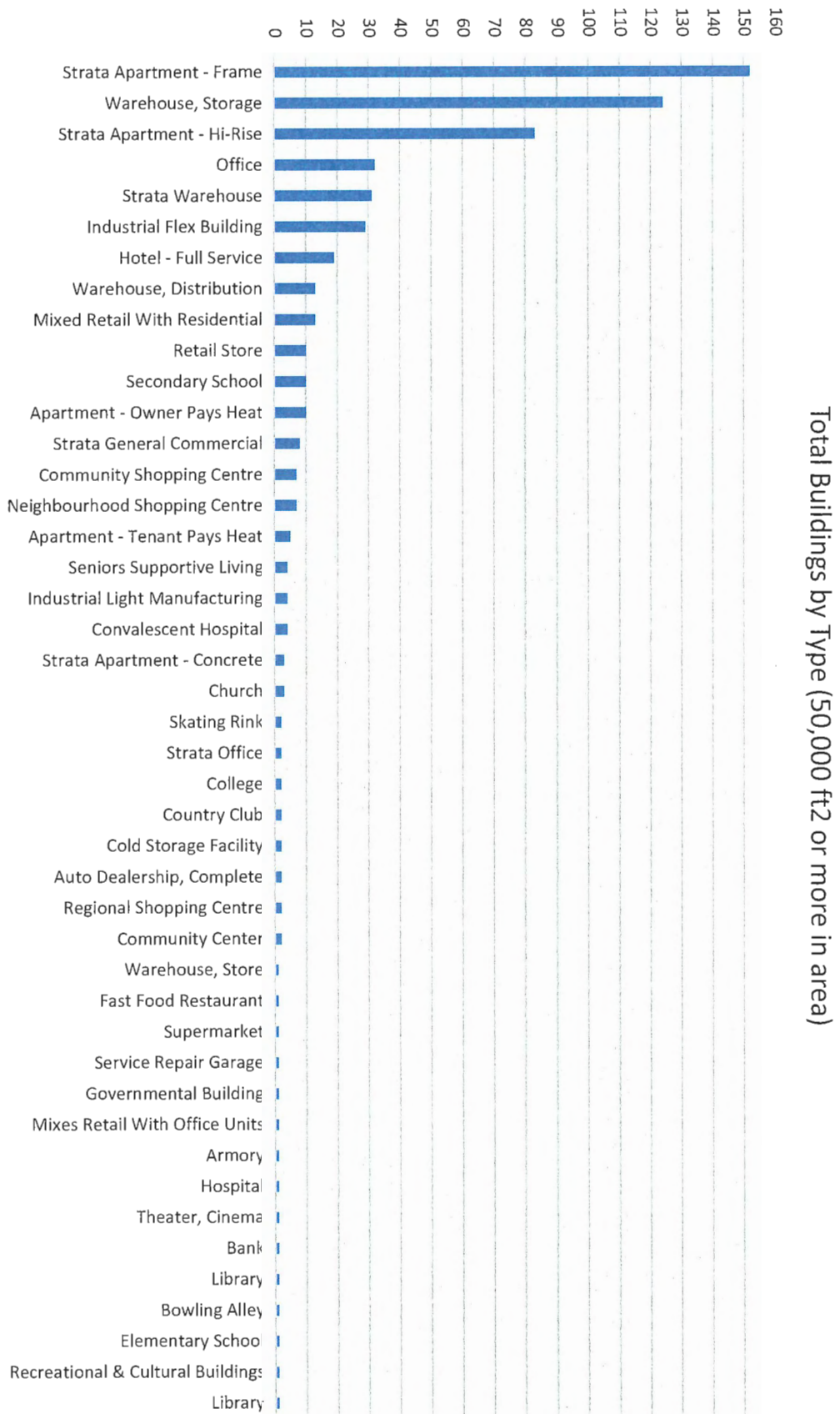
Metro Vancouver protects public health and the environment through a tiered approach to managing the discharge of local air contaminants that applies the use of site-specific permits, sectoral emission regulations, and provisions within Bylaw 1082.

- **Boilers and Process Heaters Emission Regulation Bylaw No. 1087, 2008**

This bylaw covers health-harming air contaminants from boilers used to provide space heating or domestic hot water in commercial, institutional, residential or industrial buildings. It also covers emissions from process heating used in industrial applications.

Metro Vancouver staff have developed a proposed annual energy and emissions reporting requirement for larger buildings in the region, aligned with City of Vancouver's requirements. If approved, Metro Vancouver would use its authority as regulator of regional air contaminants to establish GHG emissions limits by building type, leading to building upgrades.

Total Buildings by Type (50,000 ft2 or more in area)



Total Buildings by Type (50,000 ft2 or more in area)

ATTACHMENT 3



To: General Purposes Committee **Date:** March 4, 2024
From: Grant Fengstad **File:** 04-1300-01/2024-Vol
 Director, Information Technology 01
Re: **Award of Contract 8254S – PeopleSoft Software Technical Support Services**

Staff Recommendations

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

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

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

Staff Report

Origin

The City entered into a Software End User License and Services Agreement with PeopleSoft Canada on May 29, 1998 for the PeopleSoft Financials and Human Capital Management systems. The agreement grants the City a perpetual license for the use of the PeopleSoft products. In addition to the licenses, the City receives updates and patches based on having a support agreement in place for the modules the City owns, which include:

- Financial modules such as General Ledger, Accounts Payable, Accounts Receivable, Billing, Project Costing, Asset Management;
- Supply Chain modules such as Purchasing, and Inventory; and
- Human Resources modules such as Human Resources Management and Payroll.

In December 2004, Oracle Canada ULC announced that it had acquired PeopleSoft Canada. The agreement was updated to transfer the annual Software Update License and Support services contract from PeopleSoft Canada to Oracle Canada ULC. As a result, the City receives access to products and support services related to the PeopleSoft product family from Oracle Canada ULC.

The Technical Support Services contract with Oracle Canada ULC enables the City to keep the PeopleSoft environments up-to-date with the latest system patches, security and product upgrades and new features.

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.

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

Analysis

Since its implementation in 1998, PeopleSoft Financials and PeopleSoft Human Capital Management have become the City's primary enterprise resource planning system performing critical day-to-day financial, human resources and payroll operations. Financial budgets and transactions are recorded, tracked and monitored in PeopleSoft Financials.

Employee data, including employment records, compensation, benefits and time entries, is stored and tracked in PeopleSoft Human Capital Management. City payroll is also managed through the system while numerous City applications and systems are heavily integrated with the PeopleSoft systems, including Public Works' Asset and Work Order Management System, Tax and Utility Billing System, Property Management System, and the Corporate Analytics System.

Additionally, the new Corporate Budget Planning and Modeling system, Oracle EPM is integrated to both PeopleSoft Financials and PeopleSoft Human Capital Management.

Access to patches, security and product updates is only available through a direct support agreement with Oracle Canada ULC. All software licensing agreements have a requirement to maintain a valid maintenance and support agreement. These agreements are only available directly through the license provider.

The PeopleSoft Financials and Human Capital Management systems continue to fulfill the City's needs effectively. Transitioning to a new system would entail significant costs and staff time commitment. Furthermore, there are potential risks of business disruptions, data loss, loss of business critical customizations and alterations to current business processes. Additionally, the City has opted for contract renewals which are allowed under the exemptions outlined in relevant trade treaties, which allow public entities to forego open tendering obligations where a change in supplier is unfeasible due to economic or technical reasons.

These reasons summarize the rationale of single sourcing a further renewal of the PeopleSoft Technical Support Services contract with Oracle Canada ULC.

Financial Impact

None. Funding for this contract is included in the Council approved operating budget. Future year contract increases will be incorporated into the 5-Year Financial Plan.

Conclusion

Staff recommend that Contract 8254S – PeopleSoft Software Technical Support Services for an aggregate value of \$1,263,008.87, excluding taxes, be awarded to Oracle Canada ULC for a three-year contract term.



Kathy Hui
Business Analyst, Information Technology
(604-276-4059)