



Parks, Recreation and Cultural Services Committee

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

**Wednesday, May 25, 2016
4:00 p.m.**

Pg. # ITEM

MINUTES

PRCS-4 *Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on April 26, 2016.*



NEXT COMMITTEE MEETING DATE

June 28, 2016, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **SHARING FARM COMMUNITY ART PROJECT**

(File Ref. No. 11-7000-09-20-131) (REDMS No. 5001989 v. 3)

PRCS-10

See Page PRCS-10 for full report

Designated Speakers: Liesl Jauk and Elisa Yon

STAFF RECOMMENDATION

That the concept proposal for the Sharing Farm Community Public Art Project by artist Blake Williams as presented in the staff report from the Director, Arts, Culture and Heritage Services dated May 4, 2016, be endorsed.



Parks, Recreation and Cultural Services Committee Agenda – Wednesday, May 25,
2016

Pg. # ITEM

2. **RICHMOND SPORTS WALL OF FAME NOMINATING
COMMITTEE ADDITIONAL CATEGORY REQUEST**

(File Ref. No. 11-7000-10-01) (REDMS No. 5003542 v. 6)

PRCS-30

See Page **PRCS-30** for full report

Designated Speaker: Gregg Wheeler

STAFF RECOMMENDATION

- (1) *That the Richmond Sports Wall of Fame Selection Criteria be amended as described in Attachment 2 of the staff report titled, “Richmond Sports Wall of Fame Nominating Committee Additional Category Request,” dated May 6, 2016, from the Senior Manager, Recreation and Sport Services; and*
- (2) *That the Richmond Sports Wall of Fame Policy 8711 be amended to include the category “Masters Athlete” as identified in Attachment 4 of the staff report titled, “Richmond Sports Wall of Fame Nominating Committee Additional Category Request,” dated May 6, 2016, from the Senior Manager, Recreation and Sport Services.*



3. **SUSTAINABLE FOOD SERVICE AT CITY FACILITIES AND
EVENTS**

(File Ref. No. 11-7000-01) (REDMS No. 4680744 v. 10)

PRCS-41

See Page **PRCS-41** for full report

Designated Speaker: Mike Redpath

STAFF RECOMMENDATION

That the Sustainable Food Service Quick Guide, provided as Attachment 1, as detailed in the staff report titled “Sustainable Food Service at City Facilities and Events,” dated May 3, 2016, from the Senior Manager, Parks, be endorsed as a tool to promote the use of sustainable food service items in City facilities and on City-owned land.



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4. **PARTICIPATION IN THE 11TH CHINA (ZHENGZHOU)
INTERNATIONAL GARDEN EXPO**

(File Ref. No. 06-2345-00) (REDMS No. 5009414 v. 3)

PRCS-71

See Page **PRCS-71** for full report

Designated Speaker: Mike Redpath

STAFF RECOMMENDATION

That the City of Richmond participate in the 11th China (Zhengzhou) International Garden Expo and Park Design exchange with the City of Zhengzhou, China as detailed in the staff report titled, "Participation in the 11th China (Zhengzhou) International Garden Expo," dated May 18, 2016, from the Senior Manager, Parks.

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5. **COMMITTEE STANDING ITEM**

Garden City Lands

6. **MANAGER'S REPORT**

ADJOURNMENT

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Parks, Recreation and Cultural Services Committee

Date: Tuesday, April 26, 2016

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Ken Johnston
Councillor Carol Day
Councillor Bill McNulty
Councillor Linda McPhail

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 Parks, Recreation and Cultural Services Committee held on March 30, 2016, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

May 25, 2016, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **AM-PRI DEVELOPMENTS (2012) LTD. TRANSFER OF OWNERSHIP OF PUBLIC ART**

(File Ref. No. 11-7000-09-20-189) (REDMS No. 4961697 v. 2)

Discussion ensued with respect to the dimensions of the art piece and opportunities to work with partners such as Emily Carr University on future art projects.

Parks, Recreation & Cultural Services Committee
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It was moved and seconded

That the transfer of ownership of public art by Am-Pri Developments (2012) Ltd. to the City of Richmond, as presented in the report from the Director, Arts, Culture and Heritage Services, titled "Am-Pri Developments (2012) Ltd. Transfer of Ownership of Public Art", dated March 29, 2016, be approved.

CARRIED

2. RICHMOND PUBLIC ART PROGRAM 2015 ANNUAL REPORT AND PUBLIC ART ADVISORY COMMITTEE 2016 WORK PLAN

(File Ref. No. 01-0100-30-RPAR1-01) (REDMS No. 4968335 v. 3)

Eric Fiss, Public Art Planner, offered comments on the Richmond Public Art Program 2015 Annual Report and Public Art Advisory Committee 2016 Work Plan, noting that (i) the City supports local artists and advertises art opportunities locally, (ii) the Art Program provides learning opportunities for students, and (iii) art acquired internationally may not provide the best value in some cases due to factors such as the low Canadian Dollar.

Discussion ensued with respect to the successful PechaKucha night and Mr. Fiss added that bus tours of new artwork in the city took place during Culture Days in 2015 and that Council is invited to attend an upcoming bus tour scheduled in June 2016 for the Richmond Public Art Advisory Committee.

In reply to queries from Committee, Jane Fernyhough, Director, Arts, Culture and Heritage Services, and Mr. Fiss, noted that the Richmond Public Art Advisory Committee (RPAAC) is appointed by Council and has a Terms of Reference approved by Council.

Discussion took place regarding Council's input on public art contributions and Mr. Fiss noted that: (i) developer public art contributions are optional and applicants are encouraged to develop art instead of a cash contribution, (ii) the applicant's proposed public art plan typically accompanies the Development Permit application for Council approval, and (iii) staff can review inclusion of all proposed public art plans in the Development Permit application process.

In reply to queries from Committee, Cathryn Volkering Carlile, General Manager, Community Services advised that developer public art contributions are voluntary and that staff are responding to a referral to review community amenity contributions.

Discussion then took place regarding the placement of developer public art contributions on City property.

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It was moved and seconded

That the Richmond Public Art Advisory Committee 2016 Work Plan, as presented in the report titled, "Richmond Public Art Program 2015 Annual Report and Public Art Advisory Committee 2016 Work Plan," from the Director, Arts, Culture and Heritage Services, dated April 7, 2016, be approved.

CARRIED

Discussion ensued with regard to the suitability of Richmond-themed art on City spaces.

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

It was moved and seconded

That staff review the City's Public Art Policy regarding developer voluntary public art contributions and the City's approval process for developer voluntary public art contributions on private property and report back.

CARRIED

3. CULTURAL FOCUS FOR EVENTS AND ACTIVITIES

(File Ref. No. 11-7000-01) (REDMS No. 4928726 v. 5)

Ms. Fernyhough commented on the Cultural Focus for Events and Activities, noting that City approved community events may receive City support, and the majority of community events are privately organized and funded.

It was moved and seconded

That the report titled "Cultural Focus for Events and Activities" dated April 7, 2016 from the Director, Arts, Culture and Heritage Services, be received for information.

CARRIED

4. RECREATION FEE SUBSIDY PROGRAM REVIEW

(File Ref. No. 07-3000-01) (REDMS No. 4971157 v. 8)

Kim Somerville, Manager, Community Social Develop, and Sean Davies, Coordinator - Special Needs, reviewed the Recreation Fee Subsidy Program Review, noting that the Program will be centrally administered in City Hall and the application process would verify eligibility.

It was moved and seconded

(1) That the proposed Guiding Principles for the Recreation Fee Subsidy Program as described in the staff report titled, "Recreation Fee Subsidy Program Review," dated April 4, 2016 from the General Manager, Community Services be approved;

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- (2) *That staff be authorized to consult with the City's Community Partners on the findings and proposed options developed from the Recreation Fee Subsidy Program Review; and*
- (3) *That, following consultation with Community Partners, a Draft Recreation Fee Subsidy Program Update including a proposed funding strategy be brought back to Council for consideration.*

CARRIED

5. COMMITTEE STANDING ITEM

Garden City Lands

Jamie Esko, Manager, Park Planning and Design, and Kevin Connery, Research Planner 2, provided a revised schedule (attached to and forming part of these minutes as Schedule 1) and updated Committee on the Garden City Lands project, noting that (i) the Water Management Study is in the final stages and preliminary results are being utilized, (ii) the water systems between the bog and agricultural component can be separated, (iii) community consultation on the perimeter trail is on-going, (iv) the permeable dike bisecting the site will have a straighter alignment, and (v) drainage capacity has been added by the expansion of the pond area.

Discussion ensued with regard to (i) community consultation on the cycling and pedestrian trail design, (ii) capturing rain water from adjacent sites, (iii) water storage and drainage on the site, (iv) options to treat and cover ditches to gain additional area, and (v) the progression of the site's design and information available to the public.

In reply to queries from Committee regarding the flex fields, Ms. Esko and Mr. Connery noted that the flex fields were open meadow spaces and descriptors of the site features are available to the public.

Jim Wright, representing the Garden City Conservation Society, offered comments on the Garden City Lands and expressed concern with respect to (i) the public consultation process and survey, (ii) utilizing Agricultural Land Reserve principles, and (iii) trail design and park accessibility.

Discussion ensued with regard to the consultation process and survey and staff were requested to provide Committee with a copy of the survey.

Cllr. McNulty left the meeting (5:02 p.m.) and did not return.

Discussion then ensued with regard to park accessibility and materials that would be suitable for the site's trail system.

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6. MANAGER'S REPORT

(i) Steveston Outdoor Pool Repairs

John Woolgar, Manager, Aquatic and Arena Services, updated Committee on the repairs to the Steveston Outdoor Pool, noting that the Kigoos Swim Club is being accommodated at other facilities and staff are reviewing repair options.

In reply to queries from Committee, John Irving, Director, Engineering, noted that the City has a maintenance budget that can be utilized for the repairs.

(ii) Richmond Ice Centre Mould

In reply to queries from Committee, Mr. Irving noted that the arena has the potential for mould and the City performs annual washing and periodic air quality tests in the facility to manage potential mould issues.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:11 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, April 26, 2016.

Councillor Harold Steves
Chair

Evangel Biason
Legislative Services Coordinator

GARDEN CITY LANDS - PROJECT SCHEDULE: APRIL 26 2016

MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<p>WEEK 1 Hydrological Concepts & Seepage Model Presentation to Staff - <i>rescheduled to 3rd week of April</i></p> <p>WEEK 2 AAC Meeting No Meeting Note Hydrological Concepts & Seepage Model Draft Water Resources Mgt Plan deferred to 4th week of April</p> <p>WEEK 3 ACE Meeting Hydrological Concepts & Seepage Model Draft Water Resources Mgt Plan deferred to 4th week of April</p> <p>WEEK 4 Preliminary Trails & Water Management Plan Presentation to Staff - deferred to Mar 31</p>	<p>WEEK 1 Draft Ecological Resource Management Plan Presentation to staff rescheduled to 3rd week of April</p> <p>WEEK 2</p> <p>WEEK 3 ACE Meeting - Hydrological Concepts & Seepage Model & Draft Water Resources Mgt Plan.</p> <p>WEEK 4 STAKEHOLDER & COMMUNITY MEETINGS Trails & Water Management Infrastructure Saturday April 23 & Wednesday April 27</p>	<p>WEEK 1 Trail and Water Management Infrastructure <i>Revised Design Overlay</i></p> <p>WEEK 2 Trail Ecological Management and DAM Plan AAC Meeting - <i>Trail and Water Management Infrastructure</i></p> <p>WEEK 3 STAKEHOLDER & COMMUNITY MEETING Revised Trails & Water Management Infrastructure <i>Dates: TBA</i></p> <p>WEEK 4 ACE Meeting - <i>Trail and Water Management Infrastructure</i></p>	<p>WEEK 1 REPORT TO COMMITTEE Trails and Water Management Infrastructure - Landscape Team's work ongoing</p> <p>WEEK 2 100% Trail and Water Management Infrastructure - AAC Meeting Farm Management Plan & Draft Ecological Resource Mgmt Plan</p> <p>WEEK 3 ACE Meeting Farm Management Plan & Draft Ecological Resource Mgmt Plan</p> <p>WEEK 4 PRC Meeting Update REPORT TO COMMITTEE Water and Ecological Resource Management Strategy for Approval and Farm Management - 2 up for information</p>	<p>WEEK 1 Landscape Team's work ongoing</p> <p>WEEK 2 Landscape Team's work ongoing</p> <p>WEEK 3 PRC Meeting Update</p> <p>WEEK 4 ACE Response - TBC</p>	<p>Trail Construction commences</p> <p>Perimeter Trail</p> <p>AGRICULTURAL LAND COMMISSION Non Farm Use Application</p>



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Date: May 4, 2016
File: 11-7000-09-20-131/Vol 01
Re: Sharing Farm Community Public Art Project

Staff Recommendation

That the concept proposal for the Sharing Farm Community Public Art Project by artist Blake Williams as presented in the staff report from the Director, Arts, Culture and Heritage Services dated May 4, 2016, be endorsed.

Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets Parks Planning Project Development	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 ACTING GM
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO

Staff Report

Origin

Through the arts, a community can explore ideas, issues and concerns, voice community identity, express historical and cultural spirit, and create dialogue. The City's Community Public Art Program creates opportunities for collaborative art projects between community groups and professional artists of all disciplines. Working with a professional artist, the community group is involved in all stages of planning and commissioning of a public art project.

This report brings forward for consideration the concept proposal jointly developed by The Sharing Farm Society and the artist Blake Williams.

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

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

2.4. Vibrant arts, culture and heritage opportunities.

Analysis

Background

The Sharing Farm community public art project originated in 2011, as one of three community groups selected for public art projects that year. The project was proposed by The Sharing Farm Society under the guidance of founding member Mary Gazetas. Due to Mary's untimely passing in 2012, this project was postponed to give the Sharing Farm Society Board time to re-examine the scope of the project.

In consultation with staff, the Board recommended that the Terra Nova Rural Park Sharing Farm replacement barn would be an appropriate location for the public art project. City staff, working with The Sharing Farm and the barn design team supported this direction and developed an Artist Call for this opportunity.

The barn, currently under construction in Terra Nova Rural Park, has subsequently been named *Mary's Barn* in honour of Mary Gazetas in recognition of her work with the Sharing Farm Society and distribution of fresh fruits and vegetables to the Richmond Food Bank.

Terms of Reference – Community Public Art Selection Process

In March 2016, a request for proposals was issued to artists residing in British Columbia (Attachment 1). Artists were encouraged to consider and respond to Richmond's agricultural heritage as an important part of the City's history. The artwork should reflect Richmond's agricultural heritage and the Sharing Farm's motto, "We grow Food. We grow Farmers. We grow Community." An artist orientation was held at the site on March 17, 2016.

The selection panel met on April 14, 2016 to review all of the artist submissions and recommend a shortlist of three artists to develop concept proposals for presentation to the selection panel. The selection panel included the following voting members:

- James Gates, Executive Director, The Sharing Farm Society
- Mary Ann Lui, Artist
- Greg Andrews, Architect for Mary's Barn

Panel advisors included City staff from Parks Services and the Public Art Program as well as a Board Member from the Sharing Farm Society.

A second selection panel meeting was held on April 28, 2016 to interview the shortlisted artists. Artists were evaluated on the basis of artistic merit of past work, appropriateness to the goals of the Program including past work with community groups, artist qualifications, and the artistic merit and technical feasibility of their proposal. The panel recommended Vancouver-based artist Blake Williams for this project.

The artist concept proposal was presented to the Richmond Public Art Advisory Committee (RPAAC) on May 10, 2016. RPAAC endorsed the artist concept and recommended that the artist continue to develop the artwork with the Sharing Farm community to ensure the symbolic meaning and integrity of the piece reflects the overarching values and goals of the Sharing Farm. RPAAC also recommends that the artist takes care to remove and/or dull all sharp edges in the work to ensure public safety.

Recommended Public Art Project

The proposed project is to be located on two wall areas on the north side of the barn, facing the Healing Garden. The artwork will be partially protected from the elements by a 12-foot deep porch roof.

The artist describes the proposal as follows:

"To celebrate Richmond's rich agricultural heritage I would create two large – 5 ft. x 6 ft. – assemblages for the exterior wall of "Mary's Barn." They would be constructed from a variety of rusted, well used found materials symbolic of Richmond's farming history. To deal with safety concerns each sharp edge would be dulled and points flattened."

Further information about the proposed art project, the artists' resume, and examples of the artist's previous public art projects is provided in Attachment 2 to this report.

Next Steps

A technical review and coordination phase with the artist, design consultants and City staff will be included with the design development phase of the artwork to address structural, safety or maintenance concerns and to review construction coordination and implementation budgets. Prior to approval for the fabrication and installation of the artwork, the artist will be required to provide sealed drawings prepared by a structural engineer to certify the structural integrity of the work and to specify the structural attachment to the building.

Financial Impact

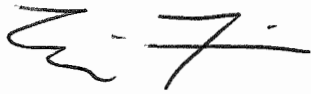
The Public Art Program has allocated \$15,000 for this community public art project from existing funds in the approved 2015 Public Art Capital Project. Any repairs or maintenance associated with the artwork will be the responsibility of the Public Art Program.

Conclusion

Richmond's Community Public Art Program creates opportunities for collaborative public art projects between Richmond community groups and artists of all disciplines. The program is based on the belief that through the arts, communities can explore issues, ideas and concerns, voice community identity, express cultural spirit and create dialogue.

The Sharing Farm community public art project outlined in this report embraces and explores this community's ideals. This project will celebrate Richmond's rich agricultural heritage and acknowledge the importance of community volunteerism.

If endorsed, the project will move into the design and fabrication phase, with implementation scheduled to be completed by late 2016.



Eric Fiss
Public Art Planner
(604-247-4612)

- Att. 1: Call to Artists
2: Concept proposal, artist's resume and examples of past projects

call to artists



The Sharing Farm Artist Call

RFP

*Request for
Proposals*
March 2016

OPPORTUNITY

The Richmond Public Art Program and The Sharing Farm Society seek an artist or artist team with proven experience in creating sculptural and/or low relief artworks using up-cycled, repurposed, sustainably sourced or recycled materials. The artwork should reflect the aspirations of a unique community dedicated to growing food, supporting farmers, and creating community. The selected artist will have experience working with multiple stakeholders to develop and execute a permanent artwork for The Sharing Farm, as well as a proven ability to fabricate their own work or to work with fabricators and installers.

Budget:	\$15,000 CAD.
Eligibility Requirements:	Open to professional artists and artist teams residing in British Columbia.
Artist Orientation:	Thursday, March 17, 2016. 5:00pm.
Deadline:	Thursday, April 7, 2016. 5:00pm.
Completion:	August 2016

call to artists

PUBLIC ART
RICHMOND

BACKGROUND

In 2001, a group of volunteers started the Richmond Fruit Tree Sharing Project (RFTSP) by picking surplus fruit out of people's gardens to give to the Richmond Food Bank. They were aided by Vancouver Fruit Tree Project and the Richmond Community Kitchen organization. In 2002 the project became a registered non-profit society with five founding directors.

As an Agricultural Community Centre, they have formal and informal education programs that teach new generations of urban farmers and backyard gardeners. Mental health and addiction groups have been blended into their volunteer program as a form of horticultural therapy.

The Sharing Farm operates on a tiny budget, but thanks to the generosity of over 1,000 yearly volunteers and the devotion of a small core of part-time staff, the Farm is able to provide thousands of pounds of fruits and vegetables every year to community meals throughout the city and the Richmond Food Bank. The Sharing Farm Society now cultivates 3 acres at Terra Nova Rural Park.

In 2009, the Sharing Farm raised funds for the construction of a Healing Garden, to create a community gathering place and to cultivate a diversity of medicinal, culinary and ornamental plants. The Garden also hosts a cob oven to complement special events such as the annual Sharing Farm Garlic Festival.

In 2016 "Mary's Barn", named after the late Mary Gazetas, one of the founding members of the organization, will be constructed to serve as the heart of the farm with a work shop, a walk-in cooler for the harvest, a seed-starting and herb-drying area, a produce processing section, a packing zone and sheltered area to house a tractor.

The Sharing Farm believes passionately that what they do is vital to keeping the local community healthy and sustainable.

THEME / CONCEPTUAL FRAMEWORK

Artists are encouraged to consider and respond to Richmond's agricultural heritage as an important part of the city's history. Early settlers were attracted to Richmond by the fertile soils of Lulu and Sea Islands and the promise of agricultural productivity. Over the years, Richmond has grown and evolved into a vibrant, cosmopolitan urban centre. Despite the dramatic changes, a significant portion of Richmond's land area remains agricultural. Today, agriculture forms an important part of the local and regional economy as well as a major land use in the city. The artwork should reflect Richmond's agricultural heritage and the Sharing Farm's motto, "We grow Food. We grow Farmers. We grow Community."

call to artists

PUBLIC ART
RICHMOND

LOCATION

Two locations for the public artwork have been identified at the Sharing Farm. Artists will be required to choose one of two locations for their proposal and submission. These locations are illustrated and further detailed on pages 4 and 5.

ARTIST ORIENTATION AND SITE VISIT

Interested artists are encouraged to attend a site visit and artist orientation on Thursday, March 17, 2016, from 5:00-6:00pm. Please meet at the Buemann House. See Figure 1 for location and context map.

The Sharing Farm is located in Terra Nova Rural Park. Drive west along Westminster Highway past No 1 Rd. Take the second right onto Barnard Drive, then the second left to get back onto Westminster Highway. At 2771 Westminster Highway turn right into the Buemann House parking lot and you'll arrive at The Sharing Farm.

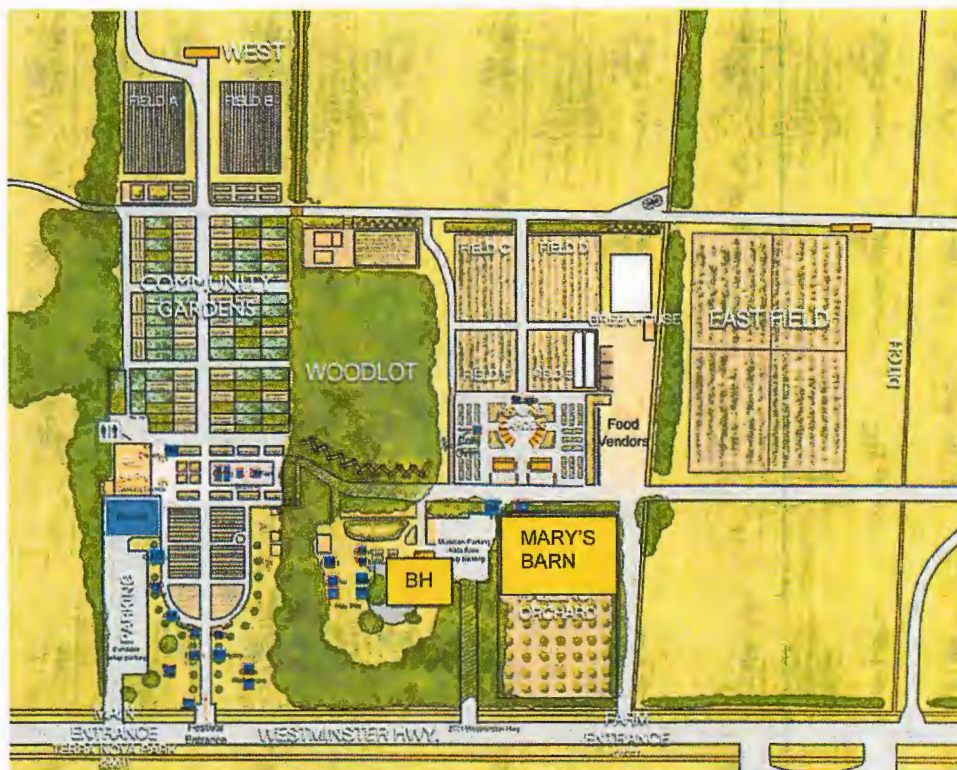


Figure 1. Sharing Farm Site Plan. Buemann House marked "BH".

call to artists

PUBLIC ART
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LOCATION 01 – MARY'S BARN, EXTERIOR WALL ARTWORK

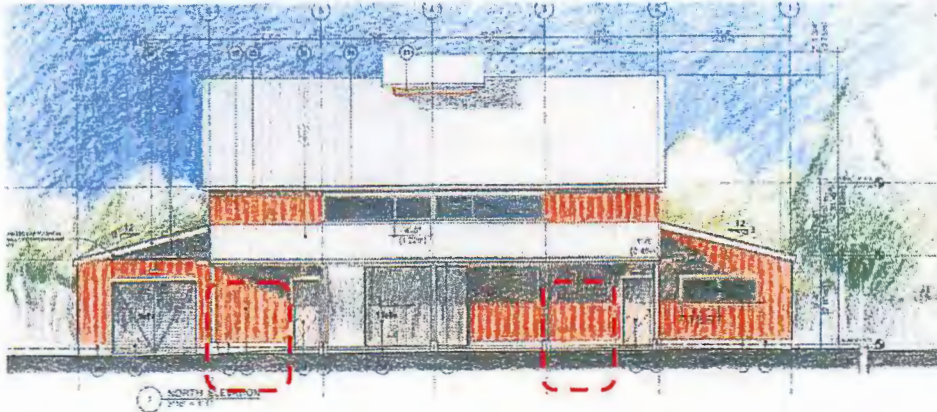


Figure 2. North elevation of barn, showing exterior wall locations for artwork.

Design Considerations:

The artwork will be partially covered and exposed to the elements. Artists are required to consider attachment methods and maintenance when choosing materials. The location of the artwork will be highly visible during the day to day operations by staff, volunteers and visitors. Artists are welcome to propose functional, interactive, or educational elements into the artwork.

Wall Area Dimensions

Wide = 5' ft, (max.), Height = 6' ft (max.), Depth from wall = 8" inches (max.)

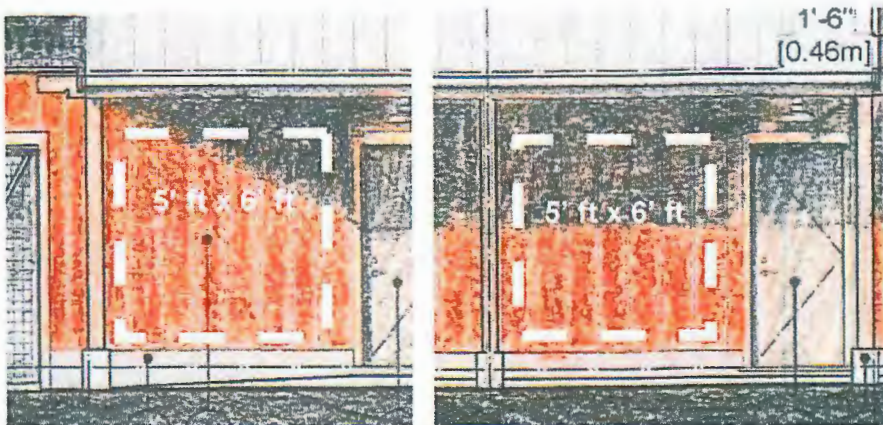


Figure 3. Showing extent of east and west wall areas on painted cementitious wall cladding on wood frame construction.

call to artists

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LOCATION 02 – SCULPTURAL ARMATURE FOR POLE BEANS

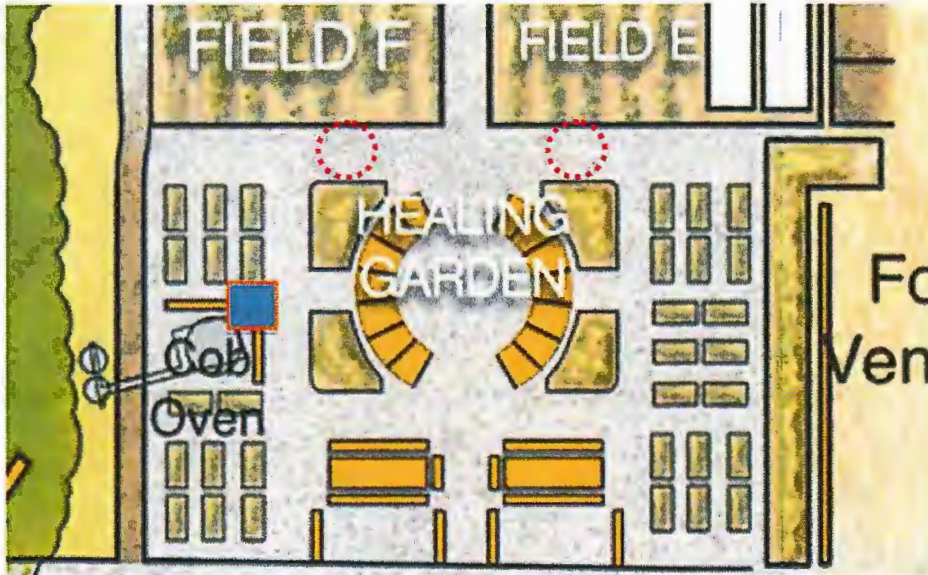


Figure 4. Location no. 2 identified between the garden and fields.

Design Considerations:

Artists are encouraged to consider the seasonal functional and viewing experiences of a sculptural armature for growing pole beans. In the spring and summer, the armature will function as supports for growing vines. In the fall and winter the armature will take on another character and stand alone as a sculptural artwork. Please indicate proposed foundation supports and perimeter bedding treatments and/or design. Soil preparation and planting provided by others.

Two Circular Areas Flanking North-South Passage

Artwork Area = 2 x 8' foot diameter circular areas.



Figure 5. Photographs of site showing locations for growing structures.

call to artists

PUBLIC ART
RICHMOND

SOURCES FOR ADDITIONAL INFORMATION

[The Sharing Farm Society](#)
[Richmond Public Art Program](#)

BUDGET

The total budget established for this project is \$15,000 CAD. This budget is inclusive of artist fees, design, engineering fees, fabrication, installation, photography, travel, insurance and all applicable taxes, excluding GST.

MATERIALS

Preference will be given for artist submissions that aim to incorporate up-cycled, recycled, sustainably sourced, salvaged, found and/or other natural media or construction material. The artwork will be permanent and should have minimal maintenance requirements.

ARTIST ELIGIBILITY

This project is open to professional artists and artist teams residing in British Columbia. Qualified applicants will have experience working with multiple stakeholders and City staff. City staff are not eligible to apply.

SELECTION PROCESS

A three (3) member selection panel consisting of a combination of artists, art professionals, and community representatives will engage in a two stage artist selection process to review all artist submissions. At the conclusion of the process, the panel will recommend one artist. The selected artist will enter into a contract with the City of Richmond and finalize the design working in consultation with City staff and Sharing Farm representatives.

ARTIST SELECTION CRITERIA

Submissions to the call will be reviewed and decisions made based on:

- Artist qualifications and proven capability to produce work of the highest quality;
- Artistic merit of the proposal;
- Artist's capacity to work in demanding environments with communities and other design professionals, where applicable;
- Appropriateness of the proposal to the Public Art Program goals: www.richmond.ca/culture/publicart/plans/policy
- Ability of the concept to respond to the existing character of the site by taking into account scale, colour, material, texture, content, and the physical characteristics of the location.
- Degree to which the proposal is technically feasible with probability of successful completion;
- Environmental sustainability of the proposed artwork.

call to artists

PUBLIC ART
RICHMOND

SUBMISSION REQUIREMENTS

E-mail all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: publicart@richmond.ca

- **INFORMATION FORM** – Please complete the information form attached to this document.
- **CONCEPT PROPOSAL** – (2 page maximum). A statement of intent, including artist's rationale and a preliminary concept sketch or visualization. The statement should describe artist's discipline; explain conceptual approach to the work, why the artist is interested in this opportunity and how the project responds to the selection criteria.
- **ARTWORK BUDGET** – (1 page maximum). Budget is inclusive of a maximum artist fee of 15%, administration, insurance, engineering fees, materials, travel, fabrication, installation and contingency costs.
- **ARTIST CV** – (1 page maximum). Teams should include one page for each member.
- **WORK SAMPLES** – Up to 10 supporting image examples of previous work. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.
- **REFERENCES** – 3 references who can speak to your abilities, skills, and accomplishments. Please provide name, title and contact telephone number and/or email.

PROJECT TIMELINE

*Schedules are subject to change.

Orientation Site Visit:	Thursday, March 17, 2016. 5:00pm.
Submission Deadline:	Thursday, April 7, 2016. 5:00pm
Shortlist Interviews:	Thursday, April 28, 2016
Project Completion:	August 2016

SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Portfolio images and concept sketches would be best formatted to landscape format.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)
5. All documents must be sent by e-mail to: publicart@richmond.ca

call to artists

PUBLIC ART
RICHMOND

ADDITIONAL INFORMATION

1. The selected artist will be required to show proof of WCB coverage and \$2,000,000 general liability insurance.
2. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
4. We thank all artists for contributing their time and professional work for the initial concept proposal submissions. We believe our smaller scale public art commissions are an opportunity for young or emerging public artists to have an equal opportunity in obtaining commissions when being able to submit a visual representation of their concept proposal.
4. Submissions must be received by **Thursday, April 7, 2016. 5:00pm**. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

QUESTIONS

Please contact the Richmond Public Art Program:

E-mail: publicart@richmond.ca

call to artists

PUBLIC ART
RICHMOND

Project Name: _____

Submission Deadline: _____

Attach one (1) copy of this form as the first page of the submission.

Name: _____

Team Name: (if applicable) _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____ Website: _____
(One website or blog only)

Incomplete submissions will not be accepted. E-mailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.

List Team Member Names: (Team Lead complete above portion)

Please let us know how you found out about this opportunity:

Would you like to receive direct e-mails from the Richmond Public Art Program? ☐ Yes ☐ No

Signature: _____ Date: _____

Submit applications by e-mail to: publicart@richmond.ca

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the RFQ as required. All submissions to this RFQ become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

The Sharing Farm
Richmond Public Art



Blake Williams
1318 Grant Street
Vancouver BC V5L 2X5
www.blakewilliams.ca

Concept Proposal

As an artist working the public realm I believe in the potential of public art to contribute to a greater sense of place, while adding vibrancy and identifiable landmarks. Projects that invest in fostering and inspiring pride in one's city or community are opportunities to use art as a vehicle to celebrate, reflect and explore. I believe successful communities are built on a sense of ownership and belonging. We need to feel that we are reflected and acknowledged.

Public art at the Farm Sharing Project can become a meeting place where visitors pause and create opportunities for discussion and interaction; where reflection on place, neighbourhood and community is enhanced.

I'm particularly interested in this project as it is based on The Sharing Farm's visionary approach to food production and distribution. While it honours the history and legacy of agriculture in Richmond it also puts into practice the healing potential of horticultural therapy. I believe it is a good fit for me because I've worked on numerous projects that are community based and which engaged a varied, committed group of local citizens.

To celebrate Richmond's rich agricultural heritage I would create two large - 5' x 6' - assemblages for the exterior wall of "Mary's Barn". They would be constructed from a variety of rusted, well used found materials symbolic of Richmond's farming history. The illustration on the following page illustrates some of the objects that would make up the installations. Shown here are axes, wrenches, shovels, pitchforks, and an assortment of other tools and textures. The final work would contain more detail that would be visible when viewed closer, a woven "fabric" of rusted steel, nails, brackets, small tools and saw blades. To deal with safety concerns each sharp edge would be dulled and points flattened. The background of the piece would either be a panel of weathered barn wood or, to increase the durability, I would print the weathered texture on porcelain ceramic tile. As an interactive element I would include a series of "spy holes" where visitors can look into the piece. (Please see my attached photographs for the Migration project, included with this document as an example of this in practice.)

The construction would be very organic, adding and subtracting to the piece depending on what rusted treasures are found. In addition there can be found a series of metal framed, hand tinted photographic images permanently printed and kiln fired onto glass. These would reflect the abundance that comes from the land and provide glimpses into farm life of the past. I would consult with the members of The Sharing Society to determine the most appropriate imagery and text. I would also like to meet with these members to offer the opportunity to have input into the project. Possibly a workshop where farming stories can be told and personal items brought to become part of the sculpture's rusted memory.

Ninety percent or more of the assemblage will be constructed from up-cycled and repurposed materials. Even the glass for the photographic imagery will be taken from old windows, the not perfect surface and texture of the glass contributing to the story.

Preliminary Concept Sketch

This sketch is a preliminary idea for one of the panels to be installed on "Mary's Barn". A second construction would be created that would be similar in approach but illustrating different aspects of Richmond's farming heritage.



Preliminary Budget

Final Design + Research	2,000
Community Engagement	400
Materials	
found materials	
porcelain	
printing materials	1,300
Image Preparation	450
Studio Fabrication	5,000
Installation	
Transportation	300
Labour	600
Hoist	400
Documentation	300
Insurance	500
Contingency	1,500
Artist Fee	2,250
Total	15,000

Selected Public Art Projects

Bridging Perspectives, The City of Saanich, BC, The Craigflower Bridge,

6' x 13' x 6" curving steel and concrete sculptural form clad in screenprinted and painted fused glass.

The Welcome Project-Migration, The Coquitlam City Centre Public Library, 2013

2 - 2' x 8" x 11.5' glass clad "birdhouses" with photographic imagery and text reflecting the experience of immigrants to the city discovered during a series of 8 art making workshops that discussed issues of racism and inclusiveness.

Illuminations-The Necklace Project, The City of Port Moody, 2012

a 6' diameter steel circle with glass mosaic infill with solar powered back lighting, 4 - 2' steel framed circles each with glass mosaic infill and solar back lighting, the work at each location told a brief story of a significant heritage building while speaking to the natural and human history of Port Moody.

All Intertwining, First Capital Realty, The City of Richmond, BC, 2012

a 17' x 36' photographic and painted porcelain panel, inspired by the agricultural heritage of Richmond and the history of blueberry farming which was used as a metaphor for sustainability.

The Flapping of a Single Wing, North Vancouver BC, 2011

4' x 14' suspended glass, concrete and aluminum sculpture with photo-imagery and text, representing North Vancouver's natural and human history.

Body Mind Spirit, Southlands Leisure Centre, Calgary, AB, 2009

4' x 75' ceramic and glass mural cladding a concrete form rising from floor level to 12' representing the activities of the centre and the diverse nature of the user group

RISE, Fire Hall #5, Red Deer, AB, 2009

A 6' x 10' free standing steel and glass curving form with imagery and text reflecting on the history and mission of the Emergency services department.

Bruce Eriksen Place, Vancouver, BC, 1999

6' x 35' ceramic mural and 15 - text panels to honour the work of Downtown Eastside activist and city councilor Bruce Eriksen, this project required working with the architect, the contractor, a committee from the housing society, plus interviews with individuals and organizations.

Spectrum International Award

winner of the Award of Merit for design, these awards are given to projects that show original use of materials and have cultural significance, other winners include the Sistine Galleries at the Vatican and the Holocaust Museum.

*The Welcome Project-
Migration,*
The Coquitlam City Centre
Public Library, 2013

2 - 2' x 8" x 11.5' glass clad "birdhouses" with photographic imagery and text reflects the experience of immigrants to the city discovered during a series of 8 art making workshops that discussed issues of racism, inclusiveness.



*The Welcome Project-
Migration, detail*

On either side of the
"birdhouse" are a
series of spy holes
that offer views into
the piece where an
assemblage of
imagery, text and
objects further the
narrative of the
project.

Please Note:

*For the Sharing Farm
Project I would include a
similar device that
would allow visitors to
peer into the piece and
discover small
constructions that
would expand on the
narrative of the work
and provide an element
of discovery and fun.*





City of Richmond

Report to Committee

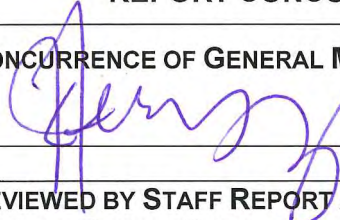
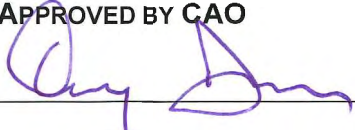
To: Parks, Recreation and Cultural Services Committee
From: Serena Lusk
Senior Manager, Recreation and Sport Services
Date: May 6, 2016
File: 11-7000-10-01/2016-Vol 01
Re: **Richmond Sports Wall of Fame Nominating Committee Additional Category Request**

Staff Recommendation

1. That the Richmond Sports Wall of Fame Selection Criteria be amended as described in Attachment 2 of the staff report titled, "Richmond Sports Wall of Fame Nominating Committee Additional Category Request," dated May 6, 2016, from the Senior Manager, Recreation and Sport Services; and
2. That the Richmond Sports Wall of Fame Policy 8711 be amended to include the category "Masters Athlete" as identified in Attachment 4 of the staff report titled, "Richmond Sports Wall of Fame Nominating Committee Additional Category Request," dated May 6, 2016, from the Senior Manager, Recreation and Sport Services.

Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Att. 5

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

Staff Report

Origin

The purpose of this report is to provide further information to Council on the letter received from the Chair of the Richmond Sports Wall of Fame Nominating Committee, dated April 28, 2016 (Attachment 1). The Chair's letter requests the addition of a "Masters Athlete" nomination category to the Richmond Sports Wall of Fame. The following report details the changes that Council could consider to the Richmond Sports Wall of Fame Policy 8711 and the Richmond Sports Wall of Fame Selection Criteria to accommodate the Committee's request.

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

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

Analysis

The Richmond Sports Wall of Fame Nominating Committee is requesting an additional nomination category for Masters Athletes.

The Masters Athlete category will help differentiate between the accomplishments of athletes who have competed in their chosen sport at the national or international level with no age or other category restrictions, compared to athletes who have competed in separately sanctioned Masters events. Each international sport governing body has its own specific, age related categories for Masters athletes. The Masters Athlete category allows individuals to continue to compete with other athletes in specific age categories related to the physiology of aging. Some governing bodies have categories for athletes to compete in, up to and including 100 years of age.

The existing Richmond Sports Wall of Fame Selection Criteria requires that athletes be "retired from the sport for which they are nominated for a minimum of five years." It also provides for the Richmond Sports Wall of Fame Nominating Committee to make exceptions to this criteria in certain circumstances where the accomplishments are so exceptional that they should be recognized prior to retirement. This exception would not apply to a Masters athlete.

Attachment 2 is a comparison of the current Richmond Sports Wall of Fame Selection Criteria including recommended amendments. Attachment 3 is the recommended version of the Richmond Sports Wall of Fame Selection Criteria.

The Richmond Sports Wall of Fame Policy 8711(Attachment 4) presently lists the following inductee categories for nominations: Athlete, Team, Builder, Official, Coach, Pioneer and Special Achievement along with the recommended amendments to the policy. Attachment 5 is the recommended version of the Richmond Sports Wall of Fame Policy 8711.

The addition of the Masters Athlete category will provide clarity related to the achievement of athletes in open categories of competition and athletes competing in age based categories that allow them to continue to compete as they age.

This proposed amendment will help the Committee with this year's nomination process as they have received nomination forms for individuals that would be better recognized in the category of Masters Athlete than Athlete.

Financial Impact

None.

Conclusion

Staff support the proposed addition of the Masters Athlete nomination category to the Richmond Sports Wall of Fame Policy 8711 and Selection Criteria as per the letter from the Chair of the Richmond Sports Wall of Fame Nominating Committee. The Masters Athlete nomination category will help to differentiate the accomplishments of athletes in open categories of competition from those in closed or age restricted categories of competition.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)

- Att. 1: Letter, dated April 28, 2016, from the Richmond Sports Wall of Fame Nominating Committee Chair
- 2: Comparison of current to amended-Richmond Sports Wall of Fame Selection Criteria
 - 3: Recommended Draft of the Richmond Sports Wall of Fame Selection Criteria
 - 4: Comparison of current to amended-Richmond Sports Wall of Fame Policy 8711
 - 5: Recommended Draft of the Richmond Sports Wall of Fame Policy 8711

TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE

Bob Jackson
11720 Pintail Drive
Richmond, B.C.
V7E 4P5

April 28, 2016

Mayor and Council
City of Richmond
6911 No. 3 Road
Richmond, B.C.
V6Y 2C1

Dear Mayor and Council:

RE: An Additional New Category for the Richmond Sports Wall of Fame

We are in the middle of our deliberations for the 2016 Richmond Sports Wall of Fame recommendations to Mayor and Council and have run into a challenging situation related to Athlete Category. We have a few nominations for the Athlete Category who started competing later in their life. These athletes are hard to compare to a world class athlete who have competed successfully on the international stage in world championships for their sport and/or major multi-sport games such as the Olympics.

We would like to ask the Council of the City of Richmond to consider adopting another new category, Master Athlete.

Currently for the Athlete Category, the nominated athlete must have been retired for a minimum of 5 years. In some cases athletes who start competing later in life continue to compete with other athletes of a like age well into their 80's, so they do not meet the Selection Criteria of having been retired for 5 years.

How is a Master Athlete defined? Most sports have their own definition of a Master Athlete. In some sports it could be 60 years of age but other sports it is 50 years of age. We would suggest that Richmond's Sports Wall of Fame not set one age for all master athletes. Rather we would suggest that Richmond adopt the same age as adopted by the athletes sport governing body.

We have athletes in their 70's and 80's who have set national and/or international records in their sport and who will continue to compete until their health fails them. We would like to recognize and honour this type of athlete but can't do it if they have to be retired for 5 years. Secondly it is hard to compare their achievements to athletes who are competing in open World Championships in their sport or multi-sport games such as the Olympics, the Pan-Am Games or the Commonwealth Games.

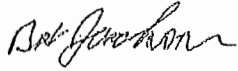
So the Nominating Committee of the Richmond Sports Wall of Fame would like to ask Mayor and Council to consider the adoption of a new category, Master Athlete, so we can honour this year a couple of nominations that we have received and we would like to recommend to Mayor and Council to consider for induction into the Richmond Sports Wall of Fame in 2016.

On behalf of the Nominating Committee of the Richmond Sports Wall of Fame, I would like to thank you for your support of our work.



(Please Turn Over)

Yours in Sport,



Bob Jackson
Chair
Nominating Committee
Richmond Wall of Fame
City of Richmond

c.c. Councillor Harold Steves
Donna Marsland
Stu Corrigal
Bill McNulty
Serena Lusk
Sammy Morizawa
Gregg Wheeler

(Comparison of Current to Recommended Amendments)
Richmond Sports Wall of Fame Selection Criteria

Eight main categories for inclusion in the Sports Wall of Fame – Athlete, **Masters Athlete**, Team, Builder, Official, Coach, Pioneer and Special Achievement.

Key criteria to be considered in all of the inductee categories for the Sports Wall of Fame include the following:

1. Residency or strong connection to the community through either training in Richmond, membership in a Richmond sport organization or participation on a Richmond based team. Preference will be given to individuals who lived in Richmond during their participation in their sport.
2. Achievement at community, provincial, national, international or world championship level.
3. In good standing at the time of their achievement with the related provincial, national or international sport if applicable.
4. Athlete be retired from the sport for which they are nominated for a minimum of five years **other than Masters athletes competing in sanctioned masters athletic competitions.**¹
5. Contribution back to the community of Richmond, either in their sport or beyond their specific sport.
6. Higher than average proficiency in more than one sport.
7. Richmond sport organization or school team that is made up of a minimum of 75 per cent Richmond residents. Team members' names will not be included on the Wall of Honour plaque, but individual names will be included in the accompanying electronic kiosk.
8. Teams that have won a championship or title at the national and/or international level in a given year.
9. Nomination forms to be submitted by December 31 of each year. Unsuccessful nomination forms will be returned to the nominator and accompanying supported materials after three years.
10. Unless directed by the committee, all discussion and decisions of the Wall of Fame Nomination Committee to remain in strict confidence so as to ensure that the committee speaks with one voice and that individuals and groups privacy is respected.
11. Coach - Compiled an outstanding record of coaching/managing championships teams and/or athletes, and compiled an extraordinary winning record or have achieved other outstanding accomplishments, with consideration given to integrity, sportsmanship and character.

¹ Special consideration may be given to individuals and teams still competing in their sport related to Olympic medal success, international championships or world records that have been sanctioned by the appropriate international sport federation.

12. Pioneer - Attained a high level of excellence and brought honour and recognition to Richmond sport and sport history. Nominees must exhibit a “pioneering” quality in athletic, builder, or team accomplishments, involving some aspect of innovation, or trailblazing that changed the shape of sport in Richmond for those who followed 40 years prior to the current year.
13. Special Achievement - This special recognition award is presented from time to time to an individual(s) who has (have) made a significant contribution to sport in Richmond, but who would not otherwise qualify for induction into Richmond’s Sports Wall of Fame. This candidate(s) must exemplify good character and dedication, and provide inspiration to present and future generations.

DRAFT

(Recommended Amendments)
Richmond Sports Wall of Fame Selection Criteria

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3. In good standing at the time of their achievement with the related provincial, national or international sport if applicable.
4. Athlete be retired from the sport for which they are nominated for a minimum of five years other than athletes competing in sanctioned masters athletic competitions.²
5. Contribution back to the community of Richmond, either in their sport or beyond their specific sport.
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DRAFT



Page 1 of 1	Adopted by Council: October 14, 2014 Amended by Council: February 23, 2015, July 27, 2015	Policy 8711
File Ref: 7000-10	Sports Wall of Fame (Comparison of Current to Recommended Amendments)	

POLICY 8711:

It is Council policy that:

1. The Richmond Sports Wall of Fame located at the Richmond Olympic Oval will showcase Richmond's sporting history.
2. Inductees to the Wall of Fame may come from any sport. For the purposes of this policy, "Sport" is defined as any competitive, physical activity governed by a specific set of rules.
3. Inductees to the Richmond Sports Wall of Fame will be approved by Council based on recommendations from a Nominating Committee.
4. Inductees must have residency or strong connection to the community either through training in Richmond, membership in a Richmond sport organization or participation on a Richmond based team.
5. Inductees will be nominated in one or more of the following **eight** categories:
 - a. Athlete
 - b. **Masters Athlete**
 - c. Team
 - d. Builder
 - e. Official
 - f. Coach
 - g. Pioneer
 - h. Special Achievement
6. Inductees will be invited to a ceremony at the Richmond Olympic Oval as part of an Induction Ceremony to be held a minimum of every three years.



Page 1 of 1	Adopted by Council: October 14, 2014 Amended by Council: February 23, 2015, July 27, 2015	Policy 8711
File Ref: 7000-10	Sports Wall of Fame (Recommended Amendments)	

POLICY 8711:

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 - a. Athlete
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 - c. Team
 - d. Builder
 - e. Official
 - f. Coach
 - g. Pioneer
 - h. Special Achievement
6. Inductees will be invited to a ceremony at the Richmond Olympic Oval as part of an Induction Ceremony to be held a minimum of every three years.



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: May 3, 2016

From: Mike Redpath
Senior Manager, Parks

File: 11-7000-01/2015-Vol
01

Re: Sustainable Food Service at City Facilities and Events

Staff Recommendation:

That the Sustainable Food Service Quick Guide, provided as Attachment 1, as detailed in the staff report titled "Sustainable Food Service at City Facilities and Events," dated May 3, 2016, from the Senior Manager, Parks, be endorsed as a tool to promote the use of sustainable food service items in City facilities and on City-owned land.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Major Events & Filming	<input checked="" type="checkbox"/>	 (ACTING)
Recreation Services	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO

Staff Report

Origin

At the October 22, 2014 Public Works and Transportation Committee meeting, staff received the following referral:

That the City of Richmond examine banning plastic cups, plastic plates, plastic utensils, and plastic bags in all City parks, community centres, City facilities, at public events held on land owned by the City, and from City-licensed food carts and report back.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.1. Continued implementation of the sustainability framework.

4.2. Innovative projects and initiatives to advance sustainability.

This report outlines the rationale for the development of the *Sustainable Food Service Quick Guide* (Attachment 1) and summarizes the recommendations found in the guide.

Analysis

Sustainable Purchasing

The intent of sustainable purchasing is to shift spending away from goods and services that negatively impact the environment or social conditions, and towards products that are environmentally sound and socially beneficial. Every buying decision has environmental and social consequences that include consumption of raw materials, energy used in production and transportation, waste, labour standards, health and safety issues.

Key benefits to encouraging a sustainable approach to the use of dinnerware in City facilities and on City property include:

- Avoiding generation of waste;
- Using raw materials more efficiently;
- Supporting innovation and companies with strong environmental commitments;
- Providing safer and healthier products;
- Demonstrating commitment to sustainability; and
- Potential cost savings.

The City of Richmond's Procurement Policy (Policy 3104), as amended September 28, 2015 supports but does not require sustainable and ethical purchasing.

11.0 Sustainable and Ethical Purchasing

- 11.1 Sustainable and ethical purchasing practice will align City's approach to purchasing with the objectives relating to people, the environment and prosperity as referenced in the City's Sustainability Policy 1400.*
- 11.2 The City will encourage all suppliers within the purchasing process to demonstrate excellence and innovative leadership in sustainability, environmental stewardship and fair labour practices; and where practical will take these factors into consideration during the evaluation process.*
- 11.3 The City will work collaboratively with suppliers to advance environmentally friendly products and services.*
- 11.4 The City will select suppliers based on best value, including, but not limited to, the economic attributes of the supplier's products and services.*
- 11.5 In order to increase the development and awareness of environmentally-sound products and services, City staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.*
- 11.6 The City will endeavor to increase its use of products and services that are more responsible to the environment in the way that they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.*
- 11.7 The operators and caterers of City-run facilities are requested to use only certified organic, free-range or free-run whole (shell) chicken eggs.*

Waste Reduction Initiatives in Richmond

The City of Richmond has set a goal to be a *Recycling Smart City* and to divert 80 per cent of waste from the landfill by 2020. To achieve these goals, the City currently delivers a wide range of services for residents to ensure that waste is managed effectively and efficiently and adheres to sustainability principles.

These programs and services include:

- Blue Box, Blue Cart, and Green Cart weekly curbside collection for recycling paper and newsprint, glass, plastic, tin, food scraps, and yard trimmings;
- Recycling Depot drop-off service;
- GO!Recycle Public Spaces bins in the community;
- Special event recycling supported by the Green Ambassadors Program;
- Biweekly Garbage Cart Program;
- WeRecycle at City facilities for recycling of food scraps, mixed containers and paper; and
- *Richmond Sustainable Event Toolkit* (Attachment 2) and *Richmond Sustainable Event 7 Step Quick Guide* (Attachment 3).

In addition to these corporate initiatives, many community centres and privately organized events are independently taking steps towards reducing the use of disposable dinnerware. For example, the community centres and Minoru Place Activity Centre have reusable dinnerware that is used whenever possible and the license agreement for the City Hall Cafeteria stipulates the use of biodegradable takeout containers.

While the recently implemented *Richmond Sustainable Event Toolkit* (Attachment 2) and *Richmond Sustainable Event 7 Step Quick Guide* (Attachment 3) provide direction and incentives for the use of sustainable dinnerware in order to produce sustainable events in the City, until the development of the *Sustainable Food Service Quick Guide* there has not been a guideline to do the same at City facilities for daily operations and regular use.

Within City facilities and at events on City-owned land, a variety of disposable items are used on a regular basis including cups, plates, utensils and occasionally, bags. In most cases, the optimal solution from an environmental sustainability perspective is a shift towards reusable items. Reusable items may be provided onsite, or consumers may be encouraged to bring their own reusable item. Providing consumers with new reusable items is not environmentally desirable, as most consumers have a sufficient number of reusable items already. However, given the wide variety of events, programs and activities carried out within the City, the use of disposable items is and will continue to be difficult to avoid.

Current Reality and Best Practices

Best practices research indicates that there are a variety of tools available to meet waste reduction goals. However, what materials offer the most sustainable choice is complex.

Other organizations and local governments have taken steps to minimize the negative impacts of disposable dinnerware through the development and implementation of guidelines to help staff and others make informed and responsible decisions.

Examples of this approach include:

- *UBC Sustainable Purchasing Guide* which promotes:
 - Non-disposable cutlery, mugs, glasses and dishes when possible;
 - Avoiding Styrofoam or plastic;
 - The use of paper or compostable dishes, containers and utensils;
 - The use of linen napkins and tablecloths when possible;
 - Choosing chlorine and dye-free paper napkins that have the highest post-consumer waste content possible;
 - Ensuring that food is served in a way that minimizes waste;
 - Aiding special event and program attendees with proper waste disposal; and
 - Ensuring adequate signage.
- *City of Calgary Sustainable Environmental and Ethical Procurement Policy* which states that the City of Calgary will:
 - Purchase goods and services that meet the highest possible environmental and ethical standards where practical;
 - Promote the use of sustainable products and services by examining the environmental, ethical and financial impacts of products and services procured; and
 - Work cooperatively with suppliers and other key stakeholders to advance corporate social responsibility in the business community by promoting the policy and encouraging suppliers and subcontractors to work towards the sustainability objectives of the policy.
- *City of Vancouver Green Events Planning Guide* which encourages event producers and vendors to:
 - Offer single-use containers that are recyclable or compostable;
 - Discourage the use of unnecessary disposable items (e.g., Straws and stir sticks);
 - Use items that are made from recycled content (e.g., plates and napkins), or better yet, use reusable dinnerware, flatware, and/or linens;
 - Use large containers for condiments and beverages instead of individual packets, cans, or bottles; and
 - For small events, like block parties and picnics, bring your own utensils, cups, and plates.
- The City of Richmond has adopted a similar approach in its recently implemented *Richmond Sustainable Event Toolkit* which:
 - Advises participants to buy in bulk and cook to order to minimize packaging and waste; and
 - Encourages participants to bring their own reusable plates, cups and utensils. If using disposables, consider options that can be composted within Richmond.

In addition to actions taken by large organizations and local governments, non-profits and businesses are also taking steps to increase sustainability voluntarily. For example, in the spring of 2016 over 20 local businesses in Tofino agreed to go straw free as part of the “Straws Suck” campaign, an initiative of the Pacific Rim chapter of the Surfrider Foundation. The Tofino Chamber of Commerce has also contributed to the local initiative to reduce the use of plastic disposables through a bulk purchasing program which helps to reduce the costs to local businesses of purchasing compostable items.

While some local governments have implemented outright bans, this approach has been limited and restricted to very specific items. For example, in 2014, the City of San Francisco became the first U.S. city to introduce legislation to phase out the sale and distribution of bottled water on City property. This legislation applies only to newly issued leases and permits, not to existing lease and permit holders and does not extend past bottled water.

Analysis and Options

Option 1 – Pursue the development and implementation of a new bylaw, or bylaws, to ban the use of plastic cups, plates, utensils, and bags on all City-owned land, in all City facilities, and from City licensed food trucks. **(Not Recommended)**

The ability of Council to prohibit or regulate plastics on City land will vary with how such a prohibition or regulation is characterized in order to avoid the issues associated with concurrent regulatory authority with the Province. For example, if an overarching bylaw banning plastics on City lands were characterized as being in respect of the protection of the natural environment under section 8.3(j) of the *Community Charter*, Council would require ministerial approval of the bylaw.

A prohibition, by bylaw, on bringing plastics onto all City lands (including facilities) may be overly broad, may be impractical to enforce, may cause discontent with the public and may open the City to lawsuits from industry groups. Toronto, San Francisco and New York have all been sued by industry-backed coalitions when pursuing limited bans on particular plastic items like styrofoam, single use plastic bags, and water bottles. Though these cities were trying to implement City wide bans on specific items, a ban affecting all City lands and facilities may also attract the attention of lobby groups and industry coalitions.

Section 8(3)(b) of the *Community Charter* permits Council to, by bylaw, regulate, prohibit and impose requirements in respect to public places, such as roads, parks, public squares and other spaces of such a public nature. Thus Council could, by an amendment to the *Public Parks and School Grounds Regulation Bylaw No. 8771*, prohibit certain activities in parks, be that leaving plastics in parks (please note that depositing garbage, recyclable materials or food waste in parks other than in a waste receptacle is already prohibited under Bylaw 8771), or some other prohibition. Section 8(3)(a) of the *Community Charter* permits Council to, by bylaw, regulate, prohibit and impose requirements in respect of municipal services, which would encompass City facilities such as City Hall, community centres, pools, arenas, parks, etc, but not all City land.

Though Council may, by bylaw, create prohibitions with respect to such facilities, many of the food vendors are City sub-contractors with contracts and/or licences with the City. Such a ban

would only be able to apply to new or renewed contracts/licences, and not be able to vary the terms of existing and ongoing contracts/licences. Additionally, there are many functional issues both in the development of such bylaws and in the enforcement of such bylaws.

With respect to food trucks licenced by the City, under the *Community Charter*, Council may only regulate business (s.8(6)) by bylaw through a licensing regime (s.15) and not prohibit certain activities. Thus Council would not be able to create a ban on the use of plastics by food trucks by bylaw. Instead the use of some alternate food service items could be added to licence conditions and/or the agreement with the City required under paragraph 16.3.1(a) of *Bylaw No. 7538*. As with food vendors at City facilities, any such changes would only apply to new or renewed licences and agreements, and not to existing licences and agreements, and may be difficult to enforce.

Option 1 is not recommended, due to:

- Challenges related to enforcement. Use of plastic bags in public spaces is prevalent among many community members (e.g. picnickers, dog-owners, etc.). Enforcing a ban would involve substantially greater demands on limited bylaw enforcement resources, and could result in negative public perceptions;
- Resources required to consult with user groups, the public, and the business community on the impacts of an outright ban. An outright ban would necessitate a substantial public consultation and education initiative;
- Inconsistency with current best practice. Such a ban is not being considered by other jurisdictions; and
- Resources required to develop and implement a new bylaw and/or bylaw amendments.

Rather than enacting a ban by bylaw with respect to City lands, it may be more practical to issue a policy that informs the terms and conditions of food vendor contracts and leases with the City (see option 2 below regarding *Procurement Policy 3104* and the *Sustainable Food Service Quick Guide*).

Option 2 – Endorse the *Sustainable Food Service Quick Guide* (Attachment 1) as a tool to promote the use of sustainable food service items in City facilities and on City land. **(Recommended)**

The *Sustainable Food Service Quick Guide* (Attachment 1) was developed by City staff in consultation with community associations and contractors to help make informed, sustainable choices when delivering services and events.

The recommendations found in this guide were developed with a sustainable *Zero Waste* approach that aims to:

- Eliminate the consumption of detrimental or unnecessary items;
- Reduce consumption by prolonging goods life and engaging in sharing;
- Reuse goods;
- Recycle and compost materials before they enter the waste stream; and

- Minimize disposal of garbage bound for the landfill or incineration.

Highlights of the recommendations found in the *Sustainable Food Service Quick Guide* include:

- Avoiding the use of disposables whenever possible;
- Choosing compostable products over those that must be disposed in the landfill; and
- Choosing products made from recycled materials.

Taking the same approach as the recently adopted *Procurement Policy (Policy 3104)*, which encourages “*all suppliers within the purchasing process to demonstrate excellence and innovative leadership in sustainability, environmental stewardship and fair labour practices; and where practical will take these factors into consideration during the evaluation process,*” staff will review existing policies, procedures, and agreements to reflect this shift towards sustainable purchasing. This can be achieved through the business terms in agreements as well as education around and promotion of the *Sustainable Food Service Quick Guide*.

Starting in 2016, private event organizers will be required to agree to a Sustainability Commitment Statement through the Richmond Event Approval Coordination Team (REACT) application. The *Sustainable Food Service Quick Guide* is part of the *Sustainable Event Toolkit*.

Implementation

Staff will promote the *Sustainable Food Service Quick Guide* through a number of channels.

1. Special Events

The *Sustainable Food Service Quick Guide* will be included and promoted as part of the *Richmond Sustainable Event Toolkit* for both private and City events. Mobile food vendors at City events will be required to use compostable take away containers.

2. City Facilities

Community Services staff, with the technical support from Sustainability staff, will ensure that the *Sustainable Food Service Quick Guide* is circulated through Area Coordinators to all City facilities and partner groups.

3. Other

Staff responsible for agreements with private vendors in City facilities and on City property will be encouraged to use the guidelines outlined in the *Sustainable Food Service Quick Guide* in contracts and agreements whenever possible.

Staff will monitor new initiatives as a result of the program and report back in early 2018.

Financial Impact

None.

Conclusion

Council endorsement of the *Sustainable Food Service Quick Guide* will advance the City towards its waste reduction goals by working to change the culture around the use of disposable food service items in a steady, but measured pace. Educating staff, community organizations, event organizers, and private vendors on the benefits of using reusable and recycled and /or compostable disposable food service items will contribute towards the significant cultural shift that is already underway.

Based on the outcomes of the pilot, other regulatory tools can be considered when staff report back in early 2018.



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- Att. 1: *Sustainable Food Service Quick Guide*
2: *Richmond Sustainable Event Toolkit*
3: *Richmond Sustainable Event 7 Step Quick Guide*



SUSTAINABLE FOOD SERVICE **QUICK GUIDE**



SUSTAINABLE FOOD SERVICE QUICK GUIDE

Use this chart to help make choices that are good for the community and the environment – reusable, recycled, and/or compostable is the way to go!

I NEED TO USE...	MOST SUSTAINABLE	ALTERNATIVE GOOD PRACTICE	LEAST SUSTAINABLE
 BAG	Encourage people to use their own bags	Compostable paper bags	Plastic bags
 DISHWARE	Reusable dishware	Compostable paper or plant fibre dishware	Plastic, bio-plastic and Styrofoam dishware
 CUTLERY	Reusable cutlery	Compostable wooden cutlery	Plastic and bio-plastic cutlery
 STIR STICKS	Reusable spoons	Compostable wooden sticks	Plastic stir sticks
 NAPKINS, TABLECLOTHS	Reusable cloth	Recycled and compostable paper	Made from unrecycled materials
 TAKE-OUT CONTAINERS	Encourage people to bring their own containers	Compostable paper or fibre containers	Plastic, bio-plastic and styrofoam containers
 WATER BOTTLE	Encourage people to bring their own water bottle		Single use water bottles

Richmond
SUSTAINABLE
EVENT
TOOLKIT

www.richmondsustainableevent.ca



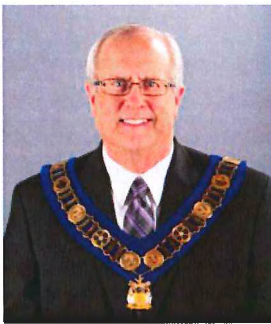


City of
Richmond

Malcolm D. Brodie
Mayor

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A MESSAGE FROM THE MAYOR:

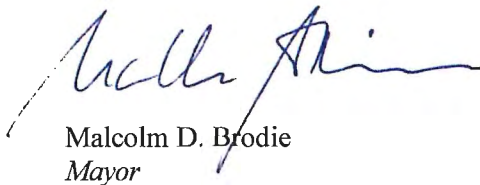


Events such as festivals, concerts, conventions, and sporting tournaments achieve positive outcomes like community building, skill development, and entertainment. Furthermore, events provide an excellent opportunity to showcase more environmentally and socially responsible management strategies, and can contribute to a healthier planet and a more enriched community.

Globally, there is a distinct trend towards implementing events in a more environmentally, socially, and economically responsible way to manage adverse impacts and foster positive legacies. Sustainability has gained popularity and is increasingly a topic of discussion, with event participants becoming more interested in sustainable products, ideas and services.

The City of Richmond is committed to being a municipal leader in sustainable practices. To support event organizers in planning sustainable events, the City of Richmond has developed the 7 Step Quick Guide as well as this more detailed Resource Kit. Both are designed to help event organizers plan successful and responsible events. Using the available resources will benefit your event through the planning cycle, as well as improve the environmental, social and economic impacts your event has on our surrounding community.

On behalf of the City of Richmond, I wish you a fun, fulfilling, and sustainable event!



Malcolm D. Brodie
Mayor

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HOW TO USE THIS TOOLKIT

Sustainability is about more than just “being green”. It is about doing things efficiently and effectively, being innovative and creating a positive impact, achieving excellence and leaving lasting legacies.

This Toolkit provides event organizers with guidance and resources to improve the environmental, social, and economic impacts associated with their event.

Let's get started! Use this Toolkit to:



1. INFORM YOURSELF

This Toolkit provides details on 7 key steps to making your event more sustainable.

Learn:

- Why is this recommendation important?
- What questions do I need to ask?
- How can I implement the recommendation?
- What resources are available for help?



2. TRACK YOUR PROGRESS

Use the self-assessment sections to visualize and keep track of your sustainability progress.



3. REPORT ON YOUR PROGRESS

Once your event is over complete the City of Richmond's Sustainable Event Survey.



4. BECOME A CHAMPION!

After reviewing your event sustainability actions reported in the survey, the City may recognize your event as a Sustainable Event Champion. Sustainable Event Champions gain access to the City of Richmond Sustainable Event Champion logo for promotional use.



5. EXPLORE FURTHER

Under each of the seven headings in the Toolkit you will see a reference to the relevant sections within the AISTS Sustainable Sport Event Toolkit (SSET). See page 15 to learn more about the City of Richmond's partnership with AISTS and for more information on hosting sustainable events visit the AISTS SSET webpage (<http://www.aists.org/sset>).



COMMITMENT STATEMENT

Having a commitment statement is a key component of hosting a sustainable event. By promoting your commitment statement you generate awareness about your sustainable intentions and initiatives. Endorsing sustainability also reflects the values of your event and how you plan to benefit your local community and environment.

AISTS SSET Section: 1.1, 1.2, 1.3, 8.2, 8.3, 8.5

Questions to Ask

- How might your event and its activities impact the surrounding environment, people, and economy?
- What components of your event do you have the most control or influence over?
- Which areas can you focus your sustainability efforts in order to generate the greatest results?
- Who are your key stakeholders?

Ways to Implement

- Develop a commitment statement that outlines how your event will enhance sustainability. You can use the City of Richmond's commitment statement provided in the section below, or develop your own!
- Share the commitment statement with staff, volunteers, and event participants. Post the statement online and include it on your advertisements, letting others to know that you intend to host a sustainable event!
- Identify the components of the event where you have control or significant influence and prioritize your sustainability efforts on these areas to generate maximum impact.

Need Help?

- The City of Richmond provides the following sample Sustainability Commitment Statement for event planners:

"Our event is committed to fostering positive environmental, social, and economic impacts for current and future generations within the local community."

Self Assessment		Comments
Created a commitment statement on convening a sustainable event	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Promotion of the statement through website, advertisements, and other social media outlets 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REDUCE WASTE AND RECYCLE

Organizers often have influence over waste management at their events. Planning for efficient and effective waste management is a great way to minimize the ecological footprint of your event, and help Richmond achieve its goal of 80% waste diversion by 2020.

AISTS SSET Section: 2.7, 3.9, 4.2, 4.6



Questions to Ask

- How is the site going to stay litter free? Does the venue have on-site waste and recycling bins, waste management staff, contractors and/or volunteers? Will more garbage and recycling bins be required? What is the litter management plan once the event has finished?
- Is your event acting in accordance with Metro Vancouver's disposal ban on organics? What about discarded food scraps? Should you be acquiring food scrap bins?
- What are some ways to minimize the use of paper?

Ways to Implement

- Place recycling bins, food scrap bins and garbage bins in locations that make it as easy as possible for event participants to properly separate their recyclables and dispose of their waste. For example, place waste stations near the food vendors as well as event entrances and exits. Train your staff and volunteers to educate event participants on how to appropriately dispose of their waste e.g. demonstrate the difference between food scrap organics and garbage.
- Go paperless by communicating with staff and volunteers via email or text, and promote your event through social media instead of flyers or banners. When you must use paper remember to print double sided and to use FSC certified paper. Exclude dates while designing signs and banners so they can be used for future years
- Prepare beforehand for post-event restoration and try to pack out what you pack in. If you're using a contractor for litter management, inquire about their sustainable policies and procedures.

Need Help?

- Connect with the City of Richmond about [waste management responsibilities and solutions](#).
- Learn more about [FSC Paper](#).
- More information on the [Food Scraps Disposal Ban](#).

Self Assessment		Comments
Event remained litter free	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Use of recycle bins • Use of organics bins • Use of garbage bins • Made an effort to go paperless • Prepared a site-restoration plan 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Bottled water is
1000x
more expensive
than tap water



MAKE SMART WATER CHOICES

Whether it is drinking, cooling, cleaning, flushing, or irrigation, water will be used at your event, and most likely in more than just one of these ways. Implementing sustainable water practices is a simple way to decrease the negative environmental impact of your event.

AISTS SSET Section: 3.4, 4.5

Questions to Ask

- Where is the drinking water supply for your event coming from?
- How will water be used at your event?
- Will the water need to be treated before it is reintroduced back into the environment?
- Can bulk water sources replace plastic water bottles? If plastic bottles are unavoidable will they be recycled properly?

Ways to Implement

- Make use of the City of Richmond's on-site tap water stations so the event can provide participants with a sustainable source of potable water.
- Encourage event participants to engage in sustainable water practices, e.g. bring a refillable water bottle instead of buying bottled water.
- Ensure guests are able to easily recycle their plastic water bottles.
- Collaborate with venue staff and available resources and establish a sustainable water management plan.

Need Help?

- [Click here](#) to rent Tap Water Stations.
- [Click here](#) for more information regarding water saving tips.

Self Assessment		Comments
Practiced sustainable water management	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
• Use of City of Richmond tap water station	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Encouraged guest to bring refillable water bottles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Treatment of used water before releasing back into the environment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ESTABLISH A POSITIVE LOCAL IMPACT

Your event is going to have an impact on the surrounding community. Try to foster a positive impact by getting the local community involved and excited about your event.

AISTS SSET Section: 3.3, 5.2, 5.5, 5.6



Questions to Ask

- How does sourcing locally mitigate the ecological footprint of the event and benefit the local economy? How will engaging the local community affect support for your future events? Can local groups or organizations be contacted to recruit volunteers and staff? What are the local options available for goods and services procurement?
- Can the event be made more socially inclusive? How can it best accommodate people with disabilities, or those who speak other languages?
- What will happen to the remaining clothing, gear and equipment after your event? Can these goods be donated to local groups and organizations?

Ways to Implement

- Use local, “green” contractors and service providers when possible, and reach out to local groups and organizations when searching for volunteers and staff.
- Ensure the venue is accessible (barrier-free) to all peoples, including those of physical disability.
- If hosting a sporting event, promote the donation of used and older equipment and have a donation bin at your event. This collected gear can be donated to local sport organizations and community associations.
- If you have clothing and/or equipment remaining after your event, communicate with local organizations and organize a drop-off or pick-up.

Need Help?

- [Click here](#) to connect with Volunteer Richmond.
- Email volunteerhelpdesk@richmond.ca to find out how your volunteer opportunities can be promoted on <https://icanhelp.richmond.ca/>
- [Search the Richmond Community Services Directory](#) for local groups to engage.

Self Assessment

Self Assessment		Comments
Engaged the local community	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Recruited locally for staff and volunteers • Procurement of good from local providers • Donated remaining goods and clothing to community 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

1 CITY BUS

means 40 less vehicles
at your event parking



PROMOTE PUBLIC AND CLEAN TRANSPORTATION

A large portion of your event's carbon footprint will be a result of participants and attendees commuting to the venue. Aside from mitigating CO2 emissions, promoting environmentally friendly transit options can also help solve traffic and parking issues.

AISTS SSET Section: 6.1, 6.2, 6.4, 6.5

Questions to Ask

- How will people be commuting to your event?
- How can your event communicate to attendees about opportunities for walking, biking, transit and/or carpooling?
- Will there be a place to safely secure bicycles for participants who cycle?
- Is it possible to use green shuttle services or suggest participants carpool?
- What will be the traffic and parking complications?

Ways to Implement

- Visit the Translink webpage to find trip planning advice (transit options, bike routes and carpooling), and inquire if your event is eligible for a sponsored bike valet, bus shuttles or transit passes. Provide event participants and attendees with information on clean commuting options on your event webpage.
- Consider using a designated bicycle storage area as a safe way to store bicycles at events and to encourage cycling.
- Consider finding a way to reward participants who do commute using environmentally friendly transportation, such as a free food or drink ticket, or better parking locations for carpoolers.
- When possible, use low emission or electric shuttle vehicles, bicycles, hybrid cars, etc.

Need Help?

- Learn about transportation alternatives with [Translink](#).
- See which transit options are available for your location using [transit maps](#).
- Explore bicycle storage - [BEST Bicycle Valet](#).
- Find Electric [vehicles charging stations](#) in Richmond.

Self Assessment		Comments
Encouraged clean and public transit	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Educated event participants on public transit options • Encouraged carpooling and/or cycling 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

MAKE SMART FOOD CHOICES

Food is an area where small changes can have big impact. Smart planning can provide healthier choices, support local food economies, and improve the social and environmental impacts of food.

AISTS SSET Section: 5.6, 7.1, 7.2, 7.3, 7.4, 7.5

Questions to Ask

- Is healthy, in-season, local food offered at your event? Are different dietary needs of event participants being considered? What about those with vegetarian diets or nut allergies? Is it possible to cook to order? What are the benefits of cooking to order?
- How can you reduce the environmental impacts of plates, cups, and utensils?
- If food vendors will serve at the event, what are their sustainable policies and practices? Do they offer healthy, locally sourced options? Do they employ locally?
- What will happen to the remaining food once your event has finished?

Ways to Implement

- When purchasing food or selecting vendors, seek food that is fair-trade, seasonal, and/or local. Inquire about food vendors' sustainable practices and communicate how sustainability is a priority for your event.
- Ensure a wide range of healthy food options are available at your event. Give participants a variety of choice to meet dietary needs such as, vegan, vegetarian, nut-free, etc.
- Cook to order as much as possible to save in terms of cost and food waste. Buy in bulk to minimize packaging.
- Encourage participants to bring their own reusable plates, cups and utensils. If using disposables, consider options that can be composted within Richmond.
- If food is remaining at the end of the event see if it can be donated to the Richmond Food Bank. If vendors are being used, ask beforehand what will happen to the remaining food.

Need Help?

- [Connect](#) with Richmond Food Bank.
- [Harvest Power Richmond](#) provides a list of compostable products.
- Get information about the legalities of [food donation](#).

Self Assessment		Comments
Practiced sustainable food management	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Provided healthy food choices • Bought food in bulk • Cooked to order • Used eco-friendly dinnerware / utensils • Used sustainable food vendors • Donated remaining food to Food Bank 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



SUPPORT SUSTAINABLE ACCOMMODATION

Will participants be spending the night in Richmond? As an event organizer you have the capability to recommend hotels that have existing sustainable practices and policies, further reducing the carbon and ecological footprint of your event.

AISTS SSET Section: 6.3

Questions to Ask

- How can your accommodation recommendations mitigate the ecological footprint of your event?
- Of all the sustainable accommodations options, which are located near your venue? Which options have easy access to public transportation?
- Is your event providing multiple sustainable accommodation options to account for different price preferences?

Ways to Implement

- Seek accommodation providers with green certifications – consider the Green Key program, LEED, and other standards. Accommodations can also differentiate themselves through their social performance (benefits, living wage, equitable and respectful workplace policies, etc.), community benefits, and other commitments.
- Use Tourism Richmond website as a guide to find sustainable accommodation options in Richmond.
- Promote accommodation that is located near the event venue.

Need Help?

- For cultural events, find sustainable hotel choices through [Tourism Richmond](#).
- For sporting events, find sustainable hotel choices through [Richmond Sport Hosting](#).
- [Green Key Global](#) offers advice on how to be smart traveller and many hotels in Richmond participate in the Green Key Eco-Rating Program.

Self Assessment		Comments
Recommended sustainable accommodation	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Accounted for proximity to venue • Accounted for proximity to public transit 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REPORT ON YOUR PROGRESS

Once your event is over please complete the City of Richmond's Sustainable Event Survey.

The feedback we receive allows the City of Richmond to evaluate the practicality and effectiveness of our current resources available to event organizers. The more feedback we receive from organizers the further we can increase our ability to help hosts plan sustainable events in the future.

To report on your sustainable event, visit
www.richmondsustainableevent.ca



BECOME A CHAMPION

Completing the City of Richmond's Sustainable Event Survey will allow the City of Richmond to identify the sustainable features of your event. If your event has taken steps to become more sustainable in at least five of the seven areas covered in this toolkit, our staff may recognize your event as 2015 Sustainable Event Champion!

Once recognized as a 2015 Sustainable Event Champion, you will be given access and permission to use the Sustainable Event Champion logo. You can use this logo for promoting your future events.



RESOURCE COMPILATION

Action	Resource
Example Commitment Statement	"Our event is committed to fostering positive environmental, social, and economic impacts for current and future generations within the local community."
Reduce Waste and Recycle	<ul style="list-style-type: none"> • Recycling at community events • Food Scraps Disposal Ban • FSC Paper
Make Smart Water Choices	<ul style="list-style-type: none"> • Renting the City of Richmond's tap water station • Sustainable water management tips
Establish a Positive Local Impact	<ul style="list-style-type: none"> • Volunteer Richmond • Richmond Community Services Directory • Volunteer Opportunities in Richmond and volunteerhelpdesk@richmond.ca
Promote Public and Clean Transportation	<ul style="list-style-type: none"> • Translink • Translink Transit Map • The Bicycle Valet • Electric Vehicle charging stations
Make Smart Food Choices	<ul style="list-style-type: none"> • Richmond Food Bank • Harvest Power Richmond • Food Donor Encouragement Act
Support Sustainable Accommodation	<ul style="list-style-type: none"> • Tourism Richmond – Hotels • Green Key Program
Report on your Sustainable Event	<ul style="list-style-type: none"> • www.richmondsustainableevent.ca
AISTS Sustainable Sport Event Toolkit	<ul style="list-style-type: none"> • AISTS SSE Webpage • AISTS SSE Quick Start Guide

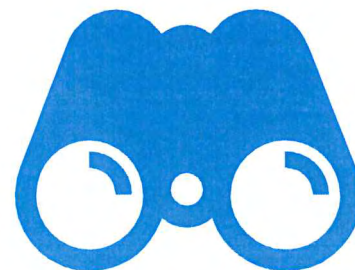
EXPLORE FURTHER - RICHMOND'S PARTNERSHIP WITH AISTS

The Richmond Sustainable Event 7 Step Quick Guide and Toolkit are initiatives of the City of Richmond and the Richmond Olympic Oval in partnership with the International Academy of Sport Science Technology/Académie Internationale des Sciences et Techniques du Sport (AISTS) in Lausanne, Switzerland.

The information presented in the 7 Step Quick Guide and Toolkit originates from a larger and more comprehensive AISTS Sustainable Sport and Event Toolkit (SSET). The AISTS SSET is designed to help event organizers plan sustainable international events. The AISTS SSET was originally developed for organizers of the Vancouver 2010 Olympic and Paralympic Winter Games.

AISTS offer their own Sustainable Sport and Events Quick Start Guide which can be downloaded from their website. The information in the AISTS Sustainable Sport and Events Quick Start Guide can be used to supplement the information provided by the City of Richmond, and also to further your understanding of event-specific sustainable practices.

For those seeking more information on hosting sustainable events or how to further implement sustainable practices visit <http://www.aists.org/sset>



Richmond Sustainable Event 7 STEP QUICK GUIDE

Follow these 7 steps and host a sustainable event that will benefit the local community, economy, and environment.

1 CREATE A COMMITMENT STATEMENT

- Create a commitment statement addressing your initiative to host a sustainable event. Feel free to make your own statement or you can use the example statement provided in the Resource Kit
- Post your commitment statement online and on promotional advertising
- Communicate your sustainability plan with staff, volunteers and guests



5 PROMOTE PUBLIC AND CLEAN TRANSPORTATION

- Advertise eco-friendly transportation options on your webpage
- Suggest participant and attendees take public transportation, carpool, cycle or walk to your event
- Find ways to encourage eco-friendly transportation e.g. better parking for carpoolers or secure bike lockup area



2 REDUCE WASTE AND RECYCLE

- Develop a recycling and waste management plan with your staff, volunteers and clean-up contractor
- Place recycling, organics and garbage bins in effective locations
- Go Paperless! Communicate with staff and volunteers via e-mail or text
- Promote your event through social media instead of flyers and banners
- If you need to use paper, print double sided and use FSC paper

80% diversion of waste from the landfill is Richmond's 2020 goal



6 MAKE SMART FOOD CHOICES

- Buy in bulk and cook to order to minimize packaging and waste
- Consider recyclable or compostable plates, cups, and utensils
- Offer a range of healthy food choices that satisfy different dietary requirements
- Donate remaining food to the Richmond Food Bank

Richmond Food Bank prepares

1500 meals every week



3 MAKE SMART WATER CHOICES

- Encourage event participants and attendees to bring refillable water bottles instead of plastic bottled water
- Book the City of Richmond's portable tap water station
- Take the necessary treatment precautions before releasing used water back into the environment



Bottled water is **1000x** more expensive than tap water

7 SUPPORT SUSTAINABLE ACCOMMODATION

- Use Tourism Richmond to find sustainable hotel choices within Richmond
- Recommend accommodation close to your venue, near public transit options, and has existing sustainable policies and practices
- Include a variety of accommodation options in terms of price range

2000+ hotel rooms in Richmond are sustainable choices



4 ESTABLISH A POSITIVE LOCAL IMPACT

- Recruit locally for your staff and volunteers
- Prefer local services with sustainable practices and policies while procuring goods
- Donate remaining gear, equipment, and clothing to local charities and organizations

There are over **9000** volunteers registered in the City volunteer system

Over **85,500** total volunteer hours were logged in 2014

Richmond Sustainable Event TOOLKIT

If you would like to make your event more sustainable but do not know where to begin, the City of Richmond has developed a **Sustainable Event Toolkit**.

This Kit contains resources offered by the City and other sources to help event planners host more sustainable events.

To access the Sustainable Event Toolkit, please visit:
www.richmondsustainableevent.ca

PEOPLE, PLANET, PROFIT
The Importance of Hosting a Sustainable Event



Sustainability is more than just "being green". A truly sustainable event balances environmental, social, and economic responsibilities.

www.richmondsustainableevent.ca
events@richmond.ca

SUSTAINABLE EVENTS CONSIDER:



People – Provide a healthy and safe environment, respect human rights, respect diversity, be culturally sensitive and encourage community involvement.



Planet – Practice waste reduction, reuse and recycle, be water and energy efficient, use eco-friendly transportation.



Profit – Save money through increased efficiency, use responsible procurement, invest in the local economy, and boost innovation.

ACKNOWLEDGEMENTS

The City of Richmond Sustainable Event Toolkit and 7 Step Quick Guide have been developed with the Richmond Olympic Oval and in close partnership with the AISTS (International Academy of Sports Science and Technology), in Lausanne, Switzerland.

Using the Sustainable Sport and Events Toolkit originally developed by the AISTS and the Vancouver 2010 Olympic and Paralympic Winter Games as a framework, Richmond developed this guide to help event organisers plan for sustainable small and medium community sized events.

REMEMBER TO REPORT ON YOUR SUSTAINABLE EVENT!

Completing the Sustainable Event survey allows the City of Richmond to evaluate the practicality and effectiveness of our current resources intended to help event organizers host sustainable events. Through the feedback we receive, the City of Richmond will improve and refine our resources, empowering event organizers to further incorporate sustainable features within their events.

Visit our webpage and complete the survey to become eligible for the City's *Sustainable Event Champion Recognition Program!*



Complete the survey for your chance to be recognized as a City of Richmond Sustainable Event. With the City's endorsement your event will gain access to the Sustainable Event Champion logo for promotional use for the following year.



Richmond
 Sustainable Event
7 STEP QUICK GUIDE

*Better your event,
 Better the community*

a development partner with





City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: May 18, 2016

From: Mike Redpath
Senior Manager, Parks

File: 06-2345-00/Vol 01

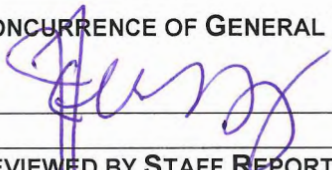
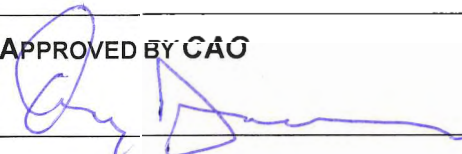
Re: Participation in the 11th China (Zhengzhou) International Garden Expo

Staff Recommendation

That the City of Richmond participate in the 11th China (Zhengzhou) International Garden Expo and Park Design exchange with the City of Zhengzhou, China as detailed in the staff report titled, "Participation in the 11th China (Zhengzhou) International Garden Expo," dated May 18, 2016, from the Senior Manager, Parks.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 2

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

Staff Report

Origin

In May 2016, the City of Richmond received an invitation letter to participate in the 11th China (Zhengzhou) International Garden Expo (Attachment 1) to be held in Zhengzhou, China from September 2017 to May 2018. The purpose of this report is to provide Council information on the opportunity and to recommend Richmond's participation in the Expo.

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

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

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

3.2. A strong emphasis on physical and urban design.

Analysis

Background

For the 11th consecutive year, the International Garden Expo (Expo) has been held in various cities across China. While the theme of the Expo changes each year, the consistent vision is to promote community, sustainability, social engagement and international awareness through the promotion of horticulture and landscape architecture. Through the showcasing of manufactured landscape designs, cities from across China and the world create individual landscape designs that will be constructed and maintained by the Expo Organizing Committee and showcased for the duration of the Expo promoting each city. The Expo is scheduled to run from September 2017 to May 2018, after that time the Expo grounds are expected to be converted into a park.

The letter of invitation to the City of Richmond (Attachment 1) was sent by Mr. Zhang Yanming, member of Zhengzhou Municipal Party Committee and director of Zhengzhou Airport Economy Zone Management Committee. The Expo invitation is endorsed by the People's Government of Zhengzhou in China and was received in May 2016.

In May 2013, the Chinese government commenced development of the Zhengzhou Airport into the largest air travel hub in China with an economic zone of 450 square kilometers and an airport

with 5 runways. Zhengzhou is located in Central China and in the area also known as “the cradle of Chinese civilization.”

Zhengzhou Background:

- Because of its geographic location (map – Attachment 2), it is a major railway hub in China. Within 1.5 hours of flying time, Zhengzhou Airport covers 3/5 of the population in China.
- Zhengzhou is the capital city of Henan Province, which has a surrounding population of 100 million people. Zhengzhou's population is 9.4 million. Expected attendance at the Expo is to exceed 10 million tourists and have over 400 million impressions globally.
- The Zhengzhou Airport served 19 million passengers in 2015, which is comparable to YVR, with future growth projections expected.
- Direct air connections between YVR and Zhengzhou are being explored at this time.

Proposed Participation in Expo

Subject to Council approval, Richmond's participation in the Expo would involve the following commitment:

- Richmond Parks team develops a seasonal park Expo landscape design reflecting Richmond for an area up to 1,600 square meters (this is an area equivalent to approximately ¼ of a typical Richmond soccer field) and submits the design to the Expo Organizing Committee;
- The Expo Organizing Committee reviews the design and subject to their approval, selects an appropriate area on the Expo grounds for the Richmond design to be constructed;
- The Expo Organizing Committee prepares all construction drawings, procurement, grows and sources all necessary landscape and horticulture/plant materials;
- There will be no cost to the City of Richmond for participating in the Expo as all of the detailed design drawing preparation, procurement of materials, construction, and maintenance will be paid for by the Expo; and
- The Expo Organizing Committee constructs the Richmond design and Richmond is appropriately showcased through the garden display for the duration of the Expo.

Landscape Design Exchange Proposal

In addition to the Expo participating as detailed above, Zhengzhou has also proposed that should Richmond be willing to participate in the Expo, Zhengzhou City would also like to have the opportunity to provide reciprocal park design services in one of Richmond's new parks to showcase Chinese Landscape Architecture. This cultural exchange of ideas and design services would support an enhanced cultural understanding between Richmond and Zhengzhou, as well as create an opportunity for the Richmond's Parks team to work collaboratively with the

Zhengzhou Parks team. There would be no additional cost to the City of Richmond to implement the Zhengzhou City Park exchange concept design in one of Richmond's parks as existing approved Park capital construction budgets are already in place for park development.

It is proposed that the design exchange, if approved, proceed under the following guidelines:

- Development of a collaborative design concept for a portion of a Richmond Park of Richmond's choice;
- Development of a design concept for a Park area of up to 1,600 square meters;
- Park Planning and Design concept preparation services by the City of Zhengzhou at no cost to Richmond within guidelines provided by Richmond Parks staff;
- Revisions as required will be undertaken by Zhengzhou Parks on the proposed concept through discussion with Richmond Parks staff after review and public consultation;
- Public consultation of the proposed Park concept would be undertaken by Richmond Parks staff;
- Provision of the final design concept in a digital format acceptable to the Richmond Parks team;
- Richmond City Council approval of the final Park concept;
- Richmond staff will develop construction drawings from the final approved concept;
- Richmond staff will facilitate construction subject to available funding; and
- Development of a schedule that is acceptable to Richmond and Zhengzhou.

It is proposed that no funds be exchanged between the two cities, rather the exchange will be through the development of an implementable concept for a portion of one of Richmond's new parks. While there are many suitable Richmond parks currently under development, it is proposed that a portion of the upcoming design for the future Cambie/Hazelbridge or West Cambie Neighbourhood parks be considered for this design exchange.

Timing and Next Steps

Expo Participation:

The Expo Organizing Committee has acknowledged that they had been late in sending out international invitations for participation. Commitments from participants are being sought as soon as possible to allow for time for design development and for the team in China to prepare construction drawings, secure plant and landscape materials, and to physically construct the Expo landscape grounds. Subject to Council approval for Richmond's participation, development of the Expo concept would begin immediately for submission.

Park Exchange:

Any work on the proposed park design exchange would likely commence in the fall of 2016 and into 2017.

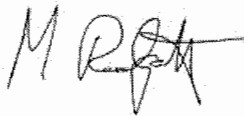
Financial Impact

There is no cost to the City of Richmond for participating in the Expo as all costs for the implementation of Richmond's design, construction and maintenance will be borne by the Expo

organizers. There is no additional cost to Richmond for the implementation of the proposed Park exchange with the City of Zhengzhou as existing approved park capital budgets are already in place. Should there be any requirement for a City of Richmond representative to visit the Expo in Zhengzhou, China, costs would be borne by the Expo's organizers.

Conclusion

The City of Richmond's participation in the 11th China Zhengzhou International Garden Expo presents an opportunity to further develop goodwill between Richmond and China, through the exchange of ideas the opportunity will create an enhanced cultural understanding for the participants, and Park legacies will be created both in China and in Richmond at no additional cost to the City of Richmond.



Mike Redpath
Senior Manager, Parks
(604-247-4942)

- Att. 1: Invitation from 11th China (Zhengzhou) International Garden Expo
2: Map of Expo location – Zhengzhou, China

May 17, 2016

To: City of Richmond - Community Services, Park

Your letter has already been received, many thanks for your concern and support to the development of Zhengzhou Airport Economy Zone (ZAEZ)!

ZAEZ, as the first airport economic zone approved by the State Council, is strategically positioned as “an International air logistics center, a modern industrial base led by airport economy, an opening-up portal for inland area, an Aerotropolis, and the growth role of Central China Economic District.” ZAEZ has three leading sectors, namely aviation logistic sector, hi-end manufacturing sector and modern service sector, and aims at becoming a ‘metropolis’ which is connect to the world, ecological, livable, smart, and innovative.

Due to its location advantages and well-developed transportation system, ZAEZ started to face unprecedented developing opportunities since it was approved by State Council in March 2013. In 2015, GDP of ZAEZ was RMB52billion, increased by 30% than that of last year, and total export-import volume was USD49billion, increased by 29.2%. All kinds of economic indicators were much higher than those of Zhengzhou City, Henan province, and the nation, and is holding up well.

The 11th China (Zhengzhou) International Garden Expo (Garden Expo) is scheduled to take place in Zhengzhou from September 2017 to May 2018. It is co-hosted by Ministry of Housing and Urban-Rural Development of People’s Republic of China and the People’s government of Henan Province, undertaken by the People’s government of Zhengzhou, Department of Housing and Urban-Rural Development of Henan Province, Chinese Society of Landscape Architecture and Chinese Association of Parks. In order to promote trade and culture interaction between us, I am on behalf of Zhengzhou municipal Party committee, government of Zhengzhou to invite Richmond of Canada to participate in The 11th China (Zhengzhou) International Garden Expo (Garden Expo), and thanks Richmond’s acceptance to the invitation. We also appreciate the opportunity to provide a 1600 square meters reciprocal park design in Richmond Park. Through the exchange in terms of culture and design concept, we hope the relationship and culture interaction between our two cities will be enhanced.

In terms of the reciprocal park, I would like to suggest that both of us provide acceptable design scheme, and expenses of construction and maintenance is paid by the other party. A time schedule for both sides is needed. Please contact Wangfei directly if you have any questions at 18503710405 or by email at hkwcjmj@163.com.

Lastly, many thanks for your support of the development of Zhengzhou Airport Economy Zone.

Regards,

Zhang Yanming,
Member of Zhengzhou Municipal Party Committee,
Director of Zhengzhou Airport Economy Zone Management Committee

给列治文市政府社区服务部公园局的信

列治文市政府社区服务部公园局：

您好！

您的来信已收悉，感谢您对郑州航空港实验区建设和发展的关注和支持！

郑州航空港经济综合实验区作为中国首个航空港经济发展的先行区，将围绕“国际航空物流中心、以航空经济为引领的现代产业基地、内陆地区对外开放重要门户、现代航空都市、中原经济区核心增长极”五大战略定位，大力发展航空物流、高端制造和现代服务业，努力建成一座联通全球、生态宜居、智慧创新的现代航空大都市。自 2013 年 3 月获中国政府批准设立以来，郑州航空港经济综合实验区以其优势的区位优势 and 完善的交通体系，迎来了前所未有的发展机遇。2015 年，郑州航空港经济综合实验区地区生产总值完成 520 亿元，同比增长 21%；固定资产投资完成 520 亿元，同比增长 30%；进出口总额完成 490 亿美元，同比增长 29.2%。各项指标都远高于全国、全省、全市平均水平，持续保持强劲发展的态势。

第十一届中国（郑州）国际园林博览会（简称第十一届园博会）将于 2017 年 9 月至 2018 年 5 月在中国郑州举行，由中国住房和城乡建设部、河南省人民政府主办，郑州市人

市委、市政府邀请加拿大列治文市参加第十一届中国（郑州）国际园林博览会，感谢列治文市接受我们的邀请参加郑州园博园，希望列治文市政府在列治文公园提供 1600 平方米的土地面积供郑州市政府前去设展，通过这次文化和设计理念的交流，增强我们两个城市之间的文化交流。

关于互设展园事宜，我建议双方只提供经认可的设计方案，建设及维护费用由对方政府承担，并尽快明确一个列治文市和郑州市都可以接受的时间表。关于园林设计及建设的具体事宜，请联系商务和物流业发展局长王飞（手机：18503710405，邮箱：hkwlcjmj@163.com）。

最后，感谢您对郑州航空港实验区的支持！祝工作顺利，身体安康！

郑州市委常委、郑州航空港经济综合实验区党工委书记



2016 年 5 月 17 日



邀请函

To Richmond

致 列治文市

第十一届中国（郑州）国际园林博览会（简称第十一届园博会）将于2017年9月至2018年5月在中国郑州举行，由中国住房和城乡建设部、河南省人民政府主办，郑州市人民政府、河南省住房和城乡建设厅、中国风景园林学会、中国公园协会承办。

The 11th China (Zhengzhou) International Garden Expo (Garden Expo) is scheduled to take place in Zhengzhou from September 2017 to May 2018. It is co-hosted by Ministry of Housing and Urban-Rural Development of People's Republic of China and the People's government of Henan Province, undertaken by the People's government of Zhengzhou, Department of Housing and Urban-Rural Development of Henan Province, Chinese Society of Landscape Architecture and Chinese Association of Parks.

第十一届园博会以“引领绿色发展，传承华夏文明”为理念，着力打造“文明园博、百姓园博”两大主题。扎根于最深厚的中原文化，打造一届最有历史文化底蕴的文化园博；提倡社会参与、引导百姓生活，让园艺的理想走向千家万户，办成一届百姓参与、可持续发展的百姓园博。会后将成为永久性的旅游观光和互动式休闲娱乐的新景点，也是展示中国及世界各地的园林景观及艺术特点的舞台，是十四亿观众关注的焦点，届时将有一千多万海内外游客汇聚郑州，全国（含港、澳、台）三百余家媒体高度关注。这也将是我们的友城向中国、向世界展示的最好平台。

The 11th Garden Expo's philosophy is to "lead green development and inherit Chinese civilization", with "Civilized Expo, Public Expo" as its themes. Taking root in the most profound culture of Zhongyuan (central plains of Ancient China), Zhengzhou Garden Expo will become a cultural expo of the richest historical and cultural heritage.



Advocating social engagement, guiding public life, promoting horticulture ideal and letting it into thousands of households, it will also become a public expo of widely public involvement and sustainable development. Following the Expo, the park will become a new permanent attraction for sightseeing and interactive recreation. It is a stage for displaying garden landscape and artistic features of China and the rest of the world, as well as the focus of attention of 400 million viewers. Zhengzhou will bring together over 10 million domestic and overseas tourists, and attract attention from over 300 media sources throughout the country (including Hong Kong, Macao and Taiwan). This will also be the best platform for our twinned cities to display themselves to China and the world.

本次园博会得到世界各地政府高度关注。目前，已有多个国家的友好城市对参与园博会展园表现出强烈意愿，希望通过此次园博会展现当地的园林艺术与文化特色。在此，我们诚挚邀请您参与建设室外园博会展园，展示贵市风采。

Zhengzhou Garden Expo has highly concerned by governments worldwide. To date, twinned cities from several countries have showed a strong desire to participate in the park construction, hoping to present their local garden art and cultural features via the Garden Expo. We hereby sincerely invite you to participate in the Garden Expo park outdoor construction to showcase your city.



The People's Government of Zhengzhou

友城参与郑州园博会建设具体事宜

CONCRETE MATTERS CONCERNED TWINNED CITIES' PARTICIPATION
IN GARDEN EXPO CONSTRUCTION ARE

参与方式 (HOW TO PARTICIPATE):

由贵国或贵城市邀请本国知名园林设计师, 设计最具当地园林艺术与文化风貌的展园方案, 提交至郑州园博会组委会。

Your country or your city is entitled to invite local renowned landscape architects to design the most representative exhibition park that reflects your local garden art and cultural features, and please submit the design scheme to Zhengzhou Garden Expo Organizing Committee.

建设方式 (HOW TO CONSTRUCT):

一、 根据友城政府提交的优秀展园设计方案, 可由友城政府直接投资建设;

1. The excellent exhibition park design scheme submitted by governments of twinned cities can be directly invested and constructed by governments of twinned cities.

二、 根据友城政府提交的优秀展园设计方案, 可由友城政府邀请本国企业参加投资建设;

2. The excellent exhibition park design scheme submitted by governments of twinned cities can be invested and constructed by local enterprises invited by governments of



twinned cities.

邀展政策 (INVITATION POLICY):

一、 早来考察、早交方案，被组委会评定为优秀设计方案的参展方，享有优先选址权。

1. On a first-come first-served basis, the exhibitor who first come to conduct survey and submit the design scheme that is rated by organizing committee as excellent design will enjoy the priority over site selection.

二、 展馆建设方享有展馆冠名权。

2. The exhibition park constructor will enjoy the right to name the exhibition park.

三、 展会期间，组委会根据参展方的建设规模（建筑面积占展园面积的 30%），划定展会区域，供参展方开展符合展会管理规定的宣传和经营活动（经营面积占建筑面积的 10%，对于有特色的产品和优秀的营销方案，组委会予以特殊批准，可适当将经营面积扩大到 30%）。

3. During Garden Expo, organizing committee will designate the exhibition zone according to the construction scale of each exhibitor (construction floor area accounts for 30 percent of the exhibition park area) to carry out promotional activities and business operations that are under exhibition administrative provisions (business operation area accounts for 10 percent of the construction floor area). For distinctive products and excellent marketing programs, on a special-case-special-methods basis, organizing committee may approve the expanding of the business operation area to 30 percent in a proper way.

四、 展会期间，为参展城市提供园博会官网宣传、安排新闻



发布会等媒体宣传支持。

4. During Garden Expo, organizing committee will offer participating cities and exhibitors support on the promotion and the publicity of mass media like press release on Garden Expo official website and press conference arrangement.

五、 展会期间，参展城市可自主确定主题、形式，举办城市专题宣传活动。

5. During Garden Expo, each participating city is entitled to determine the theme, the form, the way of its own city promotional activities independently.

六、 展会结束后，对需租用展馆的参展方，根据参展方的建设规模，给予不同程度的租金优惠。

6. After Garden Expo, rent discounts will be given to exhibitors intending to rent the exhibition park and will vary-according to the construction scale.

七、 参展方将获赠由组委会颁发的参展证书或纪念品，以及一定数量的开（闭）幕式入场券和园博会参观券。

7. Exhibitors will receive certificates or souvenirs from the organizing committee, and a certain amount of tickets for the opening (closing) ceremony and for visiting Garden Expo.

参展程序 (PROCEDURES OF PARTICIPATION):

一、2016年2月-2016年4月底，参展方选址考察，并提交规划设计方案。

1. From February to the end April 2016, Exhibitors will conduct site selection and survey, and submit design schemes.

二、2016年5月-2016年6月，邀请专家对提交的方案进行评审，同时进行方案的第二次收集工作并评审。



2. From May to June 2016, Experts will appraise the submitted design schemes and at the same time a second round of collecting and appraising design schemes will be conducted.

三、2016年8月至2017年4月，根据设计方案组织施工建设。

3. From August 2016 to April 2017, exhibition park construction will be organized according to design schemes,.

四、2017年5月，完成园博会建设。

4. In May 2017, construction of Garden Expo will be completed.

五、2017年7月，完成园博会布展工作。

5. In July 2017, exhibition installation of Garden Expo will be completed.

六、2017年9月，第十一届中国（郑州）国际园林博览会开幕。

6. In September 2017, The 11th China (Zhengzhou) International Garden Expo will open.

2016年2月16日

February 16th, 2016

联系人：何彦、王奕楠

Persons to Contact: He Yan & Wang Yi-nan

联系方式：13903846789 / 18937199922

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第十一届中国（郑州）国际园林博览会参展回执表

Participation acknowledgement Form of The 11th China (Zhengzhou) International Garden Expo

参展城市(盖章)Participating City(Seal)			
地 址 (邮编) Address(Post Code)			
联系人 Person to Contact		负责人 Person in Charge	
联系电话 Contact Number		传真 Fax	
室外展园用地编号 Site Number of Outdoor Exhibition Park			

(填表日期: -----年-----月-----日)
Date:

说明 (Explanation):

此表格可复制, 也可从第十一届园博会网站(或郑州市园林局网站)下载, 填写并盖章有效。

This form can be copied. It can also be downloaded from the website of The 11th China (Zhengzhou) International Garden Expo or the website of Zhengzhou Bureau of Parks and Woods.

请于2016年5月1日前将此表邮寄并传真至组委会办公室。

Please fax or post this form to the Organizing Committee Office by May 1 st, 2016.



联系方式

第十一届中国（郑州）国际园林博览会组委会办公室

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International Garden Expo

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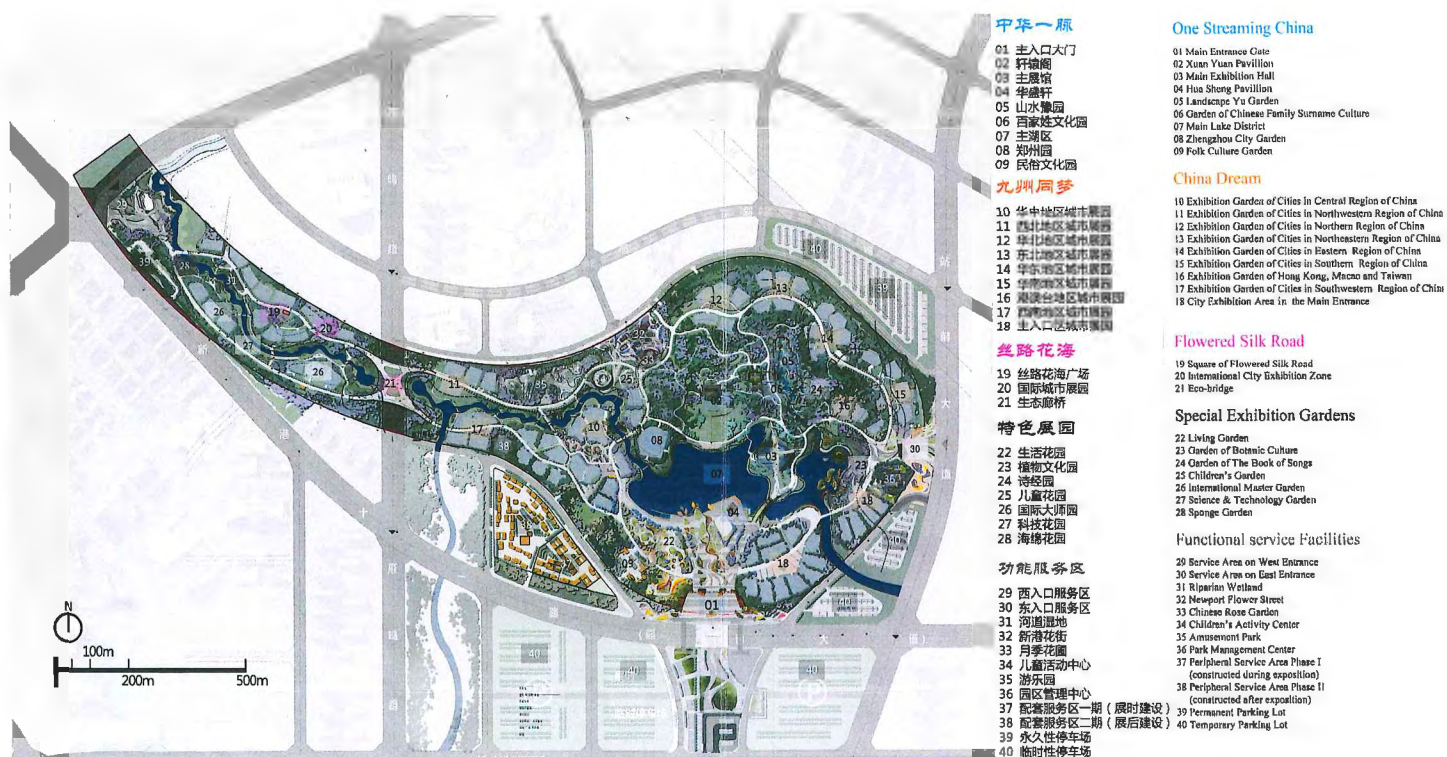
0371-67172125/18937199922

Fax: 0371-67950776/67172125

E-mail: zzybh2017@163.com

郑州园博园总体平面图

The Overall Plan of Zhengzhou Expo



第十一届中国(郑州)国际园林博览会
The 11th China (Zhengzhou) International Garden Expo

ZhengZhou: location of the
11th China International Garden Expo



Participation in the 11th China (ZhengZhou) International Garden Expo