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**Parks, Recreation and Cultural Services Committee**

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

**Tuesday, May 28, 2019  
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 24, 2019.*



NEXT COMMITTEE MEETING DATE

June 25, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

DELEGATIONS

1. Rebecca Harbut, Chair, Department of Sustainable Agriculture and Food Systems, to provide an update on the Kwantlen Polytechnic University's activities on the Garden City Lands.

COMMUNITY SERVICES DIVISION

2. **UPDATE ON SUSTAINABLE FOOD SERVICE AT CITY FACILITIES AND EVENTS**  
(File Ref. No. 11-7000-10-00) (REDMS No. 6167334 v. 4)

**PRCS-25**

**See Page PRCS-25 for full report**

*Designated Speaker: Gregg Wheeler*

STAFF RECOMMENDATION

*That the staff report titled “Update on Sustainable Food Service at City Facilities and Events,” dated April 30, 2019, from the Director, Recreation and Sport Services be received for information.*



3. **PROPOSED TIDALLY INFLUENCED TERRA NOVA SLOUGH UPDATE**

(File Ref. No. 06-2345-20-TNOV4) (REDMS No. 6160886)

**PRCS-53**

**See Page PRCS-53 for full report**

*Designated Speaker: Alex Kurnicki and Jamie Esko*

STAFF RECOMMENDATION

- (1) *That Option 1: Enhance the Existing Freshwater Pond, as outlined in the staff report titled “Proposed Tidally Influenced Terra Nova Slough Update” dated April 5, 2019 for the Director, Parks Services, be endorsed; and*
- (2) *The funding of \$225,000 for the proposed habitat enhancement and management plans be considered in the 2020 Budget process.*



4. **TREE, BENCH, AND PICNIC TABLE DEDICATION PROGRAM REVIEW**

(File Ref. No. 11-7200-30-ADON1) (REDMS No. 6158916 v. 20)

**PRCS-84**

**See Page PRCS-84 for full report**

*Designated Speaker: Paul Brar*

STAFF RECOMMENDATION

- (1) *That direction be given as to the preferred Option as described in the staff report titled “Tree, Bench, and Picnic Table Dedication Program Review,” dated May 1, 2019, from the Director, Parks Services; and*
- (2) *That the moratorium on the Tree, Bench, and Picnic Table Dedication Program be lifted.*



Pg. #      ITEM

5.    **MANAGER'S REPORT**

ADJOURNMENT





## Parks, Recreation and Cultural Services Committee

Date: Wednesday, April 24, 2019

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Michael Wolfe

Absent: Councillor Chak Au

Also Present: Councillor Carol Day – entered at 4:01 p.m.

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 26, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

May 28, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

### AGENDA ADDITIONS AND DELETIONS

It was moved and seconded

*That Item No. 3, “Proposed Tidally Influenced Terra Nova Slough Update” be deferred to the next Parks, Recreation and Cultural Services Committee meeting.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, April 24, 2019**

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**COMMUNITY SERVICES DIVISION**

**1. ARTS SERVICES YEAR IN REVIEW 2018**

(File Ref. No. 11-7000-01) (REDMS No. 6156917 v. 2)

A brief video providing an overview and highlights of the Arts Services year in review for 2018 was presented to Committee (copy on file, City Clerk's Office).

*Councillor Carol Day entered the meeting (4:01 p.m.).*

Discussion took place on (i) presenting the video at the next Council meeting (ii) Door's Open, and (iii) posting the Arts Services Year in Review 2018 report on the City's website.

In response to queries from Committee, Liesl G. Jauk, Manager Arts Services remarked that summer activities and workshops offered at Branscombe House by the artist-in-residence will be listed online and the Art Truck program has been in operation since 2011.

It was moved and seconded

*That the Arts Services Year in Review 2018 as presented in the staff report titled, "Arts Services Year in Review 2018," dated March 29, 2019, from the Director, Arts, Culture and Heritage Services, be circulated to the Community Partners and Funders for their information.*

**CARRIED**

**2. DRAFT RICHMOND ARTS STRATEGY 2019-2024**

(File Ref. No. 11-7000-01) (REDMS No. 6158128; 6160962)

With the aid of a PowerPoint presentation (attached to and forming part of these minutes as Schedule 1), Ms. Jauk reviewed the draft Richmond arts strategy 2019-2024 and provided the following additional comments:

- the Richmond Arts Strategy 2012-2017 has reached the end of its intended life and a new Arts Strategy is necessary to align with current community needs and build on successes and lessons learned;
- this draft strategy was developed with, by and for the community;
- the Arts Strategy Task Group comprised of Richmond-based arts and culture stakeholders, City staff and a diverse selection of community members from a range of sectors, cultural backgrounds and age groups provided support, direction and feedback and serve as community champions to promote public involvement in the planning process and act as a sounding board;

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, April 24, 2019**

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- staff took a proactive approach to involving those typically under-represented in planning processes such as youth, Chinese-speakers and the Indigenous community; and
- in open-ended question asking people what they think makes Richmond's Arts scene unique, top points of pride were Richmond's Public Art, its Cultural Diversity and Natural Beauty, particularly coupled with the cultural heritage of Steveston.

In response to questions from Committee, Ms. Jauk remarked that (i) identifying short, medium and long term goals will be part of the implementation framework, (ii) the strategic directions and objectives are part of building leadership in the community and staff will utilize past experiences for ways to improve and staff will be presenting to the School District, (iii) work has begun on the cultural facilities needs assessment with completion anticipated over the summer for presentation to Council in the fall, (iv) often opportunities for cultural amenity spaces from new developments are ad hoc and staff are reviewing space needs criteria and general guidelines for future developer contribution opportunities for cultural amenity space, and (v) the dedicated affordable artist housing units are owned and operated by the developer there are specific criteria that need to be met to rent.

Discussion ensued regarding utilizing developer contributions and the rental of display space for artists in city facilities and in reply to queries, Ms. Jauk advised that artists who display their work at Minoru receive greatly subsidized rates and there is no cost for showcasing in any public space.

In response to additional questions from Committee, Ms. Jauk further noted that all materials regarding the Draft Strategy have been made available to the public and staff have already received a lot of feedback. Ms. Jauk further advised that the task group was comprised of members from a variety of groups and backgrounds including youth representation and staff will be presenting the draft strategy to the Richmond School District to speak on more specific ways to involve youth.

It was moved and seconded

- (1) *That the Draft Richmond Arts Strategy 2019-2024, included as Attachment 1 of the staff report titled "Draft Richmond Arts Strategy 2019-2024," dated April 2, 2019, from the Director, Arts, Culture and Heritage Services, be adopted for the purpose of seeking stakeholder and public feedback on the strategy; and*
- (2) *That the Final Richmond Arts Strategy 2019-2024, including the results of the stakeholder and public feedback, be reported back to the Parks, Recreation and Cultural Services Committee.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, April 24, 2019**

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3. **PROPOSED TIDALLY INFLUENCED TERRA NOVA SLOUGH UPDATE**

(File Ref. No. 06-2345-20-TNOV4) (REDMS No. 6160886 v. 10; 5621988)

Please see Page 1 of these minutes for action on this item.

4. **UPDATE ON COMMUNITY RECREATION PROGRAMS AND SERVICES 2018**

(File Ref. No. 11-7000-01) (REDMS No. 6151724 v. 41)

David Ince, Manager, Community Recreation Services provided an overview on the community recreation programs and services 2018 update, noting that services offered were in collaboration with community associations and societies.

In reply to queries from Committee, Mr. Ince remarked that (i) the East Richmond Community Association will be looking at program development in the Bridgeport area, (ii) the number of volunteer hours noted in the staff report are based on self-reporting, and (iii) the recreation fee subsidy program allows those between the ages of 55 and 65 who no longer qualify for seniors facility passes to still benefit from a cost savings and that staff anticipate that the same amount of opportunities are provided for those who qualify for a subsidy.

It was moved and seconded

*That the staff report titled "Update on Community Recreation Programs and Services 2018," dated April 5, 2019, from the Director, Recreation and Sport Services be received for information.*

**CARRIED**

5. **LONDON FARM MASTER PLAN**

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

The Chair spoke to a referral regarding a Master Plan for the London Heritage Farm and discussion took place on site orientation and building locations.

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

It was moved and seconded

*That staff update the London Farm Master Plan and investigate the cost, and potential, of reconstructing a timber barn, similar to the barn reconstructed, with a barn raising event, in Ladner by Delta Municipality.*

**CARRIED**

6. **MANAGER'S REPORT**

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, April 24, 2019**

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Committee offered congratulations to Jane Fernyhough, Director, Arts, Culture and Heritage Services on her retirement and recognized and commended her for her 39 years of service to the City.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:47 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 Wednesday, April 24, 2019.

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Councillor Harold Steves  
Chair

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Amanda Welby  
Legislative Services Coordinator





# ArtWorks

## RICHMOND ARTS STRATEGY

2019–2024

Richmond Arts, Culture and Heritage Services

April 2019 | DRAFT

## Purpose

- To understand the current state of the arts in Richmond;
- To provide a blueprint for the City over the next five years with key principles and criteria for decision-making to enable the broadest possible access to, and awareness of, the City's diverse arts opportunities to enrich quality of life through engagement with the arts;
- To provide strategies to integrate the arts into the broader community with a collaborative plan that strengthens arts groups to meet community needs; and
- Through engagement, to access the wisdom of the broader community to champion the provision of arts activities, facilities and opportunities as integral and essential to a healthy society.





**Thank you**  
**Richmond Arts Strategy**  
**Task Group**

[illegible][illegible]





## Highlights

- Rooted in local context, reflecting Richmond's rapidly growing, changing and diverse community.
- Built upon a solid foundation of civic investment and community cultural development since the first Richmond Arts Strategy in 2004.
- Positions the arts as playing a strategic role in supporting community development and City planning goals such as accessibility, inclusivity, wellness and public space activation.
- Calls for bolstered cultural leadership and collaboration at the grassroots level.

## Guiding Principles

officially endorsed by City Council on July 23, 2018

- Striving for **EXCELLENCE** among all who participate in and contribute to the artistic life of Richmond from City services to community organizations to individuals of all ages and skill levels.
- **SUSTAINABILITY** to 'future-proof' the arts through funding, education, infrastructure, mentorship and the integration of the arts into the everyday fabric of our city.
- Expressing **CREATIVITY** through experimentation and fostering collaboration among diverse voices.
- Providing broad **ACCESSIBILITY** to arts experiences and advancing **INCLUSIVITY** to connect people through the arts.
- **COMMUNITY-BUILDING** through creative engagement and dialogue, and honouring the spirit of Reconciliation.
- **CELEBRATION** to showcase and inspire Richmond's artistic vibrancy

# What We Heard Points of Pride



Public Art



Cultural Diversity



Natural Beauty



# What We Heard Key Focus Areas



**Free Public Events**



**New and Improved Spaces**



**Increased Awareness**



The background of the page is decorated with various colorful, semi-transparent geometric shapes, including triangles, quadrilaterals, and polygons in shades of yellow, purple, orange, and green, scattered across the top and sides.

## Strategic Directions

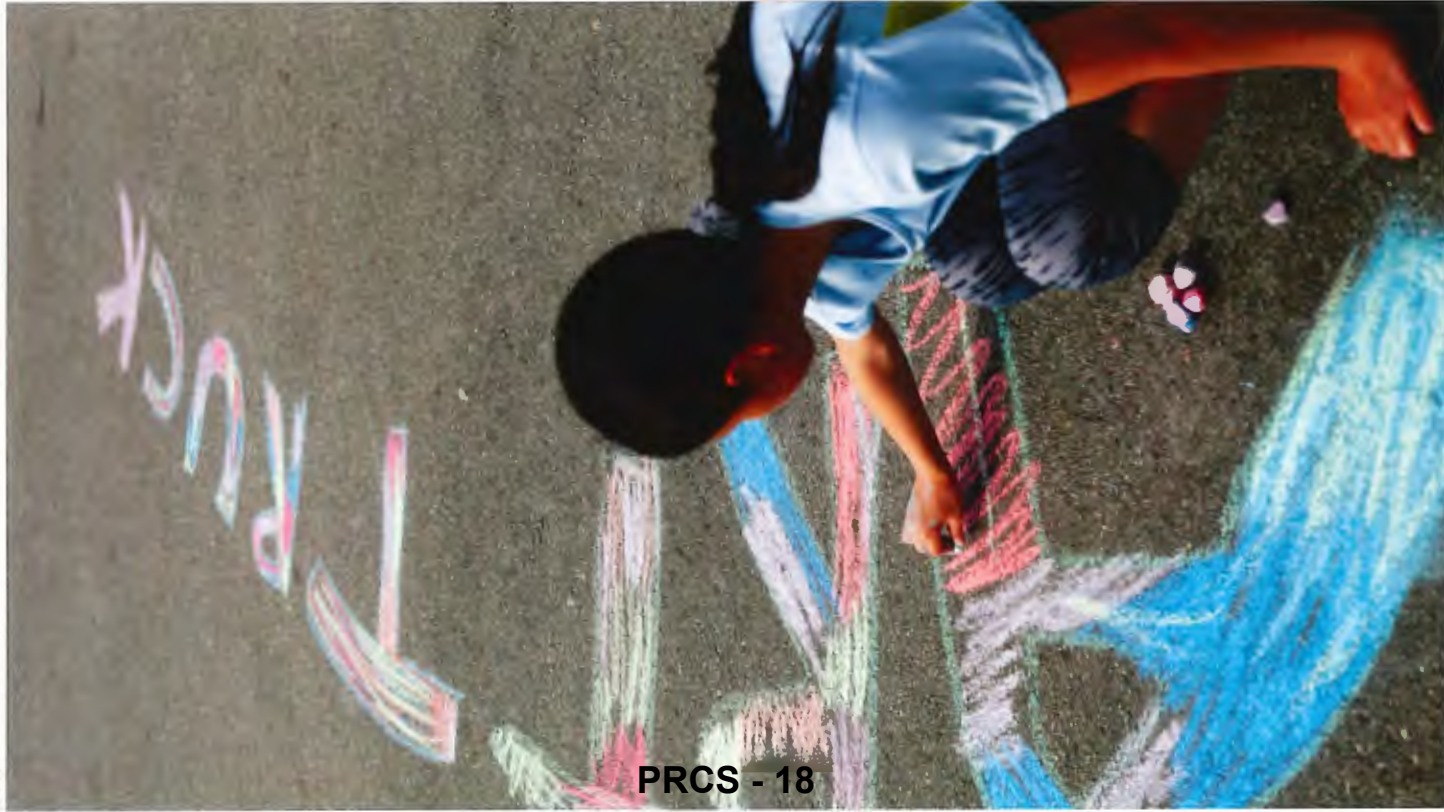
1. Ensure affordable and accessible arts for all.
2. Promote inclusivity and diversity in the arts.
3. Invest in the arts.
4. Increase awareness and participation in the arts.
5. Activate public spaces through (and for) the arts.

# Strategic Direction 1

**Ensure affordable and accessible arts for all.**

## HIGHLIGHTS

- support a diverse range of free and affordable arts programming.
- ensure that quality arts experiences are available throughout the community, for all generations.
- Identify and address physical accessibility barriers as well as transportation and cost barriers.
- Ensure spaces are appealing and welcoming to newcomers and other typically under-represented groups.





# Strategic Direction 2

## Promote inclusivity and diversity in the arts.

### HIGHLIGHTS

- Celebrate Richmond diversity with programming that involves work by indigenous artists and other under-represented groups
- Cultivate intercultural communication with arts-based programs including multilingual experiences
- Broaden the definitions of what artistic expression can be through education and experimentation
- Encourage non-traditional collaborations as well as cultural and artistic cross-pollination



## Strategic Direction 3

### Invest in the arts.

#### HIGHLIGHTS

- Establish a Cultural Leaders Roundtable
- Ensure alignment with other City strategies and plans
- Provide and promote professional development opportunities, support and tools for artists
- Foster opportunities for businesses to invest in the arts.





# Strategic Direction 4

## Increase awareness and participation in the arts.

### HIGHLIGHTS

- Cultivate arts and cultural leadership in the community
- Expand programs for community-engaged arts practices
- Foster a built environment where one has spontaneous encounters with art
- Promote HowArtWorks.ca as Richmond's online resource to connect creators and community with arts information



## Strategic Direction 5

### Activate public spaces through (and for) the arts.

#### HIGHLIGHTS

- Work towards meeting growing demand for creative spaces and cultural facilities
- Use public art and cultural programming to reimagine public spaces
- Complete Cultural Facilities Needs Assessment
- Continue to develop distinct arts districts and cultural hubs as identified in the City Centre Area Plan



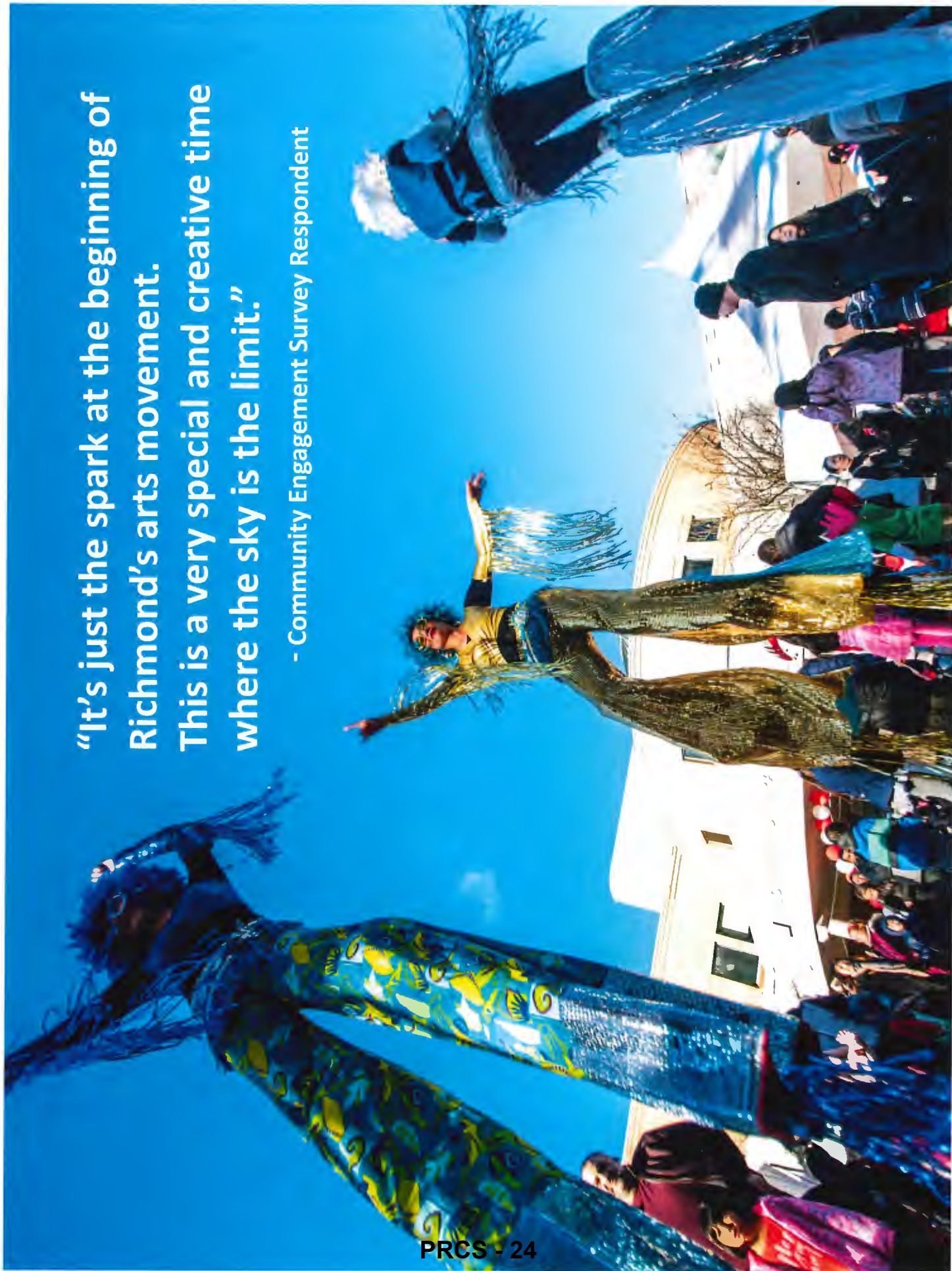


## Next Steps

1. Stakeholder and community feedback on Draft Richmond Arts Strategy posted online. (Spring 2019)
2. Implementation Framework “living document” identifying partners, schedule, success indicators, etc. (Spring 2019)
3. Council Endorsement of final Richmond Arts Strategy (Spring 2019)
4. Launch campaign (Summer/Fall 2019)

**“It’s just the spark at the beginning of  
Richmond’s arts movement.  
This is a very special and creative time  
where the sky is the limit.”**

**- Community Engagement Survey Respondent**







# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** April 30, 2019

**From:** Elizabeth Ayers  
Director, Recreation and Sport Services

**File:** 11-7000-10-00/Vol 01

**Re:** Update on Sustainable Food Service at City Facilities and Events

### Staff Recommendation

That the staff report titled "Update on Sustainable Food Service at City Facilities and Events," dated April 30, 2019, from the Director, Recreation and Sport Services be received for information.

Elizabeth Ayers  
Director, Recreation and Sport Services  
(604-247-4669)

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Major Events & Filming Environmental Programs Water Works	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

At June 13, 2016, Parks, Recreation and Cultural Services Committee Meeting, staff received the following referral:

*(1) 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;*

*(2) That staff examine options for incremental restrictions on the use of plastic and styrofoam materials and report back.*

The purpose of this report is to respond to the above referral and detail the steps staff have taken to eliminate plastic and Styrofoam materials from City events and facilities.

### **Analysis**

#### **Background**

The report titled "Single-Use Packaging," dated April 25, 2019, from the Director, Public Works and Operations provided Council with a comprehensive environmental scan related to the legislation and best practices used in other municipalities.

Further to the "Single-Use Packaging," report scope, this report will detail the programs and initiatives staff have implemented to minimize the use of single use plastics while making various City produced events and programs more environmentally and socially sustainable.

#### **Sustainable Food Service Quick Guide**

In 2016, Council endorsed the Sustainable Food Service Quick Guide as a tool to promote and educate event organizers on sustainable food service practices in City facilities and parks (Attachment 1). At that time, staff were asked to examine incremental restrictions on the use of plastic food utensils and foam containers related to City of Richmond facilities and events.

Since 2016, the Sustainable Food Service Quick Guide has been used to help events, groups and individuals make environmentally friendly decisions regarding bags, dishware, cutlery, stir sticks, napkins/table cloths, take-out containers and water bottles at events. The guide has provided clear examples of preferred options and least sustainable options.

The following highlights the educational tools and programs that focus on addressing environmental and social sustainability in relation to City of Richmond events and facilities.

### Sustainable Event Toolkit and 7 Step Quick Guide

Along with the Sustainable Food Service Quick Guide, staff have developed the Sustainable Event Toolkit (the “Toolkit”) as provided in Attachment 2. An abbreviated version of the Toolkit, titled Richmond Sustainable Event 7 Step Quick Guide (Attachment 3), was also developed by staff.

#### 7 Step Quick Guide

The 7 Step Quick Guide focuses on the following seven steps to make events more environmentally and socially sustainable with practical suggestions for each of the seven categories listed below:

1. Create a Commitment Statement;
2. Reduce Waste and Recycle;
3. Make Smart Water Choices;
4. Establish a Positive Local Impact;
5. Promote Public and Clean Transportation;
6. Make Smart Food Choices; and
7. Support Sustainable Accommodations.

The 7 Step Quick Guide has been applied to City produced events, including World Festival, Maritime Festival, Farm Fest, Public Works Open House, Cherry Blossom Festival, Children’s Art Festival and the Steveston Salmon Festival along with other community events.

### Sustainable Program Supports

The following programs have been developed and/or utilized by staff to make events more sustainable:

- **Green Ambassadors** – The Environmental Programs Department organizes the Green Ambassadors which is a team of youths who volunteer their time at events. The Green Ambassadors work to educate and assist the public with sorting and separating recyclables at various special events that have multiple food vendors. In 2018, the Green Ambassadors supported 24 events and generated over 2,200 volunteer hours.
- **Recycling and Waste Management Plan** – As part of the Richmond Event Approval Coordination Team (REACT) application, event organizers are required to cooperate with the Environmental Programs Department to ensure the appropriate recycling and waste receptacles are available at their events.
- **Water Stations** – The Water Department has four portable water fountain stations. This includes water bottle fill taps that are deployed to various events throughout the year. In 2018, the portable water stations were set up at 33 events and provided over 26,000 litres of drinking water to event participants.

- **Wheel Watch** – The Community Services Department organizes the Wheel Watch program which provides secure parking for bicycles and strollers at City of Richmond events. In 2018, Wheel Watch attended 12 events and provided secured parking for 1,200 bikes and strollers.
- **iCanhelp** – The City uses the iCanhelp software program to recruit and manage volunteers. In 2018, over 80,000 hours of volunteer time was recorded with a portion of these hours being attributed to volunteers at various events.
- **Compostable Food Service Pilot Program** – Starting in 2018, staff have been working with food truck vendors to educate them on acceptable single use food service materials. As part of this program, samples of acceptable food service products (i.e., wooden cutlery and paper straws) were distributed at 17 events. All food trucks operating at City produced festivals are required to use serviceware (e.g., containers, packaging, cutlery, etc.) that complies with current compostable requirements.
- **The Richmond Event Approval Coordination Team (REACT)** – REACT approves the outdoor events that take place in City of Richmond park spaces. As part of the online application, event organizers must agree to the following statement or include their own sustainability statement: “Our event is committed to fostering positive environmental, social and economic impacts for the current and future generations within the local community.”

#### Sustainable Event and Meeting Guide

The Sustainable Event and Meeting Guide was developed by staff and is forwarded to event organizers and staff to help smaller events make sustainable choices when organizing a meeting or function (Attachment 4).

Copies of the Sustainable Food Service Quick Guide, Sustainable Event Toolkit, 7 Step Quick Guide and Sustainable Event and Meeting Guide, along with other materials related to making events more sustainable can be found at:

<https://www.richmondsustainableevent.ca>

#### Food Service Materials at City Facilities

Staff have recently completed a survey of City Facilities food services. This survey included both city and commercial vendors that operate out of City of Richmond facilities.

The day-to-day operations varied between facilities as it relates to events, programs and services offered to the public, along with the type of food that is served. Staff found that the various facilities and vendors are all working to adopt more sustainable food service practices at their particular facility. This includes the usage of reusable serveware, such as ceramic plates, mugs

and metal cutlery; along with paper plates, wooden cutlery and paper straws for take away. Staff will continue to work with both City and commercial vendors to educate them on appropriate food service materials with the goal of eliminating single use plastics and foam products by the end of 2019.

#### Public Awareness and Education

Public education remains a primary focus for staff. The combination of the Sustainable Food Service Quick Guide, Sustainable Sport and Event Toolkit, 7 Step Quick Guide, Sustainable Event and Meeting Guide, compostable food services program and the REACT online event application process each contribute to ensuring events and facilities are making appropriate sustainable decisions. Staff will continue to educate and support staff, event organizers and facilities to find more sustainable practices that eliminate waste through environmentally and socially sustainable choices.

#### **Financial Impact**

None

#### **Conclusion**

Staff will continue using a variety of educational materials, programs and tools that have been developed to educate external event organizers and staff on making events and facilities more sustainable. This continued education and awareness has contributed to the elimination of single use plastics and foam products at City produced events and City facilities with the goal of helping Richmond reach its goal of diverting 80 per cent of consumer waste by 2020.



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

- Att. 1: Food Service Quick Guide  
2: Sustainable Event Toolkit  
3: 7 Step Quick Guide  
4: Sustainable Event and Meeting Guide



# SUSTAINABLE FOOD SERVICE **QUICK GUIDE**



***aists***

PRCS - 30



# 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 OR	Compostable paper bags	Plastic bags
 DISHWARE		Compostable paper or plant fibre dishware	Plastic, bio-plastic and Styrofoam dishware
 CUTLERY		Compostable wooden cutlery	Plastic and bio-plastic cutlery
 STIR STICKS		Compostable wooden sticks	Plastic stir sticks
 WATER BOTTLE	Encourage people to bring their own water bottle		Single use water bottles
 STRAWS		Paper straws	Plastic straws
 NAPKINS, TABLECLOTHS	Reusable cloth OR	Recycled and compostable paper	Made from unrecycled materials
 TAKE-OUT CONTAINERS		Use compostable paper or fibre containers	Plastic, bio-plastic and styrofoam containers

Richmond  
**SUSTAINABLE  
EVENT  
TOOLKIT**

[www.richmondsustainableevent.ca](http://www.richmondsustainableevent.ca)





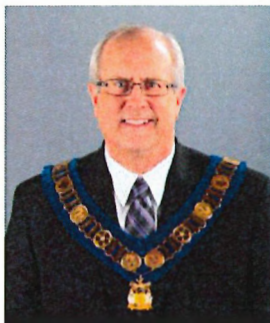


City of  
Richmond

Malcolm D. Brodie  
Mayor

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### ***A MESSAGE FROM THE MAYOR:***

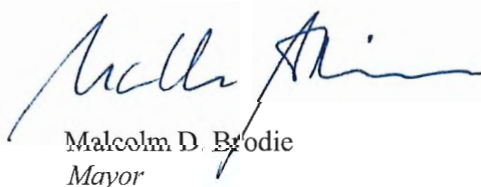


Events such as festivals, concerts, conventions, and sporting tournaments achieve positive outcomes like community building, skill development, and entertainment. Furthermore, events provide an excellent opportunity to showcase more environmentally and socially responsible management strategies, and 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"> <li>• Promotion of the statement through website, advertisements, and other social media outlets</li> </ul>	<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"> <li>• Use of recycle bins</li> <li>• Use of organics bins</li> <li>• Use of garbage bins</li> <li>• Made an effort to go paperless</li> <li>• Prepared a site-restoration plan</li> </ul>	<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	
<ul style="list-style-type: none"> <li>• Use of City of Richmond tap water station</li> <li>• Encouraged guest to bring refillable water bottles</li> <li>• Treatment of used water before releasing back into the environment</li> </ul>	<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	

## 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](mailto: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		Comments
Engaged the local community	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> <li>• Recruited locally for staff and volunteers</li> <li>• Procurement of good from local providers</li> <li>• Donated remaining goods and clothing to community</li> </ul>	<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	
• 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

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"> <li>• Provided healthy food choices</li> <li>• Bought food in bulk</li> <li>• Cooked to order</li> <li>• Used eco-friendly dinnerware / utensils</li> <li>• Used sustainable food vendors</li> <li>• Donated remaining food to Food Bank</li> </ul>	<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"> <li>• Accounted for proximity to venue</li> <li>• Accounted for proximity to public transit</li> </ul>	<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](http://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"> <li>• <a href="#">Recycling at community events</a></li> <li>• <a href="#">Food Scraps Disposal Ban</a></li> <li>• <a href="#">FSC Paper</a></li> </ul>
Make Smart Water Choices	<ul style="list-style-type: none"> <li>• <a href="#">Renting the City of Richmond's tap water station</a></li> <li>• <a href="#">Sustainable water management tips</a></li> </ul>
Establish a Positive Local Impact	<ul style="list-style-type: none"> <li>• <a href="#">Volunteer Richmond</a></li> <li>• <a href="#">Richmond Community Services Directory</a></li> <li>• <a href="#">Volunteer Opportunities in Richmond</a> and <a href="mailto:volunteerhelpdesk@richmond.ca">volunteerhelpdesk@richmond.ca</a></li> </ul>
Promote Public and Clean Transportation	<ul style="list-style-type: none"> <li>• <a href="#">Translink</a></li> <li>• <a href="#">Translink Transit Map</a></li> <li>• <a href="#">The Bicycle Valet</a></li> <li>• <a href="#">Electric Vehicle charging stations</a></li> </ul>
Make Smart Food Choices	<ul style="list-style-type: none"> <li>• <a href="#">Richmond Food Bank</a></li> <li>• <a href="#">Harvest Power Richmond</a></li> <li>• <a href="#">Food Donor Encouragement Act</a></li> </ul>
Support Sustainable Accommodation	<ul style="list-style-type: none"> <li>• <a href="#">Tourism Richmond – Hotels</a></li> <li>• <a href="#">Green Key Program</a></li> </ul>
Report on your Sustainable Event	<ul style="list-style-type: none"> <li>• <a href="http://www.richmondsustainableevent.ca">www.richmondsustainableevent.ca</a></li> </ul>
AISTS Sustainable Sport Event Toolkit	<ul style="list-style-type: none"> <li>• <a href="#">AISTS SSE Webpage</a></li> <li>• <a href="#">AISTS SSE Quick Start Guide</a></li> </ul>



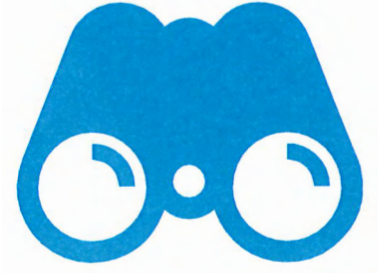
## EXPLORE FURTHER - RICHMOND'S PARTNERSHIP WITH AISTS

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



#### 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
- Ensure the venue is accessible to all people, including those with physical disabilities

There are over 9000 volunteers registered in the City volunteer system

Over 85,500 total volunteer hours logged annually by the City of Richmond and its partners

## 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](http://www.richmondsustainableevent.ca)

# SUSTAINABLE FOOD SERVICE QUICK GUIDE

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

I NEED TO USE...	SUSTAINABLE	LEAST SUSTAINABLE
 BAG	Compostable paper bags	Plastic bags
 DISHWARE	Compostable paper or plant fibre dishware	Plastic, bio-plastic and Styrofoam dishware
 PLATES	Compostable wooden cutlery	Plastic and bio-plastic cutlery
 STICKS	Compostable wooden sticks	Plastic stir sticks
 WATER BOTTLE	Encourage people to bring their own water bottle(s)	Single use water bottles
 STRAWS	Paper straws	Plastic straws
 NAPKINS	Recycled and compostable paper	Made from unrecycled materials
 TAKE-OUT CONTAINERS	Use compostable paper or fibre containers	Plastic, bio-plastic and Styrofoam containers

# SUSTAINABLE EVENT AND MEETING GUIDE QUICK TIPS

 Consider using serving ware, reusable or paper products when possible.

 Instead of packs of soda with a plastic rings, go with larger 2L bottles

 Reusable cutlery is best or single use wooden utensils that are compostable with food scraps

 Use jugs of tap water instead of bottled water

 Serving finger foods? Consider providing **NAPKINS** instead of utensils.

 Buy or rent materials that have **MULTIPLE** uses like fabric table cloths

 Ensure **WASTE, RECYCLING & GREEN BINS** are placed prominently

 Choose gifts with minimal waste. Think **EXPERIENCE** not **MATERIAL**

 Balloons are harmful to the environment. **PAPER POM** are creative ideas for **COLOUR**

 Remember! What works for a birthday party is likely useful for a picnic or a block party


To learn more about how you can host a "green" party or event, visit: [www.richmondsustainableevents.ca](http://www.richmondsustainableevents.ca)



# Richmond Sustainable Event 7 STEP QUICK GUIDE

**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.

## 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.

## 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 community events.

Better your event,  
Better the community

a development partner with





# SUSTAINABLE EVENT AND MEETING GUIDE

## QUICK TIPS



Consider using **serving ware**, reusable or **paper products** when possible.

Instead of packs of soda with a plastic rings, go with **larger 2L bottles**



**Reusable cutlery** is best or **single use wooden utensils** that are **compostable** with food scraps

Use jugs of **tap water** instead of bottled water



Serving finger foods? Consider providing **NAPKINS** instead of utensils.



Ensure **WASTE, RECYCLING & GREEN BINS** are placed prominently

Buy or rent materials that have **MULTIPLE** uses like **fabric table cloths**



Choose gifts with **minimal waste**. Think **EXPERIENCE** not **MATERIAL**



Balloons are harmful to the environment. **PAPER POM POMS** are creative ideas for colour



Remember! What works **for a birthday party** is likely useful for a picnic or a **block party**



To learn more about how you can host a "green" party, visit:  
[www.richmondsustainableevents.ca](http://www.richmondsustainableevents.ca)





# City of Richmond

## Report to Committee

TO PRCS - APRIL 24, 2019  
Deferred to May 28, 2019 PRCS

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** April 5, 2019

**From:** Todd Gross  
Director, Parks Services

**File:** 06-2345-20-  
TNOV4/Vol 01

**Re:** Proposed Tidally Influenced Terra Nova Slough Update

### Staff Recommendation

1. That Option 1: Enhance the Existing Freshwater Pond, as outlined in the staff report titled "Proposed Tidally Influenced Terra Nova Slough Update" dated April 5, 2019 for the Director, Parks Services, be endorsed; and
2. The funding of \$225,000 for the proposed habitat enhancement and management plans be considered in the 2020 Budget process.

Todd Gross  
Director, Park Services  
(604-247-4942)

Att. 6

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Engineering	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

PRCS - 53



## **Staff Report**

### **Origin**

At the Parks, Recreation and Cultural Services Committee meeting on April 24, 2018, staff received the following referral:

*That the staff report titled "Proposed Tidally Influenced Terra Nova Slough Update" dated April 16, 2018, from the General Manager, Community Services, be referred back to staff.*

Staff presented information regarding the functional requirements which would see the existing freshwater pond habitat converted into a tidally influenced habitat supporting migrating Fraser River salmonids. In the ensuing discussion, staff were directed to consider converting the slough back to agricultural land, should modifying the existing slough be found to be unfeasible.

The purpose of this report is to provide an update on the ongoing efforts by staff to address the referral.

### **Background**

In 2004, the Terra Nova Rural Park Plan called for development of a functional estuary slough with an outlet to the Middle Arm of the Fraser River to support salmonids within the park. The first phase of the project was implemented in 2007 with the construction of the slough channel.

The second phase entailed engineering design and costing for a flood control gate and connecting pipe to link the slough to the Fraser River (Attachment 1). Costs to breach the dike and install an outlet structure were assessed in 2009; at that time, cost estimates exceeded the City's expectations and budget, and the project was put on hold. The slough has been functioning as a freshwater pond since 2007.

A review of the project was conducted in 2018. In the intervening years since the original work was completed, there have been updates to the City's Dike Master Plan, alterations to the pond and updated engineering standards.

The project review included:

- Reviewing the design drawings to connect the pond to the estuary completed in 2009;
- Reviewing the ecological value and function of the existing freshwater pond compared to the potential value and function of a tidally influenced slough;
- Updating the risk assessment for placing an opening in the dike at this location in the context of the City's Dike Master Plan;
- Providing an updated project cost estimate; and
- Consideration of daylighting or enhancing other sloughs.

## Analysis

Converting the existing approximately 7,000 m<sup>2</sup> of freshwater aquatic and riparian habitat (pond) into an estuarine marsh habitat (slough) would involve:

- Construction of a dike box culvert connecting the pond to the Fraser River;
- Installation of a tide gate to regulate the flow of water;
- Modifications to the dike and a portion of River Road; and
- Modifications to the existing pond to create a tidally influenced slough.

This proposed project would impact portions of the existing park and alter the ecological function of the existing pond. There are a number of habitat and engineering benefits as well as challenges with this potential project.

### Proposed Terra Nova Tidal Slough

The original design proposes one entry and exit point at the Fraser River to the existing pond. The proposed tide gate structure would regulate the slough's water level, changing with the daily natural tide cycle. The tide gate structure would be designed to protect the slough during King Tide and storms.

The purpose of the tidally influenced slough is to provide habitat for juvenile salmonids and other fish species that utilize estuarine habitats. Salmonid species would not use this habitat for spawning purposes (Attachment 2). The salmonid habitat value would be limited by the single entry and exit point. This single opening will limit tidal flushing and will also likely result in sediment accumulation, requiring ongoing maintenance. In addition, the presence of fish would likely be limited in the warmer months, as increased inland water temperatures have the potential to exceed acceptable levels.

There are three primary considerations in the review of the potential project in Terra Nova Park:

1. Flood Risk Assessment;
2. Habitat Value Assessment; and
3. Conversion to Agricultural Land.

#### 1. Flood Risk Assessment

If the pond is connected to the Fraser River by breaching the dike at this location, the flood risk would increase. The flood risk could be mitigated with the construction of a secondary dike to isolate the pond. Two possible dike options are:

- a) A dike around the slough's perimeter (Attachment 3).

The current mean elevation of the park area surrounding the pond is approximately 0.7 m; the proposed crest of dike grade is an elevation of 4.7 m, with the targeted future elevation at 5.5 m. The length of the proposed dike to be built around the slough's perimeter will be approximately 700 m long. The approximate 4 m elevation gain and inclusion of the standard dike crest design would result in an approximate dike foot print of 1.96 hectares (ha) (4.8 acres). The estimated cost for this dike option is approximately \$5,200,000 (+/-40%).

- b) A dike running through a portion of Terra Nova Park, as conceptually planned in the City's Dike Master Plan (Attachment 4).

The dike as envisioned in the City's Dike Master Plan is approximately 510 m long with an approximate dike foot print of 1.43 ha (3.5 acres). To install the envisioned dike, the estimated cost for this option is approximately \$3,800,000 (+/-40%). This option would potentially result in the western third of the park being occasionally flooded.

Existing park features impacted by both proposed dike options include walking paths, bridges and boardwalks, plantings (including mature trees), the Terra Nova Play Experience, and areas of high habitat value, such as old-field foraging areas for resident barn owls.

## 2. Habitat Value Assessment

To improve the tidal flushing action of the proposed tidal slough, channelization of the slough through the creation of a secondary entry and exit point should be considered; the slough would thus be connected to tidally influenced water sources at each end. Creation of a secondary access point would require additional study with respect to potential size, alignment, grading, cost and impact on the park. The recently restored Grauer Lands is an example of a connected intertidal channel; a 127 acre area of enhanced salmon rearing habitat was created in 2013 (Attachment 5), just south of Terra Nova Park. The area is flushed with each tide cycle, providing protected habitat to rearing juvenile Chinook and Chum salmon.

The existing pond is currently a freshwater body; however, it was originally designed to function as a tidally influenced slough. It is currently fed only by ground and surface fresh water, and flows, for the most part, are isolated from the surrounding inland drainage system.

Current management practices include mowing some of the riparian areas around the pond in order to manage invasive plant and animal species and facilitate public access. If these current management practices were enhanced, the overall ecological function and interpretive value of the pond are expected to increase.

In 2018, the existing pond was reviewed by a certified biologist. The pond and surrounding riparian zone are a functioning habitat for various species of amphibians, birds, freshwater fish and wildlife. A number of observations and recommendations were provided for both the existing pond and the proposed tidally influenced slough (Attachment 6).

The following proposed habitat enhancements and management measures would improve the fresh water pond and associated riparian habitat values:

- Creation of ephemeral wetlands to provide breeding habitat for native birds;
- Fencing around the trunks of significant trees and shrubs to prevent damage caused by beavers;
- Develop and implement a pond specific Invasive Species Management Plan for the riparian and aquatic habitat;
- Habitat enhancements such as planting and other measures to improve bird and bat habitats; and
- Introduce a water flow system to address the pond's low oxygen levels.

Staff estimate an approximate cost of \$75,000 to fully assess the current function of the pond, develop a habitat management strategy, and provide a planting plan. The combined cost to implement the above list of recommended improvements in addition to the assessment and plan is approximately \$150,000.

### 3. Conversion to Agricultural Land

At the April 2018, Parks, Recreation and Cultural Services Committee meeting discussion, there was a suggestion to fill in the existing freshwater pond to create farm land to address food security needs in the City.

Fill for the pond could come from the mound located in the southwestern section of the Terra Nova Adventure Play Environment or material could be imported. The mound, created in 2007 with the material excavated from the pond, currently supports a slide and path leading up to view point. Removal of the mound would require a redesign and repurposing of the Play Environment in that area. Overall, the project would require the removal of existing plant material, foot bridges and paths, as well as relocating aquatic and amphibian species from the pond.

This proposal would need to follow all applicable senior and local government environmental regulations. The estimated volume of fill required is 8,700 m<sup>3</sup> (+/- 20%), and the estimated project design and management costs would be approximately \$75,000 with the overall construction costs estimated at approximately \$300,000 (+/- 50%). If soil were imported to fill the pond, overall project expenses could be offset however to what extent cannot be determined at this time.

Should the City need to further expand its farming and food production capabilities, 39.3 ha of open space in Terra Nova could be converted into agricultural land with relatively little effort. The Richmond Sharing Farm Society actively farms 3.6 ha in the Terra Nova Rural Park. Otherwise, the remaining areas in both Terra Nova Rural Park and Natural Area are predominantly managed by the City as old-field, hedgerow and natural forest habitat. Should these areas become farmland, the impact on these habitat areas would be significant. In the Natural Area, the area is managed as compensatory habitat for Vancouver International Airport (YVR); should it be converted to farmland, other areas of equal habitat value would need to be identified elsewhere in Richmond.

On a City-wide level, the City owns and manages 242 ha of land within the Agriculture Land Reserve (ALR), including the 55 ha at the Garden City Lands and approximately 24 ha at the South Dike Agricultural Lands (along the South Arm of the Fraser River, between Gilbert and No.3 Road). By implementing the Garden City Lands' Park Development Plan and farming the South Dike Agricultural Lands site more intensively, these areas provide a cost-efficient opportunity to increase food production on City-owned land. Activation of these areas could be potentially achieved through the existing partnerships the City has with Kwantlen Polytechnic University (KPU) and Richmond Food Security Society.



### Options For Consideration

Staff reviewed the proposed project at Terra Nova on the basis of:

- Flood risk management;
- Costing of the proposed design;
- Review of the original design;
- Habitat value factors of both the existing pond and the proposed slough;
- The impact on the Terra Nova's open space if the existing pond were removed; and
- Current inventory of agriculture land owned by the City of Richmond.

As a result of this evaluation, the following options are proposed for Council's consideration:

#### **Option 1: Enhance the Existing Freshwater Pond (Recommended)**

*Estimated total cost: \$225,000.*

Enhance the current freshwater habitat and introduce enhanced management strategies to increase its ecological value.

Table 1: Pros and Cons of Enhancing the Existing Freshwater Pond

<b>Pros:</b>	<b>Cons:</b>
<ul style="list-style-type: none"> <li>• Existing ecological function could be enhanced to provide a richer park visitor experience, increasing nature interpretation and education opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional study to provide a specific plan would be required to be developed prior to implementation.</li> </ul>
<ul style="list-style-type: none"> <li>• Modest investment of resources would result in an enhanced freshwater habitat.</li> </ul>	<ul style="list-style-type: none"> <li>• No salmonid rearing habitat will be created.</li> </ul>
<ul style="list-style-type: none"> <li>• A high level of flood protection would be maintained without having to construct a secondary dike.</li> </ul>	

#### **Option 2: Create a Tidally Influenced Terra Nova Slough**

*Estimated total cost: \$6,090,000 to \$7,490,000 (depending on which dike routing option is chosen).*

Update and implement flood box plans to open the pond to the tidal influence from the Fraser River Estuary and initiate the design process to construct a secondary dike in Terra Nova Park.

Table 2: Pros and Cons of Creating a Tidally Influenced Terra Nova Slough

<b>Pros:</b>	<b>Cons:</b>
<ul style="list-style-type: none"> <li>• Achieve the original plan for the pond to be a tidally influenced slough.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased risk of flooding due to breaching the dike to create this feature. Mitigation measures (i.e., secondary dike) will be required to maintain a high level of flood protection.</li> </ul>

Pros:	Cons:
<ul style="list-style-type: none"> <li>Provide habitat opportunities for a number of fish species.</li> </ul>	<ul style="list-style-type: none"> <li>The estimated flood gate structure construction cost with design updates and modifications would be approximately \$2,290,000 (+/- 50%), representing a prorated increase of approximately \$480,000 over the original design.</li> </ul>
<ul style="list-style-type: none"> <li>Create a unique natural feature, providing opportunities for nature interpretation and education.</li> </ul>	<ul style="list-style-type: none"> <li>The cost of building the associated dike structures range from \$3,800,000 (+/- 40%) to \$5,200,000 (+/- 40%).</li> </ul>
	<ul style="list-style-type: none"> <li>Adverse impacts to the existing freshwater aquatic and terrestrial species by displacing them from the area. Potential benefits to salmonid and estuarine fish species are unknown at this time.</li> </ul>
	<ul style="list-style-type: none"> <li>Additional maintenance costs due to the current slough configuration which restrict flushing action and allowing for the accumulation of debris and sediment.</li> </ul>
	<ul style="list-style-type: none"> <li>Existing park features will be impacted by the installation of a secondary dike.</li> </ul>
	<ul style="list-style-type: none"> <li>The original design requires updating to reflect the City's target 4.7m dike elevation.</li> </ul>

### Option 3: Converting the Existing Freshwater Pond to Agriculturally Productive Farm Land.

*Estimated total cost: \$375,000 (subject to confirmation).*

Fill the existing freshwater pond to establish agriculturally productive farm land.

Table 3: Pros and Cons of Converting the Existing Freshwater Pond to Agriculturally Productive Farm Land.

Pros:	Cons:
<ul style="list-style-type: none"> <li>Decommissioning the pond would reduce the maintenance and management costs associated with it.</li> </ul>	<ul style="list-style-type: none"> <li>Removing the pond would negatively impact a currently viable and thriving freshwater habitat including the removal of several significant trees and the displacement of various resident animals.</li> </ul>

<b>Pros:</b>	<b>Cons:</b>
<ul style="list-style-type: none"> <li>Approximately 1.25 ha of new farm land would be created.</li> </ul>	<ul style="list-style-type: none"> <li>Other (larger) areas in Terra Nova Rural Park could be converted to farm production for a fraction of the cost and through a much less complex process.</li> </ul>
<ul style="list-style-type: none"> <li>Creation of new farm land would increase the City's food security.</li> </ul>	<ul style="list-style-type: none"> <li>Food security could be effectively addressed at number of currently underutilized, City-owned sites, including the Garden City Lands.</li> </ul>
	<ul style="list-style-type: none"> <li>Removal of the existing pond would reduce the natural interpretation and recreation values that Park visitors currently experience.</li> </ul>
	<ul style="list-style-type: none"> <li>The estimated cost of construction would be approximately \$375,000 (+/- 50%) and would entail moving or importing approximately 8,700 m<sup>3</sup> (+/- 20%) of fill.</li> </ul>

### **Financial Impact**

Funding for Option 1 will be considered in the 2020 Budget process.

### **Conclusion**

Staff have reviewed the original Terra Nova design, and updated the flood risk and habitat value assessment for the proposed conversion of the existing pond to a tidally influenced slough. The necessity for and cost of a secondary dike was not considered in the original project.

The estimated total project cost for Option 2: Create a Tidally Influenced Terra Nova Slough is between \$6,090,000 and \$7,490,000. The impact on Terra Nova Rural Park to convert the existing pond to a tidally influenced slough would be high, creating flood risks and displacing park amenities. In addition, implementing a suggested additional channel to connect a secondary entry and exit point would add additional cost and scope to the project. If implemented, a rearing habitat for a broad range of fish species may be created that could include a number of migrating salmonid species. It is recommended that efforts be focused on taking advantage of opportunities to partner with other key stakeholders to enhance fish rearing habitat in the Fraser River Estuary, outside of the City's dike system.

Converting the existing freshwater pond to farm land would minimally address Richmond's food security issues and cost an estimated \$375,000 to complete. It would also remove a functioning freshwater habitat area. The City's local food security concerns could be better addressed through the more intensive utilization of land owned by the City which is currently used for agriculture.

Therefore, staff recommend the adoption of Option 1: Enhance the Existing Freshwater Pond. This option would result in a modest investment of time and resources to increase the habitat value of the existing freshwater pond, above its present day function.



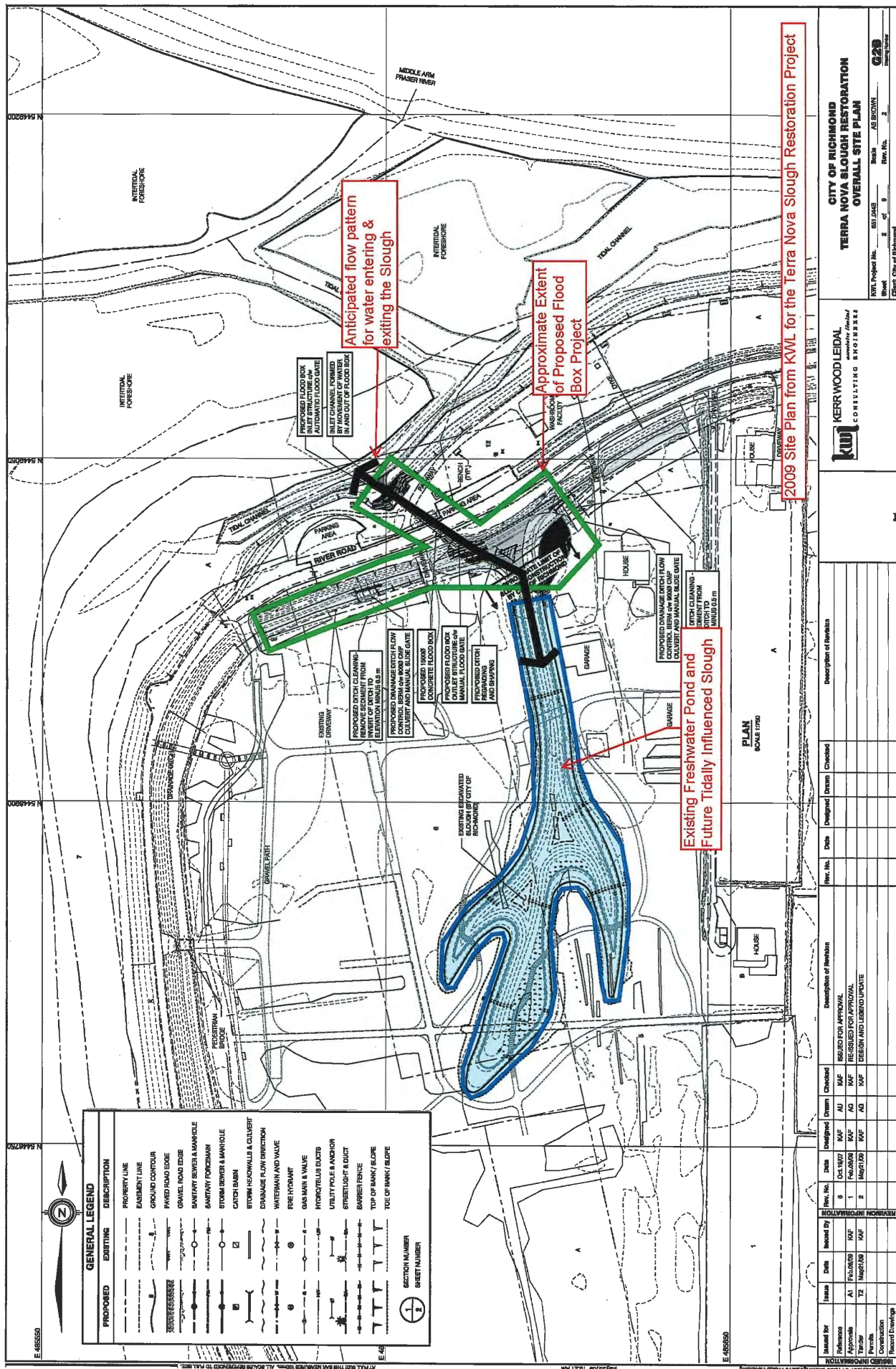
Alexander Kurnicki  
Research Planner 2  
(604-276-4099)



Jamie Esko  
Manager, Parks Planning, Design  
and Construction  
(604-233-3341)

- Att. 1: 2009 KWL Terra Nova Slough Restoration Project Site Plan  
2: Terra Nova Chum Salmon Slough Update- November 23, 2017  
3: Conceptual Dike Design Around Proposed Slough  
4: Page 24, Figure 8: Secondary Dike Alignment through Terra Nova- Lulu Island Dike  
Master Plan Phase 2- Draft Report  
5: Grauer Lands Map  
6: PGL Feasibility Review Report: Tidally Influenced Slough at Terra Nova Park  
(total 16 pages, not including Appendix 1)







# City of Richmond

## Memorandum Community Services Division Parks Planning and Design

**To:** Mayor and Councillors

**Date:** November 23, 2017

**From:** Alexander Kurnicki  
Research Planner 2

**File:** 06-2345-20-TNOV4/Vol 01

**Re:** Terra Nova Chum Salmon Slough Update

At the Parks, Recreation and Cultural Services Committee meeting on the March 24, 2015, staff received the following referral:

- (1) That staff explore the establishing of a salmon spawning slough at Terra Nova and stocking it with Chum Salmon fry as planned, and further, consider what other sloughs have the potential for day lighting and stocking with Chum Salmon; and*
- (2) That the information and videos provided by Metro Vancouver on how the Still Creek salmon run was established be referred to staff.*

The purpose of this memo is to provide an update on the ongoing efforts by staff to address the above referral.

In 2009, staff went through a design process and issued a tender for the floodgate construction for breaching the dike and creating a fish habitat in the Terra Nova Slough. The costs of this project exceeded the City's expectations by a considerable amount and the project was put on hold.

Since time has passed, a review of the project is being conducted. The review is focusing on the following tasks:

- Review of the design drawings completed in 2009;
- Review the ecological value and function of the existing slough compared to the value and function of a salt water and tidally influenced slough;
- Updating the risk assessment for placing an opening in the dike at this location in the context of the City's Dike Master Plan-Phase 2; and
- Providing an updated project cost estimate.

A review of the project by staff would be required with respect to the City's Dike Master Plan and the overall flood protection strategy for this portion of the dike system. An initial review by staff indicates that connecting the slough to the Fraser River by breaching the dike creates an inherent and significant flood risk at this location. A possible strategy to mitigate this risk and maintain flood protection would be to build a secondary dike around the slough. The potential

impacts of a secondary dike and other contemplated flood mitigation measures may have on the park, the project's scope and expense will be provided in a forthcoming report to Council.

The slough is currently a fresh water body supporting associated aquatic and riparian flora, and fauna. A review of the potential habitat benefits of an altered slough will be conducted in the current context of existing salmonid habitat in the area. Preliminary research indicates there is historical data suggesting the areas around Sturgeon Banks and the North Arm of the Fraser River have provided juvenile rearing habitat for chinook, chum, coho salmon, migratory habitat for adult salmon, and resident habitat for and various forage fish species. An altered slough would not function as a spawning habitat, which commonly occurs in the upper reaches of the Fraser River. Assessment of the value of an altered slough as a rearing habitat will be summarized in a forthcoming report to Council.

The expected completion date for the feasibility study is early 2018. Staff will provide a further project update at that time.

If you require additional information on this matter, please do not hesitate to contact me directly at 604-276-4099.

Alexander Kurnicki  
Research Planner 2

pc: SMT  
Serena Lusk, Interim Director, Parks and Recreation  
Jamie Esko, Manager, Parks Planning, Design and Construction



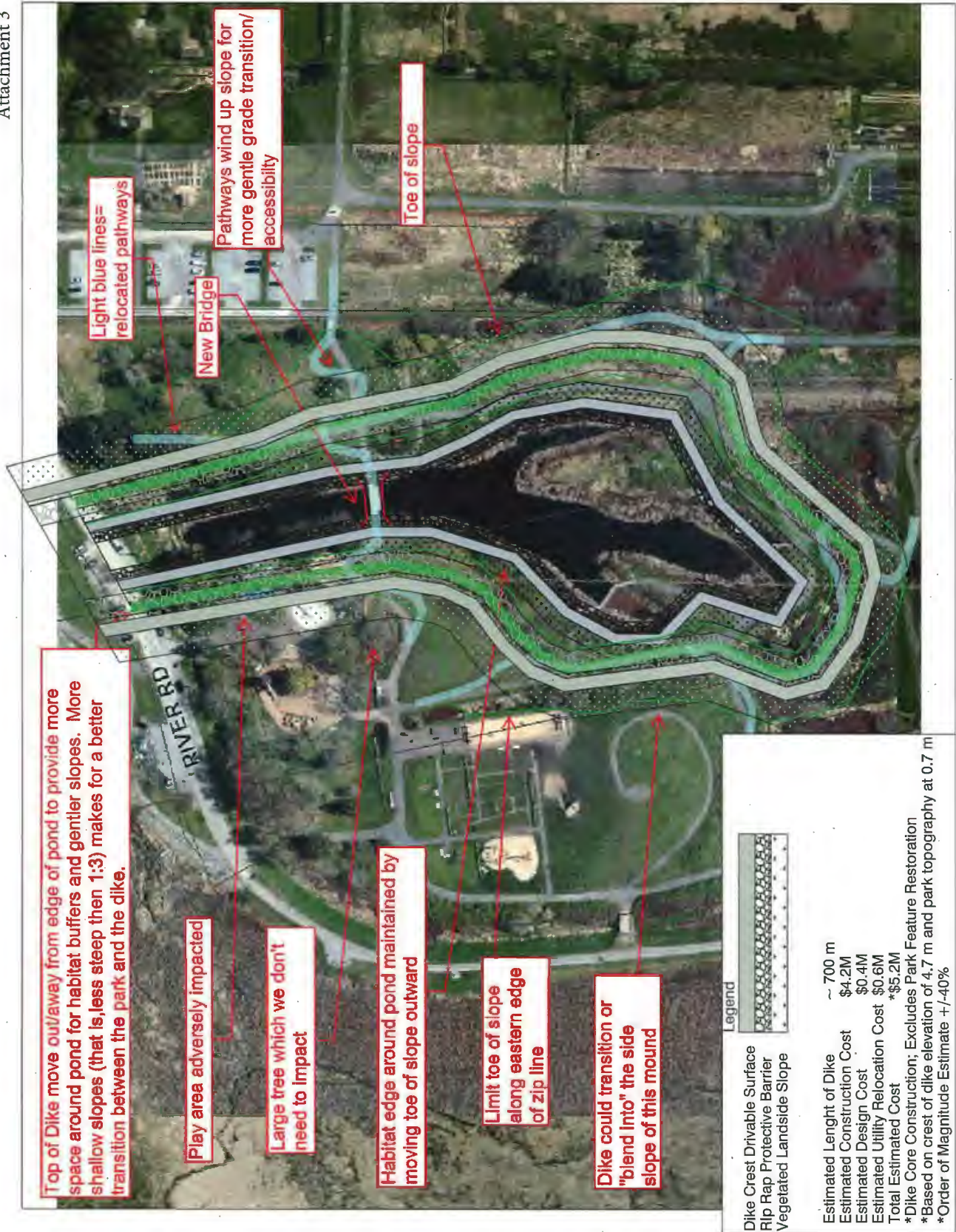




Figure 8: Secondary Dike Alignment through Terra Nova



## 4.2 AREA SPECIFIC ADAPTATIONS

For the purposes of the master plan, an area specific adaptation is a structural adaptation that can achieve the target 4.7 m crest height, with consideration for a future increase to 5.5 m. This section outlines the preferred area specific adaptation measures for each of the thirteen design areas.

The recommended approaches to area specific adaptations includes: widen footprint to land or water side; raise in place / constrained dike; permanent floodwall; demountable floodwall.

### *Widen Footprint to Land or Water Side*

Dikes are the most common form of structural flood protection. Lulu Island is currently protected by a perimeter ring dike, with floodwalls or alternative protections at some sites. In the Study Area, improvements to the existing dike should be pursued wherever possible.

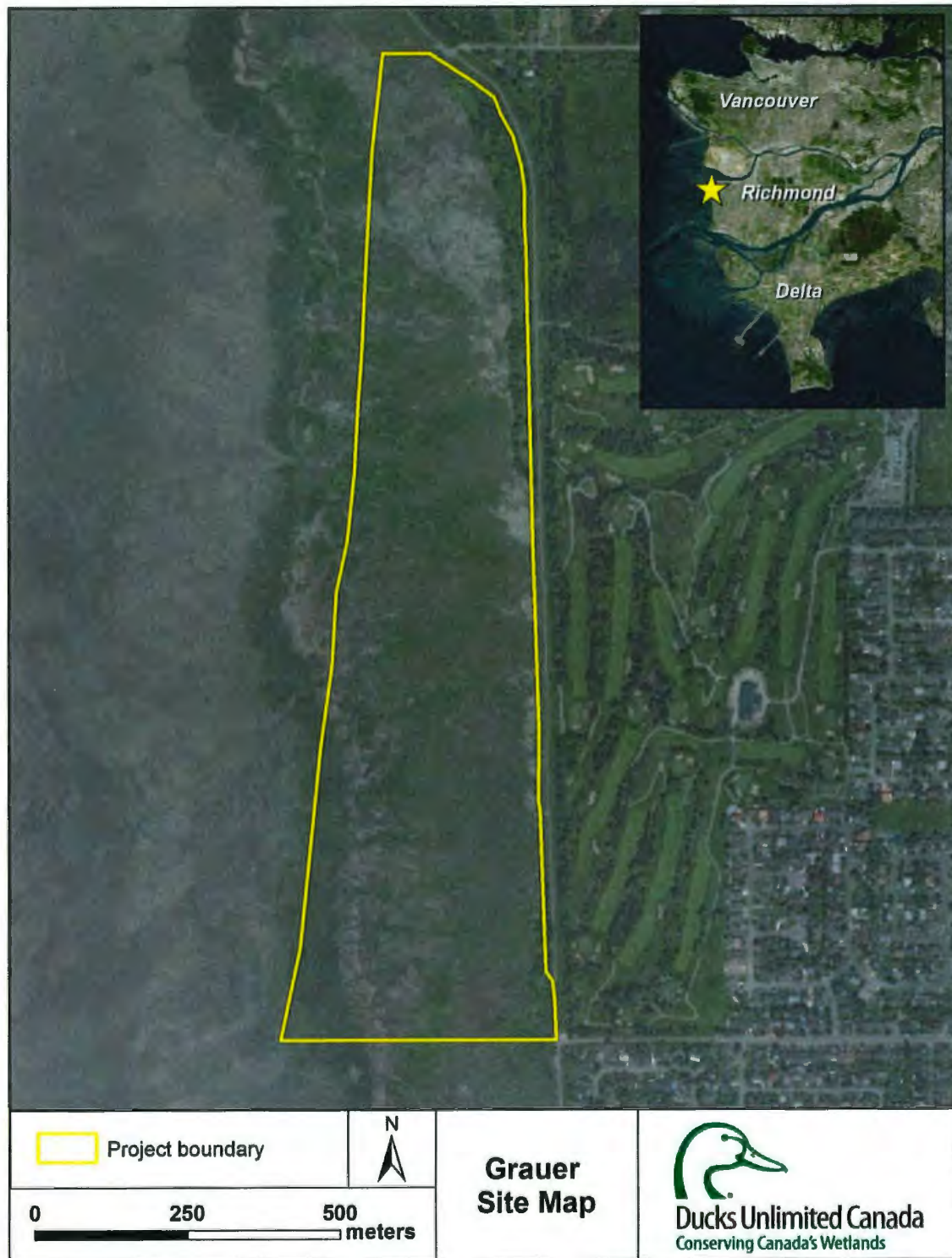
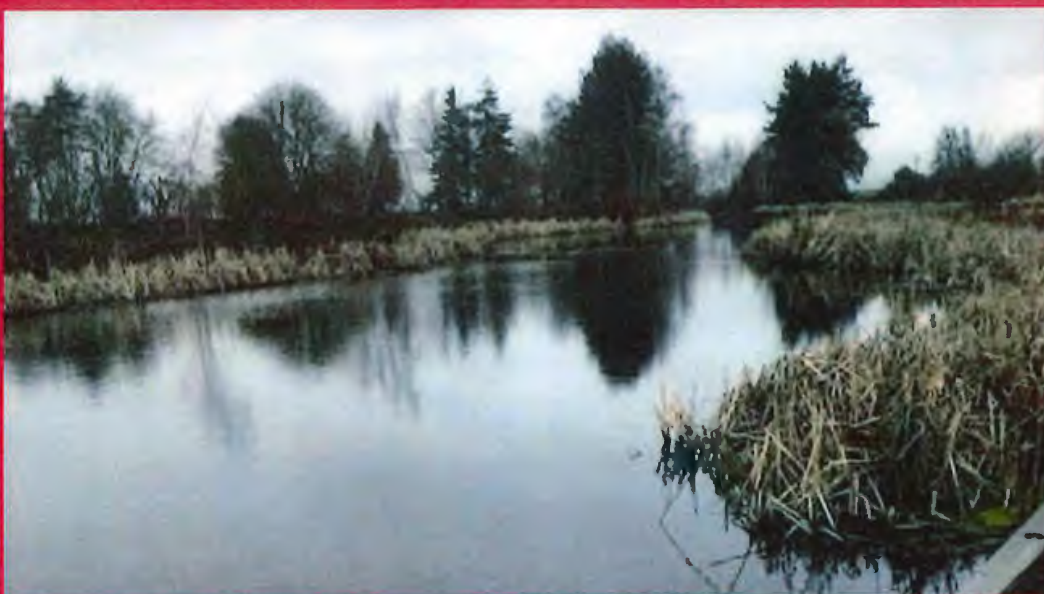
Grauer Property Monitoring Report – 2016

Figure 1. Location and boundary of the Grauer property in Richmond, BC.



**Terra Nova Park  
Richmond, BC**

# **Feasibility Review: Tidally Influenced Slough at Terra Nova Park**



**PREPARED FOR:**

City of Richmond  
5599 Lynas Lane  
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**PREPARED BY:**

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PGL File: 831-01.05

February 2018



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### LIST OF APPENDICES

Appendix 1	Terra Nova Wildlife Habitat Enhancement Strategy, PGL 2014	- Not referenced within
Appendix 2	Site Photographs	body of Attachment 6





## 1.0 INTRODUCTION

PGL Environmental Consultants (PGL) is pleased to provide you with a feasibility assessment of plans to breach the Terra Nova dyke to create a tidally influenced slough to support juvenile salmonid species.

## 2.0 BACKGROUND

In 2004, the City of Richmond (the City) developed a master plan for the Terra Nova Rural Park, which is roughly defined by the north half of the Terra Nova Park area. This plan included creating a functional estuarine slough with an outlet to the Middle Arm of the Fraser River. The primary objective of the slough feature was to maximize biodiversity and offer opportunities to support fish and amphibians, including salmonids where feasible. It was intended that the City would also pursue educational interpretation as a secondary objective.

The City retained PWL Partnership Landscape Architects Inc. (PWL) to develop a concept plan to upgrade the overall park. Kerr Wood Leidal Associates (KWL) was subcontracted to prepare the engineering drawings for the slough and design the dyke breach flood structure. PGL was also retained as a subconsultant to provide input on environmental aspects of the design and implementation and to explore regulatory expectations and approval requirements.

The City constructed the slough channel in 2007. However, for several reasons, the installation of the outlet structure and subsequent dyke breach was never implemented. As such, the slough has functioned as a freshwater habitat ecosystem for the ten years since its construction.

### 2.1 Wildlife Enhancement/Management Strategy

In 2010, The City retained PGL to prepare a wildlife habitat enhancement/management strategy for the Terra Nova Rural Park and Terra Nova Natural Area, collectively referred to as the Park. This project involved a thorough review of historical data and designs, a review of current conditions, and field surveys to fill data gaps.

Based on the work completed, PGL identified a water feature which it labelled and referred to as "Aquatic Habitat Management Unit 01" (AHMU-01). The study concluded that there was moderate to good ecological diversity associated with AHMU-01: a variety of plants and bird species were observed in and around the feature and healthy populations of Threespine Stickleback (*Gasterosteus aculeatus*) and several amphibian species had established themselves in AHMU-01.

It was noted at the time, that portions of the riparian habitat were at risk from invasive plant populations and PGL recommended and prepared a restoration plan to avoid destabilization of the slough ecosystem by invasive species. A final copy of the strategy report was submitted to the City in 2014 and is attached to this report as Appendix 1. PGL is unaware if any parts of the restoration plan were implemented.

### 3.0 CURRENT SCOPE OF WORK

City staff have been directed by Council to review the ecological value and function of the freshwater slough (AHMU-01) as-is, relative to the value and function of a salt-water and tidally influenced slough.

PGL has been retained to assist staff in developing a report. The scope of PGL's report included a site visit to assess current habitat function, followed by provision of an opinion on the feasibility or rationale of creating a tidally influenced slough and potential salmon rearing habitat vs. enhancing existing habitats at nearby locations. This report represents that opinion.

### 4.0 SITE VISIT

PGL conducted a site visit with KWL and City representatives on February 7, 2018. In attendance were: Alex Kurnicki (City of Richmond); Andrew Szojka (KWL Calgary); Kimberly Armour (City of Richmond); Kevin Fraser (City of Richmond); and Bruce Nidle (PGL).

#### 4.1 Site Conditions and Observations

During the site visit, PGL senior fisheries biologist, Bruce Nidle, made the following observations:

- The slough water level was up to the level of the boardwalk and had flooded some grassy areas (Photograph 1);
- A beaver lodge was present in the middle of the slough (Photograph 2). Beavers had felled most small trees adjacent to the slough;
- A variety of waterfowl species were in and adjacent to the slough;
- Eagles and hawks were perching in trees adjacent to the slough;
- Vegetation around the perimeter of the slough consisted of common cattail (*Typha latifolia*) and the non-native reed canarygrass (*Phalaris arundinacea*) (Photograph 3);
- Riparian vegetation consisted of invasive, non-native Himalayan blackberry (*Rubus armeniacus*) and an assortment of native shrubs and small trees including hardhack (*Spirea douglasii*), red-osier dogwood (*Cornus stolonifera*) and paper birch (*Betula papyrifera*) (Photograph 4);
- The grass areas had been mown to create lawns in many locations; and
- Suggestions from the previous PGL 2014 report—notably invasive species management protocols—had not been incorporated into the park.

It should be noted that fish and water quality sampling have not been undertaken since the PGL 2014 report.

### 5.0 DISCUSSION

The Terra Nova Wildlife Habitat Enhancement Strategy (PGL 2014) described Aquatic Habitat Management Units (AHMUs) for the aquatic features at the Site. Recapping that report, a water feature identified as AHMU-01 is present in the north half of the park. It is not connected to any of the perimeter ditches on the site.

It is this feature that was considered in 2007 for connection to the Fraser River via a flood-control box to create a brackish, tidally refreshed slough, but the connection was not established. As a result, AHMU-01 has been isolated from both brackish tidal flow and other freshwater sources. Hydrologically speaking, therefore, it has been functioning as a freshwater "pond" rather than a "slough" for the past decade.

It is this pond that is again under consideration for connection to the estuary.

### 5.1 Present Pond Conditions

AHMU-01 provides habitat for several amphibian species (unidentified) and for Threespine stickleback, a small coarse freshwater fish species.

Vegetation surrounding AHMU-01 includes common cattail, hardhack, non-native reed canarygrass, invasive non-native Himalayan blackberry, and other shrubs and trees. Manicured lawns are also present. The riparian habitat values currently are low. Non-native and invasive species are pervasive, limiting diversity and wildlife habitat functionality. The upland habitat is further impacted by frequent mowing and use by the public.

The existing habitat at AHMU-01 is suitable for some wildlife, but fish habitat is limited due to the isolated nature of the watercourse. Waterfowl use of AHMU-01 has been observed, and the bench of land between the middle- and east-fingers of the pond has been identified as a potential Killdeer (*Charadrius vociferus*) nesting location. A small Great Blue Heron colony at the park (PGL 2007) may also use this pond as a source of food.

American beaver (*Castor canadensis*) activity at the AHMU-01 pond has resulted in lost trees and the development of a beaver lodge within the pond.

Amphibian presence has been noted; however, species have not been confirmed. Literature suggests that native amphibians that may use the pond include Northwestern salamander (*Ambystoma gracile*), Pacific chorus frog (*Pseudacris regilla*), western toad (*Anaxyrus boreas*), and northern red-legged frog (*Rana aurora*) are not likely to be associated with AHMU-01 as there is a lack of forested upland habitat in close proximity to the pond.

Given the presence of invasive American bullfrog (*Lithobates catesbeianus*) in the south half of the park at AHMU-02 and the lack of upland forest vegetation around the AHMU-01 pond, it is possible that American bullfrog are present in AHMU-01. This species is a voracious predator of native amphibians (BC MoELP 2018a). Non-native green frogs (*Lithobates clamitans*) may also be present in the pond because they, like American bullfrogs, also require permanent waterbodies for tadpole development. While green frogs are not as aggressive as American bullfrogs, they are competitors for resources with our native amphibians (BC MOELP 2018b) and the presence of either species may be compromising the health and survival of native amphibians in the pond.

## 5.2 Potential Project Benefits

Breaching the dyke would result in the conversion of approximately 7,000m<sup>2</sup> of freshwater aquatic habitat and riparian habitat to estuarine marsh habitat (PGL 2007).

At present, there is no access for fish in or out of the pond. Tidally influenced sloughs may provide habitat for a greater number of fish species than are currently residing in the pond. A tidal connection to the estuary would allow fish species such as out-migrating juvenile Pink Salmon (*Oncorhynchus gorbuscha*), juvenile Chinook Salmon (*Oncorhynchus tshawytscha*), and juvenile Coho Salmon (*Oncorhynchus kisutch*) to find shelter on their way out to the ocean. Other fish species including Starry Flounder (*Platichthys stellatus*), Prickly Sculpin (*Cottus asper*), Staghorn Sculpin (*Leptocottus armatus*), Peamouth Chub (*Mylocheilus caurinus*), Northern Pikeminnow (*Ptychocheilus oregonensis*), Redside Shiner (*Richardsonius balteatus*), and Largescale Sucker (*Catostomus macrocheilus*) might also use a tidally influenced slough.

The resident Threespine Stickleback can withstand brackish conditions and would, therefore, not be displaced.

Conversion to an estuarine slough could provide a small but productive habitat for a variety of species, but it would require that significant additional and ongoing work, such as clearing and managing invasive plants, planting appropriate marsh vegetation, and conversion of the bench between the middle- and east-fingers of the pond/slough for Killdeer nesting habitat be required.

Habitat values might be further increased with the addition of a second tidal entrance/exit point. While the technical details of this approach are unclear, a connection to channels currently existing to the south, such as the Grauer tidal wetland channels, would allow increased opportunities for fish access and species diversity, potential benefits for water quality with increased flushing, and a more estuarine habitat.

## 5.3 Project Challenges

Several drawbacks or difficulties are associated with converting the pond to a tidally influenced estuarine habitat.

- With only one entrance and one exit point for the slough, complete flushing of the waterbody is extremely unlikely. While this isn't necessarily a concern for fish, it does mean that any debris or contaminants washed into the slough may not flush back out. This may also lead to sediment deposition, requiring regular – likely annual – maintenance in the form of dredging to keep water depths in the slough adequate for fish habitat.
- During low water periods of the tidal cycle, decreased water volume in the converted pond may be prone to solar warming, particularly if the conversion is not coupled with riparian plantings that provide adequate overwater shading. High water temperatures can be lethal to fish, particularly salmonids and, while current water temperature regimes in the pond are unknown, it is quite possible that the shallow depth and low volume would result in temperatures dangerous to salmonids.
- Developing estuarine habitat would eliminate amphibian habitat. Amphibians require freshwater for egg laying and tadpole/larvae development. This would prevent future development of the habitat for native amphibians.



- Salt water conditions can make beavers ill but they will tolerate it. They will not, however, tolerate fluctuating water levels associated with the conversion to a tidally influenced system. They can be expected to work to block the flow of water, potentially constructing dams in front of the tide gate(s). While trapping of the beaver(s) and relocating them to another habitat prior to flood gate operation can be considered, it will not prevent them from returning or new beavers from entering the area and attempting to dam the system into a permanent water feature.

The flow-through design option (connecting the slough to the tidal wetland channels to the south to create one point of entry and one point of exit) presents its own set of challenges:

- If the south end of the channel is open on incoming tides, potential for an increased saline environment exists. Fluctuating salinity levels will influence the species that inhabit the slough. Some species may not tolerate a high salinity environment, limiting the use of the slough as year-round or rearing habitat;
- Increased flow may increase sediment inflow and deposition and/or deposition of log debris and detritus. This may result in the potential for debris and detritus to block either or both tidal gates. The former will require regular clearing and dredging to maintain suitable water depths, the latter will require regular tidal gate inspection to prevent blockages that could either starve the slough of water (if located at the inlet) or lead to internal flooding (if the blockage is located at the outlet); and
- Significant modelling and engineering challenges in developing a tidally influenced slough also exist that are beyond the scope of this report.
  - To create a flow-through design where water flows in one end, and exits the other, the north entrance point would have to open on an incoming tide, while the south exit would open on the outgoing tide. Significant hydrological modelling would be required to determine the best approach to allow water to flow through the Site rather than stagnate or move convergently on the centre of the channel.

#### 5.4 Project Permitting Requirements and Environmental Considerations

Breaching of the dike and installation of a flood control structure would require significant time and effort to be spent to secure permits under the following pieces of legislation:

- **The federal *Fisheries Act*:** While it is anticipated the project could result in a net benefit to fish, the project will nevertheless require that a Request for Review be made pursuant to the legislation. The application cannot be made without detailed (engineered) design drawings, hydrological modelling to prove the concept, a calculus of habitat types lost and gained, detailed planting plans, a construction management plan, and a plan for ongoing performance monitoring. Once submitted to Fisheries and Oceans Canada, a request for review may take up to six months;
- **The provincial *Water Sustainability Act*:** This piece of legislation requires a Notification or Change Approval for any changes to surface or subsurface water resources and includes temporary dewatering for construction and any types of work that affect water flows. While the application process is relatively straightforward, it may take between five to eight months to secure provincial approval; and

- **The provincial *Dyke Maintenance Act*:** Any alteration to the provincial dyke system must receive approval from the provincial Inspector of Dykes. Given increasing concerns regarding increased flooding resulting from climate change, the Inspector will require that breaching the dyke be coupled with increasing dyke freeboard or providing other protection mechanisms to prevent flooding within the new slough feature from affecting infrastructure.

Richmond may also require its own works be subject to a Phase 1 Environmental Site Investigation to ensure that works will not remobilize historical contaminants present within the park; it will also need so ensure design compliance with its own *Ecological Network Management Strategy*.

## 6.0 OPINION

It is our opinion that the loss of freshwater habitat coupled with the uncertainty of a successful conversion to a brackish slough suggests that retention of the existing habitat features is a more ecologically appropriate option for the slough. It is our further opinion that significant improvements to the function of the freshwater system can be achieved at a fraction of the cost of the conversion to a tidally influenced slough.

## 7.0 RECOMMENDATIONS

In light of our opinion in Section 6.0, we would recommend that the City consider the following projects to enhance the freshwater system present at Terra Nova Park.

### 7.1 Collecting Information to Guide Enhancement Efforts

- **Water sampling:** Water quality sampling should be undertaken during each season to determine the ecological conditions in the pond. Baseline water quality information can help guide planning processes for future habitat enhancement work.
- **Amphibian surveys:** Understanding the species present can inform future remediation work to improve habitat. Invasive species control may be necessary to promote healthy native amphibian populations.

### 7.2 Enhancement Works

- **Building vernal features:** Native amphibian species would benefit from the creation of a vernal feature at the Park. Vernal features essentially create areas without sufficient year-round standing water needed by the invasive American Bullfrog and Green Frog to breed, yet would create suitable breeding habitat for native amphibians such as Pacific Chorus Frog, Northern Red-Legged Frog and Western Toad. This vernal habitat should be situated adjacent upland forest habitat to provide ideal year-round conditions for all life stages. *A Guide to Creating Vernal Ponds* (Bieblghauser 2002) is a valuable resource for vernal pond construction.
- **Fencing to protect trees:** Wire fencing around the base of trees will limit the damage caused by beavers and will preserve the mature trees around the pond. Conifer species are also less desirable for beavers to harvest, and may be planted to replace the damaged trees if ecologically appropriate for the location.
- **Managing invasive species:** Developing and implementing an Invasive Plant Management Plan to remove and maintain invasive plants coupled with replanting of native plant species will stabilize the system, exclude recolonization by non-native species, and allow for the continued development of a robust native ecosystem. Suitable marsh species such as sedges and rushes should be planted in shallow marsh zones.

- Installing bird nesting boxes and perching poles: Boxes for a variety of species, including swallows, Wood Ducks (*Aix sponsa*), and owls will increase species diversity in the area. Coordination with qualified biologists to develop a nest box plan with appropriate box design and installation locations is recommended. Perching poles for raptors along the perimeter of Old Field habitat is also recommended.
- Encouraging the redevelopment of Old Field habitat: The PGL 2014 report recommends that regular mowing in a number of locations (referred to as Old Field Habitat Management units in the 2014 report) be replaced with a five-year mowing/plowing rotation, with re-seeding using the appropriate seed mix. Old Field habitat is important for the production of small mammals such as voles, mice and shrews that are hunted by raptors, including diurnal owls and Great Blue Herons.
- Installing bat boxes: Inclusion of bat habitat will increase the ecological diversity of the Site and help control insect populations.
- Enforcing dog leash and cleanup bylaws: Education and enforcement will help reduce wildlife disturbance and fecal contamination.
- Establishing a Killdeer nesting beach: Recommendations and details are available in the PGL 2014 report.

## 8.0 LIMITATIONS

PGL prepared this report for our client and its agents exclusively. PGL accepts no responsibility for any damages that may be suffered by third parties as a result of decisions or actions based on this report.

The findings and conclusions are site-specific and were developed in a manner consistent with that level of care and skill normally exercised by environmental professionals currently practicing under similar conditions in the area. Changing assessment techniques, regulations, and site conditions means that environmental investigations and their conclusions can quickly become dated, so this report is for use now. The report should not be used after that without PGL review/approval.

The project has been conducted according to our instructions and work program. Additional conditions, and limitations on our liability are set forth in our work program/contract. No warranty, expressed or implied, is made.

## 9.0 CLOSURE

We trust that this meets your needs. If you have any questions or require clarification, please contact Katharine Scotton or Bruce Nidle at 604-235-8021 and 604-895-7609, respectively.



## 10.0 REFERENCES

BC Ministry of Environment, Lands and Parks. 2018a. BC Frogwatch Factsheet 7: Bullfrog *Rana catesbeiana*. Available at: <http://a100.gov.bc.ca/pub/eirs/finishDownloadDocument.do?subdocumentId=667>. Accessed February 2018.

BC Ministry of Environment, Lands and Parks. 2018b. BC Frogwatch Factsheet 9: Green Frog *Rana clamitans*. Available at: <http://a100.gov.bc.ca/pub/eirs/finishDownloadDocument.do?subdocumentId=861>. Accessed February 2018.

Biebighauser, T.R. 2002. A Guide to Creating Vernal Ponds: All the Information You Need to Build and Maintain an Ephemeral Wetland. US Forest Service. 34pp.

Pottinger Gaherty Environmental Consultants Ltd. 2007. Environmental Review Committee Application: Terra Nova Slough Construction and Dyke Breach, Richmond, BC. 6pp + Appendices.

Pottinger Gaherty Environmental Consultants Ltd. 2014. *Terra Nova Wildlife Habitat Enhancement Strategy (Draft)*. Vancouver, BC. 35pp + Appendices.



Respectfully submitted,

**PGL ENVIRONMENTAL CONSULTANTS**

Per:



Katharine Scotton, B.Sc., R.P.Bio.  
Environmental Consultant



Bruce H. Nidle, B.Sc., R.P.Bio.  
Senior Environmental Consultant



for Leslie M. Beckmann, M.A.  
Senior Environmental Consultant

KKS/BHN/LMB/slr  
r-831-01.05-Terra Nova Slough-Feb18.docx

**Appendix 2**  
**Site Photographs**





**Photograph 1:**

**Looking north from south end  
of slough, with high water  
levels evident, February 7,  
2018**



**Photograph 2:**

**Beaver lodge in the middle of  
the slough, February 7, 2018**





**Photograph 3:**

**Looking south from dike  
toward slough, with reed  
canarygrass prominent,  
February 7, 2018**



**Photograph 4:**

**Typical riparian vegetation  
around the perimeter of the  
slough, February 7, 2018**



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Todd Gross  
Director, Parks Services  
**Date:** May 1, 2019  
**File:** 11-7200-30-  
ADON1/2019-Vol 01  
**Re:** Tree, Bench, and Picnic Table Dedication Program Review

### Staff Recommendation

1. That direction be given as to the preferred Option as described in the staff report titled "Tree, Bench, and Picnic Table Dedication Program Review," dated May 1, 2019, from the Director, Parks Services; and
2. That the moratorium on the Tree, Bench, and Picnic Table Dedication Program be lifted.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

This report addresses the following referral made at the Parks, Recreation, and Cultural Services Committee meeting held on January 29, 2019:

*That the Tree, Bench, and Picnic Table Dedication Policy 7019 be referred back to staff, and in particular to (i) review the 10-year dedication period restriction, (ii) examine increasing the maximum number of plaques allowed, and (iii) review budget options.*

This report also addresses the following referral made at the Council meeting held on February 19, 2019:

*That a moratorium be put on the Tree, Bench, and Picnic Table Dedication Program pending staff review of Policy 7019.*

### **Analysis**

#### **Background**

The City of Richmond's Tree, Bench, and Picnic Table Dedication program was introduced in February 1991. The program was initiated to provide a funding source for trees, benches, and picnic tables along Richmond's waterfront and high-use parks or trails. There are currently 561 benches and 100 picnic tables in the parks furniture system of which 479 have dedications.

The program was immediately popular as a means to commemorate friends, family members, or important events through plaques placed on park benches and picnic tables or through the planting of trees in select parks or trails. In the period February 1991 to March 2003, 325 benches and 32 picnic tables (totalling 357) were funded and installed through the dedication program.

As the lifecycle of the standard bench is approximately 10 years, it became evident that the City did not have a sustainable funding source for the replacement of the original benches once they deteriorated. To address this issue, the City conducted a program review and in March 2003, the original Policy 7004 "Tree and Bench Donation" was repealed and replaced with Policy 7019 "Tree, Bench, and Picnic Table." This new policy included an updated fee structure for the program to account for maintenance and replacement costs, and established a 10-year term associated with each bench and picnic table dedication.

The 357 existing program participants were provided an extension in that their 10-year dedication term commenced April 14, 2003, as opposed to the actual date that the bench or picnic table was installed. All program participants on file were mailed a letter informing them of this update to the Council policy, and that in ten years there would be an opportunity to renew their dedication at current day costs. During that period, the City would maintain and replace the assets as needed through existing operating or capital budgets.



Several program participants have recently notified staff that they did not receive the letter informing them of the policy update, either because the contact information was not up to date or because the primary contact for the dedication had changed and the information had not been passed on.

#### Tree, Bench, and Picnic Table Donation Account

Dedication program funds are received by the City as donations. A tax receipt is issued to the dedicator for the amount of the dedication, minus the cost of the plaque. Following the policy update in 2003, the maintenance funding for new dedications (122 in total) has been placed in tree, bench, or picnic table donation accounts. Table 1 illustrates the amount of existing funds available in the tree, bench, and picnic table donation accounts as of April 30, 2019.

Table 1 – Funds Remaining in Tree, Bench, and Picnic Table Donation Accounts

<b>Donation Account</b>	<b>Remaining Funds (as of April 30, 2019)</b>
Tree Donations	\$8,454.77
Bench Donations	\$224,698.82
Picnic Bench Donations	\$50,402.38
<b>Total</b>	<b>\$283,555.97</b>

The bench and picnic table donation funds are used to service the 104 benches and 18 picnic tables that were dedicated after April 2003, for which the funds were collected.

The City has been maintaining and replacing the 357 benches and picnic tables that were dedicated prior to April 2003 through existing operating or capital budgets.

#### 2018 Policy Update and Initiation of 10-Year Renewals

To initiate the 10-year renewal process, on March 12, 2018, Council approved an update to Policy 7019 “Tree, Bench, and Picnic Table Dedication” (Attachment 1) and accompanying Fee Schedule 7019.01 (Attachment 2) to reflect 2018 operating and maintenance costs for the bench and picnic table portion of the dedication program. No changes were made to the tree dedication program as it operates on a full cost recovery model and has sufficient capacity to meet current demands.

The fee schedule for dedicated benches and picnic tables (2018) is summarized in Table 2 below. These costs do not include a charge for a plaque as it assumes that the pre-existing plaque(s) will transfer over to the dedication renewal. If a new plaque is required, the donor will incur the cost of \$500 per plaque for manufacturing and installation.

Table 2 – Fee Schedule for Dedicated Benches and Picnic Tables (2018)

<b>Item</b>	<b>Manufacture Cost</b>	<b>Installation/Admin</b>	<b>Maintenance</b>	<b>Plaque</b>	<b>Total</b>
Bench	\$1,200	\$800	\$1,000 (\$100/yr)	\$0	<b>\$3,000</b>
Picnic Table	\$1,700	\$800	\$1,000 (\$100/yr)	\$0	<b>\$3,500</b>

In October 2018, renewal letters were sent to the 377 program participants that had a bench or picnic table dedication up for renewal. This includes the 357 program participants (325 bench dedications and 32 picnic table dedications) whom requisitioned dedications prior to 2003.

Following this correspondence, several of the original program participants voiced their concerns to staff, Council, and the media about having to renew their dedications as they had believed the dedication was in perpetuity and at no further cost. Although all original program participants on file were notified of the renewal terms in 2003, there are several instances in which the primary contact for the dedication changed over the past 15 years without notice to the City. As such, the current contact was not aware of the policy update and the introduction of the renewal term.

### In Perpetuity Dedications

At the Parks, Recreation, and Cultural Services Committee meeting held on January 29, 2019, there was discussion related to in perpetuity dedications.

From the onset of the program in 1991 to the policy update in 2003, there were three different administrative forms used to process dedication requests (see Attachment 3 for an example). The forms do not indicate that the City would maintain the dedication in perpetuity. The forms also do not address the inevitable replacement of these benches. The forms do state, however, that the costs are subject to change without notice. Council updated the policy in 2003 to clarify this information and to provide a sustainable framework by which donors could continue their dedications when the original bench was due for replacement. Many other Metro Vancouver municipalities were faced with similar challenges with their dedication programs and implemented similar policy changes over the past two decades. A common approach that municipalities have taken is to service dedications made prior to the introduction of the renewal term until the end of the bench's lifecycle, at which point the dedication would need to be renewed.

Very few cities offer in perpetuity dedication programs, and those that do exist are being phased out due to high costs and/or program saturation. The City of Vancouver previously offered an in perpetuity option at a cost of \$25,000, whereby funds were placed into an endowment fund to finance ongoing maintenance. This option was discontinued in January 2018 due to program saturation, which bars new donors from accessing dedication opportunities in popular areas. New York City charges \$10,000 USD for in perpetuity bench dedications in Central Park, which are similarly invested into an endowment fund for ongoing maintenance and replacement.

In perpetuity dedication programs are not common as cities are thereby committed to maintain the dedicated assets forever. City landscapes have changed a great deal over the past century, and are continuing to change at a rapid pace. Committing to maintain dedicated park assets indefinitely restricts the ability of cities to adapt to changes in service delivery needs, landscape and environmental factors, and regulatory regimes.

### Options for Council's Consideration

At the Parks, Recreation, and Cultural Services Meeting held on January 29, 2019, staff were directed to review the 10-year renewal term and bring back options for Council's consideration. At

the subsequent Council meeting held on February 19, 2019, a moratorium was placed on the dedication program pending the outcome of the review process.

This report presents four options, with corresponding financial impacts, for Council's consideration. A scan of the renewal terms and associated costs of other municipalities is included as Attachment 4.

#### Option 1 – Proceed with the Renewal Process as Per Existing Council Policy

This option involves proceeding with the renewal process as per the existing Council Policy 7019, which was amended on March 12, 2018. The original agreement between the City and the pre-2003 dedications did not specify maintenance, replacement, or an in perpetuity condition. As the lifecycle of a standard outdoor park bench or picnic table is typically 10 years, the original asset has since been refurbished or replaced. This option ensures that there is a sustainable funding source to maintain the dedicated assets at appropriate levels of service.

This option also allows for dedication turnover as participants leave the program. This provides new opportunities for other community members wishing to commemorate loved ones through a dedicated bench or picnic table. If a donor chooses not to renew, the plaque(s) will be returned and the location will be made available to the public, with priority given to individuals on the waiting list. If a response is not received, extensive efforts will be made to contact dedicators or family members.

Should the renewal fees pose a financial hardship, staff will work with individuals and families to find workable solutions to continue their dedications. Options include sharing a bench or picnic table with another dedicator, which is enabled under Policy 7019, or setting up payment plans.

There is no financial impact to the City with Option 1 as the renewal process will fund the refurbishing or replacement of dedication benches and annual maintenance for 10 years.

#### Option 2 – 10-Year Renewal Exemption for Pre-2003 Program Participants

This option involves creating a one-time renewal exemption for the 357 program participants that had dedicated a bench or picnic table prior to the policy change in 2003. As several program participants have expressed that they were unaware of the policy update in 2003 and the introduction of the renewal terms, this would allow them an additional 10 years to prepare for the renewal process.

The financial impact to the City of granting this exemption for 325 benches and 32 picnic tables is \$108,700 per year for 10 years. A breakdown of these costs can be found in Table 3 below.

Table 3 – Option 2 Financial Impact

Item	Renewal Fee	Number Affected	Annual Cost	10-Year Cost
Bench	\$3,000 (\$300/year)	325	\$97,500	\$975,000
Picnic Table	\$3,500 (\$350/year)	32	\$11,200	\$112,000

An impact of this option is that the opportunity for natural turnover in the program would be delayed. As individuals move away from Richmond and others move into the city, existing residents would continue to have limited opportunities to access the more popular waterfront locations for dedications.

### Option 3 – One-Time Reduced Renewal Fees for Pre-2003 Program Participants

This option involves a one-time reduced renewal fee for the 357 program participants that had dedicated a bench or picnic table prior to the policy update in 2003. With this option, donors would only be required to fund the bench (\$1,200) or picnic table (\$1,700) replacement costs. The installation, administration, and yearly maintenance costs (\$1,800) would be funded by the City. This group of donors would be required to pay the full renewal fees following the end of this initial 10-year reduced fee renewal term (projected to be January 2030).

The financial impact to the City of partially subsidizing the renewal fees for 325 benches and 32 picnic tables is \$64,260 per year for 10 years. A breakdown of these costs can be found in Table 4 below.

Table 4 – Option 3 Financial Impact

<b>Item</b>	<b>Amount Funded by the City</b>	<b>Number Affected</b>	<b>Annual Cost</b>	<b>10-Year Cost</b>
Bench	\$1,800 (\$180/year)	325	\$58,500	\$585,000
Picnic Table	\$1,800 (\$180/year)	32	\$5,760	\$57,600

### Option 4 – Implement Fixed Term Dedications with No Option to Renew

This option involves making the dedication term lengths fixed and eliminating the option for renewal. This option allows for consistent turnover of program participants, ensuring fair and equitable access to popular areas. The City of Surrey recently adopted this approach by implementing a fixed dedication term length of 20 years with no option to renew in the same location. Should Council endorse this option, the recommended dedication term length is 10 years for all new dedications, with no option to renew. All existing dedications will be permitted one renewal term, at the existing renewal fees, after which no additional renewal terms will be granted. Staff would revise existing Policy 7019 to reflect this change and would bring this updated policy to Council for adoption at a future date.

There is no financial impact to the City with Option 4 as the program fees will fund the refurbishing or replacement of dedication benches and annual maintenance for 10 years.

### Updating Contact Information

Staff have been addressing the challenges of incorrect contact information by searching through City databases and online sources to obtain current information. If during the renewal process the dedicator cannot be contacted, their plaque(s) will be removed and safely stored. The bench will



then remain empty for one year before becoming available to a new dedicator, in hopes that the family or family friends will visit the bench during that year and contact the City for more information.

### Return of Dedication Plaques

Should an existing program participant choose to not renew their dedication, the dedication plaque will be returned to the dedicator. Feedback received from existing participants is that they would generally prefer the return of their plaques so that they can be displayed in their homes, in their gardens, or elsewhere where there is a personal connection. Participants have expressed that there is a deep connection with the site of the dedication bench. As such, the return of the plaques is preferable over the City's re-installment of the plaques at a separate site.

### Number of Dedication Plaques

The existing council policy allows up to two dedication plaques to be installed on a dedicated bench or picnic table. The cost of a second plaque is not included in the dedication fee and is an added cost of \$500 for manufacturing and installation. A second plaque can be added to a bench or picnic table at any time during the dedication period, but will not extend the original term itself.

Attachment 5 provides illustrations of a standard bench with 2, 3, or 4 plaques. An increased number of plaques allows for an increased number of individuals to be commemorated on a single bench. However, an increased number of plaques decreases the amount of "clear" space available on a bench for sitting. Individuals often avoid sitting directly in front of a plaque as the protruded lettering can be uncomfortable to lean against. To help mitigate this issue, plaques will be recessed into the wooden slats wherever possible moving forward. As well, the plaques are sometimes perceived as private memorial markers, in front of which some individuals prefer not to sit out of respect. Increasing the number of plaques permitted on a bench also has the potential for creating an inconsistent look across the City's parks and open space system. For these reasons, most Metro Vancouver municipalities allow only a single plaque, with a small number allowing two. There are no known municipalities that permit more than two dedication plaques per bench.

Dedicators wishing to commemorate multiple individuals on a bench can do so by combining multiple names onto one or two plaques. As such, staff do not recommend increasing the number of plaques on a bench.

### Lifting the Moratorium

Upon Council's endorsement of a preferred option, staff recommend that the moratorium on the dedication program be lifted.

### **Financial Impact**

Should Council endorse Option 1, there is no financial impact as the renewal process will fund the refurbishing or replacement of dedication benches and maintenance for 10 years.

Should Council endorse Options 2 or 3, the cost will be considered in the 2020 budget process with an estimated financial impact of \$64,260 to \$108,700 per year as an additional level for ten years.

Should Council endorse Option 4, there is no financial impact as the renewal process will fund the refurbishing or replacement of dedication benches and maintenance for 10 years.

### **Conclusion**

The City of Richmond's Tree, Bench, and Picnic Table Dedication program remains a popular opportunity for community members to recognize loved ones, while simultaneously contributing to the enhancement of Richmond's parks and open space system. The existing Council policy allows this limited resource to be accessible to a wide range of community members, and ensures the program is sustainably funded over the long-term.

A handwritten signature in black ink that reads "Paul Brar". The signature is written in a cursive, flowing style.

Paul Brar  
Manager, Parks Programs  
(604-244-1275)

- Att. 1: Policy 7019 – Tree, Bench and Picnic Table Dedication  
2: Fee Schedule 7019.01 – Tree, Bench and Picnic Table Dedication  
3: Sample Pre-2003 Dedication Application Form  
4: Best Practices Scan of Other Municipalities  
5: Dedication Plaque Options



Page 1 of 1	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Policy 7019</b>
	Adopted by Council: April 14, 2003 Amended by Council: March 12, 2018	

**POLICY 7019:**

It is Council policy that:

1. The cost of the purchase and planting of the tree shall be charged to the dedicator. This is to be based on the average cost for purchase and installation by City forces of a seven-centimetre calliper tree, subject to annual review.
2. The City shall have final approval of the tree type and planting location. All requests for special tree species/varieties or particular planting areas shall be accommodated, whenever possible. Higher costs incurred by these requests shall be charged to the dedicator.
3. The City shall include the tree in its normal schedule of care or maintenance.
4. The cost of the purchase, installation and maintenance of the bench or picnic table shall be charged to the dedicator. This is to be based on the average cost for purchase, installation and maintenance by City forces of a standard City bench or picnic table for a 10-year period. City staff will review costs annually and will adjust accordingly. The maintenance funding is placed into a tree, bench, and picnic table reserve account.
5. City Staff will acknowledge the bench or picnic table dedication for a period of 10 years from the date of installation.
6. Dedicators will have the opportunity to continue their sponsorship of the bench or picnic table after the 10 year dedication period by paying the current fee for replacement of the bench or picnic table. If the dedicator is not interested in continuing the dedication or cannot be contacted (within six months of the 10-year term expiring), the plaque will be removed and the site will become available for a new dedication. It will be the responsibility of the dedicator to keep their contact information current with the City of Richmond.
7. The City shall have final approval of the location and style of the bench or picnic table.
8. The City shall have final approval of plaque size, style, and wording. A maximum of two plaques per bench is permitted.
9. The tree, bench and picnic table shall become City property. Staff reserves the right to relocate or remove the tree, bench, or picnic table whenever necessary. A reasonable effort shall be made to notify the dedicator if their tree, bench, or picnic table is affected.
10. A tree, bench, and picnic table dedication account shall be established for those unable to purchase a whole tree, bench, or picnic table, but who wish to contribute funds. No plaques shall be permitted in this case, but City recognition of some type shall be considered.
11. A City record will be established to record all commemorative trees and contributions.
12. Placement of memorial wreaths, flowers, or other items or any modifications to the tree, bench, or picnic table will not be permitted.



Page 1 of 2	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Fee Schedule 7019.01</b>
	Approved by Council: April 14, 2003 Amended by Council: March 12, 2018	

**FEE SCHEDULE 7019.01:**

**Tree, Bench and Picnic Table Dedication Charges Schedule**

**Effective February 2018, the following fee schedule will apply for City of Richmond Tree, Bench and Picnic Table Dedications:**

- Dedication fees will be levied so as to recover all or a portion of overall operating costs.**
  - To ensure the dedicator pays all or a portion of the direct operating costs for tree, bench and picnic table installation and 10 years guaranteed maintenance.
  - All rates and charges will be adjusted to accommodate the changes in operating and maintenance costs and tree, bench and picnic table acquisition costs.
- The General Manager, Community Services or designate will have the authority to waive or reduce fees and alter fees for services for promotional purposes and to quickly establish fees for experimental services.**
  - To permit the General Manager, Community Services or designate to make allowances for unusual circumstances.
  - Unusual dedication requests for tree, bench or picnic table installations where a higher cost is involved will be considered on an individual basis, taking in to account the true cost of acquisition and installation, and maintenance costs.
- Dedication fees are as follows:**

Item	Includes	2018 Rate
<b>Trees</b>	Each dedication will recover the full cost of tree acquisition, site preparation, and planting of the tree to City of Richmond standards.	<b>Full cost recovery.</b>
<b>Benches</b>	The dedication amount for benches will be inclusive of installation, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	<b>\$3,500.00</b>
<b>Picnic Tables</b>	This dedication amount will include the cost of picnic table manufacturing, site preparation, delivery, plaque production and installation, and 10 years guaranteed	<b>\$4,000.00</b>





Page 2 of 2	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Fee Schedule 7019.01</b>
Approved by Council: April 14, 2003 Amended by Council: March 12, 2018		

	maintenance.	
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**4. Renewal fees for a 10-year dedication period are as follows:**

Item	Includes	2018 Rate
<b>Trees</b>	Not applicable.	<b>Not applicable.</b>
<b>Benches</b>	The renewal amount will include the cost of bench refurbishing or manufacturing, installation, and 10 years guaranteed maintenance.	<b>\$3,000.00</b>
<b>Picnic Tables</b>	The renewal amount will include the cost of picnic table refurbishing or manufacturing, installation, and 10 years guaranteed maintenance.	<b>\$3,500.00</b>

**5. Dedication fees for sharing a bench or picnic table are as follows:**

Item	Includes	2018 Rate
<b>Trees</b>	Not applicable.	<b>Not applicable.</b>
<b>Benches</b>	The dedication fee will include the costs of bench manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	<b>\$2,000.00</b>
<b>Picnic Tables</b>	The dedication fee will include the costs of picnic table manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance	<b>\$2,250.00</b>

## Dedication Program – Sample Application Form (1991)



### The Corporation of the Township of RICHMOND

6011 No. 3 ROAD, RICHMOND, B.C. V6V 2Y1  
(604) 276-1000 FAX 276-5610

PAID BY THE DONOR (FOR REMOVAL OF BENCH)

#### BENCH DONATION

. DONATION AMOUNT EFFECTIVE JANUARY 1991:

- . minimum amount of donation required for construction and installation of standard park bench, on crushed limestone pad \_\_\_\_\_ \$1,000
- . on asphalt pad, \_\_\_\_\_ \$1,100
- . on concrete pad, \_\_\_\_\_ \$1,250
- . on interlocking bricks, \_\_\_\_\_ \$1,500

- . COMMEMORATIVE PLAQUES ARE PERMITTED, BUT ARE THE RESPONSIBILITY OF THE DONOR. PLAQUE SIZE TO BE MAXIMUM 4" X 8"; DESIGN AND WORDING MUST BE APPROVED BY THE CITY BEFORE INSTALLATION. CONTACT CITY STAFF FOR MORE INFORMATION.

- . PLEASE ALLOW UP TO 60 DAYS FOR INSTALLATION.

- . COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

- . ESTIMATES FOR SPECIAL BENCHES WILL BE PROVIDED ON REQUEST.

- . ALL BENCH PADS ARE CONSTRUCTED TO PROVIDE SPACE FOR A WHEELCHAIR.

- . FOR MORE INFORMATION, PLEASE CALL 276-4107, WEEKDAYS 8:15 a.m. - 5:00 p.m.

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ALCOHOL DEPARTMENT "P" PARKS & LEISURE SERVICES

BENCH DONOR DATA SHEET

DONOR INFORMATION

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_

INCOME TAX INFORMATION: As Above or

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_

LOCATION INFORMATION: (ATTACH A MAP OR SKETCH)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLAQUE WORDING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

Office Use Only

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**City of  
Richmond**

**Dedication Program**  
Community Services Division

### **Dedication Program – Best Practices Scan of Other Municipalities**

Updated March 1, 2019

<b>Municipality</b>	<b>Dedication Cost (2019)</b>	<b>Term</b>	<b>Renewal Cost (2019)</b>	<b>Max. Number Plaques</b>
<b>Banff National Park (Parks Canada)</b>	\$4,000/bench	10-years	\$4,000/bench	1
<b>BC Parks</b>	\$3,000/bench \$4,000/picnic table	10-years	\$3,000/bench \$4,000/picnic table	1
<b>Metro Vancouver</b>	\$4,500/bench \$4,040/picnic table Or \$2,500 + \$300/year for 10 years (\$5,500)	15-years	\$4,500/bench \$4,040/picnic table Or \$2,500 + \$300/year for 10 years (\$5,500)	1
<b>City of Richmond</b>	\$3,500/bench \$4,000/picnic table	10-years	\$3,000/bench \$3,500/picnic table	2
<b>City of Vancouver</b>	\$5,500/bench \$5,500/picnic table	10-years	\$5,500/bench \$5,500/picnic table	1
<b>City of Surrey</b>	\$3,500 bench \$5,000 picnic table	20-years	No renewals.	1
<b>City of Burnaby</b>	Starting at \$3,000/bench \$5,000/picnic table	10-years	Starting at \$3,000/bench \$5,000/picnic table	1
<b>City of Coquitlam</b>	\$2,500/new bench \$1,250/existing bench \$4,500/picnic table	10-years	\$400/bench \$600/picnic table	1
<b>City of Delta</b>	\$3,000/bench \$3,500/picnic table	10-years	After 10 years, if bench needs to be removed because it cannot be repaired, donor is offered first option to replace the bench at the full rate.	1
<b>City of Port Moody</b>	\$4,000/bench \$5,000/picnic table	10-years	\$4,000/bench \$5,000/picnic table	2
<b>City of Edmonton</b>	\$4,500/bench	10-years	\$2,500/bench <i>Program currently under review.</i>	1
<b>City of Kelowna</b>	\$2,800/bench \$2,800/table	10-years	\$2,800/bench \$2,800/table	1



<b>City of Langley</b>	\$2,000/bench \$1,700/picnic table	10-years	\$2,000/bench \$1,700/picnic table	1
<b>City of New Westminster</b>	\$2,884/bench	In perpetuity	Does not apply <i>Program currently under review to add term lengths and renewal fees.</i>	2
<b>City of North Vancouver</b>	\$2,300-\$4,500/bench \$5,000/picnic table	10-years	\$2,300-\$4,500/bench \$5,000/picnic table	2
<b>City of Penticton</b>	\$2,570/bench \$3,060/picnic table	15-years	\$1,285/bench \$1,530/picnic table (50% of current fees)	1
<b>City of Port Coquitlam</b>	\$1,500/bench in park or cemetery \$2,500/bench in premium location \$3,750/picnic table	10-years	Full cost. <i>Dedications prior to the 10-year term are serviced until the end of the bench's lifecycle.</i>	1
<b>City of Victoria</b>	\$3,500/bench	10-years	\$3,000/bench 1 renewal only.	1
<b>City of West Vancouver</b>	\$3,600/bench	10-years	\$3,600/bench	1
<b>City of White Rock</b>	\$3,175/bench \$3,400/picnic table	10-years	\$1,590/bench \$1,700/picnic table	1
<b>District of North Vancouver</b>	\$2,200/bench	10-years	\$2,200/bench <i>Program currently under review.</i>	1
<b>District of Sooke</b>	\$2,000/bench \$4,000/bench \$6,000/bench	10-years 20-years 30-years	\$2,000/bench for 10-year renewal	1
<b>City of Abbotsford</b>	\$2,971/bench \$3,236/bench with 2 plaques \$3,502/bench with view of Mt. Baker \$3,767/bench with view & 2 plaques \$2,653/picnic table	10-years	<i>Renewal process currently under review.</i>	2
<b>New York City (Central Park)</b>	\$10,000 USD endowed	In perpetuity	Does not apply.	1
<b>Town of Sidney</b>	\$3,000/bench	10-years	No renewals; must apply for new dedication.	1
<b>Township of Langley</b>	2,200/standard bench \$3,400/premium bench	10-years	2,200/standard bench \$3,400/premium bench	1



**City of  
Richmond**

**Dedication Plaque Options**  
Community Services Division

**Dedication Plaque Options**



**Figure 1: One Plaque**



**Figure 2: Two Plaques**



**Figure 3: Three Plaques**



**Figure 4: Four Plaques**