



**Parks, Recreation and Cultural Services Committee  
Electronic Meeting**

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

**Tuesday, June 24, 2025  
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 May 27, 2025.*



**NEXT COMMITTEE MEETING DATE**

July 23, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

**PARKS, RECREATION & CULTURE DIVISION**

- 1. OPPORTUNITY FOR A BOOK ON THE HISTORY OF THE CHINESE CANADIAN COMMUNITY IN RICHMOND**  
(File Ref. No. 11-7141-01) (REDMS No. 8047187)

**PRCS-13**

**See Page PRCS-13 for full report**

*Designated Speaker: Rebecca Clarke*

**Parks, Recreation and Cultural Services Committee Agenda**  
**Tuesday, June 24, 2025**

Pg. #      ITEM

STAFF RECOMMENDATION

*That the report titled “Opportunity for a Book on the History of the Chinese Community in Richmond” dated June 2, 2025, from the Director, Arts, Culture and Heritage be received for information.*



2.      **GARDEN CITY PARK GATHERING SPACE CONCEPT PLAN AND CONTRIBUTION AGREEMENT**

(File Ref. No. 06-2345-20-MNOR1) (REDMS No. 7970530)

PRCS-22

[See Page PRCS-22 for full report](#)

*Designated Speakers: Yihong Liao & Jason Chan*

STAFF RECOMMENDATIONS

- (1)      *That the Concept Plan for the Garden City Park gathering space, as detailed in the staff report titled “Garden City Park Gathering Space Concept Plan and Contribution Agreement”, dated June 2, 2025, from the Director, Park Services, be approved; and*
- (2)      *That staff be authorized to take all necessary steps to complete all matters detailed herein, including authorizing the Chief Administrative Officer and General Manager Parks, Recreation and Culture to negotiate and execute all documentation related to a Contribution Agreement with the Rotary Club of Richmond Sunset.*



3.      **PARKS, RECREATION AND CULTURE ALLOCATION POLICY**

(File Ref. No. 11-7000-01) (REDMS No. 8056183)

PRCS-31

[See Page PRCS-31 for full report](#)

*Designated Speaker: Mandeep Bains*

STAFF RECOMMENDATION

*That the development of a Parks, Recreation and Culture Allocation Policy as outlined in the staff report titled “Parks, Recreation and Culture Allocation Policy”, dated June 2, 2025, from the Director, Recreation and Sport Services, be approved.*



**Parks, Recreation and Cultural Services Committee Agenda**  
**Tuesday, June 24, 2025**

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ITEM

4. **MANAGER'S REPORT**

ADJOURNMENT





## Parks, Recreation and Cultural Services Committee

Date: Tuesday, May 27, 2025

Place: Anderson Room  
Richmond City Hall

Present: Councillor Michael Wolfe, Chair  
Councillor Laura Gillanders  
Councillor Andy Hobbs  
Councillor Bill McNulty

Absent: Councillor Chak Au

Also Present: Councillor Carol Day (by teleconference)

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 April 29, 2025, be adopted as circulated.*

**CARRIED**

### DELEGATIONS

1. Kate Humble, on behalf of Parks Canada, and Tenney Homma, granddaughter of Tomekichi Homma, spoke on the addition of a plaque recognizing the National Historic Event related to Tomekichi Homma at the Japanese Fishermens' Benevolent Society (JFBS) building.

Ms. Humble noted the JFBS building is appropriate due to connections with Tomekichi Homma and with the Japanese Canadians who fundraised to help support the legal fees of Mr. Homma in the National Historic Event known as *Cunninham v. Homma*. Ms. Homma noted it has taken 13 years to locate an appropriate location for the permanent installation of the plaque, and that the installation at the JFBS building would be an honour to Mr. Homma's legacy.

1.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, May 27, 2025**

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In response to queries from Committee, the delegation noted (i) the steps taken to identify a permanent location to secure the plaque, and (ii) that there has not been any discussion with Richmond School District #38 pertaining to the plaque.

Two additional letters of support were provided on table (attached to and forming part of these minutes as Schedule 1).

- 1A. Jim Tanaka spoke to his submission, including signed petitions proposing the installation of the plaque recognizing the National Historic Event related to Tomekichi Homma be installed at the Homma Elementary School. A further page of signed petitions in support was provided on-table (attached to and forming part of these minutes as Schedule 2).

In addition to the information submitted, Mr. Tanaka noted, (i) the proposed plaque installation at Homma Elementary School ensures Mr. Homma's legacy endures, (ii) it is the most appropriate, suitable and visible location to honour Mr. Homma, providing the opportunity of a brief history of Mr. Homma's achievements within a building also complimented by Japanese inspired design, and (iii) public access would be by appointment during school hours.

Discussion ensued regarding the opportunity to honour Mr. Homma in both locations (JFBX building and Homma Elementary School), with the National Historic Event plaque to be installed at the JBFS building, and to also consider a second plaque or something significant within Homma Elementary School that further honours the history of Mr. Homma and the Japanese Canadian community.

It was moved and seconded

***That the proposed location for the installation of the National Historic Event Designation Cunningham v. Tomey Homma plaque, in the front garden of the Japanese Benevolent Fishermen's Society Building, be supported in principle, and that the application process for the associated Heritage Alteration Permit required for the building, proceed.***

The question on the motion was not called as discussion ensued noting (i) the 125<sup>th</sup> anniversary of the important landmark legal case *Cunningham v. Homma*, (ii) the importance of the JBFS heritage building that will remain in place, updated and preserved, providing a permanent location for the National Historic Event plaque, and (iii) concern expressed with respect to encouraging the public to access the school to view the historical plaque.

**Parks, Recreation & Cultural Services Committee**  
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The following **referral motion** was then introduced:

It was moved and seconded

*That the presentation from Jim Tanaka at the May 27, 2025 Parks, Recreation and Cultural Services Committee meeting, regarding the proposed additional plaque recognizing the National Historical Event related to Tomekichi Homma at Homma Elementary School, be referred to the Council/School Board Liaison Committee.*

The question on the referral motion was not called as staff reported they had reached out to Richmond School District No. 38 earlier who advised they are checking if there are any guidelines or policies to be considered, and that the matter would need to be considered by the Richmond School Board.

The question on the referral motion was then called and it was **CARRIED**.

The question on the main motion was then called and it was **CARRIED**.

**PARKS, RECREATION & CULTURE DIVISION**

**2. 2025-2026 ENGAGING ARTISTS IN COMMUNITY PROGRAM PUBLIC ART PROJECTS**

(File Ref. No. 11-7000-09-20-089) (REDMS No. 7999500)

It was moved and seconded

*That the 2025-2026 Engaging Artists in Community Program Public Art Projects, as presented in the staff report titled “2025-2026 Engaging Artists in Community Program Public Art Projects”, dated May 5, 2025, from the Director, Arts, Culture and Heritage Services, be approved.*

**CARRIED**

**3. PROPOSED PRACTICES TO ACCELERATE BLACKBERRY MANAGEMENT IN RICHMOND**

(File Ref. No. 10-6160-07-01) (REDMS No. 7808159)

In response to queries from Committee, staff noted (i) with the proposed pilot of Option 1, staff would focus on pedestrian trails, park areas and multi-use pathways, with exact locations to be determined, (ii) approximately 10 years ago the use of sheep or goats was considered for invasive species management, however it was determined to be cost prohibitive, (iii) the effect of repeated mowing would be an effective control method, however fully eradicating blackberry is challenging because of how its seed is disbursed, (iv) developed park areas such as Railway Greenway and Garden City Lands, are good examples where blackberry is effectively being managed, having had the sites cleared, replanted with new vegetation and at that time considered to be clean and free of blackberry, and (v) the City has not used pesticides on blackberry; the use of pesticides would need Council endorsement and could only be used in areas not accessible by residents.

Cognizant of the budgetary impact, Committee noted Option 2 provides a commitment to accelerate blackberry management and achieve greater success in significantly reducing the rate of blackberry growth in multiple areas.

It was moved and seconded

*That Option 2, as outlined in the staff report titled “Proposed Practices to Accelerate Blackberry Management in Richmond”, dated May 5, 2025, from the Director, Climate and Environment and the Director, Parks Services, for the implementation of an annual blackberry management program be approved.*

**CARRIED**

**4. HUGH BOYD COMMUNITY PARK PLAYGROUND RENEWAL – ENGAGEMENT RESULTS AND NEXT STEPS**

(File Ref. No. 06-2345-20-HBOY1) (REDMS No. 8006401)

In response to queries from Committee, staff noted (i) end of life for parks playground equipment is approximately 18 years; in this case it has been 16 years since the last update to the western side of the park playground, (ii) a playground fund is brought forward as part of the capital submission every year and typically identifies one to four playgrounds from a revolving list of required equipment replacements, and (iii) the playground is open for everyone to use.

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

- (1) *That the priorities and scope as outlined in the Playground Renewal section in the staff report titled “Hugh Boyd Community Park Playground Renewal – Engagement Results and Next Steps”, dated May 5, 2025, from the Director, Park Services, be approved; and*
- (2) *That staff proceed with next steps as outlined in the staff report titled “Hugh Boyd Community Park Playground Renewal – Engagement Results and Next Steps”, dated May 5, 2025, from the Director, Park Services.*

**CARRIED**

The Chair advised an additional Item No. 4A be added to the agenda.

**4A. UPDATES ON 2026 MAJOR CITY EVENTS**

Major events scheduled for 2026 were noted, including:

- Kaiwo Maru arrival in Steveston - May, 2026;
- Steveston Maritime Festival - August, 2026; and
- FIFA World Cup (Vancouver) - June, 2026.

As part of the Manager’s Report, it was requested that staff provide status updates for the 2026 major events on a regular basis.

**5. MANAGER’S REPORT**

*(i) Doors Open – June 7-8, 2025*

Staff advised the 18th annual Doors Open Richmond takes place on Saturday, June 7 and Sunday June 8, with more than 50 sites across the city participating.



**Parks, Recreation & Cultural Services Committee**  
**Tuesday, May 27, 2025**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:14 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, May 27, 2025.

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Councillor Michael Wolfe  
Chair

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Lorraine Anderson  
Legislative Services Associate

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

Schedule 1 to the Minutes of the  
Parks, Recreation & Cultural  
Services Committee meeting of  
Richmond City Council held on  
Tuesday, May 27, 2025.

## ON TABLE ITEM

Date: May 27, 2025  
Meeting: PRCS  
Item: 1

From: Alan Sakai <asakai123@icloud.com>  
Sent: May 25, 2025 9:15 PM  
To: Mayor and Councillors  
Subject: TK Homma Commemorative Plaque Installation

Categories: - TO: MAYOR & EACH COUNCILLOR / FROM: CITY CLERK'S OFFICE, - DISTRIBUTED ON  
TABLE



You don't often get email from asakai123@icloud.com. [Learn why this is important](#)

**City of Richmond Security Warning:** This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe..

May 24, 2025

Dear Mayor and Council,

I strongly support the placement of the plaque commemorating Tomekichi "Tomey" Homma's Legal Case at the Japanese Fishermen's Benevolent Society Building (JFBSB).

- Placing the plaque at the JFBS building will serve as an educational resource to cultivate greater visibility and raise public awareness and understanding of the early Japanese settlers in a public space in the heart of historic Steveston.
- The current renewal landscape plan outside the JFBS building could incorporate the plaque, this is in progress by the City of Richmond's Culture team.
- The plaque promotes and preserves an aspect of Japanese Canadian history, heritage and contribution that can be shared with a broad audience.
- The plaque's location would be across the street where people can conveniently view the Nikkei Stories short video, Tomekichi Homma, Man of the Times on their cellphones. Information about Tomey would be centralized for those who are interested in learning more about his life.
- Tomey Homma was instrumental in fundraising and arranging support for the building of the Japanese Benevolent Fisherman's Society Building in Steveston and was the President of this society for many years. The connection to the JBS could be easily seen and enhance the story of the JBFSB and its work during a difficult era.

The plaque recognizes the historic contribution to the hard-fought, long-awaited struggle for fundamental rights of citizenship. This placement is central to the story of Tomey Homma, and the Japanese Community that he fought for.

As this commemoration belongs to all citizens it should not be encumbered by placement in a location whereby access could be restricted by competing agendas more than in a public space. An example of this would be a school where access would require special dispensation during school hours or on certain dates due to the school calendar.

Alan Sakai,  
Director Steveston Judo Club,  
Director Steveston Community Society,  
Chair of the Japanese Canadian Heritage Committee of the Steveston Community Society,  
Chair Steveston Martial Arts Centre

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PRCS - 10

MAY 27 2025 PA



**Steveston Community Society**  
*Serving the Community of Steveston Since 1946*

**ON TABLE ITEM**

Date: May 27, 2025  
Meeting: PRCS  
Item: 1

May 26, 2025

Dear Mayor and Council:

**Re: TK Homma Commemorative Plaque Installation**

The Steveston Community Society supports the placement of the plaque commemorating Tomekichi "Tomey" Homma's Legal Case at the Japanese Fishermen's Benevolent Society Building (JFBSB).

As this commemoration belongs to all citizens, it should not be encumbered by placement in a location whereby access could be restricted by competing agendas. An example of this would be a school where access would require special dispensation during school hours or on certain dates due to the school calendar.

By placing the plaque at the JFSB building, this will serve as an education resource to cultivate greater visibility and raise public awareness and understanding of the early Japanese settlers in a public space in the heart of historic Steveston.

The current renewal landscape plan outside the JFBS building that is in progress by the City of Richmond's Culture team, could incorporate the plaque that promotes and preserves an aspect of Japanese Canadian history, heritage and contribution that can be shared with a broad audience.

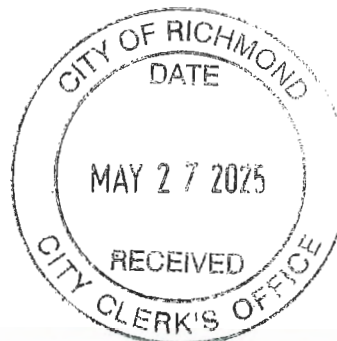
The plaque's location would also be across the street where people can conveniently view the Nikkei Stories short video, Tomekichi Homma, Man of the Times on their cellphones. Information about Tomey would be centralized for those who are interested in learning more about his life.

Tomey Homma was instrumental in fundraising and arranging support for the building of the Japanese Benevolent Fishman's Society Building in Steveston and was the President of this society for many years. The connection to the JBS could be easily seen and enhance the story of the JFBSB and its work during a difficult era.

The plaque recognizes the historic contribution to the hard-fought, long-awaited struggle for fundamental rights of citizenship. This placement is central to the story of Tomey Homma, and the Japanese Community that he fought for and is best placed at the JFBSB.

Yours truly,

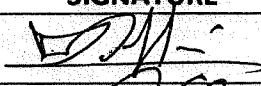

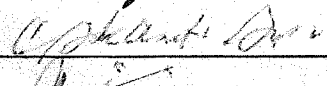

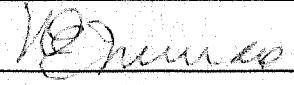
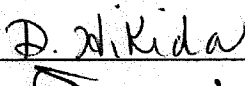
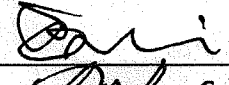
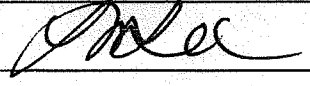
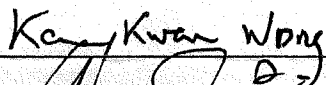
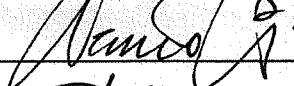
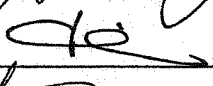
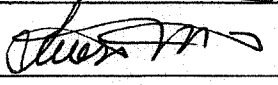
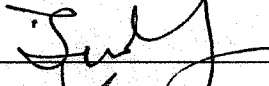
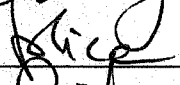
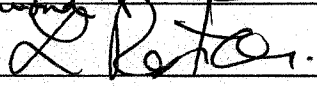
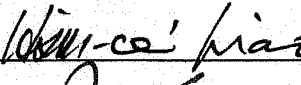

Alan Clark  
President, Steveston Community Society



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MAY 27 2025 *PA*  
& DISTRIBUTED

We the undersigned, propose Homma Elementary School located at 5100 BruRichmond City Council held on  
Richmond, B.C. is the most visible, effective and significant place for the instaTuesday, May 27, 2025.  
Tomekichi "Tomey" Homma Legal Case Plaque rather than at the preserved Japanese  
Fishermen's Hospital's Administration office and Doctor's Office building located at 3811  
Moncton St. Richmond.

NAME	ADDRESS	SIGNATURE
RUFFIE Nichol	Unit 1 - 6360 LYNAS LANE RICHMOND	
RUFFIE Canille	" "	
CRYSTAL SAKAMOTO-S	4311 STEVENSON AVE RICHMOND	
PRADDEEN SINGH	" "	
Naomi Murao	4388 Garry Road	
Debra HIKIDA	5540 HACKNER CRIS. RICHMOND BC	
Kyuei Shimada	74-4151 Regent ST Rd	
Lily Lee	602-7040 Granville Av	
KAM KWAN Wong	10650 Rosecroft CRS	
Winnie Li	#2106 7090 Edmunds St.	
Alice Kwong	37-12331 McNEELY DR RMO V6V 2S3	
Teresa Millar	#13-3031 Williams Rd Richmond V7E1H5	
Judy Chan	11-7733 Turnhill St. RICHMOND	
Bliss Chan	901-9133 Hemlock Drive Richmond	
Laura Reston	11618 Kings BRIDGE RICHMOND	
Hsin-mei Liao	5640 Camden Pl. Rd	
Dalton	1329/ STANSTON HWY	



# City of Richmond

## Report to Committee

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**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Date:** June 2, 2025  
**File:** 11-7141-01/2025-Vol 01  
**Re:** Opportunity for a Book on the History of the Chinese Canadian Community in Richmond

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### Staff Recommendation

That the report titled "Opportunity for a Book on the History of the Chinese Community in Richmond" dated June 2, 2025, from the Director, Arts, Culture and Heritage be received for information.

*CM Fenwick*

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

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  City Clerk	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  <i>[Signature]</i>
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>  <i>CF</i>	<b>APPROVED BY CAO</b>  <i>[Signature]</i>

## Staff Report

### Origin

At the Parks, Recreation & Cultural Services Committee meeting held on November 26, 2024, staff received the following referral:

*That staff explore the opportunity to develop a book on the history of the Chinese community in Richmond and report back.*

The purpose of this report is to provide options for a project to document the history of the Chinese Canadian community in Richmond.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

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

This report supports the following objectives set out in the *Richmond Cultural Harmony Plan*:

*Strategic Direction #5: Programs and Services*

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

### Analysis

#### Provincial Context for Recent Chinese Canadian History Projects

In recent years there has been a growing interest in sharing the history of the Chinese Canadian community in British Columbia.

In 2014, the Provincial Government apologized for the historical wrongs imposed on Chinese Canadians by past provincial governments. Following this apology, there have been several significant initiatives to share Chinese Canadian history in British Columbia at both the provincial and local level.

Some notable history projects include:

- The Province's production of the 180-page coffee table book *Celebration: Chinese Canadian Legacies in British Columbia* in 2018 which seeks to increase awareness of past discriminatory practices and celebrate Chinese Canadian heritage and the community's achievements. The concept for this book came out of the historical wrongs



consultation process and the book's curation was led by the Legacy Initiatives Advisory Council. The digital book is currently available in English at no cost (Attachment 1).

- The Chinese Canadian Museum Society of BC (CCMS) was formed in 2020 with the mandate to honour and share Chinese Canadian history, contributions, and living heritage with aspirations to build a dedicated museum. The vision of the CCMS to open a permanent museum was realized in 2023, when the Chinese Canadian Museum (CCM) celebrated its grand opening in the historic Wing Sang building in Vancouver's Chinatown. Since its inception, CCMS has produced a number of exhibitions about Chinese Canadians in BC which have been displayed at the CCM and in various communities across BC and Canada. Most notably, the inaugural exhibition *A Seat at the Table: Chinese Immigration and British Columbia* explored historical and contemporary stories of Chinese Canadians in BC and their struggles for belonging. To accompany the exhibition the CCM produced an exhibition catalogue which is available in three languages at a cost of \$45 each (Attachment 2).
- In 2017, the Burnaby Village Museum (BVM) began a project to share the history of the Chinese community in Burnaby through interpretive signage. An advisory group was created and dedicated staff were hired to carry out research and community engagement. As a result of feedback gained through the community engagement process, the initial signage project expanded to include the exhibition *Across the Pacific* which shares Chinese Canadian history in Burnaby. Following the exhibit, the advisory group conceived of a coffee table book that builds upon the stories heard through their previous research and engagement. Published by the BVM in 2023, the book titled, *Rooted: Chinese Canadian stories in Burnaby*, celebrates the legacy and contributions of Burnaby's Chinese Canadian community over a century in three languages. This project was eight years in the making with a staff position created to lead the research, community engagement, writing and project management. The digital book is currently available in English and Traditional Chinese and English and Simplified Chinese at no cost (Attachment 3).

#### Opportunities to Learn About Chinese Canadian History in Richmond

Since its most early settlement by non-Indigenous peoples, people of Chinese descent have been an integral part of the Richmond community. From building early dike and road infrastructure and working in the canneries, to the fruitful market gardens of the early 20th century, to later waves of migration from Hong Kong, Taiwan, and mainland China, Chinese people have helped shape Richmond.

Currently there is no publication dedicated to the history of Chinese Canadians in Richmond. However, there are a number of opportunities for residents and visitors to learn about this rich history in other ways, including:

- At the Britannia Shipyards National Historic Site and the Gulf of Georgia Cannery National Historic Site, visitors can learn about the stories of Chinese labourers who came to Richmond to participate in the fishing industry at the end of the 19th century. In

particular, the Chinese Bunkhouse at Britannia Shipyards offers a permanent exhibit on the stories of hardship and hope Chinese men experienced as they laboured in Steveston canneries from the late 1880s into the 1920s. The exhibit recreates the living quarters of Chinese migrants and the various jobs available to them at this time and includes a 9-minute documentary video, *Hardship and Hope: The Chinese Cannery Workers of Steveston*, about the living conditions in a bunkhouse, home to the Chinese men who worked in canneries.

- Over the years, the Richmond Museum has shared stories of Chinese Canadians in Richmond through various exhibits and programs. This includes:
  - regularly incorporating Chinese Canadian stories in the program of temporary exhibitions;
  - a past exhibit featuring the Hong Wo Store; and
  - an education kit for school teachers called *Knocking on Rich Man's Gate* where students can learn about the trials and tribulations of early Chinese immigrants to Canada.
- The City of Richmond Archives has also led a number of initiatives documenting Chinese Canadians in Richmond, including:
  - a report entitled, *Thematic Guide to the Early Records of Chinese Canadians in Richmond*, in 2011 to support researchers in finding archival resources. Written by a volunteer, this document contains a listing of municipal and community records relating to early Chinese Canadians that are available to consult at the Archives and a brief history of Chinese Canadians in Richmond to 1949;
  - an educational kit for school teachers called *Bringing the Box to You: The History of Richmond's First Superstore Hong Wo General Store*, which contains archival records illustrating the history of the Hong Wo Store;
  - an exhibit entitled *Hong Wo 同和*, presented in partnership with the Richmond Art Gallery and the Richmond Museum from October 2024 to June 2025; and
  - short written pieces, including stories of Chinese Canadians, regularly produced by the Friends of the Richmond Archives for their social media platforms about Richmond history. One example of this is the extensively researched blog post about the Hong Wo Store published in 2023.
- The City's recently produced video series, available for viewing online and at the Richmond Museum, incorporates stories of Richmond's Chinese Canadian people and places in many of the videos. In particular, *Growth of a City* speaks about Chinese migration to Richmond since 1970. *A Window to the Past* talks about the establishment of Chinese cultural practices in Richmond over the past 60 years through the development of places like Aberdeen Centre. *From Farm to Table* includes the story of Richmond's market gardeners.



In addition, there are two other projects which will share the history of Chinese Canadians in Richmond currently in process.

- The Richmond Museum is in the process of developing an exhibit on Chinese Canadians in Richmond over the past 60 years which is set to open in Fall 2026. This exhibit is part of the work the Museum has been doing with UBC's Centre for Asian Canadian Research and Engagement.
- Members of the Sea Island Heritage Society are in the process of documenting the family stories of early Chinese Canadians who resided on Sea Island, with stories being shared through their quarterly newsletter.

#### Opportunity to Develop a Book on the History of the Chinese Canadian Community in Richmond

Generally, municipalities do not lead the production of historical publications or other documentary projects. On occasion, municipalities will commemorate significant city events with the production of a book. One example of this in Richmond is the commemorative book, *Richmond's Olympic Journey*, produced by the City to celebrate the 2010 Olympics.

Municipalities occasionally support community-led initiatives related to historical documentation with funding or in-kind contributions. Some examples of this in Richmond include the *Steveston Nikkei Stories* film project led by Orbit Films in 2014, and the Steveston Judo Club 50th anniversary memory book produced in 2003.

Additionally, there are numerous books on Richmond's history published by private authors or community organizations without City support. For example, the Gulf of Georgia Cannery Society produced *The Monster Cannery* in 2011 detailing the history of the cannery and how the community worked to make it a National Historic Site. Another example is *Sutebusuton: A Japanese Village on the British Columbia Coast* which offers a study of the history of Japanese Canadians in Steveston written by Mitsuo Yesaki, a Steveston community member, in 2003.

In particular, the production of local history books has been a common practice of the Friends of the Richmond Archives whose volunteers have produced numerous books on Richmond history at the expense of the organization. This includes books on the settlement of Lulu Island, the history of Richmond schools, and the history of horseracing in Richmond.

In consideration of the information provided above, staff do not recommend proceeding in the development of a history book at this time. Work on an exhibit on Richmond's Chinese Canadian community will continue with the goal of a new temporary exhibit in Fall 2026. Following the development of this exhibit, staff will consult with the exhibit advisory group on the level of interest for a more enduring documentary project, such as a printed publication.

Because of the multi-faceted nature of the Chinese Canadian community, a community-led approach in the production of any documentary project is particularly important. There are a number of non-profit organizations who have strong connections to the Chinese Canadian community in Richmond and may have an interest in participating in a future project. Should there be interest from the exhibit advisory group, staff would reach out to these organizations to assess level of interest.

Should there be interest, staff would assess potential for existing exhibit research and content to inform a future project, explore opportunities for external funding, and report back to Council with this information.

A comprehensive history book project would be a multi-year endeavor. Costs (in 2025 dollars) could range from \$150,000 for a basic history book to \$240,000 for a professionally-designed coffee table book. This costing is inclusive of research, community engagement, writing, translation into two languages, graphic design, printing 200 copies, project management, and promotion/distribution.

### Next Steps

Staff will continue work on the Richmond Museum exhibit on Chinese Canadians. Following the opening of the exhibit in Fall 2026, staff will consult with the exhibit advisory group and assess if there is a desire to proceed with additional work. Should there be interest, staff would report back to Council in 2027 with information on potential opportunities for partnerships and funding from other sources, and cost estimates.

### **Financial Impact**

None.

### **Conclusion**

While there is currently no comprehensive book on the history of Chinese Canadians in Richmond, there are many pieces of work which include elements of this history.

Generally, municipalities do not undertake the production of historical books, but instead support community-led initiatives. With this in mind, staff recommend to work with the Richmond Museum's newly formed exhibit advisory group to assess interest in a future documentary project in conjunction with the 2026 exhibit on Chinese Canadians in Richmond. Through the process of exhibit development, staff can explore opportunities for partnerships and available resources for book content and report back to Council should there be interest in a future documentary project such as a history book.



Rebecca Clarke  
Manager, Museum and Heritage Services  
(604-247-8330)

- Att. 1: *Celebration: Chinese Canadian Legacies in British Columbia*  
2: *A Seat at the Table*  
3: *Rooted: Chinese Canadian stories in Burnaby*

Attachment 1: *Celebration: Chinese Canadian Legacies in British Columbia*

## Fishing Industry

**T**he fishing industry was the second largest industry in early British Columbia, building the economy of many small towns along the Pacific coast and the coast.

By 1870, there were 150 fishing boats operating along the coast, and there were 150 fishermen and their wives and families living in the small towns along the coast, including some of the early Chinese Canadian fishermen.

Chinese Canadian fishermen were among the first to settle in the fishing industry, and they played a major role in the development of the industry.

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<https://www2.gov.bc.ca/gov/content/governments/multiculturalism-anti-racism/chinese-legacy-bc/legacy-projects/celebration-book>

Attachment 2: *A Seat at the Table: Chinese Immigration and British Columbia*

### Reckoning and Recognition

Conceived by Lillian Hsiao

At the time of the writing of this book in 2021, a surge of anti-Asian attacks had erupted across Canada and the United States. The Vancouver Police Department reported a 700 percent increase in anti-Asian hate crimes between 2020 and 2021. I have been asked by many journalists from coast-to-coast to explain the rise in anti-Asian violence and anti-Asian hate crimes. Going on in 2021, there seemed to be any number of reasons. An elderly man being pushed to the ground is a common sight at the local market. Another woman randomly punched in a bus stop. But what the headlines of daily papers in January or March 16, 2021, are of Asian women, brought home for so many around the globe the devastating impact of anti-Asian scapegoating and hate in these times. Why, one journalist asked me, had these incidents occurred as if a sudden "wave" had hit the anti-Asian scapegoating? Was I surprised?

The answer, I'm afraid, lies in this exhibition.

A Seat at the Table can mean many things — for some people, it was about memories of sharing meals with loved ones, or sitting around a dinner table or at a bar with family and friends. This exhibition, we hoped, would tell the stories of how Chinese came to Canada and Chinese cities in British Columbia have changed the way we eat and live and celebrate the together. We hoped this exhibition would mean you hanging and feeding and saving you of family and friends brought together to laughter and joy around food.

But A Seat at the Table is also an acknowledgment of the long history of exclusion and violence against Chinese Canadians and the long history of Chinese Canadians and the United States — never surprised the violence on a table, I mean the way the long history of Chinese and Asian Canadians "Asian" or "Chinese" for our society's problems, might be how "Asian" or "Chinese" workers' sickness and corruption were just being the "China Plague" — but it's possible, based on Chinese and Asian Canadian history and present-day immigration, that we only occasionally being.

Writer by Lillian Hsiao  
A Seat at the Table is a book about the history of Chinese immigration to British Columbia. The book is written by Lillian Hsiao, a Chinese Canadian writer and journalist. The book is a collection of essays and stories that explore the experiences of Chinese immigrants in British Columbia. The book is a tribute to the Chinese Canadian community and the role they have played in the development of the province.



30 Reckoning and Recognition

### Historical Context, Chinese Immigration

Conceived by Lillian Hsiao

When the 2021 anti-Asian attacks began, a surge of anti-Asian attacks had erupted across Canada and the United States. The Vancouver Police Department reported a 700 percent increase in anti-Asian hate crimes between 2020 and 2021. I have been asked by many journalists from coast-to-coast to explain the rise in anti-Asian violence and anti-Asian hate crimes. Going on in 2021, there seemed to be any number of reasons. An elderly man being pushed to the ground is a common sight at the local market. Another woman randomly punched in a bus stop. But what the headlines of daily papers in January or March 16, 2021, are of Asian women, brought home for so many around the globe the devastating impact of anti-Asian scapegoating and hate in these times. Why, one journalist asked me, had these incidents occurred as if a sudden "wave" had hit the anti-Asian scapegoating? Was I surprised?

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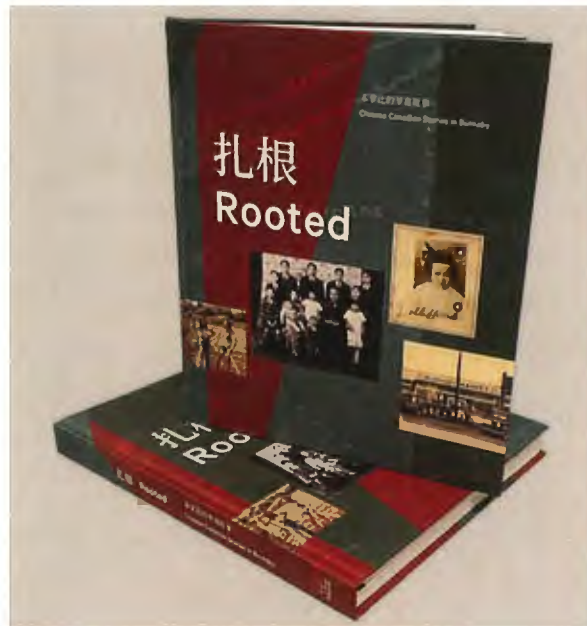


Chair Date: 2021  
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Chair Date: 2021

31 Reckoning and Recognition

<https://www.chinesecanadianmuseum.ca/exhibitions/a-seat-at-the-table-vancouver-chinatown>

Attachment 3: *Rooted: Chinese Canadian stories in Burnaby*

本拿比的历史由数次的华人移民浪潮塑造而成。这些浪潮各自贡献了不同的文化知识、饮食传统和语言。当华人移民在十九世纪后期首次在本拿比落脚时，他们是在居住既族（使用 *hàqímiáohú* 和 *shìwǔmèshì* 这两种语言的原住民族）但传统上耕种的地区上安家并谋生。自古以来，这块地常被称作“本拿比”的土地一直为原住民族提供生存所需的养分与庇护。

最早的华人移民来自中国广东省，众多男性前往海外寻找“金山”——早期华人移民用金山一词来指代有着淘金热的美国、加拿大和澳大利亚。这个词汇同时也暗喻到异乡冒险谋生的移民期望能为家人带来更好生活的目标。他们当中有人参与金矿开采，也有人在煤矿、菜园和罐头厂工作。还有一些人用自己的积蓄在小镇开设杂货店、洗衣店和小餐馆，为在矿场工作的定居者和当地原住民提供服务。

早期的华人移民受到联邦、省、市各级政府的歧视。从1881到1885年，超过一万七千名华裔铁路工人被招募并建造加拿大太平洋铁路的西段路段。这个危险穿越险恶的地形，将卑诗省和新斯科舍省连接起来，为这个名叫加拿大的新兴国家建立了横贯大陆、安全高效的运输系统。这些华工人数被视为重要

The history of Burnaby has been shaped by many waves of Chinese immigration, each contributing diverse cultural knowledge, food traditions and languages. When Chinese immigrants first settled in Burnaby in the late nineteenth century, they made their homes and earned their living on the ancestral and uncared homelands of the *hàqímiáohú*- and *shìwǔmèshì*-speaking peoples. Since time immemorial, the lands that became “Burnaby” provided subsistence and shelter for Indigenous communities.

The earliest waves of Chinese immigration to Canada arrived from Guangdong, China. Many men travelled in search of Gold Mountain, a term used by early Chinese migrants to refer to the United States, Canada and Australia, where gold rushes took place. The term is a metaphor for the places Chinese migrants ventured to find work and a better life for their families. Some of them participated in gold mining, others worked in coal mines, on farms and in canneries. Some of them used their savings to open general stores, laundries and cafes in small towns, serving settler miners and local Indigenous Peoples.

Early Chinese migrants were discriminated against by federal, provincial and municipal governments. From 1881 to 1885, more than 17,000 Chinese railroad workers were recruited to complete the western portion of the Canadian Pacific Railway over treacherous terrain, connecting British Columbia to Haida Gwaii and creating a safe and efficient transcontinental transportation system in the new nation.

[https://search.heritageburnaby.ca/link/museumlibrary7646?utm\\_source=burnaby%20now&utm\\_campaign=burnaby%20now%3A%20outbound&utm\\_medium=referral](https://search.heritageburnaby.ca/link/museumlibrary7646?utm_source=burnaby%20now&utm_campaign=burnaby%20now%3A%20outbound&utm_medium=referral)





# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Todd Gross, Director, Parks Services  
**Re:** **Garden City Park Gathering Space Concept Plan and Contribution Agreement**



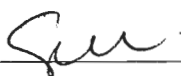
**Date:** June 2, 2025  
**File:** 06-2345-20-MNOR1/Vol 01

### Staff Recommendations

1. That the Concept Plan for the Garden City Park gathering space, as detailed in the staff report titled "Garden City Park Gathering Space Concept Plan and Contribution Agreement", dated June 2, 2025, from the Director, Park Services, be approved; and
2. That staff be authorized to take all necessary steps to complete all matters detailed herein, including authorizing the Chief Administrative Officer and General Manager Parks, Recreation and Culture to negotiate and execute all documentation related to a Contribution Agreement with the Rotary Club of Richmond Sunset.

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

Att. 2

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

## Staff Report

### Origin

The report titled “Garden City Community Park Gathering Space Contribution” was presented at the Parks, Recreation and Cultural Services Committee meeting held on July 17, 2024, outlining the partnership between the City and the Rotary Club, providing details of the location for the Project, and discussing the progress made toward fundraising and project development. The following motion was passed at the meeting:

*“It was moved and seconded That the staff report titled "Garden City Community Park Gathering Space Contribution", dated June 12, 2024, from the Director, Parks Services, be received for information.”*

The purpose of this report is to follow up on the June 12, 2024, staff report, present the Garden City Park Gathering Space Concept Plan (Concept Plan) and Contribution Agreement key terms for Council’s consideration.

This report supports Council’s Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

*Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond’s interests.*

*1.3 Increase the reach of communication and engagement efforts to connect with Richmond’s diverse community.*

This report supports Council’s Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

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

*6.2 Enhance the City’s network of parks, trails and open spaces.*

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

### Analysis

#### Background

The Rotary Club of Richmond Sunset (the Club) has a history of serving the local and global community through provision of services, infrastructures donations and scholarships. Some examples of their contributions to the Richmond community include organizing the grand opening of Richmond City Hall in 2000, fundraising for the Garden City Community Park arboretum in

2009, and arranging the Winter Wonderland fundraiser at Richmond City Hall for the past 22 years.

Building on this legacy, the Club proposed the Garden City Park gathering space project (the Project) in the summer of 2022 through the City's Partners for Beautification, Adopt-a-Garden Program. The Program provides a unique opportunity for Richmond residents of all ages, community groups, service clubs and businesses to get involved in the maintenance of existing and creation of new garden areas in Richmond's open spaces and community parks.

The Project aims to create a peaceful gathering space at Garden City Community Park to promote reflection, intercultural harmony, and community connection. The Club has committed to fully fund the creation of this new space as a continuation of their dedication to enhancing public spaces.

As part of the planning process, a concept design with preliminary cost estimates has been developed. To date, the Club has raised \$130,000 toward the \$300,000 project goal, and has committed to providing the balance of the funding, with the target to complete the project by summer 2026.

The vision for the gathering space is to serve as a place of quiet contemplation and reminder of the importance of peace, intercultural harmony, community belonging and social connections in the Richmond community and beyond. The overall goal is to create a gathering space that feels both inclusive and peaceful, providing a welcoming spot for visitors of all backgrounds to rest, reflect, and connect with nature.

#### Gathering Space Concept Plan

The Concept Plan was developed through close collaboration with the Club to align with the vision for the gathering space. The design goal is to create a space that invites people to rest, connect, and enjoy the serenity of Garden City Community Park. Attachment 1 provides the project location and photos of the existing site, while Attachment 2 illustrates the concept plan for the proposed gathering space, including visual references of the planned design elements.

To ensure inclusivity and universal access, the concept plan will also be reviewed by the City's Accessibility Advisory Committee. This consultation will support the identification of accessibility considerations and promote a design that accommodates the full range of user abilities.

The proposed gathering space will be located within an opening, between existing large trees in the northwest area of the park and arboretum. Spanning approximately 430 square metres, the design thoughtfully integrates with the park's natural environment, ensuring the preservation of its aesthetic and atmosphere. The existing pathways, topography and surrounding trees will be maintained. Additionally, all proposed hardscape materials will be selected to complement and blend seamlessly with the existing surroundings.

The design includes a small entry plaza, a walkway, and a seating area with a rock feature. At the entry plaza, a ginkgo tree will be planted as the main feature, accompanied by a selection of



perennials and shrubs. The plaza will also feature a recognition sign and a series of peace poles, contributing to a welcoming atmosphere. Timber benches will match the existing benches in the park and placed along the walkway to offer seating opportunities, while the existing asphalt pathway will be upgraded with stone pavers installed on either side. At the east end of the walkway, a circular seating area constructed with a permeable surface and stone pavers will provide a spot for rest and reflection.

At the centre of the seating area, a rock feature will serve as both a visual focal point and a symbolic element. Representing stability, endurance, and timelessness, the rock reflects the values of peace, resilience, and connection that the space is intended to inspire. Frequently used in meditative and cultural landscapes, such features often act as grounding elements, offering visitors a quiet moment for reflection. Surrounded by natural plantings, the rock reinforces the contemplative character of the space and invites park users to pause and connect with their surroundings in a meaningful way.

#### Gathering Space Recognition Details

To acknowledge the Club's contribution and fundraising efforts, as well as those of individual donors and other contributors, the Project will include several forms of recognition. These will consist of a recognition sign, dedication pavers and peace poles. Reference images illustrating these recognition elements can be found in Attachment 2.

**Recognition Signage:** Prominently placed signage at the entry plaza will serve as a focal point, acknowledging the collaborative efforts behind the creation of the gathering space. It will provide general recognition of both the Club and the City, who contributed their time, services, and resources to the project. The design of the signage will seamlessly integrate with the park's existing wayfinding system. A similar example of this type of recognition signage can be seen at the Cambie Community Gathering Place at King George/Cambie Community Park.

**Dedication Pavers:** Approximately 500 engraved stone pavers will be placed along the existing park pathway and within the small gathering area around the rock feature. These pavers will feature personalized messages from donors, serving as lasting tributes to those who contributed. A similar approach has been used at The Millennium Plaza in Steveston Community Park, where engraved pavers celebrate community involvement.

**Peace Poles:** To further enrich the gathering space, 16 Peace Poles will be installed, each displaying the message "May Peace Prevail on Earth" in multiple languages. A dedication plate will be attached to each pole, allowing for simple personalized messages of tribute. These poles symbolize the values of peace, unity, and cultural diversity, reinforcing the park's inclusive atmosphere and commitment to promoting multilingualism and harmony. The Peace Poles are part of the Rotary Club International initiative, which aims to spread the message of peace worldwide. As a result, this gathering space could potentially be included on the global map of Peace Pole locations, connecting it to a broader network of communities dedicated to fostering peace.

**Dedication Program Amenities:** Seven dedication benches will be installed along the walkway and within the circular seating area. Each bench will represent one of Rotary's seven areas of

focus, including peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and environmental sustainability. A ginkgo tree will also be planted as a dedicated tree, aligning with the original vision of incorporating a symbol of hope and resilience. The ginkgo tree, known for its ability to endure and thrive in challenging conditions, will serve as an emblem of strength, resilience, and renewal. Its presence in the gathering space will offer visitors a reminder of overcoming adversity and the enduring power of hope, while also enhancing the arboretum with its unique beauty and historical significance.

### Contribution Agreement

Subject to Council's approval, a Contribution Agreement will formalize the partnership with the Club. The agreement will outline the responsibilities of both parties, including the Club's role and financial commitment and the City's role in supporting the project, such as assisting with project design and implementation, managing the construction process, and future routine inspection and maintenance.

The agreement will include detailed provisions specifying dedication amenities and recognition. All tree and bench dedications, including associated costs, conditions, and renewal terms, will comply with the City's Tree, Bench, and Picnic Table Dedication Policy.

All other recognition items such as signage, dedication pavers, and peace poles, will receive final approval through the City regarding their location, size, design, and wording with reasonable efforts being identified to repair and/or replace any elements that are damaged, missing, or require maintenance. Specific maintenance responsibilities and details will be outlined in the agreement.

### Next Steps

Should Council approve the Concept Plan and key terms of the Contribution Agreement, as described in this report, next steps would include completion of the Contribution Agreement followed by the first payment of \$130,000 from the Club. Procurement activities are expected to begin in fall 2025, with construction scheduled to commence in spring 2026 and conclude by summer 2026. City staff will oversee project management throughout the construction phase.

As part of the next steps, staff will also engage the Accessibility Advisory Committee to review and provide feedback on the Concept Plan prior to finalizing detailed design and implementation.

An official opening has been earmarked in August 2026, which will be organized by the City in collaboration with the Club. An update will be provided regarding the opening event, once details are finalized.

### **Financial Impact**

The total estimated cost for implementation of the proposed gathering space is \$300,000, excluding in-kind support by the City. Funding is available in the Council approved capital project Garden City Community Park Gathering Space, which will be fully provided by the Club.

Additionally, Council approved an Operating Budget Impact (OBI) of \$3,278 for the ongoing operating and maintenance costs of the gathering space.

### **Conclusion**

The gathering space at Garden City Park will serve as a reminder of the importance of peace, while also providing a serene environment for personal reflection and quiet contemplation, and offering visitors a meaningful respite from the fast-paced demands of urban life.

Built on the strong history of partnership between the City and the Club in the past, the Project will be fully funded by the Club through its fundraising efforts. In turn, the City is contributing staff resources to lead the planning and design, manage construction, and ensure the gathering space is well integrated into the park in the long-term. Should Council approve the proposed Concept Plan and contribution agreement key terms, staff would immediately proceed to next steps, with implementation funded by the contribution from the Club.



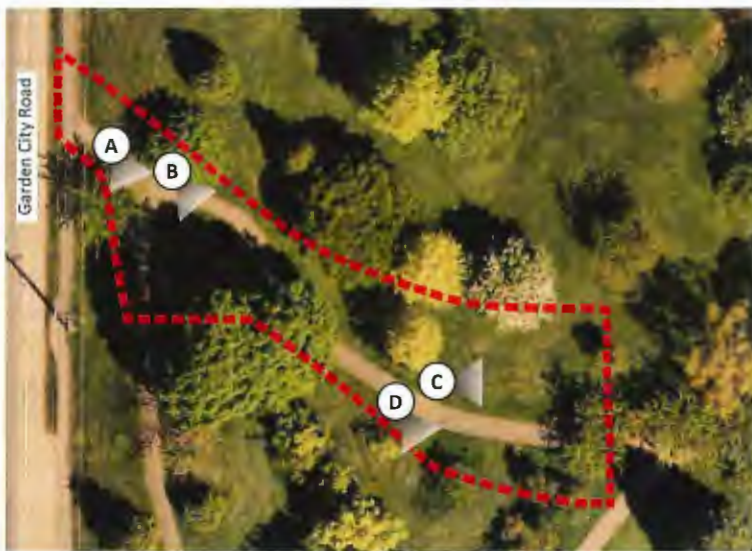
Yihong Liao  
Park Planner  
(604-247-4930)

- Att. 1: Project Location and Photos of the Existing Site  
2: Concept Plan and Reference Images

## Project Location and Photos of the Existing Site



*Location Map*



*Location Map – Enlarged*

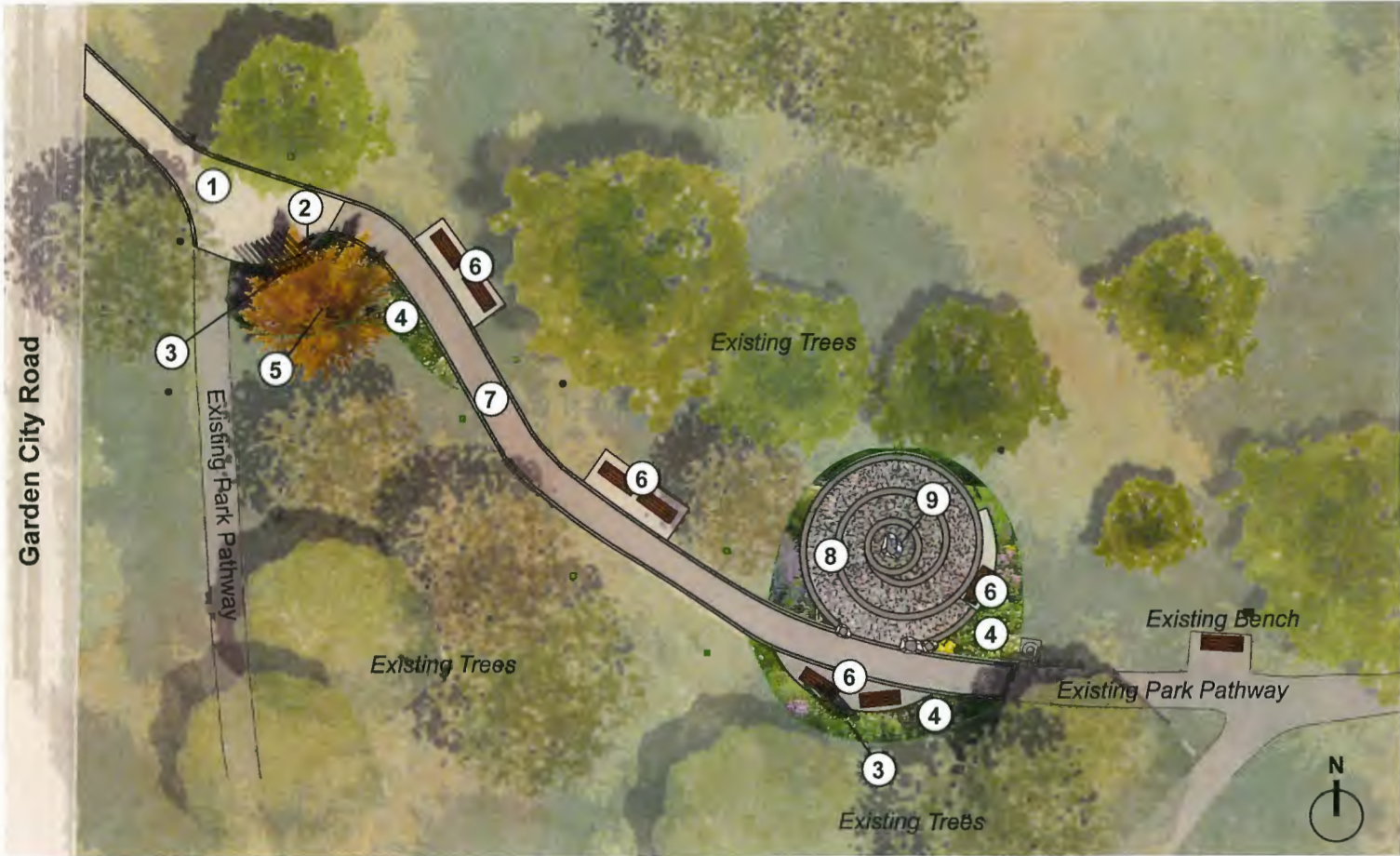


PRCS - 28

*Photos of the Existing Site*



Concept Plan and Reference Images



**Gathering Space Concept Plan**

**LEGEND**

- |                       |                      |                |
|-----------------------|----------------------|----------------|
| ① Entry Plaza         | ④ Planting           | ⑦ Peace Walk   |
| ② Recognition Signage | ⑤ Ginkgo Tree        | ⑧ Seating Area |
| ③ Peace Poles         | ⑥ Dedication Benches | ⑨ Rock Feature |





## LEGEND

- ③ Peace Poles
- ④ Planting
- ⑥ Dedication Benches
- ⑨ Rock Feature
- ⑩ Gravel Paving
- ⑪ Dedication Pavers

**Seating Area Plan (Item #8 – Enlarged)**



Figure 1. Recognition Signage  
Example: Signage at the Cambie Community Gathering Place at King George/Cambie Community Park.



Figure 2. Dedication Paver  
Example: Pavers at The Millennium Plaza in Steveston Community Park).



Figure 3. Peace Poles



Figure 4. Ginkgo Tree



Figure 5. Dedication Bench



Figure 6. Rock Feature

## Reference Images



# City of Richmond




## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Keith Miller  
Director, Recreation and Sport Services  
**Date:** June 2, 2025  
**File:** 11-7000-01/2025-Vol 01  
**Re:** Parks, Recreation and Culture Allocation Policy

### Staff Recommendation

That the development of a Parks, Recreation and Culture Allocation Policy as outlined in the staff report titled "Parks, Recreation and Culture Allocation Policy", dated June 2, 2025, from the Director, Recreation and Sport Services, be approved.

Keith Miller  
Director, Recreation and Sport Services  
(604-247-4475)  
Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Parks Services Arts, Culture and Heritage Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

The purpose of this report is to seek Council's approval to develop a Parks, Recreation and Culture Allocation Policy (PRC Allocation Policy).

This report supports Council's Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

*Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.*

*1.3 Increase the reach of communication and engagement efforts to connect with Richmond's diverse community.*

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

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

This report also supports a variety of City of Richmond strategies, including: Community Wellness Strategy 2018–2023, Recreation and Sport Strategy 2019–2024, and the Arts Strategy 2019-2024.

### **Analysis**

#### **Background**

Richmond is home to a wide array of parks, recreation, and cultural amenities and facilities that support diverse programs, activities and services. Through a variety of operating and service delivery models and agreements, the Parks, Recreation and Culture Division (the Division) works closely with a variety of community organizations to provide a range of services to the community including registered programs, drop-in activities, events, rental and casual use opportunities that provide both community and personal benefit.

Guidance on allocating spaces and facilities (such as pools, fields, gymnasiums and multi-purpose rooms) for these purposes are set out in allocation policies.

These policies include:

- Policy No. 8011 – Aquatics Program;
- Policy No. 8300 – City Facilities: Provisions to Groups;
- Policy No. 8501 – Outdoor Sport Facilities and Amenities Allocation;



- Administrative Directive No. 8501.01 – Outdoor Sport Facilities and Amenities Allocation; and
- Policy No. 8701 – Parks and Leisure Services: Community Involvement.

As highlighted in Attachment 1, these policies vary considerably in terms of when they were developed, with older policies either remaining unchanged since their original adoption or updated some time ago. Some existing policies are specialized and apply only to specific Parks, Recreation and Culture (PRC) spaces. As a result, gaps exist across the broader PRC facility spectrum, where spaces without an applicable allocation policy do not benefit from the structure, consistency, and guidance such a policy provides.

This context presents an opportunity to develop a comprehensive PRC Allocation Policy that addresses gaps, promotes equitable access, optimizes PRC infrastructure use, and enhances clarity and consistency to decision-making across the system.

An overarching policy will establish foundational principles and provide direction for the allocation of all PRC spaces and facilities. The process of developing an overarching policy will include a review and assessment of existing allocation policies, which are specific to certain PRC spaces, to determine whether they should be integrated into the overarching policy or remain separate but aligned with its principles and structure. Specialized areas—such as aquatics—may continue to benefit from tailored guidance provided by facility-specific policies that respond to unique aspects of the facility and its use.

Policy 8501 Outdoor Sport Facilities and Amenities Allocation, the most recent of the City's allocation policies, is an example of a facility-specific policy. It remains current, works well and may serve as a model for other specialized areas such as aquatics that may require a more tailored policy to align with the overarching policy.

### Municipal Review

Staff conducted a review of allocation policies for parks, recreation and cultural facilities from seven (7) Canadian municipalities including Burnaby, Coquitlam, Surrey, Vancouver, Calgary, Regina and Saskatoon. This review revealed a number of common themes and promising practices that could be considered within the City's context.

While the structure and detail of policies vary, many include:

- Strong emphasis on alignment with broader strategic goals;
- Principles of equity and inclusion;
- Transparency in decision-making;
- Roles and responsibilities for staff;
- Expectations and requirements for users;
- Defined types of user groups;
- Defined types of use;
- Time-based allocation principles;
- Optimization of facility use supporting economic sustainability; and

- Prioritization frameworks.

These insights present an opportunity for Richmond to strengthen its policy framework, and to establish a more unified and responsive approach to facility allocation—one that optimizes the use of PRC infrastructure, reflects operational realities, community values and evolving needs.

#### Allocation Policy – Objectives and Scope

An overarching policy would enable consistency across all facility types for the allocation of PRC spaces to optimize the use of infrastructure, and offer clear guidance regarding allocation priorities. It would also enhance transparency for the public and user groups by clearly outlining how allocation decisions are made and articulating the expectations and requirements for users.

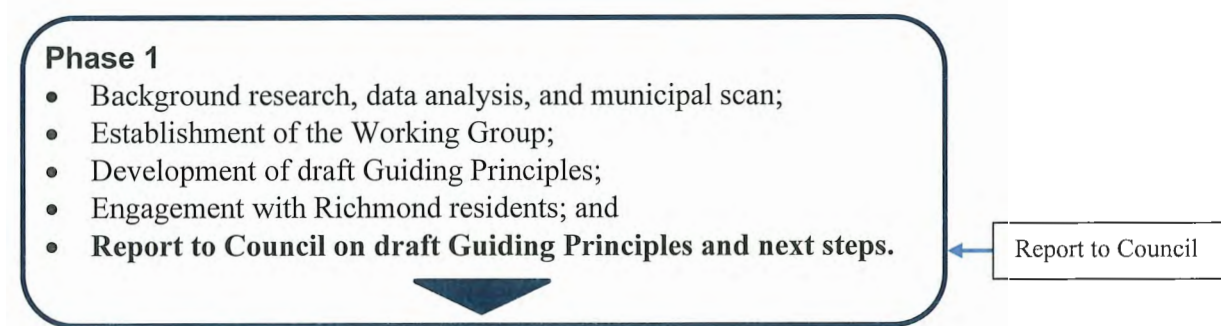
The scope of the policy will include:

- Providing guidance for space allocation in alignment with Council priorities;
- Establishing equitable, transparent, and consistent processes for facility space allocation;
- Defining types of user groups and establishing a framework for assigning priority within and across these categories;
- Defining types of use and outlining how priority is determined within and across categories;
- Outlining roles and responsibilities of City staff, as well as users and additional relevant groups such as Associations and Advisory Boards;
- Outlining clear expectations and requirements for all groups utilizing PRC spaces;
- Accommodating emerging and evolving community needs as well as future growth; and
- Supporting equitable and inclusive opportunities for all Richmond residents to engage in play and recreation.

#### Policy Development Process

Should Council support the development of a PRC Allocation Policy, staff will initiate a policy development process that will progress through three phases as outlined in Figure 1.

Figure 1: Policy Development Process



**Phase 2**

- Develop draft PRC Allocation Policy and consider revisions to existing allocation policies to ensure alignment; and
- Re-engage with Richmond residents.

**Phase 3**

- **Report to Council for PRC Allocation Policy endorsement;** and
- Undertake revisions to existing policies in alignment with endorsed PRC Allocation Policy.

Report to Council

A number of factors will need to be considered as part of overarching policy development and existing policy review, including, but not limited to:

- Evolving best practices in facility and service allocation policies and procedures;
- Population and demographic shifts;
- Space utilization trends; and
- Shifts in user group needs and participation trends.

The policy development process will prioritize interested party involvement and public engagement throughout. Engagement with community organizations that work closely with the Division will play a central role in shaping the policy and reflecting community perspectives.

The proposed plan for involving interested parties includes two methods:

1. A Working Group that allows for in-depth involvement in identifying policy options and recommendations. Membership would include both staff and Community Association and Society board representatives from across Parks, Recreation and Culture (e.g., Richmond Sports Council, London Heritage Farm Society, Minoru Seniors Society, Richmond Arts Coalition, Nature Park Society, and members of the Richmond Council of Communities). Groups will be asked to appoint a representative to the working group.
2. Interested party meetings that invite representatives from all Association and Society boards to provide feedback on the work of the Working Group at key junctures in the process. (see Attachment 2)

An initial and foundational step for the Working Group, and policy development process, will be to establish a set of Guiding Principles. The Guiding Principles will state the values that are important in the development of the Allocation Policy, and will be key in shaping the direction of this initiative, supporting decision-making.

**Next Steps**

Pending Council approval of the development of a Parks, Recreation and Culture Allocation Policy, staff will proceed with Phase 1 of the policy development and bring forward draft Guiding Principles for Council endorsement in a future report.

**Financial Impact**

None.

**Conclusion**

A Parks, Recreation and Culture Allocation Policy will strengthen the City's ability to manage facility allocation in a consistent, transparent and equitable manner, optimize the use of PRC infrastructure, and ensure that community spaces deliver shared value to all Richmond residents.

A handwritten signature in black ink, appearing to read "Bains", enclosed within a large, loopy circular stroke.

Mandeep Bains  
Manager, Projects and Planning  
(604-247-4479)

Att. 1: Current Allocation Policies Overview

Att. 2: Interested Parties List

Table 1: Current Allocation Policies Overview

Policy	Created	Last Updated	Overview
Policy No. 8300 – City Facilities: Provision to Groups	1978	n/a	<ul style="list-style-type: none"> <li>• Emphasizes program delivery over rental access.</li> <li>• Provides limited guidance, applicable only to certain indoor spaces.</li> <li>• Prioritizes youth participation, including adult groups that supervise youth, over adult-only use.</li> <li>• Does not reflect the current scope of services or operational complexity.</li> </ul>
Policy 8701 – Parks and Leisure Services – Community Involvement	1978	2017	<ul style="list-style-type: none"> <li>• Supports community involvement through volunteers and non-profit organizations in program delivery.</li> <li>• Allows assistance to be provided to: <ul style="list-style-type: none"> <li>◦ Richmond Community Associations and Societies whose primary objective is to provide community service programs.</li> <li>◦ PRC and Community Social Development non-profit, non-sport organizations with at least 60% Richmond residency who develop and implement relevant programs.</li> <li>◦ Richmond sport organizations with at least 70% Richmond resident membership.</li> <li>◦ New or emerging sport organizations working toward a 70% Richmond residency threshold, eligible for assistance for up to three years.</li> </ul> </li> <li>• Serves as a support and engagement policy rather than an allocation framework.</li> </ul>

Policy	Created	Last Updated	Overview
Policy 8011 – Aquatics Program	1984	2017	<ul style="list-style-type: none"> <li>• Prioritizes allocation of aquatic spaces across various program areas.</li> <li>• Establishes minimum cost recovery target of 50% for facility operations.</li> <li>• Defines staffing and program delivery expectations, including training and qualifications.</li> <li>• Lacks allocation criteria, user classifications, and operational guidance for staff and users.</li> <li>• Does not clearly outline roles, responsibilities, or procedures for conflict resolution or policy updates.</li> <li>• Outdated in relation to program standards and facilities.</li> </ul>
Policy 8501 – Outdoor Sport Facilities and Amenities Allocation	2021	n/a	<ul style="list-style-type: none"> <li>• Establishes clear allocation priorities: City programs, School District, in-season use, and games over practices.</li> <li>• Requires 70% Richmond residency for user groups to qualify as local.</li> <li>• Integrates equity, accessibility, and inclusion into decision-making.</li> <li>• Defines expectations for user compliance, including code of conduct and payment obligations.</li> <li>• Supported by an administrative procedure detailing allocation processes and responsibilities.</li> </ul>
Administrative Procedure 8501.01	2021	n/a	Provides further detail as to the process and guidelines for the allocation of Outdoor Sport Facilities in alignment with the policy.

Representatives from the following groups will be invited to participate in the interested party meetings:

- Aquatic Advisory Board
- Britannia Society
- City Centre Community Association
- East Richmond Community Association
- Gateway Theatre Society
- Hamilton Community Association
- Richmond Arenas Community Association
- Richmond Arts Coalition
- Richmond Art Gallery Association
- Richmond Fitness & Wellness Association
- Sea Island Community Association
- South Arm Community Association
- Thompson Community Association
- West Richmond Community Association
- Britannia Shipyard National Historic Site Society
- London Heritage Farm Society
- Minoru Seniors Society
- Richmond Museum Society
- Richmond Nature Park Society
- Richmond Sports Council
- Steveston Community Society
- Steveston Historical Society