



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, October 15, 2024
4:00 p.m.

Pg. # ITEM

MINUTES

Motion to adopt the minutes of the meeting of the General Purposes Committee held on October 1, 2024. (distributed separately)



CAO'S OFFICE

- AWARD OF CONTRACT 8283P – EMPLOYEE & FAMILY ASSISTANCE PROGRAM**
(File Ref. No. 05-1400-01) (REDMS No. 7795677)

GP-4

[See Page GP-4 for full report](#)

Designated Speakers: Samantha Pillay & Wayne Jong

STAFF RECOMMENDATIONS

- That Contract 8283P – Employee & Family Assistance Program (EFAP) be awarded to Green Shield Canada for a three-year term for an estimated value of \$589,050.00, excluding taxes, as described in the report titled “Award of Contract 8283P – Employee & Family Assistance Program,” dated September 18, 2024 from the Senior Director, People & Culture, Human Resources;*

- (2) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Green Shield Canada; and*
- (3) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year contract term for an additional one year, up to the maximum total term of four years, for an estimated total value of \$785,400.00, excluding taxes.*



PARKS, RECREATION AND CULTURE DIVISION

- 2. **CITY OF RICHMOND SIGNATURE AND COMMUNITY EVENTS PLAN 2025–2029**
(File Ref. No. 11-7000-01) (REDMS No. 7591445)

GP-9

See Page GP-9 for full report

Designated Speakers: Dee Bowley & Marie Fenwick

STAFF RECOMMENDATIONS

- (1) *That the revised Guiding Principles for City Events as detailed in the report “City of Richmond Signature and Community Events Plan 2025–2029”, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed;*
- (2) *That the City of Richmond Signature and Community Events Plan 2025–2029 as detailed in the attached report, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed to guide the planning and delivery of City events for the next five years; and*
- (3) *That the expenditures totaling \$950,200 for the City Events Program 2025 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant revenue be considered in the 2025 budget process.*



FINANCE AND CORPORATE SERVICES DIVISION

3. **2025 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 7810334)

GP-57

See Page GP-57 for full report

Designated Speaker: Evangel Biason

STAFF RECOMMENDATIONS

- (1) *That the 2025 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated September 17, 2024 from the Director, City Clerk’s Office, be approved; and,*
- (2) *That the Council Procedure Bylaw No. 7560 be varied to allow for the following revisions as detailed in the staff report titled “2025 Council and Committee Meeting Schedule” dated September 17, 2024, from the Director, City Clerk’s Office, be approved:*
 - (a) *That the Regular Council meetings (open and closed) of August 11 and August 25, 2025 be cancelled; and*
 - (b) *That the August 18, 2025 Public Hearing be rescheduled to September 2, 2025 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*



DEPUTY CAO’S OFFICE

ADDED

4. **JAPANESE CANADIAN LEGACIES COMMUNITY GRANT OPPORTUNITIES**

(File Ref. No. 10-6000-01) (REDMS No. 7823342)

GP-62

See Page GP-62 for full report

Designated Speakers: Martin Younis & Todd Gross

STAFF RECOMMENDATIONS

- (1) *That the scope of work related to the two grant applications to the Japanese Canadian Legacies Community Fund, for an aggregate total of up to \$1,500,000, be endorsed in principle by Council, as described in the report titled “Japanese Canadian Legacies Community Grant Opportunities,” dated October 2, 2024, from the Director, Facilities and Project Development and the Director, Parks Services;*

General Purposes Committee Agenda – Tuesday, October 15, 2024

Pg. # ITEM

- (2) *That should the grant application(s) be successful, the Chief Administrative Officer and the Deputy Chief Administrative Officer be authorized to execute the agreement on behalf of the City of Richmond with the Steveston Community Society (SCS), for the contribution from SCS to the City for the Japanese Canadian Legacy Improvements work; and*
- (3) *That a capital budget up to \$1,500,000 for the Japanese Canadian Legacy Improvements be approved and be included in the Consolidated 5 Year Financial Plan (2025-2029).*

ADJOURNMENT



To: General Purposes Committee
From: Samantha Pillay
Senior Director, People & Culture

Date: September 18, 2024
File: 05-1400-01/2024-Vol 01

Re: Award of Contract 8283P – Employee & Family Assistance Program

Staff Recommendations

1. That Contract 8283P – Employee & Family Assistance Program (EFAP) be awarded to Green Shield Canada for a three-year term for an estimated value of \$589,050.00, excluding taxes, as described in the report titled “Award of Contract 8283P – Employee & Family Assistance Program,” dated September 18, 2024 from the Senior Director, People & Culture, Human Resources;
2. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Green Shield Canada; and
3. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year contract term for an additional one year, up to the maximum total term of four years, for an estimated total value of \$785,400.00, excluding taxes.

Samantha Pillay
Senior Director, People & Culture
(604-276-4312)

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

Staff Report

Origin

The City of Richmond has offered an Employee and Family Assistance Program (EFAP) since 2017. The contract with the current provider expired necessitating the need for the City to facilitate a procurement process to establish a contract with a service provider.

The City's Employee & Family Assistance Program (EFAP) is delivered by an external service provider to employees and their families. Services include access to crisis counselling, personal counselling, integrated work/life services and health and wellness resources that are provided through a variety of methods. The program also delivers additional services such as ad hoc advice and/or consultation to managers and supervisors.

An effective EFAP supports people in leading healthy lives at home and at work, delivering services that have a meaningful impact on employees and their families. The EFAP is a critical component to support our employees' overall well-being which impacts absenteeism and employee turnover, which ultimately enhances the City's ability to provide better services to its citizens.

Our employees, particularly those in emergency services and first responders, regularly encounter numerous internal and external stressors that can affect their performance. This program serves as an essential resource to address challenges, as reflected in the high usage of counseling services, which accounts for 80% of the program's utilization. Thus far in 2024, 18.49% of City employees (including their families) used the services offered by the City's designated EFAP service provider. The usage rate has generally increased year over year, reaching a peak of 19.74% in 2023.

Almost all other BC municipalities offer similar programs to support staff. These municipalities, including the City of Richmond, also use their EFAP offerings as a recruitment and retention tool. The program is a key asset in staying competitive as we continue to attract world-class talent, encouraging them to "Choose Richmond."

This report summarizes the public tendering process for Contract 8283P and provides a recommendation for the provision of an EFAP.

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

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

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

Analysis

Scope of Work

The City has an ongoing requirement for access to a third-party service provider for the provision of employee and family assistance services. The scope of work includes, but is not limited to the following:

- Provision of assessment and counselling services, including risk assessment, crisis intervention and client-counsellor matching services or system in a variety of languages and methods (i.e. phone, virtual, online); and
- Provision of counsellor support and access to resources for employees and their dependents. Examples include:
 - psychological support
 - stress
 - relationship solutions
 - substance use and addictions
 - life and career
 - childcare and parenting/new parent resources
 - elder and family care
 - legal advisory financial advice
 - health and wellness coaching

Procurement Process

The City followed the Request for Proposal (RFP) process which set out the City's requirements for the provision of services based on a predicted utilization rate. The RFP advised interested bidders that the contract was for an initial three-year term, with the possibility for it to be extended for a further one-year term, to a maximum of four years upon mutual consent of the parties.

The RFP process resulted in four bids and a thorough review of the applications which then led to two bids being shortlisted for final consideration. Green Shield Canada was subsequently identified as the lead proponent after the evaluation process. Green Shield Canada provided clear details of their offerings, processes and quality assurance methodology. Their intake process provides a dedicated call tree option for crisis situations that demonstrated appropriate responses that can be adapted to changing circumstances.

Procurement Process

The City issued a Request for Proposal (RFP) 8283P – Employee & Family Assistance Program that was posted to BC Bid on April 10, 2024 and closed on May 21, 2024.

Four (4) proposals were received by the closing date from the following proponents:

- Green Shield Canada
- Homewood Health Inc.

- People Corporation
- Family Services of Greater Vancouver

Review

The proposals were evaluated by City staff and consisted of a two-phase evaluation process, with the two highest scoring proponents progressing to the second evaluation phase.

The first phase involved independent reviews of each proposal received scored against the following pre-determined criteria:

- Company background, experience and capacity;
- Proposed team;
- Proposed EFAP Approach; and
- Financial proposal.

Table 1 provides a summary of the financial proposals received (based on a predicted 20% utilization rate) and the total scores awarded by the evaluation team after the first phase of the evaluation process.

Proponent	Estimated total costs for a three (3) year initial term based on estimated 20% utilization rate	Evaluation Score
Green Shield Canada	\$535,500.00	76.67%
Homewood Health Inc.	\$554,931.00	65.00%
People Corporation	\$734,400.00	56.00%
Family Services of Greater Vancouver	\$887,337.17	52.33%

Green Shield Canada and Homewood Health Inc. were subsequently shortlisted to proceed to the second evaluation phase. Representatives from both organizations were invited to an interview with City staff to validate their respective proposals and provide responses to situational based scenarios.

Table 2 reflects the total evaluation scores awarded by the evaluation panel following the second phase.

Proponent	Evaluation Score
Green Shield Canada	88.33%
Homewood Health Inc.	53.33%

Green Shield Canada were subsequently identified as the lead proponent after the evaluation process.

In addition, staff concluded that Green Shield can provide a sufficient number of qualified counsellors and possess extensive experience providing services to similar type organizations employers and their employees. Value-added services provided also bridge current gaps including telemedicine and telepharmacy.

Financial Analysis

The total cost for the contract is based on the City’s estimated level of usage, based on historical and forecasted data, for the total term of the contract. As summarized below, the estimated total cost of the proposed contract over the initial three-year term is estimated at \$535,500.00, excluding contingency. A contingency allowance of approximately 10 per cent has been added to allow for unforeseen events and a potential increase in the utilization rate.

The City has the option to extend the contract for an additional one-year term under the same commercial terms and conditions.

Estimated Total Cost of Contract

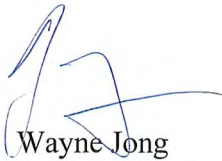
Initial three-year total cost	\$535,500.00
Contingency	\$53,550.00
Subtotal: Initial 3 Year Term	\$589,050.00
Optional one-year cost (year 4)	\$178,500.00
Contingency	\$17,850.00
Total: Maximum 4-Year Term	\$785,400.00

Financial Impact

Funding is available within the City’s Operating Budget and Consolidated Five-Year Financial Plan.

Conclusion

Staff recommend that Contract 8283P – Employee and Family Assistance Program be awarded to Green Shield Canada as it provides the best overall value to the City, with the total cost of the initial three-year term estimated at \$589,050.00 exclusive of contingency and taxes. The initial term is for a three-year term with possibility to extend for one additional one-year term, to a maximum of four years upon mutual consent of the parties.



Wayne Jong
 Manager, Health Safety Wellness
 (604-247-4675)



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** September 26, 2024
From: Marie Fenwick **File:** 11-7000-01/2024-Vol
 Director, Arts, Culture and Heritage Services 01
Re: **City of Richmond Signature and Community Events Plan 2025–2029**

Staff Recommendations

1. That the revised Guiding Principles for City Events as detailed in the report “City of Richmond Signature and Community Events Plan 2025–2029”, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed;
2. That the City of Richmond Signature and Community Events Plan 2025–2029 as detailed in the attached report, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed to guide the planning and delivery of City events for the next five years; and
3. That the expenditures totaling \$950,200 for the City Events Program 2025 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant revenue be considered in the 2025 budget process.

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

Att. 1

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

Staff Report

Origin

At the March 9, 2020, Council meeting, Council endorsed the Guiding Principles for City Events to guide the development of a City Events Strategy. Due to the impacts of the COVID-19 pandemic, this work was delayed until 2023–2024.

The City of Richmond Signature and Community Events Plan 2025–2029 (the Plan) will guide the development and implementation of City-led and City-supported signature and community events for the next five years (See attachment 1). The Plan will guide City decision making around prioritizing and planning signature and community Events from 2025–2029, while providing direction to respond to emerging opportunities.

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

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

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

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

6.5 Enhance and preserve arts and heritage assets in the community.

This report also supports a number of Council endorsed strategies including: The Richmond Arts Strategy 2019–2024, City of Richmond Community Wellness Strategy 2018–2023, Cultural Harmony Plan 2019–2029, City of Richmond Youth Strategy 2022–2032, City of Richmond Seniors Strategy 2022–2032, City of Richmond Accessibility Plan 2023–2033, Seniors Strategy 2022–2032, and the Steveston Heritage Interpretive Framework.

Analysis

Background

In 2007, Council adopted the *Major Events Plan 2007–2012* (the Major Events Plan) in advance of the 2010 Winter Olympic Games. The objectives of the Major Events Plan were to leverage Games-related opportunities for long-term legacies, maximize social and economic benefits to the community, complement the Games’ program of events, attract visitors to the city and enhance Richmond’s international profile.

The Major Events Plan set the stage to enhance Richmond’s profile regionally, nationally and internationally as an Olympic Venue City. Legacies of the Major Events Plan’s achievements include the establishment of a City Events Department, the initiation of an Event Sponsorship program that highlighted opportunities for businesses to support events in Richmond, and the implementation of a Volunteer Management Strategy, including a regular full-time City position

(Volunteer Development Coordinator) and a volunteer management software that continues to support volunteers and event planners.

In the years following the adoption and implementation of the Major Events Plan, several new strategies and plans have been adopted by Council that directly or indirectly provide direction on the planning and delivery of events in Richmond as detailed in the origin section of this report.

Towards a Five-Year Plan

In late 2019, staff brought forward a report recommending the development of a new City Events Strategy. This document would guide decision-making related to the planning, delivery, funding and evaluation of City hosted and supported events. In the context of Council approved plans and strategies at the time, seven Guiding Principles were endorsed by Council in March 2020 to guide the development of an updated plan:

1. Build local capacity by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.
4. Celebrate local themes and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

Due the impacts of COVID-19 and the gradual return to pre-pandemic event levels, the development of the Plan was delayed until the 2023–2024 period.

To inform the recommendations and development of the Plan, staff:

- Reviewed the current planning context including looking at Richmond's demographics and the current community context, including the results of the 2023 Community Needs Assessment;
- Reviewed the regional and national context, including the regional event context in Metro Vancouver municipalities and the Canadian Parks and Recreation Association *Framework for Recreation in Canada: Pathways to Wellbeing*;
- Reviewed the existing program of events, including available visitor survey data; and
- Conducted a stakeholder engagement process where more than 270 community event planners (individuals and organizations) were invited to:
 - Provide feedback on the Guiding Principles for events given the societal changes that have occurred since they were approved by Council in early 2020;
 - Provide input on what's working well with events in Richmond; and
 - Identify barriers, gaps and challenges related to hosting events in Richmond.

This feedback was gathered via a targeted online survey, a dialogue session and two focus group sessions.

In addition:

- Feedback on the potential for a new multicultural festival was gathered through the broader community engagement process, discussions with the Highway to Heaven Association, and meeting with the Richmond Intercultural Advisory Committee; and
- Feedback on the future of Farm Fest at Garden City Lands was gathered through meeting with the Richmond Food Security and Agricultural Advisory Committee.

What We Heard

The repercussions from the COVID-19 pandemic have highlighted the importance of social connections to individual and community well-being, as well as increased recognition of the social and economic value of shared experiences that bring community members together. The stakeholder engagement process for this Plan highlights many additional benefits events provide to the Richmond community.

The Stakeholder Engagement demonstrated that:

- Events in Richmond are well received and appreciated by the community;
- The City's current portfolio of signature and civic events and support for community events is generally well received; and
- There are opportunities to add to the current portfolio of signature events, and improve the services offered to community event organizers.

Proposed Revised Guiding Principles

After analyzing stakeholder feedback, current trends and planning context, in relation to Richmond's events-related strategic priorities, it became evident that there is an opportunity to update the Guiding Principles to provide clarity and highlight priority focus areas as follows:

1. Build local capacity **of local event organizers** by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, *contribute and participate.*
3. Maximize social ~~benefits to the community~~ **connections and foster sense of community pride and belonging for both volunteers and event participants.** ~~by fostering volunteerism and increasing sense of community pride and belonging.~~
4. Celebrate local themes, **cultural diversity**, and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability and **accessibility** goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

City of Richmond Signature and Community Events Plan 2025–2029

The attached Plan:

- Summarizes the work undertaken to develop the Plan (see pages 13–18 and 21–22 of the Plan);
- Provides evaluation and metrics for signature and civic events (see page 28 of the Plan);
- Provides definitions of the types of events occurring in Richmond (see pages 19–20 of the Plan);
- Provides clarity around the City’s role in these events (see page 19 of the Plan);
- Summarizes the benefits of events to the community (see pages 23 of the Plan);
- Recommends short-term (Years 1–2), medium-term (Years 3–4) and long-term (Year 5) actions to activate and connect communities and neighbourhoods, and maintain a program of signature and community events (see pages 29–32 of the Plan); and
- Responds to emerging and one-time signature and civic event opportunities (see page 28 of the Plan).

The Plan includes recommendations to:

- Continue, and in some cases enhance, resources to support community events. This includes maintaining current grant programs, providing more information about event support and hosting an annual information session for event organizers;
- Continue with the current program of signature and civic events;
- Plan and deliver a signature event at Garden City Lands that celebrates agriculture and promotes food security in cooperation with Kwantlen Polytechnic University’s Department of Sustainable Agriculture in 2025;
- Sunset the temporary COVID relief Supporting Food Security through Community Driven Events Grant and direct current applicants to other City grant programs where possible; and
- Establish a working group comprised of community members/organizations and City staff to help guide the development of a proposal for Council’s consideration for a new multicultural signature event.

Evaluation and Metrics for Signature and Civic Events

Based on community engagement feedback and best practices research, both qualitative and quantitative data will be collected to assess the impact of signature and civic events.

Evaluation will include the following:

- Whether the event met its stated purpose and objective;
- Whether the event reached its target audience;
- Number of visitors;
- Number of volunteers and volunteer hours;
- Overall visitor satisfaction;
- Number and value of sponsorships;

- Number and value of grants;
- Economic impact (for larger events);
- Accessibility initiatives;
- Sustainability initiatives (i.e., waste diversion, sustainable transportation, etc.);
- Media reach and online engagement;
- Number of artists engaged;
- Number of community partnerships; and
- Number of community groups engaged.

Emerging Event Opportunities

The Plan provides flexibility to respond to emerging and one-time signature and civic event opportunities such as a Tall Ship visit, Richmond Celebrates FIFA Worldcup 2026 or a Truth and Reconciliation event. When opportunities present themselves to host a new signature or civic event, staff will bring forward additional information and any associated funding requests for Council’s consideration. Staff will also look for opportunities to amplify one-time events through a realignment of existing events. This was done extensively during the Canada 150 event year, where existing events benefitted from the broader Canada 150 program through additional funding, in some cases, and an enhanced marketing campaign.

5-Year City Event Budget

In order to ensure that events are sustainably funded for the next five years, staff will bring forward an annual funding request that includes:

- Continued pursuit of grant funding to provide program enhancement for signature events;
- Gradual increase to sponsorship revenue to offset event costs commensurate with the size and scale of events; and
- An annual increase to the event budget to keep pace with inflation. The projected budget includes annual increases at the following forecast CPI increases:

Year	2025	2026	2027	2028	2029
% Increase	2.0%	2.0%	2.0%	2.1%	2.1%

It is anticipated that additional resources will be required to achieve some of the recommended actions outlined in the Plan. At that time, staff will bring forward additional information and an associated funding request for Council consideration.

Financial Impact

Proposed 2025 City Event Budget:

Event	2024 Council Approved Funding	2025 Proposed City Funding	2025 Estimated City Sponsorship	2025 Estimated City Grants	2025 Total Proposed City Event Program Budget
Children's Arts Festival (CAF)	\$ 70,000	\$ 71,400	\$ 16,000		\$ 87,400
Richmond Cherry Blossom Festival	\$ 50,000	\$ 51,000		\$ 3,600	\$ 54,600
Doors Open Richmond	\$ 30,000	\$ 30,600			\$ 30,600
Community Celebration Grant Program	\$ 50,000	\$ 51,000			\$ 51,000
Neighbourhood Block Party Program Fund	\$ 25,000	\$ 25,500			\$ 25,500
Steveston Salmon Festival/ Canada Day	\$ 345,000	\$ 351,900		\$ 25,000	\$ 376,900
Richmond Maritime Festival	\$ 210,000	\$ 204,200	\$ 10,000		\$ 214,200
Supporting food security through community-driven events	\$ 30,000				
New Farm Festival at Garden City Lands		\$ 55,000	\$ 5,000		\$ 60,000
Event Contingency		\$ 50,000			\$ 50,000
TOTAL	\$ 810,000	\$ 890,600	\$ 31,000	\$ 28,600	\$ 950,200

Staff propose a total for the 2025 City Events Program budget of \$950,200 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant be considered in the 2025 budget process.

An event contingency of \$50,000 is included to address any challenges that may arise with any individual event. This may include things such as unanticipated production issues related to weather, unanticipated increased rental costs, and/or sponsorships or grant shortfalls.

Conclusion

The City of Richmond Signature and Community Events Plan 2025–2029 will guide the development and successful implementation of a mix of signature and civic events, community events and neighbourhood-level events in Richmond. The implementation of the action items identified in response to feedback and input from a range of community stakeholders will enhance the capacity of local event organizers, and foster the development of increasingly more accessible, inclusive, environmentally sustainable and financially sustainable events these enhance community connectedness and civic pride, support social and economic well-being and contribute to a vibrant city with a strong sense of place and distinct identity.



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

Att.1: City of Richmond Signature and Community Events Plan 2025–2029

City of Richmond

Signature and Community Events Plan 2025–2029

Parks, Recreation and Culture







Introduction

Events enrich the lives of residents by providing opportunities for the community to connect, learn and celebrate together. They contribute to social and economic well-being, build community capacity and a sense of identity, and raise the profile of Richmond regionally, nationally and internationally. City-hosted and supported events activate a number of departmental, divisional and corporate strategies, as well as provide opportunities to highlight civic investment in infrastructure, such as parks and historic sites, and for local government representatives to publicly recognize community volunteers and to connect with residents.

The City of Richmond invests in events in various capacities:

- ✦ As a supporter and regulator of community produced events through the Richmond Event Approval Coordination Team (REACT) application process;
- ✦ As a funder through the City's grant programs (Community Celebration Grants, Arts and Culture Grants, and Parks, Recreation and Community Events Grants) and Neighbourhood Block Party Program;
- ✦ As a promoter through online tools such as the Calendar of Events and the @FunRichmond social media channels; and
- ✦ As a producer or co-producer of signature events including the Children's Arts Festival, the Richmond Cherry Blossom Festival, the Steveston Salmon Festival and the Richmond Maritime Festival.

All events, both large and small, contribute to a vibrant and liveable community.

The variety, scope, scale and quality of events taking place in Richmond has evolved significantly since Council's endorsement of the 2007–2012 Major Events Plan (the Major Events Plan), which guided event planning that capitalized on Richmond's 2010 Winter Olympic Games legacy. Much has changed over the past decade, locally and globally, since the sunset date of the Major Events Plan. The nature of events will continue to evolve in response to changing community needs and priorities. This Plan will guide the planning, support for and delivery of effective, safe, and sustainable events in Richmond that engage and connect the community, and align with Council's Strategic Plan and other Council-approved strategies.



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Steveston Salmon Festival



1939 - 1945

JACK ABERCROMBIE
ROBERT BOWCOCK
DAVID BROWN
JOHN BOYD
L.DR. TUCKER
ELLWYN COOPER
DOUGLAS CRAIG
JAMES DAYTON
ROBERT DIXON
ERNEST EDGINGTON
GRAHAM FINDLAYSON
JOHN FORSYTH
JOHN FOSTER
RUSSELL FOSTER
ROBERT FRANCIS
LYLE ALLISON
DAVID C. COMSTOCK
HUGH J. NELSON
A.W. GREENLAND
C. BURTON
G. DOLPHIN
FRANCIS MATIER

THEY
DIED FOR YOU

RALPH B. CARTER
R. CHATTERTON
T. LEECHOW
WALTER J. DAVIES
JOHN DONALD
FRED. H. GAY
ALEX. GORDON
FRED. J. HALL
J. HAYNE
B. KITCHER
GEO. LEMON
REGINALD LEMON
THOS. LESLIE
W.C. MOORE
A. MUIR
LOUIS MYHILL
NORT. C. SCOTCHBROOK
GEO. W. SILLS
WALTER C. STEEVES
E. STURMILL
ARTHUR WHEELER
EDWARD WILLIAMS

1914 - 1918

GEORGE NELSON
ARTHUR GRANDY
HONAGE LEE
CHARLES MANG
JAMES SCOTT
JOHN SIMPSON

SOMME
1916



Neighbourhood Block Party

Purpose

The City of Richmond Signature and Community Events Plan (the Plan) will guide the development and implementation of City-led and City-supported events for the next five years.

The Plan:

- ✦ Provides a background on event planning in Richmond;
- ✦ Identifies the Council-endorsed Strategies and Plans that provide direction on the planning and delivery of events in Richmond;
- ✦ Describes the current planning context in Richmond and across the region;
- ✦ Clarifies the role of the City in events;
- ✦ Defines the types of events in Richmond;
- ✦ Outlines the stakeholder engagement process and findings;
- ✦ Describes the benefits of events; and
- ✦ Presents a plan for the City's Signature and Civic Events and to support Community Events for the next five years.



Steveston Salmon Festival



Background

In 2007, Council adopted the *Major Events Plan 2007–2012* (the Major Events Plan) in advance of the 2010 Winter Olympics. The objectives of this Plan were to leverage Games-related opportunities for long term legacies, maximize social and economic benefits to the community, complement the Games' program of events, attract visitors to the city and enhance Richmond's international profile.

The *Major Events Plan* set the stage to enhance Richmond's profile regionally, nationally and internationally as an Olympic Venue City. Legacies of the *Major Events Plan's* achievements include the establishment of a City Events Department, the initiation of an Event Sponsorship program that highlighted opportunities for businesses to support events in Richmond, and the implementation of a Volunteer Management Strategy, including a regular full time City position (Volunteer Development Coordinator) and a volunteer management software system that continues to support volunteers and event planners.

In the years following the adoption and implementation of the *Major Events Plan*, several new strategies and plans have been adopted by Richmond City Council that directly or indirectly provide direction on the planning and delivery of events in Richmond.

These strategies, and their connection to this Plan, include:

Council Strategic Plan 2022–2026

The Council Strategic Plan 2022–2026 identifies the collective priorities and focus areas for Richmond's City Council for the current term of office. The following focus areas provide direction specific to the development of the *City of Richmond Signature and Community Events Plan 2025–2029*:



FOCUS AREA #5: A LEADER IN ENVIRONMENTAL SUSTAINABILITY

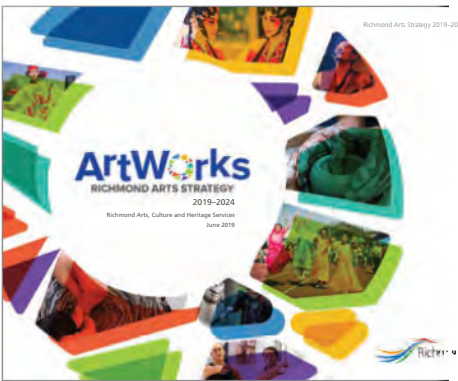
Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

- 5.3 Encourage waste reduction and sustainable choices in the City and community.
- 5.4 Support agriculture and local food systems to enhance food security.

FOCUS AREA #6: A VIBRANT, RESILIENT AND ACTIVE COMMUNITY

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

- 6.1 Advance a variety of programs, services, and community amenities to support diverse needs and interests and activate the community.
- 6.3 Foster intercultural harmony, community belonging, and social connections.

**Richmond Arts Strategy 2019–2024**

ArtWorks: Richmond Arts Strategy 2019–2024 serves as a guide for decision-making to advance the policies, programs and services needed for the arts to thrive in Richmond. During the community engagement stage of the development of the *Arts Strategy*, “Free public events” topped the list of key focus areas identified by the public. The quality and variety of festivals offered around the City were widely cited as points of pride, with festivals seen as an effective means to celebrate, capture and inspire Richmond’s artistic vibrancy. Respondents noted that festivals foster inclusion as well as encourage intercultural understanding.

Additionally, events have significant potential to advance the Vision of the *Arts Strategy*:

- ✦ Richmond’s thriving arts scene:
 - Animates our city everyday;
 - Offers rich arts education and experiences, festivals and events;
 - Fosters social connections and wellness;
 - Builds arts and culture leadership; and
 - Provides creative spaces.

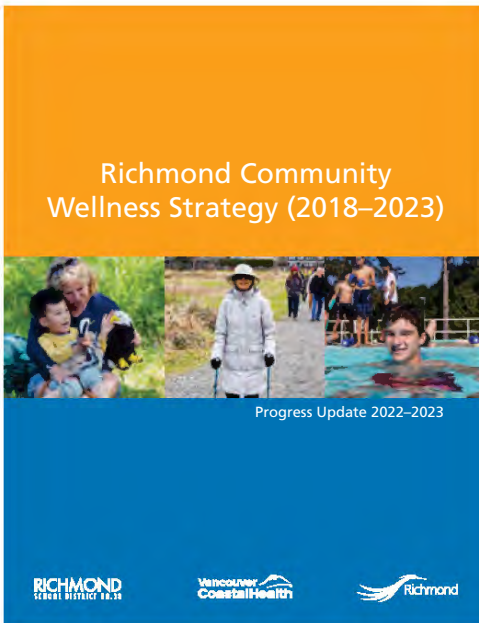
All five Strategic Directions directly relate to the Plan:

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; and
5. Activate public spaces through (and for) the arts.

Specific Supporting Actions that have been considered in the development of the Plan 2025–2029 include:

- ✦ Review the City’s offerings of free and low-cost arts programming and events, and assess required City resources to keep cost barriers low.

- ✦ Develop or expand opportunities to directly support individual artists, cultural organizations and venues that provide low and no cost public program delivery.
- ✦ Offer and encourage arts engagement opportunities in spaces beyond the walls of traditional venues including unconventional spaces.
- ✦ Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music.
- ✦ Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative engagement and art.
- ✦ Support and program art-making demonstrations in the public realm.
- ✦ Invite the public “behind the scenes” and to create things themselves, through programming including events like Doors Open Richmond, Instrument Petting Zoo, Culture Days and Children’s Arts Festival.
- ✦ Use Public Art and cultural programming to reimagine public spaces with an eye to creative placemaking.



City of Richmond Community Wellness Strategy 2018–2023

The *Richmond Community Wellness Strategy* defines wellness at a community level as “...living in harmony with others, respecting diversity, feeling safe, supported and included, and having a sense of belonging to one’s neighbourhood and broader community.” As noted in the *Richmond Community Wellness Strategy Progress Update 2022–2023*, increasing opportunities for residents to engage with their neighbourhoods and connect with one another continues to be a priority for all three partner organizations involved in the development and implementation of the strategy—Vancouver Coastal Health, Richmond School District No. 38 and the City.

Events of all sizes contribute to building a sense of belonging and community connectedness in a variety of ways. The stakeholder consultation process for this plan demonstrated that community members not only recognized, but prioritized the important role that events play in enhancing social connectedness within and among neighbourhoods and the community as a whole.



Cultural Harmony Plan 2019–2029

The *Cultural Harmony Plan* is to identify innovative and collaborative approaches to strengthen intercultural connections among Richmond residents, provide City programs and services that address the needs of the city’s diverse population, and remove barriers to participation for Richmond residents, which include long-time residents, recent immigrants and Indigenous peoples. This Plan demonstrates the City’s leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. It also signifies the City’s role in responding to the evolving needs of Richmond’s increasingly diverse population.

City Events have the potential to play a significant role in advancing the vision adopted in this plan, “That Richmond residents recognize and respect diversity in the community and enable each individual’s contributions in all aspects of community life.”



Specific actions include these that relate directly to the Plan:

- ✦ Continue to recognize and celebrate Richmond’s diverse cultures and unique heritage through intercultural celebrations and festivals.
- ✦ Incorporate criteria into the City Grant programs and events that facilitate intercultural interaction and promote intercultural understanding.
- ✦ Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, culture and heritage practices into the City’s programs and events.

City of Richmond Youth Strategy 2022–2032

The *Youth Strategy* outlines a range of actions to achieve the vision that “all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.” The Strategy provides guidance on activating opportunities for youth to learn, develop and successfully navigate the various stages and transitions from early adolescence to young adulthood. Events can play a significant role in “continuing to provide youth with safe, welcoming, accessible places to gather, socialize and engage within new and existing indoor and outdoor spaces in the community” as a means for promoting positive youth development, by providing opportunities for youth to participate in, experience and contribute, as volunteers, visitors, or in paid positions as performers, artists, or event staff, to the planning, delivery, participation in and evaluation of events in Richmond.

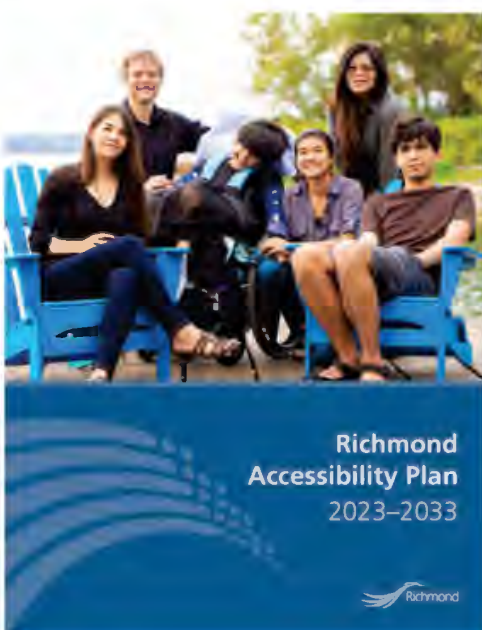


City of Richmond Seniors Strategy 2022–2032

The *Seniors Strategy* outlines a range of actions to achieve the vision that “Seniors living in Richmond are safe, respected, healthy and engaged in their communities.”

Key actions that are particularly relevant to the development of the Plan are:

- ✦ Expand upon activities and events that celebrate the cultural diversity of seniors in Richmond and provide opportunities to learn about and connect with others of varying backgrounds and ethnic origins.
- ✦ Promote meaningful volunteer and paid opportunities for seniors to share their experiential wisdom and skills through community-based programs and services that facilitate personal growth and development.
- ✦ Build upon current practices (formal and informal) to activate public spaces in a manner that fosters social connections between seniors and others in their neighbourhoods.



City of Richmond Accessibility Plan 2023–2033

The goals of the *Richmond Accessibility Plan 2022–2033* are to:

- ✦ Identify, remove and prevent barriers experienced by people with disabilities when interacting with the City and Library;
- ✦ Ensure that Richmond is a place where people of all abilities, backgrounds and ages are able to fully participate in and contribute to all aspects of community life in the manner of their choosing; and
- ✦ Foster a community that recognizes and values the contributions of people with disabilities and collaboratively works to promote accessibility across sectors.

Strategic Pillar 4: Accessible programs and services, provides a list of recommended actions that are particularly relevant to this Plan, including:

- ✦ Evaluate events from an accessibility perspective to identify opportunities to enhance participation and access for people with disabilities.
- ✦ Explore new opportunities to increase supports for people with disabilities to participate, including ways to streamline access to and increase awareness of available supports.
- ✦ Enhance inclusive volunteer opportunities for people with disabilities and strengthening volunteer capacity to support all program participants, including people with disabilities.

Steveston Heritage Interpretive Framework

There are a number of interpretive themes and goals identified in the *Steveston Heritage Interpretive Framework* that provide guidance and inspiration for events taking place in Richmond’s historic places, specifically in Steveston.

The three interpretive themes that can be seen in all of Steveston’s heritage places and activities are:

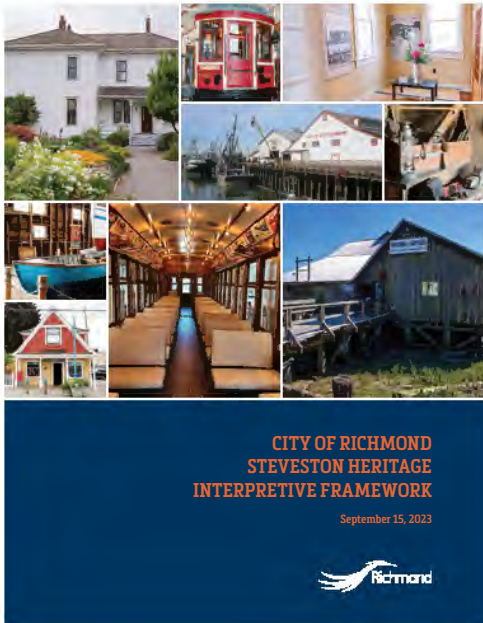
- ✦ Cultural Diversity;
- ✦ Connection to the Fraser River; and
- ✦ The Past in our Present.

The *Steveston Heritage Interpretive Plan* focuses on four central stories, which offer opportunities to bring each story to life through places, objects, and activities, including events:

- ✦ Fishing;
- ✦ Farming;
- ✦ Community Life; and
- ✦ Transportation Hub.

Interpretation at the Britannia Shipyards National Historic Site has the following Interpretive Goals that relate to the Plan:

- ✦ Create authentic and immersive experiences of the daily life of the people who worked in West Coast fishing and boatbuilding.
- ✦ Foster greater understanding of the cultural diversity of people that supported West Coast fishing and boatbuilding.
- ✦ Encourage discovery of the complex workings of West Coast fishing and boatbuilding industry.
- ✦ Inspire connections to and stewardship of West Coast maritime heritage and the Fraser River.



Richmond Maritime Festival



Thompson Picnic Photo Credit: Julian Rozental

Towards a Five-Year Plan

Considering the priorities articulated in these guiding documents in late 2019, staff brought forward a report recommending the development of a new City Events Strategy that would guide decision-making related to the planning, delivery, funding and evaluation of events.

In the context of Council-approved plans and strategies, seven Guiding Principles were endorsed by Council in March 2020, to guide the development of an updated event plan:

1. Build local capacity by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.
4. Celebrate local themes and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

Given the impacts of COVID-19, and the gradual return to pre-pandemic events, the development of the plan was put on hold until 2023.



Planning Context

Community Profile

Richmond is a culturally diverse and geographically unique community with a growing and dynamic urban centre, a unique mix of residential and commercial areas, agricultural lands, industrial parks, waterways and natural areas. Richmond is known for its quality parks, trails, cycling routes and a wide variety of recreation, sport and cultural facilities and amenities that are distributed across every neighbourhood.

The following statistics highlight the need to create opportunities for shared experiences that foster social connections amongst residents. As well, they point to the need for targeted strategies when planning and communicating about events to enhance awareness and eliminate barriers to participation.

CULTURAL DIVERSITY

Richmond is the fourth largest city in both the Metro Vancouver area and the province. Richmond's population continues to grow with a high number of new residents born outside of Canada. Known for its rich ethnic diversity, 80% of Richmond residents identify as part of a visible minority. This is the highest proportion of any municipality in British Columbia, and the second highest in Canada.

A great variety of languages are spoken in Richmond overall. In the 2021 Census, 44.5% of Richmond residents indicated Mandarin or Cantonese as their mother tongue, 31.3% indicated using English, 3.7% indicated Tagalog (Pilipino, Filipino) and 2.4% indicated Punjabi (Panjabi). 46.1% of Richmond residents reported using English at home, 36.2% using Mandarin or Cantonese at home, and 1.6% using Punjabi (Panjabi).

AGE DEMOGRAPHICS

Seniors are the fastest growing demographic in Richmond and are living longer, healthier lives than ever. By 2036, almost 40% of Richmond's population is expected to be 55 years or older.

MOBILITY

According to the 2021 Census, Richmond has large number of new residents and a high degree of mobility within the City. Over the five years proceeding the census, 40,000 new residents moved into Richmond.

COMMUNITY INVOLVEMENT

Richmond has a diverse and large number of volunteer organizations who play a valuable role in the delivery of community services, including events. There are more than 200 volunteer community organizations and 50 advisory committees and task forces. Many of these groups were engaged to support the development of this Plan.

2023 Community Needs Assessment

In 2023, the Community Services division undertook a Community Needs Assessment to help understand how program, service, and facility offerings are meeting the current needs of Richmond residents and where there might be gaps. Among the most popular Community Services offerings are special events and festivals. While the City and its partners host and support a number of events for Richmond residents and visitors alike, the Community Needs Assessment provides insight into how those who live, work and play in Richmond perceive and experience events, programs, and services.

Events must build awareness through promotion in order for people to discover and participate in them. Richmond residents report using both printed and digital sources to access information about events, and findings indicate there is an opportunity to improve digital marketing and social media presence for this purpose.

Some respondents noted that they'd like to see events catering to a specific demographic (e.g. families, seniors, children, youth, etc.). Such events would require additional targeted marketing.

A number of findings highlighted from the focus group sessions are of particular interest for the Plan:

- ✦ Participants indicated that they are seeking social connections, but do not know how to make them.
- ✦ Recent immigrants are very interested in learning English, learning about Canadian history and learning how to navigate life in their new community.
- ✦ Newcomers would also like to share their customs, foods and pastimes with their neighbours and build friendships.



Community Celebration Grants

Canada's Recreation and Cultural Sectors

How Art Works: Richmond Arts Strategy 2019–2024, presents information about the broader context and trends in Canada's cultural industry that were expected to have a significant influence on event programming. This information remains relevant today.

Key trends include:

- ✦ Festivals and events lead as Canadians' top form of participation in arts and culture.
- ✦ A shift from passive consumption of arts and culture to more participatory arts experiences.
- ✦ Creating safer and more inclusive spaces for community dialogue through the arts.
- ✦ New operating models that are more entrepreneurial in nature.
- ✦ Venues and programming that offer arts experiences for families.
- ✦ Creative placemaking and co-activations of spaces.
- ✦ With further capacity building within community groups, a shift in the City's role to be more of a facilitator and convener than a direct supplier of services.
- ✦ Focus on programming that features traditionally under represented groups.
- ✦ Opportunities to uphold the Calls to Action of Truth and Reconciliation.
- ✦ An increased focus on improving accessibility.



Culture Days

Regional Context

Metro Vancouver is home to a wide variety of events at the neighbourhood, community, regional and national level. Neighbouring municipalities approach event delivery in a variety of ways: as a producer, co-producer, funder and regulator. There is no one model that is consistent across the region, as each municipality approaches events in their own way.

A scan of Metro Vancouver municipalities indicates that, like Richmond, many communities support a variety of signature events unique to that city. Examples include the Surrey Vaisakhi Parade, New Westminster Hyack Festival and Parade, and Delta Harvest Festival. A number of municipalities also support micro grant programs similar to Richmond's Neighbourhood Block Party Program.

Common challenges identified by event staff across the Lower Mainland include:

- ✦ Declining volunteerism;
- ✦ Rising costs and availability of event infrastructure such as site fencing, portable toilets and waste management infrastructure;
- ✦ Availability of resources to support evolving traffic management requirements; and
- ✦ Uncertainties around sponsorship.

Effects from wildfires and extreme heat have had drastic impacts on events in other parts of the province and could have impacts on future event planning in Richmond.



Culture Days

“We know fairs, festivals and events have impacts that go well beyond what can be measured in economic terms. They are a source of community pride and build awareness of our diverse cultures and identities.”

- Bob D’Eith, Parliamentary Secretary for Arts and Film, February 2024

Provincial Support for Events

Since the return to in-person gatherings, the Province of British Columbia through the Ministry of Tourism, Arts, Culture and Sport, has recognized the value of events in contributing to the community vibrancy with continued financial support for fairs, festivals and events through the BC Fairs, Festivals and Events (BCFFE) Fund. The fund helps community organizations recover from ongoing challenges related to cost increases, rising costs of equipment and services, reduced revenue and sponsorships and the impact of severe weather events.

A number of events in Richmond have benefitted from this funding since it was launched in 2021, including the Steveston Salmon Festival, Richmond Maritime Festival, Richmond Cherry Blossom Festival, and a number of sport events, tournaments and community events.

CPRA’s Framework for Recreation in Canada Framework Update: March 2024

The development of the *Framework for Recreation in Canada: Pathways to Wellbeing* (the Framework) was a collaborative effort of provincial and territorial governments, the Canadian Parks and Recreation Association (CPRA), and the provincial/territorial recreation and parks associations, to create a guiding document for public recreation providers in Canada. It highlights the vital role of recreation, parks and cultural services in enhancing the health, wellbeing and resilience of communities.

Significant change has occurred since the release of the Framework in 2015. To address these changes, an update was released in June 2024 to reflect the current Canadian context and the challenges and opportunities facing the sector.

Many of these challenges and opportunities identified in the update are particularly relevant to event planning. These include:

- ✦ Climate change;
- ✦ COVID-19 Pandemic;
- ✦ Data, Knowledge, Surveillance and Monitoring;
- ✦ Demographic Changes;
- ✦ Equity, Diversity, Inclusion, Access and Belonging (EDIAB);
- ✦ Economy;
- ✦ Infrastructure and Urban Design;
- ✦ Mental, Physical and Social Health;
- ✦ Nature, Trails and Parks;
- ✦ Placemaking;
- ✦ Sustainable Development Goals;
- ✦ Social Isolation and Loneliness;
- ✦ Tourism;
- ✦ Truth and Reconciliation Commission; and
- ✦ Volunteers.

The Framework Update contains a number of strategic and operational ideas for advancing the Framework's priorities of active living, inclusion and access, connecting people and nature, supportive environments, and building recreation capacity. Many of these ideas are also reflected in the stakeholder feedback collected during the development of the Plan and have been translated into actions to support its goals.



Community Celebration Grant

The Current Event Landscape in Richmond

Role of the City in Events

The City currently plays, and will continue to play, the following roles related to events. Depending on the event, the City may play multiple roles:

Producer: The City leads all aspects of the event including developing and implementing the program, managing the budget, logistics, and volunteer management. While community groups and others may be involved, they do so in an advisory or supporting capacity.

Co-producer: The City works in partnership with one or more external organizations to co-lead all aspects of the event, including developing and implementing the program, managing the budget, logistics and volunteer management.

Funder: The City provides funding support to events through a City Grant.

Supporter/Regulator: The City supports the event through the Richmond Event Approval Coordination Team (REACT) process, including providing guidance on event considerations such as site location, safety and promotion through the Events Calendar and/or social media.

Types of Events in Richmond

For planning purposes, Richmond events are categorized as follows:

SIGNATURE EVENTS

Signature events are annual events designed to showcase and celebrate Richmond's unique identity and culture. These events have a high level of awareness across the City. The audience for signature events includes Richmond residents and visitors from Metro Vancouver and beyond. The City's role is as producer or co-producer in collaboration with one or more community partners, and the delivery of these events requires the resources of several City departments as well as specialized marketing. The potential draw and impact of signature events may make them attractive for sponsorships and/or alternative funding from other levels of government. The Steveston Salmon Festival is an example of a signature event.

COMMUNITY EVENTS

Community events are typically planned and delivered by a volunteer-led community organization or neighbourhood group, sometimes accessing funding support from the City or other levels of government. The audience for community events is typically primarily Richmond residents and to a lesser extent, visitors from Metro Vancouver. The City's role is often as a funder, supporter and/or regulator. Community events are open to the public, showcase community identity, and are often held in a City-owned venue. An example of a community event is Burkeville Days.

COMMERCIAL EVENTS

A commercial event is developed and implemented by an individual or company for commercial purposes. The audience for these varies and may have a local and/or regional draw. The City's role in commercial events is as a supporter and regulator. An example of a commercial event is the Royal Canadian International Circus.

SPORTS EVENTS

A sport event is held for the purpose of athletic competition. These events can be local, regional, national and international in nature and the audience is typically limited to participating sport teams, and friends and family members of participants. The City's role in is as a host, supporter and regulator. An example of a sport event is the Nations Cup.

While commercial and sport events are an important part of the event landscape in Richmond, recommendations related to these events are beyond the scope of this Plan.

CIVIC EVENTS

The City of Richmond has traditionally played a role in important events that bring the community together to celebrate national holidays, celebrations or historic occasions. The audience for civic events are Richmond residents. The City's role is as a co-producer or producer. Typically, these events are not only actively supported by community partners but also respond to a community need identified as a City/Council priority. An example of a co-produced civic event is Richmond Remembrance Day.

NEIGHBOURHOOD BLOCK PARTIES

A block party is a public gathering of residents who live in proximity to each other within a neighbourhood. Block parties can take place in a variety of spaces, including parks, on local streets or on private property. The audience would be residents of a small, defined area, such as a street or strata. The City's role in block parties is as a funder, supporter and/or regulator.

See Appendix 1 for a detailed list of events by type.



Steveston Salmon Festival Bike Parade

City of Richmond Signature and Community Events Plan – Development Process

"The parade was really fun and my kids enjoyed it a lot. Also, various food from local restaurants were very nice and fun to find new local shops. The pancakes were the best in my whole life and the people at the stand was so kind and friendly."

- Anonymous Steveston Salmon Festival Visitor Survey 2024

"I was deeply impressed by the way various people and organizations, including volunteer staff and shop staff, came together to make the community festival a success. We are proud to be living in this community."

- Anonymous Steveston Salmon Festival Visitor Survey 2024

Evaluation of Major Events Program 2019

The last formal evaluation of Richmond's signature events was conducted in 2019 and presented to Council in a memo titled "Evaluation of Major Events Program", dated August 27, 2019, from the Manager, Major Events and Film. The memo presented an assessment of the Children's Arts Festival, Richmond Cherry Blossom Festival, Steveston Salmon Festival, Richmond Maritime Festival, Farm Fest at Garden City Lands and Richmond World Festival.

The evaluation considered the following:

- ✦ An assessment of whether the event met its stated purpose and objective;
- ✦ Attendance and value assessment considering the festival's outcomes, relative to the event budget;
- ✦ Overall visitor satisfaction;
- ✦ Sponsorship success;
- ✦ Economic impact (using data from Tourism Richmond to assess the impact of the three largest events); and
- ✦ An assessment of opportunities for community partnerships.

The evaluation concluded that generally these events were successful. Some notable findings from this include:

- ✦ The events met their intended purposes and objectives;
- ✦ The overall visitor satisfaction was high with 69%–84% of visitors rating their experiences as very good to excellent;
- ✦ For those events that pursued sponsorship, the sponsorship program was successful with the level of sponsorship support scaled to the event budget. A total of more than \$300,000 in sponsorship revenue was raised in 2019;
- ✦ Events demonstrated a significant economic impact to the City. For example, non-Richmond residents were estimated to have spent over \$600,000 as a result of the Steveston Salmon Festival; and
- ✦ The events created significant opportunities for community partnerships.

A notable comment on the value assessment of the Richmond World Festival was that, while the mainstage performances were of high quality, the goal of showcasing cultural diversity could be achieved without this expense.

The Plan recommends gathering consistent metrics for signature, civic and community events, where possible, and applying consistent evaluation criteria for signature and civic events.

Stakeholder Engagement Process

To ensure that the new Plan meets the needs and priorities of the community over the next five years, an engagement process was launched with people and organizations that deliver events in Richmond. More than 270 community organizations and individuals were invited to:

- ✦ Provide feedback on the Guiding Principles for events, given the societal changes that have occurred since they were approved by Council in early 2020;
- ✦ Provide input on what's working well with events in Richmond; and
- ✦ Identify barriers, gaps and challenges related to hosting events in Richmond.

Input from this target group was gathered in a variety of ways to encourage as much community input as possible, including:

- ✦ A targeted survey that ran on the City's *Let's Talk Richmond* platform from September 28, 2023, to October 22, 2023;
- ✦ An initial dialogue session followed by two focus group sessions: one with City staff involved in events and the second with external stakeholders. The groups discussed the barriers, gaps and challenges related to hosting events in Richmond and shared actions and ideas for how to overcome them.

See Appendix 2 for a list of organizations that participated in the engagement process.

The online survey received 50 responses from people and organizations. The survey asked respondents to:

1. Reflect on the Guiding Principles and provide input into how these Guiding Principles can be put into action;
2. Comment on what is working well for them when creating their events;
3. Comment on what kinds of barriers and challenges they experience in event production;
4. Share ways to reduce barriers to the creation of events;
5. Share four words to describe a new multicultural event;
6. Share their experiences with City grants; and
7. Share their experiences accessing supports for their events.

A summary of the survey responses was incorporated and built upon in the dialogue session and focus groups.

The findings from the survey, dialogue session and focus group are summarized below.

What We Heard

“We live in a wonderfully diverse community and Doors Open Richmond is a great way to build bridges and understanding of our cultural differences.”

- Anonymous Doors Open Visitor Survey 2024

“We recently moved to the northern part of Steveston from overseas and were very lucky to experience such a wonderful festival right away. It was fantastic to see so many people from Richmond participating in the parade, and the heartfelt and warm announcements introducing each group were great.”

- Anonymous Steveston Salmon Festival Visitor Survey 2024

Benefits of Events

Repercussions of the pandemic have highlighted the importance of social connections to individual and community well-being, as well as the social and economic value of shared experiences that bring community members together. The stakeholder engagement process for the Plan highlights many additional benefits that events provide to Richmond residents.

Benefits of events, including those noted by stakeholders include:

- ✦ Promote social engagement and civic pride;
- ✦ Empower individuals, cultural groups and community organizations to participate in the planning, delivery, and enjoyment of events in their own community;
- ✦ Provide opportunities for local artists and performers to showcase their talents in their own community, and through larger signature events, to a regional audience;
- ✦ Provide opportunities for residents to gather and celebrate together;
- ✦ Foster cultural expression and intercultural connections;
- ✦ Provide a wide variety of volunteer opportunities;
- ✦ Provide opportunities to highlight City investment in infrastructure and programs that benefit the community;
- ✦ Create a sense of community connectedness, pride and belonging;
- ✦ Contribute to safe and caring communities.
- ✦ Educate residents about Richmond’s history and culture;
 - Provide opportunities to learn about and celebrate Richmond’s rich history, diverse communities and unique places; and
 - Create opportunities for local artists, artisans and performers to creatively share Richmond stories;
- ✦ Promote Environmental Stewardship;
 - Promote sustainable practices through the Sustainable Event Toolkit;
 - Encourage use of active transportation and transit systems; and
 - Raise awareness of sustainable practices, such as sustainable agriculture;
- ✦ Support the Local Economy;
 - Raise regional awareness of local assets, including parks and cultural spaces;
 - Provide sponsorship opportunities for local businesses;
 - Bring visitors to the community to spend their discretionary dollars at local businesses; and
 - Promote local farmers and food producers.

What is Working Well in Richmond

Stakeholders suggested that the current program of signature events reflects the Guiding Principles, including celebrating local themes that make Richmond unique as well as providing opportunities to support local artists, and celebrating the community’s diversity.

“The Richmond Cherry Blossom Festival introduces and shares the customs, tradition, and cultural richness of the cherry blossom festival as celebrated in Japan and as interpreted by the volunteering members of the local Japanese Canadian community.”

- Dr Jim Tanaka, Founding, Richmond Cherry Blossom Festival

Participants also reported that event supports provided by the City, such as grants, staff support, and the REACT application system are helpful when planning events. Additionally, the opportunity at larger events for smaller organizations to host booths and build connections between aligned organizations were indicated as highlights in the dialogue session.

Barriers to Hosting and Producing Events in Richmond

Input from the survey and dialogue sessions highlighted a number of barriers to hosting and producing events in Richmond, such as:

- ✦ Accessing appropriate venues;
- ✦ Securing sustainable funding;
- ✦ Navigating services;
- ✦ Affordable ways to promote small events;
- ✦ Transportation to and from events; and
- ✦ Finding experienced volunteers.

Reflection on Guiding Principles

Survey respondents were generally supportive of the Council-endorsed Guiding Principles.

- ✦ 96% of respondents ranked *Guiding Principle #1: Richmond events will build local capacity by prioritizing and investing in community-driven events*, as “Important”.
- ✦ 90% of respondents ranked *Guiding Principle #2: Richmond events will provide opportunities for Richmond residents and community groups to collaborate, contribute and participate* as “Important”.
- ✦ 86% of respondents ranked *Guiding Principle #3: Richmond events will maximize social connection to the community by fostering volunteerism and increasing a sense of community pride and belonging* as “Important”.
- ✦ 62% of respondents ranked *Guiding Principle #4: Richmond events will celebrate local themes and include programming that is uniquely Richmond* as important, while 34% were “Neutral”.
- ✦ 82% of respondents ranked *Guiding Principle #5: Richmond events will advance the City’s environmental sustainability goals* as “Important”.
- ✦ 92% of respondents ranked *Guiding Principle #6: Richmond events will be safe, well-organized and sustainably funded* as “Important”.
- ✦ 78% of respondents ranked *Guiding Principle #7: Richmond events will encourage and support the development of unique events with a regional draw that bring economic and community benefit, and raise the profile of Richmond* as “Important”.

Participants in the dialogue session provided additional insights about what these Guiding Principles mean to them. Following analysis of stakeholder feedback, current trends, planning context and Richmond’s strategic priorities related to events, it became evident that there is an opportunity to update the Guiding Principles to provide clarity and highlight priority focus areas as follows:

1. Build capacity of local event organizers by prioritizing and investing in community-driven events.

2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social connections and foster sense of community pride and belonging for both volunteers and event participants.
4. Celebrate local themes, cultural diversity, and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability and accessibility goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

Putting the Guiding Principles into Action

There was rich input from the survey and dialogue sessions regarding how these principles can be put into action over the next five years. This feedback has been summarized under each Guiding Principle below and has informed the recommended actions for the short (2025–2026), medium (2027–2028) and long (2029 onwards) term.

GUIDING PRINCIPLE #1: BUILD CAPACITY OF LOCAL EVENT ORGANIZERS BY PRIORITIZING AND INVESTING IN COMMUNITY-DRIVEN EVENTS.

1. Dedicate resources to support community event producers.
2. Support event producers through marketing and communications assistance.
3. Integrate arts and culture activities into events.

GUIDING PRINCIPLE #2: PROVIDE OPPORTUNITIES FOR RICHMOND RESIDENTS AND COMMUNITY GROUPS TO COLLABORATE, CONTRIBUTE AND PARTICIPATE.

1. Continue to support and promote collaboration among community groups through grant program processes.
2. Promote partnerships with local businesses and community associations.
3. Create opportunities for knowledge sharing.

GUIDING PRINCIPLE #3: MAXIMIZE SOCIAL CONNECTIONS BY FOSTERING VOLUNTEERISM AND INCREASING SENSE OF COMMUNITY PRIDE AND BELONGING.

1. Integrate equity, diversity and inclusion considerations into event planning and volunteer resources.
2. Support and encourage volunteer recruitment.
3. Promote the benefits of volunteerism.

GUIDING PRINCIPLE #4: CELEBRATE LOCAL THEMES, CULTURAL DIVERSITY AND INCLUDE PROGRAMMING THAT IS UNIQUELY RICHMOND.

1. Celebrate and host events in locations that are unique to Richmond.
2. Encourage partnerships and collaborations.
3. Support inclusive events.

GUIDING PRINCIPLE #5: ADVANCE THE CITY’S SUSTAINABILITY AND ACCESSIBILITY GOALS.

1. Provide training and capacity-building tools for organizations.
2. Promote benefits of sustainable event production.
3. Support sustainable transportation and accessible venues.

GUIDING PRINCIPLE #6: EVENTS ARE SAFE, WELL-ORGANIZED AND SUSTAINABLY FUNDED.

1. Require event safety initiatives through the REACT application.
2. Provide reliable and multi-year funding.

GUIDING PRINCIPLE #7: ENCOURAGE AND SUPPORT THE DEVELOPMENT OF UNIQUE EVENTS WITH A REGIONAL DRAW THAT BRING ECONOMIC AND COMMUNITY BENEFIT AND RAISE THE PROFILE OF RICHMOND.

1. Encourage partnerships i.e., non-profit organizations.
2. Increase public awareness through City-supported communications.
3. Engage local organizations when planning City-led events.

Exploring a New Multicultural Event

Richmond is a culturally diverse community and has a history of celebrating this diversity through events. In the Report to Council titled “City Event Program 2023” endorsed by Council on November 28, 2023, staff proposed considering the development of a new, uniquely Richmond, multicultural celebration that involves and truly represents residents from the diverse cultural groups who call Richmond home, and is aligned with the priorities identified in both the Cultural Harmony Plan and the Richmond Arts Strategy.

While the theme of multiculturalism is intentionally woven into many of the City’s programs and events, the scope and plan for a uniquely “Made in Richmond” multicultural celebration of cultural harmony that engages community members, cultural leaders, community service organizations, ethno-cultural and faith groups, arts and cultural organizations, and local businesses was identified as a priority to be considered as part of a five-year signature and community events plan for the City.

In order to explore this further, stakeholders who participated in the survey were invited to provide input into what a new multicultural event could look like.

When asked for four words to describe such an event, respondents contributed the following words. Words that were shared by multiple respondents appear larger in the graphic below:



Stakeholders also expressed that the City's existing signature events already celebrate Richmond, are inclusive and diverse, build community, and offer opportunities to share cultural experiences with the wider community.

In addition to the individuals and groups consulted through the stakeholder engagement process described above, staff also met with the Richmond Intercultural Advisory Committee (RIAC) and the Highway to Heaven Association to discuss the idea of a new multicultural festival for Richmond. Through these discussions, staff heard that there is an opportunity to create a new event that could incorporate the best elements of previous multicultural festivals hosted in Richmond, such as Multifest, which took place for many years at King George Park. The event should:

- ✦ Celebrate Richmond's diversity of cultures;
- ✦ Share and present a diversity of food options;
- ✦ Take place in central Richmond; and
- ✦ Provide an evening event opportunity.

Taking this stakeholder input into account, the Plan proposes that the establishment of a working group to consider a new multicultural event be prioritized as a short term action. This working group, comprised of community members/organizations representing Richmond diverse cultural communities and City staff, will be established in 2025. This group will lead the development of guiding principles and objectives for a new event and help to determine potential partners and sponsors in its first year. In 2026, the working group will work to plan a new event, including identifying key programming elements, location and dates for Council's consideration. Pending the direction of the working group, it is anticipated that a new multicultural event would launch in 2027.

Re-imagining Farm Fest at Garden City Lands

In response to ideas generated through the stakeholder engagement process, and considering the priority assigned to Focus Area 5.4, "Support agriculture and local food systems to enhance food security", in *Council Strategic Plan 2022–2026*, staff also consulted with the Richmond Food Security and Agricultural Advisory Committee about the idea of a future agricultural festival in Richmond.

Through discussions with the Agricultural Advisory Committee, staff heard that there is an opportunity to bring back a reimagined Farm Festival to Garden City Lands, in partnership with Kwantlen Polytechnic University's (KPU) Department of Sustainable Agriculture and Food Systems. This event would

provide greater opportunities to educate the public about the importance of food security and farming in Richmond, and encourage residents and visitors to explore the Garden City Lands.

Taking this input into account, this Plan proposes including a newly imagined, signature event celebrating agriculture and promoting food security as part of the annual program of events over the next five years.



Farm Fest



Farm Fest

Metrics and Evaluation Criteria for Signature and Civic Events

Based on community engagement feedback and best practices research, both qualitative and quantitative data will be collected to assess the impact of signature and civic events. Evaluation will include the following:

- ✦ Whether the event met its stated purpose and objective;
- ✦ Whether the event reached its target audience;
- ✦ Number of visitors;
- ✦ Number of volunteers and volunteer hours;
- ✦ Overall visitor satisfaction;
- ✦ Number and value of sponsorships;
- ✦ Number and value of grants;
- ✦ Economic impact (for larger events);
- ✦ Accessibility initiatives;
- ✦ Sustainability initiatives (i.e., waste diversion, sustainable transportation, etc.);
- ✦ Media reach and online engagement;
- ✦ Number of artists engaged;
- ✦ Number of community partnerships; and
- ✦ Number of community groups engaged.

Emerging Event Opportunities

The Plan provides flexibility to respond to emerging and one-time signature and civic event opportunities such as a Tall Ship visit, Richmond Celebrates FIFA Worldcup 2026 or a Truth and Reconciliation event. When opportunities present themselves to host a new signature or civic event, staff will bring forward additional information and any associated funding requests for Council's consideration. Staff will also look for opportunities to amplify one-time events through a realignment of existing events. This was done extensively during the Canada 150 event year, where existing events benefitted from the broader Canada 150 program through additional funding, in some cases, and an enhanced marketing campaign.



Neighbourhood Block Party



Culture Days



Community Celebration Grant

City of Richmond Signature and Community Events Plan 2025–2029

The City of Richmond Signature and Community Events Plan 2025–2029 proposes that the City continue to support a mix of events of varied scope and scale, with a focus on enhanced resources and programs to activate and connect communities and neighbourhoods, with an annual calendar of signature and civic events that considers emerging opportunities, in alignment with the updated Guiding Principles and evaluation criteria.

The recommendations are presented below in two categories:

1. Activate and connect communities and neighbourhoods; and
2. Signature and civic events.

Actions are presented in the short (Years 1–2), medium (Years 3–4) and long term (Year 5).

Implementation of these actions will require a collaborative effort among multiple City departments and community partners with the support of many community event organizers, local businesses and volunteers.

It is anticipated that additional resources will be required to achieve some of the recommended actions outlined in the Plan. At that time, staff will bring forward additional information and an associated funding request for Council consideration.

Activate and Connect Communities and Neighbourhoods

Events at the community and neighbourhood level can play a significant role in responding to many of the trends identified above and are valued by Richmond stakeholders who participated in the engagement process.

This Plan supports the City's ongoing role in providing programs and resources to activate and connect neighbourhoods and communities:

SHORT TERM (YEARS 1–2)

1. Continue existing City Grant Programs to support community events including Neighbourhood Block Party Program, Community Celebration Grants, Arts and Culture Assistance Grants, and Parks, Recreation and Community Events Grants.
2. Update eligibility criteria for Community Celebration Grants to reflect the updated Guiding Principles and priorities identified through the stakeholder engagement process, including:
 - Support for participatory activities reflective of the theme of connection;
 - Support free public outdoor events that highlight and celebrate the community's cultural diversity; and
 - Facilitate intercultural connections and promote intercultural understanding.

3. Review existing online tools that support community event organizers and develop plans to improve and enhance as required.
4. Review and update the Sustainable Event Toolkit and require community event organizers to demonstrate how they will implement its recommendations as part of their REACT application.
5. Develop an Inclusive and Accessible Events Guide and share with community event organizers.
6. Review event-specific grant application processes to assess:
 - Alignment with updated Guiding Principles and priorities identified in this Plan;
 - They are user-friendly and meet accessibility standards; and
 - That reporting requirements facilitate the collection of consistent data from grant recipients.
7. Streamline the event grant program by discontinuing the Supporting Food Security through Community Driven Events pandemic response grant and directing current applicants to other existing City grant programs in 2025.
8. Share grant opportunities from other levels of government with community event organizers.
9. Host annual information session/workshop for current and potential community event organizers to share resources and identify opportunities for collaboration.
10. Gather consistent metrics from community event organizers (e.g., number of events, estimated attendance).

MEDIUM TERM (YEARS 3–4)

1. Develop new and improved online tools to support community event organizers as required.
2. Develop and implement a marketing plan to promote the City’s spaces, places and resources to event organizers.
3. Explore opportunities to collaborate with Richmond Cares, Richmond Gives to enhance mentorship and volunteer support for neighbourhood and community event organizers
4. Based on review in years one and two, update event-specific grant application processes as required.
5. Require all event organizers to review and implement the Inclusive and Accessible Events Guide as part of the REACT application.
6. Explore the feasibility of a Community Event Kit for event organizers.

LONG TERM (YEAR 5)

1. Explore the development of a centralized online “Events Hub” to provide event planning resources in one place, including the Inclusive and Accessible Events Guide, the Sustainable Events Toolkit, Volunteer Management Toolkit, Sponsorship Toolkit, City Events Calendar, links to grant opportunities, etc.



Richmond Cherry Blossom Festival



Steveston Salmon Festival



Richmond Maritime Festival

2. Explore creation of a Sponsorship Toolkit to support community event organizers.
3. Research and recommend opportunities to offset REACT application administration costs.
4. Review and reflect on the success of the Plan over its life span in supporting community events. Consider action items for a new plan in light of the 2029 planning context, Council priorities and emerging opportunities.

Signature and Civic Events

Given the positive feedback received during the stakeholder engagement process, as well as exit surveys from 2019, this plan proposes that the City continue to work with community partners to deliver the following signature and civic events on an annual basis:

- ✦ Children's Arts Festival;
- ✦ Richmond Cherry Blossom Festival;
- ✦ Doors Open Richmond;
- ✦ Steveston Salmon Festival;
- ✦ Richmond Maritime Festival;
- ✦ Culture Days; and
- ✦ Remembrance Day.

In addition, stakeholder feedback supports the addition of two additional signature events that celebrate local themes and reflect the community's cultural diversity:

- ✦ A re-imagined signature event at Garden City Lands that celebrates agriculture and promotes food security, in cooperation with KPU's Department of Sustainable Agriculture; and
- ✦ A new multicultural festival.

SHORT TERM (YEARS 1–2)

1. Plan and deliver a signature event at Garden City Lands that celebrates agriculture and promotes food security, in cooperation with KPU's Department of Sustainable Agriculture.
2. Establish a working group comprised of community members/ organizations and City staff to help guide the development of a proposal for a new multicultural signature event.
3. Implement the Inclusive and Accessible Events Guide at all Signature and Civic Events.
4. Implement the updated Sustainable Events Toolkit.
5. Relaunch the City's event sponsorship program.
6. Gather consistent metrics to inform an annual evaluation of Signature and Civic events and report back to Council.
7. When considering future event opportunities apply the evaluation criteria used in the annual evaluation of Signature and Civic Events.

MEDIUM TERM (YEARS 3–4)

1. Pilot a new multicultural festival.
2. Develop a volunteer leadership development/mentorship program to ensure sustainable volunteer capacity in support of signature and civic events.

LONG TERM (YEAR 5)

1. Review and reflect on the success of the Plan over its life span in supporting signature and civic events. Consider action items for a new plan in light of the 2029 planning context, Council priorities and emerging opportunities.



Conclusion

The City of Richmond Signature and Community Events Plan 2025–2029 will guide the development and successful implementation of a mix of signature and civic events, community events and neighbourhood-level events in Richmond. The implementation of the action items identified in response to feedback and input from a range of community stakeholders will enhance the capacity of local event organizers and foster the development of increasingly more accessible, inclusive, environmentally sustainable as well as financially sustainable events that enhance community connectedness and civic pride, support social and economic well-being and contribute to a vibrant city with a strong sense of place and distinct identity.



Steveston Salmon Festival



Appendix 1: 2023 Events in Richmond

2023 City of Richmond Signature Events:

NAME OF EVENT	EVENT LEAD(S)
Children's Arts Festival	City of Richmond
Doors Open Richmond	City of Richmond and Richmond Museum Society
Richmond Cherry Blossom Festival	City of Richmond and representatives from BC Wakayama Kenjin Kai
Richmond Maritime Festival	City of Richmond, Richmond Arts Coalition and Britannia Shipyards National Historic Site Society
Steveston Salmon Festival	City of Richmond, Richmond Agricultural and Industrial Society, and Steveston Community Society
Culture Days	City of Richmond

2023 REACT Approved Community Events:

NAME OF EVENT	EVENT LEAD(S)
13th Richmond Garlic Fest	The Sharing Farm Society and City of Richmond
2023 Island City by Bike	City of Richmond
24th Anniversary Celebration Pilgrimage	Lingyen Mountain Temple (Canada)
Aspire Annual Family Picnic	Aspire Richmond
Battle of the Atlantic	195 Royal Canadian Sea Cadets Bicknell
BC Rivers Day at Tait Waterfront Park	Richmond Nature Park
Bike Parade for Back to School	Rosanna Zhong
Buddhist Charity fundraising event	Zen Shaolin Temple (Canada)
Burkeville Daze	Sea Island Community Association
Cambie's Open House Barbecue	East Richmond Community Association
Chinese New Year Dharma Events	Lingyen Mountain Temple (Canada)
Christmas Tree Chipping	City of Richmond
Coldest Night of the Year Walk	Chimo Community Services
Community BBQ	Office of MP Bains
Concerts in the Park	Richmond City Centre Community Association
Concerts in the Plaza Series	Minoru Seniors Society
Couples for Christ Family Day	Couples for Christ
Drug Overdose Awareness Day	Moms Stop the Harm
Earth Day Shred-A-Thon	City of Richmond
Family Day at the Blundell Park	Richmond Intermediate Care Society
Family Gathering	Omar Assakkali family
Grand Prix of Art	Phoenix Coastal Art Ltd.
Hamilton Night Out	Hamilton Community Association
Harrison/Jensen Block Party	Block Watch Party—California Pointe
Holi 2023	Indians in Richmond BC [IRBC]
Kwantlen Farmers Market	Kwantlen Farmers Market Society
LML CAP2 Sports Tabloid—Richmond	RCSU PAC
London Family Farm Day	London Heritage Farm Society

NAME OF EVENT	EVENT LEAD(S)
Marian Procession	Canadian Martyrs Catholic Church
Movie Night at South Arm Outdoor Pool	City of Richmond
Multicultural Helping House Society Richmond 55+users	Multicultural Helping House Society Richmond
National Indigenous Peoples Day	Richmond Nature Park
Paulik Park Spring Fling	Urban Bounty
Performances in the Plaza Series	Minoru Seniors Society
Public Menorah Lighting	The Bayit
Public Works Open House	City of Richmond
Pumpkin Drop	Richmond Firefighters Charitable Society
Raise Awareness of the Drug Overdose Crisis in Richmond	Moms Stop the Harm
Richmond Dragon Boat Festival	Canadian International Dragon Boat Festival Society
Richmond Social Network BBQ	Richmond Social Network
Richmond Yacht Club Sail Past	Richmond Yacht Club
School Carnival	Richmond Christian School
School Walkathon	St. Joseph the Worker School
Scoops n Smiles with Aman	MLA Singh Office
Sea Island Community Centre Halloween Fireworks Display	Sea Island Community Association
Solar Eclipse Viewing	Kwantlen Polytech University Farm
Minoru Halloween Fireworks Festival	City of Richmond

2023 REACT Approved Civic Event:

NAME OF EVENT	EVENT LEAD(S)
Richmond Remembrance Day	City of Richmond and Royal Canadian Legion

2023 Outdoor Commercial Events:

NAME OF EVENT	EVENT LEAD(S)
American Crown Circus	American Crown Circus, Inc.
Richmond Fusion Block Party	The Greater Vancouver Food Truck Festival
Richmond Night Market	Raymond Cheung
Royal Canadian International Circus	354401 Alberta Ltd.

2023 REACT Approved Sporting Events:

NAME OF EVENT	EVENT LEAD(S)
2023 Terry Fox Run Richmond	Terry Fox Foundation
Basketball Festival	Kobe Memory Basketball Club
CARHA Hockey World Cup	CARHA Hockey
Cricket Tournament	Phoenix Richmond Malayalee Association
Dolphin Basketball Association	Dolphin Classic Basketball Tournament
Eight Hour Relay	iRun Fitness Society

NAME OF EVENT	EVENT LEAD(S)
Elementary School Cross Country Run	James Thompson Elementary School
End of season jamboree	Richmond United Soccer Club
End of Spring Season Jamboree	Richmond United Soccer Club
Eucharistic Procession	Canadian Martyrs Catholic Church
IG Wealth Management Walk for Alzheimer's	Alzheimer Society of BC
Kigoos–Icebreaker	Richmond Kigoos Summer Swim Club
Kigoos Mock Meet	Kigoos Swim Club
Pacific Populaire	BC Randonneurs
Premier International Cup	E11even Management Inc
Premier Spring Festival	E11even Management
RASA SOCCER SUNDAY	Richmond Adult Soccer Association
Reign Cup	Vancouver Ultimate League
Reign Santa Hat Tournament	Vancouver Ultimate League
Richmond Kigoos Junior Development Meet	Kigoos Swim Club
Richmond Minor Football League	Richmond Minor Football League
Richmond PRIDE Walk	MLA Kelly Greene
Richmond Raiders Spring Flag Football Jamboree	Richmond Minor Football League
Richmond Romp Tournament	Richmond Lacrosse Association
Richmond-Vancouver Move to Cure ALS	ALS Society of BC
Ride for Refuge	Journey Home Community
Road to Freedom Challenge	Ratanak International
RSSAA Cross Country Championships	RSSAA Cross Country
Soccerfest	Coast Mountain Bus Company
Sport Tabloid Van CAP1	RCSU(Pac)
St. Paul School Annual Walkathon	St. Paul's School
Steveston Icebreaker 8K & New Balance 1K Kidsrun	Kajaks Track & Field Club
Terry Fox Run–School Event	Richmond School District #38
The Big Pirate Run	SEA2SKY EVENTS
The Big Superhero Run	SEA2SKY EVENTS
The Nations Cup	The Nations Cup Soccer Society
Thursday Coastal Challenge Series Presented by Herband Naturals	Coastal Race Club
Vancouver Whitecaps FC National Combine	Vancouver Whitecaps FC
VegRun	Buddha's Light International Association

Appendix 2: List of Stakeholders

More than 150 stakeholders and 127 grant recipients were invited to participate in the survey, dialogue or focus group sessions. The following organizations participated in the stakeholder engagement process:

Event Stakeholder and Contributor List

- ✦ Britannia Shipyards National Historic Site Society
- ✦ Community Arts Council of Richmond
- ✦ Dolphin Classic Basketball Tournament Committee
- ✦ Dragon Boat BC
- ✦ East Richmond Community Association
- ✦ Grand Prix of Art
- ✦ Gulf of Georgia Cannery
- ✦ Hamilton Community Association
- ✦ Kiwanis Senior Citizens Housing
- ✦ Kwantlen Polytechnic University, Events and Communication
- ✦ London Heritage Farm Society
- ✦ Black History Month Organizers
- ✦ Minoru Seniors Society
- ✦ Richmond Agricultural and Industrial Society
- ✦ Richmond Arts Coalition
- ✦ Richmond Cares Richmond Gives
- ✦ Richmond Centre for Disability
- ✦ Richmond Community Orchestra and Chorus Association
- ✦ Richmond Delta Youth Orchestra
- ✦ Richmond Family Place
- ✦ Richmond Fire Rescue
- ✦ Richmond Highway to Heaven Association
- ✦ Richmond Intercultural Advisory Committee
- ✦ Richmond Kajacks
- ✦ Richmond Music Teachers Association (BCMT)
- ✦ Richmond Museum Society
- ✦ Richmond Nature Park Society
- ✦ Richmond Olympic Oval
- ✦ Richmond Raiders Football
- ✦ Richmond Sister Cities Advisory Committee
- ✦ Sea Island Community Association
- ✦ Sharing Farm Society
- ✦ South Arm Community Association
- ✦ Spul'u'kwuks Elementary School's PAC
- ✦ Steveston Community Society
- ✦ Steveston Historical Society
- ✦ The Arts Conservatory
- ✦ The Nations Cup of Soccer Committee
- ✦ The Philippine Flag Raising Organizers
- ✦ The Richmond Singers
- ✦ Tourism Richmond
- ✦ Urban Bounty
- ✦ UBC Boathouse
- ✦ Vanprop/Lansdowne
- ✦ Wakayama Kenjin Kai
- ✦ West Richmond Community Association



City of Richmond

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richmond.ca



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 17, 2024

From: Claudia Jesson
Director, City Clerk's Office

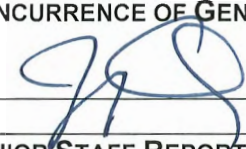


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Re: 2025 Council and Committee Meeting Schedule

Staff Recommendation

1. That the 2025 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated September 17, 2024 from the Director, City Clerk's Office, be approved; and,
2. That the *Council Procedure Bylaw No. 7560* be varied to allow for the following revisions as detailed in the staff report titled "2025 Council and Committee Meeting Schedule" dated September 17, 2024, from the Director, City Clerk's Office, be approved:
 - a) That the Regular Council meetings (open and closed) of August 11 and August 25, 2025 be cancelled; and
 - b) That the August 18, 2025 Public Hearing be rescheduled to September 2, 2025 at 7:00 p.m. in the Council Chambers at Richmond City Hall.


 Claudia Jesson
 Director, City Clerk's Office
 (604-276-4006)
 Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO	
	

Staff Report

Origin

Under the *Community Charter* and the *Council Procedure Bylaw No. 7560*, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2025 Council meeting schedule is being presented at this time to provide advance notice of Council's regular meeting schedule. It should be noted that a Special Council meeting can be called with 24 hours' notice should any unusual or urgent circumstances arise outside of the usual schedule. Likewise, Council and Committee may make adjustments to the meeting schedule through the year as circumstances may necessitate.

This report supports Council's Strategic Plan 2022-2026 Strategy #1 Proactive in Stakeholder and Civic Engagement:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

Analysis

December Holiday Season, August Meeting Break and UBCM Conference

It has been the City's usual practice to observe a meeting break in August. In accordance with the *Council Procedure Bylaw No. 7560*, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, in order to accommodate an August meeting break it is recommended that the Regular Council meetings (open and closed) of August 11 and 25, 2025 be cancelled.

Following the 2024 December City Hall closure, City Hall will re-open on Thursday, January 2, 2025 and the General Purposes and Finance Committees will commence on Monday, January 6, 2025. For the December 2025 holiday season, City Hall will be closed from Thursday, December 25, 2025 and will re-open on Monday, January 5, 2026. Changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution.

A further change that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting that would normally fall on July 29, 2025, the day after the last Council meeting before the August meeting break. In order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 28, 2025, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 23, 2025.

In instances where there is a shortened week due to a holiday Monday, staff propose that the PWT meeting, which would otherwise fall on the Thursday, be scheduled on the Wednesday in tandem with the Planning Committee. For 2024, these double meetings would occur on February 19th, April 23rd, and May 21st. Keeping the PWT Committee meetings on Wednesdays would allow for the timely publishing and distribution of the following week's agenda package.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 18, 2025 to September 2, 2025. This change to the Public Hearing schedule minimizes the delay, due to the August meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

In addition to the above noted adjustments, the proposed Council meeting schedule includes changes to accommodate Council members wishing to attend the UBCM Conference. The 2025 UBCM convention is scheduled for September 22 to 26, 2025 in Victoria. Accordingly, the Parks, Recreation and Cultural Services Committee (PRCS) that would normally be scheduled for September 23, 2025 would be rescheduled to take place on Wednesday, September 17, 2025, immediately following the PWT Committee meeting. It should be noted that no schedule adjustments are required for the FCM Convention, in Ottawa, Ontario, scheduled for May 29 to June 1, 2025.

Accordingly, adjustments to the meeting schedule are proposed to:

- reschedule the July PRCS meeting for July 23rd, following the PWT meeting so that Council may consider any recommendations from the PRCS meeting at the last Regular Council meeting before the August break on July 28th;
- cancel the open and closed Regular Council meetings of August 11th and 25th and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 18th Public Hearing to September 2nd;
- reschedule the September 23rd PRCS to September 17th to accommodate Council members wishing to attend the UBCM Conference;
- schedule PWT meetings to be in tandem with PC on February 19th, April 23rd, and May 21st; and
- schedule the December PRCS and the PWT meetings in tandem for December 17th.

Council is requested to approve the proposed meeting schedule as presented in Attachment 1.

Financial Impact

None.

Conclusion

It is recommended that the 2025 Council and Committee meeting schedule be approved as shown in Attachment 1. The approval of the meeting schedule at this time provides Council and the public with advance notice of the meeting schedule.



Evangel Bason
Manager, Legislative Services

Att. 1: Proposed 2025 Council and Committee Meeting Schedule

2025 MEETING SCHEDULE

JANUARY							FEBRUARY							MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			STAT 1	2	3	4							1							1	
	GP FC 6	PC 7	8	9	10	11	2	GP FC 3	PC 4	5	6	7	8	2	GP FC 3	PC 4	5	6	7	8	
	CO 12	ES 13	DP 14	15	16	17	18	9	CO 10	ES 11	DP 12	13	14	15	9	CO 10	ES 11	DP 12	13	14	15
	GP PH 19	PC 20	PWT 21	22	23	24	25	16	STAT 17	GP PH 18	PC PWT 19	20	21	22	16	GP PH 17	PC 18	PWT 19	20	21	22
	CO 26	PRC 27	DP 28	29	30	31	23	CO 24	PRC 25	DP 26	27	28	23	CO 24	PRC 25	DP 26	27	28	29		
													30	31							
APRIL							MAY							JUNE							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5					1	2	3	FCM 1	GP FC 2	PC 3	4	5	6	7	
	GP FC 6	PC 7	8	9	10	11	12	4	GP FC 5	PC 6	7	8	9	10	8	CO 9	ES 10	DP 11	12	13	14
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- CO Regular Council Meeting, 7:00pm
- GP FC Regular (Closed) Council Meeting, 4:00pm
- ES Community Safety, 4:00pm
- DP Development Permit Panel, 3:30pm
- FC Finance, following 1st General Purposes meeting of each month
- GP General Purposes, 4:00pm

- PC Planning, 4:00pm
- PH Public Hearing, 7:00pm
- PRC Parks, Recreation and Cultural Services, 4:00pm
- PWT Public Works and Transportation, 4:00pm
- FCM FCM
- UBCM UBCM

Note: All meeting dates are subject to change.

* Special Council Meeting



To: General Purposes Committee **Date:** October 2, 2024
From: Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2024-Vol 01
 Director, Facilities and Project Development
 Todd Gross
 Director, Parks Services
Re: **Japanese Canadian Legacies Community Grant Opportunities**

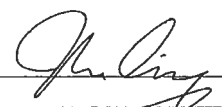


Staff Recommendations

1. That the scope of work related to the two grant applications to the Japanese Canadian Legacies Community Fund, for an aggregate total of up to \$1,500,000, be endorsed in principle by Council, as described in the report titled “Japanese Canadian Legacies Community Grant Opportunities,” dated October 2, 2024, from the Director, Facilities and Project Development and the Director, Parks Services;
2. That should the grant application(s) be successful, the Chief Administrative Officer and the Deputy Chief Administrative Officer be authorized to execute the agreement on behalf of the City of Richmond with the Steveston Community Society (SCS), for the contribution from SCS to the City for the Japanese Canadian Legacy Improvements work; and
3. That a capital budget up to \$1,500,000 for the Japanese Canadian Legacy Improvements be approved and be included in the Consolidated 5 Year Financial Plan (2025-2029).

Martin Younis, B. Eng., M. Eng.
 Director, Facilities and Project Development
 (604-204-8501)

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO: Intergovernmental Relations and Protocol Unit Recreation and Sports Services Finance Department	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF DEPUTY CAO 
REVIEWED BY SMT	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report responds to an emerging opportunity that has been brought forward by the Japanese Canadian Heritage Committee (JCHC), a standing sub-committee of the Steveston Community Society (SCS). The JCHC/SCS has requested the City's endorsement and assistance with grant funding applications to the Japanese Canadian Legacies Fund, which addresses the enduring intergenerational impact that BC government actions had on the Japanese Canadian community.

Due to the grant requirements, the City is not eligible to apply. However, Not-for-profit organizations, such as the SCS are encouraged to apply as first time applicants. The primary purpose of the JCHC is to support, provide services, and enhance Japanese Canadian or Japanese cultural activities.

The JCHC/SCS are responsible for the submission of the grant applications and administration deliverables, as well as securing the City's support for modifications to City-owned property.

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 #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

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

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

4.4 Work with all levels of governments for grant and funding opportunities.

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.

Background

The Japanese Canadian Legacies Fund, administered by the Japanese Canadian Legacies Society, was set up by the Province of BC to support the implementation of Japanese-Canadian legacy initiatives. The fund aims to invest in the future of the community by distributing funds to the following project categories: community projects, arts, sports, scholarships, infrastructure and intergenerational wellness.

The SCS is eligible to submit proposals for two grants of an aggregate value up to \$1,500,000 (refer to Table 1).

Table 1: Grant Funding Streams

Funding Category	Maximum Grant Opportunity	Submission Deadline	Results Announcement
Community Projects	\$500,000	October 30, 2024	December 12, 2024
Infrastructure	\$1,000,000	December 1, 2024	February 14, 2025

The SCS is interested in applying to these two funding streams, which could cover the costs related to community projects and infrastructure. These potential projects could provide a unique opportunity to educate future generations in a way that complements and enhances the existing park and facilities. Successful funding application(s) are intended to support projects that create permanent spaces where Japanese Canadian heritage is honoured and the public can gather and learn about the history of Japanese Canadians.

Analysis

Concept designs were developed to respond to the grant funding opportunities. The JCHC/SCS have reviewed these preliminary concept designs and is in support of the proposed Legacy Community and Infrastructure projects (refer to Attachments 1 and 2).

Legacy Community Projects

The purpose of Legacy Community Projects, as summarized in the Application Guidelines, “is to offer Japanese Canadian Organizations (Category 1) and Non-Japanese Canadian Organizations (Category 2) the opportunity to create tangible legacy projects that permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from BC. These projects deliver outputs that may be experienced inside and outside of the Japanese Canadian community.”

Steveston Park Legacy Walk

This project is proposed for improvement works at the Steveston Community Park. Currently, the park features a variety of park amenities including baseball diamonds, tennis courts, lacrosse box, playground, spray park, dogs off-leash area, picnic areas, a network of pathways and plethora of park furniture, in addition to recreation and cultural facilities. Within the park, there are a number of existing Japanese-Canadian commemorative elements (e.g. the Nikkei Memorial Garden, the Steveston Martial Arts Centre, etc.) that were each constructed with their unique background and heritage values.

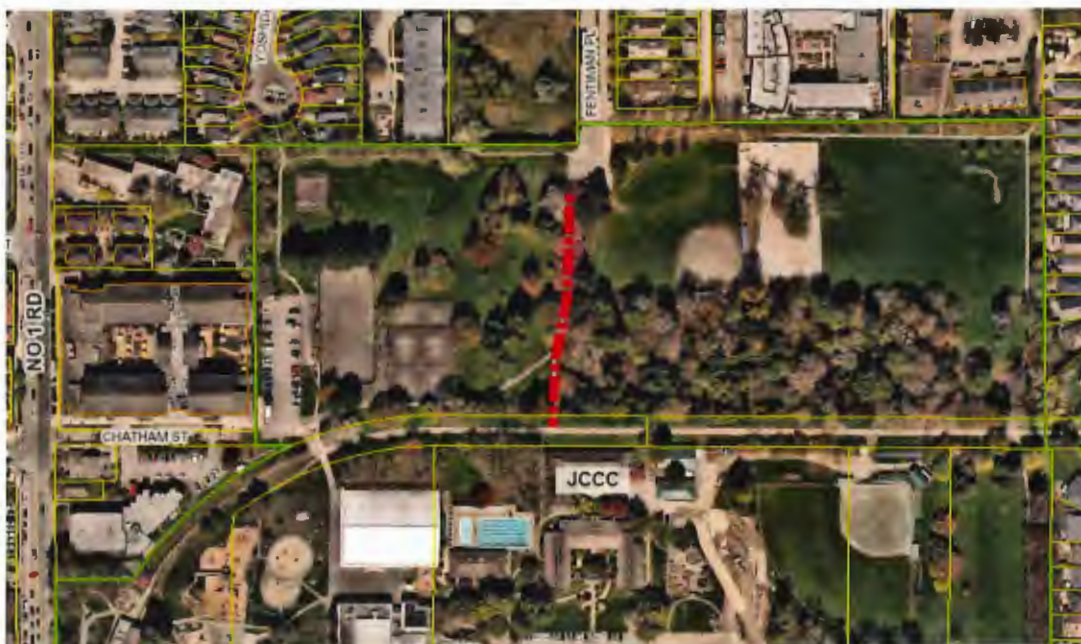
This project aims to enhance the existing pathway system to further unify these commemorative elements, provide a cohesive Japanese-Canadians' history in Richmond through a new interpretation system, and improve safety, legibility and accessibility for a key connection through the park. The majority of the proposed work focuses on improvements to the centrally located pathway that runs in the north-south direction, connecting park users between Fentiman Place (to the north) and the Steveston Martial Arts Centre (to the south).

The proposed scope of work includes:

- constructing new pathways;
- widening and improving conditions of existing pathways;
- integrating a unified palette of paving, planting, seating, lighting and wayfinding elements to the pathway network; and
- Introducing a new physical interpretative signage system with digital content.

Refer to Figure 1 for the preliminary location of the Steveston Park Legacy Walk, which will be further developed during the detailed design phase, should this grant application be successful.

Figure 1: Proposed location of the Steveston Park Legacy Walk



Infrastructure Project

This funding, as summarized in the Application Guidelines, “provides support to key building renovation or construction projects that preserve and honour the legacy of Japanese Canadians from BC who were impacted by the historic events, before, during and after World War II. This could mean key funding support for a new building, or a project that renovates an already established site.”

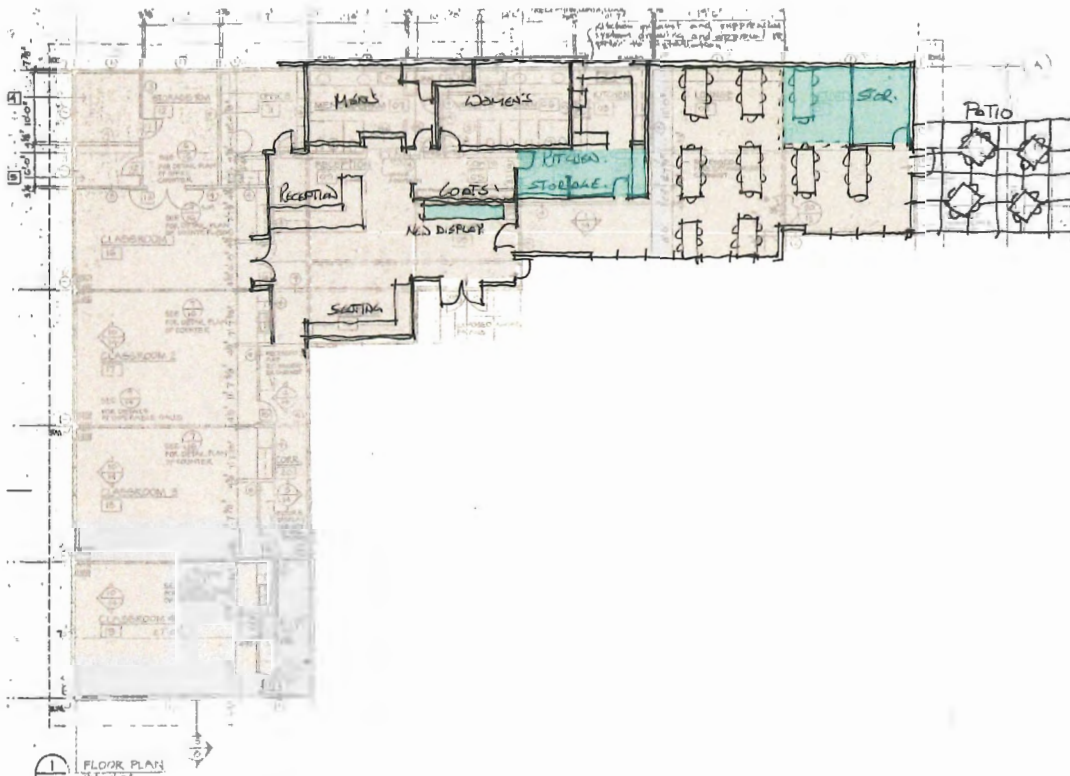
The proposed scope of work includes:

- Extended kitchen and dining area; and
- Accessible pathways from Japanese Canadian Culture Centre (JCCC) to the Steveston Martial Arts Centre.

Extended Kitchen and Dining Area

The JCCC has a 140 sq. ft. kitchen plus a dining area for approximately 25 community program participants. Adjacent storage contains program-related equipment and materials, including culturally significant items such as taiko drums and other Japanese musical instruments. The proposed work will extend the kitchen and dining area for an increased program capacity for inter-generational or education events. Refer to Figure 2 for the high-level concept design which will be further refined and assessed during the detailed design phase should the funding application be successful.

Figure 2: Preliminary Concept Design of the Japanese Canadian Cultural Centre Kitchen and Dining Area



The proposed work includes:

- enlarged kitchen to approximately 225 sq. ft.;
- new commercial refrigeration and dishwasher appliances, additional counter space and storage;
- increased dining area capacity (from approximately 25 to 45 seats);
- reorganized storage room and access door relocation;
- new flooring and lighting;
- associated HVAC upgrades; and
- new display cabinets at the entrance of the building for visually-interesting instruments.

Accessible pathways from JCCC to the Steveston Martial Arts Centre

The Japanese-inspired garden fronting the JCCC and pathway to the Steveston Martial Arts Centre (SMAC) are not easily accessible. A successful grant application provides the opportunity to improve exposure and connections for all intending to participate in programs at JCCC and SMAC.

Next Steps

Should Council approve the described scope in principle, staff will work with the SCS/JCHC to develop applications to the Japanese Canadian Legacies Fund to support costs related to the Steveston Park and JCCC enhancements. Staff will report back to Council once the City is informed of the grant funding application results.

Should the funding applications be successful, an agreement will be developed between the City and SCS which will include the following:

- Outline terms for the use of the funds to complete the projects;
- City staff will implement the projects with JCHC/SCS input;
- JCHC/SCS will provide the funding;
- City will retain ownership of improvements;
- City will be responsible for maintenance; and
- JCHC will maintain digital content.

Stakeholder and public consultation will continue during the detailed design phase.

Financial Impact

Estimated costs for all proposed scope of work, including detailed design and construction are \$1,500,000. Should the grant application(s) be successful and subject to the execution of the agreement between the City and SCS, staff recommend that a capital budget up to \$1,500,000 to Japanese Canadian Legacy Improvements be approved with funding from the external contribution, and be included in the Consolidated 5 Year Financial Plan (2025-2029).

Design development and construction will only proceed if the grant application(s) are successful and the corresponding agreement(s) between the City and SCS is executed. Should the grant application(s) be successful, but be awarded at a lesser amount, the scope of work will be scaled according to the funds received.

The City will retain ownership and be responsible for the maintenance of the resulting improvements. There is no additional equipment or space added to the facility which requires additional maintenance or funding. The estimated operating budget impact (OBI) for maintenance of the park enhancement is \$5,000. An additional level request for the operating budget impact (OBI) for maintenance of the park enhancement will be brought forward as part of a future budget process.

Conclusion

The proposed enhancement of a legacy walk interpreting the history of Japanese Canadian community members fits well within the Japanese Canadian Legacies Fund requirements. In addition, the proposed extension of the kitchen as well as improved access to and from the Japanese Canadian Cultural Centre and Steveston Martial Arts Centre offers a unique opportunity to extend programs that support Japanese Canadian history and contributions to the Steveston community.



Mile Racic
Manager,
Capital Buildings Project Development
(604-247-4655)



Jason Chan
Manager,
Parks Planning, Design and Construction
(604-233-3341)

Att. 1: Letter from SCS/JCHC re: Legacy Community Project
2: Letter from SCS/JCHC re: Infrastructure Project

MR/JC:ek



Steveston Community Society

Serving the Community of Steveston Since 1946

October 2, 2024

Attention: Todd Gross, Director, Parks Services, City of Richmond

Re: Proposed Scope of Work for Legacy Community Grant Application

To Whom It May Concern,

The purpose of this letter is to provide City of Richmond with confirmation and support of the scope of work proposed for the Japanese Canadian Legacy Community Grant application being made by Steveston Community Society and managed by the Japanese Canadian Heritage Committee. (JCHC)

The JCHC, a standing sub-committee of the Steveston Community Society, will apply for a \$500,000 Legacy Community grant and develop concept designs in consultation with HAPA Collaborative and City of Richmond staff.

With a successful grant application, the JCHC endeavours to create a legacy walk at the north park area of the Steveston Park site.

The legacy walk will include a cohesive plan enhancing the pedestrian network to connect existing Japanese Canadian commemorations and sites within the park.

The improved pathways will integrate with intuitive and immersive storytelling that may include signage, wayfinding, lighting, benches, QR codes and other enhancements that complete the Japanese Canadian storytelling experience at the Steveston site. A complementary website will also be developed with detailed information about each heritage site in support of this project.

If there are any questions, or further clarification required, please feel free to direct any inquiries to the committee through the Chair, Alan Sakai.

Yours truly,

Alan Clark, President
Steveston Community Society

A blue ink signature of Alan Clark, President of the Steveston Community Society.

Alan Sakai, Chair
Japanese Canadian Heritage Committee

A blue ink signature of Alan Sakai, Chair of the Japanese Canadian Heritage Committee.

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Steveston Community Society

Serving the Community of Steveston Since 1946

October 2, 2024

Attention: Martin Younis, Director, Facilities and Project Development, City of Richmond

Re: Proposed Scope of Work for Legacy Infrastructure Grant Application

To Whom It May Concern,

The purpose of this letter is to provide City of Richmond with confirmation and support of the intended scope of work proposed for the Japanese Canadian Legacies' Infrastructure Projects grant application being made by Steveston Community Society (Society) and managed by the Japanese Canadian Heritage Committee (JCHC), a standing committee of the Society.

The Society, through the JCHC, will apply for a \$1,000,000 Legacy Infrastructure Projects grant and develop concept designs in consultation with City of Richmond staff.

With a successful grant application, the JCHC proposes expanding the Japanese Canadian Cultural Centre (JCCC) kitchen and other related infrastructure improvements such as increasing accessibility and exposure for all intending to participate in programs and services at the JCCC.

Should there be any questions or further clarification required, please feel free to direct any inquiries to the committee through the Chair, Alan Sakai.

Yours truly,

Alan Clark, President
Steveston Community Society

A handwritten signature in blue ink, appearing to be 'Alan Clark', written over the typed name.

Alan Sakai, Chair
Japanese Canadian Heritage Committee

A handwritten signature in black ink, appearing to be 'Alan Sakai', written over the typed name.