



**General Purposes Committee**

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

**Monday, March 2, 2026  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**GP-5**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on February 17, 2026.*



DELEGATIONS

1. Donald Trapp, Executive Project Director, Fraser River Tunnel Project, TI Corp to present an update on the Steveston Interchange and Fraser River Tunnel projects.

CAO'S OFFICE

2. **SISTER CITY ADVISORY COMMITTEE YEAR IN REVIEW**  
(File Ref. No. 01-0135-04-01) (REDMS No. 8272661)

**GP-12**

**See Page GP-12 for full report**

*Designated Speaker: Alisa Carey*

STAFF RECOMMENDATION

*That the report titled “Sister City Advisory Committee – 2025 Year in Review”, dated February 5, 2026, from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be received for information.*



ENGINEERING AND PUBLIC WORKS DIVISION

3. **FUEL PURCHASES AGREEMENT - 4REFUEL CANADA LP**

(File Ref. No. 03-1000-01) (REDMS No. 8292508)

GP-72

See Page GP-72 for full report

*Designated Speaker: Owen Sinclair*

STAFF RECOMMENDATIONS

- (1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with 4Refuel Canada LP for a five-year term, as outlined in the report titled “Fuel Purchases Agreement – 4Refuel Canada LP”, dated February 13, 2026, from the Director, Public Works; and*
- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to two additional one-year extensions of the fuel supply and delivery contract with 4Refuel Canada LP, as outlined in the report titled “Fuel Purchases Agreement – 4Refuel Canada LP”, dated February 13, 2026, from the Director, Public Works.*



FINANCE AND CORPORATE SERVICES

4. **AWARD OF CONTRACT – 8418P PROVISION FOR MANAGED PRINT SERVICE**

(File Ref. No. 04-1300-01) (REDMS No 8313065.)

GP-76

See Page GP-76 for full report

*Designated Speaker: Grant Fengstad*

STAFF RECOMMENDATION

- (1) *That Contract 8418P Provision for Managed Print Services be awarded to Konica Minolta Solutions (Canada) Ltd., for a five-year term at an estimated contract value of \$1,944,750 exclusive of taxes, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services”, dated February 18, 2026, from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend an additional five-year term valued at the amount of \$1,043,805, up to the maximum total term of ten years, for the maximum total amount of \$2,988,555, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services” dated February 18, 2026, from the Director, Information Technology; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute 8418P Provision for Managed Print Services and Related Services and all related documentation with Konica Minolta Solutions (Canada) Ltd.*



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Pg. #      ITEM

5.      **ADDITIONAL INFORMATION ON HOMELESSNESS OUTREACH  
AND COMMUNITY FOOD PROGRAMS**  
(File Ref. No. 08-4055-01) (REDMS No. 8326480 )

**GP-82**

**See Page GP-82 for full report**

*Designated Speakers: Chris Duggan & Dorothy Jo*

**ADDED**

STAFF RECOMMENDATION

*That the report titled “Additional Information on Homelessness Outreach and Community Food Programs”, dated February 27, 2026 from the Director, Community Social Development, be received for information.*

ADJOURNMENT



General Purposes Committee

Date: Tuesday, February 17, 2026
Place: Anderson Room
Richmond City Hall
Present: Mayor Malcolm D. Brodie, Chair
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe
Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on February 2, 2026, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. 2026 LOCAL GENERAL AND SCHOOL ELECTION APPOINTMENT OF CHIEF ELECTION OFFICER AND DEPUTY CHIEF ELECTION OFFICER

(File Ref. No. 12-8125-85-18) (REDMS No. 6852969)

It was moved and seconded
(1) That Claudia Jesson be appointed as Chief Election Officer for the 2026 Local General and School Election; and,

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- (2) *That Evangel Biason be appointed as Deputy Chief Election Officer for the 2026 Local General and School Election.*

**CARRIED**

**PARKS, RECREATION AND CULTURE DIVISION**

**2. RICHMOND CELEBRATES SOCCER SIGNATURE EVENT LOCATION AND PROPOSED BUSINESS TERMS FOR A CONTRIBUTION AGREEMENT**

(File Ref. No. 11-7000-01) (REDMS No. 8266365)

It was moved and seconded

- (1) *That Option 1 - Aberdeen Neighbourhood Park be approved as the preferred location for the Richmond Celebrates Soccer Signature Event as detailed in the report titled "Richmond Celebrates Soccer Signature Event Location and Proposed Business Terms for a Contribution Agreement", dated January 26, 2026, from the Director Arts, Culture and Heritage Services;*
- (2) *That the proposed business terms, as detailed in Table 3 in the report titled "Richmond Celebrates Soccer Signature Event Location and Proposed Business Terms for a Contribution Agreement", be approved for the development of contribution agreements with Tourism Richmond and the Richmond Hotel Association; and*
- (3) *That staff be authorized to take all necessary steps to complete all matters detailed herein including authorizing the Chief Administrative Officer, and the General Manager, Parks, Recreation and Culture, to negotiate and execute the contribution agreements and related documentation with Tourism Richmond and the Richmond Hotel Association for the Richmond Celebrates Soccer program.*

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The question on the motion was not called as discussion ensued regarding (i) the public-facing name of the program to celebrate FIFA World Cup '26 in Richmond being “Richmond Celebrates Soccer” in order to avoid infringing on FIFA's intellectual property rights, (ii) licensing fees to broadcast the games, (iii) the estimated attendance at the Signature Event, (iv) hiring temporary staff to support event planning and delivery, (v) the City's Program Manager, Events, as the representative and primary liaison with Tourism Richmond/Richmond Hotel Association, (vi) engagement with local soccer organizations, including recruitment, demonstrations, and activations, (vii) traffic control measures around Aberdeen Neighbourhood Park for the Signature Event, and (viii) reasons for recommending the Signature Event take place in Aberdeen Neighbourhood Park, including an opportunity to showcase Aberdeen Neighbourhood Park to new users and less displacement of park users, especially compared to Minoru Park Oval.

Staff were directed to advise Committee of the licensing fees once known, noting significant fees would require Council approval; otherwise, a memorandum would suffice.

*Cllr. Loo left the meeting (4:18 p.m.) and returned (4:19 p.m.).*

There was agreement to deal with Part (1) and (2) (3) separately.

The question on Part (1) of the motion was not called as discussion ensued regarding (i) pros and cons of recommending the Signature Event take place in Aberdeen Neighbourhood Park rather than Minoru Park Oval and (ii) obtaining further information regarding other programming taking place at Minoru Park Oval.

Staff were directed to provide a memorandum outlining details on the Minoru precinct situation and how the park and related facilities would be able to manage if the Signature Event was held at the Minoru Park Oval.

The question on Part (1) of the motion was then called and it was **CARRIED** with Cllr. Day opposed.

The question on Parts (2) and (3) of the motion was then called and it was **CARRIED**.

## General Purposes Committee

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### PLANNING AND DEVELOPMENT DIVISION

3. **ANALYSIS OF FINANCIAL RESOURCES AND REQUIREMENTS OF REFUGE CHURCH, THE SALVATION ARMY AND PARISH OF ST. ALBAN'S**

(File Ref. No. 08-4055-01) (REDMS No. 8310784)

In response to queries from Committee, staff advised that (i) City staff have communicated with the organizations that last year's additional funding was one-time funding and have shared external grant opportunities throughout the year and encouraged the organizations to pursue other sources of funding, (ii) a referral response regarding homelessness outreach and food programs will be brought forward in March 2026, (iii) without additional funding, the organizations anticipate needing to reduce services, (iv) The Salvation Army's Health, Social and Safety (HSS) Grant application requested funding to support existing and new programs for individuals experiencing food

insecurity, including salaries for three staff positions to operate feeding programs and outreach services, and did not include mention of a drop-in centre, (v) Refuge Church, The Salvation Army, and Parish of St. Alban's accept donations from individuals, (vi) although several grant opportunities were shared with the organizations during 2025, Refuge Church and Parish of St. Alban's have not applied for additional funding for 2026, and (vii) in recent years, the HSS Grant Program has been oversubscribed, with annual demand consistently exceeding the available budget.

Discussion ensued regarding (i) establishing metrics of need in relation to programs for people experiencing food insecurity, with staff noting that the community meal program and outreach meal program serve unique individuals, with some facing food insecurity and some experiencing homelessness, (ii) the Wednesday food hamper program which had previously been supported by SD38 but was discontinued in June 2025, with The Parish of St. Alban's requesting funding of \$70,000 to support this program, (iii) additional funding secured by The Salvation Army, (iv) work being done by the City's outreach workers, and (v) the possible need to increase the grant program budgets as needs continue to grow.

There was agreement to vote on the funding options for each organization separately.

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

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It was moved and seconded

*That the report titled “Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban’s” be tabled until a forthcoming report providing a wider scan of food security organizations is presented at the March 2, 2026 General Purposes Committee meeting.*

**DEFEATED ON A TIE VOTE**

Opposed: Cllrs. Day

Gillanders

Heed

Wolfe

It was moved and seconded

*That funding Option 2 for Refuge Church, in the amount of \$75,000, with funding coming from the Council Community Initiative Account, as outlined in the report titled “Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban’s”, dated February 13, 2026 from the Director, Community Social Development, be approved.*

**CARRIED**

Opposed: Mayor Brodie

Cllrs. Loo

McNulty

It was moved and seconded

*That funding Option 2 for The Salvation Army, in the amount of \$20,000, with funding coming from the Council Community Initiative Account, as outlined in the report titled “Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban’s”, dated February 13, 2026 from the Director, Community Social Development, be approved.*

The question on the motion was not called as discussion ensued regarding (i) one-time funding to allow the organizations to maintain their current levels of service, (ii) City staff’s discussions with The Salvation Army regarding other options for a drop-in centre, and (iii) The Salvation Army’s original Health, Social, and Safety Grant request of \$240,000 to establish a new outreach worker position and hire more staff to enhance their current level of service.

The question on the motion was then called and it was **CARRIED** with Mayor Brodie and Councillors Loo and McNulty opposed.

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It was moved and seconded

*That funding Option 2 for Parish of St. Alban's, in the amount of \$26,416, with funding coming from the Council Community Initiative Account, as outlined in the report titled "Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban's", dated February 13, 2026 from the Director, Community Social Development, be approved.*

**DEFEATED ON A TIE VOTE**

Opposed: Mayor Brodie  
Cllrs. Loo  
McNulty  
Wolfe

It was moved and seconded

*That funding Option 3 for Parish of St. Alban's, in the amount of \$99,416, with funding coming from the Council Community Initiative Account, as outlined in the report titled "Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban's", dated February 13, 2026 from the Director, Community Social Development, be approved.*

**DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Gillanders  
Heed  
Hobbs  
Loo  
McNulty

It was moved and seconded

*That funding for Parish of St. Alban's in the amount of \$38,584, with funding coming from the Council Community Initiative Account, as outlined in the report titled "Analysis of Financial Resources and Requirements of Refuge Church, The Salvation Army and Parish of St. Alban's", dated February 13, 2026 from the Director, Community Social Development, be approved.*

**DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Heed  
Hobbs  
Loo  
McNulty

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**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (5:25 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, February 17, 2026.

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Mayor Malcolm D. Brodie  
Chair

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Shannon Unrau  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** February 5, 2026  
**From:** Jason Kita **File:** 01-0135-04-01/2025-  
 Director, Intergovernmental Relations and Vol 01  
 Corporate and Strategic Planning  
**Re:** **Sister City Advisory Committee – 2025 Year in Review**

### Staff Recommendation

That the report titled “Sister City Advisory Committee – 2025 Year in Review,” dated February 5, 2026, from the Director, Intergovernmental Relations and Corporate and Strategic Planning be received for information.

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>APPROVED BY CAO</b>
Arts, Culture, & Heritage	<input checked="" type="checkbox"/>	
Corporate Communications & Marketing	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	

## Staff Report

### Origin

The City of Richmond's Sister City Advisory Committee (SCAC) fosters mutual understanding and meaningful cultural and educational connections with designated Sister/Friendship Cities.

In alignment with the SCAC's Terms of Reference, this report provides a summary of highlights on the work completed by the SCAC in 2025.

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.*

### Findings of Fact

#### Background

The role of the SCAC is to support and deliver the Sister City Program (SCP) and pursue the City's goal to establish and sustain cultural, educational, and sustainable ties with approved Sister/Friendship Cities.

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

#### Summary of the 2025 Year in Review

The SCAC provides an update to City Council annually through the Year in Review (YiR), highlighting key activities undertaken from the past year. The 2025 SCAC YiR (Attachment 1) supports the approved Four-Year Activity Plan – 2023-2026, approved by City Council on December 21, 2022 (Attachment 2).

Some of the highlights from 2025 include:

- Four visits occurred in 2025, two outbound and two inbound. For example:
  - School Exchange Visit – in partnership with SD38, Richmond welcomed 29 students and four chaperones from Wakayama City in November in an exchange of learning and cultural connections; and
  - Steveston Kendo Club Exchange Visit – approximately 14 members of the Steveston Kendo Club visited Wakayama City in March.

- Getting to Know Our Cities – the SCP continued collaborating with our Sister/Friendship Cities on the annual photo exhibition. This year’s theme was “gardens” and was on display at the Cultural Centre.

### Looking Ahead

The SCAC work is underway for 2026. Some of the activities planned for this year as part of the SCP include:

- Showcasing the annual Getting to Know Our Cities photo exhibition with all four cities. This year’s theme is “Sister/Friendship City Festivals.”
- Supporting the Japan Bowl in Vancouver. The Japan Bowl is a Japanese language and culture competition for high school students who are studying Japanese and takes place in Vancouver in March.
- Continuing to support local community events such as the Cherry Blossom Festival and the Steveston Salmon Festival.
- Exploring and continuing a variety of virtual and in-person educational and cultural exchanges.

### **Financial Impact**

None.

### **Conclusion**

The 2023-2026 Four Year Activity Plan for the Sister City Program provides a structure to deliver activities to continue to promote cultural and educational exchanges and meaningful connections with the City’s Sister/Friendship Cities. 2025 continued to build on annual and new activities to sustain cultural and educational connections between our Sister/Friendship Cities.



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

- Att. 1: SCAC 2025 Year in Review  
2: SCAC Four-Year Activity Plan, 2023-2026



# RICHMOND SISTER CITY ADVISORY COMMITTEE 2025 Year in Review



# Our Sister and Friendship Cities

## Sister Cities

Pierrefonds, Quebec, Canada — established 1967

Wakayama, Japan — established 1973

Xiamen, China — established 2012

## Friendship City

Qingdao, China — established 2008

# A Message from our Chair

Reflecting on 2025, we take great pride in the accomplishments of the Richmond Sister City Advisory Committee in during its 51st year. Guided by a shared commitment to cultural exchange, mutual understanding, and global friendship, our dedicated Committee worked collaboratively to strengthen meaningful international relationships.

This year's activities—including cultural exchanges, virtual learning, and artistic showcases—were made possible through the valued support of Richmond City Council, our community partners, our Sister/Friendship Cities, and staff. Together, we are building bridges of friendship that span the globe, right here from Richmond.

As we look ahead to 2026, we remain inspired to build on this momentum and further strengthen these enduring relationships, creating benefits for all involved.

Thank you for your support.

The Committee is pleased to share the 2025 highlights!

**Melissa Zhang**

*Chair, Sister City Advisory Committee*

# 2025 Richmond Sister City Advisory Committee



From left to right, top to bottom: *William Ying, E-Von Lai, Andy Cheung, Danny Chen, Niña Pangilinan, Jordan Oye, Anna Fei, Theresa Chen, Melissa Zhang, Councillor Andy Hobbs*

*Absent: Trustee Alice Wong, Charan Gill, and Qin Ji*

# 2025 Committee Members

<b>Chair</b>	Melissa Zhang
<b>First Vice Chair</b>	Jordan Oye
<b>Second Vice Chair</b>	William Ying
<b>Members</b>	Danny Chen Theresa Chen Andy Cheung Anna Fei Charan Gill Qin Ji E-Von Lai Niña Pangilinan
<b>Council Liaison</b>	Councillor Andy Hobbs
<b>School Board Liaison</b>	Trustee Alice Wong Trustee Ken Hamaguchi (Alternate)



# Visits

## Sport Exchange Visit

### Steveston Kendo Club Visit to Wakayama City, Japan

From March 21-26, 2025, a delegation of youth from the Steveston Kendo Club visited Wakayama City, Japan to build new friendships and sharpen their kendo skills in the company of fellow kendo enthusiasts in Wakayama City.



## Performing Arts Visit

### Richmond Youth Honour Choir Visit to Wakayama City, Japan

The Richmond Youth Honour Choir visited Wakayama City, Japan, from August 6-16, 2025. 12 student performers and one instructor participated in the performing arts exchange. The delegation's itinerary included participating in joint camps with both domestic and international choir groups (including the Wakayama Children's Choir), attending instructor-led workshops, and performing alongside other choirs.



## Delegation Visit

### Dr. Iwahashi, President, Wakayama Sister City Affiliation Committee, Visit to Richmond

The City hosted Dr. Nobutada Iwahashi during his visit to Richmond to recognize his outstanding contributions to the Richmond—Wakayama Sister City relationship.

In 2025, Dr. Iwahashi also received the “Tim Quigley” Volunteer of the Year Award through Sister Cities International. The award celebrates individuals strengthening international relationships, cultural understanding, and community engagement.



## Education

### Richmond-Wakayama School Exchange Visit to Richmond

From November 17-24, 2025, the Richmond School Board, City of Richmond, and the Richmond Sister City Advisory Committee were honoured to welcome students from Wakayama City, Japan to Richmond for a week-long school exchange visit. The students were hosted by families from three Richmond high schools: Burnett Secondary, Richmond Secondary, and Palmer Secondary. Some of these activities included attendance at three Richmond high schools and visits to the Richmond Olympic Oval, Steveston, and Richmond City Hall. The week concluded with a Sayonara Open House to celebrate the school exchange and express gratitude to everyone for their contributions and efforts in making this exchange a special and memorable experience for all who participated.





# Non-Visits

## Education

### Pen Pal Exchange

As in previous years, the SCAC continued to work with the Richmond School District to facilitate a Pen Pal Exchange Program between General Currie Elementary School in Richmond and Hengshan Road Primary School in Qingdao, China. Throughout the year, students from both schools sent cards with personalized messages and beautiful artwork to their designated pen pal, fostering intercultural connections and understanding through a fun and meaningful writing activity that is thoroughly enjoyed by students in both cities.



## Japan Bowl

High School students from Richmond proudly took part in the 2025 Japan Bowl, an international competition that tests high school students on Japanese language and culture. Competing in teams of two to three, high school students from McMath and Hugh Boyd answered questions presented in both English and Japanese, demonstrating strong teamwork and dedication. Their participation highlighted the community's commitment to intercultural learning and offered a memorable opportunity to engage with students from across Canada and around the world.



## Information Exchange

### “About Our Cities” Display

This year, the development of an informative display to educate the public about Richmond’s Sister and Friendship Cities around the world was publicly shared. The display featured unique facts about each city accompanied by vibrant landscape photography. The display was installed in the Galleria of Richmond City Hall for over a week in October/November and appeared to be well-visited as the Sister City postcards, which were made available to the public at this display, were very popular!



## Cultural Tea Exchange

The SCAC hosted a cultural tea exchange in December with a guest from Xiamen, China, during which the Committee learned about seven different types of tea, traditional preparation methods, and the rich history and customs surrounding Chinese tea culture, including the art of proper tea pouring. Committee members joined virtually and enjoyed tasting a variety of Chinese teas as they explored each tea's background and significance.



## Arts and Culture

### 2025 Chinese New Year Greeting Card

In celebration of Chinese New Year, a digital greeting card for the Year of the Snake was sent on behalf of the SCAC and the City of Richmond to both Qingdao, China and Xiamen, China.



## Community Engagement

### Annual Photo Exhibition – Gardens

This year, the annual photo exhibition's theme was "Gardens". The photo collection highlights how each place cultivates its own sense of beauty and calm, capturing quiet paths, coastal greenery, and everyday pockets of nature discovered throughout the year in each of our Sister/Friendship Cities. This exhibition was on display in the upper rotunda of the Cultural Centre from March 28 – April 24, 2025.



## SCAC Event Selfie Stations

As part of the Committee’s community engagement initiatives, “Selfie Station” signs were developed for two of the City of Richmond’s signature community events – the 2025 Richmond Cherry Blossom Festival and the 2025 Steveston Salmon Festival. The custom signs featured cutouts that allowed for festival-goers to take pictures together to capture memories from the festivals.



## Community Postcards

Custom postcards were developed this year that were distributed to the public at various engagement events and information booths, as well as provided to delegations and visitors during exchange visits. These materials supported outreach and awareness efforts by offering information on the City and Richmond Sister/Friendship Cities through a practical souvenir postcard design.



# Thank You

Thank you to City Council for their ongoing support of the Sister City Program and for helping foster meaningful connections between Richmond residents and our Sister and Friendship Cities. Your commitment and engagement have been essential to our progress this year.

We also extend our appreciation to our committee members, staff, community partners, and to our Sister and Friendship Cities – Pierrefonds, Quebec (est. 1967); Wakayama, Japan (est. 1973); Xiamen, China (est. 2012); and Qingdao, China (est. 2008) – for their continued collaboration.

We look forward to another productive year together in 2026.



# Richmond Sister City Advisory Committee

## Four Year Activity Plan Proposal

2023 - 2026

### 2022 Sister City Advisory Committee Members:

**Chair**

Lisa MacNeil

**Vice-Chairs**

Allen Chan  
Glenn Kishi  
Melissa Zhang  
Victor Zhuo

**Members**

Charan Gill  
Joan Page  
Karen Shigeno  
Nick Sturtevant

Polly Tang  
Sue Tian  
David Yang  
Jenny Zhang

**School Board**

Ken Hamaguchi  
Debbie Tablotney

# Building meaningful connections in our global community

The past four years have been rather unique yet we learned so much. Going into 2019, the Sister City Advisory Committee (SCAC) wanted to broaden our reach in Richmond with more non-visit activities. 2020 provided us with new possibilities and opportunities as we learned to live within pandemic times. SCAC initiated dialogue with community partners, participated in community events and co-hosted internationally known authors in partnership with Richmond Public Library. Video platforms like Zoom opened up communication with our sister/friendship cities to real-time exchange of ideas. As a committee, we look forward to continuing this path and seeing more experiences between our residents and the residents of Pierrefonds, Quebec; Wakayama, Japan; Xiamen & Qingdao, China.

Sister City Advisory Committee  
City of Richmond  
October 2022

## 2023 – 2026 Activity Goals

- ✓ Build on current relationships with sister/friendship cities
- ✓ Promote Sustainability & Active Living
- ✓ Continue exploring non-visit activities and showcase innovative programs around the city
- ✓ Consider activities for ALL age groups
- ✓ Encourage more information sharing
- ✓ Develop archival process to preserve Sister City Program collection

### COVID PANDEMIC NOTE:

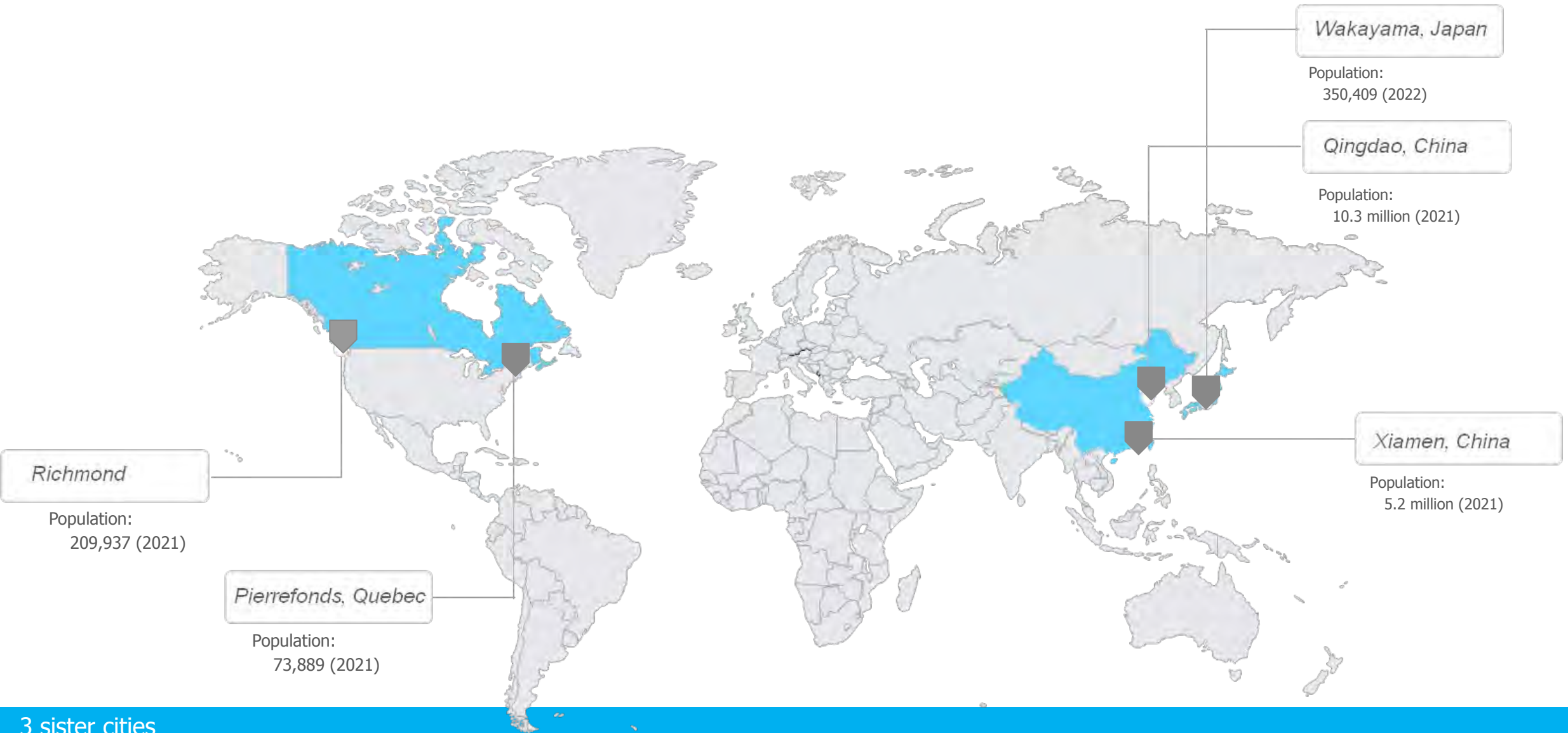
This plan was made in late 2021 / early 2022 when the COVID 19 pandemic continued. Given the uncertainty at what may happen in the time span of this proposal, this plan is subject to change.

## Sister City

a city that is linked to another, usually for the purposes of cultural exchange

## Friendship City

less formal relationship than sister city



3 sister cities  
**Pierrefonds, Quebec | Wakayama, Japan | Xiamen, China**

1 friendship city  
**Qingdao, China**

# Relationship Review

All cities rated highly engaged since 2019

Goals in the upcoming four years:

## **Pierrefonds**

- Continue building on strong relationship

## **Wakayama**

- Document Budget Planning Timeline
- Encourage non-visit activities

## **Xiamen**


- Explore education non-visit activities

## **Qingdao**

- Explore education non-visit activities

# Activity Summary

	2023	2024	2025	2026
<b>Annual Base Program Activities (Visit)</b>				
Education	Pierrefonds	Pierrefonds	Pierrefonds	Pierrefonds
		Wakayama	Wakayama	Wakayama
Active Living	TBC	TBC	Hockey Jamboree	Xiamen: FIFA Football
	TBC	TBC	Kendo	TBC
Art			Choir	

 Outbound Activity

<b>Annual Base Program Activities (Non-Visit)</b>				
Annual "state of the city" letter	x	x	x	x
Exchanges of cities' annual reports and city plans	x	x	x	x
SCAC Year in Review Summary	x	x	x	x
Community Engagement	x	x	x	x
Activities	x	x	x	x

<b>Relationship Activities</b>				
Anniversary Milestones	Wakayama (50 years) Qingdao (15 years)			
City Council/Delegation Visits	to be scheduled			
Activity Plan Relationship Review				x

<b>Future Twinings</b>				
Explore new Sister City Relationship	x	GP $\bar{x}$ 40	x	x

# Budget Summary

	2023	2024	2025	2026
<b>Annual Base Program Activities</b>				
Education	\$17,000	\$22,000	\$14,000	\$22,000
Active Living	\$20,000	\$20,000	\$20,000	\$20,000
Arts	\$20,000	\$15,000	\$23,000	\$15,000
Community Engagement	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>Relationship Activities</b>				
Anniversary Milestones*	TBA			
<b>Administration</b>				
Administration Costs	\$11,000	\$11,000	\$11,000	\$11,000
<b>SUBTOTAL (year total)</b>	\$71,000	\$71,000	\$71,000	\$71,000
<b>GRAND TOTAL</b>	<b>\$284,000</b>			

\*Official celebration plans in separate report to Mayor & Council

Annual Base Program Activities

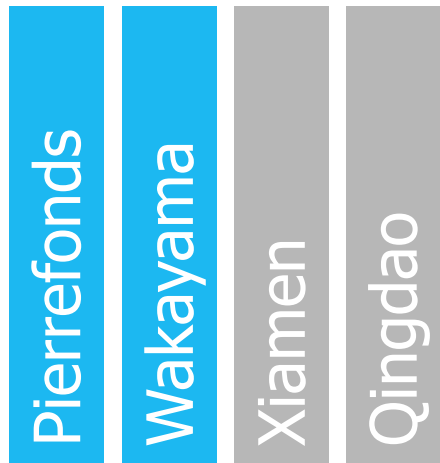
# Visits

**GP – 42**

# Education

## Student Exchanges/Visits

- ✓ Student exchanges/visits include opportunities to inbound/outbound to sister cities
  - Continue annual exchanges with Wakayama, Japan
  - Explore school visits to Montreal (Pierrefonds)



inbound & outbound

Students

### Budget Breakdown:

- Outbound visit
  - **\$500** per student participant
  - up to maximum **\$10,000** for each annual student exchange
- Inbound visit
  - **\$200** per student participant
  - up to maximum **\$4,000** for each annual student exchange

NOTE:

Additional funding sources list provided to requestors (see appendix)

# Active Living

## Sport Exchanges

Pierrefonds  
Wakayama  
Xiamen  
Qingdao

up to  
**2 activities annually**  
inbound & outbound

Adult

Youth

- ✓ Sport exchanges open to ALL age groups
- ✓ Competitions or Skills Clinics
- ✓ Schedule of Inbound & Outbound activities to be confirmed
  - Inbound activities
    - 2025: Richmond Hockey Jamboree
  - Outbound activities
    - 2025: Kendo Club
    - July/August 2026: Xiamen Youth FIFA Football

### Budget Breakdown:

- Outbound visit
  - **\$500** per athlete
  - up to maximum **\$10,000** for each athletic exchange
- Inbound visit
  - **\$200** per athlete
  - up to maximum **\$4,000** for each athletic exchange

### NOTE:

Additional funding sources list provided to requestors (see appendix)

# Active Living

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

Pierrefonds

Wakayama

Xiamen

Qingdao

virtual (2023) &  
inbound (2025) activity

Youth

- ✓ Hockey Jamboree to discuss / practice player skills development with sister/friendship cities in virtual format (2023) & in person format (2025)
  - 2023: virtual Zoom workshop to discuss respective minor hockey systems (from Intro Hockey to the NHL)
  - 2025: in-person Hockey Jamboree in Richmond
    - Jamboree to include 1) mixing all the players up and form new teams AND 2) a skills program (hockey school)

### Budget Breakdown:

- 2023 (virtual)
  - up to **\$3,000** for video taping
- 2025 (Inbound)
  - up to maximum **\$10,000** for jamboree

### NOTE:

Additional funding sources list provided to requestors (see appendix)

# Performing Arts

## NEW! Richmond Youth Honour Choir (RYHC)

Pierrefonds

Wakayama

Xiamen

Qingdao

outbound activity

Youth

- ✓ Choir exchanges include opportunities to inbound/outbound to sister cities
  - 2025: Wakayama
- ✓ Choir available for participation in delegate visits

More details about RYHC can be found at <https://ryhc.org/>

### Budget Breakdown:

- Outbound visit
  - **\$500** per participant
  - up to maximum **\$10,000** for each exchange

### NOTE:

Additional funding sources list provided to requestors (see appendix)

Annual Base Program Activities

# Non-Visits

**GP – 47**

# Education

## Non-visit Activities

Pierrefonds  
Wakayama  
Xiamen  
Qingdao

up to  
**2 activities annually**

Students

- ✓ Non-visit activities to engage students & teachers
  - Pilot sharing of lesson plans with educator in sister city
  - Pen Pal Exchanges - Pierrefonds & Qingdao elementary school level
  - Information Exchanges | Artwork Exchanges
    - Exploring Sustainability activities
  - Pierrefonds: Postal Art Poetry

### Budget Breakdown:

- up to maximum **\$3,000** annually
  - cover costs of supplies and shipping costs

# Education

## 2023 Japan Bowl®

Pierrefonds

Wakayama

Xiamen

Qingdao

- ✓ Secondary school competition around Japanese culture sponsored in part by the Government of Japan, local Japan Embassy and Nikkei Centre
  - Target: Richmond students who are in the Japanese Language Program
  - Sister City Program to present talk on sister city relationship with Wakayama

Event website:

<https://www.jetaabc.ca/news/2022-metro-vancouver-japan-bowl/>

Video of event - <https://www.youtube.com/watch?v=g1G-SzFc28E>

### Budget Breakdown:

- Giveaways
- In-kind contribution
- Team registration fees

Students

# Art & Culture

## Richmond Public Library - Book Club

Pierrefonds

Wakayama

Xiamen

Qingdao

**1 program annually**  
inbound & outbound

All

Launch various programs to coordinate sharing of information with sister city libraries with various target audiences from young children to seniors. The activity plan would be to continue or expand on successful activities:

- ✓ One Book, up to Five Cities adult book club
  - 2023: Wakayama Public Library to recommend book
- ✓ StoryWalk® young children
  - Offer sample stories to libraries in our sister/friendship cities
- ✓ Commemorative Milestone Anniversary Bookmarks
  - 2023: share with Wakayama & Qingdao Public Library

### Budget Breakdown:

- Sister Cities to participate in Richmond Public Library book club program
- Bookmarks: printing & distribution

GP – 50

# Art & Culture

## NEW! Take & Make It!

Pierrefonds

Wakayama

Xiamen

Qingdao

**City Events &  
School Activities**

Adult

Youth

- ✓ Take & Make crafts for all ages with a cultural inspiration from our sister/friendship cities to be used with schools, at City events (Culture Days) and as giveaways
  - QR code business cards to share instructions on how to make craft
    - Paper folding - fans & origami
    - Calligraphy - Chinese & Japanese Shūji
    - Canada Day crafts
    - Koinobori kite making
    - Chinese knot tying
    - Teru Teru Bozu (Japanese Sunshine Doll)

Culture Days website

[City of Richmond - Culture Days:](#)

### Budget Breakdown:

- Printing of instructions
- Supplies

GP – 51

Annual Base Program Activities

# Information Exchange

**GP – 52**

# Information Exchange

## About Richmond

Pierrefonds  
Wakayama  
Xiamen  
Qingdao

as requested  
**Updated annually**

✓ Build a toolkit of information requested by our sister/friendship cities from richmond.ca website & from Tourism Richmond

- Topics
  - Brief introductory to Richmond
  - Population - Stats Canada data source
  - Promotional videos
  - Photos including aerial view
  - Educational Institutions
  - Sustainability Practices
  - Other sister/friendship cities

Budget Breakdown:

- no cost

# Information Exchange

## Speaker Series

Pierrefonds

Wakayama

Xiamen

Qingdao

1+ sessions  
**annually**

Adult

Youth

Launch interactive sessions with sister/friendship cities to promote sharing of information utilizing new technology at RPL. The activity plan would be to continue or expand on successful activities:

- ✓ Let's Go! virtual tours of sister/friendship cities
  - Live or prerecorded sessions via Zoom of local attractions, parks, cultural events, museums and libraries
- ✓ Speakers Series
  - Presentations on cultural customs, cuisine & crafts
- ✓ Virtual Sister/Friendship City Youth Session
  - Students chat with youth in French, Japanese & Chinese to learn about each other and each other's culture

### Budget Breakdown:

- Speakers Fee: estimate between \$500 - \$4,000

# Information Exchange

## Community Groups / Advisory Committees

Pierrefonds

Wakayama

Xiamen

Qingdao

as requested

**Virtually**

All

### ✓ Knowledge sharing between like groups

- Initial thoughts
  - Advisory Committees
  - City Staff
  - Community Groups
  - Community Partners

### Budget Breakdown:

- no cost

Annual Base Program Activities

# Community Engagement

**GP – 56**

# Community Engagement

## Participation in City Events / Activities

Pierrefonds

Wakayama

Xiamen

Qingdao

**Annual**  
up to  
2 City Events

Sister City Advisory Committee members participate in activities to increase Community Engagement and sharing of experiences with our sister/friendship cities

- ✓ Steveston Salmon Festival Activation
- ✓ City Events - exhibitor booth
- ✓ Wakayama Sister City Garden
- ✓ Sister City Program theme Geocaching (2024)

### Budget Breakdown:

- Event booth decorations
- T-shirts for participants
- Handouts for attendees

# Community Engagement

## Walk Richmond - community walks

Pierrefonds

Wakayama

Xiamen

Qingdao

All

Partner with Walk Richmond to coordinate sister city community walks

- ✓ Pierrefonds walk
  - Starting at Pierrefonds Sister City Garden at City Hall
  - Ending at Pierrefonds Garden by Minoru Chapel
- ✓ Wakayama walk
  - Similar to Pierrefonds walk
  - Garry Point Park to Britannia Shipyards National Historic Site
- ✓ Xiamen & Qingdao walk
  - Aberdeen Neighbourhood Park (TBC)

Budget Breakdown:

- Giveaways

# Community Engagement

## Photo Exhibition

- ✓ Photo shows at Cultural Centre to showcase sister/friendship cities
  - Upper Rotunda - 15 photos highlighting city
  - Atrium - 8 photos highlighting theme
    - 2023: Public Art
    - 2024: Fire Halls (to be confirmed)
    - 2025: to be confirmed
    - 2026: to be confirmed

### Budget Breakdown:

- **\$1,000** annually for photo development

Pierrefonds

Wakayama

Xiamen

Qingdao

up to  
**2 activities annually**  
inbound

# Community Engagement

## Richmond Museum



2023 & 2024

- ✓ Share artefacts collected from Sister City Program at Richmond Museum
  - July 2023 - Wakayama
  - February 2024 - Sister City Program

### Budget Breakdown:

- No cost

Annual Base Program Activities

# Milestone Anniversaries

GP – 61

# Milestone Celebrations

## Occurring in 2023

- ✓ Two major milestones will be celebrated in 2023
  - Wakayama: 50 year anniversary (July)
    - Official celebration plans in separate report to Mayor & Council
  - Qingdao: 15 year anniversary (April)

### Budget Breakdown:

- TBA

Pierrefonds

Wakayama

Xiamen

Qingdao

**2 milestone celebrations**

# Milestone Celebrations

## Street Banner Contest

- ✓ 2023 Street Banner IN Richmond to be designed by individual IN Wakayama sharing a photo of a landmark in Wakayama
  - around City Hall

### Budget Breakdown:

- estimate around ~\$1.5K

Pierrefonds

Wakayama

Xiamen

Qingdao

2023



Community Spaces

# Community Tribute Space/Site

**GP – 64**

# Community Tribute Space/Site

## Create a community tribute to sister city

Pierrefonds

Wakayama

Xiamen

Qingdao

- ✓ Recommendation for a commemorative space (i.e. garden or public art piece) to recognize the sister city relationship with Wakayama
  - Location: to be recommended by city staff
  - Installation by 2026 for next MOU signing with City of Wakayama
  - Tone: elegance garden / public art piece or garden structure such as pergola
  - Committee to collaborate with local Japanese community groups
  - Ask to Staff to further investigate

Annual Sister City Program Activities

# Administration

**GP – 66**

# Administration

## Operational & Relationship Activities

Pierrefonds

Wakayama

Xiamen

Qingdao

- ✓ Annual administrative costs
- ✓ Letters between Mayors - annual "state of the city" letter
- ✓ Exchanges of City Annual Reports

### Budget Breakdown:

- **\$11,000** annual administrative costs

# Administration

## Project 2024

Richmond Sister City Advisory Committee will celebrate **50 years** on February 11, 2024. In order to continue building meaningful connections with our global community, the committee must do our part to future proof our legacy and set up processes for the future. Steps to be taken:

- ✓ Digital File & Photo Management including archival process
- ✓ Website Enhancements
- ✓ Document activity timelines for each city
- ✓ Document names of current & past committee members
- ✓ Our extended family - establish & strengthen ties with sister city committees around the world sharing best practices

Celebration in February 2024

- Photo Exhibition
- Update committee logo used for online & print communications

# Appendix

# Looking to the Past

Report adopted by Council, February 11, 1974, Resolution 157.

The Mayor and Aldermen,  
Corporation of the Township  
of Richmond,  
Municipal Hall,  
RICHMOND, B.C.

Ladies and Gentlemen:

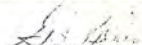
As Council are aware, Richmond has twinned with Pierrefonds, Quebec and Wakayama, Japan, the latter being formalized during 1973. The twinning with these Cities, but particularly with Wakayama, has engendered a great deal of interest and we are now getting into the position of requiring a correlation of our efforts in this regard.

This is particularly true in the field of organized exchange of our students, young people in general, and to a certain extent the visitation by various members of each community.

Wakayama has set up a Committee called "The Sister City Twinning Committee" and this is generally composed of members of Council, some members of the senior staff and a large number of non-political citizens, such as members of the Board of Trade, Medical Associations, Religious Institutions, businessmen and ordinary citizens. The Wakayama Committee functions under the chairmanship of a Dr. Benz, and he is very active in promoting sister city relationships.

It is therefore the recommendation to this Council that a similar-type Committee, to be called "The Sister City Twinning Committee", be organized and it is suggested that Mr. Jim Murray be named as Chairman. It is further suggested that Mr. Murray and our Chief Administrative Officer be empowered to solicit persons to be members of this Committee, with a particular view to obtaining a good cross-section of our citizens. It is further suggested that Mr. Murray and Mr. Carroll report to Council from time to time on the progress of formulating the Committee and subsequently on the activities of the Committee so that Council and the public will be fully informed of the scope of the twinning activities.

I would earnestly recommend the adoption of this report.

  
G. J. Blair  
MAYOR

## OBJECTIVES OF THE SISTER CITY TWINNING COMMITTEE

1. To coordinate and organize exchanges between our Sister Cities, Pierrefonds, Quebec, and Wakayama, Japan.
2. To carry out a continuing programme of cultural exchanges for the benefit of our communities and citizens.
3. To emphasize student and athletic exchange for the benefit of our younger people.
4. To foster economic ties with our Sister Cities, wherever possible.
5. To continue to enhance our mutual friendship through the promotion of better understanding of our cultures and ways of life.

Since inception of the Sister City Advisory Committee in February 1974, the objectives of the Sister City Program (SCP) remain the same:

- Carry out a continuing program of cultural exchanges
- Emphasize student and athletic exchange for the benefit of youth
- Promotion of better understanding of our cultures and ways of life

The addition in 2019 is SCP is inclusive of ALL ages to participate in activities.

## Funding Sources

Funding Source & Website URL	
1	Kiwanis Club <a href="https://richmondkiwanis.org/">https://richmondkiwanis.org/</a>
2	KidSport <a href="https://kidsportcanada.ca/british-columbia/">https://kidsportcanada.ca/british-columbia/</a>
3	Canadian Tire <a href="https://corp.canadiantire.ca/English/community/default.aspx">https://corp.canadiantire.ca/English/community/default.aspx</a>
4	TELUS <a href="https://www.telus.com/en/social-impact/giving-back/community-grants?INTCMP=tcom_social-impact_home_cta_to_community-grants">https://www.telus.com/en/social-impact/giving-back/community-grants?INTCMP=tcom_social-impact_home_cta_to_community-grants</a>
5	Viasport BC funded by Province of BC <a href="https://viasport.ca/grants">viasport.ca/grants</a>
6	Community Gaming grants for Recreation, Parks and Culture, Events and Celebration funded by Prov. of BC. <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants</a>
7	Civic Info BC has a grants database of federal, provincial grants <a href="https://www.civicinfo.bc.ca/grants">https://www.civicinfo.bc.ca/grants</a>
8	Government of Canada Youth Exchanges Grants - in Canada only <a href="https://www.canada.ca/en/canadian-heritage/services/funding/exchanges-canada/funding-organizations.html">https://www.canada.ca/en/canadian-heritage/services/funding/exchanges-canada/funding-organizations.html</a>
9.	Richmond Rotary Clubs
10.	
11.	
12.	
13.	
14.	
15.	



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** February 13, 2026  
**From:** Suzanne Bycraft **File:** 03-1000-01/2025-Vol  
 Director, Public Works 01  
**Re:** Fuel Purchases Agreement - 4Refuel Canada LP

### Staff Recommendations

1. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with 4Refuel Canada LP for a five-year term, as outlined in the staff report titled "Fuel Purchases Agreement – 4Refuel Canada LP" dated February 13, 2026, from the Director, Public Works; and
2. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to two additional one-year extensions of the fuel supply and delivery contract with 4Refuel Canada LP, as outlined in the staff report titled "Fuel Purchases Agreement – 4Refuel Canada LP" dated February 13, 2026, from the Director, Public Works.

Suzanne Bycraft  
 Director, Public Works  
 (604-233-3338)

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

## Staff Report

### Origin

The City participates in the BC Petroleum Products Buying Group (“the BCPPBG”) for fuel purchases for all City operations. The BCPPBG is a buying consortium for fuel purchases, which allows the City to receive the benefits of economies of scale, process and information for all City fueling operations (Public Works Yard, Fire halls, etc.). The current supplier arrangement, approved by Council on January 28, 2019, is expiring in April, 2026. Therefore, a competitive bid process was undertaken via the buying consortium.

This report recommends that the City of Richmond enter into an agreement with 4Refuel Canada LP (the “Supply and Delivery of Fuels Agreement”) under the terms and conditions contemplated through the BCPPBG consortium competitive bid process.

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.*

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

### Analysis

#### Background

The City of Vancouver is the lead agency coordinating the competitive bid process on behalf of the BCPPBG. The City of Vancouver issued Request for Proposal No. PS20240941 (Supply and Delivery of Fuels) on December 17, 2024. There were six bid respondents. The City of Vancouver’s evaluation team concluded that the proposal submitted by 4Refuel Canada LP best meets the BCPPBG’s requirements and provides best overall value. The City of Vancouver followed their standard procurement methods in this tender process. Key criteria considered included technical, sustainability and financial requirements. Richmond staff are in agreement with the methodology applied.

The current fuel purchase supplier is Suncor Energy Products Partnerships (“Suncor”) under BCPPBG Contract No. PS20180305. The contract with Suncor commenced March 4, 2019, and continues pending 30 days written notice to cancel the contract. This notice will be provided by the City of Vancouver to Suncor once the new Supply and Delivery of Fuels Agreement is signed. The City of Richmond is coordinating efforts to align with that of the City of Vancouver for contract commencement. The consortium approach offers the ability to negotiate more favourable terms than if the City were to independently seek a fueling arrangement since more than 30 million litres of combined fuel is purchased annually. The recommended supplier,

4Refuel Canada LP, is proven in the industry and the City has no concerns with their ability to service the City's fueling needs.

### Fuel Consumption

The City of Richmond has 10 fueling tanks, three located at the City Works Yard and one at each of the seven fire hall stations. These are used for fueling all gasoline and diesel-powered City vehicles and equipment. Fuelling services at the Works Yard are also made available to the Richmond RCMP and Richmond School Board on a cost-recovery basis. Richmond RCMP generally fuel at gas stations under separate federal arrangements and only fuel at the Works Yard when needed. The supply of propane is managed through a separate agreement not associated to the BCPPBG.

The City used an average of 1.4 million litres of fuel per year over the last three years, consisting of gasoline and diesel as shown in Table 1 below.

Table 1: Three-Year Fuel Consumption Analysis (Litres)

Business Unit	2023			2024			2025		
	Diesel	Gas	Total	Diesel	Gas	Total	Diesel	Gas	Total
City	485,952	576,335	1,062,287	494,859	572,192	1,067,051	457,395	590,687	1,048,082
Richmond Fire <sup>1</sup>	131,759	14,693	146,452	136,034	14,406	150,440	128,413	13,278	141,691
RCMP	47	3,123	3,170	170	15,399	15,569	0	21,849	21,849
School Board	100,599	72,972	173,571	99,601	79,024	178,625	95,508	79,377	174,885
<b>TOTAL</b>	<b>718,357</b>	<b>667,123</b>	<b>1,385,480</b>	<b>730,664</b>	<b>681,021</b>	<b>1,411,685</b>	<b>681,316</b>	<b>705,191</b>	<b>1,386,507</b>

<sup>1</sup> Richmond Fire has a fuelling tank at each of the fire halls and manages fuel purchases and consumption but can fuel at the Works Yard if required.

### BCPPBG Fuel Purchases Contract

Key terms of the Supply and Delivery of Fuels Agreement include:

1. Contract term is five years, with the option to extend for two additional one-year terms.
2. Costing is based on a structure which adjusts for variations in fuel pricing as follows:
  - a. Regional weekly rack rate for diesel and gasoline products. The weekly rack rate is the price refineries sell fuel to their various clients, which varies based on fuel commodity market pricing.
  - b. Less a fixed discount for diesel and gasoline products. The discount remains fixed for the entire term of the agreement.
  - c. Plus bridging fees which includes items such as freight from the terminal, the terminal operations cost and delivery to the City of Richmond. Under the terms

of the Supply and Delivery of Fuels Agreement, the bridging fee will be fixed for the term of the contract.

Expected savings to the City under the Supply and Delivery of Fuels Agreement compared to what consumers would pay at fuelling stations vary depending on commodity pricing but are generally between 4%-6%. Rates vary due to the weekly rack rate changes, which are subject to the commodity price.


### **Financial Impact**

Annual costs for fuel vary based on commodity pricing and consumption. Fuel expenditures in 2025 were approximately \$1,600,000 for City operations and \$200,000 for Richmond Fire Rescue, for a total of \$1,800,000. Given the volatility of fuel pricing (i.e. weekly rack rate), annual budget estimates are based on previous year fuel prices and consumption data. Based on consumption, adequate funding is included in the respective operating budgets for Fleet Operations and Richmond Fire Rescue.

### **Conclusion**

The BCPPBG consortium approach for gasoline and diesel fuel purchases achieves economies of scale through a large-scale purchasing approach, thereby representing best value. The proposal by 4Refuel represents best value, as determined through the competitive bid process administered by the City of Vancouver on behalf of BCPPBG participants.

This report recommends that the City enter into the Supply and Delivery of Fuels Agreement with 4Refuel under the terms and conditions contemplated under City of Vancouver Request for Proposals No. PS20240941 Supply and Delivery of Fuels.



Owen Sinclair  
Manager, Fleet Operations  
(604-233-3301)



# City of Richmond

## Report to Committee

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**To:** General Purposes Committee **Date:** February 18, 2026  
**From:** Grant Fengstad **File:** 04-1300-01/2026-Vol  
Director, Information Technology 01  
**Re:** **Award of Contract – 8418P Provision for Managed Print Services**

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### Staff Recommendations

1. That Contract 8418P Provision for Managed Print Services be awarded to Konica Minolta Solutions (Canada) Ltd., for a five-year term at an estimated contract value of \$1,944,750 exclusive of taxes, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services”, dated February 18, 2026, from the Director, Information Technology;
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend an additional five-year term valued at the amount of \$1,043,805, up to the maximum total term of ten years, for the maximum total amount of \$2,988,555, as described in the report titled “Award of Contract – 8418P Provision for Managed Print Services” dated February 18, 2026, from the Director, Information Technology; and
3. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute 8418P Provision for Managed Print Services and Related Services and all related documentation with Konica Minolta Solutions (Canada) Ltd.

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

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	 _____
Purchasing	<input checked="" type="checkbox"/>	
City Clerks	<input checked="" type="checkbox"/>	
Corp Communication & Mktg	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> CS	<b>APPROVED BY CAO</b>  _____

## Staff Report

### Origin

The City has implemented a “best practice” program to refresh the Corporate Desktop Printers and Multifunctional devices (MFD, photocopiers) with the majority of its assets to ensure Information Technology equipment offer the best value and are updated when they reach the end of their lifecycle. This program results in keeping technology current for City employees and allowing them to work efficiently and meet community needs. Implementing an equipment refresh minimises risk by proactively planning equipment replacements, rather than responding to unforeseen device failures.

Information Technology currently oversees an inventory of approximately 110 desktop printers and 64 MFDs.

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

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

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

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

This report supports Council’s Strategic Plan 2022-2026 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.*

### Analysis

#### RFP Process

Contract 8418P Provision for Managed Print Services was posted to BC Bid on October 3, 2025, and closed on November 14, 2025.

The RFP set out the City’s requirements for MFDs and printing equipment for a five-year period with an option to renew for an additional five-year term, for a maximum of ten years. The RFP details technical specifications, and quantities required by the City including a needs analysis to confirm service level expectations.

The City's operational printing output includes:

- Essential administrative documents;
- Internal reports;
- Meeting materials;
- Engineering drawings and plans;
- Council Committee and Council Agenda packages;
- High-volume output for public-facing and internal communications;
- Promotional and informational materials;
- Official publications/strategies. (i.e. posters, brochures, rack cards, bound strategies and booklets (the Annual Report); and
- Seasonal and event promotional pieces, agendas, signage and wayfinding, schedules, aquatics report cards, surveys, forms, bulletins, maps, Museum exhibit displays, etc.

Five proposals were received by the closing date from the following proponents:

- Xerox Canada Ltd.
- Konica Minolta Solutions (Canada) Ltd.
- Canon Canada Inc.
- Ricoh Canada Inc.
- Compugen Inc.

### Review Process

Staff initially evaluated the five proposals against pre-determined criteria that included:

- Proponent profile and experience, including references;
- Ability to meet technical requirements, including stated specifications;
- Financial proposal and value offering; and
- Circular economy assessment.

Based on the submitted proposals, staff evaluated and scored against the evaluation criteria with the results summarized in Table 1.

Table 1- Results of Phase 1 Evaluation

<b>Proponent</b>	<b>Total Cost based on 5 - year contract term</b>	<b>Total Cost based on 10 -year contract term</b>	<b>Phase 1 Evaluation Score</b>	<b>Shortlisted</b>
<b>Xerox Canada Ltd.</b>	\$1,761,208.30	\$2,922,027	80.2%	Shortlisted
<b>Konica Minolta Solutions (Canada) Ltd.</b>	\$1,944,750.00	\$2,988,555	78.80%	Shortlisted

<b>Canon Canada Ltd.</b>	\$2,198,980.00	\$3,277,478	64.55%	Not Shortlisted
<b>Ricoh Canada Inc.</b>	\$2,435,948.00	\$4,871,896	53.05%	Not Shortlisted
<b>Compugen Inc.</b>	\$1,756,010.28	\$3,512,021	49.45%	Not Shortlisted

Upon completion of the Phase 1 evaluation, the two highest-ranked proponents advanced to Phase 2 of the evaluation process. During this stage, proponents were required to submit printed samples using materials provided by the City, respond to clarification questions, deliver a video demonstration of their proposed MFDs and printing equipment and supplier references were assessed. These submissions were assessed to confirm compliance with the stated requirements, resulting in the scores outlined below. (shown in Table 2).

Table 2 - Results of Phase 2 Evaluation

<b>Proponent</b>	<b>Phase 2 Evaluation Score</b>
<b>Konica Minolta Solutions (Canada) Ltd.</b>	100%
<b>Xerox Canada Ltd.</b>	83%

Despite not submitting the lowest total price over the maximum 10-year term of the contract, the proposal received from Konica Minolta Solutions (Canada) Ltd. received the highest overall score and reflected best overall value for the City. Their proposal included a detailed description of their technical support services and their mobile parts ordering infrastructure between their service vehicles and service center. Konica Minolta Solutions (Canada) Ltd. was able to demonstrate a higher quality of the print output and were able to meet all the organization’s operational requirements described in the RFP.

Contract Term

The recommended contract length is for an initial five-year term with an option to renew for an additional five-year term, for a maximum of ten years. This contract allows for cost efficiencies due to standardization. Given the lifecycle standards for this equipment, it is recommended that we maintain the equipment for 10 years in order to recognize the best value for total cost of ownership.

### **Financial Impact**

The total value of the contract for the initial five-year term is estimated to be \$1,944,750, excluding taxes. The estimated annual cost of \$388,950 can be accommodated within existing operating budgets for 2026.

### **Conclusion**

This report presents the results of a competitive procurement process for Award of Contract – 8418P Provision for Managed Print Services. It is recommended that the contract be awarded to Konica Minolta Solutions (Canada) Ltd., for an initial five-year term with an option to renew for an additional five-year term, for a maximum of ten years. This is for an estimated total value of \$2,988,555 exclusive of taxes.



Eddie Hung  
Manager IT Departmental Solution  
(604-276-4232)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** February 27, 2026

**From:** Kim Somerville  
Director, Community Social Development

**File:** 08-4055-01/2025-Vol 01

**Re:** **Additional Information on Homelessness Outreach and Community Food Programs**

### Staff Recommendation

That the report titled “Additional Information on Homelessness Outreach and Community Food Programs”, dated February 27, 2026 from the Director, Community Social Development, be received for information.

Kim Somerville  
Director, Community Social Development  
(604-247-4671)

Att. 4

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

## Staff Report

### Origin

On February 9, 2026, the report titled “2026 Health, Social and Safety Grants” was presented at the Council meeting and resulted in the following referral:

*As an interim measure prior to the Homelessness Strategy update, the Poverty Plan Update and the Community Action Food Plan reports being presented to Council for consideration later this year and further to a funding decision, that staff provide:*

- 1. An overview of the current provision of community outreach and other services to individuals experiencing homelessness in Richmond, including schedules, funding and services delivered; and*
- 2. An overview of community programs addressing food insecurity in Richmond, including schedules, funding and services delivered.*

The purpose of this report is to respond to the above referral.

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

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

This report also supports the City of Richmond’s Building Our Future Together: Social Development Strategy’s (2025–2035) Strategic Direction #4 Strengthen Community Voice and Engagement:

*4.10 Support initiatives led by community organizations that improve the social well-being and engagement of community members, including pilot projects, grant initiatives and collaborative networks.*

### Analysis

Outreach services for individuals experiencing homelessness and community-based programs to address food insecurity are central elements of Richmond’s broader social support network. These services assist residents who are unhoused, living in unstable or precarious housing, or housed but unable to reliably access sufficient nutritious food. Together, they form a coordinated local response that supports individual and community well-being.

The City continues to make considerable investments in homelessness and food security supports through grants, service agreements, in-kind space and other forms of assistance. These investments help sustain the community organizations that deliver essential services and reinforces the City’s ongoing commitment to supporting residents experiencing homelessness and food insecurity.

The following sections provide an overview of homelessness and food insecurity in Richmond, as well as homelessness outreach services and community food programs currently operating in the community. The information responds to the Council referral and includes a summary of program schedules, funding sources and the range of services delivered across relevant organizations. Every effort was made to compile complete and up-to-date information within the timeframe allotted for this report, and the following sections reflect the most current details available at the time of writing. This overview is intended to offer a snapshot of the current landscape, while recognizing that program operations, community needs and available resources continue to evolve.

### Homelessness and the City of Richmond

The City of Richmond, guided by the Richmond Homelessness Strategy (2029–2029), remains a leader in responding to homelessness in a compassionate manner and taking efforts to prevent homelessness. The City undertakes this work through a range of actions, including advocacy, planning, funding, data analysis, service provision and convening service providers to facilitate collaboration.

Understanding the context in the community is important in designing and implementing approaches that are relevant and effective. The 2025 Homeless Count<sup>1</sup> that took place on March 10 and 11, 2025 identified 175 people as experiencing homelessness in Richmond. This number included 104 individuals experiencing unsheltered homelessness and 71 individuals experiencing sheltered homelessness. The majority of these were male (68 per cent) and adults between 25 and 54 years (72 per cent). Twenty-five per cent of those counted were seniors aged 55+ years. Most people experiencing unsheltered homelessness are long-term Richmond residents who have lived in the community for at least 10 years. Many identify as having one or more challenges with their health, including mental and physical health concerns, substance use and traumatic brain injuries.

Throughout 2025, various City departments worked closely together in response to homelessness in the community. The Homelessness Outreach Team frequently coordinated with the new Bylaws team, who have specific expertise in working with vulnerable individuals. Together they provided a balance of support, resources and when necessary, enforcement. Bylaws also worked with Environmental Programs to clean up abandoned sites where individuals had been sheltering. In 2025, 91 truckloads of materials were removed from parks, dikes and trails. To ensure that the needs of individuals experiencing homelessness were addressed when preparing for extreme weather, environmental hazards or community-wide emergencies, the City's Emergency Programs and Homelessness staff worked together and revised emergency plans to consider this segment of the population.

In 2025, the City's Homelessness Outreach Team worked directly with individuals experiencing homelessness who were sheltering outdoors or in vehicles. Two outreach workers responded to increasingly complex challenges and supported people in achieving their personal goals to exit homelessness through shelter, detox, recovery or housing. Over the year, the team engaged in

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<sup>1</sup> Homelessness Services Association of BC. (2025, September). *2025 Point-in-Time Homeless Count in Greater Vancouver*. Lu'ma Native Housing Society.

over 1,200 service interactions, helping 80 people to transition into shelter, housing, treatment or reunification with family members. For those not ready to make major life changes, the team focused on building professional, trusting relationships and connecting them to support to meet immediate needs.

In the same period, the Homelessness Outreach Team provided one-on-one, individualized case planning for individuals experiencing unsheltered homelessness. They provided over 700 referrals to services such as medical and dental care, mental health and substance use support, pet care, food services and income-related assistance. They also distributed essential items including food, clothing, personal care supplies and provided support with transportation. The team helped connect people to resources such as income assistance, government benefits, rental subsidies, rent banks, supportive housing, non-market housing and market housing. Their work focused on building personalized pathways out of homelessness and ensuring residents could access the support they needed. There were significant positive outcomes for their clients in 2025 and this work continues in 2026.

The City also created a team of Bylaw officers dedicated to responding to situations with a nexus to homelessness in 2025. This team responded to situations involving people sheltering outdoors or in RVs and vehicles and provided proactive oversight of and outreach to key locations in Richmond including Brighthouse and South Arm Parks. They engaged in triage of new homelessness-related situations that are brought to the City's attention, connected individuals to the City's Homelessness Outreach team or other government services and provided information and resources. A section of the team is dedicated to monitoring and engaging with individuals who are sheltering in vehicles and recreational vehicles and routinely visited 12-14 vehicles during their outreach patrols. The specialized Bylaws team also engaged with businesses and the broader community to respond to concerns or provide information and support in relation to homelessness. In 2025, the team received a total of 142 calls for service and coordinated weekly joint outreach initiatives on 47 occasions to support the safety and well-being of unhoused individuals and to connect them with information on relevant shelter, housing and support services. This included Bylaws and Homelessness Outreach staff, members of the RCMP Vulnerable Persons Unit and the Community Integration team from the Ministry of Social Development and Poverty Reduction.

#### Outreach and Site-based Supports for Individuals Experiencing Homelessness

Homelessness is the result of many interconnected factors and responses require strong planning, coordination, funding and support from all levels of government and the community. There are a number of government entities, non-profit organizations and faith-based groups who support individuals who are unhoused in Richmond. Services include food programs, outreach services, site-based programs and social supports. Service providers are well-connected and cross-agency information sharing and collaboration continue to be strengthened to ensure vulnerable individuals have access to a range of supports, to help avoid or minimize duplication and to make services more effective. The Homelessness Outreach Worker Network, facilitated by the City and Vancouver Coastal Health, meets monthly to share information, learn about resources and strengthen relationships.

Some of the services supporting individuals experiencing homelessness are facility or location based and others are mobile services that work with individuals wherever they are in the community. The specific services offered and the frequency and type of outreach provided by organizations varies depending on the scope, responsibility and mandate of each individual organization. Some organizations have teams of paid staff members and others rely on volunteers to support outreach work.

There are 11 organizations delivering site-based or street outreach services to individuals at risk of or experiencing homelessness in Richmond. These organizations commonly engage in similar work with clients, including providing resources and basic necessities, assisting with referrals, housing applications and accessing medical services and connecting individuals to shelter and housing options. An individual client may also be working with multiple service providers simultaneously. Outreach staff who engage with individuals experiencing homelessness in the community frequently also connect individuals to site-based services, including the Drop-in Centre, Richmond House Emergency Shelter, the Temporary Winter Shelters and the Anne Vogel Clinic. These connections enable outreach and site-based teams to work collaboratively to connect people with the supports they want and need.

Staff from these organizations, regardless of their primary role or the location where they engage with individuals, assist with referrals to shelter or housing, medical and substance use services including treatment and detox, and government programs that offer assistance with accessing identification, income supports and other government services. The range of approaches, methods of service delivery and personal relationships offer opportunities for individuals in need of support to access it in ways that work for them. A complete list of the organizations involved with homelessness outreach services in Richmond, their funding sources and schedules can be found in Attachment 1. Members of the Homelessness Outreach Worker Network are also identified.

### Community Food Programs in Richmond

Food insecurity occurs when households do not have sufficient income to afford enough nutritious and culturally sensitive food to meet their basic needs. Like many communities across the country, Richmond is seeing a growing demand for food assistance. As a result, more residents are turning to the Richmond Food Bank and various community meal programs for support. Community organizations are also requesting greater levels of City funding to help sustain and expand these food programs.

According to the Richmond Food Bank Society's (Food Bank) 2024 Impact Report<sup>2</sup>, the Food Bank continued to experience substantial demand for its services in 2024, supporting 10,005 unique individuals and 4,501 households in Richmond. While this was a slight decrease from 2023 service levels, the number of household visits and the average number of individuals served per week increased by 6 per cent and 22 percent respectively. This indicates a growing vulnerability of community members as Richmond households are relying more frequently on Food Bank programs to meet their basic needs as indicated in Table 1.

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<sup>2</sup> The Richmond Food Bank Society's 2024 Impact Report is the most recent report currently available. The 2025 Impact Report is anticipated for release in March 2026.

Table 1: Food Bank Figures (2023–2024)

	2023	2024	Increase/Decrease
Number of unique individuals	10,526	10,005	-521 (5%)
Number of households	4,770	4,501	-269 (6%)
Number of household visits	59,061	62,672	+3,611 (6%)
Number of individuals served per week (average)	2,266	2,773	+507 (22%)

Of the 10,005 individuals supported by the Food Bank in 2024, children, seniors, newcomers and working households continued to be among the population groups identified as primary users of Food Bank programs:

- Seniors (65 years+) accounted for 15 per cent of all individuals accessing the Food Bank.
- Children under 18 years accounted for 23 per cent of users, with 18 per cent of these children being school-aged children (5–17 years).
- Newcomers made up 44 per cent of individuals supported.
- Individuals that were employed represented 22 per cent of those accessing services.

Another indicator of food insecurity among Richmond residents is the volume of weekly community and outreach meals prepared to support those in need across the city. In 2025, the Richmond Food Aid Delivery (FAD) Coalition, a network of meal providers and the After Hours Outreach Program overseen by Refuge Church, estimated that 2,200 meals were prepared and delivered each week to individuals experiencing or at risk of homelessness in Richmond. While providers record the number of meals distributed, personal information is not collected from individuals accessing the services in order to uphold privacy and dignity. As a result, information is not currently available on how many unique individuals are being supported or how many people may be accessing multiple meals per week, which would help indicate varying levels of need within the community.

While the figures provided in this section offer a snapshot of the scale of food insecurity in Richmond, they capture only part of the overall picture. More comprehensive and ongoing data collection is needed to better understand the depth, drivers and evolving nature of food insecurity in the community. Additional insight is also needed to understand the varied reasons residents seek out meals, whether due to food insecurity among housed individuals, experiences of homelessness or precarious housing or the need for social connection among those facing isolation.

In December 2025, Council endorsed the Social Development Strategy (2025–2035) which includes an action to develop and implement a community food action plan to address food insecurity in Richmond. The City is now undertaking this work, with the plan intended to strengthen community capacity to respond to the growing need for food assistance and to identify collective actions that support current and future food access needs. The process aims to enhance coordination across the spectrum of community food program providers by bringing together the wide range of organizations and individuals involved in program delivery. It will also engage a diverse group of community members, including individuals with lived experience,

and embark on a data collection process to gather qualitative and quantitative data on community meal use in Richmond, including demographic and geographic level data where possible.

This work will build on the efforts of Richmond's existing network of social service providers, public sector agencies, faith-based groups and non-profit organizations that play a crucial role in ensuring community members—including newcomers, refugees, families with children, seniors, isolated individuals and people at risk of or experiencing homelessness—have access to nutritious and culturally sensitive food to meet their basic needs. Together, these providers offer distinct yet complementary services that ensure residents can access food supports every day of the week. Services include grocery distribution and meal delivery programs, school-based food initiatives, community and outreach meals, meals for program participants and low-cost meals available throughout the community. A full list of organizations involved in community food programming, along with their funding sources and schedules, is provided in Attachment 2.

Many of these providers receive funding from the City, demonstrating the City's commitment to strengthening community capacity and supporting the organizations that deliver essential food programs. A list of community food program providers that receive City funding can be found in Attachment 3. Other funding sources for these providers vary widely and may include Food Banks Canada, Food Banks BC, BC Community Gaming Grants, BC Community Prosperity Fund, Vancouver Coastal Health SMART Grants, Richmond Community Foundation, as well as charitable donations, private donations and community-based fundraising efforts, among others. The following sections outline the community food program providers that are involved in each program stream.

#### *Grocery Distribution and Meal Delivery Services*

Richmond residents can access nutritious groceries and meals at no cost through a range of non-profit organizations and faith-based groups, including:

- The Food Bank provides grocery distribution services six days a week (Monday to Saturday) at multiple locations across the city, including its Cedarbridge main office, West Richmond Food Hub, Daniels Road Depot and Five Road Depot. Grocery delivery is available for clients who are unable to attend in person due to long-term disability, injury or illness. The Food Bank also has an outdoor food pantry that is accessible 24 hours a day, seven days a week at its main office.
- The Kehila Society of Richmond operates a meals-on-wheels program on Tuesdays and Thursdays for community members in need, including seniors, families, hospital outpatients and those affected by illness.
- Chabad of Richmond prepares and delivers a weekly kosher meal on Wednesdays for residents in need, including seniors, low-income households, single-parent families and newcomers.
- The Food Link Society offers a biweekly grocery distribution service on Saturdays to several affordable housing sites in Richmond and considers dietary requirements and culturally specific food supports for families with children, seniors on fixed incomes and newcomers to Richmond.

- The Muslim Food Bank provides halal food hampers on the fourth Saturday of each month to support families experiencing food insecurity.
- Parish of St. Alban's (St. Alban's) provides mini hampers of sandwiches and ready-to-eat foods through its weekly outreach program on Sundays, supporting those with limited or no cooking facilities.
- The Salvation Army Richmond Community Corps previously provided a weekly emergency food hamper program on Wednesdays for low-income families. This program has been discontinued as of February 25, 2026.

#### *School-Based Food Programs*

The Richmond School District (SD38) operates a range of school food programs during the school year, providing supports for students experiencing food insecurity across all 49 schools and two alternative school programs. In collaboration with community partners and vendors, including the Food Bank, SD38 delivers breakfast, lunch, snack and weekend supplement programs tailored to each school's needs. All schools maintain community fridges that are regularly restocked and accessible to all students, ensuring consistent access to nutritious food throughout the school day and in many cases, on weekends. Additional details on SD38's school food programs are provided in Attachment 4.

The Kehila Society also supports students through a food fridge and pantry program located at the Richmond Jewish Day School, offering food access during school hours. Additionally, the Food Bank supports the Brighter Days, Fuller Plates initiative, which provides meals and snacks to families with school-aged children during the summer months.

#### *Community and/or Outreach Meals*

There are a number of community food program providers offering free community meals and outreach meals throughout the week for residents experiencing food insecurity. Providers within this program stream offer significant coverage on both weekdays and weekends, serving distinct neighbourhoods and population groups across the community. The following reflects the most current information available at this time. Ranging from sit-down to takeaway models, community members have access to the following options:

- **Mondays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Evening meals at Richmond Presbyterian Church. Takeaway meals are prepared by Richmond Presbyterian Church and delivered by the After Hours Outreach Program for people at risk of or experiencing homelessness. Takeaway meals are also available at The Salvation Army Richmond Community Corps mobile feeding program (The Salvation Army Food Truck) for people experiencing homelessness.
- **Tuesdays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Evening meals at Peace Mennonite Church (first and third Tuesdays only) and St. Alban's. Takeaway meals are prepared by Peace Mennonite Church (third Tuesdays only) and St. Alban's and delivered by the After Hours Outreach Program for people at risk of or experiencing homelessness. Takeaway meals are also available at The Salvation Army Food Truck for people experiencing homelessness.

- **Wednesdays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Evening meals at Refuge Church and Frasersview Mennonite Brethren Church. Bagged lunches are delivered by the Union Gospel Mission's Mobile Outreach Team, and takeaway meals are prepared by Refuge Church and delivered by the After Hours Outreach Program for people at risk of or experiencing homelessness. Takeaway meals are also available at The Salvation Army Food Truck for people experiencing homelessness.
- **Thursdays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Evening meals at Gilmore Park United Church. Takeaway meals are prepared by Gilmore Park United Church and delivered by the After Hours Outreach Program for people at risk of or experiencing homelessness. Takeaway meals are also available at The Salvation Army Food Truck for people experiencing homelessness.
- **Fridays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Lunches at St. Alban's for those who are precariously housed and unsheltered in Richmond. Takeaway meals prepared and delivered by St. Paul's Outreach Team for people at risk of or experiencing homelessness. Takeaway meals are also available at The Salvation Army Food Truck for people experiencing homelessness.
- **Saturdays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Evening meals at St. Joseph the Worker Parish. Takeaway meals are prepared by St. Joseph the Worker Parish and delivered by the After Hours Outreach Program for people at risk of or experiencing homelessness.
- **Sundays:** Vegetarian meals offered 24 hours a day at Nanaksar Gurdwara Gursikh Temple. Morning and evening meals at The Salvation Army Richmond Community Corps (Gilbert Road) for people experiencing homelessness and low-income residents. A vegetarian lunch is offered at LingYen Mountain Temple Canada which is open to all visitors. Sandwiches prepared and delivered by St. Alban's to unsheltered individuals in Richmond and Vancouver's Downtown Eastside.

#### *Meals for Program Participants*

Some of the available meals in the community are offered to individuals that are participating in specific programs and/or receiving services in Richmond, including those who are at risk of or experiencing homelessness, families with children under six years and members of designated service organizations. These services are included below:

- The Salvation Army Richmond House Emergency Shelter provides three meals a day, seven days a week for individuals staying at the shelter.
- The Drop-in Centre, operated by The Progressive Housing Society, provides lunches from Monday to Friday for individuals at risk of or experiencing homelessness.
- The Progressive Housing Society also operates two Temporary Winter Shelters in Richmond that are open every day of the week from November to March. Located at the Brighthouse Pavilion and South Arm Outdoor Pool building, individuals spending the night at either of the two shelters receive a dinner and breakfast the next day.

- The Richmond Family Place offers a program lunch for families with children under six on Mondays, Thursdays and Saturdays; a program dinner on Tuesdays and Wednesdays; as well as a breakfast for male caregivers on Saturdays.
- Pathways Clubhouse serves low-cost lunches from Monday to Sunday for Clubhouse members with both sit-down and takeaway options.

#### *Low-Cost Meals*

Additionally, affordable meals and snacks are available at the Seniors Centre Cafeteria at Minoru Centre for Active Living from Monday to Friday. Operated by the Minoru Seniors Society, the cafeteria provides lunch service, soups and pastries at affordable prices for both Seniors Facility Pass holders and the general public.

#### Upcoming City Plans and Updates Addressing Homelessness and Food Insecurity

The City remains committed to addressing poverty, homelessness and food insecurity through a coordinated approach guided by Council-adopted plans, strategies and policy updates. The forthcoming plans and updates scheduled for Council's consideration in 2026 will highlight progress made with community partners, provide renewed direction and guide future actions to ensure that Richmond continues to support residents facing economic hardship, housing instability and food insecurity:


- **Richmond Homelessness Strategy (2019–2029) 2025 Update:** This update will highlight key initiatives undertaken by the City and its partners in 2025 and report on progress made towards the actions identified in the Council-adopted Homelessness Strategy (2019–2029);
- **2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond: 2024–2025 Update:** This update will highlight the work of the City and a range of community partners related to poverty reduction and prevention in the last two years;
- **Homelessness Strategy Guiding Framework (2026–2029):** Currently under development, this plan will be a companion document to the existing Richmond Homelessness Strategy 2019–2029. Through a comprehensive engagement process, a set of strategic initiatives, key priorities and potential actions that would support individuals experiencing or at-risk of homelessness will be identified; and
- **Community Food Action Plan (2027–2032):** Currently under development, this plan will guide coordinated community efforts to address food insecurity in Richmond.

#### **Financial Impact**

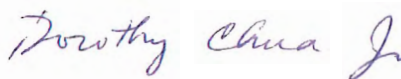
None.

**Conclusion**

This report provides an overview of homelessness and food insecurity in Richmond, along with the homelessness outreach services and community food programs currently in operation. It responds to the Council referral by including a summary of program schedules, funding sources and the breadth of services delivered across local organizations. This overview reflects the most current information available and is intended to provide a snapshot of the present landscape, recognizing that program operations and available services continue to evolve. These insights highlight the City’s sustained commitment to preventing and reducing homelessness and addressing food insecurity through coordinated planning, strong partnerships, and evidence-informed strategies.



Chris Duggan  
Manager, Community Social Development  
(604-204-8621)



Dorothy Jo  
Program Manager, Social Planning  
(604-276-4391)

- Att. 1: Schedule of Homelessness Outreach Services in Richmond
- 2: Schedule of Community Food Programs in Richmond
- 3: List of Community Food Program Providers Supported by City Funding
- 4: Schedule of School-Based Food Programs

**Schedule of Homelessness Outreach Services in Richmond**

Organization	Services Offered	Funding Source	Service Schedule						
<b>Government Organizations</b>									
City of Richmond Homelessness Outreach Team *	<p>Provides community street outreach to individuals experiencing homelessness during the day and evening and are actively working in community. Schedule varies seasonally and includes daytime, evening and weekend hours.</p> <p>Outreach services include resources, referrals, case management, housing applications and search (including completion of Vulnerability Assessment Tool), help accessing treatment/detox/shelter and assistance with family reunification or relocation to home community, support with medical appointments, hospital or urgent care visits, wellness checks, assistance with transportation, support with pet needs, clothing, snacks.</p>	City of Richmond	Mon	Tue	Wed	Thu	Fri	Sat	
City of Richmond Homelessness Bylaws Team	<p>Engages in relationship building, problem solving, and practical support to promote compliance with City Bylaws, combined with management of site safety, coordination of debris removal, and mitigation of fire risk. The team delivers a coordinated response with Richmond RCMP, Richmond Fire-Rescue and social service partners, applying progressive enforcement where voluntary compliance is not achieved. Availability includes days and, at times, evenings and is adjusted seasonally.</p>	City of Richmond	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Ministry of Social Development and Poverty Reduction – Community Integration Specialists *	<p>Works directly with people who are precariously housed or at risk of or experiencing homelessness or through community partners to connect individuals with financial assistance, government programs and community supports. These services include housing applications (including completion of Vulnerability Assessment Tool), help accessing treatment/detox/shelter and may be site-based or provided through outreach and are available on weekdays.</p>	Ministry of Social Development and Poverty Reduction		Tue	Wed	Thu	Fri		
RCMP – Vulnerable Persons Unit (VPU)	<p>Provides specialized policing services in the community focused on individuals experiencing homelessness, mental health crisis, addiction and complex social vulnerability. The unit prioritizes safety, stabilization and coordinated intervention through proactive engagement, risk assessment, and partnership with municipal and provincial service providers. The VPU facilitates referrals to health and social supports, including deployment of Yankee 30 (Youth Car) and Fox 87 (Mental Health Car) for crisis response, mental health assessments and connection to appropriate care pathways. These services are provided on rotational shifts.</p>	Federal Government, City of Richmond	Shifts Vary						

8320418 **LEGEND**

- Available as needed
- Scheduled Outreach
- Emergency Outreach
- On-site/Facility-based outreach
- \* Member of Homelessness Outreach Worker Network

**Schedule of Homelessness Outreach Services in Richmond**

Organization	Services Offered	Funding Source	Service Schedule						
<b>Government Organizations</b>									
Vancouver Coastal Health – Anne Vogel Clinic *	Provides site-based services including comprehensive assessment, support and intervention for individuals who are using opioids including referrals, support groups and primary care. Outreach support is limited to providing emergency/urgent transportation to attend appointments during clinic hours.	Ministry of Health	Mon	Tue	Wed	Thu	Fri		
Vancouver Coastal Health – Substance Use Outreach Team *	Provides recovery-oriented outreach and site-based service during the day for clients who have a primary complex substance use diagnosis causing functional impairments in daily life. Services may include case management, counselling, psychiatry and general medicine.	Ministry of Health	Mon	Tue	Wed	Thu	Fri		
Vancouver Coastal Health – Assertive Community Treatment Outreach (ACT) *	A team-based, person-centered service delivery model that supports people living with complex mental health or concurrent mental health and substance use disorders in their community. These services may be facility-based or provided through outreach and include housing applications (including completion of Vulnerability Assessment Tool).	Ministry of Health	Mon	Tue	Wed	Thu	Fri		
<b>Non-Profit Community Organizations</b>									
Progressive Housing Society – Drop-in Centre *	Provides site-based support offering resources, referrals, case management, housing applications and search (including completion of Vulnerability Assessment Tool), help accessing treatment/detox/shelter, support with medical appointments, hospital or urgent care visits, showers, laundry, lunch, snacks, haircuts, foot care, clothing, mail delivery, computer and internet access and recreational activities.  This work may involve limited outreach work in the community to build trusting relationships with vulnerable or high-risk clients.	City of Richmond	Mon	Tue	Wed	Thu	Fri		
Progressive Housing Society – Temporary Winter Shelter and Outreach *	Provides two site-based emergency overnight shelters and meals to individuals sheltering outdoors or in vehicles during the winter. This program is available November 1 to March 31.  Outreach support is available to assist with access to shelter and drop-in centre services, resources, referrals, case management, housing applications and search, help accessing treatment/detox/shelter, transportation, and service continuity for overnight shelter clients during the day and some evenings.	BC Housing	Mon	Tue	Wed	Thu	Fri	Sat	Sun

\* Member of Homelessness Outreach Worker Network

On-site/Facility-based outreach

Emergency Outreach

Scheduled Outreach

Available as needed

LEGEND

8320418

**Schedule of Homelessness Outreach Services in Richmond**

Organization	Services Offered	Funding Source	Service Schedule						
<b>Non-Profit Community Organizations</b>									
<b>The Salvation Army – Richmond House Emergency Shelter *</b>	Provides emergency shelter 24 hours a day, meals, showers, laundry, resources, referrals, case management, housing applications and search (including completion of Vulnerability Assessment Tool), help accessing treatment/detox. The team participates in collaboration with outreach teams in the community and government service providers however services are primarily facility-based.	BC Housing	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Turning Point Recovery Society – Reaching Home Program*</b>	Reaching Home Program staff work closely with community organizations and individuals to provide intervention when individuals are at risk of or experiencing homelessness.  Services may include short-term rental assistance and housing set up funding, problem solving with landlords to prevent an eviction, housing applications and search (including completion of Vulnerability Assessment Tool), short term financial assistance for rental or utility arrears and clinical and treatment services such as assistance with hoarding.  This work is primarily site-based but may involve meeting with clients at the Drop-in Centre or in the community. Collaboration with outreach staff is frequent.	Government of Canada	Mon	Tue	Wed	Thu	Fri		
<b>Faith-Based Organizations</b>									
<b>Independent Volunteers *</b>	Independently offer opportunities for relationship building and support, assistance to connect with community resources and services. Independent volunteers may engage in outreach in cooperation with other organizations or individuals but may not be formally connected to any one agency.	None	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Parish of St. Alban's *</b>	Provides home and street visits, access to meals and food hamper delivery, crisis support and referrals to community resources and services.  Outreach is provided to seniors, new immigrants, refugees, families with children and individuals facing poverty or marginalization including those who are unsheltered or socially isolated.	Parish of St. Albans, Private donations, City of Richmond							Sun
<b>Refuge Church – After Hours Outreach Program *</b>	Provides evening/after hours outreach. Services include hot meal distribution, resources, referrals, case management, housing applications and search, help accessing treatment/detox/shelter and assistance with family reunification or relocation to home community, support with medical or dental appointments, hospital or urgent care visits, wellness checks, transportation, support with pet needs, and other supports including assessment of needed supplies, judicial, volunteer and employment assistance.	Refuge Church, Food Aid Delivery Coalition partners, City of Richmond	Mon	Tue	Wed	Thu		Sat	

\* Member of Homelessness Outreach Worker Network

On-site/Facility-based outreach

Emergency Outreach

Scheduled Outreach

Available as needed

**LEGEND**

**Schedule of Homelessness Outreach Services in Richmond**

Organization	Services Offered	Funding Source	Service Schedule				
<b>Faith-Based Organizations</b>							
<b>The Salvation Army – Mobile Food Program</b> *	Offers an evening meal from the Salvation Army food truck for individuals experiencing homelessness, clothing, referrals to community resources and services.  Outreach includes offering ongoing support and connection to needed resources.	The Salvation Army, Hecht Foundation, Illich Foundation, City of Richmond	Mon	Tue	Wed	Thu	Fri
<b>Union Gospel Mission – Homelessness Outreach</b> *	A mobile outreach team that offers practical, emotional, spiritual support and referrals.	Union Gospel Mission			Wed		








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- Available as needed
- Scheduled Outreach
- Emergency Outreach
- On-site/Facility-based Outreach
- Member of Homelessness Outreach Worker Network

Schedule of Community Food Programs in Richmond						
Organization	Services Offered	Funding Source	Service Schedule			
Chabad of Richmond	Weekly Kosher Meal Delivery Location: Richmond-wide	City of Richmond, AI Roadburg Foundation, Averbach Foundation, Chabad Richmond		Wed		
Food Link Society (formerly Immigrant Link Centre Society)	Food Distribution Program • Serving four affordable housing sites in Richmond biweekly (three sites on Week 1; one site on Week 2) Location: City Centre, Shellmont and Broadmoor	City of Richmond, Provincial Government (BC Community Gaming Grant), Food Link Society				Sat
Fraserview Mennonite Brethren Church	Community Meal Program (Dinner) <sup>1</sup> Location: East Cambie	City of Richmond, Fraserview Mennonite Brethren Church		Wed		
Gilmore Park United Church	Community Meal Program (Dinner) Location: Seafair	Gilmore Park United Church			Thu	
	Takeaway Meals for After Hours Outreach Program <sup>2</sup> Location: Richmond-wide				Thu	
LingYen Mountain Temple Canada	Community Meal Program (Vegetarian Lunch) Location: East Richmond	LingYen Mountain Temple Canada				Sun
Minoru Seniors Society	Seniors Centre Low-Cost Meals (Lunch) Location: City Centre	Minoru Seniors Society	Mon \$	Wed \$	Thu \$	Fri \$
Muslim Food Bank Society	Halal Food Hampers Location: East Cambie	City of Richmond, Muslim Food Bank Society				Sat (4th Sat)
Nanaksar Gurdwara Gursikh Temple	Community Meal Program (Vegetarian Meals, 24 hours/7 days a week) Location: East Richmond	Nanaksar Gurdwara Gursikh Temple	Mon	Tue	Thu	Fri

<sup>1</sup> Community meals are generally offered as sit-down dinners open to the public.

<sup>2</sup> Takeaway meals are intended to be distributed by the After-Hours Outreach Program to individuals at risk of or experiencing homelessness.

**LEGEND**  Free community meals  Free takeaway meals to outreach teams  Low-cost (\$) meals for all  Free grocery distribution, hampers and meal delivery  Meals for program participants only  Free outdoor food pantry (open 24/7)  Seasonal only

## Schedule of Community Food Programs in Richmond (CONTINUED)

Organization	Services Offered	Funding Source	Service Schedule						
			Tue	Fri					
Parish of St. Alban's	Food Security Programs: • Community Meal Program (Dinner) • Takeaway Meals for After Hours Outreach Program • Hot Lunch Program • Outreach Program (Mini-hampers) • Sandwich Delivery Program Location: City Centre with delivery to other areas	City of Richmond, Parish of St. Alban's	Mon \$	Tue	Thu \$	Fri \$	Sat \$	Sun	
			Tue \$	Tue	Wed \$			Sun	
Pathways Clubhouse	Low-Cost Meal Program (Lunch) • For Clubhouse members Location: City Centre	City of Richmond, Vancouver Coastal Health, Pathways Clubhouse	Mon \$	Tue (1st/3rd Tue)	Thu \$	Fri \$	Sat \$	Sun \$	
			Tue (3rd Tue)						
Peace Mennonite Church	Community Meal Program (Dinner) Location: East Cambie	City of Richmond, Provincial Government (BC Community Prosperity Fund), Peace Mennonite Church	Mon	Tue	Wed	Fri			
	Takeaway Meals for After Hours Outreach Program Location: Richmond-wide								
Progressive Housing Society	Drop-In Centre Meals (Lunch) • Open to members of the community at risk of or experiencing homelessness Location: City Centre	City of Richmond	Mon	Tue	Wed	Thu	Fri	Sat	
	Temporary Winter Shelter Meals • For individuals spending the night at either of the two shelters • 2 meals per day (Dinner and Breakfast) • Seasonal from November to March Location: City Centre and Broadmoor		Mon	Tue	Wed	Thu	Fri	Sat	
Refuge Church	Community Meal Program (Dinner) Location: East Richmond	Refuge Church	Mon	Tue	Wed	Thu	Fri	Sat	
	Takeaway Meals for After Hours Outreach Program Location: Richmond-wide		Mon	Tue	Wed	Thu	Fri	Sat	

**LEGEND**

- Free community meals
- Free takeaway meals to outreach teams
- Low-cost (\$) meals for all
- Free grocery distribution, hampers and meal delivery
- Meals for program participants only
- Free outdoor food pantry (open 24/7)
- Seasonal only

## Schedule of Community Food Programs in Richmond (CONTINUED)

Organization	Services Offered	Funding Source	Service Schedule						
			Mon	Tue	Wed	Thu	Fri	Sat	
<b>Richmond Family Place Society</b>	Meal Programs (Breakfast, Lunch or Dinner) • For families with children under 6 years (siblings welcome) Location: City Centre	City of Richmond, Provincial Government (Ministry of Children & Family Dev., BC Community Gaming Grant), Richmond Family Place Society	Mon	Tue (Depot #2)	Wed	Thu	Thu (55+ only)	Fri	Sat
<b>Richmond Food Bank Society</b>	Grocery Distribution Services  Outdoor Food Pantry (24 hours/7 days a week) Location: City Centre, Seafair (Depot #1), East Cambie (Depot #2) and East Richmond (Depot #3)	Food Banks Canada, Food Banks BC, Richmond Community Foundation, Gilmore Park United Church, Richmond Food Bank Society, among others	Mon (Depot #1)	Tue (Depot #2)	Wed (Depot #3)	Thu	Thu (55+ only)	Fri	Sat (By appt.)
<b>Richmond Presbyterian Church</b>	Community Meal Program (Dinner) Location: Blundell  Takeaway Meals for After Hours Outreach Program Location: Richmond-wide	City of Richmond, Richmond Community Foundation, Gilmore Park United Church, Richmond Presbyterian Church	Mon						
<b>St. Joseph the Worker Parish</b>	Community Meal Program (Dinner) Location: Seafair  Takeaway Meals for After Hours Outreach Program Location: Richmond-wide	St. Joseph the Worker Parish							Sat
<b>St. Paul's Parish</b>	Takeaway Meals for St. Paul's Outreach Team Location: Richmond-wide	St. Paul's Parish						Fri	
<b>The Kehila Society of Richmond</b>	Meals-on-Wheels • Additional Food Fridge and Pantry (School Food Program) in East Richmond • Grocery gift cards Location: Richmond-wide	City of Richmond, Jewish Federation Grant, Mazon Canada, Averbach Foundation, The Kehila Society of Richmond		Tue		Thu			

**LEGEND**

- Free community meals
- Free takeaway meals to outreach teams
- Low-cost (\$) meals for all
- Free grocery distribution, hampers and meal delivery
- Meals for program participants only
- Free outdoor food pantry (open 24/7)
- Seasonal only

## Schedule of Community Food Programs in Richmond (CONTINUED)

Organization	Services Offered	Funding Source	Service Schedule						
<b>The Salvation Army – Richmond Community Corps</b>	Food Security Programs: <ul style="list-style-type: none"> <li>• Mobile Feeding Program (Food Truck) (Dinner)</li> <li>• Community Meal Program (Morning and Night) at Gilbert main site</li> </ul> Location: City Centre and Broadmoor	City of Richmond, Hecht Foundation, Illich Foundation, The Salvation Army	Mon	Tue	Wed	Thu	Fri	Sun (Gilbert main site)	
<b>The Salvation Army – Richmond House Emergency Shelter</b>	Richmond House Emergency Shelter Meals <ul style="list-style-type: none"> <li>• For individuals staying at the shelter</li> <li>• 3 meals per day (Breakfast, Lunch and Dinner)</li> </ul> Location: Shellmont	BC Housing	Mon	Tue	Wed	Thu	Fri	Sat	
<b>Union Gospel Mission</b>	Bagged Lunches (sandwiches) delivered by its Mobile Outreach Team	Union Gospel Mission			Wed				

Note: Updated as of February 26, 2026 with additional work underway to gather more information on the full spectrum of community food program providers in Richmond.

**LEGEND**

- Free community meals
- Free takeaway meals to outreach teams
- Low-cost (\$) meals for all
- Free grocery distribution, hampers and meal delivery
- Meals for program participants only
- Free outdoor food pantry (open 24/7)
- Seasonal only

**List of Community Food Program Providers Supported by City Funding**

<b>Organization</b>	<b>2025 HSS Grant</b>	<b>2025 Council Community Initiative Account</b>	<b>2025 Total City Funding</b>	<b>2026 HSS Grant</b>	<b>2026 Council Community Initiative Account</b>	<b>2026 Total City Funding</b>
1. Chabad of Richmond	Did not apply	n/a	n/a	\$5,000	n/a	<b>\$5,000</b>
2. Food Link Society	\$10,000	n/a	<b>\$10,000</b>	\$10,000	n/a	<b>\$10,000</b>
3. Fraserview Mennonite Brethren Church	\$5,000	n/a	<b>\$5,000</b>	\$5,000	n/a	<b>\$5,000</b>
4. Muslim Food Bank Society	Did not apply	n/a	n/a	\$7,500	n/a	<b>\$7,500</b>
5. Parish of St. Alban's	\$38,584	\$26,416	<b>\$65,000</b>	\$38,584	\$26,416	<b>\$65,000</b>
6. Pathways Clubhouse	\$36,657	n/a	<b>\$36,657</b>	\$36,657	n/a	<b>\$36,657</b>
7. Peace Mennonite Church	\$7,500	n/a	<b>\$7,500</b>	\$7,500	n/a	<b>\$7,500</b>
8. Refuge Church	\$25,000	\$85,000	<b>\$110,000</b>	\$25,000	\$75,000	<b>\$100,000</b>
9. Richmond Family Place Society	\$42,303	n/a	<b>\$42,303</b>	\$42,303	n/a	<b>\$42,303</b>
10. Richmond Presbyterian Church	\$7,500	n/a	<b>\$7,500</b>	\$7,500	n/a	<b>\$7,500</b>
11. St. Joseph the Worker Parish	\$7,500	n/a	<b>\$7,500</b>	Did not apply	n/a	n/a
12. The Kehila Society	\$7,500	n/a	<b>\$7,500</b>	\$7,500	n/a	<b>\$7,500</b>
13. The Salvation Army	\$0	\$20,000	<b>\$20,000</b>	\$10,000	\$20,000	<b>\$30,000</b>
<b>Total</b>	<b>\$187,544</b>	<b>\$131,416</b>	<b>\$318,960</b>	<b>\$202,544</b>	<b>\$121,416</b>	<b>\$323,960</b>

### Schedule of School-Based Food Programs

<b>SD38 Program</b>	<b>Description</b>	<b>Availability</b>
Breakfast program (sit-down)	Sit-down breakfast offered at select schools where staffing capacity allows.	Based on school's needs; eligible for all schools.
Breakfast program (grab and go)	Portable breakfast items; preferred breakfast model due to staff capacity.	Based on school's needs; eligible for all schools.
Sandwich lunch program	Prepared sandwiches for elementary schools.	Based on school's needs; eligible for all schools.
Boxed lunch program	Boxed lunches for secondary schools.	Based on school's needs; eligible for all schools.
Universal hot lunch program (pilot program)	Provides 1-2 days per month where every student can receive a hot lunch at no cost.	Available at each school.
Community fridge	Refrigerated food available to students during the school day.	Available at each school.
Snack program	Fresh items (e.g. hummus kits, tuna and crackers) available to students during the school day.	Available at each school.
Fruit and veggie program	Monthly whole-school distribution of fruits or vegetables.	Available at each school.
Weekly fruit program	Weekly fruit in community fridges; in addition to or instead of monthly fruit and veggie program.	Based on school's needs; eligible for all schools.
Dairy program	Weekly dairy in community fridges on a rotational basis (e.g. milk, cheese, overnight oats); opt-in as part of fruit and veggie program.	Based on school's needs; eligible for all schools.
Backpack buddies	Weekly ready-to-eat or easy-to-prepare foods (with fresh items) packaged for the student to cover weekend meals.	Self-identified by parent(s) or by school administrators; eligible for all students.