

When Vivian Jung was denied entry into the City's then only public pool, Crystal Pool, her classmates and instructor protested and refused to enter the pool unless Jung was also allowed. With that act of protest in 1945, the long-standing racial barrier that had originally been put in place in 1928 began to end.

當Vivian Jung因為種族隔離規定無法進入溫哥華當時唯一的公共泳池Crystal Pool，她的老師和同學們當場抗議，堅持除非Jung跟大家一起，他們拒絕入池游泳。因為這次抗議行動，從1928年起在Crystal Pool施行的長期種族隔離，終於在1945年開始瓦解。

Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》

Few people are aware of how in cities all around the Pacific, Chinese market farms helped feed growing populations in the 19th and 20th century, creating sustainable locally-sourced fresh food industries that still endure.

很少人知道太平洋各地城市的華人菜園在19世紀和20世紀幫助養育了這些地方不斷增長的人口，創造了至今仍活躍、可持續發展的當地新鮮農作產銷業。



Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》



ALL OUR FATHER'S RELATIONS

TWO VILLAGES AN OCEAN APART. ONE FAMILY'S JOURNEY OF A LIFETIME.

All Our Father's Relations revitalizes the interconnected histories of Chinese Canadian and First Nations relations along the Fraser River in BC through the story of the Grant siblings who journey from Vancouver to China to rediscover their father's roots and better understand his fractured relationship with their Musqueam mother.

《祖根父脈》活化了卑詩省菲沙河沿岸加拿大華人與原住民間互動的歷史，講述格蘭特家四個兄妹從溫哥華到中國的旅程，試圖重新認識他們華人父親的家族根源，並去理解父親與瑪斯琴母親之間關係斷裂的緣由。

Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》



Barbeque meat shops, fishmongers, greengrocers, and medicinal stores with their goods spilling out onto the streets are important services in Chinatowns today, especially for Chinese seniors and low-income residents who rely on them.

燒臘肉店、魚貨店、蔬果店以及藥品店等貨品陳列滿到街上的商家為唐人街提供了不可或缺的服務，特別是高齡華人以及低收入居民，他們更是依賴這些店家。


Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》

Did you know? In their home villages
Cantonese ate barbecue goose, not
duck? Chinese barbecue duck, an iconic
treat in Vancouver, was created by
Chinese migrants as they could not find
geese that tasted as good as those at
home, showing how intangible cultural
heritage such as food is dynamic and
reflects the adaptations made as people
moved to new locations.

你知道嗎？在華人移民位於廣東的家鄉，他們吃的是燒鵝而不是燒鴨？廣東燒鴨在溫哥華是標誌性的餐點，是華人移民在異地創造的，因為他們在當地找不到和家鄉一樣肉質美味的鵝，這樣的創意反映了飲食等非物質文化遺產是動態的，會隨著人的遷移而產生相對的變化。



Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》



There are many forms of intangible cultural heritage: the speaking of Cantonese and other village dialects, singing opera and folk songs, playing traditional instruments, writing calligraphy and poetry, learning family recipes and sharing meals, using medicinal remedies, respecting elders and ancestors—anything that a group of people value enough to keep alive.

非物質文化遺產透過各種形式呈現：例如粵語及地方方言、粵劇及民歌、中國傳統樂器、書法與詩詞、家傳食譜及共餐習慣、傳統醫藥知識，還有敬老尊賢等訓誨——任何被社群珍視保存的傳統慣習都可以被包含在非物質文化遺產的範疇內。



Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》

Opera and traditional folk songs sung in Cantonese were a popular pastime for Chinese labourers when they were not working. For these early Chinese migrants, singing songs and reciting poetry together provided a way to come together, as well as a link to home.

粵劇和傳統民謠是華裔工人在工餘時流行的消遣方式。對這些早期華人移民來說，一起唱歌和背誦詩歌不僅提供了一種聚會的方式，更提供了與家鄉的聯繫。



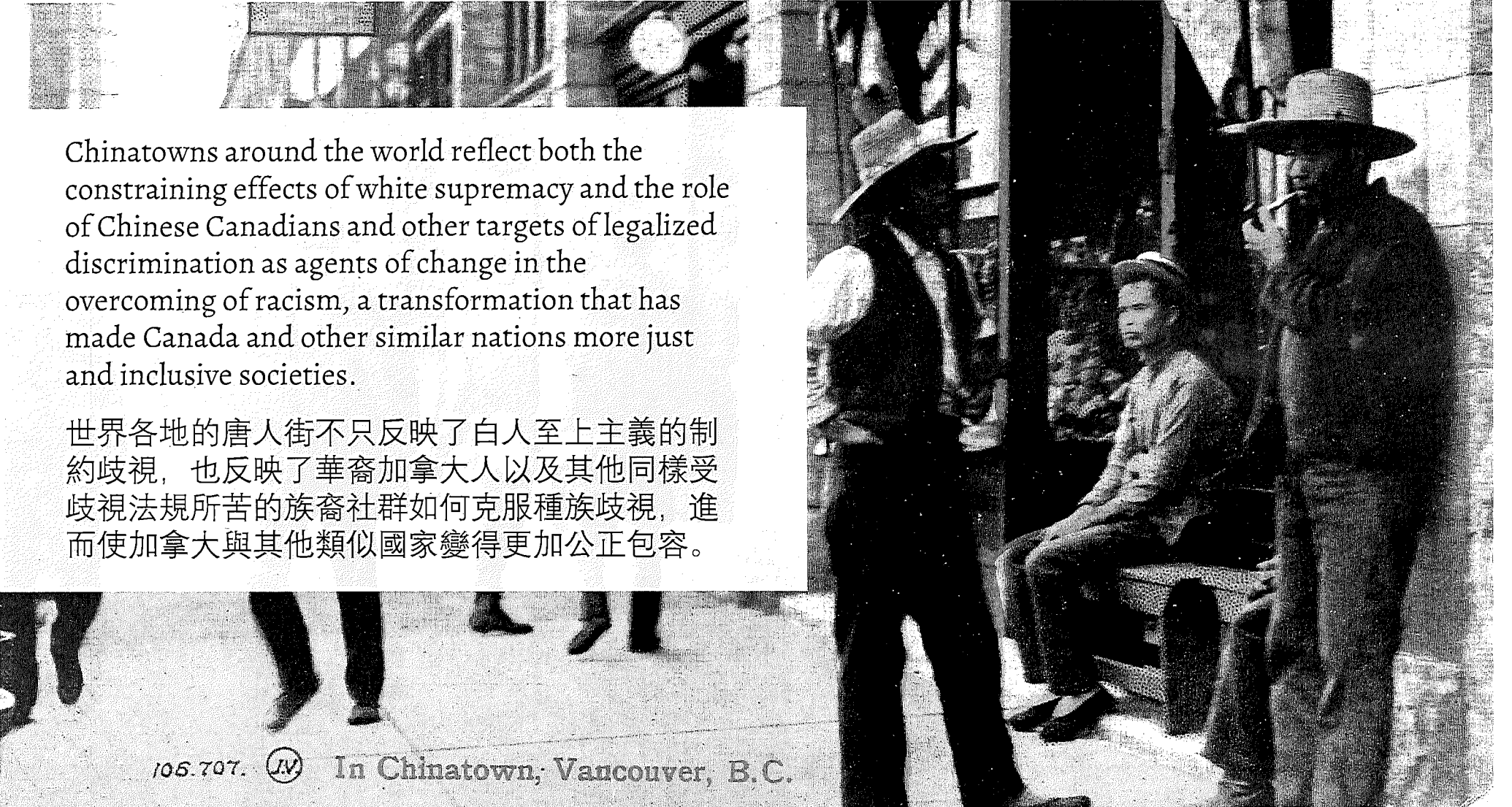
Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》



One of the most unique cultural creations in Chinatowns in cities such as Vancouver, San Francisco, and Melbourne were Miss Chinatown beauty pageants. At a time in the 1950s and 60s when non-white contestants were almost never included in beauty pageants, alternatives such as the Miss Chinatown pageant became a way for young Chinese to create a parallel form of acceptance and belonging.

唐人街小姐選美比賽為溫哥華、三藩市和墨爾本等地唐人街最獨特的文化創意之一。在選美普遍流行的50及60年代，這些比賽幾乎從未讓非白人女性參賽，像唐人街小姐這樣的創舉成為年輕華人參與時下流行文化以及創造自身歸屬感的另一種選擇。

Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》

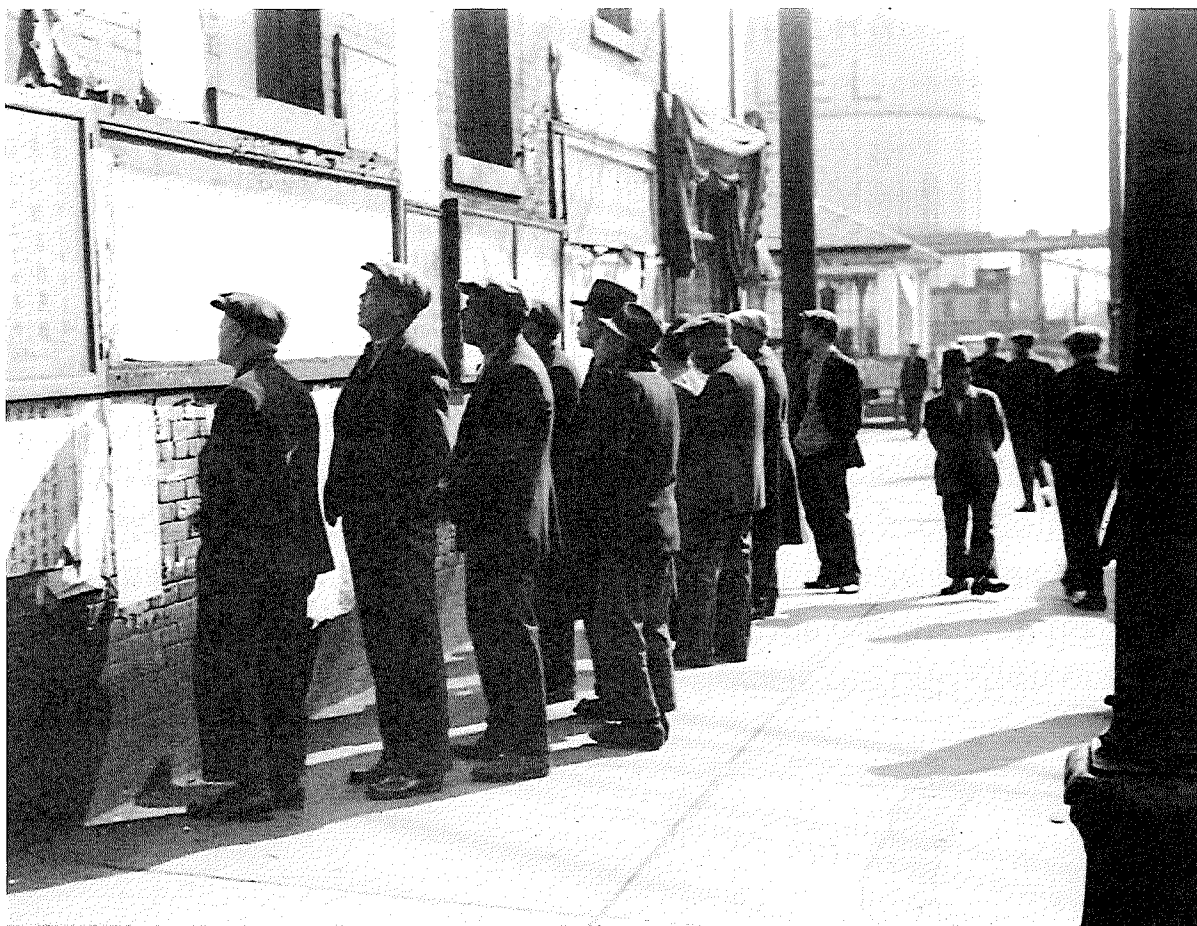


Chinatowns around the world reflect both the constraining effects of white supremacy and the role of Chinese Canadians and other targets of legalized discrimination as agents of change in the overcoming of racism, a transformation that has made Canada and other similar nations more just and inclusive societies.

世界各地的唐人街不只反映了白人至上主義的制約歧視，也反映了華裔加拿大人以及其他同樣受歧視法規所苦的族裔社群如何克服種族歧視，進而使加拿大與其他類似國家變得更加公正包容。

106.707. (IV) In Chinatown, Vancouver, B.C.

Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》



In October 2017, the City Council approved the Historical Discrimination Against Chinese People in Vancouver (HDC) final report. In addition to research findings, the report also recommended a list of priority actions to address and reconcile with the City's history of anti-Chinese legislation and practices.

溫哥華市議會於2017年10月核准了「溫哥華市早期歧視華人的歷史」(HDC)的結案報告。除了研究結果，該報告還建議了一系列首要行動去處理與和解溫市的反華立法及施法歷史。

At the core of the HDC recommendations is the initiation of a process towards a UNESCO World Heritage designation for Chinatown. If successful, Vancouver's Chinatown will be the first in Canada and North America to receive such a prestigious global recognition. To support the sustainability of the benefits brought about by the designation, it is also recommended that the City create a comprehensive management plan for Chinatown's living heritage and cultural assets.

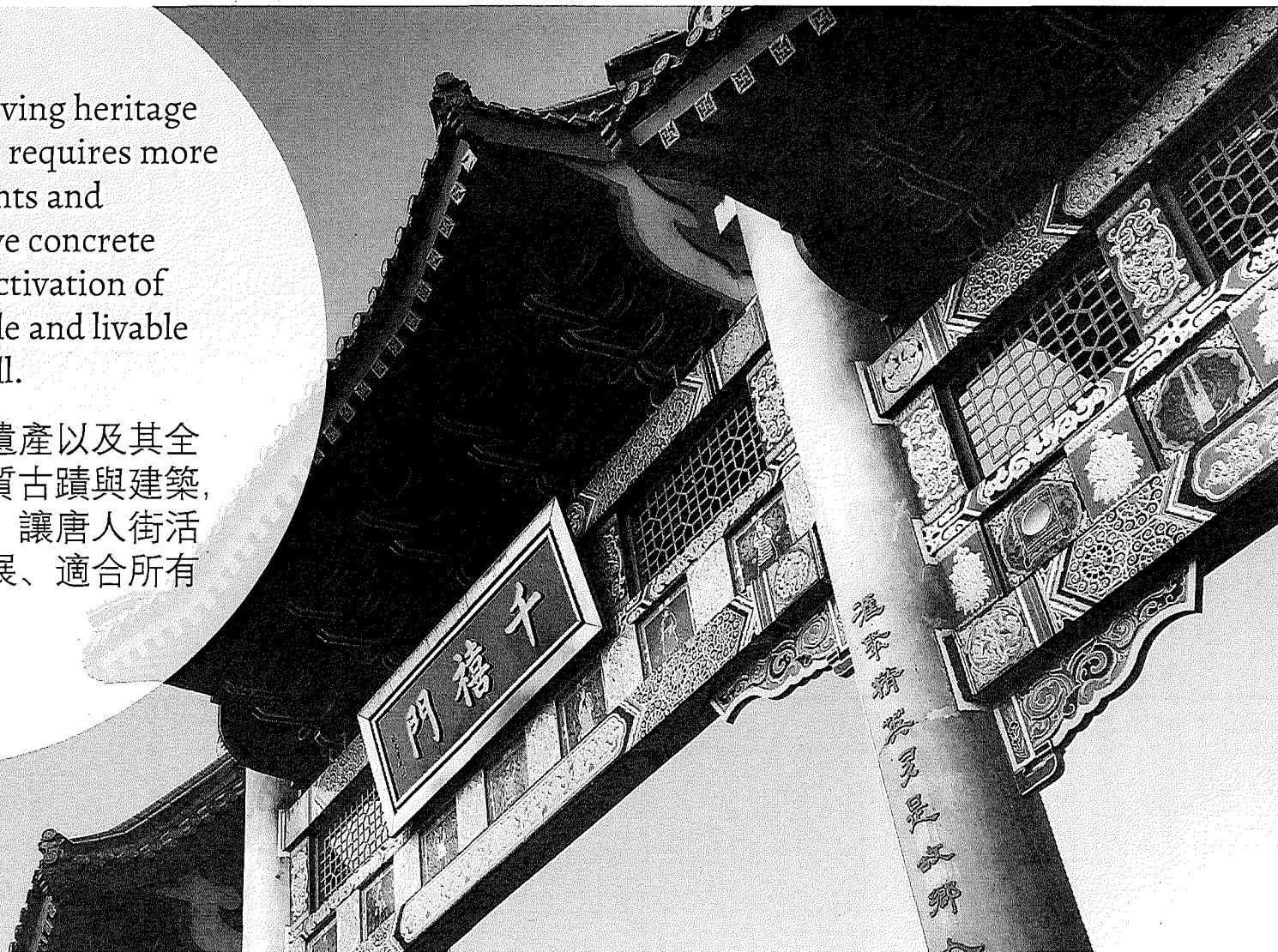
這一系列行動的核心任務是申請唐人街成為聯合國教科文組織的世界遺產。若申請成功，溫哥華的唐人街將成為加拿大以及北美第一個獲得如此全球性認證的唐人街。為使登錄世界遺產所帶來的利益得以長期持續，報告也建議溫市為唐人街的活遺產與文化資產訂定全面性的管理計劃。



Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》

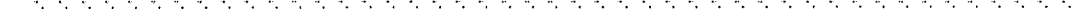
Honouring Chinatown's living heritage and its global significance requires more than preserving monuments and buildings—it has to involve concrete actions that support the activation of Chinatown as a sustainable and livable heritage community for all.

紀念與傳承唐人街的活遺產以及其全球意義不能只靠維護物質古蹟與建築，我們必須採取具體行動，讓唐人街活化轉型成一個可持續發展、適合所有人居住的世界遺產社區。



Excerpts from *Journeys of Hope* | 內容節錄自《希望之旅》

Cael



From: fenella@dscomgroup.ca
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: 2/5/2018 2:24:28 PM
Subject: Finalized English version re Racist History of COV - 1st invoice attached
Attachments: CityVan-HDC-01-2018.pdf

Hi Baldwin,

This is to recap our phone conversation about 20 min ago
(at 1:04 pm, Feb 5, 2018):

- 1) That you instructed me to go ahead with translation of the finalized survey right away;
- 2) That you will discuss with UBC whether to include our translation fee of the finalized survey (\$2,500 + GST) into the overall publication budget, or to find some other funding sources, such as from COV;
- 3) That I should send you the invoice for the translation work done on the survey draft.

Therefore I have attached to this email our invoice for the survey draft. Would appreciate payment at your earliest possible convenience.

We will proceed with work of the finalized version right away and will let you know if I have any questions with the text.

Many thanks!

Fenella

On Fri, 02 Feb 2018 12:03:10 -0800
fenella@dscomgroup.ca wrote:

>
> Hi Baldwin,
>
> A gentle reminder that if you need the new version to be
>translated in two weeks, I will need to alert our Chinese
>team of translator & editor first. They usually need to
>take a longer break during Chinese New Year.
>
> Kindly advise if I should proceed ASAP. Many thanks for
>your attention.
>
>Fenella
>
>
> On Wed, 31 Jan 2018 11:51:05 -0800

> fenella@dscomgroup.ca wrote:

>> Hi Baldwin,

>>

>> I did a comparison of the old & new documents and they

>>are substantially different. The new document has around

>>8,500 words of text that is entirely new. I think I can

>>offer you \$2,500 + GST for this 2nd half of the project.

>>Delivery can be made by noon or so on Wed, Feb 14 if

>>approval to go ahead is confirmed today.

>>

>> In this case, I think I will send you the invoice \$3,000

>>+ GST first for the 1st half of the project.

>>

>> Kindly let me know ASAP if my proposal above works for

>>you. Thank you very much!

>>

>>Fenella

>>

>>

>> On Tue, 30 Jan 2018 00:32:52 +0000

>> "Wong, Baldwin" <baldwin.wong@vancouver.ca> wrote:

>>>Fenella:

>>> Yes, please give me a budget for additions and change as

>>>well as confirming the previous work (\$3,000?) !

>>> Thanks

>>> Baldwin

>>>

>>> -----Original Message-----

>>>From: fenella@dscomgroup.ca

>>>[mailto:fenella@dscomgroup.ca] Sent: Monday, January 29,

>>>2018 4:01 PM

>>> To: Wong, Baldwin

>>> Cc: fenella.s.22(1)

>>> Subject: Finalized English version re Racist History of

>>>COV II

>>> Importance: High

>>>

>>>

>>> Got it with thanks. Will review it tonight to check out

>>>the new texts. If there are too many you might be charged

>>>extra for the additional parts. Is that OK?

>>>

>>>Fenella

>>>

>>> On Mon, 29 Jan 2018 23:49:46 +0000

>>> "Wong, Baldwin" <baldwin.wong@vancouver.ca> wrote:

>>>> Sorry there was some glitches on our side sending out

>>>>...

>>>> Please confirm you receive this! it's Appendix 1.

>>>> Thanks Fenella!

>>>> Baldwin
>>>>
>>>> Social Planner I City of Vancouver
>>>> Woodward's Heritage Building
>>>> #501-111 West Hastings Street
>>>> Vancouver, B.C. V6B 1H4
>>>> 604.871.6637
>>>>
>>>>
>>>>
>>>> -----Original Message-----
>>>> From: fenella@dscomgroup.ca
>>>> [mailto:fenella@dscomgroup.ca]
>>>> Sent: Monday, January 29, 2018 2:36 PM
>>>> To: Wong, Baldwin
>>>> Cc: fenella.dscom@gmail.com
>>>> Subject: Finalized English version re Racist History of
>>>> COV
>>>> Importance: High
>>>>
>>>> Hi Baldwin,
>>>>
>>>> So that you know, I still haven't received the said
>>>> document. When it's ready, please send it to both of my
>>>> addresses listed here, just in case.
>>>>
>>>> Thank you very much!
>>>>
>>>> Fenella
>>>>
>>
>



#720 - 999 West Broadway
Vancouver, B.C. Canada V5Z 1K5
Phone: (604) 734-5607
Fax: (604) 730-0970
E-mail: office@dscomgroup.ca

www.dscomgroup.ca

INVOICE

GST Registration no.: 86177 1228 RT0001

Our invoice no.: CityVan-HDC-01-2018

In Account with: City of Vancouver
Woodwards Heritage Building
#501-111 West Hastings Street
Vancouver, B.C. V6B 1H4

Re: HDC survey draft - translation

Attn: Baldwin Wong, Social Planner
Via email: baldwin.wong@vancouver.ca

Date: Feb 5, 2018

Language: English to traditional Chinese

Professional fee: Translation of the survey (draft)
GST at: 5%

Total amount payable

Amount payable

\$3,000.00

\$150.00

\$3,150.00

Payment due upon receipt of invoice.

Monthly interest rate at 2% (24% per annum) may apply on overdue amount.

Please make cheque payable to **DS Communications Group Ltd.** at the address above.

Thank you.

From: fenella@dscomgroup.ca
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: 2/15/2018 3:30:54 PM
Subject: Finalized English version re Racist History of COV - revised quote & turnaround time

Hi Baldwin,

May I wish you a most healthy, joyful and prosperous Year of the Dog!

Anyhow, further to our phone conversation a few days ago, I have taken another look at the PDF file that you sent me, of which you indicated Appendix One is the only part that requires translation and update for now.

In that case, I can offer you the nominal fee of \$200 + GST to translate any additional text that was not in the previous draft, and to update the translation to match it with the final version.

Delivery can be made before the end of next week.

Kindly write back to confirm if the above suits you. Many thanks!

Fenella

On Wed, 31 Jan 2018 11:51:05 -0800

fenella@dscomgroup.ca wrote:

> Hi Baldwin,

>

> I did a comparison of the old & new documents and they
> are substantially different. The new document has around
> 8,500 words of text that is entirely new. I think I can
> offer you \$2,500 + GST for this 2nd half of the project.
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> In this case, I think I will send you the invoice \$3,000
> + GST first for the 1st half of the project.

>

> Kindly let me know ASAP if my proposal above works for
> you. Thank you very much!

>

> Fenella

>

>

> On Tue, 30 Jan 2018 00:32:52 +0000

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>>well as confirming the previous work (\$3,000?) !
>> Thanks
>> Baldwin
>>
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>>From: fenella@dscomgroup.ca
>>[mailto:fenella@dscomgroup.ca] Sent: Monday, January 29,
>>2018 4:01 PM
>> To: Wong, Baldwin
>> Cc: fenella.dscom@gmail.com
>> Subject: Finalized English version re Racist History of
>>COV II
>> Importance: High
>>
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>> Got it with thanks. Will review it tonight to check out
>>the new texts. If there are too many you might be charged
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>>Fenella
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>>> Sorry there was some glitches on our side sending out
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>>> Please confirm you receive this! it's Appendix 1.
>>> Thanks Fenella!
>>> Baldwin
>>>
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>>> Woodward's Heritage Building
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>>> Vancouver, B.C. V6B 1H4
>>> 604.871.6637
>>>
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>>> Importance: High
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>>> Hi Baldwin,
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>>> So that you know, I still haven't received the said
>>>document. When it's ready, please send it to both of my
>>>addresses listed here, just in case.
>>>
>>> Thank you very much!
>>>
>>>Fenella
>>
>

From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
To: "Kapadia, Yasmin" <yasmin.kapadia@vancouver.ca>
Date: 3/29/2018 4:58:57 PM
Subject: FW: [PDF Attached] - Invoice for payment processing - Dr. Sun Yat-Sen Classical Chinese Garden
Attachments: Invoice re April 22 Chinatown Cultural Day_SYS Classical Chinese Garden_032018.pdf

Hi Yasmin: Mary Clare and I approve the payment of this invoice to Dr. Sun Yet Sen Garden. Please provide account code of Welcoming and Inclusive Communities to Angie as the invoice was already sent to A/P under Wendy's name. Any question, please let me know.
Thanks
Baldwin

From: Au, Wendy
Sent: Tuesday, March 27, 2018 1:57 PM
To: Wong, Baldwin
Cc: Sulistio, Angela
Subject: FW: [PDF Attached] - Invoice for payment processing - Dr. Sun Yat-Sen Classical Chinese Garden
Importance: High

Hi Baldwin, can you please find out whether you can pay this invoice? if yes, please give me the account no. and I will ask Angie to quote to this account when she gets the approval email from AP Invoice. the invoice has already been sent out so we have to do it this way.

thanks
wendy

From: Vincent Kwan [<mailto:director@vancouverchinesegarden.com>]
Sent: Tuesday, March 27, 2018 1:45 PM
To: AP Invoice
Cc: Au, Wendy; Sulistio, Angela; Accounting
Subject: [PDF Attached] - Invoice for payment processing - Dr. Sun Yat-Sen Classical Chinese Garden

Hi,

Please find the attached the invoice for your processing. The invoice issued by the Dr. Sun Yat-Sen Classical Chinese Garden for its work on Chinatown Cultural Day event. Please contact me if there is any question or comment.

Best Regards,
Vincent



Vincent Kwan
Executive Director
T: 604-662-3207 x 201 | F: 604-682-4008
www.vancouverchinesegarden.com
www.facebook.com/vancouverchinesegarden
www.twitter.com/vangarden

578 Carrall Street, Vancouver, BC



Dr. SUN YAT-SEN
CLASSICAL
CHINESE
GARDEN

INVOICE

Dr. Sun Yat-Sen Classical Chinese Garden

Chinatown Cultural Day - Invoice

578 Carrall St.
Vancouver, BC V6B 5K2
Tel: 604-662-3207 Fax: 604-682-4008

INVOICE NO. sys20180327v1
DATE March 27, 2018
CUSTOMER ID City of Vancouver

TO Accounts Payable Shared Services Centre
City of Vancouver
453 West 12th Avenue
Vancouver BC V5Y 1V4

Quantity	DESCRIPTION	Unit Price	TOTAL
1	Contracted coordinators for outreach to community groups, performers, demonstrators for Chinatown Cultural Day. Including identifying suitable participants, contact, confirm, made all arrangements to ensure participation, rehearsal & performances	\$ 7,000.00	\$ 7,000.00
1	Materials for art and crafts demonstrators	200.00	200.00
1	Administration fee	200.00	200.00
	City of Vancouver contacts are Wendy Au, Assistant City Manager and Angie Sulistio, City Manager's Office		
	Please make payment payable to :		
	Dr. Sun Yat-Sen Garden Society of Vancouver		
	578 Carrall St		
	Vancouver BC V6B 5K2		
	SUBTOTAL	\$	7,400.00
	GST		350.00
	TOTAL	\$	7,750.00

GST # 119230407

Make all checks payable to Dr. Sun Yat-Sen Garden Society of Vancouver

THANK YOU

From: "Au, Wendy" <wendy.au@vancouver.ca>
To: "Hildebrandt, Tina" <tina.hildebrandt@vancouver.ca>
Date: 3/20/2018 2:17:53 PM
Subject: FW: April 22 Special Council meeting and Chinatown Cultural Day
Attachments: CA-Evite2018.pdf

Hi Tina, here is the invitation for all Council Advisory Committees. Thanks for your assistance to send them out. wendy

Please see below an invitation to a special City Council Meeting to issue An Official Apology to the Chinese Community on Sunday, April 22, at 2 pm at the Chinese Cultural Centre of Greater Vancouver, 50 East Pender Street, David Lam Hall, Vancouver.

April 22 is also Chinatown Cultural Day with a variety of activities to enjoy, learn and experience Chinese culture. I hope you can all attend! Please feel free to share with your colleagues and friends.



City of Vancouver

Mayor Gregor Robertson and Vancouver City Council
cordially invite you to attend a Special Council Meeting

for the

OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Sunday, April 22, 2018 at 2pm

Chinese Cultural Centre of Greater Vancouver

50 East Pender Street, David Lam Hall, Vancouver

Chinatown Cultural Day 1-4pm

at different locations throughout Chinatown

Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Recognizing Historical Discrimination
Against Chinese People in Vancouver

Sunday, April 22, 2018

Arrive by 1:45 pm

Council Meeting from 2 - 3:30 pm

Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, David Lam Hall
Vancouver, British Columbia

Seating is first come,
first serve.



CHINATOWN CULTURAL DAY

Sunday, April 22, 2018, 1-4 pm

Come and enjoy, learn and experience
Chinese culture through a variety of activities
including food tasting, games, crafts, dancing,
music, tours, ceremonies and much more!

Activities are taking place at
different locations throughout
Vancouver's Chinatown.



From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
To: "Fenella Sung, DS Communications Group Ltd." \fenella@dscomgroup.ca" <fenella@dscomgroup.ca>
Date: 4/12/2018 6:33:39 PM
Subject: FW: CCD - Signage Tower Side 4 (information)
Attachments: Chinatown Cultural Day 2018 - Signage Grid - 2018 SIGNAGE GRID.pdf

Hi Fenella: we need you to translate the parts showing as green (English text there only) as well as the 4 Signage Towers. Please use the google sheets link below in Marlee's email.

I've also attached a pdf of the document just for your reference. I've hidden the columns past Design File Size all the way to Notes from the original spreadsheet for easier viewing.

Any question, please let me know.

Please send the translation to Marlee and copy me when done.

Thanks

Baldwin

P.S Marlee: I've edited the document and double check the lists. I assume Fenella is translating the 4 towers although they are not in green!

From: Marlee Eheler [mailto:meheler@brandlivegroup.com]
Sent: Thursday, April 12, 2018 3:58 PM
To: Wong, Baldwin
Subject: Re: CCD - Signage Tower Side 4 (information)

Hi Baldwin,

Please see [here](#) for the signage grid. Please be sure that the translator is **matching the format of the english text with the translations**. ie. using bold for headers, dropping text to the next line and spacing between lines. It is very important that this is done correctly as I won't be able to tell which letters are meant to fall on which lines as I can't speak Mandarin!

There may be a few additional updates this afternoon but not many!

I have highlighted all cells that need translations in GREEN!

Thank you so much,
Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com
C 604.910.6996
T 604.733.7171

201-120 West 3rd Avenue
Vancouver, BC, V5Y 1E9
brandlivegroup.com

BRANDLIVE

Click here to discover where fields become festivals.

On Thu, Apr 12, 2018 at 12:21 PM, Wong, Baldwin <baldwin.wong@vancouver.ca> wrote:
Marlee: can you send me the final all-inclusive version for translation for the signage tower? (the link)
My cell is 604-817-3569.
Thanks
Baldwin

From: Marlee Eheler [mailto:meheler@brandlivegroup.com]
Sent: Wednesday, April 11, 2018 2:25 PM
To: Au, Wendy; Wong, Baldwin
Subject: CCD - Signage Tower Side 4 (information)

Hi Both,

Lauren Stasila updated the text that Baldwin sent over from the press release, just to ensure that it was in present tense!

Please see below and let me know if this updated text is approved to move forward with on signage!

Join Vancouver City Council today for a special meeting in Chinatown where Mayor Gregor Robertson will deliver a formal apology for past discrimination against residents of Chinese descent. The apology will acknowledge the wrongdoings of past legislation, regulations and policies of previous Vancouver City Councils. The apology takes place at 2 p.m. at the Chinese Cultural Centre and is open to the public.

The formal apology is part of a larger Chinatown Culture Day event, which will take place between 1 p.m. and 4 p.m. throughout Chinatown. Come enjoy, learn and experience Chinese culture through a variety of activities including: historical walking tours, tai chi demonstrations, street food stalls, free admission to the Dr. Sun Yet Sen Garden and Chinese museum, and much more.

Thank you,
Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com
C [604.910.6996](tel:604.910.6996)
T [604.733.7171](tel:604.733.7171)

[201-120 West 3rd Avenue](#)
[Vancouver, BC, V5Y 1E9](#)
brandlivegroup.com

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Click here to discover where fields become festivals.

BRANDLIVE

EVENT NAME

PROJECT NAME: Chinatown Cultural Day

PROJECT DATE: April 22nd, 2018

ALL COPY INSERTED BY:

ALL DESIGNS APPROVED BY:

SIGNAGE PRINT DEADLINE:

Blue text is TBD - don't design yet

Highlight text to final copy (Blue text is TBD)

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Site/ Signage Reference	Printer	Content / Copy	Mandarin Translations	Dimensions
Batch	Company			Final Print Size
Accreditation				
		Wendy AU (CMO) 604-351-5843		
		Baldwin Wong (Social Policy) 604-817-3569		
		Coel Haywood (Engineering) 604-716-7566		
		Helen Ma (Planning) 604-788-1393		
		Lesley Matthews (Protocol) 604-362-3419		
		Katrina Leckovic (City Clerk) 604-368-2948		
		John Anthony (Security) 778-788-1744		
Contact List		Joey Cheung (Vendors & Sport Field participants) 604-506-8962		
		Tony Moy (Vendors & Sport Field participants) 604-618-0535		
		Vincent Xivan (Sun Yat Sen Garden) 778-862-9621		
		Renita Manj		
		Marlee Ehler		
		Marcus Richter		
		Greg Senko		
		Jenn Johnston		
Wayfinding signage				
Chinatown Cultural Day	Twisted Media	Chinatown Cultural Day (space for arrow)		24"x36"
Chess	Twisted Media	Chinese Chess This Way (space for arrow)		24"x36"
Let's Play Chinese Chess		Let's Play Chinese Chess	一起下象棋	24 x 36
Andy Livingstone Park	Twisted Media	1PM - 3PM Andy Livingstone Field Activities Include: Tai Chi Demonstration, Lion Dance, Healthy Living Exercise, Tai Chi Fan Dance, Flower Drum Dance, Line Dance, Yuan Chin Health Dance, and many more!	下午一時至三時Andy Livingstone 球場活動包括: 太極示範, 舞龍舞獅, 健身操, 太極扇, 腰鼓舞, 六通拳, 東健舞, 元極運動舞等等!	24"x36"
Washroom	Twisted Media	Washrooms This Way (space for arrow)		24"x36"
Food Vendors	Twisted Media	Food Booths This Way (space for arrow)		24"x36"
		Special Entry		
		Elected Officials		
		Civic Boards Members		
		Seniors Age 75 & above		
Entrance #1				24"x36"
Entrance #2		Main Entrance		24"x36"
		A Special City Council Meeting and Chinatown Cultural Day April 22, 2018		
		Join Vancouver City Council today for a special meeting in Chinatown where Mayor Gregor Robertson will deliver a formal apology for past discrimination against residents of Chinese descent. The apology will acknowledge the wrongdoings of past legislation, regulations and policies of previous Vancouver City Councils. The apology takes place at 2 p.m. at the Chinese Cultural Centre and is open to the public.		
		The formal apology is part of a larger Chinatown Culture Day event, which will take place between 1 p.m. and 4 p.m. throughout Chinatown. Come enjoy, learn and experience Chinese culture through a variety of activities including: tai chi demonstrations, lion dance, Chinese brush painting, Chinatown stories, street food stalls, free admission to the Dr. Sun Yat Sen Garden and Chinese Cultural Centre Museum, and much more.		
Chinatown Cultural Day Info				24"x36"
Media Check In		Media Check In		24"x36"
Tent Headers				
Elders Viewing Area		Elders Viewing Area	長者觀摩區	1' x 20'
Information/Lost & Found		Information/Lost & Found	詢問處/失物招領	1' x 10'
Voter Registration		Voter Registration	選民登記	2' x 2'
St. Johns		First Aid	緊急救援	1' x 10'
Vancouver Fire & Rescue		Vancouver Fire & Rescue	溫哥華消防局	2' x 2'
Vancouver Police Department / Chinese Community Policing Centre		Vancouver Police Department / Chinese Community Policing Centre	溫哥華警察局/華人警民服務中心	2' x 2'
Chinese Garden Exhibition (SYS GARDEN)		Chinese Garden Exhibition	中國園	2' x 2'
Learn History through Calligraphy (SYS Garden)		Learn History through Calligraphy	歷史與書法	2' x 2'
Children's Arts & Crafts (SYS Garden)		Children's Arts & Crafts	兒童工藝坊	2' x 2'
Let's Play Mahjong		Let's Play Mahjong	麻雀遊戲	2' x 2'
Learn Calligraphy		Learn Calligraphy	齊學寫大字	2' x 2'
Stamp Engraving & Paper Cutting		Stamp Engraving & Paper Cutting	刻印及剪紙工藝	2' x 2'
Lion Dance Exhibit		Lion Dance Exhibit	舞獅的故事	2' x 2'
Lion Dance Experience		Lion Dance Experience	舞獅體驗	2' x 2'
Chinese Chess		Chinese Chess		2' x 2'
Cantonese Opera Makeup Experience & Costume Exhibition		Cantonese Opera Makeup Experience & Costume Exhibition	粵劇化妝/服裝展	2' x 2'
Chinatown Stories		Chinatown Stories	唐人街的故事	2' x 2'
Chinatown History		Chinatown History	唐人街歷史	2' x 2'
HomeTown Bulletin		HomeTown Bulletin	家鄉雜誌	2' x 2'
Chinese Brush Painting		Chinese Brush Painting	國畫示範	2' x 2'
Crafting Dough Figurines		Crafting Dough Figurines	特色麵粉公仔	2' x 2'
Good Luck Knotting		Good Luck Knotting	巧手繩結	2' x 2'
Make a grasshopper		Make a grasshopper	手做蚱蜢	2' x 2'
Vancouver Public Library		Vancouver Public Library	溫哥華公共圖書館	2' x 2'
Chinatown Public Arts Tour		Chinatown Walking Tour		2' x 2'
Chinese Tea Ceremony		Chinese Tea Ceremony	中國茶道	2' x 2'
YYC		Mahjong		2' x 2'
Son of James		Musical Performance		2' x 2'
Jade Dynasty Restaurant		Jade Dynasty Restaurant		
		Dim Sum, Hot & Sour Soup		2' x 2'
		Peninsula Catering		
Peninsula Catering		Dim Sum, Fish Balls & Soup		2' x 2'

From: "Au, Wendy" <wendy.au@vancouver.ca>
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
"Helen Ma \(\hm\)" s.22(1)
"Joe, Wesley" <wesley.joe@vancouver.ca>
"Wanklin, Tom" <tom.wanklin@vancouver.ca>
"Vincent Kwan" <director@vancouverchinese garden.com>
"Joey Cheung" <joe@joeycheung.ca>

s.22(1)

Date: 4/12/2018 1:48:31 PM

Subject: FW: Chinatown Cultural Day - Updated Site Plan (revision 8) attached

Attachments: Chinatown Cultural Day Site Plan_rev8.pdf
ATT00001.htm

fyi

Begin forwarded message:

From: Gregory Senko <gsenko@brandlivegroup.com>
Date: April 12, 2018 at 9:41:25 AM PDT
To: "Hagiwara, Rosemary" <rosemary.hagiwara@vancouver.ca>, Renita Manj
<rmanj@brandlivegroup.com>, <jonathan.anthony@vancouver.ca>, "Cael Hopwood ,"
<cael.hopwood@vancouver.ca>, <leo.desousa@vancouver.ca>, "CLARKE, Matt"
<matt.clarke@vpd.ca>, <greg.conlan@vancouver.ca>, "Rob Bartlett ,"
<robert.bartlett@vancouver.ca>, <rena.kendall-craden@vancouver.ca>,
<lauren.stasila@vancouver.ca>, Marlee Eheler <meheler@brandlivegroup.com>, "Au, Wendy"
<wendy.au@vancouver.ca>, "PROCTOR, Jill" <jill.proctor@vpd.ca>
Subject: Chinatown Cultural Day - Updated Site Plan (revision 8) attached

Hello Everyone,

Attached is the most up to date site plan for the April 22 Chinatown Cultural Day Event based on our meetings this week.

Thanks,

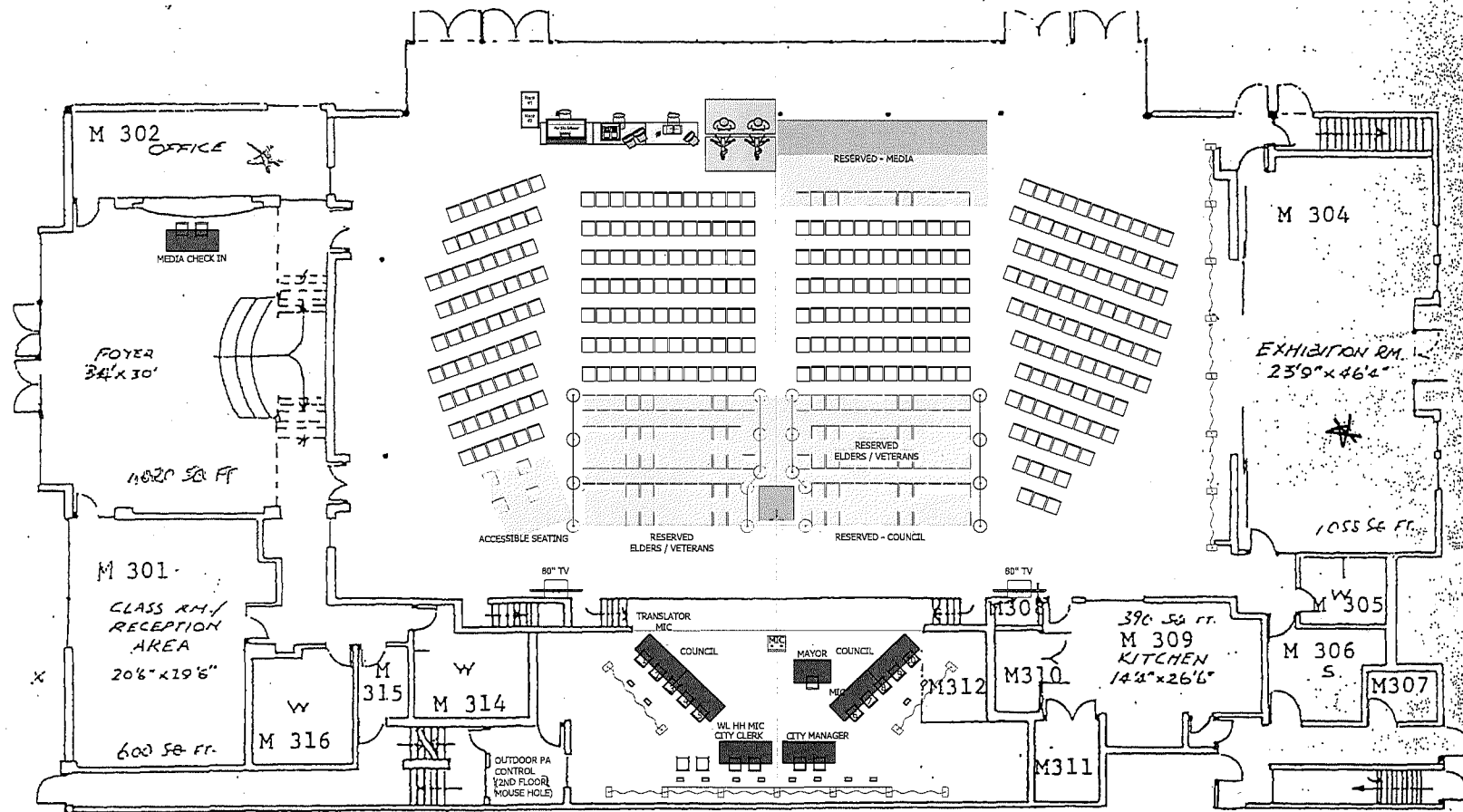
Gregory Senko
Technical Director
E gsenko@brandlivegroup.com
C +1.604.961.2413
T +1.604.733.7171
Unit 201 - 120 West Third Avenue
Vancouver, BC, V5Y 1E9
brandlivegroup.com

BRANDLIVE

Get ready for a wildly civilized weekend of music, creativity and culinary excellence in Vancouver's iconic Stanley Park. September 7-9, 2018.

Please Note

Effective March 1, 2018, we have moved to our new office 120 West 3rd- unit 201, Vancouver, BC, V5Y 1E9.



多項用途大樓
MULTIPURPOSE HALL MAIN FLOOR

BRANDLIVE

Notes:
SEATING FOR 500
Drawn By: Greg Senko
Date: 18-4-12
File name: Chinatown Cultural Day Site Plan.vwx

ORIGINAL DRAWING DATE
MARCH 27, 2018

REVISION DATE
APRIL 12, 2018

DRAWN BY
gsenko@brandlivegroup.com

EVENT DATE
APRIL 22, 2018

VENUE
KEEFER ST @ QUEBEC ST

REVISION #
REV. #8

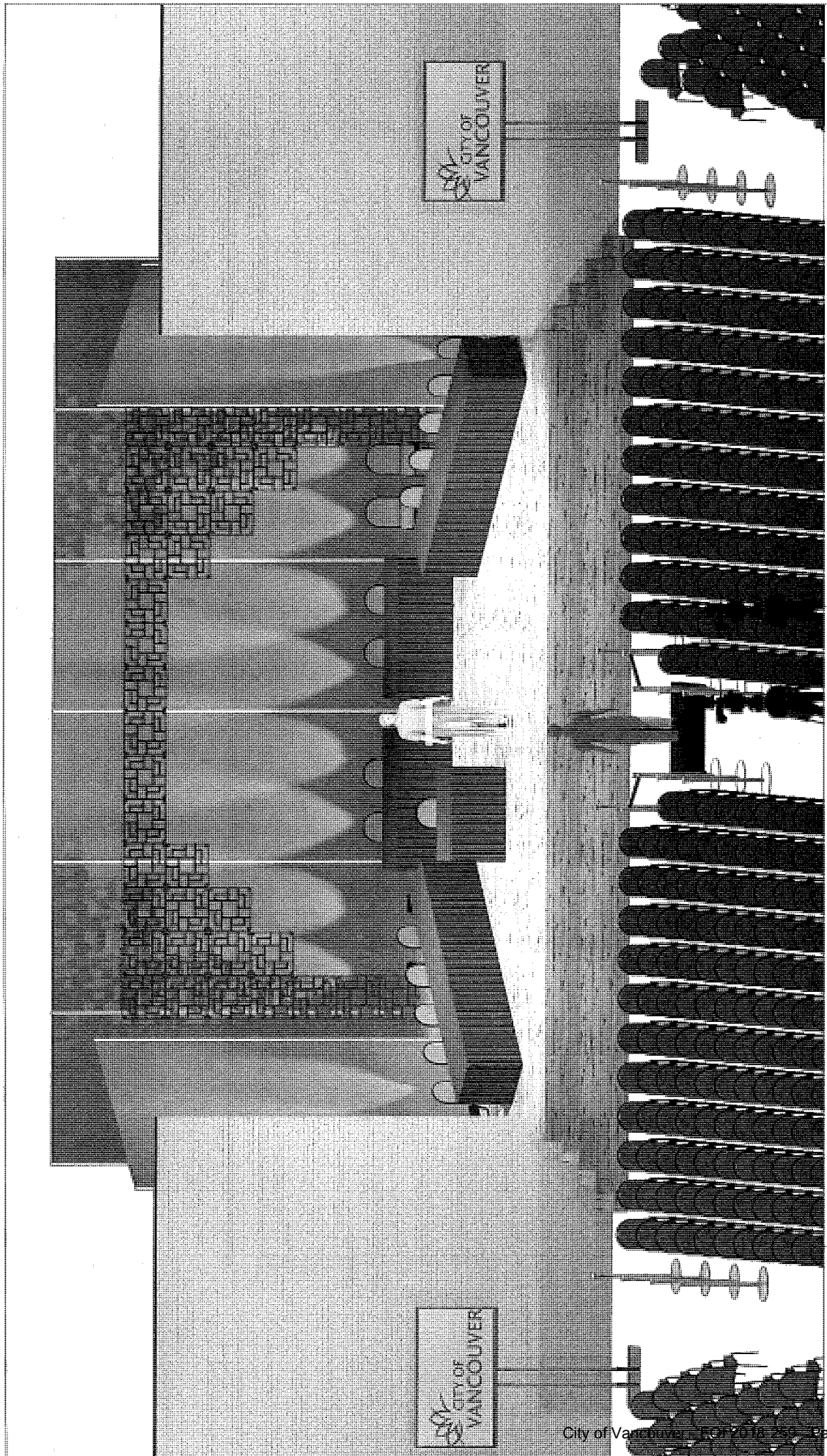
SHOW / PROJECT TITLE
CHINATOWN CULTURAL DAY

DRAWING TITLE
COUNCIL MEETING

DRAWING NUMBER

2

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Project CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER		Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	
Client City of Vancouver	Project No. 18-4-12	Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	Project No. 18-4-12
Project Manager [Name]	Project Engineer [Name]	Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	Project No. 18-4-12
Project Date APRIL 12, 2018	Project Date APRIL 12, 2018	Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	Project No. 18-4-12
Project Location CHINATOWN	Project Location CHINATOWN	Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	Project No. 18-4-12
Project Description CHINATOWN CULTURAL DAY	Project Description CHINATOWN CULTURAL DAY	Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	Project No. 18-4-12
Project Status [Status]	Project Status [Status]	Project Title CHINATOWN CULTURAL DAY COUNCIL MEETING RENDER	Project No. 18-4-12

From: "Walker, Alexa" <Alexa.Walker@vancouver.ca>
To: "Quinlan, Kevin" <Kevin.Quinlan@vancouver.ca>
Date: 4/17/2018 3:05:55 PM
Subject: FW: Chinese apology - event details to discuss
Attachments: Chinatown Cultural Day Site Plan_rev8.pdf
COM - ACCS - Event Plan - HDC Apology.docx
COM - ACCS - MA - apology event.docx
COM - ACCS - IB - HDC Apology - DRAFT.docx

Hi all,

I'm sharing the updated IB and event plan for this weekend's HDC event. I've already touched base with Naveen and Claudia regarding the speakers participating in the media scrum. Given the limited space and need for crowd control, the media scrum will take place in an adjacent room at the conclusion of the Council Meeting.

Kevin, do we want a quote in the NR? Otherwise it will go out as an IB. Probably plenty of opportunity for media to quote and clip the Mayor at the event.

Thanks,

Alexa

From: Stasila, Lauren
Sent: Tuesday, April 17, 2018 2:57 PM
To: Walker, Alexa
Cc: Kendall-Craden, Rena
Subject: RE: Chinese apology - event details to discuss

Hi Alexa,

To follow up from our last chat – here are the mostly final documents for this weekend:

- Site map
- Event plan
- MA
- IB

Things for you to confirm:

- Speakers as part of the media scrum
- Quote for the IB (to turn it into an NR) or not

Thanks!

Lauren

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: Stasila, Lauren
Sent: Thursday, April 12, 2018 4:56 PM
To: Walker, Alexa
Cc: Kendall-Craden, Rena
Subject: Chinese apology - event details to discuss

Hi Alexa,

As we chatted about earlier, here are some draft documents for us to walk through next week. I'll add some time in your calendar for early in the week so we can iron out anything we need to early on.

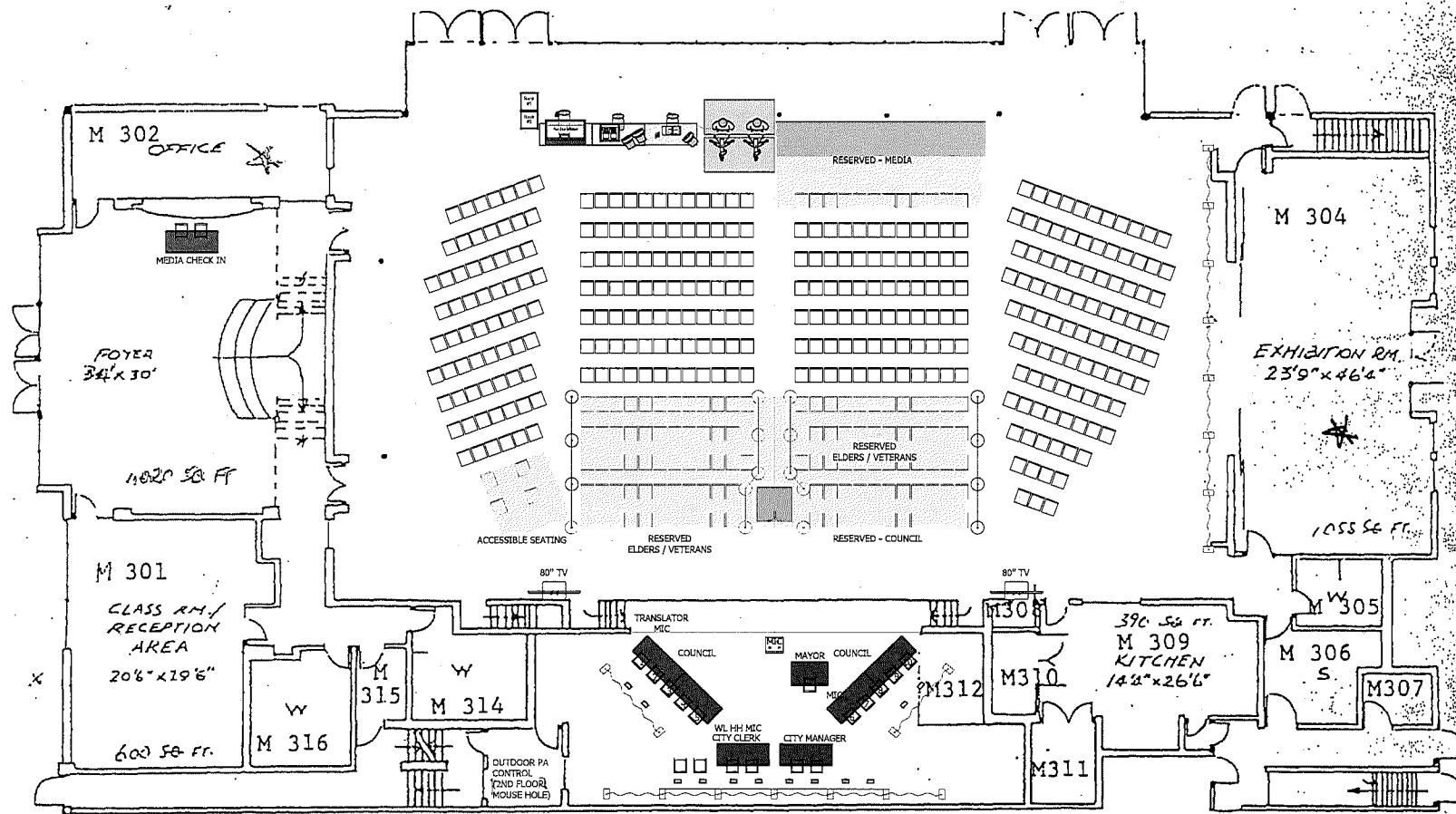
Thanks!

Lauren

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca



BRANDLIVE Design By Brandlive Date: 18-4-12 For: Chinatown Cultural Day Site Plan View		PROJECT, DRAWING DATE MARCH 27, 2018	EVENT DATE APRIL 12, 2018	CHINATOWN CULTURAL DAY SITE OVERVIEW	1
		PROJECT NAME CHINATOWN CULTURAL DAY	EVENT NAME CHINATOWN CULTURAL DAY	PROJECT TITLE CHINATOWN CULTURAL DAY	PROJECT NUMBER 1
PROJECT LOCATION CHINATOWN, VANCOUVER		PROJECT DATE MARCH 27, 2018	EVENT DATE APRIL 12, 2018	CHINATOWN CULTURAL DAY	
PROJECT NAME CHINATOWN CULTURAL DAY		PROJECT DATE MARCH 27, 2018	EVENT DATE APRIL 12, 2018	CHINATOWN CULTURAL DAY	
PROJECT LOCATION CHINATOWN, VANCOUVER		PROJECT DATE MARCH 27, 2018	EVENT DATE APRIL 12, 2018	CHINATOWN CULTURAL DAY	



多項用途大樓
MULTIPURPOSE HALL MAIN FLOOR

Seating dist = 30 ft

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Notes
SEATING FOR 600
Drawn By: Greg Senko
Date: 18-4-12
File name: Chinatown Cultural Day Site Plan.vwx

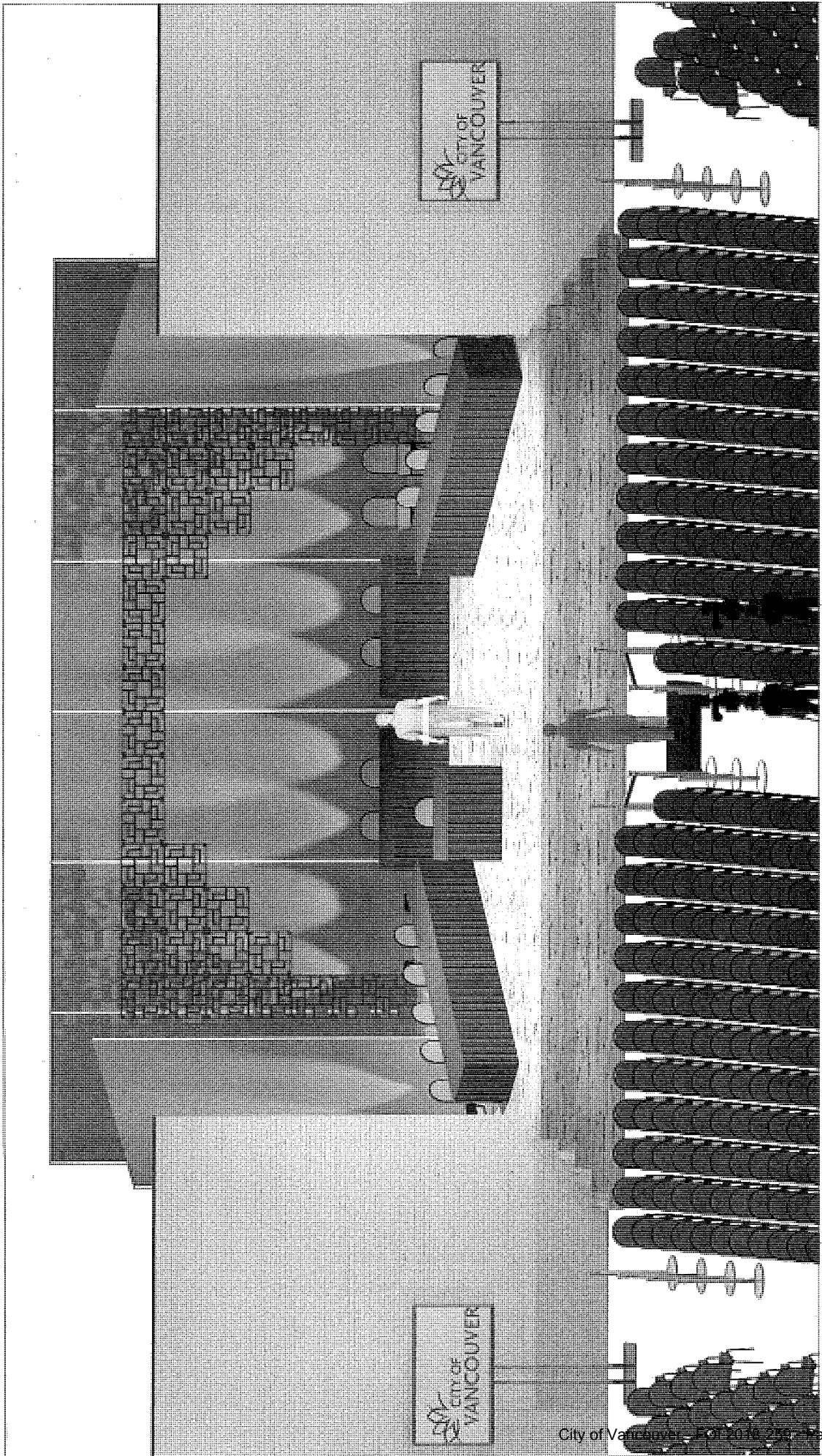
ORIGINAL DRAWING DATE
MARCH 27, 2018
REVISION DATE
APRIL 12, 2018
DRAWN BY
gsenko@brandlivegroup.com

EVENT DATE
APRIL 22, 2018
VENUE
KEEPER ST @ QUEBEC ST
REVISION #
REV. #8

SHOW / PROJECT TITLE
CHINATOWN CULTURAL DAY
DRAWING TITLE
COUNCIL MEETING

DRAWING NUMBER
2

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<p>BRANDLIVE</p>	<p>604-276-1000</p> <p>www.brandlive.com</p>	<p>DATE: MARCH 27, 2018</p>	<p>DATE: APRIL 22, 2018</p>	<p>DATE: APRIL 22, 2018</p>	<p>DATE: APRIL 22, 2018</p>	<p>DATE: APRIL 22, 2018</p>
<p>Project Name</p>	<p>Project Name</p>	<p>Project Name</p>	<p>Project Name</p>	<p>Project Name</p>	<p>Project Name</p>	<p>Project Name</p>
<p>Project Number</p>	<p>Project Number</p>	<p>Project Number</p>	<p>Project Number</p>	<p>Project Number</p>	<p>Project Number</p>	<p>Project Number</p>
<p>Project Location</p>	<p>Project Location</p>	<p>Project Location</p>	<p>Project Location</p>	<p>Project Location</p>	<p>Project Location</p>	<p>Project Location</p>

Media Event - HDC Apology Event

Date: Sunday, April 22
Time: 2 p.m. (doors open at 1:15 p.m.)
Location: Chinese Cultural Centre

Activities:

- Special council meeting to be held in Chinatown with an anticipated public audience of over 500 people
- Media will be invited and a designated filming and seating location has been identified
- Following the event, media will have the opportunity to speak with the Mayor and community speakers

Parking:

- Media will need to find available street parking
- Parking will be reserved for Councillors

Filming/Seating:

- Three risers will be set up at the back of the chairs for media to film from. Any filming on a tripod **MUST** be done from the risers
 - Media are permitted to walk around with their camera to get shots, just reminder to be respectful of guests' views
 - Tripods will not be permitted to be set up outside of the risers
- A row of seating will be reserved for media and labelled as such

Accreditation

- Media must check in at the media sign in table to receive an accreditation badge. This will permit them access to the scrum following the event

Media Outreach:

Media advisory: Two advisories to be released, two days before the event (Friday morning) and the morning of the event, written and issued by City of Vancouver.

Information Bulletin:

Following the event, the City will send out an IB with a recap of activities and speakers. If photos are available they will be sent as well. Copies will be available on site.

Participants for media scrum

Speakers
Gregor Robertson, Mayor of Vancouver
Councillor Louie
Community speakers: George Ing (war veteran), Hilbert Yiu (CBA chair), Melody Choi

Event run of show:

Event Timing	Event Activity
12:30 PM	Arrive at Chinese Cultural Centre for set up <ul style="list-style-type: none">- Media sign in desk set up with: sign in sheet, media accreditation badges, information bulletin, event rundown, historical book- Double check: media risers in place, seats reserved for media
1:15 PM	Doors open for guests and media
2:00 PM	Event start - run time approx. 1.5 hours
3:30 PM	Media filter into side room to set up for media scrum
3:40 PM	Mayor, Cllr Louie and Community Speakers arrive at media scrum for questions on the apology and event
4:00 PM	Tear down/end

EVENT MATERIALS, EQUIPMENT AND SERVICES

- Podium and mic stand
- Information Bulletin (English and Chinese)
- Media run of show
- Event plan

**Formal apology for historical discrimination of Chinese people delivered at
special council meeting on Sunday**

Media are invited to attend a special council meeting this Sunday, April 22 at the Chinese Cultural Centre as Mayor Gregor Robertson delivers an official apology to Chinese people for past discrimination.

Date: Sunday, April 22

Doors open: 1:15 p.m.

Event start: 2:00 p.m.

Event end: 3:20 p.m.

Media scrum: 3:30 p.m.

- Mayor Gregor Robertson
- Councillor Raymond Louie
- George Ing, war veteran
- Hilbert Yiu, Chinese Benevolent Association Chair
- Melody Choi, youth speaker

Location: Chinese Cultural Center, 50 E Pender St.

Parking: Parking is available on surrounding streets. Please be aware of the Keefer St. closure.

Notes to media:

- Media must check in at the media sign in desk to receive a media pass
- Media passes will be needed to access the scrum following the event
- Seating will be reserved for media on a first come, first served basis
- Filming can be done from the risers at the back of the room, an audio feed plug in is available

-30-

Media contact:
Corporate Communications
604.871.6336
media@vancouver.ca

City Council apologizes to Chinese Community for past discrimination

More than 500 people attend special council meeting for formal apology

Today, Vancouver City Council delivered a formal apology for historical discrimination of Chinese residents in Vancouver to an audience of more than 500 people at the Chinese Cultural Centre, and hundreds more viewing on screens along Keefer St. The apology publically acknowledged past legislation, regulations and policies of previous Vancouver City Councils that discriminated against residents of Chinese descent, along with clear references to key past events and actions of discrimination.

Mayor Gregor Robertson read the apology in English, and former Vancouver City Councillors Maggie Ip and Bill Yee read the apology in Cantonese and Sze Yup dialect. Three community members; war veteran George Ing, Chinese Benevolent Association Chair, Hilbert Yiu, and youth speaker Melody Choi, also provided remarks about the importance of the apology to their community.

The formal apology was part of a larger Chinatown Cultural Day event which saw hundreds of Vancouverites enjoying Chinese culture through a variety of activities including: historical walking tours, tai chi demonstrations, calligraphy demonstrations, traditional lion dance lessons, street food stalls, free admission to the Dr. Sun Yet Sen Garden and Chinese Cultural Centre museum, and much more.

The formal apology and Chinatown Cultural Day event were guided by an Advisory Group of Chinese and non-Chinese experts and community leaders. The Advisory Group is comprised of retired judges, former City Councillors, community elders and advocates, historians, veterans and their descendants, who are active volunteers that share an interest in working with the City to move forward together.

The formal apology for past discrimination reaffirms Vancouver as a City of Reconciliation in which diverse communities can share and learn from the past, collectively address current challenges and plan for a better future for all.

-30-

Media Contact:
Corporate Communications
604.871.6336
media@vancouver.ca

From: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>

To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>

Date: 4/11/2018 9:40:53 AM

Subject: FW: Digital services request: Update to historical discrimination page

FYI just adding this to the existing webpage, I've also asked for it to be featured on the main Vancouver.ca page starting next week

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: Stasila, Lauren

Sent: Wednesday, April 11, 2018 9:39 AM

To: IT Help Centre e-help

Subject: Digital services request: Update to historical discrimination page

Hi there,

Could we please add the below copy to the web page here as soon as possible? You can bump the old copy down and add this under the images that are there

<http://vancouver.ca/people-programs/historical-discrimination-against-chinese-people.aspx>

The event is happening next weekend so if we could get it up before the end of the week that would be very helpful.

Thank you!
Lauren

A Special City Council Meeting and Chinatown Cultural Day April 22, 2018

On April 22 Vancouver City Council will convene a Special Council meeting in Chinatown where Mayor Gregor Robertson will deliver a formal apology for past discrimination against residents of Chinese descent. The apology will acknowledge the wrongdoings of past legislation, regulations and policies of previous Vancouver City Councils.

The formal apology will be part of a larger Chinatown Culture Days event, which will take place between 1 p.m. and 4 p.m. throughout Chinatown. The apology will take place at 2 p.m. at the Chinese Cultural Centre.

The apology will be read by Mayor Robertson and former City Councillors Bill Yee and Maggie Ip. There will also be three community speakers representing voices from the past, present and future; a war veteran, a representative from the Chinese Benevolent Association, and a young Vancouverite of Chinese descent.

Throughout the day on April 22, Chinatown will be transformed into a Chinese Culture Day event. The entire Vancouver community is invited to enjoy, learn and experience Chinese culture through a variety of activities including: historical walking tours, tai chi demonstrations, street food stalls, free admission to the Dr. Sun Yet Sen Garden and Chinese museum, and much more.

Between 2016 and 2017, the City established an Advisory Group of Chinese and non-Chinese experts and community leaders to help guide the development of a formal apology, which was approved by Council in November 2017.

The formal apology for past discrimination reaffirms Vancouver as a City of Reconciliation in which diverse communities can share and learn from the past, collectively address current challenges and plan for a better future for all

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: "Au, Wendy" <wendy.au@vancouver.ca>

To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>

"Ma, Helen" <helen.ma@vancouver.ca>

Date: 3/21/2018 4:02:51 PM

Subject: FW: INVITATION: April 22 Special Council meeting and Chinatown Cultural Day

Attachments: CA-Evite2018.pdf

this is the good version to send out!

Please see below an invitation to a special City Council Meeting to issue An Official Apology to the Chinese Community on Sunday, April 22, at 2 pm at the Chinese Cultural Centre of Greater Vancouver, 50 East Pender Street, David Lam Hall, Vancouver.

April 22 is also Chinatown Cultural Day with a variety of activities to enjoy, learn and experience Chinese culture. I hope you can all attend! Please feel free to share with your colleagues and friends.



City of Vancouver

Mayor Gregor Robertson and Vancouver City Council
cordially invite you to attend a Special Council Meeting

for the

OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Sunday, April 22, 2018 at 2pm

Chinese Cultural Centre of Greater Vancouver

50 East Pender Street, David Lam Hall, Vancouver

Chinatown Cultural Day 1-4pm

at different locations throughout Chinatown

Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Recognizing Historical Discrimination
Against Chinese People in Vancouver

Sunday, April 22, 2018

Arrive by 1:45 pm

Council Meeting from 2 - 3:30 pm

Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, David Lam Hall
Vancouver, British Columbia

**Seating is first come,
first serve.**



CHINATOWN CULTURAL DAY

Sunday, April 22, 2018, 1 - 4 pm

Come and enjoy, learn and experience
Chinese culture through a variety of activities
including food tasting, games, crafts, dancing,
music, tours, ceremonies and much more!

Activities are taking place at
different locations throughout
Vancouver's Chinatown.



From: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: 4/12/2018 8:44:29 AM
Subject: FW: Pls approve: social media posts for apology
Attachments: Chinese Apology (Social) v2.docx

All good?

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: Tso, Annette
Sent: Wednesday, April 11, 2018 11:53 AM
To: Stasila, Lauren
Cc: Lambert, Ellie
Subject: RE: Pls approve: social media posts for apology

Hi Lauren,

Here you go; v2 revision based on Baldwin's comments.

Thanks,
Annette

Annette Tso
Communications Coordinator
Corporate Communications | City of Vancouver
604.873.7270 | Annette.tso@vancouver.ca

From: Stasila, Lauren
Sent: Wednesday, April 11, 2018 10:59 AM
To: Tso, Annette
Cc: Lambert, Ellie
Subject: Fwd: Pls approve: social media posts for apology

Thanks again very much for doing this. Just a few notes on specific wording from Baldwin for this event.

Lauren Stasila
Communications Manager
e: lauren.stasila@vancouver.ca
m: 604-356-9822

Sent from my iPhone

Begin forwarded message:

From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: April 11, 2018 at 10:55:44 AM PDT
To: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>
Subject: RE: Pls approve: social media posts for apology

Lauren: here it is. If unclear, please have Annette call or email me. Thanks
Baldwin

Social Planner | City of Vancouver
Woodwards Heritage Building
#501-111 West Hastings Street
Vancouver, B.C. V6B 1H4
604.871.6637

From: Stasila, Lauren
Sent: Monday, April 09, 2018 4:09 PM
To: Wong, Baldwin
Subject: Pls approve: social media posts for apology

Hello Baldwin,

Please see attached for the translated social media posts. If you can take a scan and let me know these are ok then we can post them asap!

Thank you,
Lauren

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

First thread:

Join the City in Chinatown on April 22 at 2PM at the Chinese Cultural Centre where Council will deliver a formal apology for the past discrimination of Chinese people in Vancouver ¼

温市市府将于4月22日下午2时，在中华文化中心就历史上的歧视政策正式道歉，欢迎大家共同参与见证这具有历史意义的时刻。

In order to move forward, we must first acknowledge the harm that was committed and how this unfortunate chapter in Vancouver's history continues to impact the lives of Chinese Canadians 2/4

为了向前发展，我们必须首先承认历史上所犯的过错和伤害，以及明白这段不幸篇章如何影响到加拿大华人的生活。

The formal apology will be part of a larger Chinatown Culture Day event, which will take place between 1 p.m. and 4 p.m. throughout Chinatown 3/4

温哥华唐人街文化日将于1时至4时举行，其中一个重要环节，温市市府会就历史歧视正式作出道歉。

The community can learn and experience Chinese culture through a variety of activities including walking tours, crafts, tai chi, and much more 4/4

唐人街文化日当日活动丰富，包括历史文物讲解、书法示范，太极拳、手工艺等等，届时公众将有机会体验及学习中国文化！

Additional tweets:

Join the City in Chinatown on April 22 at 2PM at the Chinese Cultural Centre where Council will deliver a formal apology for the past discrimination of Chinese people in Vancouver

欢迎大家于4月22日前往参加温哥华唐人街文化日 - 市议会会于当日就历史歧视政策正式致歉。

Join the City for a Chinatown Culture Day event, which will take place between 1 p.m. and 4 p.m. on Keefer St. Learn & experience Chinese culture through a variety of activities including walking tours, crafts, tai chi, and much more

温哥华唐人街文化日会于1时至4时Keefer街举行。学习及体验中国文化，活动包括游览历史文物讲解、书法示范，太极拳、手工艺等等。

FACEBOOK

As City of Reconciliation where diverse communities can share and learn from the past, collectively address current challenges and plan for a better future for all, the City of Vancouver will be issuing a formal apology for past discrimination of Chinese people in Vancouver. Council will hold a special meeting on April 22nd at 2 p.m. at the Chinese Cultural Centre (50 East Pender St.) to delivery the apology.

The formal apology will be part of a larger Chinatown Culture Day event, which will take place between 1 p.m. and 4 p.m. throughout Chinatown.

The entire Vancouver community is invited to Chinatown to enjoy, learn and experience Chinese culture through a variety of activities including: historical walking tours, tai chi demonstrations, calligraphy demonstrations, traditional lion dance lessons, street food stalls, free admission to the Dr. Sun Yet Sen Garden and Chinese Cultural Centre museum, and much more.

温哥华作为一个和不同社区互相学习交流文化历史的城市，主旨是共同建立一个更好的“和解之城”，历史上的错误将会被正视。于4月22日温哥华唐人街文化日下午2时，温市议会将于中华文化中心 (50 East Pender St) 举行一个特别会议，为历史歧视政策作出公开道歉。

唐人街文化日将于1时至4时于华埠举行，道歉仪式将会是重要一部分，当日亦会有精彩活动，包括历史文物步行讲解、街头小吃，舞狮，太极拳，书法表演等等，让社区有机会学习和体验中国文化，温哥华中山公园和中国文化中心博物馆亦会提供免费入场。

From: "Joey Cheung" <joey@joeycheung.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 4/22/2018 8:28:40 PM
Subject: Fwd: Cheque Requisition - Food Vendor Reimbursements
Attachments: Food Vendors Reimbursement Amounts.xlsx

Hi Wendy, I meant to copy you on this email.

thanks,
Joey

----- Forwarded message -----

From: Joey Cheung <joey@joeycheung.ca>
Date: Sun, Apr 22, 2018 at 8:27 PM
Subject: Cheque Requisition - Food Vendor Reimbursements
To: Vincent Kwan <director@vancouverchinesegarden.com>
Cc: Tony Moy <s.22(1)>



Hello Vincent,

Please refer to the attached Excel file summary listing the cheque amounts, payee names and the mailing addresses of the four Food Vendors at Chinatown Cultural Day.

Please visit link below for copies of the reconciliation forms.\u8203 ?

Food Vendor Reconciliation Forms.pdf

\u8203 ?

Please let me know if you have questions. I will try to drop off the original copies to you on Monday.

thanks,
Joey

Food Vendor	Cheque Payee Name
Jade Dynasty	Jade Dynasty Restaurant
TMix Tea & Dessert Bar	K Tung Investments Inc.
Greenday Vegetarian Restaurant	Greenday Vegetarian Restaurant
Peninsula Group	Peninsula Catering Management Inc.

Mailing Address	# of Coupons Received	Total Reimbursement (\$3 per coupon, minus \$25 Booth Rental fee)
137 East Pender Street, Vancouver, BC V6A 1T6	110	305
2790 West Broadway, Vancouver, BC V6K 2G4	88	239
2160 - 8888 Odlin Crescent, Richmond, BC V6X 3Z8	82	221
102-8828 Heather Street, Vancouver, BC V6P 3S8	116	323

From: "Renita Manj" <rmanj@brandlivegroup.com>
To: "Hopwood, Cael" <cael.hopwood@vancouver.ca>
"Au, Wendy" <wendy.au@vancouver.ca>
Date: 4/3/2018 8:58:07 AM
Subject: Fwd: Chinatown Cultural Day | Green Event Application

Hi Cael and Wendy,

Just an update from Hardip regarding costing for the water wagons. We have asked for just the water fountains as I don't think the wagon is necessary.

We can discuss more in our meeting today.

Thanks!

Renita Manj
Event Operations Manager

E rmanj@brandlivegroup.com
C [604.783.7134](tel:604.783.7134)
T [604.733.7171](tel:604.733.7171)

201- 120 West 3rd Ave
Vancouver, BC, V5Y 1E9
brandlivegroup.com

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----- Forwarded message -----

From: Cheema, Hardip <Hardip.Cheema@vancouver.ca>
Date: Thu, Mar 29, 2018 at 2:44 PM
Subject: RE: Chinatown Cultural Day | Green Event Application
To: Marcus Richter <mrichter@brandlivegroup.com>, "Cooper, Ann" <ann.cooper@vancouver.ca>
Cc: Renita Manj <rmanj@brandlivegroup.com>, "Bal, Preet" <Preet.Bal@vancouver.ca>

Hi Marcus,

It was nice to meet with you and your team on Tuesday. Just an update regarding the Water fountains / Water Wagon.

We would have to connect to the Fire Hydrant on the North East corner of Columbia / Keefer.

I have attached pictures of the Water Fountain and Water Wagon. Taking into consideration Cael's comments that the City Departments are covering the costs for their part in this event. We can attach two water fountains to the Fire Hydrant. For the Water Wagon we would have to call in staff on overtime on the weekend to drop off and pick up the Water Wagon with a Hiab truck, Water works is offering a package price of \$250.00.

I have CC'd Preet from Waterworks in this email. Preet please update on your position with the Water Wagon costs for a City sanctioned event.

Thank you.

Regards,

Hardip Cheema

Sub – Foreman II
Special Events / Cart Warehouse
City of Vancouver
604-326-4616
Mon- Fri- 7:00am – 3:30pm
hardip.cheema@vancouver.ca

From: Marcus Richter [mailto:mrichter@brandlivegroup.com]
Sent: Wednesday, March 21, 2018 10:05 AM
To: Cooper, Ann
Cc: Cheema, Hardip; Renita Manj
Subject: Chinatown Cultural Day | Green Event Application

Hi Ann, hi Hardip,

I hope this email finds you well. I am not sure if you are aware yet, but CoV is hosting the Chinatown Cultural Day as part of the Apology Council Meeting held April 22nd in the Chinatown Cultural Centre.

Brandlive will produce this event. As we are super short on time, a lot of things are happening parallel at the moment, that we usually would have after another...

I just sent over the Green Event application. Renita would like to get in touch with Hardip and discuss the waste plan with him. I will leave it to the two of them to agree on a timing.

@Ann: Could you please check the application and let me know if there is anything we need to keep in mind?

Thank you all for your support!

Cheers,

Marcus

Marcus Richter

Producer

E mrichter@brandlivegroup.com

P [604.733.7171](tel:604.733.7171)

C [604.725.9282](tel:604.725.9282)

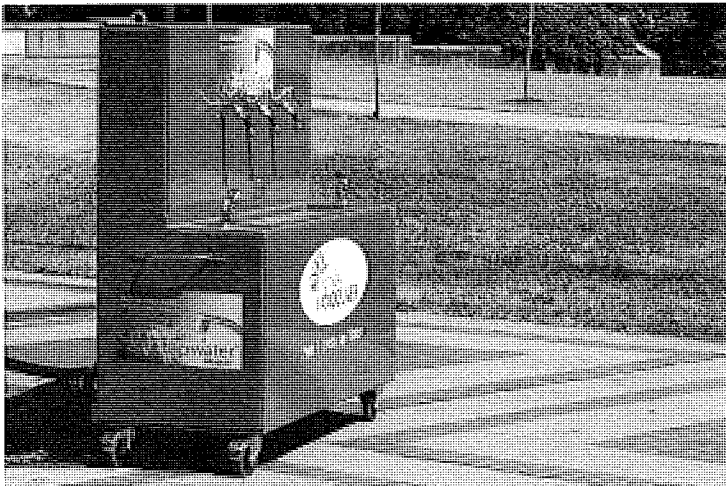
[201-120 W 3rd Ave.](#)

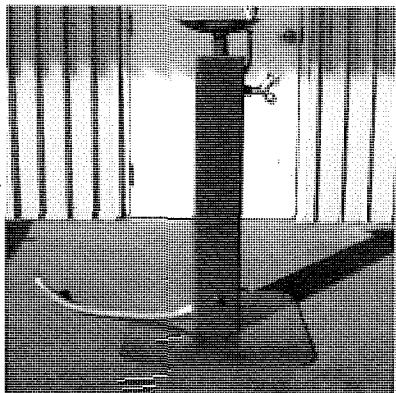
[Vancouver, BC, V5Y 1E9](#)

brandlivegroup.com

Check out our PCMA video to see [WHY WE LOVE VANCOUVER](#)

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From: "Marlee Eheler" <meheler@brandlivegroup.com>
To: "Au, Wendy" <wendy.au@vancouver.ca>
"Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: 4/6/2018 9:11:15 AM
Subject: Fwd: Chinatown Cultural Day
Attachments: artwork only.pdf
mockup.pdf

Hi Both,

Please see attached file for updated flag design with suggested font from Baldwin!

Please confirm if this is approved, it will be going to print today!

Thank you,
Marlee

----- Forwarded message -----

From: <info@haydexli.com>
Date: Fri, Apr 6, 2018 at 8:27 AM
Subject: RE: Chinatown Cultural Day
To: Marlee Eheler <meheler@brandlivegroup.com>

Yup, please forward attached files to printer \u-10179 ?\u-8694 ?

Haydex Li

Graphic Designer + Illustrator

Haydex Li Graphic Design Inc.

T: 778.929.8096

E: info@haydexli.com

W: www.haydexli.com

From: Marlee Eheler <meheler@brandlivegroup.com>
Sent: April 5, 2018 10:44 PM

To: Haydex Li <info@haydexli.com>
Subject: Re: Chinatown Cultural Day

Hi Haydex,

Can you update the font of the Mandarin characters for "Chinatown Cultural Day" to be a font more similar to the image attached?

Also, can you prep the flag files for print? I have to send those in tomorrow. The english and mandarin text is approved for that file they just want the font updated similar to the image attached.

Thank you!

Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com
C [604.910.6996](tel:604.910.6996)
T [604.733.7171](tel:604.733.7171)

201-120 West 3rd Avenue
Vancouver, BC, V5Y 1E9
brandlivegroup.com

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On Tue, Apr 3, 2018 at 1:25 PM, Marlee Eheler <meheler@brandlivegroup.com> wrote:

Thanks! With the logo looks good :)

Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com
C [604.910.6996](tel:604.910.6996)
T [604.733.7171](tel:604.733.7171)

201-120 West 3rd Avenue
Vancouver, BC, V5Y 1E9
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On Tue, Apr 3, 2018 at 12:37 PM, <info@haydexli.com> wrote:

Not sure with or without CCD logo, see attached 2 options

Haydex Li

Graphic Designer + Illustrator

Haydex Li Graphic Design Inc.

T: 778.929.8096

E: info@haydexli.com

W: www.haydexli.com

From: Marlee Eheler <meheler@brandlivegroup.com>

Sent: April 3, 2018 12:32 PM

To: Haydex Li <info@haydexli.com>

Subject: Re: Chinatown Cultural Day

Hey Haydex,

Can you make me up a super quick sign as per below:

2'x2'

"Vancouver Xianqi Association" (this is the organization name - larger font)

"Chinese Chess" (this is the activity name - can be smaller font but still readable from far away)

Thank you,

Marlee Eheler

Production Assistant

E meheler@brandlivegroup.com

C 604.910.6996

T [604.733.7171](tel:604.733.7171)

201-120 West 3rd Avenue
Vancouver, BC, V5Y 1E9
brandlivegroup.com

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On Thu, Mar 29, 2018 at 12:49 PM, <info@haydexli.com> wrote:

Attached \u-10179 ?\u-8694 ?

Haydex Li

Graphic Designer + Illustrator

Haydex Li Graphic Design Inc.

T: 778.929.8096

E: info@haydexli.com

W: www.haydexli.com

From: Marlee Eheler <meheler@brandlivegroup.com>

Sent: March 29, 2018 12:39 PM

To: info@haydexli.com

Subject: Re: Chinatown Cultural Day

Sorry I totally missed one note...

Can you adjust the text under the Musqueam to read "Musqueam Indian Band" instead?

Thank you,

Marlee

On Thu, Mar 29, 2018 at 12:03 PM <info@haydexli.com> wrote:

Hi Marlee, see attached

Haydex Li

Graphic Designer + Illustrator

Haydex Li Graphic Design Inc.

T: 778.929.8096

E: info@haydexli.com

W: www.haydexli.com

From: Marlee Eheler <meheler@brandlivegroup.com>

Sent: March 29, 2018 11:53 AM

To: Haydex Li <info@haydexli.com>

Subject: Re: Chinatown Cultural Day

Hey Haydex,

Great start thank you for this!

Stage Medallion

Can you increase the logo size to extend the height of the print (see image attached)

Elders Tent Header

Can you please centre the text (see image attached)

Thank you,

Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com
C 604.910.6996
T 604.733.7171

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Vancouver, BC, V5Y 1E9
brandlivegroup.com

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On Wed, Mar 28, 2018 at 8:34 PM, <info@haydexli.com> wrote:

Hi Marlee, please see attached, I thought it would be nice to have the Chinese name within the logo and assume the bigger environmental pieces should have chinese as well? I'm a native Chinese speaker so I'm confident that the translation on these mockups are correct. Let me know if that's everything you need for tomorrow.

Haydex Li

Graphic Designer + Illustrator

Haydex Li Graphic Design Inc.

T: [778.929.8096](tel:778.929.8096)

E: info@haydexli.com

W: www.haydexli.com

From: Marlee Eheler <meheler@brandlivegroup.com>

Sent: March 28, 2018 1:53 PM

To: Haydex Li <info@haydexli.com>

Subject: Re: Chinatown Cultural Day

Hey Haydex,

Project

Chinatown Cultural Day (CCD). This event is being held around a City of Vancouver

Council meeting which will be held in the Chinatown Cultural Centre (first one outside of the city hall ever) in order to formally apologize to the Chinese community for years of mandates and oppression that were placed on the community from the early 1800's into the mid 1950's.

Brand

There are no brand guidelines just a logo to work from. We don't need to build out any guidelines, i'll just have you put together a few templates for the different types of signage we will have. And then later we will add in content and translated content etc. Below is the timeline I presented to the CCD team, just so you are aware of crunch times, deadlines, etc.

March 29th, 2018	BL to present signage design templates for approval (Haydex is it possible for you to have these design templates complete for tomorrow?)
March 29th, 2018	BL to present design files for Flags (haydex is it possible for you to have these designs done for tomorrow?)
April 3rd, 2018	Chinatown Cultural Day (CCD) team approval deadline on templates & flags
April 4th, 2018	Content inserted into signage grid for approval (<i>marlee to do</i>)
April 5th, 2018	Content approval deadline (<i>CCD team</i>)
April 6th, 2018	Flag files sent to print (<i>Marlee</i>)
April 9th, 2018	Content translations complete for approval (<i>CCD</i>)
April 11th, 2018	Designs complete and ready for approval (<i>haydex</i>)
April 12th, 2018	Approval deadline for all outstanding prints (<i>there could be some back and forth here with approval and feedback</i>)
April 13th, 2018	ALL remaining signage sent to print

Logo

There are two logos attached! PSD. file is being a bit weird on my end and the preview is showing different than the actual file so please check that it is showing the same red on white image on your end as the attached JPG. image as well.

Templates (HAYDEX TO DESIGN)

Can you put together the signs and templates below based off the logo attached? There are no brand guidelines or designs setup so we're just starting from scratch. No need to be too design heavy just something that looks consistent across all of the signs!

1. Tent Headers

- 1'x10'
 - Info + Lost and Found
 - First Aid
- 1'x20'
 - Elders Viewing Area
- 2. Way-finding Templates
 - 24"x36"
 - will need sufficient space for text in english and mandarin
- 1. Signage Tower
 - 4'x8'
 - Side 1
 - will be schedule (event is only 1-4pm so not tons of content)
 - Side 2 & 4
 - this will be a map - not yet created (I will dive into this over the weekend and get *details to you on what we need to build out for a map asap*)
 - Side 3
 - Recognition Board
 - Will include "Thank You to Musqueam, Squamish and Tsleil-Wautuh" (3 logos)
 - *Will also include "Thank You to Our Community Partners and Sponsors" (possibly 5+ logos)*
- 1. Stage Medallion
 - 6'x5'
 - this can just be the logo with "Chinatown Cultural Day" written on the right hand side of the logo

Flags (HAYDEX TO DESIGN)

Template attached. These don't need too much time if we can just find a way to plop the chinatown cultural day logo onto it! Maybe one side with the logo and Chinese characters and 1 side with the red and "Chinatown Cultural Day" written in white writing down the flag?

Hours

I just wanted to touch base with you on these as we are VERY tight with budget on this event!

There are a total of 16.5 hours allocated for you in the budget. Please inform me when you reach:

- 8 hours
- 12 hours
- 15 hours

Please be aware that additional hours can be negotiated with the client if needed but if hours go over without approval we will not be able to accommodate. Thank you so much!

Let me know if you have any questions!

Best,

Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com
C 604.910.6996
T 604.733.7171

201-120 West 3rd Avenue
Vancouver, BC, V5Y 1E9
brandlivegroup.com

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On Wed, Mar 28, 2018 at 11:22 AM, <info@haydexli.com> wrote:

Hi Marlee FYI I have not receive "instructions, colours, logo etc" from you yet \u-10179 ?\u-8694 ?

Haydex Li

Graphic Designer + Illustrator

Haydex Li Graphic Design Inc.

T: [778.929.8096](tel:778.929.8096)

E: info@haydexli.com

W: www.haydexli.com

From: Marlee Eheler <meheler@brandlivegroup.com>

Sent: March 27, 2018 4:09 PM

To: Haydex Li <info@haydexli.com>

Subject: Chinatown Cultural Day

Hey Haydex,

Just a heads up. If you're available we'll need you to build out signage templates for us(I'll be sending you instructions, colours, logo etc tonight) for the Chinatown Cultural Day event which is on April 22nd.

As time is super tight I'm hoping to present the templates Thursday before end of day, do you think that's achievable for you? There will only be 5 different sign types to design so not tons but wanted to check in with you first! Content will be added later once we've received approval/ gotten translations.

Thank you,

Marlee

--

Marlee Eheler
Production Assistant

E meheler@brandlivegroup.com

C [604.910.6996](tel:604.910.6996)

T [604.733.7171](tel:604.733.7171)

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SINCE 1885



CHINATOWN
VANCOUVER

**CHINATOWN
CULTURAL
DAY**

唐人街文化日



FLAG S

FLAG SIZE: 2ft x 7.9ft

From: "William Ma" s.22(1)
To: "Hilbert Yiu" s.22(1)
Date: 3/1/2018 11:34:12 AM
Subject: Fwd: Draft for CBA response
Attachments: April 22 CBA statement.docx

Hi Hilbert,

Further to our telephone conversation, attached a draft for the response by CBA to the apology on April 22. This draft provide further information for your consideration, you are welcome to amend or add on your own comments on it.

Feel free contact me if you need any assistance on the matter.

Cheers,
William

April 22, 2018

To Mayor and Council and the citizens of Vancouver

The Chinese Benevolent Association (CBA), which for over a century has represented the interests of its broad array of member societies and associations in Chinatown and throughout the historical Chinese Canadian community of Vancouver, has been engaged with the City of Vancouver throughout the reconciliation process that took place through the Historical Discrimination against Chinese (HDC) Peoples Advisory Committee. On behalf of all of its members and in its role as the longest standing representative organization of the Chinese Canadian community of Vancouver, the CBA formally accepts the apology made by Mayor Gregor Robertson on this day for Vancouver's long history of anti-Chinese legislation and for the municipal government's support for discriminatory practices that targeted and excluded Vancouver's Chinese residents. This day has been long in coming, and we look forward to the dawn of a new era when Chinese Canadian residents of Vancouver can look proudly forward to a bright future even as we collectively acknowledge the dark days of our past.

As part of the HDC advisory process, Vancouver City Council voted unanimously on October 31, 2017, to adopt the recommendations of the HDC advisory committee, including a firm commitment to develop a **Living Heritage & Cultural Assets Management Plan** to support the UNESCO process and guide future development. The CBA and its member organizations pledge to support the UNESCO application process and to work in partnership and in the spirit of collaboration with the City of Vancouver to fulfill the promise of a future application. We know that the process of preparation will be long and take years of hard work, but we are grateful to work in concert with the citizens of Vancouver and with the government of the City of Vancouver to realize this great and important goal.

The CBA recognizes that all of the land upon which we live is the unceded, traditional territory of the First Nations who have lived continuously here for thousands of years. We acknowledge the harm to Musqueam, Tsleil-waututh, and Squamish First Nations that the appropriation of their territories has wrought. Because of the long history of mutual respect and engagement between Chinese migrants and the indigenous peoples of British Columbia, we support the ongoing reconciliation process with our host First Nations, and commit to work in harmony with their needs while we undertake this important task.

The CBA was created originally in San Francisco, California and in Victoria, British Columbia in the 19th century in response to the rise of anti-Chinese racism and exclusionary legislation in the United States and Canada. We functioned as an umbrella organization because of this original and on-going need to represent the diverse member societies and associations of the Chinese communities in North America. Through its long-standing organized struggle against racism and discrimination aimed at the Chinese, the CBA has helped Canada become a more just and inclusive society. In 1947, CBA President Wong Foon Sien was able to fulfill the Chinese community's goal--one towards which his predecessors such as Yip Sang and Won Alexander Cumyow had also helped lead the community--in finally seeing voting rights and other privileges of citizenship restored to Chinese Canadians.

Wong Foon Sien was recognized in 2008 by the Federal Government of Canada as a "Person of National Significance" for his leadership and that of the CBA in this long struggle, but this recognition is shared

proudly by all of those in the Chinese Canadian community who fought with and alongside the CBA for a better society.

In particular, we cannot forget today those brave Chinese Canadian veterans who volunteered in both the First and Second World Wars in hopes that their country would recognize their courage and sacrifice by restoring citizenship rights to all Chinese Canadians. They fought on two fronts, one abroad against Canada's enemies, but also at home against racism and discrimination. Some of them lost their lives, a sacrifice they were willing to make despite their treatment as second class citizens, and this debt in blood we too remember and solemnly honour on this day.

For over a century, the CBA has stood in alliance and worked in collaboration with others who have similarly struggled for just treatment. We accept this apology today with a pledge that we will continue to fight against racism and discrimination, and that today and in all the days ahead, we welcome the City of Vancouver officially as partners in our long vigilant stand against discrimination. It indeed signals better days ahead when we can welcome you as formal allies rather than the enemy.

On behalf of its members societies and associations,

Hilbert Yiu
President
Chinese Benevolent Association

From: "TONY MOY" s.22(1)
To: director@vancouverchinese garden.com
Date: 4/16/2018 7:07:00 AM
Subject: Fwd: invoice for April 22
Attachments: Apr22.pdf

Hi Vincent,

Attached is the invoice from Jonathan Chan for the three booth activities on April 22. Kindly have cheque ready for Jonathan on event day.

Please let me know if you have questions.

Thank you.

Best regards,
Tony

Sent from my iPad

Begin forwarded message:

From: chan jonathan <jonathan.c@live.cn>
Date: April 16, 2018 at 3:32:11 AM PDT
To: s.22(1)
Subject: invoice for April 22

Jonathan Chan

INVOICE

Customer

Name Vincent Kwan
Dr. Sun Yat-Sen Classical Chinese Garden
Address 578 Carrall St
City Vancouver State BC
Phone 604-773-1877 (Joanna Ho)

Location:

Misc

Date 22-Apr-2018
Rep J.C

Qty / Hrs	Description	Unit Price	TOTAL
3	22/04/2018 1pm-4pm Grasshopper Making	\$ 68.00	\$ 204.00
3	22/04/2018 1pm-4pm Chinese Knotting	\$ 68.00	\$ 204.00
3	22/04/2018 1pm-4pm Dough Doll	\$ 68.00	\$ 204.00
		SubTotal	\$ 612.00
		Shipping	\$ -
		Discount	
		Tax Rate(s)	
		TOTAL	\$ 612.00

Payment

Cash Cheque
to: Jonathan Ho-Fan Chan

Signature

Date

Office Use Only

Thank You

if there is any questions, please call 604-783-1470 or fax to 604-421-7849.

From: "Joey Cheung" <joey@joeycheung.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
"Tony Moy" s.22(1)
"Wong, Baldwin" <baldwin.wong@vancouver.ca>
"Vincent Kwan" <director@vancouverchinesegarden.com>
"Hopwood, Cael" <cael.hopwood@vancouver.ca>
"Marcus Richter" <mrichter@brandlivegroup.com>

Date: 3/21/2018 10:22:48 AM

Subject: Fwd: Request for use of the Andy Livingston Park east field on April 22 for
Apology to Chinese Community Event

Attachments: Special Event Application Form.pdf
Special Event Planning Guidelines.docx
Safe Special Event Checklist.docx

Hi Wendy,

Please find email below fyi.

We would like to add this to the list of discussion items at tomorrow's meeting.

Thanks,
Joey

----- Forwarded message -----

From: Jung, Jenny <jenny.jung@vancouver.ca>
Date: Wed, Mar 21, 2018 at 10:06 AM
Subject: RE: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event
To: Joey Cheung <joey@joeycheung.ca>
Cc: "Wong, Baldwin" <baldwin.wong@vancouver.ca>, Tony Moy s.22(1) >

Hi Joey,

Originally, this space was approved based on a small number of groups demonstrating, tai chi and our martial arts. As your event grows, we will need to look at the appropriateness of your activities on artificial turf. You will also need to present a safety plan.

Please fill out the attached application. I have attached the safety checklist as well.

Jenny

From: Joey Cheung [mailto:joey@joeycheung.ca]
Sent: Wednesday, March 21, 2018 9:29 AM
To: Jung, Jenny
Cc: Wong, Baldwin; Tony Moy
Subject: Re: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event

Hi Jenny,

We are now estimating 500+ people in the field at the same time on April 22 and planning to have more people to join. I would like to find out if there is any guideline in place in regards to # of persons in the field vs. # of exits required.

As I am unsure in case of an emergency where everyone needs to evacuate the field the same time we can manage with only two gates open.

Kindly advise.

Thanks,
Joey

On Mon, Mar 19, 2018 at 4:08 PM, Jung, Jenny <jenny.jung@vancouver.ca> wrote:

Hi Joey,

Is there a number on the lock? We can give you a key.

Jenny

From: Joey Cheung [<mailto:joey@joeycheung.ca>]

Sent: Sunday, March 18, 2018 8:22 PM

To: Jung, Jenny

Cc: Wong, Baldwin

Subject: Re: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event

Hi Jenny,

We will only need open the two chain-locked gates at the corner of Keefer & Columbia - will there be a cost for opening them? And can you help us to arrange to unlock them for the duration of the event permit?

Kindly advise.

thanks,

Joey

On Mar 14, 2018, at 2:54 PM, Wong, Baldwin <baldwin.wong@vancouver.ca> wrote:

Thanks Jenny!

Baldwin

From: Jung, Jenny
Sent: Wednesday, March 14, 2018 10:24 AM
To: Joey Cheung
Cc: Wong, Baldwin
Subject: RE: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event

Hi Joey,

See below for responses.

From: Joey Cheung [<mailto:joey@joeycheung.ca>]
Sent: Tuesday, March 13, 2018 10:16 PM
To: Jung, Jenny
Cc: Wong, Baldwin
Subject: Re: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event

Hi Jenny,

I found the attached Turf Field Terms & Conditions online from a Vancouver soccer league website - can you advise if this is still current? Yes

And if you can can advise the answers of my other questions in my previous email that would be greatly appreciated.

many thanks,

Joey

On Mar 12, 2018, at 6:46 PM, Joey Cheung <joey@joeycheung.ca> wrote:

Hello Jenny,

Glad to e-meet you. Baldwin forwarded your contact info to me as I am helping out with the April 22 event regarding the program at Andy Livingstone Park. I have a few questions and I hope you can help me :)

1) I would like to know if there are any restrictions in terms of the types of activities that

can take place in the park (e.g. can we have lion dance or other type of dances in the park) lion dance and other type of dancing should be fine. and/or if there are any other restrictions we should be aware of (e.g.: can setup portable PA unit)? No equipment, vehicles, food, beverage is permitted on the field. There are posted signs on the park with the restrictions outlined.

2) We would like to update you that the end time of the whole event is now looking at 4pm. Please be aware the next group is schedule at 4pm and you will need to be completely cleared of the site before 4pm. I learned from Baldwin that the fields have been reserved 3pm onwards? Or there has been changes that we can extend the permit to 4pm? If not, we will just make sure to schedule the program in the Fields to end by 3pm.

3) Since the permit has our original end time of 2:00pm listed in the description, I wonder if we should have it updated to reflect our new end time of 3pm (or 4pm if we can have the park till 4pm)? Yes

5) We also would like to know the activities that are taking place concurrently with the times of our event in the W fields from 9am - 4pm on April 22 so we keep them in mind when we are scheduling our own program in the E fields. The West Fields are fully booked with sports groups throughout the day.

6) I noticed there are gates all around the fields - for the purpose of April 22 event, I would like to know if these gates are all bolted down or some of the gates can be removed for the duration of our event on April 22? We would prefer to not remove the gate. If it is necessary, there will be a cost to having the gates removed and returned. Baldwin would need to provide an account number to charge the work to.

Kindly advise and I look forward to hearing from you!

best regards,

Joey Cheung

Cell: 604-506-8962

On Mar 12, 2018, at 11:51 AM, Wong, Baldwin <baldwin.wong@vancouver.ca> wrote:

Hi Joey: please contact Jenny Jung directly on this and copy me please. Her email is Jenny.jung@vancouver.ca

Thanks

Baldwin

From: Jung, Jenny
Sent: Wednesday, February 21, 2018 4:37 PM
To: Wong, Baldwin
Cc: Au, Wendy
Subject: RE: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event

Hi Baldwin,

Attached is the permit I reserved on your behalf. Let me know if you need anything future.

http://ca.apm.activecommunities.com/vancouver/ActiveNet_Home/ViewSingleContract.sdi?id=155F48BB645591&ncui=1

Jenny Jung

Supervisor, Special Events and Filming

Vancouver Board of Parks and Recreation

604-257-8415

From: Wong, Baldwin
Sent: Monday, February 05, 2018 3:03 PM
To: Jung, Jenny
Cc: Au, Wendy
Subject: Request for use of the Andy Livingston Park east field on April 22 for Apology to Chinese Community Event

Hi Jenny: this is to follow up on my phone call regarding the City requesting use of the east sport field (both portions of the field) of the Andy Livingston Park on Sunday, April 22, 2018, from 9:30 a.m. - 2 p.m.

Vancouver City Council has approved to host an apology event to acknowledge the historical discrimination against people of Chinese descent in Vancouver, based on a report with recommendations to Council in October 2017. A small staff team is assisting with the preparation of the event including Wendy Au, Assistant City Manager, who is copied here.

The event will start in the morning at the park with demonstration practices from tai chi and other groups. Shortly before 2 p.m., the performing groups

will invite the audience to go to the Chinese Cultural Centre where the official ceremony will begin.

It is greatly appreciated if you can arrange for the park space to be used by the performing groups on that day.

As mentioned, all Park Board commissioners will be invited to the event.

We look forward to hearing from you and if you've any question, please don't hesitate to let me know.

Thanks!

Baldwin Wong

Social Planner I City of Vancouver
Woodwards Heritage Building
#501-111 West Hastings Street
Vancouver, B.C. V6B 1H4
604.871.6637



SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENTS & FILMING OFFICE, VANCOUVER PARK BOARD
2099 Beach Avenue, Vancouver BC, V6G 1Z4 Phone: 604.257.8516 Fax: 604.257.8501
Email: parkevents@vancouver.ca Website: vancouverparks.ca

Save completed form
and submit by email

Submission of this application constitutes a request to use park space for the purpose of a Special Event and does not guarantee event approval. To avoid any misunderstandings, please read "A Guide to Special Events in Vancouver Parks" available online and the "Terms and Conditions" at the end of this form.

PLEASE NOTE: APPLICATIONS MUST BE RECEIVED 2 MONTHS PRIOR TO THE EVENT DATE.
LATE APPLICATIONS MAY NOT BE PROCESSED OR APPROVED

Date of Application : _____

1.0 APPLICANT INFORMATION

Applicant Organization:	_____	Applicant Name:	_____
Address: _____			
City:	_____	Province:	_____
		Postal Code:	_____
Work/Home Phone:	_____	Cell:	_____
		Fax:	_____
Website:	_____	Email:	_____
Contact Name ON-SITE Day of Event:	_____	Cell:	_____
If you are producing this event on behalf of another organization, please specify host organization: _____			

Type of Organization:

- ☐ Registered Non-profit - Include Society Number _____
- ☐ Private/Commercial
- ☐ Other (please specify) _____

2.0 EVENT INFORMATION

Name of Event: _____

Please specify which Park(s) you are requesting as well as the specific location(s) in each Park.

**Note: Please include set up/take down date(s) and time(s) if different from the event date(s)*

Park & Location(s) eg: Killarney Park, North West grass area	Date(s)	Set Up Time		Event Time		Take Down Time	
		Start	End	Start	End	Start	End
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Type of Event:

- ☐ Festival ☐ Private Party ☐ Sporting Event (non run/walk) ☐ Run / Walk
- ☐ Community Celebration ☐ Product Launch / Promotion ☐ Other (please specify): _____

If a Run or Walk:

1) Is your run or walk a timed event? ☐ YES ☐ NO

2) Please describe the route below:

*Note: A **detailed route map** should be included with your application that clearly shows the start and finish area, as well as any water/aid stations, entertainment areas or other elements*

Full Description of Event Activities

What is the primary purpose of your event?

☐ Fundraising ☐ Promotion ☐ Revenue Generation ☐ Other (please specify) _____

Additional details: _____

Will your event be open to the public or private (by invitation)? ☐ Public ☐ Private

Are participants required to register or purchase tickets for this event? ☐ YES ☐ NO

If YES, please elaborate: _____

Number of Participants: _____ Number of Spectators: _____ TOTAL Attendance: _____

Has this event occurred in a Vancouver Park Board park before? ☐ YES ☐ NO If YES, please provide details below: _____

a) How many years? _____ b) Last permit # (if available) _____ c) Date(s) on last permit _____

d) Will there be any change from previous events? ☐ YES ☐ NO If YES, please note below any changes for this year's request: _____



Contact the CITY OF VANCOUVER EVENTS OFFICE (604.257.8850) regarding activities on streets and/or sidewalks

<http://vancouver.ca/engsvcs/filmandevents/events/index.htm>

3.0 EVENT LOGISTICS

Please indicate whether your event will include any of the following:

TEMPORARY STRUCTURES (eg. tents/canopies, stage, generator, portable washrooms, etc.) ☐ YES ☐ NO

If YES, please describe (including quantity and dimensions): _____



Contact the CITY OF VANCOUVER DEVELOPMENT SERVICES (604.871.6184) regarding approvals for temporary structures

<http://vancouver.ca/commsvcs/developmentservices/tentsandstages/index.htm>

AMPLIFIED SOUND (eg. music, announcements, etc.) ☐ YES ☐ NO

If YES, please describe: _____

FOOD (eg. BBQ, potluck, pre-packaged snacks, bottled water, food vendors, etc.) ☐ YES ☐ NO

**Note: Restrictions may apply*

If YES, please describe: _____



Contact VANCOUVER COASTAL HEALTH (604.675.3800) regarding approvals for food and beverages

http://www.vch.ca/your_environment/food_safety/permits/

SALES OF ANY KIND (eg. raffle tickets, t-shirts, food, merchandise, etc.)☐ YES ☐ NO**Note: 6 months notice required as Board approval may be necessary*

If YES, please describe:

ENTERTAINMENT (eg. live performers, bouncy castles, games, climbing walls, etc.)☐ YES ☐ NO**Note: Commercial Third Party Liability Insurance may be required*

If YES, please describe:

PERSONAL SERVICES (eg. face painting, temporary tattoos, henna, etc.)☐ YES ☐ NO

If YES, please describe:

**Contact VANCOUVER COASTAL HEALTH (604.675.3800) regarding personal services**http://www.vch.ca/your_environment/food_safety/permits/**SPONSORS**☐ YES ☐ NO

If YES, please specify who the sponsors are and what their presence will be at your event (eg. display booths, sales, product sampling, etc.)

ALCOHOLIC BEVERAGES (eg. beer garden, VIP tent, etc.)☐ YES ☐ NO**Note: 6 months notice required as Board approval may be necessary*

If YES, please describe:

**Contact the LIQUOR CONTROL & LICENSING BRANCH (1.866.209.2111) to obtain a Special Occasion Licence**<http://www.bcliquorstores.com/special-occasion-licence-0>**VEHICLE ACCESS / PARKING REQUIREMENTS**☐ YES ☐ NO

(eg. equipment load-in, display/promotional vehicles, parking needs, etc.)

If YES, please describe:

**Contact the CITY OF VANCOUVER EVENTS OFFICE (604.257.8850) regarding vehicle access or parking requests on streets**<http://vancouver.ca/engsvcs/filmandevents/events/index.htm>**OTHER PROPOSED ACTIVITIES or ADDITIONAL COMMENTS** (eg. Fire or Pyrotechnics) **Note: Additional approvals or permits may be required*

Please describe:

PROPOSED SERVICES **Note: extra costs or additional approvals may apply*

Please indicate whether you will be requesting any of the following services:

☐ Washroom Facilities ☐ Use of Streets or Sidewalks ☐ Electrical Access or Generator ☐ Traffic Control ☐ Water or Hydrant Access

Please provide details:

4.0 ENVIRONMENTAL RESPONSIBILITYIs your organization taking any measures for your event to be environmentally responsible? ☐ YES ☐ NO

If YES, please describe:

5.0 APPLICATION REQUIREMENTS

THE FOLLOWING ITEMS SHOULD BE SUBMITTED WITH YOUR APPLICATION:

- \$30 APPLICATION FEE is required in order to process your request. Payment can be made by credit card or cheque (payable to "Vancouver Park Board") and delivered or mailed to the address at the top of this application form. Once your permit application has been approved, this amount will be deducted from your permit fee.
- A SITE PLAN and ROUTE MAP (Walk/Run) clearly indicating the area(s) you intend to use and the setup for your event.
- A copy of your INSURANCE or a signed SPECIAL EVENTS INSURANCE CERTIFICATE form (attached).
- A copy of your current BUDGET for your event.
- Completion of the WASTE MANAGEMENT FORM best suited to your event's waste management requirements. This form can be filled out from the Park Board Special Events web page.

PLEASE NOTE: Upon approval of your Park Board Special Event Permit application, additional applications and permits may be required for other City of Vancouver Departments.

STANDARD PERMIT REQUIREMENTS FOR SPECIAL EVENTS, RUNS, WALKS

All fees and projected costs must be paid within fifteen (15) days of booking confirmation unless other arrangements have been agreed upon. Sites are not reserved until payment has been received. Please make cheques payable to the VANCOUVER BOARD OF PARKS AND RECREATION. Current fees, charges and refund policy can be viewed on our website: <http://vancouver.ca/parks/fees/permitevents.htm>.

THE FOLLOWING ARE INCORPORATED INTO, AND FORM PART OF, THE PERMIT AGREEMENT:

INSURANCE REQUIREMENTS:

THE LICENSEE MUST OBTAIN COMPREHENSIVE GENERAL LIABILITY INSURANCE PROTECTING THE CITY OF VANCOUVER, VANCOUVER BOARD OF PARKS RECREATION, AND THE VANCOUVER POLICE BOARD AGAINST LIABILITY FOR BODILY INJURY, DEATH OR PROPERTY DAMAGE, ARISING OUT OF THE EVENT. MINIMUM LIMIT OF \$2,000,000 COMMERCIAL GENERAL LIABILITY INSURANCE AGAINST THIRD PARTY CLAIMS FOR BODILY INJURY, DEATH, PROPERTY AND LOSS OF USE. (NOTE: A HIGHER LIMIT OF LIABILITY INSURANCE MIGHT BE REQUIRED DEPENDING ON EVENT SPECIFIC DETAILS (TRAFFIC IMPACTS, ATTENDANCE NUMBERS, LOCATION, LENGTH OF EVENT). MAXIMUM DEDUCTIBLE \$5,000.00 PER OCCURRENCE, WITH A CROSS LIABILITY CLAUSE. **ACCEPTABLE PROOF OF INSURANCE MUST BE RECEIVED BY THE BOARD OF PARKS AND RECREATION PRIOR TO THE USE OF ANY FACILITIES COVERED UNDER THIS PERMIT.**

NOTE: THE FOREGOING SATISFIES THE CITY'S MINIMUM INSURANCE REQUIREMENTS. THE CITY DOES NOT WARRANT THAT THIS INSURANCE IS ADEQUATE FOR THE LICENSEE'S NEEDS. BY ACCEPTING THIS PERMIT, THE LICENSEE ACKNOWLEDGES SOLE RESPONSIBILITY FOR OBTAINING WHATEVER COVERAGE THE LICENSEE DEEMS NECESSARY. * *INSURANCE CAN BE OBTAINED THROUGH ANY INSURANCE AGENT. FOR YOUR CONVENIENCE, THE FOLLOWING AGENT IS FAMILIAR WITH THE INSURANCE REQUIREMENTS: SPORT B.C. INSURANCE, (604.737.3018).*

TERMS AND CONDITIONS:

1. THE LICENSEE IS RESPONSIBLE FOR ENSURING THAT: THE ASSIGNED AREA IS APPROPRIATE FOR THE ACTIVITY; THE ACTIVITY IS CONDUCTED IN A SAFE, ORDERLY MANNER; THE ACTIVITY IS RESTRICTED TO THE ASSIGNED AREA; THE EVENT ACTIVITIES DO NOT INTERFERE WITH OTHER PARK USERS.
2. ANY PROPERTY DAMAGE WHICH OCCURS DURING THE PERMITTED EVENT, SET-UP OR TAKE-DOWN, IS THE RESPONSIBILITY OF THE LICENSEE. DAMAGE TO PARK PROPERTY SHOULD BE REPORTED IMMEDIATELY. IT WILL BE ASSESSED AND REPAIR COSTS BILLED TO THE LICENSEE.
3. THE LICENSEE IS RESPONSIBLE FOR LEAVING THE AREA CLEAN AND LITTER-FREE AND MAY BE BILLED FOR ANY SUBSEQUENT COST INCURRED BY THE BOARD FOR CLEAN-UP.
4. IF TRAFFIC CONTROL IS REQUIRED, THE VANCOUVER POLICE DEPARTMENT AND THE CITY ENGINEERING DEPARTMENT MUST BE CONSULTED.
5. ALL PERMITTED GROUPS MUST USE SPORTS FIELD WHITING (NON-TOXIC) WHEN MARKING VANCOUVER PARK BOARD FIELDS/PARKS.
6. BARBECUES MAY BE USED PROVIDED THEY ARE THIRTY (30) INCHES FROM THE GROUND, BUT NOT ABOVE, OR ON ASPHALT, CONCRETE OR PICNIC TABLES. COALS ARE TO BE TAKEN OFF-SITE.
7. ONLY PAPER OR PLASTIC CUPS MAY BE USED FOR BEVERAGES. FOR SAFETY REASONS, NO GLASS CONTAINERS ARE PERMITTED.
8. THE CITY OF VANCOUVER RESERVES THE RIGHT TO CANCEL AN EVENT OR ACTIVITY FOR ANY REASON AND SHALL NOT BE RESPONSIBLE FOR ANY ASSOCIATED COSTS OR DAMAGES.

PARK BOARD BY-LAWS REQUIRE THAT UNLESS SPECIFICALLY PERMITTED:

1. VEHICLES ARE NOT TO BE DRIVEN ONTO GRASSED AREAS OR RESTRICTED ACCESS AND SERVICE ROADS AT ANY TIME. NON-PERMITTED VEHICLES MAY BE TOWED.
2. SERVICE OF FOOD IS SUBJECT TO BY-LAW REQUIREMENTS OF THE CITY HEALTH DEPARTMENT.
3. THE SALE OF GOODS, THE COLLECTION OF AN ADMISSION FEE, OR THE OPERATION OF A CONCESSION IS PROHIBITED.
4. THE OPERATION OF A PUBLIC ADDRESS SYSTEM, OR AMPLIFIED MUSIC, IS NOT PERMITTED.
5. "NO ALCOHOLIC BEVERAGES ARE TO BE DISPENSED, SOLD OR CONSUMED ON THE PARK AT ANY TIME." (SECTIONS 42 AND 43 OF THE LIQUOR CONTROL AND LICENSING ACT.)
6. SIGNAGE, BANNERS OR ADVERTISEMENTS ARE NOT PERMITTED.
7. THE ERECTION OF STRUCTURES, FENCES, POLES, TENTS, STAGES, BLEACHERS, PORTABLE TOILETS, THE USE OF FIRE OR FIREWORKS, OR THE INSTALLATION OF ELECTRICITY IS PROHIBITED.

PARK USERS MUST CARRY THE PERMIT AND PRESENT IT UPON REQUEST. PERMITS WILL BE REVOKED WITHOUT PAYMENT OF ANY COMPENSATION IN THE EVENT OF A BREACH OF ANY LAWS, BY-LAWS, OR CONDITIONS SET UP HEREIN OR IN FORCE. NON-COMPLIANCE MAY ALSO RESULT IN ADDITIONAL CHARGES.

Please complete the online form at www.vancouver.ca/parks/events and email it to parkevents@vancouver.ca
If necessary, print and fax this completed form to 604-257-8501.

Safe Special Event Planning

Guidelines and expectations for event organizers in the City of Vancouver

Public safety and security is an important element of special event planning. The City of Vancouver requires that all event organizers include in their plans methods for mitigating and managing risks and contingencies associated with their event. The following guidelines and templates have been developed to assist event organizers in planning safe, secure, and successful events by:

1. Identifying roles and responsibilities of individuals, groups, and organizations.
2. Identifying risks or potential risks to public safety associated with the event.
3. Identifying and implementing preventive and mitigation strategies to protect the well-being of staff, volunteers, and the public who will be attending or in the vicinity of the event.
4. Developing contingency plans for responding to emergencies if and when they do occur.
5. Establishing communication and coordination or command structures for managing the overall event and contingencies.

The level of public safety planning required for an event will vary based on the level of risk associated with the event. Depending on the outcome of the risk assessment, the City of Vancouver may incorporate the information provided through this process into larger public safety plans and coordination structures.

1. **Develop the general components of the event plan.** The general components of the event include: event details (date, location, size), the coordination and communication structure for the event, an event contact list, the role and responsibilities of each of the participating individuals/agencies during the event, the anticipated crowd size and target audience, venue information and site layout, a production schedule, a traffic management plan, a waste management plan, a food and vendor services plan (where applicable), a transportation plan, event 'greening' strategy, first aid provisions for audience and participants, liquor service and related security plans, volunteer management, and event promotion.

The City of Vancouver has developed a Safe Event Planning Checklist that is provided for organizers to help them prepare a plan that meets City and partner agency requirements.

2. **Identify the risks or potential risks that could affect the event.** Risk factors could include, but are not limited to: weather, access, traffic management, crowd composition, crowd behaviour, health emergencies, fire, criminal activity, event equipment and structural failure, cooking facilities, alcohol consumption, physical environment, and nearby or adjacent infrastructure.
3. **Identify mitigation strategies to minimize risks.** Consider each of the risks identified through the assessment process and identify actions that could be taken in advance in order to reduce or eliminate the risk. Think outside the box, consult with experts from relevant agencies, and research other similar events to develop robust mitigation strategies and adjust the event plan accordingly.
4. **Develop contingency plans for responding to emergency situations.** Where the risk cannot be eliminated entirely, identify the residual risk(s) and the most appropriate action(s) to be taken should that situation arise. For each contingency, identify the person (s) / organization responsible for enacting and implementing all or part of the plan, as well as internal and external communication procedures and messaging.
5. **Review the plan with FEST, and participate in a risk assessment.** Organizers are not expected to identify and resolve all risks. FEST is composed of a group of professionals who will also be able to identify and suggest mitigation actions for risks associated with events. FEST will review the event plan with the organizer, using an established risk assessment process. The event organizer may be asked to make changes to all or part of a plan, depending on the outcome of the risk assessment. *Note: The FEST Committee may refer your plan to the Advanced Planning Unit for further review, or require that specific additional actions be taken to minimize risk and ensure public safety.*
6. **Obtain approval of the plan from FEST and from event staff and volunteer leads.** The event plan must include a section that is signed by all parties involved in the plan including volunteers and staff. The Safe Event Planning checklist identifies the departments and partner agencies of the City of Vancouver who will be required to sign-off on particular sections of the plan. Sign off indicates their concurrence with the plan as well as their agreement to their responsibilities. Including the approval signatures is essential, for it assures that all parties involved are aware of and understand the public safety and security plan and agree to their assigned roles should an emergency take place.
7. **Ensure understanding of the event contingency plans and readiness to implement them.** This may include conducting a tabletop exercise to test your plan and identify gaps *before* the event occurs. Prior to the event, ensure that all members of your organizing committee/group are briefed and understand the plan and in particular, their roles and responsibilities. Remember that no one has time to read a plan once an emergency occurs.
8. **Conduct a post event critique.** After the event, conduct a critique of what worked well and what can be improved upon for future events. The City of Vancouver will also conduct an After Action Review of your event and the planning process. This information will be used to inform

future event operations.

Safe Special Event Plans should include the following components:

1. EVENT OVERVIEW, HISTORY, ACTIVITY, VENUE INFORMATION ALONG WITH SITE PLANS AND ASSOCIATED PERMITS

1.A SITE PLANS

Accurate site plans must be provided as part of the Safe Special Event Plan package. Site plans ensure that participants set up in the right locations, and are critical to support emergency services in accessing the event site and surrounding area when needed.

- 1) Venue Information
 - a. Structures (tents, stages, fencing)
 - b. Dimension of structures
 - c. Pedestrian access and exits (include queuing locations)
 - d. Marshal points
 - e. First aid tent(s)
 - f. Information tent(s)
 - g. Lost persons tent
 - h. Fire hydrants
 - i. Barricades
 - j. Driveways
 - k. Vendors
 - l. Animal area
 - m. Licensed area
 - n. Accessible entrances and exits
 - o. Wayfinding signs (ex: in, out, this way to transit, toilets, exits, etc)
 - p. Emergency mustering location (for event decision makers)
 - q. Emergency exits
 - r. Emergency signage
 - s. Evacuation routes

1.B STRUCTURES AND PRODUCTION EQUIPMENT

- List the structures and production equipment that you will be using.
- If you are having vendors, ensure that they are identified, permitted and not in violation of City bylaws.
- If using stages, consider that for large crowds, it is essential that staging be of sufficient height and visibility in order to project the activities to the crowd adequately. Security for the stage should be carefully planned:

2A. ROLES AND RESPONSIBILITIES OF INDIVIDUALS/GROUPS/AGENCIES

- List the roles and responsibilities of agencies/groups/team leaders attending your event, during normal operations and during an emergency.
- The plan must specify the person(s) responsible for cancelling all or part of an event and for initiating emergency actions under various circumstances. **It is the event organizers responsibility to cancel an event and to ensure that contingencies are in place to do so.**

2B. EVENT COORDINATION AND CHAIN OF COMMAND - ORGANIZATIONAL ORG CHART

- Identify the Event Manager (person who has overall responsibility). Include his/her name, where they will be located during the event as well as how they can be contacted.
- Identify other key personnel (i.e. Safety Officer, Medical/First Aid Coordinator, Traffic Manager, Communications Manager, Volunteer Coordinator, Stage Manager, etc.). Include their names, where they will be located during the event, and how they can be contacted.
 - Develop an event organizational chart with the above information and distribute to event agencies/groups as appropriate. An org chart is a hierarchical diagram showing the chain of command during normal and emergency situations, including who is to be notified, by whom and in what order. The chart should be prominently displayed in the event plan.
 - In developing your org chart and communication procedures, consider both internal and external persons and agencies that are involved in your event. These may include: sponsors COV Engineering Services, Police, Fire Services, local hospitals and others as appropriate. The City of Vancouver will provide you with contact information from key City staff and partner agency contacts.

3. COMMUNICATION PLAN

Communications systems can include portable radios, telephones, cellular telephones, public address systems, etc.

- Describe how the event control/organizers will communicate with the event staff/volunteers and vice versa.
- Describe how the event control/organizers will communicate with the public.
- If using radios, include a list of persons who will have radios and what channel(s) or frequency they can be contacted on.
- Develop a Master Event Contact List that includes phone numbers and radio channels for event staff and participants. The Special Event Liaison will provide you with pertinent City of Vancouver and outside agency contacts.
- Include emergency communication procedures for notifying emergency services and other stakeholders as needed. Notification procedures should be developed to ensure the timely notification of persons responsible for taking emergency action. The procedures should be brief, simple and easy to implement.
- Develop a procedure for communicating with the public and for directing them in case of emergency (i.e. use of public address systems, signs, or warning systems).
- Develop pre-scripted messaging for an event cancellation, delay, or site evacuation.

4. PROFESSIONAL TRAFFIC MANAGEMENT PLAN

- Events that disrupt the flow of vehicle or pedestrian traffic will require a traffic management plan.
- The traffic management plan includes maps identifying road closures, soft and hard barricades, fencing and emergency vehicle access routes.
- Required aspects of the traffic management plan include: timing and responsibility of road closures and openings, vehicle traffic control, pedestrian traffic control, emergency vehicle access, and parking related issues.
- Remember that no event set up can begin until road closures are in place, so make sure you have allowed for the delivery and set up of barricades well in advance of the event.
- Clarify in your traffic management plan how you will maintain emergency vehicle access routes. If your plan depends on lanes and alleys, you must check with businesses to ensure that commercial vehicle deliveries will not impede emergency vehicle access during your event.
- With VPD and Traffic Management, identify the personnel and professionals who will be in charge of traffic management and confirm the schedule for road closures and re-openings with all staff.

City approved Traffic Management companies

- Valley Traffic 604 513-0210
- ALLL Traffic Control & Safety 604 273-5115

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- Ansan Traffic Group 604 270-1535

5. SECURITY

5.1 CROWD MANAGEMENT AND SAFETY

- Crowd management refers to the systematic planning for and supervision of, the orderly movement and assembly of people. Crowd management is the responsibility of the event organizer.
- Consider how best to manage and support the demographics of your event. For example, will you require special services for families with young children, the elderly, or persons with disabilities? Should you consider recruiting volunteers and staff who can speak other languages?
- Identify high-risk zones or times and ensure that plans are in place to have personnel on site to direct crowds and mitigate problems. Examples of high-risk zones or times include: transit line-ups extending into your event, dispersal times when crowds are pushing towards exits, queuing locations that intersect with traffic or impede pedestrian access, and adjacent or nearby bars or restaurants where crowds may spill out into your event.
- Ensure you have sufficient staff and volunteers to manage a crowd during the event, at dispersal, and in case of an evacuation.
- The City of Vancouver and VPD may require that you contract professional security personnel, or specify how many officers will be deployed to your event.

5.2 EMERGENCY SERVICES

- Who is providing the First Aid and Medical services for your event and where will they be located?
- Describe step-by-step the process that event staff / volunteers will use in a First Aid incident.
- Is the first aid location(s) accessible to ambulances?
- Consider communications links to the event control/organizers for their situational awareness and/or actions.

5.2A 9-1-1 EMERGENCY (MEDICAL, FIRE, CRIMINAL ACT)

- VPD / BCAS / VFRS notification process
- Describe the steps to be taken by volunteers and organizers in a 9-1-1 emergency. Clearly define a process for calling 9-1-1 and for notifying the event controller.

5.3 LOST CHILD / PERSON

- Ensure there is a process in place for dealing with lost or missing children. This must include documentation and a detailed searching and communication plan.
- See the attached guidelines that will help you develop a plan appropriate for your event.

5.4 LIQUOR CONTROL

- If there is liquor at your event, including patio extensions, you **MUST** submit a security plan to VPD and LCLB. Your plan must include removal of intoxicated persons immediately.
- An additional site plan must be submitted for the licensed area showing: structures, entrances, exits and measurements to Vancouver Fire and Rescue Services.
- If you are de-licensing an existing licensed area you must submit this request to the LCLB.
- If you wish to have spirits at a public SOL you must apply for an exemption from LCLB.
- If your pricing is higher than permitted, you must apply for an exemption.
- Non-alcoholic beverages must be available.
- Consider having food available.
- Consult with liquor control and work with restaurant bar owners.

It is the responsibility of the event organizer to ensure that there are processes in place to respond to incidents impacting the event site.

Where the risk cannot be eliminated entirely, identify the most appropriate action(s) to be taken and by what organizations, should that situation arise. Event risks and hazards are specific to each event and location and will vary for each event and event site.

At a minimum, the following need to be included in your contingency plans:

6.1 EVENT CANCELLATION

- An event cancellation falls upon the event organizer. You must identify the event decision maker who will be responsible for enacting cancellation plans.
- Plans must be developed for cancellations prior to and during your event.
- Include in your plan a “go” or “no go” call in advance of the event where appropriate. Identify the time that this will be made, by who and how the decision will be communicated to event stakeholders, staff, and participants.
- It is the responsibility of the event organizer to notify pertinent stakeholders (VPD, Transit, Special Events liaison) of the cancellation as soon as possible.
- Identify the process in place to notify the public of a cancellation during your event.

6.2 WEATHER

- Identify what seasonal weather conditions will be prevalent at the time of your event and incorporate any necessary considerations into your plans.
- Identify any severe weather conditions (i.e. thunderstorms, high winds, extreme heat, extreme cold, blizzards etc.) that could arise at the time of your event and layout under what conditions you would be required to:
 - Modify your event
 - Enact your cancellation plan
 - Evacuate or Shelter in Place persons attending your event

For example: On hot days, make sure there is water available and that staff and volunteers can direct participants to the closest water fountain or vendor. Encourage event attendees to dress appropriately, wear sunscreen, and look out for signs of heat related illness.

6.3 SITE EVACUATION

- It is the responsibility of the event organizer to develop and enact evacuation plans for the event site.
- In your plan, describe the actions to be taken if the event location had to be partially or fully evacuated.
- Estimate the amount of time required to conduct the evacuation (how long it will take from the time a decision to evacuate is made, to when all evacuees can be moved to safety). This will help to identify the lead time required and your decision point to order an evacuation. Your plan should ensure that everyone can be evacuated to safety in the time available and should identify the resources required.
- Factors to identify include:
 - Identify the individual from the event organizing team who is responsible for making the decision to evacuate the public from the event location?
 - Who will co-ordinate staff during the evacuation (i.e. be in charge?)
 - How will the event staff/marshals and participants be informed and briefed of the situation? (by radio, signs, phones)
 - Do the event staff/marshals have specific tasks in the event of an evacuation?

- Which exits will be public be directed to?
- Where will the public be evacuated to?
- Where are the closest transit locations?
- Who will inform emergency services (Police, Fire, Ambulance etc.)?
- How will evacuation messaging be distributed to volunteers
- How will evacuated staff and volunteers be accounted for? (This is particularly important should persons be evacuated to more than one location.)
- If your event is a linear type of event (i.e. sponsored walk, bike ride etc.), you will also need to consider:
 - If required, how do you stop the event?
 - How do you inform the safety staff?
 - How do you collect and account for the participants?
 - Where do you evacuate the participants to?
- Ensure that there is pre-scripted public information messaging available in the event of an evacuation and coordinate who will be responsible for passing on the information to the public and by what means, in advance of the event.

6.4 MEDIA COMMUNICATIONS PLAN

- If there were to be an incident at the event that attracted media interest, consider who would speak to the media and where this would take place.
- Have pre-scripted messaging for the media available in advance for anticipated risks.

6.5 OTHER RISKS / HAZARDS

- Consider any other risks or situations that you may have identified during your planning process and ensure that you state how these will be managed and by who, in your plan.



Guidelines for Event Organizers: Lost and Found Child

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The City of Vancouver has drafted the following guidelines to support event organizers in developing and implementing policies and procedures for assisting a lost child or responding to lost child reports. These guidelines should be adjusted to ensure that they are appropriate for the size, location, and type of event being hosted, and if there are police on-site.

It is recommended that all event organizers:

- 1) Identify and clearly mark a tent, room, or location where missing children can be reported, or where lost children can go for help.
- 2) Establish a lost/found child report form to document all incidents (see sample form attached).
- 3) Establish a notification procedure to alert staff, security and police if a child is missing or has been located.
- 4) Establish a fan-out procedure to search for a missing child.
- 5) Train staff / volunteers in the emergency notification and fan-out procedures for a lost child.
- 6) Designate at least 2 staff or volunteers, preferably one male and one female, to be responsible for staying with a lost child, or accompanying parents /guardians during a search.
- 7) Ensure that volunteers and staff are clearly identified by uniforms, t-shirts, or badges.

If a parent /guardian reports a child/ dependent as lost or missing, recommended procedures are as follows:

- 1) Greet the parent/guardian and advise them that you have a process in place for locating lost children.
- 2) Document the following information (see sample form attached):
 - a. Name of person filing report and relationship to person missing
 - b. Name of parent or guardian if not the same person filing report
 - c. Name of child missing
 - d. Description of missing child (age, height, clothing, hair colour, skin colour, accessories, other defining features)
 - e. Location where they were last seen
 - f. Person they were last seen with and description
 - g. Security concerns and additional information that could be helpful
- 3) Notify event staff and security that a person has been reported missing and provide relevant information.
- 4) Activate lost child notification and fan-out procedures. Staff / volunteers should go in pairs to search for the person.
- 5) The event controller is responsible for notifying emergency services, either by calling 9-1-1 or through established communication procedures.
- 6) At the discretion of the parent/guardian and the event organizer, alert the public that a missing child has been reported using PAs, signage, etc.
- 7) A volunteer or staff member with a radio or cell phone should remain with the reporting person(s) during the search in order to communicate updates as necessary.
- 8) If the child is located without incident:

- a. Confirm the identification of all parties, request ID.
 - b. Follow procedures to call-off the search and inform any other agencies that the child has been found.
 - c. Record the time and location where the child was found.
 - d. Record the name(s) of the volunteers / staff involved.
 - e. If no identification is available, or if there is concern about the safety of the child, event organizers may request further direction from the police.
- 9) If the person is not found, retain all recorded information and ensure it is made available to police.

If a child / dependant arrives at the information location, or reports themselves to a volunteer or staff member as being lost:

- 1) Ensure the presence of 2 staff or volunteers, preferably male and female.
- 2) Greet and comfort the lost child and explain that you are there to help them find their parents/guardian.
- 3) Ensure that 2 volunteers / staff stay with the child, or accompany the child to the information tent. Do not force the child to go to a new place if they do not want to, but encourage the child to stay in one place while their parents/guardian are located.
- 4) Document the following information:
 - a. Name of the child
 - b. Name of parents / guardian attending the event
 - c. Name of parents / guardian not attending the event
 - d. Contact info for parents / guardian (if known)
 - e. Description of child
 - f. Description of parents / guardian
 - g. Location where they last saw parent / guardian
 - h. Name of volunteers / staff or person who found the child.
- 5) Only water may be offered to the child (no food or snacks in case of unknown allergies).
- 6) Notify event organizer/ security director that a child has been found.
- 7) Do not publicly announce that a child has been found, or their location.
- 8) At the discretion of the event organizer, a public announcement may be made requesting that the parent or guardian report to the information tent. Do not include information about the child in this announcement. (IE: Could Mrs. Jones please report to the information tent)
- 9) If a parent or guardian arrives to claim the child, confirm and record their identification and contact information.
- 10) Record the time and location that the child and parent/guardian were reunited and the names of all attending staff / volunteers.
- 11) Never hand over a child to an unidentified person.
- 12) Retain all records and provide copies to the City of Vancouver or the VPD as requested.
- 13) If no-one claims the child within 1 hour, or at the close of the event, notify police.

Sample: Lost Child Reporting Form

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This form is to be completed by event staff/volunteer when a parent or guardian reports a child as missing. Retain this information for future reference.

Event: _____ Date: _____ Time: _____

Form filled out by: _____ Location: _____

<i>Information about the person(s) filing the report</i>	
Name(s) of parent/guardian filing report: _____	
1) _____	Contact: _____
Relationship to person missing: _____	
2) _____	Contact: _____
Relationship to person missing: _____	
Name of parent(s) or guardian(s) (if not the same person(s) filing report): _____	
Contact: _____	
Contact: _____	
<i>Information about the missing child (provide this information to event staff/security during the search).</i>	
Name of missing child: _____	
Age: _____ Hair colour: _____ Height: _____	
Eye colour: _____ Skin Colour: _____	
Clothing and shoes: _____	
Other defining features: _____	
Location the child was last seen: _____	
Person they were last seen with and description: _____	

Security concerns and additional information (use the back if necessary):

Sample: Found Child Reporting Form

This form is to be completed when a child has identified themselves as being lost, or has been found by a volunteer or staff member, and when reuniting a parent/guardian with a child. Persons claiming a child must provide proof of identification.

Event: _____ Date: _____ Time: _____

Two Staff / volunteers assigned to child: _____

<i>Information about the child (get as much info as possible from the child in order to ensure their safe reunification with their parent/guardian(s))</i>
Name of child: _____
Age: _____ Hair colour: _____ Height: _____ Eye colour: _____ Skin Colour: _____
Clothing and shoes: _____
Other defining features: _____
Location where child was found or reported to staff / volunteers: _____
Name of person child was attending event with: _____
Relationship: _____ Contact: _____
Name(s) of parent / guardian: _____
Contact: _____
<i>Information about the person(s) claiming the child:</i>

Name(s) of parent/guardian claiming the child:	
1)	Contact:
Relationship to person missing:	
2)	Contact:
Relationship to person missing:	
Name of parent(s) or guardian(s) (if not the same person(s) claiming child):	
Contact:	
Identification provided:	
Location and time of reunification:	

Pertinent contact numbers and links

City of Vancouver Building Permits - tents, stages, bleachers, structures
Enquiry Centre at 604.873.7613

Noise Bylaw information - for more information contact the Special Events Office(s)
<http://former.vancouver.ca/bylaws/6555c.PDF>

Liquor Permits: Private Special Occasion License, Public Special Occasion Licence and Patio
(Red-line) Extensions

- BC Liquor Licensing and Control
<http://www.pssg.gov.bc.ca/lclb/>
866 209-2111
lclb.lclb@gov.bc.ca
- City of Vancouver Licensing
<http://vancouver.ca/doing-business/liquor-serving-establishments.aspx>

Vancouver Fire, Rescue and Safety - fire and pyrotechnic permits
<http://former.vancouver.ca/fire/services/index.htm>

Vancouver Coastal Health - food and animals
http://www.vch.ca/your_environment/food_safety/permits/
604.736.2033

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It is the responsibility of the Event Organiser to ensure the safety of the affected site(s) and participants – including access and egress points. This package has been developed in order to assist the organiser with that mandate. Please use this checklist in conjunction with the Safe Event Planning Guidelines and contact your special event liaison with any questions.

Safe Special Event Planning
Checklist for Event Organizers

SPECIAL EVENT ORGANISER INFORMATION

EVENT DETAILS

THIS PAGE CAN BE REPLACED WITH A COPY OF THE APPLICATION

Name of Event:

Type of Event

Event Venue:

Day(s) of Event:

Set-up date/time:

Event time:

Take-down date/time:

Organiser:

Event Organization (responsible party):

Address:

Organiser contact information:

Phone:

Fax:

Email:

Brief details of activity:

1. EVENT OVERVIEW

Provide a description of the event footprint

Location - Private, Park, Street, Waterway

Activated area: Actual event space

Impacted area: Area impacted by traffic - vehicular/pedestrian, noise etc

--

EVENT OVERVIEW**FREE/TICKETED**

Is this a free event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is this a ticketed event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

ADVERTISING MEDIUM

Social media	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Print media	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Event website	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Television	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Radio	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Posters	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Other	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

NUMBER OF PARTICIPANTS

Estimated total attendance	
Estimated peak time attendance	
Estimated peak time	

DEMOGRAPHIC

Estimated age of participants by %:

1 - 12 years	%
12 - 18 years	%
18 - 25 years	%
25 - 40 years	%
40 - 55 years	%
55 years and above	%

Female	%
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Male	%
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EVENT HISTORY

Has this event been conducted previously	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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If yes, provide previous date	
If yes, provide past venue location	
Name of past Event Organiser	

EVENT OVERVIEW

EVENT HISTORY

Is proposed event to be the same	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you know of any past concerns/issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

If yes, provide details:

Have the past issues/concerns been addressed and resolved	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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Provide details as to how these issues/concerns have been addressed:

--

How will these changes affect your event:

--

2. FEST AND STAKEHOLDER COMMUNICATION

FEST MEETING

Have you attended an initial FEST meeting for this event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Date			

EVENT LIAISON ASSIGNED

Liaison - City Event Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Name			
Liaison - Park Event Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Name			

KEY STAKEHOLDER CONTACT

Have you contacted the following:

City of Vancouver Special Events Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
City of Vancouver Parks Board	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Police - Operation Planning Unit (EOPs)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Fire and Rescue Services	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
BC Provincial Liquor Authority (LCLB)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Traffic Management (Traffic Plan approval)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
COV Licensing Dept (Liquor Licence)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
COV Development Services (Building Permit)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
COV Sanitation Services	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Coast Mountain Bus	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
BC Ambulance Service (BCAS)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Coastal Health: Food Service/Vending	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Vancouver Coastal Health: Emergency Mgmt / Public Health	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Transport Canada	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Translink (Skytrain)(Canada Line)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Vancouver Port Authority	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
CERES (Cruise Ships)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Neighbourhood Associations	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Business Improvement Associations (BIAs)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Local Hotels and Businesses	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

3. EVENT COORINDATION AND CHAIN OF COMMAND

3.1 ROLES AND RESPONSIBILITIES OF INDIVIDUAL/GROUPS/AGENCIES

ROLE	NAME	CONTACT INFO

3.2 ORGANIZATIONAL ORG CHART

--

4. COMMUNICATION PLAN

4.1 REGULAR EVENT COMMUNICATIONS - what form of communication system will be used

	RADIO	MOBILE	OTHER
Event Staff			
Volunteers			
Public Address to event participants			
Public Address to general public			
Emergency Services			

4. COMMUNICATION PLAN

4.2 EVENT COORDINATION CENTRE

Will a coordination centre be activated YES ☐ NO ☐ N/A ☐

ATTENDEE NAMES	AGENCY/ROLE

4.3 EMERGENCY COMMUNICATION - Who is responsible for

Cancelling the event	
Initiating Emergency Action	

How will emergency messaging be delivered to the public

5. EVENT ACTIVITY

5.1 AMPLIFICATION OF MUSIC/SPEECHES

Sound checks are to be kept to no more than 30 minutes and no earlier than 90 minutes prior to start (within the noise bylaw time frame)

Will your event have amplification of music and speeches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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5. EVENT ACTIVITY

5.1 AMPLIFICATION OF MUSIC/SPEECHES

Are you familiar with the City of Vancouver Noise Bylaw (see guidelines)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a performance schedule to Special Events	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.2 LIQUOR SERVICE

Are you providing liquor service	YES <input type="checkbox"/>	NO <input type="checkbox"/>
----------------------------------	------------------------------	-----------------------------

What is the pricing for:

Beer	\$	Per glass
Wine	\$	Per glass
Spirits	\$	Per ounce
Have you applied for a price exemption	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>

Have you obtained the following signage

Drink charges	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
ID requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Serving hours	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Right to refusal	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you hired a licenced Security company for ID and safety checks	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you limited the number for 'drink tickets' available at one time	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
What type of containers will be used for Alcohol and non-alcoholic beverages	PLASTIC <input type="checkbox"/> GLASS <input type="checkbox"/>		

How will you discourage patrons from becoming unduly intoxicated

5. EVENT ACTIVITY

5.2 LIQUOR SERVICE

Have you made provision to advertise on tickets, brochures and signage that minors and intoxicated participants will not be served	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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What provisions will be made to prevent alcohol from being brought into the venue

Will the designated licensed area have toilet facilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you have food service within the designated licensed area	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will non-alcohol beverages be priced to encourage reduced drinking	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will the licensed area be tented	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there an all-ages area	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there access to entertainment, food and toilets	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

How will you ensure alcohol is not passed back and forth between those inside and outside the licensed area

5. EVENT ACTIVITY

5.2 PYROTECHNICS

Will you have any pyrotechnics during your event - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Are you requesting an Open Air burning permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, have you applied to VFRS for a Fire permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are fireworks impacting waterways or foreshore	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a Safety and Site plan to VFRS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.3 FOOD SERVICES

Will you have food service - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you be preparing food on-site	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you be contracting Food Trucks	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide free drinking water	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you contacted VFRS and Vancouver Coastal Health	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you confirmed all appropriate Food Safe Permits	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you indicated food service on site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.4 ANIMALS

Does your event include animals - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Will handlers be on-site at all times	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will animals be contained to a fenced area	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you have a petting zoo	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have hand-washing facilities available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

5.5 MERCHANT VENDING

Are you having merchandise vendors on-site during the event - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting a Special Event Market Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are your vendors using tents	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you included vendor positions on your site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

6. STRUCTURE AND PRODUCTION EQUIPMENT - See Link

Does your event include tents, stages, bleachers or other structures - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you provided dimension information on site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Have you submitted site plans to VFRS for occupancy load calculation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you applied to COV Development Services for a Building Permit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
If structures are on City property, have you contracted an Engineer to obtain a Letter of Assurance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

7. VOLUNTEER MANAGEMENT

Will volunteers receive training	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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Number of volunteers	
Date of orientation	

Who will provide training			
Trainer's Role during event			
Do your volunteers have First Aid training	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will volunteers be responsible for administering First Aid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Have you attached the Volunteer Management Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
---	------------------------------	-----------------------------	------------------------------

Include Org chart showing zone/lead coordinator, numbers, roles, describe volunteer communication plan during event, messaging volunteers are providing the public during event

VOLUNTEER INCIDENT REPORTING - what are the steps - see Contingency Planning Guidelines

8. SECURITY PLAN

Have you hired a licenced Security company	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
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Have you asked the Security company to develop a security plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
Name of Security company			
How many Security personnel will be in attendance			
Dates Security will be on-site			

What is the role of Security during your event - include set-up and take-down

9. EMERGENCY SERVICES

POLICE

Have you confirmed the requirement of VPD at your event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a security plan to the Operational Planning Unit	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting VPD attend for safety related issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting VPD Marine Unit attend	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

WHAT LEVEL OF FIRST AID WILL BE PROVIDED

BC Ambulance Service	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
ROCK DOC	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
ST JOHNS First Aid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

9. EMERGENCY SERVICES

WHAT LEVEL OF FIRST AID WILL BE PROVIDED

If BCAS has been contracted, what services will they provide

If BCAS has not been contracted, what arrangements have been made to discuss emergency medical plan with them

VANCOUVER FIRE AND RESCUE SERVICES

Are you requesting VFRS stage a vehicle during your event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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10. TRAFFIC MANAGEMENT AND TRANSPORTATION PLAN

10.1 TRAFFIC MANAGEMENT

Are you requesting road closure(s)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting sidewalk closure(s)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has an Engineered Traffic Plan been submitted	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you contracting a private traffic control company to implement the traffic plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting COV Traffic Ops implement traffic plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you obtained barricades	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Name of Traffic Control Company	
Contact at Traffic Control Company	

10. TRAFFIC MANAGEMENT AND TRANSPORTATION PLAN

10.2 TRANSPORTATION PLAN

To allow for movement of participants, volunteers and surrounding community, is there a need to develop a transportation plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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What mode of transportation will the majority of participants be using

Vehicle <input type="checkbox"/>	Transit <input type="checkbox"/>	Shuttle <input type="checkbox"/>	Bicycle <input type="checkbox"/>	Foot <input type="checkbox"/>
----------------------------------	----------------------------------	----------------------------------	----------------------------------	-------------------------------

Will you provide a shuttle service for access	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide a shuttle service for egress	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide a shuttle service for those with disability	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide a bike valet	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you requesting additional temporary shuttle zones outside of the venue footprint	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

ACCESS AND EGRESS OF PARTICIPANTS

Have you provided the following to allow for access, free movement and egress of participants?

Gate control	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Queuing Line	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Designated pathways through venue	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Free space	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Have you provided sidewalk/pathway access for those not attending your event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does your site plan show access/egress signage	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does your site plan allow for access/egress lighting	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does your site plan show directional signage ie: Transit/Shuttle etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

ACCESS/EGRESS FOR PERSONS WITH DISABILITY

What provisions have been made to allow those with disability to move freely around the event venue

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10. TRAFFIC MANAGEMENT AND TRANSPORTATION PLAN

10.2 TRANSPORTATION PLAN

Will persons with disability be able to access toilets, food, licensed area and entertainment sites without difficulty	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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In an emergency, will persons with disability be able to exit without impeding egress of others	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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11. EVENT SITE PLAN

Does the venue have an occupant load calculation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue set-up allow for 6m clearance in width for emergency vehicles access	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue set-up allow for 5m clearance in height for emergency vehicle access	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the venue accessible	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have a permanent stage	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have a permanent covering	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have participant parking available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have washrooms available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have hand-washing facilities available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have water available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have power available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have food preparation equipment available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the venue have recycling service available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the venue fenced	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the venue lit for safety of participants	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you provided Emergency Exit signage on your site plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

TENTS/STAGES/OTHER STRUCTURES

Does your event include tents, stages, bleachers or other structures - if no, continue to next section	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you submitted site plans to VFRS for occupancy load calculation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you applied to COV Development Services for a	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Building Permit			
If structures are on City property, have you contracted an Engineer to obtain a Letter of Assurance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

12. WASTE MANAGEMENT PLAN & GREENEST CITY INITIATIVE

SANITATION AND GREEN EVENTS PLAN

Have you submitted a Sanitation plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you provide recycling options	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you taking steps to 'green' your event	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you submitted a Green Event plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

13. RISK ASSESSMENT

Have you completed a risk assessment for your event and for the public residing or working in the impacted area	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you identified actions or strategies to reduce identified risks	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your event include any of the following: Air shows Marine events Fireworks Fire shows ** If Yes to any of the above, have you provided operational and safety plans for these portions of your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

14. EMERGENCY/CONTINGENCY PLAN

In an emergency **it is the responsibility of the event organiser** to ensure that processes are in place to respond to incidents impacting the event site and participants, and to be prepared to take further direction from emergency response personnel. See 'Safe Special Event Planning' guidelines and expectations for information.

14.1 9-1-1 EMERGENCY (MEDICAL, FIRE, CRIMINAL ACT)

Have you provided instructions for staff and volunteers on how to respond to 9-1-1 emergencies and other identified risks	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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14.2 LOST CHILD/PERSON

Do you have a lost child plan in place

YES ☐NO ☐**14. EMERGENCY/CONTINGENCY PLAN****14.2 LOST CHILD/PERSON**

Describe process in place, attach plan if required (see guidelines)

14.3 EVENT DELAY AND/OR CANCELLATION

Do you have a cancellation plan in place for your event

YES ☐NO ☐**14.4 WEATHER**

Do you have a contingency plan for weather related emergencies

YES ☐NO ☐**14.5 EMERGENCY EVACUATION**

Have you developed an emergency communications plan

YES ☐NO ☐

for event staff / volunteers and the public attending your event		
Have you included an evacuation plan for your event site	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you arranged for adequate signage to direct people to emergency exits	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you scheduled training for staff and volunteers on your emergency procedures?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date(s) of orientation: _____		

15. EVENT NOTIFICATION/PROMOTION

15.1 RESIDENT and/or BUSINESS OUTREACH/NOTIFICATION

Have you had community consultation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has a Resident/Business Notification Letter been drafted (letter to be delivered 2 weeks prior to event)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has a copy of the notification been submitted to the Events Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you contacted the Business Improvement Assoc.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will your notification be hand-delivered	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you be using a mail-out for delivery of your event notification	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

15.2 EVENT PROMOTION AND MEDIA MANAGEMENT

Will your promotional material be messaging the following:

Type of event ie: family, sporting, musical etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Safe drinking practices	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Don't drink and drive	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Intoxicated patrons will be removed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Underage persons will not be served alcohol	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Bags and coolers may be searched or restricted	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Glass containers are not permitted	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Water will be freely available	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Availability of licensed and all-ages areas	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Location of venue included on ticket	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Health care advice included on ticket ie: heat stroke, sunburn etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Smoke free environment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Promotion of specific modes of transportation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

ATTACHMENTS INCLUDED IN SAFE EVENT PACKAGE

Site Plan (Section 11)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Day of Contact List (Section 4)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Liquor License (Section 5.2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Building Permits (Section 6)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Pyrotechnic Permit (Section 5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Burn Permit (Section 5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Letter of Assurance (Section 6)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Professional Traffic Management Plan (Section 10)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Transportation Plan (Section 11)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Organization Org Chart with contacts (Section 3)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Sanitation Plan (Section 12)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Security Plan (Section 8)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Contingency Plan (Section 14)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Resident Notification (Section 2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

SIGN OFFS

DEPARTMENT/AGENCY	NAME/SIGNATURE	SUPPORT
VPD		YES <input type="checkbox"/>
EMERGENCY MANAGEMENT		YES <input type="checkbox"/>
TRAFFIC MANAGEMENT		YES <input type="checkbox"/>

March 2015

City of Vancouver

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LCLB		YES <input type="checkbox"/>
VFRS		YES <input type="checkbox"/>
COV LICENSING		YES <input type="checkbox"/>
COAST MOUNTAIN BUS		YES <input type="checkbox"/>
FASE		YES <input type="checkbox"/>
PARKS		YES <input type="checkbox"/>
SANITATION		YES <input type="checkbox"/>
VFRS		YES <input type="checkbox"/>
COV DEVELOPMENT SERVICES		YES <input type="checkbox"/>
GREEN EVENTS		YES <input type="checkbox"/>

From: Ings s.22(1)
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 4/7/2018 5:33:51 PM
Subject: George Ing CV
Attachments: Chue George Ing CV - 2.docx
Chue George Ing CV - 2 (1).docx

Hope this works
Let me know if it doesn't
Thanks
george

George was born in Victoria and joined the RCAF in 1955. Recruited as an Air Craftsman (Private) he trained as a Radar Technician. In 1958 he was selected for University sponsorship. He graduated with a BSc in Maths & Physics from St Mary's University, Halifax NS and returned to the RCAF as an Officer. He was later selected for post grad studies graduating from George Washington University in Washington DC with an MBA.

For the next several years George filled operational, financial, technical and engineering duties at NDHQ. In 1974 he was assigned to be the Commanding Officer of Communications Group Europe Lahr, Germany . Here he was responsible for the Communications & Electronics services for Canadian Forces (CF) operations in Europe. He also served as the first CF European Sports Commissioner .

After returning to Canada for NDHQ duties in 1977 , he was again posted to Europe in 1980 with NATO where he represented Canada on International committees. In 1984 he returned to Canada to become of Base Administration Officer at CFB Chilliwack.

In 1987 LCol Ing , CD2 , Queens Silver Jubilee Medal , NATO Decoration , retired from the CF early and became the DND civilian project manager of a \$300M project . While a civilian he served as Vice President of St James Social Services.

In 1995 the Business Development Bank recruited George as Manager for their Quality Assurance program. George later left to help raise his Grand Daughter.

He is active in Church life filling many leadership positions . He is the past President of Pacific Unit 280 and a past Director of the Asian Heritage Month Society.

Currently he a director on the Pacific Canada Heritage Centre board and Vice President of the Chinese Canadian Military Museum.

George is married with 2 sons. His wife Rosalyn is a retired UBC professor. Oldest son is Greg is currently a Professor at UBC (O) and youngest son is a successful consultant and entrepreneur in Berlin, Germany.

His interests include : Fitness; Family and Friends ; Travel; and Multiculturalism.

CV Chue George Ing

George was born in Victoria and joined the RCAF in 1955. Recruited as an Air Craftsman (Private) he trained as a Radar Technician. In 1958 he was selected for University sponsorship. He graduated with a BSc in Maths & Physics from St Mary's University, Halifax NS and returned to the RCAF as an Officer. He was later selected for post grad studies graduating from George Washington University in Washington DC with an MBA.

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His interests include : Fitness; Family and Friends ; Travel; and Multiculturalism.

From: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
"Au, Wendy" <wendy.au@vancouver.ca>
Date: 3/28/2018 8:59:55 AM
Subject: HDC news release going out now

Hi Wendy and Baldwin – we're about to hit send on this news release, we'll gather all the media requests for this afternoon.

Baldwin – in prepping for the interviews please think of answers for the following questions that I've outlined in the communications plan:

- Q. Why does the City feel it's important to make a formal apology now, so many years later?
- Q. How will the City move forward after the apology? Will anything change in the City's policies, etc.
- Q. How does the City plan to protect the culture that exists currently in Chinatown?
- Q. How much will the apology and corresponding event cost?
- Q. What kind of activations can people expect along Keefer street?

Thank you,
Lauren

City of Vancouver
News release
March 28, 2018

City Council to convene special meeting in Chinatown to deliver official apology for historical discrimination against Chinese people

On Sunday, April 22 Vancouver City Council will convene a Special Council meeting in Chinatown where Mayor Gregor Robertson will deliver a formal apology for past discrimination against residents of Chinese descent. The apology will acknowledge the wrongdoings of past legislation, regulations and policies of previous Vancouver City Councils.

The formal apology will be part of a larger Chinatown Culture Day event, which will take place between 1 p.m. and 4 p.m. throughout Chinatown. The apology will take place at 2 p.m. at the Chinese Cultural Centre at 50 East Pender St.

"This is an important day for Council to come together in recognition of the historic discrimination that took place against Chinese residents," said Mayor Gregor Robertson. "In order to move forward, we must first acknowledge the harm that was committed and how this unfortunate chapter in Vancouver's history continues to impact the lives of Chinese Canadians. I'd like to encourage all Vancouverites to come on down to Chinatown to be a part of this historic day and join in a celebration of Chinese culture."

The apology will be read in both English and Chinese. The English version will be read by Mayor Robertson, and the Chinese version by former City Councillors Bill Yee and Maggie Ip. There will also be three community speakers representing voices from the past, present and future; a war veteran who grew up in Vancouver; the President of the Chinese Benevolent Association which has been established for over a century to help Vancouver's Chinese population; and a young Vancouverite of Chinese descent speaking to her vision for a vibrant Chinese community.

The Chinatown Culture Day event will take place throughout the day on April 22. The entire

Vancouver community is invited to Chinatown to enjoy, learn and experience Chinese culture through a variety of activities including: historical walking tours, tai chi demonstrations, calligraphy demonstrations, traditional lion dance lessons, street food stalls, free admission to the Dr. Sun Yet Sen Garden and Chinese Cultural Centre museum, and much more.

Between 2016 and 2017, the City established an Advisory Group of Chinese and non-Chinese experts and community leaders to help guide the development of a formal apology, which was approved by Council in November 2017. The Advisory Group is comprised of retired judges, former City Councillors, community elders and advocates, historians, veterans and their descendants, who are active volunteers that share an interest in working with the City to move forward together.

The formal apology for past discrimination reaffirms Vancouver as a City of Reconciliation in which diverse communities can share and learn from the past, collectively address current challenges and plan for a better future for all.

Media availability: Baldwin Wong, Social Planner, will be available for interviews at 1:30 p.m. in English and Chinese at City Hall, Main Floor Town Hall.

-30-

Media Contact:

Corporate Communications
604.871.6336
media@vancouver.ca

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: "Ayres, Elaine" <elaine.ayres@vancouver.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 3/21/2018 4:43:55 PM
Subject: here is the pdf as well.
Attachments: chinese-apology-evite.pdf

溫哥華市長羅品信和全體市議員誠邀
閣下出席

溫市議會為歷史 歧視向華人社區 公開道歉

特別會議

日期: 2018年4月22日

時間: 2-3:30 pm

請於1:45 pm 之前抵達,

座位先到先得

地點: 中華文化中心

林思齊大禮堂

溫哥華片打東街50號



唐人街文化日

日期: 2018年4月22日星期日1-4 pm

請來感受一下溫市唐人街的獨特文化! 唐人街文化日誠意邀請您到唐人街逛逛, 品嚐中式美食, 參與遊戲玩樂, 試作手製工藝, 欣賞音樂、舞蹈和其他表演。走進歷史, 體驗文化。

當天下午溫市唐人街多
處地點都會有活動,
不容錯過!



From: "Ma, Helen" <helen.ma@vancouver.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 3/20/2018 3:58:56 PM
Subject: HP Records Manager Records
Attachments: Chinatown - April 22 Chinatown Cultural Day Letter to Cultural Groups.DOCX
Chinatown - April 22 Chinatown Cultural Day Letter to Restaurants.DOCX

Hi Wendy,

Here are the letters for Cultural Day. One for Kevin to send out, one for Joey.

The letters are from you. Please take a look to make sure you are happy with the content. If you are happy, Baldwin please arrange for translation.

Thanks!

Helen

March 19, 2018

Dear Chinatown Arts and Cultural Groups:

RE: Invitation to participate in Chinatown Cultural Day on April 22

In recognition of Vancouver Chinatown's significant legacies in the city, City Council recently approved an initiative for Chinatown to be nominated as a UNESCO World Heritage site.

The City, in partnership with community groups, is organizing a **Chinatown Cultural Day on Sunday, April 22, 2018, 1-4 pm**, with the goal of engaging Vancouverites to visit, learn, enjoy and experience the multi-faceted cultural programs and activities in Chinatown.

There will be community-led activities including outdoor mah-jong, Tai Chi and Kung Fu demonstrations at Andy Livingstone Park, temporary food stalls on the streets and walking tours offered on the day. The Dr. Sun Yet-Sen Classical Chinese Garden and the museum at the Chinese Cultural Centre will also offer free admission.

To facilitate this event, there will be street closures in order to set up food and activity booths for the public. Further details on the street closures will be released shortly.

As a practitioner of arts and culture, your participation at the event will be greatly appreciated. Please consider joining the event and provide a demonstration as part of the public program. Volunteer assistance can be provided if necessary.

Our event coordinator, Joey Cheung, will be in touch with you to discuss more details for the event. If you have questions, you can also reach her at joey@joeycheung.ca.

Thank you for your support and we hope to see you at this exciting event.

Yours truly,

Wendy Au
Assistant City Manager

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

Page 2 of 2

March 19, 2018

Dear Chinatown Businesses:

RE: Invitation to participate in Chinatown Cultural Day on April 22

In recognition of Vancouver Chinatown's significant legacies in the city, City Council recently approved an initiative for Chinatown to be nominated as a UNESCO World Heritage site.

The City, in partnership with community groups, is organizing a Chinatown Cultural Day on Sunday, April 22, 2018, 1-4 pm, with the goal of engaging Vancouverites to visit, learn, enjoy and experience the multi-faceted cultural programs and activities in Chinatown.

There will be community-led activities including outdoor mah-jong, Tai Chi and Kung Fu demonstrations at Andy Livingstone Park, temporary food stalls on the streets and walking tours offered on the day. The Dr. Sun Yet-Sen Classical Chinese Garden and the museum at the Chinese Cultural Centre will also offer free admission.

To facilitate this event, there will be street closures in order to set up food and activity booths for the public. Further details on the street closures will be released shortly.

We are inviting you to participate in the day's activities. Ideas for restaurants include a special menu, or highlighting your speciality items, to sampling. We hope that you will participate in welcoming the expected 1,000+ people in the neighbourhood that day and help us showcase the best culinary experiences of the neighbourhood.

Hua Foundation, a community partner, will be coordinating the restaurant participation of the day's events. For more information, please contact Kevin Huang, Executive Director of hua foundation at: kevin@huafoundation.org or directly at 604-868-2001.

Thank you for your support and we hope to see you at this exciting event.

Yours truly,

Wendy Au
Assistant City Manager

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

From: "Hagiwara, Rosemary" <rosemary.hagiwara@vancouver.ca>
To: "Councillors - DL" <CLELECTED@vancouver.ca>
Date: 4/19/2018 11:57:44 AM
Subject: Information Package for Special Council Meeting April 22, 2018
Attachments: Special Council Meeting April 22 Programming.docx


Dear Councillors,

Attached is your program information for the Special Council Meeting to be held on April 22, 2018. Parking passes will be available later today from your Assistant.

Please note that you will have an opportunity to speak for 1 minute at the meeting. As the whole program will be translated, we kindly request that you provide Katrina or I with your speech by **Friday, April 20th** in order for us to have it available for the translator prior to the event.

Please let me know if you have any questions.

Rosemary Hagiwara

 **VANCOUVER**
VOTES Action Services | Deputy City Clerk
Office of the City Clerk | City of Vancouver
t: 604.873.7177 | e: rosemary.hagiwara@vancouver.ca

Special Council Meeting @ 2pm
Date: Sunday April 22, 2018
Location: Chinese Cultural Centre, David Lam Hall

Program

Time & Location	Programming
1:40pm	Mayor and Council to arrive and park in designated parking spots
	Parking: map attached; access from Keefer Street pass Carrall Street
1:45pm	Council to meet in the holding room with City Clerk <i>[entrance off Carrall Street]</i>
	Briefing with Security team
1:55pm	Procession Line to enter stage: Mayor Gregor Robertson Councillor Hector Bremner Councillor George Affleck Councillor Elizabeth Ball Councillor Kerry Jang Councillor Tim Stevenson Councillor Raymond Louie Councillor Heather Deal Councillor Andrea Reimer Councillor Adriane Carr Councillor Melissa De Genova
2:00pm	Special Council meeting begins .
	Mayor calls meeting to order, Roll Call
2:05pm - 2:30pm	Mayor invites Larry Grant to give Welcome

	<p><i>[translation]</i></p> <p>Larry Grant Welcome speech <i>[translation]</i></p> <p>Mayor gives opening remarks and refer to Council decision of Nov 01/18 (translation)</p> <p>Reads apology</p> <p>Mayor introduces guests (translation)</p> <p>Guests: Apology read in Cantonese and Sze Yup dialect by former councillors Maggie Ip & Bill Yee</p>
2:30pm - 3:00pm	<p>Mayor asked Raymond Louie to introduce community speakers</p> <p>Introduction of speakers by Cllr. Raymond Louie <i>[translation]</i></p> <p>Responses: veteran George Ing, Hilbert Yiu- CBA chair, Melody Choi (translation of each guest's speech)</p>
3:00pm - 3:15pm	<p>Mayor thanks community speakers, invites Councillors for brief remarks <i>[1 min per Council member + translation]</i></p>
3:15pm	<p>Mayor closing remarks & adjourns meeting <i>[translation]</i></p> <p>Mayor invites the three community speakers to the front of the stage to join council for a photo op.</p>
3:20pm	<p>Photo Op: Mayor and Councillors, former councillors to step in front of the stage with the three</p>

3:25 pm	<p>community speakers for photo op with framed Apology statement.</p> <p>Mayor, Councillor Louie and speakers leave the hall to go into a separate room for Media scrum.</p>
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PARKING FOR COUNCIL

Street closures

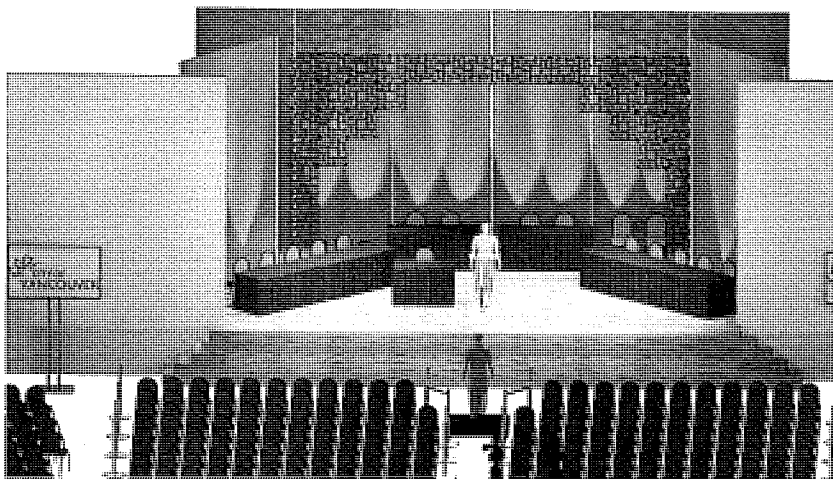
- Hard closure - Keefer St, Main to Carrall
- Soft closure Quebec, from Union to lane south of Keefer
- Hard closure: Quebec/Columbia, lane south of Keefer to Pender

Entrance to the holding room

Designated parking for Council members



STAGE MAP - DAVID LAM HALL



STAGE SEATING (facing the audience)

Back row (left to right)

Sadhu Johnston, Katrina Leckovic, Tina Hildebrandt, Maggie Ip, Bill Yee

Councillors seating order

Same order as Council Chamber seating

Front table

Mayor Robertson

CHINESE CULTURAL DAY ACTIVITIES - APRIL 22, 2018

1pm - 3pm: Andy Livingstone Field

- Tai Chi Demonstration
- Lion Dance
- Healthy Living Exercise
- Tai Chi Fan Dance
- Flower Drum Dance
- Luk Tung Kuen Line Dance
- Yuan Chi Health Dance

1pm - 4pm: Activity Booths (Keefer & Columbia Street area)

- Cantonese Opera Makeup Experience & Costume Exhibition
- Chinatown History
- Chinatown Rock Bank
- Chinatown Stories
- Chinese Brush Painting
- Chinese Garden Exhibit
- Chinese Lantern Festival
- Crafting Dough Figurines
- First Aid
- Good Luck Knotting
- Hometown Bulletin
- Information/Lost & Found
- Learn Calligraphy
- Learn History through Calligraphy
- Let's Play Chinese Chess
- Let's Play Mahjong
- Lion Dance Exhibit
- Lion Dance Experience
- Make a grasshopper
- Stamp Engraving & Paper Cutting
- Vancouver Fire & Rescue
- Vancouver Board of Parks & Recreation
- Vancouver Police Department / Chinese Community Policing Centre
- Vancouver Public Library
- Voter Registration
- Sun Yat Sun Garden (inside)
- Traditional Tea Service
- Paul Wong Video Project Installation Launch
- Sun Yat Sun Courtyard (outside)
- Giant Chinese Chess
- Traditional Chinese Chess Games
- UBC Journey of Hope book launch
- Free Admission to Dr. Sun Yat Sen Garden & Chinese Cultural Centre Museum

2pm - 4pm: Chinese Cultural Center - David Lam Hall

- Special Council Meeting

1pm - 5pm: Food Vendors

- Green Day Vegetarian Restaurant
- Jade Dynasty Restaurant
- Peninsula Catering
- Tmix Tea & Dessert

From: "Hildebrandt, Tina" <tina.hildebrandt@vancouver.ca>
To: "Hildebrandt, Tina" <tina.hildebrandt@vancouver.ca>
Date: 3/20/2018 3:54:30 PM
Subject: INVITATION: April 22 Special Council meeting and Chinatown Cultural Day
Attachments: CA-Evite2018.pdf

Please see below an invitation to a special City Council Meeting to issue An Official Apology to the Chinese Community on Sunday, April 22, at 2 pm at the Chinese Cultural Centre of Greater Vancouver, 50 East Pender Street, David Lam Hall, Vancouver.

April 22 is also Chinatown Cultural Day with a variety of activities to enjoy, learn and experience Chinese culture. I hope you can all attend! Please feel free to share with your colleagues and friends.



City of Vancouver

Mayor Gregor Robertson and Vancouver City Council
cordially invite you to attend a Special Council Meeting

for the

OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Sunday, April 22, 2018 at 2pm

Chinese Cultural Centre of Greater Vancouver

50 East Pender Street, David Lam Hall, Vancouver

Chinatown Cultural Day 1-4pm

at different locations throughout Chinatown

Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Recognizing Historical Discrimination
Against Chinese People in Vancouver

Sunday, April 22, 2018

Arrive by 1:45 pm

Council Meeting from 2 – 3:30 pm

Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, David Lam Hall
Vancouver, British Columbia

**Seating is first come,
first serve.**



CHINATOWN CULTURAL DAY

Sunday, April 22, 2018, 1-4 pm

Come and enjoy, learn and experience Chinese culture through a variety of activities including food tasting, games, crafts, dancing, music, tours, ceremonies and much more!

Activities are taking place at different locations throughout Vancouver's Chinatown



From: "Protocol Events - COV" <ProtocolEvents@vancouver.ca>

To: "Protocol Events - COV" <ProtocolEvents@vancouver.ca>

Date: 3/23/2018 4:03:07 PM

Subject: Invitation to Special Council Meeting & Chinatown Cultural Day - April 22

Attachments: CA-Bilingual Evite2018.pdf

Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

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溫哥華市長羅品信和全體市議員誠邀閣下出席

溫市議會為歷史歧視向華人社區公開道歉

特別會議

日期: 2018年4月22日

時間: 2-3:30 pm

請於1:45 pm 之前抵達,

座位先到先得

地點: 中華文化中心

林思齊大樓

溫哥華片打東街50號



CHINATOWN CULTURAL DAY

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唐人街文化日

日期: 2018年4月22日星期日1-4 pm

請來感受一下溫市唐人街的獨特文化! 唐人街文化日誠意邀請您到唐人街逛逛, 品嚐中式美食, 參與遊戲玩樂, 試作手製工藝, 欣賞音樂、舞蹈和其他表演。走進歷史, 體驗文化。

當天下午溫市唐人街多

處地點都會有活動,

不容錯過!



CONFIDENTIALITY NOTICE: This message and any accompanying documents contain confidential information intended for a specific individual and purpose. This message is private and protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution, or the taking of any action based on the contents of this information, is strictly prohibited.

Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Recognizing Historical Discrimination Against Chinese People in Vancouver

Sunday, April 22, 2018

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Chinese Cultural Centre of Greater Vancouver

50 East Pender Street, David Lam Hall

Vancouver, British Columbia

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CHINATOWN CULTURAL DAY

Sunday, April 22, 2018, 1–4 pm

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溫哥華市長羅品信和全體市議員誠邀閣下出席

溫市議會為歷史歧視向華人社區公開道歉

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座位先到先得

地點: 中華文化中心

林思齊大禮堂

溫哥華片打東街50號



唐人街文化日

日期: 2018年4月22日星期日1–4 pm

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當天下午溫市唐人街多處地點都會有活動, 不容錯過!



From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: 3/22/2018 1:28:34 PM
Subject: Invitation to Special Council Meeting and Chinatown Cultural Day
Attachments: CA-Bilingual Evite2018.pdf

Dear HDC members:

Below is the invitation to the special City Council Meeting to issue An Official Apology to the Chinese Community on Sunday, April 22, at 2 pm at the Chinese Cultural Centre of Greater Vancouver, 50 East Pender Street, David Lam Hall, Vancouver. We appreciate all the support you've given to the HDC initiative!

As you know, April 22 is also a Chinatown Cultural Day with a variety of activities to enjoy, learn and experience Chinese culture. We hope many in the community will participate! Please share this with your network and others who might be interested.

Warmest regards
Baldwin

Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

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日期: 2018年4月22日星期日1-4 pm

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當天下午溫市唐人街多

處地點都會有活動。

不容錯過!



Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Recognizing Historical Discrimination Against Chinese People in Vancouver

Sunday, April 22, 2018

Arrive by 1:45 pm

Council Meeting from 2 - 3:30 pm

Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, David Lam Hall
Vancouver, British Columbia

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座位先到先得

**地點: 中華文化中心
林思齊大禮堂
溫哥華片打東街50號**



唐人街文化日

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當天下午溫市唐人街多處地點都會有活動，不容錯過！



From: "Ayres, Elaine" <elaine.ayres@vancouver.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
"Vaillancourt, Ellen" <Ellen.Vaillancourt@vancouver.ca>
Date: 3/16/2018 3:37:54 PM
Subject: jpgs for the evites to send out
Attachments: Chinese-Apology-evite-final.pdf

Here are the two versions of the Chinese Apology evite. You might want to change the file name on these.

Here is also the pdf of the two of them together for your files.

If you have any changes on this on Monday, please contact Tyler Fitzwalter. I will be away.

When you have the quantities for each version of the hardcopy invite, RSVP or the First Come, First Serve, and for the insert of the Chinatown Cultural Days insert, let me know on Tuesday.

Thanks, Elaine :)

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY
Recognizing Historical Discrimination Against Chinese People in Vancouver
Sunday, April 22, 2018
Arrive by 1:45 pm
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Chinese Cultural Centre of Greater Vancouver
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Vancouver, British Columbia
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CITY OF VANCOUVER

CHINATOWN CULTURAL DAY
Sunday, April 22, 2018, 1-4 pm
Come and enjoy, learn and experience Chinese culture through a variety of activities including food tasting, games, crafts, dancing, music, tours, ceremonies and much more!
Activities are taking place at different locations throughout

DAY

Sunday, April 22, 2018, 1-4 pm

Come and enjoy, learn and experience Chinese culture through a variety of activities including food tasting, games, crafts, dancing, music, tours, ceremonies and much more!

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AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Recognizing Historical Discrimination
Against Chinese People in Vancouver

Sunday, April 22, 2018

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Council Meeting from 2 - 3:30 pm

Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, David Lam Hall
Vancouver, British Columbia

RSVP by April 12 to:

ProtocolEvents@vancouver.ca

This invitation is not transferrable.



CHINATOWN CULTURAL DAY

Sunday, April 22, 2018, 1-4 pm

Come and enjoy, learn and experience Chinese culture through a variety of activities

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Mayor Gregor Robertson and Vancouver City Councillors are pleased to invite you to a special City Council Meeting to issue

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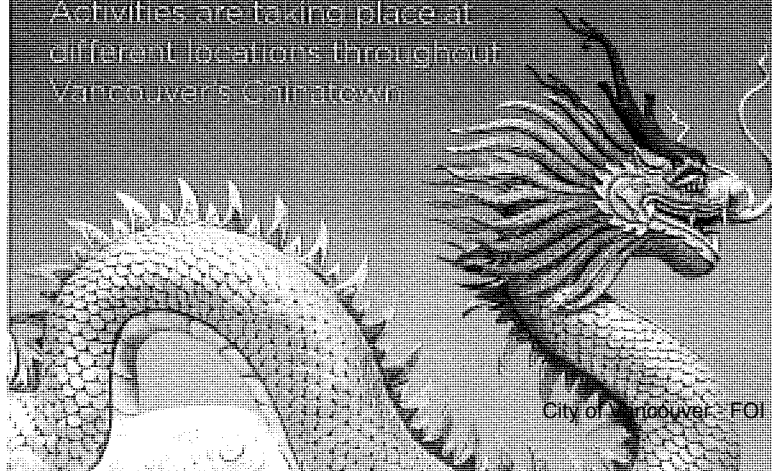


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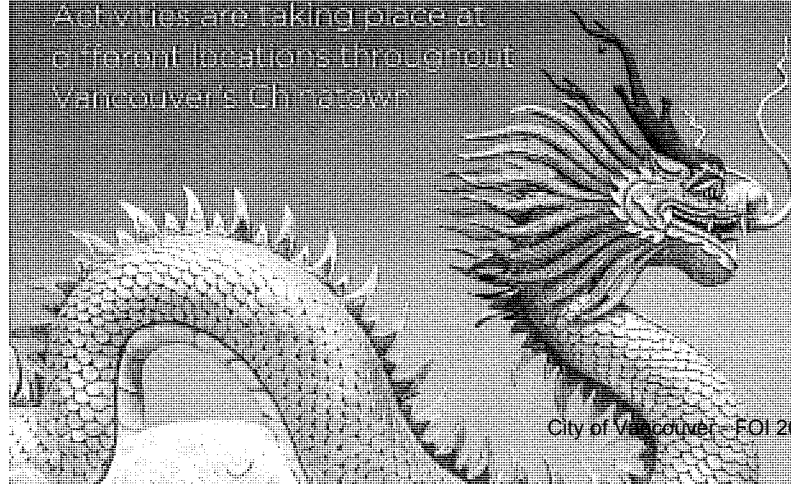


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From: Edu <edu@cccvan.com>
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 4/20/2018 4:52:47 PM
Subject: Letter of authorization from CCC
Attachments: 1.pdf

Hi Wendy,

Please see letter of authorization which is attached.

Best regards
Fred Kwok
Board Chair
Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, Vancouver V6A 3V6 Canada
Fax: 604-687-6260
Website: www.cccvan.com
Email: edu@cccvan.com



大溫哥華中華文化中心

Chinese Cultural Centre of Greater Vancouver

To whom may concern,

The Chinese Cultural Centre designates City of Vancouver security team (CPS team) to act as an Agent of the Building to deal with any situations or concerns arise on April 22 , 2018

Fred Kwok

Board Chair
April 19, 2018

From: "Au, Wendy" <wendy.au@vancouver.ca>
To: "Joey Cheung \joey@joeycheung.ca\" <joey@joeycheung.ca>
"William Ma \s.22(1) \)" <w.s.22(1)>
Date: 3/22/2018 1:31:07 PM
Subject: letter to Cultural group
Attachments: 20180322132948518.pdf

Hope this one works
wendy

Dear Community Arts and Cultural Groups:

RE: Invitation to participate in Chinatown Cultural Day on April 22

In recognition of Vancouver Chinatown's significant legacies in the city, City Council recently approved an initiative for Chinatown to be nominated as a UNESCO World Heritage site.

The City, in partnership with community groups, is organizing a **Chinatown Cultural Day on Sunday, April 22, 2018, 1-4 pm**, with the goal of engaging Vancouverites to visit, learn, enjoy and experience the multi-faceted cultural programs and activities in Chinatown.

There will be community-led activities including outdoor Chinese chess, arts & crafts activities for children, mah jong; activities in Andy Livingstone Field such as: dragon & lion dance, tai chi, and the assembly of a giant Chinese character "福"; temporary food stalls on the streets and walking tours offered on the day. The Dr. Sun Yet-Sen Classical Chinese Garden and the museum at the Chinese Cultural Centre will also offer free admission.

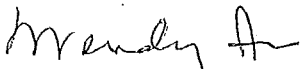
To facilitate this event, there will be street closures in order to set up food and activity booths for the public. Further details on the street closures will be released shortly.

As a practitioner of arts and culture, your participation at the event will be greatly appreciated. Please consider joining the event and provide a demonstration as part of the public program. Volunteer assistance can be provided if necessary.

If you are interested to participate or would like to receive more info, please feel free to contact Joey Cheung at ChinatownCulturalDay422@gmail.com or 778.244.8517.

Thank you for your support and we hope to see you at this exciting event.

Yours truly,



Wendy Au
Assistant City Manager

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

JC Edited Chinatown - April 22 Group Letter



OFFICE OF THE CITY MANAGER

致：各社區藝術及文化社團

誠邀參與 4 月 22 日的「唐人街文化日」

為了表彰唐人街在溫市歷史的文化遺產，溫哥華市議會最近通過了提名唐人街作為聯合國教科文組織的世界文化遺產之一。

同時，溫市與社區團體合作，將在 4 月 22 日（星期日）下午 1 時至 4 時舉辦「唐人街文化日」，目的是讓溫市居民參觀、學習和體驗多元的唐人街文化，以及享受多姿彩的活動。

當天的活動將由社區籌組帶領，包括戶外象棋及麻將、兒童手工藝活動、在安迪禮遜球場（Andy Livingstone Field）的活動包括：太極示範、舞龍及醒獅表演，並與社區人士共同在球場上排列一個巨型「福」字，以及街上將有臨時食品攤檔和導賞遊。另外，中山公園和中華文化中心的博物館也將免費入場。

為了活動能順利進行，當天唐人街部份路段將會封閉，以方便搭建臨時食檔和活動攤位。封路詳情將於稍後公佈。

現誠邀 貴藝術 / 文化社團參與「唐人街文化日」，並且考慮為該盛會表演或示範作為公眾節目之一。如有需要，我們可提供義工協助。

給您有興趣參與或需查詢更多關於「唐人街文化日」的資料，請與 Joey Cheung 聯絡，電話 778.244.8517 或電郵 ChinatownCulturalDay422@gmail.com。

謝謝您的支持，希望在「唐人街文化日」見到您！

祝好！

溫哥華市政府
助理市政經理區韻宜
謹啓

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

From: "Sulistio, Angela" <angela.sulistio@vancouver.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 3/16/2018 5:03:36 PM
Subject: Letter to Hilbert Yiu, CBA
Attachments: Letter to Hilbert Yiu, CBA.docx

March 16, 2018

Mr. Hilbert Yiu, Chair
Chinese Benevolent Assn
108 E. Pender Street
Vancouver, BC V6A 1T3

Dear Hilbert,

The City of Vancouver in partnership with community groups is organizing the Chinese Cultural Day on April 22 with the goal to share Chinese culture and experience with the broader public. A special Council meeting will also be held to issue an official apology to the Chinese community on that day.

As a key partner of the City we would like to request assistance from the Chinese Benevolent Association (CBA) on the following three areas:

- 1) as chair please represent your member organizations to make a short response to the City's apology
- 2) please send invitations to all CBA member organizations encouraging them to participate on April 22 Chinatown Cultural Day and attend the Special Council meeting
- 3) notify all Chinese media : print, radio, TV, magazines....etc.to raise awareness and promote the event

Attached is an invitation to the April 22 event, please share this with your board of directors.

We appreciate CBA partnership and leadership working together towards a vibrant and culturally colourful Chinatown. If you have any questions please contact me at via email or phone.

Sincerely,

Wendy Au
Assistant City Manager
604.871.6639 | wendy.au@vancouver.ca

From: "Wendy Au" s.22(1) >
To: "Au, Wendy" <wendy.au@vancouver.ca>
Date: 3/26/2018 10:39:17 PM
Subject: letters to cultural groups
Attachments: letter to participants 2.pdf
letter to participants.pdf



OFFICE OF THE CITY MANAGER

致：各社區藝術及文化社團

誠邀參與 4 月 22 日的「唐人街文化日」

為了表彰唐人街在溫市歷史的文化遺產，溫哥華市議會最近通過了提名唐人街作為聯合國教科文組織的世界文化遺產之一。

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當天的活動將由社區籌組帶領，包括戶外象棋及麻將、兒童手工藝活動、在安迪禮遜球場（Andy Livingstone Field）的活動包括：太極示範、舞龍及醒獅表演，以及街上將有臨時食品攤檔和導賞遊。另外，中山公園和中華文化中心的博物館也將免費入場。

為了活動能順利進行，當天唐人街部份路段將會封閉，以方便搭建臨時食檔和活動攤位。封路詳情將於稍後公佈。

現誠邀 貴藝術 / 文化社團參與「唐人街文化日」，並且考慮為該盛會表演或示範作為公眾節目之一。如有需要，我們可提供義工協助。

給您有興趣參與或需查詢更多關於「唐人街文化日」的資料，請與 Joey Cheung 聯絡，電話 778.244.8517 或電郵 ChinatownCulturalDay422@gmail.com。

謝謝您的支持，希望在「唐人街文化日」見到您！

祝好！

溫哥華市政府
助理市政經理區韻宜
謹啓

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm



OFFICE OF THE CITY MANAGER

Dear Community Arts and Cultural Groups:

RE: Invitation to participate in Chinatown Cultural Day on April 22

In recognition of Vancouver Chinatown's significant legacies in the city, City Council recently approved an initiative for Chinatown to be nominated as a UNESCO World Heritage site.

The City, in partnership with community groups, is organizing a **Chinatown Cultural Day on Sunday, April 22, 2018, 1-4 pm**, with the goal of engaging Vancouverites to visit, learn, enjoy and experience the multi-faceted cultural programs and activities in Chinatown.

There will be community-led activities including outdoor Chinese chess, arts & crafts activities for children, mah jong; activities in Andy Livingstone Field such as lion dances, tai chi; temporary food stalls on the streets and walking tours offered on the day. The Dr. Sun Yet-Sen Classical Chinese Garden and the museum at the Chinese Cultural Centre will also offer free admission.

To facilitate this event, there will be street closures in order to set up food and activity booths for the public. Further details on the street closures will be released shortly.

As a practitioner of arts and culture, your participation at the event will be greatly appreciated. Please consider joining the event and provide a demonstration as part of the public program. Volunteer assistance can be provided if necessary.

If you are interested to participate or would like to receive more info, please feel free to contact Joey Cheung at ChinatownCulturalDay422@gmail.com or 778.244.8517.

Thank you for your support and we hope to see you at this exciting event.

Yours truly,

Wendy Au
Assistant City Manager

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
To: "Joey Cheung \joey@joeycheung.ca\" <joey@joeycheung.ca>
"Kevin Huang" <kevin@huafoundation.org>
Date: 3/21/2018 3:55:20 PM
Subject: letters to restaurant and arts and cultural
Attachments: 20180321154503429.pdf
20180321154510240.pdf

Hi Joey and Kevin: attached are the 2 letters to solicit participation from arts and cultural groups and food vendors/restaurants.

Please let us know if you have any questions.

Thanks and see you tomorrow!

Baldwin

Social Planner I City of Vancouver
Woodwards Heritage Building
#501-111 West Hastings Street
Vancouver, B.C. V6B 1H4
604.871.6637

March 19, 2018

SINCE 1885

Dear Chinatown Arts and Cultural Groups:

RE: Invitation to participate in Chinatown Cultural Day on April 22

In recognition of Vancouver Chinatown's significant legacies in the city, City Council recently approved an initiative for Chinatown to be nominated as a UNESCO World Heritage site.

The City, in partnership with community groups, is organizing a **Chinatown Cultural Day on Sunday, April 22, 2018, 1-4 pm**, with the goal of engaging Vancouverites to visit, learn, enjoy and experience the multi-faceted cultural programs and activities in Chinatown.

There will be community-led activities including outdoor mah-jong, Tai Chi and Kung Fu demonstrations at Andy Livingstone Park, temporary food stalls on the streets and walking tours offered on the day. The Dr. Sun Yet-Sen Classical Chinese Garden and the museum at the Chinese Cultural Centre will also offer free admission.

To facilitate this event, there will be street closures in order to set up food and activity booths for the public. Further details on the street closures will be released shortly.

As a practitioner of arts and culture, your participation at the event will be greatly appreciated. Please consider joining the event and provide a demonstration as part of the public program. Volunteer assistance can be provided if necessary.

Our event coordinator, Joey Cheung, will be in touch with you to discuss more details for the event. If you have questions, you can also reach her at joey@joeycheung.ca.

Thank you for your support and we hope to see you at this exciting event.

Yours truly,



Wendy Au
Assistant City Manager

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

Chinatown - April 22 ChinatownCultural Day Letter to Cultural Groups March 22

2018年3月19日

致：唐人街各藝術和文化社團 SINCE 1885

誠邀參與4月22日的唐人街文化日

為了表彰唐人街在溫市歷史的文化遺產，溫哥華市議會最近通過了提名唐人街作為聯合國教科文組織的世界文化遺產之一。

同時，溫市與社區團體合作，將在4月22日（星期日）下午1時至4時舉辦唐人街文化日，目的是讓溫市居民參觀、學習和體驗多元的唐人街文化，以及享受多姿彩的活動。

當天的活動將由社區籌組帶領，包括戶外麻將、在安迪禮遜公園（Andy Livingstone Park）舉行的太極和功夫示範、街上的臨時食品攤檔和導賞遊。另外，中山公園和中華文化中心的博物館也將免費入場。

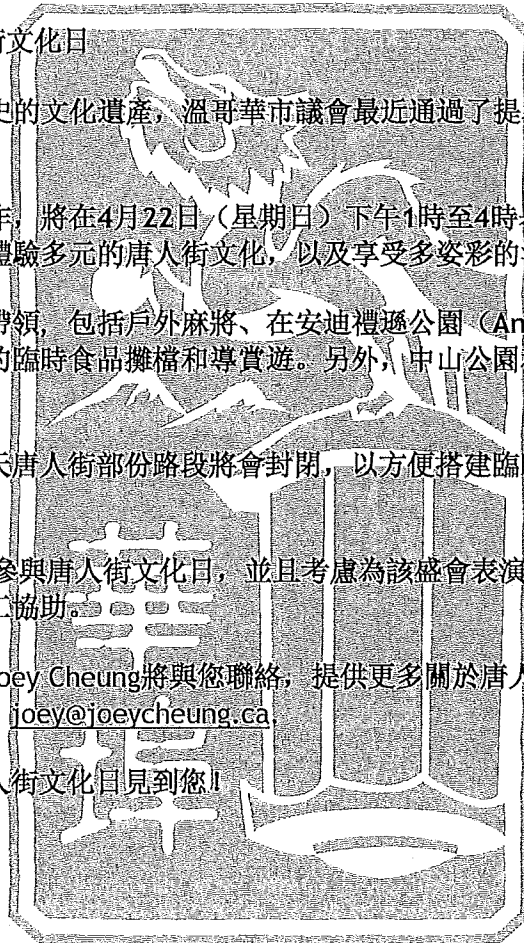
為了活動能順利進行，當天唐人街部份路段將會封閉，以方便搭建臨時食檔和活動攤位。封路詳情將於稍後公佈。

現誠邀貴藝術／文化社團參與唐人街文化日，並且考慮為該盛會表演或示範作為公眾節目之一。如有需要，我們可提供義工協助。

唐人街文化日的活動統籌Joey Cheung將與您聯絡，提供更多關於唐人街文化日的資料。如您有疑問，也可直接與她聯絡：joey@joeycheung.ca

多謝您的支持，希望在唐人街文化日見到您！

祝好！



CHINATOWN
VANCOUVER

溫哥華市政府
助理市政經理區韻宜
謹啓

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

March 19, 2018

SINCE 1885

Dear Chinatown Businesses:

RE: Invitation to participate in Chinatown Cultural Day on April 22

In recognition of Vancouver Chinatown's significant legacies in the city, City Council recently approved an initiative for Chinatown to be nominated as a UNESCO World Heritage site.

The City, in partnership with community groups, is organizing a **Chinatown Cultural Day on Sunday, April 22, 2018, 1-4 pm**, with the goal of engaging Vancouverites to visit, learn, enjoy and experience the multi-faceted cultural programs and activities in Chinatown.

There will be community-led activities including outdoor mah-jong, Tai Chi and Kung Fu demonstrations at Andy Livingstone Park, temporary food stalls on the streets and walking tours offered on the day. The Dr. Sun Yet-Sen Classical Chinese Garden and the museum at the Chinese Cultural Centre will also offer free admission.

To facilitate this event, there will be street closures in order to set up food and activity booths for the public. Further details on the street closures will be released shortly.

We are inviting you to participate in the day's activities. Ideas for restaurants include a special menu, or highlighting your specialty items, to sampling. We hope that you will participate in welcoming the expected 1,000+ people in the neighbourhood that day and help us showcase the best culinary experiences of the neighbourhood.

Hua Foundation, a community partner, will be coordinating the restaurant participation of the day's events. For more information, please contact Kevin Huang, Executive Director of Hua Foundation at: kevin@huafoundation.org or directly at 604-868-2001.

Thank you for your support and we hope to see you at this exciting event.

Yours truly,



Wendy Au
Assistant City Manager
453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

Chinatown - April 22 ChinatownCultural Day Letter to Restaurants - Chinese

CHINATOWN
VANCOUVER

2018年3月19日

致：唐人街各商戶

SINCE 1885

誠邀參與4月22日的唐人街文化日

為了表彰唐人街在溫市歷史的文化遺產，溫哥華市議會最近通過了提名唐人街作為聯合國教科文組織的世界文化遺產之一。

同時，溫市與社區團體合作，將在4月22日（星期日）下午1時至4時舉辦唐人街文化日，目的是讓溫市居民參觀、學習和體驗多元的唐人街文化，以及享受多姿彩的活動。

當天的活動將由社區籌組帶領，包括戶外麻將、在安迪禮遜公園（Andy Livingstone Park）舉行的太極和功夫示範、街上的臨時食品攤檔和導賞遊。另外，中山公園和中華文化中心的博物館也將免費入場。

為了活動能順利進行，當天唐人街部份路段將會封閉，以方便搭建臨時食檔和活動攤位。封路詳情將於稍後公佈。

現誠邀 貴商戶參與唐人街文化日當天的活動。食肆的參與方式包括：提供特別的菜式、強調您的招牌菜式，甚至試食等等。我們估計當天會有超過一千人來到唐人街，衷心盼望 貴商戶參與，協助我們展示唐人街的最佳飲食文化，一盡地主之誼。

參與唐人街文化日的食肆由我們的社區夥伴「華基金會」（Hua Foundation）負責統籌。如需更多資料，請聯絡華基金會行政總監黃儀軒（Kevin Huang），電郵：kevin@huafoundation.org 或電話：604-868-2001。

多謝您的支持，希望在唐人街文化日見到您！

祝好！

溫哥華市政府
助理市政經理區韻宜
謹啓

453 West 12th Avenue, Vancouver, BC V5Y 1V4
tel: 604.871.6639

WA/hm

CHINATOWN
VANCOUVER

Wendy: can you double check the list to see if we miss anyone? Before I send the actual logos to BL.
Thanks
Baldwin

City of Vancouver - FOI 2018-259 - Page 313 of 813

Logos received from

Organization	Name of Sender	Email
hua foundation	Kevin Huang	kevin@huafoundation.org
Vancouver Chinatown Foundation (VCF)	Susan Ma	susan@chinatownfoundation.org
Vancouver Chinatown Revitalization Committee (VCRC)	Baldwin Wong	baldwin.wong@vancouver.ca
Chinese Cultural Center of Greater Vancouver (CCC)	Bill Yee(?) (Cc: Fred Kwok; Tima Tao)	s.22(1)
Chinese Benevolent Association (CBA)	Michael Wang	s.22(1)
Chinese Canadian Historical Society (CCHS)	Sarah Ling (Hayne Wai & John Atkins)	s.22(1)
St. John's College UBC	Sarah Ling (Henry Yu)	s.22(1)
Anavet Pacific Unit 280	King Wan	s.22(1)
St. John Ambulance SET	King Wan	s.22(1)
Mah Society	William Ma	s.22(1)
Dr. Sun Yat-Sen Classical Chinese Garden (SYS CCG)	Vincent Kwan	director@vancouverchinesegarden.com
Canadian Chinese Military Museum (CCMM)	Terri /Wendy Au	s.22(1)
VCMA	Daniel Ho	daniel_vcma@hotmail.com
SUCCESS	Sienna Wong	Sienna@success.bc.ca

From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
To: "Marlee Eheler \\\(meheler@brandlivegroup.com\\)" <meheler@brandlivegroup.com>
"Renita Manj \\\(rmanj@brandlivegroup.com\\)" <rmanj@brandlivegroup.com>
"Marcus Richter \\\(mrichter@brandlivegroup.com\\)" <mrichter@brandlivegroup.com>
Date: 4/5/2018 4:29:27 PM
Subject: Logos and acknowledgement
Attachments: Copy of Organization Logos Tally.xlsx

Hi Marlee: we've put the logos received to date in the drop box. It's in Alan's email below.
One group is yet to confirm, Vancouver Chinatown Revitalization Committee (VCRC). We're waiting for their final confirmation.
Also, Cael will provide you with logos of VPD, Vancouver Fire and Rescue, and Vancouver Park Board.
We're also waiting to hear from Vancouver Public Library to confirm their participation. If they do, then they will provide their logo.
Alan will allow for your access to the drop box, based on your email address. If you've problem opening the box, let him know. I've also attached an excel list of groups we received logos from.
As to the heading for this, do we acknowledge them as " Partners and Sponsors"? or simply say "We thank the following organizations for their support" ?
Also, we should also say thank you to volunteers and other groups for their participation in the Chinatown Cultural Day.
Any questions, please let us know. Thanks
Baldwin

From: Wong, Baldwin
Sent: Thursday, April 05, 2018 1:56 PM
To: 'Alan Chen'
Subject: RE: Alan Chen shared "HDC Partner Organization Logos" with you

Ok, it'll be Marlee Eheler, Renita Manj and Marcus Richter of brand.LIVE.
I'll copy you when I send them the drop box. You can then get their email address.

From: Alan Chen s.22(1)
Sent: Thursday, April 05, 2018 1:15 PM
To: Wong, Baldwin
Subject: Re: Alan Chen shared "HDC Partner Organization Logos" with you

I may need to add their email addresses, or adjust the sharing settings when I get back to the office. Maybe you could forward or cc me in an email with all of the people who you want to grant access to?

On Thu, Apr 5, 2018, 12:40 PM Wong, Baldwin, <baldwin.wong@vancouver.ca> wrote:

Do I/the others need a password to access?

From: Alan Chen (via Dropbox) [mailto:no-reply@dropbox.com]
Sent: Thursday, April 05, 2018 11:26 AM
To: Wong, Baldwin
Subject: Alan Chen shared "HDC Partner Organization Logos" with you

Hi Baldwin,

Alan Chen (chenxzalan@hotmail.com) invited you to edit the folder
"HDC Partner Organization Logos" on Dropbox.

[Go to folder](#)

Enjoy!
The Dropbox team

© 2018 Dropbox

Logos received from

Organization	Name of Sender	Email
hua foundation	Kevin Huang	kevin@huafoundation.org
Vancouver Chinatown Foundation (VCF)	Susan Ma	susan@chinatownfoundation.org
Vancouver Chinatown Revitalization Committee (VCRC)	Baldwin Wong	baldwin.wong@vancouver.ca
Chinese Cultural Center of Greater Vancouver (CCC)	Bill Yee(?) (Cc: Fred Kwok; Tima Tao)	s.22(1)
Chinese Benevolent Association (CBA)	Michael Wang	s.22(1)
Chinese Canadian Historical Society (CCHS)	Sarah Ling (Hayne Wai & John Atkins)	s.22(1) [REDACTED].ca
St. John's College UBC	Sarah Ling (Henry Yu)	s.22(1)
Anavet Pacific Unit 280	King Wan	s.22(1)
St. John Ambulance SET	King Wan	s.22(1)
Mah Society	William Ma	s.22(1)
Dr. Sun Yat-Sen Classical Chinese Garden (SYS CCG)	Vincent Kwan	director@vancouverchinesegarden.com
Canadian Chinese Military Museum (CCMM)	Terri /Wendy Au	s.22(1)
VCMA	Daniel Ho	daniel_vcma@hotmail.com
SUCCESS	Sienna Wong	Sienna@success.bc.ca

From: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
"Au, Wendy" <wendy.au@vancouver.ca>
Date: 4/23/2018 10:01:38 AM
Subject: Media attendance from Apology event

Hi Baldwin and Wendy,

Please see below for the list of media who attended yesterday. We had close to 70 media folks in attendance from the outlets listed below. Baldwin – I broke them up between Chinese and English media for the purposes of sending to CBA.

Thank you and let me know if you have any questions!
Lauren

Chinese Media

Global Times
Health Times
Success
China News Service
Star Pictures Corp
Chinese Times
AM1320
Pear Video
Andrew Leung
CBA photographer
Ming Pao
Xin Hua News Agency
Sing Tao
Fairchild radio
Asian Global Press
Access TV
Fugu Butchers productions
Canadian Transworld Society
Phoenix TV
Fairchild TV
Wow TV
New Canadian Media
Veterans photographer
Flunging Pictures
KP media

English Media

Ina Mitchell Film
Omni News
Vancouver Courier
News 1130
Coop radio
StarMetro
Vancouver Sun
Vancouver Province
CBC
Globe and Mail
Canadian Press
Global News BC
CTV
CBC
Radio-Canada
Georgia Straight

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>
To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
Date: 3/29/2018 9:55:09 AM
Subject: Media coverage of news release yesterday

Hi Baldwin,

Nice job yesterday with the media! Here are a few pieces of coverage – your clip on Global news is great.

Thanks,
Lauren

Apology to Vancouver Chinese Community Next Month
*Global News

<http://www.cbc.ca/news/canada/british-columbia/vancouver-chinese-community-apology-1.4598638>
*Canadian Press article

<http://vancouversun.com/news/local-news/vancouver-city-council-to-formally-apologize-next-month-for-historic-discrimination-of-chinese-community>
*Vancouver Sun

<https://www.ctvnews.ca/canada/vancouver-mayor-to-apologize-to-residents-of-chinese-descent-for-past-wrongs-1.3862950>
*CTV

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

From: "Stasila, Lauren" <Lauren.Stasila@vancouver.ca>
To: "Anthony, Jonathan" <Jonathan.Anthony@vancouver.ca>
"Conlan, Greg" <Greg.Conlan@vancouver.ca>
"Bartlett, Robert" <Robert.Bartlett@vancouver.ca>
"Hagiwara, Rosemary" <rosemary.hagiwara@vancouver.ca>
Date: 4/19/2018 8:49:01 AM
Subject: Media event plan - Apology event
Attachments: COM - ACCS - Event Plan - HDC Apology.docx
COM - ACCS - MA - apology event.docx

Hi all,

I wanted to share our media event plan and media invite (which will go out tomorrow) with you all as an FYI. There is nothing that we haven't talked about in here, just some further details on who is involved in the media scrum, and what notes we will be sharing with media in advance of the event.

Myself and my colleague Marie will manage media on site. We do expect to have a lot of media outlets (we've planned for 40 people but I suspect we may have more based on what we've been seeing this week).

We have worked with the Mayor's office comms team to sort out the details of the media scrum as well.

If there's anything else needed from a preparation standpoint from our end, please let me know.

Thank you,
Lauren

Lauren Stasila | Communications Manager
Corporate Communications | City of Vancouver
t. 604.871.6119 m. 604.356.9822
lauren.stasila@vancouver.ca

Media Event - HDC Apology Event

Date: Sunday, April 22
Time: 2 p.m. (doors open at 1:15 p.m.)
Location: Chinese Cultural Centre

Activities:

- Special council meeting to be held in Chinatown with an anticipated public audience of over 500 people
- Media will be invited and a designated filming and seating location has been identified
- Following the event, media will have the opportunity to speak with the Mayor and community speakers

Parking:

- Media will need to find available street parking
- Parking will be reserved for Councillors

Filming/Seating:

- Three risers will be set up at the back of the chairs for media to film from. Any filming on a tripod **MUST** be done from the risers
 - Media are permitted to walk around with their camera to get shots, just reminder to be respectful of guests' views
 - Tripods will not be permitted to be set up outside of the risers
- A row of seating will be reserved for media and labelled as such

Accreditation

- Media must check in at the media sign in table to receive an accreditation badge. This will permit them access to the scrum following the event

Media Outreach:

Media advisory: Two advisories to be released, two days before the event (Friday morning) and the morning of the event, written and issued by City of Vancouver.

Information Bulletin:

Following the event, the City will send out an IB with a recap of activities and speakers. If photos are available they will be sent as well. Copies will be available on site.

Participants for media scrum

Speakers
Gregor Robertson, Mayor of Vancouver
Councillor Louie
Community speakers: George Ing (war veteran), Hilbert Yiu (CBA President), Melody P. Choi

Event run of show:

Event Timing	Event Activity
12:30 PM	<p>Arrive at Chinese Cultural Centre for set up</p> <ul style="list-style-type: none"> - Media sign in desk set up with: sign in sheet, media accreditation badges, information bulletin, event rundown, historical book - Set up room for scrum - Double check: media risers in place, seats reserved for media
1:15 PM	Doors open for guests and media
2:00 PM	Event start - run time approx. 2 hours
4:00 PM	Media filter into side room to set up for media scrum
4:10 PM	<p>Mayor, Cllr Louie and Community Speakers arrive at media scrum for questions on the apology and event</p> <ul style="list-style-type: none"> - Alexa to bring Mayor & Cllr Louie to scrum room - Lauren to bring community speakers - Marie to manage media set up in room
4:30 PM	Tear down/end

EVENT MATERIALS, EQUIPMENT AND SERVICES

- Podium and mic stand
- News release (English and Chinese)
- Media run of show
- Event plan

Formal apology for historical discrimination of Chinese community in Vancouver

Media are invited to attend a special council meeting this Sunday, April 22 at the Chinese Cultural Centre as Mayor Gregor Robertson delivers an official apology on behalf of the City of Vancouver to Chinese people for past discrimination.

Date: Sunday, April 22

Doors open 1:15 p.m.

Event start 2:00 p.m.

Event end 4:00 p.m.

Media scrum 4:10 p.m.

- Mayor Gregor Robertson
- Councillor Raymond Louie
- George Ing, war veteran
- Hilbert Yiu, President of the Chinese Benevolent Association
- Melody P. Choi, youth speaker

Location Chinese Cultural Center, 50 E Pender St.

Parking Parking is available on surrounding streets. Please be aware of the Keefer St. and Columbia St. closures.

Notes to media:

- Media must check in at the media sign in desk to receive a media pass
- Media passes will be needed to access the scrum following the event
- Seating will be reserved for media on a first come, first served basis
- Filming can be done from the risers at the back of the room, an audio feed plug in is available

-30-

Media contact:
Corporate Communications
604.871.6336
media@vancouver.ca

From: "Barbara Choi" <s.22(1)>

To: "Wong, Baldwin" <baldwin.wong@vancouver.ca>

"Au, Wendy" <wendy.au@vancouver.ca>

Date: 4/16/2018 4:04:34 PM

Subject: Melody B. Choi BIO and Youth Future Speech

Attachments: Melody B Choi Bio.docx

Melody B Choi - Youth Future Speech.docx

Hi Baldwin,

Great to meet you today.

Your meeting was very informative.

As we discussed briefly, Melody B. Choi is used for anything in print. (Name Tag, etc.)

When Raymond Louie introduces her, he can call her Melody Choi.

Is it possible for us to have a seat reserved for me and my husband Warren, beside Melody?

Thank you and we'll be arriving before 1pm on Sunday the 22nd.

Best,

Barb

Melody B. Choi

Vancouver born and raised, 17 year old Melody Choi is a 4th Generation Chinese Canadian Grade 11 Honour Roll student at Killarney Secondary. There she thrives in their Drama and Choir program and is very dedicated to the Mental Health Awareness Club as a spokesperson for elementary schools. Because she loves working with children, she enjoys volunteering as a Day Camp Leader and hopes to work in a Daycare this summer.

Outside of school, Melody is a multifaceted performer and award winning Film & TV Actress and competitive dancer. She was speaker for both the Paralympic Opening Ceremonies and the Rick Hansen Concert for Heroes. Currently she is starring in the latest Nintendo Switch TV commercial shot here in beautiful Vancouver, BC.

Melody has very strong ties in Chinatown. Her father Warren Choi grew up in the Strathcona neighbourhood. Her parents Warren and Barbara both attended Strathcona Elementary School. Her Great Grandfather Back Lang Lew came to Vancouver in 1912 and had to pay the head tax. Despite this, he successfully ran the family business, M. Lang Shoe store at Main & Pender where they were known for making quality handmade logging boots. Melody's Grandfather is Jack Chow, a well-established business man in Chinatown. Jack Chow Insurance has been operating in Chinatown for 56 years.

Melody is proud to say her Great uncles Park Chow and Bill Chow and Great Great Aunt Jean Lee are all Chinese Canadian Veterans.

Good Afternoon everyone!

I am so honoured and excited to have been asked to represent the youth and future of Chinese Canadians as a proud resident in the most progressive city in the world, Vancouver, British Columbia.

As a Chinese Canadian, I am extremely proud of my rich culture and history. I confidently see my future bright, with endless opportunities however, I must reflect, recognize, appreciate and respect all those before me that have sacrificed, fought and endeavored to build the foundations, so that I may have, and realize life's endless opportunities.

While I was aware of some of the historical discrimination against Chinese Canadians, hearing very personal stories from primary sources really deepened my appreciation for the impact they have had on my life. I am very grateful to the veterans who faced discrimination, took action against it, fought to help win the war for Canada and then returned home to successfully fight for their right to vote.

As a young person growing up in this time, I am glad to experience diversity and acceptance within my community and in school. It is through the sacrifices from those past that have paved the way for the accepting nature of my generation and those to come. My hope for the future is that the community will continue to support past family legacies and continue to encourage the proper and thorough education of progressing generations. As society continues to evolve, I know that maintaining a social environment that is just, is an achievable desire.

As a 4th Generation Chinese Canadian, I can sincerely express my deepest gratitude to all those who have laid the foundations for me to live my life now with the liberties and rights those before me may not have had. The hardships and discrimination endured by previous generations will hopefully be things of the past. *Our* lives, *my* life, is better because of them. I feel that my choices in academics, careers and life are unlimited. Unlike Chinese Canadians of the past, I can be judged on who I am and what I can do and *not* by my race. For this I will always be grateful.

To Mayor Gregor Robertson and all current and past City Councillors here today, thank you for your efforts, acknowledgment and respects to the past. Thank you to the distinguished task force members that worked so hard to make today possible and for honouring me with this opportunity to represent my generation. I sincerely hope that the future Mayors and City Council members will be as supportive and adamant about acknowledging and addressing past injustices. Without the past, there is no future. With that, I humbly give my deepest respects and thanks to all the brave Chinese Canadian Veterans and Chinese Canadian pioneers who fought, stood up and took action for change so that we, and so that I, may have limitless opportunities as a proud Chinese Canadian today.

Thank you.
Melody B. Choi

From: "Wong, Baldwin" <baldwin.wong@vancouver.ca>
To: "Renita Manj" (rmanj@brandlivegroup.com)" <rmanj@brandlivegroup.com>
"Hopwood, Cael" <cael.hopwood@vancouver.ca>
Date: 4/5/2018 11:35:54 AM
Subject: Neighborhood Letter - translation in 2 formats attached
Attachments: Draft Chinatown Cultural Day Event Notice 2018 - Chinese translation.docx
Draft Chinatown Cultural Day Event Notice 2018 - Chinese translation.pdf

Hi Cael and Renita:

Here is the translated version (in pdf and word) of the Event notice.
Baldwin

-----Original Message-----

From: fenella@dscomgroup.ca [mailto:fenella@dscomgroup.ca]
Sent: Thursday, April 05, 2018 9:35 AM
To: Wong, Baldwin
Cc: fenella.dscom@gmail.com; s.22(1)
Subject: Re: FW: CORRECT VERSION - Neighborhood Letter - translation in 2 formats attached
Importance: High

Hi Baldwin,

As promised, please find attached the Chinese translation of the neighbourhood letter. I have produced two versions: one in Word & one in PDF, just in case. I have also formatted it on one page for easier printing & distribution.

Kindly confirm receipt. Many thanks!

Fenella

On Wed, 4 Apr 2018 21:13:43 +0000

"Wong, Baldwin" <baldwin.wong@vancouver.ca> wrote:

>Fenella: can you make sure I sent you this version?

>Thanks

> Thanks

>

>From: Renita Manj [mailto:rmanj@brandlivegroup.com]

> Sent: Tuesday, April 03, 2018 5:11 PM

> To: Hopwood, Cael; Wong, Baldwin

> Subject: CORRECT VERSION - Neighborhood Letter

>

>

> Renita Manj

> Event Operations Manager

>

> E

> rmanj@brandlivegroup.com<mailto:rmanj@brandlivegroup.com>

> C 604.783.7134<tel:604.783.7134>

> T 604.733.7171<tel:604.733.7171>
>
>
> 201- 120 West 3rd Ave
> Vancouver, BC, V5Y 1E9
>
brandlivegroup.com<http://brandlivegroup.com/>
>
> Click here to discover where fields become festivals.
><https://www.youtube.com/watch?v=q55qSKw_MV0>
>
> BRANDLIVE
>
>
> On Tue, Apr 3, 2018 at 4:41 PM, Renita Manj
><rmanj@brandlivegroup.com<<mailto:rmanj@brandlivegroup.com>>>
>wrote:
> Hi Baldwin,
>
> This neighborhood letter is attached. It requires translation as soon
>as possible so we can send it out to notify the local businesses and
>residents.
>
>
> Renita Manj
> Event Operations Manager
>
> E
> rmanj@brandlivegroup.com<<mailto:rmanj@brandlivegroup.com>>
> C 604.783.7134<tel:604.783.7134>
> T 604.733.7171<tel:604.733.7171>
>
>
> 201- 120 West 3rd Ave
> Vancouver, BC, V5Y 1E9
> brandlivegroup.com<http://brandlivegroup.com/>
>
> Click here to discover where fields become festivals.
><https://www.youtube.com/watch?v=q55qSKw_MV0>
>
> BRANDLIVE
>
>



2018年4月22日封路通知 **特別活動的停車限制和路段安排**

Official Apology for Historical Discrimination towards Residents of Chinese descent and Chinatown Cultural Day

溫市議會為歷史歧視向華人社區公開道歉
和唐人街文化日

致各位奇化街100號、哥倫比亞街500號和中華文化中心的街坊

溫哥華市政府將於2018年4月22日（星期日）在唐人街舉辦特別活動，當日的停車限制和封路安排可能影響到您。請注意詳情如下：

- 下午1時至4時：唐人街文化日將在奇化街（緬街至卡路街段）、哥倫比亞街（片打街至奇化街段）和安迪禮遜公園東面的足球場舉行；
- 下午2時至3時半：溫市議會將在片打東街50號中華文化中心舉行特別會議，市長羅品信將為早期歷史歧視向華人社區公開道歉。

在舉行特別會議公開道歉以外，當天的「唐人街文化日」活動還包括華埠歷史導賞、太極示範、舞獅體驗、書法表演、臨時食品攤檔等等。另外，中山公園和中華文化中心的博物館也將免費入場。

為了活動能順利進行，當天的停車限制和封路安排如下：

停車限制

4月22日凌晨3時至晚上7時，以下路段將不能停車：

- 奇化街00號至100號，即緬街至卡路街之間；
- 哥倫比亞街500號，即片打東街至奇化街之間

封路安排

4月22日凌晨8時至晚上7時，以下路段將會封閉，不能行車：

- 奇化街00號至100號，即緬街至卡路街之間；
- 哥倫比亞街500號，即片打東街至奇化街之間

活動結束後，當路面障礙已經消除而溫市警隊認為可以安全行車時，上述封閉路段將會重開。

請注意：如要前往位於奇化街180號的Easy Park停車場，可從哥倫比亞街／魁北克街經奇化街南巷進入。



溫哥華市政府感謝您的支持，誠意邀請您與我們一同學習、體驗和享受中華文化，承認歷史，走向未來。

如您有任何問題，請致電brand.LIVE公司：604.733.7171或市府溫哥華市政府熱線311查詢。

溫哥華市政府謹啓



2018年4月22日封路通知 **特別活動的停車限制和路段安排**

Official Apology for Historical Discrimination towards Residents of Chinese descent and Chinatown Cultural Day

溫市議會為歷史歧視向華人社區公開道歉 和唐人街文化日

致各位奇化街100號、哥倫比亞街500號和中華文化中心的街坊

溫哥華市政府將於2018年4月22日（星期日）在唐人街舉辦特別活動，當日的停車限制和封路安排可能影響到您。請注意詳情如下：

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- 下午2時至3時半：溫市議會將在片打東街50號中華文化中心舉行特別會議，市長羅品信將為早期歷史歧視向華人社區公開道歉。

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- 哥倫比亞街500號，即片打東街至奇化街之間

封路安排

4月22日凌晨8時至晚上7時，以下路段將會封閉，不能行車：

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- 哥倫比亞街500號，即片打東街至奇化街之間

活動結束後，當路面障礙已經消除而溫市警隊認為可以安全行車時，上述封閉路段將會重開。

請注意：如要前往位於奇化街180號的Easy Park停車場，可從哥倫比亞街／魁北克街經奇化街南巷進入。

溫哥華市政府感謝您的支持，誠意邀請您與我們一同學習、體驗和享受中華文化，承認歷史，走向未來。

如您有任何問題，請致電brand.LIVE公司：604.733.7171或市府溫哥華市政府熱線311查詢。

溫哥華市政府謹啓

From: "Sulistio, Angela" <angela.sulistio@vancouver.ca>
To: "AP Central" <APCentral@vancouver.ca>
Date: 3/29/2018 11:18:38 AM
Subject: Payment form for Dr. Sun Yat Sen Garden Society - Due April 4, 2018
Attachments: 20180329111424719.pdf

Hi,

Please process the attached P-Form the next EFT run. This payment has been approved by Wendy Au, Assistant City Manager.

Thanks,
Angie Sulistio
City Manager's Office
604-873-7940

Request for Payment

(P-Form)

Form must be received by Accounts Payable three business days prior to payment due date.

PAYEE NAME: Dr. Sun Yat Sen Garden Society	DOCUMENT DATE (YYYY/MM/DD):	2018/03/29
PAYEE #: 102990	G/L POSTING DATE (YYYY/MM/DD):	2018/03/29
	PAYMENT DUE DATE (YYYY/MM/DD):	2018/04/04
PAYEE ADDRESS	REFERENCE NUMBER:	
STREET ADDRESS:	578 Carrall Street	
CITY & PROVINCE:	Vancouver, BC	
POSTAL CODE:	V6B 5K2	
COUNTRY:	Canada	

SUBTOTAL:	\$95,000.00	CURRENCY:	CAD
GST TOTAL:	\$0.00	PAYMENT METHOD:	E
PST TOTAL:	\$0.00	HANDLING:	
TOTAL AMOUNT:	\$95,000.00		

DOCUMENT TEXT:

AMOUNT	TAX CODE	JURIS. CODE	BUS. AREA	G/L ACCT	COST CENTRE/ WORK ORDER #	WBS ELEMENT/ NETWORK	TEXT
95,000.00	IN	NN00	9200	531360	50023733		April 22 Special Council meeting and Chinatown
							Culture Day: infrastructure set up, planning and
							implementation
\$95,000.00	SUBTOTAL						

PREPARED BY:	CMO	Angle Sullistio
DEPARTMENT		CONTACT NAME
AUTHORIZED BY:	2018/03/29	Wendy Au
DATE (YYYY/MM/DD)	<i>Wendy Au</i>	wendy.au@vancouver.ca
	APPROVER SIGNATURE	PRINT NAME
		EMAIL OR PHONE #

From: "Joey Cheung" <joey@joeycheung.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
"Vincent Kwan" <director@vancouverchinesegarden.com>
Date: 4/9/2018 11:41:24 PM
Subject: Payment Processing to Artists (and Food Vendors)

Hi Wendy & Vincent,

For the 3 artisans that we need to pay an honourarium (dough figurines, Chinese knotting and making grasshopper), can you confirm should be made to Dr Sun Yat Sen Classical Chinese Garden in order for SYS Garden to prepare payment? The artists will email us the invoice later this week - they would like to receive cheque payment on event day.

On a second note, I would like to know if we can also reimburse the food coupons to the 4 food vendors via SYS Garden so that food vendors can be reimbursed sooner? It is a bit unreasonable for us to make the food vendors to provide food to participants on event day for us (when we are already twisting their arm to come) but then they don't get reimbursed until minimum two weeks later. I fully understand BL needs to reconcile all amounts and the timeframe set is reasonable as sometimes it takes even longer. Thus, I wonder if there is something we can do so that we can avoid any embarrassing situation after the event in case there is a delay - and we are talking about maximum \$1,200 (as the # of coupons will be printed will just be 400).

Kindly advise.

thanks,
Joey

From: "Ayres, Elaine" <elaine.ayres@vancouver.ca>
To: "Au, Wendy" <wendy.au@vancouver.ca>
"Vaillancourt, Ellen" <Ellen.Vaillancourt@vancouver.ca>
Date: 3/20/2018 10:46:58 AM
Subject: please approve these invites before I send to print
Attachments: chinese-apology-invite-general-artwork.pdf
chinese-apology-invite-VIP-artwork.pdf

Hi Wendy or Ellen,

I have bolded the RSVP info and the "First Come..." info on these invites.

Please approve before I send to print... these show the bleeds.

I am going to use 50022138 / 531360 to charge for printing.

Thanks, Elaine

**Mayor Gregor Robertson
and Vancouver City Councillors**

are pleased to invite you to

A SPECIAL CITY COUNCIL MEETING

Recognizing Historical Discrimination
Against Chinese People in Vancouver



to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Sunday, April 22, 2018

Arrive by 1:45 pm, Council Meeting from 2 – 3:30 pm

Chinese Cultural Centre of Greater Vancouver
50 East Pender Street, David Lam Hall
Vancouver, British Columbia

RSVP by April 12 to: ProtocolEvents@vancouver.ca

This invite is not transferrable.

to issue

AN OFFICIAL APOLOGY TO THE CHINESE COMMUNITY

Sunday, April 22, 2018

Arrive by 1:45 pm

Council Meeting from 2 – 3:30 pm

Chinese Cultural Centre of Greater Vancouver

50 East Pender Street, David Lam Hall

Vancouver, British Columbia

Seating is first come, first serve.