



CITY OF RICHMOND

REPORT TO COUNCIL

**TO:** Richmond City Council  
**FROM:** Mayor Greg Halsey-Brandt, Chair  
General Purposes Committee  
**DATE:** February 8<sup>th</sup>, 2000  
**FILE:** 2052-30-01  
**RE: NEW CITY HALL TRANSITION DETAILS**

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The General Purposes Committee, at its closed meeting held on Monday, February 7<sup>th</sup>, 2000, considered the attached report, and recommends as follows:

COMMITTEE RECOMMENDATION

***That Resolution No. R99/18-7 (adopted by Council on October 12<sup>th</sup>, 1999), which authorized the construction of a vault within the exterior landscaping of the new City Hall to accommodate a time capsule, BE RESCINDED.***

Mayor Greg Halsey-Brandt, Chair  
General Purposes Committee

Attach.

VARIANCE

Please note that staff recommended the following:

That the report (dated January 31, 2000, from the Chief Administrative Officer), regarding the details of the transition to the new City Hall, be received for information.

## STAFF REPORT

### ORIGIN

In October 1999, General Purposes Committee endorsed the development and insertion of a time capsule into the exterior landscaping of the new City Hall. At this same meeting, Committee also reviewed the proposal by the Sunset Rotary Club and the Richmond Foundation for sponsoring a fund raising gala opening event.

The opening of this new community facility is a significant event in Richmond's history. As such there are many possible options for the events and activities that can be held to celebrate the opening of the building. As part of the Corporate Secondment Program, Richard Toda has been temporarily assigned to help co-ordinate the move, as well as plan and implement the opening celebration events. A cross-divisional staff team has recently been formed and is beginning to plan the opening events.

The purpose of this report is to provide an update on the transition to the new City Hall, and to receive feedback and direction from Committee on some of the possible opening events at this early planning stage.

### ANALYSIS

A calendar that highlights the key dates of the move and the opening events is appended to this report as Attachment 1. The details of the move and the opening events are described below.

## **1. The Move**

The new City Hall building is on schedule for substantial completion by March 31, 2000. Substantial performance activities such as inspections, deficiencies commissioning, and major construction cleaning will be completed by the beginning of May 2000. The move will be completed in two phases with the first being the move of "non-essential" items that are not required on a daily basis and the main public areas, followed by the staff areas.

During this first phase, non-essentials will be packed by staff between May 2<sup>nd</sup> - 9<sup>th</sup>. Movers will move the non-essentials, cabinets, and the common area furniture during the week of May 9<sup>th</sup> to May 14<sup>th</sup>. The second phase of the move will occur between May 12<sup>th</sup> - 14<sup>th</sup>. During this last stage, the boxes from the staff areas will be moved and the telephone and computer system will be switched over and set-up in the new City Hall. Final cleaning activities will also occur during this last phase. In order to accomplish this stage of the move in three full days, the existing City Hall will need to be closed on May 12<sup>th</sup>. Over the weekend, in addition to connecting the telephone and computer systems, staff will set-up the front of house area, so that on May 15<sup>th</sup>, the new City Hall will be open for business.

The Public Hearing scheduled for May 15<sup>th</sup> will need to be held in the existing temporary City Hall or at another venue. Orientation and training sessions on the new technology in the Council Chambers will be provided to senior staff and Council between May 16<sup>th</sup> and May 18<sup>th</sup>. The first live Council meeting in the new City Hall will be on May 23<sup>rd</sup>.

## **2. Proposed Opening Events & Celebrations**

There are a variety of possible activities and public events that can be held by the City to celebrate the opening of the new City Hall. These events are described below.

### **2.1 Sister City Gardens Opening (Friday, May 19, 2000)**

The new City Hall contains two Sister City gardens. Both of Richmond's Sister Cities have been invited to the opening of the new City Hall. To date, it is confirmed that a contingent from Wakayama will be attending as they are in Richmond from May 18<sup>th</sup> –21<sup>st</sup>. The Wakayama Sister City Affiliation Committee has indicated that they would like to host a traditional tea in the new City Hall.

Staff are working with the Richmond Sister Committee to co-ordinate the sister city visit with the opening events. At this time, a tour of the new City Hall followed by a tea ceremony and then an official opening of the Wakayama Gardens is proposed for May 19<sup>th</sup>. The tour is proposed at 9:30 am and the tea ceremony is proposed between 12- 2 p.m. in one of the large meeting rooms on the second floor of the new City Hall.

### **2.2 Official Public Opening (Saturday, May 20, 2000)**

The Official Public Opening Celebration and ribbon-cutting ceremony is proposed for Saturday May 20, 2000 between 11:00 am and 3:00 p.m. By this date, all the boxes will be unpacked and removed from the new City Hall. It is intended that this event be open to everyone and that it is family-oriented. An Open House format is envisioned with entertainment, displays, and activities occurring in all public areas. Food and refreshments will be available and the public will be encouraged to view the open areas at their leisure. Tours will be offered to those wanting to see selected areas of the tower wing.

*There are several options for the type of activities that could occur at this opening event, which the staff would like to receive Committee's feedback on. Some of these activities include:*

#### **(a) Re-dedication of the Cenotaph.**

Members of the Legion have approached staff requesting that a march and a candle ceremony be incorporated into the opening of the new City Hall. In order to accommodate this event, a portion of No. 3 Road and Granville Avenue would need to be temporarily closed. This event could potentially be incorporated into the opening day celebrations on Saturday, May 20, 2000. However, for logistical reasons, and to ensure that the event receives the recognition it deserves, staff believe that it is may be more appropriate to hold this event on a separate day similar to what is being proposed with the Sister City Tea Ceremony.

*Thus, staff are seeking direction whether it is Committee's preference to either have the cenotaph re-dedication incorporated into the Official Opening Day Events (May 20<sup>th</sup>), or on another day.*

(b) Time Capsule Event

In October 1999, staff made provisions for creating a time capsule vault in the exterior landscaping of the new City Hall to celebrate the new Millennium. A commemorative plaque would be placed on top of the chamber. At the time it was intended, that staff would work with various community groups to determine what should be placed in the Time Capsule.

Staff has now approached representatives from the Museum Society regarding their participation in this project. At this point in time, the Museum Society is committed to working with the School Board on a time capsule project in the new Terra Nova School. In order to avoid confusion or duplication of activities, it is suggested by the Society that if two time capsule events are held that the efforts be co-ordinated. The vault for the time capsule in the exterior landscaping at the new City Hall has not been constructed yet. As a result, there is still an opportunity to discontinue this event if Committee decides that two time capsules are not needed.

*Thus, direction is needed from Committee, to determine if staff should proceed with the Time Capsule at the new City Hall.*

(c) Opening Parade

The opening of the new City Hall at the beginning of the new Millennium is a significant community event in Richmond's history. This event provides an unique opportunity to celebrate the people who have had a key role in making Richmond what it is today. As part of this celebration, a parade of Richmond's present and past Mayors and Councils, pioneers and community leaders could be incorporated into the opening leading up to the ribbon cutting event. Antique cars, or horse and carriages could be used in a parade to help celebrate Richmond's heritage as we move into the new City Hall. Alternatively, to minimize traffic disruptions, a march could be held from Minoru Park and the Cultural Centre across Minoru Boulevard and then along the east-west driveway to the north plaza of the City Hall.

*Direction is needed from Committee as to whether or not a parade or March is appropriate.*

(d) Provision of Activities at the Official Public Opening

There are also options available for the provision of activities on this day. The City could directly provide all services or the various Community Associations could be invited to sponsor entertainment and activities for pre-schoolers, children and youth. As well service groups such as the Scouts and Girl Guides could be encouraged to co-ordinate the food and refreshments for the day.

*Direction from Committee is required on the provision of activities.*

### **3. Next Steps**

After receiving feedback from Committee on the proposed events and activities included in this report, the staff team will develop a detailed program and protocol for the opening events. Regular updates will also be provided at General Purposes Committee as the planning for each of the events progresses.

In terms of external communications, regular updates will be provided on our City web site. Media releases will be sent closer to the opening events. There may also be an opportunity to promote the opening events, as part of the Province's Millennium Home Coming Event Program. As part of this program, the Province provides banners, posters, and advertising for special events that encourage past residents to come back to their hometown.

#### FINANCIAL IMPACT

No additional staffing needs, as existing staff will liase and co-ordinate the events as necessary. A portion of the net revenue from the Gala fund raising event will be used to the fund the public opening events.

#### CONCLUSION

This report provides an update on the move and the possible activities that could be associated with the opening of the new City Hall.

Richard Toda  
City Hall Transition and Special Events Liaison

Lauren Melville  
Manager – Policy & Research

# May

## 2000

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2 Staff start to pack May 2-9	3 Major cleaning of NCH	4	5	6
7	8	9 Start moving of non-essentials, cabinets, and common furniture	10	11	12 Boxes moved Telephones and IT staff setting up computers. All staff on CDO	13 Computers set up
14 Front of House setting up.	15 First day for staff in the NCH .  Council Public Hearing	16 Decorating for events starts Movers pick up boxes Technology training for Council Chambers	17 Tech training cont. May 16-18	18	19 Wakayama group tour and Sister City Garden Opening Tea Ceremony 12- 2pm	20 Official Opening of NCH Rededication of Cenotaph
21	22 Victoria Day NCH Closed	23 First "Live" Council meeting in NCH	24	25	26 Sunset Rotary Charity Gala	27
28	29	30	31		June 2 Staff and Council Social incl past members	